

# WASHINGTON STATE HORSEMEN GAMES DIVISION

## INFORMATION FOR ARENA SECRETARIES

1. Arena Secretaries must be at least 16 years of age.
2. Try to use only one sheet for several classifications – A, B, C, D, etc.
3. Arena sheet headers (class, record times, arena, date, zone, etc.) may be filled in by the Show Chair prior to the event.
4. Get contestants' numbers. Print clearly all letters, numbers, and times.
5. In team events when one horse is used (i.e. Bareback, Cowhide, Rescue Race), you **MUST** write in the horse's name.
6. Get your time from the First Timer. Repeat the time back to the First Timer in order to verify that you understood correctly.
7. Get the penalties and/or disqualifications from your Judge before you move the final time over. Use abbreviations found at the bottom of the arena sheet.
8. Sign the sheet with your signature and have the First and Second Timers also sign before having the Judge sign.
9. The Judge is also to sign any corrections to the sheet at the time they sign off the sheet. Corrections made after the Judge has signed off on the sheet must be initialed by the Steward.
10. On a record run, the Steward must be given the record breaking sheet to sign.
11. Arena Secretaries must know the following -
  - a. How to fill out an arena sheet correctly and completely.
  - b. Who your officials are including the Steward, Judge, First Timer, and Second Timer.
  - c. Judge's hand signals.
  - d. How to make sound decisions to help facilitate the riders being communicated their times without jeopardizing your accuracy.