



## VICTORIAN ENDURANCE RIDERS ASSOCIATION INC

### RIDE SECRETARY CHECKLIST

The Ride Secretary is responsible for the administration of the ride, and the production and accuracy of mastersheets, ride paperwork, horse logbook records and ride results.

The Ride Secretary supervises the other members of the administration team – namely the timekeepers, the weigh steward and the entry clerks.

#### Pre-Ride

- Obtain Ride Secretary equipment from Ride Organiser – stationery, bibs, weigh scales, clocks, logbook trays, database laptop and printer (if used).
- Check that the Entry Clerks are familiar with VERA membership and logbook rules, the Ride Entry Forms and how to cross-check that riders have filled these in correctly. In particular, cross-checking the date and number on rider membership cards, and the AERA number on horse logbooks.
- Check that Day Membership Register sheets are ready to record non-members .
- Obtain the completed Course Information sheet from the Ride Organiser, and enter this information onto the Mastersheets. Retain sheet for sending to Pointscore Secretary at end of ride. *Database* - Enter this information into *Ride Setup*.
- Enter horses and riders details onto the Mastersheets.  
*Database* – Enter this information into *Ride Entries*. Make notes of any database changes you make to existing horse or rider details – this is essential for pointscore accuracy.
- Enter pre-ride TPR and Weight data onto the Mastersheets as logbooks return from vet ring. *Database* – Enter this information into *Ride Vetting*.
- Produce Checkpoint and Start Lists.
- Database only* - Print Pre-Ride Mastersheets (essential for computer backup). Display if possible (so that riders may alert you to any corrections needed).
- Cross-check that number of entry forms corresponds with number of logbooks, number of entries on the mastersheets and number of entries on the checkpoint/start lists.
- Check that all rider Liability Waivers have been signed.
- Prepare logbooks, timesheets, timeslips and clocks for the Time Desk.
- Check that all clocks are synchronised with Chief Steward's time.

## RIDE SECRETARY CHECKLIST continued

### **Time Desk – Managing the Ride**

- Check that timekeepers are organised to record data onto timesheets, timeslips and logbooks.
- Enter time and vetting data onto the Mastersheets as logbooks return from the vet ring.  
*Database – Enter this information into Ride Vetting.*
- Sort logbooks as required:
  - Return continuing logbooks to timekeepers for next leg.
  - Retain completions and sort in order of division and place.
  - Retain withdrawals and vetouts.
- As books are retained:
  - Check that all details are recorded onto the Mastersheets / Database.
  - Check that all logbooks are signed by the Head Vet.
  - Sign all logbooks as Ride Secretary only if the above two things are correct.
  - Do not return a logbook to its owner unless signed and checked as above.
- Prepare for Best Conditioned judging:
  - As frontrunners complete the ride, write their bib numbers and final weights into the appropriate Best Conditioned Evaluation form. (If database not used, write the final heart rate and ride times as well).
  - Hand this form to the Chief Steward so that riders may be notified and the vet scores may be entered at judging.
- After Best Conditioned judging, calculate the Best Conditioned results.  
*Database – Enter this information into Best Conditioned. Print TWO copies of each results sheet.*
- As each division is completed, check that ALL mastersheet details have been completed.  
*Database – Print TWO copies of each final mastersheet.*
- Teams (if run by organiser): Transfer time data (endurance ride) or heart rate data (training ride) from Mastersheets onto Teams Sheets, and calculate results.
- Prepare logbooks in order for presentations. Assist with presentations as required.

*If, at any time, any questions or issues arise, consult with the Chief Steward.*

## RIDE SECRETARY CHECKLIST continued

### After The Ride

- Sort paperwork for Ride Organiser:
  - Complete set of Mastersheets and Best Conditioned
  - Team Results (if applicable)
  - Day Membership Register (If the Membership Registrar or a representative is present at the ride, the Ride Organiser may ask you to hand this on directly to save postage.)
  - Ride Entry Forms/Liability Waivers
  - Timekeeping and Weigh sheets
  
- IF DATABASE USED - Sort results for Pointscore Registrar:
  - Second set of Mastersheets and Best Conditioned
  - Course Information Sheet
  - Produce the Results Disk (Ride Export File) from database and copy to disk.
  - Include notes made during ride re horse or rider database changes, or any data entry problems that occurred.
  - Hand all the above to the Ride Organiser in a package ready for the Pointscore Registrar. (If the Pointscore Registrar or a representative is present at the ride, the Ride Organiser may ask you to hand this on directly to save postage.)

OR

- IF DATABASE NOT USED – Sort results for Pointscore Registrar
  - Return Course Information Sheet to Ride Organiser with other paperwork.
  - Ride Organiser will photocopy the Mastersheets and Best Conditioned Sheets and post the originals to the Pointscore Registrar, along with the Course Information Sheet.