



National Capital Adult Equestrian League (NCAEL)

Welcome to the new NCAEL season. I know we are all looking forward to a fun winter season of riding, camaraderie and competition. In order to get started, please review this information packet which includes a great deal of information you will need as you gather your team members together. First, let's get some housekeeping out of the way.

1. **League Registration Fee** – The League Registration Fee for each team is \$180. This fee covers the cost of ribbons and other overhead expenses for the League. Teams may begin forwarding the league registration fee to the Treasurer on August 1st to reserve their spot in the league. Any team not paying the fee by October 1st shall forfeit their spot in the League. The league is limited to twelve (12) teams. Spots are first come, first serve. Please make the check payable to **NCAEL** and mail to **117620 Central Avenue, Bowie, MD 20716 (c/o Jan Martin).**
2. **Barn Information** – Please complete the attached Barn Information form which details any special instructions for your barn (i.e., “barn allows riders to use own saddle”, “no pets please”, “alcohol allowed”, etc.) Return the completed form to the League Treasurer with the League Registration fee. Address listed above.
3. **League Security Deposit** – Each team will pay a League Security Deposit of \$180 to the League Treasurer by October 1st. This deposit will be paid to the barn hosting a meet in case of a forfeit by a scheduled team. The security deposit, if not used, will be applied to the team's finale entry fees. Please make check payable to **NCAEL** and mail to **117620 Central Avenue, Bowie, MD 20716 (c/o Jan Martin).**
4. **Team Roster** – Each team must submit a roster of riders containing name(s), age/birth date(s), mailing addresses, e-mail address, and phone numbers no later than October 1, 2005. This must be received by the Recording Secretary with certification from the team coach that all members of the team meet the eligibility requirements established by the League. Any waivers must accompany the team roster. Please complete the attached Team Roster and send to the League Secretary at **6480 Cease Place, Hughesville, MD 20637 (c/o Crystal Massey).**

The following information is included in this package:

1. Cover Letter
2. Barn Information Sheet
3. NCAEL Rules & By-laws
4. Team Roster form

The following information will be forwarded prior to the first meet:

1. Board Member Contact Information & Barn Directions
2. League Participation Agreement – This agreement must be completed by each Team member and returned to the League Secretary no later than October 1st with the roster.
3. Forms needed to host a meet: Entry forms, Score sheets, Jumping Class Order Form
4. Host School Evaluation & Award Nomination form
5. Study Guide