

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 to scribe.

TASKS:

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.

At 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 judge's stand prepared. Clean off the desk.
- Check in with the Show Manager and take all the judging materials to the judge's box: score sheets, pen, and updated day sheets.
- Once at the judge's box, the scribe should organize the work area and check for all proper materials – See "Equipment Needed"
- 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.
- 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.

At the Show – Classes Begin

- At the start of each class be sure the judge knows what test is being performed. Provide the judge spare copies of tests if requested.

- 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.
- 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" 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.
- 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 as given.
 - Do not rearrange or edit.
 - 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.
- The judge has the discretion of cutting breaks short in order to make up lost time.
- The runner will come to the booth at regular intervals to pick up tests. 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 emphasize a movement more heavily, 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.

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>@</u>	<u>at</u>
<u>ang</u>	<u>angle</u>
<u>L</u>	<u>angle</u>
<u>attn</u>	<u>attention</u>
<u>bal</u>	<u>balance</u>
<u>b/f, b/4</u>	<u>before</u>
<u>b/h, beh</u>	<u>bending</u>
<u>bend</u>	<u>bending</u>
<u>btr</u>	<u>better</u>
<u>↑ bit</u>	<u>above bit</u>
<u>betw</u>	<u>between</u>
<u>C</u>	<u>dressage letter "C"</u>
<u>cad</u>	<u>cadence</u>
<u>cant</u>	<u>canter</u>
<u>cntr, c-line</u>	<u>centerline</u>
<u>CL</u>	<u>centerline</u>
<u>O</u>	<u>circle</u>
<u>coll</u>	<u>collected</u>
<u>coll</u>	<u>collection</u>
<u>connect</u>	<u>connection</u>
<u>crkd</u>	<u>crooked</u>
<u>Dpt</u>	<u>depart</u>
<u>diag</u>	<u>diagonal</u>
<u>disob</u>	<u>disobedience</u>
<u>eng</u>	<u>engage</u>
<u>eng</u>	<u>engagement</u>
<u>NRG</u>	<u>energy</u>
<u>Ext</u>	<u>extended</u>
<u>ext</u>	<u>extension</u>
<u>flex</u>	<u>flexed</u>
<u>flex</u>	<u>flexion</u>
<u>f/hand</u>	<u>forehand</u>
<u>4hd</u>	<u>forehand</u>
<u>forw</u>	<u>forward</u>
<u>FW</u>	<u>forward</u>
<u>gd</u>	<u>good</u>
<u>1/2 pass</u>	<u>half pass</u>
<u>hau</u>	<u>haunches</u>
<u>h-in</u>	<u>haunches in</u>
<u>hd tlt</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>

<u>LH</u>	<u>left hind</u>
<u>not □</u>	<u>not square</u>
<u>outs</u>	<u>outside</u>
<u>pir</u>	<u>pirouette</u>
<u>poll ↓</u>	<u>poll low</u>
<u>poll ↑</u>	<u>poll high</u>
<u>pos</u>	<u>position</u>
<u>reg</u>	<u>regular</u>
<u>res</u>	<u>resistance</u>
<u>resist</u>	<u>resistance</u>
<u>R</u>	<u>right</u>
<u>rhy</u>	<u>rhythm</u>
<u>RH</u>	<u>right hind</u>
<u>rush</u>	<u>rush, rushed</u>
<u>satis</u>	<u>satisfactory</u>
<u>serp</u>	<u>serpentine</u>
<u>sh/in, sh-in</u>	<u>shoulder in</u>
<u>sl, slt</u>	<u>slightly</u>
<u>sm</u>	<u>small</u>
<u>str</u>	<u>straight</u>
<u>sq, □</u>	<u>square</u>
<u>stead</u>	<u>steady</u>
<u>stead</u>	<u>steadier</u>
<u>TO</u>	<u>tongue out</u>
<u>thru</u>	<u>through</u>
<u>trans</u>	<u>transition</u>
<u>tr</u>	<u>trot</u>
<u>tu ha</u>	<u>turn on haunches</u>
<u>t/o hau</u>	<u>turn on haunches</u>
<u>tu for</u>	<u>turn on forehand</u>
<u>t/o fore</u>	<u>turn on forehand</u>
<u>unstd hd</u>	<u>unsteady head</u>
<u>vert</u>	<u>vertical</u>
<u>v</u>	<u>very</u>
<u>wv</u>	<u>weaving</u>
<u>w/</u>	<u>with</u>
<u>wr</u>	<u>wrong</u>
<u>tran ↑</u>	<u>up transition</u>
<u>tran ↓</u>	<u>down transition</u>
<u>X</u>	<u>dressage letter "X"</u>

Equipment needed:

- Test folder containing each class in order through the day including updated scratches and additions.
- Spare tests are available in the folders.
- Pens (these should all be provided to you by the Show Manager)
- Judges bell or whistle
- Phone with correct time.
- Water for you and the judge.
- Hand sanitizer
- Anchor or weight for flyaway tests (we have lots of horseshoes)

Attributes and Skills Needed:

- Clear and legible handwriting
- 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 outside the judges box.