

Offsite Show Entry Procedure – sanctioned shows

1. Approximately one month before opening date, I give Jessy the following information to be posted on the website:
 - Link
 - Location
 - Show dates
 - Entry and payment due date
 - Payments payable to:
 - Entry
 - Jessy (hauling & trainer)
 - Greenacres (horse usage fee if applicable)
2. Riders need to pick one “point person” for me to communicate with, although I’m happy to answer individual questions.
3. One parent needs to step forward and find out which parents are going and reserve hotel rooms for parents, riders and Jessy. Jessy is willing to share a room but parents cover her hotel cost. This parent will also coordinate payment for the rooms and payment for Jessy’s parking (if applicable – i.e. at the Kentucky Horse Park). One parent (same or different) needs to coordinate food/drinks for the weekend. This could be as simple as saying, “Dinner out.”
4. Riders need to get entry and stabling forms and checks to me by the due date so that I can mail them all together on the opening date.
 - a. Entry and stabling forms can be found on the USEA Omnibus site (Area VIII) by clicking on the name of the show, then looking under “Helpful Links.”
 - b. “Owner” = Greenacres Foundation 8255 Spooky Hollow Road, Cincinnati OH 45242 (513) 623-9164 eqctrmgr@green-acres.org USEA #: 178520
 - c. “Trainer” = Jessy Wojtkiewicz, same address, phone, email address, USEA #: 52824
 - d. “Coach” = Jessy Wojtkiewicz
 - e. Be sure rider and parents sign!
 - f. One rider needs to reserve a tack stall for the group (“Greenacres”) and work out reimbursements from the group.
5. USEA numbers: all riders need to get their own USEA number and membership. A junior membership costs \$60 for the year. Greenacres gets the horse numbers and pays for their registration. Search the USEA site (online services) to find the horses’ USEA numbers.
6. Greenacres takes care of getting coggins and health certificates for the horses.
7. I will order shavings from Devers (approx.. \$9.20/bag). We order 5-6 bags per rider. These will show up on your “Pony Club bill” at the end of the year.