

SHOW JUMPING SCRIBE - Job Checklist

What To Bring	<ul style="list-style-type: none">• Water and snacks• Chair• Sunscreen• Extra pens
Check In	<ul style="list-style-type: none">• Check in on Eventing Volunteers app.• Pick up your materials: show jumping maps, score sheets, Order-of-Go, stopwatches, stadium radios, whistle, pens. Know where to check in before you arrive; this information should be given to you ahead of time.• Head over to the show jumping arena after picking up your materials.• Review the Order-of-Go to find the number of competitors in each division and make enough copies of that division's score sheet to record every ride.• Confer with the judge for any specific directions for recording the scores.• Fill in the details at the top of each division's score sheet.
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 the Order-of-Go as he/she enters the arena.○ Enter the rider number and horse description on the score sheet.○ Record the scores from the judge.○ Record elapsed time called in from timers.○ Figure out and record the total number of penalties.○ Give the jumping, time, and total number of penalties to the announcer and scorer (usually over the radio)• At the end of each level:<ul style="list-style-type: none">○ Hand the completed score sheet to the judge for signature.○ Turn in completed score sheets to the runner, if there is one, during

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	the break after a level.
Check Out	<ul style="list-style-type: none">• Return materials to office.• Check out on Eventing Volunteers app.