

SPRING DOWN EQUESTRIAN CENTER
725 Portola Road
Portola Valley, CA 94028

HORSE SHOW INFORMATION POLICY

INSTRUCTIONS FOR SDEC SHOWS AND LOCAL ONE-DAY AWAY SHOWS

A notice about upcoming SDEC or away shows will be posted on the SDEC bulletin board. If you are interested in participating in away shows, please sign your name to the show of interest form. School horses are not permitted to attend away shows without approval.

FORMS THAT NEED TO BE COMPLETED

1. **Sign Up Sheet:** Horses are reserved on a first-come, first served basis at the office. Beginning with the March 2009 show, any given rider may show each SD school horse only ONCE in a calendar year. Each rider is required to put down a first and second choice of horse. Riders who jump will get priority for jumping horses. Those wishing to reserve a SDEC school horse will be required to enter a *minimum of five classes*. Please, **Hunter/EQ classes only**. No jumper classes without SDEC staff permission. Two riders can share one school horse at SDEC shows only, with a maximum of 12 classes per horse. Only 7 of the classes on a shared horse may be jump classes with 6 maximum when not sharing. There will be a **non-refundable** deposit of \$125.00 payable at sign-up. The **non-refundable** deposit for away shows is \$150.00. If you are sharing a horse and cancel the show, you forfeit your deposit and pay ½ of the grooming fees.
2. **Service Request Form:** Once you've signed up, you will need to fill out a service request form. The following are mandatory services when using a SDEC horse. They will be billed to you, along with your class entry fees.
 - a) Use of SDEC horse - \$40.00. The fee is \$50.00 (shared between riders) when two riders use the same horse. Use fee for away shows is \$75.00 and the horse cannot be shared.
 - b) Day Care - \$30.00 per rider for SDEC shows; \$100.00 per rider for away shows. (This includes a helper fee to cover the extra personnel required at away shows. (see # 2 on next page)
 - c) Show Clip - \$10.00 (must be done by SDEC personnel.)
 - d) Braiding - \$30.00 (If sharing a horse, braiding is mandatory; cost will be shared. Otherwise it is the choice of the rider.)
3. **SDEC Show Entry Form:** Complete and submit entry blank with check deposit. Entry fees will be billed on the 25th of the month following the show and sent to you in the mail. There will be a class suggestion list in the office prior to SDEC show day and also prior to close of entries for away shows, all of which must be adhered to unless discussed with SDEC staff. All show entries must be received in the SDEC office by the "Date Entries Close" before the show to be charged the entry fee of \$15.00 per class. Any entries received after that date or on the day of the show will be charged the post entry fee of \$20.00 per class. If you entered

by the date entries closed, on the morning of the show, tell the show secretary how many tickets you would like. You will be charged \$15 for these tickets – but if you go back later to get more tickets you will then be charged \$20 per ticket. There will be no sharing of tickets between exhibitors. Entry blanks with checks to cover fees for away shows must be in office 1 week before entries close.

4. **Lead – Line:** The charge for this class is a \$45 flat fee, which includes abridged amounts of the regular show fees. These fees apply to a specific horse/rider combination.

OTHER INFORMATION

1. Other services such as braiding, bathing, etc., are optional if done by you. Braiding is arranged by us. Riders sharing the same horse share the charges. SDEC personnel must do clipping of school horses.
2. Day care includes instructor’s assistance, supervision, problem solving, schooling, warm-up as needed, answering questions, organizing prior to the show and the selection of classes for the show. For away shows there is an additional helper fee included in the day care fee. This covers the cost of additional SDEC staff assisting in the schooling, care and safety of horse and rider.
3. For SDEC shows professional braiding is required if the horse is shared. All braiding requests must be submitted to the SDEC office by 5:00 pm on the Monday prior to the show. Any requests made after that time will be filled as braiders become available. Show request forms are available in the office any time before the show.

SDEC FEES

DESCRIPTION	FEE	SHARED FEE	AWAY SHOW
Day care	\$30	NA	\$100
Use fee for horses	\$40 SDEC shows	\$25 each	\$75
Mane Pull	\$50 minimum	N/A	Boarders only
Braid mane	\$30	\$15 each	\$30
Braid removal	\$15	\$7.50 each	\$15
Clean tack	\$20 per hour	\$10 per hour	\$20 per hour
Show clip	\$10	\$5	\$10
Lead line	\$25 + entry fee		
Trainer ride in class	\$10 per class	N/A	N/A
Hauling charges	N/A	N/A	\$100 minimum
Bath	\$20	\$10	\$20

SHOW AWAY FROM SPRING DOWN

Rider's Responsibilities: Proper care of horses is your first priority!!

1. Each rider is responsible for his/her own horse equipment. When not on the horse, the equipment should be kept in the trailer in which the horse is vanned. Any lost or broken equipment will be replaced at the rider's expense. Exhibitors will also be responsible for any damages incurred by them or their horse, including any damage to property of the show grounds.

2. Proper care of your horse includes:
 - a) Horse must be safely tied short and high (ask for help if you're not sure how to tie a quick release knot). Horses should be tied to a trailer or something sturdy in the ground (i.e. tree or post). Do not tie to the top rail of a fence or hitching post. Ask for assistance if you are not sure.
 - b) Hay nets should be tied at chest height of your horse. Tie part should be run through the bottom of hay net, then secured so the horse cannot put his foot into the hay net.
 - c) Front and rear shipping boots must be on when the horse is tied to anything. The horse must be out of kicking range of other horses. Do not leave a tied horse alone. Advise helpers to watch or keep the horse with you, in either a halter with stud chain or in a bridle
 - d) Water should be offered to the horse every 1- ½ hours.
 - e) Hay net should be kept full and tied high.
 - f) Girth should be loosened and the horse sponged in between classes or during any breaks and when the horse is at leisure.
 - g) Bridle removed when horse is tied to the trailer.
 - h) Horses must be cleaned up and backs washed off after returning to Spring Down. If needed, your horse's legs should be rubbed down with alcohol and wrapped in standing bandages for the night. Check with Carol on this.

3. For one-day away shows, riders must be here approximately one half hour before departure. Check for final "BE HERE" departure times which will be posted on the office window prior to show.
4. The sign up sheet for away shows will be posted as soon as premium lists are received. Check in the office for hauling charges for each away show if it is out of the local area.

SUGGESTIONS TO THE RIDERS

1. Come dressed in your show clothes except jacket and boots. Wear something like overalls so you can keep your show clothes clean.

SHOW ATTIRE: Discuss with your instructor if necessary.

1. Suggestions:

- a) Jackets: Riding jacket or blazer-type, conservative colors, (i.e. navy, gray, hunter green, or brown. Pinstripes or solid.

- b) Sweater: Pullover type, colors same as above, or to match breeches. Only necessary if no jacket or it is very cold.
- c) Shirt: Girls: Ratcatcher type.
Boys: Regular dress shirt with tie
- d) Breeches: light gray, canary, beige or rust. (Black, blue and green are not acceptable)
- e) Boots: Best are black tall boots. Black paddock boots are OK – can be worn with black half chaps for SDEC shows. Brown is also acceptable for SDEC shows.
- f) Gloves: Black or brown leather. (Not necessary)
- g) Hair: Girls should wear hair up, perhaps braided if long. Hairnets should be used to help keep hair in place. Hair should be neat, never hung over your number.
- h) Hat: Black with approved brim and chinstrap. Black velvet helmet covers may be used to cover a helmet of another color.
- i) Number: Cut off excess checkerboard, punch holes ½ way down each short side (not too close to the edge.) Thread yarn through holes and tie around waist.
- j) Bring towels and seam ripper or pointed scissors for unbraiding.

DAY BEFORE SHOW

Rider's Responsibilities:

1. Call office at 9:00 am to find out when your horse is available for bathing, etc.
2. Bathe horse and clean tack (ask SDEC personnel to help if you are unfamiliar with the procedure.) Make sure to the **USE THE SADDLE THAT HAS BEEN ASSIGNED TO YOU!! The saddle assignment list will be up on the Horse Show Bulletin Board.**
3. Bring saddle soap (glycerin, Murphy's oil soap), sponges, towels, bucket, mild horse or pet shampoo.
4. Check with your instructor for arrival time on the morning of the show. (Approximately 1 hour prior to your first class). Also on the Horse Show Bulletin Board will be the "Approximate Show Schedule"...please make sure to read this and be aware of the projected schedule. Copies of this letter will also be available in the office a couple of days prior to the show day.

SHOW DAY AT SPRING DOWN

1. Upon arrival, check in with your instructor for any changes or special instructions.
2. Pick up your number(s) at entry desk located outside show office (by dressage ring). You will receive your number(s) plus one ticket per class entered. Lost tickets **WILL NOT BE REPLACED FREE OF CHARGE.** Tickets must be presented at the gate before entering class.
3. Tack up your horse and be ready to warm up and school. (SDEC personnel will assist you at that time upon request.) Even if you don't know how to tack up, you can still help out by getting all the horses tack (make sure you get the saddle assigned), and perhaps grooming the horse.

4. If you are sharing a horse, please coordinate class schedules with the other rider so there is no confusion and no one ends up missing their classes.
5. Before each class you wish to enter, give a ticket and the rider's number to the gate people. If sharing a horse, inform the gate people and we will make every effort to split the class. There must be an adequate number of riders in each section for a class to be split. If this is not the case, you may be asked to substitute another class. Please be flexible – we are often trying to accommodate 80-100 riders, as well as keep the show from running too late in the evening.
6. Please keep track of what classes your rider is in. It is your responsibility to know what classes you are in – and to pay attention to what class is going on so that you do not miss any of your events. The instructors are available to help you, but please remember they also have the responsibility of helping many other students as well.
7. Show day can be a LONG DAY. Water your horse frequently. Do not ride or sit on the horse unless schooling or showing. During long breaks, untack, water, feed horse in stall if at home.

You are responsible for the care of your horse on the day of the show. There are a lot of viruses/germs around horses. Horses should not touch nose to nose or drink from water buckets other than SDEC's. Do not get into any crowds where you or your horse could be kicked. If you tie up your horse, do so by the halter and lead rope only, not by the bridle reins. Also loosen the girth a couple of notches when you tie your horse. Again, DO NOT tie near another horse where your horse could be kicked or bitten. DO NOT leave your horse tied and unattended at any time. Be sure there is no stud chain on the halter when the horse is tied.

HAPPY SHOWING!

HORSE SHOW POLICY ACKNOWLEDGEMENT

I, _____ (print name) acknowledge that I have received, read and understand the SDEC SHOW POLICY. I agree to abide by all the guidelines stated in the letter. I agree to pay all the fees associated with showing a horse at home or at away shows as stated in the letter.

Name: _____ Date: _____
(Print)

Signature: _____

(Parent must also sign if rider is under 18)

Name: _____ Date: _____
(Print)

Signature: _____