

USPC HM Required Equipment Checklist Amplification

Appendix C

General Instructions

The Required Equipment List (REL) is a list of items most commonly needed and/or used when traveling and/or competing with a mount. All items must be “show ready” and present in the tack room or in use within the barn area at the beginning of the rally. A Horse Management Judge will check equipment to make sure you have everything that is required. At some rallies, they will only check some of the Kits (HM12f), but you need to be prepared with all the equipment every time.

Individual tack must be clean and conditioned according to the Standard of Proficiency appropriate to the certification level of the rally competitor who will be using it.

First Aid Kits and the Utility Kit must be stored so they are readily available in case of an emergency. Every team member should be familiar with the contents of these Kits and the purpose and use of each item in the Kits.

Extra equipment must be clean/conditioned to the Standard of Proficiency for Turnout Inspection of the highest certified rider on the team who would use that piece of equipment, so it is ready to be used at a moment’s notice by any team member.

The following items must be hung by the door of the Tack Room:

- Working flashlight
- “A” or “ABC” Fire Extinguisher, and
- Team or Individual Identification Sign.

Labeling

The purpose of labeling is to allow lost items to be returned quickly to the rightful owner. All equipment must be clearly labeled to identify the owner, so the item(s) can be returned easily and promptly (HM12d). For example:

- All Individual Equipment must be labeled with the competitor’s name or number.
- All team equipment must be labeled with the team name or number or the name or number of any team member.
- Loose items (such as nails) may be stored in a box or bag which can then be labeled.
- If the item (such as a hoof pick or scissors) has a hole or opening in the end, tie a piece of ribbon or landscaping tape through it and knot it. Then write the competitor number in permanent ink on the ribbon/tape.
- When identifying saddles and bridles, competitors must place a label with the competitor’s name or number on the rack next to their saddle/bridle.

Additional Items

The Required Equipment Checklist is a minimal amount of equipment necessary for caring for a horse when away from home. This is not a complete packing list for rally. There will be additional items that a competitor may wish or need to bring when at a rally. No points are awarded or assessed for extra items which are not on the REL which are present in the tack room and/or barn area for a competitor’s use, unless the item is prohibited by the rules of competition.

References

- USPC Horse Management Handbook & Rules for Rallies – 2017.
Note: “HMxx refers to a specific rule or section from this Handbook.
- Current USPC Manual of Horsemanship: Basics for Beginners – D Level, Susan E. Harris
- Current USPC Manual of Horsemanship: Intermediate Horsemanship – C-1/C-2 Level, Susan E. Harris
- Current USPC Manual of Horsemanship: Advanced Horsemanship – H-B - A Levels, Susan E. Harris
- Current USPC Standards of Proficiency – All Certification levels

These references and other helpful information are available from shopponyclub.org.

Grooming Kit

Purpose

Each competing rider is expected to bring a grooming kit to rally, unless sharing a mount. Sharing grooming equipment is unsanitary and can lead to many health issues for the mount and sometimes the rider. Pony Club members are expected to know how to use the grooming equipment correctly.

Note: The USPC Manual of Horsemanship has detailed information on grooming mounts.

Requirements

- One kit per mount
- Labeling: The kit container must be labeled with the competitor’s name or number. Each individual kit item does not need to be labeled, but labeling assists in the return of borrowed or misplaced items.

Part 1 – RULES FOR RALLIES

Checklist

Hoof Pick

- Mount's hooves are picked out before and after riding.

Required: Reasonably clean

Unacceptable: Broken, excessively rusted

Rubber or Plastic Currycomb*

- A good currycomb has concentric rings with serrated or 'tooth' edges to trap the dirt, which can then be tapped off using the sole of your boot. A currycomb has three uses:
- To loosen caked mud and dandruff from your mount's coat
- To rub and stimulate blood flow, and
- To clean your brushes after several strokes.

Required: Reasonably clean

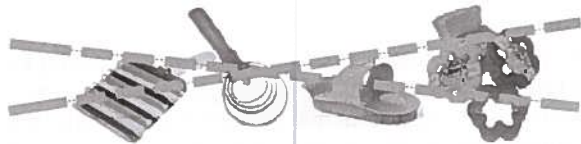
Unacceptable: Plastic curries with hose attachments for washing horses. Competitors need to bring an additional approved currycomb with which to clean brushes.

Tip: Place a piece of masking tape across the back of the currycomb and write the name in permanent marker.

In addition to the traditional rubber/plastic currycomb, items like the tools pictured here may be used. These types of currycombs are acceptable.



The currycombs shown below are not acceptable. If you bring one of these, you must also have a currycomb like one of those pictured above.



Example: Metal shedding rings with three concentric rings and a handle work well for cleaning brushes, but are not meant to be used as a curry comb.

Dandy Brush*

A dandy brush is a stiff brush used to remove heavy dirt, dried sweat and mud. It works very well on mounts with long coats.

- They can be made with synthetic or natural bristles.

Required: Reasonably clean

Unacceptable: Softer than your body brush



Body Brush*

A body brush has shorter, softer bristles than the dandy brush and is used to remove dust, scurf and dried sweat from a mount. This is the brush that adds the shine! Oval brushes with handles across the back are usually (but not always) body brushes.



Required: Bristles should be soft. Reasonably clean.

Unacceptable: Stiffer than the dandy brush.

*Cleaning Brushes

Clean dandy and body brushes with the currycomb after every few strokes. Clean and disinfect them thoroughly on a regular basis to remove embedded dirt and dust. Fill a small bucket with warm water and a few drops of liquid dish detergent. Swish the brushes in the warm water for about one minute. Fill another small bucket with a gallon of warm water and about 3 tablespoons liquid disinfectant. Swish the brushes for about one minute to rinse. Shake out the excess water then let them dry, bristles down, overnight. Try not to soak brushes with wooden or leather handles for more than one minute.

Another method is to add one-half a cup of baking soda to a pan with one to two inches of white or apple cider vinegar (make sure the pan has high sides, the mixture will foam!) Put the bristles into the mixture. The foaming action cleans and loosens the dirt. Rinse as directed above.

Rub Rag

Great for removing stains, rubbing out sweat marks and giving a great final polish after grooming.

Acceptable: Reasonably clean, at least the size of a hand towel, absorbent, made of a towel-like material.

Unacceptable: Potheolders

Tip: Retired dish towels make great rub rags. Label with a permanent marker.

Wet Wipes, Moistened Towelettes or 2 Sponges

Used to clean the mount's eyes, nose and dock. Don't use the same wipe/sponge on the face and dock.

Required:

- Wet wipes must be moist; thrown away after use.
- Individual package per mount.
- Sponges must be neat and reasonably clean. Store wet sponges in sponge drying rack. They must be marked to indicate which is for the dock and which is for the face.

Unacceptable: One large tub of wipes for all mounts. Wet wipes should not be dried out or contain any alcohol – think baby wipes.

Tip: Label dry sponges with a permanent marker. 'F' can stand for 'face', 'D' for 'dock'. Wet wipes store well in a sealed zip-close bag labeled with a permanent marker.

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Body Sponge

Body sponges are large and absorbent, and easily fill your hand. Can be synthetic or natural sponge. The purpose of a body sponge is to get as much water onto the horse's body for washing and cooling purposes.



Required: Large

Unacceptable: : Sponge mitts or kitchen sponges

Tip: Label dry sponges with a permanent marker. Or put a string through the sponge to attach a label.

Scraper

A scraper pulls the extra water off a wet horse, which speeds the drying/cooling time. Scrapers are usually plastic, aluminum or rubber.

Unacceptable: : A metal scraper with teeth along one side, which is called a Shedding Comb/Blade.

Wash Bucket

Required: At least two gallons. "Pickle" buckets are acceptable.

- Must be marked 'Wash Only'



Wash Bucket Eventing Only

5 gallon (min) bucket for team Vet Box to be used in proper cool out for mounts after cross country phase. Labeled 'Wash Only' so as not to confuse with drinking water bucket(s).

Required: One extra 5 gallon (min) bucket per team, labeled 'Wash Only.'

Unacceptable: Less than 5 gallons.

Individual Equipment

Purpose

Members must be prepared to care for their mounts, tack and equipment while at a rally or activity. Members must also have the right equipment for the riding phases of the rally or activity.

Requirements

- One per rider/mount

Checklist

In addition to personal tack & equipment that is needed for the specific discipline, the team must bring:

Saddle rack

Competitors must have their own places to store saddle(s). This can be individual saddle racks, a team rack or a combination.

Required: Store only up to two saddles for one competitor on one rack.

Tip: Limit the amount of weight stored on top of your saddle. Stacking may cause damage to the lower saddle because of the weight resting on it. Store with a clean, dry saddle pad between to prevent damage.

Bridle Rack

Each bridle should be hung on a separate holder or hook. This can be individual bridle hooks, a team rack or a combination.

Tip: Flat round cat food or tuna fish cans screwed to a 1x6 board make a great bridle rack.

Boot Trees (legs and toes)

A form used to keep boots in shape when not being worn. The function of the boot tree is to straighten the creases at the ankle to reduce cracking and prevent boot from toppling over or sagging down. The function of the toe tree is to straighten the crease at the top cap to reduce cracking. Required for every team member who is wearing tall leather boots. Leather boots are an investment that can last years if cared for correctly and boot trees and toes help them maintain their shape and prolong their life. Paddock boots or tall rubber boots that stand up on their own do not need boot trees.

Acceptable: Wood, plastic, foam, or other material that is stiff enough to help boots stand up and maintain shape.

Unacceptable: Crumpled paper or other flexible material.

Tip: Plastic shoe trees make very good toes. Boot trees can be made by rolling and taping newspaper, cardboard, or even an empty drink bottle and then taping it up or placing the roll in a large tube sock. Tennis balls cut in half, or a HM favorite, kitty litter in a nylon stocking (hey, it absorbs odors!).

Stall Card (checked on HM App. H-1 "Set Up & Safety")

Blank Stall Cards and directions for complete information needed on each card may be found in Appendix I of the current USPC Horse Management Handbook.

Required: Easy to read, correct and complete.

Unacceptable: : Missing required information.

Tip: Stall cards can be slipped into clear page protectors to keep them clean. Remember to add your competitor number when you arrive at rally!

Halter (checked on HM App. H-1 "Set Up & Safety")

Every mount must wear a clean, properly fitted safety halter at all times when not under saddle, unless approved by the CHMJ. All halters used at rallies must:

- Fit correctly (HM8b.1)
- Have breakaway capability (HM8b.2), and
- Have some form of identification on it at all times. (HM8c)

Lead Rope (checked on HM App. H-1 "Set Up & Safety")

Refer to HM10b for information on what types of lead ropes are permitted at rallies and Activities. You will also find information on the use of chain shanks.

Tip: Wrap a piece of duct or masking tape around the end of the lead rope and label.



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Water Buckets (checked on HM App. H-1 "Set Up & Safety")

The number of buckets required at a rally depends on the type of rally (one day or overnight) & whether your mount is getting electrolytes in the water. Electrolytes are a way to help replace minerals a horse loses when they sweat (very similar to Gatorade). If a horse is receiving electrolytes they must also have fresh water available at all times.

Required: Heavy-duty. Heavy-duty muck buckets, with handles taped down or removed can also be used for this purpose. If adding electrolytes to one of the buckets, that bucket must be clearly marked "Water and Electrolytes".

Unacceptable: "Pickle" buckets, flexible ribbed garden buckets.



FAQs

When do I need one water bucket?

- One day rallies when the mount is not getting electrolytes in his water.

When do I need two water buckets?

- One day rallies when the mount is getting electrolytes in his water. (One bucket for plain fresh water, the other water with the added electrolytes.)
- Overnight rallies.

What if I'm at a trailer rally and there is no place to safely hang a water bucket?

- From HM13b: "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."

Hanging Buckets:

Refer to HM11d for details concerning how to hang buckets.

- Flat back buckets need one point of attachment (one snap); round back buckets need two points of attachment. Muck tubs should be placed in a corner of the stall so that mount is less likely to knock it over.

Tips: An easy way to hang buckets and tubs is to use double ended snaps, but they are not required. It is also recommended but NOT required that if using double ended snaps, the trigger side of the snaps face towards the stall wall to prevent anything from catching. Bring at least two snaps. Extras always come in handy.



Feeding Equipment

Feeding Equipment is only required at overnight rallies.

Purpose

What would happen if, for some reason, you were unable to feed your horse(s)? How would a team mate or chaperone know which hay was yours? Which meal to feed to your horse? How much grain he should eat? Does he get any medication? Feed Charts and appropriate labeling can make this clear and simple.

Competitors at rallies are encouraged to set up their Feed Rooms as if someone else was going to feed their mounts.

Requirements

- Per team and/or mount.

Mounts at rally may be fed in one of two ways: prepackaged meals or loose feed. (See HM13d)

1. Prepackaged meals: Before you go to rally, you can "serve up" each of your mount's meals in non-airtight bags. Then, at rally, you can just empty the bag into your mount's feed bucket. Note: Prescription medication may not be included in pre-packaged meals. Refer to HM14b - 14f.
2. Meals from bulk (loose) concentrates/grain: You can bring your bag of grain and containers of supplements to rally and measure out your mount's meals at rally. If you chose to feed in this way, your team must include a feed measure (an appropriately labeled scale, scoop or can) in the Required Equipment.

Prescription Medication Rules

USPC follows USEF rules regarding equine medications. Any mount requiring medications must have a prescription or vet letter from the prescribing veterinarian. Refer to HM14b through 14f for details on administering medication.

Checklist

Feed Chart

Refer to HM13a & Appendix E-2 for complete information to include on the Feed Chart.

Required: Easy to read. Hung in the feed area.

Unacceptable: Missing required information.

Feed Measure

Only need be included if mount's feed is not pre-measured (if they have loose feed).

Required: Labeled with the mount(s) name the measure is used for.

Unacceptable: Glass. Not labeled.



Appropriate Feed Storage (Secured)

If a feed room is located in a spare barn stall then prepackaged grain storage must have secondary security. Stall doors might be accidentally left open and are exactly the right size for a horse to walk through.

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HM13d states that feed must be stored in a sturdy, secondary container with tight, secure-fitting lid/safety latch.

Examples of a secondary, sturdy, container:

- Metal container with lid: small galvanized trash cans with handles make good grain storage containers.
- A sturdy plastic container with lid is also acceptable.

If the changing areas of trailers and other completely enclosed spaces with narrower latching doors are used, then grain may not need secondary security since the smaller door opening acts as a barrier. The CHMJ may use discretion and allow the competitors to dispense with a secondary feed container if the CHMJ considers the situation is appropriately safe from vermin.

Heavy-Duty Feed Tub

One per mount. Can be a feed bucket or tub that sits on the ground.

Required: Heavy-duty. Reasonably clean.

Unacceptable: Have handles that a horse could get a leg caught in if it's being used on the ground. If handles cannot be removed they must be taped down.

Top-Off Bucket

- One per horse.

Since this bucket is not going to be hung in a stall, it can be a 'pickle' type bucket, which has a thinner bail and straight walls. They are called 'pickle' buckets, because sliced pickles (along with other kinds of food) are delivered to many restaurants in these sturdy food-grade 5-gallon plastic buckets.



Many restaurants give them away free. These buckets are usually sturdier than similar ones sold at hardware stores and the pickle buckets also have a snap-on lid (so you can store other items in them between rallies). Be careful using old paint or drywall compound buckets, since they are hard to clean and those ingredients can be toxic.

Required: At least five gallons of water available outside each stall, so water buckets can easily be topped off during the HM night check.

Unacceptable: Top-Off Buckets must not be left in the aisle during the day.

Tip: Because a full five-gallon bucket is often difficult to handle, two buckets equaling five gallons may be used.

Salt Block or Loose Salt

- One per horse.

Horses must have salt available to them at an overnight rally. Loose salt fed with their feed is acceptable if it is noted on Feed Chart and Stall Card.

Equine First Aid Kit

Purpose

The items in the Equine First Aid Kit were selected to:

- Make a horse more comfortable after a day of competition.
- Assess the condition of a horse, and
- Help perform emergency first aid on injured horses

The bandaging materials listed in the Equine First Aid Kit are geared toward the treatment of multiple emergency leg wounds, with the worst injury during competition being a traumatic leg wound that requires blood stoppage.

Definitions

Expiration Date

The expiration date of a medicine is the date at which the manufacturer can still guarantee the full potency and safety of the drug. If you are treating your mount, you want to make sure you give him/her everything you paid for. This date usually is based on proper storage in sealed containers away from harmful factors like heat and humidity. Drugs can have 'half-lives', and as they mature, the potency of the drug can change and they may become stronger or weaker. No expiration date on a package means the product contains no 'real' antibacterial, antimicrobial, antibiotic or antifungal ingredients in the pharmaceutical sense of the word. Items that should have an expiration date are tagged Expiration Date ALERT!

Shelf Life

Shelf life specifies the period of time during which a product can be stored, under specified conditions, and remain in optimum condition and suitable for use. It is also the length of time that a given item can remain in a saleable condition on a retailer's shelf.

The "/" symbol

In medical terminology "/" means "or" so the topical agent you use needs to say on the packaging that it is either antibacterial, antimicrobial, or antibiotic (or any combination of the three).

Antibiotic

The word antibiotic means "against life". An antibiotic is a drug that weakens or stops bacteria and other microorganisms from growing. It is used to treat infections and prevent the growth of bacteria within the body. Antibiotics are not effective against viral, fungal and other nonbacterial infections. Various antibiotics can target different types of bacteria, so you may need different antibiotics for different types of infections.

Antiseptic

An antiseptic is a germicide that is used on skin or living tissue for the purpose of inhibiting or destroying microorganisms, including bacteria, fungi, protozoa, and viruses. Using antiseptics reduces the possibility of sepsis or infection by germs. Disinfectants are similar, but they are used on non-living objects such as thermometers and scissors.

Antimicrobial

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An antimicrobial is an agent that acts against bacteria, fungi, and parasites in the body. Antimicrobial is a general term for something that kills or slows the growth of bacteria (antibacterial activity), fungi (antifungal activity), viruses (antiviral activity), or parasites (antiparasitic activity).

Antibacterial

An antibacterial is an agent that interferes with the growth of bacteria. While antibiotics and antibacterials both attack bacteria, these terms have evolved over the years to mean two different things. Antibacterials are usually described as products that are used to disinfect non-living surfaces and eliminate potentially harmful bacteria. Unlike antibiotics, antibacterials are not used as medicines for humans or animals. Antibacterials are found in products such as soap, detergent, skincare products and household cleaners.

Requirements

- One kit per team
- Easily accessible
- Printed expiration date on Topical Antibacterial or Antimicrobial or Antibiotic Agent must be current.
- Sufficient supplies for all mounts on team

Labeling: The kit container must be labeled with team name or numbers. Each individual kit item does not need to be labeled, but labeling assists in the return of borrowed or misplaced items. Items not in original packaging must be labeled with contents.

Checklist

Petroleum Jelly

Primarily used to lubricate the thermometer. It can also be used on a mount's chapped heels (from standing in mud) to protect them from wet and weather.

Required: Container at least half full.

Tip: It is a good practice to use synthetic protective gloves or gauze squares when applying any topical, so you do not contaminate (get germs in) the topical. Using squeeze tubes lessens the chance of contamination.

Digital Thermometer

Used for taking a horse's temperature. Turn on the digital thermometer. Make sure the battery is not low. Digital thermometers are intended to be held in place during use. They take temperature readings quickly and usually beep when they are finished. Do not let go of it while you are taking your mount's temperature. Clean the thermometer with soap and water or rubbing alcohol after use.

Glass Thermometers

Glass thermometers are no longer allowed due to the health hazard created by broken mercury thermometers.

Liniment

Liniments may be used on horses following exercise to combat pain and swelling, applied either by rubbing on full-strength, especially on the legs, or applied in a diluted form, usually added to a bucket of water and sponged on the body. They are also useful in hot weather to help cool down a horse after working, the alcohol cooling through rapid evaporation, and counterirritant oils dilating capillaries in the skin, increasing the amount of blood releasing heat from the body.

Does not need expiration date.

Unacceptable: Bottle less than half full.

Tip: Put it in a zip-close bag so it doesn't leak.

Isopropyl Alcohol

Isopropyl alcohol, also known as rubbing alcohol, is used to clean and disinfect items like bandage scissors and thermometers.

Does not need expiration date.

Unacceptable: Bottle less than half full.

Tip: Put it in a zip-close bag so it doesn't leak.

Antibacterial or Antimicrobial or Antiseptic Scrub

An easy way to think about the difference between an antibacterial/antimicrobial/antibiotic 'solution' and a 'scrub' is that the solution treats a wound and the scrub cleans it. Somewhere on the label the words 'antibacterial', 'antimicrobial' or 'antibiotic' must appear.

Does not need expiration date.

Acceptable: Antibacterial liquid soap.

Required: At least eight ounces.

Unacceptable: A "solution", unless liquid soap is also present.

Tips:

- A scrub can be made from a antibacterial/ antimicrobial/ antibiotic "solution" by adding a quarter to a third of the volume in liquid soap, then after mixing it gently pour a little out and see if it makes suds or at least feels slimy between your fingers.
- Because scrubs usually come in large bottles, it is okay to pour some into a smaller plastic bottle with a tightly fitting lid. Be sure to label the smaller bottle with the name of the scrub, and team/ competitor identification.
- Antibacterial liquid soap is an inexpensive option for this item.

Topical Antibacterial or Antimicrobial or Antibiotic Agent

Must contain the words "antibacterial" OR "antimicrobial" OR "antibiotic" on the label/packaging.

Expiration date ALERT! MUST have a current expiration date.

WARNING: While the active ingredients in topical agents are effective in the treatment of wounds in horses, they can be hazardous to your health. It is a good practice to use synthetic gloves or gauze squares when applying these topical agents.

Required: At least two (2) ounces (which is roughly the amount of a half-stick of butter)

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Unacceptable: Anything without an expiration date. No expiration date = no active ingredient.

Tip: Human treatments of any triple antibiotic ointment are an acceptable topical agent. You would need at least 2 ounces to treat a horse. This makes it more expensive than many equine specific treatments.

4" Sterile Wound Dressings

Each dressing must be individually wrapped to be sterile. The current USPC Manual of Horsemanship, C Level (See 'Treating Minor Wounds' above), recommends a minimum of four to treat a minor wound; two to clean, one to blot, then one to dress.



Required: At least four dressings in sealed packages that say "sterile".

Unacceptable: Less than four dressings in sealed packages that say "sterile".

Tip: Additional sterile wound dressings of other sizes may be included.

1 Roll Gauze (at least 2" wide)

This is very helpful in keeping a gauze pad in place over a wound.

Tip: Roll gauze can be the brown type that veterinarians use, or stretchy cling gauze available in grocery stores.

2 Flexible Stretch Adhesive/Cohesive Bandages

These are useful in keeping a gauze pad or other wound padding in place. Apply snugly enough to keep it in place, but use caution, since it can stretch and cut off circulation.



Required: Useable. Check to make sure they are still useful. They can break down over time and become difficult to unroll, especially if they are left in hot environments (like cars or trailers).

Unacceptable: Non-self adhesive human stretch bandages, (e.g., Ace wraps), because they stretch too much and can cut off circulation.

Tip: At the beginning of rally season, take older flexible bandages and have members practice wrapping wounds. This will refresh their skills and you can start the season with new rolls of bandages.

1 lb Roll of 12" Absorbent Practical Cotton

Absorbent practical cotton is used when building a bandage over a bleeding or oozing wound, otherwise the other paddings (pillow, no bow, sheet cotton) are used.



In building a bandage from the items in the Equine First Aid Kit, the first layer against a wound should be 4" sterile wound

dressings (gauze pads or non-stick pads) and roll gauze. Over this sterile layer, apply a layer of practical absorbent cotton (sterile or non-sterile), then a Leg Wrap to hold it all in place. Because you are using absorbent practical cotton, there is no plastic "barrier" layer to cause problems to bandaged area (retention of heat, increased moisture, plastic binding against the skin, tabs taped on skin, etc.) and layering is easy.

Roll cotton is multi-purpose. It can be cut or pulled apart to make small sized pieces, saturated with Isopropyl Alcohol and used like a sponge to apply to an overheated horse or cut to fit the base of a hoof to wrap as sole pad, etc.

Required: At least 12" wide, can be wider; highly absorbent; at least one pound. Roll cotton can be open; it does not need to be sterile, since it should not be used next to a wound.

Unacceptable: Pads, absorbent or not, disposable diapers, etc. These are not wide enough nor of variable length to accommodate bandaging different sized legs or parts (forearm, carpus, cannon, fetlock, pastern, hoof, gaskin, hock). Should not be non-absorbent sheet cotton, the type used to make standing bandages.

Tip: This item can be somewhat hard to find. Do not leave this for a last-minute shopping trip!

Bandage Scissors

Bandage scissors are used to cut a bandage off a mount. The blunt tip allows the scissors to cut close to the skin without cutting it.



Required: Blunt tipped and capable of cutting through thick bandages.

Unacceptable: Regular scissors, (since the points are too sharp), or children blunt's school scissors.

Tip: Tie a long piece of ribbon or landscaping tape to the handles, then label.

1 Roll Adhesive Tape (1" Minimum Width)

Adhesive tape keeps a gauze pad or other wound padding in place. This tape is specifically designed to hold bandages on. It is also known as cloth sports tape or bandage tape.

Required: At least one full roll

Unacceptable: Masking tape, duct tape, cellophane tape

4 Leg Bandages with Appropriate Padding for Four (4) Stable Wraps

These can be applied over treated leg wounds. Remember to bandage the adjacent leg to provide support.

Bandages: If bandages do not have Velcro closures, at least two bandage pins or strong safety pins per bandage must be included. Note that diaper pins may also be used, but the plastic ends can shatter easily.



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Required: Track bandages, flannel bandages, knit bandages

Unacceptable: Polo-wraps

Padding

Required: Must be sized/sizes to fit every mount on the team. Must be soft, smooth, and thick enough to distribute pressure evenly without binding or causing too much pressure on any structure of the leg. (Refer to current USPC Manuals of Horsemanship.)

Unacceptable: Torn, dirty, insufficient amount to achieve the correct thickness of a stable wrap.

Human First Aid Kit

Purpose

The Human First Aid kit is intended to provide first aid and comfort to competitors. It has the items needed to take care of the simplest of cuts/scrapes when further care is not required. Some of the materials in the Equine First Aid Kit are acceptable for use by humans, such as gauze bandaging, scissors and adhesive tape. Medicated products from the Equine First Aid Kit are not intended for human use.

Requirements

- One kit per team
- Easily accessible
- Printed expiration date on Triple Antibiotic Cream must be current
- Sufficient supplies for all team members

Labeling: The kit container must be labeled with team name or numbers. Each individual kit item does not need to be labeled, but labeling assists in the return of borrowed or misplaced items.

Checklist

1 Extra Medical Armband with Blank Medical Release Card
If a competitor's original armband is lost, the parent/guardian or team Chaperone may complete the blank card for that competitor's use.

Competitors should not fill out the form on their own unless they are over 18.

Tips:

- If the extra armband or form needs to be used, the competitor can place a note in the Kit alerting the team to that fact. This allows the team to alert the HMJ doing the equipment check to the location of this item.
- It is a good idea for each competitor to bring 2 completed Medical Release Cards to rally. One for your Armband and the other can be kept in a zip-close bag in your Grooming Kit. It will be ready to use with the extra Armband if lost.

Band-Aids

Required: At least a dozen Band-Aids.

Tip: Stock the Human First Aid Kit with a selection of bandage sizes and shapes. Bandages made especially for blisters are always useful.



Triple Antibiotic Cream

Triple antibiotic ointment is effective protection against infection from minor cuts, burns, abrasions and other first aid emergencies.

Expiration date ALERT! No Expiration Date = No active ingredient and that's not good!

Required:

- Must contain the word 'antibiotic' on the label.
- Must have a current expiration date.

3 Pair Synthetic Protective Gloves

Can be latex, vinyl or other synthetic material.

Required: At least three pairs.

Unacceptable: Less than three pairs. Dishwashing gloves, since these are too clumsy to be useful.

Tip: Check for cracks and holes. Put them in zip-close bag for easy access. Vinyl gloves are usually a good choice, since some people are allergic to latex.



Sunscreen

Can be spray, lotion, roll-on, etc. Can be individually packaged.

Acceptable: At least half a bottle or at least one individual pack per team member.

Tip: Store in a zip-close plastic bag to avoid spills.

Bug Spray (for Humans)

Can be spray, lotion, roll-on, etc. Can be individually packaged.

Acceptable: At least half a bottle, or at least one individual pack per team member.

Tip: Store in a zip-close plastic bag to avoid spills.

Additional items may be added to the kit, such as:

- Tweezers
- Instant cold compresses
- Human digital thermometer
- Antiseptic wipes
- Hand sanitizer
- Aloe Vera cream/sunburn cream
- Blister bandages

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Items that should not be included in the Human First Aid Kit:

- Over-the-counter medications such as aspirin, decongestants, allergy relief, etc.
- Prescription pharmaceuticals, including inhalers and epinephrine auto-injectors.

HM6c Drugs and Medications states:

"Competitors must note any prescribed medications and/or health related conditions on their Medical Card/Bracelet, which is required to be worn at all USPC activities."

"HMs or organizer(s) may not take possession of, or administer, any medications."

"During a USPC activity, members risk disqualification from further participation if they possess or are under the influence of illegal drugs or controlled substances."

Tack Room Equipment

Purpose

These required items are necessary for barn safety, team communication and use and knowledge of the rules of competition.

Requirements

- One kit per team

Checklist

- Team/Individual Identification (posted at entrance)

Flashlight

The flashlight must be hung by door of tack room, low enough for the shortest member of the team to grab without needing a stool. Make sure it is visible and easy to get without untangling or untying.



Required: Working with a strong, bright light.

- Flashlight must be labeled with team name or numbers or the name or number of any team member.

Unacceptable: pen-type or miniature flashlights

Tips:

- Hang it with a double ended snap, so it is easily removed for use.
- Include a set of spare batteries in the Utility Kit.

Fire Extinguisher (Charged)

The fire extinguisher must be hung by the door of the tack room, low enough for the shortest member of the team to grab without needing a stool. Make sure it is visible and easy to get without untangling or untying.

It must be a Class "A" or "ABC" extinguisher.

- "A" = capable of extinguishing cellulose/wood fires,
- "B" = capable of extinguishing gasoline, grease or oil fires
- "C" = capable of extinguishing electrical fires.
- Make sure the indicator reads "charged" or "full"

Required: Portable. Charged. Hung by door of tack room so all members can reach it.

- Labeled with team name or numbers or the name or number of any team member.

Acceptable: Fire extinguisher spray instead of traditional fire extinguisher.

Unacceptable: Not hung by door. Empty. Class other than A or ABC.

Tips:

- Hang with a double-ended snap so that it is easily removed for use.
- Many local fire departments run classes in how to use a fire extinguisher. This makes a great unmounted meeting.

Notice Board

This can be a dry erase board, chalkboard, cork board, etc. Be sure to bring the proper markers or pens to use on your board! You can use the notice board to write things such as ride times and notes to team members.

Trash Container:

Required:

- Labeled with team name or numbers or the name or number of any team member.
- Trash must be emptied prior to leaving for the night.

Tips:

- A large trash container can double as a storage/transport container for other team kits when not at rally.
- A size of 3 gallons or more helps the team to have to empty the trash less.
- Using a trash container with a lid helps keep flies and insects away.



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Horse Management Handbook

Each team is required to have a copy of the USPC Horse Management Handbook/Rules for rallies, so every competitor has easy access to the rules both before and during competition.

Each team must have Part 1: USPC Horse Management Handbook/Rules for rallies, and the current annual HM Newsletter.

These can be found on the USPC website: www.ponyclub.org.

- Optional: Bring Parts 2 and 3 to help you understand how the judges and organizers make decisions.

Discipline Rulebook

Each team is required to have a copy of the Rulebooks, so every competitor has easy access to the rules both before and during competition.

The Rulebook is considered complete if it is current and includes all Addenda and the current annual Discipline Newsletter.

These can be found on the USPC website: www.ponyclub.org. Make sure you have included any addenda. (These changes are marked in the footer of pages on which changes have been made.)

Note on Rulebooks: Electronic forms of the Rulebooks are allowed, but...

- It is acceptable to bring electronic forms of the rulebooks, but remember it is not always possible to recharge electronic devices during a competition. Additionally, the small display screens of some devices make looking up rules difficult. Check before the rally to make sure your device displays the rulebooks in an easy-to-read format and check with the organizer to make sure you will be able to keep your device charged throughout the rally!

Boot Hooks

Boot hooks are used to help pull on your boots.

One set of boot hooks per team is required only if one or more team member(s) are wearing tall boots that do not have a zipper opening.



Boot Jack

Boot Jacks are used to help in getting boots off.

A boot jack is only required if one or more team member(s) are wearing tall boots that do not have a zipper opening.



Utility Kit

Purpose

Pony Club teams need to be prepared for proper stable care when they arrive at rally. The Utility Kit is stocked with items that help repair stall boards, hang water buckets, post notices, loosen stuck doors, etc. Additional items may be included in the kit, such as plastic cable ties for hanging items. The required list is the minimum that must be included.

Labeling: The kit container must be labeled with team name or numbers. Each individual kit item does not need to be labeled, but labeling assists in the return of borrowed or misplaced items.

Tip: You can tie a piece of ribbon or neon landscape tape to the handle of many of these items for labeling. It makes it easier to find them if they land in the grass!

Requirements

- One kit per team, easily accessible

Checklist

Hammer

Required: A medium to heavy duty all-purpose claw hammer type.

Unacceptable: A specialty hammer such as a carpenters maul (all wood) or rubber hammer.

Nails

Required: Heavy duty type and have a distinct head.

Unacceptable: Lightweight 'panel' type or finish nails. Should not be rusted or bent.

Tip: Include a selection of nails in various sizes and weights. Can be stored in snap top plastic containers.

Screwdriver

- Can be either a Phillips head (+ sign tip) or flathead (- sign tip).

Tip: Medium to heavy duty recommended

Pliers

Unacceptable: Do not open/function.

Tip: Medium to heavy duty type recommended.

Scissors

Sharp scissors can be used for cutting gauze for first aid, bailing twine, ribbons, etc.

Jackknife

In an emergency situation, a horse may become trapped and need to be cut free. It is important to have a sharp, sturdy knife on hand. A jack-knife is considered a solid, reliable and safe form of knife



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for this purpose. It is extremely important that all Pony Club members know how to use it safely.

Required: Functional.

Unacceptable: Dull or broken. Heavy-duty box cutters or utility knives, which use retractable, replaceable thin razor blades are not considered a suitable alternative to jack knives, because the blades can snap very easily. The blades dull quickly and can be tricky to replace.

Tips: Serrated edged knives cut easier than smooth edge. Make sure all team members know how to open as well as close the knife, because they often have safety latches.

- The Boy Scouts of America have an excellent program that teaches proper use of jackknives. Contact your local troop and ask them to come to your next unmounted meeting and instruct your group. A good handout on jackknife safety can be found at www.scoutxing.com/leadertips/tip027.htm

Leather Punch

A leather punch comes in handy for last minute tack adjustments.

Required: Functional.

Unacceptable: Incapable of creating holes, misaligned, broken.

Thumbtacks

Useful for putting notices up on the notice board and for Judges to leave notes.

Tip: Larger thumbtacks with colored tops are easier to find if spilled. Thumbtacks can be stored in a small snap-lid plastic container.

Duct Tape

Required: At least half a roll.

Unacceptable: Masking tape. Cellophane tape. Tacky/ gummy/ does not unroll.

Tip: Write team name in permanent marker on the inside of the roll.

Two Pony Club Pins

These are spares in case a team member loses or breaks one. The pin must bear the official image of USPC (see picture). Official USPC Championship pins with USPC image, discipline and date are acceptable. Colored felt backings, indicating certification, are optional.



Tip: At least two Pony Club pins; having more is fine!

Tack Cleaning Kit

Purpose

Good tack, when properly cared for and fitted, can give many years of service. The process of cleaning tack can be broken down into three stages.

1. **Cleaning**—If tack is dirty, use a sponge and cleaner to remove dirt. Care should be taken not to allow the soap to foam—this indicates the use of too much water, which will dry out the leather. The tack is then rinsed off with a slightly damp sponge to remove the cleaning agent, which is too harsh to be left on the saddle or bridle. Some good cleaners are: Lexol Cleaner, Castile Soap (Kirk's), LeatherCare, Ivory Soap.
2. **Conditioning**—Leather should be soft and supple, with no cracks, and should not squeak while you're riding. If oil is needed, use a 1" to 2" paintbrush to apply in thin layers to the "flesh" or rough side of the leather, then work the leather by hand, bending it back and forth as well as rolling. The heat from your hands will help the leather soak up the oil or conditioner. Don't go overboard—condition your leather gradually!
3. **Protecting**—Bar glycerin soap is the traditional choice of protection, since it will seal the pores of the leather to protect and nourish it. It acts as a type of raincoat for the leather, but does not clean it. If oil is applied after this step the leather will be duller, lacking polish, and the oil will not get into the fibers of the inner layers of the leather, because they have been sealed. Some good protectors: bar glycerin soap, Fiebing's Saddle Soap, Belvoir Glycerin.

Requirements

- One kit per team

Labeling: The kit container must be labeled with team name or numbers. Each individual kit item does not need to be labeled, but labeling assists in the return of borrowed or misplaced items.

Checklist

Ordinary Bar Soap **

- Ordinary soap can be used for the first step of tack cleaning; cleaning the leather. May also be used to wash your hands.

Required: A solid cake-type ordinary soap (Ivory Soap, Castile Soap)

Unacceptable: Deodorant soap or anti-bacterial liquid soap. These types of soap may damage leather.

Tip: Keep the soap cake in a soap container for storage.

Tack Oil or Conditioner **

Required: Oil or conditioner.

- Used for the second step of tack cleaning; conditioning.

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Saddle Soap or Leather Cleaner **

- Used in the third step of tack cleaning; protection.

Required: Glycerin bar, saddle soaps, & other saddle cleaners.

Tip: Glycerin-based soaps are recommended for the protection step of tack cleaning.

** Product note: Multiuse products are acceptable as one of each of the three steps of tack care, but you must have three separate products for the soap, oil/conditioner and saddle soap.

Metal Polish

Used to clean any tack metal that DOES NOT come in contact with the horse's mouth. Bits should not be cleaned with metal polish.

Tip: Some containers of metal polish can rust easily. Make sure you can open it.

Tack Sponge

Used to apply tack cleaners, conditioners and protectors.

Required: Clean, smaller sponges that can easily fit in your hand – it is difficult to use large bath sponges to clean tack.

Tip: Stock your tack cleaning kit with several small sponges and store wet sponges in the team drying basket after use.

Cleaning Cloths

Used for applying tack cleaners, conditioners and protectors as well as metal polish.

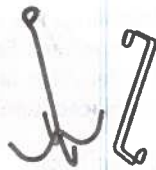
Tip: Keep separate cleaning cloths for metal since you don't want the residue of metal polish on leather. Old terrycloth face cloths work great.

Pail

Fill with warm or tepid (if available) water for tack cleaning, enough to get sponges wet.

Cleaning Hook

Used to hang tack on while cleaning it. May be stored when not in use.



Drying Basket

Used to dry sponges and wet cloths.

Required: Hanging or free standing. May be stored while not in use.

Tip: Mesh laundry bags work well and can be hung by their string. Tri-level hanging baskets used in the kitchen also work well.

Boot Polishing Kit (if applicable)

Required: If any member of the team is wearing mounted footwear (tall or short boots) made of leather. Must include boot brush, boot polish/creams and cloths used only with the boot polish and creams.

Tip: Keep a Boot Polishing Kit in its own small labeled bag or container.

Cleaning Equipment

Purpose

Keeping the stable area neat and clean is one of the primary goals of good horse management.

Requirements

- One kit per team, clean, in good repair, and appropriate to the task.
- Equipment must be safely and neatly stored.

Tip: Label tools with a piece of tape.

Checklist

Manure Fork or Shovel

Rake or Broom

Manure Basket or Wheelbarrow

- All items must be labeled with team name or numbers or the name or number of any team member.



Extra Equipment

Purpose

It is anticipated that equipment may break or be lost during a competition, and the expectation is that competitors will replace these items with items from the Required Extra Equipment. Therefore, Extra Equipment used to replace items that are lost or broken during the course of a competition will not be penalized. However, equipment that was not brought to the rally and must be replaced with items from the Required Extra Equipment will result in a penalty. Example: If a competitor forgets his/her bridle and has to use the spare = penalty. If the reins break and a competitor has to use the spare = no penalty.

Note: Storing extra equipment. Many clubs/centers store extra equipment in sealed plastic containers. While this is a good way to keep out dust and works well for bits and stirrup irons, it can cause mildew in leather and fabric. A better suggestion is to store extra equipment in a zippered sports bag that can be hung on a hook by its handles.

Requirements

- At least one set of extra equipment per team. (Individual riders may bring their own extra equipment.)

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- Sufficient sizes and types to fit all team mounts/members. If the team has several sized mounts, there must be a selection of girths, halters, etc to fit the different sizes.
- Each team member may bring their own extra equipment, clearly labeled &, hung on separate hooks.
- A team may bring adjustable equipment (adjustable halters, girth extenders), so the tack can be adjusted to fit different mounts.
- All extra equipment must be clean to the USPC Standard of Proficiency for Turnout Inspection of the highest certified member of the team who would use that piece of equipment.

Checklist

Two Extra Lead Ropes, one with Chain Shank

- See the explanation under Individual Equipment "Lead Rope" and HM10b.

Halter(s)

Make sure your team Extra Equipment includes an extra halter to correctly fit every mount on the team. You may be able to bring an adjustable halter that can be modified to fit all the mounts. If the mounts on your team are very different sizes, you will need to bring more than one halter. Refer to HM8b.1 for information about correctly fitting halters.

Remember:

- All halters used at rallies must have breakaway capability (HM8b.2);
- The mount's halter must have some form of identification on it at all times (HM8c). If you need to use a halter from your Extra Equipment, you need to put your identification on it.

Complete Bridle(s) with Bit(s)

Extra bridles must be complete and assembled.

As with the extra halter, extra bridle(s) and bit(s) must be able to fit all the mounts on the team. Team members need to make sure the extra bridle(s) and bit(s) included with the team equipment will be safe and suitable for their mount. If a team member can't ride with the extra bridle or bit for safety reasons, they need to bring an extra one that they can use. Often, you can borrow the extra bridle and/or bit for the rally (especially if you return it clean!).

See HM8e for exceptions to USEF tack requirements at USPC activities.

Girth(s)

There must be an extra girth to fit all the mounts on the team. The team may need to bring more than one girth or a girth extender may work to make the one girth fit multiple mounts.

Tip: Make sure you know what kind of saddles your teammates are bringing. For instance, dressage saddles use short girths that will not work on all-purpose type saddles.

Pair Stirrup Leathers and Stirrup Irons

Stirrup leathers may be leather or synthetic. All stitching must be in good repair with no broken stitches. Any cracks in leather may not go through more than one-half the thickness of the leather. Fillis stirrup irons must have stirrup pads

Tip: Place every member's foot in the extra stirrup irons, since there should be 1 inch of extra room (or 1/2 inch on each side) when the widest part of a rider's foot is placed across the stirrup iron.

Two Rubber Bands for Peacock Irons (if used)

Required if one or more riders are using peacock safety stirrup irons. There are some rubber bands that are designed to be used without leather straps, these have an extra rubber tab that hooks to the bottom of the stirrup. Make sure that your extra rubber bands are in good repair, or replace them.

Acceptable: Rubber bands for safety stirrups (also called Peacock Irons) should be smooth and elastic.

Unacceptable: Office style rubber bands. Bands should be as pictured, intended solely for use with peacock safety stirrups. They should not be cracked, brittle or stretched out.

Tip: Place extra bands and leather tabs in a zip-close bag and label.



Extra Polo/Polocrosse Equipment Additional Extra Equipment Requirements

- One kit per polo/polocrosse team
- Sufficient to fit all team mounts/members

Checklist

Extra Racket/Mallet

Breastplates(s)

Acceptable: At least one that fits all mounts.

Two Pair Boots or Bandages or Combination of Both.

Acceptable: At least two pairs. Must fit all mounts.

Two Pair Bell Boots

Acceptable: At least two pairs. Must fit all mounts.

Two Extra Wash Buckets, Sponge and Scraper Per Horse.