



RIDE MANAGER REFERENCE GUIDE

Rev. April 2017

ECTRA Requirements

- **Sanctioning**
 - **General Rules**
 - Applications and information, including current year Management/Judging Handbooks and Judging Directory can be obtained from www.ectra.org or by contacting the Sanctioning Chair.
 - Fill out and return the appropriate forms and fees. Each event (distance and type) must have a separate form. Fill out the forms as completely as possible; additional information may be sent later, just as long as it is in Sanctioning's hands at least two calendar months prior to the event
 - No event will be initially sanctioned unless the following are in the hands of the Sanctioning Chairperson at least 2 calendar months prior to the event
 - Sanction Application Form – signed by manager indicating agreement to abide by and enforce all applicable rules set forth in the most current ECTRA Management/Judging Handbook and updates
 - Insurance form and/or proof of liability insurance
 - ECTRA requires that all sanctioned events have at least \$1,000,000 (one million dollars) of liability insurance coverage to covers damages done by a competitor or management personnel at the event.
 - ALL event managers must be ECTRA members, whether using their own insurance or using ECTRA's insurance
 - If using a non-ECTRA policy ECTRA must be added as and "additional insured" for the days of the event and proof of this submitted at least 30 days prior to the event.
 - If the policy renews within the 2 calendar months prior to the event, proof may be submitted in the form of a "binder" policy until the actual Certificate of Insurance listing ECTRA as additional insured can be sent.
 - If proof of insurance is on file from the previous year it does not need to be sent
 - Property owners may be added onto ECTRA's insurance policy less than 2 months before the event, if necessary
 - Only competitive trail rides, drives and clinics are eligible to use ECTRA's insurance. Endurance rides and Limited Distance Endurance Clinics must provide their own liability coverage.
 - All application fees
 - Sanctioning
 - Insurance
 - Drug Testing
 - Competitive rides and drives held the previous year will be charged a fee of \$2.00 per starting horse based on the previous year's entries. (On drives, each horse in a pair, etc. is counted.)
 - For new competitive rides will be charged a flat fee.

- If two or more new competitive rides are held in conjunction or back to back on the same weekend and are run by the same management, only one will be charged a fee
 - AERC events will be covered by AERC drug testing fees
 - To promote driving, new drives will not be charged a fee
 - A copy of the event entry blank
 - The Entry Blank **MUST** contain a drug testing release statement.
 - A copy of the event information sheet
 - Name of Judges
 - If a new judge is scheduled the judge's test results must be returned to ECTRA **THREE** calendar months prior to the event or they may not be permitted to judge the event
 - Management **MUST** request permission from the BOD for any proposed deviation. The request must be made in writing at least 90 days prior to the event.
 - Events cancelled for any reason prior to their event date will receive a full refund of all fees paid, subject to the discretion of the Sanctioning Chairperson.
- **New Events**
 - A request to reserve the date, along with the appropriate forms and fees, at least 2 calendar months prior to date requested.
 - Sanctioning will be granted if there are no other sanctioned events already scheduled on the same date within a 100 mile radius of the event.
 - Mileage is figured "as the crow flies" from one event camp site to the other.
 - Requests for the same date within the 100 mile radius shall be granted to the party with the earliest postmarked request accompanied by all forms and fees.
 - If two parties within a 100 mile radius of each other agree in writing that their events do not conflict, then sanctioning will be granted to both events.
- **Existing Events**
 - To reserve a previously held date for all events scheduled from January 1st through July 31st, the appropriate forms and fees must be sent to the Sanctioning Chairperson postmarked **PRIOR** to January 1st.
 - To reserve a previously held date for all events scheduled from August 1st through December 31st, the appropriate forms and fees must be sent to the Sanctioning Chairperson postmarked **PRIOR** to April 1st.
 - Events can be re-sanctioned after the deadline, but ECTRA cannot guarantee that the previously held date will still be available.
 - "Previously held dates" are figured according to when the major holidays occur. To find your date, count forward or backward the same number of weekends from the holiday nearest to your event.
 - Requests not postmarked by the applicable deadline **OR** events wishing to switch to a date other than the reserved "previously held date" will be treated as "**NEW**" events.

- Acceptance of Sanctioning will be the posting to the official ECTRA ride calendar on-line and in the Newsletter.
 - Upon acceptance score sheets will be delivered
 - Management forms can be downloaded from www.ectra.org or contact Sanctioning Chair.
 - Managers of Co-Sanctioned Endurance events please refer to www.aerc.org for endurance specific material.

General Event Rules

- ECTRA does not allow cash awards
- Hand held heart monitors may be used at the safety hold at manager's discretion
- When a 1 day event holds vetting in on the day before the event, it is the management's option to allow horses that vet in the day before to leave the grounds and return in the morning.
- A horse may not be ridden/driven from the time it crosses the finish line until its final vetting on a one day event. This does not preclude riding from the finish line to a trailer/stall.
- Horses on multi-day rides may only be ridden during allotted ride times, warm up times, or from the finish line to a trailer/stall.
- Horses may not leave the event grounds between crossing the finish line and the final vet out.
- Horses may not be ridden bareback at any time before, during, or after the event.
- Traffic control is required at all heavily traveled road crossings.
- Management must have a trailer available for transporting disqualified horses.
- There must be water at the 20 minute Hold(s) and available the entire time. Management shall endeavor to keep the in-timers and P&R personnel as close to the water for the horses as possible.
 - The only water to be used during competition will be of natural sources and location, or as supplied by management for the use by **all** competitors.
- Management must provide for transportation of contestants' horse care equipment to the 20 minute Hold, e.g., coolers, buckets, etc.
 - No equipment may be used during competition except that which is carried by the competing team of horse and contestant or carried on pre-designated vehicles in use by event management.
- Event management must allow a warm up period prior to the start of the event, which may be structured to suit the format of the event.
- Assigned numbers **MUST** be visibly worn by contestants or horses at all times, beginning with the initial examination.
- **Tail Ribbons**
 - A red ribbon **MUST** be worn in the tail of a known kicker.
 - A yellow ribbon in the tail of a stallion is suggested.
- Any contestant going off course intentionally or otherwise, **MUST** return to the same point where the contestant left the trail in order to continue.
- **Forward progress** may be maintained only if the contestant is mounted or in the driving vehicle.
 - EXCEPTION - Loss of shoe.

- **Driving Safety Check:** A predesignated safety inspector must check all driving vehicles and harness before the start. Management MUST predesignate this individual. A minimum of 15 minutes must be allowed for this.
- **Eligible Equines**
 - All ECTRA competitions must be open to all members of the equine family. This includes horses, ponies, and mules 11 hands and over.
 - Competitive events under 28 miles, minimum age of 48 months: All other events, minimum age of 60 months.
 - Unregistered horses to be determined by the judges.
- **Horses ineligible to compete**
 - Any horse showing evidence of contagious disease
 - Nursing mares, totally blind, and nerved horses are ineligible to compete.
- **Rider age/divisions**
 - Adult Riders: All riders over the age of 18 on January 1st
 - Junior Riders: All riders who are between 8 and 17 years of age or under as of January 1st
 - Riders under 10 must be accompanied continuously on the trail by an adult rider who will assume full responsibility for the junior rider
 - Juniors may not ride stallions
 - Driving Divisions will be divided into singles and pairs regardless of the age of the drivers
 - However, juniors must be at least 14 years old as of January 1 of the competition year and must be accompanied by an adult over the age of 18 from the start to the finish of the ride who will assume full responsibility for the junior driver
- **HELMETS**
 - At any ECTRA sanctioned event It is MANDATORY for all riders, drivers, grooms and passengers to wear an approved ASTM/SEI certified equestrian helmet, meeting standard F11.63, while mounted or in the driving vehicle
- **Judging**
 - Each event must have at least two judges
 - Exceptions:
 - Event with less than 20 horses can hire one judge
 - An event with 21 to 25 horses may ask the BOD to waive the 2 judge requirement
 - Judges must be selected from the ECTRA judges list
 - One judge must be a veterinarian
 - A judge may have a family member, rider/driver or horse/horses he/she owns entered in the event he/she is judging. The horse or contestant will receive Completion Points only upon completion of the final exam and upon receiving a final score.
 - A judge may judge a horse/horses or team he/she has been training entered in the event only following a thirty-day grace period to be considered for the final placing. If the 30-day grace period has not expired, the horse(s) or contestant will receive Completion Points only upon completion of the final exam and upon receiving a final score.
 - Any type of tack or harness is permitted unless deemed inhumane or unsafe by the judges.

- **Temperatures**
 - If temperatures are to be taken for any other reason than the ones listed below, 90 days prior approval must be requested, in writing, to the Board of Directors.
 - Temperatures may be taken at/or before the initial exam, after 20 minute hold P&R's and final P&Rs.
 - All equines found to be inverted during P&R taking must have its temperature taken.
 - If an equine temperature is 103 degrees F or above the equine is eliminated.
- **Mileage** must be accurately measured, not "estimated".
 - There must be mileage markers every 5 miles and every mile the last 5 miles.
 - The use of artificial obstacles is prohibited
 - Hazardous areas on the trail **MUST** be well marked.
- **Treatment vet** - there shall be a treatment veterinarian present from the time the first horse crosses the starting line, available to management throughout the entire event, until one hour after the last horse is vetted out for that particular day.
 - The treatment veterinarian and the veterinarian judge may be one and the same; however if the treatment vet is also the vet judge there needs to be another vet on call for continuing treatment.
- **Event Completion** will be given only to those horses/riders/drivers who have completed the entire course, have gone through the final exam and have received a final score.
 - In the case of multiple hitches an entire entry must successfully complete the event. Definition of entry: Consists of all horses, driver and groom.
 - A substitute rider or driver will be allowed **only** in the case of accident or illness.
 - If a rider withdraws or is pulled from an event and at the same place substitutes for another rider, the substitute rider will receive mileage only.
 - The horse will also receive mileage only
- **Start Order**
 - The ECTRA Board of Directors highly recommends accommodating competing riders who wish to ride together. The following rules apply:
 - **TIME IN BETWEEN GROUPS**

Minimum	to	Maximum
1 Horse every	30 seconds	1 minute
2 Horses every	1 minute	2 minutes
3 Horses every	1 1/2 minutes	3 minutes
4 Horses every	2 minutes	4 minutes
5 Horses every	2 1/2 minutes	5 minutes
 - One break of up to 10 minutes or two breaks of up to 5 minutes each, where no horses start, may be used to help spread out horses coming into holds.
 - Mass starts, with all horses having the same start time, are not permitted.
 - The first horse may not be allowed to start until all horses have been vetted.
 - Contestants with stallions **MUST** be allowed their choice of starting positions.

- **Ride Time**
 - Time limits may not be shortened unless permission is obtained from the board of directors in advance. Time changes cannot exceed fifteen minutes.
 - If extra or longer holds are planned or mileage does not match standards, the elapsed time can be increased accordingly.
 - Time may also be increased slightly in case of very adverse weather resulting in unusually deep or extensive mud or excessive heat or humidity.
 - If any changes are made both Minimum and Maximum times MUST be changed.
 - No adjustments should be made in any event times, after the event has started and the first horse is on the course. Under unusual circumstances management MAY extend the time if it is in the best interest of horse, rider or driver safety, and fair competition. In all such cases the Board of Directors will review the situation and will determine if points and/or mileage should be awarded.
 - Any official unscheduled holds on trail SHALL be timed by an official and credited to the contestant(s). Only the maximum time MUST be changed.
 - Loss of shoe: A contestant may dismount and walk a horse with a shoe missing to the nearest area where the farrier can reach him.
 - Time compensation is limited to only the actual minutes required by the farrier to replace the shoe.
 - For safety reasons the rider of a “Buddy” horse, a sponsor of a junior, juniors, and additional sponsored juniors will be given the option of time allowance. Only the maximum time MUST be changed.
 - If an event needs to be shortened or cancelled after the start of the ride
 - Management is to make the final decision – not the contestants!
 - Each horse has to go through the final judging exam
 - On a two or three day event, when one or two days have been completed and the event is canceled on the next day, the numbers and comments MAY NOT be used from the previous day(s), with the exception of the Final Pulse and Respiration.
 - In a mileage only event the contestant must have gone at least 24 miles the 1st day PLUS any additional miles completed. (Miles to be rounded off to closest full mile.)
 - The total time for the event is established by management and cannot be altered by the judge(s)
- **Overnight Stabling**
 - If stabling is provided and required, it must be provided for and used by all contestants.
 - Competitors must be informed ahead of time of available facilities.
 - When a horse boards normally or rents a stall just for the night on an event of any distance and there are not enough stalls for everyone, the horse MUST remain out of the stall from the time the horse crosses the starting line until he has completed his final vet out.
 - Once the event starts for a particular day, horses shall not be confined to stalls by management until vetting is done for that day except for actual taking of P&Rs.
- **PASS/FAIL PERFORMANCE DIVISION (P/F)**
 - This is a voluntary division held in conjunction with any ECTRA CTR Distance Ride.
 - Management may limit the number of participants in this division.

- The number of participants must not exceed the number of participants competing for placing points.
- The division must be stated on the entry form and score sheet
- **CONDITIONING DISTANCE RIDES (CDR) & DRIVES (CDD)**
 - The Conditioning Distance Ride or Drive will count as Mileage Only. It will not count toward any year-end awards including versatility.
 - No prerequisite of mileage is required.
 - All ECTRA safety requirements are to be enforced.
 - The number of riders permitted is at ride management's discretion.
 - Minimum age for Junior Rider is 6 years old as of January 1st of the competition year
 - Minimum age for Junior Driver is 14 years of age as of January 1st of the competition year.
- **ENDURANCE RIDES & LIMITED DISTANCE RIDES**
 - The AERC Manager's Handbook and Judging Handbook shall be used in implementing the rules for Endurance rides.
 - All Endurance Rides MUST be co-sanctioned by AERC.
- **Disqualification** - Management and/or judge(s) at any time from the arrival of the rider/driver on the grounds to the time the awards are handed out disqualify any rider/driver or horse from the event for any of the following including conduct or violations committed by a rider/driver's pit crew, groom or any other person connected with the rider/driver:
 - Violation of any ECTRA rule
 - Violation of any event rule
 - Conduct deemed to be dishonest, unsportsmanlike or excessively rude, especially to event personnel.
 - Any rider/driver or horse that is observed to be a danger to itself or others.
- **STAR RATING**
 - At the end of the event year, the event management will receive a rating on their event(s). If their overall rating is 80% or better, then event management will receive a STAR RATING CERTIFICATE. This percentage rating is determined by the following factors:
 - Submitting all forms fully and properly completed back to ECTRA postmarked no later than 16 days after the event
 - Having an error range of 20% or less on SCORE SHEETS.
 - Submitting 100% of Ride/Drive Evaluation Sheets, equal to actual number of horses COMPLETING the event.
 - Having an overall 80% or better "Yes" answers on Ride/Drive Evaluation Sheets, with particular attention paid to questions # 11, 12, 13 and 14, and all written comments.
 - No outstanding protests against ride/drive Event or the management of the ride/drive event.

General Information – Before the Ride:

****Most of these things should be done AT LEAST 3-4 months before your ride date****

- 1) Locate ride area, camping area and trails
 - a. Decide on ride distance and if multiple rides will be offered (1 day/2 day/3 day)
 - i. Will a CDR be offered?
 1. If so, what distance(s)?
 - ii. If multiple days
 1. Will trail repeat for all loops/all days?
 - a. This can be boring for riders so consider alternatives such as riding a loop backwards
 - b. Make any necessary reservations
 - c. If necessary, acquire permits for camping and/or trail use
 - d. If power is needed at ride site arrange for generators
 - e. If porta-potties are needed make arrangements for them
 - f. If PA system is needed determine how it will be obtained
 - g. If trash/recycling cans need to be supplied decide how many are needed
 - i. How will trash/recycling be disposed of
 - ii. If liners are needed purchase them
 - h. Determine set up of base camp – check-in, vetting, P&R area, parking for trailers, volunteers, water for horses, etc.
 - i. If camp location will be difficult to negotiate with a large rig make a note to include this in ride entry form
- 2) Solicit for volunteers to fill positions at the ride
 - a. Use a spreadsheet to track volunteer assignments
 - b. Plan on having a volunteer briefing or be able to describe all jobs to volunteers as they are contacted and arrive at ride site
 - c. Secretary is the most important job – need somebody who is organized and who communicates well with both participants
 - i. Decide on policy for checks (cashied right away or after event)
 - ii. Decide on policy for refunds
 - d. Scribes – one for vet and one for lay judge
 - e. Timers
 - f. Starter
 - g. Food
 - h. Radio crew
 - i. Water crew (may be same as radio crew)
 - j. Set Up
 - k. Clean Up
 - l. Trail Master
 - i. Trail Checker – day of ride
 - m. Drag Rider(s)
 - n. Parking director
 - o. Traffic control
 - p. ECTRA Representative
 - q. Emergency trailer/driver

- r. P&R takers/recorders/mater recorder
 - s. Horse Holders
 - i. Good job for 4-H, Pony Club, Boy or Girl Scouts
 - 1. May consider making a donation in exchange for assistance
- 3) Confirm Vet Judge and Lay Judge
 - a. Send contracts if necessary
 - b. Arrange for accommodations for both judges
 - c. If necessary, arrange for transportation to/from ride location
 - 4) Arrange for a farrier to be on call or at the ride
 - 5) Decide if a ride photographer will be used
 - a. Paid vs. volunteer
 - 6) Decide on treatment vet – will this vet be on call or will horses be sent to local equine hospital
 - a. If using local vet on call remind them of event at least 1 week in advance
 - 7) Send in Sanctioning & Insurance Form
 - a. Sanctioning forms MUST be submitted to ECTRA a minimum of TWO (2) months before ride date
 - 8) Arrange for any necessary additional insurance if required by ride site
 - 9) Solicit for donations of awards
 - a. Collect awards
 - b. Collect business cards/information on donors to include in ride information packet
 - c. Consider completion awards (ribbons, mugs, patches, etc.)
 - d. Contact breed associations for awards:
 - i. Arabian
 - ii. Morgan
 - iii. Tennessee Walker
 - iv. Quarter Horse
 - 10) Put together entry form with ride information
 - a. Location, dates (ride date, entry deadline, early entry deadline if applicable), arrival time, judging times, meal information, trail information, entry cost, contact information, directions, etc.
 - i. Include information regarding large trailers – both parking and route to base camp
 - b. If weight categories will be used note this in ride entry and decide in advance if riders will be weighed at ride if needed
 - i. If weighing riders a scale will need to be brought to ride site
 - c. Send to ECTRA webmaster to post on website
 - 11) Publicize ride:
 - a. Local feed stores – print ECTRA flyer off of website
 - b. Local tack shops – utilize ECTRA flyer from website
 - c. Local newspapers (both horse specific and general) – submit a press release as well as a calendar notice
 - d. Check with local radio stations – many will include community activities, particularly college stations
 - 12) If needed, arrange for police to provide traffic control the day of the ride
 - a. If required by ride location arrange for ambulance squad coverage
 - 13) Trail –
 - a. Decide on layout of trail
 - b. Measure distances

- c. Decide what to use for markers (Lime, colored chalk, clothes pins, ribbons, plastic plates, markers, etc.)
 - i. Decide on colors for loops, as well as for turns, in/out
 - ii. Acquire marking materials
 - d. Create trail map for ride briefing, decide if producing a copy for riders also
 - e. Decide how markers will be removed after ride
- 14) Plan Ride Briefings
 - a. General Information: camping, trail markings/hazards, manure disposal, meals, vet check criteria, important phone numbers, etc.
 - b. New Rider: what to expect on trail, green ribbons, following markers, vetting procedure, etc.
- 15) Food
 - a. If meals are being provided will they be provided by outside means (pizza, subs) or cooked on site?
 - b. Determine how many meals will be provided (dinner night before, breakfast, lunch, dinner if a multi-day ride)
 - i. If cooked on site, determine supplies needed both for food prep and serving as well as what will be needed for people to eat (utensils, plates, condiments, etc.) and for clean up
 - 1. Decide if donations will be solicited for any meals (pot luck) and if so what will be provided for those meals (drinks, plates, etc.)
 - ii. If buying will need headcount prior to ride – don't forget to include volunteers and paid staff in headcount
 - iii. Possible alternatives for providing meals: boy scout/girl scout troops, church groups, hosting site if a gun club or similar
- 16) Water
 - a. If water is not available at camp site through hose or pump decide how it will be provided and arrange for it to be set up the day before the ride
- 17) On trail snacks/water
 - a. If providing on trail snacks decide what will be provided and how it will be distributed on trail (usually water or radio crew or both)
 - i. This applies for both human and horse snacks!
 - ii. Snack stops should also include human drinks (water & Gatorade)
 - b. If water will be provided on trail decide on location ahead of time and make sure there are a suitable number of containers to be put at each location
- 18) Determine how horses will be identified
 - a. Livestock Marker
 - b. Pinnies worn by riders
 - c. Numbering/Lettering scheme if multiple rides are going on at the same time
- 19) Fill out scoring sheets with Ride, Horse and Rider information
- 20) Print out copies of any forms needed from ECTRA website
- 21) Print out copy of ECTRA Rulebook in case there are questions at the ride
- 22) Print out copies of the ECTRA membership form for any non-members to fill out at the ride
- 23) Set up rider packets with any vendor/prize donation information, photographer information, ride information sheets, maps, contact numbers, questionnaires needed, etc.
 - a. Note any missing information needed on outside of folder/envelope
- 24) Have check-in sheet for registration
 - a. Extra copies for radio crew, water crew, road crossing crew

- 25) Decide if using poster board or dry erase board for order of go/order of finish/ride information
 - a. Make sure correct markers are available for either option
- 26) Determine rainy day strategy: Plastic bags, extra tents, cheap ponchos, etc.
- 27) Print out signs for day of ride:
 - a. Check-in
 - b. Parking
 - c. P&R
 - d. Vetting
 - e. Food
 - f. Start/Finish
 - g. Directing vehicles to ride site
- 28) Determine ride start order

Day before the Ride:

- 1) Set up Check-in area
 - a. Have rider packets organized and ready to be handed out
- 2) If PA is being used set it up and confirm it is working and is loud enough to reach all parts of camp that it needs to reach
- 3) Mark off vetting and pulse and respiration areas
 - a. Post signs
- 4) Mark off hold area
 - a. Post Signs
- 5) Mark off trailer parking area
 - a. Use signs as needed
 - b. Indicate areas that should not be used
- 6) Equipment needed:
 - a. Vetting area
 - i. Tent for judges/scribes
 - ii. Chairs for judges scribes
 - iii. Clipboard or notebook for judging sheets
 - iv. Pens (several) for scribes
 - v. Traffic cone/bucket to mark off trotting distance
 - vi. Traffic cones/step in posts and caution tape to mark area boundaries
 - b. Pulse and Respiration area:
 - i. Tent for volunteers
 - ii. Chairs for volunteers
 - iii. Clipboard for recorder
 - iv. Pens/pencils
 - v. Stethoscopes
 - vi. Clock
 - c. Timing/starter:
 - i. Tent for volunteers
 - ii. Chairs for volunteers
 - iii. Clipboards
 - iv. Timing slips
 - v. Clock
 - vi. Pens

- vii. List of start order (either on posterboard or dry erase board)
- viii. Place to write down order of finish for hands-on (poster board or dry erase board)
- d. Scoring
 - i. Table
 - ii. Rulebook
 - iii. Scoring/Tabulator Guide(s)
 - iv. If needed, review scoring procedure with scorers before they start scoring actual ride sheets
 - 1. If needed the vet will break the tie
- 7) Trail – have all trail marked
- 8) Food:
 - a. If a meal is being provided make sure there is enough for everyone who has indicated they're coming that night
 - b. Make sure there are enough thermoses if these are going to be used for water, iced tea, lemonade, etc.
 - c. If coffee is going to be provided make sure it is prepared and ready to start early on ride morning.
- 9) Extra equipment to have on hand:
 - a. Step in posts
 - b. Caution tape
 - c. Hammer, screwdrivers, pliers, cutters
 - d. Extra chairs
 - e. Extra trail marking supplies
 - f. Livestock markers if using
 - g. Extra paper, pens, calculators

Ride Day

- 1) Food/Coffee – make sure coffee is ready BEFORE breakfast is scheduled to start, riders do not like waiting for coffee early in the morning!
 - a. If a volunteer is bringing food in on the morning of the ride make sure they will be at camp 20 – 30 minutes before breakfast is due to start to allow adequate set up time
- 2) Trail checker – should start out 20 minutes or more ahead of first rider
 - a. Should carry trail marking supplies in case of vandalism
 - b. Provide with map
 - c. Make sure they have phone and phone numbers to call camp if a problem is discovered
- 3) Road Crossing volunteers:
 - a. should have signs to alert traffic to upcoming crossing
 - b. If possible use traffic cones to mark crossing zone
 - c. Have reflective vests for volunteers
 - d. If possible have flags to use for stopping traffic but alert volunteers that some horses may object to flags in close proximity
- 4) If vetting will occur morning of ride start as soon as possible (first light unless lights are available)
- 5) Ride Briefing:
 - a. Plan on having ride briefing at least 30 minutes before first riders are due to go out

- b. Cover basic information – camp logistics (manure clean-up, garbage, dogs, meals, etc), where pulse and respiration will be done, what – if any – snacks will be available on trail, if there’s a radio crew, introduce ECTRA rep, ride time and hold time, etc.
 - i. RM or Vet should explain midpoint and final pulse criteria.
 - ii. RM or trail master should go over trail – markers used for various loops, any hazards on trail and how they’re indicated, turns, type of terrain, etc.
 - 1. Mention water stops as well as natural water
 - 2. Length of loops
- 6) While riders are on trail be prepared to troubleshoot any issues that come up either on trail or in camp
- 7) Make sure all volunteers are doing their jobs or helping out where needed
- 8) Meals – make sure everything is ready at time stated
- 9) Scoring – make sure scorers know how to score using ECTRA rules and that you have enough people to score relatively quickly
- 10) Set up awards and run awards ceremony

After the Ride:

- 1) Submit the following forms to appropriate parties:
 - a. Ride/Drive results sheet: 1 per event
 - a. Score sheets – white copy only!
 - b. Time Sheets:
 - i. Start/Finish
 - ii. Hold
 - c. P&R Slips
 - i. Hold
 - ii. Final
 - d. Master P&R Sheets – be sure to use correct version (1 day or 2/3 day)
 - e. Hold Vet Sheet
- 11) Submit the following items as indicated on the website
 - a. **Accident Report**
 - b. **Driver Questionnaire**
 - c. **ECTRA Rep. Form**
 - d. **Ride/Drive Evaluations Form**
 - e. **Judge Evaluation Form**
- 12) Lessons Learned
 - a. As soon as possible after the ride have a get together with secretary and others who helped run ride from start to finish to go over what worked/did not work at ride
 - b. Use these insights to help assist in planning for the next event
- 13) If any donations are to be made after the ride make sure they are sent out
- 14) Send thank you notes to any prize donors, property owners, etc.
- 15) Submit ride story to ECTRA for inclusion in newsletter
- 16) Submit ride story to local papers (regular and horse)

Forms List for Ride Managers

These forms are designed to assist volunteers with various tasks and assist the manager in preparing the appropriate paperwork for ECTRA records.

- **ECTRA Liability** - All riders and parents of Jr. riders are required to sign an ECTRA liability release form by the insurance company. ***No rider should be permitted to start without this document being signed!***
- **Volunteer Recognition** – this form is used by anyone participating in the volunteer recognition program and should be signed by the ride manager to verify volunteer hours. Managers should publicize this program and have extra copies of the form available at the ride.
- **Ride/Drive results sheet** – submit one per event
 - These provide ECTRA with a summary of the ride results of and are used for both one day and multi-day rides. There is a sheet for Endurance but it is acceptable to photocopy what is submitted to AERC and submit that to ECTRA as well.
- **Timer Sheets**
 - **Start/Finish** – Used for all rides. Allows the timers to establish appropriate ride time once the horses have started.
 - **Hold Time Sheet** – Used for any ride where there is a hold. Information from this form assists the Timer in determining the appropriate times for the horses to go back out as well as tracking any minutes that were added due to a delay in completing a safety check. This information is also used to make adjustments to the Start/Finish time sheet.
- **P&R Sheets**
 - **Mid-Point P & R Sheet** - used to record the pulse & respiration results at the mid-point hold for all rides. The entries on this form should be exactly what was written on the P & R slip handed back to the rider. Correlates to blue P & R slip.
 - **Final P & R Sheet** - used to record the pulse & respiration results at the final hold for all rides. The entries on this form should be exactly what was written on the P & R slip handed back to the rider. Correlates to the white P&R slip.
 - **Master P & R Sheet for one day ride** - consolidates the Mid-Point & Final P & R sheet results.
 - **Master P & R Sheet for 2/3 day rides** - consolidates the Mid-Point & Final P & R sheet results for each day of the ride.
- **Hold Vet Sheet** - used by the vet to record the Mid-Point evaluation for metabolics and lameness
- **Scoring Guides** - have been created to assist the volunteers scoring at the ride. Each guide correlates to a specific type of ride and has hints and table to assist with calculating points off
 - Only the final pulse & respiration results affect the scores.
 - Multi-day rides allow for averaging
 - One day rides use single result
 - **Tabulator/Scoring Guide for One Day Ride**
 - **Tabulator/Scoring Guide for Two Day Ride**
 - **Tabulator/Scoring Guide for Three Day Ride**
 - **3-day averaging Table.**
- **Driver Questionnaire** - should be provided to and collected from each driver at the completion of the drive. The same form is used for one day or multi-day drives.

- **Ride/Drive Evaluation Form** - should be provided to and collected from each rider or driver at the completion of the event. The same form is used for one day or multi-day events.
- **Judge Evaluation Form** - should be provided to each rider or driver in an event (one day or multi-day) but is not collected with the other forms. It is to be mailed by the participant to the person indicated.
 - It is meant to be completed after the participant has reviewed their scoresheet and thought about the event.
- **ECTRA Rep Form** - to be provided by the manager to the ECTRA REP at the event whether it by a one day or multi-day event.
 - The ECTRA Rep should complete the form and returns it as directed.
- **Accident Report** – In the event of an accident at a ride the ride manager **MUST** complete this form! Ride managers should familiarize themselves with the form prior to the ride in case so they are aware of what is required if an accident occurs.