



AEL Scorer Guidelines

- Set up 2 clipboards with the appropriate tests for Flat, Fences and Practicum. For the judge's clipboard, it's also helpful to make them a packet of an example of each fences test so they can follow along when they are judging. In addition, mark a note on their clipboard to make sure they write in the rider's arm numbers on both the flat and the fences sheets. Do NOT pre-write in the rider's numbers because sometimes riders can switch sections to consolidate classes and pre-writing in the numbers can cause confusion.
- For the judge, put together their clipboard with the colored Flat test, followed by the correct number of Fences tests. For example, if Open Section A is first and there are 6 athletes in the section, the top sheet would be the colored Flat test, followed by six copies of the correct Open Fences tests. Then continue with all the other classes and sections.
- For the Practicum judge, count the total number of athletes in the competition, and run off enough copies of the chosen Practicum test. In addition, copy the corresponding pages of the CHA manual and have that for the practicum judge to refer to.
- Once the competition starts, collect the Flat and Fences tests as the judge completes them for each section. If the first class comes back without comments, ask the competition manager to speak to the judge and remind them to add comments.
- To score the Flat tests, subtract any minus scores circled by the judge, and write the total in the Total box. If their total number is a negative number, they score 0.
- To score the Fences tests, subtract any circled errors from the judge's score and write at bottom. If their total number is a negative number, they score 0.
- To score the Practicum tests, write in the total number circled by the Practicum judge.
- Once you've scored all tests for a class section, write in the athletes' Flat score, Fences score and Practicum score and add them together. Post the individual scores to the master class score sheet that's posted. Then also transfer that score to the "Team Totals" sheet.
- In the event of a tie for class placing, the tie shall be broken by the Athletes' Flat scores, if the tie still remains, the tie shall be broken by the Athletes' Fences scores. If the tie still remains, the tie shall be broken by the Athletes' combined Flat and Fences scores. If the tie still remains, the judge shall break the tie.
- Transfer scores to the Master Class scoresheets and the Team Totals sheets that are posted where the coaches and athletes can view them.
- To determine the Team Totals, transfer each team's highest scored rider for each class over to the Highest Score box and then add all the highest scores for your regular 4th-12th grade Team Total. If you are also offering Team Totals Plus, also add each team's highest scoring Mini and Adult for their Team Totals Plus score.

Make copies of all scoresheets and pass out to the coaches at the end of the competition or scan & email.