

### QUICK SCRIBE GUIDE FOR EFFECTIVE SCRIBING

1. Be ready at least 10 minutes before the first class starts – be in position at the ring. Prepare your work area – check for pens (at least one RED for errors); Order of “GO” and Tests (actual test sheets with extra blank ones for the judge)
2. Introduce yourself to the judge. Discuss with the judge how they wish you to conduct business.
3. Check horse’s number when they come around ring to warm up – check test to verify you have the correct test for the horse. On score side WRITE IN the horse’s number.
4. WRITE THE JUDGE’S COMMENTS EXACTLY AS GIVEN. If Judge allows, use abbreviations – see abbreviation guide with your packet.
5. PLEASE MARK ERRORS IN RED PEN – CIRCLE THEM SO SCORERS CAN CLEARLY SEE THEM.
6. *Do Not Talk To The Judge During The Ride.* If you get lost, quietly ask what movement the next score will be for.
7. *DO NOT REMARK about any horse or rider in the competition,* including but not limited to, any background information about the horse or rider, their trainer/coach, etc. Never repeat the judge’s remarks.
8. Collect tests for runner – put them in separate spot so runner can conveniently pick them up without disturbing you or the judge.
9. Use weights if needed to keep papers from blowing (check office if you need some)