



WILLIAM WOODS UNIVERSITY



# EQUESTRIAN STUDIES HANDBOOK

## WELCOME

● WE ARE GLAD YOU ARE HERE ●

This handbook will provide you with information and tips to get you started on your journey through the Equestrian Studies program at William Woods.

## EQGS

E  
QS

E  
QA

# What is this handbook for anyway?

This handbook will provide you with information on the following subjects:

Academic Responsibilities

Barn Rules

Applied Riding/Driving Courses

Extracurricular Activities

On/Off-Campus Showing

EQS Policies and Procedures



If there is anything you cannot find in this handbook consult any faculty member for assistance

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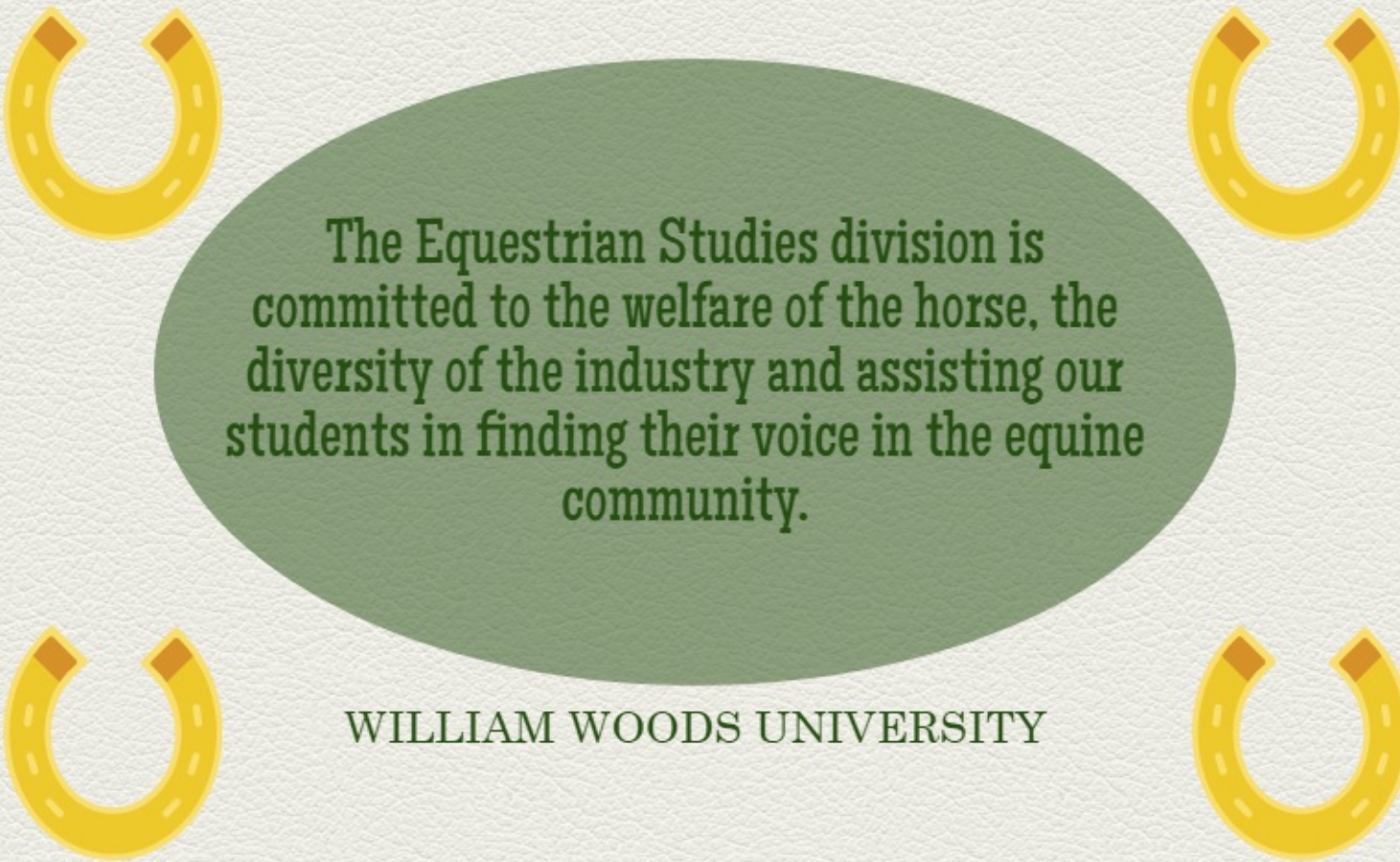
WOODS



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# Equestrian Science Mission Statement

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The Equestrian Studies division is committed to the welfare of the horse, the diversity of the industry and assisting our students in finding their voice in the equine community.

WILLIAM WOODS UNIVERSITY

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Go outside of your comfort zone...

Learn from others but also impart knowledge to others  
It is just the right thing to do.

LEARN

If you are having a conflict with another student let someone know who may be able to help you.

EMPATHIZE

Ask yourself...  
What am I willing to learn today?

GROW

## COMMUNICATION

WWU Faculty are here to help you. If you have concerns please let them know.

DISCOVER

Don't be afraid to ask for help.

LEAD

WWU may be new to you and do things differently. That is OK. There are many ways to manage horses...please remain open minded and willing to learn new skills and techniques

Why Do They Do That?  
All 4 Riding Disciplines use unique training techniques...  
Ask before you judge

BE KIND

Empathize with others

HELP

TEACH

# EQUESTRIAN ACADEMIC POLICIES

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## **GRADE SCALE:**

**93%-100% - A**

**83%-92% - B**

**73%-82% - C**

**63%-72% - D**

**62% and Below - F**

**This grade scale is  
unique to the Equestrian  
classes**

**In order to  
participate in  
any off-campus  
horse show you  
must have a 2.5  
GPA**

**You will sign off on this  
policy at the time you  
sign up for the horse  
show.**

**You must receive a  
73% or higher in order  
to pass  
Horse Management I  
and II**

**Horse Management I and  
II is required for the EQS  
and EQA Majors.**

**HORSES + ACADEMICS = HAPPY STUDENTS !**





# Equestrian Studies Social Media Policy



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William Woods students will have the unique opportunity to be involved in the management of a facility that houses 157 horses. Many educational opportunities will arise during your years at WWU.

Posting sensitive information regarding William Woods owned horses should be left to the Equestrian Faculty.

All veterinary care is considered confidential just as it is at any other equine facility.

When a William Woods horse is lost due to illness or injury it is important that the information is **ONLY** posted by a WWU Faculty member.

This procedure ensures donors are contacted prior to any posting.

William Woods equestrian faculty are sensitive to student concerns regarding every horse's health and welfare.

Sensitive information includes but is not limited to:

When a William Woods horse is put down due to illness or injury.

When a William Woods horse has a lameness or injury.

On-going medical or therapeutic treatment of William Woods horses under certain circumstances.

## Ask before you post...





# YOU ARE HERE TO LEARN

While you are here at William Woods you will learn many new things. That learning will include making mistakes. Faculty expect that you each learn from your mistakes and embrace them as learning opportunities.

Identify Your Mistake

Correct Your Mistake

Learn from Your Mistake

Take time to experiment... are you  
EQS- EQA or EQGS?  
You are here to find where your  
strengths lie!!



# 6 ways to improve your

## Advising Experience

**NOTE:** You will sign up for the Applied Riding, Long Lining and Driving and Horse Management Classes in the EQS Complex. You will receive an email with the details.

In order for the whole Advising process to go smoothly follow these easy steps



Look on Owlnet for the complete class schedule



Create a reasonable schedule for yourself remembering your credit status (freshman/sophomore/junior/senior)



Look up your advisor and make an appointment during the appropriate advising weeks offered for your credit status



Show up on time for your advising appointment bringing your pre-made schedule with you



Your advisor will enter your schedule into Filebound and give you a copy which will take the "advising hold" off of your account and allow you to register



Register for your classes on Owlnet at the appropriate time for your credit status

## EQS -EQGS-EQA



# EQS COMPLEX DO'S AND DON'TS

## INFORMATION TO KEEP YOU AND YOUR HORSE SAFE AND HAPPY

### **DO**

BE RESPECTFUL OF ALL  
FACULTY AND STAFF  
WORKING IN THE  
BARN



WALK IN PAIRS TO THE  
BARN EARLY IN THE  
MORNING OR LATE AT  
NIGHT

PUT EACH HORSE'S  
SUPPLIES BACK IN THE  
GROOM BOX SO OTHER  
STUDENTS CAN USE  
THEM

GROOM YOUR HORSE  
IN THE AREAS  
APPROVED FOR THAT  
DISCIPLINE

YELL THE WORD,  
"DOOR" WHEN YOU ARE  
ENTERING OR EXITING  
ANY ARENA DOOR WITH  
OR WITHOUT A HORSE

TAKE CARE OF TACK  
AND EQUIPMENT.  
CLEAN IT AND PUT IT  
AWAY WHERE IT  
BELONGS.

CLEAN UP AFTER  
YOURSELF

KEEP STALL DOORS  
NEAT AND CLEAN

CLEAN MANURE OUT OF  
THE WASH RACK

TREAT ALL OF THE  
HORSES WITH RESPECT

WALK ALONE TO THE  
BARN IN THE EARLY  
MORNING OR LATE AT  
NIGHT

LEAD TWO  
HORSES AT  
THE SAME  
TIME

REFUSE TO  
ACCOMMODATE THE  
NEEDS OF FACULTY  
AND STAFF IN THE  
BARN



BE DISRESPECTFUL OF  
TACK AND EQUIPMENT.

PARK YOUR CAR IN  
THE STABLE  
COURTYARD

USE BAILING TWINE OR  
DUCT TAPE TO FIX  
STALLS OR EQUIPMENT

TIE YOUR HORSE  
UP BY THE BIT OR  
REINS

LEAVE BARN DOORS  
OPEN WHEN HEAT IS  
ON

GROOM YOUR  
HORSE IN THE  
WASH RACK

### **DO NOT**

All of the horses owned by William Woods have been graciously donated by people all across the country.

William Woods Applied Riding Instructors spend much time working with donors to ensure student needs are met.

These horses come from many different backgrounds and have a variety of different talents and behaviors.

## Where did my favorite WWU horse come from?

Each horse will have a donor information card on it's stall stating who donated the horse and from what state.



Many horses are donated because their riders are off to college!!

Many William Woods horses are World or National Champions

Many donors keep in contact with William Woods to find out how their horses are doing in the program.

Industry professionals consider William Woods one of the premier donation options for their client's horses.





# RIDING INFORMATION



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No student is allowed to ride or handle a horse without a signed WWU liability release form



## When Can I Ride?

There should always be a faculty member or Graduate Assistant in the barn if you plan on riding. The arena supervision chart and available riding times will be posted on a white board in the UPHA Arena



## What Should I Wear?

Anytime that you are in the EQS Complex to handle or ride a horse you should be dressed appropriately according to the guidelines provided by your seat instructor.



## What Horse Can I Ride?

It is normal for you to be able to "Free Ride" any horse that you have successfully ridden in one of your applied riding classes unless specified by your instructor.



## Lungeing-LongLining Driving

The UPHA Arena belongs to the Long Lining and Driving class on Fridays from 9-11 am and 1-3 pm. There is no "Free Riding" in there at those times.



## Inappropriate Clothing :

**OPEN TOED SHOES**  
**TANK TOPS**  
**TENNIS SHOES**  
**UGGS**  
**LEGGINGS**



## Where Can I Ride?

You may ride in the UPHA Arena and in the outdoor arena with permission from your riding instructor. You CANNOT ride in the Rowland Arena without at least ONE other student with you for safety reasons.



# PROFICIENCY TEST

## EVERYTHING YOU WANTED TO KNOW ABOUT PROFICIENCIES BUT WERE AFRAID TO ASK

You will be able to take this test when you have sophomore level credit status.

You have the ability to choose the horse you wish to test on.

Dressage riders will test at horse shows until they get the appropriate scores they need to pass.

You should take Theory of Performance Horse Management and Intro to the Horse Industry before you take this test.

If you ride Saddle Seat you will do a pattern and rail work on a 3-Gaited horse and rail work on a 5-Gaited horse.

Hunter/Jumper riders will have to perform a course on both a Hunter and a Jumper.

You will be able to take the riding portion of this test until you pass it.

If you ride Western you will be asked to perform on both a "stock type" and a "show type" horse. You will also perform a pattern with one.

This test is three parts.  
Written Test  
Formal Turnout/Interview  
Riding Test.

If you fail to pass the written portion of the test you must not only re-take it but also the interview.

This test is **REQUIRED** for all EQS Majors.



# WHAT IS A TEACHING TECH?

The Teaching Tech student is a student who has completed the Theory of Teaching Techniques I course and is on track to complete the EQS Degree



## EQS



Teaching Tech students will assist the applied riding students before and after class

Teaching Tech students will call or text riding students to come back to the barn if something has been missed

EQS  
MAJOR:  
Tech II  
Tech III  
Tech IV  
Tech Seminar

Teaching Tech students will check off riding students before they leave the barn to ensure:



**CLEAN HORSES**



**CLEAN STALLS**



**CLEAN TACK**

**K**

# HORSE MANAGEMENT I

**K** 10**EE  
PE  
R**

Every horse on campus will have a Horse Management student or "Keeper" in charge of them for the semester.

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Keeper names and phone numbers are on the feed card located on each horse's stall.

-----

**K  
EE  
PE  
R**

Dressage, Hunter/Jumper and Western Keepers turn their horses out daily.

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Keepers will care for and maintain all blankets and sheets that belong to the horses in their strings.



EQS and EQA Majors are required to take both Horse Management I and Horse Management II.

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Keepers should be notified if there is an issue with a horse or any of it's equipment.

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Keepers will maintain their horse's mane, tail and clipping to ensure they are prepared for riding class

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Keepers will demonstrate skills in Clipping, Manual Restraints, Horse Health Check, Sheath Cleaning and Bandaging.

**EE  
PE  
R****K  
EE  
PE  
R**

# HORSE MANAGEMENT II



# STALL CLEANING TIPS

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Tips for keeping your horse's stall dry and comfortable



## NEWS FLASH!

Keeping your horse's stall clean and dry can prevent him from developing THRUSH which can make him sore and lame.

Do not leave wheel barrels filled with manure around the barn

Take out the WET SPOT

Pick out the MANURE

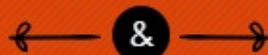
Dig down to the mats

Pull older shavings down to cover cleaned area

Put in clean shavings

Take manure out to pad and dump leaving empty wheel barrels for others

## THINK



Be Positive



## I Should Tell My Seat Instructor or a Faculty Member If...

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- ☺ A rider falls off.
- ☺ My horse is not eating any/all of his hay.
- ☺ You see a horse with an injury that needs attention.
- ☺ A horse is displaying dangerous behavior while handling.
- ☺ There is a riding/turnout conflict that needs to be resolved.
- ☺ You have your own saddle that you are interested in using for class or free riding.

All of the string managers are here to help you...if they do not know something is wrong they cannot help.



**EQS Emergency Phone Number 573-592-4410**







# Horse and Rider Emergencies

Do NOT move the person unless they are in harm's way

Have someone else catch the horse while you attend to the injured person first

Call faculty or staff for help

If the person is having breathing problems or has a life threatening injury IMMEDIATELY call 911

If the EMT has been called please assist with directional control and getting them to the injured person as quickly as possible



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## Missouri Equine Liability Statute

WARNING: Under Missouri law, an equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities pursuant to the Revised Statutes of Missouri.



# APPLIED RIDING POLICIES

Inform your riding instructor at the beginning of the semester if you have any medical problems. Your safety is always the #1 priority.

Your riding instructor will inform you if there will be no riding in the case of severe weather such as a thunderstorm, tornado, snow storm or ice.

Always consult the class syllabus for policies regarding absences, grading, coursework and horse showing.

If you are an EQS Major you will have to ride 3 of the 4 disciplines.

Always dress in the appropriate attire required by your seat instructor any time you are in the barn to handle or ride a horse. Strive to maintain a professional appearance.

Enrollment in to Applied Riding classes occurs before regular class registration so you can plan the rest of your schedule accordingly. You will receive an email with the sign-up time.

Each weekend you will be able to "Free Ride" horses that you have successfully ridden in class. The "Free Ride" lists will be outside of your seat instructor's office. The available arena time will be on the white board in the UPHA Arena.

You will need to make sure that there is a supervisor in the EQS Complex any time you are going to ride outside of your scheduled riding class time.

You will need to make sure you have a riding buddy either ride with you or supervise if you want to ride in RARA. You are not allowed to ride alone in RARA.





# PROPER CARE OF THE WWU SCHOOL HORSE



It is good to have at least 1 hour available BEFORE and AFTER you ride in order for you to properly care for your horse.

If the temperature outside is below 55 degrees you should bring a cooler with you to class to avoid letting your horse catch a chill after your ride.

If it is a hot day your horse may need a sponge bath. Make sure to completely scrape the water off immediately.

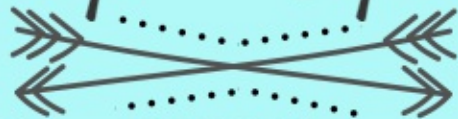
Being in an Applied Riding class requires that you carry out the following duties:

- ✓ GROOMING
- ✓ PICK OUT HOOVES (BEFORE AND AFTER CLASS)
- ✓ TACK/UN-TACK THE HORSE BY YOURSELF
- ✓ COMPLETELY COOLING OUT THE HORSE AFTER CLASS
- ✓ DUMPING AND SCRUBBING WATER BUCKETS
- ✓ BRUSH OFF AND REAPPLY ANY BLANKETS THE HORSE WEARS
- ✓ CLEANING AND PUTTING AWAY ALL TACK USED

When you are finished with your ride your horse should have no sweat marks and be cleaner then when you started!!



# Top 10 Tips



## HORSESHOW



INVOLVEMENT IN SHOWS IS A CRITICAL PART OF WHAT YOU WILL LEARN IN THE RIDING CLASSES



IF YOU ARE NOT INTERESTED IN SHOWING GOING ALONG TO THE SHOW AS A GROOM IS ALWAYS WELCOMED



THERE WILL BE MANY OPPORTUNITIES FOR YOU TO SHOW ON AND OFF CAMPUS DURING THE YEAR



MANY TIMES A USEF MEMBERSHIP IS REQUIRED TO SHOW



TELL YOUR APPLIED RIDING INSTRUCTOR THAT YOU ARE INTERESTED IN SHOWING

MAKE A PLAN WITH YOUR RIDING INSTRUCTOR REGARDING AN APPROPRIATE WORK SCHEDULE FOR YOUR SHOW HORSE



HORSE SHOWING IS A GOOD WAY TO NETWORK WITH POTENTIAL EMPLOYERS



TALK TO YOUR APPLIED RIDING INSTRUCTOR ABOUT APPROPRIATE ATTIRE REQUIRED FOR SHOWING

SHOWING REQUIRES YOU TO CARE FOR THE SHOW HORSE YOURSELF AND WILL REQUIRE EXTRA HOURS AND TIME IN THE BARN





# APPLIED RIDING CLASS

UUU ATTIRE UUU

17

U DRESSAGE U



**HUNTER/JUMPER**



**SADDLE SEAT**



U WESTERN U

THE NEXT SLIDES WILL SHARE THE  
DISCIPLINE SPECIFIC RIDING ATTIRE  
WORN AT WWU



# DRESSAGE ATTIRE



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P = PREFERRED

A = ACCEPTABLE



Breeches ( P ) Jodphurs (A)

Dress or Field Boots OR  
Paddock Boots with Half  
Chaps

Polo shirt or nice t-shirt  
Sweater or nice sweatshirt  
All tops should fit neatly

Gloves (warm or cold weather)

Whip - 36-48" including lash

Spurs (Prince of Wales and straps)

Schooling Chaps are acceptable with  
instructor's permission

Approved Safety Helmet with  
Harness

Long Hair pulled back neatly or put  
up under helmet

Black Dressage or Hunt Coat (P)

Dark Grey, Brown or Navy Hunt Coat (A)

Breeches: White (P) Light Grey, Cream or  
Beige (A)

Black Dress Boots (P) Black Field Boots (A)

White Ratcatcher Shirt (Long or Short-Sleeve)

White Polo Shirt for Schooling Shows or Hot  
Weather

Stock Tie with Pin Un-Tied (P) or Pre-Tied (A)

Approved Safety Helmet with Harness

Stud Earrings Only

Long Hair pulled back neatly or put  
up under helmet

## SHOW ATTIRE

## EVERY DAY



# SUGGESTED SHOW PURCHASES

SHOW SHEEN

TOWELS

WHITE or BLACK  
DRESSAGE PAD

LINT ROLLER

SAFETY PINS

BOBBY PINS

STATIC  
GUARD

SKIRT TO PROTECT  
BREECHES WHEN  
NOT SHOWING

CLIPPERS WITH #10  
AND #30 BLADES

BLACK SHOE POLISH  
FOR BOOTS

BRAIDING KIT  
INCLUDING:

Mane colored yarn,  
spray bottle to wet  
mane, scissors, seam  
ripper, latch hook, first  
aid tape and hair clip

Practical Dressage Manual by Bengt Ljungquist

Dressage in Harmony: From Basic to Grand Prix by Walter Zettl

Major Anders Lindgren's Teaching Exercises: A Manual for Instructors & Riders by Major Anders Lindgren

Principals of Riding & Advanced Techniques of Dressage by the German National Equestrian Federation

The Competitive Edge (Vol I, II, III) by Max Gahwyler

"On the Levels (Vol I & II)" 1999 Dressage Test Videos by USDF



## SUGGESTED READING AND WATCHING





# HUNTER/JUMPER ATTIRE



(P) = Preferred



(A) = Acceptable



Breeches

Field or Dress Boots

Polo Shirt or Shirt with Collar.  
(All shirts must have sleeves  
and fit neatly).

Gloves (cold or warm weather)

Approved Safety Helmet with  
Harness

Short Crop or Bat

Prince of Wales Spurs with  
Straps

## EVERYDAY ATTIRE

## SHOW ATTIRE

Green or Navy Hunt Coat (P) Grey or Black Hunt Coat (A)

Tan Breeches

Ratcatcher Shirt (white or pastel acceptable)

Choker Collar (Plain or Monogrammed NO PIN)

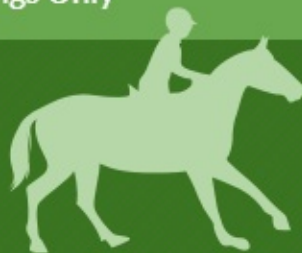
Field or Dress Boots

Approved Safety Helmet with Harness

Hairnet to keep hair tucked away neatly

Dark Gloves

Small Stud Earrings Only





# SUGGESTED SHOW PURCHASES



Show Sheen  
Vaseline  
Baby Powder

Boot Polish  
Boot Brush

Garment Bag  
Boot Bag  
Hat Box

Horse Towels  
Lint Roller  
Static Guard

## Braiding Kit:

Mane colored yarn,  
spray bottle to wet  
mane, scissors, seam  
ripper, latch hook,  
hair clip

Long Pull-Through for  
Tail Braid  
Hair Clip  
Pulling Comb

Safety Pins  
Bobby Pins  
Boot Laces

#10/#40 Clipper Blades

Saddle Pad:  
Hunter/Contoured  
Jumper/Square Quilted

Bell or Galloping Boots  
(Jumpers Only)

USEF Rulebook

Heads UP by Dr. Janet Edgette

Hunter Seat Equitation by George Morris

Reflections on Riding and Jumping by William Steinkraus

101 Jumping Exercises by Linda Allen

Schooling and Riding the Sport Horse by Paul Cronin

Winning by Frank Chapot

Teaching Beginners to Ride by George Morris



# SUGGESTED READING

# U SADDLESEAT ATTIRE

(P) = Preferred (A) = Acceptable

Kentucky Jodphurs (P) Breeches (A)

Jodphur or Paddock Boots

Polo Shirt or Shirt with a Collar  
(All shirts should fit neatly)

Gloves and Whip (REQUIRED)

Hair pulled back neatly in a low ponytail.

## EVERYDAY ATTIRE



## SHOW ATTIRE

Conservative Saddle Seat Suit

Colors should be:

Navy, Black, Brown, Grey

Day Coat and Jodphurs

(These will not match but should be complimentary)

Jodphur Boots

(Will match your suit accordingly)

Buttoned Down Shirt

(Any Color that Coordinates)

Rolled Derby

Hair pulled back in a bun with a hairnet (earrings optional)

Gloves (dark colored)

## SADDLE SEAT CLOTHIERS

BECKER BROTHERS

De REGNAUCOURT

COMMOTION

HARTMEYER SADDLERY

THE SHOW SHOP





# SUGGESTED SHOW PURCHASES

SHOW SHEEN  
VASELINE  
BABY POWDER  
BABY OIL GEL

HORSE TOWELS  
BABY WIPES  
ELECTRICAL TAPE  
FRICTION TAPE



WHITE ELECTRICAL TAPE  
BLACK SHOE POLISH  
CLEAR HOOF SPRAY  
WHITE SHOE POLISH

GARMENT BAG  
HAT BOX  
BOOT BAG  
BOBBY PINS  
HAIR NETS  
HAIR SPRAY  
SAFETY PINS  
NUMBER PINS



SHOE STRING  
SCISSORS

CLIPPERS  
#10 BLADES  
#40 BLADES



## SUGGESTED READING AND WATCHING

### BOOK

Saddle Seat Equitation by Helen Crabtree

Saddle Seat Horsemanship by Smith Lilly

Riding for Success: Both in and Out of the Show Ring by Gayle Lampe

Training your Horse to Ride and Drive by Marilyn Childs and Rick Wallen

Show Your Horse by Bob Robinson

### DVD

SMITH LILLY

BASIC TRAINING OF THE YOUNG HORSE

SHOW HORSE TAILS

DEVELOPING THE RACK AND SLOW GAIT

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USEF RULE VIDEO

# WESTERN ATTIRE

PREFERRED (P)

ACCEPTABLE (A)

## EVERYDAY ATTIRE

Boot Cut Jeans  
(Long Enough to Cover Heel  
when Riding)

Fitted Collared Shirt (P)  
Plain Polo or T-Shirt Tucked in (A)

Belt

Roper or Laced Boots (P)  
Paddock Boots (A)

Ball End or Roweled Western  
Spurs (P)

Long Hair Pulled Back  
Neatly

**NO:** SKINNY JEANS  
JEANS TUCKED INTO  
BOOTS  
JEANS WITH HOLES  
TANK TOPS

## SHOW ATTIRE Western

Rail, Horsemanship or  
Showmanship Shirt

Chaps with Matching Pants  
Shaped Hat with Self Bound  
Brim

Show Scarf or Acceptable  
Jewelry

## SHOW ATTIRE Hunter Under Saddle

Fitted Hunt Coat Dark Colors  
Breeches (Tan or Khaki)

Hunt Cap  
Gloves

Rat Catcher Shirt with Current  
Trend Collar

Tall Field Boots





# SUGGESTED SHOW PURCHASES

Disposable  
Razors

Long Pull-Through  
for Tail Braid  
Hair Clip  
Pulling Comb

Lint Roller  
Safety Pins  
Bobby Pins  
Hair Spray

Braiding and Banding Kit

Hoof Oil  
Horse Towels  
Silver Polish

Leather  
Cleaner

Mane colored  
yarn, spray  
bottle to wet  
mane, scissors,  
seam ripper,  
latch hook, and  
hair clip

Coordinated  
Saddle  
Pad

Ear Pomms  
Sand Paper  
Hoof Clear  
Face Highlighter

Show Sheen  
PePi  
Cowboy Magic

# SUGGESTED READING

## MAGAZINES

EQUINE  
CHRONICLE  
ARABIAN HORSE  
TIMES  
PAINT HORSE  
JOURNAL

## QUARTER HORSE JOURNAL

USEF  
RULEBOOK

BREED  
ASSOCIATION  
RULE BOOKS

## BOOKS

Horsemanship by Richard Shrake  
Resistance Free Riding by Richard Shrake