



## **Bridlespur Tips & Show Office Procedures**

The health and well-being of our exhibitors, staff and officials is of utmost importance to Bridlespur Hunt. To ensure we can provide the safest and most comfortable experience for all attendees, we have developed our own Health and Safety Protocol that will be implemented at the show and will be followed in addition to the USEF Action Plan for Returning to Competition.

To help everyone adjust to the new “normal” and to make your experience the smoothest possible, we have compiled the following list of Bridlespur Tips to guide you through our protocol and the new online features we are introducing. Our goal is to help you plan and pre-plan for everything you will need while at the National Equestrian Center! Use our online systems to order feed and bedding, add and scratch classes, submit horse health and vaccination information, contact a show secretary or reach the stabling office (stabling assignments will be published by Friday June 19). During the show, you will receive scheduling updates via text.

Please read the following pages to help you use our online systems before, during and after the show. Of course, the show office will be open every day to help with anything you may need, whether entries and show needs, or dining and area information!

We look forward to seeing you at Bridlespur Horse Show!

### **Show Office Quick Tips**

- Please use the Appointment Scheduler to check in and out. Everyone will be given an appointment--link to be provided
- Show Office capacity will be limited to one person per secretary
- Exhibitors will be asked to form a line outside if office is at capacity
- Please follow the one-way traffic through the In and Out doors
- Please only one person per trainer group at a time - no non-essential individuals
- Please no dogs
- Please wear a mask or other face covering

## **Bridlespur Show Tips – At-a-Glance**

### 1. Enter Online

Use our Online Entry System through the [Horse Shows Online](https://horseshowsonline.com/?ShowDetails?ShowGUID=9398e78e-f0fd-4ede-9ff7-c91a23240416) platform to submit entries. This is the best way to be sure we have the most accurate and complete information, saving time at check-in and checkout! <https://horseshowsonline.com/?ShowDetails?ShowGUID=9398e78e-f0fd-4ede-9ff7-c91a23240416>

2. You may still enter by mail to Kelly McFaul 206 S. Lark Ln., Wichita KS 67209, but please include copies of all paperwork. Email [kellymcf@aol.com](mailto:kellymcf@aol.com)

***Bridlespur Tip:*** *Submit entries prior to the show so we can contact you ahead of time if more information is needed.*

3. Submit Pre-Show Paperwork--horse ASHA registration and UPHA numbers where applicable

Submit your horse Health Declaration and Coggins to us prior to the show.

***Bridlespur Tip:*** *Include the trainer name in the subject line so we can easily match up your records and contact you if we have any questions!*

### 3. Submit new USEF Requirements

In response to current conditions, USEF has updated their Entry Agreement and added a new Waiver and Release Form. Every Owner, Rider and Trainer must sign these forms. Use the same [horseshowsonline.com](https://horseshowsonline.com) link as your entries. OR Sign electronically by typing your name on the signature line and email back to us before the show. You may also sign these forms in the show office upon your arrival.

***Bridlespur Tip:*** *Send the new waiver to everyone in your barn who will be participating in the show so they will be ready before arrival, and can quickly receive their armbands. Include the trainer name in the subject line so we can easily match up your records and contact you if we have any questions!*

### 4. Get your Stabling Assignment

Check out Bridlespur Horse Show on Facebook to find stabling assignments, or call Tuffy at 602-579-3738, Jean at 314-706-4052

***Bridlespur Tip:*** *To streamline communication, designate one person within your trainer group to contact the Stabling Office and include the Trainer Name in the subject line of your email!*

## 5. Order Feed & Bedding

You may text Kelly at 316-650-2287 or Jean at 314-706-4052 with your feed and bedding requests.

***Bridlespur Tip:*** Pre-order Feed & Bedding service the day before you arrive so setup is a breeze!  
Pre-bedding is \$10/stall

## 6. Check-in and pick up Back Numbers

We want your initial check-in at the Show Office to be easy and smooth! If you have pre-submitted your Horse Health records and the new USEF Release and Waiver using [horseshowsonline.com](http://horseshowsonline.com), check-in will take only a few minutes. If you can't submit the documents electronically, that's ok – just bring hard copies to the show office and we will keep them on file! Also be sure to bring an open check or credit card information.

Please use the appointment scheduler for a check-in time

***Bridlespur Tip:*** For trainer groups of 5 or more horses, a Secretary will contact you prior to check-in to review any missing information. You may also contact the Show Office if you are unsure of any requirements or have any questions. 316-650-2287

## 7. Schooling and Warm-ups

The main show arena will be open for work prior to the start of the show each day. The main show arena will be closed one half hour after the last class of the evening. During the show, the warm-up arenas will be limited to one trainer and one groom or assistant per horse.

## 8. Stall Billing and Trainer Splits

Trainers should double check their stall billing with the Show Office by Friday to confirm the correct number of stalls are billed to the correct horses. Trainers wishing to bill out, feed and bedding etc. to customers must also do so by Friday. Stop by the show office to pick up paperwork or contact us and we will be happy to help!

## 9. NEC Concessions

The concession stand will be open daily and will be set up for take-away dining. To facilitate ordering and social distancing, call in your food order and pick up within minutes.

## 10. Checkout and Billing Review

Trainers are encouraged to pick up copies of their bills by Saturday afternoon. Trainers should arrange an appointment for checkout on Saturday, but we still ask that you review your billing prior to your appointment.

## 11. Awards

Trophy and ribbon presentation will follow a different protocol. Trophies and first place ribbons will be held on a table near the presentation area. The trainer or handler of the winning horse will pick their ribbon and trophy for the photo. All remaining ribbons will be at the outgate for the trainer or handler to pick up on the way out.

### **Bridlespur Health and Safety Protocol - At-a-Glance**

The Health and Safety of our Exhibitors, Staff, Officials and all Attendees is of the highest priority. The following snippets from the Bridlespur Health and Safety Protocol are a quick-reference tool for anyone attending the show. Please also review the full Bridlespur Protocol and the USEF Action Plan for Returning to Competition prior to arriving at the show.

#### **General**

A signed waiver and temperature check will be exchanged for an armband which must be worn for the duration of the show. Trainers are encouraged to supply the waiver to all customers and participants before the show starts.

Social Distancing (6 feet between individuals) must be followed at all times.

Masks/Face Coverings must be worn at all times, except when mounted (required by USEF).

Monitor temperature daily. Anyone with a temperature of 99.5 or higher should not enter the show grounds (per USEF).

Individuals are invited to visit our "Hot or Not Booth" for temperature readings and stickers.

NEC Foodservice is set up for "Take Away" dining.

#### **Stabling Areas**

Access to the Stabling Area will be restricted to Essential Personnel: veterinarians, equine caretakers (grooms), trainers, riders and participants.

Bridlespur will arrange stabling so there is appropriate Social Distance between trainer groups. Use only your entrance to your aisle to access your stalls. Do not enter aisles/stabling areas of other trainer groups. Please use the parking lot entrances to access your stalls and travel to and from the show arena when possible.

Look for stabling assignments on [Bridlespur Horse Show Facebook page](#).