






**Friesian Horse Association of
North America**


Inspection 101 Exhibitor Handbook


Table of Contents


-  **3. Diagrams-**
 - Attaching bridle tags
 - The Triangle arena


-  **4. After signing up with FHANA – Step one**
 - Contacting site host
 - Site requirements
 - Veterinary site requirements
 - Inspection site questions


-  **5. What do I need to bring?**
 - Clothing suggestions and requirements
 - Tack Requirements


-  **6. Pre Inspection**
 - Medical Questions
 - Shoeing Questions
 - Grooming Questions

-  **7. Training/Arrival/Safety**
 - Pre Inspection Training Questions
 - Arriving at the site
 - Site Safety

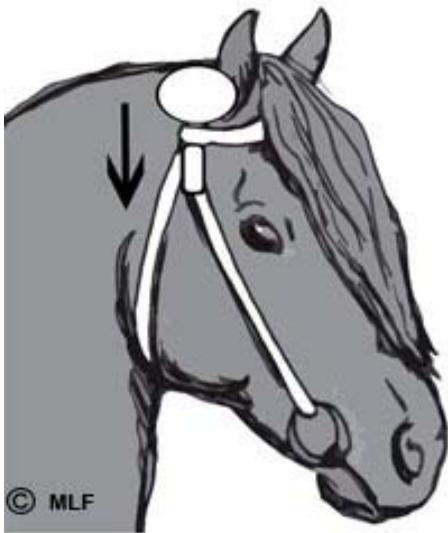
-  **8. Rules and Conduct**
 - Rules and Conduct General
 - Rules and Conduct Judges

-  **9. The Inspection**
 - Measuring
 - Staging/waiting area
 - Registration Papers
 - Microchip reading
 - Your turn

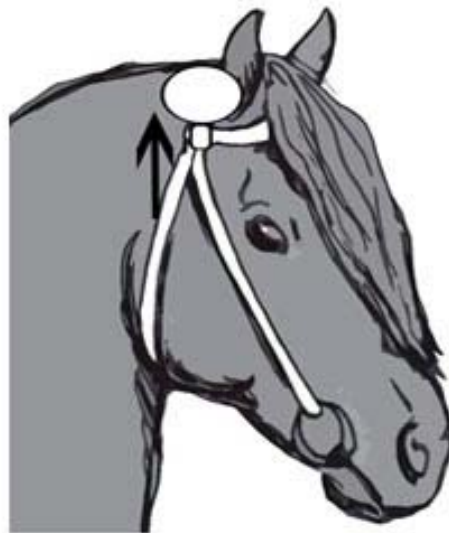
-  **10. Showing**
 - Showing Foals
 - Showing mares and geldings
 - Showing Stallions
 - Grand Champion

-  **11. Showing**
 - Showing IBOPS
 - Helpful check list

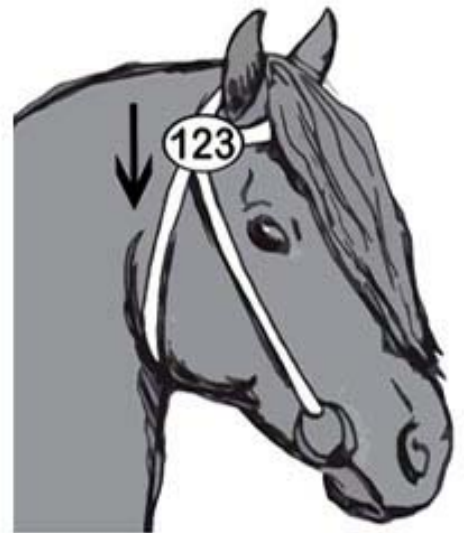
Attaching and Locking your Bridle Tags



1. Place Bridle Number stem through browband loop, with numbers facing in.

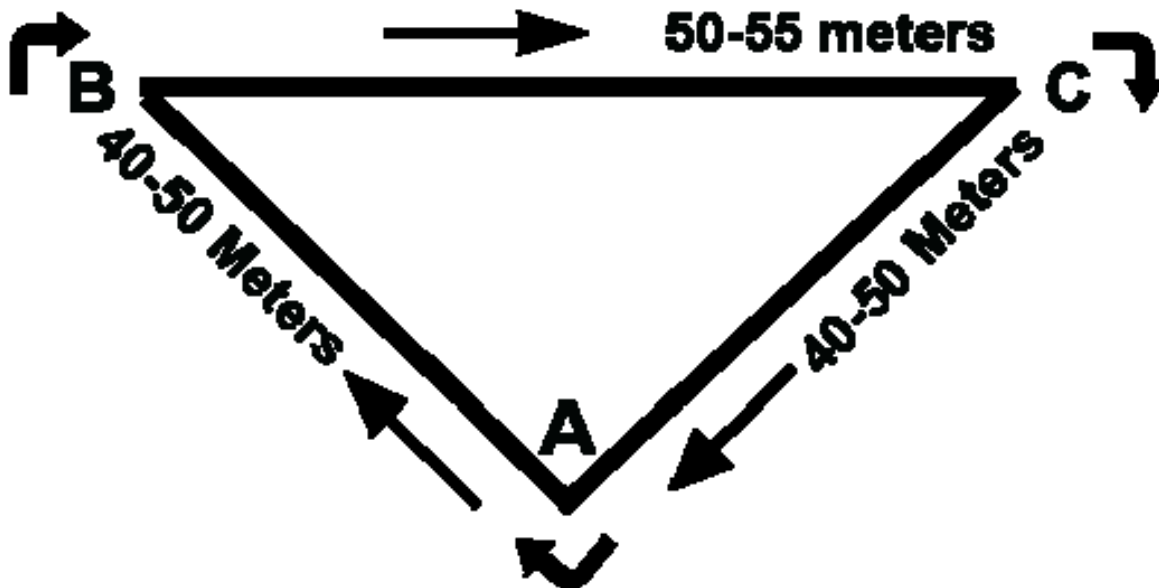


2. fold metal stem UP towards the horses ears.



3. Fold the tag down, so that the numbers are facing out. you now have a locked tag.

The Triangle Arena



After Signing up for the Inspection with FHANA; STEP ONE

Contact the site host:

1. Find out what is required to show at your chosen inspection site. Most of the clubs that host the Inspections may also offer a website where you can download site forms, maps, directions, hotel and restaurant information. **IMPORTANT:** contact the site host immediately with any changes, late additions, withdrawals etc.

Site requirements:

Most sites will have their own entry forms, independent from those filled out for FHANA. These may include additional payment requirements such as Stall fees, parking fees, RV fees, Share of cost fee* or an administrative fee*. (* Share of cost and or an administrative fee, is a fee charged to each individual or horse and goes towards the overall cost to rent the facility and run the Inspection. This fee will vary by location and is at the discretion of the site host.

Veterinary site requirements:

1. All sites require a mandatory Coggins test report for all horses 6 months and older. Many sites will also require a veterinary health certificate. Both are required for any horse crossing states lines, and an International health certificate and Coggins are required for any horses coming to and from Canada. (Coggins tests are good for six to twelve months, depending on the state. Check with the inspection site hosts and or your veterinarian as to requirements for your state and any state you may be traveling to. Health certificates are good for only 30 days). All certificates and or/test results must be turned in to the site host prior to the inspection. Horses arriving without the required documents will not be permitted to remain at the inspection site and will not be allowed to participate in the inspection.
2. Prior to the inspection all foals are required to have been micro chipped.

Inspection site questions you need to know or ask:

1. Questions you may want to ask of the site IF the information has not been provided to you.
Do you have a deadline for site forms, site payments etc?
What time does the inspection start?
What time should I arrive?
What are the Facility Amenities? i.e stalls, bedding, wash racks, RV hook ups.
If I'm arriving the day prior is there a night watchmen/or volunteer staying at the facility?
Will there be a check in booth and or club booth/information booth during the show?
Will the site host and organizing volunteers be wearing identifying items?
Can I have the cell phone numbers of the major organizers, in case of an emergency?
Is there a professional photographer and /or videographer?
How much CASH is required/should I bring, to pay the professional runners to run my horse?

What do I need to bring?

1. Your original foal's temporary registration paper (blue paper) and or your adult horse's laminated registration paper, your original Coggins report and/or health certificates, (we suggest you make and retain copies of all pertinent paperwork for your records).
2. For stalls, you can plan to bring stall cleaning equipment, water buckets and feed. A hammer or tool to remove any nails left on stall walls from previous shows. (While the site host may do a safety check of all stalls, sometimes a nail can be missed) It is your responsibility to make sure the stall walls are safe for your horse).
3. Show tack (see tack requirements).

Clothing suggestions and requirements:

2. Show Clothing for the Inspection- If you choose to run or handle your own horse, it is traditional for the runner to wear white pants, white shirt and a black tie; assistants/handlers should also wear white; white clothing is traditional and considered respectful to the judges. If you cannot wear white, neat clean conservative clothing is acceptable. Owners will be asked into the ring to accept awards and get their photos taken. Bear this in mind when choosing an outfit.
3. Show clothing for the ridden IBOP test: National Level Dressage attire is appropriate. Conservative driving attire is preferred for the driving test, including an apron and gloves. Safety certified helmets are mandatory for riders, carriage drivers and passengers.

Tack Requirements:

1. Horses 3+ or older are required to be shown in a headstall and bit (a white headstall is traditional) bits can be snaffle bit with a French link or Mullen mouth piece. Headstall should be accompanied by a matching lead. Optional lead items are a stud chain, V chain or in hand attachment. Foals should be shown in a halter (white is traditional) dams of foals presented, may be shown in a headstall like the above mentioned, or halter. Yearlings can be shown in a halter; two year olds may be shown in a halter or the above mentioned headstall.
2. **Not Allowed**; Bits cannot have a curb mouth piece, shanks or curb straps. Headstalls cannot have reins or cavessons.

Pre Inspection medical questions:

1. Sick horse: A Sick Horse should not be brought to an inspection site. If you plan on bringing a horse that has a minor illness or injury that is not contagious, please ask the site host if you can bring the horse, if you provide a report from your veterinarian stating that your animal is not in any way contagious and that showing it is not detrimental to its health. If you arrive with an ill animal that the site manager has any concerns about, they may choose to move your horse away from the other animals. They may ask you to have the animal examined by the on call veterinarian, at your expense, or may ask you to leave the inspection site.
1. Scarred horse: If your horse has scars or blemishes, something they were born with, (i.e surgical scars, white hair growth on injection sites etc.) have written veterinary proof of the circumstances, so that the judges don't count it against the horse as a birth defect, conformation defect, etc. Bring this proof to the arena with your papers.

Pre inspection shoeing questions:

1. Horses age two years and older may be presented with all four shoes or barefoot.
2. With shoes; only standard horseshoes may be used. Maximum thickness of the shoes is limited to 8mm (5/16 of an inch), and width of the shoe is limited to 25 mm (1 inch). No wedges, pads, corrective, or other additions to the shoes are allowed. Judges may exclude horses presented with shoes that are not in compliance with these rules or allow the horses to be presented only after the shoes are removed. Excessive foot length may also result in exclusion.
3. Without shoes/barefoot; hooves should be in good health and evenly trimmed.

Pre Inspection grooming questions:

1. The black color and the long hair on fetlocks, mane and tail are characteristics of the breed: horses should be shown close to natural with free flowing untrimmed/uncut manes and tails.
2. Allowable clipping: a bridle path of 2cm or ¾ of an inch, at the location of the bridle's crown.
3. Allowable grooming: you are allowed to use show sheen, hoof blacking or hoof oil.
4. Not permitted: dyeing or the use of black sprays, hair sprays or any other methods to make the coat, fetlock hair and mane or tail hair look blacker. Also not permitted is the addition of hair or other materials to the tail or mane (extensions), long bridle paths, glitter, trimmed manes or trimmed hair at the base of the tail.
5. NEW KFPS grooming rules.(Not yet mandatory or enforced for horses showing in North America. The new KFPS grooming rules are currently optional.) Exhibitors are not to clip the inside of the horse's ears. (You may gently squeeze the edges of the ear together, trimming only the protruding hairs and edges.) The whiskers around the horse's eyes are not to be cut or trimmed. The muzzle whiskers are to be trimmed no shorter than a length of 2 cm or ¾ of an inch.

Pre Inspection Training questions:

1. Other than foals, horses should stand quietly and walk and trot in hand obediently. The horse should show a good walk and trot in hand. A disobedient horse is a danger to the runner and difficult to evaluate for the judges. High marks cannot be given if the horse does not walk (jigs) or if they continually break into the canter.
2. Horses 2+ years should be comfortable with the use of a bit with a lead and chain*. (*See tack requirements).
3. Horses are shown on a triangle * in the walk and the trot only, no canter. They are shown going to the right with the runners on the left side or the outside of the horse. It is a good idea to get your horse used to having someone on the outside. (* See page 2 for triangle diagram).
4. Proper body conditioning is important to have and will produce the best results.

Arriving at the site:

1. First thing to do upon arrival is find a volunteer,
Ask where to park and unload.
Ask where your horse's stalls are located.
Ask where you're to park your trailer after unloading.
Ask where to go once your horses are settled, to check in get your bridle tags , pay for runners, find out the order of "go"* (you should ask what the planned order of "go" is, if that information has not previously been provided to you). Commonly the show will start with the older stallions as the judges may want to look at a stallion a second time at the end of the show day, or it may start with IBOPS. * The judges can change the order of "go" from how it is listed in the program at any time, so an organizer cannot commit to a set time for your horse. It is always best to arrive in the morning prior to the Inspection start. If you have extra time ask the site host if you can help.

Site Safety:

1. Each site will have their own list of safety rules and requirements you must follow.
2. Even if you are performing an IBOP, never lunge, ride, or drive your horse at the inspection site without asking the site host for permission.
3. If the site does not have your name and information on your stall door(s) it is suggested you write your name and cell number on a piece of paper and post it on your stall, so if anything happens with your horses, someone can contact you immediately.
4. All foals should be kept on leads until their turn in the arena.

Rules and Conduct- General:

1. Each site will have posted or noted safety rules and requirements you must follow.
2. Everyone helping at the site is a volunteer, so please be courteous. Please conduct yourself in a horse conscious, safety minded manner. If you are confused, need help, or have questions, don't hesitate to approach a volunteer at the site so that the show managers can help you promptly.
3. The site host is the FHANA representative at an inspection; they have the final say and are the authority at each Inspection with the full backing of FHANA. Disorderly conduct and willing disregard of the site rules will be reported to the FHANA Ethics committee for review.
4. No one is allowed in the arena during the inspection. NO owners, friends, non -official photographers or videographers or any other non essential persons may be in the ring during the inspection. Exceptions: Handlers are allowed to enter to catch/ lead horses. The judges may invite owners into the ring to speak to them and/or for them to accept awards. Site volunteers may go in and out during the course of their Inspection job, and the official site photographer and or/ Videographer may be in the ring.
5. No owners or handlers are allowed to stand in the main ring. People or persons in non compliance to these rules, will be reported to the FHANA ethics committee and could be asked to leave the inspection.

Rules and conduct –Judges:

1. The group running the site will generally designate someone to be the judges' liaison. If you have a question or concerns during the inspection, DO NOT approach the judges directly, take your concerns or questions to the judges' liaison or the site host, and they will determine if the judges need to respond.
2. During breaks, lunch or measuring, treat the judges with respect and only exchange pleasantries. DO NOT ask them about your horse or ANY questions about the inspection.
3. ALL DECISIONS AND RANKINGS MADE BY THE JUDGES ARE FINAL.
4. At the end of the day providing there is time, the Judges are usually happy to do a short question and answer session with any and all who wish to participate. Hopefully providing there is time for this, the announcer will announce the Q and A availability at some point during the show.

The Inspection:

1. **Measuring:**

Prior to being judged, Horses 3+ year old and older and repeats will be measured by the judges on a flat surface. You must bring your horse and the original laminated papers to the measuring area when prompted. Microchips will also be scanned at this time. Horses are measured prior to showing to determine if they qualify in their height for Studbook, Ster, etc. (Note: KFPS height requirements can be found on the FHANA website under the rules and regulations. There are specific height requirements for each designation)

2. **Waiting Area/ Staging Area:**

Most sites will have a waiting area where horses are queued awaiting their turn. For safety reasons only persons handling horses should be in this area.

3. **Registration papers:**

Bring your original registration papers or foal paper to the staging area and measuring area. The runners will take your papers when your horse enters the arena and give them to the judges. Generally, NEW papers with inspection results will be returned in 30-60 days. If your horse received a new status (Ster, Crown, Model, etc.), you will be invoiced for the additional fee by FHANA and payment must be made prior to your papers being returned.

4. **Microchip reading:**

Your horse's microchip will be scanned twice during the inspection and compared to the microchip number on the registration papers. It will be scanned once when your horse is measured and again prior to entering the main arena. This is to insure that the correct horse is being judged and measured.

5. **Your turn:** Please do not be tardy to the main arena or the staging area. Horses that arrive late can be skipped by the management or you may be placed at the end of the class. Follow the directions of the announcer, ring master or the entry gate volunteers.

SHOWING THE FOALS (foals are shown with their dam or a surrogate):

- **Step 1**-After having the microchip scanned, take your original papers and your horse and hand them both to the runners at the entry gate (unless, of course, you are doing it yourself or having a trainer run your horse)
- **Step 2**-Papers will be handed to the judges. Your foal will then stand for them as they are examined, then the foal will be turned loose and encouraged to walk and trot as the dam is walked and trotted on the triangle. Have handlers ready and on hand to catch the foal and take both horses from the ring when prompted. The judges will speak about your foal and give you a ribbon and a card with some basic scoring.
- **Step 3**-At the end of the class the highest ranking foals will be asked to come back in the ring for the determination of Champion and Reserve champion.

SHOWING MARES OR GELDINGS

- **Step 1**-After having the microchip scanned take your original papers and you horse and hand them both to the runners at the entry gate (unless, of course, you are doing it yourself or having a trainer run your horse)
- **Step 2**-Papers will be handed to the judges, your horse will then stand for them as they examine the horse, and fill out a linear score form.* The horse will then be walked and trotted on the large triangle. The judges will be examining the horse's transitions in and out of the turns. When prompted, collect your horse at the out gate. Ribbons and comments will generally not yet be given until the end of the entire class.

(* The linear score form is a one page form that the judges use to determine the overall quality of the horse. This form is only filled out once, the first time a 3+ yr old horse is shown for studbook. You will receive a copy when your papers are returned. If you would like to know what is on the form prior to the Inspection, a translated version can be downloaded at the FHANA website).

- **Step 3**-At the end of the viewing of the entire class, all horses being considered for a premium from that class are brought back into the ring together, at this point if you do not have a groom or handler you will have to lead your horse yourself. Often, the horses will circle the arena several times, during which they are still being judged. The judges will then line the horses up and give out the premiums and ribbons. The top horses from the class will then be asked to stay in the ring and perhaps have another go round vying for the Champion and Reserve Champion. Depending on the number of horses entered. (classes may be combined by the Judges).

SHOWING STALLIONS

- **Step 1**-After having the microchip scanned, take your original papers and your horse and hand them both to the runners at the entry gate (unless, of course, you are doing it yourself or having a trainer run your horse)
- **Step 2**-Papers will be handed to the judges, your horse will then stand for them as they examine the horse and fill out a linear score form.* Then the horse will be walked and trotted on the large triangle. The judges will be examining the horse's transitions in and out of the turns. The judges will give comments, and you may be asked to show your stallion again to the judges at the end of the day, at which time he may be judged at liberty*. Or they will tell you he is not selected for Ster or central proving, in which case you will not be showing your stallion again that day. When prompted collect your horse at the out gate.

(*Liberty Cage judging: Some locations may have a special pen or box available to facilitate the judging of stallions at liberty.)

BEST OF SHOW/GRAND CHAMPION

At the end of the Inspection a "Best in Show" or Show Day Champion will be selected by the judges from the highest ranked horses of the day. Those horses will be asked back into the arena and one grand champion /best of show will be selected and awarded.

SHOWING IBOPS

Please refer to the FHANA website for IBOP ridden or driven tests.
All other Inspection and IBOP rules, regulations and Information can be found on the FHANA website

FHANA Contact Information:

Friesian Horse Association of North America (FHANA) WWW.FHANA.COM

Telephone: (859) 455-7430 Fax: (859) 455-7457 Office Hours: M-F 8:00AM -5:00PM EST

*Handbook written and compiled by Melissa Fischbach, on the behalf of FHANA.
Handbook is approved by the FHANA Board and the FHANA Inspection Committee.*

-----Cut out check list-----

Check List:

- Make sure all your contact Information, provided to FHANA and the Inspection site is current.
- Complete and send in Inspection form prior to posted deadline.
- Get your foals Micro chipped and your Coggins and Health Certificates done prior to the inspection.
- Check in with site Host for additional fees and Heath Certificate/ Coggins requirements.
- One week prior to Inspection check in with site host, if you have not been previously notified
Ask when you need to arrive.
- Tell the host if you will want a runner and find out what the price will be per horse. BRING CASH
(A mare and foal count as one)
- Bring temporary papers for foals and laminated registration papers for all horses entered.
- Bring the Health Certificates and/ or Coggins as required by the Site.
- Bring tack, clothing and grooming supplies.
- Bring horse care items, feed, buckets, hose and stall cleaning supplies.
- Check in with site host or barn manager when you arrive.
- Be flexible, order of 'go' can change at the Judge's discretion on short notice during the Inspection.
- The Judges, Site Host and volunteers, work hard to put on the inspections, please thank them.