



VOLUNTEER TRAINING - UNTACKING

There are many areas where it will be impossible to achieve an “above standard” mark; since the correct method will be the *only* safe method accepted. To achieve an “Above standard” mark will require that a candidate demonstrates the “At standard” requirement PLUS any additions mentioned in the above standard column.

In some areas, this rubric refers to the “correct” methods of performing a task. Please refer to the following publications for acceptable “correct” methods: CanTRA Instructor Manual; CTRAI Home Study: Manual of Horsemanship – British Horse Society and Pony Club: Stable Management in Canada.

Topic	Evidence	Above required standards (3)	At required standards (2)	Below required standards (1)
Untacking	Removing bridle	<input type="checkbox"/> N/A.	<ul style="list-style-type: none"> <input type="checkbox"/> Correct & effective method of removing bridle & replacing halter. <input type="checkbox"/> Bridle “put-up” correctly. 	<ul style="list-style-type: none"> <input type="checkbox"/> Reins not over horse’s head. <input type="checkbox"/> Noseband not undone. <input type="checkbox"/> Banging bit against horse’s teeth.
	Use of cross ties	<input type="checkbox"/> N/A.	<ul style="list-style-type: none"> <input type="checkbox"/> Correct attachment to halter. 	<ul style="list-style-type: none"> <input type="checkbox"/> Incorrect attachment to halter.
	Removing saddle	<input type="checkbox"/> N/A.	<ul style="list-style-type: none"> <input type="checkbox"/> Correct method of removing saddle. <input type="checkbox"/> Saddle, pad & girth put away correctly. 	<ul style="list-style-type: none"> <input type="checkbox"/> Girth released too abruptly. <input type="checkbox"/> Girth dropped so it bangs on horses legs or left to drag on ground. <input type="checkbox"/> Pad placed dirty side down on saddle.
	Removing saddle marks	<input type="checkbox"/> N/A.	<ul style="list-style-type: none"> <input type="checkbox"/> Brushes horse to remove saddle marks. <input type="checkbox"/> Correct type & technique in the use of brushes. <input type="checkbox"/> Evidence of knowledge of how to deal with a hot sweaty horse. 	<ul style="list-style-type: none"> <input type="checkbox"/> Failure to recognize saddle marks or the need to remove. <input type="checkbox"/> Wrong brushes or incorrect technique demonstrated.
	Picking out horses hooves	<input type="checkbox"/> N/A.	<ul style="list-style-type: none"> <input type="checkbox"/> Demonstration of safe method of picking up horses hooves. <input type="checkbox"/> Correct technique for picking out. <input type="checkbox"/> Explanation of why we pick out the feet. 	<ul style="list-style-type: none"> <input type="checkbox"/> Incorrect handling of horses feet &/or picking out (e.g. picking towards heel). <input type="checkbox"/> Incorrect handling of horse’s leg causing him to be off balance resulting in him snatching the leg away.
	Putting horse back in stable	<input type="checkbox"/> N/A.	<ul style="list-style-type: none"> <input type="checkbox"/> Correct method of leading & turning demonstrated. <input type="checkbox"/> Quiet, effective, timely. 	<ul style="list-style-type: none"> <input type="checkbox"/> Failure to turn the horse in the box stall so he’s facing the door. <input type="checkbox"/> Door left too wide open so horse can escape.

	Tidiness in stable & tack room	<input type="checkbox"/> N/A.	<input type="checkbox"/> Maintains neat & tidy environment at all times.	<input type="checkbox"/> Failure to sweep up after themselves. <input type="checkbox"/> Tack not correctly put away, grooming kit not put away.
	Involvement of volunteer.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Volunteer allowed to “try” each step of the un-tacking process once demonstrated. <input type="checkbox"/> Good rapport with volunteer. <input type="checkbox"/> Volunteer is made to feel at ease & not asked to perform any tasks they are not comfortable undertaking.	<input type="checkbox"/> Volunteer only watches. <input type="checkbox"/> Insufficient or incorrect information given to volunteer.
	Terminology.	<input type="checkbox"/> <i>Good use</i> of the correct terminology.	<input type="checkbox"/> Correct terminology used. <input type="checkbox"/> Evidence from the demonstration that candidate does this on a regular basis.	<input type="checkbox"/> Poor terminology. <input type="checkbox"/> Insufficient correct terminology.
	Safety.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Safe presentation.	<input type="checkbox"/> Unsafe practice/s demonstrated, e.g. <input type="checkbox"/> reins not over horses head. <input type="checkbox"/> stirrups not run up or crossed. <input type="checkbox"/> girth allowed to bang against horses legs. <input type="checkbox"/> attaching cross-ties to bit, etc.
	Overall presentation.	<input type="checkbox"/> In-depth &/or additional knowledge of subject evident.	<input type="checkbox"/> Well-organized, concise, clear, accurate & complete delivery of topic. <input type="checkbox"/> Good rapport with volunteer.	<input type="checkbox"/> Untidy, slow, incomplete, incorrect presentation.

VOLUNTEER TRAINING – UNTACKING

Adopted: May 25, 2008