



VTRA

VICTORIA THERAPEUTIC RIDING ASSOCIATION

Groom Duties

Training Requirements: Groom/Stable Management Training. To pass Groom/Stable Management Training, volunteers must have a high level of horsemanship skills practiced within the past 5 years.

Training Recommendations: We strongly advise grooms to attend Groom/Stable Management Training refreshers and Emergency Procedures Training yearly. Our practices and policies will change over time and attending these sessions ensures proper communication of these changes.

Before Class Begins:

- Arrive 15 minutes before the start of lessons.
- Sign-in at the clubhouse and put on your name tag.
- Check horse assignment board to see what horses needed to be tacked-up for the next class.
- Bring in any horses that are still in the back field.

Grooming:

- Groom and tack-up horses in their stall for the upcoming class. The tack assignments for the riders are written on the clipboard by the tack room.
- Ensure the paddock door is closed and the horse is tied in the stall while grooming and tacking.
 - Horses may be left tacked up and untied in their stall if both the front and back door of the stall are latched shut and all grooming tools are removed from the stall.
- Use the rubber curry comb and dandy brush for the body. The plastic curry comb is used only for cleaning other brushes.
- Pick hooves
- The saddle should have the rider's handle attached in front of the pommel and 'quick release' stirrups (release facing forward).
- **Leave the girth secure but not tight. The instructor will check all tack and tighten girths before the classes begin.**
- Set the stirrups to the assigned number, written on the clipboards.
- Instructor will put on bridles and reins.

The primary responsibility of the Groom is to have the horses groomed and tacked-up on time for the lessons.



- Always ensure that the aisle is safe and clear of people before bringing horses out of their stall.
- Notify the instructor or assistant instructor if there are any unusual conditions or behaviours from the horse.

During Classes:

- Groom and tack horses for the next class.
- If a sidewalker or horse handler is absent, be prepared to fill-in for that class as a sidewalker or horse handler. An instructor will let you know if you need to fill-in.
- Horses must be tacked up 15 minutes prior to the start of class so they have time to be warmed-up by the horse handlers.
- If a horse is used in back-to-back lessons, the groom should check the clipboard to see if tack needs to be changed for the next rider. If no tack change is required, the girth needs to be loosened a couple of holes.

If there is additional time,

- Extra help with other barn chores is always appreciated. A list of barn chores can be found on the chalkboard by the barn entrance.
- Manure can be picked from stall, paddocks or field. It is then dumped into the manure bin located on the north side of the arena. Tools are kept in the far stall and the manure bin is around the side of the arena. Please be cautious when traveling past the arena door during lessons, go slowly.
- You can note any abnormalities in the horses such as swelling, scrapes, or strange behaviors on the chalkboard by the front entrance. If it seems urgent, do not hesitate to tell a staff member
- You can note anything needing maintenance or attention on the chalkboard, such as broken fences or tack needing repair, etc.

Between Classes:

- At the end of each class the horse will be brought back into their stalls by the horse handlers.
- The groom will untack, brush saddle/ girth area, pick hooves, and put blankets back on if needed.
- All equipment should be put away between lessons. Saddles and girths are mixed and matched for the rider so check the tag to ensure the saddle is put away in the correct location.

After the Class:

- Return tack to the appropriate tack room.
- Horse handlers will untack horses at the end of the last lesson.
- Sign-out in the clubhouse

**Thank you to all the
VTRA Volunteers!**

**Our Vision: Learning,
connection, and joy
through the power of
horses.**

