

# Canadian Pony Club



## STABLE MANAGEMENT / GROOM HANDBOOK

### [Abstract](#)

Handbook for outlining a consistent standard for judging stable management National Competitions and implementation of a National Grooms program. Turnout and Stable Management scoring consistent across those disciplines that include these in their events.



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**2019**

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## STABLE MANAGEMENT

### 1 OVERALL GUIDELINES

Stable Management judging includes an assessment of the way in which riders and grooms care for their horses, prepare their horses for the test to be ridden, and cool out the horses after the test. The warm-ups for each test are a part of the competition.

Stable Management Judges should discuss expectations with the competitors prior to the start of the judging. The purpose of this competitive section of the competition is to give to the competitors an opportunity to demonstrate the practical aspects of horse care and stable work that they will have been taught, through their Branch activities.

Tack rooms will not be judged for colour, artistic achievement, originality, etc. Safe, clean and workmanlike tack rooms are all that is required.

Checks of horses and tack should generally be made only in the presence of either the rider or the Captain or the Groom, to allow the judge to point out why a penalty is assessed and written explanation should be provided on the daily Stable Management sheet.

In case of infractions which cannot be assessed against an individual for lack of evidence, the penalty points should be assessed against the Team. (Overall Impression - Team: on daily Stable Management Assessment Sheet).

Stable Management penalties assessed must be posted each day on master score sheet.

### 2 MEMBER'S GUIDELINES

National Dressage, Show Jumping and Rally will judge Stable Management at a "B" level. The aim of this level is to develop grooms to industry standards.

See Appendix A for the Rubric.

### 3 JUDGE'S GUIDELINES

#### 3.1 PRIORITIES

As a Stable Management Judge, your priorities are:

1. Your first (highest) priority is always to **ensure safety**.
2. Your second priority is to **teach Stable Management** to the event participants.
3. Your third priority is to try to ensure that the event is a **positive experience** for all the participants.
4. Your fourth (lowest) priority is to participate in **stable management scoring**.

What is most important is **safety for both human and equine participants**.



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### 3.2 CHECKLIST

The following are recommendations for items to bring for the Stable Management judging.

<input type="checkbox"/>	<b>Rulebook</b> <ul style="list-style-type: none"><li>○ for the sport you are judging, if it is a competitive event.</li><li>○ The General Rule book and this stable management guide.</li></ul>
<input type="checkbox"/>	<b>Insect Repellent and Sunscreen</b> <ul style="list-style-type: none"><li>○ Remember to put it on before you get second degree sunburn or carried away by bugs.</li></ul>
<input type="checkbox"/>	<b>Attire</b> <ul style="list-style-type: none"><li>○ You will be outside all day and may not have anywhere to get out of the rain wind cold snow where you can still do your job.</li><li>○ Layering your clothing is the best approach to cold, and a waterproof shell can help keep you warm, too, by blocking the wind.</li><li>○ Raingear is largely your call.<ul style="list-style-type: none"><li>• A waterproof shell is good, long plastic raincoats and ponchos have a tendency to flap in the breeze and frighten the horses.</li><li>• Umbrellas are not suitable for Stable Management Judges.</li><li>• If weather is an issue, a second set of clothes would be a good idea.</li></ul></li><li>○ Gloves</li><li>○ Paddock boots</li></ul>
<input type="checkbox"/>	<b>Food</b> <ul style="list-style-type: none"><li>○ It's customary for judges to be fed lunch by the competition, however if you have your own dietary needs or prefer your own lunch, bring it.</li><li>○ Chewing gum is forbidden during judging.</li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>○ Consider bringing a folding chair.</li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>○ Some judges prefer disposable latex gloves, particularly if checking sheaths and udders.</li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>○ Tape measures (for measuring everything from spur and whip length to distances between jumps)</li></ul>

NOTE: Controlled substances (drugs), cannabis and alcohol are not permitted. No smoking permitted at any time in the Stable area or anywhere else on the grounds except for such designated smoking areas as the organizing committee **may** provide.



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### 3.3 TIPS TO ENSURE SUCCESS

The following should be considered

- Be positive.
- Be approachable and friendly.
- Be helpful with appropriate feedback.
- Be consistent with all the members.
- Be fair. – *Keep track of the scores assigned over the course of the event so if another team needs to be assessed a penalty you can ensure consistency.*
- Be interactive - *compliment the members when you see them doing good things as well as instructing them when you see them doing something that could be improved.*
- Be diligent – *if you see a serious safety infraction happening or about to happen step in to solve the problem immediately. You can record it on your paperwork once the risk has been mitigated.*
- Plan your days; *know where you need to be and when you need to be there. If there are two (or more) judges, make sure you delegate the activities. Have one watching cool out of the first riding group while the other is tack checking another riding group.*
- Don't keep penalizing for something that can't be corrected over the course of the event *i.e. if you have forgot your paddock boots.*
- Be reasonable and adaptable to unforeseen circumstances that can arise.
- Encourage members to help each other and work as a team, as well as to help those not on their team.
- Remember when judging, personal opinions should not affect scoring.
- It is nice to be able to give bonus marks (up to a maximum of 10 per team or member depending on your discipline), examples of when they might apply:
  - for activities done extremely well
  - when members go above and beyond the requirements of their level
  - when members are seen showing true character and sportsmanship by aiding other teams as well as their own etc.
  - Bringing their passport

### 3.4 INSPECTIONS AND JUDGING

See Appendices for partial list plus suggested penalties to apply.

#### 3.4.1 Initial Competitor Briefing

In the initial competitor briefing it is important to identify yourself, outline the expectations of the day and review the schedule.

- Encourage parents, coaches and other interested peoples to attend the briefing.

#### 3.4.2 Locations (if not already discussed by the organizers)

- Tack check locations
- Hand grazing/walking areas, if restricted



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- Posting of announcements/schedule changes and scores
- Contact info for SMJ
- Washrooms
- First Aid Kit
- Safety Officer

### 3.4.3 Event Details

- Means of communication with competitors
- Medications – who to see re responsibility for storage, administration etc.
- Bandaging – which SMJ to contact – see notes re bandaging in Member's manual
- Appropriate footwear/attire – exceptions permitted due to weather
- Hay nets – allowed or not
- Halters – on or off when horse in stall
- Any discipline specific information
- Inquiry/protest policy
- Barn open/close times
- Do you require them to check in with SMJ at end of cross-country section? If so where?
- Any unusual or specific requirements of the facility
- Conclusion of event details

### 3.4.4 Tack Room/Stable Inspections

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

- Tack rooms will not be judged for colour, artistic achievement, originality etc. (Unless a separate decorating competition is listed in the registration package, this should be judged at one time and preferably by someone other than the SMJ) Safe, clean and workmanlike tack rooms are required.
- Have members discuss the pros and cons of items in their tack room and their purpose.
- Members must have signs to where common items are found (i.e. fire extinguishers, first aid kits, etc.).

### After Ride Checks/Cool Out

- You should be alert for horses that may require veterinary treatment.
- You should be alert for competitors that may require medical treatment. Especially in hot weather.
- You may request, at your discretion, to have all the horses appear before you during or after the cool- out process – this must be announced to the riders /stable managers / captains in advance and a location specified
- [See Appendices for suggested forms](#)



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### 3.4.5 Judging and Safety Concerns

- Remember that you cannot administer medication to a Pony Clubber. Only the parent, the chaperone, or the EMT can administer medication, however you can facilitate the process.
- When you are asked to help medicate a horse, remember the current rules for equine medications. First, the competitor must have given the medication note to the SMJ when they arrived at the event. Medications must be stored with the SMJ.
- Be alert for situations where the vet should be called.
- Unauthorized Assistance is should be reported to the Stable Management Judge and the event manager to determine if penalty points should be awarded. See Appendix document.
- Communication to the Stable Management Judge must come from the Team Captain during judging times.

### 3.4.6 Night Check

- At an overnight event, the SMJs usually go back to the stables late in the evening to check the horses.

### 3.4.7 Jog for Soundness (if applicable)

If there is a jog for soundness at the event, you're at:

- Remember, horses are jogged in bridle with bridle number if any, with the competitor wearing a helmet, suitable boots (no spurs), and gloves.
- Remember the SMJ must be present for the jog.



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### 3.5 POTENTIAL SM FAULTS & PENALTIES

- These penalties are **suggested** not defined.
- This is not an all-inclusive list, you may have other things you want to check or notice that you think are unsafe or unwise (according to PC principles – **avoid** personal preferences).

Description	Max Recommended Penalty
Non-ASTM approved helmet (manufactured date within 5 years old), damaged	<b>May not</b> ride – disqualification if replacement cannot be found – 3 pts if replacement found
Loose chin strap (cannot be pulled above the chin)	<b>Must</b> be adjusted – 1 pt. once adjustment made
Stirrups too small (less than 1/2" extra room at ball of foot). Tack not safe: Cracked leather Rusty broken pieces etc.	<b>Try</b> to find replacement stirrups due to them being borrowed equipment.
Wearing inappropriate jewelry. This excludes medical alert bracelets.	<b>Must</b> be removed - 1 pt.
Illegal Tack	<b>Must</b> be changed – 3 pts
Stirrup bars are up	<b>Must</b> be put down - 1 pt.
Saddle pad not in proper position e.g. Too tight on withers, not done up.	½ pt.
Medical armband not present on arm	<b>Must</b> be acquired – 2 pts - <b>May not</b> ride until done
Tack and boots inappropriately applied or fitted.	1 pt. for each
Wearing spurs around the barn or grounds	1 pt. for each instance
Pinny or number not present or untied.	<b>Must</b> be acquired – 1/2 pt. per instance
Improper dress or attire.	<b>Must</b> be changed – 2 pts - <b>May not</b> ride until done
Protective vests not present, if required and at the required safety rating.	<b>Must</b> be acquired – 2 pts
Horse being led with martingale done up	2 pt.
Stall guards, if applicable: Must be unlatched to enter or exit. Must be secured when member not present. Stall doors must be utilized if available.	2 pts each occurrence





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Description	Max Recommended Penalty
Buckets – not properly secured or ground feed tubs left after feeding	2 pts each occurrence
Not enough bedding for comfort – i.e. bare floor showing except where swept back from door	1 pt.
Hay nets hung improperly: When empty opening must not hang below point of mounts shoulder	2 pts each occurrence
Stall not mucked out	2 pts each occurrence
Aisles work area not kept swept and free of manure and debris and miscellaneous items (i.e. bicycles) .	1 pt. each occurrence
Feed (concentrates) not properly secured	2 pts each occurrence
Items in tack room/work area not labelled with team and or rider # (saddle and bridle are to be identified by labelling saddle/bridle rack)	½ pt. for each missing label
Mount without fresh water	2 pts each occurrence
Mount without feed for extended periods	2 pts each occurrence
No second bucket of water offered if electrolytes added to first	2 pts each occurrence
Electrolyte bucket not labelled as such	1 pt.
Feed not properly labelled	2 pts
Equine Drugs or non-prescription human drugs present in stable work area	2 pts each occurrence
Dirty boots (rider or horse)	½ pt. each occurrence
Mount not clean or well turned out: Knots in tail, mane not brushed, dandruff present Feet dirty Eyes, nose dock not cleaned	½ pt. each occurrence
Stall/tie area not safe	2 pts each occurrence
Presence of unsafe materials / debris in the stable area.	2 pts each occurrence



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Description	Max Recommended Penalty
Mount not tied with quick release knot or safety tie	2 pts
Sitting on the ground holding mount	3 pts
Holding mount near others who are seated or ducking under tied mount.	2 pts
Breach of the code of conduct	From 10 penalties to disqualification if behaviour continues
Using an inappropriate lead rope or inappropriate application of a lead rope.	1 pt. each occurrence
Bandages left on in excess of 12 hours	3 pts each occurrence
Unauthorized assistance	From 2 pts each occurrence to disqualification if behaviour continues
Returning to the barn after the barns are closed without permission from the SMJ	1 pt. each occurrence
Mount returned to stall without proper cool down	3 pts each occurrence
Mount left in stall tacked but not tied	2 pts each occurrence
Improper leading techniques i.e. leading with one hand, turning mount around rider	1 pt. each occurrence
Lateness to mounted or unmounted clinics (unless an emergency occurs or permission received from organizer or SMJ)	2 points plus 1 point for each 5 minutes late, up to 20 points total
Tools such as pitchforks etc. left unsecured	1 pt. each occurrence

### 4 RUBRIC SCALE OF MARKING

10	Excellent	4	Insufficient
9	Very Good	3	Fairly Bad
8	Good	2	Bad
7	Fairly Good	1	Very Bad
6	Satisfactory	0	Not Executed
5	Sufficient		



## CANADIAN PONY CLUB TURNOUT RUBRIC

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### 4.1 Appendix A: GROOM / HORSE TURNOUT RUBRIC

Groom #	Bridle	Bit	Braids (x 2)	Horse Cleanliness (i.e. coat)	Tail / Dock	Hooves	Saddle / Leathers / Girth	Saddle Pad	Overall Impression	Total (100)

\*\*In the event a category is not applicable to your discipline a standard score of 10 will be given.



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### 4.2 Appendix B: RIDER TURNOUT RUBRIC

Rider #	Rider's Hair	Rider's Boots	Clothing	Spurs / Whip / Number	Medical Armband	Pin	Crest (Left sleeve)	Gloves	Helmet / Body Protector	Horse Overall	Total (100)

\*\*In the event a category is not applicable to your discipline a standard score of 10 will be given.



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### 4.3 Appendix C: VET CHECK / TROT UP

Rider #	Overall Rider Impression (x 2)	Pin / (Crest Optional)	Gloves / (Whip Optional)	Number	Bridle	Helmet	Lead, Turn	Trot on Long Rein	Overall Horse	Total <b>(100)</b>

\*\*In the event a category is not applicable to your discipline a standard score of 10 will be given.



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### 4.4 Appendix D: "B" STABLE MANAGEMENT RUBRIC

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

Groom \_\_\_\_\_

Rider \_\_\_\_\_

Responsible	Area	Objectives	Collective	Possible Mark	Mark Given	Comments	Groom Mark (40)	Rider Mark (60)	Team Mark (100)
Groom	Tack	Cleanliness, organized, storage.	1	10					
Groom	Tack Room – Overall	Cleanliness, function, labelled, competitor number associated to tack / horse, first aid. Knowledge of contents.	1	10					
Groom	Feed Room & Stable Equipment	Security, storage, information, cleanliness, labelled, safety, function. Knowledge of contents.	1	10					
Groom	Stalls	Bedding, fittings and cleanliness. Well bedded, water buckets full.	1	10					
Rider		Feed, hay nets.	1	10					
Rider	Horse Overall	Horse – no sweat marks, picked feet, properly fitted tack and accessories.	2	20					
Rider	Cool Out	Cool out after riding, bathing, grazing on regular basis.	1	10					
Team	Overall Impression	Cohesive workmanship, positive attitude & interaction between team members, correct barn attire, proper footwear, conduct, numbers, PC Pins, etc.	2	20					
<b>TOTAL</b>				<b>100</b>					

\*\* Team Mark is the total of the Groom and Rider Mark. If your discipline scores the groom and rider separately each must be attributed equal portion of the overall Team Impression mark. (i.e. 50% each)



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### 4.5 Appendix E: SETUP DAY STABLE MANAGEMENT RUBRIC (Rally only)

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

Groom \_\_\_\_\_

Captain \_\_\_\_\_

Rider \_\_\_\_\_

Rider \_\_\_\_\_

Responsible	Area	Objectives	Collective	Possible Mark	Mark Given	Comments	Captain Mark	Team Mark
Captain	Tack Room	Cleanliness, organized, storage.	1	10				
Team	Feed and Stable Tools	Security, storage, cleanliness, labelling, safety.	1	10				
Team	Tack	Repair, cleanliness, completeness	1	10				
Team	Postings	Feed charts, no smoking signs, emergency numbers, neatness, visibility, readability.	1	10				
Team	Stalls	Bedding, fittings, cleanliness	1	10				
Team	Horse	Groomed, comfort, safety	1	10				
Team	Overall Impression	Interaction and teamwork, correct barn attire, pins, numbers.	1	10				
<b>TOTAL</b>				<b>70</b>				

For the set-up day inspection, no marks shall be given, just comments to help the team improve their setup.



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### 4.6 Appendix F: RECOVERY STATION (Rally only)

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

Groom \_\_\_\_\_

Captain \_\_\_\_\_

Rider \_\_\_\_\_

Rider \_\_\_\_\_

Responsible	Area	Objectives	Collective	Possible Mark	Mark Given	Comments	Groom Mark	Captain Mark	Team Mark
Captain Groom	Set-up	Neat, Well Organized	1 1	10 10					
Team	Proper Equipment	<input type="checkbox"/> Buckets <input type="checkbox"/> Coolers / Blankets <input type="checkbox"/> Water <input type="checkbox"/> Grooming Kit <input type="checkbox"/> Sponges / cloths <input type="checkbox"/> First Aid <input type="checkbox"/> Halters <input type="checkbox"/> Lead Shanks	1	10					
Captain Groom	Care of Horse 1	At the Vet following Phase D <ul style="list-style-type: none"> <li>• Loosen noseband and girth</li> <li>• Stand horse for vet</li> </ul>	1 1	10 10					
Captain Groom	Care of Horse 2	Cooling out procedure <ul style="list-style-type: none"> <li>• Keeping moving</li> <li>• Sponging</li> <li>Working together</li> </ul>	1 1	10 10					
<b>TOTAL</b>				<b>70</b>					