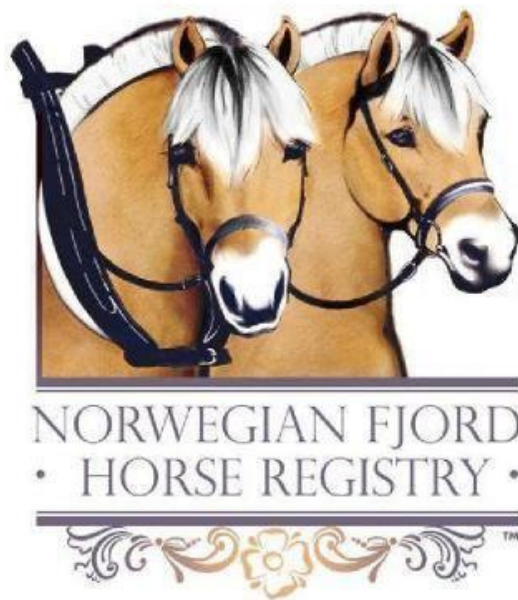


NORWEGIAN FJORD HORSE REGISTRY EVALUATION HANDBOOK

SECTION 5 HOLDING AN EVALUATION



2020

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SECTION 5

HOLDING AN EVALUATION

The NFHR provides Evaluations through a volunteer host or regional Fjord Horse club. The NFHR Evaluation Coordinator is the point of contact for the NFHR. The Evaluation Coordinator coordinates all communications and approvals needed from the Evaluation Committee and the Board of Directors. The Board of Directors appreciates the interest and support of the individual hosts and regional clubs whose efforts make the Evaluation Program the successful program that it is.

Evaluations may be one of two types: Partial or Complete. A Partial Evaluation includes the Conformation and Movement Tests. This type of evaluation could be a one-day evaluation at either a private farm or a public facility that is open to outside Fjord Horses, owners and spectators. Depending on the facility and number of expected entries, Performance Tests may be offered. A Complete Evaluation offers all evaluation tests and can be held at a private or public facility that can accommodate all the tests.

The NFHR is responsible for all aspects of an evaluation, including but not limited to:

- Approving the location
- Budgeting for the evaluation
- Assigning Evaluators
- Financing the Evaluation
- Receiving the entries
- Providing the score-sheet forms and necessary records
- Providing the Technical Delegate (TD) and Secretary
- Obtaining transportation to and from the evaluation for the Evaluators, TD and Secretary.
- Providing the microchip reader, height stick and tape measure for Fjord ID verification and measuring
- Conducting the evaluation
- Providing ribbons and awards
- Maintaining and publishing the records from the evaluation

The Host is responsible for:

- Finding a suitable location. An indoor arena for conformation is preferred but not required. In the past, facilities have been a major cost of an evaluation. In order to keep an evaluation affordable, locating and using donated property and services will help control costs. A private facility can be used if it is open to the public. In addition, the normal weather for the time of year should be taken into consideration.
- Applying for approval from the NFHR and submitting a completed application to the NFHR Register.
- Assisting the Evaluation Coordinator in advertising the evaluation to the regional Fjord owners and the public.
- Assisting the Evaluation Coordinator in securing housing for the two Evaluators, the TD and the Secretary. To avoid the perception of favoritism, Evaluators are prohibited from staying at a participant's residence or other facility that owns or presents any Fjord entered in the evaluation. The TD and the Secretary may be housed in a participant's residence.
- Optionally, the host may obtain local transportation for the Evaluators, TD and Secretary.
- Obtaining the materials needed to conduct the appropriate tests, i.e. cones for Conformation and Movement Tests. The Evaluation Coordinator has a list of materials needed for each Performance Test being offered.
- Assisting the TD during the evaluation and providing volunteers to help.

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- Optionally, the host may find sponsors and vendors for the evaluation to help with the financing (see Fundraising and NFHR Donation Guidelines below).

HOW TO SET THE EVALUATION UP FOR SUCCESS

Evaluations assess movement at the walk, trot and canter in the Conformation and Movement Tests. Stride length, joint activity, movement over the topline and impulsion are assessed in the Performance Tests. To give the horses and handlers the best opportunity to show their horses, it is important carefully to consider certain aspects of the program that are to be offered.

Footing

Footing refers to the base and surface layers of the ground in the arena where the horse will be presented to the Evaluators. Firm footing is required for the horse to move at its optimum to show length of stride, joint movement, movement through the back and impulsion. In addition, firm rather than deep footing is of benefit to the horse and the horse's handler. Deep and loose footing greatly hinders good movement and impulsion. Think about the difference between running in deep sand and running on engineered track surfaces such as are found at most high schools in America today. At a very minimum the horse needs to be presented for inspection on a flat, firm surface.

Warm-up Areas and On-deck Area

There must be adequate space for each entry to warm up. The on-deck area must be managed so there is adequate space while waiting to enter the arena so that the handler and horse are not required to stand waiting for more time than is necessary.

Temperament Testing

NFHR members interested in the evaluation program have long asked for a test for temperament. In the new linear scoring system, temperament and behavior are assessed in both the Conformation and Movement Test and the Performance Tests.

Owners and handlers may wish to avoid, limit or complain about anything that might excite or distract their horses. All venues will have their own set of distractions for horses such as strange equipment, unfamiliar noises, tents, tarps and, perhaps, even baby strollers. There will be a number of new strange horses at the evaluation some of which will be excited and may be a challenge to manage.

Some Fjord Horses will take this in stride and others won't. Some horses are accustomed to working indoors and not outdoors. Some horses are used to working outdoors and not indoors. The question is: when stressed by sounds, equipment or visual distractions, how manageable, cooperative, excited, focused and energetic is the horse; and how well and how soon can it calm down, become relaxed, focused, and manageable when the horse is shown to the Evaluators on that day. Realizing these aspects of a reasonable temperament in a Fjord Horse is paramount for the handler and the evaluation staff to assess the observable temperament of the horse on that day. The linear scoring system offers the most impartial, realistic information regarding those observations.

Pre-evaluation Clinics

The new evaluation program offers a new and different way to learn about our Fjord Horses. There will be plenty of interesting information available. Through this program each individual horse owner and handler can better learn to assess and understand the horse's strengths and limitations regarding form and function. The educational aspect of the evaluation program should start with offering a pre-evaluation clinic. Regional clubs are encouraged by the NFHR to host pre-evaluation clinics. The NFHR pledges to support and to encourage individuals who can educate our members about this new evaluation program. The format and expectations for the handlers, horses and evaluation staff should be well understood by all involved.

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ARENA SIZE SPECIFICATIONS

Conformation and Movement Tests

The arena for the Conformation/Movement Test does not need to be rectangular and may be oval. Round pens are not suitable for the Conformation/Movement sections.

- The minimum size arena: 40m x 20m (131ft x 66ft)
- The ideal size arena: 60m x 20m (197ft x 66ft)
- At the discretion of the TD and Evaluators, an arena that is too large may be reduced with barricades. Reducing an arena that is too large may be necessary for the liberty section.
- The Triangle Size should be 40ft minimum per side for the walk and 60ft minimum per side for the trot.

Performance and Family Fjord Tests

The arena for the Performance and Family Fjord Tests does not need to be rectangular and may be oval. Round pens are not suitable.

- Arena for Riding, Draft and Family Fjord Tests (except driving): 60m x 20m (197ft x 66ft) or similar size oval arena
- Arena for all Driving Tests: 80m x 40m (262ft x 132ft) or similar size oval arena.

| TYPE OF EVALUATION | | | | | |
|----------------------------------|--|---------|----------|--|--|
| SUGGESTED CRITERIA | Both | Partial | Complete | | |
| Local Host | Host should be local to and familiar with venue location | | | | |
| NFHR Evaluation Coordinator | The NFHR Evaluation Coordinator assists hosts with guidance in logistics, organizing, advertising, NFHR communications. | | | | |
| Host Application Recommendations | 9-12 months in advance of proposed event | | | | |
| Budgeting Determined By: | <ul style="list-style-type: none"> • Donated Facilities • Horse Entries • Sponsors/Fund Raising | | | | |

| | | | | |
|---------------------------------|---|---|--|--|
| | | | | |
| Venue Type | Donated, Private Farm or Public Arena Perimeter fencing suggested | Small Venue with arena suitable for Conformation Tests and maybe Family Fjord, Riding and Draft | Large Facility with appropriate arenas | |
| Venue Arenas | <ul style="list-style-type: none"> • Warmup Arena: Suitable size & footing • Conformation: 40m x 20m (131ft X 66ft) to 60m x 20m (197ft X 66ft) | Performance: 60m x 20m (197ft x 66ft) | Performance: 60m x 20m (197ft x 66ft) to 80m x 40m (262ft x 132ft) (Driving Tests) | |
| Recommended Venue Location | Within 90 miles from major airport | | | |
| Recommended Venue Access | Within 20 miles from major highway or interstate | | | |
| Exhibitor and TD Accommodations | Within 20 miles or onsite | | | |
| Evaluator Accommodations | Within 20 miles or onsite Not with participant | | | |
| RV Accommodations | On-site or Nearby Helpful | | | |
| Parking | Large enough to support trailers and cars for the number of horses expected | | | |
| Preferred Horse Accommodations | On-site stalls and/or panels with separate space for stallions | | | |

| | Estimate Per Horse | Estimate Per Group |
|--------------------------|--------------------|----------------------------|
| CONFORMATION | | |
| Initial Parade | | 15 Mins |
| Triangle/Liberty | 30 Mins | 30 Mins per Horse |
| Score Sheet Prep | 5 Mins | 5 Mins per Horse |
| Final Parade and Results | | 15 Mins + 5 Mins per Horse |
| PERFORMANCE | | |
| Setup | | 10-15 Mins per test |
| Family Fjord | 15-20 Mins | |
| Introductory | 10-15 Mins | |
| Advanced | 20-30 Mins | |
| Awards | 5 Mins | |

Based on the number of horses and tests expected, the above chart can be used to determine if the Evaluation can be held in one, two or three days. For example:

- 12 horses in Conformation is estimated to take about 9.5 hours.
- 15 horses in Family Fjord Tests is estimated to take about 9 hours.
- 10 horses in Introductory Tests and 4 horses in Advanced Tests is estimated to take about 10.5 hours.

Therefore, for each case the number of horses that can be evaluated in a single day, factors such as indoor or outdoor arenas, number of arenas, and the amount of daylight hours can have an impact on these estimated time for an Evaluation.

EVALUATION HOST APPLICATION

The Evaluation Host should be prepared to submit an Evaluation Application (see NFHR.com website, Forms to download.) Because of the amount of time to plan and to organize an Evaluation, ample lead-time is necessary to prepare thoroughly. Be prepared to answer the following questions:

1. Coordinator name(s):
2. Phone:
3. E-mail:
4. Evaluation experience (Host, Participant, Spectator, NA and to what extent):
5. Site location (City, State, Zip):
6. Event date:
7. Reservation deadline:
8. Venue name:
9. Anticipated number of participants? Horses?
10. Proximity to major roads, airport and facilities (stores, restaurants and hotels):
11. Venue fee:
12. Required deposit and date:
13. Facility insurance requirements (list additionally insured):
14. Number and size of arenas:
15. Arena footing and enclosure type:
16. PA system available?
17. Water accessibility and proximity to arena and stabling:
18. Type of stabling:

19. Stallion accommodations:
20. Wash rack proximity:
21. Trailer parking:
22. Spectator parking:
23. RV parking, hook ups and fees:
24. Camping availability, type and fees:
25. Will transportation, meals and lodging be available for Evaluators and TD? Please describe.

When a site is chosen, the Evaluation Host becomes a representative of the NFHR. Adhering to the rules and regulations of the Evaluation process is the Host's responsibility.

FUNDRAISING GUIDELINES

Here are some suggestions and questions for the NFHR member who wants to conduct a fundraising event:

- WHAT is the money for?
- WHO is my target audience?
- WHERE will this event occur?
- WHEN will this event happen?
- WHY am I asking for contributions/donations/sponsorships?
- HOW will I conduct this campaign and how will I accept money? (see NFHR Donation Guidelines)

Here are some examples of fundraising:

- Event sponsorships (sponsor of a major event such as an evaluation or forum)
- Event advertising (event or product advertising)
- Class sponsorships (provide list of classes)
- Individual awards
- High Point awards
- Silent auctions
- NFHR Committee activities
- General NFHR sponsorships
- Special Projects

NFHR DONATION GUIDELINES

Below are guidelines adopted by the NFHR Board of Directors. The IRS requires accounting of all donations. Otherwise, our non-profit status could be in jeopardy:

- The NFHR is an IRS 501(c)5 non-profit for labor, agricultural, or horticultural organizations and donations are not eligible for charitable tax deductions.
- Your fundraising effort on behalf of the NFHR must be approved by the Board of Directors. Please submit your idea including purpose, budget, length of time, and goal amount for your campaign.
- Always declare that your donation request is on behalf of the NFHR. Make sure donors are aware that any donations are not tax deductible.
- Explain the purpose of your donation request to your intended audience. It is recommended that you ask for a specific amount or in-kind donation.
- Donor checks should be made out to the NFHR. Cash collected should immediately be forwarded to the NFHR office or a staff member. Make sure you have names and full addresses for ALL money received.

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- The NFHR office will acknowledge all donations with an official NFHR-IRS approved receipt and official thank you letter.
- Do not use any donated funds to pay expenses for the fundraising effort.
- Send expense reimbursement request or invoices to the NFHR for payment.
- If you need any assistance in planning or managing your donor campaign, please request assistance from the NFHR Executive Director.

GRANT FUNDING

If you find a grant that is a possible source of funding for an event or purpose, please forward all guidelines to the NFHR office immediately. Any grant submission will be submitted through the NFHR office, approved by the Board of Directors and signed by an NFHR officer. Additionally, there is help available to you in writing your grant ensuring that its success is enhanced. Once a grant has been awarded, it will be up to the NFHR to supervise the grant terms and assist in managing the grant.