



FRIESIAN HORSE ASSOCIATION OF NORTH AMERICA

**Friesian Horse  
Association of North America**

**Inspection Site Host Manual**

**Fall 2023**

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## **Introduction**

Welcome to the FHANA Site Host Manual. Thank you for volunteering to support one of the most important events for this organization. Your participation as a Site Host is recognized by all of us here at FHANA and these inspections could not be possible without your support.

The FHANA Inspection Committee has compiled information from many site hosts, years of experience as well as from comments by you, participants, Judges as well as our leaders. While there is a lot of information in this manual, your success will be remembered by all of those you work with and assist. We have placed everything into this manual/check list that you should need to successfully manage an Inspection. Should an issue come up that you need assistance on, please don't hesitate to reach out to the FHANA office or the Inspection Committee Chair.

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, with the potential for additional inspections to support our members. The dates provided to us in North America are strictly dependent on the availability of the Judges from the KFPS. Remembering that the KFPS judges have other lives such as farms and other jobs, their availability to support us in North America is certainly a challenge for them to travel for the entire time any circuit is scheduled. Please remember that emergencies can arise causing any given Jury member to have to return to their home.

Once the schedule is finalized, a reverification process is conducted by FHANA and the Inspection Committee in an attempt to identify any conflicts in the schedule, conflicts with venues and other related issues. This also depends on any variances with the schedule FHANA was provided by the KFPS. 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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Annie Muilwijk	<a href="mailto:kees-annie@muilwijk.org">kees-annie@muilwijk.org</a>
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**Now let's get started!**

## **Selecting a Venue**

Now that you've been notified that your inspection has been approved, you're going to need to find a venue. A place to have your inspection for the participants that want to come joins you for this fantastic event. The venue needs to be able to support the planned inspection with regards to the size of the facility, location of the facility and that it can support inclement weather conditions. Another must is the need for sufficient stalls to support the number of participants. Keeping in mind the stalls must be serviceable, free of items that can endanger the participants and are clean.

Having the inspections outdoors is preferred by the judges due to lighting, however, keep in mind that having the ability to relocate under cover in the case of inclement weather is essential.

Once you've finally selected or identified a venue, you must contact the FHANA office so that the pertinent information can be displayed on the FHANA website. This is the advertisement for your inspection and assists participants in identifying the most advantageous location to take their horses to. You can also reach out to other Friesian owners in your area to ask for their support in your inspection. Please.....no stealing other sites participants!

Now that you have identified your venue, you'll need to obtain your logistical support for that venue. Items like microphones, speakers to support the playing of the applicable anthems and music during your event. If you need tables, flowers, arena dividers and stanchions the venue should be a good resource for these items.

### **Selecting a Private Venue**

**FHANA prefers that inspections be held at facilities not owned by members participating in the inspection.**

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. Site Host must request the private venue in advance.

## **The Arena and Show Areas**

Arena size is also an important factor when you identify a venue/facility. You'll need to understand and know what Inspection elements you'll be supporting.

Please see the table below for minimum arena areas required by event.

Arena Size Requirements and set up:

The triangle as depicted below in Figure 1, is longer in the back stretch than the sides are. Some important considerations for the set up of the triangle include:

**Triangle size is:**

Long side (backstretch) must be between 45 and 55 meter (148' and 180')

Sides are between 30 and 50 meter (98' and 164')

Table for the judges is placed within the triangle (see figure 1). If your inspection is outside, then a gazebo or sun-shade is required to cover the jury table.

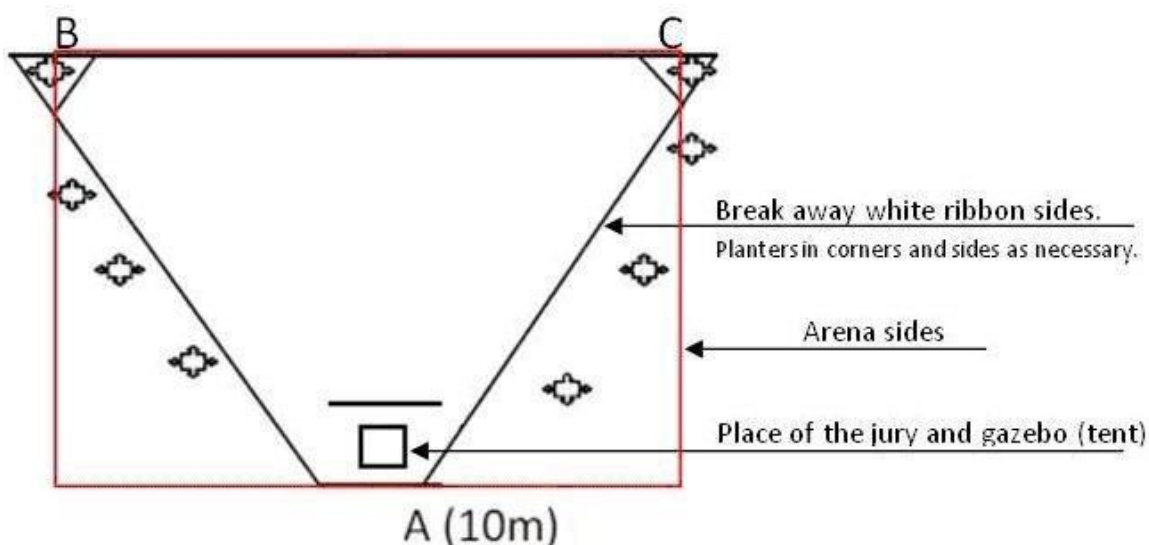


Figure 1 (Triangle)

Defining the triangle can easily be done with construction tape that can be procured at your local hardware store. Any color will suffice. Construction tape allows the barrier to be flexible and break when the foals run through it. Electric fence posts work good to hold it up. Remember to allow for an area to let participants in and out.

Flowers or decorative plants should be placed outside the perimeter and in the corners. We've seen both plastic and live plants at inspections. Either will work. Some venues will have plastic ones laying around for this type of use. We've also learned that many of the local plant and tree farms will loan (donate) them for these types of events for a couple of announcements of their company during the venue. It surely doesn't hurt to ask.

**IBOP Area**

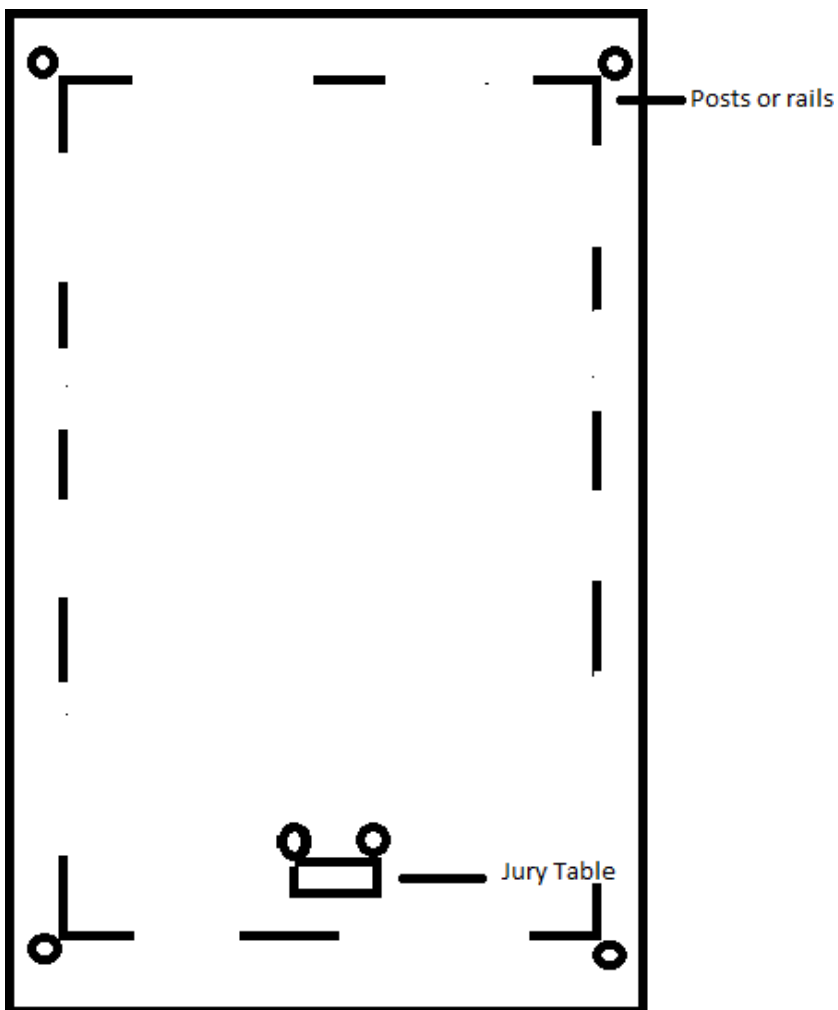
The IBOP area is critical, and the measurements are mandatory.

Riding/Driving IBOP

Size of the IBOP ring: 25 x 50 meter (82' x 164')

To define the IBOP areas, you don't need to purchase expensive dressage fencing. A couple of boards or rails identifying the corners and along the sides is sufficient. See Figure 2. (**Judges table must be outside of the ring**)

Figure 2 (IBOP Setup)



**Footing:** The judging areas should be rolled and compact, flat, and semi moist. The judges like to see the feet of the horses and prefer to not have the horses “work” as if they’re in loose sand or dirt. Consider having the IBOP’s in the grass outside (unless you have inclement weather). Be sensitive to grassy areas that are wet from the dew or other precipitation that can cause the grass to be slippery. The area shall be level and flat without interference of other abnormalities.

Please refer to Appendix B of this manual for more specific information.

## **Other Needed Equipment**

### **Music and Announcements:**

Each site is responsible for the ability to announce and play music. If the venue does not have a sound system, then such a piece of equipment will need to be rented. Most local equipment rental facilities have these items. Some consideration for a connection from a laptop to the sound system should be made available. Most computers use a “mini-jack” to connect. It has been noted that the judges prefer the 80’s pop music with some beat to it and softly being played in the background. Having the ability to reduce the volume down to nothing when the judges are talking with the microphone. Having a wireless microphone is also recommended so the judges can address the audience. Remember to get spare batteries for the wireless microphone.

### **Flags**

Flags are to be displayed somewhere in the venue. For US Sites, each site should recognize the US National Flag to be displayed. It is recommended that if you have Canadian Participants, that the Canadian National flag also be displayed. We also recommend that the Dutch National Flag and if desired the state flag your in. Keep in mind that if you’re standing in the audience looking at the flag(s), the US would be to your left, then the Canadian, Dutch and then the state. If you have a FHANA flag, that flag will be on the far right.

In Canada, the same configuration applies, with the Canadian flag to the far left. First the Canada flag, then US and so on.

### **Flowers and Surrounding Vegetation**

You might find that your venue has artificial flowers available for use to surround both the IBOP and Triangle areas. If the venue does not have them available, try to identify a local garden center that will “loan” them to you for some advertising as a sponsor/supporter. Mums or a small pine bush should work very well for this element. There are no specific rules on the vegetation needed, placement or types.

### **Stalls**



Stabling areas are required to support the number of participants that you anticipate to attend. Stalls should be clean and free of debris and sharp objects that can injure your participants. Some facilities forbid more than one horse per stall (to include foals). Ensuring the stalls are stable and can be secured is also an important consideration. Check with the venue about check out cleaning, cost of shavings/bedding, tack stalls and washing areas before your participants arrive. It's good practice not to have stallions in adjoining stalls.

### **Measuring and Chip Reading**

You'll need a dedicated area with a level flat surface for the judges to measure the participating horses. You as the site host will be responsible for supplying the measuring device for the measuring. FHANA will provide a chip reader to identify participants and compare them to the registration papers.

Horses from groups 5, 6, 7, 8, 9, 10, 12, 13, 14 & 17 must be measured before the inspection. Please plan about 30 minutes before the program to measure the horses. All of the registration papers will be surrendered to the Judges at some point during the inspection. We would suggest that they be handed to the judges as the horse enters the arena to be inspected. The foal registration document will also be given to the judges.

During the measuring, the judges will normally conduct a chip verification of the participants. Each participant, to include foals, will be checked and verified to ensure there is a match between the chip on the registration papers and the actual microchip. In the event there is a discrepancy between the registration papers and the actual chip, the judges will pull some hair from the participant and put that sample in an envelope to be sent to FHANA. **Please note that if there is a discrepancy, or the chip is not locatable, the participant is eligible to be viewed and judged, however, that participant is in-eligible to receive any recognition for awards or participate in any championship classes during the day's events.**

### **Security**

It's also a good idea to identify an organization that can provide security during non-business hours. Security will need to understand who can and can't enter the stabling area after normal hours to tend to participating horses.

## **Other Considerations**

### **Volunteers**

Volunteers will make or break the success of your inspection. You must ensure that you have sufficient volunteers to support all your tasks. For your consideration, we've included a list of required volunteers and suggested volunteers:

- o Barn Manager The barn manager will assist you in greeting participants, obtaining the necessary documents from the owners, stall assignment, coordination, and interfacing with your participants.

- o Scribe – The scribe will document the final results, like the premiums and the awards (not the detailed scores), on the form provided by the FHANA office and that will be sent to FHANA asap.
- o Gate Keeper/Entrance Manager/Microchip reader - are the pivot persons between the arena and the staging area. We often find the gate keeper will capture the registration papers from the owner as they enter the arena to be judged and hand the papers to the judges. It is critical for the gate keeper to keep things moving along and to fill the staging area prior to the category being called into the arena.
- o Announcer The announcer will announce the entries as they enter the inspection area. The announcer will also identify each group that is “on deck” preparing for entry into the holding area, just outside the inspection area. The announcer can also act as the DJ. While it’s certainly acceptable to have a DJ/music player and an announcer, whatever works best for you and the features of your sound system.

## **Participants Needs**

While arranging for your venue, you’ll want to assist your participants by identifying the following:

- Washing area(s)
- Parking
- Restrooms Food  
in the area
- Hotel(s) in the area
- RV Hook-up for camping and/or Living Quarters Horse trailers.
- Viewing area for spectators
- Fees associated with the inspection that participants are responsible for
- Veterinary services
- Farrier Services

## **Check in and Getting Started**

After several years of experience, we recommend that you identify a time window the day before the inspection for check-in. Prior to check-in, create an envelope for the participants/owners filled with the site inspection program, the tag numbers, and other general information that would be important to them.

Assign stalls to the participants with name tags so that if there is an issue with one or more of their horses after hours, they have a contact number to call.

It would be important for someone to escort the participants around, so they know where various things are around the facility. Bathrooms, bathing and washing bay(s), shavings, water (if not in the stalls), break areas and such.

## **Mandatory and Suggested Chain of Events**

When each participant arrives at your venue, you will be responsible for visually checking each horse offloaded to ensure that there are no obvious signs of sickness, injuries, or other abnormalities. Obtain and store the coggins test from each participant and ensure the test papers are not expired. The Coggins results must be dated within 30 days from the date of your inspection.

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. FHANA does not require anything but the Coggins and the registration papers. Your local area might have additional requirements of which FHANA is not required to collect nor can be held accountable for.

Individuals who do not comply with these requirements must be asked to leave the venue. If a participant becomes unruly or to a point where you feel threatened or that there is a need to call law enforcement, please do not hesitate to do so. Ask that they leave the grounds. And reach out to the FHANA office immediately to let them know about the incident. The Board of Directors will take the applicable action.

As the participants check in, it might be good practice to obtain the registration papers from the owner(s) and if you have a microchip reader available, to verify the chip against the papers. If there is a discrepancy, notify FHANA immediately and also notify the judges about the issue.

This would be a good time to hand the owner their respective envelope for each entry. Unless otherwise noted, each participant is responsible for caring for their own horses, cleaning the stalls and feeding/watering. Let the participants know what time the Inspection will start so they have sufficient time to prepare.

Participants that arrive late (after their category has started) are not eligible for inspection and forfeit their right to have the horse(s) inspected.

## **Arrival of the Judges to your area**

You will be provided with the contact information for the judges assigned to your circuit. Don't hesitate to reach out to them several days prior to their scheduled arrival to introduce yourself and acknowledge their arrival and don't hesitate to let them know your plans regarding their trip to your inspection.

Unless notified by other sources, you are responsible for picking up the judges at the airport. In some cases, FHANA will have prearranged a rental vehicle for them, and it is your responsibility to ensure that the day of arrival, you meet with them and ensure that they are checked into their hotel.

You are also expected to arrange some type of gathering (we suggest dinner) for all participants and the judges the night before the inspection. The judges want interaction with the participants and a dinner with all is the perfect opportunity for this to occur.

We do not support picking the judges up from the airport and having a private dinner without inviting the other participants. This will undoubtedly be viewed as an ethical issue and would be unfair to the other participants.

If time permits, please assist the judges in sightseeing and mingling with the participants and local spectators.

### **Starting the Event**

There are occasions whereas IBOP testing can be completed/conducted the day before the actual scheduled inspection. If time permits, it's not uncommon to conduct the IBOPs in this fashion. Coordination should be made with the judges prior to their arrival so they know of the option.

On the day of the inspection, the judges and you should collaborate as to the exact start time of the inspection. If you desire a short class by the judges prior to starting, simply ask them and they will be glad to assist. Please note that any horses used for the class, can not be in the inspection.

Always introduce the judges to the entire group at the start of the event and any spectators that are available. This can be done by you or the announcer. Consider introducing anybody from FHANA and any other special guests as well.

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.

### **Categories for Inspection**

Category	Description
Category 1	Colts for Foalbook
Category 2	Fillies for Foalbook
Category 3	Yearling Mares for Premium
Category 4	Two Year Old Mares for Premium
Category 5	4+ Year Old Mares for Studbook & Ster

Category 6	3 Year Old Mares for Studbook & Ster
Category 7	Studbook Mares Repeat for Ster
Category 8	Premium Judging of Ster Mares 4-6
Category 9	Premium Judging of Ster Mares 7+
Category 10	Premium Judging of Crown Mares
Category 11	Premium Judging of Model Mares
Category 12	3+ Year old Geldings for Geldingbook & Ster
Category 13	Geldings Repeat for Ster
Category 14	Premium Judging of Ster Geldings
Category 15	Yearling Colts for Premium
Category 16	2 Year Old Stallions for Premium
Category 17	3+ Stallions for Studbook & Ster
Category 18	Studbook Stallions
Category 20A	Riding IBOP
Category 20B	Driving IBOP

Please coordinate with the judges on questions regarding the order of go during your inspection, In most cases it will be stallions first, then foals

### **FHANA Paperwork**

Prior to your scheduled inspection you will receive two sets of shipments. One shipment will be the Programs. The second shipment will be from FHANA and will include the following:

- o Halter Tags
  - Compare the halter tags with the program and the participants sheet sent to you prior to the inspection.
- o Ribbons (Please inspect the ribbons and remove them from the shipping container so they can hang to work out the wrinkles).
- o 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.
- o Late Arrival Forms with Waivers
- o Chip Reader (If you're the first site in the circuit, it will be sent to you). Otherwise the judges will carry it with them throughout the circuit and leave it at the last site in the circuit.
- o Results Form (this should be returned to the FHANA office as soon as possible so results can be posted on the web site)
- o Programs
- o 8.5 x 11 envelope
- o Insurance Documents
- o Marketing Material

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

### **Registration Papers**

#### Blue Temporary Registration Papers/Microchips

- o All Foals are given a temporary blue registration paper when they have paid their registration fees. 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. These papers are to be handed to the judges when the horse enters the arena.
- o All Foals will also need to be micro chipped prior to attending the Inspection. The microchip will need to be verified on 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. The judge will retain the pulled sample for evaluation.

## **Judges**

- o Travel Arrangements will be made by the FHANA office.
- o Drinks, snacks/food need to be made available during inspections.
- o Hotel reservations are generally handled by FHANA. You will be contacted if you need to assist with these reservations and payment.

## **Runners**

- o 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.
- o Please support them with food and drinks during the inspection.

## **Supplies/ Check list**

- ✓ Loudspeaker if one is not provided ✓
- Cordless Micro-phone for Judges. ✓
- Music
- ✓ IBOP/Dressage arena letters
- ✓ Measuring Stick
- ✓ Walkie Talkies
- ✓ Stall Cards with master layout for Identification/Locating
- ✓ Dry erase board for day schedule and results
- ✓ 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.
- ✓ Items for the arena:
  - ✓ Table (high) for judges for judging during the inspection.
  - ✓ Table (low) and chairs for judges during judging IBOPs
  - ✓ Gazebo tent for judges if in an outdoor facility
  - ✓ Tent hold down weights and stakes
  - ✓ Cooler with drinks and snacks
  - ✓ Break away ribbon for the triangle
  - ✓ Ribbon holders/stakes
  - ✓ Potted plants to mark corners and barriers
- ✓ Other supplies:
  - ✓ Programs – Provided by FHANA
  - ✓ Handouts – Provided by FHANA
  - ✓ Ribbons – Provided by FHANA
  - ✓ Handouts – about your own Chapter
  - ✓ On Call Veterinarian and farrier for Emergencies

## **Other Logistical Elements to Consider**

Photographer  
Videographer  
Silent Auction Tables  
Food Vendor  
Press Release – See FHANA for information.  
Flyers  
Welcome package for participants.  
Traffic Signs  
Ferrier

## **Reimbursements**

Chapters/Site Hosts 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 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 \$150/night  
Mileage to and from the airport at \$.63/mile  
Food and Beverage within reason. \$50/day

## **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/Gate keeper/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 lunging or Ground Exercises.

No Riding or Driving, unless performing an IBOP Test.

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

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

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 are 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.

**Next Year:**

For next year's inspection an ["Inspection Application"](#) must be used and sent to the FHANA office prior to October 15 to apply for an inspection the following year.

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

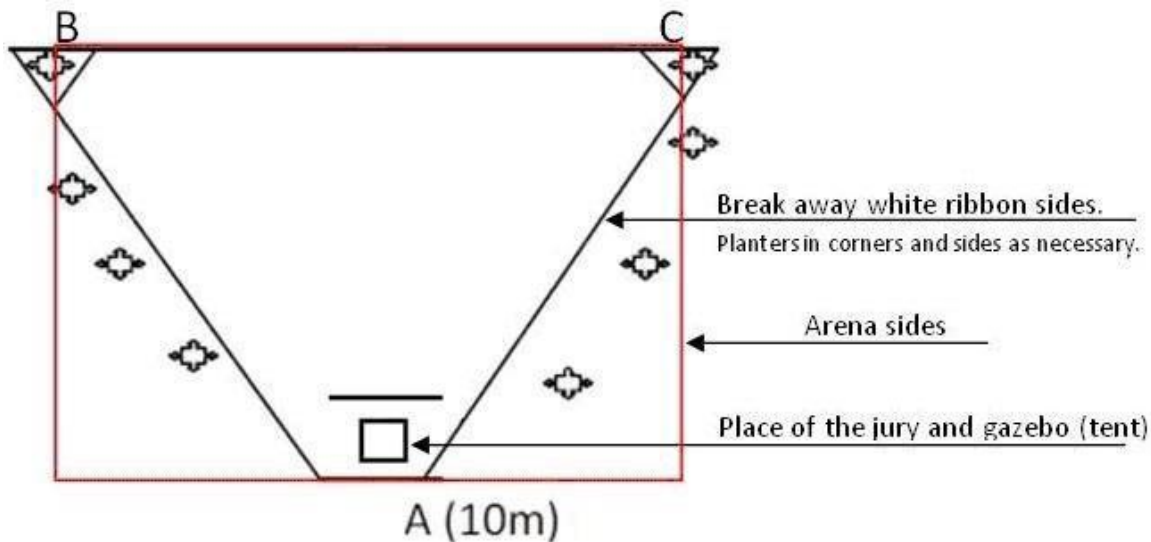
On behalf of the Inspection Committee, we want to *Thank You!!!* for volunteering your time for such an important event. It's the commitment and dedication of members such as you that make this possible year in and year out.

Sincerely,  
Inspection Committee

## ATTACHMENT A

### Arena size inspections

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



#### **Triangle size:**

- 1) Distance BC: min. 45 and max. 55 meter (148 ft x 180 ft)
- 2) Distance AB and AC: min. 30 and max. 50 meter (98 ft x 164 ft)

#### **Foals can be judged in a rectangle arena:**

- 1) Long sides min. 40 and max 55 meter (131 ft x 164 ft)
- 2) Short sides min. 30 and max. 35 meter (98 ft x 115 ft)

The judging areas should be rolled and compact, flat and semi moist. The judges like to see the feet of the horses and prefer to not have the horses “work” as if they’re in loose sand or dirt. The area shall be level and flat without interference of other abnormalities.

## ATTACHMENT B

### IBOP Inspections

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

- a. IBOP Riding**
- b. IBOP Driving**
- c. IBOP Show Driving**

Note: c. IBOP Show Driving test: All elements in this examination are to be administered all at once. The test consists of **two** parts: a basic driving test and a show driving test.

- IBOP (Riding)
  - General:
    - Participants should use the Inspection Handbook for USEF rule references.
  - Logistics:
  - Dimension arena:
    - 25 x 50 meters (82 x 164') 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 (82' x 164') 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:

- o 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)**
  - o General:
    - o Participants should use the Inspection Handbook for USEF rule references
  
  - o Logistics:
    - o Dimensions arena: minimally 25 x 50 meters (82' x 164') both indoor and outdoor
    - o Set-up arena: letters AFBMCHEK and minimally rails behind the letters and in the corners.
  
  - o Tack for the Horse:
    - o **As written in the [USEF regulations](#).**
  
  - o Cart:
    - o 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

### 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 Cups (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 73 or higher be considered for the Champion or Reserve Champion

#### **The Majestic Friesians North American Breeders Award**

The Majestic Friesians Breeders award is to be awarded to the best 3 or 4 year old mare judged in each year's North American inspection cycle. Primary criteria is the mare must be born in North America to be eligible. This award will be awarded to the Breeder of record on the registration papers. [[Majestic Friesians Breeders Award Criteria](#) ]

## Attachment D

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

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

## Attachment E

### 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
- 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 pot-luck, 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 or site host 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 Participants Manual.