

AP405A RESPONSIBILITIES OF EVENT MANAGEMENT

Supplement to Request to Affiliate Event

- Abide by all the requirements of the Horse Protection Act and its regulations.
- Affiliation with Friends of Sound Horses [FOSH] must be noted on the show bill.
- The program or show bill must note that hoof bands and/or stacks are prohibited.
- Identity of the DQP is not to be disclosed beforehand to the participants.
- Should USDA personnel arrive at the event, access to records or any other services that they may require within the performance of their official duties must be complied with.
- Insure that a representative of show management is readily available to the DQP in event of disqualifications or need to summon law enforcement personnel.
- Show management must abide by the decisions of the DQP and/or VMO.
- In the event that a horse is disqualified post-show, winnings must be forfeited and the class retied.
- **Set aside a sufficient space for both the inspection area and a secure holding area, which is viewable by the DQP from the inspection area.**
- Provide at least 2 'cones' per DQP to facilitate the inspection process.
- Provide shelter from the elements for the inspection area
- Provide appropriate lighting of the inspection and holding areas if the event continues past sunset.
- **Provide clerical support for the DQP in the inspection area for the duration of the event.**
- Provide an observer to oversee the holding area if the DQP is called away from the inspection area for any reason - this individual can be the clerical support noted above.
- Provide sufficient table and chairs for the DQP(s) and clerical support.
- Provide a minimum of a ½ hour lunch and dinner break for the DQP, depending upon the duration of the show.
- Provide a completed class sheet for each class to the DQP prior to commencing inspections for a given class. At a minimum, this sheet must contain:
 - Class # and title
 - Entry #, Horse's registered name, breed
 - Exhibitor's name and address, Owner's name and address, trainer's name and address
- The DQP is required to retain their copy of the class sheets as part of their paperwork.
- **Payment of the agreed upon DQP(s) fee, mileage and per diem is to be made directly to the DQP(s) immediately following the conclusion of the event.**
- Hotel lodging and air-line travel arrangements are the direct responsibility of show management, and arrangement for payment of these items should be directly with the hotel or airline in advance.

Inspections

- All breeds of horses present at an event must be inspected before their class.
- The DQP may only inspect horses up to 2 classes before they are exhibited.
- All horses tied first must be report for post-show inspection immediately after leaving the show ring.
- The judge, DQP, other show officials, or USDA officials may require additional horses to be inspected as they deem necessary.
- Failure to report for re-inspection is a serious offense.
- Only the exhibitor and one groom are permitted to accompany the horse in the holding area.
- No aerosol cans, containers of unidentifiable contents, totes, boxes, or grooming products are permitted in the inspection or holding areas.
- All articles brought into the inspection and/or holding area must be inspected by the DQP.