

















# **Friesian Horse Association of North America**

## **Inspection Site Host Manual**

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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 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:


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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' – **See Attachment A**
  - Level ground is required
  - Safe footing-small layer of sand is preferable
  - Level area (concrete or packed gravel) to measure horses
  - Stalls-
- Indoor Arena
- Outdoor Covered Arena
- Outdoor Uncovered Arena (with small cover for the judges)
- A Safe Fenced Arena where Stallion prospects can be viewed at liberty if requested by the Judges.
- Stabling
- Security (non-business hours only)
- Sound System/Loud Speakers

- A Cordless Microphone for the Judges commentary is preferred.
- Grandstands or seating area for spectators and other members
- Parking
- Hotels/Camping- with RV Hook Ups as necessary
- Restrooms
- Food/Restaurants on site or nearby.

 **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. Site Hosts must request private venues in advance. FHANA will consider private venue proposals based on the following requirements and expectations:

- **Ethical Standards:** Hosts are expected to be impartial, utilize sound judgment, and avoid situations that could lead to a perceived or actual conflict of interest.
  - To avoid conflict of interest, the host will ensure all participants are treated equitably, fairly, and objectively.
  - Hosts are not allowed to promote their business interests for personal or financial gain.
  - Hosts are expected to treat all attendees with respect and dignity.
  - The host is expected to promote a supportive environment that values diversity and inclusion.
- **Facilities:**
  - 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 case of inclement weather.

### **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.

### **FHANA Paperwork**

**Prior to your scheduled inspection you will receive two sets of two shipments. One**

**shipment will be the Programs. The second shipment will be from FHANA and will include the following:**

- Halter Tags\*
  - **Compare the halter tags with the program and the participants sheet sent to you prior to the inspection.**
- Ribbons\*
- Judges Inspection Program Book and Site Scribe Book\*
  - **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\*
- Results Form (this should be returned to the FHANA office as soon as possible so results can be posted on the web site)\*
- Programs
- 8.5 x 11 envelope
- Insurance Documents- *\*FHANA needs site requirements by Aug. 1\**
- Marketing Material

**NOTE: (Please inspect both shipments prior to your scheduled inspection. We've had numerous sites report minor errors/deficiencies with the contents of the shipments)**

#### **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 concrete slab or packed gravel.

#### **Original Laminated Papers**

- All owners must hand over the original laminated registration papers for the categories 3, 4, 5, 6, 7, 8, 9, 12, 13, 15, 16, & 17. The registration papers will be maintained by the judges usually until the last site. The last site in the circuit will be turned over to the site host for shipment to FHANA. The judges might retain them and take them back to the KFPS. Please check with the judges prior to the completion of your inspection.
- 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 temporary registration generally shortly after being registered. Any delays in the dissemination in the registration papers for foals is generally

attributed to parentage verification. 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 microchip will need to be verified on the all horses prior to the horse entering the judging area. If a microchip is not detected, then DNA, in the form of hair with roots will need to be pulled by one of the judges and sent into FHANA to verify the horse.
  - If a horse's identity cannot be verified by the officials at the Inspection, the horse will be allowed to participate and receive comments in judging; however, the horse's results (premium and book) will be withheld. In addition, the horse will be disqualified from participating in any championship rounds. Once the DNA identity is confirmed the withheld results will be released in accordance with current FHANA policy.

## 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
  - **The Site Host is responsible for feeding the judges during the inspection.**
  - **Outside the inspection time 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. The judges will enjoy an opportunity to meet the participants in a social environment prior to the inspection. This might include a dinner the night before, some type of event whereas all participants might have the opportunity to mingle with the judges. They might also just prefer to retire to their hotel outside of scheduled inspections.**
  - **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.
- Hotel reservations shall be coordinated by the Site Host. Should the Site Host require assistance in pre-paying, or is having a difficult time making reservations, please contact the FHANA office. Site Hosts can receive reimbursement up to \$150.00 per night for each judge.
- FHANA has no official interest in scheduling, hosting, sponsoring or arranging the runners. Each site host is responsible for the logistics of resources for the need of runners. FHANA will not provide any support, financially or logistically for any runners at your inspection.
- Please consider supporting them with food and drinks during the inspection.

 **Supplies/ Check list**

- Loud Speaker if one is not provided
- Cordless Micro-phone for Judges.
- Music
- IBOP/Dressage arena letters

- Items for the arena:
  - ✓ Table for judges and scribe
  - ✓ 2-3 chairs
  - ✓ Gazebo tent for judges if in an outdoor facility
  - ✓ 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 – Humans and Horses
- On Call Veterinarian for Emergencies
- Measuring Stick
- Microchip Reader – Microchip reader will be sent to first site in the circuit by FHANA. Last site in circuit shall secure the reader and send it to FHANA upon completion.
- 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
- Traffic Signs
- Farrier

#### **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 Registration papers 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 as necessary for events fees/late entries**
- Transportation/Driver Individual to pick up and return Judges to airport/train station should always be available during the inspection for the Judges.

**NOTE: The use of rental cars in lieu of picking up the judges is discouraged, however, if you feel that it is more economical to obtain a rental vehicle compared to reimbursement to mileage, then advance permission may be granted from the chair of the inspection committee or the FHANA executive Director. That request will be submitted in writing and if prior approval is not obtained, then you are renting the vehicle at your own financial risk.**

- 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 Information
  - **Please communicate with the FHANA office or the Inspection Committee Chair about 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 \$150.00 per judge per night) must be submitted to the FHANA office within 60 days of your inspection or you will forgo 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

#### **Transportation**

- Check with previous Site hosts regarding Judge/Runner departures
- Watch Airlines for delays There are many smart phone apps (ie. Flight Status) that will provide minute by minute information about flights (Departure/anticipated arrivals, delays, etc.)

#### **Do's and Don'ts 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 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.

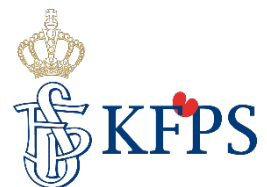
WARM UP/ STAGING/WAITING ARENA OR AREA

- 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.

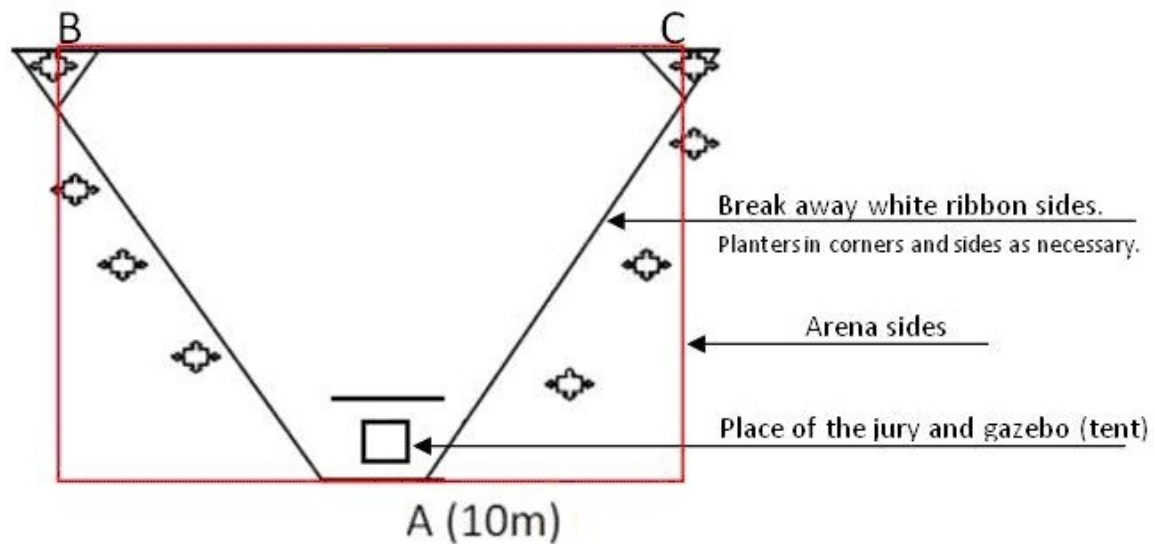
Sincerely,  
Inspection Committee



## ATTACHMENT A

### Arena size inspections 2020

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)



# ATTACHMENT B

## IBOP Inspections 2020

**All testing is done in one session with one of the following disciplines:**

- a. IBOP Ridden**
- b. IBOP Driven**
- c. IBOP Show Driven**

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.






-  **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.

## **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.

## **ATTACHMENT C**

### **Items to Return to FHANA**

-  Judges Score Book/Scribe Book
-  Unused Ribbons
-  Chip Reader (if last site in the circuit)
-  Registration Papers of all participants
-  Coggins Tests of all participants (minus foals)

# ATTACHMENT D

## Inspection Responsibility Matrix

### **FHANA is responsible for the following.**

- Coordinating with the KFPS on Judges available for Inspections with dates.
- Scheduling dates for each Inspection Site
- Arranging travel itineraries for the Judges to the US and each site by circuit/area.
- Manage the entries of registered horses for the Inspection
- Prepare and publish the Inspection Programs identifying the classes and horses to be judged.
- Provide the Inspection Ribbons and Halter Identification Numbers
- A micro-chip reader.
- Manage the scoring sheets upon completion of the Inspection
- Manage the return of property belonging to FHANA from Site Hosts

### **The Site Host is responsible for the following.**

- Preparing the schedule for the Inspection
- Coordinating with Inspection Entries/participants for all information pertaining to the local inspection to include schedule, location(s), required document(s), available lodging, stabling and other resources as applicable..
- Estimated charges for expenses as applicable to the Inspection. Examples include: Security, runner fees (if applicable), facility charges (as shared by each entry), .
- Judges transportation between the airport and the Inspection Site, lodging location and any other official Inspection related activity location. (To be reimbursed provided the expenses meet the guidelines of FHANA and acceptable receipts are received).
- Site hosts are responsible for the cost of meals and beverages for the Inspection Team during the actual Inspection.
- Expenses relating to lodging and meals (outside the inspection day) are reimbursable provide they meet the FHANA guidelines and an acceptable receipt is rendered to FHANA.
- Coordinate with FHANA for any deviations in the travel schedule relating to the Inspection Team. We recommend coordinating with the previous and next Inspection sites to ensure that the judges' travel arrangements are clear to everyone involved and that calls will be made to the appropriate persons if problems arise.
- Inspection site meets the guidelines as outlined in the Site Host Manual..
- Gate area, with adequate space for multiple horses
- Level area for horses to be measured
- Parking area for horse trailers
- Observation area for spectators
- Stabling if needed
- Rest room facilities
- Issuing the entry numbers to the participants, managing the required paperwork as identified in the Site Host Manual.
- Returning the required documentation to FHANA following the inspection.
- Maintaining the Inspection Team scores and reporting them to FHANA



- Arrange to have a veterinarian available on site or on call nearby.
- Identify to the FHANA office the facility that requires Insurance Coverage for liability and property damage. FHANA will issue the applicable insurance binder to the facility.
- Arrange other aspects of the event, which might be appropriate, for example: regional club meeting, local newspaper coverage, buffet or potluck, beverages and snacks, spectator entertainment, or advertising to encourage local spectators.
- Coordinate and confirm the schedule of all events with the judges.
- Coordinate and manage the Inspection as applicable regarding the order in which horses should be presented, and which classes, if any, will need to return for class placement. Then review the judging sequence with the gate person, who is responsible for having the next horse(s) ready at the gate. Be certain owners know if they must return for class placement following individual judging.
- Assisting the Inspection team as applicable with the event and documenting the required data for submission to FHANA. (Coggins, measurements, and collection of registration papers from entries)

**Each Participant is responsible for the following.**

- Register the horse for the appropriate category
- Responsible for fees to be paid in advance of service
- Supply the judges with the registration papers
- Supply site host with appropriate Health documents
- Coordinating or presenting the horse or have someone available to present the horse on their behalf
- Responsible for their horse before, during and after presentation
- Responsible for their guests and children
- As applicable, general guidelines of the Inspection Handbook.

## **Attachment E Inspection Awards**

### **Champions and Reserve Champions**

*Ribbons-A new ribbon has been established in 2015. It is a navy-blue ribbon and is to be handed out to horses in categories 8-10 and 14 that do not receive a 1st premie.*

***Champion and Reserve Champion Ribbons:*** *There could be 6 champions/reserve champions awarded. \* Only foals/horses with a 2nd premie or higher are eligible for champion or reserve champion in each category.*

- 1. Champion/Reserve Champion colts (category 1)*
- 2. Champion/Reserve Champion fillies (category 2)*
- 3. Champion Youth mares (Categories 3-4)*
- 4. Champion Youth colts/stallions (Categories 15-16)*
- 5. Champion/Reserve Champion mares (categories 5-6-7-8-9-10-11)*
- 6. Champion/Reserve Champion geldings (categories 12-13-14)*

*Stallions 3 yrs. and older are not to be considered for Champion rounds.*

***Champion and Reserve Champion of the Day:*** *Horses from categories 3, 4, 5, 6, 7, 8, 9, 10,11, 12, 13, and 14 and that have earned a 2nd premium or higher are eligible for the champion and reserve champion of the day.*

*IBOP Cup (Iron Spring Farm Riding & Dream Gait Friesian Driving) There will be a champion and Reserve Champion Ribbon for both Ridden and Driven IBOPS. **Only those horses that have a qualifying score of 77 or higher be considered for the Champion or Reserve Champion***