



SCRIBE





FUNCTIONS OF THE SCRIBE



- **A scribe writes the judge's comments onto the test sheets.**
- **The scribe must be able to sit quietly and concentrate for hours upon end listening and recording the judge's comments accurately and consistently.**
- **Time Commitment Required: Minimum of 4 hours; judges prefer to have the same scribe all day or for the whole show.**



FUNCTIONS OF THE SCRIBE



- **Before the first ride:**
 - The judge will discuss with you how business will be conducted.
 - Among the points included might be whether comments for a movement will be given before or after the score so that comments will be entered in the proper place on the test sheet, how to note errors/voice, and whether or not to use abbreviations.
- **At the start of each class:**
 - Be sure the judge knows what test is being performed.
 - A spare copy of the test is usually provided for the judge for his/her reference.
- **At the start of each ride:**
 - Check each rider's number as soon as possible and confirm it with the label on the test sheet. If the numbers do not match, quickly locate the proper test sheet or, if that is not possible, at least note the rider's number on the test sheet.
 - Always write the rider's number in the number box on the inside of the test sheet.
- **During the riding of the test:**
 - Write the judge's comments exactly as given. Do not rearrange or edit.
 - Do not talk to the judge during a ride. If you get lost or forget a comment, make a check mark in the margin and keep going.
 - If you strongly suspect the judge has skipped a score, quietly mention this by saying “is this score for the transition?” or “is this movement number ___?”
 - If a score is changed for whatever reason, make a slash through the incorrect score and write the correct number next to it. Do not try to write over it. The judge must initial these corrections.



SCRIBE ATTRIBUTES AND SKILLS



- **Clear, legible handwriting or printing, even at top-speed.**
- **Limit conversation with the judge. Speak when spoken to!**
- **Make NO remarks about any horse or rider in the competition, including but not limited to any background information about the horse or rider, their trainer/coach, breeding, etc.**
- **Maintain confidentiality. Never repeat the judge's remark.**



SCRIBING DOs and DON'Ts



- **DO**

- Arrive at the show office at least 30 minutes before the start of the class.
- Dress appropriately. You should be neat to show respect for the judge and show. Consider layers and sun protection.
- Have an extra pen. The show should provide this.
- Check the correct number of tests per class.
- Become familiar with the tests about to be ridden.
- Understand the vocabulary of dressage terms so you know what the judge is saying.
- Be sure the test you are about to write on corresponds with the rider trotting down centerline.
- Stay focused on the judge and the test so you can keep up.
- Write legibly.
- Keep track of scratches from the show office.

- **DON'T**

- Arrive late. The show cannot go on without you!
- Offer any comments or explanations to the judge about any competitors.
- Distract the judge with idle chatter.
- Use abbreviations or odd symbols that may not be clearly understood.
- Improvise if you get lost or behind.
- Give any reaction to the comments or scores such as a gasp or groan.



SUGGESTIONS FOR SCRIBES



- **First of all, you must understand the principle duty of a scribe is to simply write down what is being dictated to them. That's it, plain and simple, in a nutshell. A scribe neither adds nor deletes anything that is to go on record. This you must do without reaction... no gasps of dismay or cheers of approval! Judging is the judge's responsibility and you should never offer any insights or explanations of what you see in the ring.**
- **It is also imperative that you do not distract the judge with idle chatter or questions about training methods. Things can move quickly, and it is easy to become distracted and get behind. Take your lead from the judge with regards to conversation. Some judges will be talkative and happy to offer insights to their reasoning; others will scarcely utter a word other than their scores and comments for movements.**
- **Be courteous and respectful, and let the judge concentrate on doing his/her job.**



SUGGESTIONS FOR SCRIBES



- Next responsibility is to stay focused and attentive to what is going on in the ring and be certain you, the judge, and the competitor are synchronized. This means keeping an eye on the test, an eye on the competitor, and an ear on the judge.
- Nothing quite so frustrates a judge as to get number scores and comments put in the wrong place. If you believe you are missing a score, quietly mention this immediately to the judge so that the two of you don't fall hopelessly behind and out of synch. One way to do this is to ask "is this the score for the transition?"
- Occasionally the judge may accidentally omit a score, and they will appreciate a prompt so they, too, can keep on track. If a score for a movement actually has been missed, expect to just go on with the scoring, leaving that space blank. It is impossible to backtrack in the middle of a ride, and the judge will have to fill that mark in at the end of the test.
- Once the final mark has been given, the Collective Marks and Comments remain. Some judges will dictate these, but most judges prefer to fill these out themselves, making the final comments in their own handwriting.



SUGGESTIONS FOR SCRIBES



- There is also a mechanical skill that becomes important for scribing – the ability to write quickly and legibly. There is nothing quite so annoying to a competitor as to get a test back that is full of unintelligible scribbling in the comments section of each movement.
- It is important that a scribe deliver the message clearly, so not only does your handwriting need to be clear, but you must use complete words whenever possible. An abbreviation that seems obvious to you may be meaningless to the rider trying to decipher the test back in the barn.
- Concurrent with this, it is important that a scribe has a good working vocabulary of dressage terms so he/she can understand the judge's comments. This familiarity of terms will lessen any potential confusion as the judge rattles off comments for one movement after another.
- It is also very helpful if the scribe has a familiarity with the test that is being ridden, even if it means they have just read through it before the class starts. That way they can have a clue about what movements are involved and what is coming up, and can help anticipate when a score will be given. This becomes vitally important as the tests become more and more complex.
- Be especially aware that sometimes there are scores given for the overall quality of a movement, in addition to the specific movement itself; these are easy to miss.



SUGGESTIONS FOR SCRIBES



- Finally, there is the responsibility of “housekeeping.” This means getting to the judge’s table early and making sure there are the appropriate number of tests for each class.
- Show management should furnish the judge with a class list, giving the order of rides and riders’ names and numbers. There should be a labeled test for every competitor, as well as a blank test for the judge to use throughout the test as a reference.
- Be sure to check the rider’s number and be certain that the test you are about to write on corresponds with the competitor who has just trotted past!
- Finally, check to see that the judge has signed the front of the test; some will sign all the tests before a class begins.
- Completed tests should then be set aside, ready for the runners to pick up. The runners are also there to serve as messengers; let them know if you or the judge need anything (pencils, food, drinks).
- You will also need to keep track of any scratches, have an idea of how well you are keeping on time, and keep track of details in general. Many of these details are the responsibility of the show management; however, it is in the best interest of all involved for you to help with the details as well.
- Everyone can make a contribution to a smoothly run show, and the scribe can play a vital role.
- And above all, Thank You. Without you "silent witnesses" the show could not go on. So, give it a try! See showing from a different perspective. I promise you won't regret the experience! Enjoy it!!



SCRIBE SYMBOLS



SYMBOL	DEFINITION
A	Dressage letter "A"
abr	abrupt
@	at
attn	attentive
bk	back
bal	balance
bt	beat
b/f	before
b/h or beh	behind
bend	bending
bet	better
b/n	between
C	Dressage letter "C"
cad	cadence
ct, cant	canter
c-line, CL, cl	center-line
0, O	circle
col	collected
cor	corner
crkd	crooked

SYMBOL	DEFINITION
dpt	depart
diag	diagonal
dir	direction
disob	disobedient
eng	engaged, engagement
ext	extended, extension
flex	flexed, flexion
4hd or f/hand	forehand
forw, FW	forward
gd	good
ht	halt
ha	haunches
h-in	haunches in
hd titlt	head titled
h/leg, hl	hind legs
hur	hurried
imp	impulsion
inattan	inattentive
incomp	incomplete
inw	inward

SYMBOL	DEFINITION
irreg	irregular
lack imp	lack impulsion
LF	left front
LH	left hind
lat	lateral
ld	lead
lg	large
L, l	left
a box symbol	square
obv	obvious
ord	ordinary
outw	outward
pos	position
prec	precise
reg	regular
res	resistance
R, r	right
rhy	rythmn
rush	rush, rushed
RF	right front
RH	right hind

SYMBOL	DEFINITION
sal	salute
satis	satisfactory
serp	serpentine
sh-in	shoulder-in
sl,slt	slight, slightly
sm	small
str	straight
thru	through
trans	transition
tr	trot
tu ha	turn on haunches
tu for	turn on forehand
unstd hd	unsteady hand
unus	unusual
us	usual, usually
vert	vertical
v	very, volte
wv	weaving
w/	with
wr	wrong
X	Dressage letter "X"