

## DUTIES OF A NATRC JUDGE'S SECRETARY

Judge's Secretaries should be efficient, accurate, alert, and eager to work hard, write legibly and be pleasant to those around them. Being friendly and courteous will put both rider and judge at ease. The job is difficult, involving long working hours (and low pay). By silent observation, judges' secretaries will be rewarded with the opportunity to gain knowledge in the judging of the competitive horse and rider.

Judge's secretaries should become familiar with the NCR (No Carbon Required) SCORE CARDS, and also with categories, terminology and correct placing of notes on the cards. They should remember that all comments made by the Judge regarding competitors are CONFIDENTIAL and should not be discussed with other competitors or workers. The secretary should not make comments related to the horse or rider's ability.

### Duties:

1. Be in Camp at least one hour before the horses are to be checked in.
2. Pick up SCORECARD NOTEBOOK from the Ride Secretary. The cards should be separated into Heavyweight, Lightweight, and Jr. Classes, the Dividers in place, and NUMBERED correctly. **VERIFY!**
3. **Meet with your judge to discuss his/her system of judging. Find out how your judge scores and wants information recorded on the scorecards.**
4. Using the Notebook.
  - a. Preliminary Exam: NATRC Rule Sec 6 A.1.b. At this time the judges are responsible for determining that the scorecard accurately describes the horse being judged as to (1) Name, (2) Age, (3) Sex, (4) Color, (5) Breed, (6) Division, and (7) Class of Competition.
  - b. Notify the Ride Secretary of all changes that were necessary.
  - c. During the preliminary exam, record directly on the scorecard all Information given by the judge on each horse/rider in the appropriate place. Stay as close to the Judge as possible (unless instructed otherwise) to hear comments, taking care not to be stepped on or kicked or in the judges' way.
  - d. Check to be sure the notes on the "under card" are clear and legible. Also check to be sure you are not going thru to the other "under cards". Be sure any corrections are made on all layers.
5. Be sure you have a "Rider List" from the Ride Secretary, and that all riders have checked in.
  - a. Know the time and location for any "Morning Check-In" for late arrivals.
  - b. Keep Rider List up to date during the course of the ride, making sure that any horse that does not start as well as any horse that has been pulled during the course of the ride is taken off the list.
6. Pulled horses/ riders.
  - a. Indicate on the scorecard the reason for being pulled. Place these scorecards in the back of the book. All notes that were made, up to the time of being pulled, should be recorded and these riders should be given these scorecards at the end of the ride.
  - b. Keep Ride Chairman, Ride Secretary, P&R Captain, Timers and Safety Riders informed of all horses/riders pulled by the Judge.
7. Check with the Judge when you will be needed for evening examination or trailer check. (Take flashlight )
8. Transpose accurately and legibly all judges' observation notes & P&R readings onto scorecards as rapidly as the Judge makes or gives them to you. STAY CURRENT. Every time your vehicle is not moving, sit down and record. Get help if you fall behind in your recording. BE ACCURATE. When in doubt as to where to put notes or how to interpret comments, ask your judge.

9. If veterinary and horsemanship judges exchange comments, notes may be exchanged at P&R stops, lunch, or any other time during the day in order to stay up to date.
10. When in doubt, ask the Judge for any interpretation of notes or placement on scorecards.
11. *VET Secretaries*: Try to collect all P&R data and record on the scorecards after each P&R.
12. As Points are deducted during the ride, they should be circled, preferably in RED.

P&R Points that are lost should have a line drawn from the reading, with a MINUS points circled.

All MINUS POINTS in each category should be added and then subtracted from the Points allowed.

ie:	Condition	40%	Minus points	8 = score of	32
	Soundness	40%	Minus points	12 = score of	28
	Way of Going	5%	Minus points	2 = score of	3
	Manners	15%	Minus points	4 = score of	11
	100%:		Minus points	26 = Score of	<b>74</b>

13. Sit by quietly while judges do final evaluations and scoring.
14. For final examination be sure all data, notes, P&R recordings, judges' signatures (judges may initial labels), penalty points assessed by the judges for rule infractions, time penalty points, etc are entered on each scorecard. Be sure that the Ride Chairman has informed riders and all judges of any penalty points.
15. Assist in checking addition for totaling of scores. Use of a calculator or another person with a fresh mind is desirable for a counter check for math errors. **Check that every scorecard has comments for the same observation, and that all negative comments are scored.**
16. Stack scorecards by class in scoring order for judge's placement.
17. Fill out the award lists provided by ride management. Ask if there are any special awards (breed awards, etc.) Notify Ride Chairman or Ride Secretary when award lists are ready.
18. After the scorecards are completed, separate the top soft copies from the hard copy. Put the soft copies back in the binder, separated by Divisions and Classes and in order of scoring/placings. Be sure the notebook along with all notes is turned over to the Ride Chairman or Ride Secretary. Put hard copies in rider numerical order for ease in handing out to riders after awards.
19. **NEVER THROW AWAY ANY NOTES OR P&R DATA.**  
All of these should be place in a folder after the ride and handed to ride management, along with the scorecards.
20. **YOU AND THE JUDGE ARE RESPONSIBLE FOR THE SCORECARD NOTEBOOK. Do Not lose or misplace!**