



DRASA Service Level Agreement and Club Affiliation

Welcome to DRASA and thank you for being interested in joining our journey into a safe, friendly distance equestrian sport.

Entry level into our equestrian sport is through a club structure. Members may affiliate to clubs that offer DRASA discipline in their province. For DRASA our criteria for club affiliation is to hold one distance ride a year, two clinics a year, supply two members to be trained by DRASA as Horsemanship Judges and to nominate and appoint a DRASA representative (paid up member of DRASA) on the Executive of the Club. The DRASA Representative then will be responsible for the DRASA membership in the Club and fulfil the following duties:

- Have a good understanding of the DRASA rules
- Collate and submit all mandates of the DRASA members to the DRASA Provincial council
- Host and organise the DRASA ride/clinics offered by the club
- Submit and sign all documentation and requests sent out by DRASA
- Communicate all DRASA memos and rule changes to the Club's DRASA members

If no club is currently available in your area which is affiliated to DRASA you may need to affiliate to an existing club in another area, but still within your province. Please let us know in that case, otherwise we can assist in creating a DRASA affiliated club in your area providing there is enough demand and at least 5 members willing to affiliate to this club.

So once you have found/created a club affiliated to DRASA and had 2 judges trained in the Horsemanship judging you can start planning to host a ride.

One means in which we assist you is through this agreement which is intended as a check list for ride managers for them to use uniform procedures in all DRASA sanctioned rides. **The contents of this manual are not to be construed as rules as this is an agreement to assist you to host an event within the Service Levels expected of DRASA official events.**

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
- one Ride Manager
- One ride secretary
- 2 horsemanship judges
- One/Two timekeeper with equipment
- 2 recorders(if judging done on paper)
- 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
- 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 this Service Level Agreement
- Bibs for Single Event Membership riders
- Crayons to mark horses hindquarters
- Awards, prizes or certificates
- Toilets and showers(if overnight camping) for riders
- 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.

Thank you for joining us to promote Competitive Trail Riding.

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.

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.

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

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.

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.

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 course is to mark a 20km loop for the Trail riders and then they can reverse this loop for the 2nd leg. The 20km Pleasure riders can do 5km into his loop where a board will direct them to turn back (therefore they complete 10km per leg). For Summit riders a 30km loop to be ridden in reverse and then the 20km loop can be used for the last leg

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.

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.

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

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 and Ride Budget Calculator to assist you planning your expenses and thus assisting you to work out an affordable ride entry fee to allow the club and venue to recover costs.

A. Event Types

Rides

The below are the ONLY official DRASA sanctioned events. Any other event organised by the Club (example training rides, training days, workshops etc.) are not Official DRASA events and will not be sanctioned by DRASA or covered by any DRASA insurance or rules. The non-sanctioned events fall under the auspices and liability of the Club, venue or organiser

Currently the five divisions of CTR rides are:

- Leisure Division: For non-members wishing to try out the sport, 2 Leisure division rides are offered a year (January to December). These riders need to

register on the DRASA membership page with all compulsory details as Day rider members and do not need to provide proof of Club or DRASA membership for entering 2 Leisure Division Rides a calendar year. They will just pay the ride entry, once off horse registration fee and a day rider levy for insurance purposes. Day Rider Members shall only have privileges for the duration of the ride where the membership is purchased and shall not be entitled to vote on matters of the DRASA organization, nor be eligible for points and mileage.

- Foothills Division: the purpose of this division is to enable people to get young, green, unbacked horses used to camping, travelling, vetting and experiencing ride venues and trails in a safe, non-pressured environment. The ideal way to introduce your future distance horse to rides. These young horses may be lead in hand or from a mounted horse. The mounted leading horse must be 4 years and older but the lead horse may be any age. The maximum distance for this division is 10kms per day at a minimum speed of 2km/h to 7km/h . The mounted horse or walker together with the lead horse will be judged together for the horsemanship judging and will both have to pass the veterinary checks.
- Koppie Division: the purpose of this division is to offer novice riders or differently disabled riders the opportunity to participate in distance riding with assistance. Assistance may be in the form of an in hand walker and assistance walkers or a mounted horse leading the mounted rider. The maximum distance for this division for walkers leading or assisting is 10kms per day at a minimum speed of 2km/h to 7km/h . the maximum distance for a mounted lead horse is 20km per day at a minimum speed of 7km/h to 14km/h. The mounted horse or walker together with the lead horse will be judged together for the horsemanship judging and will both have to pass the veterinary checks.
- Pleasure : the purpose of this division is to introduce new riders to CTR, instruct new riders in the proper care of distance horses, to replace non-affiliated and non-regulated “pleasure rides”, thereby insuring that all horses are under the direct supervision of vets and management, to allow riders to compete over shorter distances and at slower maximum speeds. In the Pleasure division riders can do 2 legs of 5kms, or 2 legs of 10kms. The maximum speed is set at 14kms and may be adjusted down according to the course and conditions of the ride.
- Trail : to allow experienced riders to start young horses without stress or fast paces, to allow pleasure riders to upgrade to a faster maximum speed and longer distance once they have fulfilled the criteria for doing so, to allow multi days rides to build and strengthen the distance horse in a slower paced competition. In the Trail division riders can do 2 legs of 20kms. The maximum

speed is set at 16kms and may be adjusted down according to the course and conditions of the ride.

- Summit : The highest level of competition for a very fit and “legged up” horse. In this division riders will do 2 legs of 30kms and a final leg of 20kms or a variety of 3 legs never exceeding 80kms in total. It is compulsory to have the last leg of the three the shortest leg. The maximum speed is 18km and may be adjusted down according to the course and conditions of the ride

Clinics

We encourage Clubs to host a clinic before they tackle the task of an official Ride. Clinics are designed to introduce CTR to members and clubs and be an opportunity for Clubs to train Horsemanship Judges, practise a limited distance event and train members, newcomers and officials. Clinics may be held in conjunction with a Test ride or/and an official Ride.

- TEST Ride: This is a limited distance ride with no scoring to be submitted and no official timekeepers or vets unless so organised by the Club. Horsemanship Judges may be trained at this event. Please contact the Head Horsemanship Judge to organise the training. Distances are limited to 10kms in total. The Clinic is still subject to sanctioning by the Provincial Council and will be entered on the Website Entry System. DRASA insurance will cover the event without requiring a Single Event insurance cost due to the limited risk of these events.
- Official Ride: An official sanctioned DRASA Ride offering all distances may be offered in conjunction with the Clinic , however all rules and sanction document approvals are to be submitted as per Service Level agreement. Non DRASA members will be required to pay the Single Event membership for these rides.

B. Sanction Application

The Sanction Application Form is available on our website. Timeous receipt of his form 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. 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 120h00 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 Process Flow 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

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!

Multi Day Rides

1. Multi day ride can be confusing for management and riders alike. The following guidelines are suggested.

2. Arrival Day:
 - 16h00 to 18h00 – Pre vetting and Pre ride horsemanship judging to take place
 - 18h00 – Mealtime for judges and vets
 - 19h00 – Course discussion for all
3. First Ride Day:
 - 06h00 – Longest distance horses depart on first leg
 - 06h00—to 08h30 – other riders leave (course closes at 08h30)
 - 14h00 – last horse should have been vetted and last horsemanship judging done. All completed cards handed to Timekeepers for input and scoring calculations
 - 15h00 – Prize giving for day 1
 - 15h45 – horses leaving that day must have done release vetting and receive passports etc back
 - 16h00 - 18h00– Pre vetting
 - 18h00 – Mealtime for judges and vets and feedback on day
 - 19h00 – Course discussion for all
4. Second Ride Day:
 - 06h00 – Longest distance horses depart on first leg
 - 06h00—to 08h30 – other riders leave (course closes at 08h30)
 - 14h00 – last horse should have been vetted and last horsemanship judging done. All completed cards handed to Timekeepers for input and scoring calculations
 - 15h00 – Prize giving for day 1
 - 15h45 – horses leaving that have done release vetting and receive passports etc. back

Nationals and all Multi day rides Process

1. Nationals to be held in Provinces for foreseeable future for ease of attendance and costs
2. Preferably held over same weekend in future as we now have a standardised HMS Judges qualification program and standardised Pre HMS tests and all scoring is standardised on the Cheat Sheet thus not necessitating the use of 1 travelling Chief Judge

3. The Nationals are hosted by the Provincial Body with DRASA Nationals control.
4. Entries will in future go to the DRASA account and Provincial bodies will submit budgets 2 months prior to the Event together with ride sanctioning documents and invites.
5. Expenses to be paid in respect of the Events will be invoiced by Provincial bodies to DRASA and payments made as expenses are approved
6. Expenses will be partly paid from the Provincial Bodies funds ring fenced in the DRASA bank account and with an agreed subsidization from DRASA to be decided on by Council 2 months prior to the Nationals and reflected on the Nationals Budget agreed by Council
7. Courses will be approved by the National Course Master 2 weeks prior to the events
8. Qualifications for Riders/ Horse combinations

- Horse/Rider Combinations qualify for Nationals by successfully completing a minimum of 3 rides (one of which must be a multi-day Ride) in the Division/Age Group they wish to enter at the Championships. The Rider and Horse combination may ride a 2 day multiday ride where 1 day is at the highest division distance and one day can be at a lesser distance.
- Example : To qualify to enter any Trail Division rides at Nationals : the combination must have successfully completed 1 Trail single day ride plus 1 multi day ride where one day must be in the Trail Division and the other day could be a Pleasure division distance.
- Once you have qualified for the Nationals you can be chosen for a division Provincial team. This is based on your division (pleasure and trail) and based on your **Accumulated Points** gathered throughout the year
- Accumulated Points are NOT your scores as they are based on a formula that takes the scores out of 300 for each ride and then a percentage of the points based on the distance. The formula and an example is below and is in our Rule document
- **Accumulated Points** = 40 AP (AP=Accumulated Points)

Example: If the ride was 20km + 20km (40km in total), max points for the ride would be 40

We then take the % of 237 (which is your score for the day) out of 300 and work out a percentage of that from 40

Calculation: $(237 / 300) \times 100 = 79\%$

$40 \times (79/100) = \mathbf{32 AP}$

- The qualified riders points are checked and then the 3 highest points they have got over the season are added together to choose the 4 members of the Provincial teams.
- Any rider who has qualified may enter all 3 days of the ride. You enter in the division you have qualified for and may drop down a division if you are cautious.
- Riders must enter online for all 3 days and have the option at ride briefing each day, when they nominate their speed, to drop down or up a distance as opposed to what they entered. No adjustments can be done the day of the ride- only when you put in your speed nominations

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- Teams will consist of 4 members and only the 3 highest points (highest total points of the 3 riders over 3 days) will be counted for Team Results. One reserve will be chosen per division that may be called into the Team if a Rider is eliminated to enable the Team to continue to have 4 riders or minimum of 3 riders.
- If a Team only has 2 members left then the Team is disbanded and riders only ride as individuals
- Individual awards of all categories (Best vet, HMS and Time as well as Overall winner) are awarded at Nationals for riders/Horse combinations who complete ALL 3 days Only
- These Awards are based on Points and NOT scores.
- These Awards are per Division and not Distance
- Non qualified Riders may Ride 2 days at Nationals and in order for the Event to qualify as a multi Day Ride for the next season they must complete the days consecutively.
- Non Qualified Riders will not be in contention for any Ride Awards.

9. Order of Event

- Entries close 1 week prior to event
- Entries are sent by Nationals to Timekeepers and Ride Managers for Ride setup
- Scanners and Chips are ONLY used for timekeeping purposes
- On the day before the Ride starts riders arrive and present themselves to Ride Secretary to receive all documentation
- On that day prior to first day Ride all 3 standardised pre ride HMS tests for riders entered for all 3 days will be judged. Riders who have not entered for all 3 days will only do the following days Pre Ride HMS test. All other HMS judging for the days ride will follow as per usual judging (post ride HMS test, containment and obstacle each day.) Tack checking can be done for the next day 5 minutes before horse and rider depart first leg (at the start line) Post Ride Final HMS judging will occur for all riders who participated that day within 1 hour of the Rider completing the Event. The Pre Ride Vetting for the next day will be done from 16h00 that afternoon.
- Ride Briefing must be attended by all riders and thereafter riders nominate their Ride Speed and are allocated Ride start times.
- Each day after final vetting and Post Ride HMS judging the riders will then attend the next day's ride briefing and again nominate speeds and receive start times. No awards will be awarded daily until the Final day of the ride.
- Riders who are leaving for home at the end of each day will do Release to Travel vetting on the day and after presenting Release forms will receive any documentation outstanding (including logbooks or may discuss scoring)
- On the final day the Final awards meeting will be held when the Timekeepers have input, calculated and checked all scoring.
- Teams awards will only be announced once all results are finalised from all events and will be announced on the DRASA FB Group.

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 14 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.
6. Have an after-the-ride party to thank your ride personnel.

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
Horsemanship Judge Evaluation Report- submit to Head Horsemanship Judge
Ride Manager Report -submit to Provincial Council

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 single entry 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.

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.

Documents to be submitted by Horsemanship Judges:
 Horsemanship Judge 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 an accurate watch or clock, a backup watch, a clip board and several pencils or the computerised system.

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. Calculate any time penalties immediately after return to camp each day and notify ride chair of all time penalties - early or late.
6. Upload results on website or send copy to DRASA Head Office to be uploaded

Documents to be submitted by timekeepers

Timekeepers Report

Results to be uploaded

Invoice to Club for Work carried out

E. PULSE MONITOR (not compulsory but can be very helpful for new riders)

Be familiar with all procedures as outlined in the rules. Check rider's time card to make sure they are within the 20 minute time period. Use a handheld heart rate monitor The pulse is taken on the horse left hand side just behind the left elbow. Approach the horse quietly and touch him gently but firmly before proceeding. Occasionally, the horse's left leg is too far back to properly listen to the heart. In this situation, a PM may ask the rider to move the horse's leg forward to allow for proper HRM placement over the heart region. This should be done early enough that the horse can settle if necessary.

Should a horse become excited during a pulse check, retake the pulse. Mark the reading on the Vet card and allow rider to see the reading. If rider queries pulse, retake and mark again in the space on the vet card. If the pulse is 60bpm.or below, send horse and rider into collection area. Ask them to circle slowly while waiting for next vet availability. If pulse is over 60bpm and rider has time left in 20 minute time period, write pulse down and ask them to go away and re-present within the 20 minutes. If pulse is over 60bpm and no time left in the 20 minutes presentation period, write the pulse down and send rider and horse to vet immediately.

F. VETS

Read all veterinary rules and appoint the correct number of vets for the ride. Make sure the vets have cover for themselves and a chair and table and supply them food and drink conveniently placed nearby. It is often useful to have a "runner" available to assist the vets with calling in the riders and for fetching things and taking completed vet cards to the

timekeepers. At the pre-ride veterinary examination make sure a person is available at the OUT gate to mark the horse's rumps with the rider number. Two (2) veterinarians (one which is a treatment vet) must be at every event. Any event where rider numbers exceed 30 riders must have 1 more line vet. Give the vets the Veterinary Training Manual and a copy of a completed vet card plus the body condition scoring table and manual prior to the Ride so they may familiarise themselves with our specific needs. Also make sure they have copies of the Release forms

Documents to be submitted by vets

Post Ride: DRASA Veterinary Treatment Report(if applicable)
DRASA Veterinary Report
DRASA Veterinary Medication form(if applicable)
DRASA Equine Fatality Report (if applicable)
DRASA Authorisation for Emergency Treatment(if applicable)

G. FARRIER

Optional but if not present must be advertised as such in order for riders to be aware and plan accordingly . The farrier can be part of management or a local farrier who checks with management the evening before the ride and remains on call. Charges are arranged by private treaty.

H. RIDE STARTER

Optional as Timekeepers can fulfil this duty. The Ride Starter is usually a person with other management duties with a strong clear voice or a bull horn who will call riders to start promptly and line up for departure.

I. PHOTOGRAPHER

Optional but well received by riders. Photos may be sold to riders or used for publicity purposes

J. AMBULANCE TRAILER(S): For horse. Have this available at the base with a dedicated driver available who knows the course and would be able to go fetch a horse if the Vet requests this.

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, 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 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;”

Signed

Club DRASA Representative

Date

CLUB AFFILIATION

Section A

I, the duly authorised representative of the club, hereby apply to affiliate/renew affiliation to DRASA

Club Details

Club Name	
Physical address	
Postal Address	
Date Established	
Region/district	
Province	
Club Contact Person	
Club Contact Number	
Club Emil Address	
Website	
FB Page name/Group	



Club Committee Details

Position	Name	Cellphone Number	Email address

Section B

Documents to accompany application

Signed Club Constitution	
Confirmation of Bank account (letter from bank)	
Club Logo for website	

Section C

I, the undersigned Chairman of the Club hereby agree to fulfil all criteria for affiliation to DRASA as set in the DRASA Rules and as changed from time to time

Signature
Chairman of Club

Signature
DRASA Representative

