



## AEL Scribe Guidelines

- Pick up the judge's clipboard with all the correct flat and fences tests from competition management. Make sure tests are for the current year. Write in the rider's arm numbers both on the flat and the fences tests as each class is run
- For flat classes, once the class begins, write comments that the judge makes for each rider in the flat scoresheet comments box. At the end of the class, write the judge's total score for that rider
- For flat classes, if the judge comments that a rider number/color has a wrong diagonal, lead or loss of gait, circle the -10 for the first time, then -5 for the 2<sup>nd</sup> or 3<sup>rd</sup> time at the right of the rider's number on the scoresheet
- At the end of each flat class, before handing off the scoresheet to the runner, make sure the judge has provided a score for each rider and has written comments on the right side of the scoresheet
- For fences classes, make sure to write in the rider's number in the box
- As the rider goes through their fences test, write down judge's comments for each task.
- If the judge indicates that the rider has a refusal/run-out/test error, circle the -10 at the bottom of the sheet. If they have a 2<sup>nd</sup> refusal/run-out/test error, circle the -20 at the bottom of the sheet. If they have a 3<sup>rd</sup> refusal/run-out, they are excused and eliminated.
- At the end of each fences class, before handing off the scoresheet to the runner, make sure the judge has provided a score for each test and has comments
- Make sure the judge has provided comments for all tests.
- It is not the job of the Scribe to judge the class, they are writing down scores assigned and comments from the judge. The judge is the ONLY person in the arena providing scores and comments**
- If an athlete forgets their fences test or goes off course, the judge shall ring a bell or blow a whistle. The athlete can confer with their coach or the judge to get them going in the correct direction. The judge shall circle -10 at the bottom of the fences test for "first test error." If it happens again, same procedure but the judge shall circle -20(the athlete will have a total of -30), if it happens a 3<sup>rd</sup> time, athlete is excused.**