



# National Capitol Short Stirrup Equestrian League (NCSSEL)

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Welcome to the new NCSSEL 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. Please send all forms and payments to **League Administrator: Michelle Benczkowski, 8802 Spring Rd Parkville, Md 21234. All checks made payable to NCSSEL.**

1. League Registration Fee – The League Registration Fee for each team is \$320. This fee covers the cost of ribbons, administration fee, and other overhead expenses for the league. Teams may begin forwarding the league registration fee to the League Administrator on August 1<sup>st</sup> to reserve their spot in the league. Any team not paying the fee by October 1<sup>st</sup> shall forfeit their spot in the league. The league is limited to twelve (12) teams. Spots are first come, first serve. Please make check payable to NCSSEL and mail to the League Administrator.
2. Barn Information – Please complete the Barn Information Form which details any special instructions for your farm (i.e. “barn allows riders to use own saddle”, “no pets please”, etc.) and mail to the League Administrator with the League Registration Fee.
3. League Security Deposit – Each team will pay a League Security Deposit of \$270 to the League Administrator by October 1<sup>st</sup>. 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 NCSSEL and mail to the League Administrator.
4. Team Roster – Each team must submit a roster of riders containing names, age/birth dates, mailing addresses, e-mail addresses, and phone numbers no later than October 1<sup>st</sup>. This must be received by the League Administrator with certification from the team coach that all members of the team meet the eligibility requirements established by the league. Please complete the Team Roster and Participation agreements and email to the League Administrator.

The league rules and By-laws as well as all of the forms referenced above can be found on the NCEL Affiliates website at [www.ncelaffiliates.com](http://www.ncelaffiliates.com).

The following information will be forwarded or available on the website prior to the first meet.

1. Board Member contact information.
2. Barn directions.
3. Forms needed to host a meet: Entry forms, score sheets, jumping class order form.
4. Host School Evaluation and Award nomination form.
5. Study guide.