



Physical keuring requirements:

1. Measuring/Branding

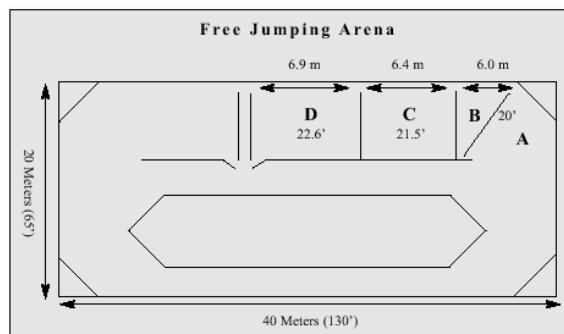
Measuring should take place in a level/flat area that allows efficient and safe entry and exit. Horses are to be lined up, measured and depart without the interference of other horses (or spectators!). Keep in mind that some horses panic when they see the measuring stick coming toward them. (Practice at home is encouraged.) 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.

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 slick, it should be non-glazed asphalt, concrete, or hard packed ground without rocks or stones. The area should also be safe for escapees; i.e. if horse gets loose it should not be able to get on the road or escape into a field. All horses entered in studbook classes will participate in the hard surface presentation.

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

A cage or indoor arena (maximum of 20 x 40 meters) is strongly recommended for the sake of horse safety. If indoors, any mirrors should be covered.



Free Jumping

Free jumping should be done in an indoor arena (maximum 20 x 40 meters) or a cage (maximum 15 x 30 meters). Mirrors and reflective surfaces must be covered. A line of three jumps will be built. Jumps 2 and 3 must be adjustable for various heights. The last jump (3) must be moveable in order to be adjustable for distance with increased height. Poles must be a minimum of three meters long.

The chute is approximately 25 to 30 meters long with side rails of approximately two meters high (so horses can't jump out). The spacing between jumps will be as in the diagram.

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 will be raised at the discretion of the jury. Jumps may not be moved except at the direction of the jury.

A suitable structure may also be built within an outdoor arena (maximum

15 x 30 meters) by using jumps or with 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. Two 'islands' are to be created inside the ring for horses to change direction easily. (See above diagram.) Pots of flowers or shrubs in the corners of the 'island' will help define it. The jury will work from within this area. A small table and a few chairs are to be placed within the area.

The ring crew is provided by the keuring host and should consist of **four or five experienced handlers** with longe whips. Their job is to keep the horses going, turn them, raise jumps, etc. The ring crew will be the only people allowed in the ring to direct the horses around the islands or into the chute. Horses are to be lead into the ring by a single handler, who will turn the horse over to the ring crew. The handler may remain within the 'island' separate from the jury. The ring crew, as well as the handler, is to wear white clothing (blue in the case of Amish ring crew and handlers).

During free movement horses will be blocked from entering the jumping chute by the ring crew. Dressage horses will do free movement only. Jumpers and hunters are asked to show a short period of free movement before they are directed into the chute. In order to receive the star predicate, jumpers and hunters must participate in free jumping. Your list of entries will be marked as to whether jumpers and hunters will or will not free jump. Foals are not allowed in the 'cage' with their mothers.



IBOP Requirements

Special attention should be paid to footing as this is a major concern of many participants. It should not contain rocks or large dirt clods, be too deep, or cause horses to slide and/or fall. 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.

Personnel

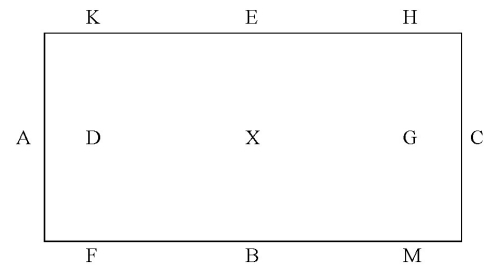
A ring master is required for dressage IBOP and DG Bar Cup.

A ring crew is needed for the jumping IBOP, free jumping and ISF Cup.

Dressage

Arena requirements

The dressage tests are written for a small arena, 20 x 40 meters. If a bigger arena is used it should be partitioned into a 20 x 40 meter arena with rails and letters.



Test

- Part 1: the individual dressage test. (Duration about 10 minutes per horse).
- Part 2: the 'called' movements. Two or three horses will be in the ring at one time (duration about 5 minutes per horse in the ring). Groups will be divided by age and – when possible – sex.

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 arena, 20 x 40 meters. If a bigger arena is used it should be partitioned into a 20 x 40 meter arena with rails and letters.

Test

- Part 1: the Individual dressage test. (Duration about 10 minutes per horse).
- Part 2: the show test. One or two horses will be in the ring at one time (duration about 10 minutes per group)

Jumper/Hunter

Arena requirements

- The under saddle fences should be in a 20 x 60 arena.
- Three and four year olds are required to free jump for predicates. The free jumping chute requirements are the same as for the studbook inspection on page 1.

Jump requirements

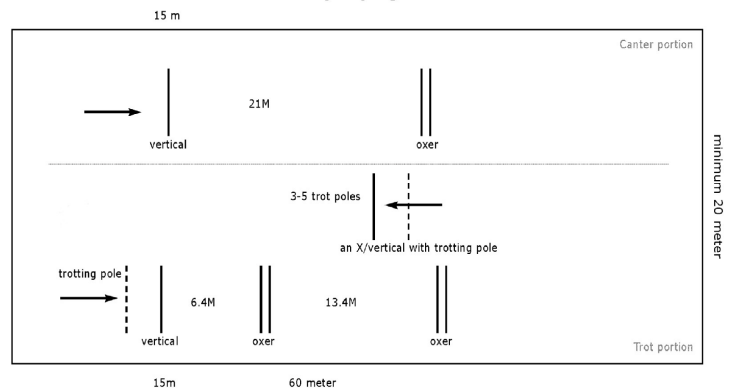
- 18 standards (three oxers, three verticals).
- 24 rails (rails per fence should match in color).
- Poles or fencing for side rails flanking the jumps.
- All jumps, but especially the oxe, should have safety cups.



- Third, horses take turns jumping the vertical and the oxe at the canter.
- Three and four year olds will free jump.
- Horses leave the arena at a free walk.

Duration: Approximately 20 minutes per group. Free jumping will add approximately another five to ten minutes.

IBOP jumping course



Height of jumps:

- Three year olds: 80 - 90 cm
- Four year olds: 90 - 100 cm
- Five year olds: 100 - 110 cm

Test

- Two or three horses will be in the arena at one time. Groups are divided by age. All portions of the test will be done per direction from the jury or ring steward.
- First, horses will show basic gaits on the left and right leads
- Second, horses will take turns jumping the trotting line over the poles and jump the X in the middle of the arena.



Jury/Personnel/Participant requirements:

Equipment needs:

Tables:

- One table for check-in purposes and on which to place catalogs, schedules, ribbons and other awards.
- One table at one end of the hard surface area for jury materials (clipboards, drinks, etc.)
- One table in the center of the larger island in the free movement/jumping area for jury materials.
- One table placed at the side or head of the arena for judging the IBOP, DG Bar Cup and the Iron Spring Farm Cup.

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

Microphone: At least one microphone (preferably cordless) that will reach the stabling area as well as in and around the ring.

- 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 jury needs a microphone when awarding premiums and commenting on the placings in the class.
- 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.

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: jury needs coffee in the morning and water in the afternoon. It would be great to have a variety of drinks available at the jury table in use (coffee, water, etc). A light refreshment mid morning or afternoon would also be very much appreciated.

Lunch: If the keuring lasts into the afternoon, a 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.

Forge: A forge or other dependable heat source must be available at branding time to heat the iron. KWPN mares and geldings of studbook or better quality as well as stallions that have attained star status, or higher, may be branded on the left hip if so desired by the owner. The KWPN inspector will do the branding. The linear score sheets are usually handed out at this time also.

Jury Accommodations:

Please make hotel reservations for the jury. Generally they will need rooms the night before the keuring, but the office will let you know for sure. Also who will be judging at your keuring, and what the travel schedule is. Please book separate rooms at a suitable, mid-priced hotel/motel (no Bed and Breakfasts) that caters to business travelers and accepts major credit cards. Please guarantee the rooms. The jury will pay for the rooms upon checking in. The hotel/motel should have:

- Easy to get to from the airport (in the dark!).
- As close to the inspection site as is possible.
- In-house coffee service (lobby or room).
- A coffee shop or restaurant in/or near the hotel for dinner or breakfast.
- Easy in and out traffic

The jury will rent a car upon arrival and drive themselves to the hotel/motel and to the keuring, so please provide the office with the hotel information and clear directions. Please send the **hotel name, the confirmation number, and a map with written directions** from airport to hotel, hotel to keuring location, and from the keuring location back to the airport. Please send this information to the office prior to the start of the tour so that it can be placed in the jury's information packet.

Personnel requirements:

Assistant to the jury – Prior to the keuring, the office will send you boxes containing bridle numbers, ribbons, programs, linear score sheets, jury information, etc. Some of the items in the boxes need to be set out and some need to remain in the boxes. They will be marked so you can see which-is-which. Unless someone from the office accompanies the jury, you need to designate someone to open these boxes and set out those items so marked. The assistant to the jury will also help with the following:

Checking in entrants:

- Set out keuring programs, handbooks and other possible information.
- Check and verifying the papers for young horses.
- Give out bridle numbers (one for each side). One of the numbers will have the name on the back.
- Give out schedules as well as information on measuring, branding, etc. Inform entrants that if they have difficulty pinning bridle numbers on a foal, they may be worn by the mare instead.
- If there are missing liability releases, we will include releases to be signed by the owner/handler/rider prior to participation. **Don't forget, we need releases for the ring crew and handlers also.**
- Make up a list of scratches for the jury.

Assisting the jury during the keuring:

- Again, inform jury of possible additional scratches, or changes in schedule.
- For classes with linear scoring: prepare the paperwork (including potential veterinary excuses) for a particular group, put the paperwork in the red folders, get it to the jury ready, and retrieve the paperwork from the previous group. The same goes for IBOPs, DG Bar Cups and Iron Spring Farm Cups.
- Hand out ribbons and inquire whether owners want their horses branded or not.
- Help with paperwork during branding, and with passing out paperwork after branding.
- Get any other items the jury might ask for. Ring steward – It is this person's responsibility to keep handlers and horses organized. The ring steward and the Announcer can be the same person. The ring steward will do the following:

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- Get horses from the stabling area to the ring on time.
- Get horses into the ring in a timely manner. Direct the horses in a group smoothly from one part of their inspection to the next (from the hard surface to the cage, and then the group walk-around).
- Line horses up when the jury is ready to award premiums and give commentary on the horses.
- Get the top horses back to the ring for the "Best of" presentation. The jury will give a list.
- Organize the horses for branding

Announcer – The name and pedigree of each horse should be announced as they enter the ring. Announcements should also be made in regard to measuring, start of classes, who's up, branding, general information, etc. Announcements must reach the stabling area. The announcer may be the same person as the ring steward.

Ring master – A person to call to call the movements for the DG Bar Cup or part two of the IBOP. This may be the same person as the Ring Steward or the Announcer.

The above jobs may be combined as long as all tasks are covered.

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, change the heights of the jumps during jumping under saddle.

Veterinarian – Each keuring should have a veterinarian on call. Any location with stallions presented for approval will need a veterinarian to pull blood for drug testing on each stallion presented. Other random drug testing may also be done at the discretion of the jury. No drugs of any kind are allowed!

Farrier – Some keuring hosts arrange for a farrier to be on call for those ‘just in case’ situations. Mind you that in general horses under three years of age may not wear shoes. The exception being two-year old colts and harness horses.

Braiding – Some keuring hosts arrange for a braider (by pre-arrangement).

Handlers – Keuring hosts usually arrange for a handler to be available. If you do not have someone locally that you can contact for handling, Janko van de Lageweg usually travels the entire tour and has been available for handling at most all keuring locations. If you wish you may contact Janko directly at: janko@vdlstud.com.

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

Participant requirements:

Letter – Each keuring host should send a packet or letter to the participants of their keuring with information on directions, scheduling, stabling and grounds, fees (stabling/grounds/handler/braider), availability of handlers, vaccination requirements, times that the facility will be available, lodging in the area, food availability at the keuring and any other needs or requirements unique to the location. With this letter you should also include any forms that you need/want filled in prior to the keuring and the Inspection Procedures. You might also stress that handlers, owners and spectators should wear activity appropriate apparel (i.e. whites for handlers, no flip flops, etc.)

Stabling – should be on the grounds or a short walking distance. Special stabling arrangements should be made for potential stallions at your location. The KWPN-NA will help with stabling costs in case stalls have to be rented and stabling winds up costing more than \$60 for a plain, regular sized stall. The KWPN-NA will not pay for double stalls or second stalls, etc.; these will be at the owner’s expense.

Measuring – should take place in a flat area that allows efficient and safe “in” and “out”. Horses must be measured prior to participating in their class. At this time the jury will also check for conformational defects that may eliminate the horse from the keuring (eye defects, parrot mouth, etc.). Horses are to be lined up, measured and checked, in that order

Branding – should take place in a spacious area where horses can be lined up prior to branding, be branded and then walk off safely. Keep in mind that most horses do not, but some will, kick out. An experienced handler is often needed for this. Often it helps to have someone cover the eye on the side the branding takes place. As with measuring, horses often shy when they see something coming at them.

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

Public restrooms – of some sort need to be available.

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

Public facilities – Hosts renting public facilities usually pass at least some of the costs on to entrants as grounds fees. (Not to be included with stabling fees for KWPN-NA reimbursement purposes.)

Food and drink – Coffee, tea, and 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 with the jury and participants either the evening before, or right after the keuring. If this is something you want to do, let us know so that we can check the travel schedule and see if we can fit it in.

Scheduling

The KWPN-NA office will provide you with a sample schedule. You may either follow this schedule or make up your own. If you decide to make your own, please send a copy to the office when finalized so that we can check it: a) confirm the schedule will work, b) confirm that all horses are on the schedule and, c) so we can send a copy with the jury. When making your own schedule, keep in mind that:

- All horses eligible for branding must be presented prior to branding time.
- The branding iron needs at least 30 minutes to cool down prior to being packed.
- The schedule and participants should be 'flexible'. Participants should be prepared to 'move up' in case of scratches. It is very important that horses follow one another at a good pace without lag time.

1. Studbook classes

Riding and Gelders types:

Mares and geldings (three and older) are generally seen in the morning. Stallions usually will go either at the beginning or the end. Horses will be divided by class and by type. Horses inspected for studbook are shown in groups of up to eight horses. Each group is measured and has markings and bite (teeth) checked prior to the class.

- The jury will fill out the linear score sheet while each horse in a group is shown individually on hard surface.
- After the hard surface, the group will proceed to the free movement/jumping area. Each horse individually will enter the cage and again be stood up in front of the jury. Next it will be turned loose and evaluated at the trot and canter. If free jumping, the horse will also be sent through the jumping chute after free movement.
- The entire group will return to the arena for evaluation at the walk. After the walk-around, the ringing order will be announced, star predicates are announced, and ribbons will be handed out. The jury will then comment on the evaluation and scoring of each horse.
- After all mares finish with the above, star mares will be asked back to have their conformation evaluated for the keur predicate. They will again be shown in-hand at the walk and trot. At the end, the jury will announce which mares are eligible for keur.
- The entire process averages at about 10 minutes per horse.

Branding should be scheduled at the end of the studbook classes, or may be done during the lunch break.

Harness type:

Mares and stallions being inspected for Studbook will be measured and have their markings and bite (teeth) checked prior to the class.

- Mares will be divided by class. Each mare in class is shown individually in-hand on the hard surface.
- After the hard surface each mare will be shown individually in-hand on the oval.
- After the individual presentation mares will return as a group for a final evaluation. At this time premiums will be announced, star predicates will be awarded and the jury will comment on the evaluation and scoring of each mare.

Harness mares do not come back to be evaluated for keur eligibility. The star predicate automatically qualifies a mare for keur conformation. Branding (if desired) should be scheduled at the end of the studbook classes.

Allow approximately five minutes per horse.

2. Classes for young horses

The area where young horses are shown should be securely fenced for safety reasons.

Foals, yearlings and two-year olds are first shown individually on the oval and second as a group for the walk around and to be awarded their premiums. The jury prefers to see foals loose at the side of their dam. The mare and foal are brought in together (each with their own handler) and after being stood up in front of the jury are turned loose to show at the side of their dam. However, if foals cannot be shown with the dam they will be shown in-hand only. The area should not be 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 (2-year old colts or older) is the same as that for mares and geldings. They should be shown and stabled where there are no mares to distract them.

KWPN-NA Requirements and Obligations:

The KWPN-NA will ship a box (or boxes) of material to you prior to the keuring. The box will contain score sheets and other keuring paperwork. Your box may contain either your own keuring paperwork or that for the keuring after you. We will let you know. The keuring assistant may open that portion of the box so designated. The box will also contain separate award/gift materials. Please do not open that portion of the box. It should be marked 'do not open'.

- 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 (this may take some time though since the majority of entrants don't sign up until the deadline). The total number of entries at each location should be known approximately a month (?) before the Keuring.
- 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.
- The KWPN-NA will compile and produce a **program of entries** and other information for all keuringen. In addition to the entries, the program will also feature a list of horses for sale, a list of owners, general keuring information, IBOP information, jury biographies, and various forms.
- Any keuring host that would like to place a black and white advertisement in the program of entries may do so as long as it is print ready.
- 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 size needed.
- Handbooks and other possible **promotional/informational material** will be furnished. Some of this material might be used by your announcer in addition to the pedigree information listed in the program of entries, let us know and we will provide that.
- 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 along a **measuring stick** that will be the official measuring tool for all studbook inspections.
- 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

