

## Guidance for Completing Judging & Results Sheets

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**To: All Judges & Show Organisers (For Action)**  
**CC: All Course Designers, Stewards & Development Officers (For Info)**  
**RE: Completion of Judging & Reporting Results**

Dear Colleagues,

To ensure consistency with regards to Judging & Results Sheets, and to assist British Showjumping as part of the grading process; with effect from the 1<sup>st</sup> of April 2014, we are asking all of our Judges to fully complete the Judging Sheets with the following codes when recording results: -

Judges		Table A	Table C
Code	Description	Faults	Faults = Seconds Added to Time
- or /	Clear	None	None
4	Knockdown	4 Faults	4 Seconds Added
④ in top left corner (® for Table C)	Disobedience inc Refusal	1 <sup>st</sup> Disobedience = 4 Faults	1 <sup>st</sup> Disobedience = not penalised
④ in top left corner (® for Table C)	Refusal with Disturbance	4 Faults + 6 Seconds Time Penalties	6 Seconds Time Penalties
®E (®E for Table C)	2 <sup>nd</sup> Disobedience inc Refusal	Elimination	2 <sup>nd</sup> Disobedience = Elimination
E	Elimination	-	-
W/D	Withdrawn	-	-
Ret	Retired	-	-
HC	Hors Concours	-	-
TK or TTR	Ticket to Ride	-	-
FHE	Fall of Horse	Elimination	Elimination
FRE	Fall of Rider	Elimination	Elimination

Judges are also asked to fully complete the Judging Sheets, ensuring the following information is included: -

- Show
- Competition
- Table
- Distance
- Time Allowed (for each phase if Single or Two Phase competition)
- Time Limit
- Start & Finish Time of class
- Name & Membership Numbers of **ALL** Officials involved in that class
- Date
- Class Number
- Speed

When using the short Judging Sheets & the Two Phase Judging Sheets, Judges are also asked to record the following on the Top Results Sheet (a Top Results Sheet is not required when using a combined Judging & Result Sheet): -

- All Double Clears regardless of the class

Submission of a Start List for each class with the Results is now mandatory, with the Start Lists to include the following information: -

- A Master Start List (or Start List for each class) detailing
  - Name of Horse & Rider
  - Membership Numbers of Horse & Rider

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Completion of an accurate Start List is the Show Secretaries responsibility, however Judges are asked to liaise with the Show Secretary prior to leaving the show to ensure they have an accurate copy of these so they can be included when submitting results.

All of the above information will enable us to grade the results from shows onto member's records without any unnecessary delays.

I hope the above clarifies previous information sent out; however if you have any questions or require any further information, please do not hesitate to contact either your Regional Official Mentor or myself on the details below.

Kindest Regards,

**Michael Bainbridge**  
*Officials Coordinator*



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