



# Ride Organiser Handbook

## Table of Contents

Introduction .....	3
Organiser.....	3
Venue .....	3
Equipment Required for the ride/at the venue .....	3
The Course .....	4
Marking the Course.....	4
Entries and Starting.....	4
CTR/ER Requirements .....	5
Appendix 1 Organiser Sheets .....	6
PR Entry Form .....	6
Competitive Trail Ride Time Sheet.....	7
Competitive Trail Ride Entry Sheet .....	8
Profit and Loss Sheet.....	9
List of Helpers at Ride .....	10
Checkpoint Form.....	11

## Introduction

Thank you for undertaking the organisation of a ride for your fellow members of ILDRA. The purpose of this handbook is to assist you in this task. If any matter has been omitted, please bring it to the notice of an ILDRA Board Member for inclusion in the next edition.

## Organiser

The first thing to organise is the team to assist you. The size of the team will depend on the ride. Do not try to do everything yourself teamwork is essential. The safety of horses, riders, helpers and members of the public is of paramount importance. All reasonable precautions must be taken to avoid risks. To this end, a H & S Plan should be filled out for each ride and available at each venue. A copy of a sample plan is available from the website. The ride organiser must be familiar with ILDRA rules and have a copy available at the venue (available on the website). The organiser must be clear as to their competence to deal with controversial issues. Any question of whether or not a CTR rider has satisfied the criteria of competition must be referred to the appropriate Branch Committee. The organiser is responsible for the venue, deciding and marking the course, procurement of rosettes from Branch, organising a permit and sourcing the following people as needed:

- Course Marker
- Vet/Endurance Judge
- Vet Writer
- Time Keeper
- Checkpoint Stewards (if needed)
- Ambulance at Venue or Doctor on call
- Carpark Steward

After the ride the organiser must send all money and paperwork to the Branch Secretary. This should be done as soon as possible, but no later than 2 weeks after the ride.

## Venue

The permission of the owner or controller of the venue must be obtained, and if necessary, a permit from Coillte (foresters normally charge for a permit). If a landowner wishes to make a charge (e.g. per horse) this should be cleared with the Committee before agreeing.

The ideal venue should have the following points:

- Easily identifiable and accessible
- Facilities (Toilet, water and hard surface)
- Adequate Size (Parking, vetting (separate from parking, crewing)
- Accessible throughout the ride

## Equipment Required for the ride/at the venue

The following is a list of recommended equipment for and before the day:

- Shelter for officials at the venue and vet gate
- Food for the vet
- Route marking materials
- Ropes, cones and venue signs
- Clocks and watches
- ILDRA forms (See Appendix 1)

## The Course

CTR Rides are generally 32km, 48km, 64km, 80km, 120km, 160km, pleasure rides can be any distance up to a maximum of 32km. Depending on the possibilities of the course, it is advantageous for the riders, crew and organisers if the half-way stage is in the venue. The course must be over terrain that is safe for horses and it should involve as little road work as possible (it is recommended that the roadwork should be about 10%). Courses with a large number of gates should be avoided. If there are gates/gaps they must all be a minimum of 1.2m. Check with the landowner if the gates can be left open for the duration of the ride, if not signs instructing riders to close the gates should be placed. CRT courses should be measured as accurately as possible. The course length should not be rounded up or down. Riders need to be able to calculate speed and pace. When planning a course the following questions can be helpful:

- Is it safe?
- Do you have right of way or permission to use land?
- Are all the tracks passable (try walk or ride the route) and can you avoid contra-movement of horses?
- Is the route suitable for all types of rides being organised?
- Are there suitable locations for start/finish, checkpoints and vet gates?
- How many gates? Can they be left open?
- Do you have permission from landowners/coillte?
- Is water available?

A map of the route should be prepared and must be available to all riders/groups of riders on the day. Sometimes this can be accompanied by a written description of the course.

## Marking the Course

The course must be conspicuously marked for riders, markers should be placed at a height easily visible from horse-back and care should be taken at points where different classes diverge (e.g. pleasure ride from CTR) to make it clear which ride goes in which direction. Markers are regularly moved or vandalised and course-marking should be left as close as possible to the ride, most ILDRAs rides are marked using red or yellow plastic tape/ arrows. The first marker should be visible from the start; this establishes the type of marker in use. Markers should clearly indicate the route at any junction and on a long stretch where there are no junctions, occasional confidence markers are appreciated by riders. A marker at or immediately before a junction will alert riders to turn and another marker soon after the corner will confirm that they have taken the right turn. A standard for marking may be helpful, e.g. all markers on left hand side of the track, with a right hand turn indicated by a marker on the right. All markers should be removed as soon as possible after the ride.

### **Common faults of marking are:**

- Markers are too small or inconspicuous.
- Markers too sparsely used; too many are better than too few.
- Ambiguous marking; it must be clear to a rider arriving at a junction or crossing which way to go.

## Entries and Starting

CTR entries are generally pre-entered by phone in advance of the ride, pleasure riders will turn up on the day. All payments are made on the day so a float is suggested. On making the relevant payment members must present their logbooks/rider cards for completion by the organiser and vet sheets must be prepared for the CTRs a copy returned with the logbook. An early start is advisable, especially if there are longer distances involved. The first vet inspection should begin at least half an hour before the start. CTR riders may set off in groups of up to eight, at five minute intervals, or individually or in smaller

groups at intervals at the organiser's discretion. Where possible a mass start should be used for race rides. On completion of the ride each pleasure rider is entitled to a rosette (or stamp on the pleasure mileage card if available) and in the case of CTRs if passed.

### CTR/ER Requirements

The services of a vet/endurance judge are required to vet the CTR horses before the ride. The vet will require a vet writer to fill in the ILDRA vetting forms. These forms are retained by the vet writer until after the final vetting, when they are handed to the ride organiser. The vetting area should be level and ideally have a smooth surface free from stones. It should be in a location which is not disturbed by people driving or riding through. It is not fair to anyone concerned if the vetting procedure is interrupted by through traffic. The only people in the vetting area should be the vet, the writer, the rider and (if the rider wishes) one crew member. If possible the vetting area should be clearly marked off with tape or cones.

The timekeeper clocks each CTR rider out and in. Time is taken in hours and minutes. The timekeeper records the time of each rider at the start, on arrival at the half-way halt, on leaving the half-way halt and on finishing. They usually call up the competitor and give the signal to start. At a half-way vet inspection, the clock continues to record the competitor's riding time until they have called for successful presentation to the vet. The compulsory hold time starts from this time. The compulsory hold following the vet inspection (typically 30 minutes, but variable depending on the weather and terrain for the ride) should be agreed with the vet on the day and is not part of the riding time. The clock starts again as soon as the compulsory hold time is up. As each CTR rider rides through the finish, he or she should be told the finishing time in order to allow for the post-ride vetting within 30 minutes. If a competitor is held up at the start or when leaving the half-way halt, through no fault of their own, the length of the delay and the reason should be noted by the timekeeper and the organiser should be informed. The number of pleasure riders should be noted as they set out and marked off when they return, so that no rider is left on the course at the end of the day.

Checkpoints if used should be sited on the course so as to prevent competitors taking short cuts.

Checkpoints should be numbered, e.g. by a large card in the Steward's car, so that competitors will know that they have not missed any part of the route. Checkpoint Stewards should be issued with a sheet on which to record the passing of competitors and must ensure that these are returned to the organiser at the end of the ride.







**Profit and Loss Sheet**

RIDE VENUE: \_\_\_\_\_

DATE: \_\_\_\_\_

ORGANISER: \_\_\_\_\_

**INCOME:****PLEASURE RIDES**

Adult Members \_\_\_\_\_ at €10 = €/£ \_\_\_\_\_

Adult Non-Member \_\_\_\_\_ at €15 = €/£ \_\_\_\_\_

Junior (under 18) \_\_\_\_\_ at €10 = €/£ \_\_\_\_\_

**TOTAL PR Riders** \_\_\_\_\_ **TOTAL €/£** \_\_\_\_\_**EXPENDITURE:**

Permit €/£ \_\_\_\_\_

Ambulance €/£ \_\_\_\_\_

Rosettes €/£ \_\_\_\_\_

Advertising €/£ \_\_\_\_\_

Vet €/£ \_\_\_\_\_

Other \_\_\_\_\_ €/£ \_\_\_\_\_

**TOTAL EXPENSES: €/£** \_\_\_\_\_**SUMMARY**

TOTAL INCOME : €/£ \_\_\_\_\_

LESS

TOTAL EXPENSES: €/£ \_\_\_\_\_

**RIDE TOTAL: €/£** \_\_\_\_\_**COMPETITIVE TRAIL RIDES/RACE RIDES**

48km or under: \_\_\_\_\_ at €30/£20 = €/£ \_\_\_\_\_

64km ride: \_\_\_\_\_ at €40/£26 = €/£ \_\_\_\_\_

80km ride: \_\_\_\_\_ at €50/£33 = €/£ \_\_\_\_\_

Other \_\_\_\_\_ at €/£ \_\_\_\_\_ = €/£ \_\_\_\_\_

**TOTAL CTR Riders** \_\_\_\_\_ **TOTAL €/£** \_\_\_\_\_**OTHER INCOME:**

Log Books \_\_\_\_\_ at €8/£5 = €/£ \_\_\_\_\_

Membership = €/£ \_\_\_\_\_

Other \_\_\_\_\_ = €/£ \_\_\_\_\_

**TOTAL OTHER INCOME €/£** \_\_\_\_\_**TOTAL INCOME: €/£** \_\_\_\_\_



**List of Helpers at Ride**

**VENUE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ORGANISER:** \_\_\_\_\_

**List of Helpers and Roles**

**Name**

**Role**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_  
The Organiser

