

GREEN HILL PARK EQUESTRIAN CENTER Show Managers Guide

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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!!!**

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 combination to the PA system cabinet is the same as the secretary's office. There are three black bags in the cabinet. Take any bag to any ring and plug it into the electrical outlet and the speaker jack. Cut the power on in the secretary's office. You may also make announcements from the secretary's office.

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 secretary's office.

Ring Dragging

The dragging of the rings is contracted out, and a schedule is set at the start of the year. The rings are done every week during the competition season, with the goal of having them done 2-4 days before each major show. This is not guaranteed. For an additional fee individual show managers can arrange extra arena ripping. Please contact the park chairman if you want to arrange for an extra

dragging. 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 the GHPEC advisory board. 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.

Emergency water shut off

Valve is located behind small hinged door underneath electrical panel in concession stand will cut water to entire building. If toilets or urinal can not be shut off, turn off this valve and notify Mark Courtright.

The valve in the ground box next to the wash bay by the creek will cut water to all frost free yard hydrants and the restroom building. Only shut this valve if one of the yard hydrants has a major leak.

Contacts

Roanoke County Parks and Recreation

540-387-6078

ext. 242 Mark Courtright

ext. 271 Jeff Balon

GHPEC Chairman

Tamla Nichols

Home 540-890-5770

Work 540-561-0401

Cell 540-871-9891

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 **poles**, and only poles.



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

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



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 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.

Remove any fill you bring to the park!!

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 Ring 1 - 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.

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. The form is available on the GHPEC website.

Stabling

Twenty stalls are on site. Stabling use is included in park rental. There is no electricity at the stables. Stalls are locked and the key to the locks are in the secretary's office.

Show managers will decide upon stall rental fees for exhibitors, and will keep all proceeds. Clipboards are 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.

All manure and waste is to be put in the dumpster on site.

Stalls are equipped with hooks. Renters are responsible for bringing their own buckets, etc...

If your organization is not interested in using the stalls then the stalls should remain locked on show day.

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 Advisory board.

Any damage or unsafe conditions should be reported immediately. Please feel free to contact Tamla Nichols at the phone numbers above or email at tamlanichols@verizon.net.