

FIRST SETUP AND SAFETY SHEET

Stall/Tie Up Area

Properly Secured – If horse is not in stall. Door must be secured open or secured closed. Also, look in rulebook for proper tying procedures and use of stall guards, and listen to Chief at briefing as they will generally go over this with you.

Correctly hung fixtures - One feed bin, and two 5 gal. Water buckets. ONE bucket MUST have NO electrolytes. Buckets must also be labeled WITH Electrolytes(if used) or Water Only.

Snaps must face inwards, with triggers against the wall/grating. The rulebook does not require bailing twine, so you don't need to use it if you don't want to.

Hang buckets high enough. Point of shoulder or above.

Properly bedded – Remember you have to shovel these out at the end to get your deposit back. Don't overfill with bedding. Use the appropriate amount. This is especially true on the days before you leave. Think ahead! ;)

Safe stall conditions – check over stall for nails, loose wood, loose metal bars, dead animals, etc. etc. Take care of it as necessary with padding/tape or ask HM for assistance when in doubt.

Stall Card – IMPORTANT – This should be up the second your horse is put in the stall. It is a safety issue. Everyone needs to know who/what/where info on horse and owner in case of an emergency. Fill out completely before you arrive, complete with accommodation name and phone #. Leave a space on it to write in your competitor number. You can definitely make it decorative, though, with pictures, etc. but keep the information readable.

Horse Equipment

Halter Fit – Read the rulebook. BOTH the crownpiece/noseband height must fit as well as the noseband width. Halter must be CLEAN as well, even if it is nylon. Soak nylon sections of halter in warm water with a mild soap and scrub and rinse. Also, remember to label the halter with stall number and rider name/#. This is for safety if your horse gets loose. Then they'll know where to put him back.

Blankets/Sheets/Hoods etc. – If a sheet is used, preferably cotton as it breathes. The cement walls help keep it cool, and remember you do have a chance to spot wash if necessary to get him clean.

Feed & Tack Area

Feed Chart – Made up ahead of time. Grid type is easiest to read. Read rulebook for what to include. (NOTE the measurement guidelines.) Make sure you have a way of hanging it in a shared feed stall or in a team trailer(which is sometimes used for space constraints). Bring a sign with good sized lettering that says for ex.“CNE Dressage – Training Level Feed” to put on the outside of the team’s feed trailer. Keep the trailer NEAT at all times!

Grain and stable equip. properly secured - Tie up your stall tools and keep them tied at ALL times. Grain storage: Usually a metal trash can is best, with rope around and through lid handle and tightly snapped to side handles so that NO animals(equine or otherwise) can get in. (Hint: Kick it and smack it around like a hungry pony might. If the lid moves, it's not “secure”.) It must be secured like this at ALL times. See rulebook for guidelines. Label your hay. Keep your hay tied up at all times.

Area neat and workmanlike – See rulebook. NO flowers are allowed. Excess decoration is discouraged. Privacy curtains are definitely allowed, and you can most likely tape curtains to the cement walls to aid in keeping everything clean, but ask at the briefing to be sure.

Equipment labeled – LABEL EVERYTHING. Label it according to the specifications on the required equipment checklist. Some things you can label just with rider number, some need team name and numbers, some just rider name &/or #. Everything should be labeled before you even put it in the vehicle to drive the VA. This way you can make SURE you have everything, and it's all set to just put in the tack/feed area.

Initial Jog Out

Condition of horse, competitor attire, proper handling and procedure – MAKE SURE YOU DO NOT HAVE JEANS ON! Have on your pinny, your helmet and polished, proper footwear. See the guidelines already given on the Championships List. Turn your pony the correct way, away from you. Follow directions. Walk your horse before hand so that they work all the “kinks” out.

Lateness – DON'T BE LATE. Period.

*****When in doubt, look in the rulebook. If still in doubt, ask a HMJ.

*****Get there as early as possible, have everything pre-labeled before it is even loaded to go. Less stress setting up = parents/competitors less stressed = pony less stressed = ☺

***** Load things like water buckets and feed buckets and shavings last, because you need them first.

Horse Management Daily Sheet

Work in Stables/Tack Area

Sportsmanship – You're representing CNE. Make us proud! Work as a team, and don't be afraid to go talk to other teams! That's part of the fun.

Stall Cleanliness – Muck in morning. Pick Noon and Night and as needed. Be efficient with use of shavings. Don't use too much or too little. It's a waste.

Cleanliness/ Tidiness of Stable/Tack areas – rake your aisles. Sweep your floor, if you have a rug/linoleum to put down on the floor. KEEP IT NEAT. This makes the best impression, and will help you be able to find things when you need them.

No extra "stuff" in your tack area. Boots/bandages/poultice materials/shampoo/etc. usually should be kept in your brush box or a small container/bucket for all team members. Too much unnecessary stuff causes disorganization and is "unworkmanlike".

Efficient use of time – Don't abuse your HM. But, not having enough time to finish for turnbacks is not an excuse either. Manage your time well! Plan ahead.

Competitor Attire – refer to Championships list for the "CNE Uniform" as well as the HM rulebook for proper footwear. Polish your paddock shoes before you arrive. Again, you'll look professional! ☺

Horse Care

Safe & Efficient Grooming and Handling – Proper stall procedures and making sure your horse does not have dried sweat marks. Including how to go in and out of a stall, how the leadrope must be used while in the stall, and use of stall guards. ----SEE RULEBOOK and GOLDBOOK.

Feeding – If you have a rubber type feed bin that is on the ground, be sure to remove it when horse is done. Hay bags, if used, must be always at the proper height.

Salt Blocks- If you use a salt block, it is recommended to use a small pail to secure it at the proper height in the stall, or put it in your pony's feed bucket (if the feed bucket stays in the stall at all times). Wire salt block holders can be secured to the grating, but it's often easier to just use a bucket. See rulebook for info on "provision for salt".

Tacking & Untacking – General handling procedures

Work While Mounted

Mounting & Dismounting – Do not mount in barn aisleways. You must be outside barn and at end of shed row. Don't forget to remove your spurs to walk any distance. When you hit the ground, take reins over head, run up your stirrups, loosen girth, and take off spurs.

Warm-up safety – common sense! Don't be dangerous. Be courteous. Listen to the steward.

Cool out procedures – leading, bathing, etc. Again....brush off dried sweat or when horse is dry from a hosing.

Sportsmanship – Be a gracious competitor.

Use of time while mounted – Know the amount of time your horse needs to warm up. Drink water if you need it! They'll have some out there for you.

Turn Back

Horse – Formal clean. Hose off your horse/wash as necessary. Make sure they are dry before your turnback. Get between their legs, especially hind. NO dried sweat, period. Pick out feet. Polish hooves, wipe. Brush mane and tail (and remove braids, if necessary).

Tack – You're cleaning these every day, so it should be easy!! Formal clean. Dip your bit as soon as you take it off the pony. This makes sure the slime doesn't crust onto it. Remember stirrup pads, metal marks, polish metal. Bits should be SPOTLESS. Turn up your saddle pads to dry. When

dry, brush off all hair and dried sweat/dirt. Remember to get the hair and sweat off of your girth, and metal marks off of every surface of your tack where metal touches leather. (esp. stirrup leathers, bridle pieces, billets..) Also be sure to get all dirt off all the metal parts of your tack.

Rider – Generally they want to see your tall boots. Listen for directions. Again, formal clean. Get in all cracks and creases and brush off soles.

Safety Check

Be dressed appropriately, even if coats are waived. (read rulebook)
Be sure to get a check EVERY time you mount. If you go back to the barn after formals, you need a safety check. Be sure they write you down, as you can get ELIMINATED from your ride if you do not have one.

FORMAL INSPECTION SHEETS

Check over the formal sheet for your level.

MAKE SURE you are up to the standard. NO “if’s” “and’s” or “but’s”. Ask for someone else on your team for their opinion to check.

Look at your level. Look at the level above you. This is Championships. You MUST have everything to your level, but STRIVE for the level above! 😊

If in doubt, ask someone to check!

Required Equipment Checklist – Overnight Rallies

First and foremost, be sure EVERY member of your team knows where everything is! This makes it easy for any member to be present to go over required equipment with the HMJ.

Equine First Aid Kit –

Make sure you have enough cotton. 1#

Have full/almost full rolls of gauze, tape and vetrap.

Check blade on bandage scissors.

Check thermometer and thong, make sure it's not broken.

Have full/almost full box of gauze squares.

Have NON-EXPIRED Furazone!(or other topical agent).

Anything that has an expiration date, must be current. Check liniment and alcohol. (Alcohol really can't expire, but sometimes companies put it on anyway. If it's on there, it needs to be current.)

Have enough padding for FOUR HORSE LEGS for a stable wrap, period.

Human First Aid Kit –

It's cool to have a bit more in it than just the required, like Advil, antacid, ice packs, feminine products etc. Then you don't have to go chase down mom or dad during the competition.

Cleaning –

LABEL with team name. (These tend to grow legs at the end of the rally.)
Bring additional manure fork and broom, as more than one person may want to clean. Also, bring wheelbarrow in addition to a manure bucket(s). Just make sure they can be kept neat and tidy when not in use.

Utility –

Have everything, plus: Staple gun, roll of duct tape, extra bailing twine (NON-nylon kind), lots of extra snaps/hooks to set up tack room, trash bags for the trashcan over the competition, anything you think might be useful.

*****ELECTRICAL CORDS – If used, for fans, or lights in the tack stall, MUST be of heavy –duty grounded THREE prong kind. ALSO, must be secured tightly to beams and excess taped/wrapped not hanging where anything can become entangled. NO EXCEPTIONS to this request by the horse park. Refer to the Gold Book for any special instructions.

SEE GOLD BOOK FOR VHC STALL CONSTRUCTION AND DIMENSIONS!!!

Grooming Kits –

LABEL WITH COMPETITOR'S NAME and/or NUMBER – put a piece of blank tape on each item, so that your number can be written in when you get there.

Dandy brush – long, stiff bristles

Body – Short, soft bristles – usually oval in shape

Curry comb – Invest the \$1.50 to get the black round rubber kind, if you don't already have one. This will be acceptable to any HMJ, and is

capable of cleaning brushes. Jelly scrubbers and Grooma-like massagers are NOT acceptable.

Body sponge – should be larger than your dock or face sponges. Label it with permanent marker, as they also tend to get left at the washrack, etc.

Sponges – LABEL DOCK and FACE...to avoid confusion. And, this year, you can use “baby wipes” to fulfill this requirement, but they MUST be labeled as such. Ex: “FACE AND DOCK WIPES”.

Wash Bucket – A LABELED “WASH” bucket. With a labeled scraper. Any kind of scraper will do.

Extra Equipment –

MAKE SURE IT FITS! Test it on all the horses before you get there. HM will check. Remember to have extra dressage girths as well as regular long girths if people use dressage saddles with no universal billets.

Everything in the extra equipment must be FORMAL CLEAN to your highest rated team member. What if you break a noseband while getting ready for formals??

You only need rubber bands and tabs for peacock irons if they are used by team members OR are in the extra equipment. Also make sure extra irons FIT every member. ½” on either side of the largest foot.

It is important that the extra halter fits, as well. This is another often broken item.

Check stitching and for cracks/excessive wear on all items.

Stall Equipment-

Buckets and feed tubs(especially) should be clean upon arrival.

Label your buckets – with and without electrolytes...if you feed electrolytes.

Salt block – generally should be put in either the feed tub or separate bucket. If you’re feeding loose salt in grain...must state so on stall card and feed chart with the amount.

Top off bucket – label it! Keep neat and keep stacked in corner of tack room during day, as stated on Required Equip. List. Put out at night full with water in front of your stall.

Tack Room Equipment –

Label all holders beforehand with rider name and space for number to be filled in upon arrival.

Make sure fire extinguisher is charged and is of proper type. HUNG BY DOOR.

RULEBOOKS! – Make sure you have all addenda. If in doubt, check www.ponyclub.org and the Forms section. This has been a big issue this year and ask your DC if you have any issues. It consists of addendas AND the 2005 Spring HM Newsletter.

Boot trees – EACH team member who has tall boots must have leg AND toe trees. Label these with name and space for number, beforehand.

Don't lose them before required equipment check! ;)

Flashlight – make sure it works, and is hung by door.

Tack Cleaning Kit –

Personal preference, and you can bring something extra if it is what you prefer, but keep it neat and tidy.

Keep the tack hook tied up when not in use.

A good boot polishing kit, with brown and black polish and brushes and plenty of rub rags is essential. Then you can polish both show boots and paddock boots.

Feeding Equipment –

Feed Chart was discussed above. Make sure it is up as soon as you put feed in your feed stall/trailer. Be sure to list all supplements given and when, as well as where your pony get's their salt from and how much(block or loose in grain).

Feed measure – state on chart if it is pre packaged or with a scoop. If it's a scoop with feed bin, label bin with what type of grain is in it.

Provision for salt – salt block in stall, or state that it is in the grain. Put this also on feed chart.

Grain storage – As mentioned above. Must be able to fit ALL grain for the weekend in one or more bins. MUST BE SECURE AT ALL TIMES!

NO CELL PHONES!

PLAN ON DROPPING OFF COOLERS/MEALS/MEAL \$\$ etc IN THE AM WHEN COMPETITORS ARE DROPPED OFF. REMEMBER BAGS OF ICE FOR COOLERS!