
The Excellent Record Book Checklist

June 2003 Stormy May Horse Management Newsletter

Here is a checklist guaranteed to make your record book spectacular. A record book fills the need for keeping track of just about everything related to your horse. If you ever need to track a past lameness history, figure out what your horse may be allergic to, or transfer ownership without wading through piles of old bills, a record book provides an excellent way to do it. It is not required to use the USPC Health & Maintenance Record Book. As long as the information below is included, you can use whatever format you choose. It is especially nice to keep the records on computer and then just print it out when testing time comes.

Examiners like to see your costs totaled when brought to a test. Total the veterinary costs, farrier costs, feed/board costs, and any others on their respective pages. At the end of the record book include a page where all of these can be added together for your total cost of keeping your horse. When totaling up for a rating, write the totals in pencil. At the end of the year, when you're ready to start a new record book, write them in pen, or print on computer.

Record book checklist:

****General information about the horse****

- ___ On the cover, include the start and finish days for each record book.
- **NOTE**** Organize your record books so that they are divided by years. One year's worth of records is sufficient for any test. If you have multiple years or multiple horses just choose one horse and the most current year's records. If you are a very neat record keeper, it doesn't hurt to bring the past years as well. Organize them so that the most current year is on top. If you haven't had your horse for a year, or are borrowing a horse, just explain the situation to the examiner, and bring some sort of record keeping paperwork either for the borrowed horse or another one you take care of.
- ___ Horse's name/registered name
- ___ Breed/registration number and papers if applicable
- ___ Conformation photograph that also shows color, or detailed description
- ___ Resting temperature/pulse/respiration
- ___ Horse's sex (please don't list "M," that could mean mare, or male; just write it out)
- ___ Horse's height
- ___ Approximate weight (remember to list units, pounds or kilograms)
- ___ Known vices (for example, cribbing, kicking, girthy etc.)
- ___ Any known medical conditions or allergies
- ___ Foaling date (or approximation)
- ___ Owner's name/address/phone
- ___ Rider's name/address/phone
- ___ Boarding stable's name/address/phone (if not kept at home)
- ___ Veterinarian's name/address/phone
- ___ Farrier's name/address/phone
- ___ Other names/address/phone numbers of people who have worked with your horse (for example, equine dentist, chiropractor, etc...)
- ___ Insurance company's name/address/emergency phone and insurance papers (if uninsured, be sure to note that too so someone doesn't go hunting for an

insurance policy that isn't there)

remember to include area codes with all phone numbers!

****Veterinary records****

Ideally you would like to organize this into routine and non-routine care sections. Vaccinations, and tooth floating would be routine, and any other sickness or wound care visits fall under non-routine unless your horse is being treated for a chronic illness such as Cushings disease.

- Prepurchase exam papers (if any)
- Veterinary bills and other veterinary paperwork
- Vaccination dates and which vaccines given
- List the date the next vaccination is due

NOTE It's not enough to just record a vaccine as "4-way," please list which vaccines were included in the 4-way vaccination, for example it might include: influenza, tetanus, eastern equine encephalomyelitis, and western equine encephalomyelitis. This way you will not only become more familiar with the specific vaccinations, it's also a good way to ensure you know exactly what is being given in case of any reactions. Also note what company made the vaccine, lot number, and where the injection was given (for example, left side of neck.) A horse may be allergic to a carrier in one company's vaccine, but not another company's. If you buy the vaccine yourself, include the tag and receipt in your record book.

****Parasite Control****

- Include dates, brand names, and drug names of all dewormers used
- List the next scheduled deworming date and dewormer to use

NOTE It's very important to list the dewormers by both drug and brand names. This way you will be sure you are rotating dewormers. For example, did you know that Zimectrin, Equimectrin, Equivalan, and Rotectin I, all contain the exact same dosage of the active drug Ivermectin? You will also be able to track any allergies your horse may develop to certain drugs or carriers. It is not always necessary to rotate dewormers, but it's generally a good idea and a way to save some money in the long run.

****Shoeing records****

- Dates, cost, and any changes made
- List the next scheduled appointment as well
- Include enough information at the beginning so that a new shoer could shoe or trim your horse in accordance with what you have found works

****NOTE**** Take the time to ask your shoer how to describe what he or she is trying to achieve or maintain with your horse's feet. An example might be: "size 0 front , and 00 hind Natural Balance brand iron shoes, square the hind toes and set back hind shoe to prevent forging, may need leather pads and quarter clips in front during the summer months, horse has a tendency to toe out in front." After you have this detailed description, then just note if and when your shoer makes any changes. Along with all shoeing dates and prices, be sure to record if and when your horse pulls a shoe (and which foot), or if your horse develops a foot abscess (which foot, approximate location, and any possible causes.)

****Other procedures****

___ Use this space to include any other treatment dates, descriptions, and costs such as work by an equine dentist, chiropractic, acupuncture, massage, etc....
Also record if you noticed any differences after the work!

****Feed records****

___ Approximate feeding times (may change according to the season)
___ Amount fed in pounds, or ounces for smaller supplements (in addition you may also convert weights to a volume measure, for example flakes or scoops)
___ Type/brand of feed
___ Any feed tags or labels
___ Any receipts or bills from the feed store (if feed is included with the horse's board, include in board section below)
___ Dates of any changes in diet, including reasons and any reactions the horse may show

****Conditioning records**** for those levels required but not a bad idea to start tracking conditioning as part of usual routines before it is required by a rating test

List conditioning activities for an average week, this will include:

___ Activity (dressage, show jumping, gallops, trail ride, trot sets, etc.)
___ Specifications (This is what you are actually working on. For example, in dressage you may be working on training or first level movements, for show jumping you may be working on 3'3" courses, and for trot sets you could be doing 3, 10 minute trots with 3 minute rests between.)
___ Average minutes you spend on each activity
___ Times per week you work on each activity
___ Horse's resting temperature/pulse/respiration
___ Horse's temperature/pulse/respiration immediately after strenuous work
___ You may include t/p/r rates at 5 or 10 minute intervals after strenuous work to determine what his or her recovery rate is (how long it takes to return to the resting t/p/r.)

List any changes in conditioning schedule to include:

___ Dates of changes
___ What you're changing from and to, for example: 3, 10 minute trots with 3 minute rests between to 3, 12 minute trots with 3 minute rests between.
___ Record new t/p/r rates for each work increase

****NOTE**** Pay attention to how feeding schedule changes may correlate to conditioning. You may also want to keep track of your actual conditioning schedule in a calendar format. Please plan to transfer the information to a computer program to print out, or find some other method of keeping it neat. An examiner hates to get piles of dog-eared calendars with the candidates saying, "It's all in there!"

****Activity records****

These include any shows, clinics, lessons, rallies, etc....

___ Date of activity
___ Description of activity
___ Comments about how you did or what you worked on
___ Cost

****Boarding records (if applicable)****

___ If you board your horse, list costs paid to the boarding facility by month, remember to total them before your rating and at the end of the year!

****Other expenses****

___ List any other horse-related expenses here. Include date, description, and cost. Examples are: tack purchases, equine insurance costs, and trailer servicing.

****Income****

This section will not necessarily include information directly related to your horse. It is where you, the Pony Clubber, can keep track of how much money you earn. It can be anything from baby-sitting and mowing lawns, to exercising horses, or winning the lottery!

___ Include date, description, and amount of income

****Breeding records (if applicable)****

This section is useful to record a mare's heat cycles, breeding dates, anticipated foaling date, and any other related activities. Most Pony Club mounts will not need this section.

****Sale records****

___ Bill of sale or purchase/lease agreement paperwork

****Expense summary****

Include a page where all your yearly, or year-to-date expenses and income are compared. This is a great way to start learning how equine businesses are run and to make you appreciate what your parents are putting into your horse habit!

****Do not include****

Anything unrelated to the horse, for example, past ratings certificates, or Pony Club study material. Income records are excepted.

*Any loose papers. All should be snug in a 3 ring binder or similar system. Plastic page protectors work well for keeping loose items secure.

*Records for more than 1 horse (keep each horse's records separately for Pony Club purposes.)

*Excessive pictures. A few for identification purposes are fine, or conformation photographs from each year could be useful. Photographs of injuries could be especially useful.