

The American Driving Society, Inc.

CDE Operating Handbook



## **CDE Operating Handbook**

### **Table of Contents**

○ Chapter 1 – Competition Forms Checklist .....	1
○ Chapter 2 – Clipboard contents .....	4
○ Chapter 3 – Briefings .....	9
○ Chapter 4 – Scheduling .....	13
○ Chapter 5 – People and Paperwork .....	16
○ Chapter 6 – Alternatives to On-Site Scoring .....	21
○ Chapter 7 – Results reporting .....	24
○ Chapter 8 – Event reporting requirements .....	24

### **Chapter 1 – Competition Forms Checklist**

1. Pre-event .....	1
2. Scoring and recording .....	2
3. Post-event .....	3
4. ADS Supply order form .....	3

#### **1. Pre-event**

Report Name	Availability	Completed by	File with
Planning Checklist	Forms Library	Organizer / CD / TD	TD
<a href="#"><i>Pre-event Checklist</i></a>		TD / Organizer	TD
Information Packets			Competitors
<a href="#"><i>Clipboard Packet Labels</i></a>			Scorer / Organizer
Equine Data	Entry forms	Event Secretary / Vet.	Competitor
Entry number	Organizer	Show Secretary	Competitor
Bridle numbers		TD / Veterinarian	Horse Passport
Pony Measurement	ADS	TD / Veterinarian Competitor	Horse Passport
<a href="#"><i>Competitor Comments</i></a>		Competitor	ADS
<a href="#"><i>Entry Form &amp; Disclaimer</i></a>	Organizer	Competitor	Safety Inspector
<a href="#"><i>Safety Checklist</i></a>	Forms Library		
<a href="#"><i>Emergency Preparedness</i></a>			Event Personnel
Event Schedule	Organizer	Organizer	Competitor



Stabling layout	Show Secretary	Stable manager	Competitor
<a href="#"><u>Stall card – emergency information</u></a>		Competitor	Stall door
Orders of Go	TD	Show Secretary	Competitor
<a href="#"><u>CDE, DT, &amp; CT Scheduling Request</u></a>	Forms Library	Competitor	Organizer / Scorer

2. Scoring and Recording

Report Name	Availability	Completed by	File with	
<a href="#"><i>Driven Dressage Tests</i></a>	ADS / FEI websites	Judges	Scorer > Competitor	
<a href="#"><i>Wheel Measurement</i></a>	Forms Library	Competitor	Organizer / Scorer	
<a href="#"><i>Obstacle Observer Report</i></a>		Obstacle Observer > Scorer	Scorer > Competitor	
<a href="#"><i>Obstacle Observer Red Dot Report</i></a>			Scorer	
<a href="#"><i>Obstacle Observer Primary Sheet</i></a>				
<a href="#"><i>Hold-up Timer Record</i></a>				
<a href="#"><i>Safety Checklist</i></a>		Competitor / Safety Insp.	Organizer	
<a href="#"><i>Section Timer Report</i></a>		Section Timers	Scorer	
Start of B Control & Backup		Section B Timer	Organizer	
<a href="#"><i>Green Card – Simple</i></a>		Section Timers / Judge	Scorer > Competitor	
<a href="#"><i>Green Card – B only</i></a>				
<a href="#"><i>Green Card – ATB</i></a>			Scoring	
<a href="#"><i>Time Card Summary</i></a>		Rest Area Timer	Organizer	
<a href="#"><i>Rest Area Timer Record</i></a>		End of B Timer		
End of B Timer Record		Veterinarian Assistant		
<a href="#"><i>Veterinarian's Report</i></a>		Veterinarian		
<a href="#"><i>Withdrawal form</i></a>		Scorer		
<a href="#"><i>Dressage Score Sheet</i></a>				
<a href="#"><i>Cones Score Sheet</i></a>				
<a href="#"><i>Results (A+B+C) / (A+C+B)</i></a>				
Competitor Event Record			Competitor	



### 3. Post-event

Report Name	Availability	Completed by	File with
<a href="#"><u>Event Organizer Report</u></a>	Forms Library	Organizer	ADS 5 days
<a href="#"><u>Judge's Report</u></a>		Judges	
<a href="#"><u>TD's Report</u></a>		TD	
<a href="#"><u>Learner Evaluation</u></a>		Officials requested	
<a href="#"><u>Incident Report Form</u></a>	ADS	TD or Steward	ADS 5 days (if required)
<a href="#"><u>Official Warning Card</u></a>	ADS	event official	

## Chapter 2 – Clipboard contents

1. Scoring / Administration.....	4
2. Wheel Measurement.....	5
3. Driven Dressage .....	5
4. Marathon.....	6
5. Cones.....	8

Clipboards are essential to an orderly event. Each competition requires a clipboard with appropriate content for each of the volunteers assigned to specific duties. The basic is a schedule or Order of Go. Sheets to record the times and/or scores as well as important observations are included where required.

It is essential that the preparation of the clipboards be well organized as well as the distribution and return collection ensuring all the paperwork be taken to the scorer.

Information required for the clipboards is produced and printed at varying times. When office space is limited, it is very helpful to create a filing folder for each of the clipboards. This allows the paperwork to be organized as it is prepared, only transferring the contents of the individual file folder to a designated clipboard just prior to the competition briefing.

The following contents covers all the possible volunteer positions. Consult with your TD which of the positions will be required to ensure the correct number of boards are being prepared.

All clipboards should be issued with a gallon-sized zip lock bag. The board can be inserted with the opening at the bottom so one can write while keeping the paperwork dry and readable. Special rain paper and pens when available is also a good idea.

The clipboard is handed to the assigned person at the volunteer briefing. Listing of the contents for each clipboard as well as a requirement of when and where to return the paperwork is also recorded.

It is equally important that clipboards be returned with the noted items. The location and time is stated at the briefing. Volunteers are required to remain until the protest period ends, thus offer an incentive such as refreshments and other imaginative forms of thanking them.

The person assigned to receive the clipboards needs to verify the forms are removed and sent to the scoring office without delay and all radios and timing gear are accounted for.



1. Scoring / Administration

Board #	Clipboard	Contents	<input checked="" type="checkbox"/>	Assigned To:	Returned
A-1	AWARDS	Awards List Program / Sponsor / Dignitary list	<input type="checkbox"/> <input type="checkbox"/>		
A-2	NOTICE BOARD	Originals			
A-3	MASTERS	Official Bulletin Board notices Course Maps Obstacle Diagrams	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
A-4	ACCIDENTS/ INCIDENTS	Accident/Incident Report Report of Alleged Abuse Eyewitness Report Emergency Medication Rep	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
A-5	SCORING ISSUES	Pending issues			
A-6	REPORTS	ADS Yellow Warning Card Completed reports for Management ADS CDE Results Form (Excel) ADS Competitors List (Excel)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
A-7	RESULTS	Signed Results (with horses)	<input type="checkbox"/>		

2. Wheel Measurement

Board #	Clipboard	Contents	<input checked="" type="checkbox"/>	Assigned To:	Returned
W-1	WHEEL MEASURER	*Order of GO *Wheel Measurement Record *Cones OOG (with wheel columns) Pens (3) / Plastic bag Tape Measure (for VSE) Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



3. Driven Dressage \* Note: When electronic scoring is available, Order of GO is computer generated

Board #	Clipboard	Contents	<input checked="" type="checkbox"/>	Assigned To:	Returned
D-1	Warm-up Steward	*Order of Go (detailed) Pens (2) / Plastic bag Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>
D-2	Warm-up (On-deck)	*Order of Go (detailed) Pens (2) / Plastic bag Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>
D-3	A-Gate	*Order of Go (detailed) Pens (2) / Plastic bag Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>
D-4 (legal)	President of Jury (c/o scribe)	*Order of Go (detailed) *Labels – Judge @ C Dressage Test # T- _____(____copies) Dressage Test # P- _____(____copies) Dressage Test # P4 - _____(____copies) Dressage Test # I- _____(____copies) Dressage Test # - _____(____copies) Dressage Test # - _____(____copies) Bell or whistle Red dots Pens (2) / Plastic bag Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
D-5 (legal) D-6 (legal)	Judge E Judge B (c/o scribe)	*Order of Go (detailed) *Labels – Judge @ C Dressage Test # T- _____(____copies) Dressage Test # P- _____(____copies) Dressage Test # P4 - _____(____copies) Dressage Test # I- _____(____copies) Dressage Test # - _____(____copies) Dressage Test # - _____(____copies) Red dots Pens (2) / Plastic bag Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>
D-7	Announcer	*Order of Go (detailed) *Horses Competitor Announcer Forms Copies of DECLARATIONS Program / Sponsor / Dignitary list	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>
D-8	TRAFFIC	*Order of Go (start times only) Vest, Whistle & Red Flags Pens (3) / Plastic bag / safety vest Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



4. Marathon \* Notes: When electronic scoring is available:
- Order of GO is the “Passing Times Report”
  - Order of GO / Backup sheet is computer generated
  - Start of B Interval Sheet is computer generated.
  - Green Cards are computer generated
  - Announcer Tracking Record is computer generated

Board #	Clipboard	Contents	<input checked="" type="checkbox"/>	Assigned To:	Returned
M-1	SAFETY INSPECTOR	*Order of Go ( <i>start times only</i> ) Safety Checklist ( <sup>10</sup> spares) *Green Cards (pre-labeled) Pens (3) / Plastic bag / safety vest Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
M-2	TRAFFIC	*Order of Go ( <i>start times only</i> ) Hold-up report (on course only) Vest, Whistle & Red Flags Pens (3) / Plastic bag / safety vest Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
M-3	START A	*Order of Go ( <i>start times only</i> ) *Order of go / Backup Instructions (laminated sheet) CLOCK (synchronized) Pens (3) / Plastic bag / safety vest Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
M-4	END A	*Order of go / Backup Instructions (laminated sheet) Blank Green card (6 spares) CLOCK (synchronized) Pens (3) / Plastic bag / safety vest Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
M-5	START TRANSFER	*Order of go / Backup Instructions (laminated sheet) CLOCK (synchronized) Pens (3) / Plastic bag / safety vest Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
M-6	END TRANSFER	*Order of go / Backup Instructions (laminated sheet) CLOCK (synchronized) Pens (3) / Plastic bag / safety vest Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
M-7	START B	*Interval-B start list / Backup Instructions (laminated sheet) CLOCK (synchronized) Pens (3) / Plastic bag / safety vest Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
M-8	END B	*Order of go / Backup Instructions (laminated sheet) Blank Green card (6 spares) Red dots CLOCK (synchronized) Pens (3) / Plastic bag / safety vest Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
M-9	Obstacle #1	*Order of go / Backup Observer Report ( <sup>each entry</sup> ) Red dots Stopwatches ( <sup>3</sup> ) Whistle & Flag Pens (3) / Plastic bag / safety vest Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



M-10	Obstacle #2	*Order of go / Backup Observer Report (each entry) Red dots Stopwatches (3) Whistle & Flag Pens (3) / Plastic bag / safety vest Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
M -11	Obstacle #3	*Order of go / Backup Observer Report (each entry) Red dots Stopwatches (3) Whistle & Flag Pens (3) / Plastic bag / safety vest Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
M -12	Obstacle #4	*Order of go / Backup Observer Report (each entry) Red dots Stopwatches (3) Whistle & Flag Pens (3) / Plastic bag / safety vest Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
M -13	Obstacle #5	*Order of go / Backup Observer Report (each entry) Red dots Stopwatches (3) Whistle & Flag Pens (3) / Plastic bag / safety vest Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
M -14	Obstacle #6	*Order of go / Backup Observer Report (each entry) Red dots Stopwatches (3) Whistle & Flag Pens (3) / Plastic bag / safety vest Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
M -15	Obstacle #7	*Order of go / Backup Observer Report (each entry) Red dots Stopwatches (3) Whistle & Flag Pens (3) / Plastic bag / safety vest Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
M-16	Rest Area TIMER (Vet Box)	*Order of Go (detail) Vet-Box Timer Record (___) Pens (3) / Plastic bag / safety vest Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
M-17	Rest Area RECORDS (Vet Box)	*Order of Go (detail) Veterinarian's Report (___) Rec. for Withdrawal (___) Pens (3) / Plastic bag / safety vest Clock	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
M-18	SCRIBE (End B Examination)	*Order of Go (detail) Vet-Box End Timer Record (___) Veterinarian's Report (___) Rec. for Withdrawal (___) Pens (3) / Plastic bag / safety vest Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
M-19 (legal)	CONTROL	*Announcer Tracking Record *Order of Go (detail) Horses Results – A + C Pens (3) Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
M-20	Judges (3) TD CD	*Order of Go (detail) Marathon Observations	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>





5. Cones \* Notes: When electronic scoring is available, Order of Go is computer generated

Board #	Clipboard	Contents	<input checked="" type="checkbox"/>	Assigned To:	Returned
C-3	Warm-up Steward	*Order of Go Whistle Pens (2) / Plastic bag Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
C-4	Clerk of Cones	*Order of Go (Cones) Wheel Measurements Cones setting information Course diagram Pens (2) / Plastic bag Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>
C-5	In Gate	*Order of Go Pens (2) / Plastic bag Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>
C-6	Judge	*Order of Go Whistle or Bell Cones setting information Course diagram Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>
C-7 (legal)	Scribe	*Order of Go Score Sheets ( )	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>
C-8 (legal)	Announcer	*Order of Go / Results A+B *Wheel Measurements / OOG Program / Sponsor / Dignitary list Radio	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>
C-9	Timer	*Order of Go	<input type="checkbox"/>		



## Chapter 3 – Briefings

1. Dressage .....	9
2. Marathon .....	9
3. Cones.....	11
4. Arena Trials.....	11
5. Driving Derby .....	12

### 1. **Dressage** – Volunteers should be:

- a) **Prompt** – Check in at the volunteers’ table at least thirty minutes ahead of scheduled starting time for full instructions.
- b) **Prepared** – Make sure you have been provided with pens, a clipboard (with plastic cover if raining), score sheets, a stopwatch, and bell or whistle, if needed.
- c) **Dressed appropriately** – Be comfortable but have a neat appearance regardless of the weather. If the event has colors, it is attractive to wear them. No shorts or blue-jeans. No full skirts if it is windy. Shirts with sleeves are preferable. A hat, if any, should be small. Bring rain gear, an extra sweater, and/or a coat as the weather demands. A blanket is useful for the cold or to pad a hard seat.
- d) **Respectful** – The judge is working and would appreciate your attentive silence. Talking is distracting. Please, make no comments whatsoever unless asked to clarify a note on the test. Please do not remark on horses’ or drivers’ previous histories, future prospects, soundness, or behavior. The judge must concentrate fully on what is in front of them in the moment.
- e) **Briefings for scribes** – Your job is to write down scores and any comments the judge may make to allow him or her to concentrate fully on the test in the ring. Be accurate and complete. Be sure you place all numbers and comments in the proper spaces and fill in all the blanks, especially each entry's number. Make sure the judge signs all sheets before handing them to the score runner.
- f) **Briefings for stewards** – Bring a small portable chair. You will be provided an order of go for your ring. Try to have no more than three people in the competition area at one time, one in the arena, one arriving, and one in the final warm up area. Keep spectators, dogs, and other carriages well back of the 20-meter line around the arena.

Open the gate only when the judge rings the bell at the beginning of a test – as a good visual indicator for the competitor that they may enter – and stand back well out of the way. Close the gate as soon as the carriage has entered the arena. The gate should be closed during breaks or lunch.

- g) **Score runners** – Most competitions will provide Score Runners with a means of transportation. The volunteer coordinator or Dressage Steward will give instructions as to how often and in what manner the score sheets should be collected from the judging boxes. Score Runners need to keep an awareness of when an entry is in the ring and not disturb a judge while a test is in process, nor disturb the entry in the ring by walking too close or in a distracting manner.

### 2. **Marathon**

Prior to the start of the Marathon, the course must be checked to ensure all the intended signage is in place, gates are opened or closed and in some cases trails have not been blocked by downed trees or parked vehicles.

Volunteers need to be assembled in a comfortable, quiet place at least 1.5 hours before the start time. The officials will need time to review assignments, explain some basic rules, how to record results for scoring and procedure for relaying competitor times and important information by radio.

Ensure there are plans in place to take volunteers into position, provide relief as necessary and collect everyone to a central location at the end of the competition. Confirm arrangements for seating at assigned locations, providing lunches, snack and refreshments as well as providing protection from the sun and rain.



Briefings for Section timers, obstacle observers, course spotters, score runners are carried out by the TD prior to the competition. An efficient check-in process is required to welcome the volunteers, issue safety vests and paperwork and direct them to the briefing area. Coffee and donuts or a light breakfast is always appreciated.

Sample briefings:

- a) Timer and scribe at the Horse Inspection areas is normally done by the Veterinarian working in the area.
- b) Hospitality crew supplying refreshments to the section timers and obstacle observers during the marathon is done by show management.
- c) Emergency Medical Services, or qualified first responders on the grounds before the Marathon starts. EMS should be positioned in an area that gives them access to all points of the course. Supply with course maps showing any alternate easy access or preferred routes not on the map and radio with essential frequencies. Identify any easy rapid routes not indicated on the course map. The TD and/or Organizer should meet with EMS to make sure all questions are answered. When possible, EMS should be part of the Ops meeting the day prior to marathon.
- d) Obstacle Observers – Each obstacle is assigned a team – the number will depend upon the complexity of the obstacle, experience of observers, and other factors such as separate Enter/Exit gates, view of gates within the obstacle, and where holdups may occur. All team members will observe each competitor drive the obstacle and agree on the route taken. One person on the team will be responsible for completing the Obstacle Observer Report: the order of gates driven, the time in the obstacle, and any penalties observed. Other team members will use their stopwatches to record time in the obstacle (designate one primary timer and one backup timer who may double for any holdups as necessary).

e) Timers

- i) Position – Stand any convenient place on the extended Entry/Exit line. It is not necessary to be adjacent to the gate as long as an unobstructed view is possible.
- ii) Timing – Based on the nose of the lead horse crossing the Entry gate and any part of the turnout breaking the Out gate line. A signal such as a dropping a raised hand when the timing is started or stopped will alert the other team member to start/stop the backup stopwatch. The backup time is only used if the primary timing has failed.
- iii) Recording is exactly as on the stopwatch – minutes, seconds and hundredths. There is no rounding.



f) Obstacle observers:

- i) All team members observe each entry for route driven. The gate letters are recorded in the boxes on the right-hand side of the diagram. Each gate on the diagram has a dashed line with an arrow indicating the proper direction. When the turnout crosses the gate (defined by the rear axle of the carriage), the gate is complete and now becomes “free” and can be driven in any direction or order.
- ii) If a gate is driven in the wrong direction (opposite the arrow) before becoming “free”, it is a *wrong course* and is written with a circle around the letter. Continue to record all gate letters completed. All gates become “neutral” until the course has been corrected.
- iii) A driver can correct this mistake by correctly driving that gate in the proper sequence and direction, then continuing to complete the obstacle. This will become a *corrected course*.



Example: A driver does gates A and B, and then goes through gate D. This *wrong course* (as gate C has been missed). At this point all gates become neutral until the course is corrected by the driver going through gate C in the proper direction. Then the driver must complete all remaining gates as required.

- iv) Recording errors: In addition to writing all the gates encountered in the boxes on the right-hand side of the diagram, draw the route involving the error on the diagram. Then check the appropriate box in the penalty section and make any notes in the comment section if additional explanation is required.
  - v) Record the time from the primary stopwatch, and radio (if used) the controller.
  - vi) Backup record – Be sure to record competitor number, time and any errors
  - vii) Reports will be picked up periodically by the Score Runner. Hold those with a *red dot* for a judge.
  - viii) Red dots: Any time an error occurs, place a red dot on the report and call for a judge. When the judge arrives, explain what you observed. The judge will assign appropriate penalties and initial the red dot so it can be picked up by the Score Runner.
  - ix) Identify knockdowns and who will replace them
  - x) 5 minute maximum in the obstacle
  - xi) Handling emergencies – Radio, assistance, holds
  - xii) Calling for repairs
  - xiii) Pace inside obstacle – Training may not canter
  - xiv) Break of pace (5 seconds) outside obstacle
  - xv) Whip in hand – Excessive whipping
  - xvi) Outside assistance
  - xvii) Single turnouts <120cm – no navigator required
  - xviii) Restroom breaks / lunch / post competition briefing
- g) Hold timer:
- i) One team member will be responsible for holding a competitor if necessary.
  - ii) Clear your holdup watch, signal the driver to hold and start timing.
  - iii) Once your obstacle is clear, paperwork is complete and you are ready for the next competitor, advise the driver being held the length of the hold (always in whole minutes), and count down his/her start time.
  - iv) Record the holdup time on the driver's Obstacle Report.
- h) Repair Crews – lead by the Course Designer. They should have appropriate materials, tools and physical help to make quick repairs to any part of the course including obstacles. Incidents do happen, and fast repairs are needed to be fair to the competitors on course, ensuring safety of the animals and keep holdups to a minimum.

### 3. Cones

- a) Briefings for stewards and cone setters is done by the Clerk of Cones or the TD at the arena approximately 20 minutes before the first competitor starts.
- b) Briefing for scribe is handled by the cones judge and should meet at least 15 minutes before the start of competition.

### 4. Arena Trials

- a) Sample instructions for driven dressage entries –
  - i) Maximum two turnouts in the holding area or as directed by the Dressage Steward.
  - ii) Enter the final warm-up area when directed to do so.
  - iii) When previous driver approaches Exit, proceed into the arena and drive at will.
  - iv) At the whistle, drive toward “A” on the left rein where your test will begin.
  - v) If there is a whistle while you are driving your test, halt for instructions from the judge.
  - vi) Remember, all transitions start when the nose of your first horse arrives at the letter.



b) Sample instructions for cones entries –

- i) Maximum two turnouts in the holding area or as directed by the Cones Steward.
- ii) When previous turnout crosses the finish line, proceed into the arena toward the judge, halt, salute.
- iii) Wait for the whistle, then proceed through start line.
- iv) On crossing the finish line, proceed directly to the Exit gate.
- v) If there is a whistle while you are driving on the course, halt and wait for instructions from the judge.

c) Sample instructions for marathon entries –

- i) Maximum two turnouts in the holding area or as directed by the Marathon Steward.
- ii) When previous turnout approaches EXIT, proceed into the arena toward START, wait for whistle. No salute required.
- iii) At the whistle, then proceed through START and drive the following order of cones and obstacles:
  - Round #1: Start → cones # 1, 2, 3 → In gate → Obstacle #1 → Out/In gate → Obstacle #2 → Out gate → Cones # 4, 5, 6 then continue without stopping to
  - Round #2: Start → cones # 1, 2, 3 → In gate → Obstacle #1 → Out/In gate → Obstacle #2 → Out gate → Cones # 4 → Exit.
- iv) Timing for each round starts at the IN gate for Obstacle #1 and continues the Out gate for Obstacle #2.
- v) If there is a whistle while you are driving on the course, halt and wait for instructions from the judge.

## 5. Driving Derby

a) Sample Instructions –

- i) The course will be open for inspection a minimum of 30 minutes prior to competition.
- ii) When the course is ready, the official will signal the Athlete. Starting before the signal will result in a ten-second penalty and restart.
- iii) Timing will start as the nose of the horse crosses the start gate and stop when the nose crosses the finish gate.
- iv) Failing to pass through start or finish gates will result in elimination.
- v) The start and finish lines are neutralized for passing through from the moment the Athlete has passed through the start line until he has passed through the last obstacle.
- vi) Compulsory Gates are marked with red and white numbers/letters and are to be driven in the correct direction and sequence.
- vii) There are no entrance or exit gates for marathon-type obstacles.
- viii) In the marathon-type obstacles, each lettered gate becomes individually open once it has been driven.
- ix) Gate widths – Start/Finish markers and marathon-type gates should be a minimum of 3m.
- x) Cone pairs may use Standardized Cones settings as per Article 973.1.8 or set at 175cm for all classes other than four-in-hands which may be set at 200cm.
- xi) If multiple rounds decrease the widths for each round, the organizer must state width reduction of each round in the *ADS Omnibus* listing.



## Chapter 4 – Scheduling

1. Considerations when creating the starting order..... 13

The Starting Order (Order of Go) is typically prepared by the scorer or another member of the organizing group. Once it is ready, the TD and the jury review it to help catch any potential errors or timing issues.

### 1. Considerations when creating the starting order:

- What time is the competition starting versus what time are the volunteers arriving? It is best to have them arrive an hour and half prior to the competition start.
- Who is briefing the volunteers?
- Where are the volunteers meeting and being briefed?
- Do the volunteers already know their job assignments?
- Is there transportation to get the volunteers to their locations?
- Has the EMT arrived?
- Is there equine transport prepared in case of an emergency?

### All competitions:

- a) Sharing – It is common to have at least a handful of entries sharing personnel, equipment, or a driver competing two entries. While it does make creating the schedule more difficult, allowing entries to share is greatly appreciated by the competitors. A form for recording sharing information should be utilized and entries given a deadline of when they must be turned into the office. These can then be compiled into a list to give a quick glance of what classes are involved in the sharing.
- b) Changes in classes and divisions – When starting each class will be on course for a different length of time. Course time for each class will also impact the flow of Cones.
- c) Weather conditions – The weather should be monitored closely. If it looks like there may be inclement weather or extreme heat/humidity, it may be prudent to start the day's schedule earlier/later accordingly. This decision **MUST** be made with plenty of time to alert volunteers if there is a change. Also, the ground jury and TD will discuss if they may need to make changes to the course due to weather. Those changes can have a variety of effects on the schedule and will need to be discussed if made.
- d) Championship classes – Because of sharing requests it is common that not all drivers of a class will go back-to-back. Whenever possible, it is best to keep classes, and ideally divisions, together in the schedule. For championships, the class must be kept together. Also, if a championship entry is involved in a personnel sharing situation, the championship turnout must go before the other entry involved. Two championship entries may not share any personnel.
- e) Spectators – If spectators are expected, then there is added reason to keep the schedule as compact as reasonable so that there are no long breaks in the action within obstacles. Another consideration is that they will want to see the best drivers. If the top drivers are first on course the spectators likely haven't arrived. Sponsors will expect to see their entries compete. Turnouts with a lot of equipment to pack, equines to cool and personnel to organize do not appreciate a late start on the last day of an event.

### Marathon specific:

- f) Entries known to be slow – This is NOT being discriminatory or meant to be harsh. The reality is that some events have a driver or multiple drivers that historically are slow on marathon, or perhaps it is a driver just starting to learn how to drive a pair or 4-in-hand. Leaving additional time after that entry and before the next driver should be considered for scheduling purposes so that one driver does not create holds or a disruption to other drivers competing.



- g) Volunteers – Since Training and Preliminary divisions likely do not drive all of the obstacles, it is best to keep the Intermediate division as close to back-to-back as possible, so the obstacle observers do not have long breaks between entries.

Note: Many volunteers may be seeing the sport for the first time so it is often best to have lower-level/slower entries at the start of the schedule for them to settle into their jobs. Members of the jury and TD will circulate to answer questions and solve any issues during the competition.

- h) Transfer section – used with 3-section marathons. The times allowed will be determined by the TD. For scheduling purposes, allow time (normally two minutes) to for the volunteer to complete the Green card and travel between the end of Section A and the start of the Transfer section.
- i) Time between Sections A and B – Allow for a time to include travel from the end of Section A plus the 10-minute hold in the rest area plus the travel to start of Section B.
- j) Passing times – Once all of the above factors have been considered and a tentative Order of Go is created, then it is best practice to create a Passing Times chart. This is done by taking the competitor's allowed time for each marathon Section and adding it to the competitor's start time and then adding the allowed Section B to the start of B scheduled time. Everything except the Start of A/Controlled Warm-up are approximate times and not necessary to strictly adhere to. Example below. The key is to make sure that no entry will overlap at any point on course. It also is used to see how much time there is between one entry finishing and the next starting for sharing situations. Having at least an hour between sharing entries is ideal, a minimum of 30 minutes is really needed. Keep in mind the geography of the course and barns to consider how far the personnel/equipment involved may need to travel between entries.

Sample passing time chart for a 3-section marathon

NR	NAME	CAT	A		T		B	
			START	FINISH	START	FINISH	START	FINISH
59	BERNDL, LESLIE	CPH1	9:53:00	10:04:58	10:07:00	10:17:00	10:32:00	10:54:36
60	SELLARS, LYNN	CPH1	9:57:00	10:08:58	10:11:00	10:21:00	10:36:00	10:58:36
66	OWSTROWSKI, CARRIE	CPP1	10:01:00	10:13:53	10:16:00	10:28:00	10:43:00	11:07:20
25	LEVY, JOHN	CI2H1	10:07:00	10:18:10	10:21:00	10:30:14	10:46:00	11:11:39
68	CARSWELL, CHRISTOPH	CPP1	10:11:00	10:23:53	10:26:00	10:38:00	10:53:00	11:17:20
53	GIERE, STACEY	CPH1	10:19:00	10:30:58	10:33:00	10:43:00	10:58:00	11:20:36
11	EGAN, DEBBIE	CI21H	10:23:00	10:34:10	10:37:00	10:46:14	11:02:00	11:27:39
57	THOMAS, CATHY	CPH1	10:31:00	10:42:58	10:45:00	10:55:00	11:10:00	11:32:36
58	VAN HUIS, SUSAN	CPH1	10:35:00	10:46:58	10:49:00	10:59:00	11:14:00	11:36:36
56	SCHNEIDER, LYNN	CPH1	10:39:00	10:50:58	10:53:00	11:03:00	11:18:00	11:40:36
54	JOWERS, LYNDIA	CPH1	10:43:00	10:54:58	10:57:00	11:07:00	11:22:00	11:44:36
52	WARRINER, TOM	CPH2	10:47:00	10:58:58	11:01:00	11:11:00	11:26:00	11:48:36
51	ARNEY, LUANN	CPH2	10:51:00	11:02:58	11:05:00	11:15:00	11:30:00	11:52:36
50	THORNTON, JEAN	CPH4	10:55:00	11:06:58	11:09:00	11:19:00	11:34:00	11:56:36
62	KANZAKI, GINA	CPP1	10:59:00	11:11:53	11:14:00	11:26:00	11:41:00	12:05:20
67	WILTSON, RILEY	CPP1	11:03:00	11:15:53	11:18:00	11:30:00	11:45:00	12:09:20
65	PRATT RIVERS, CHERYL	CPP1	11:07:00	11:19:53	11:22:00	11:34:00	11:49:00	12:13:20
63	LAWRENCE, DEBORAH	CPP1	11:11:00	11:23:53	11:26:00	11:38:00	11:53:00	12:17:20
61	GRIMES, LAURA	CPP1	11:15:00	11:27:53	11:30:00	11:42:00	11:57:00	12:21:20
55	PRECIOUS, CAROLE	CPH1	11:24:00	11:35:58	11:38:00	11:48:00	12:03:00	12:25:36
45	FUNDERBURGH, CAROL	C1P1	11:28:00	11:39:58	11:42:00	11:52:55	12:08:00	12:35:37
82	PARKES, ELEANOR	CPP2	11:33:00	11:45:53	11:48:00	12:00:00	12:15:00	12:39:20
29	HINDER, DENISE	CI2P1	11:37:00	11:48:58	11:51:00	12:01:55	12:17:00	12:44:37
44	DIMICK, NANCY	C1P1	11:41:00	11:52:58	11:55:00	12:05:55	12:21:00	12:48:37
10	WRIGHT, BOOTS	CI21P	11:45:00	11:56:58	11:59:00	12:09:55	12:25:00	12:52:37
46	WHITTINGTON, KRISTIN	C1P1	11:49:00	12:00:58	12:03:00	12:13:55	12:29:00	12:56:37
30	BERNDL, LESLIE	CI2P1	11:53:00	12:04:58	12:07:00	12:17:55	12:33:00	13:00:37
27	SCHERER, BETTINA	CI2H1	12:02:00	12:13:10	12:16:00	12:25:14	12:41:00	13:06:39
24	CHAPMAN, BARBARA	CI2H1	12:06:00	12:17:10	12:20:00	12:29:14	12:45:00	13:10:39
43	LEVY JOHN H/C	HCTP1	12:11:00	12:22:58	12:25:00	12:35:55	12:51:00	13:18:37





Notes: In the computer-generated example above, four-minute intervals between competitors have been used, a decision made in consultation with the TD considering experience of the volunteers, availability of judges to oversee the obstacles, competitors' divisions, and weather. Times between Section A and Transfer Is shown as two minutes, and the time between the Transfer and Section B is fifteen minutes – see notes (h) and (i) above.

Some intervals will need to be increased to ensure that a minimum is maintained throughout and at the end of B. Times are compiled based on times allowed, thus a class with longer times allowed such as ponies following horses will require an increased interval.

Start times between the highlighted pairs are examples of horses following ponies. These were increased to ensure adequate interval between obstacles as illustrated by times at the end of Section B.

In the ideal schedule divisions and classes should be together, however there are reasons such as sharing navigators or equipment where two entries must be separated. This mix of times allowed will require additional consideration to ensure minimum spacing is maintained.

*Cones specific:*

- k) Breaks – Cones day is a tough schedule for competitors to follow since the only start time guaranteed is the first competitor. Be sure to indicate on the schedule when a break is planned and how long it will be. It is recommended that a break be in-between two divisions because it is likely all cones will need to be reset.
- k) Awards – How awards are being handled greatly impacts the Cones schedule. If they are being presented in-harness in the arena, those award presentations should be indicated on the schedule. Often more than one class is awarded at the same time to help expedite the day. If awards are not being done in the arena, it is helpful to competitors to indicate that fact with some sort of notice when the Cones schedule is posted.





## Chapter 5 –People and Paperwork

1. Dressage volunteers and equipment .....	16
2. Calculating Time Allowed (Marathon).....	16
3. Marathon volunteers and equipment .....	17
4. Cones Schedules .....	18
5. Calculating Time Allowed (Cones) .....	18
6. Cones volunteers and equipment .....	18
7. Arena Trials sample score sheet .....	19
8. Driving Derby sample score sheet .....	20

1. Dressage volunteers and equipment – wheel measurement for setting the cones course (as well as a requirement for confirming carriage widths immediately after advanced division dressage tests) should be performed near the adjacent warm-up arena in an obvious spot for the athlete to see the location, but quiet enough not to distract equines being measured. The width track of the rear wheels where they touch the ground is recorded as well as the vehicle type (presentation or marathon) for relay to the Clerk of Cones.

a) Volunteers and equipment -

- i) Scribe – records the judge’s remarks on the score sheets.

- Equipment:

- Bell (or whistle) for judge.
- Clipboard per Chapter 2.4 D-4, 5.

- ii) In-gate steward, holding area steward, warm-up steward (as applicable)

- Equipment

- Clipboard per Chapter 2.4 D-3

2. Calculating Time Allowed (Marathon) – Each division and class has specific KPH speeds for each section of the marathon as specified under Article 960.2.8. Those speeds are then used to calculate the times allowed for each class. If your scorer has a professional program, it will most likely calculate the time charts for you instead of having to do it by hand.

The following formulas are used or calculating Time Allowed (TA) for marathon. Make a copy and paste in your Rulebook or on the back of your calculator is handy for easy references.

Use the following example to test your keystrokes, then substitute your data for the desired results.

### Marathon:

$$TA = 60 \times \text{distance (km)} \div \text{speed (kph)}$$

Eg. Course = 6040 meters (6.040 km); speed 14 kph

$$T/A = 60 \times 6.040 \div 14 = 25.88 \text{ minutes}$$

Convert .88 minutes to seconds:

$$.88 \times 60 = 52.80 \text{ (up to next whole second)}$$

Thus T/A = 25:53 – (do not round this time)

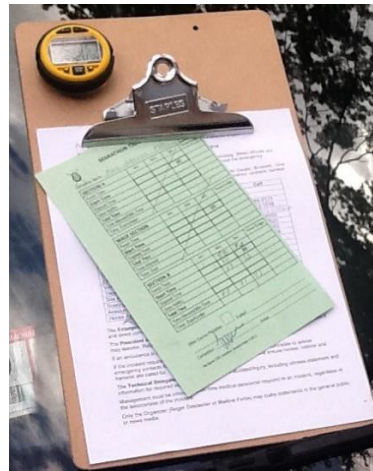
Windows: Section A (T/A -2) Section B (T/A -3)



3. Marathon volunteers and equipment – The morning of marathon is often hectic. That is ok, but be prepared for it with a plan. The day before marathon it is best to have an operations meeting. This is typically run by the President of the Jury along with the TD. The organizer is not always needed for this meeting. For clipboard contents and equipment requirements, please reference the checklist in Chapter 2.4.

- a) Timers (2 per section)- Responsible for starting each competitor for the section and recording their finish time on the Green Card. Each section's start and finish timer will need clipboards per Chapter 2.4 M-3 through M-8 as applicable.

*Example clipboard with an "Optimum Time" or "Timesaver" watch used for all section timers and rest area.*



- b) Spotters/traffic control (As needed)
- Spotters help observe that all entries complete the gates on a certain section of course. They may also double as traffic control.
  - A course often has a place where spectators or actual traffic might appear, so it is best to have a volunteer present making sure the path is clear for each competitor.
  - Clipboard per Chapter 2.4 M-2.
- c) Rest Area Timers and Assistants (2-3 people)
- Keep track of each entry's 10-minute hold.
  - Potentially scribe for the vet as they take vitals.
  - Clipboard per Chapter 2.4 M16 through M-18.
- d) Obstacle teams (up to 4 people per obstacle) – responsible for observing each driver's route and recording elapsed time and potential errors. Key positions:
- Obstacle observers, sometimes referred to as the obstacle judges.
  - Timers.
  - Hold-up timer.
  - Clipboards per Chapter 2.4 M-9 through M-15.
- e) Score Runner
- Designated person responsible for collecting Obstacle Observer sheets and green cards.
  - Will need reliable transportation.
  - Ideally someone who is familiar with the property/course and traffic aware.
  - Best to provide a waterproof bag to make sure no sheets are lost.
- f) Repair Crew
- Typically, the course designer will act as the head of an emergency repair crew.
  - Should have the following at minimum:
    - Spare boards
    - Screw Gun
    - Duct tape
    - Surveyor's tape/caution tape
    - Hammer, crowbar, portable saw
    - Radio.



4. Cones Schedule – The Order of Go should in the start time for each class. On copies of officials, the announcer and working volunteers, also include a column with the cone setting.
  - a) 2-day format – typically competitors will drive directly from dressage to the warm-up cones. Competitors do have the option of changing equipment prior to cones. Simple changes such as adding boots or adjusting rein settings can be done in the warm-up area. If a competitor wishes to change something more involved such as a bit, then they should notify the office so that the schedule can be adjusted accordingly.
  - b) 3-day format – the Order of Go within each class is typically organized in reverse order of competitions A+B placings to add excitement. Sharing, or a driver with multiple entries, can be a factor for Cones similar to Marathon. Given that each entry does not have a designated start time, there is only so much that can be done to the schedule. If it looks like there might be a tight window, try to have a conversation with that competitor to make sure they think they can make it work.
5. Calculating Time Allowed (Cones) – Each division and class have specific speeds (MPM) as specified under Article 974.4. Those speeds are then used with the course distance to calculate the times allowed for each class. If your scorer has a professional program, it will most likely calculate the time charts for you instead of having to do it by hand.

The following formulas are used or calculating Time Allowed (TA) for cones. Make a copy and paste in your Rulebook or on the back of your calculator is handy for easy references.

Use the following example to test your keystrokes, then substitute your data for the desired results

**Cones:**

$$T/A = 60 \times \text{distance (m)} \div \text{speed (mpm)}$$

*Eg. Course = 720 metres ; speed 210 mpm*

$$T/A = 60 \times 720 \div 210 = 205.71 \text{ seconds}$$

Always round up to next whole second

$$T/A = 206 \text{ seconds or } 3:26$$

- a) Cones volunteers and equipment – For clipboard contents and equipment requirements, please reference the checklist in Chapter 2.5.
  - a) Cones Steward (Clerk of Cones) – supervises the cone setters.
    - i) Calls out the next measurement to cones setters (unless broadcast by the announcer).
    - ii) Should have a map with the assigned pairs and the corresponding volunteers' names.
    - iii) Clipboards per Chapter 2.5 C-8.
  - b) Cones setters (preferably minimum of 10, working in pairs)
    - i) Each pair should have a copy of the map with their assigned cones circled.
    - ii) One setting stick per pair.
    - iii) Radios for each pair of possible.
  - c) Warm-up steward
    - i) Helps competitors track who is in the ring, on-deck, etc.
    - ii) Clipboards per Chapter 2.5 C-3.
  - d) In-gate steward
    - i) Opens the gate to allow the next competitor in the ring.
    - ii) Should be briefed by the TD or a jury member as to when the next entry may enter.
    - iii) Clipboards per Chapter 2.5 C-5.

e) Timers (2)

- i) Times the entry from crossing the start to crossing the finish. May be required to pause the time at the judge's direction for a course issue. Will be a backup timer.
- ii) Minimum of one timer is required, but a second person is a good practice for backup.
- iii) Clipboards per Chapter 2.5 C-9.

f) Scribe

- i) Records the remarks from the judge on the scoring sheet.
- ii) Sometimes used as a back-up timer.
- iii) Clipboards per Chapter 2.5 C-7.

b) Arena Trials - This sample score sheet is set up for the sample marathon course illustrated in *CDE Course Builder Handbook*, Chapter 6.5

No.	Name Horse	Course Time Course penalties		Obstacles		Total time	Other	TOTAL Penalties	PL
		Round #1	Round #2	Round # 1 Obstacle 1 / Obstacle 2	Round # 2 Obstacle 3 / Obstacle 4	Time Penalties	Penalty		
21	John Doe	52.61	63.13	#1 A, B, C	#3 A, B, (B), C, (A)	115.74	0	28.15	1
	Thunder	--	5	#2 A, B, (A), C	#4 A, B, (A), C	23.15	5		
		.	.	#1	#3	.			
				#2	#4				
		.	.	#1	#3	.			
				#2	#4				
		.	.	#1	#3	.			
				#2	#4				
		.	.	#1	#3	.			
				#2	#4				
		.	.	#1	#3	.			
				#2	#4				
		.	.	#1	#3	.			
				#2	#4				

Notes: Top line is actual time (use decimal seconds) on course. Times are added together and multiplied by 0.2 for time penalties. Additional penalties (eg. Knockdowns, course corrections, etc.) are recorded under the course or obstacle times on the lower line. Other penalty is used for additional penalty points (Appendix B-5.2 and Article 964.2). Record all gates using parenthesis for wrong direction. "Other" is used to record non-course penalties. "Total" is sum of time, course and other penalties. "PL" is class placing.



- [illegible]

**Chapter 6 – Alternatives to On-Site Scoring**

1. Remote Scoring ..... 21
2. Marathon Paperwork and Sample Forms..... 21

1. Remote scoring – With the restrictions and limitations required by COVID protocols, a number of creative plans were devised to reduce personnel requirements and in-person contact wherever possible. One of the benefits was off-site scoring. For events that have reliable internet connectivity allowing for real time two-way communication using software such as Zoom, this can be very effective saving on travel and accommodations.

Working with the scorer prior the event requires detailed organization and working with a dedicated on-site office person who can relay the required information to the remote scoring location. For Dressage and Cones scoring, those data may be conveyed by using existing forms. In the case of Marathon, a new set of obstacle reporting forms was created that significantly reduces paperwork and score runner activity. Scoring is completed in real time and results are sent by email or copied from the Zoom screen.

2. Marathon paperwork and sample forms – Ground jury members must circulate and be able to respond to calls from obstacles requiring sign-off on red dot issues. Relaying that information to the End of B in a timely manner enables that judge to inform/discuss the error with the competitor and reduce any surprises when the results are posted.

The following forms may be used to replace the Obstacle Observer Reports, Obstacle Backup Sheet and Hold-up Timer Record. You and your organizing committee may develop whatever forms work best for you. Simplified samples of these forms are available on the ADS website. [<link to Organizers Forms for CDEs>](#)

- a) Obstacle Scoring Summary – Replaces the individual Observer Records and will record up to eight entries per sheet. The Observer will complete the green and grey areas of the summary recording the entry number, all gates crossed and the elapsed time in the obstacle. Letters for gates crossed in the wrong direction (against the arrow) will be circled. A hold time (in whole minutes) before the obstacle will here as well. There is space for any other penalty such as missing a CTF near the obstacle and place for notes.

If a competitor has error(s) in the obstacle, place an "X" in the red dot circle and complete a "Red Dot Record" for this competitor. A jury member will be called as usual to review the issue and assign penalty codes in the white areas.

The ADS judge will assign the penalty and description or detail as necessary and initial the "Jury approved" box. The Observer will radio the controller as previous and state information from green rows following each competitor leaving the obstacle and check off the "radio Control" box. When the sheet is complete, send to the office for scoring.

Obstacle Scoring Summary								Page # 1 of 4
Obstacle # 3								
Nature Coast 2020 - January 11, 2020								
Observers: Mary White, Tom Jones, Gail Smith								
Competitor #	75	38	63	83	71	76	66	
Order of Gates	A	A	A	A	A	A	D	
	B	C	B	B	B	B	E	
	(A)	B	(A)	C	C	(A)	A	
	C	C	D	A	D	C	B	
	D	D	C	D	C		C	
	(B)		E	B	E			
Time (m:ss. )	1:14.3	:56.2	1:10.9	1:21.4	:57.3	:49.2	1:06.3	
Hold before obstacle	min	min	min	2min	min	min	min	
Red Dot	O	X	O	O	X	O	O	
Penalty Code #		3	Z					
Course penalty					E			
Description					missed TF #16			
Jury approved		TM	TM		TM			
* Radio Control (✓)	✓	✓	✓	✓	✓	✓	✓	
** Red dot message (✓)		✓	✓		✓			
Notes								

\* Radio message (green rows): Obstacle #; Competitor #; Time; hold; minutes; "red dot"

\*\* Scoring message (by official): "Red dot"; Obstacle #; Competitor #; Penalty code; Hold; min; Course penalty

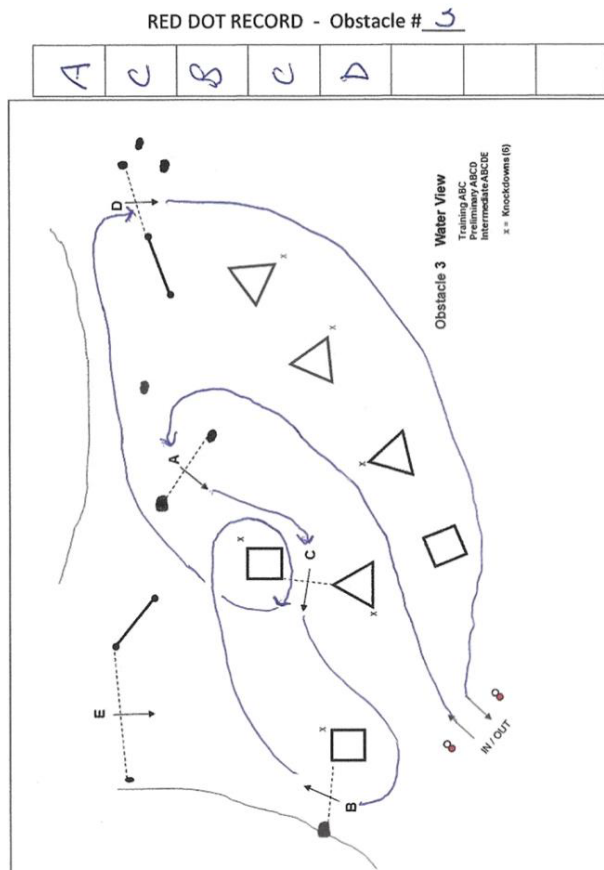




- b) *Red Dot Record* – This will only be completed when the entry has incurred an error. These sheets will be on a separate clipboard. About 10 copies should be available at each obstacle. This form has the obstacle diagram and a list of penalty codes. The Observers will use the diagram to indicate the reason for the red dot and record the gates cleared, time and any holds, then call for a jury member. The judge will be able to review the form, obtain any further information from the observer, assign the applicable penalty code and radio the information to the judge at the end of B who will be able to debrief the competitor. When reviewed by the judge and recorded on the Obstacle Scoring Summary, this record should be sent to the office for scoring.

CODE	DESCRIPTION	Rule #	PTS
01	Starting before "In" gate	965.2.1	E
02	Course: <b>Wrong</b> - omits gate or passes out of order or in wrong direction and does not correct before "out" gate	965.2.3	E
03	Course: <b>Corrected</b> - wrong course, but makes correction from point of error	965.2.4	20
04	Dismounting: groom(s), each time, both feet on ground	965.3.1	5
05	Dismounting: athlete/time, both feet on ground	965.3.3	20
06	Dismounting & vehicle turnover	964.7.4	E
07	Not remounted by 30m after obstacle	965.3.2	5
08	Knockdowns: marker dislodged	961.5.4	2
09	Knockdowns: held by driver or groom	961.5.6	10
10	Placing both feet on element	965.3.5	5
11	Groom handles whip/reins/brake (not stopped)	943.2.6	20
12	Groom leading horse through obstacle	965.3.6	25
13	Disconnecting & leading any horse through any part of an obstacle	965.4	E
14	No stop: leg over pole, shaft, leadbar, leader trace	965.6.2	E
15	No stop: leg over trace	965.6.3	30
16	Exceeding 5 minutes in obstacle	965.7.3	E
17	Outside assistance (record details)	945.2	E
18	Whip not in driver's hand (while in motion)	964.1	20
19	Deviation in last 300m (per occurrence)	964.3.1	10/
20	Incorrect pace over 5 sec. (time = ___-5 sec.)	964.4	1/5
21	Stop on course (no reason) (time = ___ sec.)	964.6	1/10

Competitor # 38 Time in obstacle: 56.2  
Hold before obstacle: ✓ min.  
Red dot Code: 3  
Approved by ADH



- c) *Green Card Summary* – This form is completed by the volunteer at the End of B. Information such as entry number, name, class, scheduled start time and the time window showing minimum time and time allowed arranged in the expected order of go prior to the start of competition will be most helpful.

The End of B volunteer will record the finish time, start time (from the athlete's timecard - may be as scheduled unless notified advised of a different time by Start of B), and subtract to determine elapsed time. Course holds will be entered and subtracted to determine Total Time which is compared to the window. Any difference outside the window is recorded. The competitor will confirm the rows highlighted in green and sign. The ADS judge will sign to confirm the competitor has been debriefed.

Each sheet will record detail for six entries. When completed, send to the office for scoring. Another alternative when a cell connection is available at the obstacle – take cell phone photo of the completed sheets and send to office and scoring by email. All completed sheets are then held at the obstacle and forwarded to the office at the end of the competition. This eliminates the need for a score runner, need for backup sheets and avoided potential loss.



Nature Coast - January 11, 2020

## GREEN CARD SUMMARY

Page 1

Competitor #	75	38	63	83	71	76
Athlete name	Julie FORSYTH	Morgan PEYONKA	Judith CHAMBERLAIN	Michelle HUGUET	Tim NOVAK	Bettina SCHERER
Division - Class	P=SP1	I=V2	T=V1	T=V1	T=H2	T=H1
Finish Section B	9:59:15	10:14:25	10:20:08	10:23:18	10:29:57	10:33:09
Order-of-Go Start	930	934	940	944	1001	1005
Actual Start	9:30:00	9:34:00	9:40:00	9:44:00	10:01:00	10:05:00
Elapsed time	29:15	40:25	40:08	39:18	28:57	28:09
(less holds)	:00	:00	:00	2:00	:00	:00
TOTAL TIME	29:15	40:25	40:08	37:18	28:57	28:09
Time window	31:33 - 34:33	39:29 - 42:29	38:48 - 41:48	38:48 - 41:48	25:57 - 28:57	25:57 - 28:57
Time: (under) / over	< 2:18 >	φ	φ	< 1:30 >	φ	φ
Other Course penalties				hold @ obs #3	missed TP #16	
Details:						
Sign:						
Competitor	Julie Forsyth	Morgan Peyonka	Judith Chamberlain	Michelle Huguet	Tim Novak	Bettina Scherer
ADS Judge	Ben	Ben	Ben	Ben	Ben	Ben

Fax: 1-250-256-2434 @ \_\_\_\_\_

Another alternative when a cell connectivity is available on the marathon course – take cell phone photo of the completed sheets and forward to office and scoring by text or email. All completed data sheets are then held at the obstacle and delivered to the office at the end of the competition. This eliminates the need for backup sheets, and score runner(s) and avoids extra handling and potential loss during transit.





## **Chapter 7 –Results Reporting**

Results should be reported as soon as possible via E-mail to [competitions@americandrivingsociety.org](mailto:competitions@americandrivingsociety.org). Submit scores in a PDF file for immediate posting. Submit the detailed dressage results, marathon results including obstacle times, detailed cones results, and final results.

## **Chapter 8 – Event Report Requirements**

[ADS Supply Order Form](#).

[Competitor Evaluation Forms](#) should be made available to all competitors. It is easiest to put them directly in a competitor's packet at the beginning of the competition.

The organizer is also required to complete the [Evaluations from Organizers form](#) for all competition officials.

Send in member and non-member fees to the ADS office.

Send in copy of [non-member credit voucher form](#) for follow-up contact by the ADS.