

COMPETITIVE TRAIL RIDING (CTR)

RIDE MANAGEMENT MANUAL

TRAC



Trail Riding Alberta Conference

TRAIL RIDING ALBERTA CONFERENCE

RIDE MANAGEMENT MANUAL

This manual has been compiled in an effort to help you in hosting a Competitive Trail Ride.

A TRAC sanctioned ride means the ride will be conducted using TRAC rules and regulations. We, as TRAC members, have voted in the existing rules as indicative of the way we want our rides to be managed and judged. It is the ride management's duty and obligation to see that these rules are followed. It is also the responsibility of the ride chairman to ensure the Judges judge the ride as per current TRAC rules.

Common complaints of competitors over the past few years:

Ride not timed right. Too fast or too slow	See section "C" "Weekend prior to ride"
Mileage not correct	See "Trail Marshall Section"
Trail not ribboned well. Riders getting lost	See "Trail Marshall section"
Unsafe conditions on trail	See "Trail Marshall section"
Ride briefing held too late	See "E" order of events
Judges not following rule book E.g. "Surprise P & R at end of ride" Or not verbalizing problems during ride to riders about their Horse. " rider finds he is scored a lameness when he gets his scorecard <u>after ride</u> "	See "P & R Manager" and "E" order of events See TRAC "Rule Book"
Master score sheet not e-mailed to TRAC Secretary post ride	See "Ride Secretary"
Not following the Proper TRAC drug testing procedures if the Drug kit is sent to your ride.	See "Appendix C in TRAC Rule Book"
Not making all Open riders weigh in before ride.	See "TRAC Rule Book"

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VOLUNTEER DESCRIPTIONS

1. RIDE CHAIRMAN (Manager)
2. CO-CHAIRMAN
3. RIDE SECRETARY
4. VETERNARIAN SECRETARIES (Novice, Intermediate, Open)
5. TROPHIES CO-ORDINATOR
6. CAMP MANAGER
7. CATERER OR FOOD CO-ORDINATOR
8. DRAG RIDERS
9. TRAIL MARSHALL
10. PULSE AND RESPIRATION MANAGER
11. TIMERS
12. HORSEMANSHIP JUDGE (if used)

I. INITIAL PREPARATIONS

1. Select Ride Management.

Ride Chairman, Secretary, P&R Crew Chief, Vet secretaries and Trail Marshall are the most crucial positions. Make “meal” decisions. Caterer vs. Food Co-coordinator and or Volunteer Kitchen vs. Bring your own meat B-B-Q vs. “Pot Luck” supper. Photocopy and distribute volunteer description sheets to various volunteer personnel.

2. Book Ride Site.

When selecting a ride site, ensure you have sufficient trail of appropriate length and terrain. Ensure you have sufficient space for camping and vet checks. Ensure sufficient vehicle access for P & R crews.

3. Book Vet Judges and Treatment Vet.

The earlier you contact the Vets the better. Your chances of getting them to agree to judge your Ride are better if you speak to them before their summer schedule is arranged. January is not too early. (Once confirmed--determine if they will need sleeping accommodation.)

4. Secure Permission from Landowners and Leaseholders. They may want to see the TRAC Insurance Policy which will be sent in your pre-ride kit.

5. Apply for Sanctioning from TRAC.

The TRAC Board or Sanction Committee Chairman will have the appropriate forms. You MUST have the Date, Location, and Vet Judges, Ride Manager (Chairman) identified. You

should also know the method you will use to measure your mileage, GPS, Wheel meter, bike and which Divisions will be offered and distance of each.

6. Draw Up an Estimated Budget. Income Vs Expenses.
Calculate your budget on estimated Low Entries, Medium Entries and High Entries.
Consider a flat rate for families competing. E.G. \$100.00 for 3 or more members from the same family. To encourage more juniors to compete, perhaps a one time free entry can be offered.
7. Make Up New Entry Forms For Printing.
Include pertinent details of ride. E.G. List of meals provided, Map to ride site etc
8. Make up posters for distribution to Tack Shops, Feed Stores etc. if you desire.
9. Prepare Advertising Layout for printing in Horse Publications.
10. Check supplies list for Ride Secretary.
11. Obtain TRAC Pre-Ride Package for Secretary. This will be sent by the Sanction Committee upon approval of your application.
12. Obtain TRAC membership mailing list to send Entry Forms to and send to Local Horse Clubs and interested out-of-Province Clubs should be included.
13. Contact the TRAC Secretary so that your Entry form and info can be emailed to TRAC members and posted on the TRAC website. www.trailriding.ca
14. Arrange items you may need for required Ride Site e.g. Portable Toilets, Water Truck, Generator, Barbecues, Ride Headquarters Trailer and Tarp or Tents. Don't forget a set of scales for the Ride Office. A scale/Timer Clocks will be in the TRAC Ride Box but check.
15. Line up items required for Ride day. E.G.:
 - Stethoscopes – included in Ride Box.
 - 4X4's or suitable vehicles for transporting Vets and P & R crews.
 - Ambulance horse trailer available to retrieve horses in distress and return them to camp.
 - Farrier if you want. (Riders should be repaired to pay for services)
 - First Aid People. Be aware of personnel who have First Aid or medical training. For a large ride, consider having St. John's Ambulance on site. (Usually, just a minimum cost for this service.)

16. Write/email confirmation letter to Vets and Judges approximately one month prior to ride. Include:
 - TRAC Rulebook and Judges Manual or refer them to TRAC website to review.
 - Entry form with map to Ride site
 - Confirm fee to be paid to them
 - Confirm Friday arrival time for p.m. *Inform them there will be a one-hour briefing with Ride Chairman and the other judges at that time.* Pre-ride Vet checks to follow at 4pm.
17. Ride trail with Trail Marshall. Check for hazards, areas to be cleared, acceptability of P&R sites etc.
18. Make ride map for competitors. Show Open, Intermediate and Novice trails. Mark gates, landmarks, hazards, roads and water crossings, etc.

II. TWO WEEKS PRIOR TO THE RIDE

1. Phone and check arrival time of Vets, Judges, Volunteers, Caterers, etc.
2. If possible, have a P & R Clinic for untrained volunteers.
3. Review TRAC Rule Book and Judges Manual.
4. Ribbon Trail. See “Trail Marshall” section.

NOTE: Do not ribbon trail too early. Storms, cattle, wildlife, hikers and “pranksters” are all causes for ribbon to disappear.

III. WEEKEND PRIOR TO RIDE

1. Time Ride.

If possible use Open, Intermediate and Novice horses to time their respective trail. If the Open ride is not timed using the same horse for the whole 40 miles (approximately), then add time to make allowances for a more tired horse on the afternoon loop. If the same trail is used for the a.m. and the p.m. loop, then an additional 15 minutes would probably be sufficient for the afternoon ride.

Length of the trail should be measured as closely as possible. Use a Quad, Mountain bike, and/or GPS. More accuracy can be achieved by using more than one of the above methods

AND repeating the measurements more than once.

Have riders time and record each “leg” of the trail for you. E.G. Start to first P & R. Record number of minutes. P & R to lunch stop Record number of minutes. Once you have all these “legs” recorded, you will be in a position to know if you will have to split and move P & R crews to ensure you are ahead of the first rider at the next stop.

REMEMBER...some competitors may ride faster than the horse and rider you used to time the ride. When calculating your final “Ride Time” allow 15 minutes for each P & R stop to account for delays. E.G. “Biffy break”, waiting for a partner, P&R not taken at exactly 10 mins. Etc.

A final note: Keep your MPH within the current limits of TRAC Rules for Novice Intermediate and Open Rides.

2. Plan and prepare campsite:

- Fire-pit with wood
- Vet inspection areas for all Divisions
- Management area
- Volunteer camping area.

(Try to keep it separate from competitor area so it will be quieter for volunteers.)

IMPORTANT: Ride Management should inform the head Vet they may be required to take samples for drug testing. They and you should review the procedure/policy in the TRAC rule book, appendix “C”. If the Drug Kit is sent to your ride from the Horse Industry Branch immediately inform your Head Vet. Contact TRAC Board, Sanction to be clear of procedure.

Final ride management meeting.

IV. STATIONARY AND EQUIPMENT NEEDS

Some of the following items are provided in the TRAC Ride Box but you should always have extra on hand as items do go missing. Please be courteous and help out the next scheduled ride and Ride Manager by being sure all items are replaced that you have used from the box.

• Clipboards - at least 6	• three ring binders
• pen, pencils, erasers – <i>some in ride Box</i>	• calculators

• pencil sharpener	• TRAC Rule book and Judges Manual
• Red Pen for ea. Vet Sec to record the Final Check on rider scoresheets with.	• Be sure all P&R crew have second hand watch or stop watch to time 15sec. counts.
• felt markers	• Grease Markers for Horse Numbers
• scotch tape	• Stethoscopes - <i>In Ride Box</i>
• liquid paper	• Tarps, extra rope
• rulers	• Roll of meal tickets(if applicable)
• masking tape	• 2 First Aid kits – <i>1 in Ride Box</i>
• roll of string	• Trail ribbon--3 colors
• 100 large brown envelopes (Recycled ones are good)	• Portable Radios - if needed
• stapler and box of staples	• Portable toilets
• Toilet Paper --- LOTS	• Rakes, shovels, brooms, forks
• Hammer and nails	• Folding tables or picnic tables - Ride Office
• Set of scales – <i>1 In Ride Box</i>	• Campers or tents for Vets, if needed
• Computer for Master scoresheet input.	

V. ORDER OF EVENTS

Thursday and Friday A.M.

- Set up ride office, Barbeque site, kitchen, etc.
- Directional signs on road to Ride Site.
- Set up fire pit
- Set up portable toilets
- Rope off Vet Check area

Friday Afternoon

- Open ride office. Check in riders and weigh in.
Note: ALL Open riders must weigh in.
- Judges arrive. Hold meeting with all Vets together, if possible. Go over trail.

Discuss terrain, ride time, number of P&R stops, where they are located and parameters for P&R “holdovers”. Select viewing spots for visual judging of hill climbs etc. if doing “old style” Horsemanship Judging. Discuss judging procedures and review crucial checks. E.G. Pre and Post ride inspections and Sat.

p.m. one hour, final, check for all. Discuss, explain the importance of time of out, P&R, checks so not to create lines or delays etc. Disputes and how they should be handled. Ride Management, not the Judges, must do any disqualification. If it is not possible to hold this meeting before the Pre Ride checks begin, then it must be done after the 9 p.m. Rider briefing. Be sure all veteran Vets and Judges are familiar with new TRAC Rule change.

- Pre Ride checks begin, at approximately 4 p.m.
- Volunteers arrive. Go over instructions. Give out meal tickets, if applicable.

Friday. No later than 9 P.M.

- Ride briefing begins. If vets have not finished the pre ride checks, they can finish them Sat. a.m. before ride starts. Riders need their sleep - *11 P.M. briefings are not acceptable.*
Final personnel briefing---4x4 drivers, gate people, P&R crews etc.

Saturday a.m.

- Vets complete pre-ride checks
- Crews out on trial in advance of ride start, P&R people, gate people, Vets etc.
(If lunch is out on trial, send out with the crews)

Saturday 8 a.m. (the out time will depend on trial, hours of light for time of year)

- Ride starts, Open first, Intermediate second, Novice third.
Note: Intermediate division can start at noon ahead of Open afternoon ride. On a two day ride it works well to send Open and Intermediate out Saturday, and Novice out Sunday behind Open riders. Novice riders can then have pre-ride checks done Saturday which may result in more entries as competitors do not need to arrive at ride site until Saturday.
- Drag riders out behind last competitor.

Lunch

- Time riders in and out

Saturday P.M.

- Competitors return to camp. Time in.
- If Intermediate is sent out in A.M. they may arrive earlier so be sure you have timers in camp and a P&R crew if doing a pulse then.

- Final Vet checks are one hour after returning (riders finish time).
- Complete scoring from Rider Score sheets to Master sheet as far as possible.
- Dinner and bonfire.

Sunday. a.m.

- Awards ceremony.
- Issue rider score sheets to competitors.
- Return TRAC bibs if used. Also be sure all items are returned to TRAC Ride Box. If you notice the Box inventory is low on forms please inform the TRAC Board or Sanction Committee. Send Box on to next Ride. If possible send with someone trustworthy from the administration of the next ride or someone from the area of the next ride if they are at your ride or arrange with TRAC Board to have it taken.

CLEAN UP CAMPSITE

VI. AFTER RIDE

- Send article or write up of ride to TRAC Secretary. (Results forms in ride box). List winners and SPONSORS. Send photos if available.
- Remove ribbon from trail, road signs, flags etc.
- Draft a final budget. Income vs. Expenses. Show loss or profit.
- Pay judges/Vets, gas money to 4x4 drivers, Sanction Fee to TRAC, etc.
- Send Master Score sheet to TRAC secretary. **NOTE:** There is a computer disk/memory stick in the Ride box that has the Master Score Sheet in Excel format with scoring formulas; this can be emailed to TRAC Secretary. Reduce master score sheet and mail to all competitors.

Thank you notes to landowners, Judges, Sponsors, etc.

VII. VOLUNTEER DESCRIPTIONS

	Volunteer	Responsibilities
1	RIDE CHAIRMAN/ MANAGER	Be prepared to handle all the items listed under “Initial Preparations”. “Weekends prior to the ride” and “After the ride”.
		Must be thoroughly familiar with the current TRAC Rule Book and Judges Manual and be prepared to answer any inquiries of rules. Be prepared if you receive the Drug Kit to have Vet. Follow testing procedure.
		Obtain a ride site with acceptable trail. Two 20-25 mile loops are preferred, but one 20-25 mile loop (ridden twice by open riders) is acceptable. Direction can be reversed for the afternoon loop. For a two day Class A ride 60 miles of trail is required. This could be two 20 mile loops. Open division rides both loops on day 1 and one loop on day 2. Trail must have proper terrain with elevation and vehicle access for P&R crews and Judges.
		Arrange meetings of all persons involved in Ride Management in advance of the ride and oversee all preparations.
		Train Co-Chairman to take over as Ride Chairman the following year if applicable.
		Review & Understand the TRAC Grievance procedures. Primary responsibility of the Ride Manager is to attempt to resolve any grievance AT THE RIDE before an official grievance is filed. Enlist the help of any Directors that are at the ride.
		Make sure arrangements are made to care for Vets and Judges for the whole weekend. (Sleeping and meals). On rides where a caterer or Volunteer Kitchen does not provide meals, have an “Adopt-a-Vet- program” (people volunteer to feed a vet for the weekend. This works well for couples attending when only one person is competing or volunteering. Ride management reimburses for food costs).
		Oversee all facets of the ride during the weekend and be able to deal with all controversy in a mature and responsible manner.
		Keeps a file of all pertinent information concerning the ride for the following year. Include Budgets, trophy donors, volunteers,

		trails and ride times.
		Include a critique of how the ride went. Make a note of problems and recommendations for next year.
2	CO-CHAIRMAN	Will assist the Ride Chairman from beginning to end.
		Will become Ride Chairman the following year.
		Should be familiar with the Ride chairman's duties. May have to fill in for illness etc.
3	RIDE SECRETARY <i>Before Ride:</i>	E-Mail entry forms to TRAC Secretary and print out for distribution at earlier rides etc.
		Prepare rider envelopes as entries arrive via mail or email.
		Outside of envelope --- Name, Division, Entry number
		Inside envelope: meal tickets, ride map, official score card, Score, a Rider booklet.
		Prepare master score sheet. <i>Be sure all TRAC members and TRAC registered horses ID numbers are recorded on the Master. This is rider responsibility and they may not have ride recorded for year end awards if no numbers listed!</i>
		Timer and P&R sheets on clipboards for each Timer
		Clip board (in ride box) for each Vet secretary Division with all the Riders Scoresheets, (Sec. will collect the scoresheet from rider at initial check) blue and red ink pens (red for final check).
		Drag Rider and or gate people should be given a checklist showing rider numbers in each division to be sure all riders are still on trial and safe.
		Numbered tickets for final Vet checks. One set for each division to be given out by Timers as each competitor crosses the finish line. If desired, numbered tickets can also be given to riders as they register to establish order of Pre-Ride Vet checks.(Again, one set for each division). Or you can tell riders they present for the Final hour check in order of finish!
		Distribute meal tickets to volunteers, if applicable. Keep a list of who receives these and it can be used at the Awards Ceremony for a volunteer gift draw if you desire.

		<p>Ensure each rider signs Release & Drug testing Forms. .</p> <p>Mandatory for all Divisions</p> <p>Weigh-in Riders as they register.</p>
	<i>During Ride:</i>	<p>Transfer data as received from P&R crews/ Vet Secretaries, timers, etc to masterscore sheet. *NOTE* have your Vet. Secretaries fill in the Riders scoresheets as they collect the Rider booklet copies of results at P&R checks when they are able during times they are waiting for riders or after so Rider Score sheets are ready for you to tally the scores!</p>
		<p>Tally points on riders score sheets at end of ride to determine final placings</p>

		Fill in names on awards list
		File rider score sheets in alphabetical order in each division for distribution to competitors after Awards Ceremony
	<i>After Ride:</i>	Send completed Master score sheet back to TRAC Secretary and extra supplies into ride box or to TRAC. DON'T FORGET TO INCLUDE SANCTION and DRUG TESTING FEE monies.
		Reduce size of master score sheet, photocopy and mail or if done on a computer simply email master to TRAC secretary
4	VETERINARY SECRETARIES	You need a Vet Secretary to 'scribe' for each Vet. Judge or each Division. Make sure they are familiar with the Rider score sheets scoring system and how to record both sides of the sheet.
		Explain that they will record from what the Vet decides each 'Parameter' is IE vet says "A, 1, 1." This is in order of the scoresheet of Mucous membranes, Capillary Refill, Hydration. They fill in the appropriate box or Check stop.
		On the back of sheet they will record any nicks, marks soreness with an x on the drawing or notation ...IE X over RF (right front) fetlock and write 'old scar' on initial, pre-ride exam. All in blue ink.
		At the Final, Post Ride check have them use a red Ink pen so they can record any new nicks, interference, lesions etc. And have them be sure they record in the appropriate deductions and comments on the back as per consultation with Vet after each riders check!
		They should collect each riders scoresheet at initial check and keep in clipboard and give rider their score CARD back after removing the white sheet. Keep all papers in clipboard and during down times record all white sheets, vet check, scores onto main rider score sheet. They do not have to total scores.
		Turn in all scoring sheets in order of rider numbers to Ride Secretary ASAP after each horse is final vetted (can use a runner to take to Ride Secretary) so results can be tallied.

		Report to Ride Secretary/Management after all horses are Vetted to be sure there are no questions or concerns re scores or notations on scoresheets.
		Communicate freely with Vet. Judge as to how he would like a score shown if they are not sure. To also go to Management if any concerns or questions of their duties.
		To know how to safely be in the area of a horse and where to stand during the Veterinarians examination.
		And finally be pleasant but not discuss any scores with Riders or competitors. Not to comment on a horse to Vet. Unless they are asked by the Vet.
4	AWARDS CO-ORDINATOR	Solicit trophy donations — funds or product
		Collect funds or product donation
		Give money to Secretary-Treasurer
		Keep a list of trophy donors for Ride Chairman
		Purchase trophies as required — order engraving
		Solicit prizes for volunteer draw. These do not have to be horse related. Anything goes here. Caps, t-shirts, gift certificates for lunches, dinners, etc., posters, books, candy, toiletries — or whatever
		Order ribbons to 6 th place for each division. Also Grand Champion and Reserve Champion
		Prepare a large poster listing all donors for display at Ride Office and at Awards Ceremony.(Include donors of volunteer prizes too)
		Purchase thank you cards and stamps
		Mail entry form to all donors in advance of the ride and invite them to the ride to present their trophy on Sunday
		Deliver trophies and ribbons and volunteer prizes to ride site. Attach an addressed, stamped thank-you note to each first place trophy or prize. Recipient to fill out and mail
		Prepare Awards Lists. Give to Ride Secretary who will fill in the names after the placings have been determined. E.g.



		Novice Division-----Lightweight * Trophy donated by: ----- Horse Name Rider Score 6 th _____ _____ _____ 5 th _____ _____ _____ 4 th _____ _____ _____ 3 rd _____ _____ _____ 2 nd _____ _____ _____ 1 st _____ _____ _____
	<i>Sunday:</i>	Set up table with trophies, ribbons, volunteer awards. If possible bring a table cloth for awards table.
		Note: As an extra acknowledgment to donors, it is nice to mail them a copy of the publication containing the write up of the ride showing their names as donors.

5	CAMP MANAGER	Orderly parking of horse trailers and units, tents, etc.
		Keeping camp clean
		Building camp fire
		General conduct of camp for the weekend
	<i>Friday:</i>	Be at ride site early
		Direct parking. Horse trailers and units must be close together to conserve space, but not so close as to create a safety hazard. If in a Provincial Park use designated sites
		Keep competitors separate from volunteers, judges and management.
		Enforce camp rules. No horses tied to trees. Dogs on leash at all time. Manure removal, spread out or bagged
		Set up portable toilets
		Arrange for firewood. Control location of fires during weekend
		Arrange for water. Use troughs (provide bucket for dipping), tanks, river, streams. Make signs so horses do not drink directly from tanks.
		Ensure camp is clean --- before, during and after the ride

		Arrange for clean up crew after ride
		Attend a ride work weekend to familiarize yourself with the area
		Arrange for equipment --- axe, rakes, hammer and nails, garbage bags etc
		Note: If feed required, have hay and oats on hand

6	CATERER OR FOOD CO-ORDINATOR	To provide food for riders, management and volunteers
		Prepare and present a budget prior to ride
		Line up items needed for kitchen. Barbecues, generator, grills, cooking utensils, pots and pans, condiments, etc
		Have a work party prior to ride to make up sandwiches/buns for Saturday lunch. Use ingredients which can be frozen
		Organize volunteers to help you with meal preparation for the weekend
	<i>Friday:</i>	To raise funds, sell pop, junk food, sandwiches, coffee, etc
	<i>Saturday:</i>	If desired provide breakfast. (Cash only)
		Provide lunch
		Provide supper
		Note: Lunch and supper are usually free to all competitors, management and volunteers. Other options: Advertise “Bring your own meat B-B-Q”. Management provides BBQ’s, salads, buns, desserts, coffee, etc. OR: For a “no frills ride” a “Pot-Luck” supper works
	<i>Sunday:</i>	Breakfast is optional (or cash only)
		REMEMBER: ALL WEEKEND MEALS ARE FREE TO THE JUDGES.
7	DRAG RIDERS	To provide aid to riders on the trail.
	<i>Before Ride:</i>	Ride the trail if possible to familiarize yourself with the area.

	<i>Friday:</i>	On arrival, pick up ride maps, meal tickets(if applicable), radios, first aid kits etc. to carry in your saddlebags, etc.
		Attend rider briefing on Friday evening.
	<i>Saturday:</i>	Report to ride Chairman/Trail Marshall before ride start. Give them a list of rider numbers that start ride.
		Ride out with partner after last rider is timed out. Follow riders and trail exactly. Don't leave the trail. Don't follow riders too closely, otherwise they may feel they are being pushed to go faster.
	<i>Equipment to have with you:</i> First Aid Kit, Rope or Lariat, Knife. Ride Map.	If you find someone in trouble on the trail use your “instincts” to determine what assistance is necessary. Perhaps it is a Novice rider with an “unruly” horse who won't behave. In that case let them ride along with you until the horse settles. If you find a rider who is actually physically hurt, then make the decision as to how to proceed. If more assistance is required, have one drag rider stay with the injured person and the other rider goes for help. You should be aware of where the P&R stops are on the trail, so you will know whether to go back down the trail for help or ahead to the next stop.
8	TRAIL MARSHALL	To completely scout, map, mark time and ribbon trail.
		Select P&R stops and vantage points for Judges.
	<i>Weeks in Advance:</i>	Recruit assistant personnel to help you locate, clear, mark and map trail. To establish correct mileage, use A.T.V., bikes with odometers, existing maps, GPS, etc. DON'T JUST GUESS.
		Ensure trail is SAFE. REMEMBER; Novice riders, some of who may be small children, should not have to contend with hazardous trail conditions. E.g. A small bog may turn into a serious quagmire by the time 50 riders have crossed it. Likewise, a muddy trail on a steep hill can turn into a dangerous hazard with repeated traffic. Very steep hills that require a horse to lunge up it are an absolute “no-no” for the Novice Division.
	<i>Two Weeks Before The Ride:</i>	Ribbon trail with colored ribbon. Mark trial with bright Pink. Mark “Wrong Way's” with Blue. Mark any hazards with red. Don't be cheap with the ribbon, us ribbons frequently and with long tails. Number one complaint of riders is getting lost on the trail, or even feeling that they may be off trail.
		Use unbent coat hangers to pull tree branches down to hang ribbons.(If ribbons are high there is less chance of them being

		pulled off). Tie ribbons so they can easily be removed.
		For turns and changes of direction, tie 3 ribbons together before the turn make the ribbon in the direction of the turn a different color (2 pink and 1 blue on the right = right turn) or at the turn, make an arrow out of ribbon pointing the right direction.
		Hang ribbons on the right side of trail wherever possible.
		In open areas, use sticks or wires stuck in the ground with ribbons attached.
		Determine number of gate people required.
		Arrange for a spotter where trail loops or intersects itself.
		Arrange for safety personnel to be present at high water crossings or any other dangerous spots.
		Nail up two-mile marker for each division. Two miles from finish line.
		Prepare Rider Trail Maps and Large Map for the ride briefing.
	<i>P & R Checks:</i>	Consult with ride Chairman re: locations for P&R checks. Should be a fairly, large, open flat area. Horses and crew should be hidden from the oncoming riders. Horses should be subjected to stress just before the P&R stop. (Top of steep hill). Close road access is important. Select vantage points close to P&R stops for Judges to view horses approaching or leaving.
	<i>Timing Ride:</i>	See Notes on “Timing” in section “C”, “weekend prior to ride”. If possible, ride out ahead of riders doing the timing to check ribbon.
	<i>Day Before Competition:</i>	Using assistant personnel, check all sections of trail to ensure ribbon is still up. Carry extra ribbon. Report any new hazards to ride Chairman e.g.(rising water, trees down).
	<i>Rider Briefing:</i>	Review trail and map with all riders. Have a large, poster-sized map of trail for your briefing.
	<i>After Ride:</i>	Remove all flags and signs from the trail.
9	PULSE AND RESPIRATION MANAGER	Manage the P&R aspect of the ride.
		Have enough teams on hand to handle the number of expected entries.

		Train P&R crews for the ride before the ride <u>not</u> during the ride.
		Be prepared to run a Cardiac Recovery Index (CRI or Ridgeway Trot) if applicable. (Usually s/b only done at Final Check NOT on trail)
	<i>Friday:</i>	Pick up meal tickets for all crew members, if applicable.
		Pick up from ride office --- Stopwatches or be sure all have second hand watches, stethoscopes, Clipboards with P&R sheets, P&R timing sheets, P&R recording sheet. List of all Riders numbers in each division!
		Be aware of location and number of P&R checks. Note: Once the ride has commenced, the location of the P&R stops can be changed in extenuating circumstances, but never the number of checks. No surprise checks.
		Be aware if you will have to move crews to stay ahead of the competitors. If one fast riding competitor arrives at a P&R check before the crews get there, then the whole check is null and void for the other competitors and cannot be used for scoring purposes.
		Hold a P&R refresher clinic. Train new volunteers. Impress upon crews how important P&R's are and how a reading can make or break a score.
		Crews must remain quiet while taking P&R's. No loud talking or laughing. Do not touch the horse excessively. Approach horse and rider slowly and quietly. Person taking the pulse or respiration must handle the watch for the 15 second count.
		Make sure crews understand the parameters for "hold-overs".
		Attend the ride briefing with your crews on Friday evening.
		Talk to the 4x4 drivers as to when and where you will meet in the morning.
	<i>At P & R Checkpoints:</i>	Have one crew member act as timer. (<i>forms in Ride Box</i>) Record time as riders enter the P&R stop. (Use rider number).
		Once riders have dismounted direct them to area to wait for their 10 minutes. Spread riders out - try not to have them bunched up in close quarters.

		<p>Have timer call out a one minute warning before their 10 minutes is up. Riders should hold their hand up to indicate where they are. Crews can then locate rider and be ready to do the check.</p>
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		Once taken, record reading on the riders booklet, and report reading to the person with the recording sheet if the horses are not required to see the Vet for further checks and remove the WHITE copy from their rider Book and hand in to recorder or Vet Secretary if Vet is present. If they are required to go to Vet return the booklet without removing sheets to rider after recording and direct them to vet area.
		If a horse is “held-over” for an additional 10 minutes, crews must make sure that this is recorded on the Timers recording sheet. This extra time will be added onto the total ride time for that horse.
		The reading that goes on the P&R recording sheet and the riders P&R card is the first reading taken, as this is the reading that will be used to tally penalty points. Also make note of any subsequent readings taken at that P&R stop.
		Your crews should be instructed to tell you and the Vet when any horse is held over, so you can be sure the correct procedure is followed.
		<i>Note: Riders are allowed to ask for a P&R recount. If a recount is taken, the second reading (either higher or lower) is the one recorded for scoring purposes.</i>
		Have the Vet see any horse with a high reading or any you are in doubt about.
		Turn in P&R recording and timing sheets to the Ride Office or Ride Chairman, Ride Secretary A.S.A.P. after the ride.
		Give a list of your crews, with phone numbers to the Ride Chairman for the next years file, as we want the good ones back.
10	TIMERS	To accurately record all horses total ride time.
	<i>Friday:</i>	Check in with Ride chairman. Get meal tickets from ride Office, if applicable.
	<i>Saturday:</i>	Before the ride start time, get timer watches/clocks, Synchronize all clocks) clipboards with timer sheets, pens, and Vet check Rider Numbers in each Division from Ride Office. (sheets in Ride Box)

		Timers must have two timer watches/Clocks to double check the
		One timer records while the other timer calls out the time.
		Time riders out in each Division at the start in 30-second intervals.
		Enter all times on Timer's sheet.
	<i>Lunch Stop:</i>	Time riders in and record. Lunch is a mandatory one hour stop. Riders must be timed out to ensure they don't leave early.
	<i>Ride Finish:</i>	Time riders in and record.
		Give each rider a numerical Vet check card indicating the rider's order of arrival if used. They will present this to the Vet for the final check —They have a one-hour after finish check as their Final check.
		Make a list of rider numbers. Give to Vet secretary for reference.
		Calculate penalties for Ride Secretary. Sign sheet and give to Ride Office.
		Note: On a two day ride you will be required to record ride times on day two as well. Any penalty points incurred are calculated separately for each days ride, as riders are given different ride times for each day. (Riders cannot make up time on day two to offset late penalties incurred on day one.

VIII. SCRIPTS

FRIDAY NIGHT BRIEFING:

START NO LATER THAN 9 P.M.

Welcome all Riders, Judges, Volunteers, etc. Introduce Ride Chairman, Co-Chairman, Ride Secretary, Trail Marshall, Chef or Caterer, Photographer, Farrier and Vets and Judges.

Thank Judges, Volunteers and Landowners.

Review meals, what is available, etc

CAMP RULES:

- Removal of manure or spread. No tie-up to trees, Dogs on leash, Campfire restrictions etc.
- Horse water. If this is provided in the form of communal troughs, remind horse owners not to allow their horses to drink directly from the trough. Water should be dipped from the trough with buckets provided into their own buckets – Provide signs at the water sources.
- Remind riders that their entry # should be on horses at all times to assist with Judges.
- **NOTE:** All Junior riders must have a “J” beside their number on the horse. Check current TRAC rulebook for correct procedure and number of Adult sponsors for juniors.
- Rider bibs must be worn for all Vet checks and during the ride. Must be on top of all clothing and not under a slicker or jacket. ***Bibs are optional now at most TRAC rides and only their number is required to be on the horse.***
- Explain Junior Helmet rule.

TRAIL BRIEFING:

- Usually done by Trail Marshall. Have a large map available to outline distance, elevation, hazards, river crossings, water on trail for horses, steep grades, unusual conditions, marking of trail, turns — ribbon color, reference points to watch for.

RIDE PARTICULARS:

- Start time for each division. Order in which divisions are timed out.
- Optimum riding time. Includes lunch and P&R stops. (Allow 15 min. each side). If bad

weather is prevailing at the time of the briefing, then give an approximate ride time and announce that the final ride time will be given at the start gate in the a.m. If weather conditions have improved in a.m. then ride time can be altered accordingly. Note: If in doubt, err on the longer ride time. Once the ride has commenced, the ride time cannot be altered.

- Number of P&R checks. Tell how many for each division, but not their locations. Once stated, this cannot be altered (No surprise checks). Inform of the parameters for “hold-overs” at P&R stops.
- Lunch stop. Where on the trail or back in camp. One-hour mandatory stop.
- Smoking. Not allowed on the trail while riding. Only at P&R stops and lunch. Explain pocketing of butts etc.
- Remind riders not too litter. Pack garbage along with you.
- Leading Horse. Remind riders that “All forward motion must be on horseback”. If a hazardous area exists on the trail, Ride Management may allow competitors to lead their horses over this area. Point out area on map. Once you have passed the two-mile marker you may not stop forward motion.
- Explain what to do if you can’t finish the ride or your horse comes up lame. Drag riders are following and will assist. Horse trailers can be arranged for transport back to camp.

Disputes: Any disputes or complaints must be brought to the attention of the Ride Chairman. **NOT THE JUDGES.**

FINAL EXAMINATIONS:

- Judging will take place in order of finish in all divisions.
- One hour after finish.

RULE CAUTION:

- No medicines, drugs, brace, hoof dressings, salt packs, stimulants, depressants, pain killers, tranquilizers or anesthetic may be given to any horse except under the direction of a Vet.
- Whips are not allowed when presenting your horse for inspection.

- Ask for questions from riders or volunteers.
- Ask for comments from Vet Judges in each division.
- Announce where final ride management meeting will be held. Co-ordinate meeting place for crew, 4x4 drivers, etc in a.m.

Wish all competitors well and adjourn meeting.

AWARDS CEREMONY

- Give instruction re: manure removal and clean up.
- Thank volunteers and have a prize draw. Pull volunteer names from a hat and have people come up and select their prize. Or if you prefer give all a gift.
- Thank donors. Remind those who won a prize to fill in the attached thank-you card and mail it.
- Also thank landowners and other sponsors.
- Announce upcoming rides.

Announce winners as per the awards list. Allow any donors in attendance to present their trophy

AND FINALLY ... BREATH... IT ALL SOUNDS LIKE A LOT BUT THERE ARE MANY SESONED MANAGERS, VOLUNTEERS, RIDERS THAT HAVE DONE THIS JOB FOR YEARS TO HELP AND PITCH IN IF YOU ARE CONFUSED. AS LONG AS YOU ARE WELL PREPARED AND WELL VERSED ON RULES YOU WILL BE FINE. TRY TO ENJOY THE WEEKEND AND KNOW YOU ARE APPRECIATED.