





Friesian Horse Association of North America

Inspection Site Host Manual

Table of Contents

	Page Number
 3. Welcome Message	
 3. Selecting a Venue	
 4. Private Facilities	
 5. Arena Size	
 5. Triangle Dimensions	
 5. IBOP (Ridden)	
 6. IBOP (Driven)	
 6. IBOP (Show Driving)	
 7. Starting your event	
 7. FHANA Paperwork	
 8. Measuring of Horses	
 8. Laminated Horse Papers	
 8. Temporary Foal Papers	
 8. Judges Information	
 9. Runners Information	
 9. Supplies/Checklist	
 10. Volunteers	
 10. Policies & Procedures	
 11. Do's and Don'ts of an Inspection	
 12. Arena Rules	

The FHANA Inspection Committee has compiled information from many site hosts and placed everything into this manual/check list. Remember these are only suggestions, there will be situations that will arise that have not come up before that you will need to handle to the best of your ability.

To be a site host means you are dedicated to the rich tradition of the Friesian Horse. There are many hours of hard work and dedication that go into planning an inspection. FHANA members will travel many miles to have their Friesians judged, and they will have you to thank for putting on such a well organized inspection. The entire inspection process usually starts out in early January as the dates are negotiated with the Het Friesch Paarden-Stamboek (KFPS) which is the parent studbook of the Friesian Horse Association of North America (FHANA). The dates for the inspections generally are in late September to early October, it usually depends on when the judges are available. As soon as the dates are released, you will be contacted and your duties as a site host begin.

This manual is going to take you on a step by step process of being a site host. If you should ever have any questions you can contact the FHANA office at 859-455-7430, or any of the Inspection Committee representatives:


Eric Smith	ericgrandviewfriesians@gmail.com
Jennifer McClelland	keenfriesians@gmail.com
Barb Renico	barbrenico@yahoo.com
Marquis Laude	MLaude@mtiss.com
Jancy Morgan	blujway@swbell.net
Annie Muilwijk	kees-annie@muilwijk.org
Joann Clough	blackearthfriesians@tds.net

Now let's get started:

Selecting a Venue

- Facility fees are generally split between the horse inspection entries.
 - Arena size min: 165' x 60' to a maximum 200' x 120'. Preferred size 180' x 100' – **Please see diagram of the “Triangle” arena with measurements below**
 - Level ground is required
 - Safe footing-small layer of sand is preferable
 - Level area to measure horses
 - Stalls-not required but preferred
 - Facility fees are collected by the site host.
- Indoor Arena
- Outdoor Covered Arena
- Outdoor Uncovered Arena
- A Safe Fenced Arena Stallion prospects can be viewed at liberty if requested by the Judges.
 - **Must provide a covered tent for judges to stay cool**

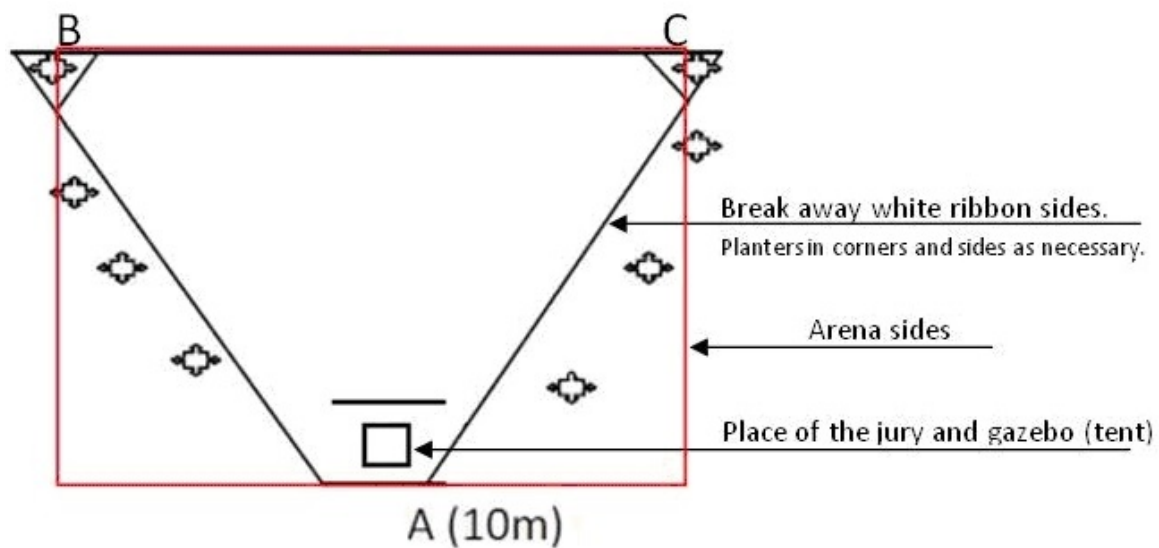
- Stabling
 - **Not a requirement, but a recommendation is to provide enough stabling for the amount of horse you have attending.**
 - **Stable fees are collected by the site host**
- Security
 - **It is in your best interest to have a security guard on duty during the evening hours.**
- Sound System/Loud Speakers
 - A Cordless Microphone for the Judges commentary is preferred.
- Grandstands
- Parking
- Hotels/Camping- with RV Hook Ups
- Restrooms
- Food/Restaurants on site or near by.

 **Selecting a Private Venue-** FHANA prefers that inspections be held at facilities not owned by members participating in that event. However, FHANA recognizes that this may not be feasible in certain places. In addition, holding the inspection on the property of a member should result in cost savings to all participants, and this is certainly desirable. Therefore, FHANA will consider proposals to conduct inspections at private sites subject to the following requirements and expectations.

- The site must have or provide adequate and safe stabling for all participants.
- The site must have an appropriate and safe arena, including access to a covered arena in the event of rain.
- Past participants in the geographic area will be polled prior for 50% approval from judges and participants of a private site to gauge their acceptance.
- Continuation of the use of any private site will be contingent on favorable reports from judges and participants. Any suggestion of disparate treatment of outside horses or owners will be grounds to withdraw site approval.
- The owners of an approved private site must recognize that they are getting a benefit in not having to transport their horses. In exchange for this, they agree that they may not profit from the use of their property

Arena size inspections 2017

Older horses need to be judged in a “triangle” arena



Distance AB and AC: min. 30 and max. 50 meter
 (min. 97 ft and max. 163 ft) (large as possible to fit inside arena)
 Distance BC: min. 50 and max. 55 meter (min. 163 ft and max. 180 ft)

Foals can be judged in a rectangle arena

The rectangle arena must have at least the size written below;

- 1) Long sides minimal 40 meter and maximal 45 meter (130 to 146 ft)
- 2) Short sides minimal 20 meter and maximal 35 meter (65 to 114 ft)

- IBOP (Ridden)
 - General:
 - Participants should use the Inspection Handbook for USEF rule references

 - Logistics:
 - Dimension arena: 20 x 40 meters (65' x 130') both indoor and outdoor
 - Set-up arena: letters AFBMCHEK and minimally rails behind the arena letters and in the corner.

 - Tack for the Horse:
 - As written in the [USEF regulations](#).

- IBOP (Driving)
 - General:
 - Participants should use the Inspection Handbook for USEF rule references

 - Logistics:
 - Dimensions arena: 25 x 50 meters (81' x 162.5') both indoor and outdoor
 - Set-up arena: letters AFBMCHEK and minimally rails behind the arena letters and in the corners.

 - Tack for the Horse:
 - As written in the [USEF regulations](#).

 - Cart:
 - As written in the USEF regulations, however with the exception during the IBOP test a four-wheel cart needs to be used.

 - Testing:
 - **The testing is performed in one session.**

- IBOP (Show Driving)
 - General:
 - Participants should use the Inspection Handbook for USEF rule references

 - Logistics:
 - Dimensions arena: minimally 25 x 50 meters (81' x 162.5') both indoor and outdoor
 - Set-up arena: letters AFBMCHEK and minimally rails behind the letters and in the corners.

 - Tack for the Horse:
 - As written in the [USEF regulations](#).

- Cart:
- As written in the USEF regulations, with the exception that during the IBOP test a four-wheel cart (show cart) needs to be used.
- **Testing**
- **The testing is performed in one session.**
- The testing consists of two parts: a basic test and a show test. The basic test needs to be ridden before the show test is ridden. Both tests are scored separately.

Starting your event

- Like any event, it is common courtesy to introduce Judges, FHANA Board of Directors, FHANA Executive Director, the Site Host, and any other special guests that may be attending your event.
- FHANA would also like to encourage all sites to play the respective Canadian, American and Dutch National Anthems (if possible) before the event starts.
- Create a welcoming atmosphere. (Site Host Code of Conduct coming)

FHANA Paperwork

*****Please return these items back to FHANA**

- Halter Tags*
 - **Come in sequence with program, some out of sequence for late entries**
- Ribbons*
- Judges Books*
 - **These spiral bound programs are for the Judges and one for the site scribe. The judges will take their books back to the KFPS.**
- Late Arrival Forms with Waivers *
- Chip Reader*
 - **These are very expensive and need to be given to the judges to take with them to the next site. Please return to FHANA upon completion of Inspections.**
- Results Form (this should be returned to the FHANA office as soon as possible so results can be posted on the web site)*
- Programs
 - **Please hand these out to the audience/participants**
- 8.5 x 11 envelope
 - **This is to return all information back to the FHANA office.**
- Insurance Documents-***FHANA needs site requirements by Aug. 1****
- Marketing Material
- Negative Coggins test copy for each horse entering the site. A foal on a mare's side is exempt unless your state or local government agency has other statutes required. Health certificates may be required under local

and regional ordinances but not by FHANA. Please check with your local agencies to see what additionally may be required.

*****Please return these items back to FHANA**

Measuring of Horses

- Horses from groups 5, 6, 7, 8, 9, 10, 12, 13, 14 & 17 must be measured before the inspection. Please make a half hour before the program available to measure the horses. It works best to measure on a pad located in the stables (if available). It is recommended that all owners of horses in this category make their horse available to be measured during this time. If horses are not measured they may not receive their predicate or change in status.

Original Laminated Papers

- All owners must hand over the original laminated papers for the categories 3, 4, 5, 6, 7, 8, 9, 12, 13, 15, 16, & 17. These papers will go back to the Netherlands after the inspection and will be returned to FHANA after the KFPS has made the appropriate changes. Papers are normally redistributed in early November, if a horse has made Ster, Kroon, or Model members will be required to pay an additional Predicate fee in order to receive their updated papers.

Blue Temporary Registration Papers/Microchips

- All Foals are given a temporary blue registration paper when they have paid their registration fees. These papers are to be handed to the judges when the horse enters the arena. The owner will receive their Blue laminated papers in early November assuming their Parentage Verification is complete. The results of the Inspection will be displayed on the registration papers.
- All Foals will also need to be micro chipped prior to attending the Inspection. The judges can no longer provide this service. The microchip will need to be verified on the all horses prior to the horse entering the ring. If a microchip is not detected, then DNA will need to be pulled and sent into FHANA to verify the horse.

Judges

- FHANA will supply you with the appropriate contact/emergency information for each judge.
- The judges do like to take in the sights, please consider a cultural event for the judges' enjoyment if time allows.
- Feeding Judges
 - **This is not a requirement, but judges are very busy and appreciate any nourishment they receive. Judges do request fruit be available. Please no Pizza or Burgers.**
 - **While Judges may enjoy meet and greets they do not always enjoy sitting in on your club meetings. They may prefer going back to the hotel for some rest.**
 - **Please ask the Judges their preferences**

- Travel Arrangements will be made by the FHANA office.
- Drinks need to be made available during inspections.
- Site Host need to make hotel accommodations for Judges
 - **FHANA will reimburse up to \$135 per night/ per Judge for hotel rooms and travel expenses.**

Runners

- FHANA will supply you with the appropriate contact/emergency information for each Runner.
- The site host needs to facilitate runner usage. Runners are independent contractors that depend on a certain amount of volume to break even. Please encourage the use of the arranged runners and discourage the use of outside services
- Runner hospitality
 - **It is not a requirement to provide the runners with food or snacks, the runners are busy and appreciate any refreshments available.**
 - Sites requiring runners to be on their own should let runners know this ahead of time so there are no surprises.
- Travel Arrangements will be made from by the Runner Captain for each circuit. This person's information will be given at a later date.
- Drinks need to be made available during inspections.

Supplies/ Check list

- Loud Speaker if one is not provided
- Cordless Micro-phone for Judges.
- Music
- IBOP/Dressage letters
- Items for the arena:
 - ✓ Table for judges and scribe
 - ✓ 2-3 chairs
 - ✓ Gazebo tent for judges
 - ✓ Tent hold down weights and stakes
 - ✓ Cooler
 - ✓ Break away ribbon for the triangle
 - ✓ Ribbon holders/stakes
 - ✓ Potted plants to mark corners and barriers
- Programs – Provided by FHANA
- Hand out – Provided by FHANA
- Ribbons – Provided by FHANA
- First Aid Kit – Horses
- First Aid Kit – Humans
- On Call Veterinarian for Emergencies
- Measuring Stick

- Microchip Reader – Judges will have
- Traffic Signs
- Walkie Talkie – Recommended
- Stall Cards with master stall layout for Identification/Locating
- Dry erase board for day schedule and results

Other Items to Consider

- Photographer
- Videographer
- Silent Auction Tables
- Food Vendor
- Press Release – See FHANA for information
- Flyers
- Welcome packet for individuals

Volunteers-We would recommend that each person wear some sort of identification to help differentiate from the general public.

- Scribe
 - **This person will record all the results on the form provided by FHANA.**
- Check-in Person
 - **Checks horses' Coggins and Health Certificates as they arrive. Directs individuals to the appropriate barn and stall number**
- Announcer
 - **Announces entries and results to the audience. Needs to be very familiar with process, and Dutch language.**
- Gate Keepers
 - **Crowd control for horses. Keeps the horses separate during inspection.**
- Barn Point Person
 - **Coordinates with arena and barn to send horses for each class.**
- Cashier
 - **Person to collect money for food/late entries**
- Transportation Liaison
 - **Individual to pickup and return Judges/Runners to airport/train station. Should be available at all times during the inspection for the Judges and Runners.**
- Security Guard
 - **It is in your best interest to have a security guard on duty during the evening hours.**

Policies and Procedures

- Sick Horses
 - **Site Hosts have the responsibility to all of the attendees for the well-being of all of the horses. If you feel that a horse is sick,**

please move the horse to an isolated area. Feel free to contact at their expense the on-site veterinarian for confirmation. If the horse is found to be contagious in any way, please ask them to leave the inspection site.

- Cancellation Policy
 - **All cancellations will be required to have a signed medical document from a veterinarian. All cancellations will be subject to a \$75 administrative fee.**
- Additional Charges
 - **Each site may have additional charges that are not included in the registration fees. Please provide this information to the FHANA Office.**
- Additional Information
 - **Please communicate with the FHANA office any additional information as it may arise. Attendees may contact the office for information regarding your site, and we would like to be able to give them the most current information possible.**
- Reimbursements-Chapters should be conscious of travel reimbursements and minimize if possible.

All Reimbursements for hotels and ground travel (up to \$135.00 per judge per night) must be submitted to the FHANA office within 60 days of your inspection or you will for go any reimbursement expenses. All reimbursements must be submitted through the site host.

- FHANA will reimburse for the following:
 - Hotel expenses for judges up to \$135/night
 - Mileage to and from the airport at \$.55/mile
 - Food and Beverage within reason. \$50/day
- **Note: If you are asked to pick up the judges from the airport, we ask that you make the appropriate arrangements. FHANA will not reimburse for car rental to pick up the judges. FHANA will reimburse you for the appropriate mileage to and from the airport. If a car service is required it needs to be pre-approved by FHANA.**

Transportation

- Check with previous Site hosts regarding Judge/Runner departures
- Watch Airlines for delays
- Assign individual to Pick up Judges/Runners
 - **It is recommended that you assign one volunteer to stay with Judges/Runners from arrival to departure.**

Do's and Don't of an inspection:

- Horse owners are not allowed in the arena while the inspection is taking place.
 - Exception-Horse owner is the runner
 - Exception-During the Championship round

- Judge invites you in to discuss
- Judges/Runners/Scribes/photographer/videographer are the only individuals allowed in the arena
- No riding or lunging of horses is allowed at any facility if they are not participating in an IBOP test
- Horses must be ready to go at the time they are called. If they are not ready they could be in jeopardy of being skipped.
 - FHANA will make every attempt to separate horses if an owner has multiple entries
- If a participant is found to be unruly and volatile, as site host you have the support of FHANA and the FHANA Board of Directors to ask them to leave the premises.
- Appropriate Attire
 - White shirts & white pants are strongly encouraged if handling horses in the ring as a runner.
 - No flip flops or open toed shoes of any kind are allowed.

➤ **Arena Rules:**

MAIN SHOW ARENA

No dogs.

No Smoking.

No Longing or Ground Exercises.

No Riding or Driving, unless performing an IBOP Test.

If participating in the IBOP test, please ask permission before using the main arena.

Horses being shown at liberty/ loose must be on lead until they are asked to show.

No spectators, unofficial photographers or videographers may be in any arena at any time.

Event Staff may be in the arena.

Handlers/Trainers must wait outside of the arena, unless presenting/running a horse.

Owners may only enter the arena by Invite from the designated judge's liaison and or the judges themselves.

Equestrian appropriate attire and footwear is required for anyone in a horse occupied area.

WARM UP/ STAGING/ WAITING ARENA OR AREA

No dogs.

No Smoking.

Only Trainers/ Grooms/Handlers and Event Staff are allowed in the Waiting/Staging arena.

Riding and Driving, allowed for IBOP Participants only.

Longing or Groundwork/ Exercise privileges allowed for IBOP Participants, only by permission of the show Manager.

Helmets required for Riding and Driving IBOP Participants during warming up.

No loose horses or foals.

Do not tie your horse and/or leave horses unattended.

Let others know if you are entering with a stallion or unruly horse.

Always be aware of your surroundings and proximity to other horses and humans.

Equestrian appropriate attire and footwear is required for anyone in a horse occupied area.

Well there you have it. This should give you the direction you need to properly host an inspection.

On behalf of the Inspection Committee we want to *Thank You!!!* for volunteering your time for such an important event. It's the commitment and dedication of members such as you that make this possible year in and year out.

Sincerely,
Inspection Committee