



GUIDELINES FOR DRESSAGE SCORE RUNNERS



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:

- Closed-toe shoes that are comfortable for walking and good in any weather (wet grass, mud, arena footing, etc.)
- Rainwear, extra warm clothing or jacket, bug repellent, sunscreen, hat/visor, a snack and thermos/cooler with beverages.
- Bag or large plastic zip-lock bag to keep the score sheets while you are carrying them up to the scoring office.

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 any materials, if provided, for your job.
- 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.

YOUR JOB AS DRESSAGE SCORE RUNNER

Your job as Dressage Score Runner is to collect dressage score sheets from the Dressage Scribe and bring the score sheets to the scorers. This is an easy outdoor job that only requires knowing how not to interfere with a dressage test in progress. This job is suitable for young teens or mature children.

What you Need to KNOW

- The route you should take to pick up the dressage score sheets from the Dressage Scribe and bring them to the scoring office.
- Which dressage rings you are responsible for picking up score sheets from.

What you need to DO

- Score sheets need to be picked up regularly from the dressage rings and delivered promptly to the scoring office. Ask the volunteer coordinator how often they want the tests picked up.
- Find a waiting position close to the dressage ring that is clearly visible and not in the way of horses and competitors warming up around the ring or riding their dressage test in the ring.
- When you are ready to pick up the score sheets, quietly approach the booth when there is no competitor riding their dressage test in the ring.
- Collect the completed score sheets from the Dressage Scribe.
- As a courtesy to the judge, check that each score sheet is SIGNED by the Dressage Judge (some scribes are very good at making sure this gets done and others may be new and not realize if a score sheet has not been signed.)
- Deliver all score sheets to the scoring office, then return to your waiting place.

Other tasks you may be asked to DO

- Dressage judges and scribes cannot leave the judging booth except during a scheduled break, and they may ask you to bring things to them, such as more pens, coffee, snacks or blankets

- If the scoring office identifies errors or other problems with a score sheet, you may be asked to bring the score sheet back to the judge so they can make the correction.
- People may ask you questions or directions as you are walking back and forth from the judging booth to the scoring office. It helps if you have a working knowledge of the facility; specifically locations of food, restrooms, rings, barns, office, ice, etc.

AFTER COMPLETING YOUR JOB

Checking Out

- Return all materials, if any, 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.