

## **OHSET SCRIBE GUIDE**

1. Dress appropriately for the ring. Be neat and clean with long pants, long sleeves and no open- toed shoes. Please remember, **NO** cell phones in the arena.
2. Obtain supplies from the volunteer coordinator. You will meet the judge and be ready to start.
3. Make notes, as indicated by the judge only, on the appropriate score sheet. If in doubt make a note and ask the judge when the ride is done. If at all possible try to abbreviate words when appropriate. If your handwriting is hard to read consider printing. First and foremost get the score down and ask questions later.
4. Do not discuss or comment on any horse or exhibitor with the judge. Do not say anything that might influence the judge, Limit conversation while in ring. After the class, do not repeat comments made by the judge. Leave what you see and hear in the ring.
5. Follow the Judge's direction. Be sure to have Judge sign where indicated and initial any changes that have been made after the ride is done. Be sure you get the number and school of the rider at the start of the go.
6. Score sheets may be picked up during the class so have them ready. Please bring any score sheets not picked up back to the office at the end of the class.

**Thank you so much for volunteering to help our athletes have a wonderful experience!**