

## **APPENDIX F GUIDE FOR SCRIBES**

### **Judge and Scribe: A Team**

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

### **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, don't 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 ask the judge to give the movement number on the test with each score. Most judges will not mind helping scribes in this way. In the event that a judge fails to give a score for a movement, the scribe should be cognizant of the fact and skip to the next movement. At the first opportunity the scribe should call the omission to the judge's attention.

### **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.

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.

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.

### **Errors**

An error occurs when a rider goes off course (rides the wrong pattern) or in some way does not perform the movement as prescribed. An error is marked in addition to the regular score. The points given for the movement where the error occurred are put into the "points" box, as usual. The word ERROR is put under "remarks" (room permitting) or under "directives."

The scribe should circle the word ERROR to draw attention to it. For the first error, two points are deducted; for the second, four points; for the third, the competitor is eliminated (although the judge may allow the rider to continue). The total deduction will be entered by the scorer at the bottom of the page.

Use of the voice (speaking to the horse or clucking) is not an error of test, but it will be penalized. At the judge's direction, simply write "use of voice" in the remarks column for the movement in which it occurs. Circle this also to draw attention. The judge will tell you how to handle the point deductions.

### **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. Never accept a position to scribe for a judge that you will compete before later in the competition.

### **The Day of the Show**

The scribe should arrive at least one-half hour early and check in with show management. Dress in neat, comfortable sportswear and be prepared for predicted weather conditions. The secretary or volunteer coordinator will indicate the arena and judge to which the scribe has been assigned.

Ask about the judging materials for that ring: score sheets, pen, updated program. You may need to carry these materials out to the arena. 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.
- Program to follow the order to go with updated list of scratches and additions.
- Bell or whistle and a watch set to official show time.
- Stopwatch to time musical rides or the 45 second limit.
- Packet of tests. Check to make sure that it is the packet for the judge and arena assigned.
- 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.
- Make sure that the tests in the packet match the tests scheduled in the program.
- Check that there is an extra copy of each different test for the judge to follow as the ride progresses.
- Make sure that all loose items (papers, cups, tissue, etc.) are anchored down with a heavy object so that nothing blows or rustles in a sudden gust of wind.

When the judge arrives, introduce yourself, and take the time to ask any questions. Let the judge know that you have checked the items discussed above. Some judges will take this opportunity before the first class to give the scribe an idea of how comments and scores will be given.

Be sure the judge is allowed time to get settled, look at the program and review the first test to be judged.

### **The Class Begins**

As each horse warms up by working around the arena before the ride begins, the scribe must check the horse's number to ensure it is the same number marked on the test sheet and class list or program.

- If the numbers do not match, alert the judge to the problem and attempt to identify the horse and rider who have presented themselves. Quickly find the right score sheet for that horse, if available.

As a final check, write the number the horse or rider is wearing in the box on the inside of the score sheet. Write the number you actually SEE, not the number you expect to see. When there is confusion about horses and tests, it's a good idea to describe the horse on the test sheet so there will be a method for identifying the ride.

- 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 scores due to waiting for another dressage test.
- After the ride is complete, make sure there is a score in every box. Make sure each test is 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.
- Check off each horse on the program as it completes the test. Keep an eye on the scheduled time, and if the judge requests it, inform the judge whenever the show is running behind by more than a few minutes.
- As the day progresses, the scribe should check for scheduled breaks and possible moves from arena to arena. Check the program and the packet of tests to determine if the packet moves with the judge or stays with a particular arena.
- 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, and at the end of the day. Never leave completed tests in the judge's box unattended.

### Suggested Abbreviations

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