

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.

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

THE JOB OF THE WRITER/PENCILLER/SCRIBE

- Arrive at the venue at least 30 minutes before competition is due to commence
- Report to organisers on arrival
- Read through the test before the event to familiarise yourself with the movements
- Familiarise yourself with venue, arenas, office, toilets etc
- Make sure there is a start list (draw) in your folder
- In the folder make sure there are sufficient test papers and that they are the right ones
- Check which arena you will be in and the position at which your judge will sit
- Set your watch to event time
- Introduce yourself to the judge and ask how they like to operate, i.e. mark or remark first
- Have 2 pens on hand
- Write neatly, accurately and exactly what has been said by the judge
- Make sure there is a mark in each box, marks from 0 – 10 including half marks
- Make sure you use the decimal point correctly i.e. 6.0 or 6.5
- Use abbreviations as per the guidelines
- Be sure to note any course errors with E/C or EOC* and circle or underline the error on the back of the test sheet
- Ask the judge to initial any changes to marks
- Notify the judge if they miss a mark
- Ensure the judge signs every test sheet
- Do not chat or comment unless invited by the judge
- Ensure all test papers are returned to the scorers
- Note if a rider does not appear on the draw with DNA
- Dress in neat comfortable clothes, bring anything you might need with you i.e. water
- Turn off the mobile phone or put it on silent and do not answer it whilst the test is in progress
- Maintain confidentiality at all times

