



GUIDELINES FOR DRESSAGE SCRIBES



From the USEA Volunteer Committee

The instructions that follow give you the basics of your job; consult with the Volunteer Coordinator or officials of the event if you have questions or need additional information to fill in and supplement this document.

Checklist of what to bring with you to the event on competition day.

Depending on the day and predicted weather, for your comfort:

- Closed-toe shoes that are comfortable for walking and good in any weather (wet grass, mud, arena footing, etc.)
- Rainwear, extra warm clothing or jacket, bug repellent, sunscreen, hat/visor, a snack and thermos/cooler with beverages.

Generally provided by the event:

- Clipboard (with waterproof covering), pens, radio

Before the event:

- Watch the video for this position. Go to the USEA website, www.useventing.com and search for the Volunteer Videos.
- Get the address of the show facility and ask the Volunteer Coordinator where the meeting point is located at the show grounds.

GETTING READY FOR YOUR JOB

Checking in

- Arrive at the meeting point at least 15 minutes before your shift begins to check in and pick up your materials. At a minimum, you should have a clipboard with the dressage order-of-go, dressage score sheets, radio and pens or pencils.
- If the event is using the www.eventingvolunteers.com app, don't forget to check in on the app so that your volunteer hours count towards the year-end awards.

Setting up your station

- Your station will be next to the Dressage Judge in the judging booth by the dressage ring.
- When you get to your station, organize your materials (pens, order-of-go, dressage score sheets, radio) so you have everything ready before the first competitor enters the dressage ring. Make sure you have a red pen for marking errors on the score sheets.
- Secure all loose items and put your cell phone on mute or vibrate.
- Review the order-of-go to see how many competitors are in each level, which competitors have multiple horses, if there are any missing numbers, etc.
- Check the order of the score sheets against the order-of-go, and make sure you have a score sheet for every competitor, plus some extra score sheets. Most events have pre-printed labels with the competitor's name and number, and sometimes these are already affixed on the score sheets. Make absolutely sure you use the right score sheet for the right competitor. Contact the show office immediately if you need additional score sheets.

Communicating with other volunteers and officials

- When the judge arrives, introduce yourself and take the time to ask any questions. Let the judge know that you have checked the score sheets and are ready to go.
- Every judge may have a slightly different way for you to write down the comments, scores and penalties. Get to know your judge and determine the procedures to be followed during the competition.

YOUR JOB AS DRESSAGE SCRIBE

Your job as Dressage Scribe is to write down the scores and comments made by the Dressage Judge during a dressage test. Note that you cannot add anything to the judge's comments; write down exactly what the judge says.

What you Need to KNOW

- Which tests are used for each level
- The [USDF Guide for Scribes](http://www.usdf.org), available at www.usdf.org, provides a list of commonly used abbreviations. These can help you keep up with the judge's comments.
- Order-of-go format (matching competitor number to the correct score sheet)



What you need to DO

Before each test

- When the competitor is warming up around the dressage arena, look for the competitor's number (usually a bridle tag)
- Check that this is the next competitor according to the order-of-go, and mark off this competitor on the order-of-go.
- If the numbers do not match, alert the judge to the problem and attempt to identify the horse and competitor who have presented themselves and quickly find the right score sheet for that horse, if available.
- Verify that you have the correct score sheet for the competitor and write the competitor's information on the score sheet. If the organizer provided labels for each competitor, attach the correct label to the score sheet. At a minimum, you should write down the competitor's number, color of horse and distinguishing marks.

During each test

- Accurately write down the scores and comments given by the judge.
- Write legibly so the competitor and judge can read the score and comments. Small, legible handwriting is a godsend!
- Pay attention to what the judge is saying and make sure you write down all that they are wanting you to write for that movement.
- Remind the judge if a score or comment is missing. Or ask if the comment does not match the movement on the score sheet.
- Some judges give the scores and comments out of order, so be sure you keep track of the judge's scores and comments.

After each test

- Hand the score sheet to the judge for review and for the judge to enter the collective scores and comments and sign.
- Make sure that each score sheet is SIGNED by the Judge.
- Fold the score sheet in half and keep it secure.
- Watch for the Dressage Score Runner and have the score sheets ready for them to pick up.
- If you need anything (such as more score sheets, snacks, drinks, etc.) ask the Dressage Score Runner when they come by. Allow them to be the messenger so the arena can continue on time.

AFTER COMPLETING YOUR JOB

Checking Out

- Return all materials (clipboard, pens, radio, etc.) back to show office and let the Volunteer Coordinator know you are leaving. If any lost items were brought to you, turn these in at the show office as well.
- If the event is using the www.eventingvolunteers.com app, don't forget to check out on the app so that your volunteer hours count towards the year-end awards.