



## Judges Writer (penciller) Guidelines

**Purpose:** Each judge has a writer/penciller/scribe whose job it is to record the marks (scores) exactly and accurately and remarks given by the judge on the horse and rider's individual dressage test. Each Judge has a writer with them for this purpose.

The skills necessary to be a good writer include the following: writers should have good hearing, be able to write neatly and have a good understanding of written and spoken English. Judging usually takes place from a car, which means the job is not physically strenuous but writers need to be able to get in and out of cars and walk to where the judges' cars are parked. For this reason this job is not ideal for people in wheelchairs.

### The following information will assist writers in their task of writing:

1. Be on time for your writing appointment - arrive 30 minutes before the test is due to start and report to the Organisers.
2. Read through the test the before the event so you are familiar with the movements and flow of test.
3. Familiarise yourself with venue, arenas, office, toilets etc
4. Check which arena you will be in and the position your judge will be judging from.
5. Set your watch to event time.
6. Turn off mobile phone or set to silent during competition.
7. Take a pen along with you (check that it is working), always good to have 2 on hand.
8. Check the judges clip board (available from the Secretary) and check the folder to ensure a copy of the draw (start list) is included and the tests papers correspond with the test being judged and that there are sufficient test papers
9. Introduce yourself to the Judge and ask how she/he operates, (eg, gives comments then mark) and inform the judge if you are new to writing.
  - o The judge will give a mark out of 10 for every movement and usually makes a comment as well. It is important that you record every mark correctly and this must take precedence over the recording of the comments.
10. Make sure that all details such as: **Judging position (C, M, E etc), Riders Name, Horse name and Bridle number, Competitive versus Participation are correctly noted** on the top of the test paper. Also print the name of the Judge in the space provided on the test paper.
11. **Use the list of abbreviations** and symbols to assist with recording the comments to save time when writing. Make other abbreviations as you see fit (as long as they will be understood). Sometimes a copy is included in folder with judging sheets or if not ask the Club Secretary to provide you with one for easy reference.
12. Write neatly, accurately and exactly what has been said by the judge.
13. Ensure there is a mark in each box for each movement, marks from **0-10 including half marks. All marks must be to one decimal place**, e.g. 6.0 or 6.5.
14. Notify the judge when they miss a mark.
15. If it is necessary to alter a mark, cross out the old one and re-write the new mark and **make sure the judge initials** the alteration.
16. Mark all **errors of course** with an **E/C or EOC\*** and circle or underline the appropriate number of errors incurred during the test in the errors section at the bottom of the test paper.
17. Judges must sign every test paper before handing over to runner/official collecting papers.
18. Before handing over papers to paper collectors check the judge has signed the sheet and the collective marks have been noted.
19. Mark **DNA** on the draw sheet provided and tick each horse that competes to enable scorers to know there should be a test paper for that competitor.
20. Do not chat or comment unless invited by the judge.
21. Maintain confidentiality at all times.
22. Dress in neat comfortable clothes and take anything with you that you might need e.g. water.
23. Please take care when writing down numbers to avoid confusion with the scoring. Badly written numbers cause delays with the test paper having to be returned to judge for checking.
24. Do not mark actual papers with names of horse/riders who scratched (SCR) or did not appear (DNA). This is unnecessary waste of paper (help save trees).

## Dressage writers' quick reference sheet

The duty of the Writer/Penciller/Scribe is to record **EXACTLY AND ACCURATELY** the marks and remarks made by the Judge on the Horse and Rider's individual dressage Test Sheet. The following is a quick reference sheet for dressage writers as it includes suggested abbreviations. The list is not exhaustive.

**Abbreviations** (shorthand for writers)

<b>TERM</b>	<b>ABBREVIATION</b>	<b>TERM</b>	<b>ABBREVIATION</b>
ACTIVITY	<b>ACT</b>	IRREGULAR	<b>IRREG</b>
BALANCE/ UNBALANCED	<b>BAL / UNBAL</b>	LENGTHENING	<b>LENGTH</b>
BEHIND VERTICAL	<b>BEHIND VERT</b>	MEDIUM	<b>MED</b>
CENTRE LINE	<b>CL</b>	MODEST	<b>MOD</b>
CIRCLE	<b>O</b>	OVERTRACK	<b>O/T</b>
COLLECTED	<b>COLL</b>	QUARTERS	<b>¼'s or QTRS</b>
CONSERVATIVE	<b>CON</b>	PIROUETTE	<b>P or Half P or ½ P</b>
DEVELOPING	<b>DEV</b>	REGULAR	<b>REG</b>
DIAGONAL	<b>DIAG</b>	RESTRICTED	<b>REST</b>
DISOBEDIENT	<b>DISOB</b>	RHYTHM	<b>RHY</b>
ENGAGED/ ENGAGEMENT	<b>ENG</b>	REIN BACK	<b>RB</b>
EXPRESSION	<b>EXP</b>	RESISTING	<b>RESIST</b>
EXTENDED	<b>EXT</b>	SHOULDER-IN	<b>SI or S/I</b>
FLYING CHANGE	<b>FC</b>	SIMPLE CHANGE	<b>SC</b>
FLEXION	<b>FLEX</b>	SQUARE	<b>SQ or <input type="checkbox"/></b>
FOREHAND	<b>F/H</b>	SUBMISSION	<b>SUB</b>
FORWARD	<b>FWD (Applies to RB and Halt)</b>	STRAIGHT	<b>STR</b>
HALF CIRCLE	<b>½ O</b>	TRAILING	<b>TRAIL</b>
HALF PASS	<b>HP</b>	TRAILING QUARTERS	<b>TRAIL or HQ TRAIL or ¼'s TRAIL</b>
HALT			
HIND QUARTERS	<b>HQ</b>	TRANSITION	<b>TRANS</b>
IMMOBILITY	<b>IMMOB</b>	THROUGHNESS	<b>THRU</b>
IMPULSION	<b>IMP</b>	VERTICAL	<b>VERT</b>

### Scale of Marks for Judges

10 - Excellent	4 - Insufficient
9 - Very good	3 - Fairly bad
8 - Good	2 - Bad
7 - Fairly good	1 - Very bad
6 - Satisfactory	0 - Not executed
5 - Sufficient	

- From January 2012 half marks are accepted at all levels.