

Physical keuring requirements:

1. Measuring/Branding

As mentioned in the letter, we ask that hosts provide a good, reliable measuring stick with a level indicator. An aluminum stick works the best.

Measuring should take place in a level/flat, non-slippery area that allows efficient and safe entry and exit. Horses should be lined up, measured and depart without the interference of other horses (or people). Keep in mind that some horses panic when they see the measuring stick coming toward them.

Branding should also be done in an easy 'in' and 'out' area, where horses can safely stay out of each other's way. A 'ring steward' and a speaker system that is audible in the barn and arena areas are very important.

Free Jumping

The chute is approximately 25 meters long with side rails of approximately so horses can't jump out.

The chute contains a line of three jumps. Jump 1 is an "x", Jump 2 is a vertical and Jump 3 is a vertical that will be converted into an oxer. Jump 3 must be adjustable for height and distance. Poles must be a minimum of three meters long.

The first jump is a vertical placed **6m** from the short side of the ring, with a trot pole before it. The second jump, another vertical, is placed **6.60m** after the first, and the last jump is placed **7.10 - 7.65m** after the second. The last jump is initially set up as a vertical and later expanded into an oxer.

Heights:

1st jump - cross bar; H 70-80cm

2nd jump - vertical; H 80-100cm

3rd jump - oxer; H 80-90, 95-100cm

Horses are asked to jump the line several times. Heights of Jump 3 will be raised at the discretion of the jury. Jumps may not be moved except at the direction of the jury.

ring crew should be made up of **four or five experienced handlers**, whose job is to keep the horses going, change directions, raise jumps, pick up rails, etc. A single handler will bring the horse into the ring and turn it over to the ring crew. Only the ring crew is allowed to direct horses around the islands and into the chute. The ring crew and handlers must wear white clothing (Amish handlers must wear blue).

The chute must be blocked during free movement. Dressage horses will do free movement only. Jumpers and hunters will show a short period of free movement and will then be directed into the chute. The entry list and schedule will state whether a jumper or hunter will or will not free jump. Foals are not allowed in the ring with their dams.

1. Hard Surface (all breeding directions)

The hard surface presentation should be done on a flat, hard area about 5 meters wide and 30 meters long. This area should not be slippery: non-glazed asphalt, concrete, or hard packed ground without rocks or stones. The area should also be safe for any horses that get loose. Horses should not be able to get on a road or escape into a field. All horses entered in studbook classes and 2-year old stallion prospects will participate in the hard surface presentation.

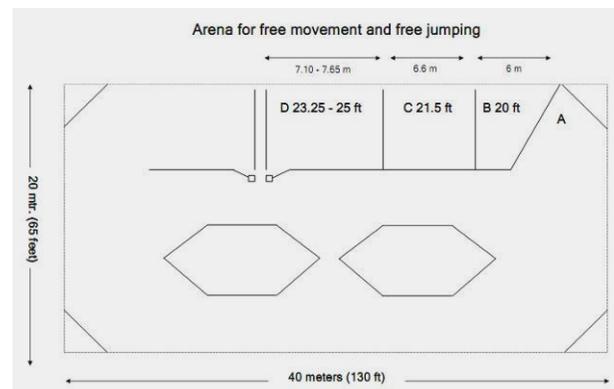
2. Free Movement and Free-Jumping (Riding/Gelders types only)

A cage or indoor arena (maximum 20 x 40 meters) is strongly recommended for the sake of horse safety. Mirrors must be covered.

A suitable structure may also be built inside an outdoor arena by using jumps or 7-foot chain link fence panels, or similar building materials draped with netting or secured tarps so that it appears more solid to the horses. The area should be safe for horses, jury, handlers and spectators.

Please create two 'islands' with ground poles inside the free jumping ring. This will allow them to change direction easily through a 'figure eight'. Flowers or shrubs in the corners of the 'islands' will help define it. One island should contain a small table and a few chairs for the jury. The handler entering the ring with the horse should stand in the other, separate from the jury.

The keuring host provides the ring crew with longe whips. The



IBOP Requirements

Special attention should be paid to footing as this is a major concern of many participants. There should be no rocks or large dirt clods, be too deep or be slippery. Horses entered in the IBOP and the Young Horse classes also need to have an area (with adequate footing) in which they can warm up properly. *Regulation helmets are required for all riders.*

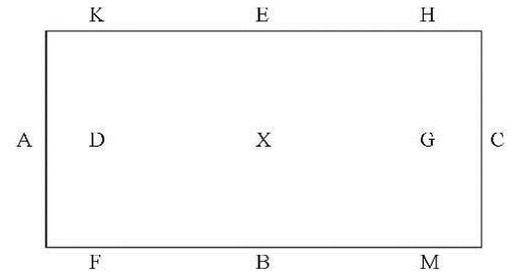
Personnel

A reader and microphone is required for dressage IBOP and DG Bar Cup.
A ring crew is needed for the jumping IBOP, free jumping and CBF Cup.

Dressage

Arena requirements

We get many questions about the individual dressage test. The test is written for a small (20 x 40 meter) arena; otherwise it will look very strange. Bigger arenas should be partitioned into a 20 x 40 meter arena with rails and letters.



Dressage IBOP components

- Part 1 is the individual dressage test as written in the entry booklet. (Duration about 10 minutes per horse).
- Part 2 is the group, 'called' portion of the IBOP. Two or three horses will be in the ring at one time. Groups will be divided by age and – with a sufficient number of horses – sex. (Duration is about 5 minutes per horse in the ring).

Over-all Duration: The approximate overall time needed for the dressage IBOP is about 20 minutes per horse.

Harness

Arena requirements

The driving IBOP should be done in a small (20 x 40 meter) arena. Bigger arenas should be partitioned into a 20 x 40 meter arena with rails and letters.

Harness IBOP components

- Part 1 is the Individual dressage test. (Duration about 10 minutes per horse). Horses must pass this to proceed to Part 2.
- Part 2 is the show test. Several horses will be in the ring at one time (duration about 10-15 minutes per group).

Jumper/Hunter

Arena requirements

- The IBOP jump course should be in a 20 x 60 arena.
- Three and four year olds must also go through the jump chute (unless already doing so in the studbook inspection).

Jump requirements

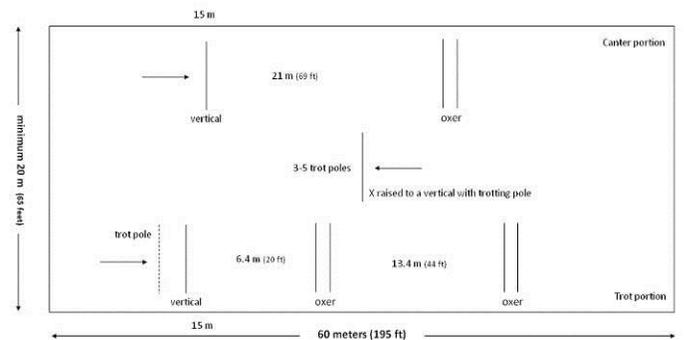
- 18 standards (three oxers, three verticals).
- 24 rails (all rails per jump should match in color).
- Poles or fencing for side rails flanking the jumps.
- All jumps, especially the oxers, should have safety cups.



1. Horses enter and show basic gaits on the left and right leads
2. Horses take turns trotting the line over the poles and jump the "X" in the middle of the arena.
3. Horses take turns trotting into the long line of the vertical and two oxers at the bottom of the diagram.
4. Horses take turns jumping the vertical and the oxer at the canter.
5. Three and four year olds will free jump (see above).
6. Horses leave the arena at a free walk.

Duration: Approximately 25-30 minutes per group. Free jumping will add approximately another five to ten minutes.

Jumping IBOP Course



Four year olds: 90 - 100 cm
Five year olds: 100 - 110 cm

Test

Up to three horses will be in the arena at one time.

Groups are divided by age. All portions of the test will be done upon direction from the jury or ring steward as follows:

1. Horses enter and show basic gaits on the left and right leads
2. Horses take turns trotting the line over the poles and jump the "X" in the middle of the arena.
3. Horses take turns trotting into the long line of the vertical and two oxers at the bottom of the diagram.



Jury/Personnel/Participant requirements:

Equipment needs:

Tables and Chairs:

- Table for check-in purposes and on which to place bridle numbers, schedules, ribbons, etc.
- Table at one end of the hard surface area for jury (writing space, clipboards, drinks, etc.)
- Table with chairs in the center of one of two islands in the free movement/jumping area for jury.
- Table with chairs placed on one of the long sides of the riding arena (preferable in the shade) for the IBOP, DG Bar Cup and the Iron Spring Farm Cup. The jury's backs should be toward the sun.

Basket: Please provide a large basket to take the ribbons into the ring.

Microphones: Two, preferably cordless, microphones. One for the announcer (that will reach the stabling area as well as in and around the ring) and the ringmaster, another for the jury to give commentary about the horses.

- The announcer/ring steward must be able to call the horses from the stabling area to the ring, announce who is 'on deck' as well as the pedigrees, breeders, owners, etc., of the horses coming into the ring.
- The ring master will also need a microphone when reading instructions for the DG Bar Cup. This may be the same microphone as long as it is where it needs to be at a particular moment.
- The jury needs a microphone when awarding premiums and commenting on the horses in the class.

Sun/Rain: If any parts of the keuring are held outside, a canopy of some sort is needed to provide the jury with protection from the sun or weather.

Refreshments: The jury will need coffee in the morning and water in the afternoon. A variety of drinks at the jury table is appreciated (coffee, water, etc). Light refreshment mid morning or afternoon (snacks/fruit) is also appreciated.

Lunch: If the keuring lasts into the afternoon, lunch should be provided for the jury. Lunch must also be available to participants, handlers and spectators. Often hosts include lunch in with the stabling fees, organize a potluck or have lunch available for purchase.

Measuring Stick: A good quality measuring stick (see host letter) with a level must be provided to measure horses in the studbook inspection.

Forge for branding: A forge or other dependable heat source must be set up at the appropriate time to heat the branding iron. The KWPN inspector will do the branding assisted by a knowledgeable, strong and able-bodied person to hold the horses.

Jury Accommodations:

In most cases the jury will need two rooms the night before the keuring. If stallions are presented for approval, a third room will be needed. Sometimes they will also, or instead of, need a room the night after the keuring. The office will let you know all this for sure, as well as the travel schedule after airline reservations are made. Please book the rooms at a suitable, mid-priced hotel/motel that caters to business travelers and accepts major credit cards. Please guarantee separate rooms with your credit card, the jury will change the reservation over the KWPN-NA card upon checking in. The hotel should:

- Be easy to drive to from the airport (often in the dark!).
- Be as close to the inspection site as is possible.
- Be easy to get in and out of, traffic-wise.
- Have in-house coffee service (coffee shop, lobby or room).
- Have a restaurant in or near the hotel for dinner or breakfast.

Hotel information and Directions: The jury will rent a car upon arrival and drive to the hotel and to the keuring, so please provide the office with the hotel information and clear directions. The hotel information should include **hotel name, phone number and confirmation numbers**. A **map with written directions** from 1) airport to hotel, 2) hotel to keuring site, and 3) keuring back to the airport, should be sent to the KWPN-NA office prior to the start of the tour so it can be included in the jury travel information at the start of their trip.

As soon as all the entries are in, we will send you a list of all the horses and owners (including contact information) attending your keuring. Later on we will also send you a suggested schedule that you can use, unless you'd rather do your own. In that case, please send us a copy to go over as soon as you can.

Letter to entrants – keuring hosts should send a letter/packet to the participants of their keuring with directions, scheduling, stabling and bedding, fees (stabling/grounds/handler/braider), handlers, vaccination requirements, move-in and move-out times, availability of facility for practice, lodging, food availability and any other needs or requirements unique to your location. This letter/packet should also include any forms that you need/want filled in prior to the keuring. You might also stress that handlers, owners and spectators should wear activity-appropriate apparel (i.e. whites for anyone going in the ring) and walking/running shoes (no open toed shoes).

Stabling – should be on the grounds or within a short walking distance. We will let you know of any stallions that might be attending your keuring, so you can make special stabling arrangements. In the case stabling is rented, the KWPN-NA is sometimes able to help defray the costs for its members. Requests are reviewed on a case by case basis and must be approved by the KWPN-NA Board of Directors ahead of time.

Prior to the keuring, the office will send you boxes containing bridle numbers, ribbons, linear score sheets, etc. Some of the items in the boxes need to be set out and some need to remain in the boxes for the jury to unpack. Items will be marked so you can see which-is-which. Unless someone from the office accompanies the jury for your keuring, you will need to designate someone as Jury Assistant to open these boxes and set out those items so marked.

Personnel requirements:

Jury Assistant

Before start of the keuring:

- Check in the entrants and give out the appropriate bridle numbers (one for each side) to owners/handlers of the horses that have been checked in. One of the numbers will have the name on the back. Inform entrants the numbers for foals may be worn by the mare instead.
- Give the entrants schedules as well as information on measuring, branding, time changes, etc.
- If there are missing liability releases, the office will include releases to be signed by the owner/handler/rider prior to participation.
- Make up a list of horses that were scratched or did not show up and give it to the jury.

At the keuring:

The jury will pretty much let the Assistant know what they would like done, but some of the items are:

- Keep the jury apprised of any additional scratches and schedule changes.
- Prepare keuring paperwork in the 'order of go' to hand to the jury at the start of a class. Put score sheets (and potential veterinary notes) for horses in a group or class on clipboards provided. Collect it at the end of the class.
 - Score sheets will be sorted and appropriately marked in the folder they come in.
 - Attach both score sheets when dressage type horses are entered in the Dressage IBOP and the DGB Cup.
 - Attach both score sheets when jumping type horses are entered in the studbook inspection and CBF Cup.
- Hand out ribbons, inquire whether horses are to be branded or not and give directions to branding area if so.
- Help with handing out paperwork and/or score sheets.

Ring Steward/Announcer/Reader

These jobs may be combined as long as all tasks are covered.

Ring Steward: It is the ring steward's responsibility to keep horses and handlers organized.

- Get horses from the stabling area to the ring on time.
- Get horses into the ring in a timely manner. Direct the horses smoothly from one part of their inspection to the next (from the hard surface to free movement/jumping, to the group walk-around, etc.).
- Line horses up in the ring when the jury is ready to award premiums and give commentary on the horses.
- Get the star mares back to the ring for the keur conformation evaluation
- Get any horses back to the ring that the jury wants to see for special presentations.

Announcer: It is the announcer's responsibility to announce activities and horses.

- Announcements should be made about start of measuring, start of classes, who's up, general information, etc.
- The horse number, name and pedigree of each horse should be announced it enters the ring.
- Announce time and place of branding.

Announcements must reach the stabling area. The announcer may be the same person as the ring steward.

Reader: It is the reader's responsibility to read various dressage tests in the Dressage IBOP and DG Bar Cup (Part 1 of the IBOP, the movements in Part2 of the IBOP/DG Bar Cup (ages 3-6) and the DG Bar Cup test for 7/8-year olds.

Ring crew Four to six competent handlers with longe whips to assist the horse in the free movement/jumping ring. The ring crew also sets up the course, changes the heights of the jumps and picks up rails.

Veterinarian *Each keuring must have a veterinarian on call.* All stallions presented for approval must have blood pulled for drug testing after their presentation is complete. Other random drug testing may be done at the discretion of the jury. No drugs of any kind are allowed!

Blood from all stallions presented for approval must be pulled and drug tested at owner's expense. If there are stallions presented for approval at your keuring, please make arrangements for vet to be there after the stallion's presentation.

Farrier It's a good idea to have a farrier on call for those 'just in case' situations (and for the branding forge). *Note:* With the exception of two-year old colts and harness horses, horses under three years of age may not wear shoes. Corrective shoes or pads are not allowed for any horse of any age that is being judged.

Forge Please arrange for a forge to be there to heat up the branding iron.

Braider Some keuring hosts arrange for a braider, let your entrants know either way.

Handlers Keuring hosts usually arrange for a handler to be available. If you do not have someone locally, Janko van de Lageweg usually travels the entire tour is available for handling at most keuring locations. If you wish, you may schedule with Janko directly at: janko@vdlstud.com.

First Aid Personnel

First aid should be available on the premises! Medical, EMT, or ambulance services must be on-call and readily available. Phone numbers should be clearly posted in several areas (barn, check-in, arena, etc).

Other requirements:

Measuring – Horses must be measured prior to participating in the studbook inspection and should take place in a flat area that allows efficient and safe "in" and "out" while the jury measures, checks markings and looks for conformational defects that may eliminate the horse. Horses should be lined up, measured and checked before the class.

Branding – KWPN mares and geldings of studbook or higher quality, as well as stallions of star quality, may be branded on the left haunch if so desired by the owner. Branding should take place in a spacious area that allows efficient and safe "in" and "out". Most horses do not, but some will spook when the iron is coming at them, or kick out afterward. Having an experienced handler at the branding makes it a lot easier on owners and horses. *The branding iron needs at least 30 minutes to cool down prior to being packed.*

Parking – needs to be adequate and easily accessible for both participants and spectators.

Public restrooms – need to be available.

Seating – for spectators is a plus. Bales of hay are fine; otherwise encourage people to bring their own chairs.

Food and drink – Refreshments (coffee, tea, water) should be available to entrants and spectators. For a keuring that lasts into the afternoon, food should be available for purchase at the keuring location (good opportunity for a fundraiser for pony clubs/4-H), or the price of lunch can be included with grounds fees.

Get-together – Some hosts like to schedule an informal get-together the evening before, at lunch or right after the keuring, either with or without the jury. If this is something you'd like to do, let us know so that we can check the travel schedule and see if we can fit the jury in.

Scheduling

You can put your own schedule together or KWPN-NA office can do it for you. If you decide to do your own, please send a copy to the office when finalized so that we can: a) confirm it will work, b) confirm that all horses are on the schedule and, c) we can send a copy with the jury. When making your own schedule, keep in mind that:

- IBOP riding classes should be first. Horses that pass their IBOP may pass out of the free movement or jumping requirement in the studbook inspection.
- Studbook classes are next and must be completed prior to branding. Stallions generally go first or last.
- Young horse classes are generally last.

Time guidelines: Young horse classes – \pm 5 minutes per horse; Studbook Inspection – Dressage/Harness \pm 10-12 minutes, Hunter Jumper \pm 12-15 per horse, Dressage IBOP Part 1 – \pm 10 minutes per horse, Part 2 & DGB Cup – \pm 5 minutes times number of horses in the ring; CBF Cup \pm 5 minutes if not included in studbook inspection.

The schedule should be 'flexible', you could either get ahead or fall behind and the schedule must be adjustable accordingly. Horses should follow one another at a good pace without lag time.

1. Studbook classes

Riding Horses:

Horses are shown in groups of up to eight horses. All horses in a group are measured, have markings checked and are inspected for conformational defects prior to the class. Stallions usually go either at the beginning or the end.

- The jury fills out the linear score sheet while horses in a group are shown individually on hard surface. After being shown on the hard surface all horses in the group will...
- proceed to the free movement/jumping area. Horses enter the cage individually in the same order as before and will: 1) be stood up in front of the jury, 2) be turned loose to trot and canter in both directions, 3) jumper/hunter horses go through the jumping chute. When done, the horse again stands in front of the jury. The jury gives commentary on the horse's movement/jumping. When all horses in the group are done they...
- come back as a group for a walk-around and final evaluation. The ringing order is announced, predicates are announced and ribbons are handed out.
- Star mares come back for the keur conformation evaluation. One by one, mares are shown in-hand at the walk and trot. When done all mares return as a group and the jury announces which mares are eligible for keur.

Harness Horses:

Horses will be measured, have markings checked and are inspected for conformational defects prior to the class.

- The jury fills out the linear score sheet while horses in a group are shown individually on hard surface. After being shown on the hard surface all horses in the group will...
- Be shown in-hand on the oval.
- After the individual presentation mares will return as a group for a final walk-around. The ringing order and predicates are announced and the jury will comment on the evaluation and scoring of each mare. Allow approximately 5-6 minutes per horse.

Gelders Horses:

Owners of Gelders horses may choose to either have their horse shown in a dressage/jumper (free jumping required) or harness manner.

2. Classes for young horses

The jury prefers to see foals loose at the side of the dam, if this is not possible they will be shown in-hand only.

Young horses are first shown individually on the oval and second as a group for the walk around and to be awarded their premiums. Mares and foals are brought in together (each with their own handler), stood up in front of the jury and then turned loose to show at the side of their dam (preferred). The area should be securely fenced and not too large. Weaned foals, yearlings and two-year olds are shown in-hand only. Allow approximately five minutes per horse.

3. Classes for Stallions

The procedure for stallions (aged 2 and older) is the same as that for mares and geldings. They should be shown and stabled where there are no mares to distract them. Usually the riding portion is after linear scoring.

KWPN-NA Requirements and Obligations:

The KWPN-NA will ship keuring materials to you prior to the keuring. Score sheets and other paperwork, ribbons, awards and promotional materials will all be included. The Jury Assistant should open the box and take out materials so designated. Some parts should stay in the box for the jury to take out. Items will be clearly marked. There will also be a separate box with a 'thank you' gift for you the. Please **do not open** that box – don't peek! It should be marked 'do not open' and will come from Florida.

- The KWPN-NA will make **flight/car arrangements** and will pay for those as well as hotel costs.
- The KWPN-NA will furnish Keuring hosts with **lists of participants and class entries**, as soon as possible after the final entry deadline (as was said before, this may take some time since the majority of entrants don't sign up until the deadline).
- The KWPN-NA will print **score sheets** for all adult horses in various classes (a copy of which will be given to all horse owners at the keuring). These forms will all be sent in the above mentioned box(es).
- The KWPN-NA will provide a **program of entries** online that you can print out if so desired. In addition to the entries, the program will also feature a list of horses for sale, a list of owners and jury biographies. Please save the entry booklet for riding test information. It will also be online.
- The KWPN-NA will provide a pdf containing **the movements** for the IBOP part two and DG Bar Cup. Please do not show this to any of the entrants.
- If you wish to place an **advertisement** in a local magazine, let the office know and we can provide you with an ad file. Please inform us of the specs.
- The KWPN-NA will provide you with Stallion Directories and some **promotional materials** (bumper stickers, crew gifts, etc.) will be furnished. If you have special groups coming, please let us know so we send enough.
- The KWPN-NA will furnish **ribbons/sashes and awards** to cover all entries.
- The KWPN-NA will furnish **bridle numbers** for all horses entered (two per horse).
- The jury will bring a **branding iron**.
- We will try to accommodate informational talks, question and answer sessions or jury presence at social occasions in the schedule. Please let us know so we can plan ahead.

Measure, stand up start, stand up finish



Walk away, walk back, trot



Blocking off larger arena, jumping set-up outside



Free movement/jumping

