



# Information Packet

2023/2024 Season

Dear Parents and Riders,

The goal and vision of Alaska Youth Equestrian Club is to teach about horsemanship, instill core values such as hard work, integrity, teamwork, responsibility, perseverance, honor, and most of all family values and friendship.

The safety of all riders and horses is of utmost importance; therefore, I want to communicate to you what the expectations are for riders and parents. This sport is not a drop-off and pick-up activity. This is a family-oriented program and I request that the parents of the riders be involved as well. Please consider the time and family commitment when deciding to join the team(s). I am committed to your family and rider and want to ensure the success of the team(s). If you have any questions or concerns about anything in this packet, please let me know.

Due to the content and number of riders, parents, horse owners, and other family members that must be communicated with, text message is the best and easiest way for me to communicate.

Every rider is expected to follow the rules of the information package. By signing the commitment page, and consent forms you agree that you have read and will abide by the rules defined in the Information package and agree to the financial responsibilities outlined.

Thank you for your support and I look forward to a great season!

Crystal Borstad, Owner/Coach  
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## Table of Contents

Membership Showmanship .....	3
Code of Conduct .....	3-4
Attendance & Practice Rides.....	4-5
Practice Cancelation Policy .....	6
Performance Costumes and Horse Tack .....	6-8
Practice Schedule .....	9
Show Schedule .....	10
Sponsors.....	11
Costs.....	12
Commitment Forms.....	13-14



## **Membership - Showmanship**

Historically Alaska Youth Equestrian Club has been a youth only club. To facilitate my commitment to family, I want to expand the age of riders by allowing adults (= $>$ 18 years of age on October 1 of the season) to participate so long as they sponsor a youth rider. If an adult would like to participate, they would be required to sponsor a youth on the team(s). The goal is to have a trick performance team, a junior drill team and a performance drill team. Membership to the Trick team requires a minimum age of 10, then to be able to perform it is required to have a full 8 months of practice with an attendance of 80% or better. Membership to the Junior Drill team is a learning opportunity for younger riders. Membership to the performance drill team will require an audition to prove showmanship skills.

Adults that practice with the teams and if they have enough practice time, can fill in for performances when there are missing riders or an uneven number of riders.

Every rider must have a "Consent for Rider Travel and Participation" filled out and given to the coach as part of membership. If this is not filled out and signed by the show/event, the rider will not ride. This form will cover all events for the season when the teams are performing. Additional consent forms may be required at an event if the event sponsor requires their insurance.

Parents are encouraged to be a part of the practice and shows in every way possible. This is where all the work is put on display. I will always need extra hands holding trick tape, holding horses, helping younger riders tack and untack, carrying supplies/equipment, photography, videography, or even just being an extra set of eyes to keep everybody safe (riders and horses.) I will let parents know if there are specific needs; however, you are always welcome to be a part of this experience with your kids. These are the moments where memories are made.

## **Code of Conduct**

Every rider and parent are expected to conduct themselves with integrity, showmanship, honesty, and respect for peers, parents, coaches, and all participants at all times. If anyone has issues or conflicts with another rider, they need to address the concern with that person to seek resolution. If there is still an issue, then please come to me and or the coach/coach.

The use of the William Chamberlain Equestrian Center (WCCEC) and other

facilities is a privilege, not a right. If anyone sees trash, pick it up, if a door or gate is left open, close it, if tack is left out, put it away, if a horse “does their business”, it is the rider’s responsibility to clean it up, whether it’s on the trails, in the round pen, or in the arenas at the center. In order for us to be able to keep this privilege, we must clean up after ourselves and our horses (leased or owned).

Failure to follow the code of conduct will result in a verbal reprimand. Recurring issues could result in suspension from the team per discretion of the coach, coach and or owner. In the event of not following the expectations of the Code of Conduct, a \$20 fine per occurrence will be charged.

## **Attendance & Practice Rides**

Attendance is a HUGE factor in the safety of the team, horses, and riders. Please understand that this rule is not being put into place to make things difficult, but rather it is a matter of safety. In order for riders to perform at shows, attendance to practices must be above 85%. If the rider’s attendance is below 85% and above 75%, they are required to participate in the two practices before a performance. All riders must participate in the practice before a performance to be able to ride in the performance. Riders with attendance under 60% will be evaluated by the coach and dismissal from the team is a possibility if the attendance issue is disruptive to the other riders and their performance.

Riders are required to give 24-hour notice prior to not attending practice and an 14-day notice prior to not being able to perform at a show. This helps to plan and organize horses and accommodate all the riders in a safe manner for both practices and shows. If the 24-hour notice is not provided for practice, the rider will still be responsible for the practice fee. The 14-day notice ensures the practices prior to the show will have the riders in proper positions with no last-minute changes. This is a safety concern and a fine of \$25.00 could be charged without proper notice.

Arriving in a timely manner is important for the team and the rider; this shows respect to the teammates and coaches who do arrive on time. It is the responsibility of the rider to arrive early enough to get themselves and their horse tacked, warmed up, packed and loaded if travel is required. If a rider arrives late to practice, and they can warm their horse without disrupting the practice, they will be able to join in at the beginning of the next run. If a rider is unable to ride but can help teammates and/or watch practice, (example: broken foot or grounded from riding because they did not do their homework) they can still receive credit for practice that day.

If a rider is planning on needing a lot of vacation time in the summer, it is

suggested that they make sure to attend regularly in the fall and winter so that their attendance is high at the start of summer. Attendance starts over (clean slate) on October 1st of each year.

Most practice rides can be made up prior to the event, however this will be evaluated on a case-by-case basis, and it is up to the coach's discretion and schedule. This attendance policy gives plenty of days for absences to be used for vacation, sickness, doctor visits, and injuries, but also requires adequate participation to ensure safety. Breaks and cancellations due to bad weather do not count as absences. There will be some opportunities to receive extra credit days, however these days are limited and at the discretion of the coaches. Please ask or request if you think extra practice days would benefit the team. This goes for all teams.

To properly understand and perform drill there will be non-ride days for diagramming and review of the study book. This is a great time to take advantage of bad weather or bad riding conditions. Diagramming is a core function of professional drill teams and will enhance the understanding of the drill maneuvers and the rider's ability to position correctly. Missing non-ride days is calculated in the attendance.

Attendance at the Tack and Pack at the beginning of the year and at the end of the year are mandatory. There are no fees charged for attendance to the Tack and Pack unless the requirements are not met (see page 12 for fees.)

1. At the beginning of the season each drill team rider will be assigned a tack tote with an inventory sheet. Each rider is responsible for the contents of the tote, by keeping the tack clean and to check for damage. This is usually one to two weeks prior to the first performance / show date.
2. End of year Tack and Pack: If the drill team rider does not participate (is present and doesn't participate) in the Tack and Pack, there will be a \$50 cleaning fee for cleaning and re-organizing. If the rider doesn't attend and/or if the tack tote is not dropped off by the final cutoff date the rider will be charged a late fee of \$50 for clean tack or \$100 for dirty tack. These fees are to inventory, clean and organize the tack. This can take 2-4 hours depending on how efficiently the team works together.
3. If a rider loses their tub or any tack, it will be their responsibility to pay to replace all the missing pieces. Each tub is worth over \$500. Each tub will have an inventory sheet that will be the rider's responsibility to care for the items on the list in the tub. A sign out sheet for each tub and its inventory will be kept in the team logbook. Fees will be charged for missing items.

## **Practice Cancellation Policy:**

We do not ride if the temperature drops below 10 degrees Fahrenheit, if the arena is in bad shape or if the roads are unsafe to transport horses. When the conditions do not allow riding, sometimes we will have other activities such as diagramming, or a physical activity (like going to the Rock Gym or swimming). I will send a text message stating if practice is going to be cancelled or changed. Occasionally, I will try to arrange for the indoor Equidome - however this could have an additional cost. If anyone has any questions regarding this, feel free to text or call.

Lesson fees will not be charged if practice is cancelled due to inclement weather or poor road conditions. Lease fees for cancellation are worked out between leaser's and owners (be sure to contact your horse's owner to discuss your lease duties.)

## **Performance Costumes and Horse Show Tack**

Riders are required to wear an equestrian approved riding helmet while on horseback. This is an Alaska Statue, a WCCEC rule for less than 18 years of age and a team rule for all participants for insurance purposes. Equestrian helmets are different than bicycle helmets as they are designed for impact to the back of the head as opposed to front or side impacts. Most head injuries from horse riding accidents are to the back of the head.

In the summer (April/May through September/October), riders must have heeled boots. In winter, snow boots are acceptable as long as they provide a good heel. Not being able to get free of the stirrups in the event of an accident can result in the rider being drug and seriously injured, this is why heeled riding boots are a requirement.

Each rider must wear jeans/riding pants, and shirts with sleeves, hair must be up and out of the rider's face. If proper attire is not worn, the rider will not ride.

Every horse on the team needs to have a bit and curb strap provided at the beginning of the show season to be put onto the show bridles. Changing tack can be time consuming and leads to missing tack from your tote. Consider having a designated bit for shows.

Each Cadence Drill team rider will be provided a labelled tote during the beginning of the year at the Tack and Pack to keep show costumes, and tack



organized. The team shirts and chaps will be maintained by the owner/coaches. Do not keep the shirts or chaps in the totes. These shirts and chaps will be returned after each show, the shirts will be hung up on the hangers and the chaps will be returned after each show. Riders will take their totes home to clean and inspect the contents after each show.

Riders are expected to make sure they have all the tack they will need and be sure to plan to clean and inspect their tack prior to the show. The rider's gear responsibility includes saddle, pad, support boots, leg wraps, shipping boots (optional), trailer ties, bridle/bits, grooming tools, bucket, bagged grain (if needed), saddle rack, coolers, and anything else the horse might need. It is important we keep everything together and organized so that tack is not lost, stolen or forgotten. If there are any questions, please ask as soon as possible. If you are missing something report it as soon as you notice it - it is always easier to locate something sooner rather than later. If you wait till the show, you may not be riding in the performance since there may not be a way to correct the issue. I.e., missing tack, broken/damaged tack.

Please wear barn clothes and boots for loading, unloading, saddling, feeding, etc. We will change into costumes at the event and after all horses are tacked and ready. All team members will help each other to ensure everyone is tacked up timely. No rider is ready until the last rider is ready. In order to help each other get ready for shows it is important that we all work as a team by staying as close to each other as possible. If you are tacking your horse and getting ready away from the team trailer you are expected to meet at the team trailer one hour prior to show time to ensure all last-minute updates are shared with all team members and warmups can be completed as a team. If a rider has conflicting events, the rider must inform the owner/coach at least 2 hours prior to show/events.

After the show, and horses are cooled out appropriately, riders will tie horses to the trailers, change out of their costumes, and then untack their horse. Ensure your team shirt is hung up neatly and chaps are returned. No rider is excused until every rider is untacked and ready to leave. The purpose of this is to promote teamwork and comradery. When in costume, riders may not eat or drink anything other than water.

Hauling to/from shows is \$0.55 per mile per horse with the team trailer. This compensates for the vehicle/trailer wear and tear, mileage and gas. When and if a horse is being shared between two or more riders, the fee will be split evenly.

Packing and unpacking (gear and horse) is the rider's responsibility. If the rider



is unable to make it to load/unload their horse, tack, or to clean out the trailer, they will be required to obtain coverage and inform the owner/coach at least 24 hours prior. If notice is not given, a fee will be charged. If the coverage doesn't complete the task the rider is still responsible for the fee. The fee for not performing the packing and unpacking, load/unload their horse, tack, or to clean out the trailer will be \$25 per occurrence.

**Junior Drill Team Rider Provides:** Weather appropriate clothing, (boots, long sleeve shirt, helmet). Boots for your horse if needed for practice.

**Performance Drill Team rider provides:** Jeans, helmet cover, black boots, belt, and black & blue support boots for your horse.

**Trick Team riders provide** all tack and costume for their performance.

If you do not have items listed above, plan to purchase as soon as possible to have them available prior to May 1. Our first show historically has been Mother's Day Weekend.

**Requirements to Show include:**

Payment of membership 1 month prior to 1<sup>st</sup> show.

Sponsorships received no later than February 15th.

Monthly fees no more than 30 days past due.

Change of horse can only be due to safety issues (i.e., lame horse, vet excuse)

New/replacement horse must have at least 2 practices with the team prior to show or have practiced with the teams with a seasoned rider (minimum of 2 completed show seasons) AND must be approved by the coaches.

4 drill riders for show will only be a pre-show/ grand entry performance.

6 or more drill riders will split the main & half time shows with the Trick team (one as the main and the other as the half time show.)

Drill is very difficult with an odd number of riders, so every effort will be made to ensure there is an even number of riders for all drill performances.



## Practice Schedule

The current schedule for the 2023-2024 season is as follows:

**McKinley Sweethearts and Cadence Varsity Drill Team**

October-September Tues 6-7:30pm

**Rebel Riders Trick team practice**

October-September Thurs 6-7:30pm

The Cadence Drill team is the show/performance team and is encouraged to attend Jr Drill team practices to show support, and encouragement to younger or less experienced riders. This can also be used to make up attendance.

**Scheduled Breaks:**

Thanksgiving (November 25-29, 2023)

Christmas and New Year's (December 23, 2022- January 3, 2023)

March 2024 there could be no practice during spring break unless all team members are available and want to practice. This will be evaluated in February. Anchorage School District Spring Break is scheduled for March 10-14, 2023.

Each Rider will be given 3 excused sick absences per membership year (October – September.) A text message must be sent prior to the practice to (907) 441-5315 and (907) 529-6577. These absences do not require the 24-hour notice in order to not be charged for the practice but as much notice as possible is much appreciated.

## Show Schedule Options

**(Tentative – no posted schedules yet. These schedules are usually posted the April/May prior to the events.)**

**May:**

5/22-26      Niniichik Horse Camp - Not mandatory - but highly recommended  
5/25-26      Extreme Bulls Rodeo

**June:**

6/8-9          Autism Awareness Rodeo, Soldotna  
6/15-16      Father's Day Rodeo, Anchorage

**July:**

7/1-2          Niniichik 4<sup>th</sup> of July Rodeo  
7/13-14      Northern Most Rodeo in America Fairbanks- Golden Days

**August:**

8/10-11      Niniichik rodeo – Fair  
8/24-25      Alaska State Fair, Palmer

Please keep in mind that this is based on prior dates and is subject to change (it most likely will change). I will update you with an email for specific dates & times as shows are confirmed and/or dates are changed.



## Sponsors

Sponsorships are a major part of what enables the teams to continue performing and providing amazing experiences for our riders. Sponsors help ease the financial burden put on the parents by helping with the costs of the club, buying costumes for the drill team, tack that stays with the team, riding clinics, etc. If enough sponsorship money is raised (above the minimum annual amounts), it can go towards helping pay for trailering to shows or paying to use the indoor arena during the winter months. Sponsors also help get our community involved with supporting the younger generation in a family-oriented sport. The more sponsors each rider brings in, the less money parents/riders must spend out-of-pocket. It is important for riders to actively seek out sponsors. This allows the opportunity to help with the financial aspect of this sport.

As stated earlier, all money earned through sponsorships will stay directly with the team. The money will not go towards individual riders but rather the team as a whole. Sponsorship contracts will only be discussed and disclosed between the involved parties in order to keep companies private.

Each rider is required to get a minimum sponsorship by March 1<sup>st</sup> of each year. This allows for 5 months to find sponsorships. The minimum sponsorships are \$500 per person on drill and \$800 per person on trick. If a person is on both teams, they must collect a minimum of \$1,300 in sponsorships. Additional sponsors can be added at any time throughout the year, if additional sponsorship is received after March 1<sup>st</sup>, they will be counted towards the next show season. The more sponsors each rider gets, the more the team can do. The 2024 season goal for sponsorship is to purchase pink chaps for the Tough Enough to Wear Pink Rodeo for the drill teams and the trick team would like to bring up the Trixie Chicks for a trick clinic.

Parent's, please engage and challenge your riders to take advantage of this opportunity. Sponsorship information packets are updated and pamphlets will be passed out and given to the riders. They will also be emailed to all parents and riders with an email address on file. If anyone has any questions, feel free to ask.

## Financial Responsibility

**Membership to WCCEC** - \$125 annual - must maintain member ship in order to ride and practice with the Alaska Youth Equestrian Club

**Sponsorships** – see fee schedule

**AKYEC Membership Fee:** \$150/season for showing members and \$100/Season for non-show members.

**Drill Practice:** \$15/practice

**Trick Practice** \$30/practice

**Non-Ride Day - planning Diagraming** \$5/day

**Milage:** \$0.55/Mile

To WCCEC – \$7.50 one way

To Palmer – \$30.25 (55 miles) one Way

To Butte - \$30.25 (55miles) one way

To Soldotna- \$80.30 (146miles) one way

To Ninilchik- \$102.85 (187 miles) one way

To Fairbanks-\$206.25 (375miles) one way

To FHEC – \$30.25 (55Miles) one way

**Equidome Rental** - \$5 per rider, per use

**Failure to meet responsibility fees (these fees can be avoided- just by completing the expectations)**

Travel fee's - if unable to load/unload \$25.00 (per occurrence)

Tack and Pack – rider doesn't come to beginning/end of year \$100.00

Tack and Pack – rider doesn't participate in year-end cleaning and organizing \$50.00

Tack and pack – tack tote not returned by due date – late fee of \$50.00 per month

Tack and Pack – missing items – charged at replacement cost

Attendance notice failure- \$25.00

<24-hour notice for practice.

<14-day notice cancel or no show for a scheduled performance

**What happens when fees or nonpayment of invoice.**

If a rider is delinquent more than 30 days from billing they will not be allowed to ride in any performances until balance on account is paid in full. When the invoice becomes 60 days delinquent additional late of \$25.00 will be assessed.

If a rider requires assistance to pay a portion of an invoice, a written request for assistance is required. The letter must identify a real need. If sponsorship funds are available, they may be used to assist. This is not a guarantee and can only be requested once per season. This benefit is only available when there are excess Sponsorship funds.

## Commitment Page

Please sign and return stating that both parents (if rider is under 18 at the beginning of the season) and the rider have read and understand everything that is in the information packet and that they agree to follow the processes and rules stated in this packet.

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Print and Sign Rider's Signature

Date

If Rider is under 18 years of age both parents must sign

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Print and Sign Father's Signature

Date

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Print and Sign Mother's Signature

Date

## Show Commitment Page

The purpose of this page is to allow you to give the coaches an idea of dates the rider will possibly be missing due to vacations, mission trips, appointments, family events, etc. Please list out the dates/shows the rider will be missing for the season. Please make sure to mark them as confirmed or tentative. If dates are marked as tentative, it is the parent/rider's responsibility to confirm the absence with the coach and leasers.

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