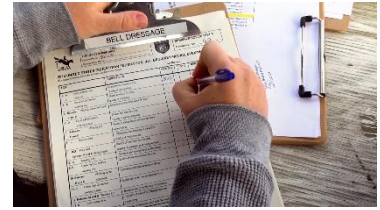


Dressage Writer

Your role is to...

- Check the riders/horse's numbers against the draw as they present.
- Prepare test sheet before each test starts
- Listen to the judges' comments and scores and write these on the test sheet.



Success looks like...

- Keeping the judge informed of any errors in draw order, having test papers ready before the horse starts its test, keeping up with the judges' comments and scores, and writing tidily.

Where to go...

- Report to the event office (or where specified) at least 20 minutes before the start of the class. You may be sent straight to your judge's car from there, or will meet with your judge in the office who will walk with you to their car.

What you'll need...

- Tidy casual clothing with clean shoes
- A clip board with test sheets and class draw (available from office), and blue or black pens.

Who can answer your questions...

- The writer/volunteer coordinator
- Your judge

Instructions...

1. Once introduced to your judge, sit in the passenger seat of the car. Make sure your phone is on silent.
2. Your judge will explain how they give their marks so you know what to write, and where. Most judges will say the movement number, the comment, then the mark. For example: "Movement 12....good shape. Could be more forward....6.5"
3. Read the test beforehand so you know what movements/comments might come in quick succession.
4. While waiting for the class to start, look at the class list and fill in the information on the top of the test sheets. Many events have stickers to put on the test sheet to save the writers time doing this.
5. As each horse presents, check the bridle/back number and mark them off on the class list sheet.
6. When writing a score, make sure to write whole numbers (7.0 rather than 7).
7. Once finished writing the scores and comments, hand the sheet to your judge who will write their own comments and sign the sheet off. A runner will come around the cars after every test to collect sheets.

Extra Notes:

- If you write the wrong score (or the judge changes their mind), cross it out and change it. Let the judge know at the end of the test and they will sign the change off.
- If a course error is made, you will need to check a box on the second page.
- Prioritize keeping up with the scores rather than the comments if you get behind and use abbreviations when you can (forward = fwd, before = B4, straight = str, rhythm = rhy, balanced = bal etc)
- You'll have the opportunity to chat with the judge, but make sure when the class is in action that you let the judge concentrate on their job. Judges are not allowed to know the live results of the class until it is completed, so don't pull up Evo Events and talk about the scores during the class.

Thanks for helping make this an awesome event

Dressage Test Runner

Your role is to...

- Transport completed dressage test sheets to the scorer (normally located in or by the event office).

Success looks like...

- Transporting test sheets from the judges to the scorer promptly while not interrupting a test or getting in the way of a horse.

Where to go...

- Report to the event or scorers' office (which are often the same place) at least 10 minutes before you are due to start. Here you will be told what arena/s you are collecting from.

What you'll need...

- Comfortable walking shoes
- Weather appropriate clothing – although no umbrellas!
- A high vis vest (dependent on the event. One will be given to you if required)
- A bag to carry test sheets in if desired. A waterproof bag is useful in case of poor weather

Who can answer your questions...

- The event office staff
- The runner/volunteer coordinator

Instructions...

1. When going to the judge's car, make sure you stay outside the arena and watch out for horses coming. Head to the writer's side (passenger door) and wait for the test sheet to be handed out when there is no horse completing its test.
2. If there is more than one judge on an arena, you will have to be quick getting around to them before the next horse enters the arena. Ideally the sheets for the same rider would go to the scorer together, but if you don't make it to all the judges you can pick the remaining sheets up on the next round.
3. You may be allocated to more than one arena, so keep an eye on the tests and be ready to head over to the cars when they finish.
4. Once you have the test sheets, make sure to keep them dry if it is raining (bring a bag if the weather is poor) and don't be tempted to take a peek at the scores.
5. Once you hand the test sheets to the scorer, head back out and wait for the next test to finish and repeat.
6. If your arena is a fair distance from the scorer (such as the Taupo Treadlite Arena), you can wait until you have 2-3 riders score sheets before heading back.

Dressage Arena Marshal

Your role is to...

- Ensure riders who cannot see their arena from the warmup know when to leave and head to their test

Success looks like...

- Riders ready to leave the warmup on time
- Arenas running to time
- Riders being aware of delays

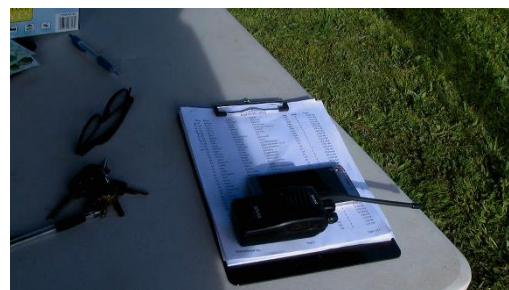


Where to go...

- Report to the event office who will send you to the right arena

What you'll need...

- Weather appropriate clothing and closed toed footwear
- A copy of the draw, a pen, and possibly a walkie talkie (available from office or the person marshaling before you).



Who can answer your questions...

- The event office staff
- The event convenor
- A steward

Instructions...

1. The draw will list the class, the arena, the horse and rider's names, and the time they are due to present to the judge.
2. If you can not see both the warmup and the arena, you will be given a walkie talkie to communicate with another arena marshal that is keeping an eye on the other end.
3. You will need to let riders know if the class is running early or late. If a class is running early, the rider can opt to ride early (unless the judges are on a break) but are entitled to wait until their draw time. Riders can not opt to ride late or out of draw order.
4. When the rider in the arena is halfway through their test (normally in the walk), you will tell the next rider in the draw to leave the warmup and head to the arena. Depending on the distance from the warmup to the arena, you might need to send a rider off earlier or later. You will then let the next rider in the draw know how long they have until they need to leave.
5. As riders are given precise start times, they normally plan ahead and do not need to be told when they are more than 1-2 riders away, however giving them a bit of warning is useful as they may need time to take boots and/or headsets off.
6. When an indoor arena is being used, the next rider in the draw is allowed (at most shows) to enter before the rider prior to them starts their test if they wish. If the test has started (the judge has rung their bell), the next horse is not allowed to enter the arena. Only two horses should be in an indoor at once, so when horse #1 leaves, horse #3 should be ready to enter prior to horse #2 starting its test.
7. Riders must not present to the judge (ride around the outside of the arena) until the horse prior has completed its test (halted and saluted).

Thanks for helping make this an awesome event