

CHAPTER 12 – STABLING STEWARD

This is an unglamorous, but totally essential job that is best done by someone who is willing to assume this as his or her sole responsibility to the event. The main prerequisites for the job are

good organizational skills and the patience of a saint!

Before Omnibus Publication - inform the Secretary how many permanent stalls and/or temporary

stalls are available and what size they are as well as if stalls have doors or not. This information

needs to be included on the Omnibus page.

Stabling Assignments

1. Determine with the Organizer who will arrange the stabling assignments; the Secretary as entries are received or the Stabling Steward after closing date.**

2. Mark each stall with rider's name on 3" x 5" card.

3. Post a map in the office with directions to off-site stabling, if applicable.

4. Post a diagram of stabling assignments on barn wall.

**Draw up diagrams of available stabling and place in Secretary's binder with the Entry Forms

and the Special Instructions.

4 - 8 Months in Advance

1. Determine number of stalls readily available and consult with Organizer about number of entries anticipated.

2. Explore possibility of additional stabling (if needed) by renting temporary stalls or at neighboring farms and stables. Specify criteria required by farm or stable owner (i.e. fees, bedding, release forms, smoking rules, coming and going rules, etc.)

3. Shop around for bedding at the best price (most events offer initial bedding).

Sometimes, a feed dealer will give you a break if you offer him a free program ad and post him as the only place to buy feed.

4. Arrange for manure and garbage disposal (coordinate with Grounds Steward about this and number and location of needed toilets).

One Month to One Week in Advance

1. Check condition of stalls, have needed repair done.

2. Coordinate with Secretary about number of stalls sold; need for extras, etc.

3. Order bedding based on information from Secretary from source that you have already found. Confirm expected date of arrival.

4. Make a rough plan of where people will be stabled and give information to the Secretary. If stabling is off grounds this information is to be included with acceptance/time information for competitors.

Organizers Guide Page | 60

One Week to the Day Horses are to Arrive

1. Make stall map(s) for posting in stabling area(s), keeping in touch with Secretary for additions and deletions. A veteran stabling steward always keeps a couple of vacant stalls should a competitor request a different stall. Even though these stalls are of equal quality and condition, the fact that he affected a move makes a happier competitor! Also, bear in mind that at a USEA/USEF competition, two stalls are

required for Drug testing if that competition is chosen to be tested

2. Make a map directing competitors to off-grounds stabling and give to Secretary for posting on her bulletin board if applicable.

3. Make stall cards and post on assigned stalls. Stalls cards should include:

a. Horse & rider name and competition #

b. Space for rider to provide emergency contact information during event

c. Vets phone number

d. Farriers phone number

4. Information should be placed on the „Official“ bulletin board. Information should include:

a. Emergency contact numbers during the event as well as a physical address for 911 in case they need to be called.

b. Name, address, phone number and directions to the closest hospital

c. Name, address, phone number and directions to the closest large animal hospital

d. Area map for drug stores, tack stores, feed stores, hardware stores, etc

e. Phone number of stabling steward for late arrivals

f. Competitor order of go, if available

g. Information about manure disposal

h. Event rules about stall cleaning, dogs, horse washing, etc.

i. Information about feed and supply availability, where and how

5. Check stalls one more time for nails, breaks, etc.

6. Arrange to have bedding put into stalls.

7. Confirm that toilets, garbage and manure disposal systems are in place.

From Time People Arrive and During Event

1. Be available to troubleshoot, answer questions, fix broken things, give advice, etc.

After Event is Over

1. Arrange for clean-up crew to leave stalls stripped and clean (or as required by farm/stable owner). Do any necessary repairs.

2. Give Organizer input as to how system can be improved!

Organizers Guide Page | 61