

## NODA Schooling Show Volunteer Job Descriptions

**Scribe** - This person writes down the judge's comments and scores on the test. A good scribe must be able to write legibly and quickly in order to keep up with the judge. Although it is not necessary to have ridden upper-level tests, scribes must be familiar with these tests and their terminology. This is a great opportunity to learn from the judge but this is not a good job for someone who likes to talk a lot. Please note: If volunteering at a show you are competing at, you cannot scribe. See scribing notes at the end of these descriptions for detailed information.

**8 NODA BUCKS/SHIFT**

**Ring Steward** - This person is located at the entrance of the competition arena keeps track of who is riding in the ring at all times. S/he will be in constant communication with the Warm Up Ring Steward to understand which rider will be next to show. They keep the show running on schedule. This job is for a person who can follow a schedule and keep competitors on deck ready to show. **8 NODA BUCKS/SHIFT**

**Office Assistant** - Office Assistant will help the show secretary in the office, double checking entered scores for the Scorer, posting scores, setting out ribbons and more. This job is perfect for someone who loves to meet people, answer questions and generally help out in the office. Ability to multi-task is probably the most important trait needed in this job. **8 NODA BUCKS/SHIFT**

**Runner** - This person is in charge of picking up the completed tests from each of the judges and delivering them to the tabulator. They also relay requests from the judge and may carry messages from the office to the officials. This job requires the least "previous experience" so to speak but requires the most physical activity; sometimes in inclement weather. **8 NODA BUCKS/SHIFT**

**Extra Hand** - This person will be asked to do a variety of tasks as needed, fill in for any job, check on volunteers, help with office tasks and be available to provide general assistance to show staff/competitors as needed. This is a great job for someone who has done it all and wants to help out, or wants variety. **8 NODA BUCKS/SHIFT**

Extra notes about scribing:

### **How to become an effective scribe:**

Before the show. The good news is that you don't have to ride a Grand Prix test before you can scribe for a Grand Prix test. But you will need to recognize what movements are occurring. In other words, if the rider is performing a half-pass, the comments you write must be on the line scoring that particular movement. (PS don't worry about the Grand Prix test. We haven't had one at a schooling show yet.)

If you feel uncomfortable scribing for upper-level tests, you could contact the show secretary and ask to have the easier schedule. Another option would be to contact the secretary and ask what will be the more difficult tests on your schedule. Then go to the NODA web site (NODARider.org) and click on "shows" in the banner. The last selection on the drop-down menu contains every test available.

The day of the show. Get to the show a half hour before your first scheduled ride so the show secretary can give you your packet of tests and go over any last-minute changes. Make sure you have a copy of your ring schedule and enough pens including at least one red pen.

Introduce yourself to the judge. Learn from the judge how s/he will score the test. Some like to give the score first and then the comments but others will start with the comments. Also, some judges will dictate the collective marks to you while others complete these scores by themselves. When you are finished, give the test to the judge to sign. After the judge has signed, take the test back and hold it until the runner comes to collect the finished tests.

Once the show begins Do not assume that the horse warming up around the ring is the next horse due in the ring. Check that the horse's bridle number is the same as the one listed on the schedule and/or the label. Let the judge know if there is a discrepancy. If everything is correct, only then should you write the bridle number in the box at the top of the test sheet.

Test scores must be written with decimal points (5.0, 5.5, 6.0 etc). Do not skip the zero. If an error occurs, use the red pen to mark "error" at the appropriate movement where the mistake happened. Make sure that the scorer will easily see this mark. Do not subtract any points. This is the duty of the scorer.

If the judge penalizes a rider for use of voice, write "use of voice" at the appropriate movement with your black (or blue) pen. The judge will then tell you what the original score would have been. Write this score in the box and then draw a line through the

score. The judge will then tell you how many points to deduct for each use of voice. Write the new score in the box and have the judge initial the change.

If you need to change other scores, the judge must initial every change.

Don't get flustered if you think you missed a score or comment. Just continue with the next movement. After the last salute, ask the judge to supply the missing information. Don't worry if you can't spell 'rhythm'.