

# QUEENSLAND ENDURANCE RIDERS ASSOCIATION INC.

## RIDE ORGANISERS RULES & PROCEDURES

REVISED November 2003

1. The ride organisation must **Read**, understand and abide by the latest:
  - (a) A.E.R.A. Riding Rules & Procedures
  - (b) A.E.R.A. Vetting Procedures
  - (c) A.E.R.A. Training Ride Rules
  - (d) Local rules may be used, but must not be **CONTRARY TO OR CONFLICT** in any way with any of the A.E.R.A./Q.E.R.A. Inc. rules.
  - (e) Standard Q.E.R.A. entry forms must be used.

Rules must be available at rides. DAY MEMBERS entering the Training Ride or Intro Ride must be handed a copy of the A.E.R.A. Training Ride Rules on entry.

## 2. RIDE AFFILIATION, AFFILIATION FEES AND RIDE INSURANCE

For payment of the \$22.00 ride affiliation fee your ride organisation is automatically covered by the Q.E.R.A. Inc. Public Liability Policy, which includes professional indemnity insurance for voluntary Veterinarians. Your ride affiliation number is your proof of affiliation.

The \$99.00 ride insurance fee covers your organisation for Voluntary Workers Insurance. All insurance covers are effective for club activities that are related to official QERA events from January 1st thru December 31st each year.

An "Application to Conduct an Endurance Ride, Affiliated with Q.E.R.A. Inc." form must be forwarded to the Ride Calendar Secretary along with the \$22 Ride Affiliation Fee and \$99 Insurance. Advise which dates in order of preference are suitable to your organization. These dates are subject to being worked into a calendar for all Queensland rides including Northern Rivers Zone. Note that application **MUST BE** made on the official form.

Q.E.R.A. will charge a penalty of \$11 if the full booking fee is not paid by the 30th November each year. If full payment is not received by this date, your ride will not appear on the Ride Calendar. In addition, rides may be disaffiliated if fees are not paid three (3) months prior to the ride date.

The Q.E.R.A. Ride Calendar Secretary must be kept informed as to any changes, e.g. Secretary's name, address and telephone number, ride distance, ride base, etc. This information goes into the ride calendar and is included in the newsletter.

The Ride Secretary must be in attendance at the ride base at all times.

For a fee of \$55.00, any ride can have a ride brochure mailed to members with the newsletter.

### 3. RIDE CANCELLATION

A refund of \$22 will be made, if notice of cancellation is received in writing three (3) months prior to ride date. If no other rides have been, or will be, held by your organisation during the calendar year, the \$99 insurance fee will also be refunded.

Q.E.R.A. or Ride Calendar Secretary must be notified at least three (3) months in advance of any proposed change of ride dates or distance changes.

### 4. RIDE FEES

The following fees are due and payable within 14 days of completion of the event.

**	Endurance Ride	-	Each Member entered	\$15.00, plus
			International levy	\$2.20
			Drugs Levy	\$4.40
**	Training Ride	-	Members	\$12.00
			Day Members	\$25.00
**	Intro Ride	-	Members	\$12.00
			Pony Club K cert	\$12.00
			Day Members	\$25.00

A fine of \$100 will be charged to ride organisers who do not forward their ride returns within 14 days of the event.

### 5. MEMBERSHIP

**MEMBER:** REFERS TO RIDING MEMBERS HOLDING CURRENT Q.E.R.A. INC. (OR ANY DIVISION RECOGNISED BY THE A.E.R.A.) MEMBERSHIP CARDS.

5.1 Only members are permitted to enter 80km and over rides. Membership is compulsory for all riders entering 80km rides and over. No card, no ride.

5.2 Proof of current membership must be shown to the person accepting the entry. **\*\*NOVICE** riders have yellow cards, **OPEN** riders have white cards. Training Ride **ONLY** cards are PINK and are for NEW Members.

5.3 Non members AND Non-Riding Members may enter training or intro rides, but will be subject to extra fees over and above the entry fee. These fees will be determined from time to time by the Management Committee.

- 5.4 Ride organisations are obliged to pass onto Q.E.R.A. a list of all Day Memberships.
- 5.5 New membership application or renewals are not to be accepted at rides.
- 5.6 T.P.R. Stewards must be current financial members, non-riding membership is accepted.

## 6. MASTER SHEETS

It is of extreme importance that ride master sheets are filled in correctly. This is the official history sheet pertaining to that ride and is used by the Management Committee in case of disputation and gathering information on catastrophes that may have occurred. It is therefore important that ALL information from riders logbooks or vetcards be transferred to the master sheets.

Common mistakes are:

- (a) Starting time not recorded
- (b) Pre-ride weight not recorded in Junior division.
- (c) No record of heart rates or condition of withdrawn and vetted out horses.

**NOTE REGARDING (C): THIS IS OF PARTICULAR IMPORTANCE AND IT IS THE RIDE SECRETARY'S RESPONSIBILITY TO COLLECT THIS INFORMATION, EITHER FROM THE LOGBOOK, VETCARD OR THE OFFICIATING VET AND RECORD IT ON THE MASTER SHEET.**

Logbooks and Vetcards should be handed to the riders at the presentation ceremony. An announcement should be made for riders who have withdrawn or vetted out to collect their logbooks or cards.

## 7. POSTPONEMENTS

Any postponements due to weather or extraordinary circumstances must be cleared with Q.E.R.A. President or Ride Secretary, who will offer the club an alternative choice of dates.

Any changes must be qualified in writing.

## 8. ENTRY FEES

Q.E.R.A. Management Committee directs that ride entry fees be kept at an acceptable level. The Ride Calendar Secretary must be notified of the proposed Ride Entry Fee (which again is all inclusive). This fee will be advertised in the Ride Calendar.

9. TROPHIES AND AWARDS

- 9.1 All successful completions must receive an award.
- 9.2 Trophies/prizes must be awarded to placegetters in at least the first three places in all divisions, i.e. MIDDLEWEIGHT, HEAVYWEIGHT, LIGHTWEIGHT, JUNIOR.
- 9.3 Best Conditioned Horse trophies/prizes must be awarded.
- 9.4 Novelty awards should be available for all divisions.
- 9.5 Lucky draws for successful completion are permitted as are commemorative awards for all competitors.

If the ride committee wish to give awards (lucky draws) to all competitors who start, then it is done prior to the commencement of the ride. Unsuccessful competitors should not receive awards after the event.

- 9.6 Line honours are not to be recognised by the giving of trophies/prizes at Q.E.R.A. affiliated rides.

10. NON-AFFILIATED EVENTS

- 10.1 Non-affiliated events to be held on the same weekend as a QERA affiliated ride must be authorised by the State Management Committee.
- 10.2 Ride committees wishing to run Harness Driving events in conjunction with Endurance Rides must not hold them on the same day as the ride.

11. VETTING

- 11.1 A copy of the A.E.R.A. Veterinary Procedures must be given to each vet attending the ride, preferably one week beforehand. Acquaint the presiding Vet with the Vet Rest Order Forms.
- 11.2 If several Vets are attending the ride organisers must appoint a Head Vet, usually the senior vet with the most experience in vetting rides.
- 11.3 A Veterinarian must be in attendance at all times - from the start of the pre-ride check until the completion of the ride.
- 11.4 The ride is deemed complete (for that horse and rider) when the officiating Veterinarian releases the horse and rider by signing the bottom of the logbook page or vetcard.

- 11.5 At least one Veterinary Practitioner experienced in endurance vetting and two T.P.R. Stewards/experienced vet students will attend all rides. This number should be increased depending on the number of expected entries.

12. VETTING AREAS

- 12.1 Vetting areas must be clearly defined and set apart from other ride activities eg. loud speakers, generator and general camping.
- 12.2 It must be of a size to allow two horses to be trotted out together.
- 12.3 The surface must be firm and even, no dips, mounds or ploughed areas.
- 12.4 All horses must use the same area and do the same workout.
- 12.5 If possible, vetting areas should be divided between the 80km and over ride and the training ride.

If both rides are being vetted at once, 80km and over horses must take precedence over training horses in the sequence of vetting.

13. CHIEF STEWARD

A Chief Steward must be in attendance in the vetting area from the commencement of the pre-ride check until the last horse has been vetted at the completion of the ride. He/she must have full knowledge of all Riding Rules, Procedures and Veterinary Standards.

See duties for Chief Steward.

14. BEST CONDITIONED HORSE AWARDS (Refer A.E.R.A. Procedures P.9)

- 14.1 These awards are decided from the first five horses to complete in the open (middleweight and heavyweight) section and the first five in the catchweight (lightweight and junior) section.
- 14.2 All horses eligible must be presented for veterinary inspection.
- 14.3 If entries justify, four separate division awards may be given.

14.4 When there is 5 or less nominations in either of the 2 award divisions the ride committee MAY exercise a discretion to award a SINGLE best conditioned horse award for ALL competitors entering the ride. Should the ride committee wish to exercise this discretion then such intention must be announced at the pre-ride talk.

15. DISPUTES

It is advisable that each ride organisation have a Disputes Committee. This committee should consist of three people, preferably a Q.E.R.A. Committee Member who is not riding in that ride, the Chief Steward and a club member who knows the rules and procedures. At least one must be familiar with the course.

16. MISTAKES IN RIDE PLACINGS

If a mistake is made in the riding time or placing of competitors for any of the first six placings, riders must be notified immediately or within seven (7) days.

It is difficult to ask for the return of a trophy, if necessary, the ride committee may have to provide another trophy.

17. Ride organisations that deliberately do not follow A.E.R.A./Q.E.R.A. Rules and Guidelines risk disaffiliation of their ride. These rides must show cause why they should be given affiliation the following year.