



**UNITED  
DRESSAGE  
& JUMPING  
CLUB**

# **Foundation Show Organizer Guide**

**Everything You Need to Run a Successful  
UDJC Foundation Show**



## Purpose of Foundation Shows

Foundation Shows are hosted exclusively by **UDJC-certified riding schools** and provide:

- A professional but familiar environment for students to compete.
- Opportunities for riders to earn **UDJC Badges (Unicorn, B, E, A)**.
- Fully recognized UDJC Show
- Accessible, affordable, and educational experiences.
- Outside riders may attend if space allows.

Competitors can **earn points** that count toward qualification for the **Circuit Final** show at the end of the season.



## Classes Offered

- **Dressage:** Up to **Level L**.
- **Jumping:** Up to **Level L (1.15m)**.
- **Hunters:** Optional, up to **3'0"**.
- **Badge Tests:** Riders may complete official UDJC badge requirements.

Dressage and Jumping are **required**; Hunters are **optional**.



## Facility Requirements

- **Arena Space:** Enough safe, suitable space to host Dressage and Jumping.
- A Hunter area is optional.
- **Footing:** Consistent and safe for both competition and warm-up.
- **Equipment:**
  - Quality jumps with fill and poles. Safety cups for oxers.
  - Dressage arena with proper letters.
- **Speaker System:** Required in each arena for judge feedback.
- **Appearance:** Neat, tidy, professional presentation.
- **Insurance:** Proof of insurance listing UDJC as additionally insured.



## Staffing Requirements

- **Show Manager** (required):
  - Oversees the event.
  - Keeps the **time schedule** on track.
  - Handles all general management.
- **Judge (UDJC approved):** Judges, approves courses and provides official feedback to the riders.
- **Volunteers:** All other positions (office, gate, scribe, runner, jump crew) can be filled by volunteers.

**Tip:** Parents, older students, and barn helpers are excellent volunteers.



## Judges & Representatives

- **Judges:**
  - Must be UDJC-approved.
  - Charge **\$400/day plus hotel and travel**.
  - Foundation Shows usually need only **one judge**.
- **Courses:**
  - Use UDJC standard course designs (\$200 per weekend).
- **UDJC Representative:**
  - Required the **first time** a facility hosts a Foundation Show.
  - Acts as a mentor, ensures smooth operation, answers questions.
  - Charges the same as a judge.
  - Not required for future shows at the same facility.



## Medical & Emergency Requirements

- UDJC **recommends medical personnel on site**.
- If reliable emergency services are nearby, no medic is required.
- An **emergency plan** (nearest hospital, directions, emergency numbers) must be posted and known by staff.

## Financial Guidelines

- **Per-Horse Fees**
  - UDJC charges **\$5 per horse to the organizer.**
  - HorseSpot software: **\$3 per horse.**

	\$	comment
<b>Office Fee</b>	max \$20	maximum amount per entry, no hidden fees
<b><i>Class Fees</i></b>		
<b>Level: Pre-B, B, E, A</b>	\$35	per class
<b>Level L</b>	\$40	per class

## Prize Money

- Must meet UDJC minimums
- payout if class had 6 starts or more

	1st	2nd	3rd	4th	5th	6th
<b>Level E Total \$100</b>	\$35	\$20	\$15	\$10	\$10	\$10
<b>Level A Total \$150</b>	\$50	\$30	\$25	\$15	\$15	\$15
<b>Level L Total \$250</b>	\$85	\$50	\$40	\$30	\$25	\$20



## Scheduling & Entries

- **Scheduling Tips**

- Plan natural breaks (lunch, reset, dragging).
- Consider group format classes in your time schedule (pre-group riders the night before)
- Badge tests fit well at the end of the day.

- **Entries**

- Shows must be listed in **HorseSpot** for official recognition.
- All entries are handled digitally through HorseSpot.

- **Stripe Connection**

- Make sure you create a Stripe account. You'll need it in order to collect money. It'll be connected to your HorseSpot account.



## Marketing & Promotion

- **Organizer's role:**

- You are responsible for filling the show. Your barn's network is key.
- You are responsible for finding local sponsors for your show.

- **UDJC support:**

- Flyer templates.
- Website & social media promotion.
- Help scheduling Judges.

- **Branding:**

- All materials must include the UDJC logo and name.





## Volunteer & Staffing Culture

Foundation Shows thrive on **volunteers**. Many tasks are simple and fun:

- Gate management.
- Scribing.
- Office assistance.
- Jump crew.
- Running tests.

Encourage parents and older students to get involved — it builds community and keeps costs low.



## Rider & Parent Communication

- Publish the **show schedule** in advance.
- Provide clear **arrival and warm-up instructions**.
- Remind riders that feedback is part of UDJC — they should listen to judges' comments.
- Badge riders should know requirements before show day.



## Philosophy & Expectations

Foundation Shows reflect UDJC's values:

- **Horse welfare comes first.**
- **Education is central.**
- **Professional yet fun** atmosphere.

Shows are **not designed for profit** but can be financially rewarding with good planning and sponsorship.

# UDJC Foundation Show Organizer Checklist

## Before the Show

- Confirm approval with UDJC (facility photos, insurance on file).
- Set at least 2-3 show dates to build momentum.
- Add show to HorseSpot so entries can open. Add your Stripe account.
- Confirm judge (UDJC-approved, \$400/day + travel).
- Confirm UDJC representative (required for first-time shows).
- Request UDJC standard courses (\$200 per weekend).
- Prepare volunteers (office, gate, runner, scribe, jump crew).
- Promote show (barn network, UDJC flyers & online).
- Contact local sponsors (optional but encouraged).
- Prepare emergency plan (nearest hospital, emergency contacts).

## Facility Setup

- Arena space for Dressage + Jumping (Hunter optional).
- Safe footing in all rings & warm-up.
- Jumps with poles & fill; Dressage letters set.
- Speaker system in place.
- Grounds tidy & professional.

## After the Show

- Pay judge(s), UDJC rep, and course fees.
- Evaluate volunteer/staff performance.
- Debrief with UDJC representative (if first-time host).
- Start planning next show date!

## Day of the Show

- Show Manager on duty (keeps time & oversees event).
- Judge approves courses before classes begin.
- Volunteers in position (gate, office, runner, scribe, jump crew).
- Post emergency contacts at office & warm-up.
- Keep schedule on time.
- Ensure judges' comments & feedback can be heard in the arena.
- Award ribbons after each class & badges as appropriate.
- Record results in HorseSpot.