

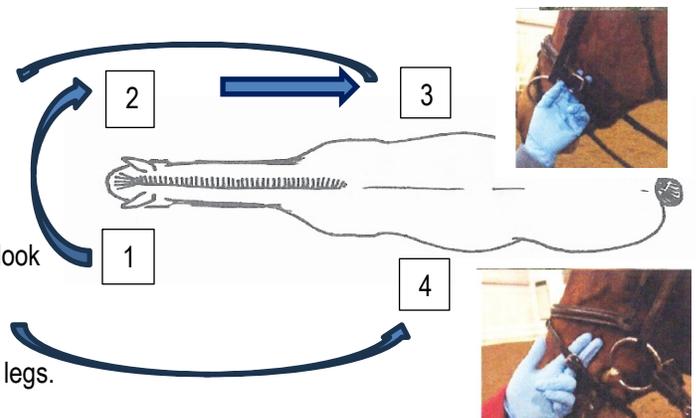
This guide is designed to help you in your very important job as an equipment checker at Level 1-3 competitions. The Level 1-3 inspection is a complete inspection but it does not include the inside of the mouth. If the competition is a Level 4-5 competition, a complete inspection is done which includes the inside of the mouth/bits. Info on this is on its own document. If you have any questions about the procedure/protocol, ask the Technical Delegate (TD). If you find any issues during your inspection, call the TD.

Necessary supplies: Box of gloves, tissues/plastic bag (if blood is suspected), a whip measuring tool/location to measure.

1. Check a minimum of 1/3 of the riders in each class. Which riders you check are up to you unless specific riders have been suggested by the TD. If you have checked a horse once, don't exclude them from another check.
2. After the rider/horse has completed their ride, a complete inspection (except the bit inside the mouth) is done of all equipment including fly hoods, nosebands, curb chains, whips, and spurs on both sides. The equipment checker must also inspect the horse for evidence of blood anywhere on the horse's body. The rider may dismount at any time before or during the process.
3. Choose a place that is out of the general traffic flow. As the rider is approaching you, put 2 fresh gloves on and be careful not to touch anything including the radio (for bio-security reasons) until you have checked the horse. The rider will be expecting you but it is good to get eye contact with them as they approach. No one should touch the horse before or during your check (not the groom, owner, trainer, parent etc.).
4. Approach the horse at the near side shoulder, letting the horse know you are there before you start. Proceed efficiently – not too fast so that it frightens the horse but not so slowly so that the horse or rider gets impatient waiting.
5. Check the cavesson/curb chain on the near side using your fingers to check the snugness of the cavesson/curb chain that it lays flat on the chin groove. Move to the off-side. (See picture below) As you are now on the off-side of the horse, check the area of the horse where the riders leg would go for any spur marks/blood. Lightly run the back of your gloved hand along this area. If there is a rowel on the spur, it should be blunt and free to rotate. Look down at the horse's legs for any blood or injury.
6. Move back to the near side of the horse (preferably going around the front) and check the side of the horse with the back of your hand and the spur. Look down at the legs. Throughout the check, you are checking for the legality of the equipment as well as blood. Check your gloved hand each time it comes in contact with the horse to see if you have come across blood. Look for any whip marks or welts.
7. Next, if the horse has an ear bonnet on, ask for it to be removed. If the ear bonnet is limp, you do not need to feel it. If it holds its shape, squeeze on the earpieces for an earplug. If the head is low enough, just look in the ears. If not, gently cup the back of the horse's ear with your fingers and look for an earplug. Move to the off side of the horse and check that ear also.
8. If the rider has a whip, take the whip at this time and check its length. It is easier to take it mid shaft and then hand it back the same way. There should be a place marked or a tool for this. Be careful returning the whip to the rider.
9. If you find any issue, odd equipment, whip too long, blood, anything you are not sure about, ask the rider to wait while you summon the TD. If the horse is acting up and you do not feel safe checking them, you can summon the TD who will either check the horse there or will follow the horse back to stabling to check the equipment. If you find blood, see section at end.

EQUIPMENT CHECKING PROCESS AROUND THE HORSE

1. Check the head, cavesson/curb chain tightness and visually around the bit area for blood/pink.
2. Go around the front end to the offside. Check the head visually around the bit area for blood/pink.
3. Move to the side, lightly run the back of your hand along the side/look down at the legs. Does the rowel (if there is one) rotate freely?
4. Move back around the front end to the near side. Check the spur area with the back of your hand along the side) and look down at the legs. Does the rowel (if there is one) freely rotate?



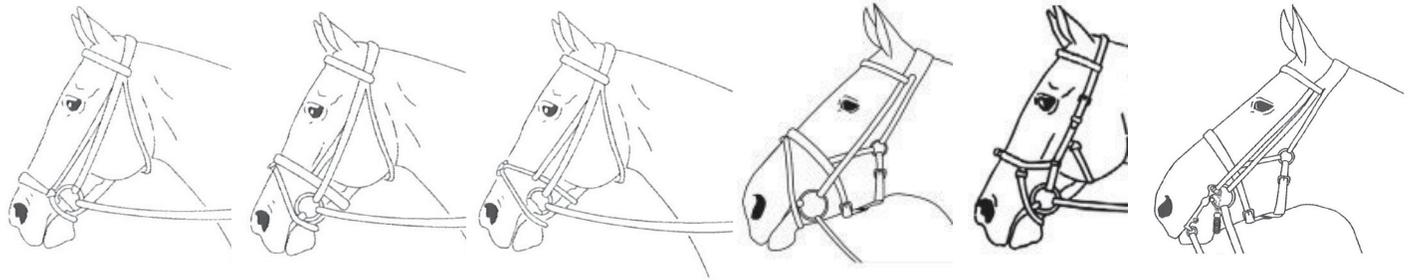
We go in the 1-2-3-4 order due to the biosecurity concerns with touching other things and then the mouth of the horse.

Anything out of the ordinary, blood or something that you are not sure about, radio for the Technical Delegate. Ask the rider to remain with you until they arrive. Do not allow anyone else to touch the horse.



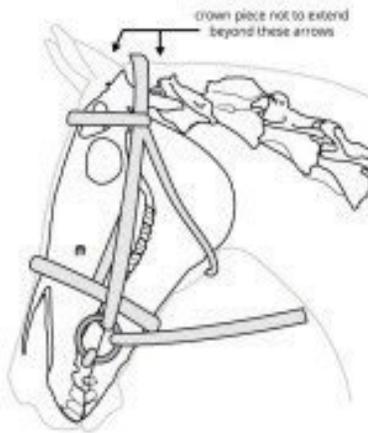
These bit rings are types that **are** allowed. (First row)
 The bit rings (second row) are types that **are not** allowed.

The cavesson itself can be any of the following. The first five cavessons cannot be used in a double bridle.



The crownpiece cannot extend beyond the arrows in the diagram below.

Some typical **allowed** spurs that you will see.



Ear Bonnet & Ear Plugs



Some spurs that are **not** allowed.



Whips are measured from the tip of the top to the end of the lash. This is 120 cm or 47.3".



How to proceed if you discover blood. Using a tissue, touch the area (straight on and then off). Do not rub the area. Hold the evidence. Call for the TD. Do not let anyone touch the horse until the TD arrives. Present your findings to the TD. If there is any delay in having the TD arrive, take a picture of the issue. The location, the blood, and then back up and take a picture of the horse with his/her number.

