



SCORECARD INSTRUCTIONS

IMPORTANT: Be sure the ride secretary and judges' secretaries receive this information and are thoroughly familiar with their respective duties as explained in the Management Manual.

SCORECARDS: These three-part cards enable ride management to have a complete set of the original cards immediately after the ride should any questions arise. The middle copy is reviewed by the judges committee and ultimately goes to the judge for their files. The top copy of the scorecards becomes part of the official files for NATRC™ records.

There are two different cards – one horse and one horsemanship card, for each horse and rider. PRINT all pre-ride information legibly and completely. If you use computer-generated labels for the scorecards, you must make a label for each of the three copies of the card. Using separate 3-ring binders, one for horse and one for horsemanship, insert the cards in numerical order, divided by class (Heavyweight, Lightweight and Junior). Commercial tabbed dividers work well as dividers between each card to provide a firm surface to prevent copy going through to the next card. For easy location of each card, place a number corresponding to the rider's number on the bottom of each divider.

CARE MUST BE TAKEN in the handling of these cards and proper orientation given to all who use them. DO NOT STORE NEAR HEAT! The NATRC™ scorecards are carbonless, three-part forms that copy as you write. Press firmly with an ink pen so that the writing will copy through (please do not use pencils). Use FELT pens only on the back of the horse scorecard (silhouette) so that the writing does not transfer to the original.

BE SURE THAT any changes in the names of horse or rider, weight class changes, division changes, etc. are made on all copies of the scorecards. EXAMPLE: Joe Smith enters on King in HWT Novice. Upon arrival, we find that Joe has brought Breeze (new horse), wants to go Open, not Novice, and when he weighs in, finds he is in the LWT class. The ride secretary should 1) note all these changes, 2) update entries in the RMS (if using a laptop and have an internet connection) or on a hard copy of data being used at check-in, and 3) using radios, cell phones or paper, give the judges the information that needs to change on scorecards (sometimes this might necessitate new scorecards). At the end of the ride before awards are announced, check to make sure updates were made on the scorecards to avoid embarrassing situations for judges and management.

PROMPT, ACCURATE RECORDING by judges' secretaries is a *must* for an early awards ceremony. Secretaries are key personnel who must be willing to work hard and keep the cards up to date throughout the ride.

AFTER FINAL SCORING and listing of awards, the **judges' secretaries** are responsible for separating the scorecards. The top two copies of ALL ORIGINALS, including riders/horses who pulled, must be returned to NATRC. Place these back in the binder after separation in placing/scoring order, and be absolutely sure this binder – with the originals – is given to the ride secretary or manager for safekeeping. THESE ARE THE RECORDS OF THE RIDE. The hard copies (bottom copy) of the scorecards are to be given to the riders at the conclusion of awards, so while awards are in progress, the secretaries can separate the cards and place them in numerical order for ease in passing out at the conclusion of the awards. All leftover scorecards (pulled horses or riders who left before awards) must also be separated and these should be mailed to the riders following the ride.

ERRORS: If an error in addition on a scorecard is called to the attention of the ride officials after awards, it should be corrected immediately on both the original and the copies. If this error results in a tie for placement, then the judge must break the tie. If it is an error in transposing the P&R readings, it can be corrected by verifying with the original P&R cards. Mathematical errors can be corrected by management. MANAGEMENT DOES NOT HAVE THE RIGHT TO CHANGE A JUDGE'S PLACING OR BREAK A TIE. All corrections should be initialed.

If the ride secretary finds an error in addition prior to mailing the scorecards to NATRC that does not change placings or create a tie, he/she should write the corrected figure in the outside scoring column and initial. If place changes or ties are created, send a note along with the scorecards to NATRC explaining the original score/place and the resulting score/place changes. The NATRC office will send the necessary letters to judges, riders involved, and management. NATRC recommends that the scorecards be scanned and saved on a computer before mailing them.

Please be sure that ALL categories on the bottom of the scorecards are filled out before returning them to NATRC.

Thank you!