

Duties of the Different Levels of DRASA Affiliations

All of the below are extracts from the various Constitutions and Rules and By laws set up by the Council and Exco of DRASA and are subject to change according to changes in Constitutions and Rules approved by Council and Exco via a mandate at official AGMS and SGM and OGM meetings. When in doubt always consult the latest Rule and Constitution as displayed on the website. This is NOT meant in any way to be an exhaustive list but rather a guideline,

1. Participant Members (Riders and Officials and anyone affiliated to DRASA)

"Participant" means a person participating in the Equestrian Sport Discipline of Competitive Trail Riding, within a Club, who shall be subject to the authority of DRASA, irrespective of gender or age category. The various types of participants will include, but not be limited to, athletes/competitors, administrators, coaches, judges, grooms, officials, timekeepers, veterinarians and supporters. The Athlete together with his horse shall be regarded as one competitor.

An athlete/competitor member shall mean each individual participant in the sport, who together with his horse shall make up one competitor. Such participant may apply to join DRASA by way of filling out the requisite application form which may be produced by DRASA and amended from time to time. DRASA may levy a fee against such participant member at its discretion and such a member, whether or not a fee was levied and /or paid but upon acceptance of such application shall be subject to this constitution and any rules, policies and regulations of DRASA. The aforesaid fees shall be collected directly by DRASA by way of any mechanism that it may establish for such purpose

Other participant members that can affiliate to DRASA, through a club and provincial structure, include, but are not limited to administrators, grooms, supporters, officials, judges, timekeepers and veterinarians. Fees will be determined from time to time, as described in clause 6.2, and benefits, rights and obligations will apply as described in clause 6.2

DRASA participant members shall have freedom of association to belong to any Club within the province in which he or she is resident, provided that he or she is eligible for membership of the Club concerned, the club is affiliated to DRASA and offers CTR and with the understanding that any participation in the Disciplines provincial levels will be determined by the geographic locality of the Club of which he or she is a member, in terms of the geopolitical boundaries as determined from time-to-time.

All Participants, (including but not limited to competitors, Judges, Officials, Coaches, and Administrators, supporters, grooms, veterinarians and timekeepers) will register annually on or before the 31st of January of each calendar year on the DRASA database.

Participant Members shall be the participants of the sport, including but not limited to competitors (athlete and equine in combination), administrators, officials, judges, timekeepers, grooms, supporters and veterinarians.

Participant members shall at all times have direct representation on the National Council through their club chairperson and Provincial President.

You, as a rider, are responsible to know the rules of DRASA and the ride you are participating in.

2. Clubs

"Club" means any Equestrian club which caters for the Competitive Trail Riding Discipline in a local district or Provincial area and which is a member of the District and/or Provincial Association for CTR, and has fulfilled the specific requirements of DRASA as contained in this Constitution

Clubs seeking CTR benefits affiliate to DRASA, but are also constituent members of CTR Provincial Associations.

The members of DRASA shall be Constituent Members, being the Provincial Discipline Associations and in the case where a province does not have a Provincial Discipline Association, the Clubs in that province will be deemed the constituent member for that province, as defined in this Constitution.

Each of the Provincial DRASA Associations shall consist of duly elected Representatives, representing the various affiliated clubs situated within their respective geo-political demarcations. In the case where a province has only one club, the club will operate as a constituent member for that province, until such time as other clubs form and a provincial association can be constituted by the said clubs.

Constituent Members shall be those members as defined by their geopolitical areas and made up of their clubs as set out in this constitution

The jurisdictions of Constituent Members shall be limited by the boundaries of the provinces

Clubs have a responsibility to communicate all information from the Provincial Council and National Office to members, as well as to collate voting and queries from their members to Provincial council and National where requested. Clubs are the first portal of entrance to DRASA and as such have a huge responsibility to upholding the spirit and code of conduct of the sport.

Any club can affiliate to DRASA to offer CTR as a sport within a Club. Criteria for affiliation will be set as: hosting one (1) event per annum, having 2 judges trained by DRASA, nominating one member to stand on the club Exco who is affiliated to DRASA and acts as the DRASA representative and will thus represent the Club on the DRASA Provincial Council. The Club Affiliation documents with all attachments will have to be completed and submitted to the Provincial Council for approval. Clubs will have to apply for renewal each year.

Please read the HOW to start a DRASA Club as well as the DRASA Service Level agreement and DRASA Club Affiliations Documents on the Website. All Rides/Events must be sanctioned and all entry is through the DRASA website.

Clubs administer their own events on the website (entries, payments and club functions)
See the Administrators Guide to the Website

Clubs Host events/Rides and must follow the below Rules:

- 9.1. Veterinarian. For horse welfare reasons, a ride cannot take place without two (2) Veterinarians present.
- 9.2. Measurement of Kilometres. Distances should be measured accurately, not estimated.
- 9.3. Watering Areas. There should be adequate watering places on the trail, at least every 5 to 7 km's.
- 9.4. Trail Markings.
 - 9.4.1. Materials should be able to withstand wind and rain.
 - 9.4.2. Directional Arrows and mileage markers should be waterproof if possible.
 - 9.4.3. Arrows should always be used at any junction of trails and should be followed within 100 m or less with a confidence marker to assure riders that they have turned correctly.
 - 9.4.4. At a point where there are any side trails showing either side of the main trail, a marker in sight ahead should be used to assure riders that they should stay on the main trail or lime spread across the entrance to the side trail to prevent riders turning in.
 - 9.4.5. Try to keep markings on the LEFT side of the trail in the direction to be ridden.
 - 9.4.6. When the trail is being used with equines going in both directions, markings should be on BOTH sides of the trail and the Trail must be wide enough and safe enough to facilitate passing in two directions.
- 9.5. Minimum Distance: Differs for levels of participation
- 9.6. Time Penalties for finishing under or over time are deducted.
- 9.7. Overtime Disqualification for more than one-half hour over the allotted time for the ride as set by ride management

Clubs must ensure they have the following Ride Personnel at each Ride they Host

- 10.1. Ride Manager.
 - 10.1.1. The Ride Manager carries out the duties of putting on a ride and functions as the enforcer of the rules and guidelines.
 - 10.1.2. The Ride Manager is responsible for discussing rule interpretations and clarifications with all affected parties.
 - 10.1.3. The Ride Manager must file a report to DRASA after each ride.
 - 10.1.4. The Ride Manager may not Judge a Ride, but may be the Timer, or Starter.
- 10.2. Recorders.
 - 10.2.1. If Recorders are necessary they shall record the findings of the judges on the DRASA Score Sheets or APP and should be available for assistance at time of final scoring.
- 10.3. Farrier.
 - 10.3.1. It is recommended that a Farrier be available for the entire ride, or at selected times such as prior to the ride start.

10.3.2. If no farrier is available, the contestants should be so notified in advance of the ride.

10.3.3. All shoeing expenses shall be paid by the rider

10.4. Starter

10.4.1. Starter shall call the equines to the starting line in order of their departure.

10.4.2. Permission to change starting order must be obtained from Ride Management.

10.4.3. Riders of Stallions may choose to start at the end of the starting order.

10.4.4. Ride Management may decree that Junior Riders under 12 years of age, accompanied by their Adult Riders, must start at the end of the starting order.

10.5. Timekeeper.

10.5.1. Timekeeper and Starter may be the same person or the duties may be divided.

10.5.2. The timekeeper must keep an accurate record of start and finish time of each contestant and calculate anytime penalties, if incurred, for recording on contestants score sheets.

10.5.3. Any official, unscheduled holds on the trail shall be timed by a ride official and credited to the Contestant(s).

10.6. Pulse Monitor. (NOT mandatory)

10.6.1. The PM must take the Equines Pulse with a handheld HRM at the entrance to the Vetting area.

10.6.2. The Heart Rate/Pulse will be viewed by the Rider and PM and then recorded on the Vet card.

10.6.3. If the rider queries the Heart Rate displayed it may be taken once more only.

10.6.4. Both Heart Rates must be noted on the Vet Card.

10.6.5. If the Heart Rate is 60bpm or below, the equine and rider may proceed to the Vet for veterinary judging.

10.6.6. If the HR is above 60bpm the vet must IMMEDIATELY be informed and although the equine is disqualified due to high pulse the Veterinarian must examine the equine

10.7. Vets.

10.7.1. Two (2) veterinarians (one which is a treatment vet) must be at every event.

10.7.2. Any event where rider numbers exceed 30 riders must have 1 more line vet.

10.7.3. Any treatment disqualifies an equine immediately.

10.7.4. Any treatment of an equine by either line veterinary or treatment veterinarian shall be at owner's expense

10.8. Ride Secretary

10.8.1. The Ride Secretary sends out entry forms, receives, and acknowledges entries when applicable, is responsible for initial information entered on the score sheets (names of riders equines, etc.), sees that judges have all pertinent

information and equipment and supervises correct tallying of scores and subsequent placing of equines

10.9. Horsemanship Judges

- 10.9.1. At least two (2) judges (non-veterinary, lay judges) with appropriate experience and training are required for Trail Judges and Venue Judges.
- 10.9.2. Absolute independent judging will be maintained in appearance and fact.
- 10.9.3. The Judges shall have final authority on all questions of scoring and safety of the horse/rider combination.
- 10.9.4. Veterinarians shall have the final authority on the welfare of the horse and the Fit to Continue decisions
- 10.9.5. Judges MUST understand and AGREE to use the standard DRASA judging procedures and score sheets without modification.

3. Provincial CTR Associations

"Constituent Members" means those Members duly accepted as such members in terms of the geopolitical demarcations known as Provincial Associations as set out in this Constitution.

"Provincial CTR Association" means a body representing the various Clubs which affiliate to DRASA within a Province. This Provincial Association becomes a constituent member of the DRASA national council

Provincial Associations seeking CTR benefits do not affiliate to DRASA, but are constituent members thereof.

The members of DRASA shall be Constituent Members, being the Provincial Discipline Associations and in the case where a province does not have a Provincial Discipline Association, the Clubs in that province will be deemed the constituent member for that province, as defined in this Constitution. DRASA will also have Participant Members, who will affiliate annually, but who will vote at club level

Each of the Provincial DRASA Associations shall consist of duly elected Representatives, representing the various affiliated clubs situated within their respective geo-political demarcations. In the case where a province has only one club, the club will operate as a constituent member for that province, until such time as other clubs form and a provincial association can be constituted by the said clubs.

Constituent Members shall be those members as defined by their geopolitical areas and made up of their clubs as set out in this constitution

The jurisdictions of Constituent Members shall be limited by the boundaries of the provinces

The Provincial associations form the DRASA Council and have as a member of the Council a very important role to play. Please see the duties of the Council in the Constitution

Also please make sure you follow the Provincial Constitution of your Province for all duties of your association

Provincial Associations must Sanction all Events Clubs wish to put on in their province and then forward the sanctioning agreement to DRASA head office for loading

Provincial Associations must collate all votes and nominations and queries from the Clubs and Participant members to the National Council when so required
Provincial Associations approve Club affiliations and forward to the Council for approval

4. DRASA Council

“Council” means the national council of DRASA as constituted in terms of this constitution

18. THE DRASA COUNCIL

- 18.1. Subject to the terms of this Constitution the DRASA Council shall be the highest authority of DRASA and shall determine its policy, decide upon its budget and give directives to the EXCO.
- 18.2. The DRASA Council shall consist of the following persons, each with one vote unless specified otherwise:
 - 12.2.1. The President,
 - 12.2.2. The Vice-President with or without a portfolio
 - 12.2.3. The Treasurer, who shall be an Ex-Officio member
 - 12.2.4. 9 (nine) members made up of a chairman of each of the provincial structures
 - 12.2.5. The Athletes Representative
 - 12.2.6. Secretary General, who shall be an Ex-Officio member
 - 12.2.7. Head DRASA judge, who shall have no vote
 - 12.2.8. Head DRASA timekeeper, who shall have no vote
 - 12.2.9. Head DRASA veterinarian, who shall have no vote
- 18.3. DRASA shall have the right to appoint, where needed, the following sub- committees, or distribute the portfolio among the members of DRASA Council.
 - 12.3.1. National Judges Committee
 - 12.3.2. National Judicial Committee
 - 12.3.3. Finance Committee
 - 12.3.4. National Veterinarian Committee
 - 12.3.5. National Timekeeping Committee
- 18.4. DRASA shall have the right to appoint any other subcommittee that could assist in the achievement of DRASA’s overall goals and objectives, as may be decided by the DRASA council from time to time
- 18.5. DRASA Council may co-opt other persons as members in order to discharge specific functions provided that no co-opted member shall have a vote and provided further that although the predominant criterion for co-option shall always be merit, DRASA Council shall, as far as possible, seek to preserve a balance of men and women members.
- 18.6. Members of DRASA Council shall vote on all resolutions by a show of hands.
- 18.7. Members of DRASA Council shall decide on all matters by a simple majority vote.
- 18.8. Each member of DRASA Council shall have 1 (one) vote, and the President of any meeting of DRASA Council shall have a second or casting vote, in the event of an equality of votes, save and except at an Elective Annual General Meeting where the DRASA COUNCIL shall have no vote after item 19.4.8 of the AGM's Agenda.

- 18.9. The chairperson of any meeting of DRASA Council shall be the President, or in his or her absence the Vice President or in his or her absence such other Member of DRASA Council as shall have been appointed at that meeting by the Members of DRASA Council present and entitled to vote.
- 18.10. No person may serve for more than 4 (four) consecutive years as President, nor may any person serve for more than 4 (four) consecutive years as Vice-President.
- 18.11. DRASA Council shall meet not less than twice (2 times) per annum.
- 18.12. A quorum shall consist of 50% (fifty per centum) plus 1 (one) of the Ordinary Members in good standing.
- 18.13. Should there is not a quorum present at the appointed time and place for any meeting of DRASA Council or if there is not a quorum present during the whole of the meeting until proceedings have been duly concluded and declared by the chairperson of that meeting to have been concluded, such meeting shall stand adjourned for 30 minutes; and at such adjourned meeting those members of DRASA Council present and entitled to vote shall constitute a quorum and may transact the business of that meeting.
- 18.14. Except where otherwise stated herein and subject to the provisions of this constitution, DRASA Council shall be vested generally with all such powers and authorities as are necessary to promote and attain the objects of DRASA and, without in any way limiting the generality of the afore-going, DRASA Council shall have all such powers and authorities as are necessary to carry out the duties and functions referred to in paragraph 18.16.
- 18.15. 18.15.1. DRASA Council shall control all major expenditure of the funds of the Association and shall not incur any liability nor enter into any commitment which cannot be discharged out of the funds of the Association.
- 18.15.2. No payment made on behalf of DRASA shall be valid unless signed by any 2 (two) of the President, the Vice-President, the Treasurer, or any other employee of DRASA who has been authorised by DRASA Council to have signing powers provided that it shall not be competent for the two signatures to be those employees of DRASA.
- 18.15.2. DRASA Council shall be entitled to make any regulations, policies and bylaws and all such policies, by-laws or regulations necessary to promote the aims and objects of the Association and shall be binding upon members. Such regulations, policies and by-laws shall take effect as prescribed and further shall be ratified at the next OGM or AGM.
- 18.15.3. DRASA Council may delegate the exercise of any of its powers and functions to a sub-committee of DRASA.
- 18.16. In addition to the foregoing, DRASA Council shall:
- 18.16.1. Undertake and perform all such duties and functions as shall be decided by the Council;
- 18.16.2. consider and, if thought fit, approve the separate constitutions, by-laws, rules, policies and regulations of each Member, and any amendments or alterations thereto;
Generally undertake and perform all such duties and obligations as are reasonably required to achieve the object of DRASA and to implement the policies to be followed by DRASA;

- 18.16.3. formulate recommendations and resolutions for the consideration of the Council and to prepare the agenda for Council meetings;
- 18.16.4. subject to the provisions of the Constitution, make, amend, vary, repeal and enforce rules, by-laws, policies and regulations;
- 18.16.5. conduct disciplinary proceedings in respect of any infringement of this constitution or the by-laws, policies, rules or regulations or any agreement between any participant and DRASA or the rules of the sport and to impose sanctions whether by way of fines, or suspension or banning/ exclusion from participating in any championships, event or event held or being conducted under the auspices of DRASA or the activities of DRASA or by way of withdrawing monies for which any person would otherwise be eligible. For the purposes of this Constitution, all events and championships of whatsoever nature organised and/or run by Members of DRASA shall be deemed to be under the auspices of DRASA;
- 18.16.6. Impose and collect levies, subscriptions, dues and imposts;
- 18.16.7. Arrange, control, regulate and promote national events, championships and any other forms of competition;
- 18.16.8. Employ any person upon such terms and conditions as shall be decided and, when considered necessary or desirable, terminate the employment of any such person;
- 18.16.9. Decide upon and resolve any dispute between any Members, and/or Club, and/or persons who are members of such clubs;
- 18.16.10. Subject to 12 above, determine the area/s or jurisdiction of Members and vary or alter such areas from time to time when necessary
- 18.16.11. Co-opt any person to DRASA Council as may be required to achieve the objects of DRASA or fulfil any purpose incidental thereto;
- 18.16.12. form sub-committees, consisting of one or more persons, for any purpose incidental to the objects and powers of DRASA and, subject to the constitution, by-laws, policies, rules and regulations, delegate such of its powers to such sub-committees as may be required;
- 18.16.13. appoint special advisers and consultants, for any purposes, and terminate such appointment/s;
- 18.16.14. Accept or reject any application for membership subject to ratification by the Council;
- 18.16.15. open accounts with any recognised commercial banking or financial institution and invest any funds of DRASA and pay any such funds to any person (natural, corporate or otherwise) who has a valid claim for payment against DRASA;
- 18.16.16. Ensure that full and proper books of accounts are kept in accordance with sound accounting principles;
- 18.16.17. ensure that the said books of account and all records of DRASA's finances and assets are duly certified each year as soon as is practicable after the financial year end of DRASA which shall be 31 December of each year and that annual financial statements are prepared;

- 18.16.18. deal with any question or issue arising out of or relating to or incidental to non-racialism;
- 18.16.19. Deal with any question or issue arising out of or relating to or incidental to non-sexism or discrimination on any grounds as referred to in this Constitution;
- 18.16.20. Actively manage Development and Transformation and to address any question or issue or matter concerning or incidental to development and transformation including budgeting for and expenditure on development and transformation;
- 18.16.21. Approve the employment and termination of employment of staff by DRASA including all matters incidental thereto and the review from time to time of all existing contracts of employment of staff and all matters incidental thereto;
- 18.16.22. Decide any question, issue or matter relating to logo's emblems, colours, or anthems for DRASA;
- 18.16.23. make recommendations on any question or issue relating to the affiliation to, or disaffiliation from, any macro or other body;
- 18.16.24. decide any question or issue relating to the use of DRASA facilities and/or other facilities incidental thereto and/or the standard thereof;
- 18.17. DRASA Council's jurisdiction shall not be limited to dealing with such matters as are referred to it but shall include the power and capacity to be proactive and initiate such enquiries and/or take such steps as DRASA Council seems fit.
- 18.18. It is recognised that it is desirable for all provincial bodies themselves to negotiate and achieve unified provincial bodies. Notwithstanding this, DRASA Council shall have the right and power to be proactive and to take such steps as it may to facilitate unity as may seem fit to ensure that any difficulties or problems in the way of unity in any province shall be overcome.
- 18.19. Any member of DRASA Council who, without having first obtained leave of absence from DRASA Council, shall otherwise than in circumstances beyond his or her control, not attend 3 (three) consecutive meetings of DRASA Council, of which meetings due notice has been given, shall be deemed to have resigned from DRASA Council.
- 18.20. No member of DRASA Council shall be entitled to any remuneration, but all members of DRASA Council shall be entitled to be refunded any disbursement incurred by any such member in fulfilling any duties or functions as shall be approved in advance by the DRASA Council.
- 18.21. Any Member, of any classification, shall be entitled to have a representative attend and speak at any meeting of DRASA Council; provided such Member shall have submitted written notification to the President of such intention and the full details of any matter such member is desirous of raising at such Meeting, not less than 10 (ten) calendar days prior to the date of such meeting.

5. DRASA EXCO

23. EXCO

- 23.1. The DRASA Council will appoint an Executive Committee at an AGM, SGM or OGM, comprising of:
- 23.1.1. Office Bearers namely The President, Vice President, Treasurer and Secretary General
 - 23.1.2. The Athletes Representative
 - 23.1.2. Between One (1) and Three (3) representatives from the Constituent Members of DRASA Council duly elected by Council. The Constituent Members shall elect a Representative in the ratio of 1 Representative to represent 3 Provinces.
- 23.2. The EXCO shall meet at least 10 (ten) times a year.
- 23.3. The EXCO with the support of the Judicial Committee will function as the decision-making body around policy matters and shall be empowered to take decisions and to immediately undertake any action required of the Rules and Regulations of DRASA.
- 23.4. The EXCO shall appoint an independent Judicial Committee to deal with all disciplinary matters relating to the Membership and/or their individual members.
- 23.5. The President may call on any member of DRASA Council to attend an EXCO Meeting.
- 23.6. The minutes of the EXCO Meetings must be distributed to all members of DRASA Council.
- 23.7. The membership and representation of any sub-committee shall be decided and approved by DRASA Council.
- 23.8. Each sub-committee shall, subject to the provisions of this Constitution and to the policies, by-laws, rules and regulations of DRASA, perform such duties and functions as are delegated to it by DRASA Council.

24. POWERS OF EXCO

- 24.1. Exco shall perform inter alia the following functions:
- 24.1.1. The administrative functions of DRASA shall be the responsibility of Exco. In addition, Exco shall deal with any matters referred to it by the DRASA Council and shall report to the National Council;
 - 24.1.2. Exco shall decide on the executive structures and administrative procedures of DRASA as may be required from time to time;
 - 24.3.3. Exco controls and oversees the work of its own management committee, as well as the work of all Commissions and Technical Committees and has to ratify all their decisions.
- 24.2. Members of Exco shall vote on all resolutions by a show of hands.
- 24.3. Members of Exco shall decide on all matters by a simple majority vote.
- 24.4. Each member of Exco shall have 1 (one) vote and the Chairperson of any meeting of Exco shall have a second or casting vote, save and except at an elective annual general meeting where the executive shall not be entitled to vote on electoral matters, in the event of an equality of votes.
- 24.5. The chairperson of any meeting of Exco shall be the President, or in his or her absence the Vice President or in his /her absence such other Member of Exco as shall have been appointed at that meeting by the Members of Exco present and entitled to vote.

- 24.6. Exco shall meet not less than once monthly in addition to meeting at the time of each of the two bi-annual general meetings of the National Council.
- 24.5. A quorum of members of Exco shall consist of a minimum of 50% plus 1-members of Exco being present, and if there is not a quorum present at the appointed time and place for any meeting of Exco or if there is not a quorum present during the whole of the meeting until proceedings have been duly concluded and declared by the chairperson of that meeting to have been concluded, such meeting shall stand adjourned for 30 minutes; and at such adjourned meeting those members of Exco present and entitled to vote shall constitute a quorum and may transact the business of that meeting.
- 24.6. Any member of Exco who, without having first obtained leave of absence from Exco, shall otherwise than in circumstances beyond his or her control, not attend 3 (three) consecutive meetings of Exco, of which meetings due notice has been given, shall be deemed to have resigned from Exco and such vacancy shall be filled in terms of the election procedures.
- 24.7. No member of Exco shall be entitled to any remuneration, but all members of Exco shall be entitled to be refunded any disbursement incurred by any such member in fulfilling any duties or functions as shall be approved by Exco.
- 24.8. Digital attendance of meetings via Skype or Voice call will be allowed
- 24.9. The Secretary General shall:
- 24.9.1. Send to all Members, and to all members of Exco:
- 24.9.1.1. Written notification of all meetings of Exco and the proposed Agenda within the stipulated time period prior to the date of the proposed meeting;
- 24.9.1.2. Copies of the minutes and resolutions of all meetings of Exco, within 15 (fifteen) working days after the date of the relevant meeting;
- 24.9.2. Send to all Members, and to all members of Exco:
- 24.9.2.1. Written notification of all meetings of the National Council and the proposed Agenda, in the stipulated time period prior to the date of the proposed meeting;
- 24.9.2.2. Copies of the minutes and resolutions of all meetings of the National Council, within 15 (fifteen) working days after the date of the relevant meeting.
- 24.10. Any Member, of any classification, shall be entitled to have a representative attend and speak, but not vote at any meeting of Exco; provided such Member shall have submitted written notification to the Secretary of such intention and the full details of any matter such member is desirous of raising at such Meeting, not less than 5 (five) working days prior to the date of such meeting.