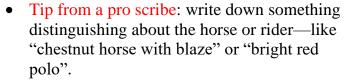
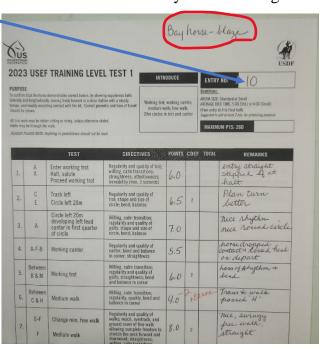
## **Dressage Scribe**

The job: Make sure the rider's number matches the one on the pre-labeled test and document the judges scores and remarks.

• You will have a lot of paperwork to keep track of. Make sure that the test you are writing on

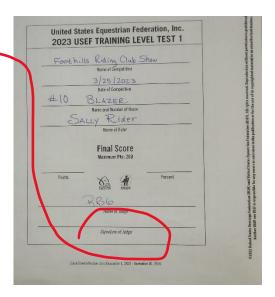
matches the bridle number of the horse that is about to enter the arena. If the numbers do not match, alert the judge to the problem and attempt to identify the horse and rider who have presented themselves. Quickly find the right score sheet for that horse, if available, or use one of the extra tests provided. Papers can get out of order, a horse might scratch, or someone may have dropped a stack of papers and put them back in the wrong order. Getting off track with one test can set you off on the wrong foot for a whole string of entries. Don't be afraid to call out to the rider to confirm their number before they go into the arena.





- Your job is to write the judge's comments and the scores. If you do not hear the judge, or miss a score, **ASK THEM**. It's very difficult to go back and figure out what number should be assigned to a particular movement, so it's better to briefly interrupt by asking them to repeat the score as quickly as possible.
- Be sure to write down full points and half points. Rather than writing "7", write "7.0" for full points or "7.5" for half points. You do not need to write down coefficients, and you do not need to calculate final scores the scorer will handle that.
- If you get behind and have to choose between writing down a comment and writing down a score, always record the score. You can leave the comment section blank for a movement or two if you need to catch up.
- Always write the scores and comments in PEN. Pencils may not be used. Use a **RED** pen when making deductions for errors.
- Be certain to write down EXACTLY what the judge says. Scribes may not paraphrase.
- 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 into 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.
- Fold the test in half and put in the "out" box for the Runner to pick up.
- 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.
- Scores and judges' remarks are private and should not be discussed with anyone or shared on social media.



Notify the hospitality runner if drinks or emergency chocolate is needed. Have fun!