



USPC

Horse Management Handbook

Part 1 – Rules for Rallies

2016

A guide to USPC Horse Management knowledge, which is applied in a practical manner at all USPC meetings, tested at member certifications and evaluated at USPC Rallies.

USPC CORE VALUES

Horsemanship with respect to healthcare, nutrition, stable management, handling and riding a mount safely, correctly and with confidence.

Organized teamwork including cooperation, communication, responsibility, leadership, mentoring, teaching and fostering a supportive yet competitive environment.

Respect for the horse and self through horsemanship; for land through land conservation; and for others through service and teamwork.

Service by providing an opportunity for members, parents, and others to support the Pony Club program locally, regionally and nationally through volunteerism.

Education at an individual pace to achieve personal goals and expand knowledge through teaching others.

VISION STATEMENT

The USPC Program is available to and accessible by an inter-generational community of equine enthusiasts with a focus on youth through multiple means of delivery

- An instructional program supported by mounted and unmounted lessons at all levels
- Multiple forms of membership
- Fully enabled by technology
- Marketed to multiple audiences
- Recognized and recognizable nationwide as the leader in Horse Management education
- Trained and capable volunteers

USPC MISSION STATEMENT

The United States Pony Clubs, Inc. develops character, leadership, confidence, and a sense of community in youth through a program that teaches the care of horses and ponies, riding and mounted sports.

THE USPC PLEDGE

*As a member of the United States Pony Club,
I stand for the best in sportsmanship as well as
in horsemanship.*

*I shall compete for the enjoyment of the game
well played and take winning or losing in stride,
remembering that without good manners and
good temper, sport loses its cause for being.
I shall endeavor to maintain the best tradition of
the ancient and noble skill of horsemanship,
always treating my horse with consideration
due a partner.*

Reminder: This is a new Rulebook for 2016. Additions, deletions and changes have been made since the last Rulebook was issued. Be sure to read the *entire* publication carefully so you will be aware of all the rules for the upcoming rally season.

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4041 Iron Works Parkway, Lexington, Kentucky 40511-8462

Telephone (859) 254-7669 * Fax (859) 233-4652

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USPC

Sportsmanship, Stewardship, Leadership through Horsemanship

Horse Management Instruction & the Pony Club Experience

USPC, founded in 1954, is unique in teaching both mounted and unmounted skills to our membership: the best of America's young horsemen and women. Horse Management refers to the unmounted knowledge portion of the USPC curriculum. USPC Horse Management knowledge is applied in a practical manner at all USPC meetings, tested at member certifications and evaluated at USPC rallies. At competitions, members demonstrate teamwork and unmounted skills in the barns and showcase their mounted skills in the ring. Horse Management is the foundation upon which individuals develop into well-rounded horsemen and women – on and off the field.

The Horse Management Handbook & Discipline Rules

Every attempt has been made to update this handbook, so it is in line with the rules imposed by specific Discipline Committees.

If there is an inconsistency, the Discipline Rulebook takes precedence over the Horse Management Handbook.

Any changes or addenda to the USPC Horse Management Handbook will be posted on the USPC website.

The revision date of any changes or addenda will be noted in the lower left corner.

To be considered current & complete, the USPC Horse Management Handbook and Discipline Rulebook(s) must be:

- Current
- Contain all revisions and addenda, and
- Contain the current newsletter.

Acknowledgements

We would like to take this opportunity to thank the many USPC members, parents, volunteers, Horse Management Judges and National Office staff members who have contributed to this handbook.

Respectfully,

USPC Horse Management Committee

Participating Member Code of Conduct

The United States Pony Clubs, Inc. is proud of its reputation for good sportsmanship, horsemanship, teamwork and well-behaved members. The USPC expects appropriate behavior from all members, parents and others participating in any USPC activity. Inappropriate behavior may include, but is not limited to: possession, use or distribution of any illegal drugs or alcohol; profanity, vulgar language or gestures; harassment (i.e., using words or actions that intimidate, threaten or persecute others before, during or following USPC activities); failure to follow rules; cheating; and abusing a horse.

Any USPC member or parent not conforming to the Code of Conduct is subject to the following action: The Officials of the competition may immediately suspend or expel an individual from the competition upon consulting with the Ground Jury.

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Part 1 – RULES FOR RALLIES

HM1 – USPC Horse Management Rules

1a. Horse Management at all USPC Activities

Horse Management (HM) knowledge is applied in a practical manner at all meetings, tested during members' certifications and evaluated at USPC rallies.

Horse Management is practiced at all USPC activities (e.g. mounted and unmounted meetings, clinics and certifications) to:

- Encourage a safe environment.
- Teach and advance the principles of safe, sensible and responsible horse care.
- Encourage members to demonstrate and increase their individual knowledge of unmounted horsemanship.

1b. Horse Management at USPC Rallies

Horse Management is judged at USPC rallies in order to promote the principals stated above (HM1a) as well as:

- Evaluate the knowledge level of competitors.
- Encourage teamwork.
- Enable club/center and regional leaders to assess the effectiveness of their HM programs.

At USPC rallies, competitors are evaluated according to their Horse Management certification level, not their Riding certification level.

- H-B competitors will be evaluated according to the C-2 Horse Management standards.
- C+ competitors will be evaluated according to the C-3 standards for turnout, bandaging and longeing.

Competitors are judged on their:

- Knowledge and
- Use of safe, sound, practical horse care.

1c. Safety is Paramount

Conditions and facilities vary greatly from activity to activity, but safe, workmanlike methods and procedures must always be demonstrated.

- During USPC activities and rallies, Horse Management rules must be administered in such a way that the safety of members and mounts is the highest priority.

HM2 – Governance

2a. Governing Documents

All USPC rallies shall be governed by the current editions of the following documents:

- USPC Policies
- USPC Standards of Proficiency
- Current USPC Manuals of Horsemanship
- Uniform Officiation Rules (*USPC HM Handbook*, Appendix A)
- Current USPC Safety Booklet
- USPC Horse Management Handbook: the following sections:
 - Part 1 with all current addenda
 - All HM Appendices (A – J), and
 - Current Annual HM Newsletter
- Discipline Rulebook with
 - All current addenda, and
 - Current Annual Discipline Newsletter

If there is an inconsistency between the Discipline Rulebook and the *USPC Horse Management Handbook*, the Discipline Rulebook takes precedence.

Compliance with these documents at all USPC rallies provides consistency across all competitions, allowing all competitors to operate under the same set of rules. Members, parents/guardians, Chaperones and Coaches must be familiar with the governing documents.

- Rules should be enforced in a fair and impartial way.
- A thorough knowledge of the rules and procedures for Horse Management and the specific discipline will help members.
- Members and Horse Management Judges must use common sense in many situations, since specific rules cannot be made to cover every instance.
- All documents are available from shopponyclub.org or the USPC website www.ponyclub.org.

Part 1 – RULES FOR RALLIES

HM2 – **Governance**, continued

2b. Definitions

The following terms are used throughout.

Term	Definition
Appeal Committee	Group responsible for final decisions regarding an appeal of a contested protest decision. (Appendix A, UOR A4j)
Competitor	USPC member who is an entered participant in a USPC rally.
Disqualification	To exclude a competitor or horse, for cause, from participation in a given class, division or competition. (HM17g and specific discipline rulebooks)
Elimination	To exclude a competitor or horse, for cause, from judging consideration in a class. (HM17g and specific discipline rulebooks)
Excused	To have judge(s) grant permission to, or request that a competitor leave the competition ring. A competitor who is excused is ineligible to receive an award.
Full Team	Any team competing with the maximum number of competitors allowed per discipline rules.
Ground Jury	Once the competition has begun, the Ground Jury is ultimately responsible for judging (and in Eventing the administration of) the entire competition. (Appendix A, UOR A4h)
Horse Inspection	Opportunity to inspect mounts for soundness. (HM15a)
HM	Horse Management
HM Staff	Horse Management Staff. Refers to and includes all Horse Management Judges.
HMJ	Horse Management Judge (HM3)
Inspection Panel	The Inspection Panel will officiate over the jogging procedure if a Horse Inspection is required. (Appendix A, UOR A4f)
Jog Out	Horse Inspection (HM15a and Appendix A, UOR A5)
Member	Any US Pony Club member.
Official Closing	Takes place at the end of the Awards Ceremony.
Official Opening	Time set by organizer after which HM Judging begins.
Parents	Includes parents and guardians.
Rally	Includes and refers to any type and level of USPC competitions, including qualifying and non-qualifying and local, regional and/or national.
Rally Officials	Includes and refers to those individuals who either organize the rally or judge and/or evaluate some part of the rally, to include: organizer, secretary, riding judges, stewards, technical delegates, Horse Management staff, veterinarians and course designers. (Appendix A, UOR A4)
Rally Staff	Includes and refers to: gate attendants, ring clerks, farriers, timekeepers, announcers, ringmasters, scribes and other persons engaged directly by the rally, as well as all Horse Management staff.
Short Team	A team that competes with less than the maximum number of team members allowed per discipline rules. (HM16c.2)
SM	Stable Manager
TD	Technical Delegate (Appendix A, UOR A4.g)
Team Captain	Team member responsible for inquiries, protests and leadership within the team.
UOR	Uniform Rules of Officiation. Common set of Officiation Rules that apply to all competitions regardless of discipline. As a convenience to competitors, the UORs are located in <i>USPC Horse Management Handbook & Rules for Rallies</i> , Appendix A. Address questions concerning the UORs to the USPC Vice President- Activities.

Part 1 – RULES FOR RALLIES

HM3 – Horse Management Judges

3a. Levels

There are different levels of Horse Management Judges (HMJs) based on the individual's level of knowledge, competence and experience.

Levels of HMJs at USPC Rallies

Level	Acronym	Roles & Responsibilities
Chief	CHMJ	Head HM Judge at a qualifying USPC rally
Mentor Chief	MCHMJ	CHMJ who has attained the experience to oversee & evaluate the performance of a Provisional CHMJ at a rally.
Provisional Chief	PCHMJ	Apprentice CHMJ <ul style="list-style-type: none">• At a qualifying rally, the PCHMJ must be supervised by an approved Mentor CHMJ.
Assistant HMJ	AHMJ	Any member of the HM Staff other than a CHMJ who assists the CHMJ or the PCHMJ in judging Horse Management. Note: Scribes are not considered HMJs.

3b. CHMJ Selection & Qualifying Eligibility

Qualifying rallies must use a CHMJ selected from the current list of USPC Approved Chief Horse Management Judges.

- Competitors will only be considered eligible to qualify for USPC Championships if the CHMJ at the rally is on the current list of USPC Approved Chief Horse Management Judges.

(Appendix A, UOR A4.d)

HM4 – Addressing Infractions

4a. Location of Infractions

Horse Management judging takes place on all competition grounds EXCEPT in the following locations, where the Riding Judge, Technical Delegate (TD) or Ground Jury address infractions:

- Warm-up area
- Competition ring
- While on course, and
- Holding area for Games

HM5 – Eligibility

5a. Competitor Eligibility

Competitors must meet all specific discipline criteria and entry requirements set by the organizer. Additionally, competitors must know how to care for their mount and equipment with regard to the safety and comfort of the mount regardless of certification level. These skills must be developed before arriving at the rally. Regardless of the USPC member's level or certification, the member must be capable of fulfilling the following basic requirements to be eligible to rally:

- The stall/tie area must be kept safe and clean
- The mount must have water or be offered water at least every hour, and
- All equipment must be in safe condition and the competitor must know how to use it.

5b. Eligibility of Mount

Mounts must meet the criteria as stated within USPC Policy 0135:

- Stallions are not considered suitable mounts.
- Mounts must be serviceably sound, in good overall health and in condition for the activity in question.
- Mounts must be appropriate for the certification level of the rider and must be at a level of training to participate safely in the activity.
- Mounts must be at least five (5) years of age in order to participate in USPC competitive, instructional, and recreational programs and activities. However, no horse or pony under five (5) years of age is permitted in any other USPC activity or certification. In establishing the age of mounts, the first year is considered to be January 1 following the date of foaling.

Part 1 – RULES FOR RALLIES

HM6 – Competitor Behavior

6a. Participating Member Code of Conduct

Appropriate behavior, as defined by the USPC Participating Member Code of Conduct, is expected from all participants and spectators at any USPC activity or competition.

- Every competitor and at least one of his/her parents/guardians must sign the USPC Code of Conduct prior to competition. (Refer to *Participating Member Code of Conduct, page iii*).
- The USPC Code of Conduct is in effect upon arrival on competition or activity grounds and must be followed by competitors, parents and others participating in or attending any USPC rally and/or activity on and off competition/activity grounds for the duration of the competition/activity (until competitors depart the grounds at the end of the rally/activity).

6b. Compliance with the Rules

Competitors must follow rally rules and all recognized Horse Management procedures and safety requirements from Official Opening to Official Close of the rally.

- Although there is no further HM scoring after the Awards Ceremony, safety practices must continue until leaving rally grounds.

6c. Drugs & Medications

Competitors must note any prescribed medications and/or health related conditions on the USPC/USEA Medical Card/Bracelet. Please refer to the Medical Armbands and Bracelets policy detail in 7b.

HMJs or organizer(s) may not take possession of or administer any medications.

- During a USPC rally/activity, members risk disqualification from further participation if they possess or are under the influence of illegal drugs or controlled substances.

6d. Assistance

Competitors are expected to be self-reliant. Competitors are judged on their abilities as an individual or as a member of a team. This promotes teamwork, fosters individual problem solving skills and further develops self-reliance. Therefore, unauthorized assistance is not permitted.

Assistance, if needed, is available only from other competitors, HMJs, and rally Officials, unless otherwise stated in the Discipline Rulebook. It is never considered unauthorized assistance to ask one of these people for assistance with attire, mount, tack or equipment.

- It is expected and allowed that parents and Chaperones ask competitors general questions, i.e., "Are you having fun?", "Have you had plenty of water today?" and "Do you need more ice for your cooler?"

There are a few additional circumstances when Assistance is authorized:

- If bodily harm to mount and/or rider is imminent, assistance from anyone (Official or otherwise), without concern for penalties, is expected. Time permitting, the situation should be brought to the attention of an Official. If immediate intervention is necessary, then an Official will be notified as soon as possible concerning the situation.
- Handing a helmet to a dismounted rider.
- If a mount is ill or injured, the owner/agent of the horse will be called in to discuss care.

6e. Neutral Zone

The Neutral Zone is a designated area open to competitors, Chaperones and parents where the delivery/pick-up of lunches, money, ice, medications, etc. can be coordinated. It is also a convenient place for teams to meet Chaperones or Coaches.

- The Neutral Zone location will be communicated at the opening briefing.
- It is encouraged for competitors, parents, Chaperones and Coaches to coordinate specific meeting times prior to the start of the competition day, if possible.
- Competitors are encouraged to speak to parents, Chaperones and Coaches in the Neutral Zone or while as a spectator. Unauthorized Assistance is still not permitted anywhere on the competition grounds.

For more information regarding Assistance & Unauthorized Assistance, refer to HM 6d & 6f respectively.

6f. Unauthorized Assistance

Unauthorized assistance is help and/or assistance during the competition from anyone other than other competitors, HMJs, and rally Officials.

Unauthorized assistance can occur in person or through the use of electronic communication (see HM6h), unless allowed by the specific Discipline Rulebook (e.g., Coaches in certain situations). If a team or competitor is concerned about unauthorized assistance (unsolicited advice) they should speak with the CHMJ.

6g. Assistance upon Arrival

Assistance is limited upon arrival on competition grounds.

- Individuals who are neither competitors nor rally Officials must leave the barn area immediately after unloading mounts and equipment, unless they are:
 - Walking mounts while the competitor sets up the stall/tie area, or
 - Helping to hang fans.
- All individuals who are neither competitors nor rally Officials must leave the barns by Official Opening.
- No unauthorized assistance is permitted after the Official Competition Opening.

Part 1 – RULES FOR RALLIES

Examples of Assistance

Authorized

- Unloading/carrying heavy equipment upon arrival
- Hanging fans
- Unloading mounts in barn area
- Walking mount while competitor prepares stall/tie area until time of Official Opening
- Handing a helmet to a dismounted rider
- Assisting a competitor or mount in imminent danger

Unauthorized

- Arranging tack room
- Any part of set up, (e.g., cleaning tack, labeling equipment)
- Coaching when not permitted by the discipline/phase
- Coaching by anyone other than an Official Coach

6h. Communication / Electronic Devices

Definition of Appropriate Use of Communication Devices during Competition:

- Electronic communication devices may only be used in areas where direct interaction with horses will not take place. (For example: the Neutral Zone, HM Office or team tack room.)
- Competitors are responsible for the safety of any communication device they bring onto rally grounds and/or into the barns.
- Competitors may use electronic devices (e.g., laptop, smartphone, tablet, e-reader) to store and retrieve the HM Rulebook, Discipline Rulebook, and any current newsletters at USPC rallies. Rulebooks/newsletters must be available for use by all team members at any time. Therefore, readability, mobile data access, device password protection, battery life, and charging capabilities must all be considered by competitors using this type of technology for this purpose.

Quiz competitions may prohibit the use of handheld devices during the competition hours.

- In some cases, facilities and/or ground management may have specific guidance regarding the use of electrical outlets or wireless equipment in support of cell phones, etc. Members must check the Organizer Guide, or with the organizer on the grounds, prior to using their wireless devices or electrical outlets.
- Earbuds/headphones, when used, must be used in ONE EAR ONLY, so the competitor can clearly hear what is happening around him/her.
- Under no circumstances may any member have in view or hearing any media (video or audio) that conveys an inappropriate message that may contribute to a hostile environment for another member or volunteer.

6i. Competitor ID During Rally

Competitors must wear their pinny or other form of ID designated by the organizer as well as their Medical Armband (containing their current USPC Medical Card) or Medical Bracelet (see 7b for details).

- To protect the members' privacy, it is recommended that the Medical Card be folded so the personal information is not easily seen.

6j. Arrival on Grounds

Competitors must arrive at the rally early enough to allow time to unload and care for their mounts, register promptly and set up stalls and tack rooms in an organized manner. Competitors who need to arrive earlier than the announced arrival (grounds open) time must make prior arrangements with the organizer.

6k. Care for the Mount upon Arrival

Upon arrival, the care of the mount must take priority over everything, including stall and/or tack room set up. Competitors must unload the mount and remove leg wraps and coolers/blankets as appropriate.

Before engaging in any other tasks or duties, the competitor should:

- Check the mount thoroughly to determine condition after hauling
- Offer fresh water to the mount, and
- Walk the mount.

Competitors may set up their mounts' stalls prior to Official Opening.

6l. Check In at Rally

Competitors must check in with the rally Secretary.

6m. Attendance at Briefings

Competitors are responsible for knowing all information from all Official Briefings whether present or absent.

- At least one representative from each team must be present at every Official Briefing.

During Briefings, information is exchanged and competitors are able to ask any questions. This enables them to have a clear understanding of what they should do and what the Horse Management Staff expects.

- Although not required, all team members are encouraged to attend all Briefings.
- Parents, Chaperones and Coaches are encouraged to attend the Official Briefing, so they understand what is expected of competitors.

Part 1 – RULES FOR RALLIES

6n. Access to the Barns During Rallies

Overnight rallies will have stated times for Official Barn Opening and Closing for each day.

- No competitor may return to the barn after the barns are closed without permission from the CHMJ.
- Any competitor concerned about his/her mount for a particular reason should speak with the CHMJ.
- The CHMJ will confer with the organizer and/or night watch to determine how to handle the concern.

6o. Leaving the Barn Area During the Competition Day

It is expected that competitors will leave the barn area from time to time. It is acceptable for competitors to leave the barn area if all barn/horse care responsibilities are finished and team members have communicated to each other where they will be and when they will return.

The CHMJ will announce any specific expectations regarding leaving the barn area during the Initial Briefing, to include feeding, barn opening and closing procedures.

HM7 – Attire

7a. Helmet Requirements at USPC Activities

Please refer to the Protective Headgear Policy in USPC Policies and Guidelines. All Pony Club members must wear a properly fitted equestrian helmet, securely fastened, contain certification that it meets or exceeds the criteria established by a national or international safety body, and is required to participate in any USPC activity at all times when members are:

- Mounted
- Longeing
- At Horse Inspection, and
- At Turnout Inspection and Safety Check.

Helmet fit is critical to its effectiveness.

- Always consult the helmet manufacturers' instructions for correct fit.
- Refer to Appendix G for further instructions on proper helmet fit and to see how the helmet fit will be evaluated at a USPC activity.

7a.1. Helmet Check

In the interest of education and safety, HMJs or designated-representatives will conduct helmet safety checks prior to the start of any riding phase. The helmet fit Safety Check is usually conducted as part of the Initial Briefing, during Horse Inspections and/or at Turnout Inspections and Safety Checks.

Helmetts at USPC Activities

Acceptable

Helmet must meet all requirements below:

- Fit properly
- Certification by one of the following international or national safety bodies:
- American Society for Testing Materials (ASTM),
- British (PAS),
- Australian/New Zealand (AS/NZ)

Unacceptable

Helmet has any of the following deficiencies:

- Does not fit properly
- Does not have certification by an approved international or national safety body
- Poor condition (e.g., cracks, frayed harness)

7a.2. When a Helmet is Not Acceptable

Under no circumstances may a HMJ or a designated-representative permit a member to proceed to the riding phase with a helmet of questionable fit or condition.

A member may be turned away from the helmet Safety Check if their helmet:

- Does not fit properly and on-site adjustments cannot be made or the member will not grant permission for adjustments, or
- Shows evidence of damage or excessive wear that cannot be resolved on-site.

If a HMJ or designated-representative determines a member's helmet fit may cause it to be ineffective, they will, with the member's permission, help direct the member to adjust the helmet on-site.

- If on-site adjustment does not correct the issue, the member will be turned away from the check and every effort will be made to contact the parent/DC/CA/Chaperone to resolve the situation prior to the riding phase.

Any questions a member, parent and/or chaperone has about helmet fit or condition will be referred to the TD.

At any USPC activity, if a helmet is not acceptable and no accommodation or acceptable adjustment can be made, the following procedures must be followed:

- Any discussion must include the chaperone/parent/guardian responsible for the member.
- The TD, organizer, DC/CA and/or RS must be notified of the situation.
- The member, whether a competitor, certification candidate or lesson/clinic participant, is not allowed to ride without a properly fitted helmet.
 - USPC rally: The CHMJ makes a decision and informs the TD and/or Ground Jury of their decision. The TD and/or Ground Jury makes the final decision.

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- USPC Certification or a Mounted Lesson: The Senior Examiner (PIP) or Lead Instructor makes the final decision.

7a.3. Helmet Comes Off While Mounted

If a helmet comes off or the harness becomes undone while mounted or longeing:

- The helmet must be replaced and/or re-secured before the rider continues. Failure to comply is cause for elimination.
- The rider must dismount to replace and/or re-secure the helmet.
- Any individual may hand a helmet to a rider.

Note: This is not unauthorized assistance.

7b. General Requirements for Attire at all Times at USPC Activities

USPC expects members to dress in clothing appropriate to the discipline and activity. Certain phases of a competition may require specific attire. During the competition (including unmounted time in the barn or on activity grounds), members are expected to dress in a manner that conveys respect for themselves, others, our sport and our organization.

General attire requirements are in effect for all competitors while on competition grounds. Members must follow the requirements for mounted/unmounted attire as appropriate.

- Regional or local club/center teams, in order to highlight their identity, may encourage a particular type of shirt or pants, such as a regional polo with khakis, for their teams.
- Under no circumstances may any member wear or display clothing that conveys an inappropriate message or graphic that may contribute to a hostile environment for another member or volunteer.

Identification

Members must wear their pinny and/or other designated form of ID as applicable.

Medical Armband/Bracelet

Members must wear a Medical Armband or a Medical Bracelet while on competition grounds.

Policy detail:

Medical Armbands must include a current completed copy of the individual's USPC or USEA Medical Card. It must be worn on the upper arm.

- To protect the members' privacy, it is recommended that the Medical Card be folded so the personal information is not easily seen.

Medical Bracelets must visibly list these five items on them: (a) name and date of birth; (b) emergency contact information; (c) known allergies; (d) current medications; and (e) existing medical conditions. More information is acceptable, but these five items are required to be on the bracelet.

- Tetrathlon competitors will not be required to wear their Medical Armbands or Bracelets while shooting or swimming,

but must have them visible and next to them for these activities and must wear them at all other times.

Tip: Safety pins may be used to secure an armband to a sleeve to keep the armband from slipping down. Armbands are available for purchase from shopponyclub.org.

Overall Appearance

Member attire must be:

- Safe
- Appropriate, and
- Neat and in good repair.

Sleeved Shirt

Shirts must:

- Cover the shoulder (to the point of shoulder – no tank-tops), and
- Cover the midriff (no bare midriff).

USPC Pin

Members must wear a Pony Club pin at all times when mounted and unmounted, unless otherwise specified by the rules of the specific discipline.

- Championship pins or life membership pins are accepted as meeting the Pony Club pin requirement.

Colored felt backing denoting certification for USPC pins is recommended. If used, the colors are:

Certification Felt Color

- D-1 through D-3Yellow
- C-1 and C-2Green
- C+Pink
- C-3White
- HBBrown
- H-HMLavender
- HPurple
- BRed
- H-AOrange
- ARoyal Blue

Jewelry

All visible piercings or other body jewelry-type adornments must lay close to the skin, i.e., stud or post. Because of the danger of entanglement in a barn or riding environment, no hoop or dangling adornments of any type on any visible body surface is acceptable. Members wearing any jewelry other than what is permitted will be asked to remove the jewelry.

- Any member choosing not to remove the jewelry will be disqualified from the entire competition by the TD/Ground Jury.
- Medical alert jewelry is permitted.

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7c. Unmounted Attire

Unmounted members must wear proper unmounted footwear as well as follow all General Attire Requirements as listed in HM7b.

Requirements for Unmounted Footwear at all USPC Activities

Unmounted Footwear

Footwear must meet all the following criteria:

- Thick-soled , shoes/boots (short or tall)
- Cover the ankle
- In good condition
- Made of leather or synthetic materials
- Entirely closed
- Securely fastened
- Well-fitted to foot
- Sturdy construction (e.g. Ugg-type boots do not meet this requirement)

Examples: paddock/jodhpur boots, rubber riding boots, rain boots/wellies, western boots.

7d. Ceremony Attire

Competitor attire for unmounted USPC Ceremonies, if not specified by the activity organizer, must be safe, appropriate, neat and clean, following General Attire Requirements (HM7b), and include:

- Proper unmounted (HM7c) or mounted (HM7f) footwear, and
- Neat slacks/skirt/walking shorts/riding pants and Polo shirt or other neat, workmanlike attire, (e.g., khakis and a Polo shirt).

Attire for mounted Ceremonies includes proper mounted attire. (HM7f)

7e. Attire for Horse Inspections

Competitor attire for Horse Inspections must be safe, appropriate, neat and clean.

Horse Inspections are often the first time the judge(s) see competitors and their mounts. Therefore, out of respect for the Inspection Panel and to make a good first impression, competitors must dress in a safe and appropriate manner, to include:

- Proper unmounted (HM7c) or mounted (HM7f) footwear
- Neat discipline appropriate pants/skirt/walking shorts/riding pants and Polo or other neat, workmanlike attire, (e.g., khakis and a Polo shirt), and

- Approved helmet. (HM7a and Appendix B)

Gloves are recommended, but not required.

Blue jeans and blue jean shorts are not permitted for English disciplines.

7f. Mounted Attire

Mounted competitors must adhere to the following dress requirements in addition to the General Attire Requirements listed in HM7b.

Mounted Footwear

A conventional type of riding footwear with a heel is required. (e.g., leather, synthetic or rubber riding boots, paddock/Jodhpur boots or equivalent).

Note: Refer to the individual Discipline rulebooks as there may be additional specific requirements.

Hair

Long hair reaching below the shoulder must be neatly secured away from the eyes and identification number.

- Although not required, hairnets and/or braids are helpful in maintaining a neat appearance for competitors with long hair.
- Show Bows are permitted.

Protective Vest

Protective vests may be worn for any phase and in any discipline at the discretion of the member.

- Members should fit their vests according to manufacturers' guidelines.
- Regions/clubs/centers may not require or mandate their use except:
 - In accordance with the discipline rules, and/or if the facility requires the use of a vest for a particular phase.

7g. Exercising & Schooling Attire

Proper exercising & schooling attire includes:

- Approved helmet (HM7a)
- Jodhpurs, breeches, riding tights, and discipline-appropriate long pants
- Collared shirt with sleeves e.g., Polo shirt, and
- Approved mounted footwear (HM7f).

7h. Longeing Attire

Proper longeing attire includes proper exercising & schooling attire (HM7g) plus:

- Gloves, and
- Timepiece.

7i. Attire for Turnout Inspection

All competitors must wear the correct attire for Turnout Inspection, which is in accordance with the requirements of the specific disciplines and the chart on the following page.

Riders must present for Turnout Inspection in the exact attire and with all the equipment they will wear/use in the first riding phase of the competition.

- Check the specific Discipline Rulebooks to see if there are any additional or different requirements regarding attire, which supersede these rules.

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Proper Attire for Turnout Inspection			
Certification	Unrated & Non-qualifying D	Qualifying D, All C-1 – A	
	Safe, neat and clean, following the requirements below. Correctly informal or formal is optional at this level.	Either correctly informal or correctly formal. The combination of footwear, jacket, neckwear and pant color determines whether the attire is considered informal or formal.	
Item	Requirements	Informal Attire	Formal Attire
Approved Helmet	Helmet: <ul style="list-style-type: none"> Any color with or without cover 	Helmet (or cover): <ul style="list-style-type: none"> Black or any conservative color Not allowed: <ul style="list-style-type: none"> Brightly colored or decorated helmets 	Helmet (or cover): <ul style="list-style-type: none"> Black Navy blue Charcoal gray
Jacket	Not required. <ul style="list-style-type: none"> If worn, any color or pattern jacket is acceptable. 	Any color or pattern except <ul style="list-style-type: none"> Solid black 	Solid color (no pinstripe/pattern) <ul style="list-style-type: none"> Acceptable colors: <ul style="list-style-type: none"> Black Navy blue Dark gray/charcoal, or Hunt colors
Shirt	Collared shirt or riding shirt <ul style="list-style-type: none"> White or any color Short or long sleeves Examples: <ul style="list-style-type: none"> Riding shirt/Ratcatcher Dress shirt Turtleneck Polo 	Collared shirt or riding shirt <ul style="list-style-type: none"> White or any color Short or long sleeves Examples: <ul style="list-style-type: none"> Riding shirt/Ratcatcher Dress shirt, or Wrap collar shirt Turtleneck (Neckwear not required for these shirts) 	Riding shirt/Ratcatcher <ul style="list-style-type: none"> White or off-white Short or long sleeves
Neckwear	Not required. <ul style="list-style-type: none"> Optional: Choker, necktie or stock tie (standard or pre-tied) Optional: stock pin 	Stock tie (standard or pre-tied) <ul style="list-style-type: none"> Any color/pattern Stock pin fastened through the knot, tails tucked inside jacket. Necktie <ul style="list-style-type: none"> Solid color Choker <ul style="list-style-type: none"> Any color/pattern 	<ul style="list-style-type: none"> Stock tie (standard or pre-tied) White or off-white Stock pin fastened through the knot, tails tucked inside jacket. Necktie <ul style="list-style-type: none"> Solid color white, black or navy
Pants*	Breeches, Jodhpurs or Riding tights: <ul style="list-style-type: none"> Any color If Jodhpurs are worn with Jodhpur/paddock boots, knee straps (garters) and/or pant clips must be worn. 	Breeches or Jodhpurs: <ul style="list-style-type: none"> Any solid, conservative color. If Jodhpurs are worn with Jodhpur/paddock boots, knee straps (garters) and/or pant clips must be worn. 	Breeches <ul style="list-style-type: none"> White Canary Tan Buff
*Skirted Breeches or Riding Skirts in a conservative color are permitted at all levels.			
Boots: Correct Mounted Footwear (HM7f)	Any color: <ul style="list-style-type: none"> Tall boots Jodhpur/paddock boots with or without smooth or suede half chaps or leggings (leather or synthetic) 	Black or brown: <ul style="list-style-type: none"> Tall boots Jodhpur/paddock boots with or without matching full-grain smooth, leather half-chaps or leggings Suede/partially suede half chaps are not permitted. 	Black or brown: <ul style="list-style-type: none"> Tall dress boots Tall field boots, neatly laced Jodhpur/paddock boots with matching full-grain, smooth leather half-chaps or leggings Suede/partially suede half chaps are not permitted.
Belt	Required if pants have belt loops for D-3, UR through D-2 – optional.	Required if pants have belt loops	Required if pants have belt loops
Gloves (optional)	If worn, any color is acceptable.	<ul style="list-style-type: none"> If worn, appropriate colors are white, off-white or conservative dark color 	<ul style="list-style-type: none"> If worn, appropriate colors are white, off-white or conservative dark color
Spurs (optional)	If worn, clean and put on properly (refer to current USPC Manual of Horsemanship)	If worn, clean and polished, put on properly (refer to current USPC Manual of Horsemanship)	If worn, clean and polished, put on properly (refer to current (USPC Manual of Horsemanship)

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7j. Mandatory Removal of Jackets

The requirement for wearing jackets and neckwear may be waived. (Appendix A, UOR A7d)

If removal of jackets is called, competitors must follow the guidelines below:

- Turnout Inspection:
 - C-1 and higher competitors must wear their jackets (correctly informal or formal) to Turnout Inspection.
 - Unrated and D level competitors may choose to wear jackets to Turnout Inspection, but they are not required to do so, even if they were originally planning to. (Note: Jackets are not required for Unrated through D level riders. (HM7i)
 - All riders must wear a collared shirt with long or short sleeves if they are not wearing a jacket.
 - Sleeveless riding shirts/ratcatchers and T-Shirts are not permitted.
- Warm Up:
 - All riders (regardless of certification) must remove their jackets for their warm up.
 - If the rider does not want to put their jacket back on before entering the arena, all neckwear must also be removed for warm up.
- Competitive Arena/Ring:
 - Just prior to entering the competitive arena (ring), Riders may choose to put their jackets back on.

Correct Dress after Jackets are Waived

If the rider...

Wants to put his/her jacket back on before entering the competitive arena,

Does NOT want to put his/her jacket back on before entering the competitive arena,

Then the rider may...

- Leave neckwear and helmet cover on during warm up, and
- Remove them only AFTER the ride is complete.

- Remove all neckwear and helmet cover (if on a vented helmet) when the jacket is removed.

HM8 – Saddlery & Bitting

8a. Overview – Saddlery & Bitting

All tack, equipment and bits must:

- Be safe and in good repair
- Reflect regular, proper care, and
- Comply with requirements in the appropriate Discipline Rulebook.

Any questions regarding the appropriateness of a bit are referred to the Technical Delegate (TD) for approval/clarification.

Any misuse of tack, equipment and/or bits that could cause injury to a mount may be reported to the TD.

Old and/or worn equipment is acceptable as long as it is in safe condition and reflects proper care.

Tack is judged according to the requirements for the different certification levels in the following areas:

- Safety
- Cleanliness, and
- Suppleness

8b. Halters

Every mount must wear a clean, properly fitted safety (leather or breakaway) halter at all times when not under saddle, unless approved by the CHMJ.

When not in use, the halter and uncoiled lead rope must be hung up off the ground.

8b.1. Halter Fit

Properly fitted halter:

- The noseband lies halfway between the projecting cheekbone and corner of the mouth.
- No more than the width of three (3) adult fingers fits between the nose bone and the noseband.
 - The noseband of rope halters is often generously sized. Make sure it is correct.
- No more than a fist fits between the throatlatch and the mount's cheek.

8b.2. Safety Halters

Safety halters are required at all USPC activities to help prevent injury to the mount. If a mount pulls back, the halter has at least one section that is designed to break in case of an emergency. The leather/breakaway device on the halter will break before the mount's neck is injured.

Halters intended for training purposes (e.g., those with leads attached) are not designed for stall or tying use and must not be used in a stall or for tying.

There are four types of halters that are considered safety halters.

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Type of Halter	Material	What breaks?
1. Full leather	Noseband, cheek pieces, crownpiece, throatlatch and connecting strap are all constructed of leather.	Any part of the leather
2. Synthetic with break-away crown piece	Usually made of flat web nylon with a thin to medium thick breakaway crown piece that buckles on both the near and far side.	Crown piece
3. Synthetic with break-away safety tab	Full synthetic halter with the exception of a break-away 'loop' or 'tab' at the cheek.	Loop/tab/section made of leather or hemp twine
4. Rope with breakaway safety tab	Full rope halter with the exception of a breakaway 'loop' or 'tab'.	Loop/tab/section made of leather or hemp twine

8c. Identification

The mount's halter must have some form of identification on it at all times.

The halter must be labeled in such a way as to easily find the mount's rider and/or stall assignment. The label on the halter may include any or all of the following:

- Rider's name or number
- Barn name/number
- Stall number
- Contact phone number for emergency situations such as severe weather.

Competitors must be aware that at multiple discipline rallies, the same competitor number may be used in more than one discipline. Therefore, the competitor name may be the better identification.

8d. Tack Adjustment

Tack, equipment and bits must be properly fitted and adjusted on the mount. Tack must conform to discipline rules and standards.

- Refer to current USPC Manuals of Horsemanship for information on adjusting equipment properly.
- Members are expected to understand the fit and adjustment of their tack in accordance with their certification level.
- Members must have valid safety reasons for any unusual adjustments.

Unacceptable Tack

Under no circumstances may a HMJ or designated representatives permit a member to proceed to the riding phase with tack of questionable fit or condition.

- If a HMJ or designated representative determines a member's tack fit may cause it to be ineffective, then, with the member's permission, they will assist the Unrated to C-1 rated member with tack adjustment. C-2 and higher certified members are considered to be sufficiently skilled to adjust their own tack.
 - If assistance with equipment or tack is needed, the CHMJ may include parents, coaches, mount's owner/agent and/or chaperones in the discussions.
 - If on-site adjustment does not correct the issue, then the member will be turned away from the check and every effort will be made to contact the Parent/Chaperone to provide the opportunity to resolve the situation prior to the riding phase.
- Members may also be turned away from Safety Checks if their tack shows evidence of damage or excessive wear that cannot be resolved on-site or if members are unwilling to provide permission for on-site adjustment.

Note: Any questions about tack fit or condition should be referred to the TD.

8e. Tack Exceptions

Saddlery and biting rules generally follow USEF Rules with some USPC exceptions as noted in the following chart. Members who present in tack that is not permitted will be referred to the TD.

Exceptions to USEF Tack Requirements at USPC Activities

Girth

Girths on saddles must:

- Have at least two buckles at each end, and
- Be fitted on the mount so there are at least two spare holes at the top and one spare hole at the bottom of the billets after the girth is tightened.

Over-Girth

Over-girths are designed to be used for a very short period of time. If used, members must:

- Secure the over-girth behind the front legs, either by:
 - Running through straps (loops) on the girth, or
 - Passing through the loop where the breastplate attaches to the girth.
- Loosen the over-girth as soon as possible following its use.

Buckle/Billet Guards

Buckle/billet guards are required, except on saddles with long billets.

- Billet guards must cover the buckles on the girth.

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Stirrup Bars

Stirrup bars must be down (open) when riding. Therefore, stirrup bars must be down at Turnout Inspection/Safety Check.

Stirrup Irons

Stirrup irons must be one (1) inch wider than the rider's boots.

Stirrup Pads

Fillis stirrup irons must always have stirrup pads.

Synthetic Tack

Synthetic tack is acceptable.

- Synthetic reins must have a breakaway section.
- Synthetic tack must be appropriate to the discipline.

Pads

Wither, girth and saddle pads are optional, unless required for proper saddle fit.

Martingales

When using martingales, the following procedures must be followed:

- If walking a distance, including leading the mount to the Turnout Inspection/Safety Check station, the running martingale must be knotted at the chest with the reins out of the rings.
- The running martingale must be adjusted prior to the Turnout Inspection and/or Safety Check, so the mount is presented ready to ride. The correctly fitted martingale must be in place and properly adjusted with a stopper at the chest and rein stops on each rein (on bit side of the martingale rings).

Protective Boots & Wraps

Protective boots/wraps, if worn for any phase, must be on and properly fitted for the Turnout Inspection/Safety Check for that phase.

Studs

When using studs, the following procedures must be followed:

- Studs may be inserted and/or removed by:
 - Competitor/member
 - The owner/agent of the mount or person designated by the owner/agent. The CHMJ must be notified that this individual will be entering the barn area.
- Individuals may not insert or remove studs while sitting down.
- Studs may not be inserted more than one hour prior to the ride.
- Studs must be removed no later than one hour after the ride.

Bits & Biting

Any bit used in USPC to provide control must do so without causing pain or injury to the mount.

- Biting for each discipline will conform to the rules established by the specific USPC Discipline Committees as specified in the current Discipline Rulebooks.

HM9 – Work in the Barn Area

9a. Safe & Practical

Work in the barn area should reflect safe, sensible care of mount and equipment, utilizing time and supplies economically.

All work must be aimed towards:

- Avoiding injury to a mount or person
- Avoiding damage to equipment, and
- Economical use of time and supplies.

9b. Glass Containers

Glass containers used near a horse, or related to the care of the horse, must be wrapped in duct, masking or electrical tape. Glass containers used by competitors (i.e., drink bottles) do not have to be wrapped but must be confined to the tack room.

Completely wrapping glass containers in tape will help contain the glass and prevent shards from scattering if the glass breaks.

HM10 – Mounts

10a. Abuse

Abuse of mounts is unacceptable at any time.

At USPC activities, the following behavior is forbidden:

- Sitting on a mount unnecessarily (e.g., using the mount as a chair).
- Any abuse as described in the USEF Rulebook, General Chapter 8F GR 839.4 – Cruelty to and Abuse of a Horse.

"The following acts are included under the words Cruelty & Abuse but are not limited thereto:

 - a) Excessive use of a whip on any horse in a stall, runway, schooling area, competition ring or elsewhere on the competition grounds, before or during a competition, by any person. Except in emergency situations, any striking of the horse's head (on the poll and forward of the poll) with the whip shall be deemed excessive.
 - b) *Rapping the legs of a horse with the butt end of a riding crop or other implement.
(At USPC competitions: Any form of rapping is forbidden.)
 - c) *Use of any substance to induce temporary heat.
(At USPC competitions: Inducing heat for therapeutic reasons is permitted.)
 - d) *Manual poling with any object other than a bamboo pole.
(At USPC competitions: Any form of poling is forbidden.)
 - e) Use of a wire or chain in conjunction with any schooling jump.
 - f) Use of electric device in schooling or showing.
 - g) Use of shackles, hock hobbles and similar devices (not to be construed as rubber or elastic exercising devices).

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- h) Showing a mount with raw or bleeding sores around the coronets, pasterns or legs.
- i) Use of any explosive (e.g., fire crackers, torpedoes, fire extinguishers except in case of fire, etc.) or laser beam devices anywhere on the competition grounds, except in an exhibition or if required in class specifications.
- j) Withholding of feed and water for prolonged periods.
- k) Letting blood from a horse for other than diagnostic purposes.
- l) Inhumane treatment of a horse in a stall, runway, schooling area, competition ring or elsewhere on the competition grounds, by any person.
- m) Use of any object that prevents the horse's ability to close his mouth. (Exception: Use of an oral speculum by a veterinarian or equine dentist to provide legitimate dental/oral medical care.)"

*Denotes USPC exceptions.

10b. Handling, Leading, & Tying Mounts

Mounts must be handled and led safely at all times.

It is forbidden for a person to hold a mount while using an electronic device, sitting down, or to hold mount near where others are sitting.

10b.1. Lead Ropes

Cotton lead ropes are recommended, because they offer less of a risk of rope burn than nylon leads in the case the lead is pulled through the hands.

- If a nylon lead is used, it is recommended but not required that the member wear gloves to protect his/her hands.
- If a lead rope with a chain shank is used, the chain must be threaded over the mount's nose or attached to the halter in some other safe, appropriate way, so neither the member nor the mount becomes tangled in the chain.

10b.2. Tying Mounts

Mounts must be tied safely and appropriately (Refer to current USPC Manuals of Horsemanship)

When mounts are tied, they must be tied to a secure object with:

- A quick release knot tied at the mount's point of shoulder or higher
- A lead without a chain shank
- A lead short enough, so the mount cannot become tangled, and
- Enough distance between mounts to prevent injury.

Some types of leads may not be used for tying:

Tying with This Type Lead...

Flat nylon lead – with or without chain shank

Chain Shank – even if the chain is not used

Shock (bungee) cord

Is Not Allowed Because...

- Nylon has a tendency to slip.
- If the mount pulls back, the lead may slip and the knot may get too tight to untie.
 - Mount could get caught in the chain
 - Too much give and the recoil can cause significant damage

When mounts are tied, they must be tied to a secure object.

Object	If mount pulls back...	Examples
Secure	A secure object will NOT break loose.	<ul style="list-style-type: none">• Post• Permanent stall wall• Trailer hitched to a braked towing vehicle
Not Secure	An object that is NOT secure COULD break loose.	<ul style="list-style-type: none">• Fence rail• Sliding stall door• Trailer NOT hitched to braked towing vehicle• Portable stall

It is recommended, but not required, that members use breakaway loops made of twine between the lead rope and the secure object to which the mount is tied.

10c. Bandaging

Members, unrated through C-2, must have a HMJ check any bandages to establish if they are properly applied.

Safety is paramount. Improper bandaging may be harmful and, regardless of certification level, a member may be asked to redo any bandage considered improperly or poorly applied. (Refer to current USPC Manuals of Horsemanship.)

- Bandages may only be applied by the following individuals:
 - Competitor/member
 - The owner/agent of the mount or person designated by the owner/agent. The CHMJ must be notified that this individual will be entering the barn area.
- Horse Management Staff may observe bandage application and provide assistance for educational and instructional purposes in accordance with certification level, but will not be responsible for sole application.
- Members may go to Turnback with bandages applied.

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10d. Braiding

Braiding is governed by the specific disciplines and is permitted at all levels and in all disciplines except Games.

- Braiding of any kind will not be judged on quality.
- Braiding may not take precedence over, or interfere with, regular barn chores.
- All braiding must be removed for Turnbacks at a multi-day rallies and after the last ride of a one day rally.
- Braids may be reapplied after Turnback and before Barn Closing.

Any object used to stand on while braiding must be:

- Safe and solid with no holes where a mount or member could become trapped
- Capable of holding the member's weight, and
- Placed in a manner that makes it safe and stable.

Examples of Items Used to Stand on when Braiding

Acceptable

- Mounting block
- Milk crate
- Straw/Hay bale

Unacceptable

- Pail or bucket
- Step ladder
- Chair

10e. Washing

Mounts should be bathed at home and be clean upon arrival.

Washing should be kept to a minimum, with awareness of water conservation. Using buckets for washing/cooling out minimizes the use of water, hoses and wash racks and is encouraged.

All washing or cold hosing of mounts must be:

- Approved by the CHMJ during official briefing, in consultation with organizer and
- Confined to the assigned area.

10f. Exercising & Schooling

Mounts may only be ridden and/or schooled by their entered rider(s) under penalty of elimination.

Exercising and schooling mounts must be coordinated with the organizer.

- Mounts must be ridden in saddle and bridle (no bareback riding).
- Members must have a Safety Check at the location and with the personnel designated by the organizer prior to mounting the horse for exercising and schooling. Exception: A Safety Check is encouraged, but not required if members exercise or school before official rally start.

10g. Longeing

Longeing must follow USPC standards and safety procedures and only may be done with the consent of the CHMJ. It is recommended that the organizer, in consultation with the CHMJ, designate the longeing area. (Refer to current USPC Manuals of Horsemanship.)

Individuals Authorized to Longe

Individuals who may longe at USPC rallies:

- Any age competitor C-3 and higher
- The owner/agent of the mount or person designated by the owner/agent. The CHMJ must be notified that this individual will be entering the barn area.
- Any competitor, if directly supervised by a non-competing adult, at the direction and approval of the CHMJ.

HM11 – Stall Set Up

11a. Initial Stall Set Up

Stalls and/or tie areas may be set up prior to Official Opening. The stall/tie area must be safe and secured.

- Upon arrival the needs of the mount, including stall set up, must take priority over all other things.

Stalls vary greatly at different facilities, but in all cases, safety is of primary importance. Taking facility rules into consideration, competitors must check their assigned stabling/tie area and correct any problems, such as:

- Nails
- Broken boards
- Sharp edges, and
- Any other unsafe conditions.

11b. Stall Guards

If there are no stall doors, some method must be used to secure the mount safely in the stall, such as stall guards or stall grates.

If used, stall guards must be:

- Hung so the top of the stall guard is chest level to the mount, and
- Unlatched when entering a stall (no one may duck under the stall guards, due to the danger of being kicked in the head or upper body).

Additionally, if the stall has a door:

- The stall guard may only be used when team members are present
- When the guard is used, the door must be secured open, and
- The stall guard must be taken down and the door securely latched shut when the mount is in the stall and team members are not in the barn area.

Part 1 – RULES FOR RALLIES

11c. Stall Card

A Stall Card with all required information must be posted on the stall or near the tie area whenever a mount is on competition grounds. (Refer to Appendix E-1 for required information and examples.)

Stall Cards provide quick access to specific information about your mount and are important in an emergency situation. There is no specific way to design a Stall Card, but the Stall Card must:

- Have all the required information, and
- Be neat and organized, so it can be easily read.

11d. Buckets & Feed Tubs

Buckets must be attached securely to the wall at the proper height (top of the bucket should be at the mount's point of shoulder) with the exception of ground feed tubs and oversized (ground) water tubs.

When buckets are hung, they must be attached securely to the wall.

- Stall buckets for water must be of rigid construction.
- Flat-backed buckets require one attachment point to the wall.
- Round buckets require two separated points of attachment to the wall, so they do not swing.
- Shock (bungee) cords may not be used to hang buckets.
- If ground feed tubs are used, they must be removed after the mount is finished eating.
- If oversized (ground) water tubs are used, they:
 - must be kept clean of bedding and other debris,
 - must be placed on the ground inside the stall where the horse is fed, and
 - handles must be taped down or removed to prevent mount from becoming entangled

11e. Fastening Materials

To promote a safe, comfortable environment for the mount during rally or while away from home, appropriate fastening materials must be used to secure items.

- The mount's halter and reins are the only items and/or equipment that must have breakaway capability.
- It is recommended, but not required, that buckets inside the mount's stall be securely hung with breakaway capacity.
- Any items hung in the stall/trailer area, including buckets and fans, must be secured with appropriate materials.

There are a variety of materials that can be used for securing items. Types of fastening materials are:

Type	Uses	Examples
Breakaway	<ul style="list-style-type: none"> • Use with chains or baling twine to secure items at the correct height 	<ul style="list-style-type: none"> • Rope/hemp baling twine • Double ended snaps • Carabineers (Acceptable if sturdy enough to support the weight of the hanging item, but not so strong that will not break.)
Non-Breakaway	<ul style="list-style-type: none"> • Securing stall guards • Securing fans • Setting up tack rooms 	<ul style="list-style-type: none"> • Nylon baling rope (often orange or yellow) • Cable (zip) ties • Screw eyes (Often prohibited; check with the organizer to make sure screw eyes are permitted.)
Elastic	<ul style="list-style-type: none"> • Secure stall cleaning equipment, fans, etc. • May not be used to secure buckets or tie mounts. 	<ul style="list-style-type: none"> • Shock (bungee) cords

11f. Bedding Stalls

Stalls need enough bedding to make the mount comfortable. Bedding in a stall helps to absorb urine and keeps it from splashing, thus making the horse more comfortable.

- More bedding is needed in a stall with cement flooring than a stall with a dirt floor.

11g. Fans

If fans are permitted, they must be hung safely and securely.

- Shock (bungee) cords or cable ties can be used to secure them.

The CHMJ, in consultation with the organizer and facility, will determine if and when (day and/or night) fans are permitted. If fans are allowed, the following procedures must be followed:

- Heavy gauge, outdoor electrical extension cords must be used.
- Fans and all electrical cords must be secured in such a way that:
 - The mount does not have access to them.
 - The mount cannot dislodge them.
 - The stall door can open and close without interference from the fan and/or cords.
 - It is not necessary to unplug the fan to open and close the stall door.

Part 1 – RULES FOR RALLIES

11h. Hay Nets & Hay Bags

Hay nets or hay bags must be properly tied and securely fastened, if used.

Hay nets/bags must be hung high enough, so even when empty, the hay net or bag opening does not hang below the mount's point of shoulder. This reduces the chance of the mount getting a foot caught.

- Cotton hay nets are recommended over nylon, but not required. (If a mount gets tangled in the net, cotton is more likely to break, avoiding injury to the mount.)

11i. Working in the Stall

Whether or not the stall door/guard must be open or closed depends on who is in the stall.

Who is in the Stall	Stall Door/Guard Must Be...
----------------------------	------------------------------------

Empty – (No mount or person)	<ul style="list-style-type: none">• Kept shut and latched.
------------------------------	--

Mount only (No person)	<ul style="list-style-type: none">• Kept shut and latched.
------------------------	--

A person AND a mount are in the stall	<ul style="list-style-type: none">• Kept shut, but unlatched, and• A lead rope must be attached to the halter.
---------------------------------------	---

Mount does not need to be tied, but if not tied, the lead rope must be over mount's neck, so the mount does not get tangled. Mount may be tied in the stall, as long as it is to a secure stall wall—not a temporary stall wall or sliding stall door.

11j. Cleaning Stalls

To promote the well being and comfort of the mount, a neat, clean and workmanlike environment (stall/tie area) should be maintained throughout the rally.

- Stalls must be mucked out in the morning and picked out at regular intervals throughout the day, with attention to any wet spots as well as manure piles.
 - It is not expected that manure piles be removed immediately, but it is expected that members make an effort to keep the stall clean and dry.
- Replace bedding as needed to maintain a comfortable environment for the mount.
 - Competitors are expected to strip the stalls of all bedding at the end of competition unless directed otherwise by the CHMJ or organizer.
- Aisles in front of stalls must be appropriately swept or raked.
 - Any manure piles must be removed from the aisles immediately.
 - Any manure piles must be removed from common areas immediately (e.g., wash racks, barn cross aisles, judging areas).

HM12 – Tack Rooms

12a. Tack Room Set Up

Tack rooms are to be:

- Workmanlike
- Well organized, neat and uncluttered
- Labeled at the entrance with the team or individual name,
- Trash must be emptied prior to leaving for the night, and
- Tack room door must be closed and latched when team members are not in the immediate barn area.

Competitors must regard the tack room as a work area. The barn aisles must always be kept clear of any unnecessary equipment.

At regional rallies, competitors may not set up tack rooms until the CHMJ or organizer has given approval.

Tack room set up is a team effort, thus allowing each team member to know where all rally equipment is stored. While some parental assistance may be necessary to move in large, heavy items, assistance is to be minimal with respect to actual set up, so the tack room reflects the team's efforts.

- When trailers are used for tack and/or feed storage, they must be completely set up on the rally grounds at the time designated by the CHMJ or organizer. They may not be brought in to the rally already set up for use.

When mounts have traveled long distances (e.g., as in Championships) the issue of tack room set up will be addressed by the CHMJ or organizer(s) on an individual basis with consideration given to the fact that the competitor will need much of this equipment to care for his/her mount properly.

- In these situations, the tack room will still be judged at the same standards and/or expectations at the start of the rally and competitors will be expected to have all supplies for First Check – Set Up & Safety and all items on the Required Equipment List. (Appendix H-1 and H-2)

12b. Decorations & Accessories

Excessive and/or unnecessary decorations are not appropriate.

- The CHMJ has the authority to ask members to remove items that pose a safety hazard or that unnecessarily clutter the tack room.
- There should be no competition for the 'best decorated' tack room, etc.

The CHMJ may amend the following list concerning decorations and accessories, on a rally-specific basis.

Part 1 – RULES FOR RALLIES

Decorations & Accessories in the Tack Room

Item	Acceptable	Reason
Table, chairs, or other non-essentials	Yes	These items may be inside tack room only. Non-essential items are not permitted in the aisles or inside stalls.
Carpet or floor covering	Yes	Sometimes outdoor carpet or a tarp will help reduce the amount of dust in a tack room.
Decorative plants	No	Plants of any type (real or artificial) are not permitted. Many plants are toxic to mounts and even plastic plants may be eaten, causing a mount to choke.
Refrigerators, microwaves, plug-in coolers, etc.	No	Many items may overtax the barn's electrical system, thus causing an unsafe situation.
Tack Room drapes	Yes	Drapes may only be inside the tack room to cover a wall or to provide privacy if needed for changing clothes.

12c. Tack Room Equipment

Tack room equipment, which must be clearly labeled, includes all items on the Required Equipment List (Appendix H-2)

All equipment used in competition, other than clothing, must be kept in the team areas (tack room, feed room, stall, etc.) unless otherwise instructed by the CHMJ.

- The competitor takes responsibility for items rally Officials allow them to remove overnight.
- If the team wishes to lock their tack room at night, they may make arrangements with the CHMJ.

12d. Labeling Equipment

All equipment must be clearly labeled in such a way that it is easy to identify the owner, so the item(s) can easily be returned. For example:

- All Individual Equipment must be labeled with the competitor's name or number.
- Team equipment must be labeled with the team name or team number or the name or number of any team member.
- Small items can be stored in a labeled container/zip-close bag.
- Place a label with the competitor's name or number on the rack next to their saddle/bridle, when labeling saddles and bridles.

12e. Required Equipment List (REL)

Appendix H-2 & Appendix C for REL Amplification

Each team member is responsible for knowing:

- The location of each item on the Required Equipment List, and
- How to use each item on the Required Equipment List.

The Required Equipment List is a list of items most commonly needed and/or used when traveling and/or competing with a mount. All items have a specific purpose.

- Each team must have all items listed.
- Each team (but not each separate member of the team) or each individual competitor sharing a tack room is responsible for any missing or incorrect equipment, unless they have just used the item to replace something broken or in use.
- Competitor REL will be judged and points deducted for any missing items only once during the rally.

12f. REL Check: Abbreviated Evaluation Option

In consultation with the HMO and/or organizer, the CHMJ will determine if a full or Abbreviated Required Equipment List (REL) Check will be performed. In an Abbreviated REL Check, HMJ's only check certain Kits/equipment on the REL, rather than every item listed.

An Abbreviated REL Check will include a check of the following kits:

- Equine First Aid Kit
- All Extra Equipment required for the discipline, and
- Random selection of 3 other sections on the REL.

If an Abbreviated REL Check is performed:

- The same method (kits/items selected) must be used for all teams and by all HMJs.
- The method must be clearly announced to all HMJs and competitors.

Competitors must come to every rally prepared for a complete check of all Required Equipment.

Part 1 – RULES FOR RALLIES

HM13 – Feeds & Feeding

13a. Feed Chart

Each team/individual must post a Feed Chart in the area where the feed is stored.

Feed Charts provide the information needed for any individual, not just a team member, to safely take over the feeding of any mount on that team.

- A sample Feed Chart can be found in Appendix F-3.
The Feed Chart(s) must have clear instructions for feeding each mount. The chart(s) must list:
 - Mount's name
 - Rider's name and number
 - Feeding time(s)
 - Types and amounts of roughage/hay by weight (may show conversion to volume)
 - Type and amount of concentrates/grain by weight (may show conversion to volume)
 - Type and amount of supplements
 - Form of salt (block or loose), measured or free choice
- Any permitted medications must be accompanied by a Vet Letter or Veterinary Prescription containing the information outlined in Appendix D (HM14, UOR A8 and Appendix D).

13b. Water

All mounts must have a constant supply of fresh water accessible at all times (unless water is offered at least once an hour). Mounts drink about 10-20 gallons of water per day.

The minimum requirements at USPC rallies are:

- One-day rally: 1 – five gallon bucket (or the equivalent)
- Overnight rally: 2 – five gallon buckets (or the equivalent)
- When tied to trailers or when there is no suitable location or it is impractical to secure a water bucket (e.g., Trailer rallies), mounts must be offered water at least once an hour.

If electrolytes are used in the water:

- The bucket must be labeled "Electrolytes", and
- At least one bucket of plain, fresh water (without electrolytes) must be available at all times.

13c. Top Off Buckets

Top off buckets (a minimum of 5 gallons of fresh water) must be:

- Filled and left outside each stall at night for use by the Night Watch.
- Top off buckets must be removed from the aisle during the day.
- Clearly labeled as a "top off" bucket to differentiate them from the wash buckets.
- Labeled with team/competitor name/number.

Pickle or paint buckets are only acceptable as wash or top off buckets, since they are too narrow and deep, and the bail (handle) is not strong enough to be safely hung as feed/water buckets.

13d. Hay/Roughage, Concentrates / Grain & Supplements

1. All feed must be stored in the area designated by the CHMJ or organizer.
2. Feed room door must be closed and latched at all times unless a member is inside feed room.
3. Feed room area should be kept safe, neat and workmanlike.
4. Feed must not be accessible to horses or other animals, since eating too much food at one time can cause illness.
5. Hay/roughage, concentrates/grain, supplements and salt may be pre-packaged or in bulk.
6. Pre-packaged feed must be stored in breathable packaging/containers/ manner to prevent molding & spoiling.

Hay/Roughage

Measuring

Measured by flakes or weight.

- If measured in flakes, the weight to flakes conversion must be listed on the Feed Chart.
- A scale is not required at rally if hay is fed by flakes (volume) or pre-packaged.

Hay may be weighed:

- At each feeding, or
- At home prior to the rally. (Weight to flakes conversion must still be listed on the Feed Chart.)

Example: 1 flake = 5 lbs

Packaging

If packaged, must be in a non-airtight, breathable container.

Acceptable

- Cloth hay bags
- Paper bags
- Bulk in bales
 - Must be re-tied/closed after each feeding.

Unacceptable

- Plastic bags

Labeling

Must be clearly labeled to indicate which mount(s) receives which hay/roughage.

Storing & Securing

May be stored on top of cloth or plastic tarps to keep hay clean and dry.

Part 1 – RULES FOR RALLIES

Prepackaged Concentrates/Grain

Measuring	Measured by weight. (This weight may then be converted to volume.) <ul style="list-style-type: none">• Ingredients may be weighed at home and pre-packaged into individual meals.				
Packaging	Packaged in a non-airtight, breathable container. <table><tr><td>Acceptable</td><td>Unacceptable</td></tr><tr><td><ul style="list-style-type: none">• Feed bags• Brown paper bags• Plastic containers with air holes• Cloth• Burlap bags</td><td><ul style="list-style-type: none">• Airtight containers• Plastic bags</td></tr></table>	Acceptable	Unacceptable	<ul style="list-style-type: none">• Feed bags• Brown paper bags• Plastic containers with air holes• Cloth• Burlap bags	<ul style="list-style-type: none">• Airtight containers• Plastic bags
Acceptable	Unacceptable				
<ul style="list-style-type: none">• Feed bags• Brown paper bags• Plastic containers with air holes• Cloth• Burlap bags	<ul style="list-style-type: none">• Airtight containers• Plastic bags				
Labeling	Must be clearly labeled to show mount's name, and which meal (i.e., AM, PM, Mid-day) that package is for.				
Storing & Securing	Feed must be stored in a secondary, sturdy, container with tight, secure-fitting lid/safety latch.				

Bulk Concentrates/Grain

Measuring	Measured out for each feeding at mealtime. <ul style="list-style-type: none">• The team/member must have a scale to weigh the concentrates or a volume measure with a pre-measured weight per volume (For example, "1 quart = 1 lb", "one can = 14 oz", "2 scoops = 1 kilo", etc.).• Each feed will have a different weight per volume, so each bulk feed must have its own volume measure.<ul style="list-style-type: none">- This weight to volume conversion must be listed on the Feed Chart.				
Packaging	Packaged in a non-airtight container. <table><tr><td>Acceptable</td><td>Unacceptable</td></tr><tr><td><ul style="list-style-type: none">• Same as for prepackaged, or• Trash can</td><td><ul style="list-style-type: none">• Airtight containers• Plastic bags</td></tr></table>	Acceptable	Unacceptable	<ul style="list-style-type: none">• Same as for prepackaged, or• Trash can	<ul style="list-style-type: none">• Airtight containers• Plastic bags
Acceptable	Unacceptable				
<ul style="list-style-type: none">• Same as for prepackaged, or• Trash can	<ul style="list-style-type: none">• Airtight containers• Plastic bags				
Labeling	Must be clearly labeled with mount(s) name(s) and contents listed on container/packaging.				
Storing & Securing	Feed must be stored in a secondary, sturdy, container with tight, secure-fitting lid/safety latch.				

Supplements & Salt

General	At overnight rallies, block or loose salt must be available. USPC follows USEF rules regarding permitted supplements. <ul style="list-style-type: none">• Some supplements, even natural and herbal compounds, contain ingredients that are restricted by the USEF. Consult USEF rules before using a supplement at any rally. These can be found on www.usef.org.• If using a supplement, the member must understand its purpose and what benefit it provides the mount.
Measuring	Supplements do not have to be weighed; they may be listed by volume.
Salt	Salt must be available at overnight rallies even if other electrolytes are fed. Most horses in moderate work need at least 1-2 oz of salt per day, more in hot, humid conditions. <ul style="list-style-type: none">• Block salt may be left in the stall.• Loose salt may be fed alone or in feed.
Storing & Securing	Bulk salt and supplements must be labeled and may be stored in any container.

13e. Feeding at Overnight Rallies

At overnight rallies, mounts must be fed at the time barns open in the morning and before barns close in the evening.

- Feeding mounts at the same time helps to avoid upsetting any mounts.
- Team members may feed their own mounts or the team may designate a team member(s) to feed all team mounts at the same time.
- If fed more than twice a day, members may feed the middle meals according to their own schedules. (The first feeding must be at barn open. The last feeding should be at barn close or when the CHMJ finds best fits the rally schedule.)

HM14 – Equine Drugs & Medications

(Refer to *USPC Horse Management Handbook* Appendix A, UOR A8)

14a. Veterinary Care while at USPC Activities

Each participating member has the sole responsibility for the safety and health of their entered mount while at the USPC rally/activity.

Any member requiring veterinary care for their mount during a USPC activity must make their own arrangements directly with a Veterinarian, either on-site or on call.

Members are expected to consult, as appropriate, with their parents, Coaches, and/or the owners/agents of the mount when determining the most effective treatment options.

Part 1 – RULES FOR RALLIES

Members and/or teammates should immediately inform CHMJ's or USPC Instructors if they have arranged for Veterinary care or of any perceived condition that may require Veterinarian care, for the purpose only of assisting the member in coordinating care.

14b. Equine Drugs & Medications

USPC follows USEF rules regarding equine drugs and medications.

Refer to www.usef.org > 'Rules and Governance: Drugs and Meds' and USPC Policy 0525.

- Mounts must be free of medication other than dressings for minor wounds or scrapes, unless under treatment by a Veterinarian.

14c. Exceptions

USPC recognizes that mounts may be on medication for various reasons. Any mount requiring a drug or medication must have a Prescription Form or Veterinarian Letter from the prescribing Veterinarian. (Appendix D)

- The purpose of the drug or medication must be for therapeutic rather than performance enhancing or mood altering purposes (e.g., therapeutic use of Bute for an aged pony).

The Prescription Form or Veterinary Letter:

- Must be stamped with information from that Veterinarian's practice or be on the Veterinarian's letterhead.
- Must include ALL the following information:
 - Veterinarian practice address and contact information
 - Date of prescription
 - Type of drug or medication
 - Purpose for use
 - Application or administration instructions, and
 - Duration of use.
- A Veterinary Letter remains valid for a maximum of thirty (30) days from date of Veterinarian's signature.

The Prescription Form or Veterinary Letter must be given to the CHMJ upon arrival on competition grounds. Failure to do so may result in elimination or disqualification.

- The Veterinarian Letter or prescription will be:
 - Reviewed by the rally Veterinarian, and
 - Kept on file in the Horse Management Office.

14d. Drug Testing

Drug testing of mounts may be conducted at any time in accordance with the discipline rules. Failure to submit a mount for required drug testing may result in disqualification.

14e. Storing Equine Drugs & Medications

Equine drugs and/or medications that are stored at the activity barn or stable must be labeled with the contents and the name of both the horse and member. A competitor number is also required on the medication at rally. Store drugs and medications in a clean place, at temperature recommended by the manufacturer.

Any member/parent concerns about handling of medications (e.g. Regumate) should be addressed with the CHMJ when presenting the Veterinary Letter.

Note: Medications may not be premixed in feed.

Storing Equine Drugs & Medications

Allowed

- Kept or stored by a parent/guardian
- Kept or stored in a secured team feed area

Not Allowed

- Kept or stored by the HM Staff
- Pre-mixed in feed

14f. Administering Equine Drugs & Medications

Drugs and medications are administered to mounts in accordance with the prescription requirements and the certification level of the member.

- In general, C-2s and above may administer drugs and medications only to their own mounts without direct supervision. C-2s and above may not be responsible for administering drugs and/or medications to another member's mount without consultation with the CHMJ (at a competition) or USPC Instructor (at other USPC activities).
- C-1s and under must consult with the CHMJ (at a competition) or USPC Instructor (at other USPC activities) prior to administering the drug or medication to coordinate supervision and/or assistance.
 - On a case-by-case basis, CHMJ's or USPC Instructors may permit outside assistance or supervision of drug and medication administration. They may also permit C-1 and below members to administer without supervision or assistance given the prescription requirements, but only after consultation with the member.

HM15 – Inspections

15a. Horse Inspection Procedures

All mounts within each discipline will be judged using the same procedure per current discipline rulebook:

- On the same surface
- During the same Inspection
- By the same Inspection Panel throughout the competition, and
- Presented for Inspection on time.

Part 1 – RULES FOR RALLIES

If, for any reason, a competitor must have another competitor (e.g., the team Stable Manager) jog the mount, the CHMJ must be notified prior to the start of the Horse Inspection and informed of the reason. (Appendix A5)

15a.1. Presentation of Mount

Mounts will be presented standing and in motion.

- Members must be aware of their mount's appearance at the Horse Inspection. Mounts must be workmanlike clean. (i.e., free of manure stains, no shavings in mane or tail and show evidence of good grooming).
- Timeliness at Horse Inspection is reflected in the competitor's score.

15a.2. Presentation Procedure

The following procedures will be used when presenting a mount for Horse Inspection.

Presenting a Mount for the Horse Inspection

Procedure	Purpose
Mount must wear only a bridle. • Boots, bandages or any other equipment are not permitted.	To enable the Panel to observe the mount's movements without obstruction and make a fair evaluation of the mount's soundness.
Keep mount moving until the inspection begins.	To ensure the mount is properly warmed up.
Hold the reins with the: • Bight (slack) in the left hand, and • Right hand about one foot below the bit.	To allow full freedom of the mount's head.
The presenter must either: • Move the mount straight away from the judges, then turn to the right (away from the presenter) in order to keep mount between presenter and Inspection Panel and move straight back to the Panel, or • Follow the pattern described by the Panel, such as a circle or a figure 8.	To allow the Panel to evaluate the mount from all sides when trotting in hand.
A whip, appropriate in length for in-hand work, may be carried.	To encourage the mount to trot forward.

15a.3. Re-Inspection

At the discretion of the Inspection Panel, mounts may be re-inspected.

If a re-inspection is required, the Inspection Panel may either:

- Hold the re-inspection immediately after the inspection of the last mount, or
- Postpone the decision and inspect the mount again at some other specified time.

If a re-inspection inspection is required:

- It will be evaluated by the same Panel.
- It will follow the same procedure as the first inspection.

The Inspection Panel has the authority to re-inspect the mount at any time throughout the competition.

If, after a second inspection, it is determined that the mount is, in fact, unsound and not fit to continue, this is considered a Technical Elimination.

- The mount is not allowed to compete.
- Both rider and mount (unless transported to the Veterinarian for further evaluation) should remain in the rally and take part in all Horse Management activities.
- The Inspection Panel has the authority to make the final decision.

Mount Handling Procedures for a Re-Inspection

If the Re-Inspection is Held Procedures

Immediately after the first inspection of the last mount

The mount should be:

- Kept moving in an officially supervised holding area until further inspection, and
- Evaluated by the same Inspection Panel immediately after inspection of the last mount.

At a specific time determined by the Panel

The Competitor may need to walk the mount prior to the Horse Inspection (Jog Out) to provide proper warm up, especially if the mount is unaccustomed to being stabled.

15a.4. Multiple Day Rallies

Multiple day rallies may require Horse Inspections on subsequent days. This will be noted in the competition program. The same procedures will be followed at all Horse Inspections held during any competition.

Part 1 – RULES FOR RALLIES

15b. Safety Check & Turnout Inspection

At all USPC competitions, prior to each and every riding phase, a complete Safety Check of each competitor's attire, mount, and equipment must take place.

- Turnout Inspection will serve as the Safety Check for the first riding phase of the competition.
- Riders who do not go through a Safety Check prior to mounting may receive the maximum HM penalty points and will be referred to the Ground Jury for possible Elimination.

A Safety Check assesses that all tack and equipment used is:

- Safe,
- Workmanlike clean,
- Properly fitted to the mount to avoid any discomfort or pain,
- Complies with discipline rules,
- Mount is clean and brushed, and
- Rider attire complies with discipline rules.

Refer to Appendix F for items the HMJ may check during the Safety Check.

15b.1. Turnout & Safety Requirements

Each member reports at the assigned time and location for the Turnout Inspection with the mount.

- Failure to report as scheduled will be noted on the Turnout Inspection Score Sheet.
- Present in the exact attire and with all equipment as if ready to ride in that phase.
 - The member must be able to explain the function of any tack and equipment used.
- Requirements at Turnout Inspection for rider, mount and equipment are based on the rider's certification level.
 - Evaluations are based on the HM Turnout Inspection Sheets (Forms #H-5a, b and c).
 - Members must meet requirements of the certification levels below them as well as their current certification level.

Presentation at Safety Check.

- Safety Checks must show evidence of sufficient, workmanlike grooming.
- Mounts are not expected to be "Turnout clean" at Safety Checks, but they are to be suitably clean per certification.
 - At a minimum, mounts must be "workmanlike clean" (free of manure stains, no shavings in mane or tail) and show evidence of good grooming.

Corrections

- Any member sent back to the barn to fix or replace unsafe or ill-fitting tack must report back to the same Turnout/Safety HMJ after the problem has been corrected and before reporting to the warm up/competition area.

- Standard tack adjustments, such as tightening a girth or changing the length of stirrup leathers, may be done in the warm up area without an additional Safety Check.
 - If these simple tack adjustments cannot be made safely while mounted, the member may dismount to complete the adjustments without the need for an additional Safety Check.
- Riders may NOT readjust their helmet after Safety Check without having the fit rechecked.

15b.2. C-3 & Higher Scheduling Option

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

- C-3 and higher members who want to change their Turnout time must discuss this with the organizer.
 - The member must carefully consider how his/her decision may affect the ride. Warm up time should be just enough to prepare the mount for work.

15c. Turnback

Following riding phases, there may be an official check (Turnback) of the mount, tack and equipment used for that phase. The purpose of the Turnback is to ensure the mount receives proper care for both mount and equipment.

15c.1. Procedures for Turnback

Turnback presentation does not need to reflect the level of care judged during a Turnout Inspection.

Procedures for Turnback may vary. The CHMJ will determine and announce the procedure for Turnbacks at the Initial Briefing. Some CHMJs prefer to schedule the Turnback for a specific period of time after each competitor's ride (i.e., one hour after the ride); others prefer to have the entire team do Turnback Inspections as a team after the last team member rides. Some CHMJs prefer to go to the competitor's stalls/tack rooms, while others have competitors come to them.

There will be no Official Turnback:

- After the last phase of a one day competition.
- On the last day of a multi-day competition.

Absence of an Official Turnback is not an excuse for not tending to the mount or caring for equipment before it is put away. It does not mean poor horse care is acceptable or will go unnoticed.

At Turnback, the HMJ may check the mount, rider and equipment to see if they have been properly cared for after the ride. Turnbacks are judged to the Certification Standard of the competitor. Refer to Appendix F-2 for items the HMJ may check during Turnback.

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HM16 – Horse Management Scoring

16a. HM Scoring System

A straight point scoring system (no coefficients) will be used by the CHMJ for all Horse Management scoring.

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

Competitors should be familiar with all:

- Horse Management Score Sheets, and
- Information in the specific Discipline Rulebook regarding Horse Management Scoring.

The CHMJ will consult with the HM Staff to determine scores. The CHMJ is ultimately responsible for all HM scores.

16b. Reviewing HM Scores

Horse Management Judges (HMJs) will make every effort to discuss and review the Score Sheets from the Required Equipment Check, Turnout Inspection, Safety Check and Turnback with the competitor before they are delivered to the CHMJ.

- Purpose: To help competitors understand the evaluation and what corrections are needed, if any.
- Any corrective actions made by competitors as a result of this discussion will be noted on the Score Sheets.

16c. Team HM Scores

Each discipline dictates the maximum number of riders per team and whether or not teams are allowed a Stable Manager. Since teams are scored uniformly, teams competing with less than the maximum number of riders allowed by the discipline plus a Stable Manager will be given ghost scores to compensate for the missing competitor(s).

16c.1. Full Teams

A “full team” is any team competing with the maximum number of competitors allowed per discipline rules.

All Horse Management scores for each competitor will be counted (unlike the riding phases of team competition, where only the top three (3) scores are counted).

16c.2. Short Teams

A “short team” is a team that competes with less than the maximum number of team members allowed per discipline rules. A team may compete even if it has one rider less than allowed by the discipline. Additionally, with permission from the Regional Supervisor and organizer, a team (either full or short one rider) may be allowed to compete without a Stable Manager.

A short team must be given ‘ghost scores’.

- A ghost score is the average of the other team members’ scores for that particular section/phase of the competition.
- This ghost score is recorded as the absent competitor’s score for the short team.
- Any score on the Required Equipment or Daily sheet that can be attributed to an individual competitor will be assigned to that competitor. Any penalties that cannot be attributed to an individual will be assigned to the Stable Manager or the team, depending on the discipline.
- HM scores that can be attributed to the team as a whole and not to any one particular individual are added to the Stable Manager’s score. They are not added to individual rider scores, as this may affect their overall placing with regards to Championships.

Examples of HM Scoring a Short Team 3 Riders plus 1 Ghost Rider & Stable Manager (SM)

Competitor	Turnout	Required Equipment List	Daily Sheet	Total
#1	-0 pt		-1 pt: Turnback – feet not picked out	-1
#2	-1 pt	-1 pt: Missing a body sponge.	-1 pt: Turnback – feet not picked out	-3
#3	-3 pts		-1 pt: Rider 3’s mount: Stall door left open when mount taken out for longeing. -1 pt: Turnback – feet not picked out	-5
#4 (Ghost Rider)	-1.33 pts The average of the 3 riders’ Turnout scores.			-1.33
SM/Team		-1 pt: Leather Punch missing from Utility Kit. Not added to riders’ scores.	-1 pt: Wheelbarrow left in aisle w/manure while team went to lunch.	-2
			Team Total	-12.33

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16d. Ties in HM

In the event of a tie in Horse Management, every effort will be made to break the tie using the following procedures. (Appendix D-10)

Breaking Horse Management Ties

Score	Steps to Follow to Break Tie(s)
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Tied at zero	1. Go to the Turnout Inspection sheets. (App. H-5a, b, c). The team with the most "Exceeds Standards" wins the tie.
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	2. If the tie still stands, the teams will be brought together for a "Team Challenge". Each team will be asked questions according to the directions found on the "Team Challenge". (App. I-1)
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The team answering the most questions correctly in the allotted time wins the tie.

Tied at a score greater than zero	1. Go to the Turnout Inspection sheets. (App. H-5a, b, c). The team with fewest total points on their Turnout sheets wins the tie.
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	2. If the tie still stands, go to the Daily sheets (App. H-4). The team with the fewest total points on their Daily sheets (App. H-4) wins the tie.
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	3. If the tie still stands, go to the Turnout Inspection sheets. (App. H-5a, b, c). The team with the most "Exceeds Standards" wins the tie.
--	--

	4. If the tie still stands, the teams will be brought together for a "Team Challenge". Each team will be asked questions according to the directions found on the "Team Challenge". (App. I-1). The team answering the most questions correctly in the allotted time wins the tie.
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HM17 – Inquiries, Protests & Appeals of HM Scoring

17a. Posting Scores

All Horse Management Score Sheets will be posted in a prompt manner in the location stated at the competitor Briefing and remain posted for a required thirty minute period.

- The CHMJ will remain in the area where the HM Score Sheets are posted to accept inquiries.
- Competitors can view their scores at the location stated at the Competitor Briefing.
- The time scores are posted will be noted and announced to competitors.
- If a team does not have an inquiry, it is recommended the team captain sign off on the Score Sheet, reflecting he/she understands any points the team may have received and the total team score(s).

17b. Horse Management Scoring Inquiries

Competitors have the right to dispute Horse Management scores.

- Inquiries are encouraged if there are any scores with which the team does not agree or understand, or if they feel a mistake has occurred. Any disputes regarding Horse Management scores are to be made following the procedures as stated in the governing documents.
- All inquiries, protests and appeals must be made in a polite and courteous manner. Abuse of these procedures or rude behavior may be penalized up to and including elimination and/or disqualification.

Inquiries are made to the CHMJ. If the CHMJ is unavailable, inquiries or protests may be made directly to the TD/Steward.

17c. HM Inquiries

Inquiries must be:

- Initiated within 30 minutes from the time the score sheet(s) are posted by the CHMJ, and
- Made in person by:
 - The competitor involved (if an Individual competitor).
 - The team captain, if competitor is on a team. The competitor involved may go with the team captain.

If the team captain is riding when scores are posted and will not be available within the allowed thirty minute period, another team member may notify the CHMJ or TD that an inquiry is likely.

End of 30 Minute Inquiry Period

At the end of the required 30 minute inquiry period, 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.
 - Only the CHMJ may make adjustments to points as a result of inquiries.
- Transcribe any changes in scores to the HM Master Score Sheet (Appendix H-9) and turn in Master Score Sheet to the rally Scorer.
- No further inquiries will be permitted, except for transcription errors. Transcription errors are a discrepancy between actual scores shown on Horse Management Sheets and scores posted by the Scorer.

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17d. HM Protests

Protests may be initiated if the team captain/individual competitor disagrees with the CHMJ's/TD's decision on an inquiry.

Protests will be made to the TD/Ground Jury. Protests must be:

- Made in writing, using the official Horse Management Protest Form (signed by the team captain/individual competitor), containing the references to the rules covering the reason for the protest (Appendix G-1).
- Delivered within 30 minutes of the CHMJ/TD decision on the inquiry to the location designated by rally organizer. Location to be announced during official briefing.

The decision of the TD/Ground Jury at regional rallies is final. HM Appeals to an HM Protest may be initiated only at Championships.

17e. HM Appeals – CHAMPIONSHIPS ONLY

Appeals may be initiated if the team captain/individual competitor disagrees with the TD/Ground Jury decision on a protest.

Appeals must be:

- Made in writing to the President of the Appeal Committee (signed by the captain), and
- Delivered to the rally Secretary within one hour of the announcement of the TD/Ground Jury decision on the protest.

The decision of the Appeal Committee is final.

17f. Exceptions to the Inquiry Process

Refer to specific Discipline Rulebooks for possible exceptions to the inquiry process.

17g. Elimination, Disqualification & Technical Elimination

Competitors must be familiar with definitions and procedures for Elimination, Disqualification and Technical Elimination. The following is an overview, but does not cover all circumstances.

Elimination, Disqualification & Technical Elimination

	Occurs When...	Consequences
Elimination <i>Who Decides?</i> <ul style="list-style-type: none"> • Phase Judge or Ground Jury 	<ul style="list-style-type: none"> • Refer to Discipline Rulebooks for eliminations based on the discipline rules. 	<ul style="list-style-type: none"> • Receives an elimination score for that phase. • Continues to compete in other phases, with permission.
Disqualification <i>Who Decides?</i> <ul style="list-style-type: none"> • Ground Jury 	For a significant incident, such as: <ul style="list-style-type: none"> • Violating the Code of Conduct • Poor sportsmanship • Disruptive behavior at housing facility • Any abuse of horse, including pressing a lame, sick or exhausted mount • Rough or dangerous riding • Unauthorized assistance, or • Any other cause stated in the specific Discipline Rulebook. 	<ul style="list-style-type: none"> • Will not take part in any phase of the competition, and • May be asked to leave the grounds. If it is not possible to leave the grounds, the: <ul style="list-style-type: none"> • Competitor will be barred from all competition areas, and
Technical Elimination <i>Who Decides?</i> <ul style="list-style-type: none"> • Inspection Panel at Horse Inspection, • Phase Judge, or • Ground Jury 	A mount is not allowed to continue due to lameness. <ul style="list-style-type: none"> • In Show Jumping, this is called a "Technical Elimination" (where mounts may be presented again.) • Mounts may be re-inspected at the discretion of the Ground Jury and Veterinarian. 	<ul style="list-style-type: none"> • Mount will be moved to another area, if possible. • May not ride; therefore, will not receive any riding score after the Technical Elimination, but • Both the mount and rider shall stay on rally grounds (unless the mount is transported for medical reasons) and continue to participate with the team and continue to be scored in Horse Management.

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Appendix A: Uniform Officiation Rules for USPC Rallies

All Questions concerning the UORs are to be address to the Activities Department.

A1 Overview

1a. General Guidelines

The intent and purpose of the Uniform Officiation Rules is to provide consistency in the organization and operation of USPC competitions across all disciplines. The competition manager or rally organizer must refer to the Discipline Rulebook and Discipline Organizer Guide for the information specific to that discipline. The items discussed in the USPC Uniform Officiation Rules are those that pertain to all disciplines.

Local conditions vary across the country and different formats at non-qualifying and qualifying rallies may require some flexibility in the rules and criteria to qualify for championships. Therefore, in unusual circumstances, exceptions and/or exemptions to the rules may be authorized to ensure safety and a positive experience for USPC members; however, in no instance, may rules be changed or relaxed which would compromise safety or offer an unfair advantage to a team or individual.

A2 Rules

2a. Rules are Standards for all Competitions

Discipline specific rules and Horse Management rules must be followed for all qualifying rallies and National competitions. Failure to comply with the terms and intent of the particular discipline's rules may result in that rally not being recognized as a qualifying event for any regional or national competition.

- International Exchanges will be governed by the rules agreed on and set forth by the International Exchange Committee.
- Non-qualifying rallies should strive to meet these rules, if possible.

2b. Exceptions & Exemptions

Exceptions and/or exemptions may be authorized upon request to the proper individual as noted below:

Type of Rally/Individual	Authority to Approve Exceptions/Exemptions
Non-qualifying local club/center inter-club/center	RS or DC/CA
Non-qualifying regional, non-qualifying	RS (or his/her appointee)
Qualifying regional inter-regional individual competitors	Contact Chair of the discipline involved. Chair will forward the request(s) to the VP of Activities, along with a recommendation for approval or denial. The decision of the VP of Activities is final.

A3 Medical Card/Armband/Bracelet

3a. Requirement

Armbands/Bracelets must be worn at all Pony Club activities when riding and/or working around horses.

The purpose of the Medical Card/Bracelet is: to allow a USPC member to receive medical treatment in the absence of parent/legal guardian, to provide handy emergency contact information, and to provide medical history for emergency medical personnel.

It is the responsibility of the parent/guardian to complete the USPC/USEA Medical Card/Bracelet information and update when necessary, and ensure that the USPC member is wearing an Armband with the card or a Bracelet at all USPC mounted activities and/or activities where the member is working around horses. Refer to Policy 0128.

Armbands, if used, must be worn on the upper arm. If the competitor has small arms, they may need to safety-pin the Armband to their sleeve in the area of the upper arm.

Tetrathlon will not be required to wear them while actually shooting or swimming, but must have them visible and next to them for these activities and must be wearing them at all other times.

Armbands and replacement cards are available for purchase from www.shoppoonyclub.org.

A4 Rally Officials

4a. Overview

All Officials must be qualified to handle the position for which they are selected through knowledge, competence and, if applicable, licensing by the USEF or an affiliated association. Officials may be from within the region in which the competition is held or from another region.

Every USPC competition must have the following Officials, in addition to the Officials as listed in the rules for specific competitions:

- Rally Organizer / Manager
- Chief Horse Management Judge (CHMJ)
- Inspection Panel for Horse Inspection
- Technical Delegate (TD)
- Ground Jury (on the grounds for the entire rally)
- Appeal Committee (at Championships only) (except in Games)

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4b. Eligibility of Officials

The TD and members of the Ground Jury and Appeal Committee have important duties at a rally. To maintain objectivity and allow these individuals to be available when needed during the rally, certain people are not eligible for these positions.

Unless extenuating circumstances exist, the following may not serve as TD:

- A member of the Ground Jury or a member of the Appeal Committee:
- Rally organizer
- A member of the organizing committee
- A competitor entered in the competition
- A competitor's close relative, Chaperone, Coach or instructor
- A competitor's DC/CA or RS.

Additionally,

- Two (2) Horse Management Judges may not serve at the same time on both the Ground Jury and Appeal Committee
- TD may not serve on the Ground Jury or the Appeal Committee
- No one may serve on both the Ground Jury and Appeal Committee

Exceptions to these eligibility requirements may only be made with the prior consent of the authorized individual listed below.

Authorizing Exceptions to Eligibility Requirements

Level of Competition	Authorizing Individual
Club/Center Competitions	DC/CA
Regional Competitions	RS
Championships	Chairman of the sponsoring committee/VPA

4c. Rally Organizer

The organizer serves as the manager of the competition as defined in each Discipline's Rulebook and/or Organizer's Guidelines, unless a separate Manager has been designated.

The Organizer/Manager:

1. Must be on the grounds during competition and available to the TD in the event a problem arises concerning the facility or equipment.
2. Will not participate in the officiation, unless required due to extenuating circumstances.
3. Must engage individuals necessary to fill all official capacities at the competition.

The HMO of the region can help identify staffing needs for Horse Management. For a complete listing of these Officials refer to:

- Appropriate USPC Discipline Rulebook
- Appropriate USPC discipline Organizer's Guide
- Horse Management Handbook & Rules for Rallies.

4d. Chief HM Judge

The CHMJ at all qualifying rallies must be on the current list of USPC Approved Chief Horse Management Judges.

- The CHMJ will be a member of the Ground Jury (except in Games).
- If there is more than one Horse Management Judge, one must be designated as the CHMJ.
- For Championships, the CHMJ is selected by the discipline organizer and the Championships HM organizer, and approved by the overall organizer, based on criteria set forth in the current HMM.

4e. Assistant HM Judges

- Local and regional rallies: Obtain names through the regional Horse Management organizer (HMO).
- Championships: AHMJ's are selected by the Chief, in consultation with the discipline organizer.

4f. Inspection Panel

The Inspection Panel will officiate over the Horse Inspection (jogging) procedure.

Composition: The Inspection Panel will be composed of:

- President of the Ground Jury
- CHMJ
- Veterinarian or other qualified Horseman.

4g. Technical Delegate/Steward

The Technical Delegate (TD) has the following powers, duties and responsibilities in addition to any duties specified in the rules of a particular competition.

1. Inspect the facility, courses and arenas to satisfy him/herself that the technical details are in accordance with the rules for the competition.
2. Review and discuss safety, medical, weather and other emergency plans with the organizer. Should a TD/Steward not be appointed, this is the responsibility of the Ground Jury.
3. Instruct the organizer to make any alteration to any technical detail associated with the conduct of the competition that he considers necessary.
4. Assist the Ground Jury to supervise the technical (and in Eventing the administrative) conduct of the competition. Until the TD/Steward has indicated to the Ground Jury that he/she is satisfied with all the technical (and in Eventing the

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administrative) arrangements, the authority of the TD/Steward shall be absolute (except in Games).

5. Satisfy him/herself that the accommodation for horses, feeding, training areas, etc., are suitable in all respects. The TD/Steward must commence his/her duties early enough to deal with these matters.
6. Protect the interests of competitors, judges and competition organizers.
7. Be a visible presence during the competition, so as to be available to competitors to answer and investigate their inquiries.
8. Serve as the first level of protest for inquiries for competition or Horse Management disputes when competitors are not satisfied with the decision of the CHMJ on inquiry.
9. Investigate and report to the Ground Jury (Judging Committee in Games) for adjudication, incidents of poor sportsmanship, cruelty and disciplinary problems.

4h. Ground Jury / Head Judge

The Ground Jury has the following powers, duties and responsibilities, in addition to any duties specified in the rules of a particular competition.

1. Must be present on the grounds during the entire competition.
2. Once the competition has begun, the Ground Jury is ultimately responsible for the adjudication (and in Eventing the administration) of the entire competition.
3. Adjudicate all inquiries (protests) from competitors (including inquiries about Horse Management) that have not been resolved by the TD/Steward to the competitor's satisfaction.
4. Adjudicate all instances of poor sportsmanship, cruelty and disciplinary problems reported to the Ground Jury by the TD/Steward and, if appropriate, assess penalties, up to and including elimination from the competition and dismissal from the competition grounds.
5. Disqualify or eliminate any horse that is lame, sick or exhausted, and any competitor who is unfit to continue due to physical exhaustion or impairment, abusive or dangerous behavior.
6. Supervise the judging of Horse Management phase of the competition.
7. The Ground Jury has the authority to waive the requirement for jackets. (Refer to UOR A7 – Heat Related Illness)

4i. Overall Ground Jury at Multiple Discipline Rallies & Championships

When more than one rally/Championship is held at the same facility at the same time, there must be an Overall Ground Jury. The respective President of Ground Juries and the organizer(s) should make liberal use of the Overall Ground Jury, being mindful that the Overall Ground Jury does not become involved in discipline specific disputes.

The purpose of the Overall Ground Jury is to decide issues that affect all disciplines at multiple discipline rallies and Championships, in order to promote uniformity among the competitions. These issues include, but are not limited to:

- Interpretation and application of Horse Management rules.
- Use of equipment and the facility where the rallies/ Championships are held.
- Dress requirements for Turnout and competition, including the responsibility for waiving of coats as indicated by the heat/humidity index. (Refer to UOR A7)
- Instances regarding the uniform application of disciplinary action for poor sportsmanship, cruelty or misbehavior by a competitor.

Composition

The Ground Jury in each discipline shall be composed of the following, one of whom shall be designated by the competition organizer as the President of the Ground Jury.

- In all situations, the CHMJ shall be a member of the Ground Jury.

- No one may serve on both the Ground Jury and the Appeal Committee.

Ground Jury Members

- a. Chief Judge
- b. CHMJ
- c. One other designated person who is knowledgeable to discipline rules (This may not be an AHMJ.)

Discipline

Eventing
Dressage
Games

- a. Chief Umpire
- b. CHMJ
- c. One other designated person who is knowledgeable to discipline rules (This may not be an AHMJ.)

Polocrosse

- a. Chief Judge
- b. CHMJ
- c. Other Jumper Judge(s) or one other designated person who is knowledgeable to discipline rules (This may not be an AHMJ.)

Show Jumping

- a. Four knowledgeable individuals selected by the organizer
- b. CHMJ

Three to five (3-5) individuals to include:

- a. Vice President of Activities (if not the organizer)
- b. A member of the Horse Management committee selected by the overall organizer.

Tetrathlon

Multiple
Discipline
Rallies
(Overall Ground
Jury)

- c. At least one other knowledgeable horseperson.

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4j. **Appeal Committee** *(at Championships only)*

Protests against the decision of the Ground Jury must be referred to the President of the Appeal Committee. (Except in Games: Refer to Games Rulebook.) The Appeal Committee shall make a proper inquiry and hear both sides of the case in all appeals concerning decisions made by the Ground Jury or referred to the Appeal Committee by the Ground Jury. Protests must be heard by all members of the Appeal Committee sitting together. If all members are not immediately available, the President shall decide the time and place the committee shall meet to hear the appeal.

The decision of the Appeal Committee is final.

Composition

All members of the Appeal Committee must be familiar with the rules of the specific discipline. The Appeal Committee shall be composed of:

- President, appointed by the competition organizer
- Two (2) knowledgeable horsepeople
- When necessary, the Veterinarian must be in attendance in an advisory capacity

Additionally:

- No one may serve on both the Ground Jury and the Appeal Committee.
- No Horse Management Judge may serve on the Appeal Committee.
- The TD/Steward should advise but may not serve on the Appeal Committee.

4k. **Medical Personnel**

The organizer must prepare for any medical emergency. He/She must have the following information readily available at the competition.

- Quickest route to the hospital (map and/or directions), and
- Telephone numbers of the hospital, and
- Nearest emergency responders (911 or local fire department if not 911 capable).

At all mounted, competitive rallies (both qualifying and non-qualifying):

- It is required to have on site a properly equipped EMT, paramedic or other medical personnel with CPR certification and training or experience in pre-hospital emergency care. This individual must have:
 - No other duties at the rally.
 - Direct communication between the medical personnel and all riding areas, especially those out of view.
 - A reliable means of communication with the local EMS service.
- It is strongly recommended to have an on-site ambulance, if possible.

4l. **Farrier & Veterinarian**

At a minimum, the organizer must make prior contact with a Farrier and Veterinarian to ensure they are available to be “on call” throughout the rally.

If the Farrier and/or Veterinarian are not on the grounds during the entire competition day(s), the organizer must have their phone numbers available to competitors on the date(s) of the competition.

A5 **Horse Inspection** (Previously called Jog Outs)

5a. **Procedures**

All mounts within each discipline will be judged:

- On the same surface
- During the same Inspection
- By the same Inspection Panel throughout the competition, and
- Be presented for Inspection on time.

If for any reason, a competitor must have another competitor (e.g., the team Stable Manager) jog his/her mount, the CHMJ must be notified prior to the start of the Horse Inspection and informed of the reason.

5b. **Presentation of Mount**

- Mounts will be presented standing and in motion.
- Members should be aware of their mount’s appearance at the Horse Inspection. Mounts must be workmanlike clean. (i.e., free of manure stains, no shavings in mane or tail and show evidence of good grooming).

5c. **Procedure for Presentation**

The following procedures will be used when presenting a mount for Horse Inspection (Jog Out).

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Presenting a Mount for the Horse Inspection (Jog Out)

Procedure

Mount must wear only a bridle.

- Boots, bandages or any other equipment are not permitted.

Keep mount moving until the Inspection begins.

Hold the reins with the:

- Bight (slack) in the left hand, and
- Right hand about one foot below the bit.

The presenter should either:

- Move the mount straight away from the judges, then turn to the right (away from the presenter) in order to keep mount between presenter and Inspection Panel and move straight back to the Panel, or
- Follow the pattern described by the Panel, such as a circle, a figure 8, or a straight line.

A whip, appropriate in length for in-hand work, may be carried.

Purpose

To enable the panel to observe the mount's movements without obstruction and make a fair evaluation of the mount's soundness.

To ensure the mount is properly warmed up.

To allow full freedom of the mount's head.

To allow the panel to evaluate the mount from all sides when trotting in hand.

To encourage the mount to trot forward.

5d. Re-Inspection

At the discretion of the Inspection Panel, mounts may be re-inspected.

If a second inspection is required, the Inspection Panel may either:

- Hold the 2nd inspection immediately after the inspection of the last mount, or
- Postpone the decision and inspect the mount again at some other specified time.

If, after a second inspection, it is determined that the mount is, in fact, unsound and not fit to continue, this is considered a Technical Elimination.

- The mount is not allowed to compete, but the rider may remain in the rally and take part in all Horse Management activities.
- The Inspection Panel has the authority to make the final decision.

The Inspection Panel may ask a mount to come back for re-inspection. If a second inspection is required:

- It will be evaluated by the same Panel.
- It will follow the same procedure as the first inspection.
- The mount should be kept moving in an officially supervised area, to ensure proper warm-up, prior to re-inspection.

The Inspection Panel has the authority to re-inspect the mount at any time throughout the competition.

- The same procedures will be followed at all Horse Inspections held during any competition.

A6 Inquiries, Protests and Appeals (Mounted)

6a. Procedures

All inquiries, protests and appeals must be made in a polite and courteous manner. Abuse of the procedure or rude behavior may be penalized up to and including disqualification from the competition.

Inquiries

- Must be initiated within 30 minutes from the time the score sheet(s) are posted.
- Made in person by:
 - The competitor involved (when competing as individuals).
 - The team captain, if competitor is on a team (when competing as teams). The competitor involved may go with the team captain.
- Made to the Phase Steward/TD/Steward (if they are not available, competitors should record the inquiry with the Discipline/Show Secretary).
- If the team captain is riding when scores are posted and will not be available within the allowed 30 minute period, other team members must notify the Phase Steward/TD/Steward that an inquiry is likely.

Protests

May be initiated if the team captain/individual competitor disagrees with the Phase Steward's/TD's decision on an inquiry. Protests are made to the Ground Jury.

Protests must:

- Be made in writing, using the official Protest/Appeal Form (signed by the team captain/individual competitor), containing the references to the rules covering the reason for the protest.
- Delivered within 30 minutes of the TD/Steward decision on the inquiry to the Discipline/Show Secretary.

The decision of the Ground Jury is final.

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Appeals (at Championships only)

May be initiated if the team captain/individual competitor disagrees with the Ground Jury decision on a protest. Appeals are made to the Appeal Committee.

Appeals must:

- Include the written Protest/Appeal Form forwarded to the Appeal Committee.
- Delivered to the Discipline Secretary within 30 minutes of the Ground Jury's decision on the protest.

Five (5) penalty points will be assessed to the team/competitor should the appeal fail or be considered frivolous. Successful appeals will not be assessed penalty points. The decision of the Appeal Committee is final.

Officials are to investigate and answer all inquiries and protests as soon as possible and make their answer back to the team/competitor in a timely fashion. It is understood that during a competition everyone is busy; however, this is an integral part of your duties as an official.

It is suggested that Discipline offices maintain an inquiry log book that contains the time, date, and contact information of competitor/team and an explanation of the inquiry. Officials will review the inquiry and post the date/time and result of the investigation. Officials should make every effort to find the competitor/team to deliver their answer in person as well as in the Inquiry Log Book.

A7 Heat Related Illness

7a. Overview

At all USPC activities, rally Officials must consider the:

- Temperature and humidity using the "Heat Index Chart".
- Time of day and season of activity
- Level of exertion necessary for participation in the activity.

7b. Prevention

Take steps to prevent heat related illness.

- Unlimited cool water must be constantly available for consumption in ALL areas, especially riding areas. The importance of hydration cannot be overstated. Make water breaks mandatory.
- Do not depend on thirst as an indicator of the need for water.
- Avoid the hottest part of the day if this is an option.
- Consider shortening the length/level or exertion of the activity.

7c. Heat Index

The Heat Index (HI) or "Apparent Temperature" is the temperature the body feels when heat and humidity are combined. This reduces the amount of evaporation of sweat from the body and outdoor exercise becomes dangerous even for those in good shape.

Heat Index (Apparent Temperature) Chart

	RELATIVE HUMIDITY										
	0%	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
70°	64	65	66	67	68	69	70	70	71	71	72
75°	69	70	72	73	74	75	76	77	78	79	80
80°	73	75	77	78	79	81	82	85	86	88	91
85°	78	80	82	84	86	88	90	93	97	102	108
90°	83	85	87	90	93	96	100	106	113	122	+
95°	87	90	93	96	101	107	114	124	136	+	+
100°	91	95	99	104	110	120	132	144	+	+	+
105°	95	100	105	113	123	135	149	+	+	+	+
110°	99	105	112	123	137	150	+	+	Danger Zone		
115°	103	111	120	135	151	+	+				
120°	107	116	130	148	+	+	+				
125°	111	123	141	+	+	+	+				
130°	117	131	+	+	+	+	+				

This chart is based upon shady, light wind conditions. Exposure to direct sunlight can increase the HI by up to 15°F. "+" indicates the heat index temperature is so great it is off the scale.

Part 1 – RULES FOR RALLIES

7d. **Mandatory Removal of Coats**

The President of the Ground Jury, or the Overall Ground Jury at multiple discipline competitions, has the authority to waive the requirement for jackets. Any Official can and should bring a potentially dangerous heat situation to the attention of the President of the Ground Jury.

This decision is based on the “Heat Index (Apparent Temperature) Chart”.

- At the President’s or Ground Jury’s discretion: coats, neckwear and helmet covers on vented helmets may be removed before the temperature and humidity index reaches the danger zone.
- When the temperature and humidity are recorded in the danger zone, removal of coats during warm up is MANDATORY. Competitors must also remove neckwear and helmet covers on vented helmets if they do not wish to wear their jackets for their competitive ride.

Further Explanation

If removal of jackets is called:

- Riders must remove their jackets for their warm up.
- C-1 and higher members must wear their jackets (correctly informal/formal) to Turnout.
- D members may choose to wear their jackets to Turnout.
- Riders must wear a collared shirt with long or short sleeves if they are not wearing a jacket.
- T-Shirts are not permitted.

Members may choose to put jackets back on just prior to entering the competitive arena (ring).

Correct Dress after Jackets are Waived

If the rider...

Wants to put the jacket back on before entering the arena

Does NOT want to put the jacket back on before entering the arena

Then the rider may...

- Leave neckwear and helmet cover on during warm up
- Remove them only AFTER the ride is complete.
- Remove all neckwear and helmet cover if on a vented helmet when the jacket is removed.



Treatment for Heat-Related Illnesses

What should I do if I have heat cramps? (Muscle pains or spasms)

If medical attention is not necessary, take the following steps:

- Stop all activity and rest in a cool place.
- Drink water, clear juice or a sports beverage.
- Do not return to strenuous activity for a few hours after the cramps subside because further exertion may lead to heat exhaustion or heat stroke.
- Seek medical attention for heat cramps if they do not subside in 1 hour.

What steps can be taken to cool the body during heat exhaustion? (Heavy sweating, paleness, cramps, weakness, headache or nausea)

- Drink cool, nonalcoholic beverages.
- Rest.
- Take a cool shower, bath, or sponge bath.
- Seek an air-conditioned environment.
- Remove restrictive clothing, equipment, and helmets.

What should I do if I see someone with any of the warning signs of heat stroke?

(High body temp., strong pulse, hot and dry or moist skin, headache, nausea, unconsciousness)

If you see any of these signs, you may be dealing with a life-threatening emergency. Have someone seek immediate medical attention while you begin cooling the victim. Do the following:

- Get the victim to a shady area.
- Cool the victim rapidly, using whatever methods you can. For example, immerse the victim in a tub of cool water; place the person in a cool shower; spray the victim with cool water from a garden hose; sponge the person with cool water; apply icebags at the neck, armpit, and groin area; or if the humidity is low, wrap the victim in a cool, wet sheet and fan him or her vigorously.
- Monitor body temperature* and continue cooling efforts until the core body temperature drops to 101-102°F.
- If emergency medical personnel are delayed, call the hospital emergency room for further instructions.
- If the victim is alert, give him or her sips of cool water to drink—do not give alcohol.

*Temperature taken rectally is the most accurate method.





Heat Related Illness

WHAT YOU SHOULD KNOW!

HEAT EXHAUSTION

If your body is becoming overheated, you may experience heat exhaustion.

Symptoms:

- Heavy sweating • Muscle cramps
- Tiredness • Weakness
- Dizziness or fainting
- Headache • Nausea or vomiting

Stop activity and seek a cool place (shade or air-conditioning) and drink water or sports beverage.

HEAT STROKE

Heat stroke is the most serious heat-related illness. It occurs when the body becomes unable to control its temperature.

- the body's temperature rises rapidly, and
- the body is unable to cool down.

Body temperature may rise to 106°F or higher within 10 to 15 minutes. Heat stroke can cause death or permanent disability if emergency treatment is not provided.

*Temperature taken rectally is the most accurate method.

HEAT CRAMPS

If your body is dehydrated you might experience heat cramps.

Symptoms:

- Muscle pains or spasms, usually in the legs, abdomen, or arms.

Staying out of the heat and drinking water are key!



Warning signs of heat stroke vary but may include the following:

- Extremely high body temperature (104°F or above, rectally*)
- Red, hot, and dry or moist skin
- Rapid, strong pulse • Throbbing headache
- Dizziness • Nausea • Confusion
- Unconsciousness

Seek medical attention immediately and begin cooling if heat stroke is suspected!



Part 1 – RULES FOR RALLIES

A8 Equine Drugs & Medications

(Refer to USPC Horse Management Handbook, Appendix A, UOR A8)

8a. Equine Drugs & Medications

USPC follows USEF rules regarding equine drugs and medications.

Refer to www.usef.org > 'Rules and Governance: Drugs and Meds' and USPC Policy 0525

- Mounts must be free of medication other than dressings for minor wounds or scrapes, unless under treatment by a veterinarian.

8b. Exceptions

USPC recognizes that mounts may be on medication or different reasons. Any mount requiring a drug or medication must have a Prescription Form or Vet Letter from the prescribing Veterinarian. (Refer to Appendix D)

- The purpose of the drug or medication must be for therapeutic rather than performance enhancing or mood altering purposes (e.g. therapeutic use of Bute for an aged pony).

The Prescription Form or Veterinary Letter:

- Remains valid for a maximum of thirty (30) days from date of Veterinarian's signature.
- Must be stamped with information from that Veterinarian's practice or be on the Veterinarian's letterhead.
- Must include all the following information:
- Veterinarian practice address and contact information
 - Date of prescription
 - Type of drug or medication
 - Purpose for use
 - Application or administration instructions, and
 - Duration of use.

The Prescription Form or Vet Letter must be given to the CHMJ upon arrival on competition grounds. Failure to do so may result in elimination or disqualification.

- The Veterinarian Letter or prescription will be:
 - Reviewed by the rally Veterinarian
 - Kept on file in the Horse Management Office.

8c. Drug Testing

Drug testing of mounts may be conducted at any time in accordance with the discipline rules. Failure to submit a mount for required drug testing may result in disqualification.

8d. Storing Equine Drugs & Medications

Equine drugs and/or medications that are stored at the activity barn or stable must be labeled with the contents and the name of both the horse and member. A competitor number is also required at rally.

Allowed

- Kept or stored by a parent/guardian
- Kept or stored in a secured team feed area

Not Allowed

- Kept or stored by the HM Staff
- Pre-mixed in feed

8e. Administering Equine Drugs & Medications

Drugs and medications are administered to mounts in accordance with the prescription requirements and the rating level of the member.

- In general, C-2s and above may administer drugs and medications without direct supervision to their own mounts only. C-2s and above may not be responsible for administering drugs and/or medications to another member's mount without consultation with the CHMJ (at a competition) or USPC instructor (at other USPC activities).
- C-1s and under must consult with the CHMJ (at a competition) or USPC instructor (at other USPC activities) prior to administering the drug or medication to coordinate for supervision and/or assistance.
- On a case-by-case basis, CHMJs or USPC instructors may permit outside assistance or supervision of drug and medication administration. They may also permit C-1 and below administration without supervision or assistance given the prescription requirements, but only after consultation with the member.

Part 1 – RULES FOR RALLIES

Appendix B

B1 – Helmet Requirements

Helmet Requirements & Fitting

B1a. Need for Protection

The activities with highest risk of head injury are: motorcycle racing, car racing and horseback riding. It has been proven that riding helmets save lives and prevent serious brain injury! That is why they are required.

- A fall from two feet can cause permanent brain damage.
- A mounted rider is elevated eight feet or more above the ground.
- When a rider falls, the most impact occurs at the back of the head. Riding helmets are designed to protect that area, whereas bike helmets are not designed for this type of impact.

B1b. The Rule

Every Pony Club member (even members over the age of 18) must wear a properly fitted, approved helmet with the chin harness secured at all times:

- When mounted
- When longeing
- At Horse Inspection and
- At pre-riding inspections (Turnout Inspection and Safety Checks).

B1c. Helmet

A properly fitted equestrian helmet, securely fastened, containing certification that it meets or exceeds the criteria established by a national or international safety body, is required to participate in any USPC activity (see USPC Policy 0125A)

B1d. What If Your Helmet Comes Off

If a helmet comes off, or the harness becomes undone while riding or longeing, the helmet must be replaced and/or re-secured before you continue. Failure to comply is cause for elimination.

Riders must dismount to replace and/or re-secure helmets. Someone may hand your helmet to you—it is not unauthorized assistance.

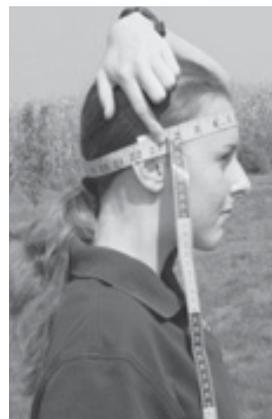
B2 – Helmet Fit

B2a. Measure for Approximate Size

U.S. and some foreign helmet manufacturers size helmets numerically, usually from 6 ½ to 8. To find your approximate helmet size, use a tailor's tape measure.

Georgina Waldman, H Tuckahoe Pony Club—Delmarva Region

- Measure the circumference of your head just above your eyebrows.
- Divide the measurement by 3.14 (pi)
- Round off that number to the nearest eighth (1/8) inch.
 - (For example, a head circumference of 22" divided by 3.14 = 7.006", which rounds off to a size 7.)



Measure For Size

B2b. Put the Helmet on Correctly

Even the best safety helmet will not provide adequate protection if it does not fit properly or is not worn correctly. Follow the manufacturer's recommendation for fitting the helmet.

- If you have long hair, tie it back at the nape of your neck. If you shove it under the helmet, you may get a poor fit.
 - When trying on a new helmet, wear your hair in the same style you will wear it for riding (such as a braid or plait doubled up and tucked under in a hair net).
- Make sure the helmet is level—the visor should not tip up or down.
- Fasten the harness, making sure it's comfortably snug.



Incorrect Fit



Correct Fit

Part 1 – RULES FOR RALLIES

B2 – **Helmet Fit**, continued

B2c. **Check the Fit**

Make sure the helmet fits snugly all the way around.

- Wiggle it back and forth and side to side; when the helmet moves, your scalp and your eyebrows should move with it.
- If it slides freely, you need a smaller size.
- If it squeezes uncomfortably, you need a larger size.

B2d. **Check the Shape**

The helmet may not be the right shape for your head. A different style with a more or less oval shape may be needed.

- The helmet is too round if it squeezes the brow, but still rocks freely side to side.
- The helmet is too oval if it fits at the sides, but rocks back and forth.

Small fitting problems can be solved by following the manufacturer's instructions, usually by adding the foam padding provided with the helmet or by adjusting the internal harness if it has one.* If the helmet needs more padding than is provided, a smaller size or a different model is needed.

- For example, if the helmet is too round, put a pad on each side or try a different style with a more oval shape.

B2e. **Check the Brim**

The brim should rest 1/2" to 1" inch above your eyebrows. Some helmets can be adjusted (with lacings or foam pads) to rest lower or higher or try a style with a deeper or more shallow crown.

- If it sits higher, you're not getting full protection; any lower, and it could obscure your vision.

B2f. **Check the Fit of the Retention Harness & Chin Strap**

Helmets are made to work with a snug harness. You should be able to fit one finger between your chin and the strap.

- Adjust the harness so the chin strap fits snugly under the chin.
- If there is an adjustable 'V' harness, the tip of the V should fit under the ear.

The helmet should stay on when harnessed, without rocking or moving around, regardless of activity. It should be comfortably snug and adjusted for firm contact with the jaw/chin.

- Bend over at the waist and shake your head. With the harness secured, the helmet should move very little.



Correct Harness Fit

B2g. **Check It Before you Ride**

All adjustments should be checked each time the helmet is worn, making sure it fits snugly and correctly at all times. A properly fitted, well adjusted, and correctly positioned helmet:

- Is more likely to remain in place during an accident
- Will give the most protection available for the design, and will be the most comfortable to wear.

With the helmet on and tightly fastened, try to remove it by moving it rolling it backwards and forwards as far as possible.

- The helmet should not be able to be removed or roll backwards or forwards to expose the forehead or obscure vision.
- Repeat fitting steps as necessary until you have the correct fit.

B2h. **Improperly Fitting Helmet**

USPC Chief HM Judges, Examiners and Instructors may make a judgment on the fit of the helmet. They may NOT take a helmet that does not fit and make it do so by adding padding, etc.

B2i. **Old or Damaged Helmets**

- You can't tell if a helmet has been damaged by looking at or even from feeling a helmet. Not all helmet damage is easily seen or felt.
- The material inside a helmet that absorbs the concussion is expanded polystyrene, which is similar to the material used to protect heavy electronics during shipping. This material may be damaged if the helmet is dropped or worn in a fall. It will be unable to absorb another impact in the same area.
- Helmets showing signs of aging or damage of any kind, should be replaced.
- The headliner (the soft material between the head and the hard, outer shell) may compress over time, making a helmet too loose.
- Any helmet worn in a fall, should be inspected for damage by the manufacturer before further use or replaced.
- Save the helmet box and receipt. If there is suspected damage after a fall, many manufacturers will replace the helmet for a nominal fee if you have documentation.

USPC HM Required Equipment Checklist Amplification

Appendix C

General Instructions

The Required Equipment List (REL) is a list of items most commonly needed and/or used when traveling and/or competing with a mount. All items must be “show ready” and present in the tack room or in use within the barn area at the beginning of the rally. A Horse Management Judge will check equipment to make sure you have everything that is required. At some rallies, they will only check some of the Kits (HM12f), but you need to be prepared with all the equipment every time.

Individual tack must be clean and conditioned according to the Standard of Proficiency appropriate to the certification level of the rally competitor who will be using it.

First Aid Kits and the Utility Kit must be stored so they are readily available in case of an emergency. Every team member should be familiar with the contents of these Kits and the purpose and use of each item in the Kits.

Extra equipment must be clean/conditioned to the Standard of Proficiency for Turnout Inspection of the highest certified rider on the team who would use that piece of equipment, so it is ready to be used at a moment's notice by any team member.

The following items must be hung by the door of the Tack Room:

- Working flashlight
- “A” or “ABC” Fire Extinguisher, and
- Team or Individual Identification Sign.

Labeling

The purpose of labeling is to allow lost items to be returned quickly to the rightful owner. All equipment must be clearly labeled to identify the owner, so the item(s) can be returned easily and promptly (HM12d). For example:

- All Individual Equipment must be labeled with the competitor's name or number.
- All team equipment must be labeled with the team name or number or the name or number of any team member.
- Loose items (such as nails) may be stored in a box or bag which can then be labeled.
- If the item (such as a hoof pick or scissors) has a hole or opening in the end, tie a piece of ribbon or landscaping tape through it and knot it. Then write the competitor number in permanent ink on the ribbon/tape.
- When identifying saddles and bridles, competitors must place a label with the competitor's name or number on the rack next to their saddle/bridle.

Additional Items

The Required Equipment Checklist is a minimal amount of equipment necessary for caring for a horse when away from home. This is not a complete packing list for rally. There will be additional items that a competitor may wish or need to bring when at a rally. No points are awarded or assessed for extra items which are not on the REL which are present in the tack room and/or barn area for a competitor's use, unless the item is prohibited by the rules of competition.

References

- USPC Horse Management Handbook & Rules for Rallies – 2016.
Note: “HMxx refers to a specific rule or section from this Handbook.
- Current USPC Manual of Horsemanship: Basics for Beginners – D Level, Susan E. Harris
- Current USPC Manual of Horsemanship: Intermediate Horsemanship – C-1/C-2 Level, Susan E. Harris
- Current USPC Manual of Horsemanship: Advanced Horsemanship – H-B - A Levels, Susan E. Harris
- Current USPC Standards of Proficiency – All Certification levels

These references and other helpful information are available from shopponyclub.org.

Grooming Kit

Purpose

Each competing rider is expected to bring a grooming kit to rally, unless sharing a mount. Sharing grooming equipment is unsanitary and can lead to many health issues for the mount and sometimes the rider. Pony Club members are expected to know how to use the grooming equipment correctly.

Note: The USPC Manual of Horsemanship has detailed information on grooming mounts.

Requirements

- One kit per mount
- Labeling: The kit container must be labeled with the competitor's name or number. Each individual kit item does not need to be labeled, but labeling assists in the return of borrowed or misplaced items.

Part 1 – RULES FOR RALLIES

Checklist

Hoof Pick

- Mount's hooves are picked out before and after riding.

Required: Reasonably clean

Unacceptable: Broken, excessively rusted

Rubber or Plastic Currycomb*

- A good currycomb has concentric rings with serrated or 'tooth' edges to trap the dirt, which can then be tapped off using the sole of your boot. A currycomb has three uses:
- To loosen caked mud and dandruff from your mount's coat
- To rub and stimulate blood flow, and
- To clean your brushes after several strokes.

Required: Reasonably clean

Unacceptable: Plastic curries with hose attachments for washing horses. Competitors need to bring an additional approved currycomb with which to clean brushes.

Tip: Place a piece of masking tape across the back of the currycomb and write the name in permanent marker.

In addition to the traditional rubber/plastic currycomb, items like the tools pictured here may be used. These types of currycombs are acceptable.



The currycombs shown below are not acceptable. If you bring one of these, you must also have a currycomb like one of those pictured above.



Example: Metal shedding rings with three concentric rings and a handle work well for cleaning brushes, but are not meant to be used as a curry comb.

Dandy Brush*

A dandy brush is a stiff brush used to remove heavy dirt, dried sweat and mud. It works very well on mounts with long coats.

- They can be made with synthetic or natural bristles.

Required: Reasonably clean

Unacceptable: Softer than your body brush



Body Brush*

A body brush has shorter, softer bristles than the dandy brush and is used to remove dust, scurf and dried sweat from a mount. This is the brush that adds the shine! Oval brushes with handles across the back are usually (but not always) body brushes.



Required: Bristles should be soft. Reasonably clean.

Unacceptable: Stiffer than the dandy brush.

*Cleaning Brushes

Clean dandy and body brushes with the currycomb after every few strokes. Clean and disinfect them thoroughly on a regular basis to remove embedded dirt and dust. Fill a small bucket with warm water and a few drops of liquid dish detergent. Swish the brushes in the warm water for about one minute. Fill another small bucket with a gallon of warm water and about 3 tablespoons liquid disinfectant. Swish the brushes for about one minute to rinse. Shake out the excess water then let them dry, bristles down, overnight. Try not to soak brushes with wooden or leather handles for more than one minute.

Another method is to add one-half a cup of baking soda to a pan with one to two inches of white or apple cider vinegar (make sure the pan has high sides, the mixture will foam!) Put the bristles into the mixture. The foaming action cleans and loosens the dirt. Rinse as directed above.

Rub Rag

Great for removing stains, rubbing out sweat marks and giving a great final polish after grooming.

Acceptable: Reasonably clean, at least the size of a hand towel, absorbent, made of a towel-like material.

Unacceptable: Potholders

Tip: Retired dish towels make great rub rags. Label with a permanent marker.

Wet Wipes, Moistened Towelettes or 2 Sponges

Used to clean the mount's eyes, nose and dock. Don't use the same wipe/sponge on the face and dock.

Required:

- Wet wipes must be moist; thrown away after use.
- Individual package per mount.
- Sponges must be neat and reasonably clean. Store wet sponges in sponge drying rack. They must be marked to indicate which is for the dock and which is for the face.

Unacceptable: One large tub of wipes for all mounts. Wet wipes should not be dried out or contain any alcohol – think baby wipes.

Tip: Label dry sponges with a permanent marker. 'F' can stand for 'face', 'D' for 'dock'. Wet wipes store well in a sealed zip-close bag labeled with a permanent marker.

Part 1 – RULES FOR RALLIES

Body Sponge

Body sponges are large and absorbent, and easily fill your hand. Can be synthetic or natural sponge. The purpose of a body sponge is to get as much water onto the horse's body for washing and cooling purposes.



Required: Large

Unacceptable: : Sponge mitts or kitchen sponges

Tip: Label dry sponges with a permanent marker. Or put a string through the sponge to attach a label.

Wash Bucket

Required: At least two gallons. "Pickle" buckets are acceptable.

- Must be marked 'Wash Only'



Scraper

A scraper pulls the extra water off a wet horse, which speeds the drying/cooling time. Scrapers are usually plastic, aluminum or rubber.

Unacceptable: : A metal scraper with teeth along one side, which is called a Shedding Comb/Blade.

Individual Equipment

Purpose

Members must be prepared to care for their mounts, tack and equipment while at a rally or activity. Members must also have the right equipment for the riding phases of the rally or activity.

Requirements

- One per rider/mount

Checklist

In addition to personal tack & equipment that is needed for the specific discipline, the team must bring:

Saddle rack

Competitors must have their own places to store saddle(s). This can be individual saddle racks, a team rack or a combination.

Required: Store only up to two saddles for one competitor on one rack.

Tip: Limit the amount of weight stored on top of your saddle. Stacking may cause damage to the lower saddle because of the weight resting on it. Store with a clean, dry saddle pad between to prevent damage.

Bridle Rack

Each bridle should be hung on a separate holder or hook. This can be individual bridle hooks, a team rack or a combination.

Tip: Flat round cat food or tuna fish cans screwed to a 1x6 board make a great bridle rack.

Boot Trees (legs and toes)

A form used to keep boots in shape when not being worn. The function of the boot tree is to straighten the creases at the ankle to reduce cracking and prevent boot from toppling over or sagging down. The function of the toe tree is to straighten the crease at the top cap to reduce cracking. Required for every team member who is wearing tall leather boots. Leather boots are an investment that can last years if cared for correctly and boot trees and toes help them maintain their shape and prolong their life. Paddock boots or tall rubber boots that stand up on their own do not need boot trees.

Acceptable: Wood, plastic, foam, or other material that is stiff enough to help boots stand up and maintain shape.

Unacceptable: Crumpled paper or other flexible material.

Tip: Plastic shoe trees make very good toes. Boot trees can be made by rolling and taping newspaper, cardboard, or even an empty drink bottle and then taping it up or placing the roll in a large tube sock. Tennis balls cut in half, or a HM favorite, kitty litter in a nylon stocking (hey, it absorbs odors!).

Stall Card (checked on HM App. H-1 "Set Up & Safety")

Blank Stall Cards and directions for complete information needed on each card may be found in Appendix I of the current USPC Horse Management Handbook.

Required: Easy to read, correct and complete.

Unacceptable: : Missing required information.

Tip: Stall cards can be slipped into clear page protectors to keep them clean. Remember to add your competitor number when you arrive at rally!

Halter (checked on HM App. H-1 "Set Up & Safety")

Every mount must wear a clean, properly fitted safety halter at all times when not under saddle, unless approved by the CHMJ. All halters used at rallies must:

- Fit correctly (HM8b.1)
- Have breakaway capability (HM8b.2), and
- Have some form of identification on it at all times. (HM8c)

Lead Rope (checked on HM App. H-1 "Set Up & Safety")

Refer to HM10b for information on what types of lead ropes are permitted at rallies and Activities. You will also find information on the use of chain shanks.

Tip: Wrap a piece of duct or masking tape around the end of the lead rope and label.



Part 1 – RULES FOR RALLIES

Water Buckets (checked on HM App. H-1 “Set Up & Safety”)

The number of buckets required at a rally depends on the type of rally (one day or overnight) & whether your mount is getting electrolytes in the water. Electrolytes are a way to help replace minerals a horse loses when they sweat (very similar to Gatorade). If a horse is receiving electrolytes they must also have fresh water available at all times.

Required: Heavy-duty. Heavy-duty muck buckets, with handles taped down or removed can also be used for this purpose. If adding electrolytes to one of the buckets, that bucket must be clearly marked “Water and Electrolytes”.

Unacceptable: “Pickle” buckets, flexible ribbed garden buckets.



FAQs

When do I need one water bucket?

- One day rallies when the mount is not getting electrolytes in his water.

When do I need two water buckets?

- One day rallies when the mount is getting electrolytes in his water. (One bucket for plain fresh water, the other water with the added electrolytes.)
- Overnight rallies.

What if I'm at a trailer rally and there is no place to safely hang a water bucket?

- From HM13b: “When tied to trailers, or when there is no suitable location or it is impractical to secure a water bucket (e.g., trailer rallies), mounts must be offered water at least once an hour.”

Hanging Buckets:

Refer to HM11d for details concerning how to hang buckets.

- Flat back buckets need one point of attachment (one snap); round back buckets need two points of attachment. Muck tubs should be placed in a corner of the stall so that mount is less likely to knock it over.

Tips: An easy way to hang buckets and tubs is to use double ended snaps, but they are not required. It is also recommended but NOT required that if using double ended snaps, the trigger side of the snaps face towards the stall wall to prevent anything from catching. Bring at least two snaps. Extras always come in handy.



Feeding Equipment

Feeding Equipment is only required at overnight rallies.

Purpose

What would happen if, for some reason, you were unable to feed your horse(s)? How would a team mate or chaperone know which hay was yours? Which meal to feed to your horse? How much grain he should eat? Does he get any medication? Feed Charts and appropriate labeling can make this clear and simple.

Competitors at rallies are encouraged to set up their Feed Rooms as if someone else was going to feed their mounts.

Requirements

- Per team and/or mount.

Mounts at rally may be fed in one of two ways: prepackaged meals or loose feed. (See HM13d)

1. Prepackaged meals: Before you go to rally, you can “serve up” each of your mount’s meals in non-airtight bags. Then, at rally, you can just empty the bag into your mount’s feed bucket. Note: Prescription medication may not be included in pre-packaged meals. Refer to HM14b - 14f.
2. Meals from bulk (loose) concentrates/grain: You can bring your bag of grain and containers of supplements to rally and measure out your mount’s meals at rally. If you chose to feed in this way, your team must include a feed measure (an appropriately labeled scale, scoop or can) in the Required Equipment.

Prescription Medication Rules

USPC follows USEF rules regarding equine medications. Any mount requiring medications must have a prescription or vet letter from the prescribing veterinarian. Refer to HM14b through 14f for details on administering medication.

Checklist

Feed Chart

Refer to HM13a & Appendix E-2 for complete information to include on the Feed Chart.

Required: Easy to read. Hung in the feed area.

Unacceptable: Missing required information.

Feed Measure

Only need be included if mount's feed is not pre-measured (if they have loose feed).

Required: Labeled with the mount(s) name the measure is used for.

Unacceptable: Glass. Not labeled.



Appropriate Feed Storage (Secured)

If a feed room is located in a spare barn stall then prepackaged grain storage must have secondary security. Stall doors might be accidentally left open and are exactly the right size for a horse to walk through.

Part 1 – RULES FOR RALLIES

HM13d states that feed must be stored in a sturdy, secondary container with tight, secure-fitting lid/safety latch.

Examples of a secondary, sturdy, container:

- Metal container with lid: small galvanized trash cans with handles make good grain storage containers.
- A sturdy plastic container with lid is also acceptable.

If the changing areas of trailers and other completely enclosed spaces with narrower latching doors are used, then grain may not need secondary security since the smaller door opening acts as a barrier. The CHMJ may use discretion and allow the competitors to dispense with a secondary feed container if the CHMJ considers the situation is appropriately safe from vermin.

Heavy-Duty Feed Tub

One per mount. Can be a feed bucket or tub that sits on the ground.

Required: Heavy-duty. Reasonably clean.

Unacceptable: Have handles that a horse could get a leg caught in if it's being used on the ground. If handles cannot be removed they must be taped down.

Top-Off Bucket

- One per horse.

Since this bucket is not going to be hung in a stall, it can be a 'pickle' type bucket, which has a thinner bail and straight walls. They are called 'pickle' buckets, because sliced pickles (along with other kinds of food) are delivered to many restaurants in these sturdy food-grade 5-gallon plastic buckets.



Many restaurants give them away free. These buckets are usually sturdier than similar ones sold at hardware stores and the pickle buckets also have a snap-on lid (so you can store other items in them between rallies). Be careful using old paint or drywall compound buckets, since they are hard to clean and those ingredients can be toxic.

Required: At least five gallons of water available outside each stall, so water buckets can easily be topped off during the HM night check.

Unacceptable: Top-Off Buckets must not be left in the aisle during the day.

Tip: Because a full five-gallon bucket is often difficult to handle, two buckets equaling five gallons may be used.

Salt Block or Loose Salt

- One per horse.

Horses must have salt available to them at an overnight rally. Block salt may not be kept in mount's primary feed bucket/tub. Loose salt fed with their feed is acceptable if it is noted on Feed Chart and Stall Card.

Equine First Aid Kit

Purpose

The items in the Equine First Aid Kit were selected to:

- Make a horse more comfortable after a day of competition.
- Assess the condition of a horse, and
- Help perform emergency first aid on injured horses

The bandaging materials listed in the Equine First Aid Kit are geared toward the treatment of multiple emergency leg wounds, with the worst injury during competition being a traumatic leg wound that requires blood stoppage.

Definitions

Expiration Date

The expiration date of a medicine is the date at which the manufacturer can still guarantee the full potency and safety of the drug. If you are treating your mount, you want to make sure you give him/her everything you paid for. This date usually is based on proper storage in sealed containers away from harmful factors like heat and humidity. Drugs can have 'half-lives'; and as they mature, the potency of the drug can change and they may become stronger or weaker. No expiration date on a package means the product contains no 'real' antibacterial, antimicrobial, antibiotic or antifungal ingredients in the pharmaceutical sense of the word. Items that should have an expiration date are tagged Expiration Date ALERT!

Shelf Life

Shelf life specifies the period of time during which a product can be stored, under specified conditions, and remain in optimum condition and suitable for use. It is also the length of time that a given item can remain in a saleable condition on a retailer's shelf.

The "/" symbol

In medical terminology "/" means "or" so the topical agent you use needs to say on the packaging that it is either antibacterial, antimicrobial, or antibiotic (or any combination of the three).

Antibiotic

The word antibiotic means "against life". An antibiotic is a drug that weakens or stops bacteria and other microorganisms from growing. It is used to treat infections and prevent the growth of bacteria within the body. Antibiotics are not effective against viral, fungal and other nonbacterial infections. Various antibiotics can target different types of bacteria, so you may need different antibiotics for different types of infections.

Antiseptic

An antiseptic is a germicide that is used on skin or living tissue for the purpose of inhibiting or destroying microorganisms, including bacteria, fungi, protozoa, and viruses. Using antiseptics reduces the possibility of sepsis or infection by germs. Disinfectants are similar, but they are used on non-living objects such as thermometers and scissors.

Antimicrobial

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An antimicrobial is an agent that acts against bacteria, fungi, and parasites in the body. Antimicrobial is a general term for something that kills or slows the growth of bacteria (antibacterial activity), fungi (antifungal activity), viruses (antiviral activity), or parasites (antiparasitic activity).

Antibacterial

An antibacterial is an agent that interferes with the growth of bacteria. While antibiotics and antibacterials both attack bacteria, these terms have evolved over the years to mean two different things. Antibacterials are usually described as products that are used to disinfect non-living surfaces and eliminate potentially harmful bacteria. Unlike antibiotics, antibacterials are not used as medicines for humans or animals. Antibacterials are found in products such as soap, detergent, skincare products and household cleaners.

Requirements

- One kit per team
- Easily accessible
- Printed expiration date on Topical Antibacterial or Antimicrobial or Antibiotic Agent must be current.
- Sufficient supplies for all mounts on team

Labeling: The kit container must be labeled with team name or numbers. Each individual kit item does not need to be labeled, but labeling assists in the return of borrowed or misplaced items. Items not in original packaging must be labeled with contents.

Checklist

Petroleum Jelly

Primarily used to lubricate the thermometer. It can also be used on a mount's chapped heels (from standing in mud) to protect them from wet and weather.

Required: Container at least half full.

Tip: It is a good practice to use synthetic protective gloves or gauze squares when applying any topical, so you do not contaminate (get germs in) the topical. Using squeeze tubes lessens the chance of contamination.

Digital Thermometer

Used for taking a horse's temperature. Turn on the digital thermometer. Make sure the battery is not low. Digital thermometers are intended to be held in place during use. They take temperature readings quickly and usually beep when they are finished. Do not let go of it while you are taking your mount's temperature. Clean the thermometer with soap and water or rubbing alcohol after use.

Glass Thermometers

Glass thermometers are no longer allowed due to the health hazard created by broken mercury thermometers.

Liniment

Liniments may be used on horses following exercise to combat pain and swelling, applied either by rubbing on full-strength, especially on the legs, or applied in a diluted form, usually added to a bucket of water and sponged on the body. They are also useful in hot weather to help cool down a horse after working, the alcohol cooling through rapid evaporation, and counterirritant oils dilating capillaries in the skin, increasing the amount of blood releasing heat from the body.

Does not need expiration date.

Unacceptable: Bottle less than half full.

Tip: Put it in a zip-close bag so it doesn't leak.

Isopropyl Alcohol

Isopropyl alcohol, also known as rubbing alcohol, is used to clean and disinfect items like bandage scissors and thermometers.

Does not need expiration date.

Unacceptable: Bottle less than half full.

Tip: Put it in a zip-close bag so it doesn't leak.

Antibacterial or Antimicrobial or Antiseptic Scrub

An easy way to think about the difference between an antibacterial/antimicrobial/antibiotic 'solution' and a 'scrub' is that the solution treats a wound and the scrub cleans it. Somewhere on the label the words 'antibacterial', 'antimicrobial' or 'antibiotic' must appear.

Does not need expiration date.

Acceptable: Antibacterial liquid soap.

Required: At least eight ounces.

Unacceptable: A "solution", unless liquid soap is also present.

Tips:

- A scrub can be made from a antibacterial/ antimicrobial/ antibiotic "solution" by adding a quarter to a third of the volume in liquid soap, then after mixing it gently pour a little out and see if it makes suds or at least feels slimy between your fingers.
- Because scrubs usually come in large bottles, it is okay to pour some into a smaller plastic bottle with a tightly fitting lid. Be sure to label the smaller bottle with the name of the scrub, and team/ competitor identification.
- Antibacterial liquid soap is an inexpensive option for this item.

Topical Antibacterial or Antimicrobial or Antibiotic Agent

Must contain the words "antibacterial" OR "antimicrobial" OR "antibiotic" on the label/packaging.

Expiration date ALERT! MUST have a current expiration date. WARNING: While the active ingredients in topical agents are effective in the treatment of wounds in horses, they can be hazardous to your health. It is a good practice to use synthetic gloves or gauze squares when applying these topical agents.

Required: At least two (2) ounces (which is roughly the amount of a half-stick of butter)

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Unacceptable: Anything without an expiration date. No expiration date = no active ingredient.

Tip: Human treatments of any triple antibiotic ointment are an acceptable topical agent. You would need at least 2 ounces to treat a horse. This makes it more expensive than many equine specific treatments.

4" Sterile Wound Dressings

Each dressing must be individually wrapped to be sterile. The current USPC Manual of Horsemanship, C Level (See 'Treating Minor Wounds' above), recommends a minimum of four to treat a minor wound; two to clean, one to blot, then one to dress.



Required: At least four dressings in sealed packages that say "sterile".

Unacceptable: Less than four dressings in sealed packages that say "sterile".

Tip: Additional sterile wound dressings of other sizes may be included.

1 Roll Gauze (at least 2" wide)

This is very helpful in keeping a gauze pad in place over a wound.

Tip: Roll gauze can be the brown type that veterinarians use, or stretchy cling gauze available in grocery stores.

2 Flexible Stretch Adhesive/Cohesive Bandages

These are useful in keeping a gauze pad or other wound padding in place. Apply snugly enough to keep it in place, but use caution, since it can stretch and cut off circulation.



Required: Useable. Check to make sure they are still useful. They can break down over time and become difficult to unroll, especially if they are left in hot environments (like cars or trailers).

Unacceptable: Non-self adhesive human stretch bandages, (e.g., Ace wraps), because they stretch too much and can cut off circulation.

Tip: At the beginning of rally season, take older flexible bandages and have members practice wrapping wounds. This will refresh their skills and you can start the season with new rolls of bandages.

1 lb Roll of 12" Absorbent Practical Cotton

Absorbent practical cotton is used when building a bandage over a bleeding or oozing wound, otherwise the other paddings (pillow, no bow, sheet cotton) are used.



In building a bandage from the items in the Equine First Aid Kit, the first layer against a wound should be 4" sterile wound

dressings (gauze pads or non-stick pads) and roll gauze. Over this sterile layer, apply a layer of practical absorbent cotton (sterile or non-sterile), then a Leg Wrap to hold it all in place. Because you are using absorbent practical cotton, there is no plastic "barrier" layer to cause problems to bandaged area (retention of heat, increased moisture, plastic binding against the skin, tabs taped on skin, etc.) and layering is easy.

Roll cotton is multi-purpose. It can be cut or pulled apart to make small sized pieces, saturated with Isopropyl Alcohol and used like a sponge to apply to an overheated horse or cut to fit the base of a hoof to wrap as sole pad, etc.

Required: At least 12" wide, can be wider; highly absorbent; at least one pound. Roll cotton can be open; it does not need to be sterile, since it should not be used next to a wound.

Unacceptable: Pads, absorbent or not, disposable diapers, etc. These are not wide enough nor of variable length to accommodate bandaging different sized legs or parts (forearm, carpus, cannon, fetlock, pastern, hoof, gaskin, hock). Should not be non-absorbent sheet cotton, the type used to make standing bandages.

Tip: This item can be somewhat hard to find. Do not leave this for a last-minute shopping trip!

Bandage Scissors

Bandage scissors are used to cut a bandage off a mount. The blunt tip allows the scissors to cut close to the skin without cutting it.



Required: Blunt tipped and capable of cutting through thick bandages.

Unacceptable: Regular scissors, (since the points are too sharp), or children blunt's school scissors.

Tip: Tie a long piece of ribbon or landscaping tape to the handles, then label.

1 Roll Adhesive Tape (1" Minimum Width)

Adhesive tape keeps a gauze pad or other wound padding in place. This tape is specifically designed to hold bandages on. It is also known as cloth sports tape or bandage tape.

Required: At least one full roll

Unacceptable: Masking tape, duct tape, cellophane tape

4 Leg Bandages with Appropriate Padding for Four (4) Stable Wraps

These can be applied over treated leg wounds. Remember to bandage the adjacent leg to provide support.

Bandages: If bandages do not have Velcro closures, at least two bandage pins or strong safety pins per bandage must be included. Note that diaper pins may also be used, but the plastic ends can shatter easily.



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Required: Track bandages, flannel bandages, knit bandages

Unacceptable: Polo-wraps

Padding

Required: Must be sized/sizes to fit every mount on the team. Must be soft, smooth, and thick enough to distribute pressure evenly without binding or causing too much pressure on any structure of the leg. (Refer to current USPC Manuals of Horsemanship.)

Unacceptable: Torn, dirty, insufficient amount to achieve the correct thickness of a stable wrap.

Human First Aid Kit

Purpose

The Human First Aid kit is intended to provide first aid and comfort to competitors. It has the items needed to take care of the simplest of cuts/scrapes when further care is not required. Some of the materials in the Equine First Aid Kit are acceptable for use by humans, such as gauze bandaging, scissors and adhesive tape. Medicated products from the Equine First Aid Kit are not intended for human use.

Requirements

- One kit per team
- Easily accessible
- Printed expiration date on Triple Antibiotic Cream must be current
- Sufficient supplies for all team members

Labeling: The kit container must be labeled with team name or numbers. Each individual kit item does not need to be labeled, but labeling assists in the return of borrowed or misplaced items.

Checklist

1 Extra Medical Armband with Blank Medical Release Card
If a competitor's original armband is lost, the parent/guardian or team Chaperone may complete the blank card for that competitor's use.

Competitors should not fill out the form on their own unless they are over 18.

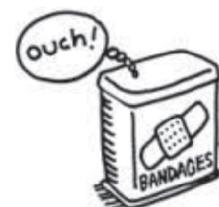
Tips:

- If the extra armband or form needs to be used, the competitor can place a note in the Kit alerting the team to that fact. This allows the team to alert the HMJ doing the equipment check to the location of this item.
- It is a good idea for each competitor to bring 2 completed Medical Release Cards to rally. One for your Armband and the other can be kept in a zip-close bag in your Grooming Kit. It will be ready to use with the extra Armband if lost.

Band-Aids

Required: At least a dozen Band-Aids.

Tip: Stock the Human First Aid Kit with a selection of bandage sizes and shapes. Bandages made especially for blisters are always useful.



Triple Antibiotic Cream

Triple antibiotic ointment is effective protection against infection from minor cuts, burns, abrasions and other first aid emergencies.

Expiration date ALERT! No Expiration Date = No active ingredient and that's not good!

Required:

- Must contain the word 'antibiotic' on the label.
- Must have a current expiration date.

3 Pair Synthetic Protective Gloves

Can be latex, vinyl or other synthetic material.

Required: At least three pairs.

Unacceptable: Less than three pairs. Dishwashing gloves, since these are too clumsy to be useful.

Tip: Check for cracks and holes. Put them in zip-close bag for easy access. Vinyl gloves are usually a good choice, since some people are allergic to latex.



Sunscreen

Can be spray, lotion, roll-on, etc. Can be individually packaged.

Acceptable: At least half a bottle or at least one individual pack per team member.

Tip: Store in a zip-close plastic bag to avoid spills.

Bug Spray (for Humans)

Can be spray, lotion, roll-on, etc. Can be individually packaged.

Acceptable: At least half a bottle, or at least one individual pack per team member.

Tip: Store in a zip-close plastic bag to avoid spills.

Additional items may be added to the kit, such as:

- Tweezers
- Instant cold compresses
- Human digital thermometer
- Antiseptic wipes
- Hand sanitizer
- Aloe Vera cream/sunburn cream
- Blister bandages

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Items that should not be included in the Human First Aid Kit:

- Over-the-counter medications such as aspirin, decongestants, allergy relief, etc.
- Prescription pharmaceuticals, including inhalers and epinephrine auto-injectors.

HM6c Drugs and Medications states:

“Competitors must note any prescribed medications and/or health related conditions on their Medical Card/Bracelet, which is required to be worn at all USPC activities.

“HMJs or organizer(s) may not take possession of, or administer, any medications.

“During a USPC activity, members risk disqualification from further participation if they possess or are under the influence of illegal drugs or controlled substances.”

Tack Room Equipment

Purpose

These required items are necessary for barn safety, team communication and use and knowledge of the rules of competition.

Requirements

- One kit per team

Checklist

- Team/Individual Identification (posted at entrance)

Flashlight

The flashlight must be hung by door of tack room, low enough for the shortest member of the team to grab without needing a stool. Make sure it is visible and easy to get without untangling or untying.



Required: Working with a strong, bright light.

- Flashlight must be labeled with team name or numbers or the name or number of any team member.

Unacceptable: pen-type or miniature flashlights

Tips:

- Hang it with a double ended snap, so it is easily removed for use.
- Include a set of spare batteries in the Utility Kit.

Fire Extinguisher (Charged)

The fire extinguisher must be hung by the door of the tack room, low enough for the shortest member of the team to grab without needing a stool. Make sure it is visible and easy to get without untangling or untying.

It must be a Class "A" or "ABC" extinguisher.

- "A" = capable of extinguishing cellulose/wood fires,
- "B" = capable of extinguishing gasoline, grease or oil fires
- "C" = capable of extinguishing electrical fires.
- Make sure the indicator reads "charged" or "full".

Required: Portable. Charged. Hung by door of tack room so all members can reach it.

- Labeled with team name or numbers or the name or number of any team member.

Acceptable: Fire extinguisher spray instead of traditional fire extinguisher.

Unacceptable: Not hung by door. Empty. Class other than A or ABC.

Tips:

- Hang with a double-ended snap so that it is easily removed for use.
- Many local fire departments run classes in how to use a fire extinguisher. This makes a great unmounted meeting.

Notice Board

This can be a dry erase board, chalkboard, cork board, etc. Be sure to bring the proper markers or pens to use on your board! You can use the notice board to write things such as ride times and notes to team members.

Trash Container:

Required:

- Labeled with team name or numbers or the name or number of any team member.
- Trash must be emptied prior to leaving for the night.

Tips:

- A large trash container can double as a storage/transport container for other team kits when not at rally.
- A size of 3 gallons or more helps the team to have to empty the trash less.
- Using a trash container with a lid helps keep flies and insects away.



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Horse Management Handbook

Each team is required to have a copy of the USPC Horse Management Handbook/Rules for rallies, so every competitor has easy access to the rules both before and during competition.

Each team must have Part 1: USPC Horse Management Handbook/Rules for rallies, and the current annual HM Newsletter.

These can be found on the USPC website: www.ponyclub.org.

- Optional: Bring Parts 2 and 3 to help you understand how the judges and organizers make decisions.

Discipline Rulebook

Each team is required to have a copy of the Rulebooks, so every competitor has easy access to the rules both before and during competition.

The Rulebook is considered complete if it is current and includes all Addenda and the current annual Discipline Newsletter.

These can be found on the USPC website: www.ponyclub.org. Make sure you have included any addenda. (These changes are marked in the footer of pages on which changes have been made.)

Note on Rulebooks: Electronic forms of the Rulebooks are allowed, but...

- It is acceptable to bring electronic forms of the rulebooks, but remember it is not always possible to recharge electronic devices during a competition. Additionally, the small display screens of some devices make looking up rules difficult. Check before the rally to make sure your device displays the rulebooks in an easy-to-read format and check with the organizer to make sure you will be able to keep your device charged throughout the rally!

Boot Hooks

Used to help pull on your boots.

One set of boot hooks per team is required only if one or more team member(s) are wearing tall boots that do not have a zipper opening.



Boot Jack

Boot Jacks are used to help in getting boots off.

A boot jack is only required if one or more team member(s) are wearing tall boots that do not have a zipper opening.



Utility Kit

Purpose

Pony Club teams need to be prepared for proper stable care when they arrive at rally. The Utility Kit is stocked with items that help repair stall boards, hang water buckets, post notices, loosen stuck doors, etc. Additional items may be included in the kit, such as plastic cable ties for hanging items. The required list is the minimum that must be included.

Labeling: The kit container must be labeled with team name or numbers. Each individual kit item does not need to be labeled, but labeling assists in the return of borrowed or misplaced items.

Tip: You can tie a piece of ribbon or neon landscape tape to the handle of many of these items for labeling. It makes it easier to find them if they land in the grass!

Requirements

- One kit per team, easily accessible

Checklist

Hammer

Required: A medium to heavy duty all-purpose claw hammer type.

Unacceptable: A specialty hammer such as a carpenters maul (all wood) or rubber hammer.

Nails

Required: Heavy duty type and have a distinct head.

Unacceptable: Lightweight 'panel' type or finish nails. Should not be rusted or bent.

Tip: Include a selection of nails in various sizes and weights. Can be stored in snap top plastic containers.

Screwdriver

- Can be either a Phillips head (+ sign tip) or flathead (- sign tip).

Tip: Medium to heavy duty recommended

Pliers

Unacceptable: Do not open/function.

Tip: Medium to heavy duty type recommended.

Scissors

Sharp scissors can be used for cutting gauze for first aid, bailing twine, ribbons, etc.

Jackknife

In an emergency situation, a horse may become trapped and need to be cut free. It is important to have a sharp, sturdy knife on hand. A jack-knife is considered a solid, reliable and safe form of knife



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for this purpose. It is extremely important that all Pony Club members know how to use it safely.

Required: Functional.

Unacceptable: Dull or broken. Heavy-duty box cutters or utility knives, which use retractable, replaceable thin razor blades are not considered a suitable alternative to jack knives, because the blades can snap very easily. The blades dull quickly and can be tricky to replace.

Tips: Serrated edged knives cut easier than smooth edge. Make sure all team members know how to open as well as close the knife, because they often have safety latches.

- The Boy Scouts of America have an excellent program that teaches proper use of jackknives. Contact your local troop and ask them to come to your next unmounted meeting and instruct your group. A good handout on jackknife safety can be found at www.scoutxing.com/leadertips/tip027.htm

Leather Punch

A leather punch comes in handy for last minute tack adjustments.

Required: Functional.

Unacceptable: Incapable of creating holes, misaligned, broken.

Thumbtacks

Useful for putting notices up on the notice board and for Judges to leave notes.

Tip: Larger thumbtacks with colored tops are easier to find if spilled. Thumbtacks can be stored in a small snap-lid plastic container.

Duct Tape

Required: At least half a roll.

Unacceptable: Masking tape. Cellophane tape. Tacky/ gummy/ does not unroll.

Tip: Write team name in permanent marker on the inside of the roll.

Two Pony Club Pins

These are spares in case a team member loses or breaks one. The pin must bear the official image of USPC (see picture). Official USPC Championship pins with USPC image, discipline and date are acceptable. Colored felt backings, indicating certification, are optional.



Tip: At least two Pony Club pins; having more is fine!

Tack Cleaning Kit

Purpose

Good tack, when properly cared for and fitted, can give many years of service. The process of cleaning tack can be broken down into three stages.

1. Cleaning—If tack is dirty, use a sponge and cleaner to remove dirt. Care should be taken not to allow the soap to foam—this indicates the use of too much water, which will dry out the leather. The tack is then rinsed off with a slightly damp sponge to remove the cleaning agent, which is too harsh to be left on the saddle or bridle. Some good cleaners are: Lexol Cleaner, Castile Soap (Kirk's), LeatherCare, Ivory Soap.
2. Conditioning—Leather should be soft and supple, with no cracks, and should not squeak while you're riding. If oil is needed, use a 1" to 2" paintbrush to apply in thin layers to the "flesh" or rough side of the leather, then work the leather by hand, bending it back and forth as well as rolling. The heat from your hands will help the leather soak up the oil or conditioner. Don't go overboard—condition your leather gradually!
3. Protecting—Bar glycerin soap is the traditional choice of protection, since it will seal the pores of the leather to protect and nourish it. It acts as a type of raincoat for the leather, but does not clean it. If oil is applied after this step the leather will be duller, lacking polish, and the oil will not get into the fibers of the inner layers of the leather, because they have been sealed. Some good protectors: bar glycerin soap, Fiebing's Saddle Soap, Belvoir Glycerin.

Requirements

- One kit per team

Labeling: The kit container must be labeled with team name or numbers. Each individual kit item does not need to be labeled, but labeling assists in the return of borrowed or misplaced items.

Checklist

Ordinary Bar Soap **

- Ordinary soap can be used for the first step of tack cleaning; cleaning the leather. May also be used to wash your hands.

Required: A solid cake-type ordinary soap (Ivory Soap, Castile Soap)

Unacceptable: Deodorant soap or anti-bacterial liquid soap. These types of soap may damage leather.

Tip: Keep the soap cake in a soap container for storage.

Tack Oil or Conditioner **

Required: Oil or conditioner.

- Used for the second step of tack cleaning; conditioning.

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Saddle Soap or Leather Cleaner **

- Used in the third step of tack cleaning; protection.

Required: Glycerin bar, saddle soaps, & other saddle cleaners.

Tip: Glycerin-based soaps are recommended for the protection step of tack cleaning.

** Product note: Multiuse products are acceptable as one of each of the three steps of tack care, but you must have three separate products for the soap, oil/conditioner and saddle soap.

Metal Polish

Used to clean any tack metal that DOES NOT come in contact with the horse's mouth. Bits should not be cleaned with metal polish.

Tip: Some containers of metal polish can rust easily. Make sure you can open it.

Tack Sponge

Used to apply tack cleaners, conditioners and protectors.

Required: Clean, smaller sponges that can easily fit in your hand – it is difficult to use large bath sponges to clean tack.

Tip: Stock your tack cleaning kit with several small sponges and store wet sponges in the team drying basket after use.

Cleaning Cloths

Used for applying tack cleaners, conditioners and protectors as well as metal polish.

Tip: Keep separate cleaning cloths for metal since you don't want the residue of metal polish on leather. Old terrycloth face cloths work great.

Pail

Fill with warm or tepid (if available) water for tack cleaning, enough to get sponges wet.

Cleaning Hook

Used to hang tack on while cleaning it. May be stored when not in use.



Drying Basket

Used to dry sponges and wet cloths.

Required: Hanging or free standing. May be stored while not in use.

Tip: Mesh laundry bags work well and can be hung by their string. Tri-level hanging baskets used in the kitchen also work well.

Boot Polishing Kit (if applicable)

Required: If any member of the team is wearing mounted footwear (tall or short boots) made of leather. Must include boot brush, boot polish/creams and cloths used only with the boot polish and creams.

Tip: Keep a Boot Polishing Kit in its own small labeled bag or container.

Cleaning Equipment

Purpose

Keeping the stable area neat and clean is one of the primary goals of good horse management.

Requirements

- One kit per team, clean, in good repair, and appropriate to the task.
- Equipment must be safely and neatly stored.

Tip: Label tools with a piece of tape.

Checklist

Manure Fork or Shovel

Rake or Broom

Manure Basket or Wheelbarrow

- All items must be labeled with team name or numbers or the name or number of any team member.



Extra Equipment

Purpose

It is anticipated that equipment may break or be lost during a competition, and the expectation is that competitors will replace these items with items from the Required Extra Equipment. Therefore, Extra Equipment used to replace items that are lost or broken during the course of a competition will not be penalized. However, equipment that was not brought to the rally and must be replaced with items from the Required Extra Equipment will result in a penalty. Example: If a competitor forgets his/her bridle and has to use the spare = penalty. If the reins break and a competitor has to use the spare = no penalty.

Note: Storing extra equipment. Many clubs/centers store extra equipment in sealed plastic containers. While this is a good way to keep out dust and works well for bits and stirrup irons, it can cause mildew in leather and fabric. A better suggestion is to store extra equipment in a zippered sports bag that can be hung on a hook by its handles.

Requirements

- At least one set of extra equipment per team. (Individual riders may bring their own extra equipment.)

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- Sufficient sizes and types to fit all team mounts/members. If the team has several sized mounts, there must be a selection of girths, halters, etc to fit the different sizes.
- Each team member may bring their own extra equipment, clearly labeled & hung on separate hooks.
- A team may bring adjustable equipment (adjustable halters, girth extenders), so the tack can be adjusted to fit different mounts.
- All extra equipment must be clean to the USPC Standard of Proficiency for Turnout Inspection of the highest certified member of the team who would use that piece of equipment.

Checklist

Two Extra Lead Ropes, one with Chain Shank

- See the explanation under Individual Equipment “Lead Rope” and HM10b.

Halter(s)

Make sure your team Extra Equipment includes an extra halter to correctly fit every mount on the team. You may be able to bring an adjustable halter that can be modified to fit all the mounts. If the mounts on your team are very different sizes, you will need to bring more than one halter. Refer to HM8b.1 for information about correctly fitting halters.

Remember:

- All halters used at rallies must have breakaway capability (HM8b.2);
- The mount's halter must have some form of identification on it at all times (HM8c). If you need to use a halter from your Extra Equipment, you need to put your identification on it.

Complete Bridle(s) with Bit(s)

Extra bridles must be complete and assembled.

As with the extra halter, extra bridle(s) and bit(s) must be able to fit all the mounts on the team. Team members need to make sure the extra bridle(s) and bit(s) included with the team equipment will be safe and suitable for their mount. If a team member can't ride with the extra bridle or bit for safety reasons, they need to bring an extra one that they can use. Often, you can borrow the extra bridle and/or bit for the rally (especially if you return it clean!).

See HM8e for exceptions to USEF tack requirements at USPC activities.

Girth(s)

There must be an extra girth to fit all the mounts on the team. The team may need to bring more than one girth or a girth extender may work to make the one girth fit multiple mounts.

Tip: Make sure you know what kind of saddles your teammates are bringing. For instance, dressage saddles use short girths that will not work on all-purpose type saddles.

Pair Stirrup Leathers and Stirrup Irons

Stirrup leathers may be leather or synthetic. All stitching must be in good repair with no broken stitches. Any cracks in leather may not go through more than one-half the thickness of the leather. Fillis stirrup irons must have stirrup pads

Tip: Place every member's foot in the extra stirrup irons, since there should be 1 inch of extra room (or 1/2 inch on each side) when the widest part of a rider's foot is placed across the stirrup iron.

Two Rubber Bands for Peacock Irons (if used)

Required if one or more riders are using peacock safety stirrup irons. There are some rubber bands that are designed to be used without leather straps, these have an extra rubber tab that hooks to the bottom of the stirrup. Make sure that your extra rubber bands are in good repair, or replace them.

Acceptable: Rubber bands for safety stirrups (also called Peacock Irons) should be smooth and elastic.

Unacceptable: Office style rubber bands. Bands should be as pictured, intended solely for use with peacock safety stirrups. They should not be cracked, brittle or stretched out.

Tip: Place extra bands and leather tabs in a zip-close bag and label.



Extra Polo/Polocrosse Equipment

Additional Extra Equipment Requirements

- One kit per polo/polocrosse team
- Sufficient to fit all team mounts/members

Checklist

Extra Racket/Mallet

Breastplates(s)

Acceptable: At least one that fits all mounts.

Two Pair Boots or Bandages or Combination of Both.

Acceptable: At least two pairs. Must fit all mounts.

Two Pair Bell Boots

Acceptable: At least two pairs. Must fit all mounts.

Two Extra Wash Buckets, Sponge and Scraper Per Horse.

Part 1 – RULES FOR RALLIES



Appendix D:

Veterinarian Letter

All mounts in a USPC-sponsored activity should be serviceably sound and healthy. However, there are reasons a mount may be under the care of a Veterinarian and on prescribed medications, either for a short period of time or long term.

Mounts requiring legal (permitted), prescribed medication during a USPC activity must have a Prescription Form or Veterinary Letter from the prescribing Veterinarian with the following information:

- x Veterinarian practice address and contact information
- x Date of prescription
- x Type of drug or medication
- x Purpose for use
- x Application or administration instructions, and
- x Duration of use.

Rider Name: _____ Phone: (_____) _____ Discipline: _____

Name of Mount: _____
(must match name on Coggins)

Owner/Agent Name (if different than rider): _____ Owner Phone: (_____) _____

Veterinarian Name: _____ Vet Phone: (_____) _____

SPECIFIC DIAGNOSIS: _____

TREATMENT REGIMEN

For all USPC mounted activities, medications and supplements should be administered for therapeutic rather than performance enhancing or mood altering purposes (with the exception of Regumate).

Type of Drug or Medication: _____

Purpose for Use: _____

Dosage: _____

Application or Administration Instructions: _____

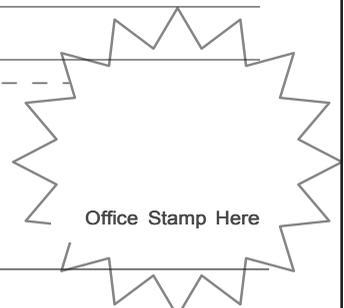
Duration of Treatment: _____

Additional Relevant Information: _____

Veterinarian's Signature

Date of signature

Print Veterinarian's Name



Part 1 – RULES FOR RALLIES

Stall Cards

1a. The Rule

A stall card with all of the specified required information must be posted on the stall or near the tie area whenever a mount is on competition grounds.

1b. Stall Cards Are Important

Stall cards provide quick access to information about your mount. Specific information is required, because it brings together information that may be important in an emergency situation, perhaps in the absence of the owner or rider. This could save time, avoid confusion and may serve to assist a veterinarian in making a decision as to choice of treatments. For instance, this information may be useful in the following situations.

- The mount isn't feeling well. The baseline vital signs (TPR) listed on the stall card may help the vet evaluate the mount's condition and determine if treatment is needed.
- The night watch, noticing a mount is showing signs of discomfort, can quickly notify the rider and owner using the contact information on the stall card.

1c. Stall Cards are Required

Whenever a mount is on USPC competition grounds, a stall card must be posted on the stall or near the tie area with all of the following Required Stall Card Information.

1d. Making a Stall Card

You may copy and use this card or design your own. There is no specific way to design a stall card, but the stall card must:

- Have all the required information, and
- Be neat and organized, so it can be easily read.

Required Information for Stall Card	
Rider	Mount
<ul style="list-style-type: none"> • Rider Name(s) • Competitor Number(s) • HM and Riding Certification(s) • Competitor number <p>Note: All riders using mount must list:</p> <ul style="list-style-type: none"> - Name(s) and Number(s), and - Certification(s) (both HM and Riding) 	<ul style="list-style-type: none"> • Name (must match name on Entry, Coggins, Equine Release and insurance) • Age • Sex (written near age) • Height • Temperature • Pulse • Respiration <p>} at rest</p> <ul style="list-style-type: none"> • Any known allergies • Any stable vices • Accurate, representative photograph or physical description of mount
<p>Chaperone</p> <ul style="list-style-type: none"> • Name • Contact information • Cell phone number w/area code 	<p>Adult Emergency Contact</p> <ul style="list-style-type: none"> • Name • Phone number w/area code • Emergency contact information <ul style="list-style-type: none"> - Cell phone number w/area code
<p>Veterinarian (for consultation)</p> <ul style="list-style-type: none"> • Home Veterinarian • Phone number w/area code 	<p>Insurance (write this on back of card!)</p> <p>If the mount is insured, list the following on the back:</p> <ul style="list-style-type: none"> • Name of company • Phone number w/area code • Policy number • Name on policy • Whether or not "pre-authorization" is required prior to treatment
<p>Farrier (for consultation)</p> <ul style="list-style-type: none"> • Home Farrier • Phone number w/area code 	

Stall Card



Club or Center/Region _____

Rider Name(s) _____ Mount's Name: _____

Competitor #(s): _____ Certification(s): _____ Age: _____ Sex: _____ Height: _____

Vital Signs at Rest: Temp _____ Pulse _____ Resp _____

Stable Vices: _____

Allergies: _____

The following information is required so these individuals can be contacted when not on rally grounds. Provide emergency contact information with area codes.

Chaperone: _____

Cell phone number (____) _____

Adult Emergency Contact: _____

Home phone number (____) _____

Cell phone number (____) _____

Veterinarian: _____

Phone number (____) _____

Farrier: _____

Phone number (____) _____

List any medications, supplements, nutraceuticals and/or loose salt administered. Include name and amount(s).

Picture or Physical Description of Mount

Part 1 – RULES FOR RALLIES

Appendix E-2

Sample Feed Chart

Feed Chart



Mount's Name: _____ **Stall #:** _____ **Team:** _____

Rider Name(s) and Number(s): _____

Type/Description	Feeding #1 Time: _____	Feeding #2 Time: _____	Feeding #3 (if fed) Time: _____	Feeding #4 (if fed) Time: _____
Concentrates/Grain				
Roughage/Hay				
Supplements				
Form of Salt (circle):	Block or Loose	~	In Feed or	Alone

Medication	Time	Dosage	Observed by HM Judge

Part 1 – RULES FOR RALLIES

Appendix F-1

HMH 15b.1, items the HMJ may check during Safety Check. This list is not comprehensive.

Rider:
Pony Club pin/pinnie/number
Medical Armband/Bracelet
No inappropriate jewelry
Safe, neat & clean attire
Appropriate attire
Boots clean—no dried mud (not polished)
Spurs (if used) put on properly
Helmet fit
Mount:
No sweat and/or dirt between legs, in girth area, on belly, dock, or around ears
Well brushed (no sweat)
No sweat and/or dirt around ears or dock
Clean (no dirt)
Mane & tail brushed
Feet picked out
Eyes/nose/lips/dock wiped off
Tack:
Safe
Properly adjusted (including girth tight)
Saddle pad properly adjusted/attached (not pressing against withers)
Clean (no dried sweat or dirt)
Bit—no dried grass/hay
Noseband—no dried grass/hay
Reins near bit—no dried grass/hay
Reins—no dirt/dried sweat where rubbed mount's neck
Saddle—wiped off
Stirrup irons/pads—no dirt
Girth—wiped off
Martingale (if used, may be attached during Safety Check and checked for proper fit at that time) Clean (no dried sweat or dirt)
Galloping boots Front—proper fit and clean Rear—proper fit and clean
Bell boots Front—proper fit and clean Rear—proper fit and clean
Did competitor present "ready to ride"?

Part 1 – RULES FOR RALLIES

Appendix F-2

HMH 15c.1, items the HMJ may check during Turnback. This list is not comprehensive.

Rider:
Boots clean—no dried mud (not polished)
Spurs (if used) wiped off, no dirt/mud on straps
Mount:
No sweat and/or dirt between legs
No sweat and/or dirt in girth area, on belly
No sweat and/or dirt around ears or dock
Overall well brushed (no sweat marks)
Overall clean (no dirt)
Mane & tail brushed
Feet picked out
Eyes/nose/lips/dock wiped off
Studs removed
Braiding removed
Tack:
Clean (no dried sweat or dirt)
Bridle—no sweat and/or dirt on undersides of noseband, browband or flash
Reins—no dirt/dried sweat where rubbed mount's neck
Bit—cleaned with no sign of grass or saliva
Saddle—wiped off
Girth—no dirt or excessive hair on either side of the girth
Stirrup irons/pads—no dried mud and/or dirt
Saddle pad—no excessive hair on the underside
Martingale—no sweat and/or dirt
Breastplate—no sweat and/or dirt
Galloping boots
Front—cleaned and wiped off with attention to the inside of the equipment
Rear—cleaned and wiped off with attention to the inside of the equipment
Bell boots
Front—cleaned and wiped off with attention to the inside of the equipment
Rear—cleaned and wiped off with attention to the inside of the equipment
Velcro fasteners—cleaned of grass

Part 1 – RULES FOR RALLIES

Appendix G

- G-1 Horse Management Protest Form
 G-2 Protest/Appeal Form Mounted Competitions

Appendix H – HM Score Sheets

HM Score Sheets (copy single-sided)		Color	Copy
H-1	First Check – Set Up & Safety	.White	1 per team
H-2	Required Equipment List Check	.Blue	1 per team
H-3	Horse Inspection Worksheet	.Gray	2 per 4 teams
H-4	Daily Sheets	.Green	1 per team
H-5	Turnout Inspection Sheets		
	• 5a D-1, D-2, D-3	.Ivory	1 per rider
	• 5b C-1, C-2, C+, H-B	.Ivory	1 per rider
	• 5c C-3, B, H, H-A, A	.Ivory	1 per rider
H-6	Turnback Inspection Worksheet	.Pink	1 per 4 teams
H-7	Safety Check Worksheet	.Lavender	1 per 4 teams
H-8	Cross Country Phase		
	• 8a HM Cross Country Phase Team Sheet	.Yellow	1 per team
	• 8b Work Sheet for Finish of Cross Country Test	.Yellow	1 per 11 X-C riders
H-9	Master Sheet	.Gold	1 per 4 teams
I-1	Team Challenge Procedure – Breaking Ties in HM	.White	1 per rally
I-2	Team Challenge Category A	.White	1 per rally
I-3	Team Challenge Category B	.White	1 per rally

Appendix J – HM Evaluation Forms

Who Should Complete this Form?	Copy	Retained by
J-1 Competitor Horse Management Evaluation		
• Each Team	1 per team	USPC
J-2 Horse Management Evaluation – Officials		
• Each AHMJ		
• Rally Organizer	1 per person noted	USPC
• Regional Supervisor		
• Other Officials		
J-3 Rally & Facilities Evaluation		
• Team		
• Each AHMJ	1 per person noted	Region
• Rally Organizer		
• Regional Supervisor		
J-4 USPC Chief/Provisional Chief HM Evaluation		
• Chief HMJ/Provisional CHMJ	1 per Chief/Provisional	USPC

**Refer to this page when copying
 HM Sheets & Evaluation Forms for Rallies**

Appendix G-1

Horse Management Protest Form

Remember: Before this form can be used, an inquiry must have been made to the CHMJ

Date: _____ Time: _____ Discipline: _____

Division: _____ Club/Center/Region: _____ Team #s: _____

Team Captain Name & Number _____

Team Member # for Protest _____ Team Member Certification _____

State infraction and provide points assessed:

Statement of Protest:

References (Name reference and page number):

Signature of Team Captain/Competitor: _____

Team Captain/Chaperone cell phone#: _____

Disposition: Date/time: _____

Approved: _____ Denied: _____ Points awarded if any: _____ Penalty, if any: _____

Technical Delegate _____

Ground Jury (at Championships): _____

CHMJ: _____

Team Captain _____

Scorer: (to indicate receipt and adjustment of a change) _____

Appendix G-2

Protest/Appeal Form – Mounted Competitions

Remember: Before this form can be used, an inquiry must have been made to the TD/Steward. Once completed, deliver to the Discipline/Show Secretary.

Date: _____ Time: _____ Discipline: _____

Division: _____ Club/Center/Region: _____

Competitor Name: _____ Number: _____

Captain Name: _____ Team: _____

Phase: _____

Statement of protest: State the reason for Inquiry. Include appropriate rule references to support your Inquiry.

References: Name book and page number.

Signature of Team Captain/Competitor: _____

Disposition: Date/time: _____

Approved: _____ Denied: _____ Points awarded if any: _____ Penalty, if any: _____

Ground Jury: _____

Appeal Committee: _____

Team Captain/Competitor _____

Scorer: (to indicate receipt and adjustment of a change) _____

USPC Horse Management First Check – Set Up & Safety

Team/Rider Name: _____

Judges: If a score can be attributed to a particular competitor, it should be noted as such; otherwise attribute the score to the team as a whole

Judge(s): _____

Stable/Trailer Area	(0-10 points)	Score
Tack room and aisle organized, safe & ready to rally		
Stall cards: correct & complete (HM App. I)		
Safe stall conditions, to include – Properly secured – Correctly hung stall fixtures – Properly bedded Water bucket(s) hung correctly (HM11d) Overnight rally: Two 5-gallon water buckets or equivalent (one with fresh water without electrolytes) (HM13B)		

Comments:

Horse Equipment	(0-5 points)	Score
Halter (HM8b) – Labeled – Breakaway, – Correctly fitted		
Lead Rope (HM10b) – Hung correctly on outside of stall door		
Mount safely tied with appropriate material (trailer rallies)		

Comments:

Feed Room (Overnight Rally)	0-5 points	Score
Feed Chart: posted in feed area; correct & complete (HM App. E)		
Grain and stable equipment safely and neatly stored (HM13d, Cleaning Equipment Amplification)		
Area neat and workmanlike; safe & ready for rally		

Comments:

Initial Horse Inspection (from Appendix H-3 worksheet, if applicable)	0-10 points	Score
Rider Numbers →		

Total Points (30 maximum):

Mounted Competitors	SM/Team	Total Score

USPC Horse Management Required Equipment Check

- All items labeled correctly.
- *Items checked on HM App. H-1 "Set Up & Safety,"
- **Items checked at Turnout Inspection & Safety Checks.
- No score for these items will be given on the REL.
- Judges: If a score can be attributed to a particular competitor, record it as such; otherwise, attribute it to the team as a whole

Team/Rider Name: _____

Judge(s): _____

<p>Grooming Kits ◆per mount</p> <p style="text-align: right;">←Rider Numbers</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50px;"><input type="checkbox"/></td><td style="width: 50px;"><input type="checkbox"/></td><td style="width: 50px;"><input type="checkbox"/></td><td style="width: 50px;"><input type="checkbox"/></td><td style="width: 50px;"><input type="checkbox"/></td><td>Hoof Pick</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Curry Comb (rubber or plastic; capable of cleaning brushes)</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Dandy Brush (hard bristles)</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Body Brush (soft bristles)</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Rub Rag</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Wet Wipes <i>or</i> 2 Sponges marked 'Dock' & 'Face'</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Body Sponge</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Scraper</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Wash Bucket – (labeled 'Wash Only')</td> </tr> </table> <p>Individual Equipment ◆per competitor</p> <p style="text-align: right;">←Rider Numbers</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50px;"><input type="checkbox"/></td><td style="width: 50px;"><input type="checkbox"/></td><td style="width: 50px;"><input type="checkbox"/></td><td style="width: 50px;"><input type="checkbox"/></td><td style="width: 50px;"><input type="checkbox"/></td><td>Saddle Rack</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Bridle Racks (one per bridle)</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Boot Trees for tall leather boots (leg & toe)</td> </tr> <tr> <td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>*Stall Card</td> </tr> <tr> <td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>*Water Bucket(s)</td> </tr> <tr> <td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>*Breakaway Halter</td> </tr> <tr> <td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Lead Rope</td> </tr> <tr> <td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>**Any necessary tack & attire</td> </tr> </table> <p>Feeding Equipment for Overnight Rallies Only ◆per team and/or mount</p> <p style="text-align: right;">←Rider Numbers</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50px;"><input checked="" type="checkbox"/></td><td style="width: 50px;"><input checked="" type="checkbox"/></td><td style="width: 50px;"><input checked="" type="checkbox"/></td><td style="width: 50px;"><input checked="" type="checkbox"/></td><td style="width: 50px;"><input checked="" type="checkbox"/></td><td>*Feed Chart(s)</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Feed Measure (pre-packaged meals or scale or scoop/can)</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Appropriate Feed Storage</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Heavy-Duty Feed Tub</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Top Off Bucket (filled & left outside stall at night; store in tack or feed room during day; labeled)</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Salt Block (note on Feed Chart if loose salt is used)</td> </tr> </table>	<input type="checkbox"/>	Hoof Pick	<input type="checkbox"/>	Curry Comb (rubber or plastic; capable of cleaning brushes)	<input type="checkbox"/>	Dandy Brush (hard bristles)	<input type="checkbox"/>	Body Brush (soft bristles)	<input type="checkbox"/>	Rub Rag	<input type="checkbox"/>	Wet Wipes <i>or</i> 2 Sponges marked 'Dock' & 'Face'	<input type="checkbox"/>	Body Sponge	<input type="checkbox"/>	Scraper	<input type="checkbox"/>	Wash Bucket – (labeled 'Wash Only')	<input type="checkbox"/>	Saddle Rack	<input type="checkbox"/>	Bridle Racks (one per bridle)	<input type="checkbox"/>	Boot Trees for tall leather boots (leg & toe)	<input checked="" type="checkbox"/>	*Stall Card	<input checked="" type="checkbox"/>	*Water Bucket(s)	<input checked="" type="checkbox"/>	*Breakaway Halter	<input checked="" type="checkbox"/>	Lead Rope	<input checked="" type="checkbox"/>	**Any necessary tack & attire	<input checked="" type="checkbox"/>	*Feed Chart(s)	<input type="checkbox"/>	Feed Measure (pre-packaged meals or scale or scoop/can)	<input type="checkbox"/>	Appropriate Feed Storage	<input type="checkbox"/>	Heavy-Duty Feed Tub	<input type="checkbox"/>	Top Off Bucket (filled & left outside stall at night; store in tack or feed room during day; labeled)	<input type="checkbox"/>	Salt Block (note on Feed Chart if loose salt is used)	<p>Human First Aid Kit ◆per team, easily accessible ◆required expiration date current</p> <p>___ 1 extra Medical Armband with blank USPC Medical Card</p> <p>___ Band-Aids</p> <p>___ Triple Antibiotic Cream; exp? _____</p> <p>___ 3 pair Synthetic Protective Gloves</p> <p>___ Sunscreen</p> <p>___ Bug Spray (human)</p> <p>Tack Room Equipment ◆per team</p> <p>___ Team/Individual Identification (posted at entrance)</p> <p>___ Flashlight (hung by entrance)</p> <p>___ Charged Fire Extinguisher Type A or ABC (hung by entrance)</p> <p>___ Notice Board</p> <p>___ Trash Container</p> <p>___ USPC HM Handbook & Rules for Rallies – Part 1, all Appendices & Newsletter (current & complete)</p> <p>___ Discipline Rulebook, all Appendices & Newsletter (current & complete)</p> <p>___ Boot Hooks (if tall boots are used)</p> <p>___ Boot Jack (if tall boots are used)</p> <p>Tack Cleaning Kit ◆per team</p> <p>___ Ordinary Bar Soap</p> <p>___ Tack Oil or Conditioner</p> <p>___ Saddle Soap or Leather Cleaner</p> <p>___ Metal Polish</p> <p>___ Tack Sponge</p> <p>___ Cleaning Cloths</p> <p>___ Pail</p> <p>___ Cleaning Hook</p> <p>___ Drying Basket for Sponges</p> <p>___ Boot Polishing Kit (if leather boots are used)</p> <p>Utility Kit ◆per team</p> <p>___ Hammer</p> <p>___ Nails</p> <p>___ Screwdriver</p> <p>___ Pliers</p> <p>___ Scissors</p> <p>___ Jackknife (capable of cutting rope)</p> <p>___ Leather Punch</p> <p>___ Thumbtacks</p> <p>___ Duct Tape</p> <p>___ 2 Pony Club Pins</p>	<p>Equine First Aid Kit ◆per team, easily accessible ◆required expiration date current</p> <p>___ Petroleum Jelly</p> <p>___ Digital Thermometer</p> <p>___ Liniment</p> <p>___ Isopropyl Alcohol</p> <p>___ Antibacterial or Antimicrobial or Antiseptic Scrub</p> <p>___ Topical Antibacterial or Antimicrobial or Antibiotic Agent; exp? _____</p> <p>___ 4" Sterile Wound Dressing</p> <p>___ 1 roll Gauze (2" min. width)</p> <p>___ 2 Flexible Stretch Adhesive/Cohesive Bandages</p> <p>___ 1 Lb. Roll 12" Absorbent Cotton Bandage Scissors (capable of cutting bandage)</p> <p>___ 1 Roll Adhesive Tape (1" minimum width)</p> <p>___ 4 Leg Bandages with appropriate Padding for 4 Stable Wraps</p> <p>Extra Equipment ◆per team ◆sufficient to fit all team mounts/ members</p> <p>___ 2 extra Lead Ropes, one with Chain Shank</p> <p>___ Halter(s) (adjustable)</p> <p>___ Complete Bridle(s) with Bit(s)</p> <p>___ Girth(s)</p> <p>___ Pair(s) Stirrup Leathers & Irons</p> <p>___ 2 Rubber Bands & Leather Tabs for Peacock Irons (if Peacock Irons are used)</p> <p>Cleaning Equipment ◆per team</p> <p>___ Manure Fork or Shovel</p> <p>___ Rake or Broom</p> <p>___ Manure Basket or Wheelbarrow</p> <p>Extra Polocrosse Equipment for Polocrosse Only ◆per team ◆sufficient to fit all team mounts/ members</p> <p>___ Extra Racket</p> <p>___ Breastplate(s)</p> <p>___ 2 Pair Boots <i>or</i> Bandages</p> <p>___ 2 Pair Bell Boots</p> <p>___ 2 Extra Wash Buckets, plus Sponge and Scraper per horse</p>																																																																																												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hoof Pick																																																																																																																																							
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boot Trees for tall leather boots (leg & toe)																																																																																																																																							
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	*Stall Card																																																																																																																																							
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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	**Any necessary tack & attire																																																																																																																																							
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	*Feed Chart(s)																																																																																																																																							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Feed Measure (pre-packaged meals or scale or scoop/can)																																																																																																																																							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate Feed Storage																																																																																																																																							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heavy-Duty Feed Tub																																																																																																																																							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Top Off Bucket (filled & left outside stall at night; store in tack or feed room during day; labeled)																																																																																																																																							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Salt Block (note on Feed Chart if loose salt is used)																																																																																																																																							

Maximum Points: 30

Mounted Competitors	SM/Team	Total Score

USPC Horse Management Daily Sheet

or affix label here



Judges: Points should be attributed to individuals whenever possible.

Team/Rider Name: _____

Item	Comments	Point Range	Score
Stable & Tack Area Stall cleanliness Stable/tack area cleanliness & neatness Safe & efficient use of equipment		(0-10 points)	
Care of Mount (safe & efficient) Grooming Handling Feeding Tacking & untacking Condition of mount		(0-13 points)	
Overall Impressions: Team Sportsmanship & positive attitude Cohesive workmanship, teamwork Correct unmounted attire Conduct Responsibility to duties & punctuality Consideration to others		(0-10 points)	
From Worksheets (if applicable) Rider #s			
Horse Inspection Day 2 or 3 (App H-3) (0-10 points/team)			
Turnback (App H-6) (0-7 points/team)			
Safety Check (App H-7) (0-10 points/team)			
Unauthorized assistance or other accessible points not provided for on Daily Sheet Comments			

Total Points (60 maximum)

Mounted Competitors					SM/Team	Total Score

USPC Horse Management Turnout Inspection

Riders must meet the requirements for their own certification level, as well as all lower level requirements.

Key: ES (Exceeds Standard)
 MS (Meets Standard)
 SBS (Slightly Below Standard)
 FBS (Far Below Standard)

Rider Name or # _____ Certification _____

Judge(s) _____

Item	(Point Range)	ES	MS	SBS	FBS	COMMENTS (GOOD / BAD)
D-1 REQUIREMENTS						
RIDER						
Pony Club pin/pinny/number/arm band	(2)					
No inappropriate jewelry	(0-2)					
Safe, neat & clean attire	(0-5)					
Appropriate attire	(0-1)					
MOUNT						
Neatly brushed	(0-6)					
No shavings, burrs, etc. in mane or tail	(0-5)					
Feet well-trimmed and/or shod	(0-2)					
Feet picked out	(0-2)					
TACK						
Safe	(0-10)					
Neat	(0-5)					
D-2 REQUIREMENTS						
RIDER						
Pony Club pin/pinny/number/arm band	(2)					
No inappropriate jewelry	(0-2)					
Safe, neat & clean attire	(0-5)					
Appropriate attire	(0-1)					
MOUNT						
Well brushed (no obvious sweat)	(0-3)					
Clean (no obvious dirt)	(0-5)					
Feet well-trimmed and/or shod	(0-2)					
Feet picked out	(0-2)					
Eyes/nose/lips/dock wiped off	(0-3)					
TACK						
Safe, especially stitching on stirrups/girth	(0-10)					
Clean, no obvious jockeys or heavy dust	(0-5)					
D-3 REQUIREMENTS						
RIDER						
Pony Club pin/pinny/number/arm band	(2)					
No inappropriate jewelry	(0-2)					
Safe, neat & clean attire	(0-5)					
Appropriate attire	(0-1)					
MOUNT						
Well brushed (no sweat)	(0-3)					
Clean (no dirt)	(0-4)					
Mane & tail brushed	(0-2)					
Feet well-trimmed and/or shod	(0-2)					
Feet picked out	(0-2)					
Eyes/nose/lips/dock wiped off	(0-2)					
TACK						
Safe, especially stitching on stirrups/girth	(0-5)					
Properly adjusted	(0-2)					
No jockeys or dust	(0-3)					
Stress points clean	(0-2)					
Stirrup pads (if used) clean	(0-1)					
Bit clean	(0-2)					
Totals						

Late Penalties: 5 points plus 1 point for each minute late, up to 40 points total, added to Inspection Penalty Score.

Inspection Penalties _____ (maximum 40)
 Late Penalties _____ (maximum 40)
 Total Penalties _____ (maximum 80)

Number of ES: _____

USPC Horse Management Turnout Inspection

Riders must meet the requirements for their own certification level, as well as all lower level requirements.

Key: ES (Exceeds Standard)
 MS (Meets Standard)
 SBS (Slightly Below Standard)
 FBS (Far Below Standard)

Rider Name or # _____ Certification _____

Judge(s) _____

Item	(Point Range)	ES	MS	SBS	FBS	COMMENTS (GOOD / BAD)
C-1 REQUIREMENTS						
RIDER						
Pony Club pin/pinny/number/arm band	(2)					
No inappropriate jewelry	(2)					
Safe, neat & clean attire	(0-3)					
Appropriate attire	(0-1)					
Clean boots	(0-2)					
MOUNT						
Well-groomed, reflecting regular care; no sweat or dirt; healthy coat	(0-3)					
Mane & tail brushed	(0-2)					
Little, if any, dandruff	(0-2)					
External areas around sheath/udder clean	(0-2)					
Feet well-trimmed and/or shod	(0-2)					
Feet picked out	(2)					
Eyes, nose, lips, dock clean	(0-2)					
TACK						
Safe; properly adjusted	(0-4)					
No jockeys or dust	(0-2)					
Supple, reflecting regular conditioning	(0-2)					
All stress points clean	(0-2)					
No cracked leather	(0-2)					
Metal clean & polished	(0-2)					
Stirrup pads (if used) clean	(0-1)					
C-2, H-B REQUIREMENTS						
RIDER						
Pony Club pin/pinny/number/arm band	(2)					
No inappropriate jewelry	(2)					
Safe, neat & clean attire	(0-2)					
Appropriate attire	(0-1)					
Boots polished, in good repair	(0-2)					
Spurs (if used) polished; put on properly	(1)					
MOUNT						
Well-groomed, reflecting regular care; no sweat or dirt; healthy coat	(0-3)					
Mane & tail brushed	(0-2)					
Little, if any, dandruff	(0-2)					
Sheath or udder showing regular attention	(0-2)					
Feet well-trimmed and/or shod	(0-2)					
Feet picked out	(2)					
Eyes/nose/lips/dock clean	(0-2)					
TACK						
Safe	(0-3)					
Properly adjusted	(0-2)					
No jockeys or dust	(0-2)					
Supple, reflecting regular conditioning	(0-2)					
All stress points clean	(0-2)					
No cracked leather	(2)					
Metal clean and polished	(0-2)					
Totals						

Late Penalties: 5 points plus 1 point for each minute late, up to 40 points total, added to Inspection Penalty Score.

Inspection Penalties _____ (maximum 40)
 Late Penalties _____ (maximum 40)
 Total Penalties _____ (maximum 80)

Number of ES: _____

USPC Horse Management Turnout Inspection

Riders must meet the requirements for their own certification level, as well as all lower level requirements.

Key: ES (Exceeds Standard)
 MS (Meets Standard)
 SBS (Slightly Below Standard)
 FBS (Far Below Standard)

Rider Name or # _____ Certification _____

Judge(s) _____

Item	(Point Range)	ES	MS	SBS	FBS	COMMENTS (GOOD / BAD)
C+, C-3, B, H, H-A, A REQUIREMENTS						
RIDER						
Pony Club pin/pinny/number/arm band	(2)					
No inappropriate jewelry	(2)					
Stock tie (if used) tied properly with correct pin placement	(0-1)					
Safe, neat & clean attire	(0-1)					
Appropriate attire	(0-1)					
Boots polished, in good repair	(0-2)					
Spurs (if used) polished; put on properly	(1)					
MOUNT						
Well groomed, reflecting regular care; no sweat marks or dirt; healthy coat	(0-3)					
Mane and tail clean and tangle-free	(0-2)					
No dandruff	(2)					
Sheath/udder showing regular care	(0-2)					
Feet well trimmed and/or shod	(0-2)					
Feet picked out	(2)					
Eyes, nose, lips, dock clean	(0-2)					
TACK						
Safe, clean, supple, reflecting regular care, no jockeys or dust	(0-4)					
Properly adjusted	(0-2)					
All stress points clean	(0-3)					
No cracked leather	(2)					
Metal clean & polished	(0-2)					
No residue in holes or lacings	(1)					
Saddle pad clean & brushed, if applicable	(0-1)					
Totals						

Late Penalties: 5 points plus 1 point for each minute late, up to 40 points total, added to Inspection Penalty Score.

Number of ES: _____

Inspection Penalties _____ (maximum 40)

Late Penalties _____ (maximum 40)

Total Penalties _____ (maximum 80)

USPC Horse Management Cross Country Phase Team Sheet

Team/Rider Name: _____

Numbers:

--	--	--	--

Judge(s): _____

Competitor Number	Correctly pulled up after finish of XC	Reported to Official after finish of XC	Cooling-out procedure	Condition of mount	Rider Total
	(0-15 points per team)	(10 points per team)	(0-20 points per team)	(0-15 points per team)	
Other comments Unauthorized assistance or other assessable points					
Cross Country Phase Team Sheet Maximum Points: 60					
Unauthorized Assistance or other assessable points not provided for on Daily Sheet					
Total Points					

Team Challenge Procedure for Breaking Ties in HM

Reference: 2016 Horse Management Rule HM16d.

To enter this procedure, the following conditions must be met:

Final HM scores amongst two or more teams are tied at zero AND each team has exactly the same number of Exceeds Standards.

– OR –

Each team involved in the tie has exactly the same number of Turnout points AND Daily Sheet points AND Exceed Standards.

Materials needed:

- Scissors
- Watch with minute hand
- Pencil and paper for each team

There are two categories of questions:

1. Category A questions are list type questions
2. Category B questions are short answer

Directions: Category A

- 1) Cut Category A questions and place in bag.
- 2) Flip a coin to determine which team captain will draw the first question from the bag.
- 3) Read the drawn question to both teams. Place each team in a separate area to answer the same question. Suggested time limit: two minutes.
- 4) Team members may confer and write the answers. Answers are returned to the CHMJ, who will determine the winner. The team who lists the most correct answers will win.

Still a tie? The tie-breaking moves onto the cards from Category B.

Directions: Category B

- 1) Cut Category B questions and place in bag.
- 2) The team captain who did not draw in the last round draws a question.
- 3) Read the drawn question to both teams. Place each team in a separate area to answer the same question. Suggested time limit: one minute.
- 4) Teams members may confer and write the answers. Answers are returned to the CHMJ, who will determine the winner. The team who lists the most correct answers will win. Continue drawing cards and answering questions from Category B until the tie is broken.

Team Challenge Procedure for Breaking Ties in HM, continued

CATEGORY A

Copy single sided for use at rally.

All references are found in 2016 HM Handbook & Rules for Rallies and noted in parentheses.

<p>List all the required items in the Equine First Aid Kit. (Appendix H-2)</p>	<p>List the information required on the Veterinarian Letter (Appendix D)</p>	<p>List the correct Felt Colors for all USPC certifications. (HM 7b)</p>
<p>List all the required Feeding Equipment for an Overnight Rally. (Appendix H-2)</p>	<p>List the items needed for a complete Tack Cleaning Kit. (Appendix H-2)</p>	<p>List the items needed in the Human First Aid Kit. (Appendix H-2)</p>
<p>List the required items in the Extra Equipment Kit. (Appendix H-2)</p>	<p>List the items required in a complete Utility Kit. (Appendix H-2)</p>	<p>Write the Pony Club Pledge. (Before Table of Contents)</p>
<p>List the items required for a complete Grooming Kit (include optional items). (Appendix H-2)</p>	<p>List the items required for the Rally Tack Room Equipment. (Appendix H-2)</p>	<p>List the required items on a complete Stall Card. (Appendix E-1)</p>

Team Challenge Procedure for Breaking Ties in HM, continued**CATEGORY B**

Copy single sided for use at rally.

All references are found in 2016 HM Handbook & Rules for Rallies and noted in parentheses.

List three of the safety rules to be followed when tying mounts. (HM 8b.2, HM 10b.2)	Name three permitted and two prohibited items for tack room decoration at a rally. (HM 12b)
What four colors of breeches are appropriate for formal attire? (HM 7j)	Name five of the listed "acts of cruelty" under the Abuse of Mount section in the HM Rulebook? (HM 10a)
What six criteria must footwear meet to be considered acceptable for unmounted activities? (HM 7c)	What two items on the Required Equipment List must have a current expiration date? (HM Appendix H-2)
What two criteria must a helmet meet to be considered acceptable for use at USPC activities? (HM 7a.1)	Describe proper competitor attire and horse equipment needed for Horse Inspection. (HM 7e)
Who may not serve as TD, members of the Ground Jury or members of the Appeal Committee? (UOR, Appendix A 4b)	According to the Participating Member Code of Conduct, what are the five examples of inappropriate behavior? (Before Table of Contents)
List the issues that lead to disqualification and/or elimination. (HM 17g)	List three rules regarding braiding one's horse at a rally. (HM 10d)
Who can help competitors at a rally without it being considered unauthorized assistance? (HM 6d, f, g)	What is the difference between disqualification and elimination? (HM 17g)
Who are the members of the Inspection Panel for Horse Inspection (Jog Outs) at a rally? (UOR, Appendix A 4f)	What is the process for breaking HM ties at a rally when scores are tied at greater than zero? (HM 16d)
At what four times are competitors required to wear their approved helmets? (HM 7a)	What are the eligibility requirements of mounts at a rally? (HM 5b)
What is considered appropriate attire while unmounted at a rally? (HM 7c and HM 7d)	What are the three steps of the inquiry process to dispute HM penalties? (HM 17b-e)
Name four of the required information needed on the Feed Chart. (HM 13)	What are the two rules to follow when giving horse electrolytes in their water at a rally? (HM 13b)
What two factors determine the heat index? (UOR, Appendix A 7c)	Regardless of certification, what three standards of horse care must all competitors be able to provide at a rally? (HM 5a)
Name six things that HM Judges may check at Turnbacks. (HM 15c.1)	HM judging takes place on all competition grounds except which four locations? (HM 4a)

Appendix J-1

Competitor Horse Management Evaluation Forms

(one per team)

Region: _____ Discipline: _____ Date: _____

Name of Chief Horse Management Judge: _____

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Neutral</i>	<i>Disagree</i>	<i>Strongly Disagree</i>
	5	4	3	2	1
1. The Chief HM Judge provided an overview of key rules and expectations for the rally.	5	4	3	2	1
2. The Chief HM Judge was fair.	5	4	3	2	1
3. The Chief HM Judge was consistent in assigning penalty points.	5	4	3	2	1
4. The Chief HM Judge was respectful.	5	4	3	2	1
5. The Chief HM Judge answered any questions you had.	5	4	3	2	1
6. The Chief HM Judge explained why they assigned penalty points.	5	4	3	2	1

Tell us about the Assistant Horse Management Judges:

AHMJ Name: _____

7. Fair	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
8. Consistent	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
9. Open for Discussion	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
10. Respectful	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1

11. What was the best part about the Horse Management portion of the rally? **Please share.**

12. Were you able to demonstrate your best Horse Management skills at this rally? **Please explain why or why not.**

13. If this was a team effort, how well did your team work together?

14. What areas of Horse Management did your team lack confidence or skills during this rally? **Please share.**

15. If your team had points taken away did your team captain make an inquiry to the CHMJ? **Yes No**

16. As a competitor, in what Horse Management skills would you like more training?

- | | | |
|-------------------------------|---------------------------------------|----------------------------|
| Barn safety | Specific rules about Horse Management | How to work as a team |
| How to make a good stall card | How to set up a feed room | Required equipment and use |
| How to set up a tack room | How to be successful in the vet box | |

Other topics: _____

Thank you and we appreciate your time and effort to fill out this form.

Name: (optional) _____ **Competitor/Team-Certifications:** _____

Return this form to the HMO or the Rally Secretary

Appendix J-2

Horse Management Evaluation-Officials

(copy single sided*)

This form should be distributed to and completed by each Assistant HMJ, Regional Supervisor, Rally Organizer and other officials.

Region: _____ Discipline: _____ Date: _____

Name of Chief Horse Management Judge: _____

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Neutral</i>	<i>Disagree</i>	<i>Strongly Disagree</i>
	5	4	3	2	1
1. The Chief HM Judge explained what we needed to know at the Assistant HM briefing.	5	4	3	2	1
2. I understood my role and responsibilities as explained by the Chief HM Judge.	5	4	3	2	1
3. The Chief set a positive tone for the rally.	5	4	3	2	1
4. The Chief was consistent in assigning penalty points.	5	4	3	2	1
5. The Chief was impartial and objective	5	4	3	2	1
6. The Chief was fair.	5	4	3	2	1
7. There was adequate HM staff for this rally.	5	4	3	2	1
8. Was the HM Staff effective as a team? Yes No Please share good aspects that made it seem like a team effort.					
9. Did you feel that you were asked to do HM assignments above/below your capability?					
10. Did anyone judge the competitors to a level higher than their certification? Yes No If yes, please explain.					
11. What worked well in Horse Management at this rally?					
12. Did you feel that you had enough to do during the rally or where you asked to do too much?					
13. List any areas of strength or weaknesses in the competitors at this rally.					
14. As a volunteer, in what areas of Horse Management would you like more education and training?					
	Barn safety	Specific rules about Horse Management	How to teach HM at the club/center level		
	Tack and Feed room set up	Safety and Turnout Inspections	How to run a vet box		
	Understanding Required Equipment checks				

Other topics: _____

Thank you for taking time to fill out this evaluation and time spent working as a volunteer at this rally!

**Please RETURN this form to the Horse Management Organizer (HMO)
or mail to the National Office: 4041 Iron Works Pkwy, Lexington, KY 40511.**

Appendix J-3

Rally & Facilities Evaluation

(copy single sided*)

To ensure that all rallies are fair and run efficiently, please tell us what you think about this rally. Take a few minutes to fill out this form. Return this form to the HMO or to the Rally Secretary.

PLEASE answer each question as truthfully as possible.

Rally Region: _____ Discipline: _____

Date: _____ Certification/Level: _____

THE RALLY

Was the rally well organized? Yes No

Did you have enough time for each activity? Yes No

If NO, where did you need more time? _____

Was this a learning experience for you/your team? Yes No

Were you given a chance to ask all of your questions? Yes No

If No, why were your questions not answered? _____

Could you show your best efforts? Yes No

What would you like to see changed for next time? _____

What did you like best? _____

THE FACILITY

Name of Facility _____ Location: _____

Were the grounds adequate for each phase of the competition? Yes No SoSo

Did you have enough room to warm-up? Yes No SoSo

Did you have a good place to longe? Yes No SoSo

Did you have enough water for you and your horse? Yes No SoSo

Were the Farrier and Veterinarian available and adequate? Yes No SoSo

Were the bathrooms on the grounds adequate? Yes No SoSo

What did you like most? _____

Name: (optional) _____

Competitor/Team-Levels: _____ or Title: RS _____ Organizer _____ AHMJ _____

Note to the HMO or Rally Organizer – THIS PAGE STAYS IN THE REGION

- Copy this page single-sided – not double sided – since this page will be retained by the region*
- This form should be distributed to and completed by each:

Team (1 per team)

Assistant HMJ

Regional Supervisor

Rally Organizer

Appendix J-4

USPC Chief/Provisional HM Judges Evaluation

(copy single sided)

Rally Region: _____ Discipline: _____

Date: _____ Competitor Level(s): _____ Qualifying Non Qualifying

What did you think about the Horse Management Judges?

Strongly Agree *Agree* *Neutral* *Disagree* *Strongly Disagree*
 5 4 3 2 1

PLEASE ADDRESS EACH JUDGE INDIVIDUALLY

FIRST NAME: _____

LAST NAME: _____

	Assist/Mentor	Assist	Assist	Assist	Assist
Knowledgeable	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Friendly	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Fair	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Helpful	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Encouraging	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Positive	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Constructive	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Open for discussion	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Recommend for Chief/Prov	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Already Chief/Prov	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

FIRST NAME: _____

LAST NAME: _____

	Assist/Mentor	Assist	Assist	Assist	Assist
Knowledgeable	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Friendly	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Fair	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Helpful	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Encouraging	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Positive	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Constructive	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Open for discussion	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Recommend for Chief/Prov	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Already Chief/Prov	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

How many Assistants did you have? _____ Experienced (#)? _____ Limited Experience (#)? _____

How many competitors at this rally? _____ Was this an adequate Judge:Competitor ratio? _____

Additional comments pertinent to rally:

Any unusual circumstances at this rally?

Chief Horse Management Judge _____ Signature _____

Print Name

Please **RETURN** this form to the Horse Management Organizer (HMO)
 or mail to the National Office: USPC, 4041 Iron Works Parkway, Lexington, KY 40511

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USPC

Horse Management Handbook and

Part 2 – Judges' Guide at USPC Rallies

2016

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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 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 Horse Management Judging at USPC 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	• All AHMJ's
Initial competitors	CHMJ	Beginning of rally	• At least one member of each team must attend the initial Briefing. Ideally, the entire team is present. • Parents/guardians, Chaperones & Coaches are encouraged to attend this Briefing, so they know what the expectations are for competitors.
Subsequent competitors	CHMJ	As needed	• At least one member of each team must attend the subsequent Briefings. • Parents/Chaperones may be invited to attend.
Final competitors	CHMJ	End of rally	• Entire Team must attend. • Parents/Chaperones may be invited to attend.
Coaches	TD	According to rally schedule	• All Coaches

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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 & Biting

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 AHMJ’s 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. This includes all scores for Turnout Inspection. Refer to 16c.2.

- When scoring short teams (3 riders):

A fourth rider (ghost) score must be created by taking the average of the other three rider scores.

- This ghost score is counted in as the fourth 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
Develop a Storm Plan for the rally	Regional Supervisor /Organizer
Review the plan with the Organizer. Must clearly understand their role in implementing the plan.	TD/Steward & CHMJ
Present the plan to the competitors as needed	CHMJ
Implement	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 for more information.

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Appendix K: Uniform Chaperone Rules/Duties

To be completed by the Chaperone and turned in with rally entry.

Chaperone duties shall include:

1. The primary function of the “Official Team Chaperone is to ensure that there is a contact person for each team or individual present and on grounds for the duration of the competition. Team chaperones must be available to rally officials and team members at all times.
2. Have copy of and be familiar with the rules for the competition (Discipline Rulebook) and the current edition of the Horse Management Handbook and Rules for rallies. Rulebooks can be downloaded from the USPC website at www.ponyclub.org
3. Uphold USPC Policy 0500 Drug/Alcohol/Tobacco. Chaperones must refrain from using alcohol or other substances when they are serving in their “official capacity” as team Chaperone. Refer to USPC website www.ponyclub.org for full policy statement.
4. Be present and available to rally officials and all team members for the duration of the competition.
5. Delegate duties of the team Chaperone to another responsible adult if for any reason you should have to leave the competition grounds during the hours of competition making it clear that they are to respond to rally officials and any team members in your absences.
6. Be sure to have a means of contacting parents or designated responsible person for all team members in the event that you should need to contact them during the hours that you are responsible for those team members (hours of competition).
7. Have a means of contacting all team members and the parent or responsible person for those hours after competition and when not on competition grounds (evening/nights).
8. Administration of medications is the sole responsibility of the parent/guardian.
9. Be familiar with the effects of heat and humidity and the potential risk for heat related illness. Take an active role in helping to keep all team members well hydrated; the importance of hydration cannot be overstated! Take every opportunity to encourage water breaks. Refer to the Uniform Officiation Rules found in the Horse Management Handbook and on the USPC website www.ponyclub.org
10. In cases of Scramble Teams, the Competition Organizer will determine the “Official Team Chaperone.”
11. Be aware that USPC members are required to wear a current, up-to-date USPC Medical Card/Bracelet on their arm at all USPC activities.

I have read and understand the duties of a Chaperone as listed above.

Name of Chaperone

Signature

Date

(_____)_____
Cell Phone Number

Chaperone for the above Club/Center/Regional team or individual

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Appendix K: Uniform Chaperone Rules/Duties (continued)

This page is intended for the use of the team Chaperone.
It should not be sent in with team competition entry.

Definition of Chaperone:

For the purpose of all USPC Competitions each team, or in situations that an individual should be entered, there will be a designated “Official Team Chaperone”. In the situation of scramble teams the Official Team Chaperone(s) will be appointed by the rally officials and will be so noted in the rally program as such. The role of this person is to give the rally organizers a responsible adult to contact for any needs and to give the team members a contact to assist them as may be indicated and allowed.

Hours for tour of duty are...

The Official Team Chaperone is responsible for team members during the hours of competition and on competition grounds only (from arrival on grounds until departing rally ground at beginning and end of each day of competition).

Transportation, driving and lodging...

Decisions to allow a competitor to drive or not, who they can or cannot ride with, who they can or cannot have in a vehicle that they are driving, where they stay at night and with whom they stay, and who is to be responsible for a competitor are all decisions that must be made by the parent/legal guardian if a minor. These decisions are not a decision of the USPC, any region, club or rally organizer. Specific arrangements must be made by and between the parent/legal guardian and the adult assuming any of these responsibilities in the absence of the parent/guardian.

Helping your team to succeed:

Initiate contact with all team members prior to leaving for the competition. In cases of Scramble Team members, request contact information from the rally Secretary. Share this information with team Captain and/or Stable Manager (SM).

Encourage the team to have meetings prior to leaving for rally. Be sure all members of a Scramble Team are included in the decision making process, either by email or phone contact, if a distance away. Discuss team equipment, review all rules that apply and any decisions regarding snacks, drinks, plans for meals, etc. Determine how the team members plan to provide snacks and drinks (i.e., each team member contribute a sum of money to a pot or each member is assigned specific items to bring.) If each is contributing money, it must be collected before the rally. Be sure you know who is bringing cooler(s), so you can avoid the quick trip to the local store.

Plan arrival time at the competition site and any details such as arrangements for ordering bedding, if needed, and who is assigned to do this (again collect money in advance if needed).

On the first day of the rally, gather the team together before they separate for the night and make plans for the next day. Include a review of their competition schedule and how they can best work together to help each other prepare for Turnout Inspections.

Determine a regular meeting place and plan to have a scheduled discussion session at the end of each day of competition. Take this opportunity to offer words of praise, acknowledge their accomplishments and encourage the sense of teamwork and team building. Guide the team towards constructive criticism and steer them away from finger pointing. Have the team make plans for the next day concerning time they will arrive on the competition grounds, who will feed horses the next morning, who will re-supply the tack room cooler with ice, drinks and snacks (get requests for drinks/snacks) and make the plans for lunch. Be sure any plans for cooler and/or lunch delivery follow any requirements as stated in the Competition Entry Packet (Neutral Zone) and they understand the plan. Have the team leave with a plan for the next day in place before they go off for an evening of relaxation.

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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: _____

Region: _____ Discipline: _____

Date of Rally: _____ Facility: _____

Name of Chief: _____

Qualifying Rally: Y N

Non-Qualifying Divisions: Y N

Anticipated # Competitors: _____ Number of AHMJ's: _____

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 have as a group to clarify questions on rules and discuss implementing the rules in a consistent way.

Basics of HM Judging: Remind AHMJ 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 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.
- AHMJs 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).
 - AHMJs 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 AHMJs 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 AHMJs 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

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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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USPC

Horse Management Handbook and

Part 3 – Organizing the HM Program

2016

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Part 3: ORGANIZING THE HORSE MANAGEMENT PROGRAM

HMO1 Implementing the HM Program

1a. Overview

Planning, preparing for and implementing the Horse Management portion of a USPC rally is a joint effort and the responsibility of several individuals, including:

- USPC HM Committee
- Regional Horse Management Organizer (HMO)
- Region Officials including the Regional Supervisor (RS)
- Rally Organizing Committee, and
- Others, as needed.

This is not a comprehensive list for rally organizers. Refer to the discipline Organizer Guides for more information.

1b. USPC Horse Management Committee

The Horse Management Committee has the following responsibilities according to USPC Policy 5001.c:

- Promote the teaching of horse management and horse care principles, with judging at competitions intended to educate competitors.
- Reviews the Horse Management Handbook on a regular basis and rewrites and/or makes updates as needed.
- Coordinates the training of Horse Management Judges.
- Organizes the Chief Horse Management Judges Seminar.
- Maintains a list of approved Chief Horse Management Judges.
 - Coordinates and assists with the work of Horse Management Organizers within regions.
- Coordinates with the Overall Championship Organizer and the discipline Organizers to ensure appropriate and adequate staffing of HM Judges for Championships and on all matters concerning Horse Management Judges staff for championships.

1b.1 Dual Focus

The Horse Management Committee focuses on both instruction and activities within USPC.

The USPC Horse Management Committee is a subcommittee of the USPC Instruction Council and has representation on the USPC Activities Council.

1b.2 Assists in Training HM Judges

The Horse Management Committee provides guidance and structure to regions and HMOs in developing and implementing a Horse Management training program for both HMOs and HM Judges.

- HMOs and club/center/regional leaders can view resource information on the USPC website: www.HM.PonyClub.org.

1b.3 Approved CHMJ List

The Horse Management Committee, in conjunction with the National Office, maintains the list of USPC Approved Chief Horse Management Judges. This list of active CHMJs (with contact information) should be used by HMOs and Organizers when selecting competent individuals to:

- Conduct Horse Management Clinics, and/or
- Serve as Horse Management Judges for both qualifying and/or non-qualifying USPC rallies.

The list, published annually and updated as individuals complete the Provisional CHMJ program, is available from the:

- USPC National Office
- Horse Management Committee members
- All Chief Horse Management Judges, and
- USPC website: www.PonyClub.org

1c. Horse Management Organizer

A Horse Management Organizer (HMO) is appointed annually by the Regional Supervisor (RS) of each region.

The HMO has two basic responsibilities within the region:

1. Provide support for club/center level and regional level Horse Management education.
2. Help prepare the region for the Horse Management portion of USPC rallies.

This part of the Horse Management handbook addresses only the HMO rally responsibilities.

For HM Education Support information see www.HM.PonyClub.org

Horse Management Committee Focus

Primary Focus - Instruction

To provide assistance, guidance, tools and resources to clubs/centers and regions in the development and delivery of the USPC Horse Management Instruction program.

- Enhance the club/center & region instruction programs.

Secondary Focus - Activities

To oversee the procedures and rules for Horse Management Judging at USPC rallies as an opportunity to:

- Work with the Organizing Staff to promote a safe environment at USPC competitions and activities.
- Evaluate the knowledge level of members.
- Evaluate the effectiveness of club/center & region instructional programs.

Part 3: ORGANIZING THE HORSE MANAGEMENT PROGRAM

1c.1 HMO Rally Responsibility

The HMO ensures certain duties and tasks pertaining to regional rallies are accomplished. These responsibilities may be delegated to a designated individual or completed in coordination with the Organizer or committee.

1. Identify Horse Management Staffing needs for regional rallies. (HMO 2)
2. Obtain Horse Management staff for regional rallies. (HMO 3)
3. Organize Support Materials & Supplies for HM staff at regional rallies. (HMO 4)
4. Ensure Horse Management Rally Evaluation Forms are provided, completed, collected and submitted. (HMO 5)

HMO2 HMO Responsibility #1: Identify HM Staffing Needs

2a. Overview

The HMO is responsible for identifying all rally HM staffing needs for regional rallies.

Several factors influence the selection of the HM Staff, including whether or not the rally is qualifying, the discipline and the numbers and certification levels of the competitors.

Horse Management staff at regional rallies includes:

- Chief and/or Provisional CHMJ. If a Provisional is used, a Mentor CHMJ must also work the rally if the rally is a qualifying rally.
- AHMJs
- Volunteers to assist the HM Staff by serving as scribes or in other capacities as instructed by the HMO and/or the CHMJ.

2b. Develop a Resource

Develop & maintain a list of individuals with different levels of skill and knowledge to perform the various tasks of HM judging in preparation for rallies. Share this list with the appropriate individuals within the region and share it with those looking for experienced staff for USPC rallies (other regions, the HM Committee and USPC Championships Organizers).

- Record names, contact information and experience of individuals who:
 - Demonstrate an interest in Horse Management judging at rally, and/or
 - Serve competently as an AHMJ in the region.

Hosting a regional Horse Management Seminar each year is a good way to expand this resource pool. The Seminar, with the purpose of training AHMJs and preparing new parents and members for the rally HM experience, provides education on the purpose and methods of Horse Management Judging at rallies.

2c. CHMJ Selection Affects Qualifying Eligibility

The CHMJ for a rally must be selected carefully, since this selection can affect the competitors' eligibility to qualify for Championships.

- To be considered a qualifying rally, and therefore the competitors considered eligible to qualify for USPC Championships, the CHMJ must be on the current list of USPC Approved Chief Horse Management Judges. (HM3b)

To verify this eligibility, after selecting the CHMJ, the HMO is required to:

- Complete the Intent to Rally Form. (Appendix L-1), and
- Send a copy of the form to the Horse Management Committee c/o the National Office, or complete online no later than four (4) weeks before the rally.

See the Forms or the Horse Management sections at: www.HM.PonyClub.org

CHMJ Selection for USPC Rallies

Type of Rally	CHMJ Selection
Qualifying	Must be from the current list of USPC Approved Chief Horse Management Judges. If a Provisional CHMJ is used, a Mentor CHMJ, selected from the current list of USPC Approved CHMJs, must also be used.
Non-Qualifying	Any individual whom the region feels is capable of providing a safe and educational environment for members.
USPC Championships (Nationals)	CHMJs for all disciplines must be selected from the current list of USPC Approved CHMJs.

2d. Provisional CHMJs

A Provisional CHMJ is a CHMJ in training.

- A Provisional CHMJ may Chief a non-qualifying rally without supervision if the region chooses.
The following procedures must be followed if a PCHMJ is used during a qualifying rally:
 - The Provisional CHMJ should be from outside the region of the rally, and
 - The Provisional CHMJ must work under the supervision of a Mentor CHMJ.
 - Only those individuals listed on the current list of USPC Approved CHMJs may serve as a Mentor CHMJ.
 - A mentor CHMJ must be an active CHMJ with at least two years of experience.
 - During rally, the Mentor CHMJ serves as both an advisor to the Provisional and as an AHMJ, stepping in only as necessary to promote a safe and positive environment.

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To ensure the ongoing training experiences and development of future CHMJ's, regions are strongly encouraged (but not required) to:

- Accept Provisional CHMJ's to staff their rallies, and
- Cover their travel, meal and lodging expenses.

2e. Active USPC Members

There is value in using active USPC members as AHMJ's, since they can have an incredible impact as role models for younger and/or less experienced USPC members. Regions are encouraged to use active members as AHMJ's. If they are used at a rally, there are some guidelines and restrictions.

Using Active USPC Members as AHMJ's

Encouraged

- Regardless of age, AHMJ's must be certified higher than any members they are judging.

Disallowed

- Unless they are 18 years of age or older:
 - Do not leave them alone with any group of USPC members
 - Do not put them in the position of performing Safety Checks or decision making without adult supervision.

2f. Ratio of HMJ's to Competitor

There must be enough HMJ's for the duration of the rally. The HMO must:

- Work with the Organizing Staff to create a safe environment for all members and mounts, and
- Allow adequate time to provide instruction to members as needed.

Some disciplines may require a higher ratio of HMJ's to members. For example:

- An Eventing Rally requires more HMJ's than a Dressage Rally.
- Less experienced members usually need more assistance and supervision than upper level members; therefore, at the "D" level, there should be a higher HMJ to member ratio.
- Since the first day of rally has a higher number of duties (i.e., First checks, Turnouts, Required Equipment) there may be a greater need for HM personnel. It may not be necessary to keep the entire staff for the entire rally period if your staffing is adequate to the task the first day.

The HMO, in consultation with the Organizer and the RS, will determine the actual number of HM Staff based on the:

- Estimated number of competitors, and
- Level of proficiency of competitors.

2g. Budget for HM at Rally

The HMO, RS, Regional Treasurer and Organizer must work closely together on the HM portion of the rally budget (expenses for HMJ's and supplies needed).

- Any fees and/or expenses to be paid to CHMJ's and AHMJ's must be agreed upon in advance by both the region and those individuals who have agreed to staff the rally.
- Expenses for travel, lodging, and food must be covered for all CHMJ's and, if budget allows, for AHMJ's as well.

HMO3 HMO Rally Responsibility # 2: Obtain HM Staff for Regional Rallies

3a. Overview

The HMO, in conjunction with the RS and the Organizer, must ensure the HM staff for regional rallies is obtained. Horse Management is an integral part of every USPC rally. Therefore, the HMO should select the HM Staff carefully.

3b. Obtain HM Staff for Regional Rallies

Once the regional calendar is established, at least 2 months prior to the rally, the HMO, in conjunction with the Organizer, must:

- Select a potential CHMJ. Contact the individual and obtain a commitment.
- Select AHMJ's from the region's resource pool and/or any individuals the CHMJ recommends.
- Work with the CHMJ and Organizer to recruit volunteers to fill additional jobs as indicated.

It is important the HM Staff, whether for a qualifying or a non-qualifying rally, is the best possible. The HM Staff should be:

- Qualified: Selection of the CHMJ affects the qualifying eligibility for USPC Championships. (HM3b and HMO 2c)
- Competent: HMJ's have different levels of experience and competence. Select HMJ's who are competent and more experienced to work with and train others, with the goal of developing a deeper pool of trained HMJ's.
- Objective: Rallies should provide an objective evaluation of the HM program for the region. Since much of what a HMJ does has to do with perception and/or fairness, regions are strongly encouraged to strive toward objectivity by following these guidelines:
 - Select HMJ's from outside the region when possible, particularly the CHMJ.
 - This is not always feasible and may add additional cost, but it provides a more objective evaluation of the HM portion of the rally by removing the subjective component of a CHMJ who knows the members on a personal level.
 - HM staff, including CHMJ & PCHMJ, should not be asked to evaluate members who are their own children, are from their own club, or who are using mounts owned by the HM staff member.

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- Any active USPC member who is also on the list of USPC Approved CHMJ's or who may be a PCHMJ should not be selected to Chief a rally in his/her own region. This prevents the situation of an individual judging his/her own peer group.

3c. **Contact & Confirm**

Contact and confirm the CHMJ and AHMJ's.

Logistics to discuss when recruiting the CHMJ and other HMJs:

Logistics to Discuss when Recruiting HM Judges

- Region
- Discipline
- Date
- Location
- Times when HM Staff are expected to be on the grounds:
Note: A one day rally has more scheduling limitations than an overnight rally.
- Arrival (tentative move-in):
- Departure (include who must remain on the grounds after Awards)
To ensure a safe, orderly and timely departure of competitors & mounts, at least one HMJ must remain for at least 1-1/2 hours after awards or until the last mount has departed with the exception of layovers.
- Expenses/Fees: Clarify details & reach an agreement, including:
 - Fees/ Per diems
 - Reimbursements
 - Amenities, to include
 - Lodging
 - Travel
 - Meals

3d. **Follow Up with the HM Staff**

Follow up with a letter, email or phone call providing the HM Staff with information pertinent to the rally. Refer to Appendix C for sample letters.

At a minimum, the letter should include:

- Dates
- Lodging information
- Reimbursement of expenses and fees that have been agreed upon, and
- Any other specifics that have been agreed upon or discussed.

3e. **Confer with the CHMJ**

At least two months before the rally (or early enough to get input regarding scheduling requests or needs and give feedback to the rally organizer), the HMO should discuss rally details with the CHMJ.

The following list is not comprehensive:

3f. **Recommended Potential AHMJ's**

- Number needed based on projected number of entries & certification levels.
- Number needed to stay after (How many are to remain on grounds after awards?)
- Names (with phone # or email address).

3g. **Supplies & Options**

Indicate who is responsible for:

- HM Score Sheets and Forms (App. H)
- Supplies for HM Staff
 - Any specific supplies requested?
- "Formal Instructional" Session (optional – Refer to HMJ9a)
 - When?
 - Where?
 - Length?
 - Particular topics would like to see presented?
- Non-Traditional Judging (optional – Refer to HMJ6b)
 - Example: Abbreviated Required Equipment Check
- Special considerations for C-3s & higher (optional – Refer to HM15b.2)

3h. **Re-Confirm the HM Staff**

Develop an open line of communication with the HM Judges prior to rally and update them.

At least two months before the rally, the HMO should contact the HM Staff:

- Provide a copy of the rally entry information sent to competitors/clubs/centers.
- Discuss any additional specifics regarding the rally.

3i. **Finalize Details with the CHMJ**

After the closing date for rally entries, the HMO should finalize the following with the CHMJ.

Schedule: To enable the CHMJ to plan efficient use of time and AHMJ assignments.

- Number of competitors entered
- Any unresolved issues
- Contact information for all AHMJ's
 - The CHMJ may want to contact the AHMJ's directly prior to the start of rally. (Appendix L-3)

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3j. Lodging for HM Staff

For every rally that requires an overnight stay, the HMO, rally organizer and RS must work together to arrange adequate housing for the HM Staff. The designated individual in charge of housing must:

- Determine the number of rooms needed,
- Make arrangements for lodging in advance, and
- Communicate all details of the accommodations to the:
 - Rally organizer and/or RS (for budget purposes).
 - HM Staff who will need lodging (include location/directions).

HMO4 **HMO Rally Responsibility #3: Organize HM Support Materials & Supplies**

4a. Supplies for the HM Staff

The HMO must ensure all office supplies and other materials (including HM Sheets) are available for use by the HM Staff.

Commonly used supplies are:

- Pens, pencils, pencil sharpener, highlighters, markers
- Clipboards
- Sticky notes, small memo pads, legal pads
- Paper clips, pushpins, clothespins
- Stapler, staple gun, staples
- Duct tape, masking tape
- "Good job" –type stickers

4b. HM Sheets

The HMO must ensure all appropriate, current HM sheets are available in sufficient numbers and labeled for the HM Staff at the rally. (This job can be handled by the HMO, rally organizer or delegated to another member of the rally organizing team.)

The appropriate HM sheets and forms must be:

- Copied in sufficient numbers for the duration of rally.
 - Some of the sheets are "per competitor/individual", while others are "per team".
- Copied on the color of paper noted in the upper right hand corner of each sheet/form.
- Labeled appropriately.
 - Computer generated labels are the easiest way to label the HM sheets and forms.

HMO5 **HMO Rally Responsibility #4: HM Evaluation Forms**

5a. Overview

The HMO (or HM Committee Representative at Championships) is responsible for all aspects of Evaluation Forms, including ensuring the forms are provided, completed by the proper individuals, collected and mailed promptly to the appropriate location. Information taken from these forms is helpful to HMOs and the HM Committee.

This information helps HMOs to:

- Determine areas in the region Instructional Program that require more attention.
- Determine the effectiveness of the HMJ training program in the region.
- Develop a list of qualified HMJs and HM instructors to use as a regional resource tool.

This information helps the HM Committee to:

- Evaluate the needs of the region and club HM instructional programs.
- Identify needs, so programs can be developed and implemented to address those needs.
- Maintain the list of USPC Approved Chief Horse Management Judges.
- Determine the effectiveness and readiness of a PCHMJ as part of the process to become a CHMJ as noted on the MCHMJ evaluation.

5b. Provide & Complete Evaluation Forms

The HMO must work with the rally organizer to ensure all appropriate, current HM Evaluation Forms are available and completed by the appropriate individuals.

- Copy all forms single sided, since these evaluations must be sent to different places.

5c. Collect & Submit Evaluation Forms

Evaluation Forms must be collected and turned in at the conclusion of rally to the HMO or other person designated by the RS.

- The Chart below indicates distribution for Evaluation Forms.
- The Mentor Chief Evaluation is handled/ submitted separately from other evaluation forms.
 - When a PCHMJ is used, the MCHMJ will collect all evaluations. The PCHMJ should not collect the forms, since this is confidential information. These evaluations will aid in evaluating the competency & readiness of the PCHMJ.
 - The Mentor CHMJ must mail the Mentor form directly to the HM Committee, c/o PCHMJ Coordinator at the address noted on the Evaluation Form within 30 days of the close of rally.

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Form	Recommended Time to Complete	HM Evaluation Forms			
		Forms & Distribution			
		J-1 USPC	J-2 USPC	J-3 Region	J-4 USPC
Team (1 per team)	When members turn their pinnies in, before release of team exit packets	X		X	
AHMJs	Before payment of fees finalized		X	X	
RS	At end of Rally		X	X	
Rally organizer	At end of Rally		X	X	
Chief/PCHMJ	Before payment of fees is finalized			X	
MCHMJ					X

5d. Simplify Administrative Duties

The HMO must work in conjunction with the Organizer and Secretary when preparing for the Horse Management portion of a Rally.

This section offers some ways to help the Horse Management portion of a Rally run smoothly. These optional ideas and suggestions can be prepared in advance by the HMO, Organizer and/or delegated to another individual. It is not a comprehensive list for Organizers. Refer to the Discipline Organizer Guides for more information.

5e. Label HM Sheets Before Rally

Computer generated labels are the easiest way to label all HM Sheets before a Rally. This eliminates the need to fill in this information on each sheet by hand.

Labeling Horse Management Score Sheets

Sheets	# of Labels to Provide	Information to Include on Label
Team Sheets		
• Set-Up & Safety	5 - 7 sets per team	• Team name
• Required Equipment Check		• Competitor numbers for each team member
• Daily		• Certification levels
• Cross Country Phase Team Sheet		
Individual Sheets		
• Turnout Inspection	1 per competitor according to certification level	• Competitor name
		• Number
		• Certification level
Multiple Teams on one worksheet	Do not need pre-printed labels	
• Horse Inspection		
• Turnback Inspection		
• Safety Check		
• Finish of Cross Country Test		
• Master Score Sheet		

5f. Name Tags for HM Staff

Make the nametags for HMJs, other Rally Officials, Chaperones, Coaches, members and perhaps even team Stable Managers (SMs) different from other nametags, so they can be recognized from a distance. This can help define individuals' roles and minimize confusion about Unauthorized Assistance. Possible ways to distinguish nametags:

- Make them on different colors of paper.
- Staple a piece of colored ribbon onto the back.

HMO6 HM Staff for USPC Championships

6a. Overview

At USPC Championships, each discipline committee/Organizer is responsible for the selection of HM Staff for their respective USPC Championship Rally. All CHMJs must be selected from the current list of USPC Approved Chief Horse Management Judges.

The HM Committee will:

- Assist Discipline Organizers as requested by suggesting individuals who would serve well as a CHMJ for that discipline.
- Assist Discipline Organizers and the selected CHMJ(s) in obtaining AHMJs by providing a list of names along with contact information for potential AHMJs.
- Annually, the HM Committee will ask each Regional HMO to compile a list of recommended HMJs along with any contact information. This list will be shared with all discipline Organizers and their selected CHMJs. The individuals listed should be:
 - Experienced in HM Judging at the C-1 level and up, and
 - Available and willing to serve as a member of the HM Staff during the dates of USPC Championships.

Appoint an individual who will be present at USPC Championships to represent the HM Committee. This individual shall:

- Conduct the CHMJ Briefing prior to the arrival of members.
- Serve as a member of the Overall Ground Jury.
- Make him/herself available to assist the CHMJ(s) as needed.
- Not have any judicial authority regarding any discipline specific issues or situations.

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