



Interscholastic Equestrian League

Checklist & Instructions for Riders & Parents

You should receive one each of the following forms for the 2009-2010 school year:

Rider Membership Form
Rider Eligibility Forms
Entry Form for Show 1
Rule Book

Show Dates
Senior Awards Information
Sponsorship form

Please be sure to fill out the following forms completely, enclose your membership fee, and mail in a timely manner to the IEL address listed on the forms.

- Rider Membership Form – Please write or print legibly.
- Check for \$75
- Rider Eligibility Form
- Entry Form for Show 1 (only if you plan to ride in the first show)
- Show deposit

Each rider member must send in both the Rider Membership and Rider Eligibility forms filled out completely. A check for \$75 (\$95 if postmarked after October 1) must be included to process the paperwork.

Entries received after the closing date will not be accepted. You may wish to get a Certificate of Mailing from the post office showing the date you mailed in your entry. There have been cases where entries were lost in the mail and were never received by IEL. Without this certificate, we cannot enter anyone on the day of the show.

There are a limited number of dressage rides.. Dressage and jumper riders will be given first choice at ride times. If enough spots remain open, other riders will be assigned times based on postmark of entry form.

Entry forms for future shows will be available online.

A notice to seniors regarding the senior awards requirements is included in your packet. Seniors must compete in **three** shows this year to be eligible for a senior award.

Be sure to notify IEL of any changes in your email during the year so that the database can be updated and you will continue to receive your newsletter and other mailings.

Filling out Entry Show Form

ALL RIDERS

1. You must enter the show by the closing date. There will be **NO** post entries accepted after the closing date.
2. Please make every effort to complete your entry form.
3. Do not wait until the last minute to enter. Postmarks are checked. If postmarked after the deadline, your entry will not be accepted. **No exceptions.** All fees will be refunded if you must withdraw by the entry deadline. In the event you must withdraw, email S.Liveten@worldnet.att.net
4. Total your Class Fees, include the \$5 Drug Fee, and enter **either** a \$30 Grounds Fee (if you do not have a stall) **OR** a \$95 Stall Fee (if you get a stall you don't have to pay the Grounds Fee). **DO NOT PAY BOTH A STALL AND GROUND FEE.**
5. If you want a stall, be sure to indicate this on the form and be sure to include the stall fee. No stalls will be assigned or reserved without the stall fee enclosed with entry.
6. If you do not fill in the ground or stall fees, it will be assumed you do not want a stall and you will be charged the ground fee.
7. Remember to complete the back of the entry form and obtain all the necessary signatures.
8. The deposit is **NOT** an extra charge. It is applied and subtracted from your total bill.
9. Finally, do not forget to enclose your deposit check (one check for everything is fine). Entries will **NOT** be processed without a check.

Other things to remember:

- Stalls and dressage rides are limited and assigned on a first come basis.
- If you list two horses we can only assume you are bringing two horses and you will be charged two Drug Fees, and two Grounds Fees (or Stall Fees, whichever is applicable).
- For everyone except dressage riders (see below), it is only necessary to send in a \$25 nonrefundable deposit (or a \$120 deposit if you are getting a stall). Stall fees **must be paid in advance** with your entry. Also, after you submit your entry form, if you have any changes/scratches before the show, it would be helpful if you e-mail the information to S.Liveten@worldnet.att.net. This will make things run smoother in the office on show day.

DRESSAGE RIDERS

1. Please submit your entries as early as possible.
2. Dressage times will be assigned on a first come first serve basis with priority given to 1) those who ride only dressage and/or flat equitation 2) those who ride jumpers, dressage and/or flat equitation; and 3) those who ride in hunter and equitation classes.
3. Riders on the waiting list will be notified prior to the show should a time slot become available; at that time the rider may decide to accept or decline the offered time slot.
4. Riders accepting open time slots will be responsible for the class fees. Since there is no refund on dressage classes (once scheduled it precludes anyone else from taking that time slot), pre-entering dressage riders must **submit full payment at the time you send in your entry.**
5. Ride times will be emailed to all riders.