



GUIDELINES FOR SHOW JUMPING SCRIBES



From the USEA Volunteer Committee

The instructions that follow give you the basics of your job; consult with the Volunteer Coordinator or officials of the event if you have questions or need additional information to fill in and supplement this document.

Checklist of what to bring with you to the event on competition day.

Depending on the day and predicted weather, for your comfort:

- Folding chair, rainwear, extra warm clothing or jacket, bug repellent, sunscreen, hat/visor, a snack and thermos/cooler with beverages.
- Calculator if you need help with math calculations.

Generally provided by the event:

- Clipboard (with waterproof covering), pencils, radio

Before the event:

- Watch the video for this position. Go to the USEA website, www.useventing.com and search for the Volunteer Videos.
- Get the address of the show facility and ask the Volunteer Coordinator where the meeting point is located at the show grounds.

GETTING READY FOR YOUR JOB

Checking in

- Arrive at the meeting point at least 15 minutes before your shift begins to check in and pick up your materials. At a minimum you should have a clipboard with the show jumping order-of-go, show jumping score sheets and pens or pencils. In addition, you or the Show Jumping Judge should have course maps for each level.
- If the event is using the www.eventingvolunteers.com app, don't forget to check in on the app so that your volunteer hours count towards the year-end awards.

Setting up your station

- Your station will be next to the Show Jumping Judge in the judging stand by the show jumping arena.
- Make sure you and the judge are right next to each other and you have sufficient space to mark your score sheet.
- When you get to your station, organize your materials (pens/pencils, order-of-go, course map, score sheets) so you have everything ready before the show jumping phase begins.
- Secure all loose items and put your cell phone on mute or vibrate.

Communicating with other volunteers and officials

- When the judge arrives, introduce yourself and take the time to ask any questions. Let the judge know that you have checked the score sheets and are ready to go. Get to know your judge and determine the procedures to be followed during the competition.
- If there is an announcer for the show jumping phase or a General Announcer, find out what information you should pass along, and how to do it expeditiously.

YOUR JOB AS SHOW JUMPING SCRIBE

Your job as Show Jumping Scribe is to record the Show Jumping Judge's marks on the score sheet.

What you Need to KNOW

Every judge may have a slightly different way for you to write down the scores and penalties. Be sure to check in with your judge before the first horse so you know what is expected of you. Here are some rules you ought to know when scribing:

- EV147 Course Plan – know how to read the course plan and how to get the information you need off of it.
- EV150 Penalties – know what a knock down is for both spreads and verticals, and the various disobediences that are penalized: refusal, run-out, resistance, deviation from the course.
- EV153 Faults and EV154 Eliminations

| | | | | | |
|----------------------------------|---|-----------------|-----------------|-----------------|----------------------|
| Penalties | 1 st | 2 nd | 3 rd | 4 th | 5 th etc. |
| Knock Down | 4 | 4 | 4 | 4 | 4 |
| Disobedience (Starter-Training) | 4 | 8 | E | | |
| Disobedience (Modified-Advanced) | 4 | E | | | |
| Refusal with fence rebuilding | Additional 6 seconds added to time taken | | | | |
| Time Faults | Time taken – time allowed x .04 = time faults | | | | |
| Fall of horse or rider | E | | | | |
| Exceeding time limit | E | | | | |

As you mark your score sheet, be aware that the first three disobedience-free rides are considered "reference rides". If the judge thinks that the time allowed needs to be changed, they can do this after these first three rides. The judge will tell you if the time needs to be changed, and what it should be. Amend your score sheet to reflect this change and adjust the time faults of all competitors who have already completed their round, if necessary.

What you need to DO (Before jumping begins)

Fill out the top portion of your score sheet. All USEA recognized competitions use the same format.



EVENT: _____ DATE: _____
 DIVISION: _____ SHEET #: _____

SHOW JUMPING SCORE SHEET

LENGTH OF COURSE: _____ meters TIME ALLOWED: _____ min _____ secs
 SPEED: _____ meters per minute TIME LIMIT: _____ min _____ secs

| HORSE NO. | FAULTS ON FENCES | | | | | | | | | | TIME TAKEN | TIME FAULTS | TOTAL PENALTY POINTS |
|-----------|------------------|--|--|--|--|--|--|--|--|--|------------|-------------|----------------------|
| | | | | | | | | | | | | | |
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- Fill in the Event, Date, Division and Sheet #.
- The Length of Course, Speed, Time Allowed, and Time Limit should all be annotated on the corresponding Division's course map.
- Refer to the course map to fill in the jumping efforts in the squares directly under the "Faults on Fences". If the jump is numbered with an A, B, and possibly a C, this is three jumping efforts. For example, say fence 5 has three jumping efforts. On the score sheet you would have 1, 2, 3, 4, 5A, 5B, 5C, 6, and so on. If fence 9 has an A and B, you would continue your numbering 7, 8, 9A, 9B, 10, and so on.
- Fill out at least one score sheet for each division offered at the show. Check your order-of-go to see if you will need additional score sheets for large divisions.

What you need to DO (During each level)

- When a competitor enters the arena, write their number down in the Horse No. column.
- As the horse proceeds around the course, the judge will call out either "clear" or will assign a penalty.
- At the end of the round, calculate the total jump penalties (if any) and put that number in the Total column. If there are no jump penalties, put a zero in that column.
- The timer will give you time for the competitor's round and you will write this down in the Time Taken column.
- If the Time Taken exceeds the Time Allowed, calculate the time penalties by multiplying the number of seconds over the time allowed by 0.4. Record this result in the Time Faults column.

- Add the number from the Total column to the Time Faults column and record the result in the Total Penalty Points column.

Repeat for each competitor. Competitors come in quite fast in a division. Be ready to do the math quickly.

After a level is completed, hand the completed score sheets to the judge for review and signature.

Depending on how the event is organized, there may be a score runner coming by to pick up the completed score sheets. If there isn't a score runner assigned to pick up the score sheets, keep the sheets until you have time to take them to the show office.

AFTER COMPLETING YOUR JOB

Checking Out

- Return all materials (clipboard, pens, radio, etc.) back to show office and let the Volunteer Coordinator know you are leaving. If any lost items were brought to you, turn these in at the show office as well.
- If the event is using the www.eventingvolunteers.com app, don't forget to check out on the app so that your volunteer hours count towards the year-end awards.