



MEMBERS' HANDBOOK 2026

WELCOME

It gives the club pleasure to present this handbook as a guide to members.

The club was formed in 1981 by a group of enthusiastic riders wishing to create a group for adults focusing on fortnightly training lessons and informal, friendly hack and dressage competitions. Park Ridge Pony Club grounds and McDonald's residence, Judith Street, Crestmead were the initial club venues. Club instructors in the early days were Kate Dolan (nee Lever), Joan McQuillan and Lex Wills. As the years progressed so did the standard of the riders and their aspirations. The internal days and lessons continued and also open competitions were conducted.

The club moved to its home grounds "Skerman Park", Cnr Olson and Teviot Roads, North Maclean in 1985. These grounds have been leased from the Beaudesert Shire Council until the amalgamation in 2008. PRARG is now within Logan City Council region. Much hard work has been done by club members over the years to create what members enjoy today.

This has been rewarded with PRARG winning Queensland Dressage Club of the Year on several occasions and very importantly National Club of the Year in one instance.

To reflect the activities of the club, in 2013 the club voted, and agreed, to change the "A" from adult to active.

Today PRARG, as its affectionally known in the horse world, is one of the major equestrian clubs catering specifically to the dressage discipline. Super Clinics are conducted several times a year with a variety of instructors and covering many aspects of horse mastership. Regular training is provided, depending on member's needs. If sub-committees are formed, PRARG could also cater to both showjumping and hacking disciplines.

Whether you are just a beginner or a "seasoned" competitor, the club has much to offer with open and internal competition days and schools.

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2026 MANAGEMENT COMMITTEE

Club Postal Address: P.O. Box 802, Park Ridge 4125

President: Kay Paulsen - 0419 741 273 prarginc81@bigpond.com

Vice Presidents: Naomi O'Farrell and Anne Mabardi

Secretary: Maria Gould mgould@bne.catholic.edu.au

Membership Secretary: Lorraine Edwards prarg.membership@gmail.com

Treasurer: Amanda Wright

Publicity: Kate Thompson and Lorraine Edwards

Committee: Linda Van Rensburg, Kaz Roe + vacancy for one more member

Grounds: Anna Flohr - 0407 622 666

Dressage Committee: Kay Paulsen, Kylie Munn, Emma Flegman, Jess Merlo, Linda Van Rensburg, Heather McCullough

Hack Committee / SJ Committee: Nil

MEMBERS' INFORMATION

Membership Renewal:

Members will receive an email via the Nominate Membership Management System (MMS) in the first week of January inviting them to renew their membership. Merchandise can also be purchased when renewing online. Payment when renewing online by debit/credit card is preferred to minimise double handling in the renewal process. Arrangements can be made in special circumstances with the membership secretary to submit payment either at the sign on day or by special arrangement.

Merchandise/Yards/Tap Keys:

- **Club Shirts** \$28 – Size 8 to 2XL
- **Club Pin Badges** \$5.50
- **Printed Newsletters** \$15 (annual), \$7.50 (half year)
- **Yards** \$15 (annual), \$7.50 (half year)
- **Tap key** \$20

Sign On Day:

With the Nominate MMS in place, a sign on day will still take place but primarily for members to pick up pre-purchased merchandise and catch up with fellow members.

Use of grounds:

All riding at the grounds must conform with the requirements as set out by the Management Committee and as per signs on the gate and fence line. The club takes seriously its responsibility in risk management, however, all riders should realise horses are unpredictable creatures and horse riding is deemed a dangerous sport, so the onus is on all riders to be aware of your own safety regarding you, your horse and others at any time you are on the grounds. If you ride on the grounds outside of club events you do not have personal insurance cover.

The combination code for the gate will be emailed on 01.02.2026. The 2025 code for the gate stays in effect until 31.01.2026.

Anna Flohr is the “keeper of the grounds” and changes the sign on the gate to indicate ground availability, i.e. when it is too wet or maintenance is in progress. Facebook and the website is also updated and should be checked before departing for the grounds. Anna’s phone number is on page 3 under Management Committee.

Things to note:

- If you are aware of a non-insured instructor giving lessons, please let a committee member know.
- If you are aware of non-club members being given access either while a member is present or by members failing to lock the gates as they leave, please let a committee member know.
- If you find the gate unlocked, please lock it.
- All members are equal and have equal rights to use of the arenas.
- Lessons do not have priority unless at a club sanctioned event but arena riding protocols should be observed.
- With the indoor arena a booking system will be introduced during the year. Use of the arena at night and use of lights will be available during 2026.
- Please be considerate when using grounds/arenas after rain. If it’s too wet at your place, PRARG might be the same.
- As part of our lease agreement with Logan City Council, the grounds will be closed on Good Friday and Christmas Day all day, and Anzac Day until 1pm.

Lunging:

Lunging is only permitted in the round lunge yard, on the large fenced grass area, or when there are no other horses present on the sanded grass area beside the lunge yard. During non-competition days lunging can be done in the 10 minute small arena. To protect the quality of the main arenas, lunging **is not permitted in the dressage arenas or indoor arena**. (see club By-Laws).

Yards:

Yards are allocated each year following request by members on their membership forms. Yards are \$15 per year. Members are encouraged to “look after” their yard and clean up after use. Any major maintenance is done by the club. There are 5 designated stallion yards around the grounds. Yards are numbered as follows:

- 1 – 32 from Olson Road end to container
- 33 - 36 covered yards near the wash bay
- 37 - 41 on the Teviot Road side of wash bay
- 42 - 45 behind the irrigation tank

Dogs on grounds:

Dogs are not allowed on the grounds at any time whilst horses are present. Having dogs on the grounds is a risk to the safety of riders and horses. Your assistance in complying is sought (see By-Law no 14).

Stallion on grounds:

Stallion owners/riders must abide by the EA Stallion Safe Practice Rules and Regulations Policy. Compliant Green Stallion Identification must be worn at all times. Stallion yards should be identified by a green disc or similar. Stallions are not permitted to be ridden by riders under 18 years of age.

Hiring of grounds:

The grounds are available for hire to outside organisations that meet the criteria established by the committee especially regarding risk management/insurance. Any enquiries should be directed to the President and/or Secretary. **Members are asked not to use grounds when hired out. Dates are always listed in newsletters and on website.**

Working Bees/Workers Levy:

Maintenance of the grounds is the club’s responsibility not Logan City Council’s. The club does pay for regular maintenance on the grounds, but at times general working bees must be held, especially if storm damage/ grass growth makes it necessary. Help is always welcome, especially if you use the arenas regularly, e.g. harrowing / pulling sand back from sides. Members and/or helpers are rewarded with **double reward vouchers** for working bee attendance. As a condition of membership, the club charges a compulsory grounds levy of \$20 per member (incorporated in your membership fee). **Reward vouchers @ \$10** can be earned if you work at a working bees/help on a competition day/help as requested by the committee for special requirements e.g. mowing/fertilising. Working bees for competitions are always the day prior unless prior arrangements are made on an individual basis. This normally takes the form of harrowing and doing arena sides, cleaning toilets, filling fridges etc. **Your membership includes a \$50 workers levy, which is fully refundable at the end of the club year IF you have completed your nominated jobs. A workers levy coordinator (Leanne Smith) will track and record all completed work.**

Competition Days:

Any questions should be directed to gear check steward/marshal. Members are requested not to use the arenas or 10-minute box (small arena) once they have been harrowed prior to a competition (usually the afternoon before).

Competition Dress Standards:

- **Open Official/Participation** - as per EA rules unless stated otherwise i.e. no club shirts/coloured jods allowed.
- **Internal competitions** e.g. ribbon or fun days – EA dress or club polo shirt may be worn. A long sleeve light blue polo shirt or sun sleeves may be worn. Dark coloured jodhpurs may be worn instead of light colours.

Ribbons/placings:

- **Official dressage competitions** ribbons or rosettes go to 6th place. Ties are allowed in official competitions if equality can't be resolved.
- **Open Participation and Ribbon / Fun Day competitions** ribbons go to 10th place. Ties allowed if equality can't be resolved.
- **Hack classes:** Ribbons to 4th place.

Open and Internal Ribbon Colours:

1st – Blue, 2nd – Red, 3rd – Yellow, 4th – Green, 5th – Pink, 6th – Brown, 7th – Light Blue, 8th – Lime Green, 9th – Lilac, 10th – Orange

Help at competitions:

As part of entry requirements (open and club members) riders are asked to do a job. To be fair to all riders, please contribute your share. Members who do not compete at competitions can work off their workers levy by helping at competitions.

Reward Vouchers:

Vouchers are given in return for help at competitions - open and internal (non-riders), working bees etc. Vouchers are valued at \$10 and have a two year expiry date. Tag along helpers are also eligible for vouchers (see working bees above). The more you help, the more you get. Vouchers can be used towards membership fees/competition entries/PRARG schools/social functions.

COMPETITION INFORMATION

The Club runs **Official Star**, **Official**, **Participation** and **Club** dressage events generally between March and October. There are additional club events through the year; three **Ribbon Days** (featuring Prep to GP and freestyles and protocol/meet the judge tests), **Teams Dressage** and **Fun Days** (as per ribbon days plus sporting and hack classes). In 2026 a **Winter/freestyle series** will be held. A **Summer Series** is held between October and December, featuring two to three separate events (depending on weather) with accumulating points for each one attended and a Summer Series champion for each level. As this series is usually not completed until after the trophy presentation, winners will be announced and prizes given at the sign on day in January.

The Trophy presentation for 2026 will be held at the **AGM Dinner on Saturday 14 November 2026**. See page 9 for information about qualifying points.

Super Clinics and Pole Clinics are held between March and October which are open to both members and non-members (non-members must be EA members).

Protocol/test evaluation days are for club members only.

Saddlery Markets are held at the grounds twice a year – weather permitting on Anzac Day afternoon and the last Saturday in October.

*To view information on competitions and other events, go to our website
competition page - www.prarg.com/competitions.html*

PRARG is supported by, and gratefully acknowledges:



CLUB BY-LAWS

1. Membership year will be from 1st February to 31st January each year. Half year fees will apply from 1st August to 31st January.
2. The club may allow non PRARG members (must be EA members) to attend clinics as per the clinic information.
3. Gear/Equipment – Gear/equipment to be used at club days must be as per EA rules.
4. Horses – for trophy points:
 - (a) Owner ridden/leased
 - (b) Owned by a financial member and regularly ridden by another financial member
5. Points are gained and applied to one horse and one rider. They are not transferable if the rider buys another horse or leases another horse or leases that horse to another club member.
6. Visitors who have ridden at training days are not eligible to attend ribbon days or closed competitions unless they first become a financial member and by doing so they must obey the rules and regulations for member eligibility to ride.
7. Acceptable reasons for credit for training days:
 - (c) Proof of sickness or disability of either horse or rider e.g. vet/doctors certificate
 - (d) A rider not attending and being replaced by another rider is eligible for a refund or credit providing a replacement rider has been organised.
8. PRARG Club Championships will be decided over the whole year commencing 1st January, not just one ribbon day with points accumulative and subject to individual trophy requirements.
9. A fixed maximum period of any office bearer in a specific office is four years as from 5 December 1984 concurrently and consecutively. The current sitting committee reserves the right to allow renomination of any committee member for which the four-year rule may apply (04.10.06)
10. For club ribbon days or internal competitions, riders who have a vet or doctor-s certificate will be credited their entry fees if they are unable to ride. Certificate must be received within 3 days of the event.
11. The joining fee will be waived for lapsed members who re-join the club within twelve months.
12. Life memberships – Nominations for life memberships should be submitted to the Management Committee for assessment. If the Management Committee accepts them, they will go forward to the next Annual General Meeting. There will be a limit of two life or honorary members for every five years.
13. Horses not entered into competitions are only allowed on the grounds for internal club days with written approval by the organising committee.
14. Dogs are **not allowed on grounds** when horses are present at any time.
15. Lunging is only permitted in the round lunge yard or on the sanded grass area in front square when there are no horses are present/sanded grass area beside lunge area whether on competition days or at other times. During non-competition days lunging at can be done in the 10 minute box. Lunging **is not permitted in the dressage arenas or indoor arena**. This is to protect the quality of the arenas. Your cooperation with this is mandatory.
16. To ensure the correct use of the grounds by members, steps for non-compliance of the club by-laws and providing proof of membership when on the grounds, members are advised of the following:

Non-Compliance of Rules: Three step system: 1st verbal, 2nd written and 3rd punishment at the discretion of the Management Committee.

Proof of Membership: With a large cohort of members, from time to time your membership status may be queried. If so, you must be able to produce a copy of your Nominate membership renewal email. Suggest you keep a copy of this in your vehicle.

INSURANCE

PRARG is an affiliated member of Equestrian Australia and Equestrian Queensland (EQ) and renews its EA insurance policy and affiliation every year. However, unless you are a financial member of EQ, **you are not covered for personal injury or public liability** under PRARG's policy should you have a fall or other incident at the grounds, even if you are attending a club competition or activity.

We encourage all PRARG members to become an EQ member to be covered for 24/7 Personal Accident and Public Liability Insurance at all times whilst engaged in non-income earning equestrian activities.

BIOSECURITY QUEENSLAND

A **Property Identification Code (PIC)** is used by Biosecurity Queensland and is unique to your property or where you keep your horse. This code is necessary for maintaining property and livestock records as part of the National Livestock Identification System (NLIS). This is to:

- Protect our livestock industries from pests and diseases
- Provide a system for individual or group identification if your stock are removed from your property
- Allow you to record individual performance data for management and breeding purposes.

All Queensland properties that have livestock, such as cattle and horses, **must have a PIC number**.

If you have not already provided PRARG with your PIC number when joining or renewing your membership, please email it to prarg.membership@gmail.com.

Further PIC information can be found [here](#) (or use a search engine using Property Identification Codes Queensland).

CONCUSSION PROTOCOL

There is growing concern in Australia and internationally about the incidence of sport-related concussion and potential health ramifications for athletes. EA made managing and reporting concussion for Equestrian Sport mandatory from 1st January 2021 and has developed a 'Concussion in Sport reporting Protocol'. This describes the process for their Medical Service Providers (supporting organising committees and clubs such as PRARG) and EA Accredited Coaches, Officials and Clubs to complete. This forms part of the EA Overarching National Event-Activity Medical and Reporting Protocol.

PRARG event officials will follow the EA Concussion Protocol. Full details of the requirements and management process are available via this link: <https://www.equestrian.org.au/content/health-and-safety-resources>.

CLUB TROPHIES

Official and AOR results must be submitted by riders, as below, but internal PRARG club event results are collected by the club and do not need to be submitted individually (these will be collated by the Dressage Committee).

Rider 14-24 years	If there are no more than 3 riders in each class, then the 1st two age categories and 2nd two age categories will be combined. In 2026 there will be 5 internal days. A minimum of 2 designated internal days to be attended to be eligible.
Rider 25-34 years	
Rider 35-44 years	
Rider 45 years and over	

Club Champion Rider	Decided on last hack day. Ride off between overall point winners of each group.
Champion Hack 15hds and Under	Decided from open hack classes at ribbon/fun days. A minimum of 2 designated internal days to be attended to be eligible.
Champion Hack over 15hds	
Club Champion Hack	Decided on last hack day. Ride off between above Champions

TROPHIES - DRESSAGE (OFFICIAL, AOR AND PARTICIPATION), HACK, JUMPING

Points for the quarter must be submitted within 1 month of the end of the quarter (ie no later than 30 April, 31 July, 31 October) to prargresults@gmail.com.

Please use the excel table available on the website and ensure that results are submitted in an editable format. If a competition is added / not listed, please add to the bottom of the table.

Points commence 1st January and close at end October each year unless Nationals are held just prior to trophy presentation.

Minimum score for a result to be included at all levels is 60%

Open Dressage Trophy

- Placings to 3rd
- Official competitions - Preliminary to Advanced
- Official freestyles can be included
- A Pony that places in an open field is eligible to enter their points in open (But cannot then include these points also in pony as it is an open class)

Open Pony Trophy

- Placings to 3rd
- Official Competitions up to Grand Prix
- Official pony freestyles can be included
- Pony only class places / or open classes where the class is advertised as open with pony places are also provided are only included in the Pony Section (Cannot be included in open / AOR section as well)

Open AOR Trophy (horses and ponies eligible)

- Placings to 3rd
- AOR competitions Preliminary to Advanced
- Official AOR freestyles can be included
- Where a class is advertised as Open with AOR placings - enter the placing for both Open and AOR

Dressage – Unofficial Participation Trophy

- Participation competitions - Prep to Elementary
- Placing to 3rd

Balbriggan Memorial Trophy

- Official competitions - Advanced to Grand Prix

Open Hack Trophy

Points taken from open **ridden** hack classes at open hack/agriculture shows excluding closed club days. Points on placings 4,3,2,1. Champion = 5 points and Reserve Champion = 3 points. Results on club form within **1 month** of show. Results to Kay Paulsen at **prarginc81@bigpond.com**

Jumping Trophy

Open to horse/rider combinations who compete at open SJ events i.e. AG shows and club jumping competitions i.e. Cedar Grove. Results to Kay Paulsen at **prarginc81@bigpond.com**

Freestyle Award

Awarded to highest freestyle % of the year in any open or club competition. Must be judged by one or two EA judges of appropriate level. Freestyles at ribbon days will be eligible for this award. Written results must be sent to PRARG Dressage Results to Jess Merlo at **prargresults@gmail.com** within 1 month of show. Results must include the date and venue of event, test, placing and % score.

INTERNAL DRESSAGE TROPHY FORMAT (POINTS KEPT BY DRESSAGE COMMITTEE)

Preliminary	<ul style="list-style-type: none">• Awarded from dressage ribbon days, fun days and teams dressage• Winter and summer series do not count• In 2026 a minimum of two days must be attended and at a particular level e.g. novice March, July and October.• Only one trophy may be won by any rider with a Runner Up trophy in each level. If you are eligible for two trophies, you must choose one trophy.• Points awarded on 6,5,4,3,2,1 basis.• Open classes only eligible.• Placings gained in elementary/medium/advanced at PRARG participation days in the club section will go towards the relevant internal trophies.
Novice	
Elementary	
Medium	
Advanced	
FEI	

Internal Champion Horse and Rider

Awarded to the same horse/rider combinations who compete at least 5 club competitions – fun day hacks /ribbon and fun days and teams dressage for dressage.

Sporting Horse Trophy

Points from Fun Days on 6,5,4,3,2,1 basis. – 2 days to qualify for trophy.

Newcomer Trophy

Riders to compete in Classes 1,2 or 3 or combination of all events (ribbon day, fun day, and equivalent Teams Dressage class) with a minimum of 2 days to be eligible for Newcomer Trophy – highest points total will win.

Dressage Encouragement Trophy

Points awarded on 6,5,4,3,2,1 basis on restricted classes 3 and 4 at ribbon day, fun days and equivalent Teams Dressage (minimum 2 days).

Hack Encouragement Trophy

This trophy will only be handed out if a Hack Committee is formed to formulate updated criteria.

Club Helper Award / Shirley Hendren Foam Knicker and Club Stirrer's Awards

Chosen by Management Committee

President's Trophy

Chosen by President

Cyberhorse Club Champion Trophy

Points taken from every PRARG event whether open or internal. Points compiled by Management Committee.

Pocket Rocket Pony Trophy

Points to be gained from internal dressage events (excluding winter series) and participation days.

Fiona Lane Memorial Trophy

Trophy for sportsmanship and horsemanship. Names to be selected monthly from club events and chosen by Management Committee at end of year.

70's Club Trophy (Donated by Yarralee Equestrian)

Age of rider and horse must reach 70 or over. Certificates given to combinations who attend 2 or more events/clinics in a year. Trophy awarded to rider with highest attendance.

PREPARING FOR COMPETITIONS (by Christine Thompson and Di Smith)

Some pointers to help your day flow better when competing at PRARG internal dressage and open days.

1. If you can plait your horse the night before competition (great) but plaiting is not compulsory at club days.
2. Pack your car and float (It's a great idea) the night before. Less stress than in the morning. Just give a recheck before leaving home (especially when you find out you have left the girth at home). Plus take an extra lead rope (always handy) halter and a bucket.
3. Give yourself plenty of time to get to the grounds. If you are lucky enough to have a strapper, ask them to go over to check gear to find out if there have been any scratchings. You may have to ride earlier. Remember only when competing official you may keep to your riding time. For PRARG ribbon days these are approximate times as we normally run early with scratchings (so be prepared).

WARMING UP:

- Always ride in the warm up arena and lunge in the lunging area. These are marked.
- If you have a strapper, they can lunge for you. If they are mounted on your horse, they can only walk on a long rein. If they do more than walk, you will be eliminated.
- You may use when warming up, running martingales (with a snaffle bit), boots, bandages but **ALL MUST BE TAKEN OFF BEFORE DOING YOUR TEST. GEAR CHECK IS AFTER YOUR TEST.**
- Remember you can have a caller for your tests except for FEI at PRARG events. .

WARM UP RULES:

- When warming up always be courteous. Although there are no written rules to cover the problem, **riders should always pass left shoulder to left shoulder or just keep to the right of everyone.**
- There are a few other rules to remember. Any rider doing lateral work has the right of way. This also applies to medium or extended work as well.

SADDLERY AND CLOTHING;

- English type saddles, fully mounted is compulsory and may be used with or without a saddle blanket. **Please note that for the no canter class – saddle type is optional**
- A noseband must be used of the following types: Cavesson – Dropped – Crossover (also known as grackle or Mexican) – Flash – Hanoverian
- Only a cavesson can be used with a simple double bridle.
- White, off white or beige jodhpurs or breeches, hacking coat and approved safety helmet, gloves, tie, stock or ratcatcher and riding boots. **PRARG club shirts are encouraged at ribbon days. Please be aware that the EA rules get updated each year and it's the riders responsibility to be aware of any rule changes.**

NOW YOU ARE READY TO DO YOUR TEST:

- You will be called to gear check to have a visual of your gear. Final gear check is **done at the completion of your test. Please make sure any protection boots on the horse are removed prior to arriving at gear check.** Once this has been done, you then proceed to the 10 minute warm up area
- When the rider before you has saluted on completion of their test, you can then proceed to your arena
- As you have been allocated bridle or rider numbers, you do not need to stop and talk to the judges. Ride past so the penciller can see your number.
- At PRARG entry is **done within the arena.** When the car horn or bell sounds, you are given 45 seconds to come down centre line to commence your test. Once completed the test, halted and saluted, leave the arena and walk on a long rein. Ride to GEAR CHECK for **GEAR CHECK.** Do not dismount or change any gear prior to gear check.

IN THE SHOW RING (by Peter Cornwall)

All your efforts for many months have been directed towards this moment - your first show ring class. The first rule you must remember is **BE ON TIME!** Whether you're entering a led or ridden class it is essential that you are waiting in the marshalling area before your class is called into the ring. The announcer will give two or three marshalling calls for each class while the preceding class is being judged. You must be ready to enter the ring as soon as your class is called - don't expect the steward to let you in once judging has commenced.

HACK AND RIDER CLASSES

Ring procedure for hack and rider classes is the same- When the class is called, enter the ring at the walk in a clockwise direction. The judge will wait in the centre of the ring while the ring steward collects your entry ticket, or checks your number off on the catalogue. During this period you can trot your horse to warm up, but keep an eye on the steward and judge and come back to a walk as soon as the judge steps forward to begin judging. Use the warm-up period to get yourself well-positioned on the ring. You want the judge to be able to see you and your horse, so don't stay bunched up with other riders. Keep as much distance between yourself and other competitors as possible.

Judging commences as soon as the judge or steward asks the class to "walk on please", so make sure your horse is walking calmly and freely, flexed correctly and in a good frame. The judge or steward will ask you to trot and then canter on the circle. You should take the faster pace as soon as possible after it is called for, but don't rush the transition. Take a couple of paces to balance your horse so that the transition is smooth.

A vital part of ring craft lies in keeping your horse "in the judge's eye" on the circle. Keep as much distance between yourself and other competitors as possible. In particular, try not to work on the outside of another horse, but at the same time don't make your circle so small that you are riding almost on top of the judge. You may be asked to change direction through the circle, so that you trot or canter past the judge and then take up the new direction. The steward will indicate one rider to start the change of direction and all the other riders follow that person. You may also be asked to change direction by reversing on the circle. This is usually asked for at the walk and you change direction by turning out of the circle.

As soon as the judge has seen all the horses walking, trotting and cantering he or she will begin selecting horses for individual workouts. The steward calls horses into the ring centre to line up in the order of preference indicated by the judge. The first horse called in is the one the judge like best on the ring. The second horse called in lines up to the left of the first horse, unless otherwise indicated by the steward. The third horse stands to the left of the second horse in the line up and so on down the line. Depending on the size of the class the judge will normally call in a few more horses than the number of ribbons to be awarded. When all these horses are called in, the steward will announce "That's all thank you" The remaining competitors should immediately leave the ring at a walk.

If you are called in, don't simply charge off the ring into the line-up. Bring your horse back to a trot or walk and look carefully to ensure that you don't cross into the path of another rider as you move to ring centre. In the line-up keep a safe distance between your horse and those on either side. Make sure your horse is standing square but let it relax while other horses are being called in. When the horses are lined up for the judge, the steward may ask all competitors to move to another position to allow a larger area for individual workouts. Line up in the same order as you were called in.

Before the individual workout the judge will inspect each horse while it is standing still. Your horse should be standing square, balanced and flexed on the bit. The judge may run his or hands down your horse's legs and/or check its teeth. During the judge's inspection, sit still, look straight ahead and concentrate on keeping your horse still. The judge or the steward will explain the individual workout. Depending on the size of the class, the workout may be explained just once so that all riders can hear, or to each rider individually as their turn comes to perform it. Some judges have their workout prepared as a diagram on a piece of paper which is handed to each rider.

Listen carefully to the workout and quickly repeat it back to the steward or judge if you aren't certain that you have understood it correctly. Boy and gent riders should always remove their caps when being spoken to by the judge. Girl and lady riders simply acknowledge the judge with a slight nod of the head. Smile!

If your horse is very restless or agitated in the line-up, you may walk quietly behind the other horses, but come back into the line-up when the horse before you begins its workout. Some shows will not allow this. When your turn comes to workout, use the area indicated by the judge or steward. Don't stray outside the area, but do use it all. A common mistake is to make the workout small and tight, which doesn't give the horse a chance to show its paces properly.

At the end of your workout, the steward will indicate which position you should take when you return to the line-up. Some judges ask for horses to return to their original positions and only call horses forward in order of placing when they are sashed. Others rearrange the line-up as each horse has worked out so that, after the last horse has performed, the class is arranged in order in which the horses will be sashed.

At the end of the class the judge will move along the line-up awarding the ribbons. In a hack class the ribbons are tied around the horse's necks. In rider classes the ribbons are tied around the riders' left arms. Male riders remove their hats while the judge is tying on the ribbon. Don't try to start a conversation with the judge -just smile and say thank you when he or she congratulates you. Don't address the judge by name-.After the ribbons are awarded, quietly turn and congratulate the riders on either side of you. The steward will move along the line-up behind the judge taking the names of the horse and its owner in hack classes, and the name of the rider in rider classes.

After all ribbons are awarded and the steward has taken all the names, the first place horse and rider leave the ring at a trot. The other placegetters follow in order of placings. Unplaced horse and riders leave the ring last unless they have already been dismissed by the steward.

If you are unplaced in a class and your next class in another ring is about to start, you may ask the steward's permission to leave. Leave quietly at the walk. Never leave the ring without first obtaining the steward's permission.

After your class you must leave the ring even if you are entering the next class. Remove your ribbon if you have been awarded one and put it out of sight - don't ride back into the ring for your next class with a ribbon dangling out of your pocket.