



### How do I put on a Ride?

Welcome to DRASA and thank you for being interested in joining our journey into a safe, friendly distance equestrian sport.

We are an official Discipline affiliated to SAEF, South African Equestrian Federation, the regulatory federation controlling all organized equestrian sports in South Africa. As such, we have to abide to the SAEF organisational structures and the entry level into any equestrian sport is through the SAEF club structure. All clubs offering Equestrian sport have to affiliate to SAEF by being a recognised club on the SAEF database. There are formal requirements to be so, one of which is having a valid constitution and bank account and Management committee nominated and voted into their positions by the adult members of the Club. Please contact SAEF offices to get more information or go onto the following website <https://saef.org.za/participate/club-information/>. Members may affiliate to clubs that offer the specific disciplines they are interested in competing in their area, district and province. Each discipline has specific criteria for the club to affiliate to them. For DRASA our criteria for club affiliation is to hold one distance ride a year, supply two members to be trained by DRASA as Horsemanship Judges and to nominate and appoint a DRASA representative (paid up member of DRASA and SAEF) on the Executive of the Club. The DRASA Representative then will be responsible for the DRASA membership in the Club and fulfil the following duties:

- Have a good understanding of the DRASA rules
- Collate and submit all mandates of the DRASA members to the DRASA Provincial council
- Host and organise the DRASA ride offered by the club
- Submit and sign all documentation and requests sent out by DRASA
- Communicate all DRASA memos and rule changes to the Club's DRASA members

If no club is currently available in your area which is affiliated to DRASA you may need to affiliate to an existing SAEF club in another area, but still within your province. Please let us

know in that case, otherwise we can assist in creating a DRASA affiliated club in your area providing there is enough demand and at least 10 members willing to affiliate to this club.

Please see document on Website : “DRASA Club Affiliation” which must be completed and sent to us to finalise your clubs affiliation to DRASA.

So once you have found/created a club affiliated to DRASA and had 2 judges trained in the Horsemanship judging you can start planning to host a ride.

One means in which we assist you is through this manual which is intended as a check list for ride managers for them to use uniform procedures in all DRASA sanctioned rides.

**The contents of this manual are not to be construed as rules.** You and your management team should read and be conversant with our **Rule Book** and follow our “**Sanction Guidelines**”

Your responsibility is to conduct a well-organized, safe and fair competitive trail ride adhering to DRASA rules and to encourage sportsmanship and fellowship among participants. A side benefit of a successful ride is that everyone involved has a good time. To get your planning started, here are the basics for a ride of about 30 competitors:

- minimum number of volunteers needed: 15 (assuming volunteers do multiple jobs)
- minimum number of vets: two, one line veterinarian, one treatment veterinarian
- one Ride Manager
- One ride secretary
- 2 horsemanship judges
- One/Two timekeeper with equipment
- 1 starter
- 2 Pulse monitors(not compulsory)
- 2 recorders( if judging done on paper)
- Stewards/runners to assist vets, secretary, timekeepers etc.
- People to mark the trail pre ride and put up water points
- A vet check area to be flattened and marked off
- A vet treatment area to be designated
- Electricity or a generator for timekeepers and secretary
- Protected area for ride briefing, entries, vets, timekeepers,
- Courses marked for loops of 5kms, 10km, and 20kms
- Water points at least every 5 to 7kms on course
- Lots of water at ridecamp/base.
- Space for camping and horse paddocks
- Medics available
- Official Sanction for Ride from DRASA and JOC paperwork done
- Bibs for Single Event Membership riders
- Crayons to mark horses hindquarters
- Awards, prizes
- Toilets and showers(if overnight camping) for riders

- A well designated start and finish line
- 

This manual provides the details for those questions which arose in your mind while reading this introduction. We all want your ride to be a success! We have plenty of resources to answer your questions and mentor new ride chairs, such as, your provincial officers and other ride managers etc.

Thank you for joining us to promote competitive trail riding.

## **VENUE**

Carefully consider many factors in selection of the site for your ride.

### **A. TYPES OF SITES**

Sites with permanent water, electrical hookups, restroom, and shower facilities are a plus. However may require a "Venue fee" or gate fee for entrance.

### **B. ACCESSIBILITY**

Any site should be easily accessible by road, preferably paved if there is a chance of rain, and should present no serious problem to vehicles towing trailers.

### **C. PARKING**

1. There should be ample parking space for trailers, vehicles and campers.
2. The area must be large enough to safely paddock horses and avoid congestion.
3. The area should be free of rocks, downed trees, trash and debris.

### **D. STABLING**

Ride management may offer various stabling options as long as the options are available to all to the competitors. Often the options are dictated/limited by the ride site or the facility. Options include small readymade camps, larger fields or space for riders to put their own camps up

### **E. COOKING AND EATING FACILITIES**

If an eating place/café/restaurant is available to riders, state on invite that this is available for people to buy meals, otherwise people will camp and light braai fires- make sure that the venue is aware of that and advise in invite if not

### **F. WATER - HORSE AND RIDER**

If the site does not have several water taps, water troughs or a stream, you must make other arrangements for an adequate supply of horse water.

### **G. TOILETS/Bathroom facilities**

At least two toilets (permanent or portable) must be provided. A workable ratio is one toilet for every 25 women and one for every 40 men. If no showers available make sure this is advertised.

## **H. VET AREA AND TREATMENT AREA**

The space provided in the inspection area for horses waiting to be examined, which must be sufficient to prevent injuries when a large number of horses are awaiting examination. The surface of the trotting area should be flat to allow the veterinary panel to form an opinion on the horse's motion. The trotting lanes shall be forty (40) metres in length, with ample space for the horses to turn around at the bottom end of each lane.

Provide a treatment area (under cover or in permanent shade) where a horse under treatment can be contained safely

## **THE COURSE**

### **A. Terrain**

Choose terrain with enough rise and fall to fairly test horses over the full course.

Lay out the trail course from maps, your own knowledge of the area and other good information. Ride the proposed trail with several others. **Avoid potentially dangerous areas.** Many things must be taken into consideration when discussing the difficulty of the ride: time, mileage, terrain, weather (heat, cold, wind, and humidity), delays en route, etc. If one measure alone has to be used to estimate the difficulty in advance, it would be the average pace.

Try to avoid road crossing as stewards will need to be placed at these to ensure safety of horse and rider. Little used sand roads may be used but be aware signs and/or stewards will still need to warn motorists and preferably a wide shoulder must be available to keep horse and rider away from the traffic. Paths through open fields will need to be free of holes (or each hole to be marked with lime or danger tape) and the grass trimmed so the path can be seen.

### **B. Marking**

Permanent marking can be used for directions (paint on rocks clearly visible, tyres planted with arrows painted on, etc.) Trail division Leg colours are White arrows on a black background with a Leg 1 or Leg 2 text on or Fuschsia Pink on a white or black background with Leg 1 or Leg2 for the Pleasure division

The easiest course is to mark a 20km loop for the Trail riders and then they can reverse this loop for the 2<sup>nd</sup> leg. The 20km Pleasure riders can do 5km into his loop where a board will direct them to turn back (therefore they complete 10km per leg)

Marking Materials should be able to withstand wind and rain.

Directional Arrows and mileage markers should be waterproof if possible. 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.

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.

Try to keep markings on the LEFT side of the trail in the direction to be ridden.

When the trail is being used with equines going in both directions, markings should be on BOTH sides of the trail.

### **C. Water**

Water must be available for horses every 5 to 7 kms on the course.

### **D. Horsemanship Judges observation points**

Carefully select these points prior to the ride. Terrain permitting these a.m. and p.m. points should provide good cover for a judge's concealment, be readily accessible, and include a clear view of an uphill pull, a downhill, a stream crossing or any good **natural** obstacle that will permit the judges to evaluate horse and rider.

Try to avoid obstacle situations that will hold up the riders. This may give an unfair advantage to those horses that are held up the longest as they are entitled to have the time they are delayed added to their maximum ride time.

**Do not select dangerous trail or unnatural obstacles.** Take into consideration that a large group of horses, some of which may not be trail wise, will be traversing your trail. A narrow or boggy section of trail can become entirely changed and perhaps dangerous after a large group of horses have crossed.

### **E. 1km Point**

No lack of forward motion will be allowed within 1km of the finish line. A board/marker will demarcate the 1km zone and any rider ceasing forward motion in that zone will be disqualified.

### **F. Map**

A map of the courses marked with the colour of the legs must be available at the ride meeting and will be used to familiarise the riders of trail markings, horsemanship judge observation points, water and any dangerous areas

## **SANCTIONED RIDES**

Once you have found a venue that matches some of the above criteria then you can start your planning. Venues do not allow rides to be put on their grounds out of just goodwill. It is important that one considers what the venue wants to "get out of the deal" whether it be marketing their trails, food or accommodation. Safety of the riders and hosts is important so take that into consideration when planning routes, camping and space available. Your ride must apply for sanctioning at least 60 days before the ride date. We have a Sanctioning document and Ride Budget Calculator to assist you planning your expenses and thus assisting you to work out an affordable ride entry fee to allow the club and venue to recover costs.

### **A. Ride Types**

Currently we have two divisions of CTR rides:

- Pleasure : the purpose of this division is to introduce new riders to CTR, instruct new riders in the proper care of distance horses, to replace non-affiliated and non-regulated “pleasure rides”, thereby insuring that all horses are under the direct supervision of vets and management, to allow riders to compete over shorter distances and at slower maximum speeds. In the Pleasure division riders can do 2 legs of 5kms, or 2 legs of 10kms. The maximum speed is set at 14kms and may be adjusted down according to the course and conditions of the ride.
- Trail : to allow experienced riders to start young horses without stress or fast paces, to allow pleasure riders to upgrade to a faster maximum speed and longer distance once they have fulfilled the criteria for doing so, to allow multi days rides to build and strengthen the distance horse in a slower paced competition. In the Trail division riders can do 2 legs of 20kms. The maximum speed is set at 16kms and may be adjusted down according to the course and conditions of the ride.

## **B. Sanction Application**

The Sanction Application Form is available on our website. Early receipt of this form together with the Ride Budget Calculator secures your date and gives your ride advance publicity. Application must be received by DRASA office no later than 60 days prior to the ride date. Dates and rides are approved for new rides in order of receipt of these documents. Once our full provincial structures are organised the Sanction documents will first go to the Provincial office within 90 days and then once approved to the National Office within the 60 days. For now please send all sanctioning documents to National office on email [info.drasa@gmail.com](mailto:info.drasa@gmail.com)

## **C. Ride Invites and entries**

Once your ride has been sanctioned you must send National office your full ride invite and information. A sample ride invite has been loaded on the website for use.

Entries and invites will be put online and all entries will be done through the online entry system. Payment of entry fees will be to the organising club bank account and it is the duty of the club to keep track of the monies and entries. Entries will close on the Wednesday 10h00 before the ride date and only paid up members and horses registered on the DRASA website will be able to enter.

New Pleasure Division riders may register with DRASA on the single event membership ONCE to participate in a ride. Thereafter they need to pay DRASA membership to enter rides SAEF day rider fees MUST be tracked and paid for all riders not registered with SAEF and a club . The form on the website must be completed and forwarded to DRASA on the Monday

following the event and DRASA will then forward to SAEF. All monies to be paid over to DRASA bank account and SAEF will invoice DRASA for those monies

#### **D. Cancellation of rides**

If a ride is cancelled 10 days prior to the date refund full entry fees, if the ride is cancelled up to 3 days before the date refund 75% of the total entry fee. As a cost has already been incurred marking courses etc., the club can hold 25% of the entry fees received.

Competitors, judges and Officials and National office must be notified

### **PERSONNEL**

#### **A. Ride Manager**

A ride manager is chosen months in advance of the ride, is responsible for all facets of the ride, has leadership qualities, is thoroughly familiar with the DRASA Rule Book and manuals,, has knowledge of all routes and general trails in the area, is able to delegate authority and responsibilities, and be especially hospitable. Delegation of duties and responsibilities to key ride personnel and seeing that they are carried out in a timely fashion will ensure the ride's success.

#### **Pre-Ride**

1. Select ride campsite. Select safe routes and preferably take part in all marking of the trail.
2. Secure approved sanction and date from DRASA a minimum of 60 days prior to the ride.
3. Become thoroughly familiar with the contents of this manual.
4. Secure approved DRASA judges, Timekeepers and Vets early.
5. Appoint ride personnel as per this section.
6. Compile a complete list of all ride personnel with duty assignments.
7. Prepare a budget. Build your entry fee around the number of riders you expect. A united club can cut costs and offer a quality ride and awards.
8. Arrange for early ride publicity.
9. Fulfil all JOC requirements (including medics and horse ambulance)

#### **Day of Ride**

1. Be available at all times to handle rule queries, assist vets and PM as well as answer any rider questions.
2. Be approachable and friendly

#### **End of Ride**

1. Organise and assist the timekeepers and judges to collate score and check scoring
2. Assist in awards and proper thanks and farewells. See that scorecards are collected and that the originals are in a safe place.
3. Thank all officials and assist in cleaning up. Make all necessary payments on the day
4. If an error in addition on a scorecard is called to your attention after awards, it should be corrected immediately. If this error results in a tie for placement, then judges must break

the tie. Judges still present will be able to assist you. Mathematical errors can be corrected by management. **Management does not have the right to change a judge's placing's.**  
5. See that the campsite is left clean and litter free!

### **Post Ride**

1. Check with all workers to see that all borrowed material is returned and all accounts paid.
2. Check with ride secretary to see that all material and fees have been compiled and mailed to DRASA within 14 days of ride completion. Keep a copy of scorecards, signed liability waivers, and ride report
3. Hold a committee meeting for post-ride feedback and make report including operation report, income and expenses to be filed for use for your next ride.
4. Arrange for gifts or thank-you notes for property owners or sponsors.
5. Send articles and photos to local press and DRASA newsletter.
6. Have an after-the-ride party to thank your ride personnel.

Documents to be submitted by ride master

Post Ride : All signed Worker and Rider Liability waver forms  
DRASA accident report (if appropriate)  
Horsemanship Judge Evaluation Report  
Ride Manager Report  
SAEF day rider list sent to DRASA and money paid over to DRASA

### **B. RIDE SECRETARY**

#### **Pre-Ride (working in conjunction with ride manager):**

1. Become thoroughly familiar with the management documents on the DRASA website and the contents of the DRASA website
2. Confer with the ride manager about your specific duties, limits, ride fees, late fees, discounts, deposits, deadlines, judges, bank accounts and entry form.
3. Prepare a ride information sheet with all the specifics of your ride and registration methods
  - a. List the total member & non-member entry and SAEF levy here.
  - b. List camping fees.
  - c. Obtain approval from the national office for sanctioning and invite and fees.
4. Get the word out. – advertise and find sponsors, awards , vendors etc
5. Pay bills, etc. on time.
6. Locate and prepare the riders' numbers- bibs if new single entry members, crayons for marking horses, clipboards , map etc, print list of entries from entry site, check memberships
7. Prepare vet cards and horsemanship cards
8. Prepare any flyers, adverts, sponsorship documentation, programme
9. Prepare entry table for day of ride and any other ride base facilities needed.
10. Keep track of all expenses and receipts
11. Plan and practice how you will print rider lists, check-in payment records, etc. Get ORGANIZED!  
Print any paperwork like liability forms, ride groups , team group sheets etc.
12. Make sure you have a cash box with enough cash in it to pay expenses like vets fees, give change etc.

13. Make and laminate any signs necessary – like Liability signs for gate, directional signs for vet area, horsemanship judging area, in and out signs for vetting area, camping area of any others

### **Day of the Ride**

1. Arrive early and set up your Office and get your assistant(s) together.
  - a. Put up an “OFFICE” sign so riders can find you.
  - b. Have cash box handy.
  - c. If using a laptop, verify your power source.
  - d. Have all riders and workers packets handy.
  - e. Have liability waivers and pens available as well as other materials for riders and workers.
2. Give packets to key personnel and scorecard books to judges’ secretaries.
3. Check in riders.
  - a. Collect fees.
  - b. Make sure waivers are signed.
  - c. Disperse packets to riders.
  - d. Have blank entry forms available for walk-ins.
  - e. Make new cards or changes to cards as necessary.
  - f. Make sure, with help of the ride manager, that all workers/volunteers sign both liability waivers.

### **End of Ride**

1. Be available to help with scoring, awards presentation, etc.
2. At final check, collect rider numbers and return passports, scorecard to riders in return for Veterinary Release Cards.
3. When final scores are tallied, make sure you have all the scorecards and documentation.
4. Be available to provide score sheets in case riders find errors before the judges leave. Only the judges may change placings.
5. Pack up all of your materials.

### **Post Ride**

1. Pay bills, deposit all money and help ride manager with financial report.
2. Check the math on the scorecards.
  - a. If there are errors that do not change placing, simply change and initial.
  - b. If an error creates a tie or changes placing, make the math correction (not the placing) and send a note to the National Office so that judges and competitors can be contacted to change placing. The DRASA office will correct errors found post ride.
3. Collate and send all Ride Reports to National office, keeping copies for the Club
4. Mail the DRASA levy payments and Vets, Timekeepers, Judges and Website payments to different banks details.
6. Pack up ride equipment for your next ride.

Documents to be submitted by Secretary

Pre Ride:      Ride Sanctioning Application  
                    Ride Budget Calculator  
                    Ride Invite Example

Post Ride: Signed Rider and Worker Liability Forms  
Release Forms

### **C. HORSEMANSHIP JUDGES**

Horsemanship Judges must be available at venue on the Friday afternoon in order to do Pre ride judging. See Horsemanship Judging Document.

Documents to be submitted by Horsemanship Judges:  
Horsemanship Judge Report

### **D. OFFICIAL TIMERS**

Timers should be alert, prompt, write neatly and legibly, be good with figures and familiar with timing rules in the Rule Book. They must have an accurate watch or clock, a backup watch, a clip board and several pencils or the computerised system.

1. Be on hand promptly and know the location of the start of the ride, lunch stop (in and out), and the finish line.
2. Be familiar with any timing instructions given to the riders at the briefing: e.g. rider may wait for friend before being timed out as long as they wait off to one side out of the way of the timers.
3. Know the precise minimum and maximum total elapsed times for each division per the time and distance schedule for each day's ride.
4. Have a rider list and notify ride manager of any missing riders.
5. Calculate any time penalties immediately after return to camp each day and notify ride chair of all time penalties - early or late.
6. Upload results on website and send copy to DRASA

Documents to be submitted by timekeepers  
Timekeepers Report  
Results to be uploaded  
Invoice to Club for Work carried out

### **E. PULSE MONITOR(not compulsory but can be very helpful for new riders)**

Be familiar with all procedures as outlined in the rules. Check rider's time card to make sure they are within the 20 minute time period. Use a handheld heart rate monitor and have a sponge with water in a bucket if horses sides are not wet (and have a spare if necessary). The pulse is taken on the horse left hand side just behind the left elbow. Approach the horse quietly and touch him gently but firmly before proceeding. Occasionally, the horse's left leg is too far back to properly listen to the heart. In this situation, a PM may ask the rider to move the horse's leg forward to allow for proper HRM placement over the heart region. This should be done early enough that the horse can resettle if necessary.

Should a horse become excited during a pulse check, retake the pulse. Mark the reading on the Vet card and allow rider to see the reading. If rider queries pulse, retake and mark again in the space on the vet card. If the pulse is 60bpm. or below, send horse and rider into

collection area. Ask them to circle slowly while waiting for next vet availability. If pulse is over 60bpm and rider has time left in 20 minute time period, write pulse down and ask them to go away and re-present within the 20 minutes. If pulse is over 60bpm and no time left in the 20 minutes presentation period, write the pulse down and send rider and horse to vet immediately.

## **F. VETS**

Read all veterinary rules and appoint the correct number of vets for the ride. Make sure the vets have cover for themselves and a chair and table and supply them food and drink conveniently placed nearby. It is often useful to have a “runner” available to assist the vets with calling in the riders and for fetching things and taking completed vet cards to the timekeepers. At the pre-ride veterinary examination make sure a person is available at the OUT gate to mark the horse’s rumps with the rider number. Two (2) veterinarians (one which is a treatment vet) must be at every event. Any event where rider numbers exceed 50 riders must have 1 more line vet.

Documents to be submitted by vets

Post Ride: DRASA Veterinary Treatment Report  
DRASA Veterinary Report  
DRASA Veterinary Medication form  
DRASA Equine Fatality Report (if applicable)  
DRASA Authorisation for Emergency Treatment

## **G. FARRIER**

Can be part of management or a local farrier who checks with management the evening before the ride and remains on call. Charges are arranged by private treaty.

## **H. RIDE STARTER**

Usually a person with other management duties with a strong clear voice or a bull horn who will call riders to start promptly and line up for departure.

## **I. PHOTOGRAPHER**

Optional but well received by riders. Photos may be sold to riders or used for publicity purposes

**J. AMBULANCE TRAILER(S):** For horse. Have this available at the ridecamp/base with a dedicated driver available who knows the course and would be able to go fetch a horse if the Vet requests this.

## **RIDE BRIEFING CHECKLIST**

1. **Welcome** – Competitors, judges, workers & guests.
2. **Introduce** – All ride personnel who have the authority to give instructions to riders – ride manager, judges, etc. Outline general rules and regulations of the ride, including a

statement that it is mandatory that competitors follow and abide by the instructions of the people named above.

3. **Camp and facility rules** – Explain any special rules such as dogs on leash, manure & trash disposal, generator cut off time, etc.

4. **Introduce – first time competitors and mentors**, if applicable, and encourage other competitors to give them a helping hand and a friendly smile.

5. **Double check** – Ask riders if all have signed liability waivers and that everyone has vetted in and done horsemanship judging. Late arrivals: where & when the judges will check them in.

6. **Trail** – Review trail map, describing any special features about the ride and trail (i.e.; gates, wildlife, historic value, cattle). Riders must know about mileage, water and the 1km Point. Where the trail differs for Pleasure and Trail, explain it separately. Explain the kind & colour of trail markers for Pleasure & Trail and how turns and checkpoints are marked. Explain ride timing, minimum & maximum speeds, and time penalties.

7. **Ask for questions** – especially from new competitors.

8. **Ride start** – State where & when the ride will begin for each division and the order that they will start. State that a competitor may wait for a friend after being timed out providing there is space so that they will not be in the way of other outgoing riders.

9. **Smoking** – Where & when permitted.

10. **Rules – For the new competitor** - explain important rules: maintain forward motion from the 1 km point; no medications allowed; OK to feed, water & walk horse during night; etc.

11. **Judges' and Vet comments** – Veterinarian: general comments, what looking for, the hold criteria. Horsemanship: general comments, what looking for, tack check, etc.

12. **Post-ride instructions** – release forms, awards etc

13. **Special briefings** – Photographer, anyone else who may have a specific point

14. Have a list of contact numbers for ride personnel – especially Ride Manager and farrier. Put this on the wall available to all and read out at Ride briefing

14. **Good night** – “Have a good ride;” “Be safe;”