



# ASSISTANT GATE STEWARD

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Responsibilities:

- Serve as a go-between the Gate Steward and Transcriber.
- Ensure the correct dog is being scored.
- Keep scribe sheets in order, adjusting for any changes in running order or absentees.
- Deliver the scribe sheet for the next dog or dogs to the Transcriber.

Items Needed:

- Scribe Sheets for the class being run

Tasks:

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### Before the Class Starts

- As walkthroughs complete and people check in, arrange sheets to adjust for any absentees or changes in running order.
- Give the sheets for the first two dogs to the Transcriber.
- Keep the remaining sheets so you can adjust for any last minutes running order changes or conflicts.

### During Each Run

- Continuously check with the Gate Steward so you know who the next 1-3 dogs are.
- Take sheets for the next 1-3 dogs, arranged in order, to the Transcriber.

**NOTE:** If workers are limited, the Transcriber must perform this function in addition to writing the time on each sheet, and there must be direct communication between the Gate Steward and Transcriber.