



## AKC Trial Worker Descriptions

# TRANSCRIBER

plh 8/31/04

### Responsibilities:

- Write down the time for each dog on the scribe sheet
- Give 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
- Pens
- Clipboard

### 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 or is marked as a conflict, 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.
- Put the sheet for the first dog on a clip board for the Scribe. Double check right before the class starts that this is still the first dog and that no other dogs have moved ahead of it.

#### 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 clipboard holding the sheet for the second dog (Dog #2). This 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. Keep these in a pile separate from the one for the scribe.

#### Immediately After Each Run:

- Take the marked scribe sheet from the Scribe.
- Give the clipboard with the sheet for the next dog to the Scribe.
- Or... if the next sheet is on a table, the Scribe may pick this up themselves.

#### Record the Time:

- Write the time on the scribe sheet, writing the time exactly as it appears on the timer display, to the nearest 1/100<sup>th</sup> of a second. (For example: 76:34). Do not try to convert the time to minutes and seconds or add up faults – the score table will do that. If a dog was whistled off and has no time, write NT where the time would go.

#### 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.
- The Gate Steward will tell you who is due on the line next. Place the sheet for the next dog (Dog #3, etc) on the empty clipboard and put it where the Scribe can easily reach it, or hold onto it until the next dog finishes running.
- Note: The Gate Steward will usually call the next dog and the few after the next dog while you are writing the time down. You need to write the time while listening to the Gate Steward so that you hear at least the name of the next dog and can verify the correct sheet.

#### 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.