**How to be the best Stable Manager ever!**

1. **Support your captain.**
	1. Be available to help with what ever the captain may need.
	2. If you’re not sure what to do or how to best help…ask questions.
	3. Read the Required Equipment Amplification so you know what each item in your rally kit is for.
	4. ****Help keep team members on schedule so they aren’t late for jogs, turnout, or safety checks.
	5. Keep your phones put away so you don’t get distracted.
2. **Support your teammates.**
	1. Cheer everyone on while they are riding if possible.
	2. Help groom, tack-up, and untack.
	3. Go with members to their turnout inspections and bring baby wipes, rags, and a hoofpick.
	4. Remind them to drink water throughout the day and to wear sunscreen.
	5. Remind members to bridle their horse, bring a dressage whip, and wear their helmet to jogs.
3. **For eventing…**
	1. Discuss with each member how they would like their vet box organized, and do your best to meet the needs of their horse.
	2. ****Typical Vet Box Organization:
		1. Get at least 4 buckets topped off with cool water ready and refill them quickly.
		2. Set them in a rectangle so that as a horse enters the “vet box” they get cool right away by multiple people.
		3. Lay out a tarp, blanket, or towel to put tack on.
	3. Use lots of water using sponges and sweat-scrapers to help cool their horse down quickly.
	4. Refill the buckets as needed.
	5. Offer the rider water to drink.
	6. ****Help other teams when you are waiting for your rider to finish their course.
4. **Help take care of your team’s horses.**
	1. Use Pony Club best practices regarding stalls.
		1. Always remember to clip the lead rope to the horse when you are in its stall.
		2. Always remember to shut the stall door when you are in a stall with a horse.
		3. Always remember to shut and latch the stall door when the horse is either not inside or inside by itself.
	2. ****Take the initiative to help without being asked.
		1. If you notice that a horse pooped or peed in their stall, clean it up.
		2. If you notice that a horse needs more water, give them some.
	3. Ask the horse’s rider if they would like help with refilling hay nets.

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1. **Help take care of your team’s space.**
	1. If you notice that the aisle needs sweeping or raking, make it look nice.
	2. Keep the tackroom organized and picked up.
		1. Empty the trash before it really needs it.
		2. Offer to clean bridles, girths, saddle pads, or boots for riders.
		3. When there is down time, clean the extra equipment (bridle, girth, stirrup leathers) in your teams kit.
	3. Keep the feed room/cleaning tools organized.
		1. Keep tools tied together with a piece of baling twine when not being used.
		2. ****Keep hay labeled for each horse and the bales tied tight so they stay nice.

**At the end of the day the Stable Manager is the heart of a Pony Club team.**

**Rise to the challenge! Have FUN and good luck.**