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# USPC

*Horse Management Handbook and*

# Part 2 – Judges' Guide at USPC Rallies

2018

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# Part 2 – JUDGES' GUIDE TO HORSE MANAGEMENT AT USPC RALLIES

## HMJ1 The USPC Horse Management Program at Rallies

### 1a. Introduction

- Horse Management (HM) is judged at all USPC rallies to reinforce and evaluate the Horse Management principles, skills, and knowledge taught at the club/center and regional level. Within their certification level, competitors are judged on their knowledge and application of safe, sound and practical horse care practices.
- This section, Judges' Guide to the Horse Management Program at USPC rallies, provides information Horse Management Judges (HMJs) need in order to understand, prepare for and implement the Horse Management portion of a rally.
  - The sections are numbered HMJ 1, HMJ 2, etc. for convenience of referral, but this does not mean that these items are to be considered "rules" by which the competitors will be judged.
  - The job description provided here for Chief Horse Management Judges and Assistant Horse Management Judges is by no means complete. Additions to this reference will be made on an ongoing basis and contributions are welcome.
  - Horse Management Judges are urged to check [www.ponyclub.org](http://www.ponyclub.org) for more tools and information regarding Standards of Proficiency, instruction, and Horse Management pages.
  - This information may also give USPC members additional insight into just what HMJs look for at rally.

## HMJ2 The Role of the Horse Management Judge at Rallies

### 2a. Role

Horse Management Judges (HMJs) at USPC rallies are first and foremost educators. At rallies, HMJs are present to offer constructive advice and support and encourage safe practices and teamwork. The role of HMJs at rallies is to:

- Promote the safety of competitors and mounts.
- Cultivate an educational and productive environment.
- Constructively evaluate how well competitors care for their mounts and manage their work in the stables.
- Encourage competitors to assume responsibility for the independent care of their mounts.
- Use practical sense when making decisions and encourage practical thinking on the part of competitors.
- Encourage teamwork.

The Scores that teams earn in Horse Management are given so Clubs/Centers and Regions may evaluate their Horse Management education programs and so the members themselves may see their progression in competency over time.

### 2b. Responsibility

All CHMJs, AHMJs, Instructors and Examiners are responsible to remain fully informed in the following areas:

- Current rules and procedures for Horse Management and the specific rules for the discipline being judged.
- Helmets: Proper fit, adjustment, and models acceptable under USPC's current safety rules.
- Tack and Bits: Proper fit, legality for the discipline and adjustment.
- Current Standards of Proficiency for Horse Management
- Current HM related issues as reported on the CHMJ Digest via communication with their region's HMO
- Background Check and Youth Protection Training are recorded and up to date with USPC office.

***Remember: Excellence is attainable,  
Perfection is not.***

## HMJ3 Desired Qualities in an HMJ at Rallies

### 3a. Qualities

Certain qualities are considered necessary in an HMJ to promote a safe and educational rally environment.

HMJs at USPC rallies should be:

- Knowledgeable
- Role models, and
- Able to teach.

### Characteristics of HMJs

#### Knowledgeable

HMJs must be knowledgeable enough to teach to the level of the competitors.

- They should never judge beyond their own level of knowledge and skill.
- All HMJs must be familiar with the current editions of the following USPC documents:
  - USPC Horse Management Handbook, with all addenda and annual HM newsletter(s)
  - Discipline Rulebooks for competition, with all addenda and annual newsletter(s)
  - Uniform Officiation Rules (USPC Horse Management Handbook Appendix A), and
  - Standards of Proficiency for all levels being judged

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### Role Models

HMJs serve as role models for competitors. Therefore, they should:

- Be aware of good, sound safety practices concerning mounts and USPC members.
- Lead by example, to include dressing neatly and in accordance with the Horse Management guidelines expected of competitors, including appropriate attire and footwear.
- Be prompt and businesslike at all times.
- Treat all competitors with respect.
- Be completely impartial and consistent in expectations of competitors.
- Be familiar with and judge to the Standards of Proficiency.
- Be organized.
- Possess excellent people skills.
- Thoroughly understand the rally setting.
- Possess stamina, resilience and a sense of humor!

### Able to Teach

HMJs must enjoy working with young people and be prepared to tactfully guide them as these individuals develop proficiency in horse care.

At rally, HMJs must be able to:

- View every interaction as a learning opportunity, whether the competitor is learning from the HMJ or the HMJ is learning from the competitor.
- Recognize and accept that a competitor's level of experience may be less – or more – than their own.
- Communicate effectively.
- Be able to demonstrate and explain different techniques and methods for horse care.
- Be willing to take time to listen to competitors, accept their ideas when sound, and be flexible in dealing with their explanation of methods or actions.
- Accept reasonable and safe techniques for horse care that a competitor uses, even if the techniques are different than those preferred by the HMJ.
- Never allow personal preference or bias to influence the decisions when working with a competitor.

### HMJ4 Horse Management Judge Responsibilities Prior to Rally

#### 4a. Interactions between CHMJ, HMO & Organizer

In addition to the preparation described in HMO3 and HMO4, the CHMJ must make additional preparations prior to a rally.

The CHMJ should contact the HMO to finalize plans approximately 4 weeks prior to the rally to:

- Resolve any outstanding issues, and
- Ensure AHMJ's have been contacted (either the HMO or the CHMJ can make the contact) to discuss the following:
  - Introductions.
  - Establish the level of experience of each AHMJ based on past judging experience and personal level of knowledge.
  - Find out which jobs/tasks they are most comfortable/uncomfortable performing in order to assign tasks appropriately.
  - Suggest items they may need to bring.
  - Discuss the HMJ dress code.
  - Specify time(s) the AHMJ's are expected to be present on rally grounds and the time they may expect to leave the grounds at the end of rally.
  - Discuss details of move in/ out times and what is expected of the AHMJ's during these times.
  - Make all expectations clear with regard to the role of the AHMJ's, so they each understand what is expected relative to their job performance.
  - Answer any questions they may have.

### HMJ5 HM Judging at USPC Rallies

See Appendix K for detail on turnout inspections, managing paperwork, creating a schedule and other best practices for Horse Management at rallies.

#### 5a. Guidelines for AHMJ's at Rallies

The purpose of Horse Management judging at USPC rallies is to educate and to encourage safety. Horse Management Staff must recognize and respect differences in judging as dictated by various techniques and practices, which may be acceptable in different geographic regions.

- HMJs may choose to carry a small notepad in the barns for making notations rather than a large clipboard. This can appear less intimidating and reinforces the role of HMJs as educators rather than "point takers."
- HMJs must make every effort to discuss and review Score Sheets from the Required Equipment Check, Turnout Inspection, Safety Check and Turnbacks with the competitor before it is delivered to the CHMJ.
- This discussion helps the individual competitor and/or team members have a clear understanding of the evaluation and what corrections are needed, if any.

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- Score Sheets will note any corrective actions and the time they are made by the competitor or team as a result of this discussion with the HMJ.
- Example: "Saddle Rack not labeled", "Tag fell off", "Fixed."

### 5b. Overview of AHMJ Responsibilities

The AHMJs provide much of the hands-on teaching to competitors during rally. As such they need to:

- Attend briefings.
- Be positive in interactions with competitors and other adults at rally.
- Judge only to their level of experience.
- Be timely.
- Do the fairest job possible in carrying out the responsibilities delegated by the CHMJ such as:
  - Inspections
  - Barn walk-throughs.
- Take note of good sportsmanship and practices as well as those areas in need of improvement.

### 5c. AHMJ: Upon Arrival on Rally Grounds

- Check in with HMO or designated rally official, upon arrival on grounds.
- Follow directives of HMO and CHMJ.

### 5d. Guidelines for CHMJ at Rallies

As head judge for the Horse Management phase of rally, the CHMJ must:

- Tell the AHMJs what to expect with regard to their performance and responsibilities for rally.
- Set a positive tone for rally and maintain this tone for the duration of rally.
- Maintain impartiality and confidentiality outside of the Horse Management office/stable area.
- Be flexible in interpretation of the rules to accommodate local conditions and practices as long as the techniques reflect sound judgment on horse care issues.
- Serve as a member of the Inspection Panel for Horse Inspection (Jog Out) and of the Ground Jury.
- Be familiar with the responsibilities of these duties.
- Use practical sense when making decisions.

### 5e. CHMJ: Upon Arrival on Rally Grounds

The CHMJ should arrive on rally grounds early enough to check in, become acquainted with the rally grounds and meet other Officials.

### 5e.1. Check-In with Organizer

The CHMJ must check with the rally organizer to discuss any issues, to include:

- Any competitor who has asked that the HM Staff be notified of any medical, educational or physical conditions Procedures for contacting the Veterinarian, Farrier and Emergency Medical Personnel.
- Region's Severe Weather Plan. Clarify the role of the HM Staff in the case of severe weather.
- Plans for communication (radios, walkie-talkies, etc.) between:
  - HM Staff and other rally officials.
  - HM Staff located in different parts of the rally grounds.
- Availability and location of supplies needed by Horse Management.
- Availability and location of Horse Management Score Sheets and Evaluations.
- Scoring Office.
- Score Sheet Posting location.
- Any specifics for "housekeeping" details related to the rally grounds, safety issues, barn/tie areas, water, etc.
- Procedures for cleaning stalls and/or manure disposal at end of rally.
- Procedures and necessary forms Horse Management Staff will use for reimbursement of expenses.

### 5e.2. Become Familiar with Rally Grounds

The CHMJ should arrive at the rally site in time to become familiar with local conditions before USPC members arrive. The Organizer should make the CHMJ aware of any special situations regarding rally grounds (e.g. safety issues, water, manure location, etc.).

The CHMJ should become familiar with the layout of the facility and the locations for:

- Horse Management Office
- All Briefings
- Horse Inspection \*
- Turnout Inspection stations\*
- Warm up and riding arenas
- Hacking and longeing\*
- Posting Horse Management scores\*
- Neutral Zone

\* The CHMJ may be asked by the rally organizer to determine locations for these activities.

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### 5e.3. Meet Other Rally Officials

The CHMJ should meet with the:

- AHMJ's before the rally begins to review their duties and expectations for the event.
- TD and other members of the Inspection Panel and Ground Jury to develop a good rapport and working relationship.
- Scorers to discuss expectations for turning in HM scores each day and on last day of a multi-day rally.

### 5e.4. Oversee Move-In

The CHMJ should be available to oversee the move-in and set up period to ensure a safe environment. Move-in is the first contact competitors have with the Horse Management Staff. Therefore, it is imperative to quickly set a positive and relaxed tone for rally. The HM Staff must be available as requested/assigned by the CHMJ, the HMO and/or the rally organizer in order to:

- Provide guidance and assistance to competitors during move-in.  
Remember: There are different skill levels demonstrated by competitors of different certifications.
- Greet each team in a friendly manner to set a positive and helpful tone for the rally.
- Answer questions and/or provide guidance and assistance as needed.
- Encourage parents/guardians and other non-competitors to quickly unload materials and to then leave the barn area to allow competitors the opportunity to work independently.

### 5e.5. Vet Letters

The CHMJ must accept any Veterinarian Letters & Prescription Forms from competitors regarding mounts who require medication or any special treatment during rally. (Appendix F)

The CHMJ must clearly understand who will administer the medication(s) and/or carry out the treatment, if not the competitor.

The Veterinarian Letters & Prescription Forms must be:

- Accepted and collected by the CHMJ by the end of the initial Briefing
- May be reviewed by the rally Veterinarian
- Kept on file in the Horse Management office, and
- Returned to the competitor at the conclusion of the rally.

### 5e.6. Briefings

The CHMJ must conduct and/or attend various Briefings (Refer to Appendix L-5, 6 and 7 for guidelines, which suggest items to cover in these Briefings.)

### Briefings the CHMJ Must Conduct

Briefing for...	Conducted By	When to Hold	Who Must Attend
AHMJs	CHMJ	Prior to competitors' arrival	<ul style="list-style-type: none"> <li>• All AHMJ's</li> </ul>
Initial competitors	CHMJ	Beginning of rally	<ul style="list-style-type: none"> <li>• At least one member of each team must attend the initial Briefing. Ideally, the entire team is present.</li> <li>• Parents/guardians, Chaperones &amp; Coaches are encouraged to attend this Briefing, so they know what the expectations are for competitors.</li> </ul>
Subsequent competitors	CHMJ	As needed	<ul style="list-style-type: none"> <li>• At least one member of each team must attend the subsequent Briefings.</li> <li>• Parents/Chaperones may be invited to attend.</li> </ul>
Final competitors	CHMJ	End of rally	<ul style="list-style-type: none"> <li>• Entire Team must attend.</li> <li>• Parents/Chaperones may be invited to attend.</li> </ul>
Coaches	TD	According to rally schedule	<ul style="list-style-type: none"> <li>• All Coaches</li> </ul>

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## HMJ6 HM Scoring Phases at Rally

### 6a. First Check: Set Up & Safety

#### Appendix H-1

First Check is often the first opportunity for the HM Staff to interact in a meaningful way as judges with the competitors. The HM Staff must be upbeat, non-threatening and open to discussion.

- Notes may be taken on a scratch sheet or pad and transcribed to the Set Up and Safety Sheet.

If the HMJ finds a situation that presents a clear danger, it should be corrected and discussed at the earliest opportunity with the competitor.

If no team members are present during First Check, the HMJ should place a note in a very visible location asking team members to find him/her upon their return to discuss the findings.

### 6b. Required Equipment Check

#### Appendix H-2

AHMJs must have a clear understanding of the format chosen by the CHMJ for the Required Equipment Check (i.e., Traditional or Abbreviated). See HM12f for details on Abbreviated Checks.

- At least one team member must be present when conducting the Required Equipment Check.

If an Abbreviated Required Equipment Check format is used, it must be clear to the competitors that only those items specified by the CHMJ will be checked and scored on the appropriate REL Score Sheet. (HM12f)

### Judging Option: Abbreviated Required Equipment Check

#### What this means...

HMJs may only check for certain items on the Required Equipment List, rather than every item listed.

**CHMJ Responsibility:** In consultation with the HMO and/or rally organizer, the CHMJ will determine if a full equipment check or an Abbreviated Check will be performed.

- The CHMJ will decide how the Abbreviated Check will be conducted.
- The same method must be used for all teams and by all AHMJs, checking for the same kits/items for each team.
- The method must be made clear to all AHMJs and competitors at their respective initial Briefings.

**Competitors' Responsibility:** Competitors should come to every rally prepared for a complete check of all Required Equipment.

### 6c. Horse Inspection

Refer to USPC Horse Management Handbook, Appendix A5, and discipline rulebook for procedures for the Horse Inspection.

The CHMJ is present as a member of the Panel. AHMJs may be asked to assist with flow of horse traffic.

### 6d. Waiving Jackets

The President of the Ground Jury (or the Overall Ground Jury at multiple discipline rallies), in consultation with members of the Ground Jury and medical personnel present, has the authority to waive the requirement for jackets.

- Any Official can and should bring a potentially dangerous heat situation to the attention of rally officials.

Refer to HM Handbook, Appendix A7 Prevention of Heat-Related Illness.

### 6e. Turnout & Safety Inspections

All mounted competitors will be assigned a time and location for a Turnout Inspection.

Exceptions may be made during "non-traditional" judging for C-3 and higher competitors, when they may be allowed to select their own time for their Turnout Inspection. (HM15b.2)

Requirements for Turnout are based on the competitor's certification level (HM1b). The specific requirements for each certification level are listed in the competitors Attire for Turnout Inspection (HM7i), the Turnout Inspection Sheets (Appendix H-5a, b and c) and the specific discipline rulebook(s).

- HMJs may NOT change the requirements for various certification levels nor change the total number of points as indicated on the Turnout Inspection Sheets.
- Upper-level riders are expected to meet all lower requirements, as well as those of their own certification level.
- Turnout serves as the Safety Check for the first ride of the rally.

### 6f. Turnout Inspection

Refer to Appendix H-5 for the Turnout Inspection Score Sheets to guide judging Turnouts.

At Turnout Inspection, the HMJ must:

- Indicate on the Score Sheet if the findings for the competitor are 'Exceeds Standard', 'Meets Standard', 'Slightly Below Standard', or 'Far Below Standard'.
- Share the findings and comments with the competitor.
- Review the Turnout Inspection Sheet with the competitor as the Inspection is being conducted or before the competitor leaves the Turnout station.

Every competitor should have the opportunity to see his/her Turnout Inspection Sheet with all comments before leaving the station to ensure he/she has a full understanding of what the HMJ observed and noted.

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### Judging Option: C-3 and Higher: Select Own Turnout Inspection Time

#### This means...

Rally organizer may allow competitors C-3 and higher to select their own time for Turnout.

**Purpose:** The upper level competitor may have a better understanding and knowledge of the appropriate warm up time for their mount.

**Competitor Responsibility:** C-3 and higher competitors may be allowed to "negotiate" a different Turnout time with rally organizer. The competitor may want more or less time to warm up their mount than is determined by the rally schedule. The competitor must carefully consider how his/her decision may affect their ride.

**Rally Organizer's Responsibility:** Carefully weigh the potential effects the requested change will have on the overall rally schedule.

Notify the CHMJ of any changes to the schedule.

#### 6g. What to Look For

Check the rider's rating level. Establish a sequential method to check the rider, tack and mount.

- Rider: "Head to Toe" – Helmet fit. Dress neat/clean/appropriate. PC pin. Belt (except Games). Boot straps/garters if paddock boots (except Games).
- Tack:
  - Bridle: Correctly put together? Reasonably adjusted? Bit valid for discipline?
  - Martingale, if present, adjusted correctly, acceptable for discipline?
  - Saddle: Stirrup bars down, girth correctly attached and tight. Peacock/safety stirrups with the "safe side" to the outside?
- Horse: "Safety Check" clean, no muck stains (within reason), no shavings in tail. Feet appropriately trimmed/shod.

#### 6h. Check Safety Components

##### 6h.1. Helmets

Helmet fit is extremely important. (Refer to Appendix B) If a helmet is not approved according to USPC Policy 0125A, does not fit correctly, or is damaged, the CHMJ must make every effort to work with the competitor, parent, and/or Chaperone to correct helmet issues so the member may ride without causing additional or undue stress or expense.

#### Possible solutions:

- Allow the member to wear another member's helmet to ride (with permission from the rider and/or parent/Chaperone) if it meets all fit, condition and approval requirements.

This may require coordination with the Organizer due to the need for flexibility in scheduling to allow a shared helmet to be used so each member sharing the helmet will be properly equipped for Turnout, Safety Check, warm-up and the actual ride.

##### 6h.2. Protective Vests

Currently, there is no conclusive medical evidence that protective vests will necessarily prevent injuries. Protective vests will not prevent or abate many forms of spinal, neurological or orthopedic injuries. Additionally, the use of protective vests may contribute to heat exhaustion and distress in excessive temperatures. It is also possible that an improperly worn or fitted protective vest may impair a rider's mobility and/or vision.

USPC:

- Recommends the use of a properly fitted protective vest, in accordance with the manufacturers' recommendations. Believes the decision to wear a protective vest, and in what situations it should be worn must be the decision of each individual rider and his/her parent/guardian.
- Expects Regions and Clubs/Centers to allow USPC members to wear a protective vest.
- Cautions its Regions and Clubs/Centers that they may NOT require or mandate the use of a protective vest (except during a USEA-sanctioned Eventing Rally where protective vests must be worn during the Cross Country phase).

##### 6h.3. Tack Adjustment

The USPC recognizes that HMJs, Examiners and Instructors may need to make tack adjustments.

When the necessary adjustment is a matter of safety (e.g., tightening a girth or adjusting stirrup length), the HMJ, Examiner or Instructor may adjust the tack, but they must make sure the USPC member understands why the tack is being adjusted.

- Adjustments must be made ONLY after an explanation as to the need for the adjustment, keeping in mind that there may be a valid safety reason for an unusual adjustment.

The final decision regarding tack adjustment at a rally rests with the TD, after consultation with the competitor and parent/guardian or Coach.

##### 6h.4. Bits & Bitting

At USPC rallies, the discipline rules determine the legality of bits and equipment.

- HMJs may not insist on changing a bit that they may not like or with which they are not familiar.
- If a competitor presents with a bit that is not allowed by the rules of that discipline, refer the situation to the TD. It is not the responsibility of the CHMJ/HMJ to determine if a competitor will be allowed to continue with that bit.



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### 6i. Warm Up & Holding Areas

The warm up and holding area is under the jurisdiction of the discipline. The rally organizer should remind the Warm Up Steward or designated individual responsible for that area to assist in providing the supervision needed to maintain a safe environment including:

- Assist competitors with tack adjustments as may be indicated or requested.
- Perform additional Safety Checks as needed.
- Infractions (i.e., abuse of mount, poor sportsmanship, unauthorized assistance, inappropriate behavior) or any other questionable behavior are referred to the Warm Up Steward or designated individual responsible for the area, who will in turn report these infractions to the discipline’s Chief Judge.

These infractions, as well as those that occur in the riding areas, are issues for the Ground Jury to review and make determinations as to disciplinary action.

### 6j. Turnback Inspection

#### Appendix D-6

The purpose of Turnback is to promote a competent, workmanlike routine for care of the mount and equipment with consideration for the rider’s certification level.

- Turnback Inspection is not intended to be as meticulous as a Turnout, but the mount must be well cared for, cooled out and clean (e.g., no sweat marks). (HM15c for more detailed information.)

Even when there is not a formal Turnback:

- Competitors must take appropriate care of their mounts and equipment. Competitors’ work will continue to be monitored in the barn.
- The CHMJ may still assign points for failure on the part of any competitor to properly care for their mount after their ride.

### HMJ7 Scoring Horse Management

#### 7a. HM Score Sheets

The standard USPC Horse Management Score Sheets (Appendix H) will be used in all rallies.

All comments made on HM Score Sheets must be legible. The HM Score Sheets:

- Are divided into multiple sections for the purpose of judging and making comments.
- Maximum range of allowed points for each scoring section may never be exceeded.

#### 7b. General HM Scoring for All Disciplines

Only the CHMJ has the authority to assign HM scores or adjust HM scores as the result of inquiries.

- The CHMJ may assign an AHMJ or a reliable volunteer to transcribe comments from the AHMJs’ working notes to the appropriate HM Score Sheet. This individual may NOT assign any scores.

Before determining the score value assigned to each team/competitor, the CHMJ must:

- Discuss any possible deficiencies with the AHMJ who made note of the deficiency. This input will also help the CHMJ determine the:
  - Extent of the infraction, and
  - Score, if any, assigned to that individual/team for that specific problem.
- Take into consideration the response of the individual/team to the AHMJ when the area of concern was discussed with them.
- Make every effort to write positive comments.

The CHMJ is responsible for being consistent in assigning scores for similar infractions to teams and competitors of the same certification level and shall review all HM scores prior to posting to ensure consistency.

- When assigning points, the CHMJ will use a straight point scoring system.

HM scores shall be factored in the overall rally scores as specified in the Discipline Rulebook. Refer to the specific Discipline Rulebooks for additional information.

- Scores will reflect the severity of the infraction.
- Competitors are scored for missing equipment only one time.

All HM scores (on Master Score Sheet) must be turned in to the rally scorer on the final day of rally by the time designated by the Scorer to prevent a delay in the pinning of awards.

#### 7c. Calculating Team Scores for “Short Teams”

Many USPC recognized disciplines allow short teams of less than four riders and a Stable Manager. Unlike the riding phases of team rally, all Horse Management points, not just the three best scores, are added to the team score. Refer to 16c.2.

- When scoring short teams (3 riders for Dressage, Eventing, and Show Jumping or 4 riders for Games):
  - An additional rider (ghost) score must be created by taking the average of all other riders’ turnout inspection scores.
- This ghost score is recorded as the absent competitor’s score for the short team.

A Ghost Stable Manager score may need to be created for teams that compete without a SM. Points normally awarded to the SM (certain items missing from the REL, etc.) should be given to this Ghost SM. (HM16c.2)

#### 7d. Posting Scores

All Horse Management Score Sheets should be posted in a prompt manner in the location announced at the competitor Briefing and remain posted for the required 30 minute inquiry period.

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The CHMJ will:

- Transcribe the scores to the HM Master Score Sheet (This may help prevent misunderstandings if done prior to posting in case Score Sheets are lost).
- Effectively manage time so HM scores can be posted for the required 30 minute time period while also meeting any deadlines established by the rally scorer.
- Note the time that scores are posted on the individual Score Sheets or on Master Score Sheet, if used.
- Post HM Score Sheets only during those hours all competitors are on the grounds; never before barns are opened or after barns are closed.
- Encourage AHMJ's to go through barns informing competitors that HM Score Sheets are posted.
- Ask rally officials to make an announcement to all competitors to let them know:
  - Horse Management Score Sheets have been posted, and
  - Time the sheets are posted, which begins the 30 minute inquiry period.
- Be readily available in the area where HM Score Sheets are posted for the required 30 minute period, during which team captains may make inquiries.

### 7e. Inquiries, Protests, & Appeals

Competitors have the right to dispute Horse Management scores provided they follow the procedures stated in HM17.

### 7f. End of the 30 Minute Inquiry Period

Only the CHMJ may make adjustments to scores as result of inquiries.

At the end of the required 30 minute time period that scores are posted, the CHMJ must:

- Make any necessary adjustments/changes to scores based on the outcome of any inquiries that may have been made and are settled.

Turn in Master Score Sheet to rally scorer.

### 7g. Breaking Ties

Refer to HM 16d and Appendix H-10.

## HMJ8 End of Rally

### 8a. CHMJ Responsibilities

As the end of rally approaches, the CHMJ must:

- Hold a Final Briefing with competitors. This may be in conjunction with the Awards Ceremony. (Appendix L-7)
- Supervise and assist the competitors to make the move out period as safe as possible for competitors and mounts.
- Check stalls/tie areas before competitors depart to ensure they have been left as instructed at the Initial Briefing.

### 8b. HM Staff Responsibilities

All Horse Management Staff must:

- Complete HMJ Evaluations and turn them in to the HMO or the designated individual.
- Encourage competitors to complete their Evaluations and turn them in to the designated person/place.
- Check stalls as requested by CHMJ and/or Organizer.
- Assist the CHMJ during the move out period to promote a safe, orderly and timely departure of all mounts and competitors. HMJs should plan to remain on the rally grounds for up to 1-1/2 hours after Awards.

At least one Horse Management Staff member should remain on rally grounds until all competitors have departed with the exception of any layovers.

## HMJ9 Special Horse Management Instruction Sessions

### 9a. Formal Instruction Session

A Formal Instruction Session is a short, preplanned teaching session, which can include a wide variety of topics and presenters. These sessions should be SIMPLE and CREATIVE.

A Formal Instruction Session should be preplanned in preliminary discussions with the HMO, CHMJ and rally organizer. If an instructional session is scheduled, the following questions must be clearly answered:

- Target group
- Whether or not attendance will be mandatory. (If the session is geared toward competitors, mandatory attendance is recommended.)
- Presenter
- Day/Time (Recommendation: Schedule the session late in the day, close to the time barns close, for no more than a 15 minute time block.)
- Location

## HMJ10 Weather Considerations

### 10a. Severe Weather Storm Plan

Each area of the country is unique in the way storms present themselves. Consequently, there is no one set of procedures that applies to all situations. The Region and/or Organizer are responsible for developing a plan that can be put into effect in the event of severe weather.

The storm plan should:

- Designate who is responsible for monitoring weather conditions.
- Designate the method used for this monitoring.
- Provide any necessary equipment.
- In the absence of a Regional storm plan, the TD/Steward, CHMJ and Organizer should:
  - Develop a plan to reduce the risk, as much as possible, first for people and then for mounts.

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- Determine who will make decisions and take charge in the event severe weather develops.

The safety of the USPC member is paramount; mounts must not take priority over people.

- The CHMJ should express any concerns about severe weather to the rest of the Ground Jury.

### Severe Weather Storm Plan

Responsibility	Who
<b>Develop</b> a Storm Plan for the rally	Regional Supervisor /Organizer
<b>Review</b> the plan with the Organizer. Must clearly understand their role in implementing the plan.	TD/Steward & CHMJ
<b>Present</b> the plan to the competitors as needed	CHMJ
<b>Implement</b>	Ground Jury in conjunction with those most familiar with local weather patterns

### 10b. Monitor Local Weather

There are several ways to monitor local weather. Some possible methods include:

- Dedicated weather radio with an alarm
- National Oceanic and Atmospheric Administration (NOAA) battery operated Weather Cube
- Internet (if a computer with internet access is available)
- Local TV weather channel
- Periodically telephone a local weather report (current phone number(s) must be readily available).

### 10c. When Severe Weather Threatens

The decision to load up quickly, and if/when to resume rally, will be made by the Ground Jury.

When the decision is made to load up, all available adults should go to the barn area to assist competitors.

Severe weather can develop suddenly and with little warning. In these situations, it is imperative that everyone:

- Remain calm.
- Listen to instructions and follow the storm plan, if possible.
- Use practical sense.

### 10d. Severe Weather at One-Day Rallies

One-day rallies present different challenges when faced with the threat of severe weather. Often, trailers are used to set up tack rooms or feed rooms, taking away the trailer space for mounts.

Regions should consider:

- Asking competitors to bring additional trailers for the purpose of team tack rooms, which will not be needed to transport mounts, or
- Developing alternative plans for mounts in cases of severe weather.

### 10e. Preventing Heat Related Illness

Working and exercising in the heat significantly increases the risk for heat related illnesses. At all USPC activities, rally Officials must consider the following risk factors:

- Temperature and humidity. Understand the relation between actual temperature and humidity and the resulting effect on heat.

Refer to UOR Appendix A7c Heat Index (Apparent Temperature) Chart.

- Time of day and season of activity, and
  - Level of exertion necessary for participation in the activity.
- Steps to prevent heat related illness:
- Provide unlimited cool water in all areas at all times. The importance of hydration cannot be overstated. Do not depend on thirst as an indicator of the need for water. Consider:
    - Mandatory water breaks.
    - Volunteers at ringside to hand cups of water to competitors as they prepare to enter and as they leave the ring.
    - Modify the schedule (a decision of the CHMJ, TD and/or Organizer).
    - Avoid the hottest part of the day.
    - Schedule the activity with the highest level of physical exertion for the cooler times of day.
    - Consider shortening the length/level or exertion of the activity.
    - Encourage competitors and volunteers to choose light colored, loose fitting clothing.
    - Children react differently to the heat and are more prone to heat related illness.

The Horse Management Staff must:

- Understand the risks of heat related illness.
- Recognize the signs.
- Know preventative measures.

Refer to the Safety page at [www.ponyclub.org](http://www.ponyclub.org) for more information.

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## Appendix K: Best Practices for Horse Management at Rallies

### K1 Creating a Rally Schedule

#### 1a. Recommendations for Scheduling

The daily HM schedule will vary depending on the number of teams, number of AHMJ’s, the discipline and the schedule of rides. Work with the Rally Organizer to develop a schedule that is efficient and practical. Knowing the schedule allows the competitors and officials to plan their day.

The following are recommendations for the amount of time to allow for the specified task. The numbers reflect an average and include time to complete paperwork and organize competitors. For example, it usually takes less than 30 seconds to jog a single horse but a schedule of 30 minutes to jog 30 horses allows time to organize the competitors and re-jog any horses that do not pass the initial inspection.

These recommendations can be used to determine how many staff members are required to complete a given task in a given amount of time. For example, a rally with 10 teams will require 100 minutes (1 hour and 40 minutes) for Setup and Safety checks. Two judges working separately could complete all 10 checks in 50 minutes, three judges working separately could finish in under 35 minutes.

#### 1b. Recommended Allowed Time

Initial Competitor Briefing	45 minutes
Initial AHMJ Briefing	45 minutes
Jogs	1 minute per horse
Helmet Checks	1 minute for 1 judge to check 1 helmet
Setup & Safety	10 minutes per team
Required Equipment	10 minutes per team
Turnout Inspections	10 minutes per inspection **Absolute minimum 7.5 minutes
Turnbacks	2 minutes per turnback starting 1 hour after first ride
Safety Check	2 minutes per safety check starting 1 hour before ride
Scoring	2 minutes per sheet

#### 1c. HM Roles

The number of AHMJ’s required at a rally will vary based on the schedule. A ratio of 1 AHMJ per 4 teams gives a rough estimation. Judges cannot perform more than 1 duty at a time, and HM volunteers should not pull double duty in other volunteer jobs. HM cannot provide ring stewards, warm up monitors, etc. These positions are under the authority of the TD.

Use the following list to create the schedule and assign AHMJ’s to the required tasks.

- Setup & Safety
- Turnout Inspection
- Required Equipment
- Turnbacks
- Safety Checks
- Vet Box – Eventing Only
- Problem Solver (this is usually the CHMJ) – staff member available to competitors and officials to mediate disputes, convey information, work with the TD, organizer or veterinarian to resolve urgent issues.
- Barn Watcher – staff member available in the barn area to answer questions, give advice, mediate conflicts, etc.
  - Recommended Ratio
    - o 1 per 15 teams at Championships
    - o 1 per 10 teams at Qualifying rallies
    - o 1 per 8 teams at D rallies

Additional HM Volunteer opportunities vary by rally but may include:

- Turnout Inspection Timer and Check-In
- Scribes: Turnout Inspection, Setup & Safety, Required Equipment
- Turnback Check-In

#### 1d. Making a schedule:

- Determine time necessary for each task given the number of competitors and competition schedule
- Schedule staff breaks, staff lunch and when scores will be posted
- Determine number of judges required to complete each task
- Determine which AHMJ’s are appropriate for each task
- Determine when volunteers are not required and when they can be released
- Assign staff, remembering that teams need to see multiple Turnout judges, no one should ever judge their own child/student/club member and that staff members need breaks.

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### K2 Turnout Inspections

Competitors work very hard to prepare for Turnout Inspections and deserve thoughtful, comprehensive feedback and not a rushed experience. At a regional rally Turnout Inspections are an important educational opportunity.

#### 2a. Time Allowed for Turnout Inspections

The time necessary to complete a turnout inspection does not vary with the certificate level of the competitor. Upper level members have more requirements and lower level members require more education and are more likely to require time-consuming adjustments.

Turnout Inspections will run late if the time allowed is too short. The competitor must approach the judge, introduce themselves and their mount, the judge must complete the inspection, fill out the inspection sheet and review the results with the competitor. A single inspection may take less than 7 minutes but that pace is very difficult to maintain because it cannot accommodate a competitor who is late or requires extra attention.

Consider adding breaks to the schedule of Turnout Inspections to allow the stations to catch up if they are running late.

#### 2c. Turnout Station Assignment

Every competitor should be assigned a specific Turnout Inspection time at a specific Turnout Inspection station.

Competitors sharing a horse should be scheduled for a shared Turnout Inspection rather than separate Inspections. Extra time may be necessary to complete the shared Inspection.

#### 2d. Time between Turnout Inspection and Ride

Turnout Inspection are usually scheduled 45-60 minutes before a competitor’s first ride, and can be scheduled for more than 60 minutes before the scheduled ride time. Based on the schedule of rides, it may make sense to schedule all the

Inspections for the morning even though some competitors do not have their first ride until the afternoon. Clustering the Turnout Inspections allows the score sheets to be completed, posted and sent to Scoring in a timely manner.

#### 2e. Assign Stations to Turnout Judges

Turnout Inspection judges should be assigned in a fair manner between the teams. This can be done in different ways, for example all members of all teams within a division have the same judge or multiple judges are evenly assigned to each team. If multiple judges are used, the same judges should be used within each division.

It may be easier to rotate Turnout Inspection judges through the stations rather than create additional Turnout Inspection stations.

#### 2f. Discipline Determines Turnout Inspection Schedule

Turnout Inspections can be scheduled in several ways depending on the discipline and number of available judges.

Disciplines with sequential rides (Dressage, Eventing, Show Jumping and Tetrathlon) can match Turnout Inspection times to ride times, usually allowing 45-60 minutes between the Turnout Inspection time and the scheduled ride time. The number of stations required will depend upon the number of rings and the interval between ride times.

Disciplines with concurrent rides (Games, Polocrosse and Polo) usually schedule inspections by team so the entire team is inspected at the same time. Each team member is assigned a specific turnout station. Allow 8-10 minutes for each individual inspection. Multiple judges may be necessary to complete Turnout Inspections in a timely manner.

Use the chart below to determine how many inspection stations are necessary based on the discipline.

Discipline	Ride Schedule	Ride Interval	Rides Per Ring Per Hour	Turnout Time	Turnout Stations Required
Dressage	Sequential	6-8 minutes	7-10	Individual	1-2 per ring
Eventing	Sequential	6-8 minutes	7-10	Individual	1-2 per ring
Show Jumping	Sequential	2-3 minutes	20-30	Individual	4-5 per ring
Tetrathlon	Sequential	2-3 minutes	20-30	Individual	4-5 per ring
Games	Concurrent	N/A	N/A	Team	1 per team member
Polocrosse	Concurrent	N/A	N/A	Team	1 per team member
Polo	Concurrent	N/A	N/A	Team	1 per team member

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## K3 Paperwork

### 3a. HM Score Sheets

Rallies must use the current HM score sheets. The HM Handbook is revised every year. Do not use sheets from previous years.

Appendix H lists the number of copies required for each HM score sheet and the recommended color of paper to use. Using different colors of paper helps rally staff differentiate HM score sheets from other paperwork.

### 3b. Preparing Turnout Inspection Sheets

#### 3b.1 Labeling

There is not time to label turnout sheets on the morning of a One Day Rally. Turnout sheets should be labeled the day before turnout inspections are scheduled.

Turnout sheet labels must include:

- Competitor name
- Competitor number
- HM certificate level
- Assigned station
- Assigned time

The judge will fill in their name at the inspection station.

#### 3b.2 Sorting

The turnout sheets should be sorted by station and time, then assembled on a clipboard with a cover sheet that lists each rider assigned to that station.

#### 3b.3 Cover Sheet

Cover sheet should include:

- Competitor name and number
- Assigned station and time

### 3c. Labeling other HM Score Sheets

Labels for Setup & Safety, Required Equipment and Daily Sheets must include:

- Team name
- Competitor numbers

The judge(s) will fill in their names when they complete the sheets.

## K4 Creating the Program

### 4a. Necessary Information

The program should clearly list the following information for each team

- Team name
- Competitor names
- Competitor HM certificate levels
- Competitor numbers
- Horse names
- Ride time(s) and level(s)
- Ring assignments
- Turnout Inspection time
- Turnout Inspection station

### 4b. Competitor Number Assignment

#### 4b.1 Dressage, Eventing, Show Jumping

It is traditional to assign competitor numbers by fives, so that numbers ending in 5 or 0 are assigned to Stable Managers and numbers ending in 1 or 6 are assigned to Team Captains. If a team has less than 5 members, skip the numbers ending in 4 or 9.

#### 4b.2 Games, Tetrathlon, Polocrosse, Polo

Refer to discipline rulebooks for competitor numbering.

## K5 Posting Scores

No scores can be posted until all the scores from that phase of HM are complete for each division. Each posting must be followed by an Inquiry Period. Team Captains may sign the score sheet to indicate they have no inquiries. The Inquiry Period lasts for 30 minutes or until all the Team Captains have signed off on their scores.

### 5a. When to Post Scores

Scores should be posted once daily at Multi-Day Rallies. At One Day Rallies or on the last day of a Multi-Day Rally, post once in the morning and once at the end of the Day. Announce when scores will be posted at the initial Competitor Briefing. This allows all teams to plan to review scores at a specific time and allows scorers to plan when they will receive scores.

#### 5a.1 Multi-Day Rallies

Scores should be posted when barns open in the morning, or as soon as possible after barns open. This allows competitors to check scores while all Team Captains are present before any riding begins.

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### **5a.2 One Day Rallies**

The first posting should include Setup & Safety and Turnout Inspection sheets. The second and final posting should include Required Equipment, Daily Sheets and XC Phase sheets (Eventing Only).

Increasing the number of times scores are posted increases the likelihood that a team may miss the announcement, and increases the amount of time spent in Inquiry thereby decreasing the availability of the CHMJ for any other task. The second posting should be scheduled as soon as possible after the last Safety Check is completed.

### **5b. Turnbacks**

There are no Turnbacks on the last day of a Multi-Day Rally or after the last ride of a One Day Rally.

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### Appendix L-1: Notification of CHMJ for Qualifying Rallies

For the HMO: Complete this report. Submit this form in one of the following ways to the HM Committee c/o the National Office at least 4 weeks prior to the date of rally.

**Mail**

USPC Attention: Instruction  
4041 Iron Works Parkway  
Lexington, KY 40511

**Online**

HM.PonyClub.org > Online Forms

**Email**

instruction@ponyclub.org

**Fax**

859-233-4652

Region: \_\_\_\_\_ Discipline: \_\_\_\_\_

Date of Rally: \_\_\_\_\_ Facility: \_\_\_\_\_

Name of Chief: \_\_\_\_\_

Qualifying Rally: Y  N

Non-Qualifying Divisions: Y  N

Anticipated # Competitors: \_\_\_\_\_ Number of AHMJ's: \_\_\_\_\_

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Region: \_\_\_\_\_ Discipline: \_\_\_\_\_

Date of Rally: \_\_\_\_\_ Facility: \_\_\_\_\_

Name of Chief: \_\_\_\_\_

Qualifying Rally: Y  N

Non-Qualifying Divisions: Y  N

Anticipated # Competitors: \_\_\_\_\_ Number of AHMJ's: \_\_\_\_\_

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\_\_\_\_\_  
Name of Person Completing Form Position Date

(\_\_\_\_\_) \_\_\_\_\_  
Cell Phone Number Email



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## Appendix L-2: CHMJ Confirmation Letter

~ Example ~

Dear \_\_\_\_\_,

Thank you for agreeing to Chief our rally. We are confident that you will provide a positive learning experience for all of our participants.

Rally: \_\_\_\_\_ Region: \_\_\_\_\_ Dates: \_\_\_\_\_

Facility: \_\_\_\_\_ Address: \_\_\_\_\_

Rally Organizer: \_\_\_\_\_ Email/Phone: \_\_\_\_\_

Contact the rally organizer to discuss any specific requests you may have and to discuss number of Turnout Stations and any other particulars that will impact HM.

Approximate Numbers: Competitors: \_\_\_\_\_ AHMJ Staff: \_\_\_\_\_

Fees & Expenses: Fee for the rally (as we discussed and agreed): \$ \_\_\_\_\_

Travel: Plan to be on rally site no later than \_\_\_\_\_, Nearest airport: \_\_\_\_\_  
You may want to arrive the evening before.

Confirm your arrival plans by \_\_\_\_\_, so we can plan your stay.

If travel assistance is needed please let me know and I will provide you with the name of the travel agency recommended by USPC or I will make these arrangements for you.

\_\_\_\_\_ Travel by car. The Region will reimburse you at \_\_\_\_/mile.

\_\_\_\_\_ Travel by air. You will make your own flight arrangements. Submit a copy of your ticket receipt or credit card statement for reimbursement. Please make every effort to find the best airfare.

\_\_\_\_\_ You will travel by air and prefer that I make the arrangements. I will inform you of the details as soon as this is completed.

Meals: The Region will provide meals on a per diem to help with cost of meals.

Lodging: Lodging is provided based on 2 people to a room. Let us know if you have any special housing needs or requests, so that we can accommodate them (e.g., smoking/non-smoking).

AHMJs: I will send names, contact information and level of experience when the Assistant HM staff has been assembled (at least 2 weeks prior to the rally date). You can touch base with them prior to the rally to discuss any specifics you may have and plan how to utilize them during this rally.

We cannot thank you enough and look forward to having you Chief our rally. Do not hesitate to contact me if you have any further questions.

Respectfully, Regional HMO

\_\_\_\_\_  
Name of HMO Region

\_\_\_\_\_  
Email (\_\_\_\_\_) Home Phone (\_\_\_\_\_) Cell Phone



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### Appendix L-4: AHMJ Rally Confirmation Letter

~ Example ~

Dear \_\_\_\_\_,

Thank you for agreeing to a member of the Horse Management Staff for the following rally:

Rally: \_\_\_\_\_ Region: \_\_\_\_\_ Dates: \_\_\_\_\_

Facility: \_\_\_\_\_ Address: \_\_\_\_\_

Rally Organizer: \_\_\_\_\_ Email \_\_\_\_\_ Phone: \_\_\_\_\_

CHMJ: \_\_\_\_\_ Email \_\_\_\_\_ Phone: \_\_\_\_\_

Your CHMJ will contact you with the specifics as to time to arrive on the rally grounds and to clarify any expectations that he/she may have.

Please familiarize yourself with the most current edition of the \_\_\_\_\_ (discipline) rules and annual newsletter as well as the current USPC Horse Management Handbook & Rules for Rallies. You may want to bring your own copy to refer to during competition.

**Lodging:** specifics as appropriate for your Region

**Example:** Lodging in a shared room with another volunteer at the \_\_\_\_\_.  
If you are coming with your family or a competitor, you are encouraged to make your own reservations or stay with your club/center. In this instance, you may submit a copy of your hotel bill for reimbursement up to ½ room rate per night of the hotel contracted by the region rally officials.

**Travel:** specifics as appropriate for your Region

**Example:** If you are attending rally for the express purpose of HM Judging, the Region will reimburse you at \_\_\_\_\_/mile. If 2 or more HM Staff travel together, only 1 is eligible for mileage reimbursement. If you are traveling with a participant (competitor) it is customary for you to cover your own travel.

**Meals:** specifics as appropriate for your Region.

**Example:** You will be provided with a small per diem to help with the cost of meals each day of rally. Arrangements will be made for snacks and lunch each day. Specifics will be provided at your AHMJ briefing.

**Reimbursement of expenses:** specifics as appropriate for your Region.

**Example:** You can obtain a copy of an "Expense Reimbursement" form from the rally organizer and submit a copy of your hotel receipt for any reimbursements due. Reimbursement checks may be mailed to your home address if not provided on site.

Thank you in advance for your willingness to lend your time and expertise to make our rally a safe, fun and educational experience for all!!!

Sincerely, Regional HMO

\_\_\_\_\_  
Name of HMO Region

\_\_\_\_\_  
Email (\_\_\_\_\_) Home Phone (\_\_\_\_\_) Cell Phone

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### Appendix L-5: Guidelines: AHMJ Briefing

Following are topics that may need to be reviewed at the AHMJ Briefing. There may be others depending on the particular rally, facility, etc. The AHMJ Briefing may be the last opportunity AHMJ's have as a group to clarify questions on rules and discuss implementing the rules in a consistent way.

#### Basics of HM Judging: Remind AHMJ's to...

- Assist the CHMJ in setting and maintaining a positive tone for the rally.
- Never allow personal likes and/or dislikes to enter into their judgment or in any way affect decisions that are made during the course of the rally.
- Understand they are not to make judgments on their own, but should immediately inform the CHMJ with any concerns.
- Clearly understand the role of Coaches (if applicable), so they know what is and is not allowed.
- When making written comments it is important the AHMJ's write legibly and put initials, date and time next to the comment, so the CHMJ knows who to contact with any questions.

#### Interaction with Competitors

- Always engage in conversation with competitors and NEVER "talk at" or "down to" them.
- AHMJ's are there to work with and teach the competitors, not just evaluate them.
- Every interaction with competitors is a teaching opportunity and should be viewed as such.
  - Discuss, explain and demonstrate to competitors what is observed. Be certain the competitor has a clear understanding of what it is the AHMJ sees and intends to pass on to the CHMJ.
- If a competitor is not immediately available for discussion, the AHMJ should leave a note asking the competitor to find him/her when available for discussion.
- When possible, competitors should be shown the HM Score Sheet(s) and any comments noted, so they have a thorough understanding of the AHMJ's findings. Every competitor should see their Turnout Inspection Sheet and Turnback Sheet before the sheets are sent to the CHMJ for assignment of points (if any points are indicated).
  - AHMJ's should never assign points for their comments/observations. If asked, they should clearly explain to the competitor that they will pass along the evaluation/finding as discussed with competitor for the consideration and decision of the CHMJ regarding the assignment of any points.

#### Communication

Means of communication to be used during rally

- Demonstrate use of radios or walkie-talkies (if necessary)

#### Special Considerations

- Clarify plans for the method used for Required Equipment Checks and any special considerations for C-3 and up competitors.
  - Make certain all AHMJ's clearly understand these areas, so there is consistency throughout the rally.
- Storm Plan (specifying the role they will play)

#### Layout of Rally Grounds (location of assigned sites)

- Barn
- HM office
- Briefings: competitor, parent/volunteer, Coaches (Ask all AHMJ's to attend the Competitor Briefing unless otherwise assigned.)
- Horse Inspections (Jog Outs)
- Turnout Inspection stations
- Warm up rings
- Riding areas
- Hacking/longeing areas
- Posting of scores

#### Contact Information

- Veterinarian
- Farrier
- Emergency Medical Personnel (and location where directions to hospital are posted)
- Pertinent information regarding competitors with medical or physical disabilities.
  - This information is confidential and intended for their information only and not to be shared with others.

#### Food & Lodging

Lodging arrangements including directions.

- Be sure all AHMJ have transportation to and from rally grounds and lodging.
- Arrangements for meals/snacks/drinks etc.
- Procedure for reimbursements.
- Provide copy of any forms needed.

#### Schedule and Assignment of Tasks

- Make every effort to rotate judges to avoid the same judge being in the same job.
- Avoid assigning a judge to be in the hot sun for extended periods of time without relief.
- The AHMJ schedule is also for the convenience of the competitors, so they know where to find a judge or which judge to go to for assistance with a particular matter.
- Post the schedule in visible spot for all to see.

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### Appendix L-6: Guidelines: Initial Competitor Briefing by CHMJ

Suggested topics to include/consider when giving a Competitor Briefing. This list is not the "final authority" nor is it all inclusive. As a CHMJ, you should develop your own list and discuss specifics relative to the region/rally that should be addressed in the Competitor Briefing with the rally organizer(s) and HMO. Cover only those items pertinent to HM Judging, unless something is not covered in the rally organizer briefing that you feel is important enough for the competitors to know. (Or ask the Organizer to get the information to the competitors...)

The content of the briefing is directly related to the facility, the level of competitor's and the particular preferences of the CHMJ for that competition.

- Encourage parents, Coaches and other interested persons to attend the briefing, there is nothing secret being shared and the more informed people are the less confusion you will have.
- The briefing is often your first encounter with competitors and as such will set the tone of the entire rally.
  - Talk to competitors and never talk down to them.
  - Be informative without being boring.
- Remember to pack your sense of humor!!!

#### Introduce Yourself & AHMJ Staff

- Set a positive, friendly tone

**Competitor Expectations** – Remind competitors HM Staff is here to help and teach not to penalize:

- The HM Staff is present to supervise work in the barns, to ensure a safe environment while providing guidance to further develop competitors' skills for horse care when away from home.
- Competitors will have the opportunity to see their Turnout Inspection Sheet before leaving their station. They will have a clear understanding of the comments and findings of the AHMJ doing their Turnout Inspection.
- Just because something is brought forward for discussion does not mean there will be points. The intent of discussion is to help each competitor understand the findings and evaluations of the AHMJ, so the competitor will know what changes may be indicated at that time and how they might do something better in the future.

#### Encourage Competitors to:

- Help each other and work as a team, as well as help those not on their team.
- Ask questions to learn. Ask questions, ask questions again and ask more questions.

#### Locations

- Bathrooms
- Rally office; Secretary office
- HM Office
- Helmet checks (including when)
- Horse Inspections (Jog Outs) and any specifics
- Turnout stations (Formal Inspections)
- Hacking/longeing areas
- Hand grazing/walking
- Warm up areas
- Safety Checks
- Posting announcements/ schedule changes
- Posting HM Scores

#### Make your Expectations Known

Remember COMMON SENSE ABOVE ALL ELSE! Include information (if necessary) relative to:

- Unusual/special requirements at the facility
- Means of communication with competitors
- Human Medications: responsibility for administration; inhalers, emergency medications
- Equine Medications: Vet letters, administration – who in HM to see
- Bandaging – who in HM to see
- Appropriate footwear/attire
- Method of REL
- Unauthorized Assistance (define & explain)
  - Neutral Zone
  - Warm up areas – tack adjustments
  - Turnbacks – when & how
- Stable specifics
  - Any particulars related to type of stalls
  - Tying in stalls or trailer areas if a one day rally
  - Wash areas and particulars
  - Manure disposal and particulars
  - Trash disposal
  - Barns open/close
  - Use of hoses; source of water for bathing/drinking
  - Stall cards
  - Hay nets – allowed or not; tying of
  - Halters – on or off when in stall/labeling of halter
- Discipline specific information (e.g., eventing vet box/cool out)
- Inquiry/Protest/Appeals
- Medical personnel – where located/how to contact
- Vet/Farrier – how to contact if needed
- Heat related illnesses – prevention of
- Severe weather plan – what to do
- End of competition specifics
  - Break down of stalls/tack room
  - Stripping stalls or not
  - Turning in evaluations
  - Packing/loading of equipment/horses

## **Part 2 – JUDGES' GUIDE TO HORSE MANAGEMENT AT USPC RALLIES**

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### **Appendix L-7: Guidelines: Final Competitor Briefing by CHMJ**

#### **Show Appreciation**

Thank competitors and parents for the opportunity to work with them.

- Focus on the teamwork that was observed.

#### **Thank the HM Staff publicly** (at awards ceremony).

- Focus on the positive experience of HM staff in working with them.

#### **Thank all involved in organizing/hosting the rally and who assisted in making the job of HM Judging easier.**

- Rally Organizer
- HMO
- RS
- Scorers, and
- Others

#### **Departure**

Remind competitors and parents to avoid throwing equipment into their vehicles in a rush to leave the grounds. Encourage them to pack with thought to avoid mistakes that will have to be sorted out later.

#### **Evaluations**

Remind all competitors and AHMJ's to complete their Evaluation Forms. Instruct them as to who or where they should turn in them in.

#### **End of Rally**

- Complete the CHMJ Evaluation Form and, if applicable, the Mentor Evaluation for Provisional CHMJ's.
- Check stalls upon competitor departure as requested/instructed by rally organizer.
- Be prepared to stay on grounds until all competitors have departed except layovers.

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