British Columbia Competitive Trail Riders Association

Ride Manager's Manual

Organizing a BCCTRA Ride Event

(Competitive Trail Rides, Pleasure rides and Schooling rides)

Feb 2010

ORGANIZING A BCCTRA EVENT

RIDE MANAGERS MANUAL

This manual has been developed to help individuals who are planning to host a BCCTRA ride event such as a pleasure ride, schooling ride or competitive trail ride.

BCCTRA events –

Schooling rides, pleasure rides and competitive trail rides – what is the difference? BCCTRA encourages its members to host a variety of types of ride events throughout the year. Traditionally, these were competitive trail rides however in more recent years – schooling rides and pleasure rides have been added to the calendar. So what is the difference between these events?

Schooling rides.

The focus of a schooling ride is to provide education on how to prepare for successful completion of a competitive trail ride. Participants are educated on how to train and prepare, the rulebook, and may complete a simulated ride with pulse and respiration check. *The emphasis is on preparing for competition.*

Pleasure rides.

The focus of a pleasure ride is to provide members a recreational ride opportunity that combines education and socializing. *The emphasis is on pleasure.*

Competitive trail rides.

The focus of a CTR is to provide members and opportunity to compete with their horse on a set course of trails over a set period of time according to the BCCTRA rulebook. All horses are judged on their fitness and conditioning as per the BCCTRA scorecard and awards are given based on performance. *The emphasis is on competition.*

Table 1: Differences between schooling, pleasure and competitive trail rides.

Category	Schooling rides	Pleasure rides	Competitive trail rides
Education provided	Yes	Yes	No
Mileage accumulated	Yes	Yes	Yes
Points accumulated	No	No	Yes
Judging done	No	No	Yes
Recreation focus	Partially	Yes	No
Competition focus	Partially	No	Yes
Sanctioned by BCCTRA rulebook	No	No	Yes
Must be approved	Yes	Yes	Yes
Must secure permission for land access	Yes	Yes	Yes
Must submit post sanction fees to BCCTRA	No	No	Yes ($5 per rider)

The planning process – from A to Z..

Planning an event like a ride is essentially a process with some steps. This section will cover off the steps that event organizers should follow, regardless of the type of ride they are hosting. Later on, we will cover in more detail some of the specific steps for different types of rides.

Deciding to host an event – what needs to be considered first?

If you are contemplating hosting an event for BCCTRA members – these are things that you might want to consider or ask yourself first.

Do you have access to a suitable ride site and trails?
This is a key requirement for any type of BCCTRA event. If you are interested in hosting a ride, try to scope out a ride site that can accommodate trucks and trailers and that has nearby access to trails.

Are you willing to commit time and energy to the event?
Events require commitment and energy from ride organizers to plan out and implement the event. Typically schooling and pleasure rides are less commitment as they do not have the full competition components involved, but they will still require your time for advance planning.

Do you have access to some potential sources of volunteers?
Helping hands can really help lighten the load and allow the event organizer to delegate tasks to others. Consider having at least one other person that helps you throughout the process and a core group that can help you on the day. Local horse clubs are great sources of volunteers so consider inviting them to assist you or to co sponsor the event.

Planning the event – what steps are involved?

Regardless of the type of event – here are some steps to help guide your event organization. These do not always follow a sequential format – some you will be doing together, but it gives you an idea of what your priorities are for the event. More detail on each of these steps will follow.

1. Secure the event site
2. Indicate your interest to BCCTRA and get your event on the event calendar
3. Map out the trail routes
4. Secure access to trails and property
5. Secure veterinarian(s) for CTR's (and potentially schooling rides and pleasure rides)
6. Determine your ride budget and set your ride price
7. Get the word out and promote your event
8. Secure sponsorships (optional)
9. Take registration
10. Manage your event budget
11. Secure, train and reward your volunteers
12. Secure a farrier (optional)
13. Identify and manage risks to the participants
14. Communicate with your registrants
15. Flag the route
16. Set up the ride site
17. Implement the event
18. Evaluate the event
19. Submit reports to BCCTRA along with post sanction fees (for CTR's only)

The process in more detail…

1. **Secure the event site**
   If you don't have a ride site that can accommodate truck/trailer units and a lot of horses, you cannot host an event. You should have this in mind when you set your date and if it is not your own property, you will want to ensure that you involve the hosts in the decision of the ride date. The date may be influenced by the condition of the ride site at different times of the year – for example, some are dry enough for spring access while others may want to host an event after their hay is harvested from the fields. Talk about what works for the hosts and then set your date. NOTE: You will need to determine how many riders the site will comfortably host. Remember you need a lot of space to accommodate trucks, trailers and the various venues at an event (vetting, education area, time out etc). Set the maximum number of riders based on your ride site capacity.

2. **Indicate your interest to BCCTRA and get your event on the event calendar**
   BCCTRA likes to get the ride calendar formed late in the fall so that it can be promoted at the fall events and be placed in the newsletter and onto the BCCTRA website. The earlier your date is on the calendar, the more likely it is that members will see it and be able to plan it into their own personal calendar. Let the secretary know that you are planning an event, what type and your potential dates and and this will get your event on the calendar. For CTR's you will also need to decide what levels you will offer (i.e. level 1,2,3).

   Submit the BCCTRA ride sanction form to the secretary with a $25.00 fee no later than six (6) weeks prior to the Ride Date. Horse Council of B.C. (HCBC) Insurance Liability Coverage is included with BCCTRA Sanctioning.

   NOTE: Competitive Trail rides are **sanctioned by the BCCTRA rulebook**, meaning they must abide by the rules of competition. Schooling and pleasure rides are not sanctioned events, but **approved events** by BCCTRA.

3. **Map out the trail routes**
   Start to ride the trails in the area regularly. You will need to develop good maps for the participants eventually so consider developing these early. They are also usually required to gain permits to access land (people will want to know where you are planning to ride before they grant you permission). Consider the complexity of the trails and their overall suitability for the type of ride you are hosting.

   How do you map trails?
   - Sometimes you can get access to good quality maps from the Regional district, Backroads BC maps, or Google Earth. If you can identify your route and draw it out on these maps, this is one way to do it.
   - Using a GPS unit is a great way to map out your trails. Set it on "tracks" mode and ride your loop – then save the trail at the end of the ride in a way you can identify it later (ride loop 1 level 1). You will also be able to tell mileage much more accurately than other methods with a GPS.

4. **Secure access to trails and property**

Once you have mapped out the trails that you want to have participants travel on in your ride, you will need to secure permission from all land owners for the event. BCCTRA has a form to complete and submit to the secretary that will ensure you have insurance coverage for the event – this must be submitted two weeks prior to your ride (see property owner's form). **Get on this early!**

How do I know whose land the trails are on?

If you do not know who owns the land you are traveling on, consider making a visit to your regional district office and talk to someone in the recreation or planning

department and with your map, they can assist you to know whose land the trails cross and can often help provide you contact information as well. If you know the land owners, you can contact them directly. For larger forest companies like Timberwest or Island Timberlands, be prepared that there may be an application for a permit – these can sometimes cost a fee so you need to factor that into your overall budget for the ride. No use complaining about this – these people have every right to set a permit fee for access to recreation users as they pay fees for the land as well. You can sometimes get a lower fee if your use is not going to require anything of the landowner – for example, they will not have to open gates or have someone on hand for the event. BC Hydro and Crown lands may have a similar process as well – check in on this early and once you make contact and have details about your ride, it should go smoothly.

For some companies be prepared that there may be an application for a permit – these can sometimes cost a fee so you need to factor that into your overall budget for the ride.

NOTE: Landowners will want to know if you have adequate insurance coverage for the ride – it helps if you have a copy of the BCCTRA insurance policy coverage from the secretary.

SECOND NOTE: BCCTRA set up a ride manager's fund to assist with excessive land access fees. If your event has excessive fees and you are not able to run a ride due to the cost being to prohibitive to riders, make sure to keep the Executive in the loop and you can discuss use of this fund if needed.

FINAL NOTE: Last minute property changes used for the Ride must be sent to the BCCTRA Secretary a minimum of 48 hours before the Ride to ensure insurance coverage.

5. **Secure veterinarian(s) for CTR's (and potentially schooling rides and pleasure rides)**
   For Schooling rides and pleasure rides, having a vet is optional, but a good idea. They can provide valuable training information with schooling ride participants and let them know what they are looking for when they judge at a CTR.

   Veterinarians can sometimes be difficult to secure ***for CTR rides***, but they are a requirement for one to run. Typically you should have one vet for each 20-25 riders in a CTR so depending on how many you can book, it may determine your cut off for the number of riders.

   After you secure a vet, you will need to make sure they have adequate understanding of their role in the event. For a CTR this means that they are the judges for the event and they will need to have you walk them through the Scorecard guide, the scorecard, the P and R card, and the BCCTRA rulebook. These documents will provide all the information they need and they can all be accessed off the BCCTRA website at www.bcctra.ca . It is important that you clarify with them when you need them at the event and discuss their fee. Keep in communication with the vet as you get near the event to provide maps to the ride site, ask if they have any questions and remind them of their role in judging.

6. Decide on Food and Beverage Arrangements

You will need to make some decisions about food and beverages at your ride.

- Will you provide muffins or donuts and coffee in the morning?
- Will you have riders provide their own lunch?
- Will you have a catered dinner?
- Will you ask people to contribute to a potluck?

This information will need to go onto your registration form and into your budget as well. CTR's typically have one night where they do a potluck and many have a catered dinner (optional) on another evening. Pleasure rides are similar and schooling rides typically happen on one day so while dinner is not a concern, you will need to inform people about their lunch options.

Food and beverages also need to be provided for your volunteers and or vets. Get some small coolers and have one at each station with water and snacks and they will be thankful!

You should advise people if there is going to be potable water available at the ride.

NOTE: Supper is an important time for fellowship as it retains riders at the Ride Site for the Awards Ceremonies, and will provide Ride Management with some extra time to complete and tally the Ride results.

7. Determine your ride budget and set your ride price

Once you know trail access fees, vet costs and the total number of riders you can have at your event – you have some of the most essential big ticket items for the event. You should develop a ride budget (consider using the ride budge form shown below and on the website to help you with this!). Think about all the stuff you will require for the event such as port a potties, prizes, ribbons, etc. Make sure all of these are on the budget with good estimates of their cost. Then you can set your entry fee for the ride. BCCTRA wants to have rides that operate successfully and do not go into the "red".

It is HIGHLY recommended that you set your price based on your costs and not simply on what you think people will pay.

British Columbia
Competitive Trail Riders Association

Ride Budget Form

Name of ride: _____
Location: _____
Manager _____ Date _____

Revenue				
Number	Riders	Entry fee	Budgeted	Actual
	# senior riders members			
	# senior riders non members			
	# junior riders members			
	# junior riders non members			
	late entry fees			
	fundraising			
	Horse Council BC grant			
	Revenue total			

Expenditures	Description	Budgeted	Actual
	Sanction Fee deposit	$ 25.00	$ 25.00
	Post - sanction fee ($5 per rider CTR only)		
	Veterinarian fees		
	Ribbons		
	Flag tape		
	Photo copying		
	Prizes		
	Food		
	Telephone		
	Postage		
	Gas		
	Misc expenditures		
	Total expenditures		
	Balance		

Set the Entry Fees for Senior, Junior and Family Rate riding BCCTRA members. You may consider charging non BCCTRA members an additional fee to reflect a benefit to BCCTRA membership (i.e. $5.00 or $10.00 additional).

The amount of the Entry Fee is at the discretion of the Ride Manager. Funding for the Ride is solely the responsibility of Ride Management. However a HCBC does offer grants in different zones. Please refer to it on how to apply or contact your HCBC Zone Rep for more information.

8. Get the word out and promote your event

The greatest promotion for your event will be through BCCTRA on the website, in the newsletters and through word of mouth. But events are also open to non BCCTRA members so you will need to think about how you can get the word out to a broader audience.

Think about trying some of these ideas:

- Develop posters and put them up at tack and feed stores
- Send a letter and poster to local horse groups or offer to go to a meeting and promote the ride
- Put posters up at local equine centers or barns
- If there are trade shows or horse events happening, try to attend and spread the word
- Consider getting a write up about the ride in a local newspaper
- Keep in contact with the BCCTRA public relations person to promote your ride in magazine write ups
- Hand out registration forms to riders at one of the BCCTRA events and encourage them to attend

9. Secure sponsorships

Deciding to get sponsors for your ride is optional, but it can make a big difference to your overall budget, add a lot of value for your riders and allow your business community to get involved in BCCTRA events.

> Sponsors are partners – remember you are not asking people for something, you are inviting them to be a part of a community event.

So how do you get sponsors? Most businesses welcome opportunities to be involved and be good corporate citizens, especially when their business products or values line up with yours. So think about whom that might be for your event. Potential sponsors are tack stores, feed stores, feed companies, supplement companies, veterinarian offices, timber companies, truck and trailer businesses and other obvious horse related businesses. Try also to think outside the box though, there may be companies that serve your area and these can supply you with things other than prizes – grocery stores can donate supplies, banks can donate tents, artists can donate prizes, local businesses can supply volunteers and others can donate services that add a lot of value to your event.

To get sponsors, come up with a list and then develop a sponsor letter to invite their participation in your event. Let them know all the details – who, what, where, when, why – number of people that will be at the event during the day, how you will give them exposure, and most important – what types of things you need for the day. Don't just say prizes – but have a list of resources you are seeking as you never know what they may have to offer.

Example photo given to Buckerfields in a thank you letter – shows their banner, plus the smiles on the faces of winners holding their prize buckets.

Make sure to give your sponsors lots of airtime – official sponsors can be on your registration forms, a high quality banner can be at your event to showcase them, prizes can include business cards or pamphlets for them, and your talks should ALWAYS thank them. And, in your write up and newsletter reports – thank them again. It is always a good idea to send them a thank you letter with the results and a few photos of them being recognized as this will help them confirm with you again in future years.

10. Take registration

You will need to develop a registration form for your event so that you can take all the required information from your participants. The ride secretary will have examples from previous years that you can modify. Make sure you collect information on the horse for BCCTRA mileage and points tabulation, but also on the rider (Horse Council and BCCTRA numbers) so that you can communicate with them and process records after the event. It is a good idea to have a cancellation policy as well to ensure that you are clear with registrants about important dates. Make sure when done, that you send this form to the BCCTRA secretary so that it can be placed onto the website for people to access. Hand out the form at a BCCTRA event as well to get a hard copy into people's hands.

11. Manage your event budget

As money comes in and goes out for expenses, keep track of your receipts and revenue so that you are clear on where you are at. If registrations are too low, you may want to set a cut off when you decide to cancel the ride to avoid going into the "red". Talk about this with the Executive and they can assist and give you advice. If you reach capacity early, you may want to let the BCCTRA secretary know so that she can notify members that the ride has reached its capacity.

12. Secure, train and reward your volunteers

Events cannot run without dedicated volunteers.
First you need to find them. Consider asking local horse clubs, barns or other riding groups to assist as these are horse people that may have a real interest in helping out. Plan out how many volunteers you need and for what roles and then you can match people to the jobs. When you have all the volunteers you need, keep in communication with them. They need to know when to be where – ensure they have maps to the site and the schedule for their jobs. Consider training them in advance, particularly for things like Pulse and respiration which can be tricky things for new volunteers to learn at the event. The more calm and prepared they are, the better things will go. Consider developing short instructions for the volunteers and preparing little volunteer folders for them at the event. That way when you are running around, they can find their answers in their package. Finally, let volunteers know how they can reach you at the event so that communication lines remain open.

TIPS for registration forms

- *Have one two sided form that people send to you – one side with their entry information and one with the required waivers.*
- *Develop a riders' instruction sheet with map and directions, plus reminders about what to bring that they can print off and bring with them the day of the ride.*
- *Ask people if this is their first CTR – that way you can make note to give them an extra welcome at the event.*
- *Consider putting your sponsor logo on the registration form to give them profile.*
- *Consider branding your ride with a unique name – this will get into people's minds – and you can develop a logo that you use for the ride as well to help people identify your ride.*
- *Let people know about camp rules, meal plans, water access, camping environment and ride mileage and terrain so they can prepare in advance.*
- *For CTR's remind people that they need to be familiar with the BCCTRA rulebook in advance!*

Everyone involved with key positions at a CTR (vets, pulse and respiration, scoring, time in and out crews) should be familiar with the Ride details, the BCCTRA Rulebook, the Scorecard, Scorecard Guide and receive a complete list of their duties. If in doubt on any matter, *please* consult with a member of the BCCTRA Club Executive or your Area Director to ensure you are providing accurate training advice.

Volunteers recommended for CTR's

- Ride Secretary
- Trail Manager
- Camp Marshall
- Farrier (optional)
- Caterer (optional)
- Vet Recorders - 1 recorder per Vet
- Veterinarians - 1 Vet per 25 horses maximum
- Head Timer - at Start/Finish Line plus an assistant
- In/Out Timer and assistant for "out Vet Check"
- P&R Crew Manager
- P&R Crews - 2 per crew / 1 crew per 10 horses
- Score team – 2 people
- Drag Rider - 2 preferable, and to carry First Aid Kit

Volunteers recommended for pleasure rides

- Ride Secretary
- Trail Manager
- Camp Marshall
- Farrier (optional)
- Caterer (optional)
- Drag Rider - 2 preferable, and to carry First Aid Kit
- Time in/out crew to record mileage cards

Volunteers for schooling rides

- Ride Secretary
- Trail Manager
- Camp Marshall
- Farrier (optional)
- Caterer (optional)
- Drag Rider - 2 preferable, and to carry First Aid Kit
- Veterinarian for education
- Pulse and respiration crews
- Time in/out crew
- Mentor or experienced riders – one for every 2-3 registrants

13. Obtain the services of a qualified farrier (optional)

If possible, the farrier should be available or on call during CTR's should someone lose a shoe and want need their services. The farrier is not paid by Ride Management, but any competitors requiring farrier service are required to pay the farrier directly. As a backup, it might also be prudent to remind people that hoof boots are now allowed in competition.

14. Identify and manage risks to the participants

Equine events are common sites for injuries to both horses and humans. As an event organizer you need to think about all of the potential risks that could happen at an event and then when identified, decide how you are going to minimize the risks or eliminate them altogether. Think about risks at the ride site and those at the trail. How would you handle each? Here are some ideas you may want to consider.

- Consider getting St. Johns Ambulance or Certified First Aid respondents at your event for personal injuries. The BCCTRA ride manager kit has a first aid bag in it – let your volunteers know where this will be located at all times and who qualified first aid attendants are.

- Note that the vets at the event are there to judge, not give vet attention to riders – you should consider having a vet "on call" for the day to assist riders with other horse related injuries so that these do not take away from the vet that has been designated as the judge for the day.

- Think about having a truck and trailer ready to go and pick up riders on the trail who encounter problems.

- Give riders a phone number to call for emergency use only and encourage them to carry GPS and give you their exact location so that you can locate them easily.

- If an incident happens, have the people involved fill out a safety report so that you can document who was involved, what happened and witnesses, should any issues arise after the event.

15. Communicate with your registrants

Registrants will be anticipating your event as soon as they register. Consider using email or telephone to keep them in the loop about any changes or important notices they need about the ride. Remind them of important things before they leave or resend the map and instructions to them a couple of days prior. They will appreciate being "in the loop", particularly new riders who may be a bit anxious about camping or traveling to the event. Your communication will make them feel welcome while relieving anxiety.

16. **Flag the route and refine your map**

For most events, you will want to flag the route as you get nearer to the event. BCCTRA typically uses ribbons (flagging ribbon – available at most hardware stores) tied onto clothespins to differentiate our ribbons from others that may be found on the route. They are placed on the **right hand side**, high up on branches or other props. **To indicate a turn, you should use three ribbons** (two is acceptable but notify riders) on the right and then **immediately after the turn, put another one up on the right hand side of the trail** to indicate the direction of the turn. You may also want to use laminated signs to indicate different loops or important features as well.

- Measure mileage – try to be as accurate as possible and use a consistent measurement throughout (i.e. on the same horse, or with GPS)
- Ensure you ride the trails on horseback at some point in time to ensure ride timing is appropriate.

NOTE:
FOR CTR's- All rides must show a marker each 5 miles to let riders know where they are on their maps. They must also show a marker at the 2 mile mark in a CTR.

Ride timing guidelines

Ride Classifications *(as per BCCTRA Rulebook)*

LEVEL I - consists of 12 - 20 miles at a maximum average speed of 5.0 mph.
LEVEL II - consists of 20 - 30 miles at a maximum average speed of 6.5 mph.
LEVEL III - consists of 30 - 50 miles at a maximum average speed of 7.0 mph.

The above is a guideline and if terrain and weather make the speeds unrealistic, they should be adjusted accordingly. Please evaluate any critical spots along the trail and adjust the time accordingly. **At unsafe areas Ride Management should allow riders to dismount and lead their horses**. These areas where leading is permitted should be noted at the Ride Briefing and on the Trail Map. *Note Rule 8.6 in the BCCTRA Rulebook.*

Select the locations for all P&R Checks, Lunch Stop. Rest Stop, "out Vet Checks and Start/Finish Line and indicate these on your map.

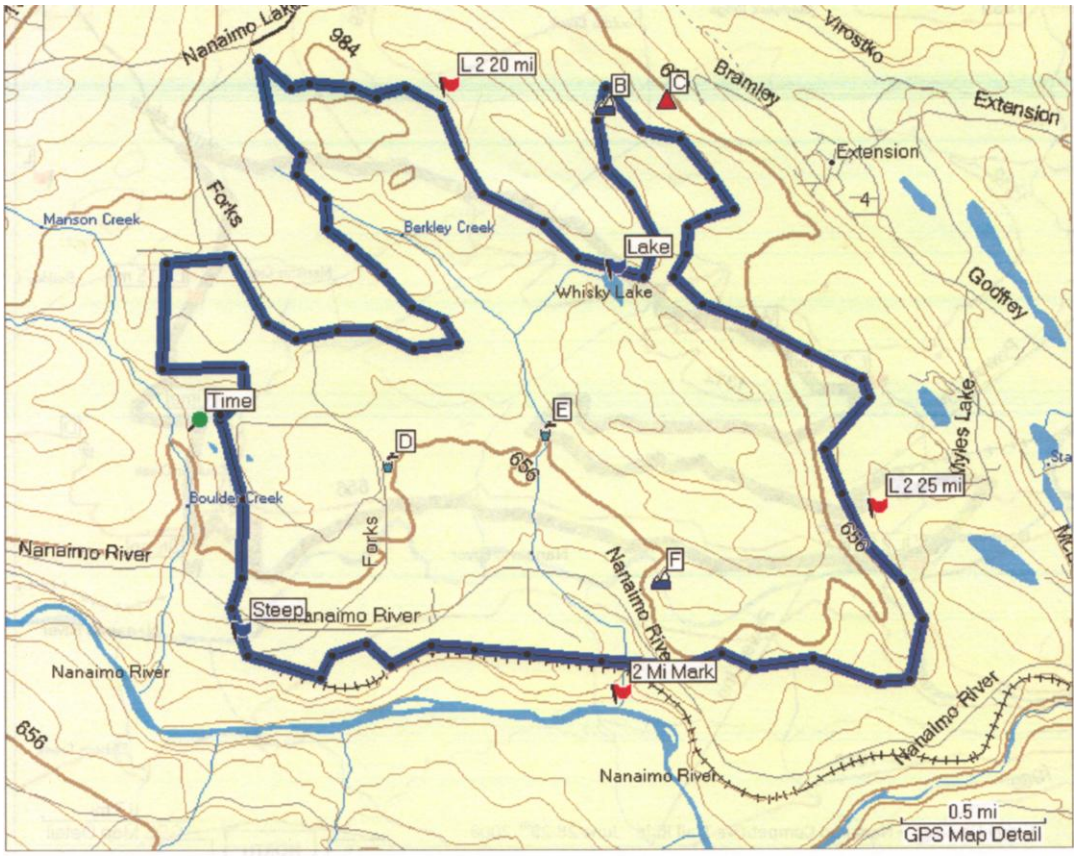
It is not uncommon for ribbons to get taken down by hikers or the elements prior to the ride. Therefore it is a good idea to flag as close to the ride as possible and consider having someone go out first thing on the morning of your event to check on the ribbons, particularly for a CTR.

REFINE YOUR MAPS with the details that riders will need to know about. Now that you know mileage, speeds, locations for CTR's - 5 mile markers and everything else, you will need to refine your maps to make them ready for the ride.

GOOD MAPS ARE CRITICAL TO A GREAT RIDE EXPERIENCE AND TO ENSURE SAFETY OF YOUR RIDERS!

Tips:

- Indicate north so that people know how to orient their map
- Consider one side per loop so that your maps don't get too busy
- Make sure the map it to scale
- Indicate 5 mile marker points and 2 mile marker (for CTR and Schooling rides)
- Include a radio or cell phone FOR EMERGENCY USE only. Tell riders that this is not for navigation assistance as they cannot "call a friend" while in competition.
- Consider including a short narration on the trail that coincides with your ride talk notes



Giddy Up Gogo – Nanaimo Competitive Trail Ride June 28-29th, 2008

Level two ride maps (2 sides – 1 for each loop)

NORTH

RIDE OUT TIME: _____

RANGE:
Come in as early as: _____

Come in as late as: _____

TOTAL RIDE DISTANCE = 30 miles
Total ride time: estimate 5.5 miles per hour over the terrain
Ride time: 5 hours and 30 minutes
Vet time: 45 minutes
TOTAL RIDE TIME: 6 hours and 15 minutes from your start time (plus/minus 10 minute grace)

LOOP 2 = 14 miles

Start at the ride start gate, go out gate and turn left, follow trail until old road and turn left- follow until you see ribbons indicating a turn left into single track trail. Follow along, cross South forks road and continue on "garbage trail". Watch for ribbons to the left and follow along until sharp right and then up into old logged area. Pass 20 mi marker and continue on to Whisky Lake (water available). Continue along trail which turns left and up to the look out, then southeast along newly cut trail (slow going trees down). Follow ribbons down (watch for bears) and eventually reach the old pipeline trail. Cross Nanaimo River Road and watch for the 2 mile marker – follow old railbed home and remember to leave a bit of zest for the .5 mile uphill climb home! Giddy-up!

You will also want to develop a map for the ride talk. Foam boards work well for this, or find a good large piece of cardboard. You want it to be large enough that people can follow your talk and locate the points on your talk, on their own map.

17. Set up the ride site

With flagging done, you will want to get your event site ready. Consider where you want people to park and approximately how many rigs can fit where on your site. Note that some rigs will be large and may need space to turnaround – be prepared to give advice on how people can best navigate the ride site. Decide where you want your other venues to go as well.

At CTR's you will want to designate space for Vets to do their work. They will need an area that is away from major distractions (like horses coming in and out from the trail, trucks, roads etc) and with good footing for trotting out. Make sure they have adequate space to do their work and provide them with a tent to get out of the sun, and chairs to get off of their feet when no horses are around. It can turn into a long hot or wet day in the elements and you want the vets and other volunteers to be happy and enjoy the event. Consider having a clearly defined registration area where new riders can be greeted, receive all their information and directions and ask questions. You will need an area for pulse and respiration to be taken. Have enough room for your volunteers and for horses to not feel crammed or excited by nearby activity.

Consider having a line up area for both P and R and vetting areas to avoid congestion and frustration of riders.

For Pleasure rides you will want to think about creating an environment that is conducive to socializing and education. Think about having tents and areas for different clinics to take place and number them on a map so people know what it happening where. Have a designated ride out area where riders can access the trails and submit cards to record their mileage. Consider having an area that is good for potlucks or evening socials.

For schooling rides, think about having both indoor and outdoor options for education to take place. You will have people writing notes so consider having tables and chairs or asking people to bring lawn chairs. Make sure that you have space for people to see and hear, particularly when going over the rules or when the vet covers what they are looking for in judging.

Set up signs to the ride site.

Take away anxiety for your registrants by giving them a clear map and directions in their ride package but also by placing clear directional signage on the roads and corners to the ride site. Driving truck and pulling a horse trailer can be a stressful experience, particularly for new riders on new terrain, so this will be appreciated.

Get your equipment and supplies ready for the day of the event

EQUIPMENT AVAILABLE THROUGH BCCTRA INCLUDES:

- ✓ Weigh Scale
- ✓ First Aid Kit
- ✓ Solar powered clock
- ✓ Two way radios
- ✓ Clipboards
- ✓ Stethoscopes
- ✓ Heart rate monitors
- ✓ Live stock markers
- ✓ BCCTRA banners

These items are kept in a BCCTRA ride tote – one on the mainland and one on the island. Contact the secretary to determine its location and return it immediately after the ride to the secretary for the next event organizer.

EQUIPMENT TO BE SUPPLIED BY RIDE MANAGEMENT:

- ✓ Copy of BCCTRA rulebook on hand
- ✓ Registration packages for riders (maps, scorecards, P and R cards, etc)
- ✓ Ribbons for award ceremony (for CTR's)
- ✓ White board or flipchart for ride times, notices, thanking sponsors
- ✓ Prizes
- ✓ Forms (safety report forms)
- ✓ calculator
- ✓ garbage bags and garbage barrel (s)
- ✓ felt pens and paper plates for signage
- ✓ toilet paper and portable toilet(s) for camp
- ✓ red ribbon for stallions and horses that kick
- ✓ meal tickets for volunteers supper, if offered
- ✓ pens - red and blue for Vet Recorders and Timers
- ✓ watches with sweep hands and pens for P&R Crews and Timers
- ✓ arrange for an emergency truck and horse trailer to be ready and available for use as a horse ambulance
- ✓ tents for shade are nice if you can locate some
- ✓ tables for scoring, chairs for volunteers

You've made it to the day of the event! Now what?!

The day of…Implement the event

The following sections will outline more detail on the different types of ride events hosted by BCCTRA including schooling rides, pleasure rides and competitive trail rides.

- **Schooling rides**
- **Pleasure rides**
- **Competitive trail rides**

Schooling Rides

The emphasis of a schooling ride is on the education of riders to prepare for successful competition in a competitive schooling ride. Doing a CTR without this preparation can lead to a lot of anxiety and result in a bad experience. Remind yourself of this purpose as you prepare for your schooling ride.

Before the ride

A few key points that were not covered in the other sections – it is a good idea to send your registrants a) the itinerary for the day so they know what to expect, b) a checklist of things to bring so they can prepare, and c) a link to the rulebook so they can read in advance.

The day of…

1.) Help participants with parking – riders may be nervous so have a volunteer help them to park and indicate where they can get their registration materials and where the ride talk will begin.
2.) Register participants – have a ride package ready with all the materials for the day such as P and R card, scorecard, rulebook, and other handouts. Give them a name tag to make the day personal for them.
3.) Go over the itinerary – ensure everyone understands what the day will look like (see example on next page). Let them ask questions for clarity.
4.) Review the BCCTRA rules – have them read these prior perhaps, and then ask for questions.
5.) Give an overview of what a typical CTR looks like (see registration form for a good outline)
6.) Learn from a qualified veterinarian – for first time CTR participants, it is a good idea to have a vet go over what they are looking for when vetting. Participants can follow along on their scorecards.
7.) Learn from experienced CTR riders – it is a good idea to have mentor riders available to give advice, and also to accompany riders on the simulated ride.
8.) Do a simulated ride – try to give riders the experience of the pace and flow of a CTR. Add a P and R check in as well so they know what to expect.
9.) Allow for debriefing – let the riders ask questions and share their experience.
10.) Celebrate success – consider giving riders a certificate of completion and their first BCCTRA miles (members only – so encourage memberships and circulate ride calendars!).

Post ride

Make sure to submit miles for mentors and riders to the Points and Mileage caretaker for people's year end accumulation.

South Island Competitive Trail Ride Schooling Clinic

April 4, 2009

***At Takala Trails Ranch** - 5735 Takala Road Ladysmith, BC*

Itinerary

9:00 am	*Arrive and unload horses, settle in, grab a coffee and meet everyone*
9:30 am	**Introductions and overview of the day**
	Introduction to Competitive Trail Riding *Resources: The rulebook, horse care tips, CTR articles*
	What a ride looks like *Resources: Miles of Smiles Video, Registration package handout*
10:30 am	**Vetting – the process, what counts, and role of the rider**
	Resource: Dr. Claire Thompkins
11:15 am	**TIPs from mentor riders** *Resources: Kerri-Lynne Wilson, Doug Carr, Mary Carr, Del Lenk, Phyllis Payne, Nicole Vaugeois, Laureen Styles, Lesley Coultish*
11:45 am	**Question and Answer session and lunch**
12:30	**Prepare to ride out** *(have your horses tacked up and ready for ride out by 12:45)*

Ride out on first loop (Level one rides 5 miles per hour)
(estimate 1 hour or 5 miles -one experienced rider with three clinic participants)

12:45 pm	Group one departs
12:50 pm	Group two departs
12:55 pm	Group three departs
1:00 pm	Group four departs
1:05 pm	Group five departs

1:45 to 2:10 pm	**Return – Pulse and Respiration Check for your horse, beverage for the rider** *(30 minutes in and then depart on second loop)*
2:15 to 2:40 pm	**Depart on second loop** (*estimate 40 minutes for approx 3 miles)*
3:00 to 3:25	**Return – Pulse and Respiration Check for your horse,** *untack*
4:00 pm	**Ride debriefing**

- Observations on the experience
- Question and answer session
- Upcoming ride schedule
- Benefits of BCCTRA membership
- Awards celebration

4:30	**Day ends – see you at the rides!**

Pleasure Rides

The emphasis of a pleasure ride is on education and socialization. It is a place for people to learn about not just competitive trail, but all kinds of other things that will allow them to become better horse people and to navigate on BC's trails. Your imagination on sessions is the limit! Pleasure rides are also a good way for people to meet others, or for seasoned CTR folks to kick back and feel less pressure from competition while enjoying camping and riding on new trails. Mileage is still recorded for BCCTRA members so there is an added bonus there.

Before the ride

A few key points that were not covered in the other sections – it is a good idea to send your registrants the itinerary for the day so they know what to expect for sessions.
As well, pleasure rides will have education opportunities so you will have to think about what sessions you will have offered and get people in to do them. This may have a fee so you will have to factor that into your budgeting (if applicable).

The day/weekend of…

1.) Help participants with parking –have a volunteer help them to park and indicate where they can get their registration materials and where the ride talk will begin.
2.) Register participants – have a ride package ready with all the materials for the weekend. Consider including an itinerary (with ride out times), maps of the trails, and a site map. For BCCTRA members wanting mileage, include mileage cards that they can use to track mileage.
3.) Post the over the itinerary in a central location so people know what is happening where
4.) Consider having some form of introduction session to go over the schedule and any camp rules or announcements. Make sure to include ride out times.
5.) Have a ride out/in location for people to gather to ride out on different loops at set times. This should have a volunteer at it so people can ask questions and get their mileage cards recorded when they depart and return.
6.) Make sure the sessions are on time and meet any clinicians to get them set up prior to their start.

Post ride

Make sure to submit miles for mentors and riders to the Points and Mileage caretaker for people's year end accumulation.

Considerations: You may want to offer opportunities for a variety of trail riders. Intro rides can be shorter distances at a slower pace, guided by someone who is experienced. More advanced riders can have longer distance routes at a faster pace (guided or unguided).

Competitive Trail rides

Competitive trail rides are unique in that they are a full competition and that means that there are a few things that ride managers need to prepare for that are different than a schooling ride or pleasure ride.

Rulebook – CTR's are sanctioned by the BCCTRA rulebook so all riders need to know the rules and ride managers need to enforce them and use them to determine points and mileage for the event. The latest copy is available off the website at www.bcctra.ca

The rulebook also covers critical components such as timing, pulse and respiration, judging, scoring, awards and appeal procedures so these will not be restated here.

PRE-RIDE

Most of these components have already been covered in this manual but this can serve as a checklist for CTR event managers – note the highlighted areas which have NOT been covered in the earlier section.

- ✓ Select Base Camp, find trail and measure
- ✓ Contact the BCCTRA Secretary for dates and the Ride Sanction Form
- ✓ Pay the $25.00 Sanction Fee deposit
- ✓ Select the Ride Date and an alternate
- ✓ Organize key Ride Officials
- ✓ Set up a tentative budget, including entry fees
- ✓ Arrange for Competitive Trail experienced Veterinarians
- ✓ **Consider options for awards - check prices**
- ✓ Write up publicity, Ride flyers, get ready to mail
- ✓ Send out Entry Forms
- ✓ Place Entry Forms & posters in tack stores, feed stores etc.
- ✓ **Order ribbons**
- ✓ Arrange to borrow or rent equipment needed - outhouses, water tanks etc.
- ✓ Inform the BCCTRA Secretary of property landowners and tenants whose property will be used
- ✓ Organize supplies and trail marking needs
- ✓ Clear trail - measure accurately
- ✓ Secure sponsors for prizes, food etc (optional)

1 TO 2 WEEKS PRE-RIDE

- ✓ Confirm that the Vets and key personnel are still available
- ✓ Check communications and routes to Vet Checks
- ✓ Ensure that adequate transportation is available to Checkpoints, and that all drivers know the routes and driving times to the Checkpoints
- ✓ Determine vehicle logistics and driving times for transporting P&R Crews, Timers and Vets
- ✓ Start to mark the trail

- ✓ Buy supplies - toilet paper, pencils, pens, felt markers etc

1 TO 5 DAYS PRE-RIDE

- ✓ Buy food or confirm catering
- ✓ Check and complete trail marking
- ✓ Transport equipment - water tanks, toilets
- ✓ Set up ride site
- ✓ Remind volunteers
- ✓ Post signs to Base Camp - last minute, put our key signs such as road signs

DAY BEFORE RIDE

- ✓ Check trail markings
- ✓ Complete Rider registration packages
- ✓ **PREPARE YOUR RIDE BRIEFING:**
  - information to be used for riders to inform riders of the trail conditions *(hazards and water availability)*
  - order and time of Start for each Level
  - Ride Time allowed for each Level
  - rules of the trail *(emphasizing that if a rider gets 'off trail', they must return to the point at which they left the trail and then complete the trail as indicated and that they must also watch for and abide by the rules of the Two Mile Marker)*
  - Time and order of the Post-Ride Vet Check
  - Explain meal arrangements, and have the Head Vet give a talk on their expectations and criteria set for the Ride.

  RIDE BRIEFING TO INCLUDE:

  - Base Camp rules
  - review Ride trail map
  - Ride start time
  - Ride time for each Level
  - time intervals between riders
  - trail etiquette
  - Ride Rules - i.e. - Two Mile Marker
  - time of Post-Ride Vet Check
  - review meal arrangements
  - Head Vet to give a talk on expectations and criteria

NIGHT BEFORE THE RIDE

- ✓ Organize vetting-in of all horses
- ✓ Hold Pre-Ride Briefing
- ✓ Distribute food for Vet Checks and other Ride workers
- ✓ Get a good night sleep

DAY OF THE RIDE

- Place Spotters, Gate People, P&R Crews and Vets in their location and provide them with any last minute notes
- Start the ride
- Deal with problems as they arise, preferably in a calm and efficient manner
- Have a Post-Ride Meeting - give out awards
- Thank everyone for coming especially the Ride Volunteers

During the Ride, the Ride manager should be available at the start/Finish area to handle any questions and situations which may arise.

At the Ride Finish, when horses from one Level have gone through the Post-Ride Vet Check, the Ride Manager, the Ride Secretary, the Vets, the P&R Crew Manager or whomever else the Ride Manager deems to be competent, shall complete and tally the BCCTRA Scorecards.

At the Awards Presentation, the Ride Manager shall have the honor of hanging out the award ribbons and prizes and thanking the Vets and Volunteers.

AFTER THE RIDE

The day and week after a CTR

- ✓ Pay the Vets
- ✓ Sending in the cheque for the balance of the post -sanction Fees to the BCCTRA Secretary ($5 per rider that starts)
- ✓ Submit to BCCTRA in the following reports:
    - Ride results forms for each level (to points and mileage recorder)
    - Volunteer Participation Form (to select volunteer of the year award)
    - Ride evaluation forms (to select ride of the year)
    - Any safety report forms that were filled in at the ride
- ✓ Sending out thank you cards to all property owners, sponsors and that the Ride Site is returned to its previous state.
- ✓ Return rented or borrowed equipment
- ✓ Clean up Base Camp
- ✓ Remove markers, signs etc from trail
- ✓ Send Thank you notes to Landowners, Ride Volunteers and prize donors
- ✓ Send into the BCCTRA Secretary - Sanction Fees, Volunteer Participation Form
- ✓ Send to the BCCTRA Awards Director - Ride Report, High Point Tally Sheet
- ✓ Send a Ride Report and short write-up to the PR Director and your local newspaper

SOME USEFUL TRIED & TESTED HINTS

Mileage Markers

- ✓ During the trail locating period, many revisions to the original Ride Plan will be made in order to adjust the mileage for the Levels offered and accommodate the logistics of servicing and manning the P&R and Vet Check stations.
- ✓ Invariably some sections of the trail will be used by riders in all Levels, making the location and placing of mileage markers (in increments of 5 miles) important, but at times complex. Do your best to be clear.
- ✓ As ideally the trails will be "gone over" just prior to the Ride, it is never wise to leave the measuring and signing until this time, however, if signing is done too early, some of the signs may disappear.
- ✓ To address this problem plastic discs can be made in the three Level colors and heavily "stamped" in the required units, 2 miles, 5 miles, 10 miles etc., and can be quite unobtrusively nailed to a tree or fence post at any time during the preliminary trail setting.
- ✓ If trail changes have to be made, especially to Level III, it is quite simple to backtrack to the 25 mile marker and re-measure from there, rather than start all over again.
- ✓ When the time comes to install the final mileage markers (as close to the Ride Day as possible), with the trail already ribboned, it is a simple chore to check the trail and ribboning on a motorcycle and at the same time nail the "plates" up at the location of the preset colored plastic discs.

Starting the Ride

- ✓ This is the time when things can go wrong so easily. Many of the competitors will be tacked up and ready for hours, and some will either attend the Ride Briefing mounted or with a horse in tow. Excitement will be high and with most of the help having gone off to their respective trail postings, trying to keep things safe can sometimes be rendered impossible.
- ✓ Try to locate the actual Start Line about a quarter of a mile from the main assembly area (usually near Base Camp), and use a system of starting everyone on a designated time slot on a posted schedule by the Ride Office. This allows the Head Timer a chance to keep all in order, and leaves the Start Line clear and controllable.
- ✓ If riders just have to leave "together" due to anticipated equine discipline problems, recognize this as a fact of life and be prepared to accommodate it.
- ✓ Regardless of the weather or the terrain. Most entrants will "come in" thoroughly thrashed (the happiness comes later).
- ✓ This is NOT a good time to become involved in arguments or judgement calls, try to leave suchlike matter until after supper!

18. Evaluate the event

It is important to finally evaluate how your event went. Be honest here, seek input from others and know that evaluation is all about improvement and not about criticism. It is healthy and it makes things go from good to great. **Seek it, listen to it and use it!**

How will you know if you were successful?

- Ride evaluations – make sure these are in your registration packages for participants and find ways to encourage them to submit them by the end of the day.
- Talk to volunteers – ask your volunteers how things went and ideas that they have to improve either their post or the ride in general. They are the ones with the best advice!
- Make notes on change for next year – write down your ideas as soon as you can and make this the first thing you look at next year as it will refresh your memory and help you improve your event.

IMPORTANT NOTE: In CTR's it is not uncommon for riders to approach you throughout the day letting you know what "issues" they encountered. While valuable, remember that these are individual opinions about their experience and they are usually tainted by "competition blood" flowing through people's veins. Listen to what they have to say, assure them they are heard and encourage them to submit an evaluation form along with all the other riders.

It is very important that you DON'T let one or two upset or opinionated riders influence your perception of your ride. Ride managers need to have big shoulders and look for multiple forms of input.

19. Submit reports to BCCTRA along with post sanction fees (for CTR's only)

After you are all done, send the Secretary a short report on how your ride went, how many riders started and completed, highlights of the day, any issues that were encountered and for CTR's only, post sanction fees ($5 per rider that started the ride).

Thanks for all your work hosting a ride!

Important notes:

All forms are available off the BCCTRA website for easy access for ride managers.

These include:

Ride managers manual
Ride Sanction Form
Sample entry form
Waiver form and code of conduct
Scorecard guide
Score card
P and R card
Ride registration package
Property owner form
Horse care tips
Pulse and respiration notes
Risk management
Safety report form
Ride result form
Ride evaluation form
Volunteer list
Ride budget form
Ribbon order form

Appendix A: Job descriptions for CTR

(Potentially modified for Schooling rides and Pleasure rides)

This section includes position descriptions for various volunteers that you may choose to have for your event. This gives an idea of the roles they can play, however you can modify them to fit your circumstances.

CTR RIDE SECRETARY (if applicable)
DUTIES & RESPONSIBILITIES

1. Assist the Ride Manager

- act as Secretary in the preparation and distribution of Entry Forms
- advertise, correspondence, and any other clerical duties
- Order ribbons for the ride
- Forward completed BCCTRA Sanction Form along with $25.00 to the BCCTRA Secretary.

Download all ride forms and follow instructions for use on the BCCTRA website at www.bcctra.ca

2. After the Ride please send the balance of the post-sanction fees and all the required forms back to the BCCTRA Secretary within 14 days.

Sanction Fees:

- Before the Ride send into BCCTRA $25.00 non refundable deposit
- After the CTR – send $5.00 per rider that starts your ride to the secretary.

3. Prepare Entry Forms with a detailed map of the roads into the Ride Site.

Have enough Entry Forms and maps available for interested riders that may live in the local area, and for any riders who may not be BCCTRA members. Example entry forms can be obtained from the Secretary.

4. Prepare a map of the trail for each Ride Level.

You will need a map for every competitor, drag riders and the drivers of the P&R Crew and Vet trucks.

5. Prepare Rider Envelopes for each entrant.

This envelope (can be a manila or zip-loc plastic bag) will include:

- Ride registration information (download)
- BCCTRA Scorecard and P&R card (color coded for Level)
    - (Level I - yellow, Level II - blue, Level III red or pink)
- Ride Map and information
- Ride Evaluation Form
- parking and camping arrangements and details, bathroom facilities

- water locations for horses and people
- meal arrangements (meal tickets if required)
- Time schedule with Check-In times, Trail/Ride Briefing Meeting, Ride Time, Meal Time.
- Information sheets about "what the Vet will be looking for, Equus Colic Watch.
- (Optional) - any local info that you can use: i.e. coupons, info on restaurants and motels in area.

6. Order ribbons for the ride and ensure they arrive in time. Ribbons can be ordered by any supplier the ride manager chooses. Note that the ribbon costs are to be covered by the ride budget (not paid by BCCTRA).

7. Prepare Rider Check List for Volunteers:
- Complete Check List of riders by their numbers. These lists are essential and required for all the Drag Riders, Timers and Gate People.
- Check List of riders by Level, number, and name required for P&R Crews working in that Level.

8. Assist with scoring of the Scorecards after the Ride - if required.
It is suggested that a fresh person be assigned to help with this important task at the end of the day.

9. Prepare Awards List for Ride Manager

10. Pay Vets at the end of the day.

11. Prepare Volunteer Participation List, Ride Report Form and Ride result forms for the BCCTRA Points and Mileage caretaker and the BCCTRA Secretary.
- Send short report on the ride (number of starts, completes, highlights, incidents reported) and photos *(if possible)* to the BCCTRA PR Director, BCCTRA Newsletter Editor and your local newspaper.
- Submit Ride photos complete with the date, rider's name and horse's name on the back to the BCCTRA Historian.

13. Assist the Ride Manager with reconciliation of the Ride finances.

CTR TRAIL MANAGER
DUTIES & RESPONSIBILITIES

SELECT TRAIL AND MEASURE MILEAGE ACCURATELY!!

BCCTRA cannot stress how important accurate trail marking and measuring is.
This can make or break your Ride!

1.) Determine appropriate trail routes for each level.

a. Ensure that property owners approve of the ride and are listed on the property owners form. This needs to be provided to the Secretary at least 2 weeks prior to the ride to ensure coverage.

2.) Mark the Trail with ribbon

- Use extra ribbon on the corners and intersections or any place that may seem confusing.
  - Use paper plates with directional arrows - these can be color coded to correspond with Levels.

2. Mileage Marker
   - Must be placed every 5 miles (8 km). Section 8.3 of the rule book

3. Set up the 2 Mile Marker for each Level.
   - It is vital that this is accurate.

4. Ride each Level of the Trail on a horse.
   - Set an accurate Ride Time for each Level. *(see chart below)*
   - Allow for more or less time, depending on whether it is likely to be hot, cool or wet weather conditions on the day of the Ride.
   - Check the Trail for pad recommendations.

RIDE TIMING GUIDELINES
Ride Classifications *(as per BCCTRA Rulebook)*

LEVEL I - consists of 12 - 20 miles at a maximum average speed of 5.0 mph.
LEVEL II - consists of 20 - 30 miles at a maximum average speed of 6.5 mph.
LEVEL III - consists of 30 - 50 miles at a maximum average speed of 7.0 mph.

The above is a guideline and if terrain and weather make the speeds unrealistic, they should be adjusted accordingly. The Trail Manager should ride the Ride and accurately time how long it takes to maneuver any difficult areas of the trail. The following is a list of hazards to consider. If there are numerous slow spots for the riders to negotiate, it is unrealistic to expect them to gallop at a race track sped on all the flat sports, if there are any, just to make up time.

The Trail Manager must ride the Ride on horseback. Dirt bikes and ATV's are great to achieve the mileage but they will not reflect how long it will take for a horse to navigate the trail.

- River crossings - slow to 2 mph
- Blast rock - slow to 3 mph
- Rocky surfaces *(too rough to trot)* slow to 4.5 mph
- Grades greater than 15% - slow to 2 mph
- Roads with traffic (unsafe to canter) - slow to 4.5 mph
- Road crossings - slow to 4 mph
- Dense bush *(unable to see the ground)* - slow to 4 mph
- Deep sand, bog, mud - slow to 2 mph
- Travelling through residential yards - slow to 4 mph
- Crossing bridges - slow to 4 mph

- Slippery surfaces *(asphalt, flat rock, etc)* - slow to 2-4 mph
- Railway track crossings - dismount

Please evaluate any critical spots along the trail and adjust the time accordingly. At unsafe areas Ride Management should allow riders to dismount and lead their horses. These areas where leading is permitted should be noted at the Ride Briefing and on the Trail Map. *Note Rule 8.6 in the BCCTRA Rulebook.*

20. Select the Site for all P&R Checks, Lunch Stop. Rest Stop, "out Vet Checks and Start/Finish Line.

21. Ensure Drag Riders know the Trail.

- Drag Riders must not interfere with the competitors.
- Drag Riders must carry a First-Aid Kit.

22. Work out details of moving Vet Crews and Vets to and from Vet Checks and back to Base Camp.

23. Ride the Trail the day before the Ride.
    - Ensure that all the marking ribbons, directional markers and mileage markers are still intact and in place.

24. Provide the Ride Secretary with a list of all trail personnel.

25. At the Ride Briefing

- Inform all riders of the trail conditions, obstacles and watering places.
- Be sure that all watering places have been mentioned and marked on the rider's trail maps.

26. Be sure all P&R Crew drivers know the roads.

- To Vet Checks and the time needed to reach these areas.
- Do a trial run to confirm the travel time involved.
- Coordinate with the P&R Crew Manager.

27. Coordinate the movement of all vehicles, Vets, Timers, P&R Crews and Gate Keepers, so that everyone is at the right place at the right time!
    - Do a trial run if possible.

28. Remove all trail ribbons and markers signs after the Ride.

29. Trail Selection Suggestions

- Avoid road riding
- Match the trail to the Ride Level
- Avoid crossing busy roads
- Avoid dangerous trails or provide supervision.

30. Trail Marking Suggestions

- Do not skimp on arrows
- Mark all sections of the trail consistently
- Do not use spray paint or anything that is permanent (consider biodegradable paint)
- Mark trail as close to the Ride Date as possible
- Maximum of 5 miles between mileage markers (in BCCTRA rulebook)
- Use painted arrows on plastic pie plates at intersections
- Use lime in areas that other marking is not possible
- To avoid confusion - do not have too many people marking the trail
- Use 3 hanging ribbons to indicate a sharp turn in the trail
- 2 Mile Marker signs for each Level - these should be accurate and clearly in place. Not hidden.
- If possible, provide a spotter to check that the 2 Mile Rule is obeyed.
- The distance and time measurements should be as accurate as possible.

31. Setting the Trail Ride Time

- The official Ride Time for each level of the Ride must be set by horse.
- Mileage for each Ride Level should be measured by the use of a trail bike if possible.
- See Section 4 for Ride Timing Guidelines.
- Once you have established the Optimum Ride Time for each Level, then the Ride Time is set.
- See the BCCTRA Rulebook Section 10 Rule 10.2.
- Once the riders leave the Start Line the time cannot be changed in fairness to all the riders and the Ride Personnel.
- Ultimately the Ride Time is in the hands of the rider. If the Ride Time on your trail for that Level is considered too fast or too slow for a particular rider on a particular horse on a particular day, it is at the discretion of the rider to speed up or slow down.
- Riders at every Level have discretionary Ride Time of 40 minutes on either side of the Optimum Ride Time.
- The rider may finish 10 minutes prior to Optimum Ride Time without penalty.
- The rider may finish 10 minutes post Optimum Ride Time without penalty.
- The rider may finish 30 minutes before or after the 10 minute grace period and receive time penalties.

For Example: Horse #1 was in Level I, starting out at 8:00 with a total Ride Time of 4 hours. Optimum Ride Time to be in at 12:00. If Horse #1 was to have come in at 11:50 or anywhere up to 12:10, he would not have received any time penalties. However he came in at 12:27, thus resulting in a 12 point time penalty deduction. *(1 point per minute late past maximum Optimum Ride Time).*
Horse #2 was in Level 3 starting out at 7:30 and was to be in at 2:30. Total Ride Time to be7 hours. He came in at 12:55, being 1 hour and 35 minutes early. The horse was disqualified due to being too early on the side of minimum Ride Time. The earliest this horse could have come in was at 2:20.
Horse #3 was in Level 2 starting out at 8:06 with a total riding time of 5 hours and 15 minutes. Optimum Time in was to be at 1:21. The earliest this horse could have come in with no time penalties was 1:11, and the latest this horse could have come in with no time penalties was 1:31. The horse actually came in at 1:29, thus he received no time penalties due to the fact that he was still within his 10 minute window of grace time after Optimum Ride Time.

P & R CREW MANAGER
DUTIES & RESPONSIBILITIES

1. Recruit and train all personnel required to crew the Ride.
   Recommend: 2 per P&R Crew - 1 P&R Crew per 5 horses.

2. Ensure all crew know their job and assigned tasks.
   Review P&R recount procedure.

3. Set up procedure to be used at Checkpoints

4. Two weeks prior to Ride Date.

- Follow up contact with all Vets and all crew to remind them of the upcoming Ride.
- Ensure Vets have a copy of and are familiar with the BCCTRA Rulebook, Scorecard and the Scorecard Guide.

5. Inform all crews where and when to report.
   - Confirm that they will help on the Ride day.
   - Remind them to each bring a pen, watch with a second hand and stethoscope if required.

6. Do a trial run to each Checkpoint before the Ride Day.

- So that an accurate record is made of the distance and time required to get the crews to the Checkpoints on time.
- Coordinate with the Trail Manager.
- Confirm logistics at the time of the Pre-Ride meeting.

7. On the Ride day, make sure that your crews have the following:

- Clock – solar digital clock should be set up where volunteers and riders can see and it should be timed with the one at the ride out area as riders have 10 minutes to P and R or they get deductions.
- **Pulse and Respiration notes – these cover the "how to" for P and R crews completely**
- Clipboards and pens.
- Pulse and Respiration Record Sheet for each Ride Level that they are working in.
- A rider Check List.
- Heart rate monitors and receivers
- Conversion chart for heart rate monitors
- Backup – a watch with a second hand
- Stethoscope

8. Make sure all crews get their lunches.

9. Provide the Ride Secretary with a list of all volunteers.

10. Advise the Veterinarians of any unusual happenings on the Ride which crews have reported.

11. Turn in all Pulse & Respiration Record Sheets to the Ride Manager immediately after the Ride completion for use in compiling the Ride results. THIS IS EXTREMELY IMPORTANT!

CAMP MARSHALL
(This position if most often filled by the Ride Manager)
DUTIES & RESPONSIBILITIES

1. Decide on the most efficient and safest use of the Base Camp area.

- Set up the area for Vet Checks - Pre-Ride and Post-Ride Vet Checks.
- Keep the area clear of vehicles.
- Set up an area for vehicle/trailer parking and camping.
- Set up areas for the Ride Office and the Awards Presentation.
- Set up garbage barrels and washroom facilities.
- If no running water is available, arrange for a water truck.
- Decide on the disposal of manure and discarded hay.
- Have shovels & wheelbarrows available if needed.
- Periodically check the toilets for toilet paper.

2. Supervise stabling

Ensure that the penning and stabling method used to confine each and every horse is sufficient to maintain adequate confinement of all the animals, regardless of the circumstances, or enforce restrictive tying of the horses.
ENSURE THAT THE CAMP IF LEFT CLEAN & TIDY

DRAG (SAFETY) RIDERS
DUTIES & RESPONSIBILITIES

- Recommend there be 2 Drag Riders. At least one to carry a First-Aid Kit. BCCTRA does have a travel size one available.
- Recommended especially for areas with poor vehicular access.
- To follow behind the last rider at a safe and reasonable distance.
- Should carry radio communication to be used with Base Camp and or the P&R Crew Manager.
- They must not interfere with the riders in any way.

VET RECORDERS

- Need 1 per Veterinarian
- Will be needed at the Pre-Ride Vet Check, during the Ride, at the Out-Ride Vet Check and at the Post-Ride Vet Check.
- The Vet Recorder is responsible for the handling and recording of the Scorecards from the Pre-Ride vet Check, at the Out-Ride Vet Checks and the Post-Ride Vet Check.
- The Scorecards are to be submitted to Ride Management directly after the Post-Ride Vet Check. IMPORTANT!!

TIMERS (2 recommended minimum)

- Stay in Base Camp to time the riders out at the Start and in at the Finish for every Level.
- One or two should be designated to take pulse and respiration cards from the riders and one can be the head timer who indicates the time on the master clock.
- Ensures the clock is in sync with the clock at the P and R area (solar digital clocks)
- Should have a list of the riders and ride out times from the ride manager
- Notifies the ride manager of people who are noticeably late returning from a loop

SCORERS

- Suggested 2 people who are very familiar with the scoring manual and p and r cards
- They should have a copy of the rulebook, the scoring guide, and note paper
- Provide them with ride result forms, a list of all riders who start the event and any information about riders who "pull" from the ride so they are not waiting for their cards
- Provide with calculators, and a shady, private spot to do the calculations
- Consider having near the vets should there be questions