



DDC Volunteer task explanation – created April 2015

RUNNER

- Never interrupt a judge or writer whilst there is a test in progress
- The runner should walk quietly to the judges' table, nearest to the writer, as the horse in the arena finishes, salutes and leaves the arena.
- The runner should not talk to either the judge or the writer if they are still commenting on the preceding rider.
- Collect the tests from the writer, not the judge.
- The runner will collect tests after every 4th rider.
- Take them over to the scorer in a timely fashion, holding the sheets face down, they are not to be looked at.
- Runners will be periodically asked to take back finished tests in a folder with a score sheet, and this is to be given to the judge, again, only when the judge is between tests. You will ask the judge to sign off this sheet.
- When this is signed, you return these tests and score sheet to the scorer for posting on the board.
- You may be asked to pin the score sheet on the notice board and to put the riders test sheets into the blue test holder, filing them under the first initial of the HORSES name.
- In between collecting tests do not sit near the judge and writer, but be available for the scorer or helper to give you a task if required.
- Runners may be asked to deliver messages, refreshments or supplies to the Judge.

