

# Pony Club

Where it all begins



## Horse Management Rulebook

2021

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## THE USPC PLEDGE

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

## USPC MISSION STATEMENT

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

## Vision Statement

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

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

## USPC CORE VALUES

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

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

**R**espect for the horse and self through horsemanship; for land through land conservation; and for others through service and teamwork.

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

**E**ducation at an individual pace to achieve personal goals and expand knowledge through teaching others.

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**The Amplifications Section** that previously was a part of Part 1 has now been moved to the Website, so updates can be made on a more timely basis. To access the Amplifications, go to:

**[www.ponyclub.org](http://www.ponyclub.org) → Members → Disciplines → Horse Management**

This entire document is a resource for daily, routine Horse Management questions, and for competition judging purposes is to be considered as a valid source of information, and provides more detail on topics addressed in Sections II and III.

**Reminder:** This is a new Rulebook for 2021. Additions, deletions and changes have been made since the last rulebook was issued. Be sure to read the *entire* publication carefully so you will be aware of all the rules for the upcoming rally season.

*This Rulebook should be kept in a 3-ring binder to allow for addition of revisions and new instructional sections. Do not remove pages from your Rulebook; be sure to make copies of all forms and charts before writing on them.*

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# SECTION I—USPC Rally Uniform Officiation Rules (UOR)

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## Article 1—Rally Definition

A Pony Club rally is defined as a team competition (whenever possible) where a team's achievement is emphasized whether competing unmounted or mounted. A rally may take place all in one day or may span several days of competition. Any rally may be held within the framework of a local or recognized show.

This rulebook is intended to establish standards for United States Pony Clubs (USPC) rallies while allowing variety in the types of competitions. Organizers of competitions should work with their regional supervisors (RS) to offer the levels and divisions that they feel are appropriate for the local needs. It is the responsibility of the organizer and regional supervisor to offer the appropriate standard or modified rallies and divisions that meet the needs of their members wishing to become eligible for Championships. Regions may host more than one rally per discipline in the same year. In modified rallies and divisions, this rulebook is to be considered a guide and rules may be adjusted. Any adjustments must be outlined in the entry information. Criteria for standard and modified rallies is listed below.

### Standard Rallies

Standard rallies are always preferred. These rallies specifically follow all the rules outlined in the discipline rulebooks including utilizing a chief horse management judge (CHMJ) from the approved CHMJ list on the USPC website, and any other specified licensed officials. Certain divisions of Championships require the member attend a standard rally, and attendance at a standard rally and meeting minimum eligibility requirements guarantee a members' ability to attend Championships.

### Modified Rallies

Modified rallies do not specifically follow the discipline rulebooks and generally occur because of limited resources. While attendance of a modified rally makes some members eligible for the modified divisions of Championships, it does not meet the minimum eligibility requirements for other divisions.

Each year, every region should host rallies and is encouraged to work cooperatively with other regions to host joint rallies as appropriate. At all levels, organizers are encouraged to keep rallies simple and inexpensive. Local and regional rallies are team competitions involving club/centers from only one region. Inter-regional rallies are team competitions between two or more regions. Championships are national rallies organized by USPC and the discipline committee that occur annually in varying locations. Visit the USPC website for specific details about upcoming Championships dates and locations.

If an individual's region does not offer a rally in the desired discipline, they may earn eligibility in another region upon obtaining approval from the RS in both regions.

Rally competitions are normally competed in as teams, but sometimes members compete as individuals based on the needs of the hosting group. In all rallies, teams should be recognized for their achievements in the competition. In mounted rallies, team/competitor placings will be based on a combination of their riding scores and their horse management scores. Separate horse management awards are often given for the team/individual achieving the lowest horse management penalties during the rally.

## Article 2—Governing Rules

With regards to standard rallies, this rulebook is a precise specification of rules that must be followed. For modified rallies/divisions/competitors, this rulebook should be viewed as a guide that can be adjusted by the rally organizer/regional supervisor to best meet the needs of the region. Modifications should be listed in the rally entry information. Additional governing documents for all rallies are the following:

- Annual Discipline Newsletters
- USPC Horse Management Handbook (current edition)
- Official Amendments and Clarifications from USPC
- Appropriate parent organization rulebooks (i.e. USEF, APA). If the rally is being run in conjunction with a recognized event, the parent organization rulebook will supersede this rulebook. If the rally is not being run in conjunction with a recognized event, then this rulebook will be followed.

Since rules cannot provide for every eventuality (unforeseen or exceptional circumstance), it is the obligation of the discipline ground jury to make decisions in a sporting spirit and to follow as closely as possible the intention of these rules. If there is an inconsistency, the discipline rulebook takes precedence over the Horse Management Handbook.

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## Article 3—Responsibility

A competitor is ultimately responsible for knowing these rules and complying with them. The appointment of an official, whether or not provided for in these rules, does not absolve the competitor from such responsibility.

## Article 4—Legal Liability

Neither the USPC, host club/center/region(s), the organizer, competition officials, staff, nor any other person acting on behalf of the organizer, shall be held liable for any loss, damage, accident, injury or illness to competitors, mounts or to any other person or property whatsoever.

# SECTION I—USPC Rally Uniform Officiation Rules (UOR)

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## Article 5—Member Participation and Eligibility

### Participation in Rallies:

At local, regional, and inter-regional rallies, participants may be of any age or certification, must be a member in good standing, must have paid all local, regional, and national dues, insurance fees, and their membership be on record with the USPC National Office at the time of the rally. Members, parents, and anyone participating in USPC activities must all abide by the applicable Code of Conduct. Members seeking Championships eligibility must meet the criteria determined by the discipline committee and outlined later in this document. For rally purposes, the member's age as of January 1st shall be the age of record throughout the competition year.

### Championships Competitor Age and Certification:

Each discipline/division has minimum age and certification requirements for participation in Championships. Championships competitors must meet the age requirement based on their age on January 1 of the Championships' competition year. They must have competed at the minimum or higher certification level at a standard rally and have achieved the minimum certification level by the closing date of the Championships. Therefore, any autumn standard rallies should base their division entry status on the competitor's age for the following year and take into account planned advancements in certification level.

District Commissioners (DCs) and Center Administrators (CAs) are responsible for the eligibility of competitors and mounts at all rallies. It is the responsibility of DCs/CAs and club/center primary instructors to see that mounts and riders are entered in rallies at the level corresponding to the combination's abilities, to make all competitors aware of health requirements i.e., Coggins, immunizations and state health certificates with valid dates, and to see that entry forms are complete and submitted to the rally secretary on time. It is also the responsibility of DCs/CAs to see that all Pony Club members in their jurisdiction have access to a copy of the current USPC discipline rulebook, current USPC Horse Management Handbook (HMH), current USPC discipline annual newsletter(s) and any other relevant information from the USPC discipline committees or the organizer of a specific rally where they will be competing.

## Article 6—Member in Good Standing

Members are considered in good standing if they are current with all dues and fees owed the registered club/riding center program, and region.

## Article 7—Code of Conduct Expectations

Anyone not conforming to the code of conduct is subject to the following action: the officials of the competition may immediately suspend or expel any individual from the competition upon consulting with the discipline ground jury.

DCs, CAs, RSs, rally organizers, officials and judges must be familiar with, and enforce, the Participating Member and Adult Code of Conduct.

### Participating Member Code of Conduct

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

### Adult Code of Conduct

The United States Pony Clubs, Inc. is proud of its reputation for good sportsmanship, horsemanship, teamwork and well-behaved members. It expects no less from the parents, guardians, adult family members or others who volunteer for the organization. The USPC expects appropriate behavior when participating in any Pony Club activity. Inappropriate behavior may include, but not be limited to: profanity, vulgar language or gestures; harassment (for example: using words or actions that intimidate, threaten or persecute others before, during or following any Pony Club activity); failure to follow rules; cheating; or abusive behavior.

*"I understand that USPC activities operate under the governance of USPC and are subject to all applicable USPC By-laws, Policies, Rules and Regulations. I understand that I have access to these By-laws, Policies, Rules and Regulations and that it is my responsibility to read them. I agree to adhere to these By-laws, Policies, Rules, Regulations and this Code of Conduct."*

## Article 8—Human Use of and Alcohol & Drugs Policy (Policy 0500)

In the interest in the safety and welfare of all, it is the policy of the Board of Governors, during any Pony Club activities, to prohibit the inappropriate or illegal use of any substance, including but not limited to drugs or alcohol, by anyone participating in any manner. Weapons of any kind are forbidden.

## Article 9—Mounts (Policy 0840)

Mounts used at a regional or interregional rally should be the participant's regular USPC mount, and be accustomed to being handled by its rider without adult supervision. A participant may use a mount other than the regular mount only with the advance permission of the DC/CA and RS.

Per USPC Policy suitable mounts are defined as follows:

1. Stallions are not considered suitable mounts.
2. Mounts must be serviceably sound, in good overall health and in condition for the activity in question.



## SECTION I—USPC Rally Uniform Officiation Rules (UOR)

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3. Mounts must be appropriate for the certification level of the rider and must be at a level of training to participate safely in the activity.
4. Except as noted below, mounts must be at least five (5) years of age in order to participate in USPC competitive, instructional, and recreational programs and activities. In establishing the age of mounts, the first year is considered to be January 1 following the date of foaling.
5. Members holding a riding certification of C-1 and above may participate in all USPC activities on an appropriate mount at least four (4) years of age (See above). A mount must be excused from any activity if in the opinion of the instructor, examiner, or appropriate authority, it is unsafe either to its rider or to other riders or mounts.

Ownership of a mount is not a prerequisite for membership in USPC. The responsibility for obtaining a suitable mount for mounted activities rests with the parents or guardians of the individual member.

### Article 10—Substitution of Mounts

For all mounted rallies (except Tetrathlon) mount and rider become eligible for Championships as a team. Therefore, a competitor must enter Championships only on the mount they earned eligibility on. In extraordinary circumstances, after becoming eligible for Championships, a substitute mount may be requested utilizing the appropriate form, by the RS and must be approved by the applicable discipline chair and the Vice President of Activities.

Any substituted entry must meet the same mount and eligibility requirements as the original entry.

**No mount substitution may be made once a competition has commenced. Refer to the Mount Substitution online application found on the Championships Information page of the USPC website.**

### Article 11—Sharing of Mounts

In some disciplines and in some competitions, the sharing of mounts may be allowed. At regional rallies, the rally organizer in consultation with the RS may allow for the sharing of mounts by competitors. For Championships, requests for shared mounts must be submitted to the appropriate discipline chair, and VPA utilizing the Mount Substitution online application found on the Championships Information page of the USPC website. Each request will be reviewed on a case-by-case basis, for approval or denial. Determination of shared mounts must take into consideration the discipline, competition schedule, and suitability of mount. The welfare of the mount will be the highest priority in this situation and all competitors must agree that if the horse management, judges, technical delegate/steward, or organizers onsite feel that the health of the mount is in jeopardy at any time that they may be removed from the rest of the riding portion of the competition.

### Article 12—Veterinary Care and Medications (Policy 0860 and 0860.P1)

**Per USPC Policy 0860 and 0860.P1. DCs/CAs, RSs, rally organizers, officials and judges must be familiar with and enforce this policy. Parents and competitors must also be familiar with and abide by this policy. Failure to observe this policy will result in disqualification.**

1. All mounts in a USPC sponsored activity shall be serviceably sound and healthy. Mounts should be free of medication other than dressings for minor wounds or scrapes, unless under treatment by a veterinarian. Medications and supplements may not be used to provide an unfair advantage over other competitors or to allow an unfit mount to be used.
2. Medication is defined as any substance that is not water, salt, electrolytes, or a supplement and is not considered a normal foodstuff. It is administered either orally, via stomach tube, by application to an external surface, or by injection.
3. Any mount under treatment by a veterinarian for a condition requiring administration of a medication while at a Pony Club activity or competition shall have a veterinarian's certificate stating the diagnosis, medication, dosage and method of administration.
4. Supplements that are administered to any mount at a Pony Club activity or competition must be recorded on the mount's feed chart and stall card.
5. Medications or supplements may only be administered by the owner of the mount, or by a person designated by the owner of the mount.
6. If, during the course of an activity, it becomes necessary to administer a tranquilizer, stimulant, or depressant (e.g., for suturing) the mount may not be used while under the influence of the medication.
7. Competitors at a rally shall be governed by the procedures on the use of equine medications and supplements described in the Horse Management Handbook.

For any competitions recognized by USEF, or in states that require it, mounts may be drug tested.

### Article 13—Cruelty to and Abuse of a Mount

**Cruelty to or the abuse of a mount present on the grounds of any competition is forbidden and renders the offender subject to penalty. The organizing committee must bar violators from further participation for the remainder of the competition.**

**Any action(s) against a mount by a competitor or other person, which are deemed excessive by a judge, steward, technical delegate or competition veterinarian, in the competition ring or anywhere on the competition grounds may be punished by official warning, elimination, or other sanctions which may be deemed appropriate by the organizing com-**

## SECTION I—USPC Rally Uniform Officiation Rules (UOR)

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mittee. Such action(s) may include, but are not limited to excessive use of the whip or spurs.

USPC, judges, stewards, or TDs may appoint a veterinarian to inspect any animal on competition grounds or entered to compete. Refusal to submit an animal for examination by an authorized veterinarian after due notification shall constitute a violation.

The following are included under the words cruelty and abuse but are not limited thereto:

1. Abuse. Any act or series of actions that, in the opinion of a judge, TD, steward, member of the discipline ground jury or other rally official can clearly and without doubt be defined as abuse of mounts shall be penalized by disqualification. Such acts include, but are not limited to:
  - Riding an exhausted mount.
  - Excessive pressing of a tired mount.
  - Excessive use of whip and/or spurs, and/or bit.
  - Striking a mount in front of the shoulder.
  - Riding an obviously lame mount.
2. Rapping. All rapping (poling) is forbidden.
3. Whip. The use of the whip must be for a good reason, at an appropriate time, in the right place, and with appropriate severity.
  - Reason—The whip must only be used either as an aid to encourage the mount forward, or as a reprimand. It must never be used to vent a rider's temper. Such use is always excessive.
  - Time—As an aid, the only appropriate time is when a mount is reluctant to go forward under normal aids of the seat and legs. As a reprimand, the only appropriate time is immediately after a mount has been disobedient, e.g., napping or refusing. The whip should not be used after elimination. The whip should not be used after a mount has jumped the last fence on a course or completed the last obstacle.
  - Place—As an aid to go forward, the whip may be used down the shoulder or behind the rider's leg. As a reprimand, it must only be used behind the rider's leg. It must never be used overhand, e.g., a whip in the right hand being used on the left flank. The use of a whip on a mount's head, neck, etc., is always excessive use.
  - Severity—As a reprimand only, a mount may be hit hard. However, it should never be hit more than two times for any one incident. If a mount is marked by the whip, e.g., the skin is broken, its use is excessive.
4. End of the Reins (Western Trail only) - The use of the end of the reins must be for a good reason, at an appropriate time, in the right place, and with appropriate severity.
  - Reason—The end of the reins must only be used either as an aid to encourage the mount forward, or as a

reprimand. It must never be used to vent a rider's temper. Such use is always excessive.

- Time—As an aid, the only appropriate time is when a mount is reluctant to go forward under normal aids of the seat and legs. As a reprimand, the only appropriate time is immediately after a mount has been disobedient, e.g., napping or refusing. The end of the reins should not be used after elimination.
  - Place—As an aid to go forward, the end of the reins may be used down the shoulder or behind the rider's leg. As a reprimand, it must only be used behind the rider's leg. It must never be used overhand, e.g., the end of the reins in the right hand being used on the left flank. The use of the end of the reins on a mount's head, neck, etc., is always excessive use.
  - Severity—As a reprimand only, a mount may be hit hard. However, it should never be hit more than two times for any one incident. If a mount is marked by the end of the reins, e.g., the skin is broken, its use is excessive.
5. Spurs—Spurs must not be used to reprimand a mount. Such use is always excessive, as is any use that results in a mount's skin being broken.
  6. Bit—The bit must never be used to reprimand a mount. Any such use is always excessive.
  7. Reporting—Officials must report such actions as soon as possible to the discipline ground jury, supported where possible by statements from witnesses.
    - Discipline ground jury—if such actions are reported, the discipline ground jury shall decide if there is a case to be answered. If an individual member of the discipline ground jury observes such actions, they are obliged to disqualify the competitor forthwith on their own authority. There is no appeal against a discipline ground jury's decision in a case of abuse.

### Article 14—Dangerous Riding

- Any competitor who rides in such a way as to constitute a hazard to the safety or wellbeing of the competitor, mount, other competitors, their mounts, spectators, or others will be penalized accordingly.
- Any act or series of actions that in the opinion of the judge, TD, steward, member of the discipline ground jury can be defined as dangerous riding shall be penalized at the discretion of the discipline ground jury.
- If such actions are reported, the discipline ground jury shall decide if there is a case to be answered. There is no appeal against a discipline ground jury decision.

### Article 15—Safety (Policy 0800)

USPC is committed to safety while recognizing that equestrian activities are inherently dangerous. The USPC Safety Handbook is an excellent resource for making safety a priority at all rallies and Pony Club functions. This dedication to safety

## SECTION I—USPC Rally Uniform Officiation Rules (UOR)

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extends to requiring certain equipment be utilized during Pony Club activities and include:

1. **Protective Headgear (Policy 0810):** USPC requires members participating in mounted and some unmounted activities to wear a properly fitted equestrian helmet, securely fastened, containing certification that it meets the criteria established by the following international or national safety bodies: ASTM F1163 (North America), AS/NZ 3838 (Australia and NZ), PAS 015 (UK).
2. **Safety Vest/Body Protector (Policy 0830):** USPC requires members to wear a properly fitted equestrian body protector when jumping cross-country or solid obstacles during any activity sponsored by the USPC, its regions, registered clubs or riding center programs. A member may wear a body protector at their discretion for any mounted activity. USPC recommends wearing a body protector that is ASTM-certified (manufactured in US) or certified to the BETA Level 3 (manufactured in Great Britain).
3. **Medical Armbands and Bracelets (Policy 0820 and 0820P):**
  - USPC requires that members participating in any USPC affiliated mounted or unmounted activity, must wear either a Medical Armband or Medical Bracelet while participating in the activity. The member may choose which one to wear.
  - Medical armbands must include a current completed copy of the individual's USPC or USEA Medical Card. It must be worn on the upper arm. If the member has small arms, they may safety pin the armband to his/her upper sleeve. (Armbands are available for purchase from Shop Pony Club.)
  - Medical bracelets must visibly list these six items on them: name and date of birth, contact information, known allergies, current medications, and existing medical conditions. More information is acceptable, but these six items are required to be on the bracelet
  - All officials on site at the USPC mounted or unmounted activity are encouraged to work with the competitors to remind them of this requirement.
  - Any member at a USPC affiliated mounted or unmounted activity\* found not wearing either a medical armband or medical bracelet must be removed from the activity until the member conforms to the policy requirements.
- \* Tetrathlon competitors will not be required to wear them while actually shooting or swimming but must have them visible and next to them for these activities and must wear them at all other times.
4. **Unmounted Footwear:** When working in the barn or near mounts unmounted footwear must meet all the following criteria:
  - Thick-soled , shoes/boots (short or tall)
  - Cover the ankle

- In good condition
- Made of leather or synthetic materials
- Entirely closed
- Securely fastened
- Well-fitted to foot
- Sturdy construction (e.g., Ugg-type boots do not meet this requirement)

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

5. **Smoking:** In the interest of barn safety, it is strictly forbidden for anyone to smoke in or around barn and stable areas.

### Article 16—Heat Related Information

**Heat Illness (Policy 0900):** USPC requires all Pony Club volunteers in a leadership position within Pony Club and especially anyone involved directly with mounted or unmounted lessons or activities to complete the Centers for Disease Control and Prevention (CDC) heat illness training module.

At all USPC activities, rally officials must consider the:

- Temperature and humidity using the “Heat Index Chart” (Appendix II).
- Time of day and season of activity.
- Level of exertion necessary for participation in the activity.

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

Steps to prevent heat related illness include:

- Providing unlimited cool water for consumption in ALL areas, especially riding areas.
- Make water breaks mandatory.
- Do not depend on thirst as an indicator of the need for water.
- Avoid the hottest part of the day if this is an option.
- Consider shortening the length/level or exertion of the activity.

During rallies, the discipline ground jury (overall ground jury at Championships) is responsible for monitoring the Heat Index and taking appropriate action as necessary. Those actions could include, but are not limited to:

- Waiving of coats/jackets
- Banning of coats/jackets
- Altering of schedule

Any official can and should bring a potentially dangerous heat situation to the attention of the president of the ground jury.

# SECTION I—USPC Rally Uniform Officiation Rules (UOR)

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If coats/jackets are waived or banned the following processes should be followed.

## Waived Coats/Jackets

When the temperature and humidity are recorded in the danger zone, removal of coats during warm up is mandatory.

If the rider wants to put their coat/jacket on for their competition round, then they may leave their neckwear and helmet cover on during warm up.

If the rider does not want to put their coat/jacket on for their competition round, then they must remove all neckwear and their helmet cover during warm up.

## Additional Information

- When coats are waived, the competitors must be turned out per Competition Attire (including coats/jackets) unless they choose to compete wearing Basic Riding Attire.
- Riders must wear a collared shirt with long or short sleeves if they are not wearing a jacket.
- T-Shirts are not permitted.

Competitors must also remove neckwear and helmet covers on vented helmets if they do not wish to wear their jackets for their competitive ride.

## Banned Coats/Jackets

When temperature and humidity are recorded in the danger zone and based on the decision of the discipline ground jury (overall ground jury at Championships) coats/jackets may be banned for the safety of competitors. If coats/jackets are banned then competitors must remove coats/jackets, neckwear and helmet covers for turnout inspections, warm up and for competition rounds.

## Heat Illness Return To Play

A member believed by a leader, coach, parent or official of a USPC unmounted or mounted activity or competition to be suffering from heat illness shall be removed from play at that time and given appropriate treatment before being allowed to return to play.

## Article 17—Concussion and Return to Play

Concussion (Policy 0900): USPC requires all Pony Club volunteers in a leadership position within Pony Club and especially anyone involved directly with mounted or unmounted lessons or activities to complete the concussion training module.

A member believed by a leader, coach, parent or official to have sustained a concussion during a USPC unmounted or mounted activity must be referred to medical personnel. Medical personnel in conjunction with rally officials and organizers will determine if a written release is required for the member to return to the competition.

## Article 18—Unauthorized Assistance and Permitted Assistance in all Phases

1. Unauthorized Assistance: Unauthorized assistance is help and/or assistance during the competition from anyone other than other competitors, HMJs, and rally officials. Unauthorized assistance can occur in person or through the use of electronic communication, unless allowed by the specific discipline rulebook (e.g., coaches in certain situations)
2. If, in the opinion of a member of the ground jury, unauthorized assistance has been received by a competitor, that competitor may be eliminated from that phase of the rally, or in extreme cases, disqualified from the entire competition. If there is any question, the discipline ground jury makes the final decision. There is no appeal.
3. Permitted Assistance:
  - Adults may aid in the unloading of mounts and carrying of heavy gear into the stable area upon arrival, after which non-competitors must immediately leave the area.
  - After a fall of a competitor or competitor dismounts, they may be assisted to catch their mount\*, to adjust their saddlery, to remount, or to be handed any part of their saddlery or equipment, including whip, while they are dismounted or after they have remounted. Helmets must be replaced, and retention harnesses refastened before riders may remount.
    - \* Exception for loose mounts in Games only: In Games, a loose mount may be caught by any competitor or official already in the arena when the loose mount is behind Lines A and C. However, only the mount's rider may enter the playing area to catch it.
  - A competitor may receive clarification of jumping penalties from an obstacle judge, e.g., after jumping a flag at a corner, the judge may clarify whether it was a run-out or not.
  - If bodily harm to mount and/or rider is imminent, assistance from anyone (Official or otherwise), without concern for penalties, is expected. Time permitting, the situation should be brought to the attention of an official. If immediate intervention is necessary, then an official will be notified as soon as possible concerning the situation.
  - If a mount is ill or injured, the owner/agent of the mount will be called in to discuss care.

## Article 19—Excused

1. Jumping disciplines may call this a "Technical Elimination"
2. To grant permission to, or request that a competitor leave the phase/round/game due to circumstances outside of the competitor's control (e.g., illness of rider, illness or lameness of mount)

# SECTION I—USPC Rally Uniform Officiation Rules (UOR)

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3. Decided by
  - Inspection panel at horse inspection
  - Judge
  - Discipline ground jury
4. May not ride; therefore, will not receive any riding score during the Excuse, but
  - May request a lameness recheck
  - Rider may request to compete in following phases/ rounds/games after if illness passes.
  - Both the mount and rider shall stay on rally grounds (unless the mount is transported for medical reasons) and continue to participate with the team and continue to be scored in horse management.
  - If ill, mount will be moved to another area, if possible.

## Article 20—Elimination

- Elimination means to exclude a competitor or mount, for cause, from judging consideration in a class/phase. Competitor not scored in a class due to a mistake (e.g., use of illegal equipment, violation of the rules of phase/rounds/ games.)
- After elimination, the discipline ground jury in consultation with the organizer, may allow participation in subsequent phases/rounds/games.
- Determined by judge or discipline ground jury.
- Refer to scoring of penalties for additional discipline specific reasons for elimination.

## Article 21—Disqualification

Disqualification is a punishment for misconduct arising from a deliberate attempt to contravene the rules and regulations of USPC applied at the discretion of the discipline ground jury. Any disqualified competitor and their mount may not take further part in the competition including in horse management.

Reasons for disqualification include, but are not limited to:

- cruelty (Article 13);
- abusive or unsportsmanlike conduct;
- obscene or inappropriate language;
- the use of drugs (other than those prescribed by a physician), alcohol, or tobacco (Article 8);
- rude and disruptive behavior;
- cheating;
- rough or dangerous riding;
- knowingly riding a lame, sick, or exhausted mount;
- misuse of equine medications (Article 12);

If such actions are reported, the discipline ground jury shall decide if there is a case to be answered. When considering the disqualification of a competitor, the discipline ground jury may decide to give a Yellow (Warning) Card in lieu of disqualifying a competitor. If a Yellow Card is assigned to a competitor, it may or may not include penalty points not to exceed a 50% impact on the associated phase score if related to a single phase, or a 50% impact on the overall score. There is no appeal against a discipline ground jury decision on issuing a Yellow Card or disqualifying a competitor.

Refer to Section V for additional discipline specific reasons for disqualification and scoring.

## SECTION II—General Regulations

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### Chapter 1—Horse Management Rules

#### Article 22—Horse Management at all USPC Activities

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

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

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

#### Article 23—Horse Management at USPC rallies

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

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

At USPC rallies, competitors are evaluated according to their horse management certification level, not their riding certification level.

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

Competitors are judged on their:

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

#### Article 24—Safety is Paramount

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

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

#### Article 25—Definitions

The following terms are used throughout.

Term	Definition
<b>Appeal Committee</b>	Group responsible for final decisions regarding an appeal of a contested protest decision. Section V, Article 128

<b>Competitor</b>	USPC member who is an entered participant in a USPC rally.
<b>Full Team</b>	Any team competing with the maximum number of competitors allowed per discipline rules.
<b>Ground Jury</b>	Once the competition has begun, the ground jury is ultimately responsible for judging (and in Eventing the administration of) the entire competition. Section V, Article 126
<b>Horse Inspection</b>	Opportunity to inspect mounts for soundness. Section III, Article 102
<b>HM</b>	Horse management
<b>HM Staff</b>	Horse management staff. Refers to and includes all horse management judges. Section II, Article 23
<b>HMJ</b>	Horse management judge
<b>Inspection Panel</b>	The inspection panel will officiate over the jogging procedure if a horse inspection is required. Section V, Article 131
<b>Jog Out</b>	Horse inspection
<b>Member</b>	Any US Pony Club member
<b>Official Closing</b>	Takes place at end of awards ceremony.
<b>Official Opening</b>	Time set by organizer after which HM judging begins.
<b>Parents</b>	Includes parents and guardians.
<b>Rally</b>	Includes and refers to any type and level of USPC competitions, including standard, modified, and local, regional and/or national.
<b>Rally Officials</b>	Includes and refers to those individuals who either organize the rally or judge and/or evaluate some part of the rally, to include: organizer, secretary, riding judges, stewards, technical delegates, horse management staff, veterinarians and course designers. Section V, Chapter 15
<b>Rally Staff</b>	Includes and refers to: gate attendants, ring clerks, farriers, timekeepers, announcers, ringmasters, scribes and other persons engaged directly by the rally, as well as all horse management staff.
<b>Short Team</b>	A team that competes with less than the maximum number of team members allowed per discipline rules. Section IV, Article 115
<b>SM</b>	Stable manager
<b>TD</b>	Technical delegate Section V, Article 125
<b>Team Captain</b>	Team member responsible for inquiries, protests and leadership within the team.

## SECTION II—General Regulations

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**UOR** Uniform Rules of Officiation. Common set of officiation rules that apply to all competitions regardless of discipline.

As a convenience to competitors, the UORs are located in USPC Horse Management Handbook, Section I

Address questions concerning the UORs to the USPC Vice President Activities (VPA).

### Article 26—Levels of Horse Management Judges

There are different levels of horse management judges (HMJs) based on the individual's level of knowledge, competence and experience.

#### Levels of HMJs at USPC Rallies

Level	Acronym	Roles & Responsibilities
Chief	CHMJ	Head HM judge at a standard USPC rally and must be on the current CHMJ list
Mentor Chief	MCHMJ	CHMJ who has attained the experience to oversee & evaluate the performance of a provisional CHMJ at a rally.
Provisional Chief	PCHMJ	Apprentice CHMJ At a standard rally, the PCHMJ must be supervised by an approved mentor CHMJ.
Assistant HMJ	AHMJ	Any member of the HM staff other than a CHMJ who assists the CHMJ or the PCHMJ in judging horse management. A CHMJ may serve in an AHMJ role at Championships or a standard rally.

**Note:** Scribes are not considered HMJs.

**Note:** An individual who is not an Approved CHMJ may serve as the acting CHMJ for a modified rally only.

### Article 27—CHMJ Selection & Qualifying Eligibility

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

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

### Article 28—Addressing Infractions—Location of Infractions

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

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

## Chapter 2: Competitor Guidelines Specific to Horse Management Requirements

### Article 29—Competitor Eligibility

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

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

### Article 30—Compliance with the Rules

Competitors must follow rally rules and all recognized Horse Management procedures and safety requirements from official opening to official close of the rally.

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

### Article 31—Assistance Upon Arrival

Assistance is limited upon arrival on competition grounds.

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

## SECTION II—General Regulations

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### Examples of Assistance

#### Authorized

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

#### Unauthorized

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

### Article 32—Assistance During Competition Hours

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

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

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

There are a few additional circumstances when assistance is authorized:

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

### Article 33—Neutral Zone

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

- The neutral zone location will be communicated at the opening briefing.

- It is encouraged for competitors, parents, chaperones and coaches to coordinate specific meeting times prior to the start of the competition day, if possible.
- Competitors are encouraged to speak to parents, chaperones and coaches in the neutral zone or while as a spectator. Unauthorized assistance is still not permitted anywhere on the competition grounds.

### Article 34—Communication/Electronic Devices

Definition of appropriate use of communication devices during competition:

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

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

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

### Article 35—Competitor ID During Rally

Competitors must wear their pinny or other form of ID designated by the organizer as well as their medical armband (containing their current USPC or USEA medical card) or medical bracelet.

- **To protect the member's privacy**, it is recommended that the medical card be folded so the personal information is not easily seen



## SECTION II—General Regulations

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### Article 36—Arrival on Grounds

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

### Article 37—Care for the Mount upon Arrival

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

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

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

Competitors may set up their mounts' stalls prior to official opening.

### Article 38—Check In at rally

Competitors must check in with the rally secretary.

### Article 39—Attendance at Briefings

Competitors are responsible for knowing all information from all official briefings whether present or absent.

- At least one representative from each team must be present at every official briefing.

During briefings, information is exchanged and competitors are able to ask any questions. This enables them to have a clear understanding of what they should do and what the horse management staff expects.

- Although not required, all team members are encouraged to attend all briefings.
- Parents, chaperones and coaches are encouraged to attend the official briefing, so they understand what is expected of competitors.

### Article 40—Access to the Barns During Rallies

Overnight rallies will have stated times for official barn opening and closing for each day.

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

### Article 41—Leaving the Barn Area During the Competition Day

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

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

## Chapter 3: Safety Attire (*Helmets and body protector vests*)

### Article 42—Helmet Requirements at USPC Activities

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

- Mounted
- Longeing
- At horse inspection, and
- At turnout inspection and safety check. Helmet fit is critical to its effectiveness.
- Always consult the helmet manufacturers' instructions for correct fit.
- Refer to Section VI, Chapter 19 and the USPC Safety Handbook for further instructions on proper helmet fit and to see how the helmet fit will be evaluated at a USPC activity.

### Article 43—Helmet Check

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

#### Helmets at USPC Activities

#### Acceptable

***Helmet must meet all requirements below:***

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

#### Unacceptable

***Helmet has any of the following deficiencies:***

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

## SECTION II—General Regulations

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### Article 44—When a Helmet is Not Acceptable

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

A member may be turned away from the helmet safety check if their helmet:

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

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

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

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

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

- Any discussion must include the chaperone/parent/guardian responsible for the member.
- The TD, organizer, DC/CA and/or RS must be notified of the situation.
- The member, whether a competitor, certification candidate or lesson/clinic participant, is not allowed to ride without a properly fitted helmet.
  - USPC rally: The CHMJ makes a decision and informs the TD and/or ground jury of their decision. The TD and/or ground jury makes the final decision.
  - USPC Certification or a Mounted Lesson: The senior examiner (PIP) or lead instructor makes the final decision.

### Article 45—Helmet Comes Off While Mounted

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

- The helmet must be replaced and/or re-secured before the rider continues. Failure to comply is cause for elimination.
- The rider must dismount to replace and/or re-secure the helmet.
- Any individual may hand a helmet to a rider. Note: This is not unauthorized assistance

### Article 46—Body Protector Vests

Please refer to the safety requirements for body protectors, [USPC Safety Vest Policy \(Article 15.2\)](#).

- Wearing a properly fitted (per manufacturer's guidelines) equestrian body protector is required when jumping cross-country/solid obstacles during any activity sponsored by the USPC, its regions, registered clubs or riding center programs.

## Chapter 4: General Requirements for Attire at all Times at USPC Activities

### Article 47—USPC Expectations

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

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

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

### Identification

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

### Medical Armband/Bracelet

Members must wear a medical armband or a medical bracelet while on competition grounds.

### Policy detail:

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

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

**Tip:** Safety pins may be used to secure an armband to a sleeve to keep the armband from slipping down. Armbands are available for purchase from [shopponyclub.org](http://shopponyclub.org).

Medical bracelets must visibly list these five items on them:

1. name and date of birth;
2. emergency contact information;

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3. known allergies
4. current medications; and
5. existing medical conditions.

More information is acceptable, but these five items are required to be on the bracelet.

- Tetrathlon competitors will not be required to wear their medical armbands or bracelets while shooting or swimming, but must have them visible and next to them for these activities and must wear them at all other times.

### Overall Appearance

*Member attire must be:*

- Safe
- Appropriate, and
- Neat and in good repair (no rips or tears)

### Sleeved Shirt

*Shirts must:*

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

### USPC Pin

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

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

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

<b>Certification</b>	<b>Felt Color</b>
D-1 through D-3 .....	Yellow
C-1 and C-2 .....	Green
C+ .....	Pink
C-3 .....	White
HB .....	Brown
H-HM/H .....	Purple
B .....	Red
H-A .....	Orange
A .....	Royal Blue

### Jewelry

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

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

### Article 48—Unmounted Attire

Long pants, mid-length or longer shorts or modest length skirts made of khaki, chino or denim materials of any color, with no rips or tears, a shirt with sleeves, and appropriate footwear, are examples of appropriate attire for unmounted work in the barn.

Unmounted members must follow all general attire requirements as listed in Section II, Chapter 4.

### Requirements for Unmounted Footwear at all USPC Activities

*Footwear must meet all the following criteria:*

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

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

### Article 49—Ceremony Attire

Competitor attire for unmounted USPC ceremonies, if not specified by the activity organizer, must be safe, appropriate, neat, clean and discipline specific, following general attire requirements and include:

- Proper unmounted or mounted footwear, and
- Neat discipline appropriate skirts, long pants or mid-length or longer shorts with no rips or tears with a collared shirt (e.g. polo style shirt, turtleneck, dress shirt, or ratcatcher) with long or short sleeves, shirt tucked in, or other neat, workmanlike attire. If pants or skirts have loops, belts are required.
- Khakis, chinos, or blue jean denim materials are allowed according to the discipline.

Attire for mounted ceremonies includes proper mounted attire.

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### Article 50—Attire for Horse Inspections

Competitor attire for horse inspections must be safe, appropriate, neat and clean.

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

- Proper unmounted or mounted footwear
- Neat discipline appropriate pants/skirt/mid-length shorts/riding pants and collared shirt, shirt tucked in, or other neat, workmanlike attire, (e.g., khakis and a Polo shirt). If pants or skirts have loops, belts are required and
- Approved helmet.

Gloves are recommended, but not required.

Blue jeans and blue jean shorts are not permitted for English disciplines, but are allowed for Western discipline as long as they are neat with no rips or tears.

### Article 51—Mounted Attire

Mounted competitors must adhere to the following dress requirements in addition to the general attire requirements listed in Section II, Chapter 4.

#### Mounted Footwear

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

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

#### Hair

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

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

#### Protective Vest

A properly fitted safety vest (per manufacturer's guidelines), aka equestrian body protector, is required when jumping cross-country/solid obstacles during any activity sponsored by the USPC, its regions, registered clubs or riding center programs. See USPC Safety Vests Policy (Article 15.2).

- Members should fit their vests according to manufacturers' guidelines.
- Protective vests may be worn for any discipline at the discretion of the member.

### Article 52—Exercising & Schooling (Basic Riding) Attire

#### For D-1 level:

- Rider in safe, neat and clean attire.
- Properly fitted equestrian helmet, securely fastened and meeting USPC Helmet Policy (Article 15.1).
- Long hair reaching below the shoulder must be neatly secured away from the eyes. Although not required, hairnets, show bows or braids are permitted.
- Collared shirt with long or short sleeves, and shirt tucked in.
- Long pants, short or tall riding boots or shoes covering the ankle and have a boot heel.
- Pony Club pin, USPC or USEA medical armband or bracelet. Medical armband cannot be worn on the leg.

**Tip:** use safety pins to make the medical armband fit on the arm for younger, smaller members

- Half-chaps, gloves, and belt optional.
- No inappropriate jewelry.

A properly fitted safety vest (per manufacturer's guidelines), aka equestrian body protector, is required when jumping cross-country/solid obstacles during any activity sponsored by the USPC, its regions, registered clubs or riding center programs. See USPC Safety Vests Policy (Article 15.2).

For D-2 through C-2 for DR, HSE and Eventing, the following would be required for clinics and Pony Club activities unless competing in a standard rally seeking to attain Championships eligibility, then competition attire is required.

- Rider in safe, neat and clean attire:
- Long hair reaching below the shoulder must be neatly secured away from the eyes. Although not required, hairnets, Show bows or braids are permitted.
- Collared shirt with sleeves (e.g. polo style shirt, turtleneck, dress shirt or ratcatcher) shirt tucked in.
- Breeches, jodhpurs (with garters and/or pant clips) or riding pants, belt (if belt loops).
- Tall boots or paddock boots with or without half chaps.
- Pony Club pin, USPC or USEA medical armband or bracelet. Medical armband cannot be worn on the leg.
- Properly fitted equestrian helmet, securely fastened and meeting USPC Helmet Policy (Article 15.1).
- A properly fitted safety vest (per manufacturer's guidelines), aka equestrian body protector, is required when jumping cross-country/solid obstacles during any activity sponsored by the USPC, its regions, registered clubs or riding center programs. See USPC Safety Vests Policy (Article 15.2).
- Gloves optional.
- No inappropriate jewelry.

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### Article 53—Longeing attire

Proper longeing attire includes proper exercising & schooling attire plus:

- Gloves, and
- Timepiece.

### Article 54—Attire for Turnout Inspection (Competition Attire)

All competitors must wear the correct attire for turnout inspection which is in accordance with the requirements of the specific disciplines. See the current rulebook and newsletter for the discipline for specific information.

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

### Article 55—Mandatory Removal of Jackets: Dressage, Show Jumping and Eventing Competitions

The requirement for wearing jackets and neckwear may be waived. If the competitor is wearing a medical armband, it must be placed back on the arm after the jacket is removed.

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

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

### Correct Dress after Jackets are Waived

#### If the rider...

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

#### Then the rider may...

Leave neckwear and helmet cover on during warm up, and

Remove them only AFTER the ride is complete

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

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

## Chapter 5: Saddlery and Bitting

### Article 56—Overview—Saddlery & Bitting

All tack, equipment and bits must:

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

For all bridles: There must be at least one hole above each buckle to allow for adjustments or in case the bridle breaks.

Any questions regarding the appropriateness of saddlery or a bit are referred to the technical delegate (TD) for approval/clarification.

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

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

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

- Safety
- Cleanliness, and
- Suppleness

### Article 57—Halters

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

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

### Article 58—Halter Fit

*Properly fitted halter:*

- The noseband lies halfway between the projecting cheekbone and corner of the mouth.
- No more than the width of three (3) adult fingers fits between the nose bone and the noseband.

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- The noseband of rope halters is often generously sized. Make sure it is correct.
- No more than an adult sized fist fits between the throatlatch and the mount's cheek.

### Article 59—Safety Halters

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

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

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

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

### Article 60—Halter Identification

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

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

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

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

When alternative stabling options are in use (e.g., portable electric corrals or highlines), the rider's name and a cell phone number would be more efficient methods to reunite the horse to the rider.

### Article 61—Tack Adjustment

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

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

### Unacceptable Tack

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

- If an HMJ or designated representative determines a member's tack fit may cause it to be ineffective, then, with the member's permission, they will assist the Unrated to C-1 rated member with tack adjustment. C-2 and higher certified members are considered to be sufficiently skilled to adjust their own tack.
  - If assistance with equipment or tack is needed, the CHMJ may include parents, coaches, mount's owner/agent and/or chaperones in the discussions.
  - If on-site adjustment does not correct the issue, then the member will be turned away from the check and every effort will be made to contact the parent/chaperone to provide the opportunity to resolve the situation prior to the riding phase.

Members may also be turned away from safety checks if their tack shows evidence of damage or excessive wear that cannot be resolved on-site or if members are unwilling to provide permission for on-site adjustment. Members will not be allowed to proceed to mounted phase.

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

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### Article 62—Tack Exceptions

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

Exceptions to USEF Tack Requirements at USPC Activities

#### Girth

Girths on saddles must:

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

#### Over-Girth

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

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

#### Buckle/Billet Guards

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

- Billet guards must cover the buckles on the girth.

#### Stirrup Bars

Stirrup bars must be down (open) when riding. Therefore, stirrup bars must be down at turnout inspection/safety check.

#### Stirrup Irons

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

#### Stirrup Pads

Fillis stirrup irons must always have stirrup pads.

#### Synthetic Tack

Synthetic tack is acceptable.

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

#### Pads

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

#### Martingales

When using martingales, the following procedures must be followed:

- If walking a distance, including leading the mount to the turnout inspection/safety check station, the running martingale must be knotted at the chest with the reins out of the rings.

- The running martingale must be adjusted prior to the turnout inspection and/or safety check, so the mount is presented ready to ride. The correctly fitted martingale must be in place and properly adjusted with a stopper at the chest and rein stops on each rein (on bit side of the martingale rings).

#### Protective Boots & Wraps

Protective boots/wraps, if worn for any phase, must be on and properly fitted for the turnout inspection/safety check for that phase.

#### Studs

When using studs, the following procedures must be followed:

- Studs may be inserted and/or removed by:
  - Competitor/member
  - The owner/agent of the mount or person designated by the owner/agent. The CHMJ must be notified that this individual will be entering the barn area.
- Individuals may not insert or remove studs while sitting down.
- Studs may not be inserted more than one hour prior to the ride.
- Competitors must remove their competition studs before turnback or as soon as possible after their last ride when no turnback is necessary. Upon removal of the competition studs, competitors will take care of the stud holes in the manner in which they normally do. This is to include either leaving the holes open, plugging the holes, or replacing the studs ridden in with "blanks" or small studs that they might use on a regular basis for this purpose.

#### Bits & Biting

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

- Biting for each discipline will conform to the rules established by the specific USPC discipline committees as specified in the current discipline rulebooks.

## Chapter 6: Work in the Barn Area—Safety

### Article 63—Safe & Practical

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

All work must be aimed towards:

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

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### Article 64—Glass Containers

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

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

### Chapter 7: Unmounted Work with Mounts

#### Article 65—Handling, Leading, & Tying Mounts

Mounts must be handled and led safely at all times.

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

#### Article 66—Lead Ropes.

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

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

**Tip:** Cotton lead ropes are easier than nylon to cut with a knife in the event a horse becomes tangled.

#### Article 67—Tying Mounts

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

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

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

Some types of leads may not be used for tying:

#### Tying with this type lead...

Flat nylon lead—with or without chain shank

Chain shank—even if the chain is not used

Shock (bungee) cord

#### Is not allowed because...

Nylon has a tendency to slip.

- If the mount pulls back, the lead may slip and the know may get too tight to untie.

Mount could get caught in the chain

Too much give and the recoil can cause significant damage.

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

Object	If mount pulls back...	Examples
Secure	A secure object will NOT break loose	Post Permanent stall wall Trailer hitched to a braked towing vehicle
Not Secure	An object that is NOT secure COULD break loose.	Fence rail Sliding stall door Trailer NOT hitched to a braked towing vehicle Portable stall

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

#### Article 68—Bandaging

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

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

Bandages may only be applied by the following individuals:

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



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### Article 69—Braiding

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

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

Any object used to stand on while braiding must be:

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

#### Examples of Items Used to Stand on when Braiding

##### Acceptable

Mounting block  
Milk crate  
Straw/hay bale

##### Unacceptable

Pail or bucket  
Step ladder  
Chair

### Article 70—Washing

Mounts should be bathed at home and be clean upon arrival. Washing should be kept to a minimum, with awareness of water conservation. Using buckets for washing/cooling out minimizes the use of water, hoses and wash racks and is strongly encouraged.

All washing or cold hosing of mounts must be:

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

### Article 71—Exercising & Schooling

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

Exercising and schooling mounts must be coordinated with the organizer.

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

### Article 72—Longeing

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

#### Individuals Authorized to Longe

Individuals who may longe at USPC rallies:

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

## **SECTION III—Competition—*all of these relate to one of the HM competition forms***

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### **Chapter 8: Stall Set Up**

#### **Article 73—Initial Stall Set Up**

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

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

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

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

#### **Article 74—Securing Mounts with Portable Panels, Electric Tape or Picket Lines**

USPC recognizes that in some regions, or at some facilities, there are not always stalls available for horse use. As a result, the competitors may elect to use portable pens (aka “hot pens”), or panel corrals, or tie mounts to an overhead picket line for overnight confinement.

Communicate with the rally organizer before arrival for information about which alternative methods will be allowed, and whether or not there are size restrictions for the space used.

Refer to the amplification section for links to articles concerning these alternative methods.

#### **Article 75—Stall Guards**

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

If used, stall guards must be:

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

Additionally, if the stall has a door:

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

#### **Article 76—Stall Card**

A stall card with all required information must be posted on the stall or near the tie area whenever a mount is on competition grounds.

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

- Have all the required information, and Section VI, Article 162
- Be neat and organized, so it can be easily read.

#### **Article 77—Buckets & Feed Tubs**

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

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

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

#### **Article 78—Fastening Materials**

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

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

## SECTION III—Competition—all of these relate to one of the HM competition forms

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

Type	Uses	Examples
<b>Breakaway</b>	Use with chains or bailing twine to secure items at the correct height	Rope/hemp bailing twine Double ended snaps Carabineers ( <i>acceptable if sturdy enough to support the weight of the hanging item, but not so strong that will not break</i> ).
<b>Non-Breakaway</b>	Securing stall guards Securing fans Setting up tack rooms	Nylon bailing rope ( <i>often orange or yellow</i> ) Cable ( <i>zip</i> ) ties Screw eyes ( <i>often prohibited; check with the organizer to make sure screw eyes are permitted</i> ).
<b>Elastic</b>	Secure stall cleaning equipment, fans, etc. May NOT be used to secure buckets or tie mounts.	Shock (bungee) cords

### Article 79—Bedding Stalls

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

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

### Article 80—Fans

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

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

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

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

### Article 81—Hay Nets & Hay Bags

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

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

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

### Article 82—Working in the Stall

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

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

Empty—(No mount or person)

Kept shut and latched.

Mount only  
(No person)

Kept shut and latched.

A person AND a mount are in the stall

Kept shut, but unlatched, and a lead rope must be attached to the halter.

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

### Article 83—Cleaning Stalls

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

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

## SECTION III—Competition—all of these relate to one of the HM competition forms

### Chapter 9: Tack Rooms

#### Article 84—Tack Room Set Up

Tack rooms are to be:

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

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

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

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

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

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

- In these situations, the tack room will still be judged at the same standards and/or expectations at the start of the rally and competitors will be expected to have all supplies for first check—set up & safety and all items on the required equipment list. Section VI, Chapter 24, F and G

#### Article 85—Decorations & Accessories

Excessive and/or unnecessary decorations are not appropriate.

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

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

#### Decorations & Accessories in the Tack Room

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

## SECTION III—Competition—*all of these relate to one of the HM competition forms*

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### Article 86—Tack Room Equipment

Tack room equipment, which must be clearly labeled, includes all items on the Required Equipment List.

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

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

### Article 87—Labeling Equipment

- All equipment must be clearly labeled in such a way that it is easy to identify the owner, so the item(s) can easily be returned.
- **Each individual kit item does not need to be labeled, but labeling assists in the return of borrowed or misplaced items.**

For example:

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

### Article 88—Required Equipment List (REL)

Checklist is found in Section VI, Chapter 24, G

Each team member is responsible for knowing:

- The location of each item on the required equipment list, and
- How to use each item on the required equipment list.

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

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

### Article 89—REL Check: Abbreviated Evaluation Option

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

An abbreviated REL check will include a check of the following kits:

- Equine first aid kit
- All Extra Equipment required for the discipline, and
- Random selection of 3 other sections on the REL. If an abbreviated REL check is performed:
- The same method (kits/items selected) must be used for all teams and by all HMJs.
- The method must be clearly announced to all HMJs and competitors.

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

## Chapter 10: Feeds & Feeding

### Article 90—Feed Room Set Up

1. All feed must be stored in the area designated by the CHMJ or organizer.
2. Feed storage areas must be visibly labeled at the entrance with the team or individual name.
3. Feed room door must be closed and latched at all times unless a member is inside feed room.
4. Feed room area should be kept safe, neat and workman-like.
5. Feed must not be accessible to horses or other animals since eating too much food at one time can cause illness.

### Article 91—Feed Chart

A feed chart with all required information for each mount must be posted in the area where the feed is stored.

Feed charts provide the information needed for any individual, not just a team member, to safely take over the feeding of any mount on that team. There is no specific way to design a feed chart, but the feed chart must:

- Have all the required information, Section VI, Article 165, and
- Be neat and organized, so it can be easily read.

### Article 92—Water

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

## SECTION III—Competition—all of these relate to one of the HM competition forms

The minimum requirements at USPC rallies are:

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

If electrolytes are used in the water:

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

### Article 93—Top Off Buckets

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

- Labeled with team/competitor name/number.
- Filled and left outside each stall at night for use by the Night Watch.

Note: Because each gallon of water weighs approximately 8 pounds, and a full 5-gallon bucket could weigh 40 pounds, it is acceptable for a younger, smaller competitor to leave two smaller top off buckets

- Top off buckets must be removed from the aisle during the day.
- Clearly labeled as a “top off” bucket to differentiate them from the wash buckets.

### Article 94—Hay/Roughage, Concentrates/Grain & Supplements

1. Hay/roughage, concentrates/grain, supplements and salt may be pre-packaged or in bulk.
2. Pre-packaged feed must be stored in breathable packaging/containers/ manner to prevent molding & spoiling.

### Hay/Roughage/Pre-packaged Concentrates/Grain

<b>Measuring</b>	Measured by weight. (This weight may then be converted to volume. <b>For example, 1 flake=5 lbs.</b> ) Ingredients may be weighed at home and prepackaged into individual meals.												
<b>Packaging</b>	Packaged in a non-airtight, breathable container. <table><tr><td><b>Acceptable</b></td><td><b>Unacceptable</b></td></tr><tr><td>Feed bags</td><td>Airtight containers</td></tr><tr><td>Brown paper bags</td><td>Plastic bags</td></tr><tr><td>Plastic containers with air holes</td><td></td></tr><tr><td>Cloth</td><td></td></tr><tr><td>Burlap bags</td><td></td></tr></table> <b>Bulk in bales must be re-tied/closed after each feeding</b>	<b>Acceptable</b>	<b>Unacceptable</b>	Feed bags	Airtight containers	Brown paper bags	Plastic bags	Plastic containers with air holes		Cloth		Burlap bags	
<b>Acceptable</b>	<b>Unacceptable</b>												
Feed bags	Airtight containers												
Brown paper bags	Plastic bags												
Plastic containers with air holes													
Cloth													
Burlap bags													
<b>Labeling</b>	Must be clearly labeled to show mount’s name, and which meal (e.g. AM, PM, Mid-day) that package is for.												
<b>Storing &amp; Securing</b>	Feed must be stored in a secondary, sturdy, container with tight, secure-fitting lid/safety latch. <b>Hay may be stored on top of cloth or plastic tarps to keep hay clean and dry. Hay pellet bags must be secured closed (i.e., with tape, clip, tied with twine).</b>												

### Supplements

USPC follows USEF rules regarding permitted supplements.

<b>Measuring</b>	Measured out for each feeding at mealtime. The team/member must have a scale to weigh the concentrates or a volume measure with a pre-measured weight per volume. (For example, “1 quart = 1 lb”, “one can = 14 oz”, “2 scoops = 1 kilo”, etc.) Each feed will have a different weight per volume, so each bulk feed must have its own volume measure. *This weight to volume conversion must be listed on the feed chart.						
<b>Packaging</b>	Packaged in a non-airtight container. <table><tr><td><b>Acceptable</b></td><td><b>Unacceptable</b></td></tr><tr><td>Same as for prepackaged, or</td><td>Airtight containers</td></tr><tr><td>Trash can</td><td>Plastic bags</td></tr></table>	<b>Acceptable</b>	<b>Unacceptable</b>	Same as for prepackaged, or	Airtight containers	Trash can	Plastic bags
<b>Acceptable</b>	<b>Unacceptable</b>						
Same as for prepackaged, or	Airtight containers						
Trash can	Plastic bags						
<b>Labeling</b>	Must be clearly labeled with mount(s) name(s) and contents listed on container/packaging.						
<b>Storing &amp; Securing</b>	Feed must be stored in a secondary, sturdy, container with tight, secure-fitting lid/safety latch.						

## SECTION III—Competition—all of these relate to one of the HM competition forms

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### Article 95—Feeding at Overnight Rallies

**General** At overnight rallies, block or loose sale must be available.

**Supplements** USPC follows USEF rules regarding permitted supplements.

Some supplements, even natural and herbal compounds, contain ingredients that are restricted by the USEF. Consult USEF rules before using a supplement at any rally. These rules can be found on [www.usef.org](http://www.usef.org).

If using a supplement, the member must understand its purpose and what benefit it provides the mount.

**Measuring** Supplements do not have to be weighed, they may be listed by volume.

**Salt** Salt must be available at overnight rallies even if other electrolytes are fed.

Most horses in moderate work need at least 1-2 oz of salt per day, more in hot, humid conditions.

Block salt must be left in the stall.

Loose salt may be fed alone or in feed.

**Storing & Securing** Bulk (loose) salt and supplements must be labeled and may be stored in any secondary sturdy container with a tight, secure-fitting lid.

### Chapter 11: Veterinary Care while at USPC Activities

#### Article 96—Need to Consult with Vet During USPC Activity

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

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

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

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

### Article 97—Equine Drugs and Medications at Rally

USPC follows USEF rules regarding equine drugs and medications. Refer to [www.usef.org](http://www.usef.org) > 'Rules and Governance: Drugs and Meds' and USPC veterinary care and equine medications policy.

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

### Article 98—Exceptions

USPC recognizes that mounts may be on medication for various reasons. Any mount requiring a drug or medication must have a prescription form or veterinarian letter from the prescribing veterinarian.

#### Section V, Article 144—Example of Veterinarian Letter

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

#### The Prescription Form or Veterinary Letter:

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

The prescription form or veterinary letter must be given to the CHMJ upon arrival on competition grounds. Failure to do so may result in elimination or disqualification.

- The veterinarian letter or prescription will be:
  - Reviewed by the rally veterinarian, and
  - Kept on file in the horse management office.

### Article 99—Drug Testing

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

### Article 100—Storing Equine Drugs & Medications

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

## SECTION III—Competition—all of these relate to one of the HM competition forms

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

**Note:** Medications may not be premixed in feed.

### Allowed

Kept or stored by a parent/guardian

Kept or stored in a secured team feed area

### Not allowed

Kept or stored by the HM Staff

Pre-mixed in feed

### Article 101—Administering Equine Drugs & Medications

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

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

## Chapter 12: Inspections

### Article 102—Horse Inspection Procedures

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

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

If, for any reason, a competitor must have another competitor (e.g., the team stable manager) jog the mount, the CHMJ must be notified prior to the start of the horse inspection and informed of the reason.

### Article 103—Presentation of Mount

Mounts will be presented standing and in motion.

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

### Article 104—Presentation Procedure

The following procedures will be used when presenting a mount for horse inspection.

### Presenting a Mount for the Horse Inspection

#### Procedure

Mounts must wear only a bridle.

- Boots, bandages or any other equipment is not permitted

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Keep mount moving until the inspection begins.

Hold the reins with the:

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

The presenter must either:

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

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A whip, appropriate in length for in-hand work, to encourage the mount to trot forward, may be carried.

#### Purpose

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

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To ensure the mount is properly warmed up.

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To allow full freedom of the mount's head.

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



## SECTION III—Competition—*all of these relate to one of the HM competition forms*

### Article 105—Re-Inspection

At the discretion of the inspection panel, mounts may be re-inspected.

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

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

If a re-inspection inspection is required:

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

The inspection panel has the authority to re-inspect the mount at any time throughout the competition.

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

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

#### Mount Handling Procedures for a Re-Inspection

##### If the Re-Inspection is held...

Immediately after the first inspection of the last mount

##### Procedures

The mount should be:

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

At a specific time determined by the panel

The competitor may need to walk the mount prior to the horse inspection (jog out) to provide proper warm up, especially if the mount is unaccustomed to being stabled.

### Article 106—Multiple Day Rallies

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

### Article 107—Safety Check & Turnout Inspection

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

- Turnout Inspection will serve as the safety check for the first riding phase of the competition.
- Riders who do not go through a safety check prior to mounting may receive the maximum HM penalty points and will be referred to the ground jury for possible elimination.

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

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

Refer to Section VI, Chapter 23, A for items the HMJ may check during the safety check.

### Article 108—Safety Check & Turnout Requirements

Each member reports at the assigned time and location for the turnout inspection with the mount.

- Failure to report as scheduled will be noted on the turnout inspection score sheet.
- Present in the exact attire and with all equipment as if ready to ride in that phase.
  - The member must be able to explain the function of any tack and equipment used.
- Requirements at turnout inspection for rider, mount and equipment are based on the rider's horse management certification level.
  - Evaluations are based on the HM turnout inspection sheets Section VI, Chapter 24, J
  - Members must meet requirements of the certification levels below them as well as their current certification level.

For the disciplines of Games and Polocrosse, where all the members are on the field of play at the same time:

- Teams will present themselves for turnout inspection as a group prior to the start of their first game. Team members are expected to report to turnout together.
- Late penalty points will be assessed against any rider, not the entire team, arriving late for his/her appointed time.
- The turnout inspection will be conducted as per the level of certification of each competitor.

## **SECTION III—Competition—*all of these relate to one of the HM competition forms***

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For the disciplines of Tetrathlon, Show Jumping or Dressage where there may be two or more riders sharing one horse:

- All riders using the same mount will present at the first scheduled turnout inspection time for the mount. If tack is removed or changed between riders, the mount must be returned to horse management for a safety check.
- Faults against a horse are received by all sharing that mount up to their certification level.

### **Presentation at Safety Check.**

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

### **Corrections**

- Any member sent back to the barn to fix or replace unsafe or ill-fitting tack must report back to the same turnout/safety HMJ after the problem has been corrected and before reporting to the warm up/competition area.
- Standard tack adjustments, such as tightening a girth or changing the length of stirrup leathers, may be done in the warm up area without an additional safety check.
  - If these simple tack adjustments cannot be made safely while mounted, the member may dismount to complete the adjustments without the need for an additional safety check.
- Riders may NOT readjust their helmet after safety check without having the fit rechecked.

### **Article 109—C-3 and Higher Scheduling Option**

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

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

### **Article 110—Turnback & Procedures for Turnback**

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

Turnback presentation does not need to reflect the level of care judged during a turnout inspection.

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

There will be no official turnback:

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

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

At turnback, the HMJ may check the mount, rider and equipment to see if they have been properly cared for after the ride. Turnbacks are judged to the certification standard of the competitor. Refer to Section VI, Chapter 23, B for items the HMJ may check during turnback.

## SECTION IV—Scoring

### Chapter 13: Horse Management Scoring

#### Article 111—HM Scoring System

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

The standard horse management score sheets will be used in all competitions. Section VI, Chapter 24

Competitors should be familiar with all:

- Horse management score sheets, and
- Information in the specific discipline rulebook regarding horse management scoring.

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

#### Article 112—Reviewing HM Scores

Horse management judges (HMJs) will make every effort to discuss and review the score sheets from the required equipment check, turnout inspection, safety check and turnback with the competitor before they are delivered to the CHMJ.

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

#### Article 113—Team HM Scores

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

- Any score on the required equipment or daily sheet that can be attributed to an individual competitor will be assigned to that competitor. Any penalties that cannot be attributed to an individual will be assigned to the stable manager or the team, depending on the discipline.
- HM scores that can be attributed to the team as a whole and not to any one particular individual are added to the stable manager's score. They are not added to individual rider scores, as this may affect their overall placing with regards to Championships

#### Article 114—Full Teams

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

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

#### Article 115—Short Teams

A "short team" is a team that competes with less than the maximum number of team members allowed per discipline rules. A team may compete even if it has one rider less than allowed by the discipline. Additionally, with permission from the regional supervisor and organizer, a team (either full or short one rider) may be allowed to compete without a stable manager.

- A ghost score is the average of the team members' scores for the turnout inspection phase.
- This ghost score is recorded as the absent competitor's score for the short team.

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

## SECTION IV—Scoring

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### Article 116—Ties in HM

In the event of a tie in horse management, every effort will be made to break the tie using the following procedures.

#### Breaking Horse Management Ties

Score	Steps to Follow to Break Tie(s)
<b>Tied at zero</b>	<ol style="list-style-type: none"><li>1. Go to the turnout inspection sheets. The team with the most “exceeds standards” wins the tie.</li><li>2. If the tie still stands, the teams will be brought together for a “team challenge”. Each team will be asked questions according to the directions found on the “team challenge”. Section VI, Chapter 24, P The team answering the most questions correctly in the allotted time wins the tie.</li></ol>
<b>Tied at a score greater than zero</b>	<ol style="list-style-type: none"><li>1. Go to the turnout inspection sheets. The team with the fewest total points on their turnout sheets wins the tie.</li><li>2. If the tie still stands, go to the daily sheets. The team with the fewest total points on their daily sheets wins the tie.</li><li>3. If the tie still stands, go to the turnout inspection sheet. The team with the most “exceeds standards” wins the tie.</li><li>4. If the tie still stands, the teams will be brought together for a “team challenge”. Each team will be asked questions according to the directions found on the “team challenge.” The team answering the most questions correctly in the allotted time wins the tie.</li></ol>

## Chapter 14: Inquiries, Protests & Appeals of HM Scoring

### Article 117—Posting Scores

All horse management score sheets will be posted in a prompt manner in the location stated at the competitor Briefing and remain posted for a required thirty minute period.

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

### Article 118—Horse Management Scoring Inquiries

- Only competitors have the right to dispute scores and only competitors can participate in the process. Any non-competitor involvement in the process is considered unauthorized assistance.
- Competitors may only inquiry about their team/individual scores.
- Inquiries are encouraged if there are any scores with which the team does not agree or understand, or if they feel a mistake has occurred. Any disputes regarding scores are to be made following the procedures as stated in the governing documents.
- All inquiries, protests and appeals must be made in a polite and courteous manner. Abuse of these procedures or rude behavior may be penalized up to and including elimination and/or disqualification.
- The process will include verbal inquiry, written inquiry, written protest and written appeal.

### Article 119—HM Verbal Inquiries

Verbal Inquiries may be initiated if the team captain/individual competitor does not agree or understand, or if they feel, a mistake has been made. Horse management verbal inquiries are made to the CHMJ following the posting of scores.

Inquiries must be:

Initiated within 30 minutes from the time the score sheet(s) are posted by the CHMJ, and made in person by:

- The team captain, if competitor is on a team. The competitor involved may go with the team captain.
- The competitor involved (if competing as an individual).

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

At the end of the required 30-minute inquiry period, the CHMJ must:

- Make any necessary adjustments/changes to scores based on the outcome of any inquiries that may have been made and are settled. (Only the CHMJ may adjust points as a result of inquiries.)
- Transcribe any changes in scores to the HM master score sheet and turn in master score sheet to the rally scorer.
- No further inquiries will be permitted, except for transcription errors. Transcription errors are a discrepancy between actual scores shown on horse management sheets and scores posted by the scorer.

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### Article 120—HM Written Inquiry

Written Inquiries may be initiated if the team captain/individual competitor disagrees with the CHMJ's decision on a verbal inquiry. Written Inquiries are made to the technical delegate/steward via the rally office.

Written Inquiries must be:

- Made in writing, using the official horse management Written Inquiry Form (signed by the team captain/individual competitor), containing the references to the rules covering the reason for the inquiry Section VI, Chapter 24, D
- Delivered within 30 minutes of the CHMJ decision on the verbal inquiry to the rally office.

### Article 121—HM Written Protest

If a team does not agree with the technical delegate/ steward's decision on a written inquiry, they may advance a written protest (utilizing the existing Written Inquiry Form) to the discipline ground jury.

The decision must be made while the team is sequestered and within 10 minutes after the TD/steward's announcement of the decision to the team.

Written Protests must be:

Initiated by:

- The team captain, if competitor is on a team. The competitor involved may go with the team captain.
- The competitor involved (if competing as an individual).
- Made within 10 minutes of the TD/steward's announcement of the decision to the team.

### Frivolous Protest

- During a rally, each team is allowed one "free" inquiry to the technical delegate. after the first, the TD may present to the ground jury any inquiry presented in which the decision of the judge was upheld and which the TD deems frivolous and not in the spirit of good sportsmanship. Any inquiry deemed frivolous, may be assessed 5 points by the Ground Jury.

- If any score change results, the chief scorekeeper must be notified by the official making the decision and changes recorded scores.

The ground jury will meet, review the Written Inquiry/Protest form, make a decision, document the decision on the original Written Inquiry/Protest form, and report its decision.

*THE DECISION OF THE DISCIPLINE GROUND JURY IS FINAL AT REGIONAL RALLIES.*

### Article 122—Written Appeal to the Overall Ground Jury/Appeal Committee

*(AT CHAMPIONSHIPS ONLY)*

If a team does not agree with the discipline ground jury's decision on a written protest, they may advance an appeal (utilizing the existing Written Inquiry Form) to the overall ground jury/appeal committee.

The team's decision to appeal must be made while the team is sequestered and within 10 minutes after the announcement of the Discipline Ground Jury's decision to the team.

Appeals must be initiated by:

- The team captain, if competitor is on a team. The competitor involved may go with the team captain.
- The competitor involved (if competing as an individual).

*THE DECISION OF THE OVERALL GROUND JURY/APPEAL COMMITTEE IS FINAL AT CHAMPIONSHIPS.*

## SECTION V—Officiation

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### Chapter 15: Rally Officials

#### Article 123—Overview:

The use of appropriately licensed (US Equestrian, American Polocrosse Association, etc.) officials is preferable. However, realizing that not every area has Pony Club-oriented U.S. Equestrian Federation officials easily available, rally organizers are asked to utilize a suitably experienced person to fill the official positions. Organizers needing help are encouraged to reach out to the appropriate discipline committee (refer to [www.ponyclub.org](http://www.ponyclub.org) About/Contact US/Activities Council to find contact information for the USPC discipline committee members). These resource people, available by e-mail, fax or phone, can help with courses, officials or other questions.

#### Article 124—Rally Organizer

The rally organizer serves as the manager of the competition. They must be on the grounds during competition and available to rally officials in the event a problem arises concerning the facility or equipment. Rally organizers do not participate in the officiation, unless required due to extenuating circumstances. They must engage individuals necessary to fill all official capacities at the competition. Full details and job descriptions for rally organizers are available in the Rally Organizer's Guide.

The horse management organizer of the region can help identify staffing needs for horse management. For a complete listing of these officials refer to:

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

#### Article 125 – Technical Delegate/Steward

The technical delegate (TD) is the person to whom an inquiry is presented by the team captain in the event of a question regarding mathematical errors or scoring irregularities. If the initial inquiry to the TD fails to resolve the question at hand, the discipline ground jury then makes a final decision. The TD may not be a member of the discipline ground jury.

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

1. Inspect the facility, courses and arenas to satisfy him/herself that the technical details are in accordance with the rules for the competition.
2. Review and discuss safety, medical, weather and other emergency plans with the organizer. Should a TD/steward not be appointed, this is the responsibility of the ground jury.
3. Instruct the organizer to make any alteration to any technical detail associated with the conduct of the competition that he considers necessary.

4. Assist the ground jury to supervise the technical (and in Eventing the administrative) conduct of the competition. Until the TD/steward has indicated to the ground jury that he/she is satisfied with all the technical (and in Eventing the administrative) arrangements, the authority of the TD/steward shall be absolute (except in Games).
5. Satisfy him/herself that the accommodation for horses, feeding, training areas, etc., are suitable in all respects. The TD/steward must commence his/her duties early enough to deal with these matters.
6. Protect the interests of competitors, judges and competition organizers.
7. Be a visible presence during the competition, so as to be available to competitors to answer and investigate their inquiries.
8. Serve as the first level of protest for inquiries for competition or horse management disputes when competitors are not satisfied with the decision of the CHMJ on inquiry.
9. Investigate and report to the ground jury (judging committee in Games) for adjudication, incidents of poor sportsmanship, cruelty and disciplinary problems

#### Article 126—Discipline Ground Jury

The discipline ground jury is the group that adjudicates and administers the rally. The discipline ground jury makes proper inquiries into both sides of cases in all protests concerning decisions made by the TD and other officials during a rally.

The discipline ground jury shall be composed of the chief judge, the chief horse management judge, and one other Pony Club knowledgeable as appointed by the rally organizer.

The following persons are ineligible to serve on the Discipline Ground Jury:

1. Any competitor, manager, chaperone, coach or owner of a horse entered in the competition
2. Any close relative of a person named in item A. above
3. Any instructor or trainer of any competitor or horse entered in the competition
4. The organizer or any member of the organizing committee
5. No other horse management judge from that competition
6. The TD
7. Any member of the overall ground jury/appeal committee

Any variance from these qualifications must be approved by the Chairman of the appropriate discipline committee.

Duties of the discipline ground jury:

1. The discipline ground jury is ultimately responsible for the judging of the rally and for settling all problems that may arise during its jurisdiction. Together with the TD and organizing committee shall ensure that all arrangements for the rally, including that all competition areas are appropriate. If, after consultation with the TD, the discipline

## SECTION V—Officiation

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ground jury is not satisfied with the arrangements or areas, it has the authority to modify them.

2. The discipline ground jury will be responsible for determining objections against decisions by technical personnel, including judges and time-keepers, and may substitute their judgement for that of any judge or official, whether or not in favor of the competitor.
3. The discipline ground jury oversees all phases of a rally and determines whether competitors may continue in the next phase, after elimination or excused.
4. The members of the discipline ground jury are obliged to be on the grounds from the official rally opening until awards have been made.
5. Any member of the discipline ground jury has the duty and authority at any time during the rally to disqualify any competitor who is unfit to continue because of physical exhaustion or impairment, abusive or dangerous behavior. There is no appeal against such a decision.

### Article 127—President of the Ground Jury

For standard rallies, the president of the ground jury must be the chief judge. It is recommended the judges be selected from the current USEF list of judges.

### Article 128—Overall Ground Jury/Appeals Committee (for Multiple Championships)

At Championships (when multiple disciplines are competed at the same time and on the same facility), there will be an overall ground jury/appeals committee composed of three to five persons to include: the Vice President of Activities (VPA) (if not the organizer), the Championships horse management organizer, and one or more knowledgeable horse persons designated by the organizer, one of whom will be designated president.

The purpose and duties of the overall ground jury/appeals committee include:

- Determine dress requirements for turnouts and competition; and responsibility for waiving of dress requirements when the heat/humidity index so indicates
- Decide issues that affect all disciplines at the Championships, so as to promote uniformity among the competitions.
- Handle instances regarding the uniform application of disciplinary action for poor sportsmanship, cruelty or misbehavior by a competitor
- Make a proper inquiry into both sides of the cases in all appeals concerning decisions made by the discipline ground jury, or referred to the appeal committee by the discipline ground jury.

The decision of the overall ground jury/appeals committee is final.

The following may not serve on the overall ground jury/appeals committee at a Championships:

- Anyone serving as a technical delegate
- anyone serving on a discipline ground jury
- Anyone serving as a CHMJ for the competition
- Anyone serving as a judge for the competition

### Article 129—Assistant HM Judges

- Local and regional rallies: Obtain names through the regional Horse Management organizer (HMO).
- Championships: AHMJ's are selected by the chief, in consultation with the discipline organizer.
  1. All competitions shall include judging of horse management. Horse management shall be judged in accordance with current USPC horse management rules. At all events, horse management judges will judge safety standards throughout the day.
  2. The horse management judges shall be responsible for conducting stable, turnout and turnback inspections.
  3. Horse management judges shall be responsible for safety checks. The safety checks will be performed in assigned areas, as close to warm up and jumping areas as feasible.

### Article 130—Chief HM Judge (CHMJ)

One member of the rally horse management staff will be designated as the chief horse management judge. If the rally is a standard rally for Championships, the chief horse management judge must be selected from the chief horse management judge list on the USPC website.

- **The CHMJ will be a member of the ground jury.**
- For Championships, the CHMJ is selected by the discipline organizer and the Championships HM organizer, and approved by the overall organizer, based on criteria set forth in the current HMH.

### Article 131—Inspection Panel

The inspection panel will officiate over the horse inspection (jogging) procedure.

An inspection panel made up of the president of the discipline ground jury, the CHMJ, and a Veterinarian or other qualified horse person, will officiate over the horse inspections (jogging). The veterinarian's decision shall be final when a judge or the steward request an inspection or examination as to the serviceable soundness of a horse. In the absence of a veterinarian, the judges or the steward shall have the right to excuse a horse from further participation on the grounds of unsoundness.

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### Article 132—Veterinarians

1. The veterinarian should be a part of the inspection panel for all soundness jogs.
2. Regional competitions should have a qualified veterinarian present during the jogs, cross-country and jumping phases of the competition.
3. The veterinarian shall assist the organizer in all matters pertaining to the health and welfare of the horses at the competition.
4. The veterinarian, when required to be present at a competition, shall have the right to inspect and examine any horse at the competition. The judges or the steward may request an inspection or an examination of any horse.
5. The veterinarian's decision shall be final when a Judge or the steward request an inspection or examination as to the serviceable soundness of a horse. In the absence of a veterinarian, the judges or the steward shall have the right to excuse a horse from further participation on the grounds of unsoundness.

### Article 133—Chief Scorer

1. The chief scorekeeper is responsible for prompt and accurate scorekeeping. The judges and timekeepers provide factual data for the chief scorekeeper to use in the calculation of scores and place standings.
2. Accurate, up-to-the-minute scorekeeping is very important to keep the competitors, officials and spectators informed. Therefore, the judges and the chief scorekeeper shall work in close cooperation with the announcer.
3. The chief scorekeeper shall appoint such assistants as he/she may require for the work. All scoring shall be conducted with complete impartiality.

### Article 134—Required Medical Personnel

1. For mounted rallies—An EMT-Basic (paid or volunteer) is required onsite one hour prior to the first ride of the rally and stay until riding concludes for the day. The EMT or rally organizer must be aware of the closest ambulance and hospital locations.
  - a. The EMT must:
    - i. Have CPR certification and licensed to perform basic assessment and non-invasive treatment.
    - ii. Not have any other duties at the mounted rally.
    - iii. Have a reliable means of communicating with the local EMS service and knowledge of the nearest hospital.
    - iv. Have direct communication with all riding areas, especially those out of view.
    - v. Coordinate with the rally organizer on how to handle injured parties.

### 2. Additional Information:

- a. An EMT who is Intermediate or Paramedic level, both meets and exceeds the minimum requirement.
- b. Facility requirements may exceed the minimum USPC EMT requirement.
- c. Rallies run as recognized events may exceed the minimum USPC EMT requirement.
- d. An on-site ambulance is highly recommended, but not required.

### Article 135—Safety Coordinator (Eventing)

A safety coordinator, who shall be responsible for the establishment and coordination of medical services is recommended for all eventing rallies. As this shall include the transportation of injured competitors, the safety coordinator should not have any other duties during any cross-country or jumping tests. The safety coordinator must have accident report forms and should read the USEA Safety Manual. Eventing rallies run in conjunction with a USEF/USEA event, are REQUIRED to have a safety coordinator.

## Chapter 16: Heat Related Illness

### Article 136—Overview

At all USPC activities, rally officials must consider the:

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

### Article 137—Prevention

Take steps to prevent heat related illness.

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

### Article 138—Heat Index

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



## SECTION V—Officiation

### Heat Index (Apparent Temperature) Chart

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

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

### Article 139—Mandatory Removal of Coats (Dressage, Eventing and Show Jumping Competition)

The president of the ground jury, or the overall ground jury at multiple discipline competitions, has the authority to waive the requirement for jackets. Any official can and should bring a potentially dangerous heat situation to the attention of the president of the ground jury

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

- At the president’s or ground jury’s discretion: coats, neckwear or helmet covers on vented helmets may be removed before the temperature and humidity index reaches the danger zone.

- When the temperature and humidity are recorded in the danger zone, removal of coats during warm up is MANDATORY. Competitors must also remove neckwear and helmet covers on vented helmets if they do not wish to wear their jackets for their competitive ride.

Further Information: refer to Section II, Article 5.

## SECTION V—Officiation

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### Treatment for Heat-Related Illnesses

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#### **What should I do if I have heat cramps?**

**(Muscle pains or spasms)**

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

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

#### **What steps can be taken to cool the body during heat exhaustion?**

**(Heavy sweating, paleness, cramps, weakness, headache or nausea)**

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

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

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

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

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

\*Temperature taken rectally is the most accurate method.





# Heat Related Illness

## WHAT YOU SHOULD KNOW!

### HEAT EXHAUSTION

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

**Symptoms:**

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

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

### HEAT STROKE

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

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

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

\*Temperature taken rectally is the most accurate method.

### HEAT CRAMPS

If your body is dehydrated you might experience heat cramps.

**Symptoms:**

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

**Staying out of the heat and drinking water are key!**



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

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

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



## SECTION V—Officiation

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### Chapter 17—Equine Drugs and Medications

#### Article 140—Equine Drugs and Medications

USPC follows USEF rules regarding equine drugs and medications.

Refer to [www.usef.org](http://www.usef.org) > 'Rules and Governance: Drugs and Meds' and USPC veterinary care and equine medications policy.

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

#### Article 141—Exceptions

USPC recognizes that mounts may be on medication or different reasons. Any mount requiring a drug or medication must have a prescription form or veterinarian letter from the prescribing veterinarian.

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

The prescription form or veterinary letter: Section V, Article 144 – Example of Veterinarian Letter

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

The prescription form or veterinarian letter must be given to the CHMJ upon arrival on competition grounds. Failure to do so may result in elimination or disqualification.

- The veterinarian letter or prescription will be:
  - Reviewed by the rally veterinarian
  - Kept on file in the horse management office.

#### Article 142—Drug Testing

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

#### Article 143—Storing Equine Drugs and Medications

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

Allowed

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

Not Allowed

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

#### Article 144—Administering Equine Drugs & Medications

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

Some equine drugs may cause adverse effects to humans if the substance is absorbed through the skin while administering the drug (e.g. Regumate). Caution should be used.

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

# SECTION V—Officiation



## Veterinarian Letter

All mounts in a USPC-sponsored activity should be serviceably sound and healthy. However, there are reasons a mount may be under the care of a Veterinarian and on prescribed medications, either for a short period of time or long term.

Mounts requiring legal (permitted), prescribed medication during a USPC activity must have a Prescription Form or Veterinary Letter from the prescribing Veterinarian with the following information:

- x Veterinarian practice address and contact information
- x Date of prescription
- x Type of drug or medication
- x Purpose for use
- x Application or administration instructions, and
- x Duration of use.

Rider Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ Discipline: \_\_\_\_\_

Name of Mount: \_\_\_\_\_  
(must match name on Coggins)

Owner/Agent Name (if different than rider): \_\_\_\_\_ Owner Phone: (\_\_\_\_\_) \_\_\_\_\_

Veterinarian Name: \_\_\_\_\_ Vet Phone: (\_\_\_\_\_) \_\_\_\_\_

SPECIFIC DIAGNOSIS: \_\_\_\_\_

### TREATMENT REGIMEN

For all USPC mounted activities, medications and supplements should be administered for therapeutic rather than performance enhancing or mood altering purposes (with the exception of Regumate).

Type of Drug or Medication: \_\_\_\_\_

Purpose for Use: \_\_\_\_\_

Dosage: \_\_\_\_\_

Application or Administration Instructions: \_\_\_\_\_

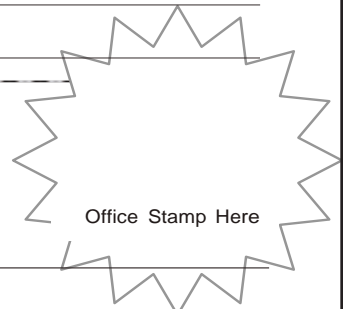
Duration of Treatment: \_\_\_\_\_

Additional Relevant Information: \_\_\_\_\_

\_\_\_\_\_  
Veterinarian's Signature

\_\_\_\_\_  
Date of signature

\_\_\_\_\_  
Print Veterinarian's Name



## **SECTION VI—Appendices**

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**Chapter 18: In Case of Emergency** (see the following pages)

**Article 145—Chaperone Responsibilities/Duties**

**Article 146—Chaperone Form for USPC Members Below the Age of Majority**

**Article 147—Emergency Contact Form for USPC Members Above the Age of Majority**

## SECTION VI—Appendices

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### Appendix III: Chaperone and Emergency Contact Information

#### Team Chaperones vs. Emergency Contacts

When competitors under the age of majority (minors) participate in a rally, there will be a designated “Official Team Chaperone.” In the situation of scramble teams, the official team chaperone will be appointed by the rally officials and will be so noted in the rally program. The team chaperone serves as the team contact for rally and a responsible guiding presence to prepare the team for success. Competitors who are above the age of majority (adults) participating in a rally will not have a designated chaperone but must submit the name and contact information for their emergency contact.

#### Team Chaperones

##### *Time Commitment*

The official team chaperone is responsible for team members during the hours of competition and on competition grounds only (from arrival on grounds until departing rally ground at beginning and end of each day of competition).

##### *Transportation, Driving and Lodging*

Decisions to allow a competitor to drive or not, who they can or cannot ride with, who they can or cannot have in a vehicle that they are driving, where they stay at night and with whom they stay, and who is to be responsible for a competitor are all decisions that must be made by the parent/legal guardian. These decisions are not a decision of USPC, their region, club/center, or the rally organizer. Specific arrangements must be made by and between the parent/legal guardian and the adult assuming any of these responsibilities in the absence of the parent/guardian.

##### *Preparing Your Team for Success*

- Initiate contact with all team members prior to leaving for the competition and gather cell phone numbers as appropriate. In cases of scramble team members, request contact information from the rally secretary. Share this information with team captain and/or stable manager.
- Encourage the team to have meetings prior to leaving for rally. Be sure all members of a scramble team are included in the decision-making process, either by email or phone contact, if a distance away.
- Discuss team equipment, review all rules that apply and any decisions regarding snacks, drinks, plans for meals, etc. Determine how the team members plan to provide snacks and drinks (i.e., each team member contribute a sum of money to a pot or each member is assigned specific items to bring). If each is contributing money, it must be collected before the rally. Be sure to know who is bringing cooler(s), as to avoid a trip to the local store.

- Plan arrival time at the competition site and any details such as arrangements for ordering bedding, if needed, and who is assigned to do this (again collect money in advance if needed).
- On the first day of the rally, gather the team together before they separate for the night and make plans for the next day. Include a review of their competition schedule and how they can best work together to help each other prepare.
- Determine a regular meeting place and de-brief the team at the end of each day of competition. Take this opportunity to offer words of praise, acknowledge their accomplishments, and encourage the sense of teamwork and team building. Guide the team towards constructive criticism and steer them away from finger pointing. Have the team make plans for the next day concerning time they will arrive on the competition grounds, who will feed horses the next morning, who will re-supply the tack room cooler with ice, drinks and snacks (get requests for drinks/ snacks) and make the plans for lunch. Be sure any plans for cooler and/or lunch delivery follow any requirements as stated in the competition entry and they understand the plan. Have the team leave with a plan for the next day in place before they go off for an evening of relaxation.

#### Emergency Contacts

Anyone listed as an emergency contact for a competitor should be reachable by phone for the duration of the competition. Emergency contacts do not need to be on the competition grounds, but ideally are also within driving distance of the competition in the case of an emergency.

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### Appendix III Chaperone Form

*To be completed by the chaperone and turned in with the rally entry for USPC members below the age of majority.*

#### Chaperone duties shall include:

1. The primary function of the “Official Team Chaperone” is to ensure that there is a contact person for every USPC member below the age of majority, on the grounds for the duration of the competition.
2. While multiple Chaperone Forms may be turned in for a single team, only one person will be designated the Official Team Chaperone. If the Official Team Chaperone must leave the grounds during the competition, they must delegate the team chaperone duties to another responsible adult, making it clear that they are to respond to rally officials and any team members in your absence.
3. Be present and available to rally officials and all team members for the duration of the competition.
4. Being in contact with parents/guardians for all team members during competition hours.
5. Being in contact with all team members and their parents/guardians outside of competition hours.
6. Have copy of and be familiar with the current discipline rulebook and the current Horse Management Handbook and Rules for rallies. Rulebooks available for download from [www.ponyclub.org](http://www.ponyclub.org).
7. Be aware that USPC members are required to wear a current, up to date USPC medical card/bracelet on their arm at all USPC activities.
8. Be familiar with the effects of heat and humidity and the potential risk for heat related illness. Take an active role in helping to keep all team members well hydrated and take every opportunity to encourage water breaks.
9. Uphold USPC Substances and Weapons Policy which prohibits the inappropriate or illegal use of any substance, including but not limited to drugs or alcohol, by anyone participating in any manner. Weapons of any kind are forbidden. Refer to About/About the Organization/By-Laws, Policies and Resolutions on [www.ponyclub.org](http://www.ponyclub.org) for the full policy statement.
10. Remember that administration of medications is the sole responsibility of the parent/guardian.

I have read and understand the duties of a chaperone as listed above.

Chaperone for the following team or individual(s)

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\_\_\_\_\_  
Name of Chaperone

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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### Appendix III Emergency Contact Form

*for USPC Members Above the Age of Majority*

The age of majority is the threshold of adulthood in law. As USPC members above the age of majority are adults in the eyes of the law and therefore responsible for themselves; USPC does not require a “chaperone” for these members at competitions. USPC does require that members above the age of majority submit Emergency Contact information for each competition. Age of majority varies per state.

USPC Member: \_\_\_\_\_ Current Age: \_\_\_\_\_ State of Residence: \_\_\_\_\_

Competition Name: \_\_\_\_\_ Competition Date: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Relationship to Competitor: \_\_\_\_\_

Emergency Contact Home Phone Number: \_\_\_\_\_

Emergency Contact Cell Phone Number: \_\_\_\_\_

*An additional Emergency Contact can be included, but is not required.*

Secondary Emergency Contact Name: \_\_\_\_\_

Secondary Emergency Contact Relationship to Competitor: \_\_\_\_\_

Secondary Emergency Contact Home Phone Number: \_\_\_\_\_

Secondary Emergency Contact Cell Phone Number: \_\_\_\_\_

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### Chapter 19: Helmet Requirements

#### Article 148—Need for Protection

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

While a fall from two feet can cause permanent brain damage,

- A mounted rider is elevated eight feet or more above the ground.
- When a rider falls and hits his/her head, the most impact tends to occur at the back of the head. Riding helmets are designed to protect that area, whereas bike helmets are not designed for this type of impact.

#### Article 149—The Rule

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

- when mounted
- when longeing
- at horse inspection (jog for soundness), and
- at pre-riding inspections (turnout inspection and safety checks).

#### Article 150—Helmet

A properly fitted equestrian helmet, securely fastened, containing certification that it meets or exceeds the criteria established by a national or international safety body is required to participate in any USPC activity (see USPC safety requirement for helmets policy). USPC recognizes the following safety bodies' criteria for acceptable helmets:

- ASTM F1163 (North America)
- PAS 015 (United Kingdom)
- AS/NZ 3838 (Australia and New Zealand)

#### Article 151—What to do if Your Helmet Comes Off

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

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

#### Article 152—Put the Helmet on Correctly

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

- Helmet manufacturers have stated that it doesn't really matter if the rider wears their hair under their helmet or outside the helmet, as long as the helmet is properly fit.
  - When trying on a new helmet, wear your hair in the same style you will wear it for riding (such as a braid or plait doubled up and tucked under in a hair net).
- Make sure the helmet is level—the visor should not tip up or down.
- Fasten the harness, making sure it's comfortably snug.



Incorrect Fit

Correct Fit

#### Article 153—Checks

##### Check the Fit

Make sure the helmet fits snugly all the way around.

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

##### Check the Shape

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

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

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

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

##### Check the Brim

The brim should rest 1/2" to 1" inch above your eyebrows. Some helmets can be adjusted (with lacings or foam pads) to

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rest lower or higher or try a style with a deeper or more shallow crown.

- If it sits higher, you're not getting full protection; any lower, and it could obscure your vision.
- Check the fit of the retention harness & chin strap

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

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

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

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



Correct Harness Fit

### Check it Before you Ride

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

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

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

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

### Article 154—Improperly Fitting Helmet

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

### Article 155—Helmet Care and Storage

To preserve optimal function and lifespan of a helmet, avoid placing it in contact with hairspray, sunscreen or insect repellents. Clean the inside and outside of the helmet often with warm water and a mild detergent. DO NOT soak any part of the helmet, put it close to high heat, or use strong cleaners. Helmets should be stored in a room that does not get too hot or too cold and where it is away from direct sunlight. (Do not store an equestrian helmet in a car.)

### Article 156—Old or Damaged Helmets

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

## Chapter 20: Body Protector Vests

### Article 157—Need for Protection

A study of incident report data was performed by the USPC safety committee, and there was a statistically significant reduction in risk of injury when body protection was worn during cross country activities. Because of the results of this study, wearing a properly fitted equestrian body protector is required when jumping cross country/solid obstacles during any USPC activity [per USPC Safety Vests Policy \(Article 15.2\)](#).

Equestrian body protectors can be certified for design and performance criteria, similar to helmets. While there are some body protectors on the market that carry no certification, in the United States, vests can be certified by SEI to meet ASTM standards (F1937-04), and vests made in Great Britain can be certified to BETA 2009 standards (Level 3 is the highest level of protection). While USPC does not require wearing a certified vest for cross country at this time, it is highly recommended.

### Article 158—Body Protector Fit

When purchasing a body protector, it is important to follow the manufactures guidelines for fit. These are generally located on the websites of each manufacturer. In addition to the use of sizing charts, the final step in determining proper fit should be sitting on a saddle to check the back length of the body protector. There should be approximately four fingers between the saddle and the base of the body protector, so that it will not interfere over a drop fence. At the front, the body protector should reach the breastbone at the top and cover the bottom rib but should not cover the belly button.

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### Getting the best fit for your body protection vest

Wearing a body protector that provides high technology coverage will protect your internal organs, chest and ribs, and may prevent bruising, cuts and contact burns on the area it covers. Equestrian body protectors can be certified for design and performance criteria, similar to helmets. While there are some body protectors on the market that carry no certification, in the United States, vests can be certified by SEI to meet ASTM standards (F1937-04), and vests made in Great Britain can be certified to BETA 2009 standards (Level 3 is the highest level of protection). However, a body protector that doesn't fit properly won't be able to give you the highest level of protection.

Achieving the perfect fit is as easy as taking the right measurements and selecting the right body protector model to suit your preferences. Remember that your body protector should be fitted over light clothing and that heavier garments should be worn over it.

There are four measurements that will determine what size body protector you need.

- The circumference of the widest part of the chest to find the appropriate size range. Some models for kids and teens are adjustable and designed to fit a growing rider.
- The circumference of the natural waist to ensure that the body protector won't feel too loose or shift on the body.
- The measurement from waist to waist over the shoulder.
- The measurement of back length, starting at the base of the neck and ending at the base of the spine, approximately at the cross seam of the seat of your breeches.

Once you've referenced the size chart available on each body protector tag, try on the one that best matches your measurements. Fasten any adjustable straps to make a snug fit.

If possible, the final step should be sitting on a saddle to check the back length of the body protector. There should be approximately four fingers between the saddle and the base of the body protector so that it won't interfere over a drop fence. At the front, the body protector should reach the breastbone at the top and cover the bottom rib but should not cover the belly button.

## Chapter 21: Stall Cards

### Article 159—The Rule

Whenever a mount is on USPC competition grounds, a stall card with all of the specified required information must be posted on the stall or near the tie area.

### Article 160—Why are Stall Cards Required?

Stall cards provide quick access to information about your mount. Specific information is required, because it brings together information that may be important in an emergency situation, perhaps in the absence of the owner or rider. This

could save time, avoid confusion and may serve to assist a veterinarian in making a decision as to choice of treatments.

For instance, this information may be useful in the following situations.

- The mount isn't feeling well. The baseline vital signs (TPR) listed on the stall card may help the vet evaluate the mount's condition and determine if treatment is needed.
- The night watch, noticing a mount is showing signs of discomfort, can quickly notify the rider and owner using the contact information on the stall card.

### Article 161—Making a Stall Card

You may copy and use this card or design your own. There is no specific way to design a stall card, but the stall card must:

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

#### Required Information for Stall Card

Rider	Mount
Rider Name(s)	Name ( <i>must match name on Entry, Coggins, Equine Release and insurance</i> )
• Competitor Number(s)	• Age
• HM and Riding Certification(s)	• Sex (written near age)
• Competitor number	• Height
<b>Note:</b> All riders using mount must list:	• Temperature
- Name(s) and Number(s), and	• Pulse at rest
- Certification(s) (both HM and Riding)	• Respiration
<b>Chaperone or Adult Emergency Contact</b>	• Any known allergies
• Name	List any known medications, supplements, nutraceuticals and/or loose salt administered. Include name and amounts.
• Contact information	• Any stable vices
• Cell phone number w/area code	• Accurate, representative photograph or physical description of mount
<b>Veterinarian (for consultation)</b>	<b>Adult Emergency Contact</b>
• Home Veterinarian	• Name
• Phone number w/area code	• Phone number w/area code
<b>Farrier (for consultation)</b>	• Emergency contact information
• Home Farrier	- Cell phone number w/area code
• Phone number w/area code	<b>Insurance (write this on back of card!)</b>
	If the mount is insured, list the following on the back:
	• Name of company
	• Phone number w/area code
	• Policy number
	• Name on policy
	• Whether or not "pre-authorization" is required prior to treatment

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# Stall Card

Club or Center/Region \_\_\_\_\_

Rider Name(s) \_\_\_\_\_

Competitor #(s): \_\_\_\_\_ Certification(s): \_\_\_\_\_

**List competitor information for ALL riders using mount.**

**Mount's Name:** \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Height: \_\_\_\_\_

Vital Signs at Rest: Temp \_\_\_\_\_ Pulse \_\_\_\_\_ Resp \_\_\_\_\_

Stable Vices: \_\_\_\_\_

Allergies: \_\_\_\_\_

The following information is required so these individuals can be contacted when not on rally grounds. Provide emergency contact information with area codes.

**Chaperone:** \_\_\_\_\_

Cell phone number (\_\_\_\_) \_\_\_\_\_

**Adult Emergency Contact:** \_\_\_\_\_

Home phone number (\_\_\_\_) \_\_\_\_\_

Cell phone number (\_\_\_\_) \_\_\_\_\_

**Veterinarian:** \_\_\_\_\_

Phone number (\_\_\_\_) \_\_\_\_\_

**Farrier:** \_\_\_\_\_

Phone number (\_\_\_\_) \_\_\_\_\_

List any medications, supplements, nutraceuticals and/or loose salt administered. Include name and amount(s).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Picture or Physical Description of Mount**

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### Chapter 22: Feed Charts

#### Article 162—The Rule

Whenever a mount is on USPC competition grounds, a feed chart must be posted in the area where the feed is stored. This includes one day rallies as it is assumed the mount will be provided roughage/hay.

#### Article 163—Why are Feed Charts Required?

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

- The feed chart provides instruction for properly feeding a mount should the rider not be present. A mount's digestion can get easily upset if he is not fed properly, which can lead to colic or founder.

- It is important to stick to a daily routine, and using the feed chart ensures someone is able to maintain the feeding schedule for the mount and ensures any and all supplements/medications are given properly at scheduled times.

#### Article 164—Making a Feed Chart

You may copy and use this card or design your own. There is no specific way to design a feed chart, but the feed chart must:

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

#### Required Information for Feed Chart

##### Heading for Chart

- Mount's name
- Stall number (if available)
- Team name
- Rider Name(s) and Number(s)

##### Feeding Schedule

- Feeding time (AM, PM, etc.)
- Make a note if there are to be any daily adjustments due to phase of competition (i.e., Eventing cross-country day)

##### Types and Amount of Feed (may show conversion to volume)

- Concentrates/Grain by weight
- Roughage/Hay by weight
- 1 flake = ? lbs (should be listed for each type of roughage)
- Supplements
- Form of Salt (block or loose), measured in feed or free choice

##### Medications

- Include medication name, time(s) given and dosage

**Note:** Any permitted medications must be accompanied by a Vet Letter or Veterinary Prescription containing the information outlined in Appendix D (HM14, UOR A8 and Appendix D).

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Sample Feed Chart



## Feed Chart

**Mount's Name:** \_\_\_\_\_

**Stall #:** \_\_\_\_\_  
(if available)

**Team:** \_\_\_\_\_

**Riders Name and Number:** \_\_\_\_\_

	AM or PM	AM or PM	AM or PM	AM or PM
<b>Concentrates/Grain</b> 1 scoop = _____ lbs				
<b>Roughage/Hay</b> 1 flake = _____ lbs				
<b>Supplements</b>				
<b>Form of Salt (circle):</b>	<b>Block or Loose</b>		<b>In Feed or Alone</b>	
<b>Medication</b>	<b>Time</b>	<b>Dosage</b>	<b>Observed by HM Judge</b>	

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### **Chapter 23: Checklists**

**A— Items the HMJ May Check During Safety Check**

**B— Items the HMJ May Check During Turnback**

**C— Proposed Packing Check List for Camps, Clinics and Rallies**



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### Item A

Items the HMJ may check during Safety Check. This list is not comprehensive.

<b>Rider:</b>
Pony Club pin/pinnie/number
Medical Armband/Bracelet
No inappropriate jewelry
Safe, neat & clean attire
Appropriate attire
Boots clean—no dried mud (not polished)
Spurs (if used) put on properly
Helmet fit
<b>Mount:</b>
No sweat and/or dirt between legs, in girth area, on belly, dock, or around ears
Well brushed (no sweat)
No sweat and/or dirt around ears or dock
Clean (no dirt)
Mane & tail brushed
Feet picked out
Eyes/nose/lips/dock wiped off
<b>Tack:</b>
Safe
Properly adjusted (including girth tight)
Saddle pad properly adjusted/attached (not pressing against withers)
Clean (no dried sweat or dirt)
Bit—no dried grass/hay
Noseband—no dried grass/hay
Reins near bit—no dried grass/hay
Reins—no dirt/dried sweat where rubbed mount's neck
Saddle—wiped off
Stirrup irons/pads—no dirt
Girth—wiped off
Martingale (if used, may be attached during Safety Check and checked for proper fit at that time) Clean (no dried sweat or dirt)
Galloping boots Front—proper fit and clean Rear—proper fit and clean
Bell boots Front—proper fit and clean Rear—proper fit and clean
Did competitor present "ready to ride"?

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### Item B

Items the HMJ may check during Turnback. This list is not comprehensive.

<b>Rider:</b>
Boots clean—no dried mud (not polished)
Spurs (if used) wiped off, no dirt/mud on straps
<b>Mount:</b>
No sweat and/or dirt between legs
No sweat and/or dirt in girth area, on belly
No sweat and/or dirt around ears or dock
Overall well brushed (no sweat marks)
Overall clean (no dirt)
Mane & tail brushed
Feet picked out
Eyes/nose/lips/dock wiped off
Studs removed
Braiding removed
<b>Tack:</b>
Clean (no dried sweat or dirt)
Bridle—no sweat and/or dirt on undersides of noseband, browband or flash
Reins—no dirt/dried sweat where rubbed mount's neck
Bit—cleaned with no sign of grass or saliva
Saddle—wiped off
Girth—no dirt or excessive hair on either side of the girth
Stirrup irons/pads—no dried mud and/or dirt
Saddle pad—no excessive hair on the underside
Martingale—no sweat and/or dirt
Breastplate—no sweat and/or dirt
Galloping boots
Front—cleaned and wiped off with attention to the inside of the equipment
Rear—cleaned and wiped off with attention to the inside of the equipment
Bell boots
Front—cleaned and wiped off with attention to the inside of the equipment
Rear—cleaned and wiped off with attention to the inside of the equipment
Velcro fasteners—cleaned of grass

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### **Proposed PACKING LIST for Camps, Clinics and Competition**

From Appendix H: Forms H1, H2 and H5: These are items the HMJ will check during the First Check Set-up and Safety, the Required Equipment List check, and the Turnout Inspection. **This list is NOT comprehensive and it is your responsibility to check to make sure that you bring everything you will need for a rally.**

<b>RIDER AND MOUNT</b>
<b>Grooming Kit: per mount</b>
Hoof pick
Curry comb (rubber or plastic; capable of cleaning brushes)
Dandy brush (hard bristles)
Body brush (soft bristles)
Rub rag
Wet wipes OR 2 sponges marked "Dock" or "Face"
Body sponge
Scraper
Wash bucket (labeled "Wash only")
5 gallon bucket (labeled "Wash Only") for Vet Box in <b>Eventing only</b>
Extra 5 gallon wash bucket, plus sponge and scraper per horse for <b>Polocrosse only</b>
<b>Individual Equipment: per competitor</b>
Saddle rack
Bridle rack
Boot trees for tall leather boots (leg and toe) <i>Western boots excluded</i>
Stall card
Water bucket(s)
Breakaway halter
Lead rope
Any necessary tack and attire for discipline
<b>Feeding Equipment: per team and/or mount:</b>
Feed chart
Feed measure (pre-packaged meals or scale or scoop/can)
Appropriate Feed storage
Heavy duty feed tub
Top off bucket (filled and left outside stall at night, store in tack or feed room during day; labeled)
Salt block (note on Feed Chart if loose salt is used)
<b>TEAM EQUIPMENT</b>
<b>Human First aid kit: per team; easily accessible; required expiration dates are current</b>
1 extra medical armband with blank USPC medical card
Adhesive bandages
Triple antibiotic cream with current expiration
3 pair synthetic protective gloves
Sunscreen
Bug spray (human)
<b>Tack Room Equipment: per team</b>
Sign for Team/individual identification (posted at entrance)

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Flashlight (hung by entrance)
Charged Fire extinguisher Type A or ABC (hung by entrance)
Notice board
Trash container
USPC HM Handbook and Rules for Rallies - Part 1. All appendices and Newsletter (current & complete)
Discipline rulebook, all Appendices & Newsletter (current & complete)
Boot hooks (if tall boots without a zipper are used )
Boot jack (if tall boots without a zipper are used)
<b>Tack Cleaning kit: per team</b>
Cleaning product appropriate for saddlery
Tack oil or conditioner if needed
Leather protector or sealant if needed
Metal Polish
Tack sponge
Cleaning cloths
Pail
Cleaning hook: and the means to hang it up
Drying basket for sponges: and the means to hang it up OR free-standing
Boot polishing kit (if leather boots are used)
<b>Utility Kit: per team</b>
Hammer
Nails
Screwdriver
Pliers
Scissors (capable of cutting paper)
Jackknife (capable of cutting rope)
Duct tape - at least one half roll
2 Pony Club pins: any type as long as the USPC logo is on it
<b>Equine First Aid kit: per team, required expiration date is current</b>
Petroleum jelly
Digital thermometer
Liniment
Isopropyl Alcohol
Antibacterial or Antimicrobial or Antiseptic scrub
Topical Antibacterial or Antimicrobial or Antibiotic agent with current expiration date (enough to treat horse) at least 2 ounces
4" sterile Wound dressing (Gauze pads)
1 roll gauze (2" min. width)
2 Flexible Stretch Adhesive/Cohesive Bandages
1 lb. roll 12" absorbent practical cotton or Gamgee
Bandage scissors (with blunt end, capable of cutting through thick bandages)
1 roll Adhesive tape (1" minimum width)
4 leg bandages with appropriate padding for 4 stable wraps (to fit all mounts on the team)
<b>Extra Equipment: per team; sufficient to fit all team mounts/members - should be turnout ready clean</b>
2 extra lead ropes, one with Chain Shank
Halter(s) (adjustable)

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Specific for ENGLISH
Complete bridle(s) with Bit(s) for discipline
Girth(s)
Pair (s) Stirrup leathers & Irons for English saddles
2 Rubber bands & Leather Tabs for Peacock Irons (if Peacock irons are used) English saddles only
Specific for EVENTING
Extra 5 gallon wash bucket per horse for Vet Box
Specific for WESTERN
Head stall with bit and reins, or bosal
Rawhide latigo laces or tie strings (at least 8 pieces)
Latigo and off side billet complete with rawhide latigo tie
Cinch(es)
Chicago screws (at least 10 with flat head screwdriver)
Stirrup hobbles
Specific for POLOCROSSE
Extra racket
Breastplate(s) oe breastcollar
2 pair boots OR bandages
2 pair bell boots
1 standing martingale or tiedown if used for any mount on the team
1 Extra Wash bucket, plus sponge and Scraper per horse
<b>Cleaning Equipment: per team</b>
Manure Fork or shovel
Rake or broom
Manure basket or Wheelbarrow
<b>Other things you may want or need to bring:</b>
<b>Example: Things you will use that are not listed as required on an HM form</b>
Current coggins
Travel certificate valid for this trip
List of emergency contact phone numbers
Helmet
Body Protector
Gloves
Longe line and longe whip
Chairs
Cooler
Snacks
Hand sanitizer
Kleenex

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### Chapter 24: Horse Management Competition Judging Forms

Instructions for Forms and HM Score Sheets (copy single-sided) **Highlighted forms required**

Item #	Name of Sheet	Color	Copy
F	First Check—Set Up & Safety	White	1 per team
G	Required Equipment List Check	Blue	1 per team
H	Horse Inspection Worksheet	Gray	2 per 4 teams
I	Daily Sheets (each day of rally)	Green	1 per team
J	Turnout Inspection Sheets		
	1. D-1 and D-2	Ivory	1 per rider
	2. D-3	Ivory	1 per rider
	3. C-1	Ivory	1 per rider
	4. C-2 and H-B	Ivory	1 per rider
	5. C+, C-3, B, H, H-A and A	Ivory	1 per rider
K	Turnback Inspection Worksheet	Pink	1 per 2 teams
L	Safety Check Worksheet	Lavender	1 per 4 teams
M	Cross Country Phase Team Sheet	Yellow	1 per team
N	Finish of Cross Country Test Worksheet	Yellow	1 per 11 XC riders
O	Master Score Sheet	Gold	1 per 4 teams
P	Team Challenge Procedure	White	1 per rally
	Category A	White	1 per rally
	Category B	White	1 per rally

Item #	Name of Sheet	Completed by	Retained by
D-1	Mounted Competitions Inquiry/Protest/Appeal Form	Competitors	TD/steward
D-2	Written Inquiry/Protest/Appeal Review	TD/steward	Scorer
Q	Competitor HM Evaluation; 1 per team		USPC
R	Horse Management Evaluation—Officials; 1 per person noted		USPC
	Each AHMJ		
	Rally Organizer		
	Regional Supervisor		
	Other Officials		
S	Rally & Facilities Evaluation; 1 per noted		Region
	Team		
	Each AHMJ		
	Rally Organizer		
	Regional Supervisor		
T	USPC Chief/Provisional Chief HM Evaluation; 1 per Chief/Provisional Chief		USPC
	Chief HMJ/Provisional CHMJ		

## SECTION VI—Appendices

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### Item D-1 **Mounted Competitions Scoring Inquiry/Protest/Appeal Form**

*Remember:*

- Only Competitors have the right to dispute scores and can participate in the process.
- Before this form can be used, a verbal inquiry must have been made to the CHMJ for Horse Management score questions or to the Technical Delegate/Steward for riding score questions.
- After submission to the TD/Steward, no additional information can be added by the team.

Date: \_\_\_\_\_ Discipline: \_\_\_\_\_ Division: \_\_\_\_\_ Team #s \_\_\_\_\_

Team Captain Name & Phone Number: \_\_\_\_\_

Team Member # for Protest: \_\_\_\_\_ Team Member Certification: \_\_\_\_\_

Written Inquiry Time: \_\_\_\_\_ Protest Time: \_\_\_\_\_ Appeal Time: \_\_\_\_\_

State infraction and provide points assessed:

Statement of Protest:

References (Name reference and page number):

Signature of Team Captain/Competitor: \_\_\_\_\_

## SECTION VI—Appendices

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Item D-2

### Mounted Competitions Inquiry/Protest/Appeal Form

#### Written Inquiry/Protest/Appeal Review For Official Use Only

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Written Inquiry Disposition: Date/time: \_\_\_\_\_

Approved:\_\_\_\_\_ Denied:\_\_\_\_\_ Points awarded if any:\_\_\_\_\_

Technical Delegate: \_\_\_\_\_

CHMJ (if HM related) \_\_\_\_\_

Team Captain \_\_\_\_\_

Requesting Advance to Protest Yes:\_\_\_\_\_ No:\_\_\_\_\_

---

Protest Disposition: Date/time: \_\_\_\_\_

Approved:\_\_\_\_\_ Denied:\_\_\_\_\_ Points awarded if any:\_\_\_\_\_ Penalty, if any:\_\_\_\_\_

Discipline Ground Jury: \_\_\_\_\_

Team Captain: \_\_\_\_\_

Requesting Advance to Appeal (Championships ONLY) Yes:\_\_\_\_\_ No:\_\_\_\_\_

---

Appeal Disposition: Date/time: \_\_\_\_\_

Approved:\_\_\_\_\_ Denied:\_\_\_\_\_ Points awarded if any:\_\_\_\_\_ Penalty, if any:\_\_\_\_\_

Overall Ground Jury/Appeal Committee (Championships ONLY): \_\_\_\_\_

Team Captain: \_\_\_\_\_

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Received by Scorer: (to indicate receipt and adjustment of a change)

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## SECTION VI—Appendices

Item F (Post)

White

### USPC Horse Management First Check—Set Up & Safety

Judge(s): \_\_\_\_\_ Date: \_\_\_\_\_

Team Label Area

Judges: Points should be attributed to individuals whenever possible.  
Please use reverse side for any additional comments for each section.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Item	Comment					Point Range
<b>Stable &amp; Tack Area</b> (0-10)	<i>Rider #</i>	<i>Rider #</i>	<i>Rider #</i>	<i>Rider #</i>	<i>Rider/SM #</i>	<i>Score</i>
Stall Cards: –Correct –Complete						
Safe stall conditions, to include –Properly secured –Correctly hung stall fixtures –Properly bedded –Buckets hung correctly/labeled –Salt provided						
Tack room and aisle –Visibly labeled with team or individual name at entrance –Organized, neat –Door properly secured –Trash Emptied						
<b>Horse Equipment</b> (0-5)	<i>Rider #</i>	<i>Rider #</i>	<i>Rider #</i>	<i>Rider #</i>	<i>Rider/SM #</i>	<i>Score</i>
Halter: –Labeled –Breakaway –Correctly fitted						
Lead Rope: –Hung correctly on outside of stall door –Labeled						
–Mount safely tied –Stall door properly secured ( <i>Stall rallies</i> )						
<b>Feed Room</b> (0-10)	<i>Rider #</i>	<i>Rider #</i>	<i>Rider #</i>	<i>Rider #</i>	<i>Rider/SM #</i>	<i>Score</i>
Feed Chart: –Posted in feed area –Correct & complete						
Hay, grain and stable equipment: –Safely & correctly stored –Properly labeled						
–Area neat and workmanlike –Feed room door properly secured						
<b>Initial Horse Inspect.</b> (0-10)	<i>Rider #</i>	<i>Rider #</i>	<i>Rider #</i>	<i>Rider #</i>	<i>Rider/SM #</i>	<i>Score</i>
–On time –Proper attire –Mount properly presented						

Total Points (30 maximum)

Mounted Competitors					SM or Team	Total Score
<i>Rider #</i>	<i>Rider #</i>	<i>Rider #</i>	<i>Rider #</i>	<i>Rider #</i>	( <i>SM#</i> )	

# SECTION VI—Appendices

Item G (Worksheet)

Blue

## USPC Horse Management Required Equipment Check

– All items labeled correctly.  
 – Judges: If a score can be attributed to a particular competitor, record it as such; otherwise, attribute it to the team as a whole

Team/Rider Name: \_\_\_\_\_

Judge(s): \_\_\_\_\_

<p><b>Grooming Kits</b>                  ◆per mount</p> <p>← Rider Numbers</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Hoof Pick</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Curry Comb (from approved list in Amplifications)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Dandy Brush (hard bristles)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Body Brush (soft bristles)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Rub Rag</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Wet Wipes <i>or</i> 2 Sponges marked 'Dock' &amp; 'Face'</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Body Sponge</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Scraper</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Wash Bucket – (labeled 'Wash Only')</p> <p><b>Individual Equipment</b>                  ◆per competitor</p> <p>← Rider Numbers</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Saddle Rack</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bridle Racks (one per bridle)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Boot Trees for tall leather boots (must have both leg &amp; toe) Western excluded</p> <p><b>Feeding Equipment</b>                  ◆per team and/or mount                  for Overnight Rallies Only</p> <p>← Rider Numbers</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Feed Measure (pre-packaged meals or scale or scoop/can)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Appropriate Feed Storage</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Heavy-Duty Feed Tub</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Top Off Bucket (filled &amp; left outside stall at night; store in tack or feed room during day; labeled)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Salt Block (note on feed chart if loose salt is used)</p> <p><b>Cleaning Equipment</b>                  ◆per team</p> <p>____ Manure Fork or Shovel</p> <p>____ Rake or Broom</p> <p>____ Manure Basket or Wheelbarrow</p>	<p><b>Human First Aid Kit</b>                  ◆per team, easily accessible                  ◆required expiration date current</p> <p>____ 1 extra Medical Armband with blank USPC or USEA Medical Card</p> <p>____ Adhesive Bandages (bandaids) assortment of sizes small to large—at least 1 dozen</p> <p>____ Triple Antibiotic Cream; exp? _____</p> <p>____ 3 pair Synthetic Protective Gloves</p> <p>____ Sunscreen—at least 1/2 bottle</p> <p>____ Bug Spray (human)—at least 1/2 bottle</p> <p><b>Tack Room Equipment</b>                  ◆per team</p> <p>____ Team/Individual Identification (posted at entrance)</p> <p>____ Flashlight (hung by entrance)</p> <p>____ Charged Fire Extinguisher Type A or ABC (hung by entrance)</p> <p>____ Notice Board (dry erase, chalk or cork)</p> <p>____ Trash Container</p> <p>____ USPC HM Handbook &amp; Rules for Rallies – Part 1, all Appendices &amp; Newsletter (current &amp; complete)</p> <p>____ Discipline rulebook, all Appendices &amp; Newsletter (current &amp; complete)</p> <p>____ Boot Hooks and Boot Jack (if tall non-zippered boots are used, must have both)</p> <p><b>Tack Cleaning Kit</b>                  ◆per team; refer to Amplification for details</p> <p>____ Cleaner appropriate for tack</p> <p>____ Tack Oil or Conditioner (optional)</p> <p>____ Metal Polish</p> <p>____ Tack Sponge</p> <p>____ Cleaning Cloths</p> <p>____ Pail</p> <p>____ Cleaning Hook</p> <p>____ Drying Basket for Sponges</p> <p>____ Boot Polishing Kit (for leather boots)</p> <p>____ Soap for washing hands</p> <p><b>Utility Kit</b>                  ◆per team</p> <p>____ Hammer</p> <p>____ Nails</p> <p>____ Screwdriver</p> <p>____ Pliers</p> <p>____ Scissors</p> <p>____ Jackknife (capable of cutting rope, hung by entrance)</p> <p>____ Leather Punch</p> <p>____ Duct Tape—at least 1/2 roll</p> <p>____ 2 Pony Club Pins (minimum)</p>	<p><b>Equine First Aid Kit</b>                  ◆per team, easily accessible                  ◆required expiration date current</p> <p>____ Petroleum Jelly</p> <p>____ Digital Thermometer</p> <p>____ Liniment—at least 1/2 bottle</p> <p>____ Isopropyl Alcohol—at least 1/2 bottle</p> <p>____ Antibacterial or Antimicrobial or Antiseptic Scrub</p> <p>____ Topical Antibacterial or Antimicrobial or Antibiotic Agent (min 2 oz); exp? _____</p> <p>____ 4" x 4" Sterile Wound Dressing Gauze Pads—minimum of 8</p> <p>____ 1 roll Gauze (2" min. width)</p> <p>____ 2 Flexible Stretch Adhesive/Cohesive Bandages</p> <p>____ 1 Lb. Roll 12" Absorbent Cotton</p> <p>____ Bandage Scissors (blunt end, capable of cutting bandage)</p> <p>____ 1 Roll Adhesive Tape (1" minimum width)</p> <p>____ Set(s) of 4 stable wraps, with suitable pads to fit all team horses</p> <p><b>Extra Equipment</b>                  ◆per team; clean to highest certification level appropriate for discipline</p> <p>◆sufficient to fit all team mounts/ members</p> <p>____ 2 extra Lead Ropes, one with Chain Shank</p> <p>____ Halter(s) (adjustable)</p> <p><b>Specific for ENGLISH</b></p> <p>____ Complete Bridle(s) with Bit(s) for discipline</p> <p>____ Girth(s)</p> <p>____ Pair(s) Stirrup Leathers &amp; Irons</p> <p>____ 2 Rubber Bands &amp; Leather Tabs (if any rider uses Peacock Irons)</p> <p><b>Specific for EVENTING</b></p> <p>____ Extra 5-gallon wash bucket per horse for Vet Box</p> <p><b>Specific for WESTERN</b></p> <p>____ Head stall with bit and reins</p> <p>____ Rawhide Latigo laces or tie strings (at least 8 pieces)</p> <p>____ Latigo and off side billet complete with rawhide latigo tie</p> <p>____ Cinch(es)</p> <p>____ Chicago screws (at least 10 w/flathead screwdriver)</p> <p>____ Stirrup hobbles</p> <p><b>Specific for POLOCROSSE</b></p> <p>____ Extra Racket</p> <p>____ Breastplate(s) or breastcollar</p> <p>____ 2 Pair Boots <i>or</i> Bandages</p> <p>____ 2 Pair Bell Boots</p> <p>____ 1 Standing Martingale or Tiedown if used for any mount on the team</p> <p>____ Extra 5-gallon Wash Bucket, plus Sponge and Scraper per horse</p>
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Maximum Points: 30

Mounted Competitors					SM or Team	Total Score
Rider #	Rider #	Rider #	Rider #	Rider #	(SM#)	

## SECTION VI—Appendices

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Item H (Worksheet)

Gray

### USPC Horse Management Worksheet—Horse Inspection

Date: \_\_\_\_\_

<b>Competitor Number</b>	<b>Rider</b> <i>-Attire, clean and workmanlike -Handling of mount</i>	<b>Tack</b> <i>-Appropriate -Correct</i>	<b>Mount</b> <i>-Condition -Cleanliness</i>	<b>Timeliness</b> <i>• Tardiness to be penalized as appropriate</i>

**This sheet is to be used for note taking only.  
Comments and penalty points must be transferred to Daily Sheet(s) Item I.**

# SECTION VI—Appendices

Item I (Post)

Green

## USPC Horse Management Daily Sheet

Judge(s): \_\_\_\_\_ Date: \_\_\_\_\_

Team Label Area

Judges: Points should be attributed to individuals whenever possible.  
Please use reverse side for any additional comments for each section.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Item	Comment					Point Range
<b>Stable &amp; Tack Area</b> <i>(0-15 points)</i>	<i>Rider #</i>	<i>Rider #</i>	<i>Rider #</i>	<i>Rider #</i>	<i>Rider/SM #</i>	<b>Score</b>
–Stall cleanliness –Stable/tack area neatness –Safe use of equipment –Doors properly secured –Trash emptied at end of day						
<b>Care of Mount</b> <i>Safe &amp; efficient 0-15 points</i>	<i>Rider #</i>	<i>Rider #</i>	<i>Rider #</i>	<i>Rider #</i>	<i>Rider/SM #</i>	<b>Score</b>
–Grooming –Handling –Feeding –Tacking & untacking –Properly tied						
<b>Overall Impressions</b> <i>Team: 0-10 points</i>	<i>Rider #</i>	<i>Rider #</i>	<i>Rider #</i>	<i>Rider #</i>	<i>Rider/SM #</i>	<b>Score</b>
–Sportsmanship –Correct unmounted attire –Conduct –Responsibility						
<b>Turnback</b> (App H-6) <i>(0-10 points/team)</i> <i>Notes from worksheet</i>						<b>Score</b>
<b>Safety Check</b> (App H-7) <i>(0-10 points/team)</i> <i>Notes from worksheet</i>						<b>Score</b>

**General Overall Comments**

Mounted Competitors					SM or Team	Total Score
<i>Rider #</i>	<i>Rider #</i>	<i>Rider #</i>	<i>Rider #</i>	<i>Rider #</i>	<i>(SM#)</i>	

Total Points (30 maximum)

# SECTION VI—Appendices

Item J-1 (Post)—Ivory

Inspection Station \_\_\_\_\_ Time \_\_\_\_\_

## USPC Horse Management Turnout Inspection

**Riders must meet the requirements for their own certification level, as well as all lower level requirements.**

Key: ES (Exceeds Standard)  
 MS (Meets Standard)  
 SBS (Slightly Below Standard)  
 FBS (Far Below Standard)

Rider Name or # \_\_\_\_\_ Certification \_\_\_\_\_

Judge(s) \_\_\_\_\_

Item	(Point Range)	ES	MS	SBS	FBS	COMMENTS (GOOD / BAD)
<b>D-1 REQUIREMENTS</b>						
<b>RIDER</b>						
Pony Club pin/pinny/number	(0-2)					
Medical armband/bracelet	(0-2)					
No inappropriate jewelry	(0-2)					
Safe, neat & clean attire	(0-2)					
Appropriate attire	(0-2)					
<b>MOUNT</b>						
Neatly brushed	(0-4)					
No shavings, burrs, etc. in mane or tail	(0-4)					
Feet showing farrier care	(0-2)					
Feet picked out	(0-4)					
<b>TACK: safe, clean and properly adjusted</b>						
Bridle safe	(0-5)					
Saddlery safe	(0-5)					
Bridle clean	(0-4)					
Saddlery clean	(0-4)					
<b>D-2 REQUIREMENTS</b>						
<b>RIDER</b>						
Pony Club pin/pinny/number	(0-2)					
Medical armband/bracelet	(0-2)					
No inappropriate jewelry	(0-2)					
Safe, neat & clean attire	(0-2)					
Appropriate attire	(0-2)					
<b>MOUNT</b>						
Well brushed (no obvious sweat)	(0-3)					
Clean (no obvious dirt)	(0-4)					
Feet well-trimmed and/or shod	(0-2)					
Feet picked out	(0-2)					
Eyes/nose/lips/dock wiped off	(0-3)					
<b>TACK: safe, clean and properly adjusted</b>						
Safe, especially stitching on stirrups/girth	(0-4)					
Bridle safe	(0-3)					
Saddlery safe	(0-3)					
Bridle clean, no obvious jockeys/dust	(0-4)					
Saddlery clean, no obvious jockeys/dust	(0-4)					
<b>Totals</b>						

**Comments:**

Late Penalties: 5 points plus 1 point for each minute late, up to 40 points total, added to Inspection Penalty Score.

Inspection Penalties \_\_\_\_\_ (maximum 42)  
 Late Penalties \_\_\_\_\_ (maximum 40)  
 Total Penalties \_\_\_\_\_ (maximum 82)

**Number of ES:** \_\_\_\_\_

## SECTION VI—Appendices

Item J-2 (Post)—Ivory

Inspection Station \_\_\_\_\_ Time \_\_\_\_\_

### USPC Horse Management Turnout Inspection

**Riders must meet the requirements for their own certification level, as well as all lower level requirements.**

Key: ES (Exceeds Standard)  
 MS (Meets Standard)  
 SBS (Slightly Below Standard)  
 FBS (Far Below Standard)

Rider Name or # \_\_\_\_\_ Certification \_\_\_\_\_

Judge(s) \_\_\_\_\_

Item	(Point Range)	ES	MS	SBS	FBS	COMMENTS (GOOD / BAD)
<b>D-3 REQUIREMENTS</b>						
<b>RIDER</b>						
Pony Club pin/pinny/number	(0-2)					
Medical armband/bracelet	(0-2)					
No inappropriate jewelry	(0-2)					
Safe, neat & clean attire	(0-4)					
Clean boots	(0-2)					
Appropriate attire for discipline	(0-2)					
<b>MOUNT</b>						
Well brushed (no sweat)	(0-2)					
Clean (no dirt)	(0-3)					
Mane and tail brushed	(0-2)					
Feet well-trimmed and/or shod	(0-2)					
Feet picked out	(0-2)					
Eyes/nose/lips/dock wiped	(0-2)					
<b>TACK</b>						
Clean	(0-2)					
Safe, especially stitching on stirrups/girth	(0-2)					
Properly adjusted	(0-2)					
No jockeys or dust	(0-2)					
Stress points clean	(0-2)					
Stirrup pads (if used) clean	(0-2)					
Bit clean	(0-3)					
<b>Totals</b>						

**Comments:**

Late Penalties: 5 points plus 1 point for each minute late, up to 40 points total, added to Inspection Penalty Score.

**Number of ES:** \_\_\_\_\_

Inspection Penalties \_\_\_\_\_ (maximum 42)  
 Late Penalties \_\_\_\_\_ (maximum 40)  
 Total Penalties \_\_\_\_\_ (maximum 82)

## SECTION VI—Appendices

Item J-3 (Post)—Ivory

Inspection Station \_\_\_\_\_ Time \_\_\_\_\_

### USPC Horse Management Turnout Inspection

**Riders must meet the requirements for their own certification level, as well as all lower level requirements.**

Key: ES (Exceeds Standard)  
 MS (Meets Standard)  
 SBS (Slightly Below Standard)  
 FBS (Far Below Standard)

Rider Name or # \_\_\_\_\_ Certification \_\_\_\_\_

Judge(s) \_\_\_\_\_

Item	(Point Range)	ES	MS	SBS	FBS	COMMENTS (GOOD / BAD)
<b>C-1 REQUIREMENTS</b>						
<b>RIDER</b>						
Pony Club pin/pinny/number	(0-2)					
Medical armband/bracelet	(0-2)					
No inappropriate jewelry	(0-2)					
Safe, neat & clean attire	(0-4)					
Appropriate attire for discipline	(0-2)					
Clean boots	(0-2)					
<b>MOUNT</b>						
Well groomed, reflecting regular care	(0-2)					
No sweat or dirt; healthy coat	(0-2)					
Mane and tail brushed	(0-2)					
Little, if any, dandruff	(0-2)					
External areas around sheath/udder clean	(0-2)					
Feet well-trimmed and/or shod	(0-2)					
Feet picked out	(0-2)					
Eyes/nose/lips/dock clean	(0-2)					
<b>TACK</b>						
Safe, clean, and properly adjusted	(0-2)					
No jockeys or dust	(0-2)					
Supple, reflecting regular conditioning	(0-2)					
All stress points clean	(0-2)					
No cracked leather	(0-2)					
Metal clean and polished	(0-2)					
Stirrup pads (if used) clean	(0-2)					
<b>Totals</b>						

**Comments:**

Late Penalties: 5 points plus 1 point for each minute late, up to 40 points total, added to Inspection Penalty Score.

**Number of ES:** \_\_\_\_\_

Inspection Penalties \_\_\_\_\_ (maximum 42)  
 Late Penalties \_\_\_\_\_ (maximum 40)  
 Total Penalties \_\_\_\_\_ (maximum 82)

## SECTION VI—Appendices

Item J-4 (Post)—Ivory

Inspection Station \_\_\_\_\_ Time \_\_\_\_\_

### USPC Horse Management Turnout Inspection

**Riders must meet the requirements for their own certification level, as well as all lower level requirements.**

Rider Name or # \_\_\_\_\_ Certification \_\_\_\_\_

Judge(s) \_\_\_\_\_

Item	(Point Range)	ES	MS	SBS	FBS	COMMENTS (GOOD / BAD)
<b>C-2, H-B REQUIREMENTS</b>						
<b>RIDER</b>						
Pony Club pin/pinny/number	(0-2)					
Medical armband/bracelet	(0-2)					
No inappropriate jewelry	(0-2)					
Safe, neat & clean attire	(0-4)					
Appropriate attire for discipline	(0-2)					
Boots polished, in good repair	(0-2)					
Spurs (if used) polished; put on properly	(0-2)					
<b>MOUNT</b>						
Well groomed, reflecting regular care; No sweat or dirt; healthy coat	(0-2)					
Mane and tail brushed	(0-2)					
Little, if any, dandruff	(0-2)					
Sheath/udder showing regular attention	(0-2)					
Feet well-trimmed and/or shod	(0-2)					
Feet picked out	(0-2)					
Eyes/nose/lips/dock clean	(0-2)					
<b>TACK</b>						
Safe and clean	(0-2)					
Properly adjusted	(0-2)					
No jockeys or dust	(0-2)					
Supple, reflecting regular conditioning	(0-2)					
All stress points clean	(0-2)					
No cracked leather	(0-2)					
Metal clean and polished	(0-2)					
<b>Totals</b>						

**Comments:**

Late Penalties: 5 points plus 1 point for each minute late, up to 40 points total, added to Inspection Penalty Score.

**Number of ES:** \_\_\_\_\_

Inspection Penalties \_\_\_\_\_ (maximum 42)

Late Penalties \_\_\_\_\_ (maximum 40)

Total Penalties \_\_\_\_\_ (maximum 82)



## SECTION VI—Appendices

Item J-5 (Post)—Ivory

Inspection Station \_\_\_\_\_ Time \_\_\_\_\_

### USPC Horse Management Turnout Inspection

**Riders must meet the requirements for their own certification level, as well as all lower level requirements.**

Rider Name or # \_\_\_\_\_ Certification \_\_\_\_\_

Judge(s) \_\_\_\_\_

Item	(Point Range)	ES	MS	SBS	FBS	COMMENTS (GOOD / BAD)
<b>C+, C-3, B, H, H-A, A REQUIREMENTS</b>						
<b>RIDER</b>						
Pony Club pin/pinny/number	(0-2)					
Medical armband/bracelet	(0-2)					
No inappropriate jewelry	(0-2)					
Stock tie (if used) tied properly with correct pin placement	(0-2)					
Safe, neat & appropriate attire	(0-4)					
Boots polished, in good repair	(0-2)					
Spurs (if used) polished; put on properly	(0-2)					
<b>MOUNT</b>						
Well groomed, reflecting regular care: No sweat or dirt; healthy coat	(0-2)					
Mane and tail clean and tangle-free	(0-2)					
No dandruff	(0-2)					
Sheath/udder showing regular care	(0-2)					
Feet well-trimmed and/or shod	(0-2)					
Feet picked out	(0-2)					
Eyes/nose/lips/dock clean	(0-2)					
<b>TACK</b>						
Safe, clean, supple, reflecting regular care, no jockeys or dust	(0-2)					
Properly adjusted	(0-2)					
All stress points clean	(0-2)					
No cracked leather	(0-2)					
Metal clean and polished	(0-2)					
No residue in holes or lacings	(0-2)					
Saddle pad clean & brushed, if applicable	(0-2)					
<b>Totals</b>						

**Comments:**

Late Penalties: 5 points plus 1 point for each minute late, up to 40 points total, added to Inspection Penalty Score.

**Number of ES:** \_\_\_\_\_

Inspection Penalties \_\_\_\_\_ (maximum 42)

Late Penalties \_\_\_\_\_ (maximum 40)

Total Penalties \_\_\_\_\_ (maximum 82)

## SECTION VI—Appendices

Item K (Worksheet)

Pink

### USPC Horse Management Worksheet—Turnback Inspection

Date: \_\_\_\_\_

<b>Competitor Number/Time Presented</b>	<b>Rider</b> <i>–Boots: clean, with trees in boots</i> <i>–Spurs: clean</i>	<b>Tack</b> <i>–Wiped off; clean and free of grime or hair</i> <i>–Bit: clean &amp; free of dirt or grime</i>	<b>Mount</b> <i>–No sweat, grime or saddle marks</i> <i>–Brushed, feet picked out, braids removed</i>
	___ Boots ___ clean ___ trees in boots ___ Spurs	___ wiped off ___ clean ___ free of grime ___ bit clean & free of grime	___ no sweat      ___ no grime ___ no saddle marks    ___ brushed ___ feet picked out    ___ brushed ___ braids removed
	___ Boots ___ clean ___ trees in boots ___ Spurs	___ wiped off ___ clean ___ free of grime ___ bit clean & free of grime	___ no sweat      ___ no grime ___ no saddle marks    ___ brushed ___ feet picked out    ___ brushed ___ braids removed
	___ Boots ___ clean ___ trees in boots ___ Spurs	___ wiped off ___ clean ___ free of grime ___ bit clean & free of grime	___ no sweat      ___ no grime ___ no saddle marks    ___ brushed ___ feet picked out    ___ brushed ___ braids removed
	___ Boots ___ clean ___ trees in boots ___ Spurs	___ wiped off ___ clean ___ free of grime ___ bit clean & free of grime	___ no sweat      ___ no grime ___ no saddle marks    ___ brushed ___ feet picked out    ___ brushed ___ braids removed
	___ Boots ___ clean ___ trees in boots ___ Spurs	___ wiped off ___ clean ___ free of grime ___ bit clean & free of grime	___ no sweat      ___ no grime ___ no saddle marks    ___ brushed ___ feet picked out    ___ brushed ___ braids removed
	___ Boots ___ clean ___ trees in boots ___ Spurs	___ wiped off ___ clean ___ free of grime ___ bit clean & free of grime	___ no sweat      ___ no grime ___ no saddle marks    ___ brushed ___ feet picked out    ___ brushed ___ braids removed
	___ Boots ___ clean ___ trees in boots ___ Spurs	___ wiped off ___ clean ___ free of grime ___ bit clean & free of grime	___ no sweat      ___ no grime ___ no saddle marks    ___ brushed ___ feet picked out    ___ brushed ___ braids removed
	___ Boots ___ clean ___ trees in boots ___ Spurs	___ wiped off ___ clean ___ free of grime ___ bit clean & free of grime	___ no sweat      ___ no grime ___ no saddle marks    ___ brushed ___ feet picked out    ___ brushed ___ braids removed

**This sheet is to be used for note taking only.  
Comments and penalty points must be transferred to Daily Sheet(s) Item I.**

## SECTION VI—Appendices

Item L (Worksheet)

Lavender

### USPC Horse Management Worksheet—Safety Check

Date: \_\_\_\_\_

<b>Competitor Number/Time Presented</b>	<b>Rider</b> <i>–Attire: safe, neat, clean, correct –Armband/Bracelet, USPC pin –Body Protector adjusted if appropriate for discipline</i>	<b>Tack</b> <i>–Suitability for dicipline –Adjustment –Protective equipment –Additional equipment per discipline</i>	<b>Mount</b> <i>–Condition –Handling –Procedure –Clean, feet picked out</i>

**This sheet is to be used for note taking only.  
Comments and penalty points must be transferred to Daily Sheet(s) Item I.**

## SECTION VI—Appendices

Item M (Worksheet)

*Yellow*

### USPC Horse Management Worksheet—Cross Country Phase Team Sheet

Team/Rider Name/Numbers: \_\_\_\_\_

--	--	--	--	--

Judge(s): \_\_\_\_\_

Competitor Number	Correctly pulled up after finish of XC	Reported to official after finish of XC	Cooling-out procedure	Condition of mount	Competitor Total
	(0-15 points per team)	(0-10 points per team)	(0-20 points per team)	(0-15 points per team)	
Rider # _____					
Rider # _____					
Rider # _____					
Rider # _____					
Stable Manager # _____	n/a	n/a		n/a	

**Comments: include documentation of unauthorized assistance or other actions resulting in assessable points.**

<b>Cross-Country Phase Team Sheet Maximum Points: 60</b>	
<b>Unauthorized Assistance or other assessable points not provided for on Daily Sheet</b>	
<b>Total Points</b>	

## SECTION VI—Appendices

Item N (Worksheet)

Yellow

### USPC Horse Management Worksheet—Finish of Cross Country Test

Upon completing the test, competitors should gradually pull up to a walk and present themselves to the HMJ or veterinarian. Then, under the supervision of the Horse Management staff, perform any preliminary measures needed for the comfort of the mount. If eliminated, competitors must ride or lead the mount to the vet box.

Upon return to the holding, THE CONDITION OF THE HORSE WILL BE JUDGED BY A VETERINARIAN THROUGH PERIODIC CHECKS. These checks typically include measurement of Pulse and Respiration, but may include other checks such as temperature, capillary reflux, and other checks at the discretion of the vet. In the absence of a veterinarian, the responsibility for monitoring the condition of the horse will shift to the Horse Management staff.

At the completion of these examinations, the competitor will be given permission to return the mount to the stable area.

Competitor Number	Time	1st Check	Time	2nd Check	Time	3rd Check	Comments
		T		T		T	
		P		P		P	
		R		R		R	
Competitor Number	Time	1st Check	Time	2nd Check	Time	3rd Check	Comments
		T		T		T	
		P		P		P	
		R		R		R	
Competitor Number	Time	1st Check	Time	2nd Check	Time	3rd Check	Comments
		T		T		T	
		P		P		P	
		R		R		R	
Competitor Number	Time	1st Check	Time	2nd Check	Time	3rd Check	Comments
		T		T		T	
		P		P		P	
		R		R		R	
Competitor Number	Time	1st Check	Time	2nd Check	Time	3rd Check	Comments
		T		T		T	
		P		P		P	
		R		R		R	
Competitor Number	Time	1st Check	Time	2nd Check	Time	3rd Check	Comments
		T		T		T	
		P		P		P	
		R		R		R	

**This sheet is to be used for note taking only.  
Comments and points may be transferred to Item M.**

# SECTION VI—Appendices

Item O (Worksheet)

Gold

## Master Score Sheet

Team	#	F Setup 30/Team	J Turnout 80/comp	G Req. Equip. 30/team	I Daily Sheets			M X-Country 60/team	Total Points	Team Final Total	Tiebreaker Use ONLY Turnout ES
					Day 1 60/day	Day 2 60/day	Day 3 60/day				
	Team Points										
	Team Points										
	Team Points										
	Team Points										

Team Points to be used ONLY for disciplines without a Stable Manager (i.e., Tetrathlon, Games, etc.)

## SECTION VI—Appendices

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Item P; page 1 of 3

White

### Team Challenge Procedure for Breaking Ties in HM

Reference: 2018 Horse Management Rule HM16d.

To enter this procedure, the following conditions must be met:

Final HM scores amongst two or more teams are tied at zero AND each team has exactly the same number of Exceeds Standards.

– OR –

Each team involved in the tie has exactly the same number of Turnout points AND Daily Sheet points AND Exceed Standards.

#### Materials needed:

- Scissors
- Watch with minute hand
- Pencil and paper for each team

#### There are two categories of questions:

1. Category A questions are list type questions
2. Category B questions are short answer

#### Directions: Category A

- 1) Cut Category A questions and place in bag.
- 2) Flip a coin to determine which team captain will draw the first question from the bag.
- 3) Read the drawn question to both teams. Place each team in a separate area to answer the same question. Suggested time limit: two minutes.
- 4) Team members may confer and write the answers. Answers are returned to the CHMJ, who will determine the winner. The team who lists the most correct answers will win.

#### Still a tie? The tie-breaking moves onto the cards from Category B.

#### Directions: Category B

- 1) Cut Category B questions and place in bag.
- 2) The team captain who did not draw in the last round draws a question.
- 3) Read the drawn question to both teams. Place each team in a separate area to answer the same question. Suggested time limit: one minute.
- 4) Teams members may confer and write the answers. Answers are returned to the CHMJ, who will determine the winner. The team who lists the most correct answers will win. Continue drawing cards and answering questions from Category B until the tie is broken.

## SECTION VI—Appendices

### Team Challenge Procedure for Breaking Ties in HM, continued

#### CATEGORY A

Copy single sided for use at rally.

All references are found in 2021 HM Handbook and noted in parentheses.

List all the required items in the Equine First Aid Kit. (Item G)	List the information required on the Veterinarian Letter (Article 144)	List the correct Felt Colors for all USPC certifications. (Article 47)
List all the required Feeding Equipment for an Overnight Rally. (Item G)	List the items needed for a complete Tack Cleaning Kit. (Item G)	List the items needed in the Human First Aid Kit. (Item G)
List the required items in the Extra Equipment Kit. <i>Designate Discipline</i> (Item G)	List the items required in a complete Utility Kit. (Item G)	Write the Pony Club Pledge. (Page i)
List the items required for a complete Grooming Kit (include optional items). (Item G)	List the items required for the Rally Tack Room Equipment. (Item G)	List the required items on a complete Stall Card. (Article 161)



## SECTION VI—Appendices

Item P; page 3 of 3

White

### Team Challenge Procedure for Breaking Ties in HM, continued

#### CATEGORY B

Copy single sided for use at rally.

All references are found in 2021 HM Handbook and noted in parentheses.

<p>List three of the safety rules to be followed when tying mounts. <span style="float: right;">(Articles 67 and 82)</span></p>	<p>Name three permitted and two prohibited items for tack room decoration at a rally. <span style="float: right;">(Article 85)</span></p>
<p>What four colors of breeches are appropriate for formal attire? <span style="float: right;">(Discipline Rulebook)</span></p>	<p>Name five of the listed "acts of cruelty" under the Abuse of Mount section in the HM Rulebook? <span style="float: right;">(Article 13)</span></p>
<p>What six criteria must footwear meet to be considered acceptable for unmounted activities? <span style="float: right;">(Article 48)</span></p>	<p>What two items on the Required Equipment List must have a current expiration date? <span style="float: right;">(Item G)</span></p>
<p>What two criteria must a helmet meet to be considered acceptable for use at USPC activities? <span style="float: right;">(Article 43)</span></p>	<p>Describe proper competitor attire and horse equipment needed for Horse Inspection. <span style="float: right;">(Articles 50 and 104)</span></p>
<p>Who may not serve as TD, members of the Ground Jury or members of the Appeal Committee? <span style="float: right;">(Section V, Chapter 15)</span></p>	<p>According to the Participating Member Code of Conduct, what are the five examples of inappropriate behavior? <span style="float: right;">(Article 7)</span></p>
<p>List the issues that lead to disqualification and/or elimination. <span style="float: right;">(Articles 20 and 21)</span></p>	<p>List three rules regarding braiding one's horse at a rally. <span style="float: right;">(Article 69)</span></p>
<p>Who can help competitors at a rally without it being considered unauthorized assistance? <span style="float: right;">(Article 18)</span></p>	<p>What is the difference between disqualification and elimination? <span style="float: right;">(Articles 20 and 21)</span></p>
<p>Who are the members of the Inspection Panel for Horse Inspection (Jog Outs) at a rally? <span style="float: right;">(Article 131)</span></p>	<p>What is the process for breaking HM ties at a rally when scores are tied at greater than zero? <span style="float: right;">(Article 116)</span></p>
<p>At what four times are competitors required to wear their approved helmets? <span style="float: right;">(Article 42)</span></p>	<p>What are the eligibility requirements of mounts at a rally? <span style="float: right;">(Article 9)</span></p>
<p>What is considered appropriate attire while unmounted at a rally? <span style="float: right;">(Article 48)</span></p>	<p>What are the three steps of the inquiry process to dispute HM penalties? <span style="float: right;">(Chapter 14, Articles 119, 120 and 121)</span></p>
<p>Name four of the required information needed on the Feed Chart. <span style="float: right;">(Article 164)</span></p>	<p>What are the two rules to follow when giving horse electrolytes in their water at a rally? <span style="float: right;">(Article 92)</span></p>
<p>What two factors determine the heat index? <span style="float: right;">(Article 138)</span></p>	<p>Regardless of certification, what three standards of horse care must all competitors be able to provide at a rally? <span style="float: right;">(Article 29)</span></p>
<p>Name six things that HM Judges may check at Turnbacks. <span style="float: right;">(Items B and K)</span></p>	<p>HM judging takes place on all competition grounds except which four locations? <span style="float: right;">(Article 28)</span></p>

## SECTION VI—Appendices

**Item Q**

### Competitor Horse Management Evaluation Forms

(one per team)

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

Name of Chief Horse Management Judge: \_\_\_\_\_

	<i><b>Strongly Agree</b></i>	<i><b>Agree</b></i>	<i><b>Neutral</b></i>	<i><b>Disagree</b></i>	<i><b>Strongly Disagree</b></i>
	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
1. The <b>Chief HM Judge</b> provided an overview of key rules and expectations for the rally.	5	4	3	2	1
2. The Chief HM Judge was fair.	5	4	3	2	1
3. The Chief HM Judge was consistent in assigning penalty points.	5	4	3	2	1
4. The Chief HM Judge was respectful.	5	4	3	2	1
5. The Chief HM Judge answered any questions you had.	5	4	3	2	1
6. The Chief HM Judge explained why they assigned penalty points.	5	4	3	2	1

**Tell us about the Assistant Horse Management Judges:**

**AHMJ Name:** \_\_\_\_\_

7. Fair	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
8. Consistent	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
9. Open for Discussion	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
10. Respectful	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1

11. What was the best part about the Horse Management portion of the rally? **Please share.**

12. Were you able to demonstrate your best Horse Management skills at this rally? **Please explain why or why not.**

13. If this was a team effort, how well did your team work together?

14. What areas of Horse Management did your team lack confidence or skills during this rally? **Please share.**

15. If your team had points taken away did your team captain make an inquiry to the CHMJ? **Yes No**

16. As a competitor, in what Horse Management skills would you like more training?

Barn safety	Specific rules about Horse Management	How to work as a team
How to make a good stall card	How to set up a feed room	Required equipment and use
How to set up a tack room	How to be successful in the vet box	

Other topics: \_\_\_\_\_

**Thank you and we appreciate your time and effort to fill out this form.**

**Name: (optional)** \_\_\_\_\_ **Competitor/Team-Certifications:** \_\_\_\_\_

**Return this form to the HMO or the Rally Secretary**

## SECTION VI—Appendices

Item R

### Horse Management Evaluation-Officials

(copy single sided\*)

This form should be distributed to and completed by each Assistant HMJ, Regional Supervisor, Rally Organizer and other officials.

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

Name of Chief Horse Management Judge: \_\_\_\_\_

	<i><b>Strongly Agree</b></i> 5	<i><b>Agree</b></i> 4	<i><b>Neutral</b></i> 3	<i><b>Disagree</b></i> 2	<i><b>Strongly Disagree</b></i> 1
1. The <b>Chief HM Judge</b> explained what we needed to know at the Assistant HM briefing.	5	4	3	2	1
2. I understood my role and responsibilities as explained by the Chief HM Judge.	5	4	3	2	1
3. The Chief set a positive tone for the rally.	5	4	3	2	1
4. The Chief was consistent in assigning penalty points.	5	4	3	2	1
5. The Chief was impartial and objective	5	4	3	2	1
6. The Chief was fair.	5	4	3	2	1
7. There was adequate HM staff for this rally.	5	4	3	2	1
8. Was the <b>HM Staff</b> effective as a team? <b>Yes No</b> Please share good aspects that made it seem like a team effort.					
9. Did you feel that you were asked to do HM assignments above/below your capability?					
10. Did anyone judge the competitors to a level higher than their certification? <b>Yes No</b> If yes, please explain.					
11. What worked well in Horse Management at this rally?					
12. Did you feel that you had enough to do during the rally or where you asked to do too much?					
13. List any areas of strength or weaknesses in the competitors at this rally.					
14. As a volunteer, in what areas of Horse Management would you like more education and training?					
Barn safety	Specific rules about Horse Management	How to teach HM at the club/center level			
Tack and Feed room set up	Safety and Turnout Inspections	How to run a vet box			
	Understanding Required Equipment checks				

Other topics: \_\_\_\_\_

**Thank you for taking time to fill out this evaluation and time spent working as a volunteer at this rally!**

**Please RETURN this form to the Horse Management Organizer (HMO)  
or mail to the National Office: 4041 Iron Works Pkwy, Lexington, KY 40511**

## SECTION VI—Appendices

### Item 5

### Rally & Facilities Evaluation

(copy single sided\*)

To ensure that all rallies are fair and run efficiently, please tell us what you think about this rally. Take a few minutes to fill out this form. Return this form to the HMO or to the Rally Secretary.

PLEASE answer each question as truthfully as possible.

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

Date: \_\_\_\_\_ Certification/Level: \_\_\_\_\_

#### THE RALLY

Was the rally well organized? Yes  No

Did you have enough time for each activity? Yes  No

If NO, where did you need more time? \_\_\_\_\_

Was this a learning experience for you/your team? Yes  No

Were you given a chance to ask all of your questions? Yes  No

If No, why were your questions not answered? \_\_\_\_\_

Could you show your best efforts? Yes  No

What would you like to see changed for next time? \_\_\_\_\_

What did you like best? \_\_\_\_\_

#### THE FACILITY

Name of Facility \_\_\_\_\_ Location: \_\_\_\_\_

Were the grounds adequate for each phase of the competition? Yes  No  SoSo

Did you have enough room to warm-up? Yes  No  SoSo

Did you have a good place to longe? Yes  No  SoSo

Did you have enough water for you and your horse? Yes  No  SoSo

Were the Farrier and Veterinarian available and adequate? Yes  No  SoSo

Were the bathrooms on the grounds adequate? Yes  No  SoSo

What did you like most? \_\_\_\_\_

Name: (optional) \_\_\_\_\_

Competitor/Team-Levels: \_\_\_\_\_ or Title: RS \_\_\_\_\_ Organizer \_\_\_\_\_ AHMJ \_\_\_\_\_

#### Note to the HMO or Rally Organizer – THIS PAGE STAYS IN THE REGION

• Copy this page single-sided – not double sided – since this page will be retained by the region\*

• This form should be distributed to and completed by each:

Team (1 per team)

Assistant HMJ

Regional Supervisor

Rally Organizer

# SECTION VI—Appendices

Item T

## USPC Chief/Provisional HM Judges Evaluation

(copy single sided)

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

Date: \_\_\_\_\_ Competitor Level(s): \_\_\_\_\_ Qualifying  Non Qualifying

### What did you think about the Horse Management Judges?

<i>Strongly Agree</i>	<i>Agree</i>	<i>Neutral</i>	<i>Disagree</i>	<i>Strongly Disagree</i>
5	4	3	2	1

**PLEASE ADDRESS EACH JUDGE INDIVIDUALLY**

**FIRST NAME:** \_\_\_\_\_  
**LAST NAME:** \_\_\_\_\_

	Assist/Mentor	Assist	Assist	Assist	Assist
Knowledgeable	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Friendly	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Fair	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Helpful	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Encouraging	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Positive	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Constructive	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Open for discussion	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Recommend for Chief/Prov	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Already Chief/Prov	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

**FIRST NAME:** \_\_\_\_\_  
**LAST NAME:** \_\_\_\_\_

	Assist/Mentor	Assist	Assist	Assist	Assist
Knowledgeable	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Friendly	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Fair	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Helpful	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Encouraging	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Positive	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Constructive	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Open for discussion	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Recommend for Chief/Prov	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Already Chief/Prov	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

How many Assistants did you have? \_\_\_\_\_ Experienced (#)? \_\_\_\_\_ Limited Experience (#)? \_\_\_\_\_

How many competitors at this rally? \_\_\_\_\_ Was this an adequate Judge:Competitor ratio? \_\_\_\_\_

Additional comments pertinent to rally:

Any unusual circumstances at this rally?

Chief Horse Management Judge \_\_\_\_\_ Signature \_\_\_\_\_  
Print Name

**Please RETURN this form to the Horse Management Organizer (HMO)  
or mail to the National Office: USPC, 4041 Iron Works Parkway, Lexington, KY 40511**

## SECTION VI—Appendices

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### Horse Management Handbook, Part 1

References will be to the Article number, or in some cases a Chapter number.

The Amplifications Section that previously was a part of Part 1 has now been moved to the Website, so updates can be made on a more timely basis. To access the Amplifications, go to:

**[www.ponyclub.org](http://www.ponyclub.org) → Members → Disciplines → Horse Management**

### USPC Horse Management Required Equipment AMPLIFICATIONS: [www.ponyclub.org](http://www.ponyclub.org)

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