

**THANK YOU FOR YOUR SUPPORT BY MANAGING A
UMECRA SANCTIONED RIDE!!!**

UMECRA Ride Manager Timeline

9-12 Months prior to ride:

- 1) Email your Sanctioning and Insurance Forms by
- 2) **November 30th of the preceding year**
To: Joslyn Seefeldt (Sanctioning coordinator)
joslynseefeldt@gmail.com (Put forms on website?)
- 3) Mail UMECRA Sanctioning FEES by **February 1st**
To: Bruce Birr (UMECRA Secretary/Treasurer)
163N Kendall Road
Manistique, MI 49854
bbirr@centurytel.net
- 4) Email your Ride Flyer as a pdf or word document by **February 5th 5:00pm**
To: Joslyn Seefeldt
joslynseefeldt@gmail.com

RIDE MANAGER PACKETS: Each ride will receive a Ride Manager packet at the convention. These are all of the forms that you would have ordered, listed on the sanctioning form. If you did not order any forms, you will not get any. Be sure to order what you need.

- o **If you will NOT be attending the convention in January, please arrange to have someone pick up your ride manager's packet.**

- 1) If you are managing an existing ride, schedule your campsite as early as possible. Some parks are allowing sites to be booked 12 months in advance.
- 2) If managing a new ride, please send dates and location by the end of October to the sanctioning coordinator, Joslyn Seefeldt, so it can be approved at the November board meeting. *******Ride Sanctioning Guidelines can be found on page 32 & 33 of RM/Vet Handbook.**
- 3) LOCATION, Location, Location! See It's All In The Details below.
- 4) Make sure someone on your management team is SafeSport Certified. See AERC for details.
- 5) Sanction Ride with all applicable Groups: AERC, UMECRA, DRAW, MnDra, GLDRA etc. When sanctioning a ride with AERC, at least one manager must be an AERC member. https://www.aerc.org/static/Ride_Managers_Forms.aspx Don't forget to get any forms needed through AERC. BC Sheets for example.
- 6) Create a Ride Flyer. Make sure you contain information about trail, hoof protection, camping amenities or lack thereof, rides offered, costs, schedule of events, address of ridecamp, vets, potluck info and etc. Make it eye-catching and welcoming!
- 7) UMECRA Insurance - All rides need to be Insured. Insurance forms need to be completed early as the DNR will require proof of insurance before issuing their permits. Send the insurance information with your sanctioning, but payment for insurance isn't due until you submit your ride results. DO: list all land owners, clubs(if Applicable i.e.. DRAW, MnDRA etc.) and DNR, add dates as needed either side of actual ride for the trail marking, set up and tear down. Do NOT list managers name that is a UMECRA member unless they are a

landowner for camping or trails to be used. When sanctioning with AERC take the insurance... it is FREE.

- 8) Please read the UMECRA Ride Manager and Veterinary Handbook for more information. As well as the AERC Rule book.
- 9) Permits: If the ride will be on DNR land, a permit will be required, about \$100.
- 10) Procure your vets for the ride. The head vet must be an AERC member.
- 11) Join the UMECRA Ride Managers FaceBook Page.

3-8 Months prior to ride:

- 1) Find a Timer and Secretary (someone to manage your paperwork). **Examples of Timer Sheet and Ride Ledger below.**
- 2) Provide a driver with a truck and trailer in case you need a "horse ambulance".
- 3) Begin to plan your meals and beverages for the vets and volunteers for the weekend. Potluck main dish?
- 4) Plan trail. Length Loops, # holds (in camp or out?), # water spots and # tanks needed.
 - a. Who, when and how will trail get marked?
 - b. How long will it take?
 - c. How far in advance can you mark?
- 5) Get completion, first-place, highpoint and BC awards. (maybe start sooner if you will try to get donations?) For items with the UMECRA logo on them check out our UMECRA store <https://umecra.logosoftware.com>
- 6) Plan for your vet accommodations
- 7) Plan your to do list.

1-2 Months Prior to ride

- 1) Get your list of volunteers finalized.
- 2) Trail finalized - know the lengths of your loops. Make maps to hand out to your riders.
- 3) Food Finalized
- 4) Publicize your ride. Social Media, Newspaper, & ??

2-4 Days before ride:

- 1) PACK!!!
- 2) Mark trail. Be prepared to clear down trees or reroute for bad conditions.
- 3) Set up tents to provide shelter from rain or sun for timer, volunteers and vets.
- 4) Put out signs to ride camp – some people like to get there a full day early.

Post Ride:

- 1) Submit ride results to AERC(on-line) and UMECRA (you will receive a wonderful spread sheet a few days prior to your ride from UMECRA/Nicole to use for recording ride results). Also send results to MnDRA, DRAW, GLDRA, etc, if applicable.
- 2) Make a list of things to change for next year :)
- 3) Fill out the Ride Summary Sheet (See below)
- 4) Send Thank you's to all of your Wonderful Vets, Volunteers and Landowners!!!
- 5) Catch up on some sleep!

It Takes a Village: Volunteer List:

Secretary: _____

Timer: _____

Marking Trails:

Camp Set Up:

Set out and Fill Water Tanks:

Cook for Vets and Volunteers:

Parking helper: _____

Scribes: _____

P&R's: _____

Novice Leaders: _____

Camp Clean Up: _____

Un-Mark Trails: _____

UMECRA RIDE Budget Planner:

UMECRA Insurance \$22.50/day plus
\$20 x Number of insured *\$ _____

AERC Sanctioning \$25(first endurance
mileage offered per day.) *\$ _____

\$10 each additional endurance
mileage offered per day *\$ _____

UMECRA Sanctioning *\$ 40.00

MnDRA, DRAW, GLDRA, etc. Sanctioning *\$ _____

Trail Marking Supplies *\$ _____

Veterinarians: \$300-\$400 each plus mileage per day \$ _____

Camping/Lodging Vets. *\$ _____

Food and beverages for Vets and Volunteers *\$ _____

Porta Potties \$ _____

Water Hauling & Timer \$ _____

Completion Awards *\$ _____

First-place Awards *\$ _____

BC and High Point Awards *\$ _____

UMECRA/rider fees \$3/rider \$ _____

AERC/rider fees \$11/rider \$ _____

*** Will need to be paid before the ride. i.e. before you have any income from ride entries.**

To Do List Example:

ENDURE 2016 TO DO LIST		Chris & Marty	Nicole	Robin	Lucy
	Obtain approval for use of campground & trails	✓			
	Sanction UMECRA	✓			
	Sanction AERC	✓			
	Sanction AHA w entry form and ride flyer	✓			
	Insurance and additional insured for UMECRA	✓			
	Additional insured certificates from AERC	✓			
	Prepare ride flyer for UMECRA ride book	✓			
	Secure control judge and treatment vets	✓			
	Recruit vet students	✓			
	Recruit t-shirt advertisers				
	Order t-shirts				
	Pick up t-shirts				
	Placement awards (usually provided by AHDRA)				
	BC & HP awards (usually provided by AHDRA)				
	Organize fundraising agreement and events				
	Secure Chef Bell for Saturday dinner & possibly lunches	✓			
	Recruit volunteers:				
	Mark trails for riders and drivers				✓
	Post signs on road to ride				
	P & R takers				
	Scribes for vets				
	Timer (& timing sheets if needed)				
	Distribute water & towels to riders				
	Rider's mtg & trail description	✓			✓
	New rider orientation/novice clinic				
	Novice ride leaders				
	Plan, shop, prepare meals for Vets and volunteers, morning coffee				
	Ride secretary	✓			
	Calculate results, BCs, HPs, etc.				
	Awards presentation (& award listing sheets if needed)				
	Unmark trails				
	Final patrol of campground & clean up as needed				
	Secure lodging for vets and volunteers as needed	✓			
	Update ride safety plan as needed	✓			
	Prepare ride roster on computer	✓			
	Get water & towels(?) for riders				
-May 1	Post notice of event at campground and trails				
Friday					
Saturday	Check trails and campground				
Sunday					
Monday					
Tuesday	Call Cass County Sheriff about event	✓			
	Shop for food for Endure Vets & volunteers				
	Mark trails with Lucy, Robin, Nicole & Cory				
	Get t-shirts from Stan				
Wednesday	To pack in trailers and take to ride:	✓			
	Competition forms, cards, BC scoring, vet report, etc.	✓			
	AHDRA ride office box	✓			
	AHDRA clipboard box	✓			
	AHDRA scales and clocks	✓			
	AHDRA coffee pots	✓			
	Computers, printers, paper, ink cartridges	✓			
	Two water troughs	✓			
	Hoses	✓			
	Pop up trailer for vets	✓			
	2 tents for Jim, Brad, & Shannon	✓			
	Sheets and pillows for Vets, Jim, Brad, & Shannon	✓			
	Barners: AHDRA, AERC, Purina	✓			

It's All In The Details!

Find a venue. Considerations:

- Campground: Water access? Shade? Electricity? Toilets?
- Space - count on a minimum of 40+ rigs. 8-10 acres of ground
- Access to trails
- Are there hi-ties? Are pens allowed? Camping fees?
- Trails:
- # of Landowners/ insurance costs
- Talk to all landowners involved
- If it's a wet year, how do the trails hold up?
Are there options if some parts of the trails can't be used?
- Are there enough miles of trail for the events you want to have?

Find a date: Considerations:

- Time of year; weather conditions
- Some venues already have yearly events in place. UMECRA's schedule is not exactly the same year-to-year.
- Any ride within UMECRA is required to be at least 300 miles from another UMECRA ride that is held on the same weekend. Current rides take precedence.

Things to bring for the ride weekend:

- Trail marking equipment: ribbons, arrows on plates?, staple gun, signs to direct rigs to ridecamp, glo-sticks or lights?
- Finish line sign, 2-mile marker, passwords if needed. How to mark trail; horseback, ATV, etc.
- Food. Meals for volunteers and vets for the weekend. Potluck main dish unless catered meal is planned.
- Coolers, serving stuff: plates, utensils, serving stuff, paper towels, garbage bags, extra TP, clean-up equipment.
- If there isn't a way to get your registration area out of the weather, consider bringing a tent of sorts. A LQ trailer works, too.
- Timer Tent or awning.
- Paperwork needed: Ride cards, entry agreements, maps, timer sheets and comp. cards, BC sheets, rulebooks, extra paper, vet books, master data sheet for riders/numbers/payments/camping fees/ride fees, etc.
- Folders or file box, pens and pencils, cash for change, paper clips, scissors.
- Grease pens for horses' numbers
- Clip boards for scribes and entry agreement forms
- Stethoscopes
- Scale
- Awards: Completion awards for the number of riders you expect, 1st place awards for each event and each "category" of each event (i.e. Junior, Lwt, Hwt). BC and Hi-Point awards.
- Cones or markers for pulse lanes
- Water hose if needed
- Electrical cords, power strips
- Laptop
- Water tanks in camp and on trail
- Tables for food and registration
- Lighting for ride management area
- White boards or posterboard to list timeline of events

MARKING THE TRAIL Guidelines:

SUPPLIES: Surveyor's ribbon and clothes pins are the main ingredients for most trails. Tie the ribbons long; they should be at least 15 inches hanging from the knot so that the slightest wind will

make them flutter. Tying the ribbon onto clothes pins makes marking and unmarking much easier and allows the ribbons to be hung up and stored for future use. Select a color that will stand out from its surroundings. Do not mark a trail in light green if the ride is in Spring. Florescent pink is visible no matter what time of year and can be combined with another color to be even more visible.

When selecting colors for ribbons - look for high contrast between the colors. Pink, red and orange may sound good but in the early morning hours before the sun comes up, they are hard to distinguish. Fluorescent pink and a bright blue are better combination. Think of the color wheel - stay on opposite sides.

Night riding requires more ribbons or white paper or plastic plates attached to clothes pins. Keep in mind, plastic plates are more durable than paper plates if it rains. The plates should be attached to the clothes pins by ribbons and allowed to swing. Plates with arrows and other information need to be used at intersections and on double trail. Punch holes around the rim so that ribbon can be tied to the plates to catch the rider's attention. Glow sticks or LED lights are great option but they are more expensive. On the other hand, your riders will really appreciate the extra visibility they offer. You can minimize how many you need and use them for marking hazards and intersections. Because of their cost, they are definitely considered optional. A good on-line source of glow sticks is www.glowwithus.com. LED lights are available from multiple sources.

MARKING THE TRAIL: Hang the ribbons on the right side whenever possible. Keeping the ribbons on the same side consistently helps the riders follow the trail. For corners and intersections: hang 3 consecutive ribbons before and after the turn. That will help the riders have confidence they are on the correct trail. If there are other trails that intersect your trail, make sure you clearly mark the correct trail.

If the original trail is blocked and a new trail has been cut around it, tie a ribbon all the way across the blocked trail if possible. Hazards may also be marked in a different color of ribbon from the rest of the markings. Make sure you communicate this during the ride meeting.

Ride and mark the trail in the direction it will be ridden. If it will be ridden both directions, ride it backwards after you've marked it to ensure all ribbons, hazards, and corners are clearly visible. Hang the ribbons HIGH - out of reach of 4-wheelers and animals.

Sometimes there's nothing to tie a ribbon to. In that case, flags on stiff wire or wooden stakes can be stuck in the ground (be sure to alert the riders that these have been used). Space confidence ribbons so that when a rider is directly beneath one at least one or two ribbons can be seen down the trail.

Put yourself in the rider's place: he/she has never seen the trail, isn't sure which way is north, and wasn't there a turn a little way back?

THE FINISH LINE should ideally have a sign from one half (½) to one (1) mile preceding it and should be marked with flags and be visible for at least a quarter mile if possible. There should be at least a quarter mile run-off past the finish line and this should not be through camp. The finish corridor should be wide enough for two horses to run abreast and kept clear of spectators. In other words, choose a finish line where safety can be maintained. If that means moving it away from camp, do it!

RIDER MAPS: should be provided with the trail marking colors clearly defined. They can also be used to tell the rider "you are here" if points on the maps are numbered to correspond with markers on the trail.

Riders Meeting: Be prepared to talk about the trail conditions and hazards the riders might experience. It's not necessary to go into painful detail about every twist and turn, but mentioning key decision points in the trail, potential obstacles or readily identified landmarks, helps people keep track of where they are on the trail.

Ride Summary Profit/Loss

Ride Manager: _____

Name of Ride: _____ Year _____

INCOME:

Ride Entry's Day 1 \$ _____

_____ Sr 50's # _____ Jr 50's # _____ Sr LD's # _____ Jr LD's # _____ Comp # _____ Novice

Ride Entry's Day 2 \$ _____

_____ Sr 50's # _____ Jr 50's # _____ Sr LD's # _____ Jr LD's # _____ Comp # _____ Novice

TOTAL INCOME: \$ _____

EXPENSES:

AERC & UMECRA Sanctioning Fees & Insurance: \$ _____

AERC Rider Fees (\$11/endurance & LD rider) & UMECRA Rider Fees(\$3/rider): \$ _____

Trail Marking: \$ _____

Veterinarians plus mileage: \$ _____

Veterinarian/Volunteer Food & Potluck : \$ _____

Award Expenses: \$ _____

Misc. Expenses: \$ _____

Other: _____ \$ _____

Other: _____ \$ _____

Other: _____ \$ _____

**+ Award Inventory carryover for next year: \$ - _____

TOTAL EXPENSES: \$ _____

Total Income \$ _____ - Total Expense \$ _____ = +/-Income/Loss \$ _____