



# UNITED STATES DRESSAGE FEDERATION™

## USDF Guide for Scribes

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### Before the Show

- Familiarize yourself with basic dressage terms and how to spell them. Study the commonly used abbreviations listed at the end of this guide.
- When asked to scribe, the individual should inquire with show management about which tests they will be assigned to scribe and study each of the tests before the show. Never accept a position to scribe for a judge that you will compete before later in the competition. In addition, find out if you will be doing paper scribing or paperless, ie e-scribing.
- Management will offer some training for new e-scribes, and you should do the training session.

### Judge and Scribe: A Team

- Judges depend upon the scribe to quickly, accurately, legibly, and quietly record the scores and comments made about each ride. Judges are grateful for the volunteer help and are usually willing to answer any questions a scribe might have with respect to the job of scribing.

### Conversations between Judge and Scribe

- It is the judge's responsibility to judge the test. It is not appropriate for the scribe to comment on the judge's decision, nor to question that decision. It is what the judge sees that matters, so if a judge does not see a mistake, don't comment. In addition, any comments (written or verbal) made by the judge while in the judge's box are strictly between the judge and the rider. Never carry these conversations outside the judge's box.
- Never volunteer information about competitors or their horses, even if asked by the judge.
- Wait for the judge to set the tone as to whether conversation will be encouraged between rides or on breaks. Most judges will initiate some small talk, but some need time to review tests or just clear their minds. While it is tempting for the scribe to ask questions about their own riding or a particular horse problem, please don't do it!

### Watching the Test

- Scribing takes concentration to accurately record the scores and comments and errors. It is not possible for a scribe to watch the test in its entirety while recording the scores and comments.

### The Scoring Process

- The scribe must quickly type and/or legibly record only the comments the judge makes, without adding or deleting anything. All judges have their own style for giving comments and scores on a ride. Some judges give so many comments that the scribe may have difficulty keeping up. In this case, the scribe should be sure to record the score as soon as it is given, and then continue with the comments.
- A scribe that is new to the job may confirm the movement number occasionally with the judge. Most judges will not mind helping scribes in this way. In the event that a judge omits a score, the scribe can again confirm the movement number with the judge and allow him to deal with the omission at the time or at the end of the test.

### The Scores

- The judge's scores will range from 0 to 10, with a 10 being the maximum (best) score that can be awarded for any one movement. To more heavily emphasize a movement, some are "weighted" with a coefficient of two (2). The scribe need not worry about coefficients. All multiplication will be handled later by the scorers.
- Remember that the scores are made in half-points. This means that all scores must have a decimal written with either .5 or .0 (eg. 6.5 or 6.0). This is a requirement per USEF Rules.
- For paper score sheets, scores are written in the first column of boxes on the scoresheet. The second column is for coefficients, which are pre-printed on the test, and the third column is for the total points earned on each movement. Totals are left for the scorer to fill out; the scribe is only responsible for one column: The First Column- POINTS.

- For e-scribing, your screen will have the movement, score box and comment box for each movement. Depending on what was chosen the cursor will be in the score box or the comment box. When tab you will be moved to the next box and then tab again to go to the next movement. You will not see coefficients or total score box as the system takes care of this. On some systems the judge may have a screen which will display the entire test as if it was paper. They can see your comments and scores.
- Collective marks at the end of each test and a few additional general comments may be dictated to the scribe or written by the judge. When e-scribing it seems to be easier for the scribe to type collective marks and the final comments, but some systems allow a second keyboard or scribe can hand over the keyboard for the judge to type this in.

## Errors

- An error occurs when a rider goes off course (rides the wrong pattern) or in some way does not perform the movement as prescribed. An error is marked in addition to the regular score. The points given for the movement where the error occurred are put into the “points” box, as usual. For paper scribing the word ERROR is put under “remarks” (room permitting) or under “directives.” The scribe should circle the word ERROR to draw attention to it. For e-scribing, there is a button to click on when you are in the movement where the error occurred to mark the error. When e-scribing, most systems have a button to push to indicate an error. You may have to still type the word ERROR into the comment box to indicate which movement held the error, or you may not depending on each scribing system.
- For the first error, two points are deducted; for the second, four points; for the third, the competitor is eliminated (although the judge may allow the rider to continue). The total deduction will be entered by the judge at the bottom of the page or will be confirmed at the end of the test in paperless.
- Use of the voice (speaking to the horse or clucking) is not an error of test but is a fault involving the deduction of 2 marks. simply write “use of voice” in the Remarks column for the movement in which it occurs. For paper scribing, circle this also to draw attention. The judge will tell you how to handle the 2-point deduction. For e-scribing, put VOICE in the comments and the score the judge gives you will be the score with the voice deductions.
- Errors are rare in Freestyle tests, if they do occur; they are recorded under the final scores for Technical Execution.

## The Day of the Show

- The scribe should arrive at least one-half hour early and check in with show management. Dress in neat, comfortable sportswear and be prepared for predicted weather conditions.
- For some large competitions, there may be a dress code for scribes and volunteers. Check with the volunteer coordinator to see what the dress requirements are for each competition.
- The secretary or volunteer coordinator will indicate the arena and judge to which the scribe has been assigned.
- Ask about the judging materials for that ring: score sheets, pen, red pen, updated program. You may need to carry these materials to the judge's box.
- Ask about the location of the restrooms.
  - Once at the judge’s box, the scribe should organize the work area and check for all proper materials:
    - Several ink pens, including a red pen to mark errors
    - Program to follow the order to go with updated list of scratches and additions.
    - Bell or whistle and a watch set to official show time.
    - Stopwatch to time musical rides or the 45-second entry limit.
    - Make sure that all loose items (papers, cups, tissue, etc.) are anchored down with a heavy object so that nothing blows or rustles in a sudden gust of wind.
    - Make sure to put your cell phone on mute or vibrate before the first test starts.
- For Paper Scribe:
  - Packet of scoresheets. Check to make sure that it is the packet for the judge and arena assigned.
  - Check the order of scoresheets against the order of go, and make sure any additional horses have been assigned scoresheets. There should be blank tests in the packet available for this purpose. If the tests are not in the order of go, a ride may be scribed on the wrong test causing confusion for the office and riders.
  - Make sure that the tests in the packet match the tests scheduled in the program.
  - Check that there is an extra copy of each different test for the judge to follow as the ride progresses.
  - Make sure that all loose items (papers, cups, tissue, etc.) are anchored down with a heavy object so that nothing blows or rustles in a sudden gust of wind.
  - Make sure to put your cell phone on mute or vibrate before the first test starts.











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**USDF**

## USDF Approved Scribe Abbreviations

Abbreviation	Meaning	Abbreviation	Meaning
A	dressage letter "A"	L, l	left
@	at	<	less
ang	angle	>	more
attn	attention	ltr	letter
bal	balance	LF	left front
b/f, b/4	before	lg	large
bend/bnd	bending	LH	left hind
btr	better	outs	outside
↑ bit	above bit	pir	pirouette
betw	between	poll ↓	poll low
C	dressage letter "C"	poll ↑	poll high
cdnce/cad	cadence	pos	position
cant	canter	reg	regular
cntr, c-line	centerline	res, resist	resistance
CL	centerline	resis	resistance
O	circle	R	right
O□	circle square	rhy	rhythm
coll	collected	RH	right hind
cnnectn	connection	rush	rush, rushed
crkd	crooked	satis	satisfactory
dpt	depart	serp	serpentine
diag	diagonal	sh/in	shoulder-in
disob	disobedience	sh-in	shoulder-in
eng	engage	sl, slt	slightly
NRG	energy	sm	small
Ext	extended	str	straight
ext	extension	□	square
f/hand	forehand	Tnge out	tongue out
4hd	forehand	thru	through
forw	forward	trans	transition
gd	good	tr	trot
½ pass	half-pass	TOH	turn on haunches
hchs	haunches	TOFnd	turn on forehand
h-in	haunches in	unstd hd	unsteady head
hd tlt	head tilt	vert	vertical
h/leg	hindlegs	v	very
imm	immobile	wvng	weaving
impul	impulsion	w/	with
inattn	inattention	tran ↑	up transition
inconsist	inconsistent	tran ↓	down transition
irreg	irregular	X	dressage letter "X"
lks	lacks		
lack imp	lacks impulsion		
lat	lateral		