

Information for RPSI Inspection Host Sites

First of all, congratulations on being selected as an official host site for an RPSI inspection. The following guidelines on facility and protocol will help you prepare for inspection day.

The first order of business on inspection day is paperwork. The RPSI crew will arrive at 9:00 a.m., unless other arrangements have been made. The RPSI brings their mobile office along to every inspection site, which allows



them to print official score sheets complete with permanent life numbers, as well as stamp and process original registration papers. An indoor work space is appreciated, along with a table or desk/s large enough to set up several laptops, a printer and scanner, as well as 4-5 chairs. Nearby electrical outlets or an extension cord (RPSI brings their own power strip) are also needed. The RPSI staff often works in dining rooms, kitchens, tack rooms, barn offices or guest lounges.

Wherever the office is set up is also where mare/foal/stallion owners come to complete paperwork and payment before the inspection process begins, so keep in mind that any valuable carpets/flooring should be protected from the inevitable dirty boots. Host sites may also have a liability release or stabling forms for visitors and participants to sign – this is the host site's decision and responsibility.



The RPSI requires a safely fenced arena, either outdoor or indoor, with adequate footing for presentation of the horses on the triangle and at liberty.

If a stallion is to be presented, the arena will also need to be suitable for the free schooling and free jumping of a stallion, and a jumping lane with enough standards and rails to make a lane with 3 free-jumps should be available. The RPSI has inspected in grass paddocks as well, as long as the fencing is suitable to safely contain the horses.



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Mares and stallions 2 years of age and older are generally presented in a bridle, while foals and youngstock are presented in halter.

Because the RPSI judges mares, foals, youngstock and stallions at liberty unless otherwise requested for safety or soundness reasons, please be prepared by installing clips on the ends of bridle reins, and if foals are not accustomed to wearing a halter, the RPSI advises the halter be removed for judging at liberty. In most circumstances horses show themselves best at liberty when they have a clear line of sight down the long sides of the arena, so handlers with whips should ideally be located on the inner track of the arena and near corners, not on the rail.



Many host sites also provide the following amenities: A small table, bench or chair in the center of the arena for arranging paperwork and medallions. A cooler with bottled water for the judges and staff. Optional: coffee and snacks for the judges and/or the participants. A lunch or caterer – if lunch is to be served, facilities may either choose to provide the lunch free of charge, may charge an extra fee for the lunch and amenities, or may offer a donation can.



Unless otherwise notified, the judges will present an oral explanation of each horse's results, and foal and mare premiums will be announced and medallions awarded immediately after each horse has been inspected on the triangle and at liberty. Stallion scores and results are typically not announced publicly unless

the owner requests such. The judges will be available after the inspection and branding for individual questions. Site Champions will be announced and ribbons awarded after all horses have been inspected and scores reviewed.

The RPSI travels with a still and video camera and posts photos and a brief write-up from inspection sites on our



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Facebook page. Photos taken at inspection sites may also show up in the annual breeder's guide, in advertisements, and are used to help market foals selected and/or entered in our annual Select Online Foal Auction at the end of the season. We will not always have the extra set of hands to take the photos/videos, so we encourage each site to invite a professional photographer, if interest permits, and/or to ask for a volunteer, willing to use the RPSI camera to help video the inspection.



After the inspection process the branding and microchipping begins. Branding is done with a hot iron and is optional for horses that qualify for a brand, while Microchipping is mandatory beginning in 2016 for all new registrations. Each host site is asked to provide a functioning propane tank. The RPSI brings along a hose and burner to each site. Branding/Microchipping order will be announced and foal owners may need to be reminded not to leave the area before branding of their

foal is completed. If DNA is required and has not been done before inspection day, then hairs will also be pulled at this time. After branding the final paperwork is processed and score sheets are printed and distributed. If lunch is being offered, many sites open the pot-luck line at this time!



Host sites are encouraged to remind any outside breeders bringing horses to their inspection site to sign up online at www.rhpsi.com for the inspection, and to reference the RPSI Inspection Paperwork Checklist, (available for download from the RPSI Website). A copy is provided on the following page for Host Sites' general knowledge of registry requirements. Host Sites are encouraged to write down the names and contact information of those who call for information on the inspection, so that the registry can contact those who have not officially reserved through the website. Thanks for your willingness to host an RPSI inspection. We look forward to seeing you on the tour of 2016!

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