



UNITED STATES *Dressage* FEDERATION  
**Dressage Camp**

**Organizers Guidelines**

*Effective 4/1/2009*

**Purpose**

A Dressage Camp is designed to be an intensive, fun learning experience in a summer camp-like atmosphere for the committed rider of any level of experience or age. Ideally, riders and horses stay at the camp facility, making new friends and riding several times daily with well-known instructors. Mounted and un-mounted sessions expand the riders' knowledge of classical dressage riding and theory.

**Management Team**

- I. Camp Director:**
  - The head organizer who oversees all staff, and who should be ready to troubleshoot in case of organizational snags or an emergency.
  
- II. Secretary:**
  - Individual recommended being on duty at all times to answer questions and to field organizational problems.
  
- III. Public Relations Person:**
  - Takes photos and writes a short article for the Regional Newsletter and USDF Connection
  
- IV. Cafeteria Helper:**
  - Monitors a list as campers, instructors, etc., get their meals.
  - Attends to issues that arise during meals.
  
- V. Grounds Crew:**
  - Sets up the arenas.
  - Groom the arenas during the breaks.
  - Insures that all riding areas are safe and obstruction free
  
- VI. Barn Manager:**
  - Arranges for stalls and a place to wash horses.
  - Arranges for bedding/feed and equipment, and oversees clean-up.
  - Assigns the stalls.
  - Helps with the check-in and the trailer parking.
  - Assures that the barn, tack, and wash areas are safe and obstruction free
  
- VII. Hospitality Chairman and Assistants:**
  - Takes refreshments to the instructors.
  - Runs errands as needed.
  - Arranges for the instructors transportation to and from the airport and the housing facility.
  - Helps to set up for meals.
  
- VIII. Night Security Guard:**

Provides overnight security and checks on horses at regular intervals.

**Note:** Several of the jobs can be combined. You do not need to find different people for each of these jobs.

## Getting Started

### I. Review the Organizers Guidelines.

### II. Book the Facility:

- Sign a written contract. Confirm what will and will not be provided (stall bedding, arena set-up and maintenance, maid service, etc.). Now is the time to check whether tables, chairs, and port-a-potties will be needed. If so, arrange for rental.

### III. Getting Staffed:

- **Theme:**
  - Work with your selected instructors and speakers to create a theme for your camp. Popular themes include musical freestyle, quadrille, rider fitness, etc.
- **Instructors:**
  - **Feel free to negotiate!** USDF encourages the use of USDF Certified Dressage Instructors due to their training. You can get a list of instructors in your area by visiting the USDF website at [www.usdf.org](http://www.usdf.org).
  - Get a contract. The contract should include the following information (see sample contract Appendix III)
    - Agreed amount of compensation and method of payment.
    - All travel arrangements, including to and from the airport
    - All housing and meal arrangements
    - Cancellation clause
- **Other speakers:**
  - Recruit any other speaker(s) whom you want to give a lecture after mealtimes and any other “experts” for presenting demonstrations throughout the day. You might be able to find knowledgeable people, willing to donate their time to do a lecture or demonstration. The members of your dressage club are a good pool of talent for demonstrations. Utilize the talents of those members whose horses’ braids never stick up, or the members who moonlight repairing tack, and ask them to demonstrate their skills for the benefit of the camp participants.
  - You may also contact other ‘professional’ organizations such as American Association of Equine Practitioners, American Farriers Association and/or United States Pony Club. Their websites are located in the appendix of these guidelines.
- **Medical personnel:**
  - Having an EMT on the grounds throughout the camp is recommended, especially if the location is isolated.
- **Veterinarian/Farrier:**
  - You should have a local veterinarian and farrier ‘on call’ to handle any emergencies that may arise during your camp.

### IV. Confirmation letter/contract:

- Send one to each staff member (volunteer or paid), stating the agreed-upon arrangements and expressing the objectives of the camp. Confirm with each one when they will be presenting their talk or demonstration, the length of it, subject, and any AV needs.

## Budget and Finance

- I. Double check to be sure you have budgeted for all necessary expenses. Add up all expenses, total, and add an additional 15% to represent unanticipated expenses. Divide that total by the number of students that can be accommodated. This will give you the amount to charge per student, including housing and meals. Decide on fees for “Camping” auditors and “Daytime” auditors if you will be offering these options. It is recommended that you do plan for auditors as they can be a significant source of income.
- II. A good rule of thumb, to ensure that your camp will at least break even is to **re-calculate your budget again one month before the camp**. By then you will know most of the actual costs and have a better feel whether the income will meet your expectations. If you discover a shortfall at that time, it is still possible to scale back or cancel something, so that expenses are covered.

- III. Please note; the sponsoring organization is financially and legally responsible for your camp. It is important that, from the very beginning all income and expenses are deposited to and paid out by the sponsoring organization. This means all registration fees should be made payable to the sponsoring organization and all bills should be paid from the sponsoring organizations bank account.**

### Grant Funding

- I. Contact local GMO's, Regions and/or USDF for information on obtaining grant funding for educational events. You may visit the USDF website at [www.usdf.org](http://www.usdf.org) for additional information.
- II. The Dressage Foundation also has many grants available for educational programs. You can visit their website at [www.thedressagefoundation.org](http://www.thedressagefoundation.org) for more information.
- III. Contact local tack/feed stores and other local businesses for donations and/or sponsorships.

### Publicity Tips

- I. The best tip is **“plan your camp far enough in advance to allow for adequate publicity.”** Six months in advance of your camp should be considered minimum, **one year is best.** Get the word out (locally, regionally, and nationally) that your camp will take place. Even though the Camps have proven to be popular, don't take it for granted that your camp will fill just with people from your local area.
- II. By requesting USDF University Accreditation for your camp, USDF will help you by listing your camp on the USDF website educational calendar, in the USDF Connection calendar, and in USDF Regional Newsletters (**USDF has a 6 month lead time for USDF Connection publications.**)
- III. Contact the local GMO for additional opportunities through local newsletters and websites.

### Advertisement

- I. A camera-ready (clean, solid black and white) advertisement is a good investment in publicizing your camp. An inexpensive ad can be designed by pasting clip-art around neatly typed information. Use a typewriter or computer to print the words. An ad can be horizontal or vertical. Include information on the camp's location, fees, instructors, and the contact person. It is recommended that you include the statement “Auditors are welcome!” in the ad if your camp will be accepting auditors. Some tempting menu highlights may be a good selling point to potential campers.
- II. GMO newsletters will often print ads and press releases free of charge, when the activities are of interest to their members. Other good places to send your ad include: horse-related publications, tack shops, and your USDF Regional Newsletter (Your USDF Regional Director can put you in contact with the Regional Newsletter Editor.)

### The Brochure

A brochure can be handmade, using clip-art, or done on a computer. It might help to think of the brochure as a “prize list” and therefore include the same information that would be necessary for a horse show.

- I. **Content of brochure:**
  - Staff/Instructors
  - Management/Contact person
  - Fees/Cost
  - Lodging/Transportation
  - Tentative general schedule
  - Schedule of payments
  - Registration procedure
  - Opening date for applications (6-7 months before)
  - Closing date; set a date that will allow you time for final preparations
  - Clearly described policies on cancellations and refunds (You can always be lenient in applying the policy if you can fill the spot or if you will break even without that person's fee.)

- Acceptance policy
- Registration form
- Recommendation of ASTM helmet when mounted
- USDF University Accredited

**II. Suggested methods for collection of fees:**

- Payment in full, sent in with the registration form
- Installments, with a deposit sent in with the registration form and further installments to be paid by designated dates.

### Registration Form

**I. The registration form should request the following information;**

- Participant’s name, address, and phone number
- Prior riding experience, training background, and future goals
- Horse’s level of experience and training
- Housing preference (if applicable)
- Arrival and departure dates and times
- Name and address of the person to whom the application and payment are to be sent
- Special dietary considerations
- Emergency contact information

### Too Many Applicants

- I.** Camps have proven to be very popular. You may find that you have more applicants than you expected. If you are not able to add another arena and hire another instructor, one of the following methods may be used to select campers:
- First come, first served. An opening date for registrations can be established and campers are taken on a first come first served basis (Note: The opening date must be designated on the registration form and in the advanced publicity; be sure to plan ahead!)
  - If your camp is sponsored by a GMO, you can give preference to applicants from within the club, and accept non-members as space permits.
  - Do a drawing to select the participants, including all applicants.
- II.** Decide how you will handle this before printing your brochure, and then clearly describe your policy in the brochure. Print the “opening date”, if applicable, in a prominent place.

### Acceptance Letter

Once an applicant is accepted, you may wish to send them an acceptance letter and any of the following information, they need to know about the camp:

- Map and directions to the site
- Designated arrival time and location
- Stall and bedding information; whether they need to bring a fan for their horse or supply their own stall cleaning equipment
- Accommodation information, including hotel, bed & breakfast or camping
- Dog policy (a “No Dogs” policy is recommended)
- A list of suggested items to bring to the camp (see appendix V)
- Fee payment schedule ( if payment is to be sent in installments)
- Names and addresses of other campers to facilitate “van pooling”
- Up to date health papers, vaccination history, and other information required by facility

### Insurance/Waiver of Liability

- I.** Additional insurance may be required for your camp. If a GMO or Region is hosting a camp, be sure to check with your insurance company for any additional insurance needs.
- II.** Be sure to check with the hosting organization and facility regarding any waivers that will be required to be signed by the camp participants.

## Airline Tickets

It is recommended to book transportation tickets and accommodations early. The best fares are usually offered in limited quantities and disappear early.

## Organizing the Camp

- I. Schedule the arrival of the campers for the morning or afternoon on the day prior to the first full day of camp. A dinner and evening lecture or a welcome party on the arrival day is very important to allow campers to meet each other and the instructors. The following days can begin as early as 6:30 a.m. with a group breakfast, and end after a dinner and lecture each evening.
- II. Group each camper with 3-4 other riders of similar ability. (Use the information provided by the riders on the registration form.) Schedule each group for a one-hour group lesson early in the day. Then assign a time slot for each individual rider to take a 30-45 minute private lesson later the same day, with the same instructor they had in the group lesson. If possible, follow the same schedule format each day.
  - Don't forget to give the instructors a 15-minute break, as needed, and schedule adequate time for lunch – a minimum of one hour is suggested.
  - Each camper should be assigned to ride **with each instructor** before the end of the camp, if possible.
  - The instructors may be moved to a different arena each day, so they get to see some different scenery and to even out any differences between the different arena conditions, or they may wish to stay in the same arena. Check with the instructors on their preference.
  - Every effort should be made to ensure that all riders get the same amount of riding time. Riders may remain in the same group throughout the camp or you may wish to change their groups, depending on instructor recommendations.
- III. **Mealtimes:**

Your campers will really feel that they are “at camp” if the meals are served in a common dining area. Give the campers time to eat and talk (some “down time”), then plan to start a video, lecture and/or demonstration. Each instructor should deliver one lecture on a subject of his/her choice, and you may need other speakers to fill in the schedule. See the appendix for a list of possible topics.

Many camps find that some social time before dinner is popular. Campers enjoy the opportunity to relax and socialize after a long day of brain overload. The social time might begin about 30 minutes before dinner each day and offer hors d'oeuvres, punch, vegetable platters and the like. Campers are able to trickle in at their leisure, take the edge off their appetite, and unwind before dinner.
- IV. **Demonstrations:**

You may want to schedule hands-on demonstrations throughout the day. The topics for these could include grooming, braiding, tying a stock tie or bandaging and wrapping legs. Other activities the campers might appreciate are: warm-up exercises for riders or massages for horse and/or rider. See the appendix for more possible topics.
- V. You may want to plan a farewell dinner with a fashion show, special videos, a pool party, competition awards, skits or other similar activities.
- VI. Decide upon a contingency plan in case of rain, i.e., ride anyway, move to an indoor hall, etc.
- VII. Mail the staff a copy of the schedule, when it is ready.

## Order Equipment

- I. **Visual aids and other equipment:**

You should ask each instructor and lecturer if they require any special equipment. In general, you will need the following items for your lectures/demonstrations:

  - A TV, hooked up to a DVD/VCR
  - A dry erase board and markers
  - Equipment for a powerpoint presentation and/or an overhead projector
  - Arrange for videos (educational or performance), if appropriate.

- USDF has some excellent videos available. Visit the USDF Store at [www.usdf.org](http://www.usdf.org) to see what is available.
- A cassette or CD player may be necessary if you have a lecture on musical freestyle
- You should plan to give each instructor a chair to use while teaching

**II. Video Taping:**

Having someone to videotape the lessons, whether professional or a volunteer from your club, is a nice touch. Arrange now for what will be taped (all the lessons in one arena, only the private lessons, demonstrations, evening lectures, etc.) and when. Notify the campers that this service will be available, what the fee is and if they should supply their own camera or tapes, etc.

**III. Arenas:**

Don't forget to have enough sets of arena letters for the arena(s) you will use. Also, arrange for the arena(s) to be groomed and watered as needed during the breaks.

**IV. Call of Nature:**

Don't forget a few port-a-potties, thoughtfully placed.

**The Program**

Your program should contain the following information:

- A schedule for rides and meal times
- A biography of each instructor
- The names of all lecturers and demonstrators
- The list of campers, with their addresses and phone numbers, and their horses names
- An 'on-call' number for the vet, farrier, and medical assistance

**Check-In Packet**

Now is the time to assemble the check-in packets, to be given to each camper upon arrival. These items can all be stuffed in an envelope or folder:

- Program
- Schedule of events
- Individualized riding times
- Name tag
- Meal tickets, if used
- Auditor tag, if applicable
- Room assignment, if applicable
- Shuttle or transportation information, if applicable
- Information on the site and the nearby locale (from the Chamber of Commerce)
- Evaluation form for campers to fill out at the end of the camp. (See appendix VIII)
- All necessary liability waivers, if not included in registration application

**Some Final Plans**

**I. Stalls:**

The stall assignments should be ready before the time of arrival and a stall assignment chart should be posted. Put a card with the name of the horse, the name of the rider, the name, address, and telephone number of the hotel, if applicable, on each stall. Plastic sandwich bags filled with sugar lumps attached to each stall door are a nice touch, as is a basket of carrots and apples in the stable area.

**II. Emergency phone numbers:**

Contact information should be posted prominently in several places. The list should include the following information:

- Name, address and directions to facility
- Local fire, police and medical numbers
- Veterinarian
- Farrier
- Feed/Tack Store

## **Special Touches to Consider**

- I.** Have a local tack shop on the grounds or available for emergency needs.
- II.** Sell dressage books on the grounds. Many books, DVD's and other educational materials are available in the USDF Store. Contact USDF for details at [www.usdf.org](http://www.usdf.org).
- III.** Decorate meal tables with flowers for a festive look.
- IV.** Design a special souvenir mug, T-shirt, drinking cup or similar items.
- V.** Offer an optional trail or beach ride.
- VI.** Consider arranging to have a local youth group (pony club, 4-H, FFA, Scouts) offer stall cleaning at the end of camp as a fund raiser. Campers may want to be able to load up and head home and would gladly pay to have their stalls cleaned.

## **NOTES**

## Organizational Checklist

### **I. One year out (recommended):**

- Get together a small committee to assist you
- Locate a suitable facility
- Decide on the number of campers and instructors you will have
- Decide on the dates
- Estimate your budget
- Apply to USDF for University Accreditation

### **II. One year to eight months before:**

- Book the facility
- Hire the instructors and the EMT
- Recruit the speakers and demonstrators
- Send a confirmation letter/contract to instructors, speakers, and demonstrators
- Select a caterer and plan a menu
- Contact possible additional funding and sponsorship sources

### **III. Eight to nine months before:**

- Send out news releases, ads, and posters
- Finalize the fee structure and schedule
- Design and print the registration form/brochure
- Distribute the registration form/brochure
- Prepare an acceptance letter
- Send a draft brochure and info to USDF

### **IV. When registration opens and beyond:**

- Begin taking registrations
- Select your campers
- Notify the accepted campers by sending an acceptance letter, including the names and addresses of all campers to facilitate van-pooling, etc.

### **V. Three months before:**

- Publicize to attract auditors. Even at a low fee, a few auditors can be a significant source of income. You may want to suggest that they bring their own chairs.
- Order port-a-potties, bedding, arena letters, and any feed
- Check on airline tickets for the instructors
- Contact your insurance agent and arrange for insurance coverage of the camp

### **VI. One to two months before:**

- Prepare the final schedule. Assign all lesson times, lectures, and demonstrations.
- Order the equipment for lectures and arenas

### **VII. At least one month in advance:**

- Book all staff transportation tickets to get the best rate
- Balance the budget again

### **VIII. One month to two weeks in advance:**

- Design and print a program, name tags, and stall cards
- Confirm volunteers and their assignments
- Obtain a first-aid kit for horses and riders
- Send a final letter to the campers
- Prepare a check-in packet:
  - Evaluation sheet for participants
  - Official schedule/program
  - Souvenir, if used (T-shirt, mug or similar item)
  - Name tag
  - Facility/GMO (if applicable) Liability waivers/releases

**IX. One week in advance:**

- Pick up all printing (program, stall cards, etc)
- Confirm that the audio-visual equipment is available or coming and that someone who knows how to run it will be available.
- Give the last minute instructions to the caterer
- Confirm the flight arrangements with your camp staff, and plan for transportation to/from the airport and to/from the barn.
- Organize any equipment requested by the instructors, lecturers or demonstrators
- Post the emergency phone numbers in a prominent place
- Grounds crew:
  - Check the P.A. system
  - Set up the arenas, including the dressage letters and any P.A. system you will be using
  - Check lighting, water, ventilation, and heat
  - Get the stalls ready for the incoming horses
- Stabling:
  - Make the stall assignments, fill out the stall cards and stall chart
  - Post the stall cards and the chart

**X. Final day:**

- Pay the instructors and any other paid staff
- Collect the evaluation forms from the participants
- Clean up

**NOTES**

## APPENDIX I

### Sample Schedule .

The following schedule, covering the entire day for one arena, works well:

6:30 - 7:00 a.m.	Horse care
7:00 - 8:00 a.m.	BREAKFAST and lecture
8:00 - 9:00 a.m.	One hour group lessons
9:00 -10:00 a.m.	One hour group lessons
10:00 -10:20 a.m.	BREAK
10:20 -11:20 a.m.	One hour group lessons
11:20 a.m.-12:00 p.m.	Private lessons
12:00 -1:30 p.m.	LUNCH, lecture, and horse care
1:30 - 2:50 p.m.	Private lessons
2:50 - 3:10 p.m.	BREAK
3:10 - 5:00 p.m.	Private lessons
5:00 - 6:00 p.m.	Horse care
6:00 p.m.	DINNER and lecture

This schedule can be adapted to accommodate needs specific to each individual camp, such as hot weather.

**Note:** Instruct the clinicians to adhere closely to the schedule and then check each arena periodically to help them stay on time.

## NOTES

## APPENDIX II

### Un-mounted Lecture/Demonstration Topics

The following is a list of topics that may be used for lectures and demonstrations:

- Long-lining
- Musical freestyle
- Balanced hooves
- How to lunge properly
- Braiding
- Cavalletti for the dressage horse
- Horse-related tax laws
- What “questions” are asked for some common movements in dressage tests
- Leg-wrapping – when and why
- How to avoid “giving away” easy points while riding a test
- Collection – what it is and how to achieve it
- The half-halt – what it is and how to achieve it
- Developing the seat of the rider
- Saddle fitting to horse or rider
- Setting goals as a rider and evaluating the progress
- Why do we ride? (Encourage campers to discover their own goals and reasons.)
- Recognizing and controlling anxiety and tension as a rider
- Trailer safety
- Dressage saddles – reasons and use for the different styles and features
- School figures (pick one or several examples: corners, the centerline, circles, etc.)
- Explain the Classical Pyramid of Training
- Explain how the frame of the horse changes with the levels
- USDF Glossary of Terms (Focus on a few words from the Glossary each day.)
- What are judges looking for?
- Medical topics:
  - Discuss a new breakthrough in treating a horse ailment
  - Current theories on vaccination, worming or sports medicine
  - Basic first aid for horses
- Rider Fitness
  - Aerobics
  - Stretching
  - Yoga
  - Tai Chi
- Equine Chiropractic
- Equine Massage
- Equine Acupuncture/Acupressure

**Note:** Any topic that seems relevant may be used. Also, the above listed topics may be made more or less specific, as needed.

**APPENDIX III**

**SAMPLE CONTRACT LANGUAGE**  
**Instructor(s)**

**I.** HOSTING ORGANIZATION hereby contracts with NAME/ADDRESS/PHONE NUMBER OF INSTRUCTOR, as a dressage instructor and clinician for the NAME OF CAMP, to be held on DATE at the LOCATION.

**II. Compensation:**  
The agreed upon fee is XXXXX per eight hour day, for a total of XXXXXX.

**III. Travel and miscellaneous expenses:**  
A round-trip coach ticket from the NAME OF DEPARTING AIRPORT to the NAME OF ARRIVING AIRPORT will be booked by the camp organizers, arriving on XXXXX afternoon or evening and departing on XXXXXX evening. In addition, you will receive a \$.XX per mile reimbursement for the travel expenses to and from the airport and the airport parking fee, paid by NAME OF HOSTING ORGANIZATION.

**IV. Housing and meals:**  
The NAME OF HOSTING ORGANIZATION agrees to provide lodging in a private room at the NAME OF HOTEL, IF AVAILABLE. All meals while traveling will be reimbursed by the NAME OF HOSTING ORGANIZATION, not to exceed \$XX.XX per day.

**V. Transportation will be provided for the instructor from the airport to the camp facility and back.**

**VI. Cancellation:**  
Should this event be canceled for any reason, after both parties have signed this contract, the (NAME OF HOSTING ORGANIZATION) agrees to pay the instructor as follows:

1. If the NAME OF HOSTING ORGANIZATION cancels this contract two months or more prior to the event, the instructor shall receive no compensation, other than the expenses incurred, including the airline ticket, if it was purchased by the instructor.
2. If the NAME OF HOSTING ORGANIZATION cancels this contract less than two months prior to the event, the instructor shall receive one half of the total fee plus the expenses incurred, including the airline ticket, if it was purchases by the instructor.
3. If the instructor must cancel at any time, the instructor shall forfeit all compensation for the event and shall reimburse the NAME OF HOSTING ORGANIZATION for any airline expenses incurred. The instructor shall assist in finding a suitable substitute, acceptable to the event organizers.

**VII. Contacts:**

1. The Dressage Camp Manager will be: \_\_\_\_\_

\_\_\_\_\_  
*(Street, City, State, ZIP)*

\_\_\_\_\_  
*(Day and evening time phone numbers, fax number)*

2. The secondary contact will be: \_\_\_\_\_

\_\_\_\_\_  
*(Street, City, State, ZIP)*

\_\_\_\_\_  
*(Day and evening time phone number, fax number)*

3. The phone number on the grounds is: \_\_\_\_\_

**VIII. This part is to be filled out by the instructor:**

1. Any particular diet requirements: \_\_\_\_\_
  
1. Your preferred beverages and snacks in the morning: \_\_\_\_\_  
afternoon: \_\_\_\_\_

**IX. Assignment:**

This agreement may not be transferred, assigned or reassigned by either party, without the prior consent of the other party.

**X. I agree to the terms of this contract:**

1. Dressage Camp Manager: \_\_\_\_\_  
  
Signature: \_\_\_\_\_  
  
Date: \_\_\_\_\_
  
2. NAME OF INSTRUCTOR, Instructor:  
  
Signature: \_\_\_\_\_  
  
Date: \_\_\_\_\_

(The instructor should sign both copies and return one copy to the event manager. Thank you)

**APPENDIX IV**

**SAMPLE CONTRACT LANGUAGE**

**Additional Guest Speaker(s)**

**I.** I, NAME OF SPEAKER, agree to deliver a LENGTH OF TIME OF LECTURE lecture at the Dressage Camp held at the NAME AND LOCATION OF FACILITY, on DATE OF PRESENTATION. The lecture topic shall be mutually agreed upon at least two weeks prior to the event.

**II. Fee:**  
The agreed upon fee for the lecture is \$XXX.XX (if applicable).  
Mileage will be reimbursed at a rate of \$0.XX per mile.

**III. Assignment:**  
This agreement may not be transferred, assigned or reassigned by either party, without prior consent of the other party.

**IV. I agree to the terms of this contract:**

**1.** Dressage Camp Manager: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**2.** NAME OF SPEAKER, TITLE:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(The speaker should sign both copies and return one copy to the event manager. Thank you.)

**EQUIPMENT FOR CAMPER TO BRING**  
**Sample Checklist****I. Stable:**

1. Feed and hay
2. Salt block and electrolytes
3. Feed, water, wash buckets, and manure bucket
4. "Apple picker" or other tools for cleaning the stall
5. Stall guard (if you like to use one; check with stable manager whether these will be permitted)
6. Double-ended snaps
7. Grooming and tack cleaning supplies
8. Extra halter and lead
9. Liniment or body wash
10. Hose
11. Up-to-date horse health certificates
12. Fly spray
13. Fan for stall

**II. Tack:**

1. Extra saddle pad, girth, and reins
2. Dressage whip
3. Tack, horse blankets, and other horse clothing
4. Standing wraps
5. Lungeing equipment

**III. Clothes:**

1. Street clothes
2. Breeches and boots, spurs and gloves
3. Tidy shirts (tucked in and not too baggy)
4. Helmet (USDF recommends that you wear one while mounted)
5. Bathing suit and towel (if applicable)
6. Rain gear

**IV. Personal comfort:**

1. First-aid kit
2. Lawn chair
3. Towels, sheets, and a sleeping bag
4. Notebook for notes about lessons and lectures
5. Loose change for the vending machines
6. Bug repellent
7. Sunscreen

**Note:** Please put your name on all your equipment.

**"Don't forget to bring your horse!"**

## APPENDIX VI

### JUST FOR FUN Treasure Hunt

#### Rider Education Camp Treasure Hunt Rules:

1. Your partner in the Treasure Hunt will be the “buddy” who was assigned earlier.
2. Work together ( as much as time and riding schedules permit) to find the TREASURE
3. Bring all treasures to the dinner on designated night.
4. Prizes will be given to teams finding the most treasures.
5. Please try to fill your list with things you and your partner brought with you or have been able to find (scrounge up) at NAME OF CAMP.
6. Have fun & be creative!!

#### TREASURES (examples):

- Something red
- Something musical
- A prize
- A cat’s paw print
- A ticket
- Something with a USDF logo
- A horse treat
- A discount coupon
- Something for rainy weather
- A horse shoe nail
- A photo of a relative
- A flower
- Something from the 60’s
- Something western
- Something size 8
- Something for the beach
- A bill
- A bargain
- The signature of an USA Equestrian official
- A poem about this camp
- A chicken feather
- The oldest thing you can find
- Chocolate
- A list of 3 things you’d bring next time
- A golf ball
- Title of the last book read by 3 other
- Anything dated with a designed year
- Campers (not your partner)

The following is a suggested list of resources for instructors, speakers and other camp needs:

**Instructors**

- **USDF Certified Instructors**  
www.usdf.org or instructor certification@usfd.org
- **Local Dressage Clubs or GMO's**  
www.usdf.org
- **United States Eventing Association**  
www.useventing.com
- **United States Pony Club**  
www.ponyclub.org
- **Certified Horsemanship Association**  
www.cha-ahse.org

**Speakers**

- **American Association of Equine Practitioners**  
www.aiep.org
- **American Farriers Association**  
www.americanfarriers.org
- **Local Dressage Clubs or GMO's**  
www.usdf.org
- **American Veterinary Chiropractic Association**  
www.animalchiropractic.org/
- **International Veterinary Chiropractic Association**  
www.ivca.de
- **Local college or university**

**Grant Funding**

- **USDF**  
www.usdf.org
- **The Dressage Foundation**  
www.dressagefoundation.org

**USDF University Accreditation**

www.usdf.org or university@usdf.org

**USDF Store**

www.usdf.org

**APPENDIX VIII**

**PARTICIPANT EVALUATION  
Sample (Duplicate for multiple instructors)**

The following is an example of an evaluation for that can be used. This information may be modified to meet local needs.

To ensure that future camps continue to meet the needs and concerns of the rider, the local organizer requests your comments on this program.

**The location of the Camp:** \_\_\_\_\_ **Length of Camp:** \_\_\_\_\_

**The date of the camp:** \_\_\_\_\_ **I attended the camp as a:** Camper \_\_\_ Auditor \_\_\_

**Rate the following criteria on a scale of 1-5 with 1 being the lowest rating and 5 being the highest rating:**

Name of Instructor(s): \_\_\_\_\_

Instructor had command of the subject matter and communicated his/her ideas well.	1	2	3	4	5	n/a
Mounted Session	1	2	3	4	5	n/a
Lectures	1	2	3	4	5	n/a
Other special lectures and/or demonstrations	1	2	3	4	5	n/a
Facilities (arenas lecture areas, eating areas, etc.	1	2	3	4	5	n/a
The stabling (if applicable)	1	2	3	4	5	n/a
Housing for camp participants	1	2	3	4	5	n/a
The facilities for auditors (if applicable)	1	2	3	4	5	n/a
Meals/refreshments	1	2	3	4	5	n/a

Other Comments (what did you enjoy most about the Dressage Camp, suggestion for future camps):