

Before the Rally

Team Members

1. Have Stall Card and Feed information ready for Captain/ Stable Manager
2. Have own equipment cleaned, labeled and neatly packed
3. Participate with teammates to provide extra equipment as requested by Captain
4. Know discipline rules and understand the needs of and be able to care for your own mount
5. Condition yourself and your mount adequately
6. Complete and submit paperwork to DC or designated person on time

Team Captain

1. With teammates, verify tack and equipment needs
2. Coordinate extra equipment
3. Check Rulebooks for current version and Newsletters
4. Work with Stable Manager regarding all required information for Stall Cards and Feed Chart

Stable Manager

1. Work closely with the Captain regarding team and individual equipment
2. Provide team members with blank Stall Card and assist with filling out. Plan on protection from weather
3. Bring any equipment as indicated in planning with Captain and be sure all team equipment is labeled
4. Request feed information from teammates and prepare Feed Chart in advance

At the Rally

Team Member

Must balance self-sufficiency with helpful, courteous assistance of others

1. Get your mount settled-**priority**; assist teammates
2. Follow instructions of Stable Manager for setting up tack room; know where everything goes and return it if used
3. Attend team meeting and provide Captain/ Stable Manager with estimates of time needed to groom and tack your mount; note where you may need assistance or when you would be available to assist others
4. Care for your own mount throughout the rally
5. Accept reminders from Stable Manager with regard to chores or schedule; *your failure to adhere to the schedule does not mean that others will complete your tasks.*
6. Notify teammates if you leave the stable area or the group
7. Be a good sport-Maintain a cheerful, positive attitude if your rides do not go well
8. Provide assistance as assigned in the schedule, and when you see a need

Team Captain

1. Work with Stable Manager to be sure Stall Cards and Feed Chart are posted
2. Oversee set-up of stable area, coordinate with Stable Manager responsibility for checking on neatness throughout the rally
3. Review program and schedule with team-
 - a. Individual ride times
 - b. Who is available to assist in the barn
 - c. Who is available to cheer ringside
4. **Check judging or scores when posted** or delegate a team member if Captain is riding
5. **Know Rules and Procedures for Inquiries**

Stable Manger

1. Assist teammates with setting up horse stalls-**priority**
2. Supervise the set-up of the team tack room in an organized manner, everyone should know where everything is
 - a. Be present for Required Equipment check by HM, know intended use for everything
3. Assist in stable area throughout the rally with stalls, grooming, tacking up. **A stable manager isn't a personal groom** but someone there to lend a helping hand equally to all teammates.
4. Be familiar with team schedule and remind teammates in keeping on schedule-check frequently
5. Assist teammates in preparing for T.O. and accompany them, unless needed to assist others with preparations in the barn
6. Try to be at ringside to cheer or to assist after rides, assist with cooling out in vet box at Eventing rally
7. Make periodic checks of stable area
 - a. All neat & door closed, isle swept, stall cards in place
 - b. Remind teammates-stalls to be picked-out, leads & halters and hay nets hung properly

End of Rally

Team Member

1. Collect and pack up all personal equipment and return anything that was borrowed
2. Pack up club rally kits, as directed by Stable Manager or Captain
3. Assist with stall stripping and clean-up of stall and other barn areas

Captain

1. Turn in team evaluations and pinnies
2. Pick-up 'Exit' packet (score sheets), share with teammates
3. Turn in HM score sheets to DC
4. Prepare Rally Report for DC with input from Stable Manager:
 - a. What went well, not so well
 - b. b. suggestions for better preparations for rally

Stable Manger

1. Supervise break down and packing of team tack room
2. Assist teammates with stall stripping if needed
3. Verify all areas (tack, horse, feed & isle) are swept and raked appropriately and everything removed
4. Assist team Captain as indicated or delegated
5. Return club equipment to storage and indicate what needs to be restocked
6. With team Captain, report to DC:
 - a. What went well, not so well
 - b. b. suggestions for better preparations for rally