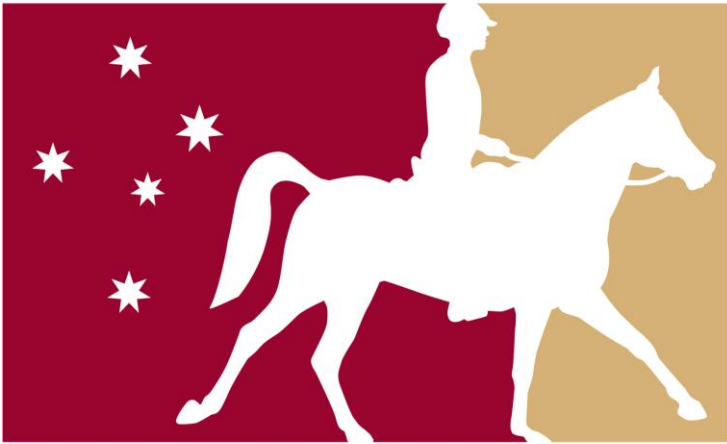


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**ENDURANCE RIDE
COMMITTEE
HANDBOOK.**

Queensland Endurance



Riders Association Inc

Guidelines for Planning & Managing Endurance Rides.

**DETAILS OF JOB DESCRIPTIONS,
STAFF REQUIREMENTS, TRACK
MARKING, RIDE BASE SET UP,
OFFICE OPERATION AND
VETTING PROCEDURES.**

QERA Inc.

CONTENTS

.....	
CONTENTS.....	2
DUTIES OF THE RIDE PRESIDENT	3
DUTIES OF THE COURSE DESIGNER.....	4
GUIDELINES FOR COURSE MARKING.....	5
DUTIES OF THE RIDE SECRETARY.....	6
DUTIES OF THE RIDE TREASURER.	8
DUTIES OF THE CHIEF STEWARD	9
DUTIES OF THE VETTING STEWARD.	10
DUTIES OF THE VETTING STEWARD - Vet Gate Into Hold Procedures.....	11
DUTIES OF THE TIME KEEPER STEWARDS.	12
DUTIES OF THE TIMEKEEPER STEWARDS. - 160km Vet Gate Into Hold.	13
IN TIME RECORDER - Gate Into Hold Vetting.....	14
TIME DEFINITIONS FOR GATE INTO HOLD VETTING.	15
DUTIES OF THE WEIGHING STEWARD.	16
OFFICE PROCEDURES	17
OFFICE PROCEDURES - 160km Vet Gate Into Hold.....	21
VETTING PROCEDURES AND VETTING AREA.	25
LOGBOOK "TRAVEL" DURING A RIDE WITH G I H VETTING PROCEDURES.....	26
WITHDRAWN HORSES.....	27
RIDE STARTING TIMES.....	28
RIDE NUMBER RETURNS and REQUESTS FOR LOGBOOKS.....	29
GUIDELINES FOR THE PRE RIDE TALK.....	30
GUIDELINES FOR THE PRESENTATION.....	32
RECOMMENDATIONS FOR HORSE YARDS.	34
VETTING AREA, RADIO CONTROL CENTRE and OFFICE LAYOUT	35
TENT LAYOUT – ENTRY.....	36
TENT LAYOUT – DURING RIDE TIMEKEEPING	36
SPEED AND RIDING TIMES FOR NOVICE HORSE/RIDER COMBINATIONS	37
INFORMATION REQUIRED FOR RIDE PREVIEW PUBLICATION IN THE NEWSLETTER	38
SAMPLE FORMS TO BE USED FOR RUNNING ENDURANCE RIDES	40

DUTIES OF THE RIDE PRESIDENT

The following jobs can be done in conjunction with the Ride-Secretary and the Chief Steward, or delegated if reliable, suitable helpers are available.

Pre ride and during the ride

- Check that the ride base grounds have been booked, and whether any work is required before they can be used, eg. slashing.
- Arrange and book the required vets and provide accommodation for these vets.
- Discuss with the course designers all parts of the course, and arrange for the permits required to enter the State forests. The course is vital. If unsure regarding any part of the course going through National Park, liaise with the QERA SMC for the procedures to be followed.
- Arrange for an accredited Chief Steward to manage the ride and supervise the vetting procedures.
- Organise and book the radio controllers for all the check points.
- Organise Canteen facilities if required.
- Book a water tanker, if required.
- Organise garbage bins. One 3 metre bin is usually enough for 100 people for two days.
- Book portable toilets, if required, order toilet paper, cleaning agents, garbage bags etc.
- Arrange emergency float, and towing vehicle with a driver that knows the course.
- Arrange extra electrical leads, power boards, water hoses etc.
- Arrange firewood in plenty of time, and distribute around the grounds if necessary.
- Arrange enough helpers for during the ride. Try to assign names to jobs - people will be more likely to turn up if they have a job allocated.
- Arrange enough helpers for pre ride grounds set up, during the ride and post ride clean up. Co-ordinate the pre-ride set up, toilets, bins etc.
- Arrange gas bottles for showers, canteen etc. if needed.
- Check stocks of trophies and order if necessary.
- Check that Best Conditioned horse and top placing trophies are being arranged.
- Check that lucky draw prizes are being arranged, if applicable.
- Arrange for helpers to clean toilets, and look after all the staff in the office and vetting area. (refreshments etc)
- Write and give pre-ride talk, or delegate this job to the Chief Steward.
- Conduct the presentation ceremony, or delegate this job to the Chief Steward.
- Keep a list of all officials/volunteers, especially those at checkpoints. This list is needed in case of insurance claims. See Form 27
- Day members – maintain a list of day members (See Form 28) and forward to AERA Insurance delegate. Do NOT under any circumstances admit liability.
- Send Event Safety Checklist to AERA within 2 weeks of event.
- Assist the Chief Steward during the ride.
- Checklist Page 76

After the ride

- Put out any remaining fires and check condition of grounds.
- Pull down any structures put up for the ride, eg. Tents etc.
- Return equipment to storage, eg. tables, chairs, clocks, TPR barriers
- Clean shower and toilet blocks, and lock up. Check for damage.
- Close property gates, which may be open.
- Pull road signs down.
- Pull course markers down and check course for litter.

DUTIES OF THE COURSE DESIGNER.

This job is very important, obviously the most important part of a ride is a Well Designed course. See next section on Course Marking.

- Design course, making sure there is water every 10km.
- Check accessibility for communication and emergency services.
- Measure the distance of the course, and publish that distance.
- Produce a mud map or course description to hand out to riders.
- Obtain course maps for the relevant authorities if needed, eg. Forestry, NPWS
- Obtain necessary permits, eg. Forestry, NPWS, local council, police dept.
- Obtain and display a topographic map for all interested people to see.
- Provide the radio Communication People with the location of the checkpoints, and allocate the non-radio checkpoints.
- Work out how many people will be needed to man the non-radio points, eg. Gates and Ramps.
- Go over the course with the communications people, making sure they are familiar with it and can cope with what is required from them.
- Notify emergency services such as Ambulance and Police that the ride is on.
- Work out the best place for spectators and rider refreshments.
- Put buckets with ropes attached at boggy dams so riders can get to the water.
- Familiarize the committee and helpers with the course.
- Put up directional signs, so people can find the ride base.
- Put up road safety signs on public roads eg. "Caution Horses on Road"
- Arrange for the course to be checked just before the ride starts. If possible, include the Chief Steward in this. Check all checkpoints, markers etc. are in place.
- Start the ride on the hour - it is easier for timekeeping.
- Make sure the emergency float is on the grounds before the ride starts.
- Arrange for checkpoint people to be in position on time, making sure they know what to do, and ask them not to switch the car headlights on when riders are approaching.
- Arrange for refreshments to go out on course, to the right location.
- Prepare a brief statement for the pre-ride talk, pointing out highlights only.
- Fix any problems which may arise during the day. You should remain at the ride base during the ride, or make sure there is someone there who can answer questions about the course while you are gone, in case of emergencies.
- Provide a list of property owners for the ride secretary to send thank you letters.
- Form 2 might help organise the helpers. Form 2a will help checkpoint crew record numbers.

GUIDELINES FOR COURSE MARKING

Correct and adequate marking of an Endurance Ride Course is essential. When riders put so much effort and expense into preparing their horses, traveling to your ride and paying entry fees, NO RIDER SHOULD GET LOST DUE TO A POOR STANDARD OF MARKING FOR A COURSE. It creates bad feelings, and the message spreads quickly about rides that are not clearly marked.

- A course designer in consultation with the ride committee should design a course with horse and rider welfare in mind.
- Each leg of a course must be accurately measured for total distance to the nearest kilometer.
- All novice Horse/Rider combinations are restricted to a maximum speed (see current rule book.)
- The total distance of the ride must be published, and all successful competitors must get credit for that distance.
- Markers to be used for the various legs of a ride should become universal and as follows:
 - 1st leg: Red, 2nd leg: black, 3rd leg: blue, 4th leg: green, 5th leg: light green.(optional) common track striped purple.
- All markers should have the number of the respective leg displayed.
- The markers for legs to be ridden during darkness must be reflective, (to reflect from all angles).
- Place 'comfort' markers on long stretches of tracks or roads,(300-500 meters) .
- All legs must have 10km distance markers, with a 5 km marker indicating the distance to the ride base.
- All arrows and markers on the course must be secured correctly.
- The course designer should avoid, where possible, crossovers and eliminate, if practicable, using the same track for different legs, except perhaps in the opposite direction.
- All turns on a course must be double marked at the intersections, and repeater markers must be placed on the correct track within 30 meters of that intersection.
- Wrong Way must be clearly marked with a Cross at the intersection, or within 10 meters, and clearly visible from that intersection. Additionally a thick white line using hydrated lime across track works well as a blocker (especially at night).
- All markers must be clearly visible from a traveling horse.
- Hazards must be clearly indicated with signs and on legs in darkness, with flashing warning lights.
- It is essential that Stock Grids with a gate beside them be manned during darkness.
- Radio checkpoints must be strategically placed, (keep in mind shortcuts).
- When access through private property is required, provide the landowners with a copy of the QERA Certificate of currency if they request one. (see QERA webpage)
- Provide drinking water for riders at checkpoints.
- Drinkable water for all horses must be available every 10 km. If there are dams, place markers on the track to indicate the location of available water, (rule A11.3 (m)).
- Mark the course some time prior to the ride day.
- Re-check the course and the markers prior to the start of the ride.

DUTIES OF THE RIDE SECRETARY.

Prior to the Ride.

- Assist the Ride President where possible.
- Arrange Best Conditioned horse trophies, get engraved if necessary.
- Order trophies, place trophies, teams event prizes, special prizes and raffles.
- Arrange a ride preview for the QERA newsletter. (See Form 3 for details).
- Do a letter of welcome, pointing out any particular rules.
- Arrange lucky draws and special presentation prizes.
- Arrange thank you gifts for helpers, vets, etc. Chocolates, wine etc.
- Check all ride numbers, repair and or wash these if required.
- Make up any signs you need. Preferably in waterproof material.
- Arrange with the Treasurer for a cash float, and lock up cash box.
- Organise raffle tickets
- Organise Committee name tags
- Arrange a docket book or meal vouchers for the vetting team and other helpers.
- Ensure there is sufficient stationery - see Office Procedures section.
- Ride forms are on the QERA website; except for day cards, time slips and rest orders.
- **Ride Results are entered onto the Ride Management System. Make sure you have access to a QERA laptop for this. Be familiar with the program before the ride..**
- Make sure you have enough ride entry forms.
- Information and advice for 'first time' novice riders. Form 5
- Day membership forms.
- Information from AERA on what to do if there is a Rest Order Issued
- Invasive Treatment Report
- Logbook Replacement Form (If rider needs to leave early) and mastersheets are not finalised
- Catastrophe Checklist
- Vet out/withdrawals forms and Not Elevating forms to give to the communications people so they know who is not on course. Form 12,12a and12b (If necessary)
- Teams entry forms (Zone C/Ship). Form 13. (if applicable)
- Roll call checklist for the ride start Form 14, or Form 14a, (depending on what ride).
- Ride feedback sheets. Form 15.
- Timekeeping forms. (depending on the type of ride and vetting procedures).
- Time out sheets, (again depending on the ride you are running).
- Weigh-In Sheet Form 21,
- Prize/Trophy Sheets Form 23.

At the Ride

- See the separate section on Office Procedures - Page 17 and 21
- Set up for presentation ceremony - or delegate this job if possible.
- File all entry forms, these must be kept for seven years, (insurance purposes).

After the Ride - within 2 weeks.

- Check Ride Management results, and then send to QERA Registrar
- List of TPR's. to be sent in by Chief Steward
- Send QERA a cheque for the levy and the day memberships.
- Send an e-mail of the ride results to the AERA Web site, aussieendurance.
- Send other cheques, eg. Communications, toilets, bins, water etc.
- Send a thank you to helpers from list supplied to you from the Chief Steward

7

- Send a thank you to sponsors, property owners etc.
- Arrange with your publicity officer to do a ride review for the QERA newsletter.
- Arrange a Committee post ride meeting.

DUTIES OF THE RIDE TREASURER.

Before the Ride

- Prepare a budget for the ride - do you need to raise extra pre-ride funds from raffle sales?
- Arrange for a cash float.
- Purchase a receipt book, a docket book for meals and a lock-up cash box.
- Arrange a "secure" location for the cash box during the ride.
- In conjunction with the Ride Secretary, pay for all trophies, prizes etc.

During the Ride

- Receipt all monies in the receipt book at time of entry. (See Office Procedures)
- Balance ride takings against entries and day memberships received.

After the Ride

- Bank all money immediately.
- In conjunction with the Secretary, write out cheques for QERA, Zone levy (if applicable), and others
- Check ride takings against your budget. Work out profit if any.
- Present your treasurer's report at the Post Ride Committee Meeting.

DUTIES OF THE CHIEF STEWARD (also refer to AERA Member's Handbook)

Pre Ride

- Set up vetting area. It is to be roped off or otherwise isolated, flat and clear for 80 metres or so. This allows the horses to be trotted out for lameness checks.
- Position the Start/Finish line so that a gallop start/finish is safe for horse, rider and spectators.
- Erect barriers for TPR duties to be carried out with safety for horses and workers.
- Finish lines should have a straight approach, not on bitumen if possible.
- The Chief Steward must check all horses I D prior to the pre-ride vetting.
- Appoint a Vetting Steward, to assist in the vetting area.
- Get maps and course description from Course Designers. If possible, check the course and marking before the ride.
- Introduce yourself to all the officials on course checkpoints and at the ride base.
- Get mud maps and hand these out at pre ride talk.
- Display a topographic map of the course near the communications facilities.
- Determine the riding time for novice Horse/Rider combination, in consultation with the Head veterinarian and ride committee.
- During the pre-ride talk, ask training riders to stay behind for extra information.
- Display list of competitors with their ride numbers during the ride, and make available for the communications people.
- Discuss with Veterinary Team and TPR's the vetting procedures.
- Sight Event Safety Checklist (insurance company requirement)

Start of Ride

- Mark off the roll call sheet.
- Start the ride at the correct announced time.

During the Ride

- Supervise and assist in the vetting arena.
- Settle all problems and disputes that may surface as they arise.
- Retain logbooks of any horse subject of a Rest Order. Make sure red sticker is put on appropriate logbook page
- Ensure that all invasive treatment reports are filled in and signed.
- Assist in any area where help is required, to ensure smooth running of the ride.
- Prepare the BCH award sheets for all four divisions.

At the end of the Ride

- Arrange BC Horse work out, together with the head vet, and calculate point score
- Check with the vet team for any problems regarding horses or riders.
- Do a round of the ride base to check on any problems with horses, (fit to travel).
- Carry out standard Chief Steward tasks as per schedule.
- Write the Chief Steward report of the ride and list all TPR's assisting during the ride.

DUTIES OF THE VETTING STEWARD.

Before the Ride

- Organise TPR's and pencilers before the ride, so they know what will happen.
- Arrange spare stethoscopes, stopwatches and thermometers.
- Arrange clipboards and pens.
- Arrange for containers to be used for the logbooks to be placed in prior to and after the vetting.

During the Ride

- Co-ordinate the logbooks in the vetting area in vetting order.
- Ensure that all competitors are vetted on time, call up riders if required.
- Make vet out logbooks easily identifiable by closing the books.
- Elevator Rides - After the appropriate leg, ask the rider if they are going on. If the rider is not elevating, ask that the book to be marked NOT ELEVATING, (by the vet).
- If the rider is not elevating, and the horse is not vetted out, the head vet can sign the logbook.
- Completed logbooks must return to the office for further processing,
- When riders successfully complete the ride, the logbooks should be signed by the head vet.
- Call for additional help during busy periods.
- Report any disputes immediately to the Chief Steward. The Chief Steward is responsible for settling these.

Towards the end of the Ride

- Make a list of the names of people who TPR'd, give this to the Chief Steward.
- Make a list of helpers - pencilers and runners and give this list to the Chief Steward.

After the Ride

- Thank your helpers who worked with you in the vetting area.

DUTIES OF THE VETTING STEWARD - Vet Gate Into Hold Procedures

Before the Ride

- The logbook can be ruled up differently for entering H R parameters and times. Explain to TPR's how to fill the logbook in.
- Equipment needed: table and chair for Time Recorder, clock, G I H Hold Time Chart.

During the Ride

- After receiving their logbooks from the timekeepers with the arrival time entered into the logbook and on a vet slip, the riders must hand the logbook to the Time Recorder in the vetting area, when calling "Time".
- The riders either go to the community strapping area, or go back to their camp.
- Horses must be presented to the TPR Gate no later than the designated time after their recorded Arrival Time.
- A maximum of two people to enter the vetting area with one horse.
- When the rider calls **Time**, a TPR or vet will check the horse's heart rate and if this is within the set parameter, the Time Recorder will enter the **Vet present time** into the logbook and add the **Hold Time** to this. And this will become the **Departure time** for the next leg. These times are also entered on a separate sheet, for backup purpose.
- If the HR parameter has not been met, the **Vet Present Time** will be recorded on the sheet provided, and the rider will be given a **Represent Time**, usually 10 minutes before he/she can call **Time** again, (this is still in the riding time).
- If the heart rate is within the set parameter, the rider/strapper and logbook will move to the veterinarian for the rest of the veterinary inspection.
- When the horse passes the vet inspection, the logbook is handed back to the rider.
- After the last leg the logbook remains in the vetting area, to be returned to the office for further processing.
- When the rider is ready to commence the next leg of the ride, he/she will hand the logbook in at the **Out Time Keeper** for verification of the correct **Departure Time**.
- Call each rider or strapper when the vetting time is due.

DUTIES OF THE TIME KEEPER STEWARDS.

Before the Ride

- Set up the timekeeper's area in sight of the finish line and near the scales. To be done in consultation with the Chief Steward. Arrange for shelter from sun, wind, and rain.
- Have four people during very busy times, eg. At the end of the first leg and when the training riders come in.
- Time slips are supplied by QERA.
- The time sheet, see form 16, is used to record the riders out times for subsequent legs so the timekeepers know when the riders can go out on these legs. For the training ride see form 17.
- Synchronise all clocks at the pre ride talk in conjunction with the Chief Steward.
- Set up three small digital clocks, one real time (in time), one half hour ahead (vetting time) and the third one hour ahead (out time). Two clocks may be sufficient.
- Arrange for a minimum of four separate containers to hold the logbooks. One for the first leg, the second for second leg, one for the training riders and one for books waiting to go to vetting.

During the Ride

- Be prepared for the initial rush. Try to have four people at this time.
- One person writes out the time slip with the three times and gives it to the rider. Another person writes the time sheet at the same time, ensure that the same times are entered in the log book and onto the vet slips.
- When quiet, write the times for vetting and out time for the next leg in the logbooks and place them in vetting time order in a container waiting to go to vetting. Make sure they go to vetting in plenty of time.
- As you send the books to the vetting area, tick the time sheet so you know where they are, and pick up the completed logbooks from the vetting area.
- As the riders leave on the second (and other) legs, tick the time sheet so you know who has left the ride base.
- The books from the vetting area are sorted into time order. Vet out books to be written up first and then kept separate.
- Books go firstly to the office so the master sheets can be written up for each leg,
- Finally back to the timekeepers to be kept in a separate container to wait for the next leg.
- Timekeepers and checkpoint staff need to be notified of vet outs, so they do not expect these riders to leave again.
- Time keepers must keep a check on the riding times of Novice Horse/Rider combination for the minimum riding times set down by the ride committee.
- As the riders finish the final leg, follow the same procedure, but don't record an out time on the time slip or the time sheet.
- If riders go over the finish line holding hands, then put an '=' sign in front of the time in their logbooks so the person working out final placing can pick this up and record them as equal placing. If riders don't hold hands, you will have to try and place them in order over the line. For example, if two riders are only a fraction of a second apart, mark their times 2:14.30, 2:14.31, or 2:14.30, 2:14.30+. The + sign meaning this rider was only fractionally behind.

DUTIES OF THE TIMEKEEPER STEWARDS - 160km Vet Gate Into Hold

Before the Ride

- You can use the same Vet timeslips as a normal vetting procedure time slip, use the time sheet 18.
- The Time Out sheet, form 19, can be used. Riders will be departing and deliver their log books to the **Out Time Keeper** for verification that they leave on time.
- The out time for each rider should be recorded on form 19.
- Set up two digital clocks, one real time (arrival time), one half hour ahead (max vetting time).
- Arrange for a minimum of four separate containers to hold the logbooks.

During the Ride

- On arrival back at base at the end of each leg, riders will be timed crossing the “finish” line. At this point riders will receive their logbook and a time slip which will display the **Arrival Time** and the maximum **Vetting Time**. Riders may be asked to weigh on arrival.
- One person writes out the **time slip**, with the arrival time, maximum vet time and hands it to the rider.
- Another person fills out the **time sheet**, Form 18, at the same time.
- The third person writes the arrival time into the **logbook** and hands the logbook to the rider.
- After successfully vetting, the logbook data is written on the master sheet, and placed back into the containers awaiting the next leg. Riders hand time slip in to checkout time keepers.
- The rider must arrive back at the timekeeper’s start line ready to commence the next leg at the **Departure Time**. The **Out time Keeper** times riders out according to their departure time on the timeslip (Form 19). Riders may leave later than the Departure Time but they will be in their own **Riding Time**. The Out Time Keepers must be advised if a rider intends to leave late.
- As the riders leave on the second, and subsequent legs, tick the Time Out Sheet so you know who has left the ride base.
- Timekeepers will be notified of Vet outs/Withdrawals/Not Elevating using Form Nos. 12a and 12b, so they don’t expect these riders to leave again.
- As the riders finish the final leg, follow the same procedure. Give the logbooks to the riders.
- If riders go over the finish line holding hands, then put an ‘=’ sign in front of the time in their logbooks so the person working out final placing’s can pick this up and record them as equal placing’s. If riders don’t hold hands, you will have to try and place them in order over the line. For example, if two riders are only a fraction of a second apart, mark their times 2:14.30, 2:14.31, or 2:14.30, 2:14.30+. The + sign meaning this rider was only fractionally behind.

IN TIME RECORDER - Gate Into Hold Vetting

This person is working in the TPR area. Records the Times of all horses to be TPR'd , and fills in the Vetting and Departure Times in the logbooks and on the Vet Gate Sheet. When required, records the Represent Times of horses that fail the Heart Rate Parameter, on the Vet Gate Sheet and where required onto a time slip.

- When the rider and/or strapper think their horse will meet the set Heart Rate parameter, the rider/strapper will approach the TPR Gate and call "Time". They will have with them their logbook and their time slip on which the Time Keepers recorded their **Arrival Time** and the Maximum **Vet Time** when they arrived back at base.
- After the heart rate parameter has been met, the **Time**, as called by the rider, will be entered into the log book by the **In Time Keeper**, and the **Hold Time** will be added to that, this will then be the **Departure Time**.
- The In Time Recorder will record the vetting time, and the Departure Time on the **Vet Gate Sheet**, for record purpose. The hold times may differ for different legs, this is set by the head vet and c/steward.
- If the Horse's pulse is over the set H R parameter, then the rider and horse return to the strapping area and do not present for at least 10 minutes, (or pre-announced represent time). The In Time Recorder then fills in the represent column on the Vet Gate Sheet. The logbook and departure time are filled in when the horse has passed the HR parameter, or when the 30min vetting time has expired.
- The Heart rate and respiration data are recorded in the logbook by the TPR, and the logbook is handed to the rider.
- The rider then takes the horse to the vetting area for the C.R.I. and the other metabolic and lameness checks to be done, and the findings entered into the logbook.
- Riders then take logbook and time slip to timekeeper where logbook is retained and time out is written on time slip. This slip is given to rider to be handed in to time keeper as rider leaves on next leg.
- At the completion of the ride the logbooks will remain in the vetting area, to be sent to the office for further processing.

TIME DEFINITIONS FOR GATE INTO HOLD VETTING.

Start Time – Is the time that all riders commence the ride, the time set down by the ride committee.

Riding Time – Is the elapsed time from when the competitor is due to start the next leg of the event until the “In time” call that provides a successful heart rate examination at the end of that leg.

Arrival Time - This is the recorded time of a competitor crossing the defined finishing line for each leg of the event.

Vetting Time - This is a set time calculated by adding 30 minutes to the competitor’s arrival time. The competitor must present for veterinary inspection before this time has elapsed.

Represent Time- This is the delay time which restricts a competitor from re-calling “Time” immediately.

Hold Period - This is a set rest time following each leg of the event. The designated Hold Time starts from the time recorded for a successful In Time call of each competitor.

Departure Time - For each leg during the event is calculated by adding the compulsory Hold Time to the time recorded for the successful heart-rate inspection at the TPR Gate.

Cut off time for Departure Time – This time will be set for the last leg of an event. The time will be determined by the ride organisers and announced prior to the start of the event.

DUTIES OF THE WEIGHING STEWARD

You will need good quality scales, capable of weighing over 100kg. Place them on firm ground, under cover if possible, near the finish line. Arrange for several people to take turns doing this job.

RIDING SECTIONS:

- Heavyweight - all up riding weight of 91 kg and over pre-ride. Hwt can nominate and ride as a middleweight as there is no upper weight limit.
- Middleweight - all up riding weight of 73kg and over pre-ride.
Hwt and Mwt riders are responsible for maintaining their minimum weight for the riding division they enter. R5.4.No allowance for weight loss below the minimum will be made for Hwts and Mwts. Non-compliance will result in disqualification.
- Lightweight - less than 73kg
Any lightweight rider whose final weigh-in exceeds 73kg will not be penalised.
- Junior (17 years and under in year of ride) - no weight criteria.
- All riders to be weighed pre-ride. Riders may weigh-in with or without saddles as long as they make weight within their division. Ride committees must arrange for all riders to weigh in pre-ride and at the end of the ride. A record of all Weights must be kept. Final weigh in is used as calculation for fittest horse. Random weighins of HWT and MWT throughout ride should be undertaken.

Before the Ride

- One person is needed to man the scales, weighing all riders and recording the weight on the entry form and logbook. Do not weigh training riders unless they want to go through the motions for experience.

During the Ride

- Use a weigh in sheet during the ride, with each rider's pre-ride weight on it, so you can easily see if they lose or gain weight excessively. If this happens, consult the Chief Steward. A copy of these sheets one for 80km rides, and one for longer rides is attached, called "Form 21 Weigh-In Sheet"
- Use these weights at the end of the ride to compile the best conditioned horse sheets.
- At the end of the ride, the weigh-in sheets should be kept by the ride secretary as a record.

OFFICE PROCEDURES

OFFICE CHECKLIST AND STAFF REQUIREMENTS:

- At least six people to help at the pre ride stage. 1 cashier (treasurer), 2 taking entries, 1 weighing steward, 1 entering into ride management program, 1 writing up the whiteboard progress board (optional – if time and manpower permits), with rider's numbers, division, names, horse's names.
- At least seven to nine reliable people during the ride - 1 weighing, 4 timekeeping, down to 2 at the end, 1 entering into computer, 2 needed towards the end, 1 writing up progress board. These people will need to be flexible and pitch in and help others who are swamped with work as the ride comes to a close.
- Stationery -receipt book, calculator, ride bib refund envelopes, at least five open boxes to store logbooks during the ride, separate training ride box, separate vet out box, raffle tickets, canteen docket book, food vouchers for helpers, safety pins, committee name tags, cardboard for signs, blu-tack, clocks and spare batteries, rulers, white out, erasers, textas, rubber bands, stapler and staples, Post-It pads, 2-hole punch, two-ring folders, clip boards and waterproof pens for pencilers, scissors, paperweights - anything else you can think of!
- Extra people to sell raffle tickets - keep separate from ride takings so money doesn't get confused.

PRE RIDE FOR SMOOTH OPERATION:

- Table and chairs where riders can fill in their entry forms.
- Put a sign up with information the riders need to fill in their own logbooks.
- Ride Name, Date, Distance, State, Rider's Membership No. Rider's Name, Division, Start Time.
-
- Put a sign up advising riders of any fees other than entry fees, eg. Day membership fee \$15, camping fees etc. Also advise them who to make their cheques out to.
- Have day membership forms available on this table for those riders who are not members.
- Do not use any normal felt tipped pens, because these are not waterproof. If you get rain, all the information in the logbook becomes an unreadable smudge.
- Riders then weigh in after filling in their entry forms. The weight is recorded in the "office use" section on their entry form and in the logbook.
- Make sure they weigh now, or it will be more difficult to get them later. If need be get them to return to camp for their saddlery.
- After weighing the riders proceed to the first office worker on next table who will:
- Check all sections of the entry form are completed, and that the rider has weighed.
- If they have not weighed, finish the entry, but keep the logbook until they have.
- Check that the logbook is filled out and no details are missing.
- Or fill the logbook details in if the rider has not done this.
- The ride management program entries are much easier to do if the books are complete.
- Check to see the entry form information is the same as the on the logbook page.
- Check their membership card is current and mark this on the entry form as a check. NO CARD NO RIDE. If they want to do the training ride, they can join as Day Members.
- Check that the Endurance horses have done a 80km ride during the past 13 months. If not then that horse must complete one 80km ride as a novice horse.
- Mark all novice horse books with a coloured 'post-it' or slip of paper.[optional]

- Check their weight division corresponds with their riding weight.

The second office worker does the next step.

- Select the appropriate ride number from the top of the different piles and give this to the rider. For example 1-50 middleweight, 51-70 heavyweight, 71-90 lightweight, 91-100 junior, 101-150 training riders. This is to assist data entry and point score sheets.(suggestion only).
- The riding number is entered into the logbook and into the “office use” section on the entry form.
- Give the riders a welcome letter which lists ride details, housekeeping rules etc.
- Hand the training riders a separate sheet explaining what the rules are covering training rides. Some riders have never done a ride before and appreciate this information.
- Hand the riders their logbook/ride card.
- Ask the riders to pay the Cashier.

The Cashier is next in line:

- Files the entry form in number and division order in a two-ring folder
- Accepts the rider’s payment and issues a receipt.
- Retains the day membership form and files it in the two-ring folder. It is better to issue a separate receipt for the day membership money.
- Present the rider a ride feedback sheet.
- When all entries are taken put ride number refunds in the numbered envelopes, (if required).

The riders then take their logbooks and vet in if they wish.

Other Important Tasks

- Entering into the Ride Management Program - this is usually a big job, and it is very important. Try to have a quiet place away from interruptions.
- Get the entry forms from the Cashier and record each rider and horse details on the computer This can be started from the entry forms, but you need the logbooks, after the horses have vetted, to go any further.
- When available, get the logbooks and complete the pre-ride vetting details on the program

Logbooks and other housekeeping tasks

- Place the logbooks in overall numerical order in open containers ready for the timekeepers.
- Notify the Chief Steward of the final rider numbers so this can be announced at the pre-ride talk.
- Write up the weigh-in sheet, with numbers, names, weight and division ready for the weighing steward.
- Notify communications of any pre-ride vet outs or withdrawals or missing numbers so they are not looking for these riders during the ride.

DURING THE RIDE

- Sort books as they come back from vetting, and continue program entries with vetting details.
- Place vet out logbooks in a separate area.
- Put continuing logbooks back into overall number order and give them back to the time keepers, ready for the next leg.

Elevator Rides

- Pull out logbooks of riders Not Elevating. These should have been identified with N.E. and signed off by the Head Vet in the vetting area before they come to you.
- List Riders Not Elevating on a separate sheet, Form 12, and give the slips to the progress board people, then to timekeepers to mark off their time sheets for the radio communications for each leg. Form 12b.
- Place these logbooks in time order in a separate area.
- As the competitors finish the ride it is most important that the books are returned promptly to the office.
- Take note of any “equal placing’s” or very tight finishes marked with ‘+’ by the timekeepers.
- Check that all TPR details are completed and the head vet has signed the books off.

For each successful rider:

- Print out ride results in divisions and fill out logbooks accordingly
- Enter vet data in BC sheet and then print out the Best Conditioned evaluation sheet. (For the Chief Steward and Head Vet).
- Hand the logbooks to the progress board person for writing up, then have them file these in placing order in a container for each section awaiting the presentation. By this stage the timekeepers will have an empty container that can be used.
- When the first five places in each division are known, advise the Chief Steward so he can arrange the fittest horse work outs. He will need their logbooks as well. When vet scores are done, complete the entry of this on to BC sheet and print out for presentation.
- Continue filling out the prize sheet as the winners of prizes occur, Form 23.
- Work out the winners of the teams event. See Form 13
- Arrange for someone to set up the presentation of prizes.
- Arrange for someone to attend to the ride number returns and filling out logbook replacements slips, (see Form 11), for those riders who want to leave early.
- When the last horse is in the vetting area, you will be in a position to immediately hand over the prize list, the point score sheets (placing list), all the logbooks in neat order ready for the Presentation to get under way.
- For lucky draws during the presentation, place a raffle ticket in each successful logbook, or ride card, (but not logbook replacement slips). Then all you need to do is to draw out the raffle ticket stub from a hat.

TRAINING RIDE

The steps are nearly the same. Do not forget the logbook/card replacement slips for those wanting to leave early.

OFFICE PROCEDURES - 160km Vet Gate Into Hold

OFFICE CHECKLIST AND STAFF REQUIREMENTS:

- 1 At least seven people to help at the pre ride stage. 1 cashier (treasurer), 2 taking entries, 1 weighing steward, 1 entering data on computer
- 2 At least eight reliable people during the ride - 1 weighing, 5 timekeeping (3 at the arrival desk and 2 at the TPR area), 1 on computer, 1 writing up progress board. These people will need to be flexible and pitch in and help others who can be swamped with work as the ride progresses.
- 3 Stationery -receipt book, calculator, ride number refund envelopes, at least five open boxes to store logbooks during the ride, separate vet out box, raffle tickets, canteen docket book, food vouchers for helpers, safety pins, coloured dots, committee name tags, cardboard for signs, blu-tack, clocks and spare batteries, rulers, whiteout, erasers, textas, rubber bands, stapler and staples, Post-It pads, 2-hole punch, two-ring folders, clip boards and waterproof pens for pencillers, scissors, paperweights - anything else you can think of!

PRE RIDE FOR SMOOTH OPERATION:

- Table and chairs for riders to fill in their entry forms.
- Put a sign up with information the riders need to fill in their own logbooks. Ride Name, Date, Distance, State, Rider's Membership No., Rider's Name, Division, Start Time.
- Put a sign up advising riders of any fees other than entry fees, camping fees etc. Also advise riders who to make their cheques payable to.
- Do not use any normal felt tipped pens, because these are not waterproof. If it rains, all the information in the logbook becomes an unreadable smudge.
- Ask riders to weigh in after filling in their entry forms. The weight is recorded in the "office use" section on their entry form and in the logbook.
- Make sure they weigh now, or it will be more difficult to get them later. If need be ask them to return to camp for their saddlery.
- After weighing, the riders proceed to the first office worker on the next table who will check all sections of the entry form are completed.
- Check that the logbook is filled out and no details are missing.
- Or fill the logbook details in if the rider has not done this.
- Check to see the entry form information is the same as what appears on the logbook page.
- Check their membership card is current and mark this on the entry form as a check. **NO CARD NO RIDE.**
- Then check that endurance horses have done a ride within the past 13 months. If not, then they **Cannot Enter.**
- Check their weight division corresponds with their riding weight.
- Rule up the time and pulse columns in the logbook for 5-leg gate into hold. See sample.

The second office worker does the next step.

- Colour codes the logbook page according to what their weight division is. (optional)
- Select the appropriate ride number from the top of the different piles and give this to the rider.
- The ride number should be issued in numerical order, for each division.
- For example 200-254 middleweight, 1-53 heavyweight, 100-118 lightweight, 300-309 junior.
- The riding number is entered into the logbook and into the “office use” section on the entry form.
- Present each rider a souvenir ride booklet, a ride feedback form and a Tourist Information book.
- Hand each rider their logbook.
- Ask them to pay the Cashier.

The Cashier is next in line:

- File each entry form in number and division order in a two-ring folder.
- Ask for their payment and issues a receipt.
- Hand the rider his/her logbook and then they are ready for the pre-ride vetting.

Logbooks and other housekeeping tasks :

- Place the logbooks in overall numerical order in open containers ready for the timekeepers.
- Notify the Chief Steward of the final rider numbers so this can be announced at the pre ride talk.
- Write up the weigh-in sheet, with numbers, names, weight and division ready for the weighing steward.
- Hand the radio communications the sheet with rider numbers, (and missing numbers so they are not looking for these riders during the ride).

DURING THE RIDE

- Sort books into the colour coded weight divisions as they come back from vetting, and continue writing up master sheets with vetting details.
- Enter Vet outs.
- List vet outs on the separate sheet, Form 12 and again Form 12a which goes to the progress board people, then to timekeepers to mark off their time sheets, and for the radio communication people so they won't be expecting these horses out on track.
- Place vet out logbooks in a separate area.
- Put continuing log books back into overall number order and give them back to the time keepers ready for the next leg.

Elevator Rides

- Pull out logbooks of riders Not Elevating.
- These should have been identified in the vetting area and marked N/E before they come back to you. .
- List them on a separate sheet Form 12, then on separate slips Form12b, and hand this to the progress board writer, then to time keepers to mark off their time sheets, and then inform the radio communications people for each leg.
- Place these logbooks in time order in a separate area.

AS RIDERS FINISH THE RIDE

Administration for a 160km is not as hectic as an 80km ride where everything has to be written up and finalised prior to the presentation the same day. However, it is a good idea to finalise the logbooks, work out riding times, point score sheets, prize list and the best conditioned horse as they occur. This way, you can go to bed assured that you have everything under control for the presentation the next morning. All that needs to be done the next morning is present the vets with the best conditioned horse sheets and then calculate the winner after the vets have scored the results from the fittest horse work out.

- As the competitors finish the ride it is most important that the books are returned promptly to the office, and if possible in time order and if practical signed by the head vet.
- Check that all vetting details have been entered in to all logbooks.

For each successful completion:

- Work out the riding time and write this in the logbook and on the master sheet.
- Enter data.
- Copy the rider's placings into the logbook.
- At the same time put names against the sections in the Prize Sheet form for the top placed trophies until all sections have been filled. **(This is also used for the presentation).**
- Fill in the details of the first five riders in each division on the best conditioned evaluation sheet. (For the Chief Steward and Head Vet).
- After the best conditioned evaluation sheets have been filled in, you only have to enter this data and print off the sheets.
- Hand the logbooks to the progress board writer, then file these in placing order in a container for each section awaiting the presentation.
- By this stage the timekeepers will have a few empty containers that can be used.
- Continue entering data.
- Continue filling out the prize sheet as the winners of prizes occur, Form 23.
- Work out the winners of the teams event. See form 18
- Have someone setting up for the presentation of prizes.
- When the last horse is in the vetting area, you can have a well earned sleep knowing that everything is in order for the presentation ceremony and the best conditioned horse evaluations first thing the next morning.
- For lucky draws, staple a raffle ticket to each successful competitor's logbook. Then all you need to do is to draw out the raffle ticket from a hat.

VETTING PROCEDURES AND VETTING AREA

Chief Steward, Veterinarians, TPR Stewards, Pencillers, Vetting Area.

- The ride committee will appoint an accredited Chief Steward to manage the running of the ride, and control the vetting procedures with the Veterinarian team.
- The Chief Steward will appoint a Vetting Steward to assist in smooth running of the vetting procedures.
- The chief steward will organise and set up the vetting area with approval of the head vet, provide a marshalling area and set aside a special area for problem horses, away from the finish line.
- The vetting area must also include a trot out area with a straight trot out distance marked 40m out and 40m back, and may also include a triangle trot out if desired by the Head Vet.
- The TPR area should be fitted out with barriers for the protection of all workers and competitors in the often congested area, these barriers should be placed 2m apart.
- Place a large clock clearly visible in the vetting area.
- Provide shelter for vets, TPR's and other officials.
- The Vetting Steward is responsible for coordinating the logbooks and controlling the smooth running of the vetting area.
- Arrange people for pencillers and go-fors.
- Ensure all Novice Horse/Rider combinations are identified (coloured post-it slips) in the logbooks, (minimum riding time, and maximum speed per hour, 14km/hour. Less for difficult course).
- Check all horses for I D prior to pre ride vetting, and make sure all I D pages in the logbooks are correctly filled in.
- Arrange for refreshments and food for all the vetting staff, as required.
- The Chief Steward will be responsible for the running of the ride and must be in the vetting area at all times, or nominate a suitable person to substitute for him or her.

LOGBOOK “TRAVEL” DURING A RIDE WITH G I H VETTING PROCEDURES FOR 80KM+ ELEVATING RIDES, 120 AND 160 KM RIDES.

The following method of logbook handling has shown to be very effective with minimal staff requirements.

- After the pre-ride vetting the logbooks remain in the time keepers office, all the data of the pre ride vetting will be entered onto the master sheets.

At the end of the First Leg

- The **Arrival Time** is entered into the logbook and this time is also recorded on the office sheet, (form 18). Use vet slip if required, (form 20)
- The logbook is handed to the rider, who takes the book to the In Time Recorder in the vetting area.
- The In Time Recorder records the rider number on the office sheet, (form 19a), and also records the time when the rider calls “Time”. If the H R reading by a TPR, is within the set parameter, the In Time Recorder then enters the called “Time” and the H R into the logbook together with the **Hold Time**.
- If the H R is above the required parameter, the In time Keeper will enter that H R reading on form 19a with the **Represent Time**, as set during the pre-ride talk.
- When the horse has passed the required H R check, the logbook will be handed to the rider to proceed for further checks to the vet, who will enter all the required data and hand the logbook back to the rider if the horse has passed the inspection.
- The **Rider** will take the logbook with him/her, and hand the logbook to the **Time Keeper**, who will write out time on time slip and hand to rider.
- The rider to hand Time slip to the Out Time Keeper who will confirm the departure time and allow the rider to leave, and the **Departure Time** will be entered on the **Time Out Sheet**.
- All the Vetting data can now be entered on to the master sheets, and the logbooks will be placed into their respective box.

This procedure is repeated for all legs of an event apart from when a rider is Not Elevating and at the end of the ride.

When Not Elevating

- The logbook will be remain in the vetting area and marked: **N/E**.
- The logbook will remain in the vetting area at the completion of the ride.

WITHDRAWN HORSES.

- If riders intend to withdraw after passing the vet check, they must notify the Chief Steward and the Vets before the time they are due to go out onto the next leg.
- This is recorded as a withdrawal in the logbook and on the ride program.
- The Chief Steward must notify the office so that the office staff can pull the logbook out of the system and advise timekeepers, communications etc. using the vet out/withdrawal sheet form 12a.
- Horses/riders withdrawn on course must present (preferably to the office) immediately on returning to the ride base.
- They are given a time slip showing arrival time and vetting time half an hour later.
- They can present for routine vetting before the half hour if they wish.
- Of course, if necessary they can go straight to the vetting area for attention.
- If the horse passes this vet check, the logbook is recorded as a withdrawal.
- If not, it is recorded as a vet out.

RIDE STARTING TIMES.

- Training and Social rides should not start in the dark for safety purposes. Many riders will be first time riders.
- Early starts are necessary as many competitors travel long distances to rides and need to be able to leave in reasonable time to travel home again.
- Presentations to be held no later than half and hour after the maximum ride time has elapsed, or sooner if all the riders are in before that time.

The following are recommended start times:

160km ride.....midnight
120km and over.....3am to 4am
80km and over.....4am to 6am
Training Rides.....5am on,(towards daybreak).

RIDE NUMBER RETURNS AND EARLY REQUESTS FOR LOGBOOKS

When the last of the riders are well around the final leg and all the training riders are in, the pressure eases considerably from the timekeeping area.

However, at this time the workload in the office increases. Staff are entering data, and signing books off. They do not like being disturbed by riders handing in their ride numbers and collecting their logbooks, so they can go home.

Arrange with one of the timekeepers or the weighing steward to help out with ride number returns and requests for logbooks. Ask the top placed riders to stay for the presentation.

- If you use a ride number deposit system, use numbered envelopes containing the refund of the deposit. These envelopes can be organised the day before. When riders return their number, find the correct numbered envelope and give them the money.
- Do not allow riders to take their books/cards until you are sure all the details have been written up in the logbook, riding times have been calculated and the vet and secretary have signed them.
- When a rider collects his/her logbook, fill in a logbook replacement slip, see form 11, and place this in the container where the logbook would have been. A handy hint, because staff will instantly know the book has been collected by the rider, and has not been "lost". The replacement slip then takes the place of the logbook at the presentation ceremony as if the rider were there.

GUIDELINES FOR THE PRE RIDE TALK

This is usually done by the President, with assistance from the Chief Steward and Course Marker.

- The Head Vet may like some input, so please check with him/her in advance.
- Welcome all to the ride and thank any long distance travellers.
- Introduce the Ride Committee, Vets and Chief Steward.
- Outline the Course, (this should only be a brief outline, do not confuse the riders).
- Track marking, type of markers, colours etc.
- Start Time, this is the time to adjust all watches to the correct time.
- Advise all riders of any special Ride Rules, eg. If withdrawn on course etc.
- Advise the riders of the total number of competitors and the number of entries in each division.
- Riding times allowed for each leg, maximum ride time for all riders, minimum riding time and maximum speed of 14km/hour or less for Novice Horse/Rider combinations
- Number of checkpoints on each leg and what riders have to do at each one - call numbers clearly, and make sure that your number has been received.
- Ask the riders to call their numbers clearly at the finish line for the timekeepers.
- Warn riders of any hazards, and explain the warning signs at these hazards.
- Ask riders to ride in small groups, this will make it easier for the staff at the check points, and the timekeepers and reduce waiting in the vetting area.
- Middleweights and Heavyweights must weigh in at the end of each leg. Juniors and lightweight weigh only at the end of the ride.
- The State Swabbing Steward will advise if swabbing will be carried out.
- Advise where or if refreshments are being provided on course.
- Advise whether a farrier is available and suggest they carry an Easy Boot anyway.
- Ask all the riders to make sure they that they bring back to the ride base whatever they take out onto the course, meaning, do not throw rubbish on the tracks.
- Explain to riders and strappers where to dispose of all their rubbish and horse manure.
- During bushfire danger periods advise whether camp fires are permitted or whether smoking is banned on the track.
- No dogs in the vetting area, all dogs must be under control at all times.
- Children must not be playing in or near the vetting area, (try to keep the area quiet).
- Explain how the teams event is being run, and how the points are worked out.
- Advise whether there will be a roll call prior to the start, and explain the location
- Advise that the emergency float is for emergencies only.
- Advise strappers how they can check their rider's progress on the riders' board.
- Ask training riders and Novice riders to stay behind after the pre-ride talk.
- Ask the riders to take time to fill in the ride feedback sheets.
- Talk about special requirements of the presentation. Eg. Winners of sponsored rugs to have a photograph taken with horse.
- Major placegetters should try to stay for presentation.
- Explain about how the bib refunds will work, (if applicable) and how to collect the logbook if you want to leave early.
- Advise what the raffle prize is and when it will be drawn.
- Ask for any questions, and answer all questions.

Training Riders and Novice Horse/Rider combinations.

- Advise what arrangements are in place - pace rider, minimum times for Novice Horse/Rider combinations, maximum speed 14 km/h, lower if the ride committee feels this is necessary.
- Suggest difficult horses leave after the front group of horses is out of sight.
- Kicking horses must have a red ribbon in their tail.
- Advise riders that they do not need to ride with the pace rider if applicable. Just stay behind the pace rider
- If there is a vet gate, explain how this works.
- Advise about the 10km markers.
- Explain to them if there are any special arrangements. Eg. Separate timekeepers, separate vetting area, separate presentation ceremony etc.
- Explain that the long riders have priority over the training riders in the vetting area.
- Explain to them again how the timekeeping works.

GUIDELINES FOR THE PRESENTATION.

Some rides now have a separate presentation ceremony for the training riders. This is a good idea because they can then pack up and get on their way home. If this is the case, you will need to allocate this job to the President and a helper, or someone who is not busy with the long ride.

If you choose to have a separate training ride presentation, the top three points and the bottom three points are the same for them.

- Thank riders for coming and say you hope they enjoyed the ride.
- Thank all the helpers, vets, TPR's sponsors, property owners, communications people, office workers, caterers etc.
- Hand out special awards first followed by completion prizes and cards/logbooks for successful completions.
- Draw raffle ticket numbers out of a hat for lucky draws off the table.
- The corresponding raffle ticket number should have been stapled to all remaining logbooks/ride cards (but not logbook replacement slips) just before the presentation.
- If the ride is an elevator ride, hand out the completion prizes and logbooks to riders not doing the maximum distance.
- Do not forget to acknowledge the horse's name in the presentation, because they are of course, part of the team.
- Call rider numbers for lucky draws off the table.

For the long ride, use form 23 which shows the full details of the successful riders. You can announce what each rider has won, and who the sponsor was.

The logbook replacement slips will tell you which riders have gone home early. It is proper to still read their names out as part of the presentation.

The Head Vet may wish to say something before this presentation and then announce the fittest horse award at the end of each division.

For this presentation do the divisions in place order in the following order:

- Junior top place trophies and completion prizes, then completion prizes, and any special awards, eg. Youngest rider, followed by the fittest horse award
- Lightweight top place trophies and completion prizes, then completion prizes followed by the fittest horse award
- Heavyweight top place trophies and completion prizes, then completion prizes followed by the fittest horse award.
- Middleweight top place trophies and completion prizes, then completion prizes followed by the fittest horse award.

- Present the teams trophies (if applicable)

- Do any special awards now, eg. Rider travelling the longest distance, oldest rider horse with the lowest pulse etc.

- Call rider numbers for lucky draw prizes off the table. (These should be superior to the other lucky draws).

- Draw raffles.

- Announce where vet-out books can be collected if not already collected.

- Discuss any other important subjects, eg. Promote forthcoming rides, leave campsites clean, put out fires etc.

RECOMMENDATIONS FOR HORSE YARDS.

During the past 10 or so years many horses have “escaped” from their “confined spaces” at the ride base, and in some cases with disastrous results.

On many of these occasions various riders have been unable to start the ride due to injuries to their horse.

However, we have not had any serious injury to people because of “escaping” horses at endurance rides, but have come very close at plenty of rides.

We know that the Horse is a flight animal, and when a horse feels threatened he/she will flee from that threat.

For the purpose of attempting to reduce accidents at any ride base, the following are suggestions which can be adopted by all ride committees.

Horse Yards at a Ride Base:

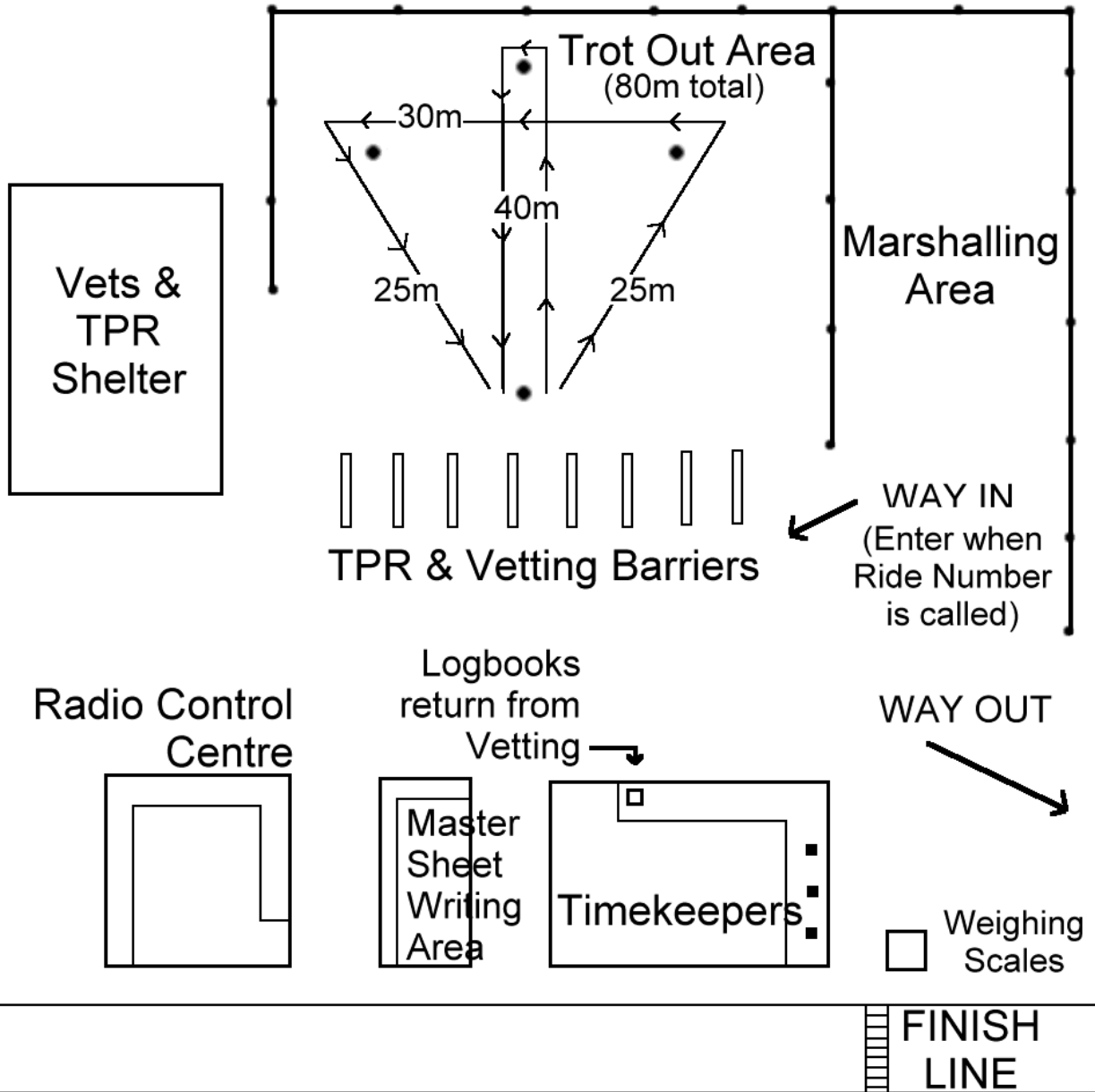
- A horse yard at an endurance ride base should be at least 5x5 metres.
- There should only be One horse in One yard.
- Yards for problem horses, and for Stallions, should be constructed at the outer perimeter of the ride base.

Construction of Horse Yards:

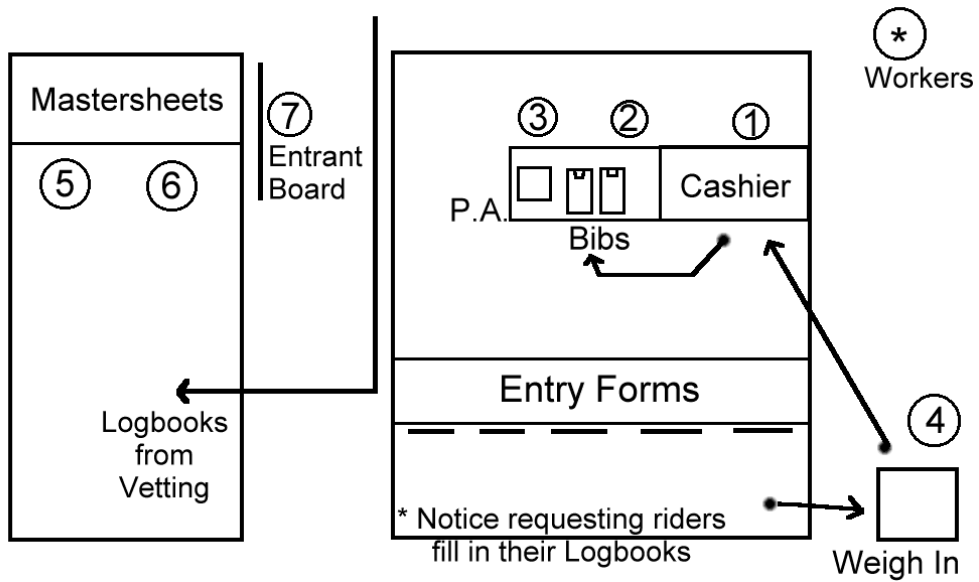
- The yards should be constructed of posts, with at least two electrical ribbons.
- The posts should be placed no more than 3metres apart.
- The ribbons should be no more than 300 to 400 mm apart, and the top ribbon approximately 1.2metre above the ground.
- The electrified fence **MUST be SWITCHED ON** at all times when the horse is in the yard. It is advisable to have those horses which are confined in electric tape only, also confined within a larger fenced in area including a gate which should be closed on the night before the ride.
- Steel frame panel (the best fence).

VETTING AREA, RADIO CONTROL CENTRE and OFFICE LAYOUT

The Office, Radio communication centre, Vets and TPR's shelter, marshalling and TPR Barriers should all be close to each other. This will save time with carrying logbooks to and from the office.

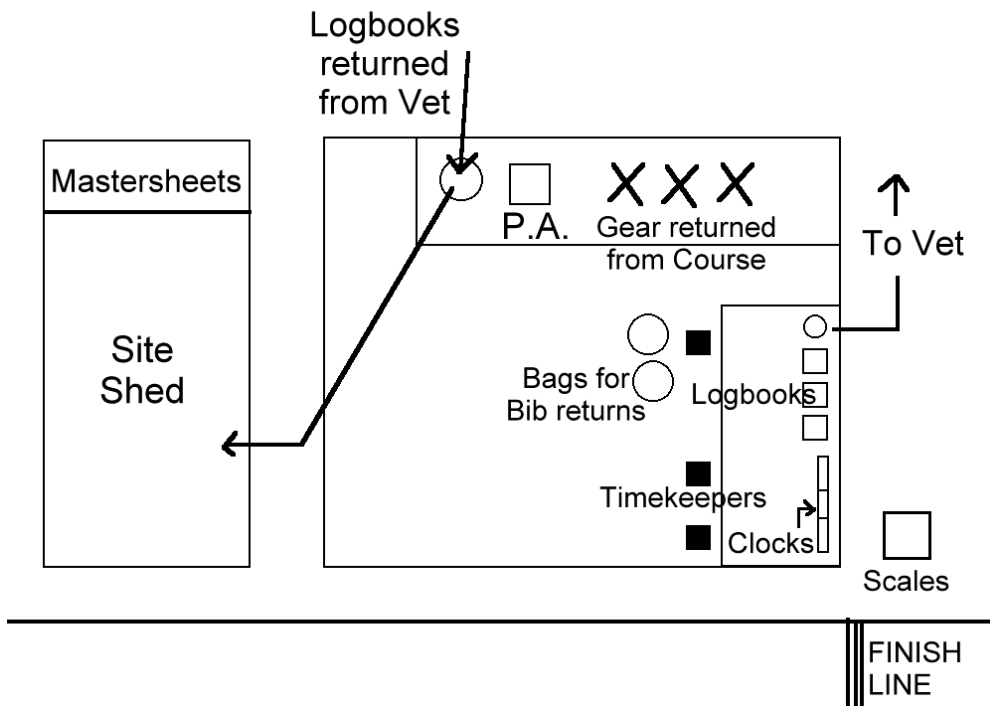


TENT LAYOUT – ENTRY



TENT LAYOUT – DURING RIDE TIMEKEEPING

VETTING



SPEED AND RIDING TIMES FOR NOVICE HORSE/RIDER COMBINATIONS

The following are recommended Minimum Riding Times.

These times are to confirmed by the Ride Committee

		Ride Distance:			
		80km	90km	100km	120km
<u>Degree of difficulty of the course:</u>					
Easy:	(14kph)	5hr.45min	6hr.30min	7hr.15min	8hr.30min
Medium:	(12kph)	6hr.30min	7hr.30min	8hr.30min	10hrs
Slow:	(10kph)	8hrs	9hrs	10hrs	12hrs

The degree of difficulty for the course depending on the type of the terrain, (hills, rocky tracks etc). Weather conditions, (temperature, humidity, wet and raining conditions etc).

INFORMATION REQUIRED FOR RIDE PREVIEW PUBLICATION IN THE NEWSLETTER

- Correct date of the ride
- Location of the ride base, and how to get there
- Phone, fax and email information of the ride secretary or contact person
- The ride entry and other fees as applicable
- Pre-ride vetting time
- Type of vetting procedures that will be used for your ride
- Number of legs for the ride that will be run, (if in excess of 80km, 3 legs are required)
- The availability of water at the ride base
- The type of facilities at the ride base, (showers, toilets, firewood etc)
- Ask for pre-ride nominations, (this will ultimately make your job a little easier) Organisers can advertise an amount for a ride of \$X if you don't pre-nominate and if you pre-ride nominate \$X minus \$10. This has worked well.

About the Course and Riding Conditions.

- Publish the correct distance of the course, (riders and horses are entitled to be credited for the distance that they are required to travel)
- Describe the course, such as elevation, scenery, type of terrain etc.
- Describe the water availability on the track
- Publish the ride start times, including the training ride
- Publish riding times, minimum riding times for novice combinations, maximum riding times for slow riders, (riding times for novice horse/rider combinations must not exceed 14kph, and should be adjusted to the degree of difficulty of the course)
- Give details about the training ride
- Announce the names of the veterinarians and chief steward controlling and managing the ride.

This booklet has been compiled for the purpose of improving the ride standards of all Endurance Rides, and the benefit of all people associated with Endurance Riding, but in particular, for the Riders and their precious Horses.

Original information compiled by: Margaret Godbee.

Last Edited September 2011

SAMPLE FORMS TO BE USED FOR RUNNING ENDURANCE RIDES

see QERA website for up to date ride forms.

- 1 Course Checkpoint Sheet
- 2a Checkpoint sheets to record rider numbers
- 2 Ride information for ride previews in the QERA newsletter
- 3 Sample QERA ride entry form (not included see webpage)
- 4 Novice Rider Information Sheet
- 5 Parent/Guardian Consent Form
- 6 Invasive Treatment Form (not included see Chief Steward)
- 7 List of Forms available on QERA webpage
- 8 List of Ride Organisers Forms available on QERA webpage
- 9 QERA Day Membership Form
- 10 Credit Card Slip
- 11 Logbook Replacement Slips for riders who like to leave before presentation
- 12 Vet Out/Withdrawals
- 12a Riders Not Elevating control sheet (for timekeepers)
- 12b Riders Not Elevating control sheet (for communication staff)
- 13 Calculating chart for Hold Times with GIH
- 14 Roll call sheet
- 14a Additional roll call sheet
- 15 Rider feedback sheet
- 16 Timekeeping sheet for 80km and elevator rides
- 17 Timekeeping sheet for training rides
- 18 Timekeeping sheet for 160km 5-leg
- 19 Time-out sheet for 160km 5-leg
- 19b Time recording sheet GIH Vetting and Hold Times
- 20 Sample of time slips for a 5-leg gate-into-hold vetting
- 21 Weight in sheet – Pre ride and during the ride
- 22 Event Safety Checklist
- 23 Prize/trophy sheet to be used for presentation
- 24 Team entry form
- 25 Guidelines for minimum times
- 26 Claim form for Personal Accident
- 27 Voluntary Workers list
- 28 Day Members list.
- 29 Endurance Ride Checklist (very useful)

COURSE CHECKPOINT SHEET

Leg No 1 Distance ____ kms No of Radio Checkpoints ____ No of Non-Radio Checkpoints ____
 Check Point Nos. Where refreshments are provided _____ Approx Duration of Riders on Leg _____

Check No	Location	Names of Helpers

Leg No 2 Distance ____ kms No of Radio Checkpoints ____ No of Non-Radio Checkpoints ____
 Check Point Nos. Where refreshments are provided _____ Approx Duration of Riders on Leg _____

Check No	Location	Names of Helpers

Leg No 3 Distance ____ kms No of Radio Checkpoints ____ No of Non-Radio Checkpoints ____
 Check Point Nos. Where refreshments are provided _____ Approx Duration of Riders on Leg _____

Check No	Location	Names of Helpers

Leg No 4 Distance ____ kms No of Radio Checkpoints ____ No of Non-Radio Checkpoints ____
 Check Point Nos. Where refreshments are provided _____ Approx Duration of Riders on Leg _____

Check No	Location	Names of Helpers

Leg No 5 Distance ____ kms No of Radio Checkpoints ____ No of Non-Radio Checkpoints ____
 Check Point Nos. Where refreshments are provided _____ Approx Duration of Riders on Leg _____

Check No	Location	Names of Helpers

Information required for Ride Preview publication in the Newsletter.

- Correct date of the ride
- Location of the Ride base, and how to get there.
- The phone, fax and email information of the Ride Secretary or contact person.
- Inform to what name payments are to be made.
- The ride entry fee, and camping fee if applicable.
- The availability of water at the ride base.
- What facilities are at the ride base: showers, toilets, firewood etc.
- Special attractions, such as shopping, hotels, entertainment etc.
- Ask riders to Pre-nominate (this will ultimately make your job a little easier).

About the Course, Vetting and Riding Conditions

- Announce the correct distance of the course (if the course is 83km then advertise that distance, as the riders and horses are entitled to get credited for the distance that they are required to travel).
- Describe the course, such as elevation, scenery, type of the terrain
- Describe the water availability on the course.
- Publish the ride start times, training and main rides.
- The pre-ride vetting times.
- What type of vetting procedures that will apply for the ride, standard AERA rules or GIH rules.
- The number of legs for the ride (if the ride is in excess of 80km 3 legs should be run).
- Publish the Minimum Riding times for Novice Horse/Rider Combinations, as the maximum speed for Novice Horse/Riders Combinations is 14km/h. This speed may be too high for the degree of difficulty of your course.
- Publish the maximum riding times.
- Give details about the training ride.
- Announce the name of the head veterinarian who will be in charge of the vetting procedures during your ride.
- Announce the name of the chief steward who will be managing your ride.

Form 4

QERA ride entry form

This form is subject to change

Please refer to QERA Webpage.

NOVICE RIDER INFORMATION SHEET.

A Day Member can enter training rides by paying a ride entry fee to the ride committee on the day before the ride, and at the same time, a day membership fee to cover insurance. Refer to Ride Reconciliation Form on website.

40km Training rides are non-competitive rides, and are designed as an introduction to the sport of Endurance Riding. You have to successfully complete two training rides before being allowed to progress to the 80km rides. There are no placings for training rides, but completion awards will be given and usually the ride committees offer lucky draw prizes.

The Training Rides are run under the rules of the AERA (Australian Endurance Riders Association Inc).

REFER TO QERA WEBSITE FOR ALL RIDE ENTRY FORMS

Form 7

Rest Order Form

This form is a carbonised triplicate form available from your Chief Steward .

Form 8

REFER TO QERA WEBSITE FOR ALL CURRENT MEMBER FORMS

Form 10

REFER TO QERA WEBSITE FOR ALL FORMS FOR RIDE MANAGEMENT

IMPORTANT NOTICE TO RIDE SECRETARIES
Ride Returns

Make absolutely sure you are entering the **Horse number** and not logbook number on RIDE PROGRAM. Also be careful to enter correct spelling of horse so that if the number somehow is transcribed incorrectly, the registrar can cross check by the horse's name.

Vet Outs - for Metabolic vet out it is essential that you write in, degree of metabolic distress e.g. Mild or severe or Invasive. There is a new AERA point score scale for each of these. The registrar has to enter one of these definitions into the database. It will not accept anything else.

Riding Time

Riding time must be put into the ride program for intro, training and open rides. It is important to do this and not leave it for the Registrar to calculate. Trust me she has a lot of other work to keep her busy.

All of the above have been an ongoing frustration for the registrar so.....P L E A S E take care -- check and double check to minimise the delay in processing for our registrar.

Risk Management checklist is to be sighted by the Chief Steward before the ride commences and returned to AERA delegate within 2 weeks following ride date.

Vet accreditation paperwork to be sighted by Chief Steward before ride commences.

TPR list we have supplied is for those persons who have completed the course and passed the test.
Ride Organisers to confirm that they are current members before enlisting their help

INSURANCE ISSUE

It is essential that the QERA Insurance Officer be advised asap in all situations that could give rise to a claim

DO NOT UNDER ANY CIRCUMSTANCE ADMIT LIABILITY

REFER TO QERA WEBSITE FOR THE INSURANCE MANUAL.

Day Membership form subject to change

Please refer to QERA webpage.

**NON MEMBER INSURANCE WAIVER.
SAMPLE ONLY – CURRENT FORM IS AVAILABLE ON QERA WEBSITE**

Horse Sports are a Dangerous Activity

In consideration for being permitted to participate in any way in horse sport activities and in particular this event, I understand, acknowledge and accept that:

- 1 Horse sports are a dangerous recreational activity and horses can act in a sudden and unpredictable (changeable) way, especially if frightened or hurt.
- 2 There is a significant risk that serious **INJURY** or **DEATH** may result from horse sport activities and in particular this event.
- 3 I knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of the proprietors of this event or ride_(hereafter referred to as the "Releasees") or others and **I voluntarily PARTICIPATE** at my **OWN RISK** and assume sole responsibility for any injury, death or property damage I may suffer that arises from my participation in horse sport activities.
- 4 I understand and acknowledge the dangers associated with the consumption of alcohol or any mind altering drugs before and during the activity and I take full responsibility for any injury, loss or damage associated with their consumption. I agree not to drink alcohol or take drugs prohibited by law before or during this event.
- 5 I agree to follow the directions of any event organiser or official and that any misconduct or refusal by me to follow any direction of any organiser or official can result in the **CANCELLATION** of my participation in the event and my immediate removal from my horse **NO MATTER** where that may occur. I understand that any such non-compliance may result in injury, death and/or permanent disability and I agree to indemnify the Releasees against all claims made by any person as a result of my failure to comply.
- 6 I agree to wear a helmet at all times during the event and agree that I am solely responsible for ensuring that I wear a suitable helmet at all times and take sole responsibility for my actions.
- 7 I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS AND AGREE NOT TO SUE the proprietors of this event or ride, their officers, officials, volunteers, agents and/or employees, other participants, sponsoring agencies, sponsors, state bodies, affiliated clubs and if applicable, owners and lessors of premises used to conduct the activities (all of whom are referred to as "Releasees") WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, OR loss or damage to person or property, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.

Effect of this Document

I have had sufficient opportunity to read this release of liability and assumption of risk agreement, fully understand its terms, understand that I have given up substantial rights by signing it, and sign it freely and voluntarily without inducement of any kind.

I understand that my signature to this document constitutes a complete and unconditional release of all liability of the Releasees, to the greatest extent allowed by law in the event of me and/or the children under my care, suffering injury or death.

Dated: ___/___/___ Signature of rider/guardian _____

For Participants of Minority Age (Under Age 18)

This is to certify that I, as a parent/guardian with legal responsibility for this participant, acknowledge, understand and accept ALL OF THE ABOVE and consent and agree to his/her release as provided above of all the Releasees, and, for myself, my heirs, assigns, and next of kin, I release and agree to indemnify and hold harmless the Releasees from any and all liabilities arising from my minor child's involvement or participation in horse sport activities and in particular, this event, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES

Dated: ___/___/___Signature of parent/guardian _____

LOGBOOK REPLACEMENT SLIP

HAVE THEY RETURNED THEIR BIB

RETAIN THE BOOK IF THE HORSE IS SUBJECT TO A REST ORDER

RIDER NUMBER _____ DIVISION _____

NAME _____ HORSE'S NAME _____

RIDING TIME _____ HRS _____ MIN PLACING IF KNOWN _____

Record any relevant comments from the Logbook below:

Has the Secretary and Head Vet signed the Logbook? YES/NO

Has the time and placing been recorded onto the mastersheet? YES/NO

Has the rider handed in their bib? YES/NO

Has the rider collected their completion buckle and prizes if any? YES/NO

LOGBOOK REPLACEMENT SLIP

HAVE THEY RETURNED THEIR BIB

RETAIN THE BOOK IF THE HORSE IS SUBJECT TO A REST ORDER

RIDER NUMBER _____ DIVISION _____

NAME _____ HORSE'S NAME _____

RIDING TIME _____ HRS _____ MIN PLACING IF KNOWN _____

Record any relevant comments from the Logbook below:

Has the Secretary and Head Vet signed the Logbook? YES/NO

Has the time and placing been recorded onto the mastersheet? YES/NO

Has the rider handed in their bib? YES/NO

Has the rider collected their completion buckle and prizes if any? YES/NO

<p>VET OUT/WITHDRAWALS AFTER LEG NO.</p> <p>_____</p> <p><input type="checkbox"/> Noted by Office <input type="checkbox"/> Noted by Progress Board (if any)</p> <p><input type="checkbox"/> Noted by Timekeepers <input type="checkbox"/> Noted by Communications Staff</p>	<p>VET OUT/WITHDRAWALS AFTER LEG NO.</p> <p>_____</p> <p><input type="checkbox"/> Noted by Office <input type="checkbox"/> Noted by Progress Board (if any)</p> <p><input type="checkbox"/> Noted by Timekeepers <input type="checkbox"/> Noted by Communications Staff</p>
<p>VET OUT/WITHDRAWALS AFTER LEG NO.</p> <p>_____</p> <p><input type="checkbox"/> Noted by Office <input type="checkbox"/> Noted by Progress Board (if any)</p> <p><input type="checkbox"/> Noted by Timekeepers <input type="checkbox"/> Noted by Communications Staff</p>	<p>VET OUT/WITHDRAWALS AFTER LEG NO.</p> <p>_____</p> <p><input type="checkbox"/> Noted by Office <input type="checkbox"/> Noted by Progress Board (if any)</p> <p><input type="checkbox"/> Noted by Timekeepers <input type="checkbox"/> Noted by Communications Staff</p>

<p>RIDERS NOT ELEVATING AFTER LEG NO. _____</p> <p><input type="checkbox"/> Noted by Office <input type="checkbox"/> Noted by Progress Board (if any)</p> <p><input type="checkbox"/> Noted by Timekeepers <input type="checkbox"/> Noted by Communications Staff</p>	<p>RIDERS NOT ELEVATING AFTER LEG NO. _____</p> <p><input type="checkbox"/> Noted by Office <input type="checkbox"/> Noted by Progress Board (if any)</p> <p><input type="checkbox"/> Noted by Timekeepers <input type="checkbox"/> Noted by Communications Staff</p>
<p>RIDERS NOT ELEVATING AFTER LEG NO. _____</p> <p><input type="checkbox"/> Noted by Office <input type="checkbox"/> Noted by Progress Board (if any)</p> <p><input type="checkbox"/> Noted by Timekeepers <input type="checkbox"/> Noted by Communications Staff</p>	<p>RIDERS NOT ELEVATING AFTER LEG NO. _____</p> <p><input type="checkbox"/> Noted by Office <input type="checkbox"/> Noted by Progress Board (if any)</p> <p><input type="checkbox"/> Noted by Timekeepers <input type="checkbox"/> Noted by Communications Staff</p>

HOLD TIME CALCULATING CHART FOR G.I.H. VETTING PROCEDURE

(X=this hour, Y=next hour)

VETTING TIME	15 MIN HOLD	20 MIN HOLD	30 MIN HOLD	40MIN HOLD	45 MIN HOLD	50 MIN HOLD
X:01	X:16	X:21	X:31	X:41	X:46	X:51
X:02	X:17	X:22	X:32	X:42	X:47	X:52
X:03	X:18	X:23	X:33	X:43	X:48	X:53
X:04	X:19	X:24	X:34	X:44	X:49	X:54
X:05	X:20	X:25	X:35	X:45	X:50	X:55
X:06	X:21	X:26	X:36	X:46	X:51	X:56
X:07	X:22	X:27	X:37	X:47	X:52	X:57
X:08	X:23	X:28	X:38	X:48	X:53	X:58
X:09	X:24	X:29	X:39	X:49	X:54	X:59
X:10	X:25	X:30	X:40	X:50	X:55	Y:00
X:11	X:26	X:31	X:41	X:51	X:56	Y:01
X:12	X:27	X:32	X:42	X:52	X:57	Y:02
X:13	X:28	X:33	X:43	X:53	X:58	Y:03
X:14	X:29	X:34	X:44	X:54	X:59	Y:04
X:15	X:30	X:35	X:45	X:55	Y:00	Y:05
X:16	X:31	X:36	X:46	X:56	Y:01	Y:06
X:17	X:32	X:37	X:47	X:57	Y:02	Y:07
X:18	X:33	X:38	X:48	X:58	Y:03	Y:08
X:19	X:34	X:39	X:49	X:59	Y:04	Y:09
X:20	X:35	X:40	X:50	Y:00	Y:05	Y:10
X:21	X:36	X:41	X:51	Y:01	Y:06	Y:11
X:22	X:37	X:42	X:52	Y:02	Y:07	Y:12
X:23	X:38	X:43	X:53	Y:03	Y:08	Y:13
X:24	X:39	X:44	X:54	Y:04	Y:09	Y:14
X:25	X:40	X:45	X:55	Y:05	Y:10	Y:15
X:26	X:41	X:46	X:56	Y:06	Y:11	Y:16
X:27	X:42	X:47	X:57	Y:07	Y:12	Y:17
X:28	X:43	X:48	X:58	Y:08	Y:13	Y:18
X:29	X:44	X:49	X:59	Y:09	Y:14	Y:19
X:30	X:45	X:50	Y:00	Y:10	Y:15	Y:20
X:31	X:46	X:51	Y:01	Y:11	Y:16	Y:21
X:32	X:47	X:52	Y:02	Y:12	Y:17	Y:22
X:33	X:48	X:53	Y:03	Y:13	Y:18	Y:23
X:34	X:49	X:54	Y:04	Y:14	Y:19	Y:24
X:35	X:50	X:55	Y:05	Y:15	Y:20	Y:25
X:36	X:51	X:56	Y:06	Y:16	Y:21	Y:26
X:37	X:52	X:57	Y:07	Y:17	Y:22	Y:27
X:38	X:53	X:58	Y:08	Y:18	Y:23	Y:28
X:39	X:54	X:59	Y:09	Y:19	Y:24	Y:29
X:40	X:55	Y:00	Y:10	Y:20	Y:25	Y:30
X:41	X:56	Y:01	Y:11	Y:21	Y:26	Y:31
X:42	X:57	Y:02	Y:12	Y:22	Y:27	Y:32
X:43	X:58	Y:03	Y:13	Y:23	Y:28	Y:33
X:44	X:59	Y:04	Y:14	Y:24	Y:29	Y:34
X:45	Y:00	Y:05	Y:15	Y:25	Y:30	Y:35
X:46	Y:01	Y:06	Y:16	Y:26	Y:31	Y:36
X:47	Y:02	Y:07	Y:17	Y:27	Y:32	Y:37
X:48	Y:03	Y:08	Y:18	Y:28	Y:33	Y:38
X:49	Y:04	Y:09	Y:19	Y:29	Y:34	Y:39
X:50	Y:05	Y:10	Y:20	Y:30	Y:35	Y:40
X:51	Y:06	Y:11	Y:21	Y:31	Y:36	Y:41
X:52	Y:07	Y:12	Y:22	Y:32	Y:37	Y:42
X:53	Y:08	Y:13	Y:23	Y:33	Y:38	Y:43
X:54	Y:09	Y:14	Y:24	Y:34	Y:39	Y:44
X:55	Y:10	Y:15	Y:25	Y:35	Y:40	Y:45
X:56	Y:11	Y:16	Y:26	Y:36	Y:41	Y:46
X:57	Y:12	Y:17	Y:27	Y:37	Y:42	Y:47
X:58	Y:13	Y:18	Y:28	Y:38	Y:43	Y:48
X:59	Y:14	Y:19	Y:29	Y:39	Y:44	Y:49
X:00	X:15	X:20	X:30	X:40	X:45	X:50

** Cross out missing numbers

ROLL CALL SHEET

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110
111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130
131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150
151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170
171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190
191	192	193	194	195	196	197	198	199	200
201	202	203	204	205	206	207	208	209	210
211	212	213	214	215	216	217	218	219	220
221	222	223	224	225	226	227	228	229	230
231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250
251	252	253	254	255	256	257	258	259	260
261	262	263	264	265	266	267	268	269	270
271	272	273	274	275	276	277	278	279	280
281	282	283	284	285	286	287	288	289	290
291	292	293	294	295	296	297	298	299	300

FEEDBACK SHEET

Your comments are important to us. We want to know what we can improve on, what you are happy with and what worked well. **Please** take the time to fill in this form and give it to the Ride Secretary before you leave for home.

The Course (include comments on water, checkpoints & rider refreshments)

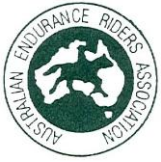
Vetting (include comments on TPRs, standard of vetting)

The Track Marking (include comments on night section)

The Facilities at Ride Base (include comments on Catering, toilets, water etc)

Promotion/Ride Administration/Presentation (promotion leading up to the ride, and administration during the ride)

Thank you for your time in filling this out, and have a safe journey home.



EVENT SAFETY CHECKLIST

The Event Director must ensure that all relevant requirements on this Checklist have been checked and signed off.

Ride Details

Name: _____ Date: _____

Location: _____ Distance: _____

Ride Director Details

Name: _____ Phone: _____

Address: _____

		Yes	No	Signature
1.	The Event Committee has referenced and complies with the Ride Organisers Handbook	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Competitors issued with Event Safety documents.	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Disclaimer forms returned by competitors.	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Emergency Services notified and briefed on event.	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Required approvals confirmed: <input type="checkbox"/> Local authority <input type="checkbox"/> Police <input type="checkbox"/> Local land owners. <input type="checkbox"/> National Park <input type="checkbox"/> State Forest <input type="checkbox"/> Other	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
6.	Risks assessed (to include): <input type="checkbox"/> Review of existing assessments <input type="checkbox"/> Compile assessments unique to event <input type="checkbox"/> Track inspected.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
7.	Event safety procedures <input type="checkbox"/> Documentation in place <input type="checkbox"/> Participants briefed on procedures <input type="checkbox"/> Event safety personnel briefed <input type="checkbox"/> Emergency access confirmed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Please return form within 28 days of the ride to:

AERA C/ Kerry Spratt,
105 Langford Drive,

KARIONG NSW 2250 Fax: (02) 4340 5881

(Kerry Spratt is the current delegate at the time of editing this document. Please confirm if the information is still correct before posting form)

DOWNLOAD CURRENT FORM FROM QERA WEBSITE

TEAM ENTRY FORM

Entry Fee \$_____ per team

A TEAM CONSISTS OF THREE RIDERS
A COMBINATION OF ANY DIVISIONS

TEAM NAME _____

RIDER NUMBER	NAME OF RIDER

WINNING TEAM WILL HAVE:

- 1) LARGEST NUMBER OF COMPLETIONS, THEN
- 2) SHORTEST OVERALL RIDING TIME.

OFFICE USE:

Rider No	V/O (yes/no)	Riding Time
1		
2		
3		
Total Riding Time		

**GUIDELINES FOR CALCULATING MINIMUM RIDING TIMES
APPLICABLE TO ALL NOVICE HORSE/RIDER COMBINATIONS.**

With 10km distance markers:

Riding time for 10km @ 14km/hr	45 minutes
Riding time for 10km @ 12km.hr	50 minutes
Riding time for 10km @ 10km.hr	60 minutes (1 hour)

(This is an easy guide for riders while riding on the actual course)

Correct minimum riding times as calculated for the distance of each leg:

Riding time for:	Distance	Hrs	Min
	30km	2	06
	31km	2	12
	32km	2	18
	33km	2	21
	34km	2	26
	35km	2	30
	36km	2	35
	37km	2	39
	38km	2	42
	39km	2	48
	40km	2	51
	41km	2	56
	42km	3	00
	43km	3	06
	44km	3	12
	45km	3	16
	46km	3	18
	47km	3	21
	48km	3	25
	49km	3	30
	50km	3	35

For convenience of calculating minimum riding times for Novice Horse/Rider Combinations in the vetting or time keeping area, the above listed times could be rounded off to the most suitable higher number.

Sample: the minimum riding time for a 40km leg will be 3 hours.

The times as set out should be announced during the pre-ride talk, and explained to all novice horse/rider combinations separately after the main pre-ride talk.

72
Form 26
PERSONAL ACCIDENT REPORT

Form to be completed by member claiming PA Insurance

Members Name		Date:	
AERA Division		Phone:	
Membership No		Email:	
Address of Member			

Accident Report					
Date:		Time:		Place of Accident	

Nature and Description of Accident:

Importance of accurate record keeping

As an organisation, affiliated club or affiliated ride, it is imperative to keep records of members, entrants, voluntary workers and incidents.

Ride organisers, club secretary's and the like change on a regular basis, if an incident was to occur either causing injury to a rider, spectator or voluntary worker, the Insurer would require proof from you to verify either the person injured or being sued was a member, rider or voluntary worker at the time of the incident.

This incident however, may have occurred 4 years ago!

Were you around then, and if so will you remember..... ?

When put into practice it should form part of your risk management

In our everyday lives, we face risks and we make judgements about whether we will accept these risks. For example, every time we sit behind the wheel of a motor vehicle, we accept that there is a chance of being injured in an accident, but we make a conscious decision that the benefits outweigh the risks and involuntarily perform risk management procedures i.e lookout for other vehicles, travel at legal speed limit, wear a seat belt, to minimise any risk.

However, organisations that invite people to participate in their activities have a responsibility to ensure these activities are free from risk of injury and are as safe as reasonably possible. This responsibility is expressed in legislation such as the "Trade Practices Act" as having a "Duty of Care". It is very important that this duty of care is taken seriously and that you do all that is possible to make sure you comply with this duty.

Risk Management is all about identifying those risks associated with your activities which may result in injury to another person or damage to their property. It is then the process you put in place to either remove the risk or minimise the risk to an acceptable level.

People who are injured due to the alleged negligence of the ride organisers have in some cases many years to submit a claim against you and take legal action.

Not being able to identify persons involved in an incident or witnesses many years down the track could result in the closure of your club or even the Association !

In addition to this Occupational Health and Safety Legislation varies from state to state and the club or Association need to be aware they are not in breach of this in respect to general record keeping practices and accident recording and notification.

A matter is best defended when you can show a consistency for record keeping.

REFER TO QERA WEBSITE FOR RISK MANAGEMENT MANUAL

ENDURANCE RIDE CHECKLIST

JOB	WHEN	WHO
Coffee Bar	Day	
Lighting	Day	
Trophies on display	Day	
Set up PA system	Day	
Stage for Presentation	Day	
Set up vet area	Day	
Parking	Day	
Refreshments for gatekeepers	Day	
Water on track	Day	
Set up showgrounds	Day	
Start/finish banner	Day	
Toilet paper	Day	
Cold drinks for vets	Day	
Riding times	Day	
Marking from village/town	Day	
Teams organising	Day	
Track demarking	Day	
Time keepers	Pre	
Trophies	Pre	
Food	Pre	
Tents for SES etc	Pre	
Stand-by float	Pre	
Firewood	Pre	
Programs	Pre	
Vet cards, timesheets etc.	Pre	
Alcohol	Pre	
Alcohol licence	Pre	
ID badges for committee	Pre	
Secretary stationery	Pre	
Raffles and sellers	Pre	
Vets meal tickets	Pre	
Video taker	Pre	
PA system	Pre	
Ambulance	Pre	
Arrange farrier	Pre	
Council assistance	Pre	
Track course	Pre	
10 km markers	Pre	
Hazard marking	Pre	
Gate keepers	Pre	
Vet getter	Pre	
Chief steward	Pre	
TPRs	Pre	
Staplers	Pre	
Witches hats	Pre	
Scales	Pre	
Permission private property	Pre	
SES liaison	Pre	
Weighing steward	Pre	
Return of perpetual trophies	Pre	
Release timer	Pre	
Rider numbers	Pre	
Gifts for vets etc	Pre	
Main ride start	Pre	
Cut off time	Pre	
Novice speed	Pre	
Presentation time	Pre	

