



SCRIBE

Judges depend upon the scribe to quickly, accurately, legibly, and quietly record the scores and comments made for each movement. Judges are grateful for the volunteer help and should be willing to answer any questions a scribe might have with respect to the job of scribing.

A Scribe must be able to sit quietly and concentrate for hours upon end listening and recording the judge’s comments accurately and consistently. They also help prepare the area for each test, ensure the appropriate equipment is at the judge’s stand, and give the completed test sheets to the arena runner. For this job, it is highly recommended that you have reviewed the tests that you are going scribe and bring your own test booklet as backup.

Scribing at a LPSDC Show

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Job Task – Before the Show

Before the Show:

Familiarize yourself with basic dressage terms and how to spell them. Study the commonly used abbreviations listed. When asked to scribe, the individual should inquire with show management about which tests they will be assigned to scribe and study each of the tests before the show.

Before the Show - Preparing to Scribe

- If you are the scribe for the first ride of the day, make sure to be early to get the judges stand prepared.
- Check in with the Show Manager and take all the judging materials to the judge's box: score sheets, pen, and updated day sheets. These are many times in a plastic box. Also ask about the location of the restrooms.
- Once at the judge's box, the scribe should organize the work area and check for all proper materials:
 - Several ink pens (including a red pen for noting errors).
 - Day sheets to follow the order of go with an updated list of scratches and additions.
 - Bell or whistle and a watch / phone set to official show time.
 - The CORRECT packet of tests for the judge and arena assigned.
- Double-check the test folder to make sure that classes are in order using the day sheet as your guide. Check the order of tests, against the order of go, and make sure any additional horses have been assigned tests. There should be blank tests in the packet available for this purpose. If the tests are not in the order of go, a ride may be scribed on the wrong test and great confusion will result.
- Use the runner to contact the office if any missing tests. This is extremely important as changes will occur through the day because of scratches, etc.
- Anchor down all loose items (papers, cups, tissue, etc.) with a heavy object so that nothing blows or rustles in a sudden gust of wind.
- Before the first ride, discuss with the judge how business will be conducted. Establish clearly whether comments for a movement will be given before or after the score so that comments will be entered in the proper place. *Each judge is different so this communication is extremely important.*

Job Task: - At the Show

At the Show – Classes Begin

- At the start of each class be sure the judge knows what test is being performed. A spare copy of the test must be provided for the judge.
- Check each rider's number as soon as possible, confirming it with the test sheet cover. If the numbers do not match, find out who the rider is and locate the proper test sheet. Write the rider's number in the number box on the inside of the test sheet. There are blank tests to use if rider test cannot be located.
- Always write the scores and comments in PEN. Pencils may not be used. Use a RED pen when recording errors.
- Be certain to write down EXACTLY what the judge says. Scribes may not paraphrase. It is important to convey precisely what the judge's comments are so the rider can understand the scores. Also, ask if the judge will allow abbreviations. Some do not.
- The judge may check to be sure that the correct movement is being scored. If the judge asks "are you on movement # 3?", either respond in the affirmative or tell which movement you are writing. This will allow the judge to adjust and provide the proper comment and score for the movement. Corrections can be made on the spot or addressed at the end of the test.
- If a ride scratches (cancels) or just does not show up, write "scratch" or "no show" on the score sheet (on the label, if there is one) and turn it in to the runner with the other score sheets. This way the scorer will not hold up the posting of class results.
- After the ride is complete, make sure that there is a score in every box. Hand the test over to the judge who will write comments and complete the test. The test must be signed by the judge before it is sent to the scorer. Any change of a score on the test should be initialed by the judge.
- Make sure to check off each horse on the day sheet as it completes the test. Keep an eye on the schedule time.
- In summary, scribe duties during the riding of the test:
 - Write the judge's comments exactly as given.
 - Do not rearrange or edit.
 - Establish whether the judge wants comments abbreviated or will not accept abbreviations. If allowed, use abbreviations as much as possible.
 - Do not talk to the judge during a ride unless needed.
 - If you get lost, quietly ask what movement the next score will be for.

- Use your finger to identify which you movement you are on while you are writing.
- Every so often, let the judge know what the time is and if the rides are on time or behind. The judge has the discretion of cutting breaks short in order to make up lost time.
- Shake your hand periodically otherwise you may get cramps.
- Be prepared for anything to happen such as wasps coming into the booth, loud noises behind the judge's stand. At a break, you may see if some of the interruptions can be mitigated, but this may not be possible.
- The runner will come to the booth at regular intervals to pick up tests. Make sure they are in order and ready for he/she to take. Also communicate any needs (water, food, tests) to the runner.
- If the runner has not picked up all the tests, the scribe is responsible for delivering the tests to the scorer during a break between classes, at lunch, or at the end of the day. Never leave completed tests in the judge's box unattended.
- At the end of your scribe session, let the next scribe know where you are and any notes for the day.

Conversations between Judge and Scribe

It is the judge's responsibility to judge the test. It is not appropriate for the scribe to comment on the judge's decision, nor to question that decision. It is what the judge sees that matters, so if a judge does not see a mistake, do not comment. In addition, any comments (written or verbal) made by the judge while in the judge's box are strictly between the judge and the rider. Never carry these conversations outside the judge's box.

Never volunteer information about competitors or their horses, even if asked by the judge.

Wait for the judge to set the tone as to whether conversation will be encouraged between rides or on breaks. Most judges will initiate some small talk, but some need time to review tests or just clear their minds. While it is tempting for the scribe to ask questions about their own riding or a particular horse problem, don't do it!

Watching the Test

Scribing takes concentration to accurately record the scores and comments. It is not possible for a scribe to watch the test in its entirety while recording the scores and comments.

The Scoring Process

The scribe must quickly and legibly record only the comments the judge makes, without adding or deleting anything. All judges have their own style for giving comments and scores on a ride. Some judges give so many comments that the scribe may have difficulty keeping up. In this case, the scribe should be sure to record the score as soon as it is given, and then continue with the comments.

A scribe that is new to the job may confirm the movement number occasionally with the judge. Most judges will not mind helping scribes in this way. In the event that a judge omits a score, the scribe can again confirm the movement number with the judge and allow him to deal with the omission at the time or at the end of the test.

The Scores

The judge's scores will range from 0 to 10, with a 10 being the maximum (best) score that can be awarded for any one movement. To more heavily emphasize a movement, some are "weighted" with a coefficient of two (2). The scribe need not worry about coefficients. All multiplication will be handled later by the scorers.

Remember that the scores are made in half-points. This means that all scores must have a decimal written with either .5 or .0 (eg. 6.5 or 6.0). This is a requirement per USEF Rules.

Scores are written in the first column of boxes on the test sheet. The second column is for coefficients, which are pre-printed on the test, and the third column is for the total points earned on each movement. Totals are left for the scorer to fill out; the scribe is only responsible for one column: POINTS.

FEI tests have two columns for scores. The first box is for the initial score, and the second box is for a corrected score, if it is necessary.

Collective marks at the end of each test and a few more general comments may be dictated to the scribe or written by the judge.

If a score has to be changed, be sure to put a line through the old score and add the new one beside it. Be sure that the judge initials the change.

Errors

Each time an error is indicated by the judge, write ERROR in LARGE LETTERS in red pen over the typed text on the left. At the end of the test, remind the judge if there are errors on the test so that they may be carried down to the bottom of the test correctly. It is the Judge's responsibility, not the scribe's or the scorer's, to record these errors and total them in the space after "Further Remarks".

Suggested Abbreviations:

<u>A</u>	<u>dressage letter "A"</u>	<u>LH</u>	<u>left hind</u>
<u>@</u>	<u>at</u>	<u>not <input type="checkbox"/></u>	<u>not square</u>
<u>ang</u>	<u>angle</u>	<u>outs</u>	<u>outside</u>
<u>L</u>	<u>angle</u>	<u>pir</u>	<u>pirouette</u>
<u>attn</u>	<u>attention</u>	<u>poll ↓</u>	<u>poll low</u>
<u>bal</u>	<u>balance</u>	<u>poll ↑</u>	<u>poll high</u>
<u>b/f, b/4</u>	<u>before</u>	<u>pos</u>	<u>position</u>
<u>b/h ,beh</u>	<u>behind</u>	<u>reg</u>	<u>regular</u>
<u>bend</u>	<u>bending</u>	<u>res</u>	<u>resistance</u>
<u>btr</u>	<u>better</u>	<u>resist</u>	<u>resistance</u>
<u>↑ bit</u>	<u>above bit</u>	<u>R</u>	<u>right</u>
<u>betw</u>	<u>between</u>	<u>rhy</u>	<u>rhythm</u>
<u>C</u>	<u>dressage letter "C"</u>	<u>RH</u>	<u>right hind</u>
<u>cad</u>	<u>cadence</u>	<u>rush</u>	<u>rush, rushed</u>
<u>cant</u>	<u>canter</u>	<u>satis</u>	<u>satisfactory</u>
<u>cntr, c-line</u>	<u>centerline</u>	<u>serp</u>	<u>serpentine</u>
<u>CL</u>	<u>centerline</u>	<u>sh/in, sh-in</u>	<u>shoulder in</u>
<u>O</u>	<u>circle</u>	<u>sl, slt</u>	<u>slightly</u>
<u>coll</u>	<u>collected</u>	<u>sm</u>	<u>small</u>
<u>coll</u>	<u>collection</u>	<u>str</u>	<u>straight</u>
<u>connect</u>	<u>connection</u>	<u>sq, <input type="checkbox"/></u>	<u>square</u>
<u>crkd</u>	<u>crooked</u>	<u>stead</u>	<u>steady</u>
<u>Dpt</u>	<u>depart</u>	<u>stead</u>	<u>steadier</u>
<u>diag</u>	<u>diagonal</u>	<u>TO</u>	<u>tongue out</u>
<u>disob</u>	<u>disobedience</u>	<u>thru</u>	<u>through</u>
<u>eng</u>	<u>engage</u>	<u>trans</u>	<u>transition</u>
<u>eng</u>	<u>engagement</u>	<u>tr</u>	<u>trot</u>
<u>NRG</u>	<u>energy</u>	<u>tu ha</u>	<u>turn on haunches</u>
<u>Ext</u>	<u>extended</u>	<u>t/o hau</u>	<u>turn on haunches</u>
<u>ext</u>	<u>extension</u>	<u>tu for</u>	<u>turn on forehand</u>
<u>flex</u>	<u>flexed</u>	<u>t/o fore</u>	<u>turn on forehand</u>
<u>flex</u>	<u>flexion</u>	<u>unstd hd</u>	<u>unsteady head</u>
<u>f/hand</u>	<u>forehand</u>	<u>vert</u>	<u>vertical</u>
<u>4hd</u>	<u>forehand</u>	<u>v</u>	<u>very</u>
<u>forw</u>	<u>forward</u>	<u>wv</u>	<u>weaving</u>
<u>FW</u>	<u>forward</u>	<u>w/</u>	<u>with</u>
<u>gd</u>	<u>good</u>	<u>wr</u>	<u>wrong</u>
<u>1/2 pass</u>	<u>half pass</u>	<u>tran ↑</u>	<u>up transition</u>
<u>hau</u>	<u>haunches</u>	<u>tran ↓</u>	<u>down transition</u>
<u>h-in</u>	<u>haunches in</u>	<u>X</u>	<u>dressage letter "X"</u>
<u>hd tilt</u>	<u>head tilt</u>		
<u>h/leg</u>	<u>hindlegs</u>		
<u>immob</u>	<u>immobile</u>		
<u>impul</u>	<u>impulsion</u>		
<u>inattn</u>	<u>inattention</u>		
<u>inconsist</u>	<u>inconsistent</u>		
<u>ins</u>	<u>inside</u>		
<u>irreg</u>	<u>irregular</u>		
<u>lks</u>	<u>lacks</u>		
<u>lack imp</u>	<u>lacks impulsion</u>		
<u>lat</u>	<u>lateral</u>		
<u>L</u>	<u>left</u>		
<u>l</u>	<u>left</u>		
<u><</u>	<u>less</u>		
<u>></u>	<u>more</u>		
<u>ltr</u>	<u>letter</u>		
<u>LF</u>	<u>left front</u>		
<u>lg</u>	<u>large</u>		

Equipment: and Supplies

- Test folder containing each class in order through the day; spare tests for every class in order by test.
- Pens, red pencils (these should all be provided to you by the Show Manager)
- Judges bell
- Watch or phone with correct time.
- Water for you and the judge.
- Bring a snack if you are going to be scribing for longer than 2 hours.

Attributes and Skills:

- Clear and legible handwriting, even at top speed.
- Limit conversation with the judge to a friendly greeting and small talk during breaks.
- Makes NO remarks about any horse or rider in the competition, including but not limited to, any background information about the horse and rider, their trainer/coach, breeding etc.
- Maintains confidentiality.
- Never repeats the judge's remark.

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