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An Introduction to Horse Management Judging

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DRAFT 1.24

CONTENTS

I. ABOUT THIS BOOK:	5
II. INTRODUCTION:	7
III. AM I QUALIFIED TO BE A HORSE MGMT JUDGE?	8
IV. THE OTHER SIDE OF THE CLIPBOARD	12
V. INFORMATION FOR FIRST-TIME JUDGES	14
VI. WHERE TO GO AND WHEN TO GO THERE:	16
VII. WHAT TO WEAR:	19
A. Footwear:	20
B. Pants:	21
C. Tops:	22
D. Headgear:	23
E. Jewelry:	24
F. the “WHY” of the “clothes” section.	27
VIII. WHAT TO BRING:	29
IX. QUESTIONS? PROBLEMS?	36
X. TYPICAL HORSE MANAGEMENT JUDGE DUTIES	38
A. Arriving at the Rally as a HMJ:	39
B. Opening Briefing:	40
C. Formal Inspection:	41
D. Safety Checks:	46
1. What to check?	46
2. Why do kids forget obvious things like this?	49
E. Tack Room Inspection/Required Equipment:	50

DRAFT 1.24

F.	End of Cross-Country:	52
G.	Turnback:	53
H.	Stable Area patrol:	54
I.	Warm-up areas:	56
J.	Parent Liaison:	57
K.	Night Check:	58
L.	Jog for soundness:	58
M.	Emergency Management:	60
N.	Paperwork:	60
O.	Inquiries and Protests:	62
P.	Rally's End:	62
Q.	When the rally really ends:	63
XI.	ONCE YOU'VE BEEN TRAINED:	64
A.	Getting Judging Assignments:	65
B.	Advancing as a HMJ:	66
C.	Compensation:	67
D.	Judging at Regional Qualifying Rallies:	67
E.	Judging Outside the Region:	68
XII.	WRAP-UP:	69
XIII.	APPENDIX: THINGS TO CHECK IN THE STABLE AREA	71
XIV.	APPENDIX: THINGS TO CHECK AT A FORMAL INSPECTION	73
XV.	APPENDIX: THINGS TO LOOK FOR WHEN CHECKING REQUIRED EQUIPMENT	75

DRAFT 1.24

I. ABOUT THIS BOOK:

This book goes into lots of detail about horse management judging. But, in every section, there is a short summary in bold type -- like this -- that tells you the really important things in the section. So, if you don't need more information about the section, you can skip ahead. Okay?

A STORY:

It looked like an easy job when your author took over, several years ago now, as the Horse Management Organizer of the New York/Upper Connecticut Region. There were lots of experienced Horse Management Judges around, and generous people made the annual training session a no-brainer for him. Suddenly, somebody suggested that we split the region in half. We happen to be a Region that has lots of club-level rallies for the Ds, so lots of Horse Management Judges are needed every year. Unfortunately, the proposed division put ALL the trained horse management judges in one half, and none in the other. Immediate problem: how to create an instant cadre of horse management judges in the proposed new region?

It was time for drastic measures. I decided the best hope was to make instant Horse Management Judges out of current upper level PCers. I would tell them to memorize their Horse Management Handbook and Combined Training Rally Rule Book. I would supplement this with some reading matter on the specifics of being a horse management judge. Then, we would start right off judging a very small D rally at which I would both Chief and instruct.

Well, we survived the experience.

One result was that I concluded that a booklet to read before a HM Judge training session, or before attempting a live apprenticeship, or as a refresher for judges coming back into the fold -- wouldn't be a bad idea.

Hence, this booklet. It's a heavily revised edition of the handout I gave those upper level PCers to learn from, and I hope it is useful. Please let me know if it is useful to you. More important, please let me know where it is NOT useful, (or just plain wrong in your opinion) so I can fix it. Please tell about other things I should cover in this booklet.

PLEASE NOTE:

This is (and will probably always be) a working draft. Furthermore, you should NOT assume that it has been updated to include all rule changes in the competition disciplines or in Horse Management, nor should you assume that there all directives from the Horse Management Committee are reflected herein. *Also, please note that this is NOT an official Pony Club® publication.*

The final caveat is that this is NOT intended to be a manual for Chiefs, or even for experienced HM Judges. It IS intended to help new (or returning) HM Judges to "hit the ground running."

(By the way, the region did NOT split, and that crisis was averted. Still, I hope the booklet will help a few new Apprentice Horse Management Judges come to their first rally confident that they are as well prepared for the significant responsibility all HMJs handle as they can be. *At least they won't show up in sandals!!*)

While what appears here is based on my experience as a HM Judge under many wonderful Chiefs, beginning with Maureen Pach, then Chair of the USPC National Horse Management Committee, who began my training process. It goes without saying that I also benefited from judging experiences with even more excellent "Indians" -- in fact, too many to mention of each. It has benefited from helpful criticism from Liz Doering, Brenda Yike, Beth Dowd, and Julia Cronin

DRAFT 1.24

(from the viewpoint of experienced chief judges) and Margaret Steines and Christina Brigati (from the viewpoint of Pony Clubbers who were becoming first-time judges). If you're reading it, and I find out about it, your name is going onto this list, too. However, the ultimate responsibility for the contents, warts and all, is mine.

FOR RETURNING JUDGES:

If you have not judged in a few years, or even if you have been actively judging frequently, every so often you need to be RE-trained!! Yup, things do change! It's an old saying that the questions never change, only the answers do. While that statement was originally made in jest, it can be very true in horse management judging, and in horse management generally.

There are obvious examples in horse management judging. For example, the Pony Club policy on what is permissible jewelry for a competitor to wear varies almost by the year as additional accidents are analyzed and previous practices determined to be inadequate -- or, conversely, to be overkill, and the rules eased.

We need look no further than the huge advances made in dealing with heat stress in horses at the Atlanta Olympics to recognize that the "old horseman" did NOT necessarily know everything -- that there may indeed be a better way to do things. Did you know that "before Atlanta" it was considered necessary to set the buckets of wash water for after cross country in the sun so they could get warmer? Today the practice would be considered ludicrous, and justifiably so.

FOR ALL JUDGES:

Pony Clubbers we judge -- and educate -- have the right to consistent, knowledgeable judging. This doesn't come solely from years of experience -- it comes as well from the fine-tuning re-training brings. The Red Cross requires retraining in Basic First Aid and CPR every three years. It is not too much to expect that a working horse management judge will be a STUDENT at a horse management judge training session every three years.

DRAFT 1.24

II. INTRODUCTION:

This book's purpose is to prepare you to become a Horse Management Judge. You need to think about WHY you want to become one.

Thanks for expressing an interest in becoming a Horse Management Judge. Hopefully this booklet will help you decide if you really want to be a Horse Management Judge, and if you do, to become more effective, quicker at this important job than would otherwise be the case. *If nothing else, if you read it you'll at least know what to wear!!*

First, here's an off-the-wall question. (Horse Management Judges get asked REALLY off-the-wall questions all the time anyway, so get used to it!!)

People decide they're interested in becoming Horse Management Judges for many reasons. Why do YOU want to do it?

Of course you want to help out -- that's assumed.

As with all volunteer assignments, everybody has motivations other than the ones that sound like they OUGHT TO BE the right answer.

It will help YOU be a better Horse Management Judge, if YOU understand why YOU REALLY want to do this (or think you do). In other words, what has motivated you to try Horse Management Judging?

This is not a test. There isn't any right or wrong answer. (And you don't have to tell ANYONE what your answer is -- or your answers are.)

Horse Management Judging is NOT easy work. It is a critically important, highly responsible function. You will be putting a lot of yourself into Horse Management Judging. At the end of a VERY long day, what do YOU expect to have gotten out of it? You won't get a fancy pin; your name will probably be misspelled in the rally program if it even appears there; and certainly no one ever got rich as a horse management judge -- so you hopefully have a different motivation than any of these.

It's something you might want to think about while we go through this program.

DRAFT 1.24

III. AM I QUALIFIED TO BE A HORSE MGMT JUDGE?

There are qualifications you need to meet to become a Horse Management Judge. They differ for active PCers and for adults. Mostly they're pretty logical -- but, especially if you're an adult, you need to understand the depth of your knowledge of Pony Club that you need.

In all likelihood, this is a question you have already answered for yourself, or had someone else answer for you (for example, if you're an upper level PCer and the Region's Horse Management Organizer, or, perhaps, a National Chief, has invited you to become a Horse Management Judge.)

However, in case you're not sure yet, what follows are some guidelines we have used from time to time in the New York/Upper Connecticut Region in selecting new Horse Management Judges. And please remember that they are guidelines, not rules. As you'll see, some of the most important qualifications for a Horse Management Judge are almost impossible to quantify -- or even to describe clearly. But, here's a start.

First, maybe most important, whether you're an active PCer or an adult, there is one thing that would absolutely disqualify you from being a Horse Management Judge -- no matter how much you know about the subject. That is **attitude**. IF you're thinking about becoming a Horse Management Judge to somehow "get even" because of some less-than-enlightened treatment you -- or someone you know -- has suffered in the past at the hands of a bad horse management judge, if you just can't wait until you do a formal inspection and have a chance to hide behind a clipboard and really "get" those Pony Clubbers who have a little dandruff in their manes, or a few small jockeys on their leather, we have this to say to you: GROW UP!! Horse Management Judging is NOT FOR YOU!! So-called horse management judges who have come to their positions with this kind of attitude or with this kind of personal agenda have probably hurt Pony Club more in every way than any other single factor. (Are you aware that the USCTA owes much of its Young Rider educational program to the head of that program's bad treatment at the hands of a horse management judge while her son was a D-1 Pony Clubber at his very first (and only) rally? That HMJ literally drove her off!! Imagine if that person's energy and commitment had been dedicated to improving instruction in Pony Club!! This is the kind of damage a bad horse management judge can do Pony Club.)

Let's assume that you're not suffering from THAT kind of pathology, and look at requirements to do the job.

A. IF YOU'RE AN ACTIVE PONY CLUBBER:

Ideally, you're at least a C-3 and at least 18 years old.

Having said that, you also need to know that we have trained many PCers who are younger than 18 (we've in the past called them Junior HMJs -- to correspond to the AHSA Junior category) -- and these PCers do wonderful work -- and get super experience -- at local rallies (and occasionally at rallies that are anything BUT local) -- before they're 18.

We also have trained plenty who aren't C-3s yet -- including a number who never became C-3s but turned out to be good (in a few cases, superlative) Horse Management Judges anyway!!

What we're looking for, besides interest in becoming a HMJ, are three qualities:

DRAFT 1.24

- **Maturity:**

- Regardless of your age, if teachers, trainers, and coaches are always yelling at you to act your age, and the most consistent comment in your school records is that you are “immature” -- it might be a good idea to just have fun for a while before you try to be a HMJ.
- If you're not yet 14, you're almost certainly still too young -- even if you're already a B! You wouldn't be permitted to event at the Preliminary level, and we, like the AHSA, need to draw the line somewhere. Sorry!! *But, again, exceptions have been made in the past, and while they have usually NOT worked out very well, they will probably continue to be made in the future.*
- This one is harder. Even if you're already 17, if you look like you're 12, you may find that Horse Management Judging isn't for you yet -- simply because you'll be spending too much energy trying to convince the competitors and their parents that you really are someone they should learn from and should listen to. Don't worry. In a few years you'll be extremely thankful that you look young. The reverse may also be true!!

- **Horse Management Knowledge:**

- Horse management should have been one of your strongest areas throughout your Pony Club career. If you've always been the kind of PCer who turns in the best rounds at rallies, but your formal inspections have ranged from bad to atrocious, and the rest of your team always has to cover for you in the stables, why not stay with what you already do well?
- You probably did pretty well at Knowdown when you were a D, and at least considered continuing it when you made C1.
- You could pass the Horse Management part of the C3 test right now, probably without opening a book.
- You're sufficiently interested in Horse Management that you read books and magazine articles about it and it's something you're interested enough in to talk about with other people.

- **A Certain Quality that says “THIS is a Horse Management Judge:**

This is almost impossible to define, but when you see it, you know it.

A STORY:

Here in the Region, not too long ago, your author saw the best example of how this quality works he has ever seen.

Here's what happened. At a Novice/Pre-Novice rally, one of the competitors -- a C2 -- really stood out. The image she presented at her formal inspection was that of a B -- certainly not a C2. She expressed herself very well. In fact, during her formal inspection, other Horse Management Judges wandered over to watch and listen.

As it turned out, one of those HMJs who came over to watch was going to be Chiefing a Qualifying rally for a nearby region the following week. She knew that for budgetary reasons she was

DRAFT 1.24

going to be seriously short-handed, and she was interested in adding to her staff of judges for that Qualifying rally if she could possibly do so without increasing the burden on the other HMJs who would be assisting her.

She watched the C2 carefully throughout the rally. She noted the way she carried herself, the way she interacted with the officials and the other competitors, and the way she dealt with her horse. By the end of the rally, this C2 had actually been invited to be an Assistant Horse Management Judge at a Qualifying rally! Interestingly, although there were several other PCers at the rally who had been through HMJ training, including some C3s, only this one C2 was invited.

Your author was a little bit concerned. As it turned out, this C2 had not yet been trained as a HMJ. So, he gave her a copy of this booklet as background. She read the booklet, asked a few questions, and presented herself to assist at the rally.

The result? Great success. The C2 did a super job; she performed formal inspections, safety checks and turnbacks, and she supervised in the stables. In fact, she did so well that before this rally was over, still another Chief Horse Management Judge at that rally had invited her to assist at a regional rally in still another region two weeks later!!

Later, your author called one of the Chiefs to see how the C2 had done, and received a very positive report. Your author commented that he was pleasantly surprised, noting that the C2 was only 14 years old -- and had actually judged PCers several years older than she was. The Chief paused for a moment and finally said **“You know, I thought she was a little older than that, but when you come right down to it, I wouldn’t care if she was 12 years old. That one IS a Horse Management Judge!”**

B. IF YOU’RE AN ADULT:

You’re at least 21 years old (if you’re under 21, you need to read the Active Pony Clubber section above. If you’re not adequately interested in Pony Club to keep your own card in, your commitment and your motives are suspect!).

We assume that we don’t have to worry about your level of maturity or personality. Obviously you must be free of character quirks that would raise questions about the suitability of your working with kids.

Ideally, you’re a Pony Club graduate with at least a C3 rating.

If you’re not a graduate PCer, or if you are a graduate PCer who never made C3, the following applies to you:

- You need extensive knowledge of horses and horse management -- the Pony Club way. In all likelihood you are in the process of reading a book about some aspect of horse management for pleasure right now.
 - You’ve probably been a passably good rider at some point in your life, preferably (although not necessarily) in a compatible seat and discipline.
 - You have current hands-on horse management knowledge in Pony Club -- perhaps you currently teach in a nearby club’s unmounted program.
 - You have read and digested thoroughly the *USPC Manual of Horsemanship*, volumes 1 & 2 (and possibly 3!).

DRAFT 1.24

- Third, **you must already be a thoroughly committed, active Pony Club volunteer** -- perhaps a DC or Joint DC, another club officer, a Vice RS, or someone who has held these positions who is still very active in the hands-on operation of Pony Club. An absolute minimum of two years of active volunteer commitment in some kind of responsible capacity is virtually a requirement before undertaking Horse Management Judging.

Do not approach Horse Management Judging as a way to learn about Pony Club. To be an effective Horse Management Judge, your knowledge of Pony Club must be both extensive and hands-on BEFORE you begin.

And PLEASE do NOT assume that because you were (or are) a good rider, have done plenty of barn work, and have cliniced with “the masters” you are qualified despite a lack of knowledge of and personal experience with Pony Club. Let’s think about it this way: to sing, you’ve got to know both the words and the tune. To be a Horse Management Judge, you’ve got to know both the subject matter and have the visceral knowledge of Pony Club that only experience provides. If you’re in the no-direct-experience-in-Pony-Club category, you should consider volunteering in your nearest club -- USPC is a volunteer organization, and your efforts, no matter what experience you bring, will be appreciated. After you’ve done that for a couple of years, and have decided that Pony Club is an organization to which you can make a MAJOR emotional and time commitment -- then (and only then) should you think about becoming a Horse Management Judge.

Horse Management Judges exist nowhere but in the USPC. Therefore, no external experience automatically qualifies a person to become one. Sorry!!

- Finally, back up a few paragraphs to the qualifications identified for active PCers who are interested in becoming Horse Management Judges. Read the section headed “A Certain Quality that says ‘THIS is a Horse Management Judge:’” While the example there concerned a fourteen year old C2, there is something in that story that applies to all of us who are considering becoming Horse Management Judges. Do YOU have it? If you do, an emphatic welcome!!

If you don’t have it, well, let’s give it a try anyway. You might have it and not even know it!!

OKAY, let’s assume you measure up!!

Read on

DRAFT 1.24

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IV. THE OTHER SIDE OF THE CLIPBOARD

It's a lot different when you're a Horse Management Judge. And you need to understand what your **PRIORITIES** are when you're a HMJ. *Hint: your first priority is **NOT** "taking off points!!"*

Since this will be your first experience "on the other side of the clipboard," you need to start thinking about what the Horse Management Judge's REAL job is. It may surprise you. Here's a summary.

At a rally, as a Horse Management Judge,

- Your first (highest) priority is always to **ensure safety**.
- Your second priority is to **teach horse management** to the rally participants.
- Your third priority is to try to ensure that the rally is a **positive experience** for all the participants.
- Your fourth (lowest) priority is to participate in **horse management scoring**.

Does the order of these priorities surprise you?

Of course you will be involved in scoring horse management (some people call it "taking off points").

However, the rally would still go on -- and might actually be pretty successful -- if not a single point was taken off in Horse Management during the whole rally!!

Think about it. What is most important -- the real show-stopper -- is safety.

DRAFT 1.24

And, we wouldn't be Pony Club if we didn't continuously work to teach (and learn) horse management. Finally, when you think about it, if rallies ever cease to be positive experiences -- one good word for that is fun -- for ALL the participants, there won't be very many rallies at all (and if we don't have many rallies, we don't need many Horse Management Judges, do we?).

In case you don't recall, one of the USPC's Guiding Beliefs is "Fun and friendship are part of Pony Club." While your job as a horse management judge is not that of an entertainer, if your concept of horse management judging is one that takes all the fun out of rallying for the Pony Clubbers, you are working counter to one of the basic principles of Pony Club. Think about it!

Does that help you put "taking off points" in perspective?

Please read the attached pages of instructions and suggestions. They're important for your efficiency, for your comfort, and, frankly, to keep you (and the rest of us) from being embarrassed. Nobody likes to be embarrassed, but it happens (even with experienced judges).....

But first, let's review those priorities:

1. SAFETY

2. TEACH HM

3. PROMOTE POSITIVE EXPERIENCE

4. Taking off points

Got 'em?? (Most important, did you get them in the right order?)

DRAFT 1.24

V. INFORMATION FOR FIRST-TIME JUDGES

This is a little pep talk about becoming a Horse Management Judge.

Let's start off with some really basic stuff. *You'll probably say "that's obvious" or "blah, blah, blah" to a lot of it, but it all needs to be said.....*

BACKGROUND:

There are lots of ways to be trained as a Horse Management Judge.

Seminars are a great way (probably the best way). One reason is that the instructor, one or more experienced Chiefs, can keep track of how everybody in the class is doing -- are they paying attention? Are they hopelessly confused? Is the whole class glazed over? Also, you can ask questions as they come to you -- not forget about them until they come up in real life at a rally. It helps to be there with an experienced Chief and just talk about horse management judging. Just doing that will help you realize that you actually are pretty knowledgeable and competent, and that you really CAN do the job.

Self-study is another way. It's not as good as a seminar, but it has the advantage of being possible in situations when a seminar isn't. Also, you can review the learning material as many times as you want to (or need to) until you are confident.

A third way -- the least good way -- is simply to find yourself drafted as a HM Judge at a rally where you intended to be a fence judge or spectator -- because scheduled HM Judges didn't appear, or because the number of competitors has suddenly mushroomed and it wasn't possible to get additional HM Judges on short notice.

But regardless of how you start, one thing is always the same -- no matter how many years you serve as a horse management judge, and no matter how many rallies you judge:

As soon as the first competitors show up, we're all learning by doing.

The purpose of all this stuff to read is to try to make sure you arrive with as much background knowledge about the Horse Management Judge job as possible. Lots of it will also be covered in the seminar (if you have one) -- and your

DRAFT 1.24

instructor may very well say that she (or he) doesn't agree with something in this handout. Or, the rules may have changed.

When in doubt, do what the “live” instructor -- and later, your Chief Horse Management Judge -- tells you!! You'll find very little of the material in this handout anywhere in the rulebooks. That means that this isn't a collection of rules; instead it's a combination of tradition, opinion, and “what works” in practice -- basically in the northeast quarter of the United States. It's intended to be helpful, not limiting.

Another reason to read all this stuff is that you wouldn't be human if you could remember everything you heard in a seminar.

The more you know before the first rally you judge will make you better prepared to jump right in and DO IT!!

Will you be successful as a Horse Management Judge?

Probably, but a lot of that depends on you.

Believe it or not, you already know what you need to know about horses and horsemanship. No, of course you don't know everything, but here's a fact that may come as a surprise!! No Horse Management Judge ever knows everything!.

If you are now a Pony Clubber, or used to be one, you've probably met a few HMJs who acted like they knew everything, but we're all still learning. You certainly know enough to get started, and to be a credible Horse Management Judge while doing it. Your rating and/or your reputation in the Region say that. You've been to rallies yourself, probably at several levels, so you pretty much know how rallies work. You were invited (or perhaps drafted!!) to become a Horse Management Judge because of your record -- what you've done -- and what people think you're capable of doing.

You're participating because you have the interest and motivation to try it.

Our job is to help you succeed.

SO LET'S GET REALLY BASIC.

.....and you can't get much more basic than this.....

DRAFT 1.24

VI. WHERE TO GO AND WHEN TO GO THERE:

This section covers logistics -- how to get to your training session or first rally. Pretty simple stuff, but you still need to think about it.

By the time you read this, you should know

- **WHEN** the training session (or first rally, if there isn't going to be a formal training session) you're scheduled to attend will take place,
- **WHERE** it will take place, and
- **HOW** you will get there (and back home, after it's over).

These are some of the things that you will always do in the future when you accept an invitation to judge at a rally. It's pretty much common sense, but it doesn't hurt to spell out the steps that you probably have already gone through mentally.

- You will have carefully checked your calendar for conflicts -- social, work, school, competition, religious, equestrian, club, region, scheduled medical appointments, family, musical, whatever.
- You will have asked everyone who might be depending on you to be somewhere else if they can spare you. This might include parents, significant other, person you do occasional barn work for, hunt you whip for, anyone else who has a significant claim on your time. You will also have made sure that you got a clear "yes" or "no" answer -- that you got your commitment NOT to be there onto their calendar. (This includes getting "permission" from your parents, spouse, or significant other.)
- You will have checked for things you need to get done AFTER the scheduled rally, to make sure that you can give up the time that this will take. Got a major project coming due at school? Scheduled to take a rating two weeks later? Painting the barn before winter?
- You will have figured out how you can get to the location where the rally will take place and then get back home.

Once you've determined that it's feasible for you to attend, you really should ask yourself a very important question: Do you WANT to do this? Honestly, in the future there will be times that you'll drag yourself to rallies because they need you desperately. *Now, especially now, you still should be honest with yourself: do you WANT to do this?*

DRAFT 1.24

If you want to do it, and if you can manage your calendar so you can do it , and if you can physically get there -- **THEN** -- **not before** -- **you can accept the invitation to judge.**

It is critically important that you NEVER accept a judging engagement unless you are absolutely certain that you will be able to honor your commitment.

One of the Chief Horse Management Judges who reviewed this pamphlet circled the paragraph above and wrote in the margin "This is a very important point!" It's worth paying attention to her views on this.

Of course this isn't confined to Horse Management Judging. If you go on to get judging licenses from such associations as the AHSA, USDF, or FEI, this is still a vital rule to follow.

You will then **mark your calendar.**

(Note to active Pony Clubbers -- it's an assumption that if you are at a level where you would be considered as a possible HM judge you do keep a calendar. If you don't keep a calendar yet, perhaps you should.)

If you need to do other things ahead of time to ensure that you will be able to go, then put them on the calendar, too. If there's a family calendar, and you have your own personal calendar, put this obligation (that's what it is now, an OBLIGATION) on BOTH calendars.

BY THE WAY, MAKE SURE TO WRITE DOWN THE NAME AND PHONE NUMBER OF THE PERSON WHO INVITED YOU -- JUST IN CASE QUESTIONS COME UP OR A TRUE EMERGENCY ARISE.

Firm up your travel arrangements.

- If you're relying on public transportation (bus, train, air, etc.), make sure that the schedule will get you where you need to be in plenty of time. If it won't, make plans to come a day early and bring your sleeping bag. Also, think about how to get from the rally to the airport, bus station or whatever, and back again. Will rally organizers arrange a ride for you? More likely this is your problem to solve. Get specific as soon as you can.
- Catching a ride with someone else? Try to make sure that they are as serious about being there as you are. You don't want to be left without transportation at the last moment, or stuck with a ride that arrives half way through the rally or leaves before it's over.

DRAFT 1.24

- If you are driving, get driving directions and check the directions against a map to make sure they make sense -- that nobody has left out a critical step. Try to figure out how long it will take -- and, if you haven't been to the location before, budget some extra time to get lost. Horse places don't usually have signs on the Interstates saying where to turn off.

GETTING THERE CHECKLIST

Checked for conflicts?	
Planned work schedule?	
Marked calendars?	
Got name/phone # of contact?	
Travel arrangements?	

DRAFT 1.24

VII. WHAT TO WEAR:

When you are a Horse Management Judge, you need to wear NO jewelry, clean paddock boots, khakis (or khaki shorts), and a shirt with a collar.

There are several very good reasons that this is one of the earlier sections in this booklet -- and one of the longest!!

When you arrive at a rally, it's too late to discover that you're dressed all wrong.

When you're at a rally you're judging, you're on duty, whether you're hot, cold, wet, sunburned, windburned, insect-bitten, whether you've just had your ankle massaged by that massive draft cross with the borium, or whatever else.

You can't go back home to change your clothes.

This list is just about as specific as anything in this handout. **Please follow it.** If for some reason you cannot, please call the HMO, your instructor for your training session, or your Chief Horse Management Judge and discuss alternatives. Sometimes your Chief will call you before the rally to make sure that you understand what correct attire for judges is. However, don't count on it. Horse Management Judging is a responsible position. If you are responsible enough to be a Horse Management Judge, you should be responsible enough to have your attire firmly under control.

There's another side to this responsibility thing, however. What about rain? What about spring and fall rallies, when it might be 38 degrees and misty when the rally begins, and go up to 80 during the day? What about a mock rally for really little D1s where the emphasis is on informality and you really have to work hard to avoid being intimidating? You've got to be able to take the responsibility to figure out how you need to modify the suggested dress code to fit special situations. Of course, if you aren't sure, you can always ask, but -- like bringing along some spare clothes if it's going to rain -- is assumed to fall pretty much in the common sense category.

Remember: **you will be an official of a rally, not a participant in a fashion show.** After you have served a few times as a Horse Management Judge you will understand the ways you can vary your clothing to exercise your individuality/express your personality/make a fashion statement/be extra comfortable/whatever and still be safe, be a good example for the kids, and be comfortable. But for the first few times, **please stick to the "uniform".**

(In case you find it somewhat insulting that we are telling you what to wear, please understand this. Since we have been having Horse Management Judge training in NY/UC, we have had one

DRAFT 1.24

candidate show up to judge in sandals, cutoffs, a halter top, hair down to where?, and a goodly number of clanking bracelets. Another candidate appeared wearing a sweat suit and tennis shoes. Your author has learned never to underestimate the sartorial creativity of a prospective Horse Management Judge. So, our experience is that we need this section -- and that it needs to be as long and detailed as it is. Sorry about that!!.)

Let's take it from the ground up.....

A. Footwear:

Paddock boots or jodhpur boots, polished if possible, and at least very clean and in good repair.

Even if yours appear to be too far gone to take polish, you can probably buy a bottle of liquid shoe dye and cover the scuff marks. And, since you probably have never actually tried to polish your paddock boots, you might be as surprised as one Apprentice recently was when she saw her paddock boots for the first time with a coat of polish.

Also, make sure that the laces are in reasonably good shape. It's exasperating when a lace breaks when you're on the way out the door, and shoelaces with lots of knots in them are messy looking anyway. Just think!! Bootlaces might be an opportunity to be creative!!

Please make sure your boots are comfortable, that they fit, and that they are well broken in, because you will spend a very long day standing in them. Horse Management Judges almost never sit down.

If you've decided that your paddock boots are absolutely hopeless and you decide to buy a new pair just for Horse Management judging, here are a few things to consider before you put your money on the counter:

- First, look at some of the new models that have gel pads for the feet. They may cost a bit more, but they are also far more comfortable. *And Ariat is a National Sponsor of the Pony Club Horse management Program.*
- Usually your feet will be a lot more comfortable if you buy boots large enough so you can wear boot socks under them. They help sop up perspiration, and provide a little additional padding for your feet.
- While the boots should not be too tight, they should also provide good support. Note that paddock boots are built for riding, not for walking and standing around (HMJs do plenty of both), so you'll need to pay special attention to the support question.

And, if you do decide to get new paddock boots, please break them in well in advance of the training session and first rally!!

If for some reason you can't comply with the footwear rules, please call your HMO, the instructor for this training session, or CHMJ and discuss alternatives. (Frankly, there aren't very many good alternatives in this area, but if it's a choice between attending or not, some of the possible solutions are less bad than others.)

The biggest no-no's are cloth shoes of any kind, sandals, and footwear that doesn't cover the ankle. Those are all basically unsafe to wear around horses.

DRAFT 1.24

Also, while they may be safe to wear if you're just on the ground, we strongly prefer that HM judges don't wear boots without heels or boots with waffle soles -- especially the kind of waffle sole where a stirrup iron could get caught behind the treads so your foot couldn't slip out easily. *But you're not going to be riding. Why does this make any difference? Because they set a bad example for the kids, who might decide to ride in similar boots because YOU, an authority figure, wears them.*

High (riding) boots aren't appropriate. While Ariat paddock boots are fine (and very comfortable, too, in the personal opinion of your author), please don't wear the half-chap system they market. These half-chaps aren't considered either properly formal or informal for Pony Clubbers, and they aren't correct for HM judges either. But the paddock boot by itself is fine.

Although rubber boots may keep your feet dry in the morning dew, generally leather boots are preferable. They look better, they provide more protection, and they also provide some support for your feet. Some judges wear rubbers (overshoes) over their paddock boots until the grass dries. In wet weather, L.L.Bean-style boots (rubber bottoms with lace-up leather tops) are not a bad idea. You do need to lace them most of the way up and tie them, however. There's always a temptation to walk around with these things unlaced, and that's a tripping hazard, of course.

B. *Pants:*

Wear khakis or similar sturdy long pants.

First off, this may seem obvious, but khakis don't have to be khaki!! They don't have to be tan in color, they can be navy, dark green, saddle brown, etc. Another name for them is chinos.

Start the day with them clean, and pressed if at all possible. There are some long pants that aren't designed to be pressed, so of course you don't have to press these, but they still **MUST** be neat. They absolutely do NOT need to be fashionable or expensive. You'll find that pockets are very useful.

Please avoid wearing jeans, breeches, jods, cutoffs, bib overalls, extremely baggy pants, sweat pants, painter pants, pants made of a flimsy material, or warm-up pants. If that's all you have, and you can't borrow some khakis, please call and we'll discuss which alternative might be the best in your case. Don't wear chaps, no matter **WHAT** you're wearing them over.

There are situations where certain kinds of shorts (other than cutoffs or short-shorts or athletic shorts) **MAY** be acceptable. If the weather forecast is for **VERY** hot weather, bring along a pair of shorts that are as much like khakis neatly cut off not toooo far above the knee as possible. Change into them **IF** your Chief feels that shorts will be appropriate. Wearing shorts is your Chief's call. Speaking of calls, a telephone to your Chief ahead of time to find out whether shorts will be acceptable might not be a bad idea.

Sometimes women may wear a loose fitting, mid-calf length -- or shorter -- skirt (said to be more comfortable in very hot weather). Rarely do they wear this for the whole rally, since loose skirts like this are **NOT** great for tossing around hay bales or wrestling with nervous horses. There's a safety reason, too. Ticks, which carry Lyme disease and other even nastier diseases (Erlchliosis is one of the newer ones), are usually more efficiently repelled by long pants.

DRAFT 1.24

At least until after your first rally as a HMJ, stick to the Khakis or similar long pants if you possibly can.

If your pants (or shorts or skirt) has belt loops, please wear a belt.

C. Tops:

A long or short sleeved shirt, with a collar, and with tails tucked in.

A polo shirt is fine. Some people call these tennis shirts or alligator shirts. Almost any color is okay, but a conservative color is probably just a little better. If you don't go for the designer label, shirts like this aren't expensive. You can find them in outlet stores for as little as \$10. Regarding color, virtually any color is okay. However, there is a good reason to avoid white. By the end of a day of Horse Management Judging, a white shirt typically gets pretty dingy looking. A darker color can help you maintain a crisp appearance longer. But white is certainly permissible, and some Judges prefer to wear their white shirt for formal inspection day.

Some people like to wear a shirt with a pocket to hold a pen or pencil, or perhaps sunglasses. They are a little bit like a man's shirt to wear to the office, but usually of a little heavier fabric. Oxford cloth is one of the materials such shirts are made of. The same material that khakis are made of is another. They may have short sleeves or long sleeves. They often sell shirts of this type in the kids of stores where they sell khakis. This kind of shirt DOES usually need to be pressed. Another choice: The kind of shirt you probably wear to go cross-country -- sometimes called a rugby shirt -- is also probably fine if you want to wear long sleeves, and these usually don't need to be pressed.

Please avoid tank tops, halters, tee shirts without collars, frilly blouses, crop tops, bare midriffs in general, sleeveless shirts in general, and shirts with messages or military insignia on them.

About messages on shirts: A designer logo on a polo shirt is usually okay (but CERTAINLY not required). Don't wear a shirt with your Pony Club's name on it, particularly if they are competing at the rally you are judging. A region shirt might be okay as long as no participants from outside the region are expected. As a judge you are expected to be impartial. Don't let your shirt suggest to people that you are NOT impartial!! (We'll talk more about conflicts of interests and impartiality later.)

About military insignia: Please avoid wearing military insignia, or ornamentation on your shirt that might look like military insignia. They give competitors the wrong message. A Horse Management Judge is NOT a drill sergeant.

Most people can come up with an acceptable shirt or top pretty easily. However, if there's any question in your mind, please call your HMO, or instructor for this class, or Chief to discuss the alternatives.

Here's an aside about attire that certainly won't be necessary for your first rally. At Nationals, for example, male HMJs are sometimes expected to wear a sports jacket for ceremonial occasions, including opening and closing ceremonies and for formal inspection, if weather permits. One well-known Chief HMJ performs his formal inspections in his formal Master of Foxhounds regalia, including a top hat. At very formal occasions of this type, female HMJs usually wear a skirt of the type

DRAFT 1.24

mentioned above, or at least pressed long pants. Here in the Region, especially at club-level rallies, you can safely stick to “the uniform”.

If the shirt is designed to be ironed, please iron it. In any case the shirt needs to be clean -- at least to start with!

D. Headgear:

Wear (or at least bring) a hat or cap.

Sunburns are nasty, and you could very well find yourself out in the sun all day. You won't know that until you are actually at the rally. Even if you have been scheduled to be out in the sun for only an hour or two, schedules can change, and you can find yourself in the sun all day. Recent medical research is showing very close links between lymphoma, a particularly fast-acting and deadly form of skin cancer, and sunburns acquired earlier in life. *Something else to think about -- are you taking Tetracycline, or any other drug that increases sensitivity to the sun? Lots of people take Tetracycline to control acne. That's another reason for a hat or cap.*

So, avoid sunburns -- a hat or cap can help do that. Be prepared.

Hats also keep the sun out of your eyes. This is particularly useful if you're trying to see what's going on at the other end of the stable area and the sun's straight ahead of you and your hands are full. Also, a hat with a brim in back can keep rain from dripping down your neck.

If you have long hair (this means long enough to reach the shoulder or longer, according to the 1996 Horse Management Handbook) tie it back or braid it. This definitely goes for guys too. Tony Provencher, a Graduate A and popular National Chief HMJ and National Examiner, wears a pony tail. You can, too. Braids are fine unless your hair is very long. In that case, you need to put it up. Your hair should be reasonably neat and clean whatever length it is.

Do NOT use a showbow. The ones with the metal clip at the base of the neck, and/or the metal decoration, are potentially dangerous for riders, and you are setting an example. They're against the rules for Pony Clubbers.

If you have hair decoration -- large beads braided into your hair -- you should probably consider taking it out before the rally. Each bead could make an indentation in your skull in an accident. String or small beads braided into your hair probably can remain as long as you remove anything large or odd-shaped. This probably isn't a critical thing, but it may help avoid problems. Think carefully about it.

Try to avoid metal barrettes. The logic here is the same as for showbows, but to a lesser degree. The showbow has both a barrette and a metal decoration, however. Your author recognizes that there are some days that only a barrette will do the job to keep your hair neat. What we are trying to do here is to avoid putting you in a position where you have to tell a Pony Clubber “Do as I say, not as I do.” We'll talk more about that as we go along, too.

Regarding pins:

The horse community loves pins, and Pony Club, with so many possible pins to collect, loves pins more than most any other part of that community. You author

DRAFT 1.24

has a magnificent (no modesty here!) hat absolutely covered with pins from various organizations, competitions, and so forth. It probably weights five pounds! Other folks who have been around Pony Club longer than he has have given up on the hat route and gone to vests for their pin collections -- some are so full of pins that they would stop bullets!! They are great to wear for unmounted Pony Club get-togethers.

However, as a horse management judge, you should not wear your pin collection -- especially if it's on your hat. There are a number of reasons.

First, it's a little bit distracting to the Pony Clubbers and the other HMJs.

Second, the formal inspection sheets BEGIN (at the D-1 level) with a prohibition of excessive jewelry (see below). If a whole pin collection isn't excessive jewelry, your author has trouble understanding exactly what excessive jewelry would be.

Third, it is hard to select even one pin to wear on a hat that does not say something about the judge wearing it. Would you wear an RS or DC pin? No -- not even if you currently hold such a position -- it suggests a position of executive authority that you aren't currently acting in. Would you wear your old Pony Club pin? No, National policy prohibits wearing a Pony Club pin if you are not an active Pony Clubber -- and adult horse management judges obviously are not active Pony Clubbers. If you're not an adult but are working as a horse management judge, why advertise your age? Would you wear a region pin or club pin or pin from a competition you had been in? Not a good idea: suggestions of any affiliation are improper for a judge -- they suggest the potential for favoritism. What else -- a non-Pony Club pin? Well, that is pretty clearly excessive jewelry because it has nothing to do with Pony Club!!

Best advice: don't wear a pin on your hat -- or anywhere else, for that matter.

E. Jewelry:

NONE (almost).

This rule is actually very simple (and it is a RULE). It applies from D-1 on up, and it should apply to Horse Management Judges as well.

You will be penalizing Pony Clubbers you find wearing excessive jewelry. It simply isn't appropriate (or safe -- consider that you may find yourself wrestling with horses you don't know) for you to wear jewelry. Also, you're setting an example -- remember that.

Something else: jewelry is something that is frequently the subject of rulings in Pony Club. In some cases, the details of permitted jewelry will change from one year to the next. It's the way things are. Recognize reality and save your arguments for more important subjects. It's easy enough to conform here.

Obviously you wouldn't wear big or dangly earrings. That's common sense.

The National Safety Committee has recently revised the rules on jewelry for pierced places. Please note the new rules carefully. You need to make sure that you are fully compliant with them personally.

DRAFT 1.24

1. NO jewelry is allowed in the airway at all. The airway, by the way, includes the mouth and the nose. Therefore, nose rings (or studs), lip or cheek rings (or studs), and tongue rings (or studs) are forbidden. The risk, of course, is that you will inhale the jewelry -- or a piece of it, such as a screw back -- in the event of an accident.
2. YES, you may wear earrings (probably more than one per ear is stretching things a little bit but probably okay, but still not in particularly good taste for HM judges).. But plain means plain. No dangles. Plain. Obviously it's better if you can take your earrings out altogether for the day.
3. Studs are preferable to rings in your visible pierces. Otherwise, it can become a matter of discussion with Pony Clubbers as to whether your earrings are in the dangly category.
4. What you wear out of sight -- and this means out of sight at all times -- is your business. Strip searches are not part of Pony Club. However, if you have, for example, a navel ring, it is definitely inappropriate to pull up your shirt and show it to the Pony Clubbers -- no matter how proud you are of it!! *We'll leave it at that.*

If you can avoid wearing rings, even wedding rings, please do so.

(Your author can feel tempers rising already, so I'll tell you right away that there IS a solution, but probably not one you'll like!!) Let's review the scenarios:

1. "My husband/wife will divorce me (or my significant other will leave me) if I take my wedding ring off."
2. "I can't get my wedding/friendship/whatever ring over my knuckle."
3. "I have to wear this ring for religious reasons."

If one of these is true for you (more than one?) the first thing to do is to try to solve the basic problem. If you discussed the problem with your significant other, would they be more understanding -- perhaps -- if you took your ring off when you arrived at the rally grounds and put it back on just as soon as the rally was over?. If you can't get your ring off, check with your local jeweler, who can probably cut the too-tight ring off for a reasonable charge. Perhaps it's time to get that ring re-sized anyway. If religious requirements are the problem, discuss the matter with your spiritual advisor before concluding that there are NO exceptions.

If you must wear your wedding ring, please at least take your engagement ring off. The reasons should be obvious -- the setting can catch on things, and conceivably you could even lose the stone (not much fun looking for a lost diamond in a sand warm-up ring) -- and few spouses will object to your obvious concern about taking care of his gift to you.

Or, you can wear gloves. Usually riding gloves are okay. Some people do.

Necklaces are also pretty much a no-no, as are clanky bracelets. Both of these can snag much too easily in far too many places. However, particularly with the currently fashionable hemp string necklaces and bracelets, sometimes it isn't possible to remove these items without damaging them. Use good judgment, and if in any doubt, ask your Chief.

A wristwatch officially is **NOT** jewelry (and you definitely should wear one). Try to make sure that you can re-set it to rally time (some electronic watches can be extremely complex to re-set).

DRAFT 1.24

A Medic-Alert bracelet or necklace or anklet is definitely permitted. . This is because the risks of the bracelet or necklace getting snagged are less than the risks of emergency medical personnel not knowing of a serious preexisting condition if you're hurt or unconscious. Something to consider before buying the MedicAlert anklet: how comfortable will it be under paddock boots? Furthermore, will anyone notice it there if you're unconscious?

What about Pony Club pins? Yes, I suppose you may wear a Pony Club pin if you are entitled to wear one. However, it might surprise you to learn that National Policy forbids ANYONE who is not a CURRENT, ACTIVE member of Pony Club from wearing one. That means you cannot EVER wear a standard Pony Club pin if you are an adult -- even if you are 22 years old and a Grad A!! Don't blame your author -- he didn't make that rule -- he just found it in the USPC Policy Manual!! (it's policy #2060, dated 9/19/93, in case you would like to look it up.)

If you are no longer an active member, you can wear a Pony Club pin with a tab denoting a current or previous office (DC, RS, etc.). Of course you wouldn't wear one of these while serving as a Horse Management Judge, because it gives a mixed message to the PCers. Who is talking to them? Is it a DC? Or is it a Horse Management Judge?

Regardless of whether you were ever a Pony Clubber, you technically can wear a pin with a tab commemorating some past competition (e.g. Games Nationals in 1993) or some other event. But, for heaven's sake, why would you want to when you are serving as a Horse Management Judge? A special-purpose Pony Club pin that was awarded to you -- perhaps as a Founders Award, or for judging a sport at Nationals -- is technically also acceptable, but it certainly begins to grade into the unnecessary jewelry category. If a HMJ shouldn't wear a piece of jewelry their "significant other" of the moment has given them, why should you wear an ornament of some past activity?

If you're entitled to wear the basic pin -- in other words, you're still an active Pony Clubber -- but are either young or very youthful appearing, you might not want to wear your pin anyway, simply to create a little distance between you and the rally participants.

So, before you wear ANY Pony Club pin at all as a Horse Management Judge, you ought to think twice -- or maybe three times -- about whether you really need to. It is DEFINITELY NOT part of "the uniform" and there are far more good reasons NOT to wear one than there are to. So, think a good long time before you decide that you just MUST put on that old Pony Club pin -- and remember that as a Horse Management Judge, you represent "the establishment" -- and what the National policies about pins are.

And you'll have a name tag that will say more about you than an article of jewelry could. It will say "Horse Management Judge."

So, that's the same topic covered another way. Hopefully one of them will resonate with you.

NOTE: IN SELECTING APPRENTICES TO HELP WITH CONDUCTING FORMAL INSPECTION, MOST CHIEFS CONSIDER THE APPRENTICE'S PERSONAL APPEARANCE ON THE DAY OF THE RALLY.

DRAFT 1.24

Now, here's

F. the "WHY" of the "clothes" section.

There are several reasons, which parallel the Horse Management Judge's priorities for the rally (remember them? Go back a few pages and review them.)

1. Safety.

An injured (or ill) Horse Management Judge can't do his/her job and will require resources -- such as other Horse Management Judges -- who should be spending their time keeping rally participants safe. Even if you're truly uncomfortable you won't be able to devote full time to keeping Pony Clubbers safe, because you'll be thinking about how miserable you are. There's a significant element of personal safety in most of these rules.

2. Instruction.

This is pretty logical. By making a good appearance, you aren't just telling rally participants that appearance makes a difference, you are showing them it does by your personal example. Looking the part also makes you stand out to the rally participants -- as well as to parents, DCs, and others -- as someone who should be listened to. That makes it easier for you to teach and to help keep control of the rally.

3. Positive experience.

It's an extension of #2. Pony Clubbers work for days preparing themselves and their mounts for a rally. You're insulting them, and their families, if you show up to judge them looking like a bum. Or even if you just show up looking like you had just stepped out from behind a plow or had been mucking out stalls -- or had been at a mall. Horse Management Judges (including what they look like) are part of the Pony Club experience -- and now you're going to be one!!

Another way to think about it: what the PCers are wearing may seem uncomfortable to them (despite working most of his adult life in offices, your author has never fully adjusted to wearing a necktie, and he will do almost anything to avoid wearing a stock). So, while the PCers are sweating in their show clothes, it's kind of crude and thoughtless if you're inspecting them wearing a nice comfortable tank top. Think about it.

On the other hand, don't forget the comfort part. If you're miserable, you'll have to try twice as hard to make sure the kids have a positive experience. Also, it doesn't hurt if YOU have a positive experience, too!! BUT you CAN do this and still comply with "the uniform"!!

4. Horse Management scoring.

DRAFT 1.24

What does the judge wear at an “A” show? What does the TD wear at a USCTA horse trial? Never noticed? Take a careful look the next time you’re at one of these. As a Horse Management Judge, you are an official of this competition. If you’re going to be writing up Pony Clubber deficiencies in tack and turnout, you better not have any deficiencies in your own personal turnout!! You need to look professional.

Also, the “uniform” has been developed over the years and is really quite efficient for most of the functions a HMJ performs -- including “taking off points”. Something to think about.....

CLOTHING CHECKLIST

Polished paddock boots?	
Khakis or similar long pants, with belt?	
Shirt with a collar and at least short sleeves?	
Hat or cap?	
As little jewelry as possible (except wristwatch)?	

DRAFT 1.24

MORE REALLY BASIC STUFF.....

You'll need to check this section carefully, because we won't have much time to scrounge around to find things you forgot to bring before the rally starts.

VIII. WHAT TO BRING:

There are a few things that you must plan on bringing to a rally. They're in boldface type below.

Travel Instructions and road map, if you're driving.

Of course you've already checked the travel instructions against the map, just to make sure that they make sense!!

Clipboard with blank paper (or notebook), pencils or pens.

No HMJ trainee has EVER forgotten to bring a clipboard. Trainees have arrived in many strange outfits, have forgotten their paddock boots, and have forgotten the driving instructions to the rally grounds. But not one has EVER forgotten their clipboard!!

Eventually you will come to the conclusion that that a small, pocket-sized spiral notebook is more useful and less obtrusive than a clipboard is, especially when you're working in the stable area. Also, you can slip a notebook into your pocket, which is something you can't do with a clipboard. However, when you're filling out forms, such as at formal inspection or when checking tack rooms, you will need a clipboard so that you have something to keep your forms together with and a smooth surface to write on.

New HM judges usually like to have the feeling of security that a clipboard can provide, however. It's a recognizable symbol of authority, and there's nothing wrong with that!!

If the weather is threatening rain, bring a large baggie to cover your clipboard, as well as a towel to tuck in your belt so you can dry your writing hand before you stick it into the baggie to write on your clipboard.

Don't forget the blank paper (most HM notes are written on blank paper and transcribed later to the daily sheets, except for formal inspection and equipment check).

Some people like to have a couple of spare rubber bands on the clipboard to keep papers from flapping in the wind. It's not a bad idea. Other people like to use metal spring clips. They're not a bad idea, either. Your call!!

If you've been in the hospital, or if you've taken your car in to be repaired lately, you may have noticed the nurse or the service manager carrying a clipboard (usually metal) that has a compartment built in to hold forms and papers. They're made in many different styles so take a close look at one when you have a chance and decide which features might be useful to you as a horse management judge. Then, if you see one available in a

DRAFT 1.24

store you might want to buy it. They're most often seen in the really big office supply stores, not in your neighborhood stationery store. However, fancy clipboards like this are certainly not necessary, or even particularly recommended. Some people like them a lot, however, and if you want to spend the money for one, you might find it useful. However, they aren't cheap!

Finally, because there tend to be lots of clipboards floating around at a rally, if you have any desire to take the same clipboard home that you brought, be sure to label yours clearly -- and BRIGHTLY -- so that no one walks off with it. **Decorate it!! Paint it!! Do it up right!!** (If there's no enamel or other paint in the house, you might want to try that hideous color nail polish that's hanging around!) *Here's another place you can express your personality and demonstrate your individuality!!*

Horse Management Handbook (the current version is dated 1998).

This is a must. No matter how well you know this book (and after you have been judging for a while, you will know it VERY well indeed), questions will arise that will require that you check it. Don't count on your memory. Licensed officials at major competitions are frequently seen checking their AHSA rule books. You shouldn't be embarrassed to check your Horse Management Handbook, either.

Also, don't count on somebody else having a rulebook, and don't be the kind of judge who borrows one from a team that's competing just before their tackroom is checked.

Put your name on your copy. *If you don't have one, see if you can borrow one -- just this once -- from your own club's spare rally equipment before the rally!!*

And, there's something that should be obvious. **READ IT.** Mark sections or pages that you may need to refer to (you could use a highlighter, or make a mark in the margin, or use stick-on tabs) IF it's your own copy. (Obviously you wouldn't mark up a copy you borrowed.)

Then, put it down for a day or two and **READ IT AGAIN.**

Rulebook for the sport you are judging.

Remember that horse management rules are found both places -- in the HM Handbook and in the rules for the specific sport. And, when you judge several different sports during a season, you'll need to check your rulebooks oftener than you think, because the rules are definitely different.

How to make sure your rulebook is current? USPC sometimes puts out a packet of rule changes, in the form of replacement pages, for all of the rulebooks. Last year (1997) they did this, and the packet containing all of the updates cost \$5. In 1998, the changes were sufficiently major that entire rulebooks have been replaced. To order, call the USPC bookstore. You can charge it to your credit card. Or, you can order on-line via the USPC Home Page (<http://www.ponyclub.org>)

Make sure both rulebooks fit on your clipboard with room left to tightly grip blank paper!

Again, write your name on your rulebook. *In BIG letters.*

DRAFT 1.24

Like the HM Handbook, you also need to **READ IT**. In the rulebooks for the individual sports it may be particularly important to mark the sections that apply to Horse Management. Often material relevant to horse management appears in several places throughout the rule book, and having these places marked (stick-on tabs are very useful here) can save time when you need to find them during a competition.

If you don't have a rule book for the current sport, see if you can borrow one from your own club's spare rally equipment!!

In several Pony Club sports, the rulebook refers to the current AHSA rulebook to resolve any issues not covered. *So, do you need to have one of these, too?*

The answer is that it wouldn't hurt, but it's certainly not a must. You might find it helpful in discussions with rally participants who want to discuss something that happened during the actual competition -- perhaps a ruling by the judge in showjumping that was puzzling -- but as a HM judge you are unlikely to find situations where the AHSA rules would be needed to interpret the USPC rules (cruelty is a possible exception). However, it's not a bad idea to at least read the AHSA rules beforehand for your sport. Need an AHSA rulebook? If you're a member of that association, you automatically receive one for the specialty in which you're registered (Combined Training members receive Dressage, CT, and Jumper automatically, and everybody receives the overall rules, where cruelty is fundamentally treated) as part of your membership every two years (that's how often they are re-issued). If not, you can buy one from the AHSA. Their mailing address is 220 East 42nd Street, New York, NY 10017, or you can phone them on (212)972-2472. They will charge one to your credit card (about \$12-\$15) and mail it to you.

Insect repellent & sunblock, and sunglasses if you wear them.

Yes, somebody else will probably have both insect repellent and sunblock, and if you're a pest, they'll let you borrow them.

However, if you have your own sunblock, there's a better chance you'll remember to put it on BEFORE you get a second degree sunburn. *BUT -- if you do forget, please go ahead and be a pest. Borrow sunscreen and bug spray from somebody else. You don't need Lyme disease, and you don't need a second degree sunburn.*

Recent research has indicated that bug repellent that is high in DEET is particularly good at repelling deer ticks (they're the vector for Lyme Disease, of course). Spraying it or otherwise applying it around the pants cuffs helps make you unattractive to the deadly little pests.

While you're at it, the sunglasses can be a really good idea. But, there's something else to consider about sunglasses, too. Have you ever had a conversation with someone who was wearing sunglasses, and you got the feeling that you weren't really communicating with them? That they were being a little stand-offish? A little hard to talk to or ask questions of? Often, highway patrol officers wear sunglasses to create just this effect!! In fact, that's why many use mirrored lenses -- and the reason that you should NOT use mirrored lenses. Many people feel a little intimidated when talking to someone wearing sunglasses, and this includes competitors. So, if you wear sunglasses at a rally, make it a practice to take them off when you're talking to competitors if it is at all possible to do so.

DRAFT 1.24

If you wear glasses normally, remember that as a Horse Management Judge, you will be called on to use your eyes at different distances. Within the same minute you may be looking something up in a rule book, examining a piece of tack, watching how a horse 20 feet away is moving, and figuring out what the commotion is at the other end of the stable area. Don't be vain. Wear your glasses if they will help you do a better job. Consider even using one of those eyeglass holders that librarians and grandmas traditionally wear to hold their glasses around their necks when they don't have them on. It beats having someone sit on them or crushing them between you and a horse while they're in your pocket.

Sweatshirt or sweater and raingear.

You will be outside all day, and will probably NOT have anywhere to get out of the rain/wind/cold/snow (yes, it happens!!) where you can still do your job. You can only hide in some team's tackroom pretending to check their equipment for so long before it's obvious that you're malingering.

Layering your clothing is the best approach to cold, and a waterproof shell can help keep you warm, too, by blocking the wind. If you decide to wear a waxed barn jacket, please make sure it's clean.

Label your stuff. Sweatshirts, especially, tend to get taken off and left in a pile as the day goes on, and tend to get left behind or misplaced when it's time to go home. Don't lose yours.

Raingear is largely your call. Many HMJs like the long oilcloth raincoats, but these can be very hot in the summer and are bulky to pack. However, they don't tend to flap in the breeze and frighten the horses. A waterproof shell -- zipper front, snap front, or pullover - is good. They can be very inexpensive, and are easy to pack, but you may get sopping wet from wherever the shell stops to the ground. They can also be expensive -- a good Gore-Tex shell can be very expensive -- but may be considerably more comfortable and will almost certainly last longer. Long plastic raincoats and ponchos have a tendency to flap in the breeze and frighten the horses, but can be so inexpensive that you can actually throw them away if they get a rip -- and unlike a shell, they will keep your legs dry.

Umbrellas are not suitable for Horse Management Judges. Not only do they often disturb horses, but they also take up one hand on a full-time basis.

Another hint if a lot of rain is expected: no matter how good your raincoat or shell, you will probably get at least somewhat wet underneath it, particularly around the edges. Plan for this and bring extra clothes -- especially dry socks -- so that you don't have to sit around and shiver in wet clothes even after the rain stops. While you're thinking about rain, you might want to look back to the section on footwear. There is nothing quite like wet feet to make almost anyone absolutely miserable. So, if there's a possibility of rain, consider your feet. Again, tied L.L.Bean style boots (rubber bottoms and leather uppers) are a good choice, usually. GoreTex boots are also okay for rain IF they (1) are predominantly leather AND (2) have an appropriate sole AND (3) cover the ankle.

Anyway, as everyone knows, if you bring your raincoat, it won't rain. So, do us all a favor and bring your raincoat.

DRAFT 1.24

Food:

It's customary for judges to be fed lunch by the competition, but just in case you're stuck out on a warm-up ring when the lunches are passed out, or in case there aren't enough to go around, (or in case it's just plain too revolting to eat, which sometimes happens -- your author remembers one rally where the organizers brought some delicious looking potato salad, which sat in the sun from 8 a.m. until it was served at 1 p.m.), bring an apple and a peanut butter and jelly sandwich so you don't pass out. *By about 2 p.m., even a squashed peanut butter and jelly sandwich can start to look really appetizing.*

Also, you should realize that some rallies plan on feeding the Chief HMJ and the Assistants but don't plan on feeding the Apprentices. If there are a lot of Apprentices, this makes sense -- you're there to learn, too.

Coffee drinkers may want to bring a thermos-full (even though it's not the wisest choice to keep you hydrated). If you drink bottled water -- and more and more people do nowadays -- bring your usual supply plus a little. This is one thing you're not likely to find available to purchase even if there is a refreshment stand. Something else to consider: USPC's Safety Committee is very interested in preventing heat injuries. We used to call heat injuries "sunstroke" or "heat exhaustion". An essential to preventing them is to drink lots of fluids. You can help yourself do this by bringing your own bottled water!!

Unlike a horse trial or horse show, there isn't likely to be food available on the rally grounds in the morning, so either bring your own or eat breakfast before you leave home.

One thing to definitely leave at home is gum or hard candy. The reason? Safety, of course. Since you'll be alert for PCers chewing gum/eating candy at formal inspection and safety checks, you don't want to suddenly discover that you're doing the same thing!!

You already know that controlled substances (drugs) and alcohol are ABSOLUTELY a no-no. Read the USPC policy -- you'll find it as an appendix to the HM Handbook as well as the rulebooks for the other sports -- for details if there are any doubts in your mind when one is subject to these restrictions. If you plan to go out the night before the rally, restrict your consumption, if any, and get home early. Airline pilots follow a rule that they cannot fly for 12 hours after they drink -- from bottle to throttle. You can, too.

You must not smoke, if you happen to be afflicted with this foul habit, in the stable area. It is a bad idea to smoke anywhere that the Pony Clubbers can see you, and organizers now have the prerogative of banning tobacco anywhere on the rally grounds. If you do smoke, look at it this way: spending a full day in a smoke-free environment will help you get used to quitting entirely.

If you have food preferences that are not mainstream horse show (i.e. if you have concluded that a diet of pure grease may not be ideal, whether for religious, ethical, weight control, or other reasons) or if you are vegetarian or keep religious or other dietary rules, you need to provide for yourself for the duration of the rally or training session. Even if you are housed at a school or other institution for the duration, the food will at best be institutional. Plan ahead, and don't find yourself in a situation where you are passing out from hunger because you simply can't eat the food that is offered. And don't overlook that you will not have convenient refrigeration beyond any portable cooler you bring available.

Other Stuff:

DRAFT 1.24

A hand towel is often useful. It can be very important in the rain, but can also be handy at other times as well. HINT: Don't take your mom's (or significant other's) best hand towels. Two reasons, First, it will annoy him/her. Second, towels actually absorb better if they are a little worn.

A pair of work gloves can come in handy. Suppose you are helping to load a pony with a nylon lead rope? Gloves can prevent really nasty rope burns.

Many people like to bring along a pair of extremely comfortable shoes to put on after the rally is over -- it beats driving home in the paddock boots you've been walking around in since before sunrise. (And, since you'll be putting them on after you leave the rally, these can be low-cut, and don't have to be leather!!) Speaking of paddock boots, a few Band-Aids might be helpful in case you suddenly develop blisters. While the paddock boots are ideal, for some situations (for example, for barn check after the Pony Clubbers are all back at their motels) you may find that hiking boots or similar shoes that may have cleated soles are fine to wear.

Bring enough money to be flexible if you have a car problem or you miss your last bus. A quarter for a pay phone is a must to have in your pocket. Don't forget your phone credit card number.

If you're going to be staying overnight, bring a sleeping bag. Don't depend on being housed in a motel or other accommodation with beds with sheets unless you are told in advance that this will be the case. You can stuff a pillow case with clothes so you don't have to tote a pillow.

Don't forget cosmetics, medications you regularly take (this is particularly important, since very few prescription medications permit you to skip a day or more without serious side effects). In this category, you should also think about aspirin, hay fever pills, Maalox, or other patent medicines you occasionally rely on. Don't forget a toothbrush, and other personal supplies you might conceivably need, especially if you're staying overnight. Males, this will include a razor. Plan on being fully self-sufficient while you are at the rally.

If it's an overnight rally, a flashlight. Also, you'll want to bring shoe polish and a brush so that you can keep your paddock boots spiffy.

Some HMJs make it a point to carry a Swiss army knife. These can be useful for a wide variety of applications. When you're judging actively in the future, however, remember to eliminate this article when you fly to a judging engagement -- FAA rules prohibit knives in the passenger compartment on commercial airliners.

If you are driving, you may want to throw a folding chair into the back seat. You probably won't have much time to use a chair, but they are very nice to have available when you do get to sit down for a few minutes.

Lots of HMJs like to use Post-Its for leaving notes for teams that are absent from the area when the HMJ finds something wrong that requires attention. Of course, the Post-Its can ALSO be used to leave compliments for a team that left things really squared away when they left for wherever they are.

If you have a cellular phone, it wouldn't hurt to bring it. They are very useful in emergencies and can help you call ahead in case of late arrival at the rally or at home.

When you have been around a while, you will begin to think of other things that would have made a rally go smoother. An apprentice wouldn't be expected to bring such items, but see for yourself how many times a staple gun (for posting HM scores), a stapler (for

DRAFT 1.24

stapling score sheets for a team together), wide magic markers (for making signs), a small folding table, spare safety pins, a roll of surveyor's tape (orange tape) come in handy. A container of baby wipes -- pre-moistened -- can be very useful for wiping your hands, particularly after formal inspection or turnbacks. Some judges prefer disposable latex gloves, particularly if checking sheaths. As you judge more rallies, you'll develop your own ideas of things you'll want to bring along when you finally become a Chief.

STUFF TO BRING CHECKLIST

(Necessities in **boldface**)

Travel instructions and roadmap?	
Clipboard?	
Blank paper?	
Pencils and pens?	
Current HM Handbook	
Current rulebook for sport?	
Sweatshirt or sweater?	
Raingear?	
Insect repellent?	
Sunblock?	
Spare socks?	
Sunglasses?	
Food?	
Bottled water?	
Thermos of coffee?	
Hand towel?	
Work gloves?	
Glove to cover wedding ring?	
Band-Aids?	
Money?	
Overnight/personal necessities?	
Flashlight?	
Boot polish and brush?	
Knife?	
Folding chair?	
Comfortable shoes for the trip home?	
Spare clothes if rain expected?	
Cell phone?	

DRAFT 1.24

IX. QUESTIONS? PROBLEMS?

If you have problems or questions, call your Chief Horse Management Judge, the Instructor for your Training Session, or your Horse Management Organizer.

Lots of first-time horse management judges find that they have questions the night before the rally -- or sooner. If you do have questions, call the Horse Management Organizer -- or the rally organizer -- or the instructor for your HM Judging class -- or the Chief HMJ for the rally -- and ask. It's better to call than to guess and guess wrong. Why? if you guess wrong, you can end up looking (and feeling) like a jerk, or even worse, causing a problem with the actual conduct of the rally. It's often said that *the only stupid question is the question you don't ask* -- and it's true!!

By the way, asking questions is also perfectly acceptable behavior at the rally itself. Even at Nationals the HMJs are constantly discussing situations with each other to make sure they have the right answer -- and, even if their answer is "correct", that another judge doesn't have a better answer!

Often, a Pony Clubber will have developed their own solution to a problem -- particularly if it frequently occurs with their tack or their mount. It's a mistake to ignore their solution -- it may have been developed over the years with lots of input and field testing -- and could even be better than the solution you might come up with.

As a trainee, it's your job to learn, not to make the difficult judgment calls. That's the Chief's job. Even when Chiefs are working for other Chiefs, as is usually the case at Nationals and often the case at Regional Qualifying rallies, the Chiefs who are acting as Assistants that day will very frequently pass the close calls up the line to the person who is wearing the Chief's hat for that rally. If a National Chief can defer a decision to another National Chief, you, as a trainee, shouldn't be the least bit embarrassed to defer a decision to your Chief.

Also, it is never a disgrace to ask another HMJ what their opinion is about a situation you see and aren't 100% sure of the right thing to say about it -- or even how to say it!!

Just a reminder about a point made earlier: If you sign up to judge a rally you are making an important commitment. You're expected to show up, on time, and ready to judge. What if you went to a horse show and the judge didn't come?

You may think your presence isn't important -- after all, at this point you're just an Apprentice.

However, think of it this way. No matter how inexperienced you are (or think you are), there are still plenty of things you can do, especially if we can pair you with another Apprentice. There will also be plenty of times, even at your very first rally, that you will be operating as an Assistant, loosely under the supervision of a more experienced Assistant.

DRAFT 1.24

If you don't show up, someone else -- possibly even a non-horsy parent -- will have to do what you were going to do. They won't know anywhere near as much as you already know.

Now, how about another review of the Horse Management Judge's priorities?

- 1. SAFETY**
- 2. TEACH HM**
- 3. PROMOTE POSITIVE EXPERIENCE (remember fun??)**
4. TAKING OFF POINTS

Did you remember them??

NOW, WE CAN GET INTO SOME MORE INTERESTING THINGS.....

SUCH AS:

WHAT ARE THE

X. TYPICAL HORSE MANAGEMENT JUDGE DUTIES

AT A RALLY AND HOW ARE THEY DONE?

The first concept to understand is that the Chief Horse Management Judge is in charge of all Horse Management Judging at a rally.

The Chief decides

how the jobs will be broken up and who will do them.

Often the Chief will try to take individual preferences for assignments into account, but the Chief is certainly under no obligation to do so.

Frequently the Chief will try to assign jobs that will permit the Assistants to learn more and grow. In most cases, the Chief will try to rotate Assistants between jobs, particularly the jobs that are perceived as hot, or boring, or unpleasant. The Chief will also try to provide rest periods for judges, although sometimes this just won't be possible. Often, the Chief will assign trainees to work as part of a team with an experienced Horse Management Judge, or to work with another trainee. You may also be assigned to work as a scribe for another HMJ. These are all learning situations. Remember it and profit by the knowledge you can get working with another judge or trainee.

HOWEVER: The Chief's job is to run Horse Management Judging at the rally, not to make the Assistant Horse Management Judges at the rally happy or to develop their careers. Please keep this in mind. We are making the rally fun for the Pony Clubbers -- not for the officials.

It is very important to understand and accept this before starting out. If you go to a rally with the expectation that you will be doing formal inspections, or checking tack rooms, or

DRAFT 1.24

being at the end of cross country, you are very likely to be disappointed. You'll be a lot happier if you go with the idea that whatever you are assigned to do will be making a vital contribution to the success of the rally -- and trying to do whatever jobs you're assigned as well as you possibly can do them. People will definitely notice!! If you have a tantrum because you don't get to do formal inspection, people will definitely notice that, too. And they will remember your tantrum for a long time.

TASKS AT A CT RALLY

HERE ARE BRIEF DESCRIPTIONS OF SOME OF THESE TASKS, ALONG WITH A BRIEF DESCRIPTION OF -- OR A FEW NOTES ABOUT -- YOUR RESPONSIBILITIES AS A HMJ IF YOU'RE ASSIGNED TO IT.

Note that this list includes tasks that you won't find at most D rallies, even though D rallies are normally CT rallies. However, it's important that you know what they are for two reasons:

First, so you'll know what more experienced HMJs are talking about when they mention them.

Second, because many or most of the functions that make up what are separate duties at overnight rallies are actually included in other jobs at one-day rallies -- and it helps if you understand how they fit in.

Third, like the 14 year old C2 we read about earlier, you just never know when you might be called on to judge an overnight rally. Why not be prepared just in case it ever happens to YOU!!

LET'S START AT THE BEGINNING.....

A. *Arriving at the Rally as a HMJ:*

Unless the Chief gives you other instructions, it's appropriate that all Horse Management Judges be on the rally grounds before the gates officially open for competitors. Since that may be very, VERY early in the morning, you are well justified in asking why. Here are a few reasons:

- You need to meet the Chief and the other HMJs, and get any last minute instructions. Once the competitors start arriving, you probably won't get another chance to meet as a judging team until the rally is over. If the Chief has any important instructions for the team, it's convenient to only have to deliver the message once. Typically, this is when the Chief assigns jobs to the assistants for the day. It pays to be there -- the more exciting jobs typically are NOT assigned to people who haven't showed up yet!!

DRAFT 1.24

- You need to figure out where everything is. Remember above, where we talked about all the off-the-wall questions a HMJ gets asked? Well, some of the less off-the-wall questions are perfectly normal ones about where the porta-potty, a telephone, the cross country start box, the nearest water point to the stabling area, and which dressage ring is ring #1 and which is ring #2. It helps if you have a couple of minutes to orient yourself before your start getting asked these questions.
- It's much easier to manage the stabling area if someone helped the parents decide where to park their trailers. A HMJ can do this if no organizer is around to handle the function. After all, it's you who will have to cope with a field full of randomly arranged trailer tack rooms all day if it isn't sorted out right to begin with!! It goes without saying that it's easier to keep things safe if you can see most of the competitors easily -- and not have to run through a maze of haphazardly parked trailers to find them.
- Some rallies have badges or pinnies for Horse Management Judges. More should. It's a good idea to get there in time to get yours and put it on before the competitors start arriving and the only thing you have that signifies that you are an official is your clipboard (and, of course, your professional appearance).
- You know that parents are permitted to help unload the horses and move heavy articles. After that, it's the kids' show. You can teach a lot of horse management to a team that is trying to cope with four horses in the open and setting up a tackroom at the same time. (This isn't to say that you should just tell them what to do. However, you certainly can help them understand their priorities and why they are priorities.)
- Remember: One of the forms in the Horse Management Handbook specifically addresses the way the competitors arrive and get set up. If you're not there when they arrive and start setting up, you won't be able to fairly evaluate their performance in this area.

Are there other reasons? Definitely. However, these should give you an idea how important your presence is before the rally officially begins.

Something else: show up ready to work. Perhaps it would take just a minute to change into your HMJ "uniform", but quite frequently HMJs arrive at the rally ground, get out of the car, and immediately find themselves solving problems. The result? It's suddenly 10 a.m., you've been going flat out since you drove up at 6:30, and you look down to discover that you're still wearing the sneakers you wore to drive in!!

B. Opening Briefing:

This is the Chief HMJ's show.

In all likelihood, as an Assistant HMJ, your only active role will be to wave or nod when (and if) the Chief introduces the assistants to the rally participants and their parents.

Just to ensure that you make a good impression, check your appearance before the briefing (tuck in your shirt, etc.)

DRAFT 1.24

While you're at the briefing, you need to pay attention to what the Chief is saying. She or he is giving instructions to the competitors that you will be asked about, and that you will be expected to make sure are complied with. Furthermore, you'll be asked questions during the rally that the Chief already covered in the briefing -- so, you want to be able to give the same answer!!

Also, if you look like you are paying attention, some participants whose minds might otherwise wander may notice that you look like you're interested -- so they may decide to be interested, too! Remember, you are likely to be standing in front of the group, or at least be in a separate group of officials. The competitors will be looking at you.

C. Formal Inspection:

To do this, you need your personal turnout to be very good. You need to be very aware of the rules. And you need to be conscious of the differences between the ratings in terms of requirements.

Many HMJs seem to value this assignment the most, for some reason. Indeed, sometimes Chiefs will take a turn at formal inspection themselves. While there seems to be some prestige associated with it, this is an important function for several reasons.

First, it's also a safety check -- a very complete one. (You need to be totally familiar with the contents of that section as well as this if you are doing formals.)

Second, it comes early in the rally and sets the tone for Horse Management to follow. (It's a really easy time to convince the competitors that the HM judges are the enemy, for example -- which is NOT what you want to do!).

One thing to remember: it's insulting to the PCers and their families to do formal inspection if your own personal turnout isn't at least as good as that you are asking of the kids. Think about it.....

One hard part about formal inspections that first-timers often miss (and even more experienced HM judges occasionally forget): **there are different STANDARDS for the different levels.** What is a terrible turnout for a C2 might be a perfectly adequate turnout for a D2. You need to be aware of and sensitive to the differences in the standards as they apply to different ratings. These are reflected on the inspection sheets. If you read the inspection sheets carefully, they will help you apply the standards correctly.

And remember, no matter how nasty some horse management judge may have once been to you at a formal inspection, being nasty and unpleasant is definitely **NOT** part of the job. Quite the opposite, in fact. Being supportive and positive definitely is part of the job.

If you see a problem -- and you certainly will -- make sure you don't just tell the Pony Clubber that it is a problem. Make sure the PCer understands WHY it's a problem, and WHAT they can do about it -- both while they're at the rally AND in preparing for the next rally! The PCer is already anxious about the mounted phases to come, so it's your job to help the PCer solve problems you discover, not raise their overall anxiety level.

DRAFT 1.24

During formal inspection is a particularly good time to make sure the Pony Clubber is not wearing jewelry. **JEWELRY IS NOT PERMITTED.** (As with Horse Management Judges, wristwatches are NOT jewelry, and are recommended equipment. Also, MedicAlert bracelets, MedicAlert necklaces, and MedicAlert anklets are permitted.)

Earrings are easy to spot, as are rings elsewhere on the face.

If they are near the airway (nose, lip, tongue) they must come off -- it's appropriate for the HMJ to hold the Pony Clubber's mount while the PCer removes them. Tongue pierces are typically the most problematic here, because even temporary removal begins the process of healing of the hole in the tongue. However, tongue pierces are also among the most dangerous, not only because of the risk of inhaling the hardware, but because of the risk of cracked teeth from biting down on the stud. Additionally, if a rider swallows their tongue in a fall, it is much more difficult for the EMT to extract the tongue if there are ornaments on it.

Try to avoid holding the jewelry for the PCer -- instead, encourage them to put the hardware in a pocket. If it's a pierce, and it's filled with a PLAIN stud -- not a jeweled stud, or a stud with a raised design, and you can see it at formal inspection, but it's nowhere near the airway, it doesn't have to come off. If it's a pierce and you can't see it (the mind boggles at the number of body parts that can be pierced, and since this is a family publication, this book will not attempt to enumerate them) it can stay. We don't do strip-searches.

Bracelets? Must come off.

Visible necklaces? Must come off.

Be aware that prior rules required that the studs be removed before the PCer could ride. Before that, taping was considered an acceptable alternative to removing the posts. You will find that other Horse Management Judges are not completely clear at what the rule is this year. The Pony Clubbers can scarcely be expected to know. The issue is safety.

Rings can often be spotted even through riding gloves. They must also be removed before the Pony Clubber rides, although you need to confirm this rule each year.

AWKWARD TOPIC

Keep your hands off the kids.

Now, we're going to talk about **an awkward topic**. In recent years, charges of sexual abuse have become almost daily occurrences. No one denies that sexual abuse exists, but we all hope (and if we're religious, we pray) that it does NOT exist in Pony Club.

Unfortunately, well-meaning people are sometimes accused of wrongfully touching someone. Seemingly innocent acts can even lead to criminal charges as it recently did in one Connecticut town where an 18 year old female lifeguard was charged with sexually molesting an eight year old boy. The alleged molestation took place in a group of people on the crowded town beach in the

DRAFT 1.24

middle of the day!! The lifeguard was NOT accused of touching the boy's genitals, by the way. She was criminally charged nonetheless because the boy (and his mother) decided later that the touching was of a sexual nature!! The lifeguard's name appeared on the front page of several newspapers, she had to return from college in Virginia several times to make court appearances, and her family incurred legal bills of more than \$18,000 before the criminal charges were finally thrown out by the Judge. And then the boy's mother filed a civil lawsuit against the lifeguard!!

Yes, it can happen. Do NOT let it happen to you!!

The best way to prevent this kind of accusation in Pony Club is for adults -- and older Pony Clubbers -- to NEVER put your hands on a Pony Clubber. There will be times when you must -- such as giving a leg up, or helping to take care of an injury, or to prevent imminent injury -- but formal inspection is normally NOT one of those times.

A good rule to follow: Horse Management Judges do NOT touch Pony Clubbers during formal inspection unless they must do so to prevent imminent injury.

End of awkward topic.

A pattern of reported injuries recently has identified two other forms of jewelry HMJs must be aware of at formal inspection. They are both against the rules according to the 1996 Horse Management Handbook.

One of these is stock or choker pins with designs on them, such as horse heads or fox heads (these tend to slash the throat during certain falls). Even if they don't feel sharp to the touch, they tear flesh when under force, and must be removed. For the same reason, it's inappropriate to wear the Pony Club pin as a stock or choker pin.

So-called "Show Bows" with metal decorations on them have been associated with serious wounds at the base of the skull. Barrettes and other metal hair decorations at the base of the skull can cause the same problem. All of these should be removed and the hair secured by an alternative method. A hair net is recommended.

One important note: WE DON'T RIP TACK. *When performing a formal inspection you may encounter a stirrup leather that badly needs stitching. In bygone years, some Horse Management Judges used to demonstrate this fact to the Pony Clubber by dramatically ripping it out right at inspection. This may even have happened to you, when you were a D1!! We don't do that anymore. Of course you'll make a note that the leather is unsafe. You'll send the Pony Clubber back to his team's spare equipment to replace it. And you'll insist that the Pony Clubber come back to you for an extra safety check when he's changed the leather.*

Take this even a step further: WE DON'T PUNCH HOLES IN TACK. *It may seem obvious that the bit needs to come up a hole on each side, or the stirrup leathers need another hole. If the Pony Clubber is willing to take responsibility to punch holes, fine. That's what the leather punch in the Utility Box is for. But you don't know whose bridle or whose leathers may have been borrowed for the day. Almost always, if the PCer is*

DRAFT 1.24

unwilling to punch holes to correct a fitting problem, you can help them resolve it with a knot or a wrap-over.

If you criticize one part of a Pony Clubber's tack and turnout, be sure you find **two** parts to say something nice about. Sometimes it can be a real challenge to find something about a Pony Clubber's tack and turnout to say something nice about. Here's a trick: if you're in that situation, find the part of the PCer's tack and turnout that is least bad -- and tell the PCer that this part is "better" than the really terrible parts -- don't say it's "good" if it isn't - - but you can certainly say it's "better". If you make it a personal rule to always balance criticisms with compliments, you'll be a much more effective HMJ.

Check the forms for Formal Inspection in your Horse Management Handbook (1998) on pages ___ and ___. Look them over carefully. You'll notice that there are separate sections of each form for each rating -- D1, D2, D3, etc. If you follow them closely when doing your formal inspection, you'll be checking the right things for each rating -- and you'll also see how the requirements for each rating are different. You'll notice that there is very little for which a D1 is penalized at formal inspection, just a bit more for a D2, and so on.

Something else to remember about the forms: there are columns marked "ES" (exceeds standard), "MS" (meets standard), "SBS" (somewhat below standard), and "FBS" (far below standard). A written explanation is REQUIRED each time SBS or FBS is checked. But, don't forget to find something nice to write about some other part of the formal inspection. And "ES" is a GOOD thing to check every so often. A pony does not really have to be all that clean to exceed standard for a D-2 Pony Clubber!!

Frequently, when you're inspecting lower level PCers, you'll see things that aren't part of the standard yet for that PCer's rating. For example, metal certainly doesn't need to be shined for a D2! However, you certainly can tell the PCer that the metal on his saddle will need to be shinier for rally next year, after he has his next rating. But don't forget to assure him that it is adequate for his current rating as it is. And, if you decide to note it on the form, be sure that you indicate that it meets standard for the PCer's current level. Yes, it is VERY hard to ignore dandruff, or jockeys on leather, or a less than totally clean horse. BUT -- when you perform a formal inspection BY THE STANDARDS you will find yourself learning to do just that. It's not easy!!

A question you may ask: "What about "Pony Club Clean"?" You of course have heard this expression, as in "That horse is clean, but it's not Pony Club clean." How do you fit that tradition with judging by the Standards? Here's how: Think of how a horse might be presented by a kid the same age, and with the same level of experience, as the Pony Clubber you're inspecting -- but with no Pony Club background. The chances are that, relative to this imaginary kid's horse, the Pony Clubber you checking has a far cleaner horse. It may not be an immaculate horse, but, if it meets the standard, it is indeed Pony Club Clean.

A few more miscellaneous things:

1. Take off your sunglasses before you do formals. They can make you seem to be distant and unfriendly.
2. If you need to check a sheath or udder, or if you get slobber on your hands, make sure you clean your hands before you examine the next horse. Some HMJs keep a small bucket of water and a towel at their inspection station for this purpose. Some use disposable towelettes. A few use disposable surgical gloves (and change them between inspections).

DRAFT 1.24

3. You CAN (and probably should) put your clipboard down while you check the horse. Be sure you put it down far enough away from where the horse is likely to move that it won't be stepped on.

4. It's a good idea to recap with the PCer when you're done inspecting just what you have noticed and written down. You can say something like: "I did notice that your saddle metal isn't up to your rating level. Right? But I also thought that your overall appearance was really good." Why do this? One reason is to make sure the PCer isn't surprised when he finds points off later on when the scores are posted. Another reason is that it involves the PCer in the inspection in a way simply dismissing him doesn't. It makes the whole experience less of a mystery, and can help avoid inquiries and protests later.

It's part of good teaching practice, where you summarize for the students what they have learned at the end of a segment of instruction. At least one judge actually shows the clipboard to the PCer who has just been inspected, and points out the places where marks either exceeding or below standard were made -- and actually gets the PCer to agree that they understand the problem and how to remedy it. If the PCer doesn't agree at that point, either the HMJ hasn't adequately explained what is expected versus what has been presented for inspection, or the PCer has chosen not to hear it. In either case, further explanation is in order.

5. When the formal inspection is over, **thank the PCer** and wish them good luck with the rest of the rally. Why do this? *A better question is: why NOT do it?*

6. Sometimes, when you're doing formals, you'll notice that you have the inspection sheet for someone whom you should not be inspecting. Examples of people you should not usually inspect include:

- Anyone with whom you have bought a mount from or sold a mount to within the last six months.
- Anyone you have instructed within the last year.
- Any family member.
- Any particularly close friend.
- Anyone with whom you have an active disagreement or have reason to believe that other people might think you have -- or a family member of one.
- Anyone in your own club -- particularly if you are a club officer (DC or Joint DC)

What to do in any of these cases? If there is another HMJ doing formals, simply ask them to take this inspection for you and offer to take one of theirs in return. There is a technical term for this process -- it's called "recusing yourself". It means that you are declining to judge someone if there is an real or apparent conflict of interest.

If you're the only HMJ doing formals (for example, at a very small club-level rally) you may need to perform the inspection anyway. However, when you do so under this circumstance, you will need to be extra careful to be sure you are being totally impartial. Think twice about every mark you make, and then, when the inspection is completed, look at your score sheet and ask which (if any) marks could be questioned on the basis of partiality.

7. It would be great if every Horse Management Judge had gotten the word about their REAL job. Unfortunately, there are probably still a few renegades out there

DRAFT 1.24

judging who think that a Horse Management Judge's job is to be mean to the kids. Some of them, unfortunately, will NEVER get it.

What does formal inspection have to do with it? Occasionally you will have a lower level PCer -- usually a D1 or D2 who comes to formal inspection in tears!!

You'll need to be supportive and find out what is wrong. The team may just have had a scrap. The pony may have just stepped on the PCers foot. Or the PCer (or an older team member) may have been the victim of a formal inspection that was not done right -- one done by a Horse Management Judge who seemed to feel that his job was to be cruel to the kids rather than to teach them.

Your job will be to simply do a formal inspection the RIGHT way. Involve the PCer. Help them understand what you are checking and why. Ensure that you judge by the standards. Make sure the PCer understands what you found and what they can do about it. Funny thing: you can change the attitude of a Pony Clubber, and sometimes a whole team, just be doing your job.

Finally, although we'll mention this later, you need to realize that YOU DON'T TAKE OFF POINTS. **Only the Chief does that.** When you're inspecting, your connection with the scoring process is to write as much detail as possible so that the Chief will know how many points to take off when it comes time to score the inspection.

D. Safety Checks:

You already know how to do these. But you really must be focused when you do them.

By the time you become a HMJ, the chances are that you've done so many safety checks in your Pony Club career that it's easy to get sloppy. You can probably spot most safety violations from 15 feet away!! However, we said MOST -- not ALL. The objective here is to spot and correct ALL safety problems -- all accidents waiting to happen.

A REAL safety check is required every time a PCer gets on a mount. You need to be focused to do them well.

Why it's important to be focused: a few years ago at a Regional Qualifying CT rally, there was a line of kids waiting for the safety check before cross-country. To help get the line moving, an experienced HM judge who had been involved elsewhere came over and did a quick safety check on one PCer -- the only safety check she did the entire day. She was preoccupied with what she had been doing before the safety check and she simply overlooked a loose girth. The saddle slipped on cross country and the kid had a spill over an obstacle. Why? The HMJ who did the safety check wasn't focused. She wasn't concentrating on what she was doing.

1. What to check?

DRAFT 1.24

That question isn't intended to insult your intelligence, but there are some things that Ds tend to forget more often than other things -- particularly Ds who haven't rallied or competed in a horse trial before. Back home, their moms may help them tack up -- or, if they stable at a fancy barn, some barn helper or groom may do the whole job for them. If they're real first-timers, there will also be things they simply don't know! This list isn't intended to be comprehensive -- but it's a list focused on what your author has most frequently found to be problems in his own horse management judging experience.

-Make sure the stirrup bars are down and the leathers well forward on the bars. While the stirrup fit was checked at formal inspection, and the rider sent back to use the stirrups in the extra equipment if theirs were too small, sometimes the old, too-small stirrups have a way of finding their way back into use by the time Cross-Country or Stadium phases begin. (Please check the HM Handbook for current requirements when synthetic saddles are used.)

-Make sure the girth is tight. You may need to help the Pony Clubber tighten it if it's still too loose after the PCer tightens it as well as he or she can. This is probably the number one problem at safety checks. It's a good idea to check the girth from both sides of the pony. If the pony has blown up when one side is checked, perhaps he will have relaxed by the time you get around to the other side.

Obviously a girth that slips can cause a fall and serious injury -- but if you want to think about this on a very personal level, imagine how EMBARRASSING it is to be the horse management judge who has just safety checked a rider whose saddle slips.

-If it's before X/C, make sure there are no pins (Pony Club pins, stock pins, etc.) on. Remember that since the 1996 HM rules, Pony Club pins are no longer worn for Stadium, either. At all safety checks, keep an eye out for jewelry that was removed at Formal Inspection that may have been put back on.

-Make sure the rider's chinstrap is tightly fastened and the helmet is solidly and level on the head. Keep an eye out for the Pony Clubber who has decided that it's too complicated to put her hair up in a net and just shoves it up under her helmet -- or the PCer whose hair was up under her helmet for formal inspection but now has come down. Either of these can make the helmet very unsteady and a fall that would otherwise be no problem can result in injury because the helmet isn't in the right position to do its job..

Note that you can check a helmet for fit and adjustment WITHOUT touching any part of the Pony Clubber except for the top of the helmet. In fact, that's probably the best way to check!! As you probably know from your own experience, sometimes it feels better if you loosen the chinstrap. Part of a Safety Check is making sure that the rider has NOT done this. Never be afraid to ask them to tighten it.

While you're at it, check the way the helmet is sitting on the PCer's head. Boys, particularly, seem to have a tendency to either tip the helmet all the way back on their heads, or pull it so far forward that it is nearly resting on the nose. Both are wrong because both leave critical areas of the head exposed, and if the helmet is properly seated later, will leave a loose chin strap. Both need to be corrected

-It may seem hard to believe that you will still see old-fashioned unsafe hunt caps, but if you have any doubts as to whether the PCer is wearing an ASTM/SEI helmet, you absolutely need to check. Of course you need to check this at

DRAFT 1.24

Formal Inspection, too, but in some cases teams have been known to shuffle the same ASTM/SEI helmet through formals as many as four times! However, when it comes down to safety check for X/C or Stadium, the old-fashioned hunt caps suddenly re-appear. Some clues that you may be looking at a non-ASTM/SEI helmet:

Snaps or hooks instead of buckles or locking clips on the chin strap.

Helmet looks very small compared with helmets of other PCers.

PCer appears to have a very small head relative to the rest of the body.

Helmet is visibly very old (velvet may be discolored to a brown or blue color).

Of course you know that the old "Pony Club approved" label, with the outline of a hunt cap, stamped in a helmet is a sure sign that the helmet does NOT meet ASTM/SEI standards. This stamped legend was used back when helmets were just becoming popular, and before there was an ASTM/SEI standard to qualify helmets.

Please remember this: a non-ASTM/SEI helmet can appear at a phase after formals quite by accident. Perhaps someone used the trailer or truck who participates in a sport where ASTM/SEI helmets are not required and has left their unsafe helmet behind. A rider in a hurry picks up the unsafe helmet and hurries to safety check. This is not a "gotcha" situation. This is an opportunity to keep a kid from riding in an unsafe helmet. Be especially attentive if you know you are dealing with PCers who are also active on the show circuit. Unfortunately, in some show barns it is considered very chic to wear an unsafe helmet because the misguided professional wears an unsafe helmet. PCers from these environments are apt to own both an ASTM/SEI helmet and an unsafe helmet. In the excitement of rally, they can grab the unsafe helmet by mistake.

-Damaged helmets -- helmets that show the effect of a major impact and helmets that have torn, otherwise damaged, or partially attached harnesses aren't safe to ride in. A ripped or dirty helmet cover itself isn't a risk, but you should be sensitive to what might have happened to the helmet to put the helmet cover into its torn or dirty condition.

-Make sure the rider isn't chewing gum or eating candy. Make sure you watch them spit it out if they are. Don't just tell them to do so and rely on them doing so later on.

-Make sure the noseband and throatlatch are buckled. But, try to avoid making tack adjustments yourself. Discuss what seems to need to be done, and, after you are sure that the PCer knows what your view is, and has had a chance to explain why it is adjusted as it presently is, let the Pony Clubber make the adjustment. *That bit that seems to be lying too low in the pony's mouth might just be there because the animal becomes a raging lunatic if it's raised to a normal position.*

If you're thinking about suggesting adjustment of strap goods, look to see where the indentations show that the buckle normally goes and see how it matches

DRAFT 1.24

where it is right now. If it's different, this might be a good time to discuss the reasons with the rider.

As discussed above, under the formal inspection section, HMJs don't punch holes in strap goods.

-Check galloping boots and other boots -- or bandages -- for secure fit, and, of course, make sure that they are put on right (not upside down or backwards -- it happens!!). A good way to make sure you remember to do this for every rider is to make a rule for yourself that you will always make a note on this subject -- for example: "Great exercise bandages!!" or "boots look really secure." By the way, if you discover that you habitually neglect to check one aspect in safety checks -- and it's only human to do so -- try applying this trick to that area instead.

-While you're down there checking the bandages, take a peek at the shoes -- you probably don't need to pick the legs up at this point, but a glance will reveal most shoes that are getting ready to come off or are bent.

-Look for martingales and breastplates that have been put on for phases following formal inspection -- and that may be incorrectly adjusted -- for example, with a huge loop hanging down between the pony's legs where a hoof might catch. Since martingales frequently aren't worn at formal inspection, you also need to look for missing pieces, such as rein stops and donuts. Again, this is a topic to discuss with the PCer -- and do not hesitate to get the opinion of a more senior Horse Management Judge if the PCer tells you that they never use rein stops, keepers, or what have you. But be prepared to improvise -- duct tape can make a useful substitute for a donut, for example.

2. Why do kids forget obvious things like this?

Kids are NATURALLY hyper at rallies. *Crossrails and hay bales are nothing at all to you, but to the little Ds they look like 4'6" square oxers. Pony Clubbers forget to do things at rallies that they have never forgotten before. As the HMJ, it's your job to be their memory for them.*

Remember, too, that at rallies the kids are also trying to devise solutions to problems without adult help (this can be a very unnerving experience, particularly for the "show kid" who has always had everything done for him who suddenly is on his own at his first rally) -- and their efforts at a solution may sometimes be worse than the problem they are trying to solve. Here is a chance to help them learn more about problem solving.

You'll find the results of safety checks are logged on the daily sheets (page 18 -- form #4A --in your HMH). However, when you're actually doing the safety checks, you'll record your comments for each rider -- by number -- on blank paper. Your numbered comments (see above) will also be a good checklist that all PCers have been through the safety check!!

And here's a closing thought on Safety Checks. True story: in another region, your author witnessed a Horse Management Judge watching a D2 Pony Clubber, intent on cross-country, walking right past the safety check station without stopping for a safety check. The HMJ noted the PCer's number on her clipboard so that, as she explained,

DRAFT 1.24

she could eliminate the PCer AFTER THEY RODE CROSS-COUNTRY for failing to go to safety check.

WHAT'S WRONG WITH THIS PICTURE?

The Horse Management Judge's first priority is **always** safety -- and all this judge was thinking about was penalizing a Pony Clubber!! What was the right thing to do? Stop the PCer and do a safety check, of course!! Make a note if you wish, but get that safety check done. *If the PCer was dazed enough to walk right past safety check, who knows what else he has forgotten??*

E. Tack Room Inspection/Required Equipment:

Tack room inspections should be used as opportunities to instruct, not just to list equipment that is required.

You know these. You probably think of them as simply going down a checklist marking things off. That's true, of course, but simply having an article doesn't mean that the article is acceptable. Check the appendix for a list of things that can be wrong with required equipment that you should keep your eye out for.

Something else to think about: as you know, we judge TO THE RATINGS.

How does this apply in the tackroom? Let's suppose you are doing a tackroom inspection at a little D rally, and you are checking a team made up of D-1s. Their spare bridle is, bluntly, A MESS. It is quite dirty, the bit has visible crud on it, and it looks like it's adjusted to fit a 17 hand horse. Well, that's just about as bad as not having a spare bridle at all, isn't it?

Well, no, in fact it isn't. In fact, unless there is something REALLY messy about the bridle -- like chewing gum stuck on it -- or unless it's unsafe -- it basically complies with what a D-1 is expected to be able to do. Check the Standards of Proficiency -- not much there for D-1s in terms of tack care, is there? Check the formal inspection sheet -- a D-1 is expected to have tack that is (1) safe and (2) neat -- it says NOTHING about it being well-cared-for, oiled, clean, free of jockeys or metal deposits, does it?

At D-2 we start looking at the stitching with some care, and start looking for obvious jockeys or heavy dust. At D-3 we start to look at adjustment, and start to require a clean (not polished -- that's C-1!) bit.

DOES THIS MAKE SENSE? Of course it does.

CAN YOU DO ANYTHING WHEN YOU SEE D-1s with dirty spare tack? Of course you can. You can start them thinking about the importance of all of their equipment being in clean and in good repair in case they need to use it. After all, that IS what spare equipment is for, isn't it?

And that leads nicely into the next paragraph:

Equipment checks can be as interesting as you make them. They can be a dull roll call of equipment while the team's Horse Manager stands around and rolls his/her eyes and the riders all try to vanish, or they can be a time to talk with the PCers about the equipment,

DRAFT 1.24

how the rally is going for them right then, and just about anything else that's on their minds. It can be a time when PCers will volunteer information they have received from other HM Judges that doesn't seem to be accurate -- and this will give you an chance to explain in greater detail what the other HMJ really meant.

Want to teach them something? How about use of the various items in the equine first aid kit? How many D2s even have a clue why there are nails in the utility box? Do they know how useful the hammer and a nail are in starting a hole to insert a screw eye in a stall? How to use the screwdriver shaft to actually install the screw eye in the hole? Simpler things, like how to "figure 8" a bridle? (*But be sure to find out if they already know before you "teach" them.*)

Also, don't fail to listen to what the PCers are telling you. Is one of the spare stirrups missing? Maybe it's in use replacing a worn leather another HMJ caught at formal inspection. It's fine to make a note that there's only one spare leather, but remember why there is spare tack to begin with -- to replace broken or unsafe tack -- not just to be there for equipment checks and to look pretty. Sometimes you'll have to probe a little to find this out. The kids may not realize that they aren't penalized for using equipment for the intended purpose -- they may think that if it isn't there for the inspection, it's a fail.

Frequently, judges do the tack room inspections in pairs. But, even if you are the member of a pair that is doing the writing while the other HMJ does most of the talking, you will probably find that you can join in the process.

Look around pages 9, 10, and 11 in your Horse Management Handbook (1996). There you'll see the forms for checking required equipment. Note that there are different forms according to how long the rally lasts and what sport is being contested. First of all, you need to make sure you're using the correct form for the kind of rally you're at. This sounds silly, but it's an easy mistake for an organizer to make when Xeroxing the forms for a rally.

Something else: Make sure you know what each of the terms on the forms mean, and what the options are. This especially applies to the equine first aid kit. And consider quantities in the equine first aid kit -- a few cotton balls, for example, aren't much use in stopping the bleeding when you're dealing with a horse with a cut artery.

Try to find something nice to say about the tack room setup. Look for signs of ingenuity you can praise. Have the kids made their own bridle rack? Have they figured out a way to keep things on schedule that really works for them? It's also a good time to compliment them on their good teamwork -- if you see any evidence of good teamwork.

One note: you've probably noticed this inconsistency yourself, but in case you have not, take a peek at the USPC Manuals of Horsemanship (see volume 2, pages 227 - 229) where they say what should be in an equine first aid kit. Surprise!! The list in the MOH is different from the one in the Horse Management Handbook, which is in turn different from what is shown in the photograph of an equine first aid kit in the MOH!! What does this mean to you? For one thing, it means you would be way off base if you penalized a team for having too much equipment in the equine first aid kit if the extra item is mentioned or shown as appropriate in the MOH. (*Hint: some of the items in the MOH that are NOT in the HMH are saline solution, pressure bandages, plastic tape, duct tape, 6" ace bandage, Vaseline, bandage pins, stethoscope, notebook and pencil.*)

Something else: regardless of personal tastes and preferences, you do NOT get to make the rules. You personally may not care for a particular brand of liniment, yet you find this

DRAFT 1.24

brand in a tack room. Is this appropriate for a note on the required equipment sheet? NO IT IS NOT. The Chief could misinterpret your note and wrongly penalize the team.

Here's a classic example of a note that had unexpected effects: One HMJ, who worked as a Veterinary Assistant in the "real world", always carried his own bandage scissors in a leather holster on his belt so they would always be available when he needed them. In checking a Equine First Aid Kit, he noted on the required equipment sheet that he felt that the required bandage scissors -- that were actually present -- could be kept in a leather case like the one he wore for greater convenience and so they would be less apt to get lost. The Chief, in a hurry while scoring the required equipment sheets, deducted a point! While this sounds like "no big deal" the incident was widely discussed in the National USPC organization, and led to embarrassment of the devoted volunteers who make up the National Horse Management Committee.

F. End of Cross-Country:

The end of cross country is a critical job and there are specifics you need to know if you are assigned to it.

Critically important. You should consider it a honor if the Chief assigns you to the end of cross country, regardless of what duties you have there.

If there's a Vet, you'll need to be triaging incoming horses -- making sure the vet sees the distressed ones first. If there's no vet, you'll be doing (or sharing) that job yourself. You'll be alert for horses that may have been injured. You'll be spotting PCers who are either hurt or on the verge of collapse (and who sometimes haven't even realized it yet -- you know what cross-country is like!!)(There's always one who has held her breath ever since they went into the start box and is just about to pass out -- with good reason!!)

And you'll be very alert to horses that are due in that haven't appeared -- to find out if they're trotting the course or if they're down out on the course somewhere. You'll be making sure no horses go back to the stable area before they're cooled down and stabilized. And you'll also be helping the kids who have had multiple stops and maybe a fall or two feel a little better about themselves -- sort of emotional first aid but important nonetheless.

If there's no Vet -- the usual case at D rallies -- the rules say that the Chief HMJ belongs at the end of cross-country. If you're there with the Chief, you and the Chief will divide the duties, but they won't necessarily be along the same lines as they would be if there were a Veterinarian there.

The end of cross country is an area where what's correct is changing right now. The preparations for the Atlanta Olympics have produced lots of information about cooling horses in high temperature and humidity conditions. Try to be as up-to-date as possible before the rally.

For example, unless the weather is absolutely frigid, so-called "coolers" aren't appropriate. They don't cool horses off, they keep them hot!!

And it isn't considered correct to warm the wash water teams keep at the end of cross country by setting it in the sun. You want the water to cool the horse off, not to just wash him off.

DRAFT 1.24

It's now been shown that draping a wet towel over a horse's neck to cool it and leaving it there doesn't do much good, and may actually slow the cooling process -- application of lots of cold water is the most effective way of cooling the horse down. Also, to have the maximum cooling effect, remember to scrape the water off just as soon as it goes on!!

Pages 19 and 20 of the HMH are the two forms for use at the end of cross country. The score sheet is page 19, and often it is the only sheet used at D rallies. At the higher levels, or in adverse climate conditions, page 20 will provide a quantitative basis for evaluation of individual horses, and also will serve to log arriving horses in. It's appropriate to ask your Chief how he or she wants you to do the paperwork for this phase if they don't tell you first. Once again, notes on blank paper may be most appropriate.

G. Turnback:

You often won't see turnbacks at one-day rallies -- because frequently there just isn't time -- but most of the things you'll check at turnback will apply to the stable patrol function at one-day rallies.

Your experience may be that this is strictly an opportunity for Horse Management Judges to say unpleasant things to kids who have gone cross-country only minutes earlier about tack that they didn't get clean enough, horses with sweat marks, and boots where the mud is covered with polish. This isn't the way it should be. First, you don't need to be unpleasant -- even though the PCer may still be hyper from cross-country and you may feel like you need to get his attention. After all, you've been there yourself!

You can offer advice from your own experience after horse trials and foxhunting in rain and mud. You know how to clean up horse and tack quickly and efficiently. Teach the kids the tricks you know. Also, remember to relate your turnback evaluation to the PCer's rating. A C2 should be expected to return a far cleaner horse than a D2, although all need to achieve a level of cleanliness that is essential for the well-being of the horse..

One tip: some teams misunderstand the function of turnback. They get the idea that it's just a way to incur Horse Management penalties. So, they may send the same tack (often the spare bridle), and one very clean horse, back for turnout with each member of the team. You need to be alert to this. By the way, while the Chief will tell you where turnback will be held, conducting the turnback at the team's stalls in a good way to help teams avoid the temptation of trying this trick.

There's something else that a turnback does you may not have thought of. And, this something that does NOT appear in the Horse Management Handbook (although it is on the Horse Management Score sheets). You have the job of checking the rider at the same time. Not just to make sure they aren't wearing flip-flops or hoop earrings, either. Look for signs of concussion or other injury they haven't admitted yet, or haven't reported because they're on a three rider team and are afraid the team will be eliminated. Look for signs of heat exhaustion.

Also, look for signs of trouble within teams -- is somebody getting picked on? You'll see symptoms of all of these problems at turnback.

If there are enough Horse Management Judges to do it this way, a so-called "working turnback" can be a good way to observe team dynamics and do some really intense

DRAFT 1.24

teaching at the same time. A working turnback is one where a HMJ spends the time the teams are preparing for a formal turnback right there with the kids -- coaching, advising, answering questions, making suggestions -- and then evaluates (and communicates) the results as kids present pieces of tack or parts of a pony for examination. It's particularly appropriate for Ds.

You'll find that Turn Back comments are on the Daily Sheets (see page 25 of your HMH). And note that while the score sheets say there are only two things to check, there really are three: (1) the horse, (2) the tack, and (3) the rider. As with most information for the Dailies, write your comments on blank paper. They will be transcribed to the Dailies later. More about the Dailies elsewhere.

H. Stable Area patrol:

Stable area patrol is very important, particularly in terms of safety. It is also a good opportunity to teach.

More injuries probably happen in the stable area than anywhere else on the rally grounds. While this is a great time to talk to the kids, it's also a time to be alert for the kid who is bridling her horse in the open for the first time and hasn't quite figured out how to do it without a third hand. *You can be her third hand, or you can get one of her teammates to help.*

It's lots smarter to help out than to have a disaster right before your eyes.

Your knowledge of horses will help you be able to spot the two horses who are just getting ready to work out a pecking order - in time to separate them. You'll have the patience to explain for the 50th time just why the haynet needs to be hung at the point of shoulder, and why, although it hung right there when it was full, it's almost on the ground now that it's almost empty.

Remember that you CANNOT administer medication to a Pony Clubber. Only the parent, the chaperone, or the EMT can do that. But you CERTAINLY can facilitate the process -- getting the EMT when needed, or the chaperone for a dose of medicine, or bringing the competitor out to the chaperone or parent for required medication.

When you are asked to help medicate a horse, remember the current rules for equine medications. First, the competitor must have given the medication note to the Chief when they arrived at the rally. Second, the Chief determines under what conditions the medication is administered. Frequently the Chief will have designated one HMJ to be the person who is present for all medication. If you're not that HMJ, you would help the PCer find that judge when it is time for the medication, but you would not perform the function yourself without the Chief's direction to do so. You DO need to be alert to (1) competitors medicating their horses "on the sly" and (2) situations where the vet should be called.

Of course you'll be looking for things like nylon halters without a breakaway crownpiece and helping the kid make one with baling twine.

Unauthorized Assistance is sometimes a problem in the stable area. It's sometimes difficult to get the parents out of the area after the horses and heavy equipment is unloaded. The Chief -- or perhaps an older, more experienced assistant -- may find it easier to deal with parents who just can't seem to tear themselves away than you, as an

DRAFT 1.24

new HMJ, may. They sometimes will use humor in urging the parents to leave -- the light touch often works when one adult applies it to another, while you, if you're a junior, might simply appear to the adult to be rude.

Parents frequently find it hard to believe that their child can really do all this horse stuff by themselves. Also, parents often aren't familiar with the idea that their child's teammates will help out -- especially if they come from a showing background (where grooms and trainers may have done all the work for the kids, and where there's sometimes more nastiness than teamwork on the part of the riders) or if they come from an entirely non-horsy background. You can begin to try to explain to these parents how rallies work, and about teamwork in Pony Club, but sometimes these cases are best handled by the Chief, or even by the Pony Clubber's DC.

Someday you, too, might actually have the experience of being offered a tip by a concerned parent who wants you to take "extra good care" of their Pony Clubber. These parents are almost always first-timers, accustomed to tipping grooms at horse shows or counselors at expensive summer camps. They will probably be surprised when you refuse the tip, and they will almost never think of what they are doing as unauthorized assistance. Try to take advantage of the opportunity to explain to them more about Pony Club -- why the tip is totally unnecessary. Of course you'll need to report the incident to your Chief, but the more information you have been able to elicit from the parent the more accurately you will be able to describe the situation for your Chief.

You may find yourself politely heading off the parent, or whoever, who has decided to wander into the stable area to "look around" or "bring their daughter her sweater" or "make sure the horses are okay". There's a good example in the *Horse Management Handbook* about a horse owner found wandering in the stable area having heard that his horse is near death after cross country -- you'd take the horse-owner first to the horse, then to the Vet, not rudely order him out of the stables. However, the vast majority of the people who wander into the stable area are simply curious or unable to handle their own anxiety.

Here's an idea -- if you find that lots of parents seem to feel an uncontrollable need to go into the stable area, why not suggest to the Chief that they hold a tour of the stable area for the parents? It can be done at a time when things are (relatively) quiet, and both the tour -- and waiting for the tour they know is going to be held -- will help the parents deal with their anxiety, and will minimize disruption of the rally. However, sometimes the Chief will feel that the tour just wouldn't be appropriate that day. It's the Chief's decision!

What about the parent who needs to go to their truck to pick up an article they have forgotten, or to use their cell phone, which they left there? Often, the best solution is simply to walk with the parent to the truck, wait while they get what they need, and then walk with them back outside the stable area. Or, you may be able to get the parent to tell you exactly where the desired article can be located, and go get it for them yourself. But, being totally uncooperative about problems that may require parental presence in the stable area can have serious ramifications.

Unauthorized Assistance doesn't have to be initiated by the parents alone. Sometimes it's the Pony Clubbers. Cellular phones or CB radios in trucks attached to trailers are sometimes just too inviting to resist as ways to call home for a forgotten piece of tack to be delivered without going through a HMJ. More than once, an upper level Pony Clubber who is not a rally participant has exploited their knowledge of how rallies work to walk right in and help out their team in the stable area. Coaches will sometimes exceed the bounds of assistance specified in the rulebook for each sport and get into the realm of

DRAFT 1.24

unauthorized assistance. Because of the prominence of the Coach role in Showjumping, this is probably the greatest concern here, but can also occur in any PC sport where a team has a coach.

Stable Patrol is also about answering infinite questions about almost any subject you can imagine!! And, while you're answering questions, teaching, and noting problems you see, you'll also be making notes of the competitor who is especially careful to offer water to her horse frequently, and offers it to other horses on the team, too, and all of the things that make up conscientious horse care.

Sometimes you may be asked by a competitor to help tie a stock tie.

*****PLEASE TAKE THIS OPPORTUNITY TO RE-READ THE "AWKWARD TOPIC" DISCUSSED UNDER "FORMAL INSPECTION" ABOVE*****

It is a bad idea to actually help tie the stock. The best solution to this one is, with another HMJ present, to talk the competitor through the process of tying their own stock. Yes, it's terribly tempting to "just do it." **Don't.**

It's also knowing when to refer a question or a situation to another Horse Management Judge or to the Chief!!

Page ?? in your HMH, the First Check form, will give you an idea of the things you need to make sure are under control as the competitors arrive and start to get set up. Page ??, the Daily Sheet, will cover this area for the remainder of the rally. In both cases, you will normally make your notes on plain blank paper, and transfer them to the First Check and Daily Sheets later on. When you make these notes, be sure to write down the time the incident occurred. When you transcribe them to the Daily Sheets, don't forget to not only copy the time down as well, but also initial your note!! The initials will permit the Chief to know who wrote the note in the event that there is an inquiry or protest and more information is needed.

I. Warm-up areas:

While warm-up rings aren't technically part of Horse Management Judging, they are dangerous places and as a Horse Management Judge you may need to take charge of one.

Typically this is the second most dangerous part of a rally -- after the stable area. And technically, this isn't even exclusively horse management judge country. However, at most rallies, organizers and CHMJs will choose to put HMJs on the warm-ups for several reasons. First, a HMJ knows what to look out for. He or she can tell if a kid has been schooling far too long, or if a horse is berserk and needs to be walked instead of galloped.

Sometimes there's a time interval between formal inspection and warm-up and kids will get off, loosen their tack, even take off their helmets -- and the HMJ needs to catch this and repeat the safety check before the kid goes into the warm-up. This is also a place where you have to be on guard for unauthorized assistance, as some trainers and parents will try to sneak in a quick lesson.

DRAFT 1.24

Many rallies will also have warm-up stewards appointed who will be taking care of the rules forbidding poling, for example, and calling out riders for their stadium rounds, for another example. Safety will be your primary concern in these cases.

Note particularly the 1996 CT rules restricting the activities of coaches. In CT, coaches are NOT permitted to be at the warm-up area at all. This is a change from the prior rules. However, in Showjumping, coaches are very active in the warm-up area -- and may see their role as including directing traffic, and even teaching lessons. This is a good example of why a Horse Management Judge needs to stay current with the rules for the sport being judged -- they are different in important areas.

The information you collect when you're on warm-up area assignments will find its way to the Daily Sheets (page ?? in your HMH), in the sections for Work While Mounted and Safety Check. Make your notes on blank paper while you're on the job.

J. Parent Liaison:

To deal with parents, you need to understand how they feel. But if it becomes a problem, don't hesitate to refer problems with parents to the Chief Horse Management Judge.

90% of the time parents are absolutely no problem. DCs will have briefed them before they left home on the unauthorized assistance rules, and the parents will try very hard to obey them. However, sometimes that doesn't happen. Mom or Dad is worried about their Pony Clubber, and finds it very hard to believe that the kid can really function without their hands-on assistance. Or, perhaps, the parent missed the DC's briefing. Or, perhaps, the parent has a real concern not connected with either the kids or the ponies that can be simply resolved by using common sense.

Lots of times this is the first rally for these parents, they don't come from horsey backgrounds, or come from horse show backgrounds, or just need someone to talk to about what's going on. In either case, what they're seeing in Pony Club is a new experience for them, so you can understand how they might feel!

You can help them feel better, and, with the assistance of the Chief, may be able to get these parents a volunteer job to do at the rally that will keep them busy and make them feel involved -- and less concerned about their Pony Clubber. Fence judging is one good job. (If there are already enough fence judges, a particularly nervous parent can be a "fence judge in training" -- sitting with a fence judge -- for a while to occupy them.) However, sometimes, the parent has something important to worry about. Medication their Pony Clubber has not taken is one good example of a legitimate parental concern.

One parent in your author's knowledge was rudely treated by a HMJ because they had left a very young puppy in the horse van in a carrier and it was time for the puppy to have attention. The parent approached a HMJ to see if she could go to the puppy or if there was another way the puppy could be attended to. There were many ways the HMJ could have handled the situation, but the judge elected to ignore the puppy's real need and responded instead with a threat to eliminate the whole team for unauthorized assistance!! Unfortunately, the consequences

DRAFT 1.24

were to drive a very committed parent who was very interested in volunteering completely out of Pony Club (this was the first rally she had attended) and into an extremely active volunteer role in another equestrian organization, where she is now an effective national officer. Hopefully you realize that COMMON SENSE is useful in dealing with situations involving parents, too.

Parent liaison takes judgment, diplomacy, and imagination -- particularly in dealing with the parents from a showing background. All too often, these parents, who have learned from sad experience on the show circuit that it pays to be pushy and nasty, and to try to get the maximum advantage for their kid, are very slow to get the message that Pony Club is different. Dealing with them will take patience, imagination, and resilience on your part, as well as a good sense for when you need to request backup. Good luck!!

K. Night Check:

Night check doesn't occur at a one-day rally. You can learn this later.

At an overnight rally, the HMJs usually go back to the stables late in the evening to check the horses, top off their water buckets, check on the picky eaters, etc. You need the experience to spot the horse that's just beginning to colic or is otherwise not quite right. The uneaten dinner. The sweaty body. The frantic eyes. If you take the time, you may notice a swelling or even a wound that that wasn't obvious or went undetected when the kids left the stables for the day. Here's where your knowledge comes in.

If you see things that can be taken care of the next morning, write the down on blank paper -- you could also leave a Post-it for the team. Also, make notes of what you see and do that's out of the ordinary. At a one-day rally, you need to keep your eyes open for all of the same problems when you're on stable patrol -- except at a one-day rally the Pony Clubber is apt to be somewhere nearby so you can involve them in the animal's care.

L. Jog for soundness:

If you have participated in a jog for soundness, you probably know all you need to know if you are at a rally where a jog is held.

The Chief Horse Management Judge officiates at these with the Vet and the Chief Judge/Chairman of the Ground Jury, of course, joining in the decisions to spin a horse. These are now part of the program -- although an optional part -- at one day rallies, where they are a good teaching tool.

If there is a jog for soundness at a rally you're at:

- You may be helping the riders get ready to jog. A surprising number will never have done this before and will need some quick instruction on how to jog a horse out.

DRAFT 1.24

- Remember, horses are jogged in bridle with bridle number if any, with the competitor wearing ASTM/SEI helmet with harness fastened, suitable boots (no spurs), and gloves. Many PCers will not realize that they are expected to be in neat attire for the jog. No, they don't have to look like they are headed for formal inspection, but their attire should be neat and workmanlike. If you have ever seen a jog at a three day event, you know that the riders actually dress up a little for this. Where do they learn to do that? A rally is as good a place as any.
- You'll need to get everybody lined up in order -- almost always it's numeric order (with no one getting kicked or stepped on in the process). Best advice here is to spread them out over as wide an area as possible. The kids will want to clump together -- and that's a sure recipe for somebody getting kicked or stepped on.
- You may be stationed at the end of the jog, watching for the signal that a horse needs to be held, and diverting this horse to the holding area. Make sure you and the Chief (who will normally be standing with the Vet) and you have your hand signals checked out ahead of time.
- Perhaps you'll supervise the holding area, keeping the horses moving and having them re-jogged when the vet requests them. Again, the kids will naturally want to clump together to discuss what could be wrong, and they will want to stand still. Tell them that it will help their horses if they keep moving. You may need to remind them of this frequently -- perhaps as frequently as each time a new horse comes to the holding area.

If the kids have questions about the jog for soundness, you can tell them that this is an attempt to identify horses that are not serviceably sound. A vet will pass a horse he or she considers serviceably sound. The kids should understand that this is not a pre-purchase exam, where the slightest irregularity of gait would be a reason to disqualify a horse.

- Or, finally, perhaps you'll have the hardest job of all. That's walking back to the stable with the horse that's been spun -- and the Pony Clubber. You'll have a very upset Pony Clubber on your hands, no question about that.

Maybe it will help if you tell them about how Bruce Davidson (starting way back when he was Pony Clubber) has had lots of horses spun, but probably it will help the most if you just listen. The trick here is to get the Pony Clubber thinking more about what should be done to help the horse, and how they can help their team, than about his or her own feelings by the time you're back at the stall. Can you handle this kind of applied psychology? And remember, of course, that the judge will sometimes eliminate or disqualify a horse right in the ring -- particularly at a one-day rally -- for lameness. So, having at least thought about how to talk with a PCer whose horse has been spun isn't a waste of time, even at a one day rally where there's no jog scheduled.

- Some Pony Club sports combine the jog with other activities. Often, this is a time for helmet checks -- where each competitor brings their helmet along, and a horse management judge checks for the required ASTM/SEI label inside the helmet. In Mounted Games, the jog may be scheduled just before or after Weights and Measures. (This is where the ponies are measured and the PCers are weighed to ensure that rider weights are not too great for pony size.) What's to look for here? While the riders are lined up to jog or be measured, watch for kids fainting!! Why? They may have been concerned about "making the weight" and not have eaten or drunk recently.

DRAFT 1.24

M. Emergency Management:

Horse Management Judge responsibility continues if there is an emergency. You have to think on your feet.

Every so often something goes badly wrong. Obviously the Horse Management Judges have the responsibility to manage the situation to the best of their ability, and send for the appropriate help. That's important. Never be too proud to ask for help.

Even when the ambulance, or the EMT, or the vet, or the fire department, or the police get there, someone will probably have to brief them about the situation. This will probably be the Chief, but you may be called on to help. And there will be horses, Pony Clubbers, and parents to manage in a very stressful situation.

As USPC showed when International Games participants were killed in an automobile accident right outside the Kentucky Horse Park during Championships in 1995, Pony Club is very good at crisis management. Few organizations can do it as well as Pony Club can. We have a tradition to uphold.

You're the horse management judge. You're part of the tradition now. It's up to you! Good luck!!

N. Paperwork:

Paperwork is an important part of the Horse Management Judge's job. Remember to record positive comments as well as negative ones. Mostly you'll take notes on blank paper.

You've already seen numerous notes about where to find the right form to record horse management information -- all in the *Horse Management Handbook* (1996). In most cases you'll actually use blank paper to record your comments (always note the time of the comment as well as the number of the competitor) and transfer the information to the appropriate sheet later. The major exceptions are formal inspection, required equipment check, and (perhaps) the end of cross country.

It's important that HMJ comments get from the individual clipboards to the so-called "dailies" -- whether the comment leads to a penalty or not. Also, remember that it's very important that positive comments get recorded, too! When you transfer information to the dailies, be sure to include the time the incident occurred, and initial your entry.

The Chief HMJ will decide what the process will be for doing this; each assistant may copy all their comments onto all the dailies, or one assistant may go around and collect comments. Occasionally the Chief will do this herself or himself. Be flexible. But remember to note positive comments as well as negative comments wherever you are and whatever you're assigned to do.

It's a good policy not to write any note that is turned in if you have not spoken to the competitor or team involved. (If no team member is there, you can always

DRAFT 1.24

leave them a note!!). Here's the reason. Let's say you notice at 9:30 a.m. that one of the PCers is in the stable area wearing sandals. Let's say you write it down, but don't have a chance to say anything to the team about it right then because a loose horse runs by. Then, at 10:30, another HMJ comes by and notices that the PCer is wearing sandals. This HMJ writes it down, and has the PCer put on paddock boots. Later in the day, the Chief gets notes from both HMJs. Because of the TWO notes, an hour apart, about the same problem, the Chief THINKS that the team was cautioned by you, did nothing about the problem, and only reacted when the second judge spoke to them. That results in BIG horse management penalties. When the scores are posted, the team inquires why the penalty was so big. The Chief responds that the team did not correct the situation when it was brought to their attention at 9:30. The team correctly responds that it was not brought to their attention until 10:30, and that you never mentioned it. Guess who looks like a chump? You do.

And remember that **assignment of penalty points is the responsibility of the Chief HMJ**. He or she may ask for your opinion about how serious a violation was (or even how many points YOU think the violation was worth, particularly in comparison with another problem), but it's the Chief's decision how to point it.

It's considered very poor form to suggest the number of points a problem is worth. "Pointing" violations is always the Chief's prerogative -- that's how we keep penalties consistent wherever in the rally they may occur, and from rally to rally throughout USPC. Pay special attention to this one: you can always spot a real rookie HMJ if they try to assign points themselves.

As an Assistant HMJ, you'll be given the forms you need to use at the rally. Providing the forms is the responsibility of the rally's organizer. But, if they're forgotten (this is most apt to happen at D rallies, but even at qualifying rallies the organizer may accidentally have the wrong form copied), you need to be familiar enough with the forms that you can improvise on the spot. With practice, you'll be surprised how well you can do this.

One last piece of paperwork: the **Evaluation Forms**.

Pony Clubbers will fill out forms to evaluate the Horse Management Judges (including YOU!!). The Chief will fill out forms evaluating YOU. And you'll fill out a form evaluating the Chief. Think very carefully about what you write. These sheets will be read by people thousands of miles away who don't know you, the Pony Clubbers, or the Chief. They don't know what the weather was like, or how hard the courses were, or how early you had to get up in the morning to get there, or how short-handed you may have been (although these are all comments you might want to make as suggestions of ways the rally could have been improved). Make sure your comments are clear, make sure you are totally fair, and make sure you are absolutely accurate.

These evaluation forms will find their way into folders that are kept at National and/or Regional levels on virtually every Horse Management Judge in the USPC -- which, at rally's end, includes YOU!!

And, by the way, when you were a Pony Clubber, you may have thought it was fun to goof on the management and turn in an unsigned evaluation. Now that you are an official of the rally, you no longer may do an anonymous evaluation. You must write your name clearly on it and be responsible for any comments you make. If you feel you must make a very negative statement on the evaluation, you do have the prerogative of mailing the evaluation form into the National office yourself after the rally. But you MUST sign it. If the statement you are making is particularly controversial, you should provide contact

DRAFT 1.24

information, such as phone number, e-mail address, etc. so you can be contacted to provide additional information if it is needed.

And, be VERY sure that you submit your evaluation forms.

O. *Inquiries and Protests:*

The Chief is the person who must receive and rule on inquiries. You can help the process along by helping the PCers understand their inquiry before they make it.

Every so often, as you know, Pony Clubbers have questions about the Horse Management scoring. When they do, they will usually ask -- often the first Horse Management Judge they see. They may not quite get the Inquiry process right the first time -- but in general, we need to be supportive of their efforts to learn.

Since handling of formal inquiries is in the Chief's area of responsibility, it's appropriate to remind Pony Clubbers of that fact when they come to you asking about penalty points. Also, make sure that they don't miss the time limit for Inquiries while they are discussing the matter with you.

Having said that, an Inquiry -- before it is officially made to the Chief -- can be a great time to teach horse management. One way to handle the interaction with the Pony Clubber is to let them pretend they are making the Inquiry to the Chief -- let them actually practice the inquiry on you -- and help them through it. There are two possible benefits here:

1. When the Inquiry is actually made, the Pony Clubber will have focused the question and the Chief will be able to zero in immediately on the real subject matter. That lets the Chief handle the Inquiry more efficiently at a time in the rally when things can be pretty hectic.
2. After discussing it, the Pony Clubber may decide that they really don't have an Inquiry to make after all -- that it was something they hadn't really thought through.

There's another kind of "protest" that you may sometimes receive as a HMJ. That's the kind that is more of a complaint or a notice that something is wrong. Common sense -- sometimes quite a bit of common sense -- is needed here. You know that a Pony Clubber can't protest about another team. But, what about a Pony Clubber who has spotted a clearly dangerous situation involving another team and comes to tell you about it? The answer here is that you must deal with the problem within the spirit of the rules. If the situation isn't urgent, cases such as these are usually best referred to the Chief or to an older or more experienced assistant. If there is urgency, you must deal with the problem and worry later about whether the other team should have alerted you to it.

P. *Rally's End:*

DRAFT 1.24

You could be asked to make comments at the end of the rally. Or, perhaps you won't be. Have a positive comment ready to offer in case you are asked. Make it short.

First, there will probably be a few **speeches** while the scorers finish up their work and check it over. Now that you are going to be an official of the rally, you need to realize that an unspoken function of all of these speeches is to fill the time while the scorers get set for the awards. The speeches may be a little boring, but they're less boring than just sitting around waiting for the scores. It's part of making the rally a positive experience.

The chief overall judge will probably make some remarks. Then, usually, it's horse management's turn. Your Chief will decide how to handle this part. He or she may ask you in advance about overall impressions you thought were noteworthy. He or she may ask you about individual competitors who deserve a special pat on the back. Or they may not!

Since the Chief may call on you to stand up and make some comments to the group, you should be prepared. Here are some tips:

- Have in mind a couple of nice things you can say if you're called on. Make it more than one, in case somebody who is called on you before you says what you were going to say. And always make them complimentary and encouraging. "Praise in public; criticize in private" is a good way to remember this. That's pretty much a rule.
- When and if you're called on to speak, stand up, say what you were going to say, and then shut up. You don't need to be clever or funny. You don't need to be a great public speaker. (You're not running for President -- at least not yet). You don't need to mention everyone at the rally.

The most effective speeches are almost always the shortest. Abraham Lincoln's famous Gettysburg Address? It took just 12 minutes at a time when most public speeches ran for an hour or more. Today we remember the Gettysburg Address, NOT all those speeches that ran so long. Take a hint from this!

- It usually helps if you look right at the competitors, not at your feet. If you think that you might laugh if you look at the competitors, here's a trick. Look at something about a foot over one competitor's head, in the background. Then you won't be distracted. *It's a little bit like not looking right at the jump when you're jumping.*

Q. When the rally really ends:

There is an old saying that "the Horse Management function doesn't end until the last trailer is out of the driveway." Normally that doesn't mean that every single Horse Management Judge has to stick around until the bitter end. But it DOES mean that HMJs need to be available to help -- and to prevent problems -- while the teams are breaking down their tackrooms and loading their horses.

Remember, no matter how safe the Pony Clubbers were during the rally itself, now the parents get back into the act. You will find that if you make yourself available, and if you have been helpful to the kids during the rally in helping them solve problems, often the kids will ask you to help solve problems that their parents are suddenly creating -- or making worse.

DRAFT 1.24

You may be asked to bandage a horse for shipping. Frankly, it's NOT a good idea. You might not have thought of it this way, but when you bandage a horse for shipping you are assuming some liability for the condition in which the horse arrives home. Once again, it's a situation where you can advise on the bandaging, or you might check a bandage that a PCer has applied, but it's a poor idea to do it yourself.

Another word of advice: try not to place yourself in the middle of family arguments. But, try to be available so that you can quietly help solve the problems that touched them off.

Remember: the kids are tired (some were up very late the previous night cleaning tack and just being excited about the rally, and may have gotten up at 3 a.m. to get there). Occasionally you'll encounter a PCer who basically hasn't slept for two nights!! The parents are tired (they were probably awake just as long as the kids were, and may also have driven a trailer to the rally grounds). The horses are tired. The ribbons have been awarded, and there will be some hurt feelings and major disappointments, even at the littlest D rally. Mom or Dad is facing the prospect of driving a trailer home. After that, there may be meals to prepare (equine and human) and the next day to get ready for. In this climate, tempers can get a little short. Be aware of it, and it will be less likely to happen.

ONCE THE COMPETITORS ARE MOSTLY GONE....

Someone on the HMJ staff ought to be flexible enough to stay around to cover the situations where a horse absolutely cannot be loaded, or a tire is found to be flat, or a horse can't be moved until the vet arrives, or the truck to pull a trailer home has not arrived. Imagine yourself as the Pony Clubber in any of these situations and ask yourself how you'd feel if you were abandoned at the end of a rally. However, if a parent or other responsible adult is present to take charge of the situation it is NOT the job of Horse Management Judging to hang around all night loading the horse that absolutely will not load.

Especially while you're an apprentice, the other HMJs will understand if you have to leave early, perhaps because you have an exam the next day, or because your ride is leaving, or even just because you have a long drive home.

But eventually you'll probably have to pay your dues. So be prepared for that rally sometime where you'll be the HMJ for whom the rally doesn't end until the last trailer doesn't arrive to pick up the lone Pony Clubber waiting all by herself for it -- and that turns out to be at 9:30 p.m. There can even be a benefit to this: you can teach a whole lot of horse management while you and a Pony Clubber are waiting for a ride home, and there won't be much going on to compete with for the PCer's attention!!

XI. ONCE YOU'VE BEEN TRAINED:

New Horse management Judges usually want to get some idea of what their future as a HMJ holds. While we can't predict everything with regard to your "career" as a Horse Management Judge, we can anticipate a few things you'll probably want to know sooner or later.

DRAFT 1.24

A. **Getting Judging Assignments:**

Horse Management Judges, like dressage judges, (or, in the show community, horse show judges), are invited to judge by the competition management. Once you complete HMJ training satisfactorily, your name will go on the Region list of HMJs -- a copy of which is circulated to every DC who lists a club-level rally on the Region calendar (and also to the HMOs of surrounding regions, but more about that later). Other copies of the list find their way into the hands of others, such as Chief HMJs in the region.

DCs will almost always select their judges from the Region list. A few will obtain judges from other sources (new volunteers, Pony Clubbers from other regions, etc.) and frequently these folks turn out to be excellent HMJs too. In some regions, the HMO is responsible for staffing club level rallies. Sometimes the DC or organizer will delegate the job of finding HMJs for the rally. In this case, the HMJs may actually be invited by anyone from the Chief to a parent who knows little or nothing about Pony Club.

In terms of being invited to judge once you're on the list, three factors come into play:

1. **Need.** If there are lots of rallies, with lots of competitors, we need lots of HMJs.
2. **Distance.** Organizers usually prefer people who are closer to their rally than those who have to drive a long way. One reason for this is the expense of transporting judges long distances.
3. **Your reputation** as a HMJ.

Let's talk about #3 for a second. Frankly, it's the most important determinant of how often you'll be invited. You're probably aware that the AHSA has a huge roster of licensed officials (judges, stewards, etc.). Some of these folks work every weekend, and some have trouble working frequently enough to keep their cards. Why? The same three reasons -- but a judge who is very well thought of will ALWAYS get work. The judge who isn't very good, or who is not well thought of for other reasons, will not get called very often. The same thing is true with HMJs.

Two things are different about Horse Management Judging.

- First, Pony Club is a volunteer organization. You can actually VOLUNTEER to judge at a rally!! Want to volunteer?
 - One option is to check the Region calendar for a rally that you'd like to judge at. Call the DC of the club having the rally up and offer. Do it well in advance (at least a month). But don't be discouraged if there isn't room for you on the HMJ staff at one rally -- there will be room at another. And don't be discouraged if the DC forgets to call you back -- organizing a rally is a big job with huge numbers of details to keep control of. Keep at it!!
 - Another approach is to tell the HMO that you are eager to judge at as many rallies as possible. He doesn't assign judges to rallies, but he is often asked for recommendations of judges to use. Keep after him!! Tell him every time you see him!! Send him e-mails about how eager to judge you are!!
- Second, rallies need a number of HMJs -- it's not like a horse show, where only one or two judges are apt to be needed. So, you'll probably be able to get some assignments, even if you're a Junior just starting out. The key is that you need to "stay on the radar" of the people who influence which judges get invited or who actually do the inviting.

And then, we get back to the most important thing: REPUTATION.

This is something that ultimately YOU control. The following should be obvious, but.....

DRAFT 1.24

--Be positive, be approachable, be helpful, be upbeat.

--Don't complain (even if you wanted to do formal inspections and were assigned to a warm-up ring instead).

--Take the initiative (late in the afternoon, when everybody's feet hurt, YOU can be the one who volunteers to take one more hike around the stable area).

--Look the part (review the section of this booklet on appearance). This can really be important.

--Be absolutely dependable (canceling even once when you've committed to judge will usually bring your Horse Management Judging career to an abrupt end).

--Stay current (if you're an active PCer, keep working on your ratings, and go to rallies as a competitor yourself; if you're an adult you can read about HM, you can continue to compete, you can attend lectures and seminars) Get your Red Cross certifications, and make sure that the HMO knows that you have them.

Here are some actual comments heard about a new Junior HMJ -- one who is sure to be invited to judge again and again:

"Outstanding Horse Management judge"

"I'd work with her any day of the week"

"So good, so much potential as a HM Judge"

"Great knowledge, great attitude"

When you're judging, think about these comments and see if you can make them apply to you. If you can, you'll NEVER have to worry about not being invited to judge.

B. Advancing as a HMJ:

There are three sections of many Regions' HMJ lists: National Chiefs, Horse Management Judges, and Junior HMJs. If you're under 18, you're typically on the Junior list until your 18th birthday, and then you'll graduate to the HMJ list. Most HMJs stay on this list. A few advance to be "National Chiefs". Moving from the HMJ section to the National Chief HMJ section is a more involved process. National Chiefs are selected by the USPC's Horse Management Committee, and are at least 25 years old.

To stay on the Region list as a Junior, you should remain reasonably active, both as a Pony Clubber and helping as a HMJ. Do the best job as you can. Remember that, when you are at a rally in a Horse Management Judging capacity, you are there to SOLVE problems, not to create them. The simple process of getting older will eventually push you over the line out of the Junior category. As a Junior, you will mainly judge at D rallies. Occasionally an exceptional Junior HMJ is invited to judge at a qualifying rally (usually in another region -- almost never in the PCers home region), but this is very unusual -- and a real compliment to the Junior HMJ!!

To stay on the Region list as a HMJ, you need to stay reasonably active as a judge, and demonstrate competence. We would appreciate it if you would attend a horse management clinic

DRAFT 1.24

at least every three years. Remember, if you were an AHSA official, you would have to attend a seminar every year to keep your judging license!!

Getting your Red Cross first aid and CPR certification would also help. There are obviously many different levels of experience in this section of most region lists. Some HMJs are competent to Chief at club rallies (although we do recommend that National Chiefs be used when one is available), while others are at a much earlier level of career development. Some HMJs judge at Nationals -- and this is something to aspire to if you want to go on in Horse Management Judging.

To advance to National Chief, there are two critical ages to keep in mind. At age 21, you can apply for Apprentice standing with the Horse Management Committee. At age 25, you can apply to become a National Chief. If you're 21 or older, and think you would like to take either of these steps, please contact your HMO to discuss the process. Or, even better, you can start off by reviewing it right in the current *Horse Management Handbook!*

C. Compensation:

No, most Horse Management Judges at club-level rallies do NOT get paid for judging. The Chief, however, frequently is paid. It is always appropriate for an organizer to offer to pay the Chief. Likewise, the Chief's expenses are almost always reimbursed. Assistants may under some circumstances be paid and their expenses are frequently reimbursed. Junior HMJs at club-level rallies are never paid, although under some circumstances their expenses may be reimbursed.

Frankly, if your secret motivation for becoming a Horse Management Judge is to make money, you probably will not be fully satisfied. The pay, when it is provided at all, is almost never as much as you could make if you expended the same amount of time and effort in some less-skilled job, such as baby-sitting.

We serve as Horse Management Judges mainly because we believe in Pony Club and we want to make a real contribution. Whether or not we even accept pay when it is offered (quite a few judges accept the pay and then donate it back to the club or region -- or perhaps to their own home club or region -- after all, it was there that we all got started and got the basic knowledge that lets us be HMJs!), the very most you should expect from whatever you might be paid as a Horse Management Judge is that it helps partially offset the income we lose by forgoing our normal activities to judge.

D. Judging at Regional Qualifying Rallies:

In the New York/Upper Connecticut Region, the Regional Supervisor invites the Horse Management Judges for the qualifying rallies we host. While the Chief must always be a National Chief, and must be from OUTSIDE our region, the assistants are often National Chiefs or Apprentice Chiefs as well, and may be from inside or outside the region. The remaining Assistants come from both inside and outside the Region. Most are usually adults. A club officer (DC or JtDC) may never officiate at a Qualifying Rally where members of his or her club are competing.

As noted above, on very rare occasions a Junior HMJ is invited to judge at a qualifying rally within NY/UC or outside it. If you are a Junior HMJ, and you receive such an invitation, you are being paid a real compliment. Someone thinks that you are really good. That, in turn, places a VERY heavy burden on you. You have to live up to their expectations.

DRAFT 1.24

E. Judging Outside the Region:

As noted above, the Regional Horse Management Judge List circulates to the Horse Management Organizers of three surrounding Regions. These HMOs -- or DCs in those regions -- will occasionally contact Judges on the NY/UC list to work in their regions. This is excellent experience and exposure, and it is to be strongly encouraged. The experience is particularly valuable since these regions tend to have few club level rallies, and have their D rallies on a regional basis -- unlike New York/Upper Connecticut. These Regional D-rallies are quite different from club level D-rallies. A HMJ can learn a lot at one of them.

What is not widely known is that often these HMOs are willing to use older Junior HMJs as well. If you are a Junior HMJ and have a particular interest in judging outside the region, please let your HMO know. He will inform his counterparts in the other regions of your interest and availability -- if he thinks you are up to the task. Remember -- being invited to judge outside the region is an honor. When you do so, you are representing NY/UC, and you need to be mindful of this.

Invitations to judge at Nationals are normally extended by the Horse Management Committee and/or by the organizers. If you are interested in judging at these levels, you need to be a very active HMJ both inside and outside the Region, and also make it known that you are willing to make the substantial time commitment judging at Nationals entails. Except in very rare cases, the minimum age to judge at Nationals is 21, and 25 is preferred -- but here, too, exceptions have been made and will continue to be made in the future.

DRAFT 1.24

XII. WRAP-UP:

Well, how was that? Boring? Long? Impossible to remember?

Let's hope that it was just long.

After reading it, do you remember the question we asked you at the beginning?

What you hoped to get out of Horse Management Judging?

Has your answer changed?

It's okay if it has -- you've got a few days to think about it before you need to put this into practice, and to try to match your expectations with reality.

If the difference between what you thought the job was before you read this, and what you think it is now really gives you problems -- perhaps even makes you think you actually aren't very interested in being a HMJ - call your HMO. We'll talk it over.

Also, for a quick review:

What are the PRIORITIES for a Horse Management Judge?

Did you remember that SAFETY comes first -- and that "taking off points" comes LAST? Did you remember that teaching horse management and making sure that the rally is a positive experience are also critical?

One thing we haven't talked very much about is called "positive reinforcement" by psychologists. That's where some kind of behavior that is desired is rewarded. You do this when you pat your horse after he finally executes the half pass you have been asking for, or after he bravely goes over a jump that looked like a problem.

The "positive experience" thing encompasses this. Yes, you CAN compliment Pony Clubbers on things they do well. Yes, you even can bring the Chief over to show the Pony Clubber who has done a truly extraordinary job. And, yes, believe it or not, if YOU work on making sure the Pony Clubbers are positively reinforced, guess what? What goes around comes around. People will notice, and you will feel really good about the whole Horse Management Judging thing.

DRAFT 1.24

**And, before we forget: THANK YOU FOR VOLUNTEERING TO
BE A HORSE MANAGEMENT JUDGE IN THE NEW YORK/UPPER
CONNECTICUT REGION!!**

DRAFT 1.24

XIII. Appendix: Things to check in the Stable Area

The first time you walk away from the Horse Management station at your first rally, it can be a little scary. You're headed into the stable area, clipboard in hand, and you know you're supposed to be talking with the PCers, looking for safety problems to solve, and for chances to teach horse management. You go blank. WHAT SHOULD YOU BE LOOKING FOR?

Here is a short list of things that you can have in mind to start out with. Once you get into it, your common sense and experience will take over, but for that very first time out, this list will give you a few things to look around for.

Hay nets. Are they hanging at the point of shoulder? Are they hung on baling twine?

Halters: Do all halters have a leather crownpiece or other provision so they could break away? Do they fit properly?

How are horses tied? Are quick release knots in use? Is baling twine used where appropriate, and correctly? Are they sufficiently far apart that they are unlikely to kick each other? Are any tied particularly long or short (and can the PCers say why, if this is the case?)

Is water available for the horses?

All PCers in appropriate footwear? If they traveled in sneakers, it's easy to forget to put their paddock boots on before they start to work around the stable area.

Any horses tied to trailers that aren't hitched to tow vehicles?

Any sharp edges on trailers (bent sheet metal, etc.) that should be padded to prevent injury?

Any PCers who look like they are in a total panic? That just don't have a clue what's going on or what they should be doing?

Stall cards almost always need work. Here are the things that are required on a stall card.

1. Rider's name and number
2. Horse's name, age, temperature, pulse and respiration at rest
3. Owner's name and telephone number
4. Home veterinarian and telephone number for consultation
5. A picture or physical description of the horse
6. A list of any dangerous stable vices the horse might have
7. Chaperone's name and where rider, owner, and chaperone may be reached when they are not on the rally grounds.

Actually, the most frequently missing thing is the rider's number.

Believe it or not, that list will get you through your first hour in most stable areas at the beginning of most D rallies!!

DRAFT 1.24

Finally, see if there is at least one thing each team is doing that you can say something nice about. Sometimes, paying a compliment at the very beginning can get a whole team on your side for the whole rally. A team that is on your side is going to try harder to do their Horse Management right, and will be a lot more fun to work with. Think about it!!

Remember that the bottom line on the First Check sheet asks for "Overall Impression". Here's a good place to pay a compliment!!

Here are a few more things to keep your eyes out for later on in the rally, beside making sure haynets aren't drooping below the pony's point of shoulder as they empty, and that water is being offered regularly:

Watch for PCers kneeling while they work on their horses -- such as when bandaging for cross country. You need to point out to them that when they're on their knees they simply can't move out of the way quickly if the horse misbehaves.

Also, as the day wears on, be aware that some PCers will get out a folding chair or deck chair and sit down. That's fine -- as long as they're not holding their horse while they do it. The reason it's dangerous is that if the horse makes a sudden move, he can pull you in such a way that the chair will tip over, and then where are you? Lying down at the horse's feet -- which is not a good place to be, especially if the horse is excited enough to yank the lead rope hard enough to pull a chair over -- and not infrequently, the horse will have gotten tangled with the chair in the process. Very, very messy when this happens, usually.

[more to be added]

DRAFT 1.24

XIV. Appendix: Things to check at a Formal Inspection

Well, here you are. You can remember being the subject (perhaps you thought of it as being the victim) of Formal Inspections in the past, and ever since then you always really wanted to be on the other side of the clipboard.

Here comes the first PCer -- for your very first formal inspection as a Horse Management Judge. A little stage fright, no? Are you suddenly a little bit worried that you don't exactly know what the routine is for a formal inspection? Do you feel like you are an actor in a play and don't know your lines? Well, you can relax about that right now: there isn't any fixed way to do a formal inspection -- it's something each HMJ eventually develops for her or himself as she or he gets experience doing them.

And, here's a short list of things you should have in mind to do, just to make sure that you do a good job and don't feel silly.

- While they're walking up, you can take a peek at their helmet. Does it seem disproportionately small compared with the rest of the Pony Clubber? (That can be a tip-off that it might not be an ASTM/SEI approved helmet -- particularly if it looks really old.). If you do find a non-ASTM/SEI helmet, this is a matter for the Chief. The PCer cannot ride in the non-approved helmet, but the Chief may decide that helmets can be shared by the team, or perhaps an approved helmet can be located somewhere else on the rally grounds. Check with your Chief, by the way. Perhaps you will be asked to have every PCer actually remove their helmet so you can SEE the ASTM/SEI label. (But if you do, you must be willing to hold their horse while they do so.)
- If the PCer doesn't introduce him or herself, introduce yourself. Use your first and last name (no need to call yourself Miss or Ms or Mr.). Be friendly. Ask the PCer what club they're from. Actually, it's a really good idea to take this opportunity to make sure that the score sheet in front of you matches the Pony Clubber you're talking to! What's the PCer's rating? If the PCer hasn't started to talk yet, ask about his horse or pony. What's the beast's name? How old is he? How long has the PCer had him? What do they normally do together: event? show? trail ride? foxhunt? If they don't know how to introduce themselves, here's something you can actually teach without inspecting horse, tack or rider. This can really help break the ice.
- Take a good hard look at the stirrups. It's now considered normal procedure to have the PCer mount up at the end of the formal inspection so that you can check the fit of the stirrups. The PCer needs to have one inch of extra room in the stirrups, with the ball of the foot (the widest part) on the bar. It's a rule!! Do you have a PCer in front of you with stirrups that look like they came with his first pony? He can't ride in them!! Suggest he exchange the stirrups with the ones in the team's extra equipment (and come back to you to confirm that it's done, of course.)
- Big dangly earrings? Little hoop earrings? Nose ring or pierce of any kind? Teenager who speaks without opening her mouth? Be alert for the possibility of a tongue pierce.
- Bit or other tack that is illegal for the sport being contested? Martingales are handled differently in each sport -- what is legal for one is not for another -- and for Ds they are

DRAFT 1.24

handled differently than for other levels. You need to be current not only on the Horse Management Handbook, but also on the rules for the specific sport being contested. Bandages are another area where rules differ between sports -- and if this is a sport where bandages are appropriate, are they correctly applied?

- Loose girth? REALLY important!
- Visibly dirty horse -- you'll have to decide what "dirty" means based on the PCer's rating, of course. The Inspection sheets will tell you exactly what to look for.
- Some HMJs like to step back at look at the whole picture presented by rider and pony at some time during the inspection. This can give a sense of what kind of general comment you might want to write about the overall inspection. Other HMJs don't like to do this. They feel that it makes them tend to view the inspection as if they were judging a horse in hand, and to unconsciously weight the conformation of the horse in evaluating the tack and turnout.

[more to be added]

DRAFT 1.24

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XV. Appendix: Things to look for when checking Required Equipment

While there are many things that you might notice while checking required equipment, here are some of the more common problems:

1. Horse Management Handbook and rulebook for current discipline are not the current versions, or, if not a reissue year, update pages have not been inserted.

2. Fire extinguisher:

a. Was last charged more than one year ago (you would be able to tell this from a ticket wired to the extinguisher, but many home-type extinguishers have a circular gauge instead -- see below)

- b. Is not "Type A" or Type A-B-C". (Typically these improper extinguishers will be type "B-C" which means that they are ONLY good for flammable liquid fires and electrical fires -- not what you expect to find in a tack room!)
- Is in the utility box instead of hanging next to the door
- Is on the floor next to the door instead of hanging where someone would expect to find it.
- Has a circular gauge indicating whether it is good or not, and the needle is outside the "green" zone.

3. Spare halter is not adjustable or would not fit all horses on the team. Spare halter has not been cleaned, even to the standard for the lowest ranking PC on the team.

4. Spare girth would not fit all horses on the team. Note that having a girth and a girth extender is an acceptable solution if the girth extender's use makes the girth fit all mounts.

5. Spare bridle is dirty, or brand new and not broken it, or has bad stitching, or shows lack of regular care. (But remember to consider this in terms of the Standards -- we don't require that spare tack be clean to a higher standard than we would require for that rating level at formal inspection, obviously). Sometimes you'll find the extra bridle is a double bridle (probably belonging to someone's dressage-riding mother) or is a snaffle bridle with a bit that is illegal for the discipline being competed. Also, you may find that the spare bridle won't come near fitting all the horses on the team. (The solution to this one is more than one spare bridle -- and you can suggest this to teams that have 17 hh warmbloods and 12 hh ponies.) Something to point out with regard to all of these extra equipment issues is that of all the tack that needs to be kept clean, the extra equipment is the easiest -- because you have plenty of time to do it. After all, you're not planning on using it at the rally.

6. Spare stirrups are not large enough to fit all the team members.

5. At an overnight rally, the flashlight is not hanging near the tackroom door, or, when tested, does not light. (Ooops! There's no longer a flashlight required, according to the 1998 Horse Management Handbook!!)

6. Equine First Aid Kit:

- Instead of roll cotton there is a small box of cotton balls
- Medications are in glass bottles and not taped (note that most medications in glass bottles can be assumed also to be out of date)
- Medications (including liniment and alcohol, which nowadays have expiration dates) are past expiration date (or expiration date has been scratched out or defaced so it can't be read). But

DRAFT 1.24

there is a school of thought that the date really isn't so important on the alcohol. If you can smell it, these folks say, it's good enough to use. And anyway, you also need to know that some manufacturers actually put the expiration date for alcohol INSIDE the bottle cap. Good solution? Open the bottle and sniff the contents. If you can't smell anything, the alcohol is too old -- or else the creative PCers have filled an empty bottle with water.

- Thermometer:
 1. Does not have string and clip
 2. Is broken (usually tip broken off)
 3. Sometimes, the thermometer is missing entirely, with just a string with a clip running out of an empty thermometer tube.
 4. Use of a non-equine thermometer (i.e. no ring to hold the string)
- Tape is 1/2 inch or 3/4 inch instead of 1 inch
- Gauze pads are smaller than 4x4
- Padding for leg bandages is manure stained (usually means they are actually the shipping wraps from a team member).
- There is prescription medication in the First Aid Kit. Sometimes you will encounter a bottle or envelope of Bute or another drug. Occasionally you will find a hypodermic. Sometimes you will find a prescription medication like Regumate. None of these should be there unless the PCer presented a note from the Vet at the beginning of the rally. See the Uniform Medication Rules for specifics. If it is there, and it has not been cleared with the Chief, it is a matter to bring to the Chief's attention at once.
- Please note the discrepancies between the Equine First Aid kit on the required equipment list, and the Equine First Aid Kit list and photo in Volume 2 of the *Manual of Horsemanship*. (A list of some of discrepancies is noted earlier in this handbook in the section about typical Horse Management Judging duties). Don't penalize teams if they have equipment that's on the MOH list but not on the HMH list. And please that we do NOT make our own rules!!

7. Utility box:

- Tools aren't labeled
- Nails, Pony Club pins, other small articles are in incorrectly labeled (or unlabeled) containers
- Jack knife (which is required to be able to cut rope) wouldn't cut butter.
- Tools are of inappropriate size and design for use in a stable (e.g. ball peen hammer, miniature needle-nose pliers, screwdriver of unusual design and of insufficient heft to tighten a screw eye).
- Nails, Pony Club pins, etc., are in glass bottles that aren't taped -- consider the risk of breakage.

8. Individual grooming trays:

- Too many brushes, at least two of which perform the identical function.
- PCer, when asked, cannot distinguish between sponge for dock and sponge for eyes
- Too much miscellaneous "stuff" -- e.g. several mane combs, braidettes, miscellaneous junk that might be more appropriate for caring for a Barbie doll than a pony. (But remember to ask the PCer why the extra stuff is there. There may be a good reason. Keep an open mind, and consider the rating of the PCer in evaluating the situation. Would you write up a D2 who told you that her grandmother had just bought the extra matching pink brushes for her to take to the rally? Most probably not.)
- Brushes and tray not labeled
- Try to stay current with the ever-changing rules on curry combs. Most currently, they can be metal or hard rubber, but are used only for cleaning brushes, not horses. See one of the big Groomas? (your author thinks his is GREAT, by the way!) Depending on current rules, this is probably NOT an acceptable curry comb, because it is just about totally ineffective at cleaning brushes.

DRAFT 1.24

9. Buckets:

- Not enough buckets -- even for a one day rally, two drinking water buckets per horse are now required.
- No "wash bucket" -- this year they have to be 5 gallon size. Per "Executive Summary" of National Chief's meeting, they can be pickle buckets (Strongid pellet pails, drywall compound buckets) but these cannot be used to give water to mounts or hung in the stalls.
- Buckets aren't labeled.
- Buckets are sitting on the floor or are precariously balanced instead of being hung. Use common sense on this one.
- Buckets are dirty -- but make allowances for the horse who makes "hay soup" as soon as he is put in his stall.

Buckets are too small -- the buckets hung in the stall need to be five gallon size, as do the individual wash buckets -- but smaller buckets can obviously be used to give water to the horse directly or to carry water, particularly if the PCer is very small or young.

- Buckets aren't hung correctly. A flat-backed bucket requires one hanger. A round bucket requires two for stability.

10. Cleaning supplies:

- Here's one: what kind of metal polish do they have? Is it mom's silver polish? Well, this may fulfill the letter of the law, but silver polish generally won't polish metal much harder than silver, and few PCers are actually using silver bits. Better to see a heavier duty polish, like Brasso.

11. Flashlight: (Oops -- forget this one -- no longer required per the 1998 HMH)

- Not hanging inside tackroom door -- instead, is in the utility box or sitting on the floor. Explain that people who need a flashlight in a hurry at night wouldn't be able to find one in a utility box or sitting on the floor.
- Batteries dead.

[more to be added]