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PLEASE NOTE This master scoresheet is 8.5” x 14” (legal) format, the instruction sheet is 8.5” x 11” (letter) format

ACTRA – Conditioning Scores – Master Score Sheet

Instructions on completing the new Master Score Sheet

Please complete this form, providing all information. This may take more time, however, it will ensure accurate submission of ride results for year-end statistics.

The form **MUST** be completed and forwarded along with all fees to the statistician before November 7th of the year of the ride. Failing to do so will result in the ride not being included for year-end high point and mileage accumulation.

The reason for this detailed score sheet is to allow ACTRA to make necessary placing adjustments should math errors be made or application of Tie Breaking Order be done incorrectly, after you announce your placings.

The ACTRA ruling that “all objections must be made before the rider leaves the ride, and within one half hour after the presentation of awards and /or score sheets” is under review. There have been instances where the rider has to leave the site before awards or score sheets are presented, or in some cases, math errors not reported affect placings, as well as incorrect application of Tie Breaking Order will affect placings. The use of this new master score sheet should help identify these problems and allow ACTRA to address them, rather than place the burden on the ride manager.

We recognize that this may take 5-10 more minutes of your recorders or secretaries time to complete this form, however it may help them catch errors before awards are announced. Also, should an error be found by the rider, or by the ACTRA statistician, which affects placings, then appropriate action can be taken to verify the error and make corrections.

Completing the Form:

We suggest making photocopies of the score sheets (if possible), before giving them to the riders at the end of the ride. This will allow you to complete the master score sheet at your leisure after the ride.

To complete the new form, simply enter all of the ride information at the top of the form, provide the complete name of each rider and their mount (give ACTRA Mount# if available, as well as breed, age and sex), before the ride start.

As each scorecard is totaled, transcribe all the scores from each category on the conditioning score card, as well as that rider's actual ride time to the form. Just remember that this information must be completed before passing out the conditioning scorecards to the riders. The Master Score Sheet should help you determine all placings at a glance.

We would like to thank you for your co-operation.

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