



# **Vermont Hunter Jumper Association**

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Request for Proposal

VHJA Hunter, Jumper and  
Equitation Finals

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**Presented by:**

**Vermont Hunter Jumper Association  
Board of Directors**

## **Overview**

**The Board of Directors of the Vermont Hunter Jumper Association (VHJA) is inviting horse show managers to submit competitive bids for the VHJA Hunter, Jumper and Equitation Finals.**

The VHJA Finals are an incredibly important piece of the show season, and finalize the season for many of our members and participants. As always, VHJA is requesting that the chosen partner(s) will make this event special for everyone!

What is your incentive? VHJA hopes to increase the number of participants at your show by you hosting all or part of the VHJA Finals. This process encourages competition and provides prospects with fair and honest dealings with the VHJA. The RFP process also allows prospects to review multiple options within VHJA's preset parameters.

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## **VHJA Goal**

The VHJA is looking to outsource the VHJA Hunter, Jumper and Equitation Finals. These finals may be together or held separately; suggested options will be outlined on pages 7, 8 of this document.

If you are receiving this document, you have been selected as a potential outsource, or have previously shown interest in some or all of the VHJA Finals.

RFP Process Tracker

| VHJA  | RFP deadline                |
|---|-----------------------------|
| VHJA Finals   | January 31 , 2025<br>@ NOON |
| Request   |                             |
| Response by electronic format is requested. Please email completed document to Chrissy Rohan at ckr.rohan@gmail.com |                             |
| Final Notification From   | Decision date               |
| Competition Committee   | February 2, 2025            |

**Evaluation**

RFP’s will be evaluated first on prior experience running horse shows; specifically VHJA classes. Applicants must have run a horse show affiliated with the VHJA for at least one previous season. They will also be reviewed for location, facilities, footing and flexibility. Please provide answers to the following questions on a separate form.

| Facilities Requirements   |
|---|
| <p>Please submit as much detail as possible to the following questions.</p> <p>How many rings will be available at the facility?</p> <p>How many indoor/outdoor rings?</p> <p>Is there an indoor ring available?</p> <p>How many competition rings/warm-up rings?</p> <p>What are the dimensions of the rings you are proposing to use?</p> <p>What is the footing in each of the rings?</p> <p>Do you own your own jumps? If so what is the condition of the jumps? Do you have flowers/boxes?</p> |

A concession booth is mandatory; who do you propose to have at the facility?

Are trash, recycle bins and washroom facilities readily available?

Will watering and dragging of the rings be available?

Will you have water available for horses?

Do you have ample parking for cars and trailers?

Do you have/will you provide a booth for the judge at the ring?

Do you have/will you provide a clear speaker system for all announcements?

Do you have/will you provide a secretaries booth?

#### VHJA Provisions

**VHJA will provide the following items toward the running of the finals. Requests for additional items will be reviewed for feasibility.**

VHJA Will provide all ribbons, sashes and trophies for the VHJA Finals classes.

VHJA will provide a list of all of the finals classes that will need to be offered.

VHJA will have staff available to present ribbons, trophies and prizes.

VHJA will have additional staff available to oversee/help with the finals.

#### VHJA Requirements

VHJA will require board approval of the proposed judge.

VHJA will require board approval of the course designer.

VHJA will require approval of the show secretary.

VHJA will require board approval of the gate keeper(s).  
 VHJA will need to approve the sound system.  
 VHJA will require a Winners Circle to be constructed.  
 VHJA will need to approve the EMT, veterinarian, and farrier.

**Proposed Team Review**

| Proposed Management Team  |
|---|
| Please list the name of individual(s) who will be running the horse show below?                             |
| Other contributing groups   |
| Please list other staff proposed to include EMT, farrier, steward, veterinarian, secretary and judge below. |

| Horse Show Manager   |
|--|
| Please list horse show manager name and contact information.   |
| Please list experience with organizing and running horse shows, and any experience with VHJA, VHJA classes.                              |
| Do you own or operate the facility where you are proposing the horse show to be held? If not where are you planning on hosting the show. |

| Prospect name | Primary contact |
|---------------|-----------------|
| EMT           | [Name]          |
|               |                 |
| Steward       | [Name]          |
|               |                 |
| Judge         | [Name]          |

**RFP Process Tracker**

|                              |        |
|------------------------------|--------|
|                              |        |
| Secretary                    | [Name] |
|                              |        |
|                              |        |
| Course Designer              | [Name] |
|                              |        |
|                              |        |
| Gate Keeper(s)               | [Name] |
|                              |        |
|                              |        |
| Veterinarian<br>On/off Site? | [Name] |
|                              |        |
| Farrier                      | [Name] |
|                              |        |
| other                        | [Name] |
|                              |        |
| other                        | [Name] |

**Additional Questions**

Please respond to the additional questions below.

What date are you proposing for the Finals? Do you intend to host the Hunter or Equitation Finals, or the Jumper Finals? All levels or Beginner/2'6"+?

(answer)

What will you do for VHJA to make the VHJA Finals Special for our Members?

(answer)

Are there any other livestock around the facility proposed? Are there any surrounding situations that may cause an issue with the horses, horse show? (i.e.: Shooting range, unusual vehicles, setting?)

(answer)

Will you be flexible with the running of the VHJA Finals in the event of unforeseen weather/change of weather? (VHJA Finals classes must be run.)

(answer)

### **Additional Class Information**

The VHJA Horse Show Committee has developed a proposed class breakdown for potential bidders. Please review the class breakdown below to help determine which portion(s) of the VHJA Finals you would like to host.

#### **VHJA Hunter Classes**

2', 2'6", & 3' Hunters, Short & Long Stirrup Hunters (depending on the schedule)

#### **VHJA Jumper Classes**

Open Jumpers, Schooling Jumpers, Elementary Jumpers,  
Low Jumpers & Puddle Jumpers

|   |
|---|
| <b>Children's Classes</b>   |
| Beginner, Advanced Beginner   |
| <b>VHJA Equitation Classes</b>  |
| Short Stirrup Equitation, Adult, Modified Adult, 2', 2'6", 3', 3'3",<br>Novice, Long Stirrup, Junior, John Corley, VHJA Presidents<br>Medal, Pony Medal, Adult Medal, 2' Children's Medal |

**Document Review Completion**

| Review Completion Date | Reviewers                  |
|------------------------|----------------------------|
| February 2, 2025       | VHJA Competition Committee |

Notification Delivery Date

| Response document sent by | Document delivery method | Proposed Date      |
|---------------------------|--------------------------|--------------------|
| Competition Committee     | Email                    | February 2-3, 2025 |

**The Board of Directors at the VHJA would like to thank you for your time and participation.**