

## Mon. July 23rd

Begin Move In at Noon

## Tues. July 24th

Continue Move In  
MUST arrive by Noon.

HM will probably begin @ Noon. Tack rooms should be completely set up and ready by now. Stalls should be completely set up and in safe condition. Stall card SHOULD have been put up as soon as the horse was put in the stall. Halters should be labeled with Stall Number, Rider Number and Name (use a piece of tape on the cheekpiece for easy visibility).

Excess equipment is discouraged. Stick to your required equipment checklist. Small items like a bottle of shampoo/baby wipes/hoof oil = OK. Seventeen different brushes, combs, and rags = probably redundant and unnecessary. Also, make sure all brushes are clean!

**\*\*CHECK Required equipment list NOW.** Then you can go buy whatever might have been forgotten.

SEE → First Setup and Safety Scoresheet

**\*\*Get horses groomed and prepped for jog outs at this time, as you will want to be ON TIME for them. No excuses.**

Approx. 2pm - BRIEFING

At least one person, bring notebook/clipboard and pen.

Bring any questions.

BE ON TIME.

Immediately following briefing.

JOGOUTS

\* Remember proper attire, footwear. NO Jeans!!!!!!!

CNE Polo Shirt – team should have on all the same color.

Preferably Khaki pants (or as a last resort, shorts) w/ belt.

Polished paddock boots.

Helmet.

Gloves and whip highly recommended.

Ponies should be WELL groomed, tail brushed(NO shavings), hooves picked and oiled. Nose, eyes, butt wiped out. And they must be in jogged in a clean BRIDLE.

#### Jogging Procedure:

- Listen to directions given by HMJ's, Chief, and Veterinarian
- Let horse have their head, hold reins a good 6" below bit.
- Trot forward and straight at a comfortable pace while facing forward yourself. No dragging your pony behind! PRACTICE BEFOREHAND!
- Generally, jog in numerical order.
- Keep your pony walking while waiting to jog.
- Generally, they'll let you know if they need you to jog again. They might not even say anything if you're ok. If you're "spun" and need to jog again, be sure to follow directions given.
- If asked to jog up and back. TURN PONY AWAY FROM YOU. This comes under proper leading. Do a keyhole turn clockwise.

#### Feeding

Barn close – Top off water buckets and leave a full LABELED "TOP OFF" bucket outside each pony's stall. This is so that HMJ's who do night checks at 10 pm, can top off buckets as needed for each pony.

LEAVE PINNIES, NAME TAGS/PINS in TACK ROOM!!!!!! This way you can't forget them at the hotel. It is acceptable to bring dirty riding shirts and breeches back to hotel each night to do laundry if necessary, but tall boots, coats and all tack should be left in tack room each night.

Be sure to bring a copy of the schedule to the hotel so that you may figure out as a team(if not before this)...who has formal inspection/rides when. Discuss who needs how much time to prepare and if they would like help and with what. Teamwork should keep things running smoothly and calmly.(we hope!)

Get ready for opening ceremonies: You MUST wear your "CNE Uniform" as designated at the Championships Prep. Everyone should be at the opening ceremonies and dressed appropriately. Again, you are representing CNE, so make us proud!! ☺

**Wed. July 25th**

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FORMAL INSPECTION DAY!(\*cue Darth Vader music\*)

ARRIVE AT BARN OPENING – ALL MEMBERS – NO EXCEPTIONS!!!!(usually 6am)

Feed  
Muck

Prepare for formals. Generally, it's easiest to get pony ready first. Then the rider dresses. Then Rider &/or HM can tack up pony. Be sure that the rider CHECKS any tack adjustments made by others, just in case!

BE ON TIME!! No Excuses. Enough said.

Know your station! And be right up in the HMJ's face when you're ready. Don't wait for them...they could mistake you for being late. Better safe than sorry.

Do your "schpeil". "Hi My name is Susie Snazzybreeches from Central New England Training Level Team. I am an C-1 and this is Firestarter." This ensures that they are judging YOU on the score sheet at the correct rating and team.

Ask to see any "problem" areas that the judge comments on that you are not sure of. This is to ensure that you and they see the same infraction, if it comes to be a point item. You have EVERY right to do this. Do not be argumentative, but inquisitive.

HORSE MANAGER – Should carry a small bucket containing the following to turnout with each member:

Finishing brush, rub rag/wipes, hoofpick, boot polishing sponge/polishing rag, mane and tail brush, small sponge

This ensures that the tail is TANGLE-FREE when presented, that no stray manure is tracked up to the station in the hooves and a final polish can be achieved on the pony's coat and rider's boots.

ALL C's MUST be formal or informal. CHECK the rulebook. When in doubt, ASK a HMJ or your DC.

Daily Maintenance –

Bottom line: Keep everything neat and tidy. Aisles, tackroom, feedroom and stalls. Don't let food and drink containers get out of control. Make your Mom proud! ;)

Even if it's not your team that left the "present" in the middle of the aisle, pick it up! You're there to show your competence not someone else's incompetence and inconsideration.

Keep the horses happy, clean, sweat-mark free at all times. If haybags are used, keep them high enough. When in doubt, go higher, they'll always empty it.

Observe proper handling procedures when in the stall – see rulebook!

INQUIRIES –

Can only be made by Captain...UNLESS – Captain is riding, and is not able to make an inquiry. See the HM Chief and explain situation.

Must be made w/in 30 mins of announcement of posting. So, keep your ears open!

Be sure to have read the HM rulebook, figure out what you think is contrary to the rules(and/or logic) and "state your case" to the Chief. Many times they can tell you don't know the rulebook and will go tell you to "look it up!", so be prepared. If you have a good idea and reasoning behind something...they might just agree with you! However, don't be frivolous, as this wastes time and plain old aggravates the Chief. We don't want that! ☺

Turnbacks – usually 1 hour after last ride. Listen for exact time and procedure.

Be sure to get "checked off" for your tack, horse and yourself(usually just boots). Don't assume they'll come to you.

At Championships, there is no "come back to me when you've fixed XYZ". It needs to be clean the first time.

**Thurs. July 26th**

**Fri. July 27th**

Rides each day.

Think out your schedule each day as to when you will need help tacking, doing turnbacks, spectating, meals, etc.

Be sure to follow directions regarding tapes for your musical rides and sound checks.

Turnbacks most likely only on Sat, but listen for instructions.

Get your horses out and walking in the AM each day. There is no turnout during the competition, so be prepared. Spot wash if necessary. Make sure it is in designated areas for grazing/walking/bathing.