



# TRANSCRIBER

## Responsibilities:

- Write down the time for each dog on the scribe sheet
- Give the Timer a cleared stop watch and the Scribe a new sheet before each run
- Help to verify that the correct dog is being scored
- Hold the marked sheets until the Scribe Sheet Runner can take them

## Items Needed:

- Scribe Sheets
- Several blank Scribe Sheets
- Pens
- Clipboard
- 2 Extra Clipboards or Binder Clips
- 1 Stopwatch (additional to the one the Timer has)
- Radio (if not near the Gate Steward)

## Tasks:

### Before the Class Starts:

- Check sheets against the check-in board and reorganize to account for dogs who are absent or who have been moved in the running order.
- If the dog is not checked in, turn the sheet sideways to remind yourself that the dog may not be there. This will ensure the least amount of interruptions during judging due to not having the correct sheet.
- Have extra blank scribe sheets, extra pens, spare stopwatch in case of unforeseen problems.

### Before & During Each Run:

- You will sit between the Timer and Scribe, in a location specified by the Judge.
- As the first dog is running, make sure you have ready a cleared stop watch and a clipboard holding the sheet for the second dog. These may be kept on a table or an extra chair within easy reach of you and the Timer.
- You will also have the scribe sheets for the rest of the class (a third clipboard or binder clip is good for these so they don't blow away).

### Immediately After Each Run:

- Take the stopwatch with the dog's time from the Timer.
- Take the marked scribe sheet from the Scribe.
- Give the Timer a new cleared stopwatch.
- Give the clipboard with the sheet for the next dog to the Scribe.
- Or... if the new stop watch and sheet are on a table, the Timer and Scribe may pick these up themselves.

### Record the Time:

- Write the time on the scribe sheet, writing the time exactly as it appears on the stop watch, to the nearest 1/100<sup>th</sup> of a second. (For example: 1:03:34). Do not try to convert the time to seconds or add up faults – the score table will do that. If time is under 1 minute, the first line for the time may be left blank (example: \_\_\_:45:05). If a dog was whistled off and has no time, write NT where the time would go.
- Clear the stop watch and put it where the Timer can easily reach it, or hold onto it until the next dog has finished running.

### Prepare for Next Run:

- Remove the marked sheet from the clipboard and give it to the sheet runner, if available, or hold onto it until the sheet runner returns. A fourth clipboard or a binder clip may be helpful for this so you can put it down without it blowing away.
- The Gate Steward will tell you who is due on the line next. Place the sheet for the next dog on the empty clipboard and put it where the Scribe can easily reach it, or hold onto it until the next dog finishes running.

### Changes in Running Order:

- The Gate Steward may communicate changes in running order to you during the class.
- If so, reorganize the remaining sheets as needed to keep them in order and avoid delays.
- Alternatively, if an Assistant Gate Steward is used, they may arrange sheets for you, hold upcoming sheets, and communicate with the Gate Steward about changes in running order so all you need to do is write the time and clear the stop watch.