

Pony Club®



Regional Horse Management Judges' Guide

2024

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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.

The Judges' Guide to the Horse Management Program provides information Horse Management Judges (HMJs) need to understand, prepare for, and implement the Horse Management portion of a rally.

The intended purpose of the information provided in this handbook is to educate HMJs on the correct methods of judging the Horse Management portion of a rally. This information is not a rubric by which to judge competitors at a rally.

Horse Management Judges are urged to check <https://www.ponyclub.org/> for more tools and information regarding the Standards of Proficiency, score sheets, and Horse Management Handbook & Safety Handbook. This information may also give USPC members additional insight into what HMJs look for at a rally.



SECTION I: The Horse Management Judge

The Horse Management Judge Role

HMJs 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 barns.
- 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.

Responsibility

All HMJs are responsible for remaining up to date 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 currently accepted safety certifications provided by the USPC Safety Committee,
- Tack and Equipment: appropriate for discipline, proper fit and adjustment,
- Current Standards of Proficiency for Horse Management,
- Current HM-related issues as reported on the CHMJ Google Group and/or communication with their region's HMO, and
- All compliance requirements are up to date with the USPC National Office.

Qualities of a Good Judge

Certain qualities are considered necessary in an HMJ to promote a safe and educational rally environment. HMJs at USPC rallies should be:

Fair

HMJs are expected to judge fairly, without showing favoritism or animosity toward competitors of all ages and certification levels. Keeping in mind that a rally is a competition, as well as an

educational experience, it is important for all competitors to have the same opportunity to achieve their goals.

Knowledgeable

HMJs must be knowledgeable enough to teach to the level of the competitors and should never be asked to judge beyond their level of knowledge or skill. An HMJ must also be familiar with the current editions of the discipline rulebooks, the Horse Management Handbook, and the Standards of Proficiency, and Safety Handbook for the levels being judged.

Open-minded

Having an unbiased opinion is always at the forefront of Horse Management. There are many ways to maintain good Horse Management, especially when working with horses and members of all ages and abilities. The HMJ can teach, but also learn new techniques and ideas. Remember, the cornerstone of HM is the 'application of safe, sound, and practical horse care'.

Pleasant

HMJs must be pleasant and courteous when working with members, regardless of the situation. The HMJ sets the tone for interaction; a pleasant demeanor makes an educational moment more enjoyable for everyone. At any point, a judge must be prepared to tactfully guide competitors as they develop proficiency in horse care.

Professional

HMJs serve as role models for competitors. They should:

- Be aware of good, sound safety practices,
- Lead by example,
- Be consistent, impartial, and fair,
- Treat all competitors with respect,
- Communicate clearly,
- Be organized, and
- Have a sense of humor.

A Judge Should Always...

- Set a good example of what a professional would wear in the barn. Correct footwear is always required.
- 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.

SECTION I: The Horse Management Judge

- 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.

Section II

The Chief Horse Management Judge

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

- Tell the AHMJs what to expect regarding their performance and responsibilities.
- Set a positive tone and maintain this tone for the duration of the 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 if the techniques reflect sound judgment on horse care issues.
- Serve as a member of the Inspection Panel for Horse Inspection and of the Ground Jury.
- Be familiar with the responsibilities of these duties.
- Use practical sense when making decisions.

Upon Arrival on Rally Grounds (CHMJ)

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

Check-In with 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.

The CHMJ should arrive at the rally site in time to become familiar with local conditions before 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.

Horse Management Office

The Horse Management office is separate from the main show office. It is usually a stall or designated area within the stabling area and is clearly marked as such. It will need a table and chairs just as the other offices. The CHMJ should inform the Rally Organizer of any other needs the HM staff may require during the competition.

Meet Other Rally Officials

The CHMJ should meet with the:

- AHMJs before the rally begins to review their duties and expectations for the event,

SECTION II: The CHMJ Responsibilities

- TD and other members of the Inspection Panel and Ground Jury to develop a good rapport and working relationship, and
- Scorers to discuss expectations for turning in HM scores each day and on the last day of a multi-day rally.

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 to:

- Provide guidance and assistance to competitors during move-in,
 - Remember - some might need more assistance/guidance than others.
- Greet each team in a friendly manner to set a positive and helpful tone for the rally,
- Encourage parents/guardians and other non-competitors to quickly unload materials, hang fans and walk horses if needed, and to then leave the barn area to allow competitors the opportunity to work together as a team.

The Assistant Horse Management Judges

The Assistant Horse Management Judges (AHMJ) are the eyes and ears of the CHMJ during a rally. They are assigned tasks by the CHMJ and typically have the most contact with the competitors.

AHMJs 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." AHMJ must make every effort to discuss and review score sheets from the required equipment check, turnout inspection, safety check, and turnbacks with the competitors 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. Score sheets will note any corrective actions and the time they are made by the competitor or team because of this discussion with the HMJ.

Example: "Saddle Rack not labeled", "Tag fell off", "Fixed."

Responsibilities

The AHMJ provide much of the hands-on teaching to competitors during the rally. AHMJ should:

- Attend briefings,

- Be positive in interactions with competitors of all ages, parents, coaches, chaperones, and other volunteers,
- Judge only to their personal level of experience. If a judge has not worked with higher-certified members, he/she should observe and work with a mentor prior to being given these types of assignments,
- Be timely, and
- Do the fairest job possible in carrying out the responsibilities delegated by the CHMJ such as:
 - Inspections,
 - Barn walk-throughs (aka rounds), and
 - Take note of good sportsmanship and practices as well as those areas in need of improvement.

Upon Arrival on Rally Grounds (AHMJ)

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

The Chief Horse Management Judge Responsibilities

All HM Staff should be familiar with the current year's publication of the following:

- Guide to Judging Horse Management at Rallies
- Horse Management Handbook and Competition Rules
- Horse Management Newsletter
- Discipline Rulebook
- Discipline Newsletter
- Safety Handbook
- Standards of Proficiency for all levels being judged

Prior to a Rally

Interactions between CHMJ, Regional HMO, & Rally Organizer

The CHMJ should contact the Horse Management Organizer (HMO) to finalize plans approximately four (4) weeks prior to the rally to resolve any outstanding issues, and ensure AHMJ have been contacted (either by the CHMJ or HMO) to discuss the following:

- Introductions,
- Establish the level of experience of each AHMJ based on past judging experience and personal level of knowledge,

SECTION II: The CHMJ Responsibilities

- Find out which jobs/tasks they are most comfortable/uncomfortable performing 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 regarding the role of the AHMJ's, so they each understand what is expected relative to their job performance, and
- Answer any questions they may have.
- Determine when volunteers are not required and when they can be released.
- Assign staff, remembering that team members should have different judges for Turnout Inspections, and that staff members need breaks.
- 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 a visible spot for all to see.

Creating a Horse Management Schedule

Schedule Recommendations for the CHMJ

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

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

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

Making a Schedule

- Determine time necessary for each task given the number of competitors and competition schedule.
- Schedule staff breaks, staff lunch and when scores will be posted.
- Determine number of judges required to complete each task.
- Determine which AHMJ's are appropriate for each task based on their knowledge, experience, and teaching comfort level.

Determine Needed AHMJ's

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

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

- Setup & Safety
- Horse Inspection
- Turnout Inspection
- Required Equipment
- Daily Checks/Rounds
- Turnbacks
- Night Checks
- Safety Checks
- Vet Box – Eventing Only
- Problem Solver (this is usually the CHMJ)
 - This is typically a staff member available to competitors and officials to mediate disputes, convey information, work with the TD, organizer, or veterinarian to resolve urgent issues.

Additional HM volunteer opportunities vary by rally but may include:

- Turnout Inspection Timer and Check-In
- Scribes for Turnout Inspections, Setup & Safety, and Required Equipment Checks

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- Turnback Check-In

Time Allowances for Horse Management Tasks

The following table features suggested time allowances for various rally tasks. These should be used as guidelines and are not set in stone; the number of competitors/teams may alter the time required to complete each task.

Rally Task	Time Needed
Initial Competitor Briefing	45 minutes
Initial AHMJ Briefing	45 minutes
Horse Inspections	1 minute per horse
Helmet Checks	1 minute for one judge to check one helmet
First Set Up & Safety	10 minutes per team
Required Equipment	10 minutes per team
Turnout Inspections	10 minutes per inspection **absolute minimum of 7.5 minutes per inspection
Turnback Inspections	2 minutes per turnback
Safety Check	2 minutes per safety check
Scoring	2 minutes per sheet

Preparing Rally Paperwork -

Horse Management Score Sheets

Rallies must use the current HM score sheets. The score sheets are reviewed and updated annually. Do not use sheets from previous years.

Appendix A of the Horse Management Judge's Guide lists the number of copies required for each HM score sheet and the recommended color of paper to use. Using different colors of paper helps rally staff differentiate HM score sheets from other paperwork.

Labeling

Turnout Inspection Sheets

Turnout sheets should be labeled the day before turnout inspections are scheduled.

Turnout sheet labels must include:

- Competitor name
- Competitor number

- HM certification
- Assigned station
- Assigned time

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

Other HM Score Sheets

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

- Team name
- Competitor numbers

Sorting

Turnout Inspection Sheets

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

Cover sheet should include:

- Competitor name and number
- Assigned station and time
- HM Certification

Section III

Once Competition Begins

Briefings

AHMJ Briefings

The AHMJ Briefing is held prior to the Initial Competitor Briefing. This may be the last opportunity the AHMJs have as a group to clarify questions on rules and to discuss implementing the rules in a consistent way. The CHMJ should use this time to stress any specifics regarding HM during the rally and to coordinate the daily HM flow with their assistants.

Additional information on things to cover during a briefing with AHMJs is available in Section VI.

Initial Competitor Briefing

This briefing is held at the start of every rally in conjunction with the Rally Organizer and other officials. Be sure to cover only those items pertinent to HM with your time.

The content of this briefing is directly related to the facility, the level of competitors, and the preferences of the CHMJ for that competition. A list of suggested topics to cover during this briefing is available in Section VI.

SECTION III: Horse Management at a Rally

Helmet Checks

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 check is usually conducted as part of the Initial Briefing, during Horse Inspections, and/or at Turnout Inspections and Safety Checks. All helmets being worn during the competition should be checked at this time.

Helmet fit is extremely important. If a helmet is not approved according to USPC policy 0810, does not fit correctly, is not adjusted 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.

See HMH Section V, Chapter 16 for more information.

Horse Inspections

The jogging lane should be a flat area ideally near stabling or trailer parking. A grassy strip, well-packed gravel, or paved driveway providing a smooth surface is ideal. The CHMJ should consult with both the Rally Organizer and veterinarian for the suitability of the chosen area. Spectators are allowed to watch but will need to have a designated area as to not interfere with competitors. The inspection panel, consisting of the president of the discipline's ground jury, the CHMJ, and a veterinarian or other qualified horse person, will officiate over the horse inspection (jogging) procedure.

See HMH Section III, Chapter 12, Articles 101 – 104 for more information.

First Set Up & Safety and Required Equipment Checks

First Set Up & Safety and Required Equipment Checks are 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. If the HMJ finds a situation that presents a clear danger, it should be corrected and discussed at the earliest opportunity with the competitor. The HMJ will review with the competitor/team what is/will be written on the scoresheet after conducting a check. This allows any misunderstanding to be resolved in the moment.

See HMH Section III, Chapters 8 – 10 and HMH Appendix A, Items B & C for more information.

AHMJs must have a clear understanding of the format chosen by the CHMJ for the Required Equipment Check (i.e., Traditional or Abbreviated). At least one team member must be present when conducting the Required Equipment Check, but it is preferable to have all team members present. 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.

Abbreviated Required Equipment Check

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

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 AHMJ's, checking for the same kits/items for each team. The method must be made clear to all AHMJ's and competitors at their respective initial briefings.

Competitors should come to every rally prepared for a complete check of all required equipment.

See HMH Section III, Chapter 9, Articles 88 and 89, and HMH Appendix A, Item C for more information.

Turnout Inspections

Competitors work hard to prepare for Turnout Inspections and deserve thoughtful, comprehensive feedback. At a regional rally Turnout Inspections are an important educational opportunity.

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 a full understanding of what the HMJ observed and noted.

Discipline Determines Turnout Inspection Schedule

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

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

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

SECTION III: Horse Management at a Rally

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

Sample Turnout Inspection Schedule

Dressage		Show Jumping	
Ride Schedule	Sequential	Ride Schedule	Sequential
Ride Intervals	6-8 minutes	Ride Intervals	2-3 minutes
Rides per Ring per Hour	7-10 rides	Rides per Ring per Hour	20-30 rides
Turnout Method	Individual	Turnout Method	Individual
# of Stations	1-2 per ring	# of Stations	4-5 per ring
Eventing		Tetrathlon	
Ride Schedule	Sequential	Ride Schedule	Sequential
Ride Intervals	6-8 minutes	Ride Intervals	2-3 minutes
Rides per Ring per Hour	7-10 rides	Rides per Ring per Hour	20-30 rides
Turnout Method	Individual	Turnout Method	Individual
# of Stations	1-2 per ring	# of Stations	4-5 per ring
Gymkhana		Trail	
Ride Schedule	Sequential	Ride Schedule	Sequential
Ride Intervals	2-3minutes	Ride Intervals	6-8 minutes
Rides per Ring per Hour	20-30 rides	Rides per Ring per Hour	7-10 rides
Turnout Method	Individual	Turnout Method	Individual
# of Stations	4-5 per ring	# of Stations	1-2 per ring
Mounted Games		Western Dressage	
Ride Schedule	Concurrent	Ride Schedule	Sequential
Ride Intervals	N/A	Ride Intervals	6-8 minutes
Rides per Ring per Hour	N/A	Rides per Ring per Hour	7-10 rides
Turnout Method	Team	Turnout Method	Individual
# of Stations	1 per rider	# of Stations	1-2 per ring
Polocrosse			
Ride Schedule	Concurrent		
Ride Intervals	N/A		
Rides per Ring per Hour	N/A		
Turnout Method	Team		
# of Stations	1 per rider		

SECTION III: Horse Management at a Rally

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. See HMH Article 108.

Requirements for Turnout Inspections are based on the competitor’s certification level. The specific requirements for each certification level are listed in the competitors Attire for Turnout Inspection (HMH Article 54), the Turnout Inspection Sheets (HMH Appendix A, Items F1 - F4) and the specific discipline rulebook(s) which are based on the USPC Standards of Proficiency.

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 previous requirements, as well as those of their own certification.

Turnout Inspections serve as the safety check for the first ride of the rally.

A Note About 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.

See HMH Section II, Chapter 5, Articles 61 - 62 for more information.

Safety Checks

What to Look For

Check the rider’s Horse Management Certification. Establish a sequential method to check the rider, tack, and mount. Refer to HMH Section V, Chapter 20, Item 3.

Safety Vest/Body Protector

USPC requires members to wear a properly fitted equestrian body protector when jumping cross-country or solid obstacles during any activity sponsored by USPC, its regions, registered clubs, or riding center programs (Policy 0830). USPC recommends wearing a body protector that is ASTM certified (manufactured in the US) or certified to the BETA Level 3 (manufactured in Great Britain). See HMH Section V, Chapter 17.

Tack Adjustment

USPC recognizes that HMJs, coaches, and instructors may need to make tack adjustments for safety purposes only.

When the necessary adjustment is a matter of safety (e.g., tightening a girth or adjusting stirrup length), the HMJ, coach, 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 belongs to the Technical Delegate (TD), after consultation with the competitor and parent/guardian or coach. See HMH Section II, Chapter 5, Article 61.

A Note About Warm Up & Holding Areas

The warmup and holding area are under the jurisdiction of the discipline. The rally organizer should remind the Warmup 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, and
- 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 warmup 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.

Turnbacks

The purpose of a turnback is to promote a competent, workmanlike routine for care of the mount and equipment with consideration for the rider’s certification level. A turnback inspection is not intended to be as meticulous as a turnout inspection, but the mount must be well cared for, cooled out and clean (e.g., no sweat marks).

Reminder: There are no turnbacks on the last day of a Multi-Day Rally or after the last ride of a One Day Rally. However, the 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 also does not mean that poor horse care is acceptable or will go unnoticed.

The HM judge(s) will fill in their own names when they complete the score sheets. See HMH Section III, Chapter 12, Article 109, HMH Section V, Chapter 20, Item 4, and HMH Appendix A, Item G for more information.

SECTION III: Horse Management at a Rally

End of Rally

CHMJ Responsibilities

As the end of a rally approaches, the CHMJ must:

- Hold a Final Briefing with competitors. This may be in conjunction with the Awards Ceremony,
- Remind competitors and parents to avoid throwing equipment into their vehicles in a rush to leave the grounds. Encourage them to pack with care so no equipment is lost or damaged.
 - For Mega Rallies and Championships, HMJs will offer supervision and assistance to competitors to move out/in on the overlap day to have a safe transition.
 - For Local/Regional Rallies, if an HMJ would like to remain as a volunteer, they may do so to help supervise and/or assist the competitors to move out as safely as possible.
- Complete the CHMJ Evaluation Form and, if applicable, the Mentor Evaluation for Provisional CHMJs.

Final Competitor Briefing

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. 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.

Other Horse Management Staff Responsibilities

All Horse Management staff must:

- Check stalls as requested by CHMJ and/or Organizer.
- Assist the CHMJ during the move in/out period to promote a safe, orderly, and timely departure.

Section IV

Score Sheets

The standard USPC Horse Management Score Sheets (see HMH Appendix A, Items A - K) 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, and

- Maximum range of allowed points for each scoring section may never be exceeded.

General Horse Management Scoring for All Disciplines

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

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

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

- Discuss any possible infractions 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, and
- 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 whole-point scoring system (half points are not to be used),
- Scores will reflect the severity of the infraction, and
- 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.

Posting Scores

All Horse Management Score Sheets should be posted in a prompt manner in the location announced at the competitor briefing. No scores can be posted until all the scores from that phase of HM are complete for each division. Each posting must be followed by an inquiry period. Team captains may sign the score sheet to indicate they have no inquiries. The inquiry period lasts for 30 minutes following the official posting of scores, or until all the team captains have signed off on their scores.

SECTION IV: Scoring Horse Management

The CHMJ will:

- Transcribe the scores to the HM Master Score Sheet (This should be done prior to posting in case Score Sheets are lost),
- Effectively manage time so HM scores can be posted for the required 30-minute 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 the 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.

When to Post Scores

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

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

Multi-Day Rallies

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

Inquiries, Protests, & Appeals

Competitors have the right to dispute Horse Management scores provided they follow the procedures stated in HMH Chapter 14.

End of the 30 Minute Inquiry Period

Only the CHMJ may adjust scores because of inquiries. At the end of the required 30-minute 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, and
- Turn in the Master Score Sheet to the rally scorer.

Breaking Ties

Refer to HMH Article 115 and HMH Appendix A, Item K.

Section V

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 Regional Supervisor (RS) and/or rally 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, and
- 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, and
- 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. The table on the next page features the necessary steps in creating a Severe Weather Storm Plan for a rally.

SECTION IV: Scoring Horse Management

Responsibility	Who Is Responsible
Develop a storm plan for the rally	Regional Supervisor/ Organizer
Review the plan with the Organizer	TD/Steward & CHMJ
Present the plan to the competitors as necessary	CHMJ
Implement the plan when necessary <ul style="list-style-type: none">when to postpone/cease all activitywhen to resume the rally	Ground Jury in conjunction with those most familiar with local weather patterns

Monitor Local Weather

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

- Local weather app on Smartphone,
- 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, or
- Periodically telephone a local weather report (current phone number(s) must be readily available).

When Severe Weather Threatens

The decision to load up quickly, and if/when to resume the 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, and
- Use practical sense.

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.

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. To understand the relation between actual temperature and humidity and the resulting effect on heat. Refer to HMH Section V, Chapter 15 on Heat-Related Illness.
- Time of day and season of activity, and
- Level of exertion necessary for participation in the activity.

Steps to prevent heat-related illness:

- Avoid the hottest part of the day - schedule activities with the highest level of physical exertion for the cooler times of day,
- If possible, shorten the length/level or exertion of the activity,
- If possible, modify the schedule (a decision of the CHMJ, TD and/or Organizer), and
- Always provide unlimited cool water in all areas.

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,
- Encourage competitors and volunteers to choose light colored, loose fitting clothing, and
- Remember, 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, and
- Know preventative measures.

Refer to the Safety page at <https://www.ponyclub.org/Volunteers/Safety/> for more information on Heat-Related Illness.

SECTION V: Safety Considerations

Section VI

AHMJ Briefing - Things to Cover

Following are topics that may need to be reviewed at the AHMJ Briefing. There may be others depending on the rally, facility, etc. Remind AHMJs to...

- Assist the CHMJ in setting and maintaining a positive tone for the rally.
- Never allow personal likes and/or dislikes to enter their judgment or in any way affect decisions that are made during 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 AHMJs write legibly and put initials, date, and time next to the comment, so the CHMJ knows who to contact with any questions.

When interacting with competitors:

- Always engage in conversation with competitors and NEVER “talk at” or “down to” them.
- AHMJs are there to work with, teach, and even learn from 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 them 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. Competitors should be aware of the comments on their individual and team score sheets and scoring worksheet before that are sent to the CHMJ for scoring.
 - AHMJs do not 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 the competitor for the consideration and decision of the CHMJ regarding the assignment of any points.

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.
- Severe Weather Storm Plan (specifying the role they will play), and
- Any accommodations that will be made for members for any reason, including physical or special needs.

Layout of Rally Grounds and Locations of Assigned Sites

- Barn
- HM office
- Briefings: competitor, parent/volunteer, coaches
 - Ask all AHMJs to attend the Competitor Briefing unless otherwise assigned.
- Horse Inspections
- Safety Checks
- Turnout Inspection stations
- Wash Racks
- Neutral Zone
- Warm up rings
- Riding areas
- Hacking/longeing areas
- Hand walking/grazing areas
- Inquiries
- Posting of scores

Contact Information

- Names and numbers of emergency and rally personnel (if desired) should be posted in the HM office
- Organizer/Secretary
- Technical Delegate
- CHMJ and HM Staff
- Maintenance (if applicable)
- Veterinarian
- Farrier
- Emergency Medical Personnel (and location where

SECTION VI: Briefing Specifics & Checklists

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

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

Initial Competitor Briefing by CHMJ

This section includes topics to address during the initial Competitor Briefing at the start of the rally. This list is not the “final authority” nor is it all inclusive. CHMJs, should develop their 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...)

- 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 differently in the future.

Encourage Competitors to:

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

Locations

- Bathrooms
- Rally office; Secretary office
- HM Office
- Helmet checks (including when)
- Horse Inspections (Jog Outs) and any specifics
- Turnout Inspection 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:

- Competitor arrival and departure while barns are open
 - Expectations on competitor arrival when barns open in the morning
 - Expectations during the competition day(s) about remaining on the competition grounds
- Unusual/special requirements at the facility
- Means of communication with competitors
- Human Medications

SECTION VI: Briefing Specifics & Checklists

- Responsibility for administration
- Inhalers and emergency medications
- Bandaging
 - Who in HM to see
 - Location of signup sheet
- Longeing
 - Who in HM to see
 - Location of signup sheet
- Appropriate footwear/attire
- Method of Required Equipment List checks
 - Full vs. abbreviated
- Unauthorized Assistance (define & explain)
 - Neutral Zone
 - Warm up areas – tack adjustments
- Turnbacks
 - When
 - Location
 - Specific items being checked
- Stable specifics
 - Barns open/close
 - Any particulars related to type of stalls
 - Stall cards
 - Hay nets
 - Allowed or not
 - Appropriate methods of hanging
 - Halters
 - Labeling of halter
 - Tying in stalls or trailer areas if a one-day rally
 - Wash areas and particulars
 - Use of hoses
 - Source of water for bathing/drinking
 - Manure disposal and particulars
 - Trash disposal
- Discipline specific information (e.g., eventing vet box/cool out)
- Inquiry/Protest/Appeals
- Medical personnel
 - Location
 - How to contact
- Vet/Farrier
 - Location
 - How to contact if needed
- Heat-related illnesses –prevention of
- Severe weather plan – what to do
- End of competition specifics
- Breakdown of stalls/tack room
- Stripping stalls or not
- Turning in evaluations
- Packing/loading of equipment/horses