



WAHSET Scribing Procedures

Our scribes are the cornerstones of our successful competitions. These adult volunteers work closely with the judge to ensure that scoring numbers and comments are recorded accurately on the score sheets. Preparing our volunteers on how to perform their job will save time and make for a smooth running event.

Scribing can be very educational but it is demanding. Your primary responsibility is to assist the judge in documenting the accurate score per element and comments for each rider. Our athletes rely on these score sheets to improve themselves. Our district chairs rely on these score sheets for placing a class accurately. Therefore, accuracy and neatness are mandatory!

It is important to maintain a professional demeanor while with the Judge in the arena. Missing any part of the rider's pattern can be devastating for our youth. It is highly inappropriate to repeat anything that the Judge says while in the arena or comments on his/her critique of any performance. A good rule of thumb is to remember that what is said in the arena stays in the arena.

THE SCRIBING SYSTEM WORKS AS FOLLOWS:

Scribing Responsibilities

1. MAINTAIN a clipboard with pen/pencil
2. RECORD the RIDER NUMBER and NAME OF THEIR SCHOOL on each score sheet
3. KEEP accurate, legible scores and notations
4. ADVISE the Judge if a line or number has been missed
5. CHANGE scores per Judge request with the following procedure:
 - a. Draw a line through the incorrect score diagonally
 - b. Put new score along side box
 - c. Have Judge initial changed score
 - d. Never write over a number or change a number
 - e. KEEP accurate, legible scores and notations
 - f. NEVER make changes without the Judges approval and initials on the change
6. NOTIFY gatekeeper to send in the next rider. Make sure that Judge is ready
7. RETURN all score sheets to the office for computer input and posting

It is very important that you write clearly and exactly what the Judge dictates no more, no less. If you get confused, talk to the Judge right away to get things back in order. Work closely with the gate people to provide efficient use of time. Be sure to listen closely for the rider number and REPEAT it for verification.

Remember that as a scribe, you are not the Judge or apprentice Judge. Comments on horses, riders or any other topics that could influence the Judge or break his/her concentration are not allowed. Every spectator is watching you. Keep in mind that you must act professionally and in support of the Judge and the WAHSET program at all times during your duties as a scribe.