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# Normantown Equestrian Center Show Team Manual

January, 2018

# Table of Contents

Page

## Show Team Rules

1 Overview	1
2 Participation Requirements	1
3 Training	1
4 Schooling Shows	1
5 PTS Shows	1
6 Tryouts	1
7 Attire	2
8 Conduct	2-3
9 Team Rules	3
10 Parent Commitment	3

## Appendix of Forms

- Appendix A: Show Options Sheet
- Appendix B: Lesson Riding Skill Checklist
- Appendix C: Registration Forms

# Show Team Rules

## **1 Overview**

The Normantown Equestrian Center (NTEC) Show Team provides students with an opportunity to put their riding skills to use through competition at local, unrated shows. The show season begins in April and ends in November. Participants will develop stronger riding, horsemanship, and sportsmanship skills in addition to learning more about the equine world.

## **2 Participation Requirements For All Off Property Shows**

- Must be a current NTEC student
- Must ride at a level 3 or above
- Must take a minimum of 3 private lessons per month year round and have been consistently taking lessons in this manner for the past year.
  - Riders are encouraged to take 2 lessons per week and/or participate in share boarding as more time in the saddle accelerates improvement.
- Must be up to date on all payments.
- Must attend the annual show team meeting.

## **3 Training**

- Instructors will decide on the level of competition you can participate in based on your riding level
- Barn manager will have final say as to which school horses will be used for competition.
- Barn manager has prerogative to make adjustments to horse/rider combinations as well as the show schedule and arrangements. Notice will be given to all participants affected by any changes that are made.

## **4 Schooling Shows (not at NTEC)**

Various local barns hold schooling shows similar to those held at Normantown. These provide a great opportunity for students to compete off property and add to their riding experience.

## **5 PTS Shows**

The Place to Start (PTS) show circuit is the highest level of competition offered to NTEC students. In addition to the participant requirements listed above, those who wish to show this circuit must:

- Own or currently share board the horse he or she will be showing.
- Share board the horse for the entirety of the show season.
- Commit to participating in 3 shows

## **6 Tryouts**

An annual meeting will be held prior to the start of the show season to gauge interest in participation. The meeting date will be posted in the barn and on Facebook. A sign-up sheet with a list of shows and show dates will be available at the meeting. Tryouts will be held if there is more interest than space available. The maximum participants on the team will depend on the number of individuals needing to utilize NTEC stock and limited trailering space. Other trailering options may be available and would be at the owners risk and expense. A tryout date will be posted and will be run as follows:

- Riders will be split into levels.
- Riders will randomly draw a horse to ride in his/her tryout.
- A group of current instructors will evaluate riders on a person to person basis based on completion of proficiency thresholds established in the Lesson Riding Skill Checklist (See: Appendix B) and select those who will be able to participate on the show team.
- Each element on the checklist will receive a score of 1-10, with a 10 being perfect form.
- Those with the highest scores will be selected for the show team.
- If a tie occurs, riders will be asked to switch horses for a tie breaker.
- Instructors will decide the level of competition you can participate in based on your riding level.
- Scorecards will be available to all who tryout.

## 7

### **Attire**

Schooling days and schooling show attire:

- NTEC polo shirt
- NTEC jacket
- Neutral colored breeches
- Leather belt
- Tall boots or paddock boots with half chaps
- Black safety approved helmet.

For PTS shows, proper, well-fitting, instructor approved show attire is required. (provided by participant):

- Tan breeches
- Tall boots
- Black riding gloves
- Hair net
- Leather belt
- Navy or black hunt jacket
- Neutral colored show shirt
- Black safety approved show helmet; helmet must not have a plastic exterior

## 8

### **Conduct**

Appropriate behavior is expected from all patrons, participants, and observers in programs and in facilities to protect the enjoyment and safety of all patrons. Behaviors that will not be acceptable include, but are not limited to, the following:

- Endangering the health and safety of other participants, patrons, observers, staff, or volunteers.
- Disrupting a program or creating a disturbance at a facility.
- Continuous refusal to follow program and/or facility rules and guidelines.
- Use of verbal harassment, profanity, vulgarity, obscenity or racial slurs.
- Blatant disrespect of staff, volunteers and program or facility rules and guidelines.
- Damage, vandalism, or theft of private or Park District facilities, equipment or supplies.
- Possession or use of illegal substances or medication, including the use of alcohol or smoking where prohibited.
- Inappropriate or offensive dress, including, but not limited to dress which is too revealing and clothing which displays obscene or offensive words or pictures.
- Possession or threat of a weapon.
- Gang activity including display or possession of symbols, hand signals, soliciting membership, intimidating or threatening any individual, wearing or displaying colors or items of dress, etc.
- Inappropriate display of affection, including but not limited to prolonged kissing and touching or any private area of the body.

All program participants are expected to behave appropriately and follow the rules of the program and facility.

- A participant will receive written notice for inappropriate behavior, and in the case of a minor, a copy of the notice will be provided to such minor's parent/guardian.
- If a participant receives three notices of inappropriate behavior, or if the participant is involved in one severe incident, as determined by Park District staff, the participant may no longer participate in the program until a meeting is scheduled and held.
- The participant, a parent / guardian if the participant is a minor, the program instructor, the program supervisor and any other persons, whom the Park District considers necessary for a resolution of the inappropriate behavior, shall be present at such meeting.
- At the meeting, the question of continued participation in the program will be considered and, primarily for minor participants, a Behavior Contract may be prepared as a condition of continued participation. Such a Behavior Contract will be personalized to the circumstances and the participant, and will include specific expectations and consequences for failure to meet such expectations, including possible suspension and /or termination from program participation.

- Inappropriate behavior by any participant over 18 years of age may result in more rapid progress toward suspension or termination from program participation.
- Any participant that receives a suspension and is permitted to return to the program does on the “zero tolerance” basis. Any further incident will result in immediate termination of that individual.
- Termination of participation may carry from program to program pending the severity of the issue as determined by the Park District.

In addition to the Plainfield Park District Behavior Policy established above, all show participants regardless of role or position will follow the additional Show Team rules below:

- Participants will be respectful to instructors, parents, horses, and each other.
- Treat fellow competitors with utmost respect and tolerance even if you do not get the same respect in return. A good rule of thumb is to treat competitors as you would like to be treated.
- Show respect for the judges and their decisions even if you do not agree with them.
- Admit when you make a mistake.
- Acknowledge victories humbly without humiliating opponents.
- Compliment opponents.
- Accept the outcome of the show without complaints or excuses.
- Understand that in sports as in life, you may not always win but you can learn from every experience
- Participants must show a commitment to the horses they show by providing excellent care before, during, and after competitions.
- Riders who treat their horses poorly will not be tolerated.

## **9 Team Rules**

- School horses may not compete in classes with jumps higher than 2’3”.
- There can only be 2 riders per horse per show. Horse usage conflicts will be resolved by the Instructors and/or the Manager.
- Participants are required to help prepare the horses and tack before the show. This includes but is not limited to: bathing the horse, cleaning tack, and loading the trailer.
- Must attend schooling the day before the show.
- Failure to participate in show preparation and schooling will result in not being able to participate at the event.
- There needs to be a minimum of 2 horses going to a show in order for NTEC to attend the event.
- PPD/NTEC does not provide participant transportation to and from events.

## **10 Parent Commitment**

Congrats on providing your children with the amazing and unique opportunity to be involved with horses! It has been proven that working with horses helps develop lifelong traits such as responsibility, respect, compassion, sportsmanship, and confidence. With that being said, there are also some things that need to be understood about this sport:

1. It requires a financial commitment. Horses require a lot of maintenance and there are many expenses involved in caring for and showing them such as: food, shavings, veterinary care, riding and showing equipment, truck, trailer, and the labor for daily care. All of these things go into the cost of riding, owning, and showing. There are also extra expenses to enter competitions.
2. It involves hard work and sacrifices. Horses require a lot of time. This means at some point activities will have to be prioritized and a decision will need to be made if there is a desire to improve and be more competitive.
3. It is humbling. Horses have their own mind so they will not always be cooperative. No matter how hard you practice there will be times your horse has a bad day and things don’t go as planned. There will be many highs and lows, but also many valuable experiences and life lessons.
4. It can be one of the most rewarding experiences. There are no words to explain the incredible bond that forms between horse and rider. A state of co-being is often developed after logging hours in and out of the saddle. The journey of creating this bond and seeing progress is unique to the sport.

# Show Team Show Options

## Park District Fees

Horse Usage	\$60 per show day
Trainer Fee (schooling day too)	\$50 per day
Trailering (split among riders of horse)	\$1.50 per mile
Training Ride	\$45 per ride
Trainer Hotel (if applicable)	Split among participants
NTEC Polo Shirt (required)	\$30
NTEC Jacket (required)	\$65
Administrative Fee	\$20

- Horse usage fees are for anyone showing a PPD owned horse off property and are charged per show day (not charged on schooling days). This fee is not split among riders sharing a horse.
- Trainer fees are for the instruction and assistance received from NTEC staff at the shows. These are charged on schooling and show days. The fee is per person per day and is not split among riders sharing a horse.
- Trailering fees cover transportation of the horses to and from the show. The fee will be charged per loaded mile. This fee will be split among riders sharing a horse. For example, if a show is 20 miles round trip and 2 riders are sharing a horse it would be a total of \$15 per person (20 miles x \$1.50 per mile= \$30 divided by 2 riders).
- Training rides are for those who lease or own a horse that needs training to be competitive for show season. The amount of rides needed depends on the horse.
- Administrative fees are a one-time occurrence paid at the beginning of each show season.
- The polo and jacket are required by anyone traveling to shows off property.
- The above fees are remitted to NTEC/PPD. The show facilities charge additional fees payable to the particular barn.

## **Normantown Shows**

These shows are held at Normantown and available to **all** current lesson students. You do not need to be on the show team to participate.

### **2018 Show Dates**

- May 12
- June 2
- August 4
- September 29
- October 27 (Halloween Fun Show)

### **Fees**

- \$9 per class
- \$25 Horse Usage
- \$5 Office Fee

Example: Participant rides in 10 classes at a Normantown show. This is \$90 in class fees, \$25 for the horse usage, and \$5 for the office fee. The grand total would be \$120.

## **Off Property Shows**

### **Place to Start Shows (<http://www.ptssshows.com>)**

Crosswinds Farm; Marengo, IL  
Fields and Fences; Gurnee, IL  
Hunter/Jumper Shows

### **2018 Show Dates**

- April 22 Warm up Show @ Crosswinds
- May 20 @ Fields and Fences
- June 17<sup>th</sup> @ Fields and Fences
- July 8<sup>th</sup> @ Crosswinds
- August 12<sup>th</sup> @ Crosswinds
- September 16<sup>th</sup> @ Fields and Fences
- October 6 and 7<sup>th</sup> @ Crosswinds

### **Typical Fees**

- \$75 Stall Fee includes 1 bag of shavings
- \$8 per bag of shavings
- \$15 Per Class
- \$15 Office Fee
- \$45 Minimum class fee (must pay at least this much for classes)
- \$150 Trailering to Crosswinds Farm
- \$200 Trailering to Fields and Fences

Example:

Participant takes her own horse (using PPD for trailering) to Fields and fences. She needs 3 bags of shavings for her stall. She shows in 3 classes. Trainer stays in hotel for one night. 3 students show that weekend.

PPD Fees: \$100 trainer fee  
\$200 trailering fee  
\$ 50 trainer hotel (split 3 ways)  
**TOTAL: \$350**

Fields and Fences Fees: \$75 stall  
\$16 shavings  
\$45 class fees (3 classes)  
\$15 Office fees  
**TOTAL: \$151**

Grand total of \$501 to participate. Please note this does not include braiding the horse, meals or a hotel room for those wishing to spend the night closer to the show facility.

### **Additional Shows**

There are various other barns and associations that host shows throughout the year. Those on the show team will be notified of these options as they become available.

### **NTEC Shareboarding Options:**

NTEC has a limited number of horses available for lease. The NTEC manager will determine which horses are available. You must commit to showing on the PTS circuit in order to lease. There will only be 1 leaser per horse. In the event that more than one student wishes to lease the same horse, first choice will be given to the student with the highest level of commitment (i.e. is taking multiple lessons per week and planning on showing the entire PTS circuit). Leases are month to month and priced as follows:

#### **Option 1**

- \$250 per month
- Must take 2 lessons per week (lessee pays boarder rate)

#### **Option 2**

- \$350 per month
- Must take 1 lesson per week (lessee pays boarder rate)

Specific details are outlined in the shareboarding/leasing agreement.

# GROUNDWORK CHECKLIST

SKILL	Check Mark	Notes
<b>Halter a horse</b>		
<b>Leading</b>		
-Knows what side to walk on		
-Start and stop		
-Lead to crossties		
-Can lead through cones		
<b>Grooming</b>		
-Knows what the brushes are called		
-Knows brush order and how to use them		
<b>Picking Feet</b>		
-Knows how to safely pick up and hold a horse's foot		
-Can clean all of the dirt out if strong enough. If help is needed they can tell when a hoof is clean		
<b>Tacking</b>		
-Knows difference between English and Western		
-Knows what equipment is needed		
-Knows how to properly put tack on		
-Knows how to properly adjust tack (buckles on bridle, stirrups, and girth/cinch)		
<b>Blanketing</b>		
-Knows how to properly remove a blanket		
-Knows how to properly put on a blanket		

## LEVEL 1: BEFORE WALKING

SKILL	Check Mark	Notes
<b>Mounting</b>		
-Knows what side to mount and remembers to check girth tightness		
-Can correctly and safely walk horse to mounting block		
-Puts stirrups down and knows rule of thumb as to how long they should be (can adjust them)		
-Mounts horse quietly		
-Doesn't let go of reins during the entire process		
<b>Rider Position/Control</b>		
-Knows how to hold reins properly		
-Knows how to properly adjust reins		
-Knows proper sitting position (ears, shoulder, hip, heel)		
-Knows riding aids (seat, leg, hands, voice)		
-Knows how to make horse walk		
-Knows how to make the horse stop		
-Knows how to make the horse turn		
<b>Dismounting</b>		
-Knows which side to properly dismount towards		
-Keeps control of the reins/horse while dismounting		

## LEVEL 2: BEFORE TROTTING

SKILL	Check Mark	Notes
<b>Balance Exercises</b>		
- Posting at a walk		
- Standing in stirrups (for length of arena without falling)		
- Can drop irons and pick them back up without stopping		
<b>Rider Position/Control</b>		
-Can keep proper position while walking		
-Can adjust reins while moving		
-Can keep hands separate from body while steering		
-Can keep heels down		
- Can steer a figure eight		
-Can start and stop the horse with ease		

## LEVEL 3: BEFORE CANTERING

SKILL	Check Mark	Notes
<b>Balance Exercises</b>		
- Stand 2 sit 1 once around arena without losing the rhythm		
- Hold 2 point position once around the arena		
- Sit 2 every 5 strides		
- Sitting trot for the length of the arena with good balance and quiet hands		
- Can trot without stirrups and maintain a balanced position		
- Can drop stirrups at a trot and pick them up without halting		
- Can ride with one arm out and one hand on the reins at a walk and trot in both directions		
- Can keep proper position and balance during all exercises above		
<b>Rider Position/Control</b>		
- Knows diagonals		
- Has excellent position at the trot (heels always down, quiet hands, good seat etc.)		
- Can trot a course of poles		
- Can perform transitions at cones and/or in between poles		
- Can steer a figure eight at a trot		
- Can perform a serpentine with correct diagonals		

## LEVEL 4: BEFORE JUMPING

SKILL	Check Mark	Notes
<b>Balance Exercises</b>		
-Can properly sit a canter		
-Can hold a 2 point once around the arena at a canter		
-Can do a half seat once around the arena at the canter		
-Can canter without stirrups		
<b>Rider Position/Control</b>		
-Can properly use corners		
-Knows what a lead is		
-Can tell when he/she is on the correct lead		
-Knows how to change leads		
-Can keep the horse in a canter for extended periods of time		
-Can canter a circle		
-Can canter a course of poles while demonstrating lead changes		
-Knows how to correctly count strides		



## NTEC Show Team Registration Form

Participant Information:

Name	
Address	
City, State, Zip	
Phone Number	(      )                      -
E-mail Address	

Parent or Guardian Information (for minors under 18 years of age)

Name	
Address	
City, State, Zip	
Phone Number	(      )                      -
E-mail Address	

Riding Experience:

How many years have you taken riding lessons?	
Where have you taken riding lessons?	
What instructor(s) have you taken lessons with?	
How frequently do you take riding lessons?	
What style of riding do you do?	
What is the highest level of riding you have done?	Walk      Trot      Canter      Jump
Have you competed before?	YES                      NO
If so, where and what type of competitions?	

Please list the goals you'd like to accomplish this show season:

# Plainfield Park District Registration Form

**Return this form to the Plainfield Park District by Mail, 24 Hour Drop Box, or Walk-in Recreation / Administration Center • 23729 W. Ottawa Street, Plainfield, IL 60544**

Family Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Name of Father (for minors 18&under): \_\_\_\_\_ Name of Mother (for minors 18&under): \_\_\_\_\_  
 Home #: \_\_\_\_\_ Work #: \_\_\_\_\_  
 Cell #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Subdivision: \_\_\_\_\_  
 Emergency Contact: \_\_\_\_\_ Emergency Number: \_\_\_\_\_  
 Would you like to donate to the Friends of Plainfield Park District Foundation? (please check)  YES  NO Amount: \$ \_\_\_\_\_

(Program #: 92414)

PARTICIPANT'S NAME (First and Last)	PROGRAM NUMBER	PROGRAM NAME	FEE	SEX	BIRTH DATE	AGE	GRADE

**Refund Policy: Service Charge of \$5.00 | Refund/Transfer requests may be made up to five (5) business days prior to the start of a class. A \$5.00 service charge will be deducted from all refunds except for those canceled by the Park District. Refund requests received after the deadline will be honored only for certified medical reasons, moving from the district, or those that qualify for a program guarantee refund.**

**Plainfield Park District Waiver**

Please read this form carefully and be aware that in signing up and participating in this program / activity, you will be expressly assuming the risk and legal liability and waving and releasing all claims for injuries, damages or loss which you or your minor child / ward might sustain as a result of participating in any and all activities connected with and associated with this program / activity (including transportation services / vehicle operation, when provided).

I recognize and acknowledge that there are certain risks of physical injury to participants in this program / activity and I voluntarily agree to assume the full risk of any and all injuries, damages or loss regardless of severity, that my minor child / ward or I sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child / ward may have (or accrue to me or my minor child / ward) as a result of participating in this program / activity against the Plainfield Park District, including its officials, agents, volunteers, contractors and employees (hereinafter collectively referred to as "Plainfield Park District").

I do hereby fully release and discharge the Plainfield Park District from any and all claims for injuries, damages or loss sustained by anyone arising out of, connected with, or in any way associated with this program / activity.

I understand the nature of this program and have read and fully understand the above important information, warning of risk, assumption of risk and waiver release of all claims.

**Permissions To Photograph and Videotape Participants Is Authorized By Your Signature On This Waiver.**

By signing this waiver, I understand that my child / ward or I may be photographed or videotaped at any Plainfield Park District program, event, or facility. I give permission for photographs and videotapes of my child / ward or me to be used to promote the Park District through press releases, brochures, the web site, contests the Park District may enter and other promotional materials. Such photographs and videotapes will remain the property of the Plainfield Park District. Please tell the instructor and photographer if you do not want to be photographed.

X \_\_\_\_\_

Signature of Participant or Signature of Parent or Guardian Required (if participant is under 18 years of age)

**Inclusion Information**

If you or a family member would like to enroll in a Park District program and need assistance under the Americans with Disabilities Act, simply request additional services by marking the ADA section below. Inclusion services are available to people who need physical assistance, adaptations, accommodations, and support necessary to allow for social, mental, and emotional inclusion. Inclusion requests will be forwarded to LCSRA, who will work to find the appropriate assistance. Please provide at least two weeks notice prior to the start of the program date for an inclusion request.

Americans with Disabilities Act special needs?  YES  NO Full Name of Participant: \_\_\_\_\_

A.D.A. Statement: The Plainfield Park District intends to comply with the intent and spirit of the Americans with Disabilities Act. If you need special accommodations, please call (815) 436-8812 so we may make the necessary arrangements for you.

arrangements

Any allergies, special accommodations or Inclusion needed? (please check)  YES  NO If Yes, Full Name of Participant: \_\_\_\_\_

**Normantown Trails Equestrian Center**  
12151 S. Normantown Rd., Plainfield, Illinois  
815-254-1950

**Release and Hold Harmless Agreement**

I, \_\_\_\_\_, as a participant in equine activities on the property of Normantown Trails Equestrian Center (NTEC), a Plainfield Park District facility, acknowledge that it is recognized that equine activities are hazardous to participants, regardless of all feasible safety measures that can be taken. These risks may include, but are not limited to, damage to personal property, illness, bodily injury, trauma, or death resulting from a fall or while working with equipment or while being in close proximity to horses.

I acknowledge that each participant who engages in an equine activity expressly assumes the risk of and legal responsibility for injury, loss, or damage to the participant or the participant's property that results from participating in an equine activity, except in specific situations as set forth in Section 20 of the Equine Activity Liability Act, [IL ST CH 745 § 47/1](#).

I acknowledge that each participant shall have sole individual responsibility for knowing the range of his or her own ability to manage, care for, and control a particular horse or perform a particular equine activity, and it shall be the duty of each participant to act within the limits of the participant's own ability, to maintain reasonable control of the particular horse or horses at all times while participating in an equine activity, to heed all posted warnings, to perform equine activities only in an area or in facilities designated by the horseman, and to refrain from acting in a manner that may cause or contribute to the injury of anyone.

Therefore, I execute this release assuming responsibility for the risks of engaging in equine activities. This release gives notice to me, the participant, or my parent or my guardian, of the risks of engaging in equine activities, including (i) the propensity of an equine to behave in dangerous ways that may result in injury to the participant, (ii) the inability to predict an equine's reaction to sound, movements, objects, persons, or animals, and (iii) the hazards of surface or subsurface conditions. This release shall remain valid until expressly revoked in writing by the participant or, if a minor, the parent or guardian.

I agree to indemnify, release and hold harmless NTEC, the owner of the horse I am riding, their agents, employees, trainers, instructors, volunteers, or their respective heirs and further release them from any liability or responsibility for any accident, injury, illness, damage, or death to myself or to any employee or person accompanying me while on NTEC's premises.

I acknowledge that I have read, fully understand and agree to the assumption of risk, waiver, release, hold harmless and indemnification terms set forth above.

Signature	Date
Name (Printed)	Phone
Address	
Signature of Parent or Guardian (If under 18)	Relationship

**WARNING**

**Under the Equine Activity Liability Act, each participant who engages in an equine activity expressly assumes the risks of engaging in and legal responsibility for injury, loss, or damage to person or property resulting from the risk of equine activities.**