

GREEN HILL PARK EQUESTRIAN CENTER Show Managers Guide 2009

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For problems or questions regarding operation of the facilities, contact:

Kevin Hayes 540-529-3337

Ron Smith 540-580-9498

Rest Rooms

Door lock combinations are the same as the gate combination.

Door locks can be disabled for day of show using a special key. Key and instructions are on inside cover of the breaker box in concession booth. If you disable the locks for a show, make sure you enable them at the end of the day! **Please do not prop doors open or tape combination to doors!!!**

Important: The restrooms are cleaned by volunteers. Show managers are responsible for leaving the restrooms clean after a show. Garbage cans must be emptied into outdoor receptacles, and toilet paper must be restocked, additional paper is stored in concession booth.

Restroom heaters are on thermostats set at 50 degrees F and should not be changed. Hot Water Heater is on a separate breaker, do not turn off!

PA Sound System

The PA is stored in the storage room by the creek; instructions for use are on the front of the unit. In early 2009 the new PA system will be installed and this document will be updated.

Concessions Stand

The room adjacent to the restroom is available for serving/preparing of concessions and contains multiple 110v outlets, hot/cold running water and utility sink, a full size refrigerator, and a small microwave. No other equipment is provided. No open flame cooking should be done indoors! Door lock combinations are the same as the gate combination.

Ring Dragging

The ripping of the rings is contracted out, and a schedule is set at the start of the year. The goal is having them ripped 2-4 days before each major show. This is not guaranteed. For an additional fee (contact Nola at Roanoke County Parks and Rec) individual show managers can arrange extra arena ripping. Note: The steel-link drag is available for use at any time and should be left next to ring 1. **You must drag the rings at the conclusion of your show!**

Water Trailer

Use of an 1100 gallon water trailer for the watering of rings is included in rental of the park. Show managers will only be allowed to use trailer following operation and safety training by either Ron Smith or Chris Lee. The combinations for the locks on the trailer will also be given during this training. It is the responsibility of the show manager to schedule this training at least one week in advance of their show and to arrange to have a tow vehicle, driver, and a designated person to operate the pump. If training is not scheduled in advance of the show the water trailer will not be available for use.

Electrical

Main electric panel is located in the concession stand behind the creek-side door. Combination to lock is same as the gate combination.

Announcers Booth

The announcing / judging booths at the park should not be moved under any circumstances. Damage resulting from any attempts will be the responsibility of show management.

Jumps

There are three trailers used for the setting and storing of jumps at the park.

- One trailer is for **standards**, and only standards.
- One trailer is for **fill material**, and only fill material.
- One trailer is for **poles**, and only poles.



Remove any fill you bring to the park!!



Do not mix standards, poles and fill on a single trailer!!!

After your show the trailers should look as they do in these photos!



Show managers are responsible for ensuring that at the conclusion of a show the jumps are put away properly. Organizations that fail to put away the jumps properly will forfeit their deposit and may be denied future use of the park. Jumps may not be left in the ring after the end of a show without express permission from park chairman. Please realize that there may be other events scheduled in the days following your event.

Ring 1 Lights

Each pole is on a separate breaker that is marked accordingly. Lights come on slowly. If a light is turned off then back on, it will take up to 20 minutes to come back on. Be patient and do not flip breakers on and off. When turning lights on, flip one breaker at a time and wait several seconds before flipping another one. This will decrease the chance of an overload condition and possibly tripping the main breaker, cutting all power off. When using the lights for schooling please only use lights on the road side (shining towards the creek) and only use one or two towers.

Ring 1 Receptacles

There are three electrical outlets around Ring1 - one at the in-gate, one at the announcer's booth and one at the judge's stand at the end of the ring. All three are on one circuit and are fed off the GFCI outlet next to the in-gate. If the outlets are dead, try resetting the GFCI at the in-gate. Push the "Reset" button under the weather proof cover. This trips often, especially after rainfall. If that doesn't work, check the circuit breaker in the main panel.

Emergency water shut off

Emergency water cut-offs are located in two underground boxes near the entrance to the women's restroom. There are separate valves for the concession building, hydrant by the creek, and barns.

Storage Building near creek

The door facing the wash bay is to a room used for misc. storage of supplies such as toilet paper and wasp spray. The combination to this is the same as the show managers combination.

Coggins Forms

Show managers are responsible for verifying that all horses brought on the grounds during a show or clinic have a valid coggins certificate. The information from the certificates must be recorded on the form specified by the state veterinarian and sent to the state lab at the conclusion of the event. Blank copies of this form are available at the secretary's booth.

Stabling

Fees For Use: Stabling use is included in park rental.

Use During Shows:

- Show managers will decide upon stall rental fees for exhibitors, and will keep all proceeds. This is an opportunity for your organization to raise more money. We anticipate rental in the \$10-\$20 per day being charged. Clipboards will be affixed to the front of each stall so that the stall renters name can be listed on show day.
- **Show flyers should provide contact information for reservation of stalls.**
- Managers are strongly discouraged from having the stables used on a first come/first serve basis. It is much less likely that multiple users coming and going throughout the day would take the responsibility to clean the stall after use.
- **Show managers are responsible for ensuring that all stalls are left clean upon conclusion of the show.** Charging a deposit of stall users is encouraged. One idea is to have a volunteer check the stall as exhibitors leave and if the stall has not been cleaned the volunteer could clean the stall and keep the deposit as pay.
- All manure and waste is to be put in the manure spreader on site.
- Stalls are equipped with hooks; renters are responsible for bringing their own buckets, etc...
- Use of bedding is to be discouraged.



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General Notes:

- On-site stabling is new, and we are all learning. It is anticipated that these management guidelines will evolve as known and unknown issues are resolved.
- If your organization is not interested in using the stabling and does not want unauthorized use during a show, contact Chris Lee (clee403@gmail.com) and the stalls can be locked on show day. The park rental fee structure will not be adjusted. If you are not going to reserve stalls you should have them locked to minimize usage & cleanup for which you will be responsible.
- There is no electricity at the stables.
- The GHPEC is a day use facility. Absolutely no overnight use of the stabling is allowed without a special use permit issued through Roanoke County Parks and Recreation. Requests for such a permit would begin with a letter sent to the GHPEC board of directors.
- Any damage or unsafe conditions should be reported immediately.

Contacts:

Roanoke County Parks and Recreation

540-387-6078

GHPEC President

Tamla Nichols at (540) 890-5770 or
email tamlanichols@verizon.net

Combinations: (do not share!!)

Park Gate/Restrooms:

Secretary/Concessions/Storage Room:

GHPEC End of Day Checklist

- Return Water trailer under shed
- Replace jumps on trailers as detailed in user guide and return trailers to the storage area
- Sweep/mop secretary area, bathrooms and concession area
- Pick up trash and put all trash from inside at outside containers for county to pick up
- Lock Secretary Stand and bathrooms
- Return sound system to storage room
- Bathrooms – Wipe out sink, clean toilets, and replenish Toilet paper
- Lock both gates to the park
- Remove all signs, courses, and scoreboards used by show
- Drag all rings with finish drag at the end of the day
- Turn off all lights (including restrooms)
- Ensure that all stalls are completely clean