



DRESSAGE
NEW SOUTH WALES

Judges Writer (penciller) Guidelines


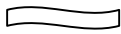


Purpose: Each judge has a writer whose job it is to record the marks (scores) and comments given by the judge during a dressage test. Each Judge has a writer with them for this purpose.

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. Read through the test the before the event so you are familiar with the movements and flow of test.
2. Be on time for your pencilling appointment - preferably arrive at least 15 minutes before the test is due to start and report to the Organisers.
3. Take a pen along with you (check that it is working), always good to have 2 on hand.
4. Ask the Judge how she/he operates, (eg, gives comments then mark) and inform the judge that you are new to writing if this is the case.
 - 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.
5. Make sure that all details such as: **Judging position (C, M, E etc), Riders Name, Horse name and Bridle number, Official versus Associate 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.
6. 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.
7. Write neatly and be accurate in completing the test sheet.
8. Ensure there is a mark in every square for each movement.
- 9. All marks must be to one decimal place, e.g. a 6 to be written as 6.0.**
10. Notify the judge when they miss a mark.
11. Mark all **errors of course** with an **E/C or *** in the right hand remarks column and circle the appropriate number of errors incurred during the test in the errors section at the bottom of the test paper.
12. Only return sheets to the scorers for competitors who competed. Do not mark papers with names of horse/riders who scratched (SCR) or did not appear (DNA). This is unnecessary waste of paper (help save trees).
13. 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.
14. 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.
15. Judges must sign every test paper before handing over to runner/official collecting papers.
16. 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.

Abbreviations (shorthand for writers)

BAL	balance	COLL	collected	CL	centreline
EXT	extension	ELIM	eliminated	ENG	engagement
E/C	error of course	FWD	forward	FH	forehand
				4H	
FC	Flying change	FLEX	flexion	H/P	half pass
HLT	halt	IMP	impulsion	IRREG	irregular
½ H	Half halt	Act	active/activity	ENG	Energy
INSUFF	insufficient	IMM	immobile	A/bit	above bit
PIR	pirouette	PREP	preparation	MED	medium
REG	regular	RES	resistance	RB	Rein back
RHY	rhythm	SC	single change	RET	retired
TRANS	transition	STR	straight	SUFF	sufficient
TRL	trailing	NE	not executed	SCR	scratched
1/4's	quarters	S/O	strike off	O/T	over track
Q's					
O	Circle	Cnr	Corner	Mrk	Marker
	square		crooked line	DNA	did not appear
	upward transition		downwards transition	Ist 1/20	First ½ circle
				2nd 1/20	Second ½ circle

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.**