

Scribe and Runner Directions

- 1 Confidentiality: Remarks of judges and score information is confidential and should not be shared with any unauthorized person.
- 2 Completed score cards should not be shared or given to anyone who has not been identified as authorized to have them- i.e. identified runners, trial officials, secretary. Should be delivered directly to the secretary or secretary trailer.
- 3 Announcer: runners can show combined total score to the announcer.
- 4 Conversation: Scribes should not engage judges in conversation except as initiated by the judge. Questions should be kept brief, professional and only to clarify what score the judge meant. It is not the job of the scribe to offer opinions about a run or the performance of the dog. If the judge asks a direct question, scribe can answer but should only be about what was observed, again keeping opinions to a minimum.
- 5 Scribing scores: Each judge can have their own system of tracking points. It is the scribes responsibility to verify what system the judge will be using and enter scores to accurately record the judge's decision. If the judge takes partial scores off during each element, write the numbers on the left side of the score card (in the space with the name of the element). Put the total points off on the box on the right. Double check the total on the left matches the total on the right. If the judge sometimes gives a final total for the element that does not match the total of points off during the element, just verify the total is what the judge wants and have the judge initial it or make changes on the partial scores, if the judge wants to correct the partial scores to match the total. If the judge just gives a total of points off at the end of each element, write the total points off in the right-hand box. Only the total points off should be in that box. If you do any computing such as adding total off as you go along-write on margin, outside the box.
- 6 Disqualification- A majority of judges must agree before a run is disqualified (this is new this year) so you should not mark the scoresheet with a "DQ" until the Course Director has polled all of the judges and indicated that the run will be disqualified.
 - a. If the run is disqualified, mark a "DQ" in the box where the score for that phase of work would go and, in the box, where total score would go at the bottom of the score sheet. If you have already entered points off for a phase of work and then the run is disqualified, cross out the points and enter "DQ" instead.
 - b. If the run is not disqualified, the judge will indicate the points off for that phase of the work and continue judging as before.
- 7 Retire-write RET in the element where it happened. Do not write any further scores. Do not total points off. You can repeat RET in the box for total point if you wish.
- 8 Time- write T next to the box for the element it happened then write the total possible points for that element and all subsequent elements in the right box for those elements. Example: if time ran out during the drive- 30 off for drive, 10 for shed and 10 for pen added to points lost for preceding elements.
- 9 Write clearly and large enough to be clearly read. Avoid writing numbers that can be confused. For example: some people write a 1 that can be confused with a 7. In addition, if the judge takes off partial points such as half a point- write it as $\frac{1}{2}$ not .5 which can be misread as 5. For partial points use commas to separate individual numbers. Clarity is important and will save errors in transcript and also save secretary making trips to the judges asking for clarification.
- 10 Number changes: If the judge wishes to change a score for an element after you have written it down or if there is an addition or subtraction error- Do Not write over the top of the previous number, cross it out and write the revised number next to it.
- 11 Verify your addition and subtraction but don't stress- as long as the individual scores are unambiguous the secretary should catch computation errors.
- 12 Judge verification: Ask the judge to initial the score sheet- verifying the scores are as intended. Some judges will and some won't- it is up to the judge.