



Template for Initial Competitor Briefing by CHMJ

~ Guidelines ~

This is a list of suggested items to include, or to give consideration to, when giving a competitor briefing. It is not intended to be the "final authority" on items to be included and is not all inclusive. You as a CHMJ should develop your own list and discuss the specifics relative to that region/rally that may need to be addressed in your briefing with competitors with the rally organizer(s) and HMO. The content of the briefing is directly related to the facility, the level of competitor's and the particular preferences of the CHMJ for that competition.

- **Encourage parents, coaches and all other interested persons to attend the briefing, there is nothing secret being shared and the more informed people are the less confusion you will have.**
- **The briefing is often your first encounter with competitors and as such will set the tone of the entire rally.**
- Be informative without being boring.
- Cover only those items that are pertinent to HM Judging unless something is not covered in the rally organizer briefing and you feel it is important enough for the competitors to know.
- In those situations you may ask the organizer to get the information to the competitors.
- CHMJ shall talk to competitors and never talk down to them.
- Remember to pack your sense of humor !!!

Introduction of CHMJ and all AHMJ staff

Set a positive and friendly tone and clarify that the HM staff is present first and foremost to supervise work in the barns, to ensure a safe environment while providing guidance to further develop the competitor's skills for horse care when away from home.

Encourage the Competitors to:

Help each other and work as a team; as well as help those not on their team.

Ask questions as a means of learning. Ask questions, ask questions again and ask more questions.

Competitor Expectations - Remind competitors

The HM Staff is here to help and teach not to penalize.

Just because something is brought forward for discussion does not mean there will be penalty points.

The intent is to make sure each competitor has a clear understanding of the findings and evaluations of the AHMJ, so the competitor will know what changes may be indicated at that time and how they might better do something in the future.

They will have the opportunity to see their Turnout Inspection Sheet before leaving their station. They will have a clear understanding of the comments and findings of the AHMJ doing their Turnout Inspection.

Make your Expectations Known

Give details of your expectations, always remembering "COMMON SENSE ABOVE ALL ELSE"!! Be sure

competitors have information (if not included in rally organizer briefing) relative to:

Unusual/special requirements as dictated by facility

Location of:

Bathrooms
Rally office; secretary office
HM Office
Helmet checks (including when)
Jog Outs (and any specifics)
Turnout stations (Formal Inspections)
Hacking/longeing areas
Hand grazing/walking
Warm up areas
Safety Checks

Posting special announcements such as change in schedules

Posting HM Scores

Other means of communication with competitors

Appropriate footwear/attire

Medications

Human: responsibility for administration; inhalers, emergency medications
Equine: Vet letters, administration of, who in HM to check with

Bandaging – who in HM to see

Unauthorized assistance - DEFINE & EXPLAIN

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Initial Competitor Briefing by CHMJ, continued

Make your Expectations Known, continued

Stable specifics

- Wash areas and particulars
- Manure disposal and particulars
- Trash disposal
- Barns open/close
- Location of HM Office
- Any particulars related to type of stalls
- Tying in stalls or trailer areas if a one day rally
- Use of hoses and sources of water for bathing and for drinking (horses)

Stall cards

Vet/Farrier – how to contact if needed

Medical personnel – where located/how to contact

Hay nets – allowed or not; tying of

Halters –on or off when in stall/labeling of halter

Turn Backs – when & how

Severe weather plan – what to do (if not covered by the rally organizer or TD)

End of competition specifics

- Break down of stalls/tack room
- Stripping stalls or not
- Turning in evaluations
- Packing/loading of equipment
- Loading horses

Specifics relative to discipline (e.g., Eventing vet box/cool out)

Heat related illnesses –prevention of

Neutral Zone

Inquiry/Protest/Appeals

Warm up areas – tack adjustments