



Central Vermont Dressage Association, Inc.
www.cvda.org

INFO for SCRIBES

- The Judge's packet stays with the arena.
- Make sure you have the right test before the judge rings the bell/whistle. Check your test against the class schedule.
- Every horse must have a number, and you must make sure that it matches the label on the test. Always write the number in the space provided at the top of the side of the test where you write the scores. If you can't see the number, ask the rider as she rides by. It is also helpful in addition to writing the rider's number at the top of the test to write an identifying comment (example: "chestnut with blaze"). This quick comment can often eliminate confusion later on.
- For riders who have scratched or not shown up, please write "scratch" or "no show" on the test label, and return those tests to the runner as well.
- Write the score in the Points column. Do not write in the "Coefficient" or in the "Total" column.
- Errors should be written in red pen. The word ERROR is put under "Remarks" (room permitting) or under "Directives." The scribe should circle the word ERROR to draw attention to it.
- Make sure *all scores are filled in* and *the judge has signed the test* before you give the test to the runner.
- If the runner has not picked up all the tests, the scribe is responsible for delivering the tests to the scorers during the lunch break, and/or at the end of the day. *Never leave completed tests in the judge's box unattended.*