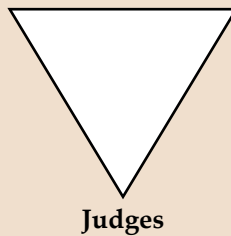


Hosting an AWR/NASPR Inspection

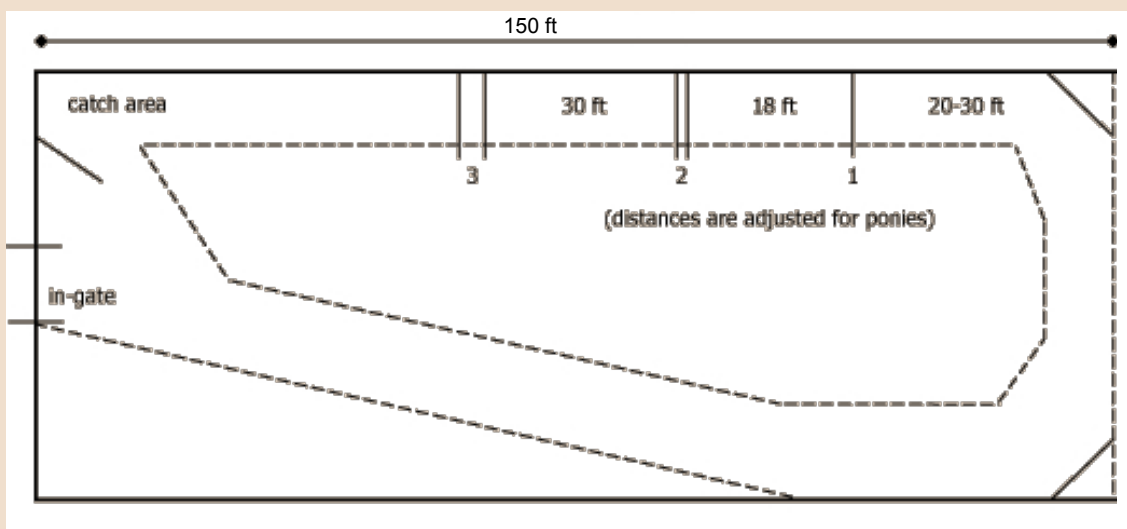


The Facility

- A large enough ring that has secure footing and high enough fencing; a way to drag and water if necessary
- Safe stabling
- Enough parking away from the horse activity
- A flat hard surface to jog horses
- An area for a jumping chute and jumps with safe enclosure
- A course of jumps if doing a hunter/jumper performance test; the correct course with mandatory materials and distances **MUST** be used
- An indoor ring is always a plus in case of inclement weather, but not mandatory
- Bathrooms, otherwise you will need metros/portable toilets
- Notification of whether stallions can be accommodated as well as overnight stabling availability, health requirements, waivers, etc.
- The walk and trot triangle; the legs of the triangle are roughly 40-60 ft; starting at the judges, participants will proceed clockwise around the triangle



- A jump chute is set with a cross-rail (1), one stride to a vertical (2), and two strides to an oxer (3). The sides of the jump chute are enclosed to prevent the horse from running out. Animals will enter from the right as in the diagram below and travel counter clockwise around the arena.



Things You Need

- Prepare a schedule that must be set and followed to have a smooth-running inspection.
- Make a map with directions of how to get to the facility for the participants and judges well in advance of the inspection date.
- Cones, poles, flowers for the triangle
- Garbage cans in appropriate places
- Bedding in rented stalls
- Stalls should be labeled as to who goes where. A stall chart is always a nice touch.
- A PA system is another nice touch and spectators appreciate it. Having an announcer to announce which horse is in the ring is also a good idea.
- A booklet listing the horses in the inspection with pertinent information, which may include their pedigree, general information about them, and whether or not they are for sale. Arranging the listing of the horses in the booklet by order-of-go makes it usable for judges, spectators, and exhibitors. Adding a line for notation of the score makes this a nice souvenir of the inspection. If your inspection has more than 20 horses/ponies, exhibitor numbers are advised.
- If you have not prepared a booklet, post an order of go and make certain participants are prepared to present their horse or pony on schedule.
- Release forms for the inspection
- Health requirements for the inspection (Coggins, Health Certificate, EVA status, etc.)
- Chairs for spectators
- Lunch arrangements (please keep something for the judges to eat and drink during the day)
- Branding irons - please have a forge and/or farrier available for branding. The slit of the forge must be 3" x 3".

Extra Touches

- An attractive area set aside for photographs
- Tables set aside for booklets, pamphlets and advertising material
- Tents for spectators
- Pedigrees of the horses attending and a runner to hand them to the judges

Recommended Staff

- An announcer
- An assistant to help with any secretarial work
- An assistant to make sure the next participant is waiting and ready. Also make sure people do not crowd the judges or hover by them
- An assistant to keep manure picked up and things swept up.
- A professional braider and a professional handler should both be made available.
- A photographer is a nice touch but not mandatory.
- An assistant to pick up the judges and take them back to the hotel and airport.
- An assistant to make hotel arrangements for the judges.
- An assistant to organize lunch.
- An assistant to act as a steward in crowd and participant management.

Paperwork

- Be certain to apply for a date early enough (at least 4-6 months in advance).
- Be certain to fill out and send in the host site application form with fee.
- Enclosed is a handout for you to distribute to those attending your inspection.
- Advertising will help encourage participants and spectators to attend the inspection.
- Draw up release forms you will need for the facility.
- How to access the cost: All participants at an inspection must carry the cost for the judges. The cost is currently \$900 per day. A good rule of thumb is to set an amount per horse or pony. Since it is mandatory that a least 10 horses and/or ponies are inspected at a given site, we suggest that the individual reserving inspection space pay the site fee amount and stall fee to the host up front. This helps prevent cancellations at the last minute as well as people not showing without notification. This also make the inspection easier to run, as the number of participants is more definite.
- If the host is offering lunch (and breakfast) this cost can be added to the fees.

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