



Stable Manager Job Description



(For a One Day Rally)

PRIOR TO RALLY:

1. Work closely with team Captain to plan ahead for all required equipment, both team and individual. Assist the Captain as may be requested.
2. Be sure all team members have copy of stall card and assist in filling in the required information. Plan on some sort of protection for the stall cards against weather exposure, such as sheet protectors.
3. Participate in the rally equipment check meeting. Be certain you understand the purpose of every item on the required equipment list. Be certain that every item is labeled with our club name.

AT RALLY:

1. Upon arrival, assist teammates in unloading and securing their mounts (tie-up area, water, hay, and bedding if necessary) – care of horses should take precedence over setting up tack room. However, this does not mean the stable manager should start to groom the horses! You are assisting **if needed**; once you know the horse is secured properly, start setting up the tack room.
2. Supervise the set-up of the team tack room, making certain it is set up in an organized manner. Make sure all teammates know where equipment can be found if you are not present. Make sure all items are properly labeled (hopefully this was done at home prior to arrival at rally).
 - a) Be present when Horse Management Judges come to check the required equipment, if possible, and be able to explain the intended use for each piece of equipment.
3. Assist in stable areas as may be necessary or indicated throughout the rally. (**assisting** with manure pick up, refilling water buckets, grooming horses, or tacking up as may be requested by teammates.) Each team member is responsible for the care of his/her own horse, stall, and personal equipment; the Stable Manager provides an extra set of hands and should never be expected to take on the total care of team horses. **At no time should the stable manager be doing any of this work if the rider is sitting and relaxing; the stable manager is not a servant.**
4. Be **familiar** with the team schedule as posted in the tack room and **assist** team members in keeping to that schedule. Check this schedule frequently and help keep teammates on time. The Stable Manager does NOT have the ultimate responsibility if the rider is late to Formal Inspection or their rides. But, you are all part of a team; everyone must work together to help it function. Lateness will penalize not just that rider, but the whole team in their total score. **Work Together!**
5. Assist team members in preparing for turnout inspections and accompany team members to their assigned station, if possible, unless it is necessary to stay in the stable area to help another teammate. The Stable manager might bring a rub rag to wipe off dirt from mount or boots, or a brush for a quick and final swipe. BUT, the stable manager is not part of the Turnout Inspection and once it is the rider's time, the stable manager needs to stand back or return to the team area.

6. If possible, the Stable Manager should try to be at ringside to cheer teammates on and to be available to assist when the ride is done. Consider what equipment or supplies should be brought to the ringside that will be useful at the end of teammate's ride. (For example, at an Eventing rally be prepared to help in the vet box with cooling out of teammates' mounts).

7. Make periodic checks around the stable area to ensure:

- a) Team tack area is neat and clean.
- b) Area around team mounts is kept clean, raked, and free of debris or items dangerous to the mounts.
- c) Stall cards stay in place on all team stalls/trailers
- d) Horse tie-up area is picked out as needed – you do not have to be obsessive about this, but do not allow manure to pile up nor allow the mount to be standing in manure. Make sure the muck bucket and rake are placed safely out of the way.
- e) Lead lines are properly hung outside of tie-up area when not in use. Do not let them lie on the ground.
- f) Haynets, if used, are properly hung and stay at proper height at all times even when empty.

AT RALLY END:

1. Supervise the breakdown of the team tack area; teams are sometimes allowed to start the breakdown of the team tack area prior to the awards ceremony. If you are not sure if this is allowed, ask your captain or a rally horse management judge. Do NOT start breaking down your area until you are sure it is allowed.

2. Assist teammates in mucking the area around their mount's tie-up area/stall. In most cases, you will be required to take the manure with you. Do NOT allow manure to be dumped at the rally grounds unless you have received permission for this. The Stable Manager is responsible for checking each rider's tie-up area/stall to be certain it is free of manure and debris prior to leaving the rally grounds.

3. Be sure the team tack area is swept/raked after all items are removed.

4. Assist the team captain as indicated or delegated.

5. It is the stable manager's responsibility to make certain the team equipment is put back into the rally box in a neat and orderly manner. The stable manager should make a note of any of the required equipment which needs to be replaced or replenished.

a. Another team will need to use this rally box for the next rally and it is wholly unfair to leave the rally box in disarray.

b. If the rally box is found to be disorganized upon return, the stable manager and the team captain will be **required** to meet after the rally to make the rally box right!

6. Upon arrival at home, return the equipment to the proper storage location.

7. Together with the team captain, prepare a report to present to the DC. Be sure to include in this report:

a. What went well for the team, what did not go well – keep personal criticism out of this report and stick with specifics such as "lacked time management skills" or club utility kit was missing _____

b. A list of items to be replaced or replenished in the team rally box

c. Suggestions for preparing teams before rally/making the team better prepared for rally.

