



American Warmblood Registry North American Sportpony Registry

P.O. Box 1332 DeLeon Springs FL 32130
Phone (561) 693 5516

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Hosting an AWR/ASPR Inspection

The Facility

The first order of business is to have access to a facility that has:

- A large enough ring that is level, preferably with sand footing and good fencing (3'6" + recommended). A way to drag or water if necessary is important.
- 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 on whether stallions can be accommodated, and things like whether stabling is over night, limited, health requirements, waivers, etc.

The facility should be easily accessible to hotels and easy to find. You will want to make a map with directions of how to get there for the participants and inspectors well in advance of the inspection date.

Things you need:

- Cones, poles, flowers for the triangle
- Garbage cans in appropriate places
- Bedding for the rented stalls
- Stalls should be labeled as to who goes where, and 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 of the horses in the inspection, who they are by and some general information about them and if they are for sale, with a line for the score, preferably in their order of go is very useful as the judges, spectators and exhibitors can follow things much easier, and they have a nice souvenir of the inspection. In addition, if the number of horses/ponies approaches 30, numbers maybe advised.



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- If you do not have a booklet, set a definite order of go and make sure the participants are aware of their slot.
- 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 branding irons are 1 ¼ x1 ¼ and must fit into the slit of the forge.

Staff

Someone needs to oversee the inspection. Do not assume it will run itself.

A good staff would consist of:

- * An Announcer
- * Someone to help with any secretarial work
- * Someone to make sure the next participant is waiting and ready. Also make sure people do not crowd the judges or hover by them.
- * Someone to keep manure picked up and things swept up
- * A Professional Braider should be made available
- * A Professional Handler should be made available
- * A Photographer is a nice touch but not mandatory
- * Someone to pick up the judges and take them back to the hotel and airport.
- * Someone to make hotel arrangements for the judges
- * Someone to organize the lunch
- * Someone to act as a Steward in crowd and participant management

Extra Touches:

- An attractive area set aside for photographs
- Tables set aside for booklets, pamphlets, advertising materials, etc. on the horses attending and/or the AWR/ASPR
- Tents for spectators
- Pedigrees of the horses attending and a runner to hand them to the judges



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Paperwork

- Make sure to apply for a date early enough (at least 4-6 months in advance).
- Make sure to fill out and send in the host site application form with the fee.
- Advertising is a good idea to encourage participants and spectators.
- Draw up release forms you will need for the facility.
- How to assess the cost: **All participants at an inspection have to carry the cost for the judges. It currently is \$1000.00. A good rule of thumb is to set an amount per horse or pony. As we make it mandatory that at least 10 horses and/or ponies have to be 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 announcement. This also makes 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, unless a catering outfit can be had.

Attending an Inspection

- 1- Have your paper work in to the registry, and if any, to the inspection site host as early as possible. Any horses/ponies who have not returned paperwork to the AWR/ASPR office will not be inspected.
- 2- Plan ahead if you need hotel and or stabling.
- 3- PREPARE—both yourself and your horse, train as if you were going to a show. You get one shot, practice lots ahead of time.
- 4- Arrive at the inspection the night before if allowed or early enough BEFORE the inspection starts. It is a good idea to allow time to let the horse or horses settle in, and get comfortable in new surroundings and if at all possible, have a chance to school in the ring in which they will be presented.
- 5- Be on time for your time slot in the inspection - in fact, it is best to be up early and waiting to go in.
- 6- Proper dress is important. Pants should be khaki or white, polo shirts, or dress shirts are correct, shirts should be tucked in, preferably with a belt. Shoes should be paddock boots or running shoes. Makeup and jewelry should be to a minimum, and for girls and women, hair if long enough should be contained, such as in a ponytail.



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- 7- Grooming is critical as first impressions are lasting ones. There is no excuse to bring a dirty horse into the inspection ring, nor is there to have hay or straw in the mane or tail etc. Horses should be turned out as if they were going into the show ring. Neat well-done braids, clean coat, etc. Clipping is also preferred (weather/climate permitting. Whiskers need not be clipped). Tack should be of good quality and be cleaned, including the bit. Things like hoof oil, brushed tail, etc. help to add to the overall appearance. It is important to show the judges respect by how you bring yourself and your horse into the ring.
- 8- Bringing a copy of your horses pedigree to give to the judges is always a nice touch
- 9- If your horse has a physical problem, have a vet certificate with you in addition to sending it into the AWR/NASPR office.
- 10 Do not stand near the judges or crowd them. Also unless spoken to, do not talk to them while they are judging. It is important to allow them to concentrate on their job. If you have an assistant, advise them to do likewise.
- 11 Be courteous of the other participants during the awards. Accept your comments [& award] and return to the lineup, so that the last horse/pony is not left in the arena completely alone. It is polite to remain and learn about the other participants on this day.

Most of all - have fun, learn, and feel free to ask questions after the inspection is over.