

Trail Trials Ride Manager Packet 2015

Ride Manager

- Plan a budget (Attachment A); get approval from region/club.
- Secure a Location. Get permits/approval from land owner. Decide one or two day ride.
- Secure Sr. Judge. List of Licensed Senior Judges on Trail Trials website*. Their fees/expense reimbursement is set by the individual senior judge and may vary.
- List as "save the date" on Trail Trials website* by contacting Sanction Chair
- Sanction the ride, form must be complete with Senior Judge, location and Region approval, approximate mileage/time, insurance provider, etc. Mail completed form and \$25/day fee to Sanction Chair. Form must be approved by your Region Trail Trial Chair or if no chair then send a copy to your Region President.
- Send Sanction Chair a copy of flyer, entry and directions with address for the ride as they are developed, email preferred.
- Order awards and ribbons.
- If 2 day rides decide if you are going to have a BBQ or Pot Luck on Sat. Night.
- Register/Send ride information to USDA Drug Form
Address http://www.cdfa.ca.gov/AHFSS/Animal_Health/EMMP.html
Per EMMP, two day events which are entered by the same rider/horse and using the same judges need only pay one day event fees.
- Secure Obstacle Judges.
- Secure date and time with Sr. Judge and Obstacle Manager to Pre Ride Course.
- Make copies of Ride time out sheets. Rider's numbers, entry forms, Release of Liability *, copies of rules*, Trail Trial Score sheet*.
- Bring at least 3 tables and chairs.
- Lap top to input scores. Official score sheet is on the Trail Trials website* in Excel format with formulas embedded for calculations.

- Incident Reports* must be completed for any occurrence that our insurance provider needs to be aware of. Notify Obstacle Judges to complete and place a copy in each scorebox, bucket, etc.
- Indicate where and where not smoking is/is not allowed, suggest not allowing at group meetings like rider meeting or awards.
- Rules require that Youth Riders (under 18) must have parents written consent to participate (signed Release*) and wear an ASTM/SEI approved equestrian helmet. New rule 2.13.1 requires an adult rider accompany a junior rider throughout the ride. Although not in the rule, it is common practice for parent or guardian to assign on the entry form "Name of Responsible Adult Rider: _____" or "Junior Rider Adult Companion _____". Make your release forms available with the entry forms on-line where possible.
- Junior riders need to be identified either by a "J" in their number, a certain series of numbers or a method that clearly identifies the junior rider. Obstacle judges are to be instructed that a helmet and an adult rider accompanying the rider are mandatory for the junior rider to proceed through the obstacle.
- If you choose to include a "rain date" on your entry, be clear what that means...are you keeping entries and monies and requiring participation in the new date? Are riders required to state on their entry whether they want monies returned in case of an alternate date? A rain date is defined as an alternate/postponed date for your event within a few weeks of your original date.
- Be clear on the entry form what happens if a rider has to cancel if they have pre-entered your ride. Example: Entry fees are non-refundable. Entry fees are non-refundable without a doctor or veterinarian certificate. Riders must contact ride manager within 24 hours of the ride start, etc.
- Suggest giving your local fire department/ranger station a heads up regarding your event as far as location, number of riders, etc. In an emergency it will save time for them to be forewarned. Print up emergency contact information along with directions to your event and leave with registration and "in charge" person in camp.
- Suggest contacting a local veterinarian and ask if they can be your "on call" vet in case of horse emergencies. Are they a mobile vet or would riders have to haul in? Again, give directions, number of riders and an example of potential emergency calls (colic, stitches, snake bite). Print up the veterinarian's name and contact information and leave with registration and "in charge" person in camp.

Ride Manager Delegates

1) Obstacle Manager

- Suggestion: 8 to 12 obstacles. More obstacles on Saturday and less on Sunday for 2 day rides. Trail approximately 5 miles. Further obstacles are spaced, least backups.
- Flag the course before the ride. Pick out and place your Obstacles keeping in mind they should be as Natural as Possible to the area.
- Write 2 sets of Obstacle Directions and go over with the Sr. Judge prior to the ride. A Novice direction and an Advanced direction is all that is allowed. Senior Judge and Obstacle Manager to decide which direction will be assigned the Intermediate participant.
- Avoid "common sense" or questions with answers that only apply to the local area (name of poisonous plants, what is the heart rate of a horse) unless answers are given in written form to all participants before the ride.
- Indicate "you may proceed" at the end of the obstacle directions or "you are now being judged" if necessary before obstacle directions are read. New rule 12.14.1 requires judging to start once directions are given and stop when last task is complete.
- Make sure obstacles can be accomplished in accordance with the rules.
- It is a benefit to obstacle judges to include a section below the obstacle directions to list the rule/skills covering judging of the obstacle. Make sure that those rules/skills are not visible to a contestant who wishes to read the directions. (Attachment B). Copy in large print (18-20 point font) for ease in reading.
- Secure transportation for each Judge to and from their Obstacle. Ask for volunteers to ride their horse to their obstacle.
- Secure Obstacle Props: Cones, ropes, flags, etc. for each obstacle.
- Whoa sign with Obstacle Number to keep other riders out of obstacle space.
- Trail marked with colored markers on right. Tape long enough to flutter to attract attention. On right so riders know they are going in the correct direction. List color of flags and location (always right of the trail) and turn indicators (usually 3 ribbons) in rider's notes or state at rider's meeting.

- Include a copy of the current rules with each obstacle scoring box.
- Have obstacle necessities for each judge ready before the judges' meeting. Have all items in a bag or bucket with obstacle number visible so everything is together for them to grab. Clipboard, official score sheets, pens, whoa sign, obstacle number, all props needed for obstacle, extra ribbon, Incident* Reports.
- Make sure each obstacle judge knows where the trail goes to the next obstacle.
- Make sure each obstacle judge knows the ride manager, obstacle manager, senior judge and other close obstacle judges' phone numbers.
- Ride Manager/Senior Judge must determine tie breaker obstacles in advance and let the scorekeeper know.
- Coordinate with Ride Manager and Senior Judge for the Obstacle Judges' Meeting. Usually about ½ an hour prior to Senior Judge's ride out.
- Senior Judge must ride out prior to contestants to ride on horseback each obstacle with the obstacle judge present. Usually they leave an hour before the first rider.
- Avoid using terms in obstacle directions that may have different definitions. Be clear what you are wanting the rider to do. The word ***serpentine*** has multiple definitions. Therefore, when applying the word ***serpentine*** in an obstacle, clarify in the obstacle directions whether the rider and horse need to ride in one direction from a specified beginning and ending or if they are to ride a complete a circuit ending where they began. For example,
 - "...starting at the red flag ride a serpentine pattern through the trees and ending at the green flag...."
 - or
 - "....starting at the orange flag, ride a serpentine pattern through the trees, ending where you started at the orange flag."

2) Rider Out Person

- Consensus from latest Judges Symposium-OK for Senior Judge to instruct this person to watch that each rider is in a saddle, is wearing a bridle and has appropriate footwear. Not ok to perform "safety check" on equipment.
- If using preassigned ride out times have this person make sure each rider is in the correct time slot.
- Log each number as they go out so ride management knows they are out on course.

3) Poker Hand person

- Poker Cards, No see bag or bucket, Poker Rules, change box, score sheets.
- Make sure each rider draws their cards.

4) Ride Secretary and helper

- Check-in pre entries and new entries.
- Make sure riders sign time out sheet.
- Recommended that every ride have every rider complete an In Case of Emergency (ICE) card with contact information for someone other than themselves, type/description of vehicle they arrived in, license number, description of horse, and whether they have other pets in camp with them.
- Box of supplies like stapler, binders, hole punch, pens, etc.
- Rider numbers and liability releases, check with property owner to see if they have a release or are ok with adding their name to the CSHA release*.
- Get insurance
- Make signs to get people to your site.

5) Score Keeper

- Input scores from score sheets and determine placements. Benefit to have two people and a quiet location offering few interruptions. Official Ride Results forms are available under "Forms" on trail trials website*. Form is in Excel so a scorekeeper with knowledge of Excel is beneficial.
 - A good "second check" of scores is to have the computer add the obstacle scores for that obstacle (auto sum) and add the scores on the original score sheet to make sure the total is the same.
- Before scoring, get tiebreaker obstacles from Ride Manager/Senior Judge

6) Raffle

- Collect Raffle items, (from vendors, members, riders or anyone that wants to donate. Bring Raffle tickets, Paper bags, felt tip marker, change box, can for tickets, sell tickets, pick winning numbers.

7) Judge's Lunches (including, Ride Manager, Sr. Judge, helpers, and yourself).

- Shop for lunch items, Plastic wrap, plastic bags, and lunch bags to put lunches in. Make lunches early the morning of each ride and deliver to the Judge's Meeting. Hand in your receipts for re-imbusement. Keep a copy.
- Example: Turkey, roast beef, or ham sandwiches on a roll, fruit, chips, Mayo and Mustard packets, napkin, hand wipes cheese stick and 2 waters. (Extras can be: pickle slices, tomato, lettuce.), in separate baggies.

After the ride:

Email a copy of the Official Ride Results to the Sanction Chair within 14 days of your event.

Fill out State Trail Trial Rider Fee Remittance Form*, and mail with a check to the Sanction Chair within 30 days of your event.

Keep all records (entry, release, scoresheets, etc.) for one year. Shred releases and entries after one year.

State Program Chair

Tami Sandberg, email: tsandberg@yahoo.com

Sanction Chair

Diane Medlock * 530-979-1953 email: jigger1981@aol.com

Address: 41929 County Road 27, Woodland, CA 95776

*** www.trailtrials.com (trail trials website)**

Forms

2015 Issues Added:

Identify junior riders for helmet requirement by judges

Define Serpentine

Rain Dates

EMMP Fees

Smoking areas

Regional questions

Entry refunds

Heads up to local Fire Department

On-call Veterinarian

New rule 12.14.1 when judging starts and stops

Attachment A-Ride Managers Packet

Sample Proposed Budget
Trail Trial, (Date)
Based on 40 riders

	Expenses
Sanction Fee	25.00
Printing and Postage	45.00
Trail Marking	30.00
Workers Lunches	100.00
Ribbons	100.00
Judge	150.00
Trail Fee (landowner's fee)	500.00
Insurance	65.00
1 st Place Awards (TT vinyl signs)	108.00
2 nd -3 rd Place Awards (halter, fly mask)	116.00
State Trail Trial Rider Fee	120.00
EMMP Fee	200.00
Total Expense	\$1559.00

	Income
Adult @\$45 (40)	1800.00
Junior @ 10.00 (5)	50.00
Schooling (\$25) (5)	125.00
Companion @ \$10 (10)	100.00
Late Fee @\$10 (5)	50.00
Raffle	200.00
Poker Hands	150.00
Total income	\$2925.00

Net Income/Expense \$1366.00

**Attachment B – Ride Manager’s Packet
Obstacle Directions Example**

Obstacle #7

This is your Ditch Dismount

Novice

Enter ditch at white flags proceed up ditch to blue flags, stop dismount from on side, remount from on side. Exit at yellow flags, return on to the trail.

YOU MAY PROCEED

Intermediate, Advanced

Enter ditch at white flags, proceed up ditch to blue flags, stop dismount from on side.

While staying on the bank, turn horse around while keeping him in the ditch.

Lead horse back to red flags, remount from off side, proceed down ditch, and exit at white flags. Return to the trail.

YOU MAY PROCEED

Fold directions so this part is not visible if rider wishes to read directions themselves

12.1 Leading: Horse to follow willingly, not crowding or lagging. Excess rope shall be held in the non-leading hand.

12.1.1 The horse must be lead with a halter and lead rope, not the reins, with the following exceptions:

12.1.1.1 Horses wearing a halter-bridle do not have to be lead with a separate halter. The rein must be unclipped from the bit rings and correctly fastened to the leading-ring of the halter bridle.

12.1.1.2 If a horse is wearing a bosal [Spanish hackamore] and a mecate, or snaffle bridle and a mecate, the rider may tie the mecate into a leading-hitch (see Appendix A). Riders will not be penalized for using the mecate, so hitched, in lieu of a halter and lead rope.

12.1.1.3 Horses wearing a Western bridle with a bosal and mecate [under bridle] may be lead by the mecate

12.1.2 Reins should be secured to the horn of Western saddles, or knotted and/or appropriately secured, if no saddle horn is available.

12.1.3 Stirrups without fenders on saddles such as English, Endurance, Australian, etc., shall be secured by running the stirrups up the leathers, or secured by crossing over the saddle

12.1.4. A rider ground handling his horse through challenging terrain, over logs, through tight spaces shall secure a safe position prior to asking his horse to negotiate the obstacle.

12.1.5. When a horse is asked to “send” in an obstacle a halter and lead rope must be used. Sending is not considered a novice obstacle.

12.2 Mounting: The rider must check cinch. The stirrup does not have to be laid over the saddle seat. Horse will stand quietly and not move off when mounted. Style of mounting is not considered, only a smooth mount that does not unbalance the horse. A rider must have the reins in hand while mounting.

12.3 Dismounting: Horse will stand quietly and not move off. Style of the dismount not considered, only a smooth dismount that does not unbalance the horse. A rider must have the reins in hand while dismounting.

Attachment C
On-line EMMP Event Registration

Good afternoon Event Managers for California Equine Events

The Equine Medication Monitoring Program (EMMP) announces a new online event registration system for event managers to register equine events (horse shows, rides, and public sales) in California. The online event registration system allows the event manager to register a new event, view previous events, and copy previous recurring events. Once all the required event data is provided, event managers will receive their event number and have the ability either to view or print registration forms.

Event managers interested in becoming a user of the new online event registration system, must first set up an online user account. This will enable you to view events you have previously registered.

Follow the steps below to activate an account.

1. Visit the website- <http://apps4.cdfa.ca.gov/emmppublic/eventregistration.aspx>
2. Click on the Register button
 - a. Enter your First Name, Last Name, Mailing City, and Email.
(**Warning-** Use the email you have previously registered events with the EMMP)
 - b. The system will match the information you provided to the current database.
3. If the information you have entered matches the information we have in the current EMMP records, you will receive an email from EMMP with a link to create your password. Once you create your password, you will have access to register an event or view previously registered events.
 - a. To view or print previously registered events, click on the “View Events” button. This will allow you to select a previous event or print the registration form for that event.

4. If the information you have entered does not match our EMMP database (ie mailing city and email does not match exactly what is in the current EMMP records), the database will notify you that a match is not found. This will require the EMMP office staff to create an account. Once the account is created you will receive an email with instructions for completion of the process (ie set password). This process may take up to 2 business days.
5. Once you have registered an account, you can log in anytime to register an event. If you forget your password, you can reset it by entering your email at the login page and clicking on reset password.
6. To register a new event using similar event details from a previous event:
 - a. Select an event from the list of previous events by clicking the “select” option on the left side of the event. By clicking “select”, the information for that particular event will appear.
 - b. If you choose to use this event template update the event dates for the new event and submit the application to register this new event. This will save you time and not require you to enter all the similar details.

If you have any questions regarding this new online email EMMP@cdfa.ca.gov or call Nancy at 916-900-5045.

Thanks for your time and efforts.

Katie Flynn, BVMS, MRCVS

Equine Staff Veterinarian

916-900-5039

916-900-5333 (fax)

Mailing Address:

CDFA- EMMP

1500 W. El Camino #215

Sacramento, CA 95833