

St Lawrence and Ottawa Valley (SLOV) Region of the Canadian Pony Club Stablemanagement Judging Manual



I. GENERAL:	3
II. INTRODUCTION:	4
III. AM I QUALIFIED TO BE A STABLE MGMT JUDGE?	4
A. IF YOU'RE AN ACTIVE PONY CLUBBER:	4
B. IF YOU'RE AN ADULT:	5
C: CHARACTER:	5
IV. THE OTHER SIDE OF THE CLIPBOARD	5
VI. WHERE TO GO AND WHEN TO GO THERE:	6
VII. WHAT TO WEAR:	6
VIII. WHAT TO BRING:	8
IX PEOPLE YOU, IDEALLY, SHOULD NOT JUDGE	10
X INSPECTIONS AND JUDGING:	11
Tack Check	11
Tack Room/Stable Inspections:	11
After Ride Checks/Cool Out:	11
Stable Area patrol:	12
Night Check:	12
Jog for Soundness (if applicable)	12
Paperwork:	13
XI. COMPENSATION	13
XII TIPS TO ENSURE SUCCESS	13
APPENDIX 1: POTENTIAL SM FAULTS & PENALTIES	14
APPENDIX 2 - GUIDELINES: Initial Competitor Briefing by SMJ	18
APPENDIX 3 SAMPLE STABLEMANAGEMENT WORKSHEETS	19
Stablemanagement Turnout Inspection (D2-C1)	20
Stablemanagement Turnout Inspection (C2-A)	21
COOL OUT WORKSHEET	22

I. GENERAL:

Canadian Pony Club is an organization which aims to progressively develop the well-rounded horseperson capable of riding safely and tactfully on the flat, over fences and in the open. Knowledgeable care of horses and ponies is basic to the well-rounded horseperson.

Fun and friendship are part of pony club and fair and friendly competitions develop teamwork and sportsmanship.

Stable Management Judges (SMJs) at SLOV Rallies are first and foremost educators. At Rallies, SMJs are present to offer constructive advice and support and encourage safe practices and teamwork.

Stable Management is judged at Canadian Pony Club (CPC) Rallies in order to:

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

As well as to:

- Evaluate the knowledge level of Competitors.
- Encourage teamwork.
- Enable Club and Regional leaders to assess the effectiveness of their Stable Management (SM) programs.
- Cultivate an educational and productive environment.

Competitors are judged within their testing level on their:

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

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

The Scores that teams earn in Stable Management are given so the Members themselves **may** see their progression in competency over time and to, encourage Competitors to assume responsibility for the independent care of their mounts.

The Pony Clubbers we judge -- and educate -- have the right to consistent, fair, reasonable and knowledgeable judging and education. SMJs should strive to lead by example.

II. INTRODUCTION:

Thanks for expressing an interest in becoming a Stable Management Judge. Hopefully this manual will help you decide if you really want to be a Stable Management Judge, and if you do, to become more effective, quicker at this important job than would otherwise be the case.

Stable Management Judging is NOT easy work. It is an important, highly responsible function. You will be putting a lot of yourself into Stable Management Judging.

At the end of a VERY long day/weekend, what do you expect to have gotten out of it? You won't get a fancy pin; your name will probably be misspelled in the rally program, if there is one, you may get grief from some of the competitors who choose to disagree with you; and certainly no one ever got rich as a Stable Management judge -- so you hopefully have a different motivation than any of these.

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

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

As you'll see, some of the most important qualifications for a Stable Management Judge are almost impossible to quantify -- or even to describe clearly.

First, maybe most important, whether you're an active PCer or an adult, there is one thing that would absolutely disqualify you from being a Stable Management Judge -- no matter how much you know about the subject. That is **"the wrong attitude"**.

If you're thinking about becoming a Stable Management Judge because you just can't wait until you do a formal inspection and have a chance to hide behind a clipboard and really "get" those Pony Clubbers who have a little dandruff in their manes, or a few small jockeys on their leather, Stable Management Judging is not for you.

A. IF YOU'RE AN ACTIVE PONY CLUBBER:

- Ideally, you're at least a C2 and at least 18 years old.
- We have PCers who are younger than 18 --and have done wonderful work -- and get super experience - - at D rallies -- before they're 18.
- We have also had some who weren't C2 yet -- but turned out to be superlative Stable Management Judges anyway!!

What we're looking for, besides interest, are the maturity and Stable Management Knowledge:

Maturity and Stable Management Knowledge:

- Regardless of your age, if teachers, trainers, and coaches are always yelling at you to act your age, and the most consistent comment in your school records is that you are "immature" -- it might be a good idea to just have fun for a while before you try to be a SMJ.
- If you're not yet 15, you're almost certainly still too young -- even if you're already a B!
- Even if you're already 18, if you look like you're 12, you may find that Stable Management Judging isn't for you yet -- simply because you'll be spending too much energy trying to convince the competitors and their parents that you really are someone they can learn from and should listen to.
- Stable Management should have been one of your strongest areas throughout your Pony Club career. If you've always been the kind of PCer who turns in the best rounds at rallies, but your Stablemanagement marks have ranged from bad to atrocious, and the rest of your team always has to cover for you in the stables, why not stay with what you already do well?
- You could pass the Stable Management part of the C2 test right now, probably without opening a manual.
- You're sufficiently interested in Stable Management that you read manuals and magazine articles about it and it's something you're interested enough in to talk about with other people.

B. IF YOU'RE AN ADULT:

- You're at least 21 years old
- You must be free of character quirks that would raise questions about the suitability of your working with kids.
- Ideally, you're a Pony Club graduate with at least a C2.

If you're not a graduate PCer, or if you are a graduate PCer who never made C2, the following applies to you:

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

C: CHARACTER:

- You should already be a thoroughly committed, to Pony Clubs motto of Loyalty, Character and Sportsmanship.
- Do not approach Stable Management Judging as a way to learn about Pony Club. To be an effective Stable Management Judge, your knowledge of Pony Club must be both extensive and hands-on BEFORE you begin.

IV. THE OTHER SIDE OF THE CLIPBOARD

As a Stable Management Judge,

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

The rally would still go on -- and still be successful -- if not a single point was taken off in Stable Management during the whole rally!!

Think about it. What is most important -- the real show-stopper -- is safety for both human and equine participants.

And, we wouldn't be Pony Club if we didn't continuously work to teach (and learn) Stable Management.

Finally, when you think about it, if rallies ever cease to be positive experiences -- one good word for that is fun -- for ALL the participants, there won't be very many rallies at all.

While your job as a Stable Management judge is not that of an entertainer, if your concept of Stable Management judging is one that takes all the fun out of rallying for the Pony Clubbers, you are working counter to one of the basic principles of Pony Club.

VI. WHERE TO GO AND WHEN TO GO THERE:

You need to find out right away:

- **WHEN** the rally, you're scheduled to attend will take place,
- **WHERE** it will take place, and
- **HOW** you will get there (and back home, after it's over).
-

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

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

VII. WHAT TO WEAR:

When you're at a rally you're on duty, whether you're hot, cold, wet, tired, sunburned, wind burned, insect-bitten, whether you've just had your ankle massaged by that massive draft cross with the borium, or whatever else. Let's take it from the ground up.....

Footwear:

Closed toe footwear such as paddock boots or work boots, polished if possible, and at least very clean and in good repair.

- Please make sure your boots are comfortable, that they fit, and that they are well broken in, because you will spend a very long day standing and walking in them. Stable Management Judges almost never sit down.
- The biggest no-no's are cloth shoes of any kind, sandals or flip flops.

Pants:

Wear khakis, jeans or similar long pants.

- They don't have to be boring in colour, any colour will do but keep in mind fluorescent colours might not look as professional as some more sedate colours.
- Start the day with them clean, and neat.
- Please avoid wearing short shorts, cut-offs, extremely baggy pants, sweat pants, pants made of really flimsy material, or warm-up pants.
- Shorts (other than cut-offs or short-shorts) are acceptable, if the weather forecast is for VERY hot weather.
- Also acceptable is a loose fitting, mid-calf length -- or shorter -- skirt (not mini skirt).

Tops:

Polo shirts, tennis shirts, rugby shirts, tidy T-shirts, simple dress shirts, or in hot weather respectable tank tops. Regarding color, virtually any color is okay. However, there is a good reason to avoid white. By the end of a day of Stable Management Judging, a white shirt typically gets pretty dingy looking. A darker color can help you maintain a crisp appearance longer.

- Avoid halter tops, frilly blouses, crop tops, sequins, off the shoulder tops, bare midriffs in general, and shirts with potentially rude or misleading messages or insignia on them.
- Don't wear a shirt with your Pony Club's name on it, particularly if they are competing at the rally you are judging. A regional shirt might be okay as long as no participants from outside the region are expected. As a judge you are expected to be impartial. Don't let your shirt suggest to people that you are NOT impartial!!
- Please avoid wearing military insignia or ornamentation on your shirt that might look like military insignia. They give competitors the wrong message - a Stable Management Judge is NOT a drill sergeant.

Headgear:

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

- A hat or cap can help avoid sunburns. Be prepared.
- Hats also keep the sun out of your eyes. This is particularly useful if you're trying to see what's going on at the other end of the stable area and the sun's straight ahead of you and your hands are full. Also, a hat with a brim in back can keep rain from dripping down your neck.
- If you have long hair (this means long enough to reach the shoulder or longer) tie it back or braid it. Braids are fine unless your hair is very long. In that case, you need to put it up. Your hair should be reasonably neat and clean whatever length it is.

Jewellery:

NONE (almost).

- You will be penalizing Pony Clubbers you find wearing excessive jewellery, so lead by example.
 - NO jewellery is allowed in the airway at all. The airway includes the mouth and the nose. Therefore, nose rings (or studs), lip or cheek rings (or studs), and tongue rings (or studs) are **forbidden**. The risk, of course, is that you will inhale the jewellery -- or a piece of it, such as a screw back -- in the event of an accident.
 - You **may** wear earrings (probably more than one per ear is stretching things a little bit)... But no dangles. Studs are preferable to rings in your visible pierces.
 - What you wear out of sight -- and this means out of sight at all times -- is your business. Strip searches are not part of Pony Club. However, if you have, for example, a navel ring, it is definitely inappropriate to pull up your shirt and show it to the Pony Clubbers -- no matter how proud you are of it!!
 - If you can avoid wearing rings, even wedding rings, please do so. If you must wear your wedding ring, please at least take your engagement ring off. The reasons should be obvious -- the setting can catch on things, and conceivably you could even lose the stone (not much fun looking for a lost diamond in a sand warm-up ring), or, you can wear gloves.
 - Necklaces are also pretty much a no-no, as are clanky bracelets. Both of these can snag much too easily in far too many places. Use good judgment.
 - A wristwatch officially is **NOT** jewellery (and you definitely should wear one). Try to make sure that you can re-set it to rally time.
 - A Medic-Alert bracelet or necklace or anklet is definitely **permitted**. This is because the risks of the bracelet or necklace getting snagged are less than the risks of emergency medical personnel not knowing of a serious pre-existing condition if you're hurt or unconscious.

Medical Armband

- If you are still an active member you **must** still wear your medical armband for the duration of the rally.

Why? the “What to Wear” section.

Safety:

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

Instruction:

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

Positive experience:

Pony Clubbers work for days preparing themselves and their mounts for a rally. You're insulting them, and their families, if you show up to judge them looking like a bum. Stable Management Judges (including what they look like) are part of the Pony Club experience.

Another way to think about it: what the PCers are wearing may seem uncomfortable to them. So, while the PCers are sweating in their show clothes, or long sleeves for their cross country schools, it's kind of thoughtless if you're inspecting them wearing halter top and short shorts.

On the other hand, don't forget the comfort part. If you're miserable, you'll have to try twice as hard to make sure the kids have a positive experience.

VIII. WHAT TO BRING:

Travel Instructions

- and road map, if you're driving. Of course you've already checked the travel instructions against the map, just to make sure that they make sense!!

Clipboard

- with blank paper (or notebook), pencils or pens.
- a small, pocket-sized spiral notebook may be useful and less obtrusive than a clipboard is, especially when you're working in the stable area. You can slip a notebook into your pocket, which is something you can't do with a clipboard. However, when you're filling out forms, such as at formal inspection or when checking tack rooms, you will need a clipboard so that you have something to keep your forms together with and a smooth surface to write on.
- A clipboard can be a recognizable symbol of authority, and there's nothing wrong with that!!
- If the weather is threatening rain, bring a large baggie to cover your clipboard, as well as a towel to tuck in your belt so you can dry your writing hand before you stick it into the baggie to write on your clipboard.
- Don't forget the blank paper (most SM notes are written on blank paper and transcribed later to the daily sheets, except for formal inspection and equipment check).
- Some people like to have a couple of spare rubber bands on the clipboard to keep papers from flapping in the wind. It's not a bad idea. Other people like to use metal spring clips.
- Finally, because there tend to be lots of clipboards floating around at a rally, if you have any desire to take the same clipboard home that you brought, be sure to label yours clearly so that no one walks off with it.

Rally Rules.

This includes a copy of St. Lawrence and Ottawa Valley (SLOV) Region of the Canadian Pony Club Stablemanagement Guidelines for Rallies – Members Handbook.

This is a must. Questions will arise that will require that you check it. Don't count on your memory. Also, don't count on somebody else having a rulebook, and don't be the kind of judge who borrows one from a team that's competing just before their tack room is checked.

Rulebook

- for the sport you are judging, if it is a competitive rally.

Insect Repellent and Sunscreen

- Remember to put it on before you get second degree sunburn or carried away by bugs.

Sunglasses

- can be a really good idea. Ideally, you should not use mirrored lenses. Many people feel a little intimidated when talking to someone wearing sunglasses, and this includes competitors. If you wear sunglasses at a rally, make it a practice to take them off when you're talking to competitors if it is at all possible to do it.

Glasses

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

Sweatshirt or raingear.

- 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. You can only hide in some team's tackroom pretending to check their equipment for so long before it's obvious that you're malingering.
- Layering your clothing is the best approach to cold, and a waterproof shell can help keep you warm, too, by blocking the wind.
- Raingear is largely your call.
 - Long oilcloth raincoats, can be very hot in the summer and are bulky to pack. However, they don't tend to flap in the breeze and frighten the horses.
 - A waterproof shell is good. They can be very inexpensive, and are easy to pack, but you may get sopping wet from wherever the shell stops to the ground.
 - Long plastic raincoats and ponchos have a tendency to flap in the breeze and frighten the horses, but can be so inexpensive that you can actually throw them away if they get a rip -- and unlike a shell, they will keep your legs dry.
 - Umbrellas are not suitable for Stable Management Judges.
 - Another hint if a lot of rain is expected: no matter how good your raincoat or shell, you will probably get at least somewhat wet underneath it, particularly around the edges. Plan for this and bring extra clothes.
 - Besides, as everyone knows, if you bring your raincoat, it won't rain.

Food:

- It's customary for judges to be fed lunch by the competition, but just in case you're stuck out on a warm-up ring when the lunches are passed out, or if you have a lot of allergies or are a very picky eater bring snacks so you don't pass out.
- One thing to definitely leave at home is gum or hard candy. The reason? Safety, of course. Since you'll be alert for PCers chewing gum/eating candy at formal inspections and safety checks, you don't want to suddenly discover that you're doing the same thing!!

Controlled substances (drugs) and alcohol

- Controlled substances (drugs) and alcohol are not permitted.

Smoking

- 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.

Other Stuff

- A pair of work gloves can come in handy. Suppose you are helping to load a pony with a nylon lead rope? Gloves can prevent really nasty rope burns.
- Comfortable shoes to put on after the rally is over (or when hanging around the campsites – away from the horses) -- it beats driving home in the paddock boots you've been walking around in since before sunrise.
- Band-Aids might be helpful in case you suddenly develop blisters.
- If you are driving, you may want to throw a folding chair into the back seat. You probably won't have much time to use a chair, but they are very nice to have available when you do get to sit down for a few minutes.
- A staple gun (for posting SM scores), if necessary,
- a stapler (for stapling score sheets for a team together),
- wide magic markers (for making signs),
- Bristol board or paper,
- a small folding table,
- spare safety pins,
- A container of baby wipes -- pre-moistened
- Some judges prefer disposable latex gloves, particularly if checking sheaths and udders.
- Tape measures (for measuring everything from spur and whip length to distances between jumps)
- etc

IX PEOPLE YOU, IDEALLY, SHOULD NOT JUDGE

- Any family member.
- Anyone with whom you have an active disagreement or have reason to believe that other people might think you have – or a family member of one.
- Anyone in your own club -- particularly if you are a club officer. However, if you do so under this circumstance, you will need to be extra careful to be sure you are being totally impartial. Think twice about every mark you make, and then, when the inspection is completed, look at your score sheet and ask which (if any) marks could be questioned on the basis of partiality.

X INSPECTIONS AND JUDGING:

See Appendices for a partial list plus suggested penalties - also reference the St. Lawrence and Ottawa Valley (SLOV) Region of the Canadian Pony Club Stablemanagement Guidelines for Rallies – Members Handbook.

Tack Check

- Often at tack check you will also have the responsibility of picking the best turned out award, this is more than a case of who has the prettiest getup and matching colours but whose horse is radiant with the bloom of good health and long term care with spotless well cared for equipment (not necessarily brand new) and a pleasant attitude on behalf of the member, who should be correctly turned out in a neat and professional manner and prompt to their tack check.
- **See Appendices for suggested forms**

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 all that is required.
- Don't think of it as simply going down a checklist marking things off. That's true, of course, but simply having an article doesn't mean that the article is acceptable. Consider quality.
- Consider quantities - a handful of cotton balls or 1 pressure pad, for example, aren't much use in stopping the bleeding when you're dealing with a horse with a cut artery.
- Try to find something nice to say about the tack room setup. Look for signs of ingenuity you can praise. Have the kids made their own bridle rack? Have they figured out a way to keep things on schedule that really works for them? It's also a good time to compliment them on their good teamwork -- if you see any evidence of good teamwork.
- You personally may not care for a particular brand of liniment, yet you find this brand in a tack room. This is not appropriate for a note on the required equipment sheet.

After Ride Checks/Cool Out:

- If there's a Vet, you'll need to be triaging incoming horses -- making sure the vet sees the distressed ones first. If there's no vet, you'll be doing (or sharing) that job yourself.
- You'll be alert for horses that may have been injured.
- You'll be spotting PCers who are either hurt or on the verge of collapse (and who sometimes haven't even realized it yet) (There's always one who has held her breath ever since they mounted and is just about to pass out!!)
- You'll be making sure no horses get left in their stalls before they're cooled down and stabilized.
- You may request, at your discretion, to have all the horses appear before you during or after the cool-out process (especially a good idea if the humidex is high) – this must be announced to the riders /stable managers / captains in advance and a location specified
- **See Appendices for suggested forms**

Stable Area patrol:

Stable area patrol is very important, particularly in terms of safety.

- More injuries probably happen in the stable area than anywhere else on the rally grounds.
- While this is a great time to talk to the kids, it's also a time to be alert for the kid who is bridling her horse in the open for the first time and hasn't quite figured out how to do it without a third hand. *You can be her third hand, or you can get one of her teammates or a member from another team to help.*
- It's smarter to help out than to have a disaster right before your eyes.
- Your knowledge of horses will help you be able to spot the two horses that are just getting ready to work out a pecking order - in time to separate them.
- You'll have the patience to explain for the 50th time just why the hay net needs to be hung at the point of shoulder, and why, although it hung right there when it was full, it's almost on the ground now that it's almost empty.
- Remember that you CANNOT administer medication to a Pony Clubber. Only the parent, the chaperone, or the EMT can do that. But you CERTAINLY can facilitate the process -- getting the EMT when needed, or the chaperone for a dose of medicine, or bringing the competitor to the chaperone or parent for required medication.
- When you are asked to help medicate a horse, remember the current rules for equine medications. First, the competitor must have given the medication note to the SMJ when they arrived at the rally.
- Be alert for situations where the vet should be called.
- Unauthorized Assistance is sometimes a problem in the stable area. It's sometimes difficult to get the parents out of the area after the horses and heavy equipment is unloaded.
- Stable Patrol is also about answering infinite questions about almost any subject you can imagine!! And, while you're answering questions, **teaching**, and noting problems you see, you'll also be making notes of the competitor who is especially careful to offer water to her horse frequently, and offers it to other horses on the team, too, and all of the things that make up conscientious horse care.

Night Check:

- At an overnight rally, the SMJs usually go back to the stables late in the evening to check the horses, check their water buckets, check on the picky eaters, etc.
- You need the experience to spot the horse that's just beginning to colic or is otherwise not quite right.
- If you take the time, you may notice a swelling or even a wound that that wasn't obvious or went undetected when the kids left the stables for the day.

Jog for Soundness (if applicable)

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

- You may be helping the riders get ready to jog. A surprising number will never have done this before and will need some quick instruction on how to jog a horse out.
- Remember, horses are jogged in bridle with bridle number if any, with the competitor wearing ASTM/SEI helmet with harness fastened, suitable boots (no spurs), and gloves.
- You'll need to get everybody lined up in order -- almost always it's numeric order (with no one getting kicked or stepped on in the process).
- You may be stationed at the end of the jog, watching for the signal that a horse needs to be held, and diverting this horse to the holding area.
- Perhaps you'll supervise the holding area, keeping the horses moving and having them re-jogged when the vet requests them.

Paperwork:

Paperwork is an important part of the Stable Management Judge's job. Remember to record positive comments as well as negative ones.

- ✍ In most cases you'll actually use blank paper to record your comments (always note the time of the comment as well as the number of the competitor) and transfer the information to the appropriate sheet later.
- ✍ It's important that SMJ comments get from the individual clipboards to the so-called "sm check sheets" -- whether the comment leads to a penalty or not.
- ✍ When you transfer information, be sure to include the time the incident occurred, if possible.

XI. COMPENSATION

- 💡 If your secret motivation for becoming a Stable Management Judge is to make money, you probably will not be fully satisfied.
- 💡 We serve as Stable Management Judges mainly because we believe in Pony Club and we want to make a real contribution.

XII TIPS TO ENSURE SUCCESS

The following should be obvious, but.....

- ✓ Be positive.
- ✓ Be approachable and friendly.
- ✓ Be helpful.
- ✓ Be upbeat.
- ✓ Be consistent with all the members.
- ✓ Be fair. – *Keep track of the scores assigned over the course of the weekend 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. – Don't be the strong silent type that wanders the facility and only communicates by means of periodic sheets left quietly behind.*
- ✓ Be the first one in the barn in the morning and the last one out at night.
- ✓ Be on time. *It doesn't teach the members time management skills if they see the judges last minute or late for everything.*
- ✓ Be quick – *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.*
- ✓ Some teams may choose to keep a daily log in the tack room of their horse care activities – it is a good thing to have a look at on your stable area patrols or barn checks.
- ✓ Plan your days; *know where you need to be and when you need to be there. If there are two (or more) judges don't stick together like glue - divide the duties. Have one watching cool out of the first riding group while the other is tack checking another riding group.*
- ✓ Don't complain.
- ✓ Be absolutely dependable (cancelling even once when you've committed to judge will usually bring your Stable Management Judging career to an abrupt end).
- ✓ Don't keep penalizing for something that can't be corrected over the course of the rally *i.e. if a team forgot their thermometer and no one has a spare to lend them they can't easily correct the error so it is not reasonable to keep re-penalizing them.*
- ✓ Be reasonable - *if someone is late setting up their tack room because they have been shipping in late due to work or other commitments, come back after completing the other team checks to do theirs. Many of the members are now young adults with heavy school and work commitments who will not return if we penalize them too harshly for the unavoidable.*
- ✓ It is nice to be able to give bonus mark, examples of when they might apply:
 - for activities done extremely well or
 - when members go above and beyond the requirements of their level or
 - when members are seen showing true character and sportsmanship by aiding other teams as well as their own etc

APPENDIX 1: 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).
- Depending on the circumstances you may choose to decrease or increase the amount of the penalty, but remember most important thing is to be consistent. If a case is extreme it is wise to discuss with other judges, if applicable, the regional rally chair, and or the organizer before determining course of action.
- Not all these penalties would be assessed at all levels of rally, for example you are unlikely to do sheath/udder checks at D working rallies.
- If there is an area consistently weak across the groups – considering finding someone to throw together a 10 minute impromptu clinic (or schedule one yourself) - they're always lots of knowledgeable people at rallies. Where possible reference the applicable section of the *St. Lawrence and Ottawa Valley (SLOV) Region of the Canadian Pony Club Stablemanagement Guidelines for Rallies – Members Handbook or the Manual of Horsemanship*.

Description	Max Recommended Penalty
Non ASTM approved helmet	May not ride – disqualification if replacement can not be found – 3 pts if replacement found
Broken harness on helmet	May not ride – disqualification if replacement can not be found – 3 pts if replacement found
Damaged helmet	May not ride – disqualification if replacement can not be found – 3 pts if replacement found
Loose chin strap	Must be adjusted – 1 pt once adjustment made
Stirrups too small (less than 1" extra room at ball of foot)	May not ride – disqualification if replacement can not be found – 2 pts if replacement found
Wearing Jewellery such as Big dangly earrings or bangles etc	Must be removed - 1 pt
Wearing Nose ring or piercings of any kind	Must be removed - 1 pt
Bit or other tack that is illegal for the sport being contested	Must be changed – 3 pts
stirrup bars are up	Must be put down - 1 pt
Wrinkled girth	1 pt
Wrinkled saddle pad	½ pt
Saddle pad too tight on withers	1 pt
Medical armband not present on arm	Must be acquired – 2 pts - May not ride until done
noseband and throatlatch not buckled	½ pt each
boots -- or bandages – improperly applied or fitted	1 pt for each
Shoes loose or bent (horse)	2 pts
Illegal spurs	Must be removed- 3 pts
Illegal whips	Must be removed- 3 pts
Pinny not present (<i>at discretion of SMJ</i>) if they must be on rider or may be attached to saddle pad	Must be acquired – 1/2 pt
Long hair reaching below the shoulder that is not neatly secured away from the eyes and identification number.	1 pt
Improper footwear for mounted activities	Must be changed – 2 pts - May not ride until done
Protective vests not present, if required	Must be acquired – 2 pts
Cap sleeves or tank tops worn or midriff exposed	Must be changed – 1 pt
Unsafe attire	Must be changed – 2 pts
Pony club pin absent (<i>see rules in Handbook regarding pins when mounted</i>)	Must be acquired – ½ pt
Improperly fitted or applied tack including: Halters, saddles, bridles, martingales, breast plates, etc	Must be changed immediately – 2 pts
Missing buckle guards	½ pt each
Buckle guards not over buckles	½ pt each
Stirrup pads missing	½ pt each
Martingale stoppers missing but martingale present	1 pt each
Horse being led with martingale done up	2 pt

Wearing clothing that conveys an inappropriate message or graphic that may contribute to a hostile environment for another Member or volunteer.	1 pt each occurrence
Stall guards, if applicable: Top lower than chest of mount Not unlatched when entering stall – i.e. member ducking under In use when members are not present	2 pts each occurrence
Stall cards not complete, missing any of the following: Horse ID Rider name and number Owner name and number Emergency contact info Feed schedule (unless separate feed chart available) Picture or complete physical description TPR Vices Chaperones name	1 pt for each missing item
Buckets secured with top lower than mounts point of shoulder	2 pts
Buckets in stalls not secured	2 pts each occurrence
Buckets hung using bungee cord	2 pts
Ground feed tubs left in after mount done feeding	1 pt 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
Door latched when mount and rider in stall together	2 pts each occurrence
Door not latched when mount alone in stall	3 pts
Stall not mucked out	2 pts each occurrence
Aisles work area not kept swept and free of manure and debris	1 pt each occurrence
Feed (concentrates) not properly secured	2 pts each occurrence
Table, chairs, bicycles and other non essential items in aisles, work areas or in immediate area surrounding barn	1 pt 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 – not to the point of abuse (<i>see abuse section of Handbook</i>)	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
Drugs present in stable work area	2 pts each occurrence
Spurs improperly put on or adjusted	1 pt 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
Sheath or udder not clean (<i>not necessarily rechecked after initial check</i>)	1 pt
Feet requiring trimming or reshoeing (<i>does not include a shoe being cast during rally and requiring reset</i>)	2 pts – if severe a farrier must be called at member/owners expense before being allowed to continue
stall/tie area not safe	2 pts each occurrence
Presence of any of the following in stalls/work areas: Nails	2 pts each occurrence

Broken boards Sharp edges, and Any other unsafe conditions.	
Missing, expired or wrong class of fire extinguisher (should be A or ABC)	2 pts
Spare halter not adjustable or missing altogether	1 pt
Spare bridle is dirty, not broken in or broken	2 pts
Spare girth not a size that would fit most mounts on team (<i>girth plus extender suitable alternative</i>)	2 pts
First Aid kit missing items (<i>or insufficient quantity see notes in above section</i>) such as: Pressure pads, Thermometer, No string or clip on thermometer Vaseline, Notebook and pen, Stable bandages Dressing powder, Ointment, Gauze pads, Peroxide or other cleansers See USPC manual for full listing	1 pt for each missing item
syringes with needles present in first aid kit	2 pts
Expired Medications	2 pts
items in first aid not clearly labelled	½ for each item not labelled
Grooming kits missing required items Labelled sponges, Dandy brush Body brush Curry comb Hoof pick Stable rubber Face brush See manual for full listing	1 pt for each missing item
Grooming kit dirty or not labelled	½ for each dirty or unlabelled item
Wash bucket absent	2 pts
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. If not penalty assigned	2 pts
Glass containers, if used, not completely wrapped in duct, masking or electrical tape	2 pts
Mount not tied with quick release knot or safety tie	2 pts
Sitting on the ground holding mount	2 pts
Holding mount near others who are seated	2 pts
Pinny untied or not being worn	½ pt each occurrence
Bootlaces untied	½ pt each occurrence
Medical armband not on - unmounted	½ pt each occurrence
Cruelty or abuse: Rapping, Use of a wire or chain in conjunction with any schooling jump Use of electric device in schooling or showing Showing a mount with raw or bleeding sores Use of shackles, hock hobbles and similar devices Withholding of feed and water for prolonged periods Inhumane treatment of a horse in a stall, runway, schooling area, competition ring or elsewhere on the competition grounds, by any person	Immediate disqualification

Bullying or abuse of other attendees (<i>includes members, chaperones, clinicians and organizers</i>)	From 10 penalties to disqualification if behaviour continues
Using a lead rope with a chain shank with the chain not threaded over the mount's nose or attached to the halter in some other safe, appropriate way	1 pt each occurrence
Tying horse with flat nylon lead, chain shank or bungee cord	1 pt each occurrence
Mount tied too long enabling them to get over lead	1 pt each occurrence
Members less than C1 applying bandages without supervision	3 pts each occurrence
Members less than B level attempting to lunge mount without appropriate supervision and approvals	3 pts each occurrence
Bandages left on in excess of 12 hours	3 pts each occurrence
Sitting on floor when working with mount: including applying studs	2 pts each occurrence
Studs applied more than 1 hour prior to ride	1 pt each occurrence
Studs left in for more than 1 hour after ride	1 pt 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
Not wearing ASTM approved helmet when: Lungeing Mounted At jog in At safety check	3 pts each occurrence – must be obtained before activity continues
Tack not clean: Jockeys or dust present Not supple Metal not clean or polished Stirrup rubbers dirty Residue in holes/lacings	½ pt each item each occurrence
Tack not safe: Cracked leather Rusty broken pieces etc	<u>Must</u> be changed – 2 pts - May not ride until done
Mount returned to stall without proper cool down	3 pts each occurrence
Horseplay in barn	2 pts each occurrence
Mount left in stall tacked but not tied	2 pts each occurrence
Improper leading techniques <i>i.e. leading with one hand, turning mount around rider</i>	1 pt each occurrence
Tardiness to mounted or unmounted clinics (<i>unless an emergency occurs or permission received from organizer or SMJ</i>)	2 points plus 1 point for each 5 minutes late, up to 20 points total
poor sportsmanship – including discourtesy to clinicians, judges, volunteers etc	At the discretion of the ground jury depending on circumstances – up to disqualification
Member smoking in barn area	At the discretion of the ground jury depending on circumstances – up to disqualification
Member found with alcohol, illegal drugs in barn area	At the discretion of the ground jury depending on circumstances– up to disqualification
Tools such as pitchforks etc left unsecured	1 pt each occurrence
Tools left dirty	½ pt each occurrence

APPENDIX 2 - GUIDELINES: Initial Competitor Briefing by SMJ

- This is a list of suggested topics to include/consider when giving a competitor briefing but it is not the “final authority” not is it all inclusive. As a SMJ you should develop your own list and discuss specifics relative to the rally that should be addressed in the competitor briefing with the rally organizers. Cover only items pertinent to SM judging, unless something is not covered in the Rally Organizer briefing that you feel is important enough for the competitors to know.
- Encourage parents, coaches and other interested peoples to attend the briefing, there is nothing secret being shared and the more informed people there are the less confusion you will have.
- The briefing is your first encounter with the competitors and as such helps to set the tone of the entire rally.
 - Talk to the competitors and never talk down to them
 - Be informative without being boring
 - Remember your sense of humour!

Introduce Yourself

- Set a positive friendly tone

Competitor Expectations

- SM staff is here to help teach and promote safety
- SM staff will supervise work in the barns to ensure a safe environment while providing guidance to further develop competitors skills for horse care when away from home.
- Just because something is brought forward for discussion does not mean there will be penalties assigned. The intent of the discussion is to help each competitor so that they know what changes may be indicated at that time and how they might do something better in the future.

Encourage Competitors to:

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

Locations (if not already discussed)

- Tack check locations
- Hacking/lungeing areas, if applicable
- Hand grazing/walking areas, if restricted
- Posting of announcements/schedule changes and scores
- Contact info for SMJ

Make Your Expectations Known

Remember - common sense!!!

- 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
- Lungeing - which SMJ to contact – see notes re lungeing in Member’s manual
- Appropriate footwear/attire – exceptions permitted due to weather
- Haynets – allowed or not
- Halters – on or off when in stall
- Any discipline specific information
- Inquiry/protest policy
- Barn open/close times
- Do you require them to attend you at end of cross country section? If so where?
- Any unusual or specific requirements of the facility
- End of competition specifics

APPENDIX 3 SAMPLE STABLEMANAGEMENT WORKSHEETS

- The following pages contain examples of Stablemanagement sheets for various aspects of rally. These sheets do not need to be used nor are they all inclusive for all issues that may be raised.
- The Senior SMJ for rally should determine if the sheets are good as is or if they need to be modified in sufficient time for scoring tables to be adjusted.

Stablemanagement Turnout Inspection (D2-C1)

SMJ _____ Date/Time _____ Rider # _____ Test Level _____

Riders must meet the requirements for their own testing level as well as all lower level requirements. This is a min listing – additional criteria may be assigned.

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

<i>Item</i>	<i>Points</i>	<i>ES</i>	<i>MS</i>	<i>SBS</i>	<i>FBS</i>	<i>Comments (Good & Not so Good)</i>
D2-C Requirements						
Rider						
Pony Club Pin and Number	2					
No inappropriate jewellery	2					
Safe, neat & clean attire, helmet fit	0-3					
Appropriate attire	0-1					
Clean boots	0-2					
Mount						
Well-groomed, reflecting regular care, no sweat or dirt, healthy coat	0-3					
Mane & tail brushed	0-2					
Little if any dandruff	0-2					
External areas around sheath/udder clean	0-2					
Feet well trimmed and/or shod	0-2					
Feet picked out	2					
Eyes, nose, lips, dock clean	0-2					
Tack						
Safe, properly adjusted	0-4					
No jockeys or dust	0-2					
Supple, reflecting regular conditioning	0-2					
All stress points clean	0-2					
No cracked leather	0-2					
Metal clean & polished	0-2					
Stirrup pads clean	0-1					
C1 Requirements						
Rider						
Pony Club Pin and Number	2					
No inappropriate jewellery	2					
Safe, neat & clean attire, helmet fit	0-2					
Appropriate attire	0-1					
Boots polished, in good repair	0-2					
Spurs (if used) polished, put on properly	1					
Mount						
Well-groomed, reflecting regular care, no sweat or dirt, healthy coat	0-3					
Mane & tail brushed	0-2					
No dandruff	0-2					
Sheath/Udder showing regular attention	0-2					
Feet well trimmed and/or shod	0-2					
Feet picked out	2					
Eyes, nose, lips, dock clean	0-2					
Tack						
Safe	0-3					
properly adjusted	0-2					
No jockeys or dust	0-2					
Supple, reflecting regular conditioning	0-2					
All stress points clean	0-2					
No cracked leather	0-2					
Metal clean & polished	0-2					
Other concerns (please describe)						
Totals						

Late Penalties: 2 points plus 1 point for each 5 minutes late, up to 20 points total

Inspection Penalties

Late Penalties (max 20)

Total Penalties

Correction Factor = Total Penalties / 10

Corrected Penalties

Stablemanagement Turnout Inspection (C2-A)

SMJ _____ Date/Time _____ Rider # _____ Test Level _____

Riders must meet the requirements for their own testing level as well as all lower level requirements. This is a min listing – additional criteria may be assigned.

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

<i>Item</i>	<i>Points</i>	<i>ES</i>	<i>MS</i>	<i>SBS</i>	<i>FBS</i>	<i>Comments (Good & Not so Good)</i>
C2 Requirements						
Rider						
Pony Club Pin and Number	2					
No inappropriate jewellery	2					
Safe, neat & clean attire, helmet fit	0-2					
Appropriate attire	0-1					
Boots polished, in good repair	0-2					
Spurs polished, put on properly	1					
Mount						
Well-groomed, reflecting regular care, no sweat or dirt, healthy coat	0-3					
Mane & tail clean and tangle free	0-2					
No dandruff	2					
Sheath/Udder showing regular attention	0-2					
Feet well trimmed and/or shod	0-2					
Feet picked out	2					
Eyes, nose, lips, dock clean	0-2					
Tack						
Safe, clean, supple, reflecting regular care, no jockeys or dust	0-4					
Properly adjusted	0-2					
All stress points clean	0-3					
No cracked leather	2					
Metal clean & polished	0-2					
No residue in holes or lacings	1					
Saddle pad clean & brushed	0-1					
B, B2, A Requirements						
Rider						
Pony Club Pin and Number	2					
No inappropriate jewellery	2					
Safe, neat & clean attire, helmet fit	0-2					
Appropriate attire	0-1					
Boots polished, in good repair	0-2					
Spurs polished, put on properly	1					
Mount						
Very clean, showing effective daily grooming, healthy coat, clean skin	0-3					
Minimal loose hair if shedding	0-1					
Mane & tail free of tangles/dandruff	0-2					
Mane pulled if appropriate to breed	0-1					
Sheath/Udder clean	0-2					
Feet well trimmed and/or shod	0-2					
Feet picked out	2					
Eyes, nose, lips, dock clean	0-2					
Tack						
Safe, properly adjusted	0-3					
Supple, reflecting regular care	0-2					
No jockeys or dust	02					
All stress points clean	0-2					
No cracked leather	2					
Metal clean & polished	0-2					
No residue in holes or lacings	1					
Saddle pad clean & brushed	0-1					
Other concerns (please describe)						
Totals						

Late Penalties: 2 points plus 1 point for each 5 minutes late, up to 20 points total	Inspection Penalties
	Late Penalties (max 20)
	Total Penalties
Correction Factor = Total Penalties / 10	Corrected Penalties

Cool Out Worksheet

Team # _____

Competitor Number	Correctly pulled up after XC, if applicable, or return to barn in a reasonable fashion (ie. Walk vs trot, mounted vs dismounted)	Reported to veterinarian, if present or SMJ <i>if required</i> – within reasonable timeframe	Cooling out techniques	Condition of mount pre / post cool -out
	0-8 pts per team		0-20 pts per team	0-40 pts per team
Comments:			Penalty Assessed / Bonus Assigned:	
Total Points:				

Primary Stablemanagement Check

Date _____ Team _____

<u>Item</u>	<u>Remarks</u>	<u>Person Responsible</u>	<u>Possible Marks</u>
Tack Repair, cleanliness, completeness		Team	40
Tack Room Cleanliness, function, necessary information posted, numbering (labelling of tack), first aid kits for horses & humans – completeness and tidiness		Team	10
Feed Room & Stable Equipment Security, storage, information, cleanliness of tubs, labelling, safety of equipment, workmanlike, completeness of required equipment		Team	10
Horse # _____ Stall fittings, bedding, water, hay Horse clean, clothing adjusted		Rider/Groom	10
Horse # _____ Stall fittings, bedding, water, hay Horse clean, clothing adjusted		Rider/Groom	10
Horse # _____ Stall fittings, bedding, water, hay Horse clean, clothing adjusted		Rider/Groom	10
Horse # _____ Stall fittings, bedding, water, hay Horse clean, clothing adjusted		Rider/Groom	10
Overall Impression: Captain Organization & leadership abilities, inspiring positive, constructive work habits, punctuality		Captain	20
Overall Impression: Team Cohesive Workmanship, positive attitude & interaction between team members, correct barn attire, proper footwear, proper conduct and sportsmanship, numbers, PC pins etc		Team	20
Mark System – If nothing wrong must give 10 marks		TOTAL	140

Remarks in the first column are not absolute but guidelines for both competitor and judges (applies to all sm sheets)

Marking Scale

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

Stablemanagement Check

Date _____ Team _____

<u>Item</u>	<u>Remarks</u>	<u>Person Responsible</u>	<u>Possible Marks</u>
Tack Room Cleanliness, tidiness, tack clean & stored properly		Team	20
Feed Room & Stable Equipment Security, storage, cleanliness of tubs etc		Team	20
Rider # _____ Turnout - neatness, correct dress, armband. Safety, promptness & attitude.		Rider	10
Rider # _____ Turnout - neatness, correct dress, armband. Safety, promptness & attitude.		Rider	10
Rider # _____ Turnout - neatness, correct dress, armband. Safety, promptness & attitude.		Rider	10
Rider # _____ Turnout - neatness, correct dress, armband. Safety, promptness & attitude.		Rider	10
Horse # _____ Stall fittings, bedding, water, hay Horse clean, clothing adjusted		Rider/Groom	10
Horse # _____ Stall fittings, bedding, water, hay Horse clean, clothing adjusted		Rider/Groom	10
Horse # _____ Stall fittings, bedding, water, hay Horse clean, clothing adjusted		Rider/Groom	10
Horse # _____ Stall fittings, bedding, water, hay Horse clean, clothing adjusted		Rider/Groom	10
Overall Impression: Captain Organization & leadership abilities, inspiring positive, constructive work habits, punctuality		Captain	20
Overall Impression: Team Cohesive Workmanship, positive attitude & interaction between team members, correct barn attire, proper footwear, proper conduct and sportsmanship, numbers, PC pins etc		Team	20
Mark System – If nothing wrong must give 10 marks		TOTAL	160

Remarks in the first column are not absolute but guidelines for both competitor and judges (applies to all sm sheets)

Marking Scale

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