



2017 Guidelines for Scribes

A scribe records the judge's comments and scores on riders' test sheets.

Be Prepared before the show by:

- familiarizing yourself with common Western Dressage terminology and abbreviations,
- dressing comfortably in layers and be prepared for changing weather conditions
- bring several pens and some red ones, bring a watch and clip board or paper weights if you can.

At the Show:

- Arrive early and check in with the show manager, collect the day sheet, tests, and other material the show manager will have ready. Make sure the tests and the day sheet match.
- Introduce yourself to your assigned judge as early as possible and let the judge know if you have any apprehensions. Judges are happy to have you and will usually give you a heads-up on some of their commonly used phrases or ways they like to work.
- Arrange day sheets and tests so that nothing blows away.

During the Show:

- Check the rider's number and enter it on the upper right corner of the test and check the rider off on the day sheet (some judges like to check off the list themselves)
- Use a pen for all comments and a red pen for errors
- As you start, do not watch the horse and rider. Keep one finger on the test at the movement you are on and move down as you go. This will keep you from getting lost during the test.
- Do not chat or make unnecessary noise as the judge is working.
- Write as legibly as possible.
- Most judges will give comments and then scores. Make sure to write exactly what the judge says. You may abbreviate, but don't paraphrase. If you get behind, write as much as you can, but get the score and move on. After the test is over, show the judge what you missed. When the ride is over, hand the test to the judge to complete the collective remarks. Scores may be in half point increments from 0-10. Scores should be written as a number and a decimal. For example; a score of 5 and a half should be written as 5.5 and a score of 6 should be written as 6.0.
- If there are any errors, you must use the red pen to write "error" on the test and the judge will use the red pen to make sure the deduction is counted at the end of the test.
- If a rider scratches, write scratch on the day sheet and on the label of that rider's test. Turn the test in to the runner along with scored tests.

- Between tests, as the judge is working on collective remarks, you can keep track of the time and let the judge know if you are running more than a few minutes ahead or behind the time on the day sheet.
- Any changes of scores must be initialed by the judge and the judge must sign each test. Make sure that is done on each completed test and that there is a score in every box.
- All conversations between the scribe and the judge or between judges during breaks are confidential and should not be repeated.

Have fun! Scribing is a great way to learn more about Western Dressage!

Suggested Abbreviations:

A	Dressage Letter A	Gd	Good	Poll ↑	Poll high
@	At	½ pass	Half pass	Pos	Position
└	Angle or Corner	Hau	Haunches	Reg	Regular
Attn	Attention	H/in	Haunches in	Res or Resist	Resistance
Bal	Balance	Hd tilt	Head tilt	R	Right
b/f or b/4	Before	h/leg	Hind legs	Rhy	Rythm
b/h or beh	Behind	Immob	Immobile	RH	Right Hand
Bend	Bending	Impul	Impulsion	Rush	Rushing or rushed
Btr	Better	Inattn	Inattention	Satis	Satisfactory
↑ Bit	Above bit	Inconsist	Inconsistent	Serp	Serpentine
Betw	Between	Ins	Inside	Sh/in	Shoulder in
C	Dressage Letter C	Irreg	Irregular	Sl or slt	Slight
Cad	Cadence	Jg	Jog	Sm	Small
C line	Centerline	Lks	Lacks	Str or Strt	Straight
CL	Centerline	Lack imp	Lacks impulsion	■	Square
O	Circle	Lat	Lateral	TO	Tongue out
Coll	Collected	L	Left	Thru	Through
Connect	Connection	<	Less	Trans	Transition
Crkd	Crooked	>	More	T/o ha	Turn on haunches
Dpt	Depart	Ltr	Letter	T/o for	Turn on Forehand
Diag	Diagonal	LF	Left front	Unstd	Unsteady
Disob	Disobedience	Lg	Large	Vert	Vertical
Eng	Engagement	LH	Left HInd	V	Very
NRG	Energy	ML	Missed lead	Wv	Weaving
Ext	Extended	Not ■	Not Square	W/	With
Flex	Flexion	O Cant	Over canted	Wr	Wrong
f/hand or 4hand	Forehand	Outs	Outside	Tran ↑	Up transition
Forw or 4ward or FW	Forward	Pir	Pirouette	Tran ↓	Down transition
Geom	Geometry	Poll ↓	Poll low	X	Dressage letter X