

SO YOU WANT TO HOST A RIDE!

First of all, let us say "THANK YOU". Next, please don't be daunted by what appears to be a lot of instruction and paperwork. We have tried to provide guidelines that address practically every situation. Ultimately, we want to keep our rides consistent, smoothly run, enjoyed by everyone, and hopefully profitable. Please use common sense and feel free to enhance your ride with the little extras like decoration, pictures, or anything we may have not thought of here.

Included in this packet is the Ride Expense Report and sign-up sheets which are self-explanatory. You will need to fill these out as completely as possible. You should read them right away to familiarize yourself with what is needed. You may ask our Treasurer for an advance to cover purchases. You can also pay for items yourself and get reimbursed. **PLEASE REMEMBER, YOU WILL ONLY BE REIMBURSED FOR ITEMS THAT HAVE RECEIPTS, WE NEED THE RECEIPTS!!!!** Remember to keep track of you hours spent on a volunteer hour's sheet. If you have any questions, please call/e-mail Rose 401-762-4805 (rzariczny@verizon.net), Sharron 413-668-7606 (hiddenhollowacres@comcast.net), or Becky 508-476-3960 (bstra@charter.net)

Things to Do Checklist

Set date (rain date too if you want one) and obtain permission for land use. If state land you will need to get special use permit	
Let police know of ride, time and date in case of an emergency.	
Get commitments from friends/relatives/members to help you. They will be appreciated and have fun helping out. Book judge if needed.	
Plan parking & limit attendance if necessary. Check water access, portable toilets. Communications in case of an emergency (make list of local numbers for fire/rescue/police, vet, farrier, etc.) Call Becky if you need to borrow our 2-way portable radios (2 mile radius)	
Make flyer for your ride or send information to Becky if you want her to draw it up. Information needed. Dates, time, cost, post entry cost or 1/2 price for juniors, location & directions, type of ride, marked or lead. Approximate mileage/hours. NEHT affiliated, ribbons or trophies, contact telephone/e-mail number, entry deadline. Include a clip out reservation form with the checks payable to BSTR and mailed to you. (A \$2 "points" fee per rider is automatically included in the entry fee.)	
Advertise: If you want it in the Journal, it has to be in 2 months before the ride to meet their deadline. Bugle; before 15 th of previous month call or e-mail Becky the information.	
Are ribbons needed for the ride? Please contact Becky	
We have a store of paper goods for the rides. If needed please contact Becky to see what you can get.	
Do you need trail marking ribbons and plates? If needed please contact Becky.	

IF A MARKED RIDE, use plastic plates & water proof markers & ribbons. Ribbons tied onto clothes pins make putting up and taking down markers much easier. A map of the trail is a plus and a copy for each rider is excellent. Go over the trail to check for dangerous areas, i.e. road crossings, unsafe bridge, etc. (avoid or put up warning signs). Put up markers as close to ride date as possible. For ribbon marking, make sure your ribbons are color visible for that season and hang as high as possible to avoid vandalism. You can use something to pull branch down to put ribbon on. All signs or markers on right side of trail, except for left turn.

A double set of ribbons indicates a turn: two on left = left turn two on right = right turn

A single ribbon should be hung as a confidence marker after a turn with a second on further down the trail. Also use these intermittently on the trail, after an intersection trail, or whenever there is a question as to trail direction.

FOOD EXAMPLES: Your choice, but be sure to cover the price in entry fees. Non-riders usually pay a meal price of \$6.00 or whatever the cost per person for the meals turns out to be.

- a. No food (brownbag)
- b. Coffee & Doughnuts
- c. Drinks and/or dessert
- d. Breakfast & lunch
- e. Lunch (hot or cold)
- f. Ask riders to bring dessert

Prepare as much ahead of time to ease the burden on the day of the ride. You may also “order out”. Plan your menu and make purchases.	
Door prizes or raffle items if you choose.	
Bring table for food. Coolers, ice, grill, matches, trash bags, change etc. BSTRA does have tables and 2 canopies. Call Becky if needed.	
Put up easy to read, waterproof, ride signs with arrows on roadways leading into parking/staging area.	
Day of the ride. Be there early to greet riders. Parking assistant may be needed. You may wish to assign someone to staff the sign in table (all riders must sign the sign in sheet which includes waiver).	

If this is a lead ride, don't keep prompt riders waiting too long for late arrivals. Arrange to have someone ride “drag” and don't let the group get too strung out. The pace on lead rides should be gauged TO THE LEAST EXPERIENCED OF YOUR RIDERS. In other words, think twice before attempting a group trot or canter and be sure to signal down the line before you move out. You may have two groups, one faster moving and one slow moving.

Explain trail markers/distribute maps at pre-ride briefing or display large poster with rules & directions on it.	
Note the time last rider goes out or give them a “last rider card” to be given to you immediately upon their return. If they pass someone on the trail, they must give the card to that person.	
Police area and ask all riders to clean up around their trailers and tie spots.	
Make sure all riders are in before you leave or go looking for them.	
After ride: Get help to take down all the markers as soon as possible.	
Finish off reports and forward to Becky	
Send thank you letters for land use, assistance, etc.	
A nice write up about the ride can be done and sent to editor of the Bugle and any pictures taken to be included.	

Ride expense report must have all receipts to verify expenses in order to be reimbursed.

Refund Policy: Refunds can be made prior to the ride deadline due to extenuating circumstances. (ie: horse or rider disabled/hurt, accident, transportation unavailable.) Not allowed would be things like it's raining, too cold, too hot, etc.) Refunds can be made past the ride deadline for injury to horse or rider.