

Ride Manager Manual

You and your management team should read and be conversant with our **Rule Book** and follow our "**Sanction Document**"

Your responsibility is to conduct a well-organized, safe and fair competitive trail ride adhering to DRASA rules and to encourage sportsmanship and fellowship among participants. A side benefit of a successful ride is that everyone involved has a good time. To get your planning started, here are the basics for a ride of about 30 competitors:

- minimum number of vets: two, one line veterinarian (per 30 entrants), one treatment veterinarian who will act as a line vet until needed. The treatment vet may be on standby provided they can attend to an emergency within 30min.
- One Ride Manager
- One ride secretary
- 2 horsemanship judges
- One/Two timekeeper with equipment
- Stewards/runners to assist vets, secretary, timekeepers etc.
- People to mark the trail pre ride and put up water points
- A vet check area to be flattened and marked off
- A vet treatment area to be designated
- Electricity or a generator for timekeepers and secretary
- Protected area for ride briefing, entries, vets, timekeepers,
- Courses marked for loops of 5kms, 10km, 20kms and 30kms at least
- Water points at least every 5 to 7kms on course
- Lots of water at base
- Space for camping and horse paddocks
- Medics available
- Official Sanction for Ride from DRASA Provincial Council signed and submitted to DRASA national timeously according to the Service Level Agreement
- Bibs and hms, vet scoring sheets for Leisure riders
- Crayons to mark horses hindquarters
- Awards, prizes or certificates
- Toilets and showers (if overnight camping) for riders available all night and day
- A well designated start and finish line

This manual provides the details for those questions which arose in your mind while reading this introduction. We all want your ride to be a success! We have plenty of resources to answer your questions and mentor new ride chairs, such as, your provincial officers and other ride managers etc.

VENUE

Carefully consider many factors in selection of the site for your ride.

A. TYPES OF SITES

Sites with permanent water, electrical hookups, restroom, and shower facilities are a plus. However, may require a "Venue fee" or gate fee for entrance. Your venue must at least have toilets available, running water and space for all competitors to park and camp. The venue must have space for a pre-ride HMS judging area (at least 30m x 40m) and a flat, level 40m stretch for vetting.

B. ACCESSIBILITY

Any site should be easily accessible by road, preferably paved if there is a chance of rain, and should present no serious problem to vehicles towing trailers. Communicate to riders about long & bad dirt roads.

C. PARKING

1. There should be ample parking space for trailers, vehicles and campers.
2. The area must be large enough to safely paddock horses and avoid congestion.
3. The area should be free of rocks, downed trees, trash and debris.

D. STABLING

Ride management may offer various stabling options as long as the options are available to all to the competitors. Often the options are dictated/limited by the ride site or the facility. Options include small readymade camps, larger fields or space for riders to put their own camps up.

E. COOKING AND EATING FACILITIES

If an eating place/café/restaurant is available to riders, state on invite that this is available for people to buy meals, otherwise people will camp and light braai fires- make sure that the venue is aware of that and advise in invite if not allowed. Many venues don't allow open fires in the campsite. You will then have to provide a communal fire for riders/officials in a safe area.

F. WATER - HORSE AND RIDER

If the site does not have several water taps, water troughs or a stream, you must make other arrangements for an adequate supply of horse water. Inform riders of the water situation so that they can plan and prepare accordingly. If only one or two taps are available inform them to bring their own water cans etc.

G. TOILETS/Bathroom facilities

At least two toilets (permanent or portable) must be provided. A workable ratio is one toilet for every 25 women and one for every 40 men. If no showers available make sure this is advertised.

Single day rides can only have toilets, it is advisable that multi-day rides have proper ablution facilities.

H. VET AREA AND TREATMENT AREA

The space provided in the inspection area for horses waiting to be examined, which must be sufficient to prevent injuries when a large number of horses are awaiting examination. The surface of the trotting area should be flat to allow the veterinary panel to form an opinion on the horse's motion. The trotting lanes shall be forty (40) metres in length, with ample space for the horses to turn around at the bottom end of each lane.

Provide a treatment area (under cover or in permanent shade) where a horse under treatment can be contained safely. Please read and adhere to DRASA Veterinary Rules

THE COURSE

A. Terrain

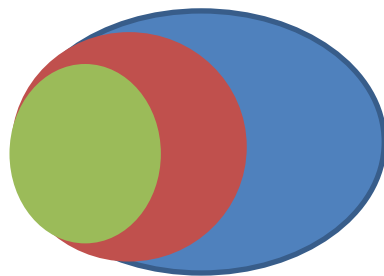
Choose terrain with enough rise and fall to fairly test horses over the full course. Lay out the trail course from maps, your own knowledge of the area and other good information. Ride the proposed trail with several others. **Avoid potentially dangerous areas.** Many things must be taken into consideration when discussing the difficulty of the ride: time, mileage, terrain, weather (heat, cold, wind, and humidity), delays en route, etc. If one measure alone has to be used to estimate the difficulty in advance, it would be the average pace.

Try to avoid road crossing as stewards will need to be placed at these to ensure safety of horse and rider. Little used sand roads may be used but be aware signs and/or stewards will still need to warn motorists and preferably a wide shoulder must be available to keep horse and rider away from the traffic. Paths through open fields will need to be free of holes (or each hole to be marked with lime or danger tape) and the grass trimmed so the path can be seen. We prefer our ride courses to be challenging and technical as our speeds are slow and it can at least be pretty 😊

B. Marking

Permanent marking can be used for directions (paint on rocks clearly visible, tyres planted with arrows painted on, etc.)

The easiest way to mark is using circles which you can then reverse on the 2nd leg or day.



In the above example you have a 5km loop (green) 10km loop (red) and 20km loop (blue).

This makes building/breaking a course easier, it is also easier for organization as all the riders pass the judges/photographer etc. It also enables you to have many different combinations of distances. $2 \times 5 = 10\text{km}$ $1 \times 5\text{km} + 1 \times 10\text{km} = 15\text{km}$ $2 \times 10\text{km} = 20\text{km}$ $1 \times 20 + 1 \times 10\text{km} = 30\text{km}$ $2 \times 20\text{km} = 40\text{km}$

Please remember that you need to change loops for riders. It is not much fun or nice to ride the same loop, in the same direction 4 times over a multi-day. For a multi-day we advise at least 2 different loops of the same distance. Especially if it is at Provincial level. A Nationals course needs at least 3 loops of the same distance.

Marking Materials should be able to withstand wind and rain.

Directional Arrows and mileage markers should be waterproof if possible. Arrows should always be used at any junction of trails and should be followed within 100 m or less with a confidence marker to assure riders that they have turned correctly.

At a point where there are any side trails showing either side of the main trail, a marker in sight ahead should be used to assure riders that they should stay on the main trail or lime spread across the entrance to the side trail to prevent riders turning in.

Try to keep markings on the LEFT side of the trail in the direction to be ridden.

When the trail is being used with equines going in both directions, markings should be on BOTH sides of the trail.

C. Water

Water must be available for horses every 5 to 7 km's on the course. No exceptions.

D. Horsemanship Judges observation points

Carefully select these points prior to the ride. Terrain permitting these a.m. and p.m. points should provide good cover for a judge's concealment, be readily accessible, and include a clear view of an uphill, a downhill, a stream crossing or any good **natural** obstacle that will permit the judges to evaluate horse and rider.

Try to avoid obstacle situations that will hold up the riders. This may give an unfair advantage to those horses that are held up the longest as they are entitled to have the time they are delayed added to their maximum ride time.

Do not select dangerous trail or unnatural obstacles. Take into consideration that a large group of horses, some of which may not be trail wise, will be traversing your trail. A narrow or boggy section of trail can become entirely changed and perhaps dangerous after a large group of horses have crossed.

E. 3km Point

No lack of forward motion will be allowed within 3 km of the finish line. A board/marker will demarcate the 3km zone and any rider ceasing forward motion in that zone will be disqualified. Remember that riders can incur a time penalty should they not obey this rule.

F. Map

A map of the courses marked with the colour of the legs must be available at the ride meeting and will be used to familiarise the riders of trail markings, horsemanship judge observation points, water and any dangerous areas. One can also use GPS systems like Wikiloc etc to provide the trail. However a map is the bare minimum

SANCTIONED RIDES

Once you have found a venue that matches some of the above criteria then you can start your planning. Venues do not allow rides to be put on their grounds out of just goodwill. It is important that one considers what the venue wants to “get out of the deal” whether it be marketing their trails, food or accommodation. Safety of the riders and hosts is important so take that into consideration when planning routes, camping and space available. Your event must apply for sanctioning from the DRASA Provincial Council at least 60 days before the event date and forwarded by the Provincial Council to DRASA Head Office for loading on the Website for entry. We have a Sanctioning document that must be filled and sent with the advert flyer to be added to the website event entry

B. Sanction Application

The Sanction Application Form is available on our website and is updated regularly so please download a new one for each ride. Timely receipt of this form and invite and approval secures your date and gives your ride advance publicity. Application must be received by DRASA Provincial Council office no later than 60 days prior to the ride date. Dates and rides are approved for new rides in order of receipt of these documents. The Provincial Council will forward after approval to DRASA Head Office and the event will be loaded onto the Entry Website.

C. Ride Invites and entries

Entries and invites will be put online and all entries will be done through the online entry system. NO EXCEPTION. Payment of entry fees will be to the organising club bank account and it is the duty of the club to keep track of the monies and entries. Entries will close on the Wednesday evening at 12h00 before the ride date and only paid up members and horses registered on the DRASA website will be able to enter.

All clubs/organisers can view the Website/System Manual document on the website to familiarise themselves with the Website Entry system

D. Cancellation of rides

If a ride is cancelled 10 days prior to the date the Organiser will refund full entry fees. If the ride is cancelled up to 3 days before the date the Organiser must refund 75% of the total entry fee. As a cost has already been incurred marking courses etc., the club can hold 25% of the entry fees received. Competitors, Judges and Officials and National and Provincial office must be notified.

PERSONNEL

The below duties suggested per each Official but may be allocated according to Ride Organiser

A. Ride Manager

A ride manager is chosen months in advance of the ride, is responsible for all facets of the ride, has leadership qualities, is thoroughly familiar with the DRASA Rule Book and manuals, has knowledge of all routes and general trails in the area, is able to delegate authority and responsibilities, and be especially hospitable. Delegation of duties and responsibilities to key ride personnel and seeing that they are carried out in a timely fashion will ensure the ride's success.

Pre-Ride

1. Select ride campsite. Select safe routes and preferably take part in all marking of the trail.
2. Secure approved sanction and date from DRASA a minimum of 60 days prior to the ride.
3. Become thoroughly familiar with the contents of this manual.
4. Secure approved DRASA judges, Timekeepers and Vets early.
5. Appoint ride personnel as per this section.
6. Compile a complete list of all ride personnel with duty assignments.
7. Prepare a budget. Build your entry fee around the number of riders you expect. A united club can cut costs and offer a quality ride and awards.
8. Arrange for early ride publicity.
9. Fulfil all JOC requirements (including medics and horse ambulance)

Day of Ride

1. Be available at all times to handle rule queries, assist vets and PM as well as answer any rider questions.
2. Be approachable and friendly
3. Run the Ride Briefing
4. Have the DRASA Rule Book and formal complaints form on hand & available.

End of Ride

1. Organise and assist the timekeepers and judges to collate score and check scoring

2. Assist in awards and proper thanks and farewells. See that scorecards are collected and that the originals are kept in a safe place.
3. Thank all officials and assist in cleaning up. Make all necessary payments on the day
4. If an error in addition on a scorecard is called to your attention after awards, it should be corrected immediately. If this error results in a tie for placement, then judges must break the tie. Judges still present will be able to assist you. Mathematical errors can be corrected by management. **Management does not have the right to change a judge's placing's.**
5. See that the campsite is left clean and litter free!

Post Ride

1. Check with all workers to see that all borrowed material is returned and all accounts paid.
2. Check with ride secretary to see that all documents have been compiled and mailed to DRASA within 4 days of ride completion. Keep a copy of scorecards, signed liability waivers, and ride report
3. Hold a committee meeting for post-ride feedback and make report including operation report, income and expenses to be filed for use for your next ride.
4. Arrange for gifts or thank-you notes for property owners or sponsors.
5. Send articles and photos to local press and DRASA newsletter.

Documents to be retained/submitted by ride master.

Post Ride: All signed Worker and Rider Liability waver forms (to be kept in a safe place)
 DRASA accident report (if appropriate) - submit to Provincial Council/DRASA head office
 Horsemanship Judge Evaluation Report- submit to Provincial Council/DRASA head office
 Ride Manager Report -submit to Provincial Council/DRASA head office
 Time Keepers Report – submit to Provincial Council/DRASA head office
 Vet Report – submitted to Provincial Council/DRASA head office

**NO REPORTS AND RESULTS SUBMITTED ON TIME, NO RESULTS FOR RIDERS
 ARE UPLOADED AND ADDED TO QUALIFICATIONS!!!**

B. RIDE SECRETARY

Pre-Ride (working in conjunction with ride manager):

1. Become thoroughly familiar with the management documents on the DRASA website and the contents of the DRASA website
2. Confer with the ride manager about your specific duties, limits, ride fees, late fees, discounts, deposits, deadlines, judges, bank accounts and entry form.
3. Prepare the Ride Sanction Form and invite
4. Get the word out. – advertise and find sponsors, awards, vendors etc
5. Pay bills, etc. on time.

6. Locate and prepare the riders' numbers- bibs if new Leisure members, crayons for marking horses, clipboards, map etc, print list of entries from entry site, check memberships
 7. Prepare vet cards and horsemanship cards
 8. Prepare any flyers, adverts, sponsorship documentation, programme
 9. Prepare entry table for day of ride and any other ride base facilities needed.
 10. Keep track of all expenses and receipts
 11. Plan and practice how you will print rider lists, check-in payment records, etc. Get ORGANIZED!
- Print any paperwork like liability forms, ride groups, team group sheets etc.
12. Make sure you have a cash box with enough cash in it to pay expenses like vets fees, give change etc.
 13. Make and laminate any signs necessary – example Liability signs for gate, directional signs for vet area, horsemanship judging area, in and out signs for vetting area, camping area of any others

Day of the Ride

1. Arrive early and set up your Office and get your assistant(s) together.
 - a. Put up an "OFFICE" sign so riders can find you.
 - b. Have cash box handy.
 - c. If using a laptop, verify your power source.
 - d. Have all riders and workers packets handy.
 - e. Have liability waivers and pens available as well as other materials for riders and workers.
2. Give packets to key personnel and scorecard books to judges' secretaries.
3. Check in riders.
 - a. Collect fees.
 - b. Make sure waivers are signed.
 - c. Disperse packets to riders.
 - d. Make new cards or changes to cards as necessary.
 - e. Make sure, with help of the ride manager, that all workers/volunteers sign both liability waivers.
4. Assist with Ride Briefing

End of Ride

1. Be available to help with scoring, awards presentation, etc.
2. At final check, collect rider numbers and return passports, scorecard to riders in return for Veterinary Release Cards.
3. When final scores are tallied, make sure you have all the scorecards and documentation.
4. Be available to provide score sheets in case riders find errors before the judges leave. Only the judges may change placings.
5. Pack up all of your materials.

Post Ride

1. Pay bills, deposit all money and help ride manager with financial report.
2. Check the math on the scorecards.
 - a. If there are errors that do not change placing, simply change and initial.

- b. If an error creates a tie or changes placing, make the math correction (not the placing) and send a note to the National Office so that judges and competitors can be contacted to change placing. The DRASA office will correct errors found post ride.
3. Collate and send all Ride Reports to Provincial office, keeping copies for the Club
4. Pack up ride equipment for your next ride.

Documents to be submitted/retained by Secretary

- Pre Ride: Ride Sanctioning Application
 Ride Invite
- Post Ride: Signed Rider and Worker Liability Forms
 Scorecards

C. HORSEMANSHIP JUDGES

Horsemanship Judges must be available at venue on the Friday afternoon in order to do Pre ride judging. See Horsemanship Judging Document.

Discuss Horsemanship at the Ride Briefing and answer any HMs queries at briefing

Documents to be submitted by Horsemanship Judges to Ride Master:

- Horsemanship Judge Report
- Judges Evaluation Report

D. OFFICIAL TIMERS

Timers should be alert, prompt, write neatly and legibly, be good with figures and familiar with timing rules in the Rule Book. They must have the official timing system on a laptop and be trained in such, have a backup system and be on duty to answer and assist riders and grooms with any timing queries.

1. Be on hand promptly and know the location of the start of the ride, and the finish line.
2. Be familiar with any timing instructions given to the riders at the briefing: e.g. rider may wait for friend before being timed out as long as they wait off to one side out of the way of the timers.
3. Know the precise minimum and maximum total elapsed times for each division per the time and distance schedule for each day's ride.
4. Have a rider list and notify ride manager of any missing riders.
5. Keep track of riders riding time and notify Ride Manager if riders are over time. (For example, if a rider is more than 30 minutes later than their nominated speed).
6. Inform the on-course judges if riders return/are not departing and will no longer pass them.
7. Calculate any time penalties immediately after return to camp each day and notify ride chair of all time penalties - early or late.
8. Ensure that riders keep to the 'Keep Moving Forward Rule', penalize riders accordingly.
8. Be aware of the maximum time allowed for riders per leg, immediately inform the Ride Manger if a rider is not allowed to continue due to being 'over time'
9. Upload results and send to Ride Manager to be forwarded to Head Office

10. Be at Ride Briefing to discuss timing, timing bands, take nominated speeds and give out/put up on whatsapp or a written or printed list of rider departure times.

Documents to be submitted by timekeepers to Ride Manager:

Timekeepers Report

Results download

RIDE BRIEFING CHECKLIST

1. **Welcome** – Competitors, judges, workers & guests.
2. **Introduce** – All ride personnel who have the authority to give instructions to riders – ride manager, judges, etc. Outline general rules and regulations of the ride, including a statement that it is mandatory that competitors follow and abide by the instructions of the people named above. Judges to explain the judging process (pre ride, on trail, containment and final judging to be done within 1 hour of completion of final vet check as well as DQ if not presented to judges), timekeepers to explain time nominations, groups or start times and how the timing works as well as Rules around scanning on arrival, vet if necessary to discuss heat/weather or vetting requirements.
3. **Camp and facility rules** – Explain any special rules such as dogs on leash, manure & trash disposal, generator cut off time, etc.
4. **Introduce – first time competitors and mentors**, if applicable, and encourage other competitors to give them a helping hand and a friendly smile.
5. **Double check** – Ask riders if all have signed liability waivers and that everyone has vetted in and done horsemanship judging. Late arrivals: where & when the judges will check them in.
6. **Trail** – Review trail with a map, describing any special features about the ride and trail (i.e.; gates, wildlife, historic value, cattle). Riders must know about mileage, water and the 3 km Point. Where the trail differs for Pleasure and Trail, explain it separately. Explain the kind & colour of trail markers for Pleasure & Trail and how turns and checkpoints are marked. Explain ride timing, minimum & maximum speeds, and time penalties.
7. **Ask for questions** – especially from new competitors.
8. Inform Riders they must go to Timekeepers and nominate their **Ride Speed/Times** and departure times.
9. **Ride start** – State where & when the ride will begin for each division and the order that they will start. State that a competitor may wait for a friend after being timed out providing there is space so that they will not be in the way of other outgoing riders.
9. **Smoking** – Where & when permitted.
10. **Rules – For the new competitor** - explain important rules: maintain forward motion from the 3 km point; no medications allowed; OK to feed, water & walk horse during night; etc.
11. **Judges' and Vet comments** – Veterinarian: general comments, what looking for, the hold criteria. Horsemanship: general comments, what looking for, tack check, etc. Judges to explain the judging process (pre ride, on trail, containment and final judging to be done within 1 hour of completion of final vet check as well as DQ if not presented to judges), timekeepers to explain time nominations, groups or start times and how the timing works, vet if necessary to discuss heat/weather or vetting requirements
12. **Post-ride instructions** – release forms, awards etc
13. **Special briefings** – Photographer, anyone else who may have a specific point

14. Have a list of contact numbers for ride personnel – especially Ride Manager and farrier. Put this on the wall available to all and read out at Ride briefing
14. **Good night** – “Have a good ride;” “Be safe;”

HANDLING OF PROBLEMS DURING RIDES

It is very important to stay cool, calm and collected when an issue arise. Losing your temper, making rash decisions and having a shouting much with a rider or official not only makes DRASA look bad, it also NEVER solves the issue and it can take something simple and escalate it to a much bigger problem.

If ANY issue arises your 1st job is to listen to the problem, calm the rider/person complaining and respond with: Let me consult the rule book, I will get back to you.

That buys you some time to look for the proper rule and also consult the relevant people involved in the issue.

Make notes immediately after your conversation with the person so that you remember what was said.

A. PRE-RIDE COMPLAINTS

Pre-ride complaints can be anything from riders complaining about another rider’s horse being too skinny, to riders complaining about the pre-ride HMS judges/tests or riders complaining about paddocks, camping facilities etc.

B. COMPLAINTS/ISSUES DURING THE RIDE

Issues arise quickly and you have to be able to think on your feet. These types of issues are normally things like riders getting lost due to markers not being in place anymore, gates that gets left open/closed, riders falling off, tack breaking, loose horses, a bottleneck at the vet due to incorrect starting times from the Timekeeper.

C. HORSE BEING VETTED OUT/HORSE INJURY

If a horse is injured at any point in time YOU HAVE TO ENURE THAT TREATMENT IS AVAILABLE! If a horse injury is serious, you have to have a horse ambulance available and a treatment vet available ASAP to assist the horse. Please ensure that you have a back-up plan if you only have one vet a ride (a treatment vet on standby etc.)

If a horse does not pass the vet check due to lameness, follow up with the rider. Ask them what happened etc.

D. HMS COMPLAINTS

These are plenty and will be the most common complaint you have to deal with. In cases like this it is best to hear both sides of the story before you make any comments. Speak to the judge, ask their side of the story and then proceed accordingly.

It is often helpful to call in all the officials to discuss the problem and then make a decision as to how it must be handled.

E. FORMAL COMPLAINTS

You have to give riders the option of laying a formal complaint. Remember they then have to pay R50 and fill in a complaint form.