

Duties and Actions

Prior to Ride

List of entries checked and marked for payment

List of entries checked against previous results for FREE DRASA and club entry

At Ride :

Check horse passports for 40km entries (must have done 1 ERASA 40km ride and be marked in passport) Otherwise they must downgrade to Pleasure division. Mark on sheet and get Timekeeper to change entry

Rider to sign liability waiver(keep these on file and scan and send to DRASA)

Have some spare Ride Entry Forms for riders who have not entered online (just in case). These will have to be given to timekeeper to input manually if necessary

Workers (including vets etc) to sign Worker liability and keep on file and scan and send to DRASA

Hand out Vet/Horsemanship cards to riders – printed double sided

Give copies of following to vets

- DRASA Veterinary Rules

- Release forms

- DRASA Veterinary Treatment Report

- DRASA Veterinary Report

- DRASA Veterinary Medication form

- DRASA Equine Fatality Report (if applicable)

- DRASA Authorisation for Emergency Treatment

Give following to Horsemanship Judges:

- DRASA Horsemanship Judges Report, Clipboard, Pens, Mounting block, blank page to write scores and comments on for stabling, containment judging and obstacle judging

Make sure you have enough copies of Accident Report available in case needed to give to officials and medics. (must be returned to DRASA within 24 hours)

Supply non affiliated riders with day rider bibs and supply number given on vet card

Direct riders to Timekeeper and printed Agenda/Timetable with course max and min speeds indicated (as well as time to complete at those speeds)

Riders to collect timing bands from timekeeper and NOMINATE speed at that time

Be Friendly and helpful 😊

Collect passports once vet has checked them

Do course discussion including opening time and closing time of course in the morning, min max speeds, course and agenda (times, horsemanship judging, release slips and times etc

Might be helpful to have some printed copies of rules and rider handbooks available as well as map/course tips.

Do evening stabling/containment judging

Have someone around to assist new riders

Get judge out to obstacle on course as soon as possible (before course opens)

Don't forget to have a marker and a steward at 1km point to check all riders don't hang around wasting time on the course – always keep forward movement after 1 km point

Feed and water officials

Have someone around vetting area to assist newbies and maybe also at cooling area

When riders are finished final horsemanship judging take cards to time keeper and input scores into system

Keep cards to be discussed with riders (keep cards on file or scan and send to DRASA- rider NOT to take home – they will be available on system)

Assist with prize giving and working out scores. Keep copy of results/prizes etc. and forward to DRASA for advertising

Riders only get passports back once release form is presented signed by vet and day rider bib/timing band returned

Pay any officials cash or get bank details and arrange payment

After Ride

Submit: All signed Worker and Rider Liability waver forms

DRASA accident report (if appropriate)

Horsemanship Judge Evaluation Report

Ride Manager Report

Get all reports from Vets and forward to DRASA

DRASA Veterinary Treatment Report

DRASA Veterinary Report

DRASA Veterinary Medication form

DRASA Equine Fatality Report (if applicable)

DRASA Authorisation for Emergency Treatment

Get Drasa Horsemanship Judges Report from HS Judge and forward to DRASA and complete the Horsemanship Judge Evaluation Report and forward to DRASA