

HOW TO HOST A NCEL MEET

WHEN THE MEET IS SCHEDULED:

A. Select Your Judge.

1. Refer to the NCEL Judge's Guide for information concerning Judges who have judged NCEL Meets.

2. A Judge may only judge one A and one B meet during each competition year so be sure and ask if the Judge has or is planning to officiate at any other NCEL Meets.

3. Mail a copy of the Judges Information Sheet, the NCEL Rules, the NCEL Questions and the Judges Evaluation form and cover letter (all of which can be downloaded and printed from the NCEL web site) to the Judge in advance of the Meet so the Judge can become familiar with them.

B. Food Concession.

1. Plan a good concession offering hot and cold food and refreshments for the entire day. This is a great way to earn money for team expenses or to donate to a worthy organization.

THE WEEK BEFORE THE MEET - Do Your Paperwork.

1. Design your courses. Regular riders at each Meet compete in a class over a 6-fence course and in a class over a 4-fence course (2' for B team Meets and 2-1/2' for A Team Meets). Alternates compete in one class over 4 fences which may be the same course as is ridden by the regular riders although there should be no halt or trot. The 4-fence course has one trot fence and a halt on course.

In and outs or two-stride combinations

are not appropriate because it is presumed the Host School will have a mix of ponies, short -strided horses and longer-strided horses. (See sample courses posted on the NCEL website.) Make sufficient copies of the course designs for each visiting Team, for the Judge and to be posted near the in-gate.

2. Prepare the Horse Information Sheet. List the horses, by name, participating in the Meet together with a brief description. Make sufficient copies for each visiting Team. Example: Nicki-Needs girth cover, may get quick at canter (no crops or spurs), doesn't pick up left lead easily.

3. Prepare the Jumping Order Sheet. (On the web site). List the order of go by horse's name for each jumping class. Make sufficient copies for each visiting Team and for your needs.

4. Prepare Individual Class Sheets. Although not necessary, it is nice to prepare a list of the horses that will be used in each flat class, in the alternates class, and in the Finale. If this is done, then visiting Teams can record which of their riders are riding what horse in each class. Make enough copies for each visiting Team and for

your use. Four team meets have three flat classes with two riders from each team participating, and three team meets have two flat classes with three rides from each team participating.

5. Prepare Scoresheets. Download the score sheet for your meet emailed to you by the Recording Secretary. Assign numbers to each of the riders who will be participating in the meet and enter them on the Score Sheet. Make sufficient copies for each Visiting Team and for your use.

6. Prepare Packets for Visiting Teams. Prepare a packet for each visiting team that includes: (a) Entry Form (on web), (b) Score Sheet, (c) Horse Information Sheet, (d) Jumping Order Sheet, (e) Class Sheets, (f) Host School and Judges Evaluation, Sportsmanship and Coaches Nomination form (on web) together with an envelope to be returned to you at conclusion of Meet, and (g) numbers and string assigned to the team (write the riders names on the back of the numbers).

7. Prepare a clipboard for Judge. Include Judges cards for each class, extra cards, blank paper, course designs, a copy of NCEL questions, and several pencils/pens.

8. Prepare Score Sheet and Courses for Posting. While you can simply post copies near the in-gate, it is nice to have both the courses and score sheet enlarged and put on poster board. This can be accomplished by taking your paper copies to a copy center, having them enlarged and then spray-gluing them to poster board which can be stapled near the in-gate.

9. For the Draw. Use popsicle sticks (can be bought at craft stores and come in colors) or clothes pins (can be bought at Dollar stores). For each class, write the class number on one side and the Horse's name on the other side. For jumping classes, write the order of go before the horse's name. Example: "17 Nicki" on one side and "Cl 6" on other side. Place the appropriate popsicle sticks or clothes pins for each class in a paper bag or other container ready for the draw. For the Finale Class, prepare eight sticks or pins with numbers from one to eight. (You only need six for a three team Meet). A Coach from one school will then draw two sticks or pins for another Team. The Finale riders for that team will be those riders whose names are beside the corresponding numbers on the team's entry form. The use of slips of paper for the draw should be avoided because they are easily caught in the corners of whatever container is used to hold them.

10. Announcer. Make arrangements to have someone announce and if possible, use a PA System so commands in the flat classes can be heard by all riders and the results heard by both riders and spectators.

11. Scribe. Make arrangements to have someone serve as a scribe for the Judge. NCEL requests that Judges provide written comments as well as speak to the riders about their performance after the flat classes. Judges have indicated that it is helpful to have a scribe to facilitate this.

THE DAY BEFORE THE MEET:

1. Groom your Horses. Have your riders groom the horses that will be used in the meet.

2. Tack. Make sure each horse to be used in the Meet has a clean bridle, girth and saddle pad in good condition. If Visiting Teams may use their own saddles, have a few extra girths available in case their saddles fit your horses differently.

3. Horse Identification. It is nice to have a card with the horses name on it tacked to that horse's stall.

4. Set Jump Courses. Make sure you have sufficient standards, poles, and jump cups in places that will make setting the courses quick and easy. Ask several people to serve as a jump crew.

5. Ribbons. Make sure you have sufficient ribbons and that they are in a place easily accessible. Ask for a volunteer/volunteers to hand out ribbons as classes are pinned.

6. Post Score Sheet and Jump Courses. Post the Score Sheet and Jump Courses near the in-gate.

THE DAY OF THE SHOW:

1. Be Prepared to Start on Time.

9:30 a.m. Teams start to arrive at the Host School.

10:00 a.m. Drawing of Horse Assignments begins.

11:00 a.m. Team Meet Competition begins.

2. The Draw. Draw horse names one class at a time. Depending on your horses, have either the smaller riders draw first or the larger riders. This leaves you the option to have a rider re-draw if they draw a horse/pony totally unsuitable to their size. After each rider draws, have them go to your representative who is recording the information concerning class, horse, number, rider's name, school and order of go in jumping classes. The riders will also give this same information to their Coach.

3. Judge's Conference. Prior to the start of the meet, have a brief conference with the Judge and all of the Coaches. The points on the Judges information sheet should be discussed as well as any horse peculiarities (For example: tall, rangy grey does not get his left lead—NCEL rules are that a rider should make three good faith attempts to get correct lead and if after 3 tries is unable to get correct lead, then should continue to canter on wrong lead but should not be penalized in any way—these are school horses and the luck of the draw should not disadvantage a rider.)

4. Flat Class Warm-Up. Have someone conduct the two-minute warm-up prior to each flat class.

5. Jumping Classes-In-Gate. Have someone insure that at least the next three riders are ready to go for their jumping class at all times.

6. Horse Holding. Have sufficient help to hold horses when they are not being used in a class.

7. Fees. Collect the entry fees from each visiting school.

8. Host School and Judges Evaluation, Sportsmanship and Coaches Nomination Forms. Collect a completed form from each visiting school before they leave.

AFTER THE MEET:

1. Check the Score Sheets. Verify that all points have been recorded correctly.

2. Return Score Sheet to Recording Secretary. As soon as possible but no later than one week following the meet, return a completed score sheet to the Recording Secretary. Preferably you should use the Score Sheet emailed to you and fill in the points earned by each rider (totals will be made automatically) and then email the completed sheet to the Recording Secretary.

POINTS TO REMEMBER:

1. Safety. The safety of all riders is a priority. Therefore, if a horse is misbehaving to the point where a rider might fall, the horse can be withdrawn and another horse assigned. Host Schools should honor reasonable requests from visiting teams to make changes of this nature. All coaches present must agree to any changes being made after the draw.

At the Judge's discretion based on footing, the size of a ring, etc., flat classes may be divided to canter.

Work without stirrups in the Finale Class is done in the A League at a walk, trot and canter. Riders in the B League work at a walk and trot and at the Judge's discretion at a canter. The decision to have riders canter in the B League and how long riders should work at each gait without stirrups is at the Judge's discretion but should be based on safety.

2. Disagreements. Any disagreements should be handled between coaches out of the hearing of participants and spectators.