

DRESSAGE SCRIBE - Job Checklist

What To Bring	<ul style="list-style-type: none">• Water and snacks• Appropriate clothing - you may be inside a box with a big open window or sitting in the front seat of a pickup truck (or anything in between)
Check In	<ul style="list-style-type: none">• Check in on Eventing Volunteers app.• Pick up materials: clipboard with dressage tests, Order-of-Go, pens, radio, bell/whistle.• Head down to your ring and get ready: confer with the judge, set up your station, organize materials, turn off your phone!• Review the Order-of-Go and check that you have enough score sheets for each dressage test.
On the Job	<ul style="list-style-type: none">• For each rider:<ul style="list-style-type: none">○ Check off the rider's name on your Order-of-Go as he/she warms up around the ring.○ Verify that you have the correct test for the rider.○ Provide a spare copy of the test to the judge, if requested.○ Record the judge's comments and score for each test movement.○ Hand the test to the judge to write the collective scores/comments, and sign the test.○ Fold each completed test in half.• Hand over the completed tests to the runner in between rides.
Check Out	<ul style="list-style-type: none">• Return materials to office.• Check out on Eventing Volunteers app.