

ELVENSTAR FARM

Horsemanship Manual

1st Edition

July 25, 2003

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INTRODUCTION

Thank you for choosing Elvenstar as your place to ride. As you may have already discovered, this is not just a beautiful setting to board your horse. It is an internationally recognized Riding Academy with features and programs for riders of all levels and ages. We encourage team work, good sportsmanship and good horsemanship. From the 3 year-old experiencing the thrill of the first ride, to the seasoned show competitor seeking advanced training, we pride ourselves on meeting the needs of each individual rider.

Horsemanship, in the broadest sense is what we want you to learn at Elvenstar. A good horseman is skilled in all aspects of riding and horse care. As a beginner you will be encouraged to learn the basics of horse handling, grooming and tacking. As you progress in your riding skills, you will learn, about health care and nutrition. We encourage all riders to attend our educational seminars on particular aspects of horse care. Riders in the Training program are expected to take a very active role in the care and management of their horse. Good horsemanship requires compassion, respect, patience, a sense of responsibility, a desire to learn and a positive attitude – attributes which are important in any walk of life.

This manual contains the curriculum for the Elvenstar Riding Program (Academy and Training Barn) and Horsemanship classes, as well as sections on purchasing a horse and attending Shows. We hope you will enjoy riding with Elvenstar!

1 FIRST STEPS

1.1 Evaluation

An evaluation is required for all students wishing to join the Elvenstar program, with the exception of the Mommy and Me class. The evaluating instructor will place the student in the class appropriate to his/her ability.

1.2 Planning your Lessons

Some of you may want your child to simply experience the love of the outdoors, and the joy of riding and caring for a gentle animal. One or two group lessons a week on our school horses may satisfy this goal. Adults too may want this experience. Our lessons include riders of the same general skill level, and are great fun for the whole family to watch. We always try to provide a supportive environment which emphasizes the sportsmanship and the fun of riding.

1.3 Competing

At some point you or your child may want the experience of competition in a show. What is a show ring? Well, the show ring presents an opportunity to demonstrate the skills you have acquired, and to measure your progress. Most of our riders begin showing in our Schooling Shows here at Elvenstar. It is a great place to get a good feel for competition in a friendly setting. If you or your child enjoys showing, there are many other levels of competition to explore. From the local Tri- Valley and Horse Show Associations circuit, to national competitions, Elvenstar has earned an excellent reputation as a training ground for champion level riders. Many of these riders began their careers on an Elvenstar schooling pony.

The Riding Academy

2 RIDING ACADEMY LEVELS OF TRAINING

The criteria for the individual levels of training in the Elvenstar Riding Academy are laid out below. Each level has Horsemanship and Riding criteria which must be met before advancement to the next level.

2.1 Mommy and Me

This class is for children 3 years and above. A parent/responsible adult must be in attendance to lead the pony. The emphasis here is on safety, and fun.

2.1.1 Horsemanship

The rider will learn:

- To approach the pony safely, both from in front and behind.
- Assist with grooming and know why you pick out a horse's feet
- Lead pony safely with assistance.
- Know 5 parts of the horse

2.1.2 Riding

The rider will learn:

- To hold the reins correctly
- Correct leg position
- Shorten and lengthen reins correctly
- Gain balance through use of exercises at the walk
 - arms out to the side,
 - arms behind the back
 - twisting from side to side
 - two-point/ half-seat position
- Pick up and drop stirrups by themselves (hands may be used)
- Perform a circle at the walk without assistance.
- To steer enough to maintain their position on the rail
- To halt correctly

Before moving on to Tiny Tot the rider must be able to stay on the rail, and be comfortable and competent enough to ride off the lead at the walk and trot.

2.2 *Tiny Tot*

The emphasis here is again on safety and fun, but this time without a lead rope or longe-line.

2.2.1 Horsemanship

The rider will learn:

- Name 5 parts of the horse
- Name 5 parts of the saddle or bridle
- Help groom horse or pony

2.2.2 Riding:

The rider will learn:

- To refine the basic skills learned in Mommy and Me
- To post the trot
- To differentiate between the inside and outside rail
- To maintain the two-point position through cavalletti work
- Ride with no stirrups at the walk and sitting trot.
- Trot a circle.

2.2.3 Recommended reading

US Pony Club Manual D Level

2.3 Beginning Equitation

2.3.1 Horsemanship

The rider will learn:

- Grooming and Tacking are required for all riders tall enough.
- Physical Characteristics of the Horse may be taken but attendance is not required at this level.

2.3.2 Riding

The rider will learn:

- The importance of warming up.
- The 5 second halt with correct position.
- Change direction at the walk using a simple reverse, down the center line
- and across the diagonal.
- At the Trot :
 - To sit, post, change diagonal, 2-point.
 - Ride serpentines and figure of 8 using cones
 - Sit the trot **easily** with no stirrups
 - The speeds and correct names of the trot (collected, working, extended).
 - To keep their horse separated, on the rail, and be able to circle correctly.
- Cantering is at the discretion of the Instructor, and only on approved ponies. It must be limited to the last few lessons before the rider moves up to Walk, Trot, Canter.
- Cool down.

2.3.3 Recommended reading

US Pony Club Manual D Level, British Horse Society's Pony Club Manual.

For older riders: Hunt Seat Equitation by George Morris

Centered Riding by Sally Swift

The Horseman's Bible by Jack Coggins

Taking Up Riding as an Adult by Diana Delmar

Riding for the Rest of Us: A Practical Guide for Adult Riders by Jessica Jahiel

2.4 Walk Trot Canter

Students must complete Beginning Equitation or test at an equivalent level before taking this class.

2.4.1 Horsemanship

- Physical Characteristics of the Horse

2.4.2 Riding

The rider will learn:

- To recognize the diagonal and keep themselves on it.
- Post easily and sit the trot without stirrups.
- Hold the 2-point/half seat easily at the trot and canter.
- Be able to state which canter lead they are on (they do not need to pick up the correct one).
- Canter a circle.
- Maintain a strong position over a small cross rail.
- Jump a straight line, using the corners before and after properly, and maintaining control and position throughout. The rider must stay off the back and not catch the horse in the mouth.

2.4.3 Recommended Reading

US Pony Club Manual D Level

2.5 *Beginning Jump*

Prerequisite Walk, Trot, Canter or test at equivalent level.

2.5.1 Horsemanship

The rider will learn:

- Jumping Theory
- Basic Health Care
- Basic Nutrition

2.5.2 Riding

The rider will learn:

- Riders will keep themselves separated at all times, particularly while circling. They must follow on, not do individual circles.
- Use of the quarter, center and three-quarter lines, for direction changes.
- Trot a Serpentine with correct change of bend and diagonal.
- Cantering will be done in a group.
- Riders must be able to put their horse on the correct lead.
- Canter without stirrups.
- Know the difference between simple and flying lead changes.
- Count strides out loud 1-2, 1-2, as they approach the jump, and as appropriate in a line.
- Maintain the horse at a steady pace over a small course of cross-rails.
- Maintain good position- heels down, tight leg, controlled upper body (no leaning up the neck, or falling back), good release.

2.5.3 Recommended Reading

US Pony Club Manual D Level

2.6 Intermediate Jump

Prerequisite Beginning Jump or test at equivalent level.

2.6.1 Horsemanship

The rider will learn:

- Longeing
- Basic Farriery

2.6.2 Riding

- Change direction at the trot with a half turn and half turn in reverse.
- Trot Figure 8's.
- Continue to work without stirrups at trot and canter in every lesson.
- Canter a Serpentine with simple changes
- Learn how to get the horse on the bit
- the ability to ride from leg to hand.
- Jump 2' courses with simple and flying lead changes (per horse's ability)
- Courses will require lengthening and shortening of stride, inside turns, broken and bending lines.
- Jump a cross rail without stirrups.

2.6.3 Recommended Reading

US Pony Club Manual D and C Levels

2.7 Advanced Jump (Field)

2.7.1 Horsemanship

Prerequisite Intermediate Jump or equivalent.

Riders must pass a grooming and tacking test before entering this level.

2.7.2 Riding

- Ability to get the horse on the bit (depending on the horse), while bending, shortening and lengthening the stride at walk trot and canter.
- Leg yield, Shoulder in, Haunches in.
- Work at the trot on the counter bend.
- Canter serpentine with flying changes.
- Canter figure 8's with simple changes.
- Riders must be taught how to 'follow on', both over jumps and on a circle. That is they must leave a safe distance between them and the rider in front, but not so far back that the previous rider has finished before they begin.
- Jump 2' 3" courses with flying lead changes. Fences to include, oxer, boxes, brush, tubes.
- Jump a 2' course of verticals and uprights without stirrups.
- Simple gymnastic exercises.
- Ride with confidence!

2.7.3 Recommended Reading

US Pony Club Manual C level.

Riding and Jumping- William Steinkraus

Judging Hunter and Equitation - Ann White

3 RIDING ACADEMY HORSEMANSHIP CLASSES

These classes will be mandatory for all riders. Required classes must be completed before the rider is allowed to move on to the next riding level.

Students 8 and under who attend Grooming 1 and Tacking 1 must have a parent or responsible adult in attendance (adults will not be charged).

Parents may attend any other theory classes at the rate for that class.

3.1 Grooming

Barn requirements: 1 instructor and 1 working student, 1 pony per 2 students, maximum of 10 students.

- Approaching a horse/pony
- Tying your horse/pony safely
- Hoof Care - Importance of picking feet daily, treatment of thrush, loose shoes, lost shoes.
- Different grooming tools and their uses
- Bathing – frequency, sponging down as an alternative
- Lotions and Potions - fly spray, show sheen
- Polo wraps/boots – how to apply

3.2 Tacking

Barn requirements: 1 instructor and 2 working students; 1 pony, saddle and bridle per student (must include one snaffle and one pelham in the group). Maximum of 10 students.

- Basic discussion of how a snaffle bit and pelham work
- Learn the names of the parts of the bridle and saddle.
- Putting a bit on a bridle
- Tacking up – Correct adjustment of all straps
- Tack cleaning- cleaning up after a lesson.

3.3 Physical Characteristics of the Horse

Barn requirements: 1 Instructor. Appropriate visual aids.

- Review parts of the horse.
- Colors and face markings.
- Gaits of the horse.
- Basic Conformation.
- Each rider should write an identification of a horse they ride regularly and see if the other students can recognize it.
- Play a game – blank horse shape with stick on name parts.

3.4 Jumping Theory

Barn requirements : 1 instructor, Ring access

- The correct distances between trot and canter poles
- Different types of jumps: cross rail, vertical, oxer.
- Types of jumps allowed in hunters and jumpers.
- Course terminology : outside line, Judge's line, diagonal line, bending line, inside turn, roll back.
- Difference between Hunter and Equitation courses. Suitability of horse for each style.
- Measuring the distance between fences and counting strides. Difference between horse and pony strides.
- Students will walk a course and analyze it.

3.5 Basic Nutrition

Barn requirements: 1 instructor. Samples of all cubes/hay fed by Elvenstar. Broad range of supplements, grain, sweet feeds.

- Nutritional requirements
- Overview of the Equine digestive system
- Types of Feed and amounts given
- A survey of available supplements

3.6 Basic Health Care

All first time buyers and leasers must complete this course.

Barn requirements - 1 Instructor; first aid supplies

- Signs of sickness
- Temperature, pulse and respiration – normal/ how to take
- Capillary refill time, color of gums
- Lameness
- Vaccines - what E* requires each horse to have
- Worming -types of dewormers available: recommended schedule
- Teeth and Dental care
- Common Diseases
- Colic
- First Aid - when to call the Vet.
- treating minor wounds
- cold hosing/ sweat wraps

3.7 Basic Farriery

To be taught by Farriers

- Hoof structure and conformation
- Injuries and diseases - thrush, bruised sole, hot nails, abscesses, Laminitis, Navicular.
- Farriery tools and their uses
- Different shoes and their uses
- Therapeutic shoeing

3.8 Longeing

Barn requirements: 1 instructor; 1 horse (with longeing experience), longeing equipment, no more than 4 students.

- Why longe?
- Use of voice, body position and whip
- Handling the longe line
- Adjusting the equipment
- Practical demonstration
- Hands on for each student

3.9 Showing

All riders showing for the first time. Parents of Junior riders should attend.

- An overview of A, B, and C shows
- Horse/Rider registration
- Entry Procedures
- Show Prepping your Horse
- Equipment required at shows
- Rider attire

3.10 Tacking

Advanced Jump Riders

- A survey of the types of bits available and their uses
- How does each type of bit work
- Should include less common bits e.g. Gag, three ring, ball, Dr. Bristol
- Explanation of a Hackamore.
- Fitting a bridle to a horse
- Know all parts of tack and bits
- Put a bridle together from pieces
- Know martingales and uses
- Saddle fitting
- Use of therapeutic pads

The Training Program

4 TRAINING PROGRAM:

Riders who have graduated from the Riding Academy move into the Training Program. Riders at this level are expected to have their own equipment – saddle, bridle, chaps, boots, breeches. Owning or leasing a horse is recommended, and required to compete.

4.1 Rider Attire

Students must come neatly attired:

Hair – preferably in a hair net and under helmet, or pulled back.

Clothing - shirts must not be too baggy/loose and must be tucked in. NO spaghetti straps or crop tops. No excessively low jeans. Jackets zipped.

Cell phones should not be worn due to the possibility of injury to the rider or breakage in the event of a fall.

4.2 Lesson Structure

The lesson structure in the training program is applicable to all levels of instruction and riders are encouraged to take 3 lessons per week. Riders must sign up on the weekly lesson sheet for the class appropriate to their level. If the class is full (no more than 6) a different class may be taken but only by moving to a lower level.

The first lesson of the week will focus on flatwork, including terminology, use of diagonal and lateral aids, position and balance. The jumping will focus on gymnastics for establishment of stride, correct pace and balance, the proper take off for the correct bascule. Instructors will emphasize question and answer sessions with explanation and feedback from the students regarding correct terminology and communication with the horse.

The second lesson of the week will review the work accomplished in the previous lesson, with more focus on lateral work, work without irons, collection and balance at all three gaits, and smooth correct transitions. The jumping will review the previous lesson, adding some single jumps and lines, emphasizing straightness and correct length of stride, Bending lines will focus on riding the correct track with the right pace and balance.

The third lesson of the week will review the previous flat work emphasizing the proper warm up for the horse to be prepared to jump. The jumping will focus on course work creating smooth flowing courses for both the hunter and equitation rider. Emphasis will be placed on putting a whole course together including the proper track to ride, how to ride the corners and then balance for lines, anticipating and being able to correct problems as they arise.

4.3 Levels of Instruction

4.3.1 Short Stirrup I

- Open to all students
- Show level – Green rider, short/long stirrup, futures medal
- Take 2 lessons per week
- Understand diagonal and lateral aids
- Know flying and simple lead changes
- Execute a half turn, and a half turn in reverse
- Know the center, diagonal and quarter line in the arena
- Ride both the correct and the counter bend
- Know the leg yield, half turn on haunches, shoulder in, and figure eight at the walk
- Ride at the trot without irons
- Jump fences 2' – 2'3"
- Jump single jumps without irons.

4.3.2 Short Stirrup II

- Open to all students
- Show level – short/long stirrup, prior rider, futures medal
- Execute all requirements of SSI
- Collection and extension at all gaits
- Working on the bit
- Know the half halt
- Ride at the canter without irons
- Ride serpentine at the canter with simple lead changes
- Jump 2'3" - 2'6" courses with or without irons

4.3.3 Intermediate I

- Open to horses/riders in training programs only
- Show level – prior rider, low modified
- Execute all requirements of SSII
- Execute shoulder in at trot
- Ride a horse on the bit
- Ride on the counter lead
- Jump 2'6" - 2'9" courses with lead changes, with or without irons.

4.3.4 Intermediate II

- Open to horses/riders in training programs only
- Show level – Children s/Adult Amateur B and A Equitation and medals
- Execute all requirements of Intermediate I
- Execute a haunches in at the trot
- Ride a serpentine with flying changes
- Jump 2'9" - 3' courses with or without stirrups

4.3.5 Advanced

- Open to horses/riders in training programs only
- Show level – Children's /AA hunters, Junior/AO hunters, Jumpers, A equitation and medals
- Must execute all requirements of previous levels
- Jump a 3'6" course or higher with or without irons

4.4 Training Level Horsemanship

All riders are encouraged to take an active role in their horses care and management. They should be familiar with basic health care, nutrition, farriery, show preparation, longeing, and be familiar with a wide variety of tack. All students are encouraged to further their horsemanship knowledge through reading, question and answer sessions, or attending seminars and clinics at Elvenstar or elsewhere.

Purchasing a Horse

5 PURCHASING A HORSE

The purchase of a horse is a long process of searching, questioning, riding, evaluating, vetting, negotiating and seeking advice as well as guidance. For the experienced purchaser it is another journey of patience, for the first timer, it can be a daunting experience.

At Elvenstar we have a staff of trainers who have earned an excellent reputation for dealing honestly and finding wonderful horses. Regardless of how much you want to spend, or what kind of horse you want, we are here to help you find the horse best suited to your needs and budget. The instructor you work with will be closely involved in the process.

5.1 Getting Help

Horse buying involves several steps. When you decide that you are ready to enter into the horse-shopping market, let the trainers know and they will help you evaluate your goals (ability, size, price-range, etc). Our trainers are constantly updating their files on available animals and as soon as they know you are interested in buying a horse they will begin the process of finding you the perfect mount.

Remember the word patience. Rushing into a hasty purchase is not in anyone's best interest. You will find yourself going on some road trips, and possibly some air travel! You may look at one or as many as 20 animals before you find the one that is right for you. Remember it is all part of an educational process. Much can be learned from riding many different horses and examining their training, attitude and conformational strengths.

5.2 Trial Period

When you find a promising horse, the trainer will usually request that it come to Elvenstar for a trial period. Sometimes the horses are permitted to stay for several days, sometimes they must be returned to their owners overnight. Usually though, there will be ample time for you and the trainers to ride and evaluate the horse.

The trial period provides you with the opportunity to try your prospective horse in a strange environment. Many horses behave beautifully at home, but prove spooky and difficult to handle in a different environment. The trial period also gives the trainers time to evaluate how well suited you and the horse are to each other. It should also reveal any problems that would cause the trainers to recommend that the horse be returned.

If all goes well and the trainers agree that the horse is suited to you, then the next step is to have the horse examined by a veterinarian.

NOTE:The prospective purchaser is responsible for the horse's board while it is at Elvenstar, and any shoeing and hauling fees incurred. A horse that has been brought

in for sale *may be tried by other riders* who are looking to buy , but the rider paying the board has the first right of refusal on the horse.

5.3 Pre-purchase Exam

The pre-purchase exam is a basic physical conducted by a veterinarian. This exam will reveal any lameness and uncover most other areas of unsoundness that may be of concern to you as the buyer. X-rays may be taken. We recommend that both front feet be x-rayed since most soundness problems start there, although the vet may recommend additional pictures if, during the course of the exam he finds a questionable area of weakness. The cost of the pre-purchase exam will depend on the number of x-rays taken, but is usually between \$300 -\$600

5.4 Costs

If you decide not to buy after the exam, the horse will be shipped back to its owner at your cost. If you decide that you would like to make an offer on the horse, the trainer will negotiate on your behalf. If an agreement can be reached, you will own your horse! Payment for the horse is usually made with a Cashier's Check, made payable to the seller. Elvenstar will receive a 10% commission fee from you for the services rendered to you during the searching and buying process. This commission is standard in the industry and is due and payable on completion of the sale. You are responsible for all stabling charges, shipping and farriery incurred during the trial period.

5.5 Insurance

After you have purchased your horse, we recommend that you purchase mortality and surgical insurance, and possibly loss of use, if your horse is under 15 years old. Please ask the Elvenstar staff for insurance agent recommendations.

5.6 Stabling and Supplies

You will need to make arrangements with the barn manager for boarding and tack space. Tack lockers are subject to availability and are assigned by the barn manager.

If this is your first horse there are a number of items you will need to purchase. This is a general list of supplies. Please consult your instructor for your specific needs.

Tack

Saddle, Girth, Martingale, Bridle, Halter and Lead Rope

Grooming supplies

Brushes, Curry comb, hoof pick, mane pulling comb,

Bucket, shampoo and conditioner, sponges (soft and scrubby) , sweat scraper

Clippers (Oster A5 or similar), fly spray

Medical supplies

Thermometer, Furox spray for wounds, Swat for wounds

Furazone ointment for sweat wraps and wounds

Bute – an anti inflammatory given when the horse is sore or injured

Standing wraps for tired or sore legs (these include cotton quilts and long bandages)

Plastic wrap – for sweat wraps

Vet wrap for bandaging, Scissors

Worming paste – ask your instructor about a deworming schedule.

Horse attire

Polo wraps, splint boots, bell boots, fly sheet, fly mask, winter blanket, light day sheet, cooler

Miscellaneous items

Longe line, longe whip, crop, stud chain, extra lead rope, rags/towels, extension cord, leather cleaner and oil

Supplements

Ask your trainer about extra feed or supplements.

Showing

6 ATTENDING HORSE SHOWS

Attending a horse show can be an exhilarating experience. Elvenstar attends many different horse shows, from local Tri-Valley shows to the USA Equestrian (USAE) 'A' circuit. If you are interested in competing, here are some things you should know.

6.1 Horse Show Associations

Horse shows are run under the rules of one or more horse show associations and you **must be a member of the association** before you can compete. Your horse will need to be registered too. Consult with your trainer to decide which shows you will be entering and which associations you should join. The local associations are :

TVHSA - Tri Valley Horse Show Association

LAHSA – Los Angeles Horse Show Association

SFVHSA – San Fernando Valley Horse Show Association

In addition to the local association membership, some shows may require you to be a member of USA Equestrian (USAE) or Pacific Coast Horse show Association (PCHA). You can still compete if you pay a large non-member fee. If you plan to compete in 3 or more of these shows, it is cheaper to join the Associations.

The associations you join will send you a rule book, and premiums for each show. The premium contains all the show information – location, directions, date, start time, class listing and any other relevant information.

Each association records points from all competitions throughout the year. Members are eligible for year-end awards.

6.2 Entry Procedure

- Sign up at either the Training Barn or the Riding School – each show has a separate sign up sheet.
- Indicate if you need show prep. (see below) or not.
- Fill out the blank entry form in your premium (there are usually spare copies at the barn).
- Make sure your form has all the required signatures.
- Have your trainer check the entry (give them a copy).
- Mail your entry with any required deposits to the show office.

6.3 Preparing your Horse

- Grooming - It is of the utmost importance that your horse be properly groomed on the day of the show. The best way to insure this is by regular daily grooming, since lots of currying and brushing is best for maintaining your horse's coat. Bathing can be overdone and may leave your horse's coat dry and dull. Running water over his back will not remove dirt. Regular vigorous currying brings out the natural oils and shine, and draws out the deep down dirt which can then be brushed away.
- Clipping- if your horse requires body clipping, it should be done 2 weeks before the show. The following should be clipped regularly:

Muzzle, Throatlatch, Ears, Bridle Path, Fetlock/Pastern, White Socks.

All clipping should be done with a #10 or # 15 blade, except the muzzle and the inside of the ears, which may be clipped with a #30 blade.

- Mane pulling – do not pull the mane if you are going to a show that requires braiding. The braider will pull it. Do not pull the mane too short or it will stand up. You can train the mane to lay down by using a mane tamer, or putting a towel over the wet mane until it dries.
- Bathing – Bathe your horse with shampoo and conditioner the day before the show. *If braiding is required do not shampoo or condition the mane and the top of the tail.* Use a curry under the running water to insure all the shampoo is rinsed out. Cover your horse with a cooler while he dries if it is chilly. Do not apply show sheen to the saddle/girth area, or to the mane and tail if braiding.

Note: Body clipping and Show Preparation (mane pulling and show clipping) services are available to those of you who do not care to do it yourself.

- Shipping wraps – Use thick cotton quilts and flannel standing bandages to wrap all four legs. It is necessary to wrap masking tape around velcro closures on the bandages.
- A leather shipping halter and cotton lead rope should be left next to your horse's stall.
- If your horse is being braided overnight, leave an “ace” bandage next to his stall.
- Tack trunks must have fitted covers – a blanket is not considered a cover.

6.4 Tack

- New tack should be oiled and fitted well before the show.
- Make sure all your equipment has your name on it: brass nameplates for tack.
- All tack should be in good repair.
- The day before the show, take apart your bridle, clean thoroughly and reassemble

- Remove stirrups and leathers from saddle before cleaning.
- Clean girth and martingale.
- Scrub bit and metal parts to a shine with baking soda.
- If your horse is getting a training ride you will need to leave your bridle in the office the night before the show.
- Tack trunks must be packed and ready to go when required.

6.5 Grooming

If you are attending 'A' or 'B' shows you are required to have grooming service.

If you are grooming for yourself at a one day show you should bring the following:

Large bucket for water	White or black polo wraps
Longe line	Splint and bell boots
Sweat scraper	Sponges
Fly spray	Show Sheen
Spray bottle of water	Cooler
Hoof oil	Clean rags or towels
Vet wrap	Liniment for horse's legs
Sheet cotton and duct tape	Furacine

You should take these items to every show, even though you will not use them every time.

6.6 Braiding

Generally, it is only 'A' shows and medal finals that require braiding. The trainers will let you know when it is necessary. The cost of braiding can vary. If the braider has to pull the mane, you may be charged for that too. Manes can sometimes stay in for 2 days, but tails should never be left in overnight.

6.7 Apparel

For the horse

- clean white saddle pad
- clean polo wraps – white for grays and chestnuts, black for bays and black horses
- leather equitation boots

For the rider

- Polish boots, spurs and spur straps
- Hair up in a hair net
- Breeches or jodhpurs must be beige
- Navy or dark green hunt coat
- Children 11 and under riding in jodhpurs must wear leather garters
- Shirt (ratcatcher) may be short sleeved, however a long sleeved shirt looks nicer under the coat. Detachable collars are best and should be embroidered – no pins.
- Boots – tall boots for adults and teens. Paddock boots for children.
- Helmets must be ASTM/SEI Approved: black velvet or GPA style only

Remember that your turn out as a rider is very important. Make sure your apparel is clean and neat. Both you and your horse need to look beautiful and carefully groomed.

6.8 At the Show

Make sure you are at the showgrounds early, allowing yourself extra time to organize and relax. Check in with your trainers. They may be able to give you a better idea of the time your classes will start.

Go to the show office, where you will need to leave an open check, collect your number and check for any class schedule changes.

You can check the numbers of entries in the classes before yours, to give you an estimate of the time until your class. Allow 2 minutes for each rider in each class. For instance, 4 classes with 6 riders in each class is 24 rounds. At 2 minutes per round you have 48 minutes (approximately!!) to wait. Please remember that any delays will add to your wait time, and classes may be canceled if there are insufficient entries, so be aware of what is happening in your ring.

If you are grooming for yourself, you will need to do the following:

- Longe your horse (if necessary) approx. 1 hour before the first class of the day
- Give your horse a bucket of water and a full hay net. Make sure the hay net is hung properly.
- Groom and tack up in plenty of time to warm up.

Make sure you have

- a towel to shine your boots,
- brush, rag and a spray bottle of rubbing alcohol to remove sweat marks and groom your horse.
- Hoof oil to polish your horse's hooves
- You may want to take some water to the ring if you have several classes in a row.

Between classes you may need to hold your horse or tie him to the trailer. If your horse is tied, you must check repeatedly that he has ample water and hay. It is important to offer water frequently as horses take about the same amount each time they drink. As the temperature rises, they will drink more frequently.

If you are showing on the 'A' or 'B' circuit you will be required to use Elvenstar's grooming service.

Longeing, feeding, watering, grooming and tacking up will be done for you, and your horse will be cared for after your class. Please refer to the current show fees price list for grooming costs. If you feel your groomer has done a good job, a tip is always appreciated.

6.9 Warming Up

Give yourself time to warm up. You may enter the warm - up ring at any time, but you may not begin jumping until your trainer is there to supervise you.

Stay off your horse's back as much as possible between classes. He is working hard for you and will appreciate the rest.

6.10 The Back Gate.

The courses for all classes are posted near the Back Gate. Take some time to learn your course before you compete. If you are competing in a Medal class the order of go will also be posted here. Tell your trainer where you are in the line up, so they can be there to help you when needed.

The gate steward (who may also do the announcing) is responsible for keeping the classes moving. When you have warmed up and are ready for your round, give the steward your number and he /she will tell you when you can go in. Do not leave the gate area once you have signed in. You must not enter the ring without your trainer. If

you or your trainer are required in another ring tell the steward so he can accommodate you if possible.

If the class is very large you may be asked to sign in at the back gate in groups of 4 or 5 riders, in advance of your class. Ask your trainer which group you should go in, time your warm-up accordingly, and be ready to go when your group is called.

If you decide to withdraw from a particular class or add a new one, you will need to do so at the Show Office. They will give you an Add/Scratch form to give to the back gate (you may be charged a fee for this).

6.11 Horse Show Etiquette

We are proud of our reputation among show officials for having clients that are good sports, cooperative and polite. This reputation has been built over the many years we have been doing business together. Naturally, we want to maintain our outstanding reputation and good working relationship with the show officials, so it is important that everyone showing from Elvenstar conduct themselves in accordance with USAE rules as well as the general rules of show etiquette.

Be polite and considerate at all times when dealing with the gate stewards and show secretaries. You are only one of many people they have to deal with during the day. Recognize that they may be tired, but they are trying to do a good job so please be patient and cooperative.

Addressing the judge: while it may seem reasonable to voice your unhappiness over a judge's decision, doing so is both against USAE rules and not acceptable conduct for clients of Elvenstar. **It is against USAE rules to talk to the judge without first receiving permission from the show steward and the judge.**

Only Elvenstar instructors may request to address the judge, and this will happen rarely. Our experienced trainers usually understand a judge's decision and can explain it to our students. We understand that judging is subjective and we must accept the judge's decision.

Keep your trainer informed: Our trainers are usually working with several students at one time. They may also need to move between rings. You can help by keeping them informed of your schedule, particularly if there are sudden changes (such as a class being canceled) and being patient!

Sportsmanship: Elvenstar expects good sportsmanship at all times. Support your team members by being at the ring when they ride, congratulating them when they do well, and commiserating with them when they don't. Help out by offering to fetch something from the trailer, shining boots, or getting a drink of water.

Parent Policies: In order to maintain an atmosphere of athletic preparation, parents or guardians are not permitted at the back gate of the show ring. Your child, as a competitor, needs the full benefit of their trainer's comments and can be distracted by the presence of their parents at the back gate. Please feel free to watch the warm-up

from outside the warm-up ring. You may watch the round from the spectator area. Do not stand next to the trainers during the classes.

Allow the trainer and your child 3-5 minutes after the completion of the course to critique and review the round. This will also allow the competitor to mentally review his/her performance.

If your child is evidently ill in some way, such as over-heating, we will immediately call for your assistance. However, emotional frustration due to a mistake on course does not constitute illness, therefore parents need to allow their child-athlete time to reflect on their round and mentally prepare for the next class.

6.12 After the Show

If you do not have grooming service, you will need to wrap your horse's legs for the journey home – you can apply liniment before the wraps.

Check that you have all your belongings before you leave, and pick up any trash in the trailer area.

At home – leave the shipping wraps on or replace them with standing wraps.

Give your horse his usual supplements and medications. Discuss with your trainer if extra medications are required or not.

The day after- remove your horse's wraps and take him for a walk or turn him out.

6.13 Medication Policy

Do not give any medication to your horse without consulting your trainer. Some commonly used drugs are illegal or have a legal limit on the dose.

Medication at multi-day shows is done by the trainers. They will make every effort to inform you of any changes to your horse's medications. Rest assured that with their experience knowledge and expertise, they will make informed reasoned decisions regarding your equine athlete's health.

Rules and Code of Conduct

7 RULES AND CODE OF CONDUCT

Elvenstar Farm is committed to providing you with a fun friendly and safe experience. In order to maintain the outstanding quality of horses, horsemanship, and beautiful surroundings, we ask that you abide by the following rules and expected code of conduct. You will be asked to sign a copy of these rules and a release form before your first ride.

7.1 Student rules

1. Every student must have a signed release form (if under 18 years old) and a completed student information card prior to mounting or riding at Elvenstar Farm.
2. Students must sign in and pay **before** each lesson. Please remember to sign and date the envelopes when paying by cash.
3. Students must be mounted and prepared to enter the ring at the scheduled class commencement time. For customer service and rider/horse safety, late arrivals are not permitted.
4. If you miss a scheduled lesson without phoning to cancel at least two hours prior to the lesson, you will be charged a \$10.00 fee.
5. No one may mount or ride without a harnessed safety helmet. **No exceptions!**
6. Students are required to dress appropriately for riding. Breeches and jeans are acceptable: shorts are not. Blouses or shirts are required and should be tucked into breeches. For safety purposes, shoes must have heels and hard/slick soles. Boots or paddock boots are the most appropriate footwear and are mandatory in jumping classes. Tennis shoes (preferably high top) are allowed in walk/trot classes only. Students not attired properly will not be allowed to participate in classes.
7. No gum chewing while riding.
8. When grooming your horse, be thorough, including picking hooves. Please pay special attention to their back and girth areas to prevent saddle sores. Elvenstar staff members are always eager to help you should you like some assistance.
9. Always leave irons up until your horse has left the cross ties and run them back up before entering the cross ties.
10. Never cross tie your horse to the bridle or the bit. Either remove the bridle and tie to the halter or place the halter over the bridle.
11. Do not mount or dismount your horse in the cross ties.
12. Do not put horses away hot or sweaty. If they are not being used again please clean them up before returning them to their paddock.

13. Please keep the tack room clean:

- use the bridle designated for your horse
- hang up all halters and bridles properly
- put saddles and blankets on the saddle racks. Please be sure to run up the irons and remove girths.
- Girths are stored by size
- return all grooming tools to the cart

14. No one may jump without a trainer (this includes ground poles).

15. Jumps may not be moved or adjusted by any one except instructors.

16. No one may ride double.

17. No one 12 years of age or younger may ride without parent, guardian or trainer supervision.

18. Please remember **SAFETY FIRST!** Keep your eyes open and be courteous to other students and horses.

7.2 Junior Students' Code of Conduct

In addition to the general student rules, junior students are required to observe the following rules.

1. Be courteous to all members of the Elvenstar community.
2. Respect other people's property. You must have their permission to borrow anything. Return it in the condition it was given to you.
3. Good sportsmanship and horsemanship are expected at all times.
4. Be helpful to those around you.
5. Keep the locker rooms clean and tidy and free from trash.
6. The following behaviors are expressly forbidden
 - Foul language.
 - Formation of cliques that deliberately and actively exclude other students.
 - Physical or verbal abuse and bullying of any kind.
 - Discussion of inappropriate topics.

7.3 Stable Rules

7.3.1 Health and Safety

1. All persons must sign a General Release form prior to mounting- guests included.
2. No one under the age of 18 may mount or ride without a harnessed safety helmet. Furthermore no one of any age may jump without a harnessed safety helmet and a Trainer. *No exceptions!*
3. For safety reasons people are required to be appropriately attired whenever working with horses. At a minimum boots are required, and when riding legs must be covered and shirts must be worn.
4. Do not mount or dismount your horse in the cross-ties.
5. No one may jump without a trainer present.
6. Jumps may not be moved or adjusted by anyone except Instructors.
7. No one under 12 is to be left at Elvenstar unsupervised by an adult family member, guardian or instructor. Those parents who wish to leave their minor, who own or lease a horse, may do so for up to three consecutive hours, provided they have signed a release indicating their permission and understanding that Elvenstar will not assume any supervisory/guardian type responsibilities.
8. All horse must be vaccinated and wormed biannually.

7.3.2 General Facility Rules

1. Riding always takes preference over turnouts.
2. Turnouts are allowed under the following conditions:
 - horses are not to be turned out and left unattended during lesson times;
 - turnouts are to be limited to 15 minutes if others are waiting;
 - children (17 and under) are not allowed in the ring during turnouts;
 - do not chase, whip or throw items at horses.
3. Switching tack rooms, stalls, corrals or pastures without management approval is not permitted.
4. No one is to help themselves to feed or bedding. If you have a problem please check with management.
5. Borrowing tack or equipment without the owner's permission is not permitted.
6. Any damage caused to Elvenstar due to owner's negligence will be charged to owner.
7. In an effort to conserve, please turn off all lights and water faucets when no longer needed and limit bathing time to 10 minutes.

8. Office phones are for business use only.
9. Please walk horses on driveways.
10. Please stay off landscaped areas.
11. Do not leave buckets, feed, tack, or brush boxes in barn aisles. You may leave one blanket and halter when needed.
12. Vehicles may be parked only in designated areas.
13. Horse trailers may be parked in assigned spaces only.
14. Cross-tie areas must be kept clean and neat. It is the responsibility of the rider to sweep after their own horse.
15. Locker rooms must be kept tidy, neat and free of clutter and trash. Use of this facility is a privilege which will be revoked if abuses of the policy continue.
16. The Hot Walker is available only through the Training office, for a fee.
17. No drinking of alcoholic beverages on the property.

7.3.3 Guest Policy

1. It is Elvenstar policy that in order to ride on Elvenstar property the rider must be actively involved in our riding program taking one lesson per week. If you own or lease a horse, only you or other family members that have been approved by Elvenstar may ride the horse.
2. Please do not bring guests or visitors and allow them to ride your horse. This is unsafe and against Elvenstar rules. If you have a special circumstance and would like approval for a guest rider, please request this in writing in advance documenting the proposed rider's previous riding experience, as well as the dates you would like them to ride. If management deems the guest capable of riding safely within the rules, temporary permission may be granted subject to a General Release Form being signed. We are committed to providing you and your family with a fun and friendly environment and believe that safety is the underlying foundation to build on, thus we insist on protecting you from unsafe riders. We deem this rule to be so crucial that any violation will result in immediate expulsion from Elvenstar.