Inspection Site Host
and
Mare Show Manual

Revised June 2026

Introduction

Welcome to the FHANA Site Host Manual and thank you for volunteering to support one of the most important events of this organization. Your participation as a site host is recognized and appreciated by all of us at FHANA. These inspections could not be possible without your support. 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 commitment that goes into planning an inspection. FHANA members travel many miles to have their Friesians judged and they will have you to thank for executing a well-organized inspection.

The FHANA Inspection Committee has compiled information from site hosts and from years of experience from participants, judges, and our leaders to utilize for updating this living document. This comprehensive manual with associated checklists provides a roadmap to success. Should you have any issues or questions, please don't hesitate to reach out to the FHANA Office or the Inspection Committee members.

The entire inspection process usually starts in early January as inspection 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 are generally in late September to early October, with the potential for additional inspections to support the needs of our members. The dates provided to North America are dependent on the availability of the judges from the KFPS. These judges have their own lives and commitments in the Netherlands. Given that background, their ability to support North America could be a challenge. Please remember that emergencies could arise necessitating them to return home. If this would occur, FHANA will work with you to develop an inspection plan moving forward.

Once the schedule is finalized, a re-verification process is conducted by FHANA and the Inspection Committee to identify any conflicts in the schedules, potential conflicts with venues, or other related issues. This can also be affected by other unforeseen considerations and/or variances communicated to FHANA by the KFPS. As soon as the dates are released, you will be notified and your duties as a site host will begin.

This manual will 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 via email:

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Now Let's Get Started!

Code of Conduct (CoC) for Site Hosts and Attendees

Inspection site hosts are representatives of FHANA. As such, there are expectations relating to the host's and attendees' conduct and actions which are clearly detailed at: https://fhana.com/friesian-horse-association-of-north-america-code-of-conduct/. Per FHANA, "Adherence to expectations ensures a safe and positive environment for all involved in FHANA's business affairs, inspections, activities, programs, events, social media presence, and chapter activities." In addition, the Inspection Application form addresses ethical standards. The applicant is asked to signify their understanding and intent to comply with these expectations by their signature. With respect to inspections, we've highlighted below a couple of conduct expectations from the FHANA website. Should you have any questions about the CoC or are presented with challenging conduct issues at your event, please reach out to FHANA or an Inspection Committee representative. **Site hosts that do not comply with the CoC or the Inspection guidelines may lose their eligibility for hosting future Inspections.**

- Understand that all FHANA event attendees and site hosts are expected to conduct themselves in a polite, professional and respectful manner. This Code pertains to all Inspection attendees regardless of their membership with FHANA or a chapter.

- Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin. FHANA supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

- Support FHANA in protecting all members from bullying, harassment, intimidation, or any other kind of predatory behavior.

- Make the health and safety of horses, members and attendees paramount at all FHANA related activities or events.

Selecting a Venue

Now that you've been notified that your inspection has been approved, you will need to find an appropriate venue; a location for participants to join this exciting event! The venue needs to support the planned inspection with respect to the size and location of the facility and that can offer indoor options should inclement weather occur. Another must is the need for sufficient stalls to support participants. It is important to keep in mind that the stalls must be serviceable, safe for the horses and participants, and sanitary.

Having the inspections outdoors is preferred by the judges due to lighting; however, keep in mind that having the option to relocate and shelter under cover in inclement weather is essential.
Once you've finally selected or identified a venue, you must contact the FHANA Office so your pertinent information can be posted on the FHANA website. This is the advertisement for your inspection and assists participants in identifying the most advantageous location to have their horses inspected. You can also reach out to other Friesian owners in your area to ask for their support for your inspection but please, no soliciting other sites' inspection participants.

Now that you have identified your venue, you'll need to obtain needed equipment and supplies. This includes items such as microphones for the judges and speakers to play applicable anthems and music during your event. If you need tables, flowers, arena dividers, and stanchions, the venue should be a good resource to obtain these items.

Selecting a Private Venue Rather Than a Public 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 and circumstances. 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, the FHANA Board will consider proposals to conduct inspections at private sites subject to the following requirements and expectations. The site host must request the private venue in advance.

The Arena and Show Areas

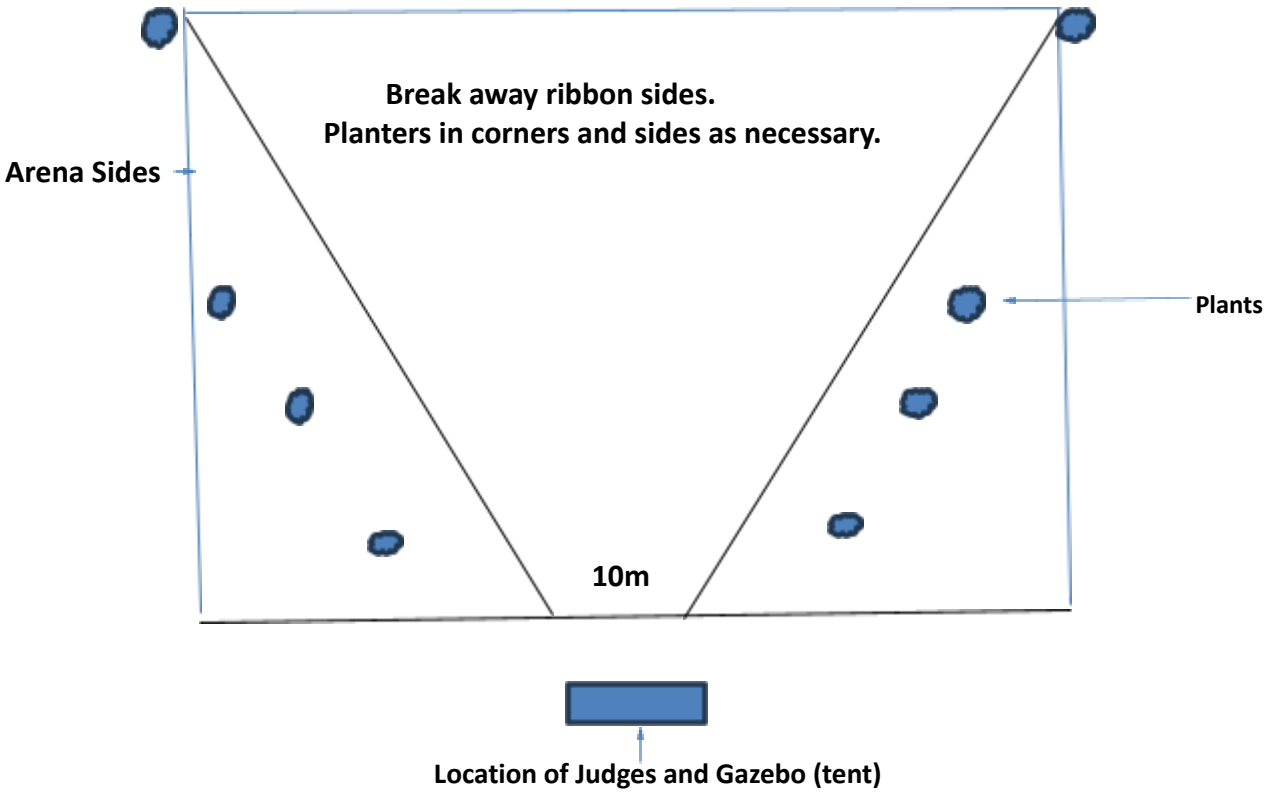
Arena size is also an important factor when you identify a venue/facility. You'll need to understand what inspection elements you will support. Please see the table below for the minimum arena areas required by the event. Arena size requirements and set up is depicted in Figure 1. Some Important considerations for the setup of the triangle include:

Triangle Size Figure 1:

Long side (backstretch) must be between 45 and 55 meters (148' and 180')
Sides are between 30 and 50 meter (98' and 164')

The table for the judges is placed outside the triangle. If your inspection is outside, then a gazebo or sun-shade is required to cover the judge's table.

Figure 1: Triangle



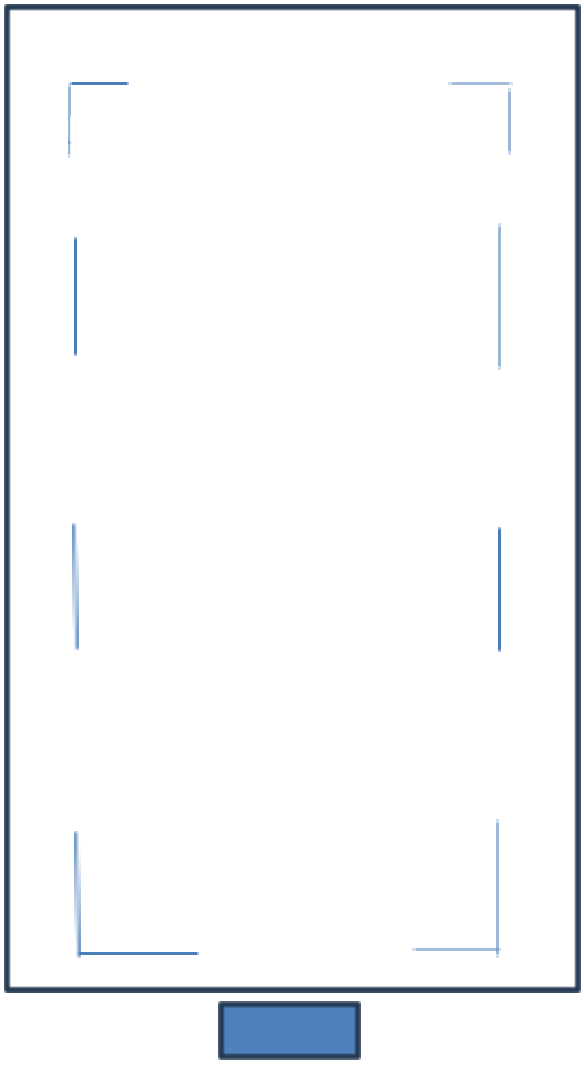
Defining the triangle can easily be done with construction tape that can be procured at your local hardware store, any color will suffice. Construction tape allows the barrier to be flexible and break if foals run through it. Electric fence posts work well to hold it up. Remember to allow for an area for participants to enter and exit.

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 at their venue for this type of use. We've also learned that many of the local plant and tree businesses will loan or donate them for these types of events. It certainly doesn't hurt to reach out to them and ask. If they are willing to help, these companies should be acknowledged through event announcements for their generous donation(s) and support.

IBOP Area

The IBOP area is critical, and the measurements are mandated. For riding and driving IBOPs the size of the IBOP ring is 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 <u>outside</u> the ring**)

Figure 2: IBOP Arena



Location of Judges and Gazebo (tent)

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 not to have the horses "work" as if they're in loose sand or dirt. Consider having the IBOP's on 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 announcing inspection results and to play music. If the venue does not have a sound system, then equipment will need to be rented. Most local equipment rental facilities have these items. A connection from a laptop to a sound system should be made available. Most computers use a "mini-jack" to connect. It has been noted that the judges prefer 80's pop music with some beat to it. It is important that the music be played softly in the background while the judges are talking about the results with the microphone. Having a wireless microphone is also recommended so the judges can face and address the audience. Remember to get spare batteries for the wireless microphone.

Flags
Flags are to be displayed somewhere in the venue. For U.S. sites, each site should display the U.S. national flag. 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 at your venue may be present. Keep in mind that if you're standing in the audience looking at the flag(s), the U.S. flag would be to your far left, then the Canadian, Dutch and then the state flags. 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 the U.S. 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 attend. Stalls should be clean and free of debris and sharp objects that can injure participants or horses. Some facilities forbid more than one horse per stall (to include foals). Ensuring the stalls are stable, safe, and secure is also an important consideration. Check with the venue on their cleaning requirements at check out, the cost of shavings/bedding, tack stalls, and wash areas before your participants arrive. It's a strong practice not to have stallions in adjoining stalls for the safety and security of adjacent horses.

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. FHANA will provide a chip reader to identify the participants and compare this information with 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 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 of your tasks. For your consideration, we've included a list of required and suggested volunteers.

- Barn manager: The barn manager will assist in greeting participants, obtaining the necessary documents from the owners, and assist with stall assignments, scheduling, event coordination, and interfacing with your participants.

- 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 as soon as the event is completed.

- Gate Keeper/entrance manager/microchip reader: These are the pivot volunteers 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.

- 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 event's DJ. While it's certainly acceptable to have a DJ/music player and an announcer, use 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:

Wash area(s)
Parking
Restrooms
Food
Hotel(s) in the area
RV hook-up for camping and/or living quarters trailers
Viewing area for spectators
Fees associated with the inspection for participants
Veterinary services
Farrier services

Check in and Getting Started

We strongly recommend that you identify a time window the day before the inspection for participants to check-in. Prior to check-in, have an envelope ready to issue to the participants/owners that is filled with the site inspection program, the tag number(s), and other important general information. 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. In addition, it would be important for a volunteer to escort the participants around the site, so they know where the bathrooms, bathing and washing bay(s), shavings, water (if not in the stalls) and break areas are located.

Mandatory and Suggested Chain of Events

When each participant arrives at your venue, you will be responsible for visually checking each horse offloading the trailer to ensure that there are no obvious signs of sickness, injuries, or other abnormalities. Obtain and store the required health testing and documentation required by the local jurisdiction and venue from each participant and ensure the test papers are not expired.

A foal on a mare's side is exempt for testing unless your state or local government agency has other statutes required. Health certificates may be required under local and regional ordinances but are not by FHANA. **Please check with your local agencies to see what additional information may be required**. FHANA does not require the health documentation to be sent to the office. Your local area might have additional requirements of which FHANA is not required to collect nor can be held accountable.

Individuals who do not comply with these requirements must be asked to leave the venue. In addition, if a participant becomes unruly, is threatening, or that there is any need to call law enforcement, please do not hesitate to do so. Ask that the individual 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 the FHANA Office 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. Let them know your plans regarding their trip to your inspection site.

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. It is your responsibility to ensure that on the day of arrival, you meet with them and ensure they are checked into their hotel.

You are also expected to arrange some type of gathering (FHANA suggests 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 when IBOP testing can be completed the day before the actual scheduled inspection, it's common to conduct the IBOPs in this fashion. Coordination should be made with the judges prior to their arrival so they know you are exercising this 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, cannot 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 representing FHANA and any other special guests.

FHANA would also like to encourage sites to play the respective Canadian, American and Dutch national anthems (if possible) before the event starts. Create a welcoming, inclusive atmosphere for all.

Judging Categories for Inspection of Main Book and BBook Horses

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 and Ster
Category 6 - 3-Year-Old Mares for Studbook and Ster
Category 7 - Studbook Mares for Repeat 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 Gelding Book and 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+ Year Old Stallions for Studbook and Ster
Category 18 - Approved 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 starting first, then foals will follow.

FHANA Paperwork

Prior to your scheduled inspection you will receive two sets of shipments. One shipment will be the inspection programs and the second will include the following items:

- Halter tags - compare the halter tags with the program and the participants sheet sent to you prior to the inspection.
- Ribbons - please inspect the ribbons and remove them from the shipping container so they can hang to work out the wrinkles.
- Late arrival forms with waivers.
- 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.
- Results form - this should be returned to the FHANA office as soon as possible so results can be posted on the website.
- 8.5 x 11 envelope
- Insurance documents

- Marketing materials

NOTE: Please inspect both shipments prior to your scheduled inspection. At times there may be minor errors or a deficiency with the contents.

Registration Papers

Blue Temporary Registration Papers/Microchips

- 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.
- All foals will also need to be microchipped 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

- Hotel reservations are generally handled by FHANA. You will be contacted directly if you need to assist with these reservations and payment(s).
- Travel arrangements will be made by the FHANA Office.
- Drinks, snacks/food need to be made available during inspections.

Runners

- 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 support them with food and drinks during the inspection.

Supplies/ Checklist

Standard items:

- Loudspeaker if not provided
- Cordless micro-phone
- Music
- IBOP/Dressage arena letters
- Measuring Stick
- Walkie Talkies
- Stall cards with a layout schematic for identification of and locating stalls
- Dry erase board for day schedule and results
- Microchip reader – Microchip reader will be sent to first site in the circuit by

FHANA. The last site in circuit shall secure the reader and send it back to FHANA upon completion.

Items for the arena:

- Table (high) for judges during the inspection.
- Table (low) and chairs for judges during 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: Inspection site hosts might select and designate an *official photographer* for their pending event. Some sites elect to contract with the photographer, others may designate an official photographer without a formal contract. These types of arrangements are mutually beneficial: the inspection participants receive professional quality photography for publication or personal use and the photographer receives public recognition and compensation from participants through private treaties. However, should any participant desire to have their own personal photographer, the site host shall make reasonable accommodations to support their choice.

Event photography rules include:

- Site hosts will advertise the name and contact information of the official photographer before and during the inspection, so attendees are aware there is one. Inspection participants work directly with the official photographer to establish their own private treaty.
- All on-site photographers, official and personal, are expected to maintain an attitude of cooperation and respect with fellow professional photographers, the KFPS judges, inspection officials, and the general public.
- Ethical practices and behaviors are expected from all photographers attending the event and on social media.

Personal photographers:

- May only photograph from spectator areas;

- Are not allowed in the arena;
- May not solicit clients or promote their own personal photography sales at the event.

Non-compliance with these rules could result in a loss of photography privileges for future events and/or expulsion from the event.

Videographer – The same above photography rules apply if there is an official site videographer
Silent auction tables
Food vendors
Press release – See FHANA for information
Flyers
Welcome package for participants
Traffic signs

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 forgo any reimbursement of expenses. All reimbursements must be submitted through the site host.

FHANA will reimburse for the following:

Hotels for judges up to $150/night
Mileage to/ from the airport at $.63/mile
Food and beverage within reason $50/day

Dos and Don'ts of an Inspection:

Horse owners are not allowed in the arena while the inspection is taking place.
Exceptions to this rule:

- The horse owner is the runner
- During the championship round
- The judge invites you in to discuss
- Judges/runners/gate keeper/official 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.

<u>If anyone, a participant, volunteer, or spectator, is found to be unruly, disruptive or volatile, a site host may ask them to leave. As host, you have the support of FHANA and the FHANA Board to ask them to leave the premises.</u>

Appropriate Attire:

- White shirts and 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

<u>Arena Rules:</u>

MAIN SHOW ARENA

- No dogs in the arena (they are permitted in general spectator areas)
- 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 in arenas at any time
- Exceptions:
    - 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 AREAS

- No dogs in the arena
- 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 warmups
- 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

Special Event – End of Year Mare Shows with Herkeuring

Each inspection year FHANA hosts Mare Shows to celebrate the best mares in North America. The KFPS Judges evaluates mares in-hand by Mare Show category that ultimately leads to the selection of the Champion and Reserve Champion, the best of the best. Interested parties must register their mare(s) with the FHANA Office and pay the associated fees.

It is also important to note that Herkeurings, also known as reinspections, are conducted at the end of year Mare Shows. This opportunity allows members to have their horses re-inspected by a different set of judges in the same year. In order to participate in a Herkeuring, the owner must contact the FHANA Office within seven days after their horse's first inspection to apply. In addition, all relevant fees must be paid to the FHANA Office.

The Mare Show locations are selected each Inspection year by the Board of Directors based in part on the recommendation(s) of the Inspection Committee. Mare Shows have a site host to organize the event and who serves as a point of contact for FHANA members eligible to participate (see eligibility requirements below). FHANA has offered up to two Mare Shows in an Inspection year. These have typically been locations in the eastern and western United States. Mare Shows are scheduled at the end of the Inspection Circuits to ensure all eligible mares have the opportunity to attend.

FHANA requires that an Inspection application be completed for Mare Shows. The applications are due on October 15th of each Inspection year. The application for a public venue can be found at: https://equis.dev/app/uploads/sites/2/2022/06/Inspection-Application-6-20-2022_2.pdf. If the Site Host is proposing a Mare Show at a private venue then the Host should utilize the Private Venue Application that can be found at: https://equis.dev/app/uploads/sites/2/2022/06/Private-Venue-Application-2022.pdf.

Mare Show Resources and Points of Contact

The Inspection Committee provides oversight and logistical support for FHANA Mare Shows. The Mare Show site hosts are active members of the Inspection Committee. Inspection Committee members, Mare Show site hosts, and the FHANA Executive Director provide assistance and direction to members seeking information or assistance with this event. The Inspection Committee and Mare Show hosts ensure that the proposed Mare Show facilities meet FHANA requirements with respect to the size of the venue and facility accommodations.

The hosts also:

- Completes the FHANA Inspection application form
- Ensures that the Mare Show complies with FHANA's standards and that it is a fun, celebratory event that is both educational and entertaining
- Prepares the Mare Show schedule and order of go for review by the judges
- Provides participants with information relating to the Mare Show schedule, location, and the documents required for participation

- Obtains Mare Show volunteers
- Assists with obtaining sponsors
- Provides participants with information on available lodging, stabling and other resources as applicable to members
- Estimates Mare Show revenue and expenses and communicates this information to the FHANA Office
- Ensures the Judges have transportation between the airport and the Mare Show site, the lodging location, and any other officially related activity location(s)
- Hosts cover the cost of the judges' meals and beverages during the Mare Show (FHANA reimburses appropriate costs)
- Hosts also coordinates with FHANA any deviations to the judge's travel schedule

Mare Show Judging Requirements
The Mare Show rules and expectations for grooming, shoeing, tack, showing in-hand, and the like, are the same requirements as for annual inspections previously addressed in the manual.

FHANA Mare Show Eligibility Requirements
To be eligible for entry to classes at The FHANA Mare Shows, the following requirements must be met:

- The mares must be registered with the KFPS
- The owner of record must be a current FHANA member
- All mares must have a current negative Coggins Certificate

In addition, one of the following requirements must be met:

- Mares that have the title of Provisional Crown, Provisional Model, Crown or Model
- Mares that have the title of 1st Premie Ster or 2nd Premie Ster
- Mares 3 years and older newly named during the current year FHANA Inspections as: 1st or 2nd Premie Ster, Provisional Crown, Provisional Model, Crown or Model
- Mares 2 years old and newly named as 1st Premie during the current year Inspections
- Mares 1 year old newly named as 1st Premie during the current year Inspections

All mares who meet the eligibility requirements for entry to the Mare Show and have not been inspected during the current year inspection year are eligible to be inspected for an upgrade for an additional fee. Contact the FHANA Office for additional information.

All mares who meet the eligibility requirements for entry to the Mare Show and have been inspected during the current year Inspection but did not compete in a class to be upgraded are eligible for an upgrade for no additional fee.

Mare Show Category List
Mares are judged in defined categories based on age and their premium:

- Category 1: 1e Yearling & 2-year-olds (Top 2 Advance)
- Category 2: Ster Mares 3-4 years old (Top 2 Advance)
- Category 3: Ster Mares 5 years & Older & Provisional Kroon Mares (Top 2 Advance)

- Category 4: Kroon Mares & Provisional Model Mares (Top 2 Advance)
- Category 5: Model Mares (Top 2 Advance)
- Category 6: Junior Champion (Top two from classes 1 & 2)
- Category 7: Senior Champion (Top two from classes 3, 4, 5 &6)
- Category 8: Championship (Top 2 from class 6 & 7)

Champion – wins a Championship purse
Reserve Champion – wins a Reserve Champion purse

Mare Show Junior & Senior Champions
Owners can enter their 1e yearlings, 1e two-year-old, Ster, Kroon, Provisional Kroon, Model, or Provisional Model mares for the chance to win the overall title.

Category winners and Overall Champion and Reserve Champions of the Mare Show receive bouquets of flowers and are photographed for FHANA for publication.

The top two mares in the semi-final rounds will be selected to go to the Championship round with a chance to win event coolers and cash awards for Champion and Reserve Champion.

Looking to the Future - Next Year's Inspection

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.

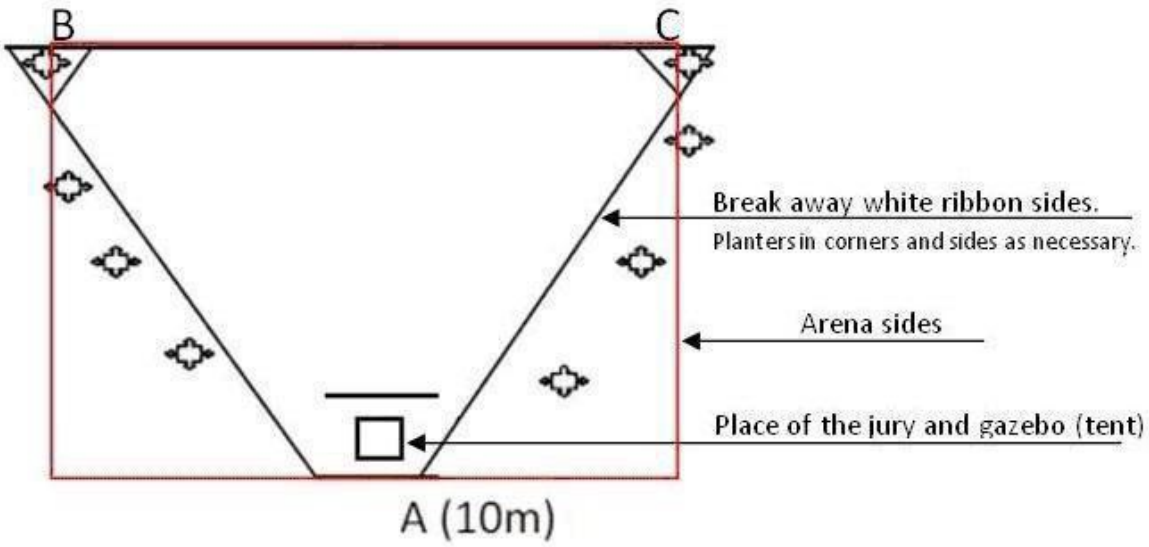
Well, there you have it. This should give you the direction you need to properly host an inspection.

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

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:

- IBOP Riding
- IBOP Driving
- IBOP Show Driving

Note: 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:
    - ***o* 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:
    - ***o* 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 (82’ x 164’) both indoor and outdoor
  - Set-up arena: letters AFBMCHEK and minimally rails behind the letters and in the corners.
- Tack for the Horse:
  - ***o* 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

Performance tests and explanation of evaluation criteria
ABFP and IBOP

January 2025

Riding- and Driving Test IBOP

1.	A-X-C	Enter in working trot, at C track left
2.	E-B-E	Full circle
3.	Between E-B	on full circle transition to working walk
4.	Between E and K	transition to working trot
5.	F-X-H	change rein and extend strides to medium trot
6.	C	Serpentine with three loops
7.	A-X-A	Full circle
8.	Between X and A	on full circle working canter right lead
9.	E-B-E	Full circle
10.	Between B and E	On full circle a few strides in medium canter
11.	Between H and C	transition to working trot
12.	M-X-K	change rein and extend strides to medium trot
13.	Between F and B	transition to working walk
14.	B-E	Half circle in medium walk
15.	E	working walk
16.	Between E and K	transition to working trot
17.	A-X-A	Full circle
18.	Between X and A	on full circle working canter left lead
19.	B-E-B	Full circle
20.	Between E and B	on full circle a few strides in medium canter
21.	Between M and C	transition to working trot
22.	E-B-E	Full circle and let horse stretch on a long rein
23.	Between E and K	pick up the reins
24.	Between K and A	transition to working walk
25.	F-X	turn
26.	Between X and G	Halt and salute

The test is ridden in a 25 x 50 m ring

IBOP basic show driving test

1.	A - C C	Enter at working trot Right hand
2.	K-E	Between K and E transition to working walk
3.	E	Turn away
4.	B	Left hand
5.	B-M	Between B and M transition to trot
6.	E	Large circle
7.	F-M	Trot with more action
8.	H	Change reigns
9.	K-H	Trot with more action
10.	B	Large circle
11.		E Large circle, letting the horse stretch its neck Between E and H adjust reins
12.	M	Change reigns, and between M and X transition to walk
13.	A	Turn away, and at X, halt and salute.

IBOP show driving test

1. Enter at a trot on the right hand.
2. On the long side of the ring, turn away and come to a halt on line A-C. Inspection will follow.
3. Drive away at a trot on the right hand.
4. Twice around the ring, change hands during a diagonal, and then twice around on the left hand.
5. On a long side of the ring, turn away and halt at the A-C line.
6. At A, leave the ring at a trot

EVALUATION HEADINGS

Driving and riding test IBOP / riding test ABFP

Walk	Trot	Canter	Carriage & balance	Agility	Transitions	Impulsion	Total
2x	2x	2x	2x	1x	1x	1x	

ABFP DRIVING TEST

Walk	Trot	Carriage & balance	Agility	Transitions	Impulsion	Total
2x	2x	2x	2x	1x	2x	

IBOP SHOW DRIVING TEST

Walk	Trot			Carriage & balance	Front	Agility	Impulsion	Total
	Use of forelegs	Use of hind legs	Moment of sus-pension					
1x	2x	2x	1x	2x	1x	1x	1x	

Horses taking the ABFP test receive a separate score for potential as a show driving horse.

EXPLANATION OF EVALUATION CRITERIA

Walk:

The walk is a marching gait in which the footfalls of the horse's feet follow one another in "four time". The four legs are lifted alternately and separately as in the example beginning with the left hind leg: left hind, left front, right hind, right front, etc. The hind foot is placed in the same spot on the ground that has just been vacated by the front foot. The walk movement must flow throughout the horse's body. For a brief moment during the walk, the legs on the same lateral side form a distinct V shape.

The IBOP tests require only the medium walk. At the medium walk, the horse moves forward in a spirited, uninhibited manner displaying an active yet calm appearance. The walk is regular and firm. The rider leads the horse by in a constant slight moving through.

Characteristics: even cadence, agility, long strides, activity, relaxed appearance, spring.

Trot (riding and driving tests):

The trot is a gait of "two time" on alternate diagonal legs (left front with right hind and right front with left hind) separated by a moment of suspension. Example: left front with right hind, moment of suspension, right front with left hind, moment of suspension, left front with right hind, etc. At the trot, the placement of the legs is always free, active and regular. The IBOP riding and driving tests require the working and medium trots. The trot required in the show driving test is described separately.

The working trot is a gait between the collected and medium trots. The horse should display good balance, hold its neck arched upwards, and move forward in uniform springy steps with active hind quarters. Active hind quarters does not mean that the horse is ridden towards or in collection but that it is ridden with enough impulsion that the hind quarters should be full of driving effort.

The medium trot is a gait between the working and extended trots. At the medium trot, the horse moves forward freely and visibly extends its strides at an equal rate accompanied by a corresponding extension in the upper line. This extension originates from a clear impulsion with driving force from the hind quarters. The rider allows the horse to extend its neck so that the nose is pointed forwards rather than straight down as it is in the working trot. The strides remain regular and movement is balanced and relaxed. The horse covers more ground with its extended strides but the speed at which it places its feet on the ground does not increase.

Characteristics: even cadence, agility, stateliness, spring, balance, carriage, impulsion, moment of suspension, long strides, activity, relaxed appearance, use of forelegs.

Canter (riding test ABFP en riding and driving test IBOP):

The canter is a "three time" gait, the legs being placed in a canter on the left lead as follows: right hind, diagonal right front with left hind, left front, moment of suspension, right hind, etc. The canter should be light and cadenced with a regular stride. Breaking into a canter should always appear resolute. The IBOP requires only the working and medium canters (with a few flying changes).

The working canter is a gait between the collected and medium canters. In this version of the canter, the horse should display good balance, hold its neck arched upwards, and move forward in equal, light, cadenced bounds. The hind quarters are active and with sufficient impulsion to provide a full driving effort.

The medium canter is a gait between the working and the extended canters. The horse moves forward freely and visible extends its bounds with moderate extension and corresponding extension of the upper line. This extension originates from a clear impulsion with driving force from the hind quarters. The canter remains a clearly three-time gait. The rider allows the horse to extend its neck somewhat from the more arched position so that the nose is pointed forwards rather than straight down as it is in the working canter.

Characteristics: even cadence, agility, balance, impulsion, carriage, spring.

Carriage and balance:

The proper carriage during the trot involves the drop of the hind quarters and the rise of the forequarters. The horse relaxes in the upper line and retains its straightness. The total picture is one of a clear slant upwards in the direction of the forequarters.

Characteristics: withers higher than the croup due to the drop in the hind quarters and the rise in the forequarters, relaxation in the upper line.

In ‘balance’, what is important is the proper equilibrium situation in which the horse moves during all the gaits. The horse should move rhythmically, calmly and with regularity, including the times when it lengthens its stride. When coming to a halt, a horse that is in balance places more of its weight on its hind quarters during transition and moves through as it stands still and faces straight ahead. When the horse extends its neck, it should maintain its pace, cadence, regularity and the use of its back so that the horse can extend its neck in a relaxed and balanced manner while retaining a slight moving through and impulsion.

Agility

A horse’s agility is its ability to turn, stretch and bend its body without resulting in any stiffness or blockages in the spinal column or the joints. Agility is largely made possible by the suppleness and flexibility of the muscles. Agility allows a horse to tighten, extend and move its spinal column sideward without undesirable tension or resistance while completely retaining its rhythm of movement.

The horse moves while retaining its cadence and balance while its body accurately follows the line of the figures and turnings. In following these lines, the entire length of the horse’s body curves in the same direction. The horse must display a willingness to be guided from left to right.
The curvature in the horse’s body is seen only in the neck and loins but not in the rib and croup areas.

When the horse has its head in the right position when being ridden, its neck and trunk remain in a straight line and the horse will bend its head slightly to the left or right when given the proper aids. The rider sees one eye and the edge of one nostril of the horse.

Transitions

Transitions and changes of tempo are the basis of the equestrian art. In the transition, the horse remains relaxed, retains the cadence of the gait until the moment of transition, moves through properly and faces straight ahead. Transitions and changes of tempo must be clearly observable. From a transition from a working gait to a medium gait, the neck of the horse should point somewhat farther forward, thus making it possible to lengthen its strides. This allows the horse to remain relaxed, to retain its rhythm and to clearly extend its strides (at the trot) or its bounds (at the canter). The difference between a working gait and a medium gait (and back again) should be clearly observable.

Impulsion:

In competitive show driving, this is called ‘willingness’.
The horse’s urge to go forward, but always controlled and limited by the rider. The rider has control over the forward impulse and determines to what extent this urge results in the horse’s forward movement, i.e., the tempo. The energy generated from the hind quarters is controlled by the rider and is the basis the horse obliging the commands of the rider and working through.
Characteristics: forward energy generated from the hind quarters and lets the horse be transformed by the rider into a forward direction with an upward slant to the upper line and an appearance of being a closed solid unit.

Trot (show driving test):

The trot is a gait of “two time” on alternate diagonal legs (left front with right hind and right front with left hind) separated by a moment of suspension. Example: left front with right hind, moment of suspension, right front with left hind, moment of suspension, left front with right hind, etc. At the trot, the placement of the legs is always free, active and regular. The IBOP riding and driving tests require the working trot and medium trot.
In the IBOP show driving test, the trot is characterized, in comparison with the trot in the riding and driving tests, by a longer moment of suspension, well-extended forelegs, high stepping forelegs, and powerful hind legs in which the hind feet are placed farther beneath the body. This latter characteristic makes the forehand lighter so that it rises. The trot is accompanied by a proud bearing.
Characteristics: as compared to the riding and driving tests more and higher front and hind leg action, longer moment of suspension, definitely rising from hind quarters to forehand.

Use of hind legs of show driving horse:

This is the extent to which the horse brings its cannon to a horizontal position and the extent to which the horse picks up its hind legs from the ground (power) and places them forward. The hind legs cover a lot of ground between lifting them and placing them on the ground and the rear hoof is placed far in front of the impression left by the front hoof. Both the hock and ankle display considerable flexion. The hind legs are placed far under the body.

Characteristics: power, flexion in hock and ankle, stateliness, strength.

Use of forelegs of show driving horse:

This is the extent to which a substantial flexion in the knee brings the forearm of the foreleg at least to a horizontal position and the degree to which the foreleg is stretched forward.

Characteristics: forearm reaches at least a horizontal position and, once the forearm has reached its highest position, it should not simply drop but extend as far forward as possible.

Moment of suspension of show driving horse:

This is the length of time at which the horse is changing between the two diagonal pairs of legs and when the horse is not making any contact with the ground. The moment of suspension is the extent of movement resulting from the delay and elasticity of lifting the hind legs and not by the speed of doing so.

Characteristics: powerfully lifted hind legs, feet lifted high off the ground and covering a lot of ground.

Front of show driving horse:

At the trot, the horse uses its head and neck to achieve a proud bearing in which the neck is almost vertical as opposed to the body but tightly arched so that the nasal bone is held perpendicular to the ground.

Characteristics: shape and length of the neck, angle of head and neck, placement of the head.

Attachment D

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.

Main Book horses are eligible for Reserve and Grand Champion awards. BBook II horses are not eligible for FHANA awards.

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 (Catégories 5-6-7-8-9-10-11)
6. Champion/Reserve Champion geldings (categories

12-13-14)

Important note - stallions 3 years and older are not eligible for champion rounds.

Champion and Reserve Champion of the Day: Main Book 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 (Hill Family Friesians & 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

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.

FHANA
FRIESIAN HORSE ASSOCIATION OF NORTH AMERICA

Attachment E

Items to Return to FHANA

- Judges Score Book and 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 F
Inspection Responsibility Matrix

FHANA is responsible for the following.

- Coordinating with the KFPS on the judges available for inspections with associated dates.
- Scheduling dates for each inspection site.
- Arranging travel itineraries for the judges to the U.S. 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) and the like.
- 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 areas 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 in a timely manner.
- Maintaining the inspection team scores and reporting them to FHANA.
- Arranging to have a veterinarian available on site or on call nearby.
- Identifying 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.
- Adhering to the FHANA Code of Conduct.
- As applicable, general guidelines of the Inspection Participants Manual.