



AKC Trial Worker Descriptions

SCRIBE

Responsibilities:

- Write down the Judge’s calls on the scribe sheet

Items Needed:

- Clipboard
- Pen

Tasks:

Before Each Run:

- Sit next to the Transcriber and near the Timer at a location specified by the Judge
- Take the clipboard from the Transcriber that holds the sheet for the next dog before each run. (Note: If an Assistant Gate Steward is used, they may be the one to give you the sheet for the next dog).
- When the Gate Steward or the dog’s handler calls out the dog’s number or name, verify that you have the correct scribe sheet. If you do not have the right sheet, let the Timer know immediately so he/she can tell the handler not to start yet. The Transcriber and Assistant Gate Steward will also be checking before the sheet gets to you, but it’s always good to double check.

During Each Run:

- **Keep your eyes on the Judge AT ALL TIMES** while a dog is running.
- Whenever the Judge makes a signal to indicate a fault during the run, write down the letter for the appropriate fault on the scribe sheet. (See handout for hand signals and their corresponding letters).
- **DO NOT watch the dog** or write down any fault that the Judge does not call, even if you think you see an obvious fault.
- DO NOT watch the dog and only look at the Judge when you think you see a fault – you are not the Judge!

Marking Signals:

- If possible, use your finger to mark your spot on the sheet so you can write without looking down at the sheet. However, most Judges will hold their signal for a few seconds, so if needed, you should have time to quickly glance at the sheet before writing.

- All signals can be written on the bottom area of the scribe sheet; you do not need to indicate on which obstacle a fault occurred.

After Each Run:

- Hand the clipboard and scribe sheet to the Transcriber (do NOT write down the time).
- The Transcriber (or Assistant Gate Steward) will hand you a new clipboard with the sheet for the next dog, or will have the clipboard ready on a chair or table for you to pick up.
- The Transcriber will write the time on the sheet while you start scribing for the next dog.

Record Class Start & End Times:

- Before the class starts and when the class ends, write down the start and end times.
- A blank form should be included in the stack of scribe sheets to remind you to record this information.

Hand signals & letters *(also see picture sheet)*

R	Refusal/Runout	Closed fist
W	Wrong Course	One open hand
F	Failure to Perform	Two raised open hands ('touchdown')
T	Table fault	'V' sign with two fingers, or two hands in a 'T'
E	Excused	Whistle