

CHECK-LIST

Information about Shadow judging (SJ)/Sit-in (SI) Mentor-judge (MJ)/mentee-candidate(MC)

Always contact all involved parts – in due time – before the show (minimum 2 weeks). Contact the Mentor-judge/judges, email or phone. Be sure to get a confirmation from the MJ. Agree on terms.

Contact the show-organizer (OC) on forehand/before the show (minimum 2 weeks; because they know if and how many they can accommodate). Ask about:

- Timeschedule
- Judges list (co-mentor judge is needed for SJ)
- Judging position (close to MJ)
- Scribe (if you are going to be your own scribe, NOT ideal, it has to be accepted by the mentor-judge)
- Results (sometimes the data-provider can help, but only via the MJ and OC)
- Showoffice, copies of results, judges-sheets etc.

If you get any information on "paper"/email – send it to the MJ.

Before the SJ class – be sure that there are enough starters (not always the same as entries).
Be there in good time before the class start, often a lot of things changes just before start time.
Be sure that all papers are there incl evaluation form for SJ/SI

Sheets needs to be collected after each ride. The MC should not have the copies of the MJ's sheets before the discussion.

After the class –check that the results are correct, and the comparrison MJ/MC are made.
If you cant have copies of the MJ's sheets – then at least the individual marks-sheets.

Make an apointment with the MJ for a discussion and to go through the class and results.

Be sure that the MJ has all the information needed.

Points taken into consideration at the discussion:

Ranking/placing – total result and MJ

Minor mistakes (eg overlooking a brokken change)

Fundamental mistakes (eg overlooking a lateral walk, general problems with pirouettes, piaffe etc)

Remarks/comments should be concise and MUST relate to the mark given, they should make sense to the rider in as constructive way as possible, hilst tælling the 'truth'.

Mistakes in remarks: no remark when 5 and below, remark not fitting/relating to mark, not correct technical language etc.

http://inside.fei.org/system/files/Guidelines%20for%20Shadow%20Judging%202012%20II_1.pdf