



SCORE KEEPER

The Score Keeper sits in the show office and adds up the scores directly from the tests using a computer (or adding machine if something goes awry with the computer). Because accuracy is critical in this job, peaceful and quiet surroundings are necessary to eliminate distractions.

The scoring area should be kept quiet with minimum discussion. The Score Keeper should not show or discuss a test with a parent, friend or trainer/coach nor show or return a test to a rider until after the class is placed and posted. Similarly, the Score Keeper should not repeat anything that is written on a test to anyone.

Job Tasks:

- A Score Keeper is responsible for adding up the individual movement scores
- Runners will bring the tests to you.
- For each test that you score:
 - Check test sheet to see that all movements and collective marks have a score. Check that the judge signed the test. If anything is left undone, ask the runner to return the test to the judge/scribe to have it completed.
 - If using an adding machine, multiply scores with coefficients. If using the computer, the computer does this for you.
 - Look for errors which might be written as -2 in red among comments.
 - If using an adding machine with tape, calculate the total points by transferring the numbers in the left hand column to the right hand column multiplying by any coefficients and then adding the numbers in the far right column. If using the computer, enter the numbers in the far left column of the test. Add scores for each movement and the collective marks and record the total.
 - Subtract points marked as errors from the total, or enter total points to be subtracted in the computer. See detailed error calculation how-to sheet to calculate errors for test that are not Intro thru 4th Level. This includes musical freestyle.
 - To determine the percentage, divide the total number of scored points by the total points possible for the test being scored. If using a computer, the computer will do this for you.
 - Print the total number of points and percentage on the front page of each test sheet carrying the percentage to 3 decimal places and the points to 1 decimal point.

- The total number of scores varies on different tests so check before dividing.
- If there is a problem with the test, take it to the show manager or secretary for clarification.
- If scoring by hand, you should have two scorers so that you can double check each other's work. If scoring alone, you should always double check your work.
- Once the test has been double-checked, record the score on the master sheets and print the results.
- Arrange the scored tests for each class in sequence, highest percentage scores on top. When the class is complete determine the placings and record them on the front of each test sheet. Intro and Training Level Classes are divided into three divisions before placing. Place the three divisions separately for awarding of ribbons and put the placing number and a division code such as AA for adult amateur, JR for Junior on the front of each test. Put a star on the one test that is high point for the whole class as it receives a prize.
- Once class is placed, tests can be posted and ribbons awarded for:
 - Intro Classes – Each Division receives a Blue Ribbon (Junior, Adult Amateur and Open). Ribbons are given through 5th place.
 - Training Classes – Each Division receives a Blue Ribbon (Junior, Adult Amateur and Open). Ribbons are given through 5th place
 - All Other Classes – One blue ribbon for the entire class. Ribbons are given through 5th place.

Equipment and Supplies: None

Attributes and Skills:

- Basic Math Skills
- Ability to use a calculator
- Ability to use a Computer follow directions given to use Fox Village software
- Be tactful and able to keep opinions to oneself.

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