

Texas
Endurance
Riders
Association

Ride Managers
Handbook

January 2011

Texas Endurance Riders Association

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About T.E.R.A.

Texas Endurance Riders Association is the oldest and most active endurance riding group in Texas. It was originally named East Texas Endurance Riders in 1979, but by 1984 the group had grown so large that the members felt a name change was in order; thus was born T.E.R.A.

Texas Endurance Riders Association was formed to promote endurance riding as defined by the American Endurance Ride Conference, and to help develop a permanent horse trail in the Davy Crockett National Forest. In addition to following some TERA rules and regulations, all TERA sponsored rides follow the rules and regulations of AERC.

TERA has grown from sponsoring two rides per year to sponsoring over ten rides per year; from a family of four to over 100 memberships. TERA has realized the goal of helping develop a permanent horse trail in the Davy Crockett National Forest. There are approximately 50 miles of marked trail with more in the planning stages and there are two trailheads.

Piney Creek Horse Camp can be reached by turning south off S.H.7 in Kennard onto County Road 4625. The Forest Service Road 566 is two and one-half miles down this narrow road. Turn right on FS 566 and follow it to the end (about ½ mile); Piney Creek Horse Camp is on the right and has 33 rocked-in sites for rigs. There is city water, a large shelter, trash facilities and a vault toilet at this site.

The White Rock trailhead is on Forest Service 514. It can be accessed from either S.H. 7 or FM 2781. Watch for the White Rock Horse Camp signs about 5-8 miles out of Kennard. There are two wildlife ponds for equine water at this site. There are no rocked-in sites, but there is a large meadow for camping and a vault toilet.

Both camp sites are fee areas. Follow the directions for the length of stay you have planned. TERA members help maintain the Piney Creek Horse Trails. At this time, there are two TERA sponsored rides per year held on these trails.

When you join TERA, you receive a membership card with your name and membership number. This card entitles you to at least a \$5 discount at TERA sponsored rides. You will also receive Trail Markers, the TERA newsletter. Trail Markers is published 4-6 times a year. There are articles on all phases of endurance riding, ride calendar, and other useful endurance and equine information. Your photos, articles or art-work is greatly appreciated if you would like to contribute any to the newsletter.

You can find more information about TERA events at www.texasenduranceriders.org

About A.E.R.C.

The American Endurance Ride Conference is the primary sanctioning body for endurance rides in the United States and Canada. The AERC was founded in 1972 as a national governing body for long distance riding. Over the years it has developed a set of rules and guidelines designed to provide a standardized format and strict veterinary controls. At the same time, it has sought to avoid the rigidity and complexity so characteristic of many other equine disciplines.

From its beginnings in the American West, the AERC has spread roots both nationally and internationally. The AERC sanctions over 700 rides each year throughout North America. In 1978, the Federation Equestre Internationale (FEI) recognized endurance riding as an international sport, and since that date the U.S. and Canada have regularly swept the team and individual medals.

In addition to promoting the sport of endurance riding, the AERC encouraged the use, protection and development of equestrian trails, especially those with historic significance. Many special events of four to six consecutive days take place over historic trails, such as the Pony Express Trail, the Outlaw Trail, the Chief Joseph Trail and the Lewis and Clark Trail. These rides promote awareness of the importance of trail preservation for future generations and foster an appreciation of our American heritage.

When you join AERC, you receive an AERC membership card with a rider number that should be used when you enter rides. This number insures you get credit for the mileage you complete. AERC has a great year-end award program. Non-AERC members who ride any AERC sanctioned ride will be charged a \$15 day-member fee at each ride.

Members will also receive a monthly magazine, Endurance News, which contains a schedule of all sanctioned endurance rides in North America. Further, Endurance News contains many educational articles by veterinarians, riders and other experts. You may subscribe to the magazine without becoming an AERC member.

TERA ride managers encourage members to register their endurance mounts in the AERC Horse Mileage Program. Each equine receives an identifying number that should be used on entry forms to insure the correct mount is credited with the correct mileage and points earned at each ride they finish.

For information on joining AERC, contact:

AERC Office, P. O. Box 6027, Auburn, CA 95604
866-271-2372 530-823-2260
fax: 530-823-7805
email: aerc@foothill.net
website: www.aerc.org

Type of Rides

Endurance Ride

An endurance ride is best described as a cross-country ride of 50 or more miles. It is an athletic event for both horse and rider in which the first goal is to complete the marked trail; and the second goal is to ride this trail as rapidly as the condition of horse and rider allows. Each AERC sanctioned/TERA sponsored ride is controlled to a certain extent by a qualified veterinarian and ride manager. All horses must pass the thorough vet checks before and during the event before they are allowed to continue. After the ride, the horse must pass another thorough check before being allowed a completion. Equines must be 60 months of age or older to compete in endurance rides.

Limited Distance Ride

Limited distance rides are rides at least 25 miles but not exceeding 35 miles in length. These rides may be offered but must be sanctioned into the AERC Limited Distance Program and held in conjunction with an AERC sanctioned Endurance Ride. Equines must be at least 48 months old at the time of the ride.

Limited distance rides are intended primarily as a training ride for new riders and for young or inexperienced horses. These rides are normally not restricted to “novices” only, but are open to everyone. A part of the endurance ride trail is often designated for the entries in this event. Veterinary control of the ride must include a minimum of one vet check, at or near the half-way point. The check must use the gate-into-hold criteria. At the finish, ride time of the competitor continues until pre-set veterinary recovery criteria, including a pulse of 60 bpm or lower, are met. Finish time will be recorded as the time at which a passing exam is requested and subsequently met. Any horse not meeting the veterinary criteria within 30 minutes of arrival at either a vet check or the finish check will be disqualified.

Be aware that horses not in condition and raced for short distances can have more metabolic stress than horses that are in good condition and run for longer distances. Therefore, strict veterinary controls need to be set by the Head Veterinarian and Ride Manager to prevent injury or death.

Sanctioning a Ride

Planning and hosting an endurance ride takes time, effort and an up-front financial outlay. Few people are able to manage an endurance ride without a substantial number of competitors to defray the expenses of insurance, sanctioning fees, veterinary control, awards, etc. Like any activity involving a number of people plus being held outdoors, a great deal of pre-planning is required to make the event run without serious problems.

You can obtain a sanctioning form from the AERC Office or your Central Region sanctioning director or go on-line and look under the ride manager tab. You must completely fill out the form, including the name of your Head Veterinarian if known. If you don't know who will be Head Vet, remember to contact AERC and your sanctioning

director as soon as you secure the services of a Head Vet. Your Veterinarians, Ride Manager and Assistant Ride Manager must be AERC members in good standing and should have some familiarity with endurance riding and AERC rules.

The completed request for sanctioning must be received by the regional sanctioning director at least 120 days before the event is to take place.

Insurance

All AERC sanctioned and TERA sponsored rides will be insured through the AERC policy. At this time, AERC is paying the ride insurance for the ride manager. The ride manager will need to contact the insurance company with the names and addresses of each additional insured that needs to be listed on the policy. AERC will send the ride manager a letter confirming sanctioning of the ride and will include an insurance contact letter for the ride manager.

Publicity and Brochures

Publicity

Sanctioning the ride automatically lists it in the AERC Ride Calendar in Endurance News. Sponsoring the ride through TERA automatically lists it in the Trail Markers Ride Calendar. You can make notices months in advance and spread them around at other rides, tack shops, feed stores, etc. Make these short and to the point, giving an address, phone number and website to contact for more information.

After your ride, write an article for Endurance News and Trail Markers. Include photographs if possible. The more publicity you can get out after the ride, the more interest you will generate for your next ride.

Brochures

Several months before the ride, you should make your full ride brochure. This should contain a map with precise directions to your campsite, an entry form (including address to which it should be sent), all ride rules, your phone number, website address, vet check procedures, start time of the ride, availability of horse and human water, and other essential information. If there will be a banquet, potluck supper, concession stand, etc., make this known. Also, let competitors know how many miles to the nearest grocery, feed store, fuel station, motel, and eating place.

Food for riders and pit crews is optional, but state in your brochure whether they need to bring their own. You should plan to at least feed your vets and other workers. Foods at rides vary from nothing to a simple wiener roast to catered meals. Some rides furnish a hot dish and ask riders to bring other food such as dips, salads, or desserts. This keeps costs down but is more hospitable than no food at all. It can be a lot of fun for everyone. A meal gives riders the chance to get acquainted.

Ride Staff and Duties

All workers need to realize they are there to help the horse and rider finish the ride in such good shape that the horse could go further if needed; hence the term “fit to continue”.

Ride Manager

You are responsible for whatever happens immediately before, during and immediately after the ride. If you are not capable of making tough decisions and sticking by them, you could have a great deal of discontent, griping, problems and/or formal protests. However, you must follow all AERC and TERA rules when making decisions. If you intend to impose stricter criteria than found in the AERC rule book, you must have it in written form and available to all riders before the start of the ride. For example, if you require helmets for all riders, it must be in writing in your ride brochure and/or in the rider packet. AERC allows ties. If a TERA ride manager does not wish to allow arranged ties, that rule must be in written form in the ride brochure and/or the rider packet.

TERA allows the assignation of a day manager. This person covers the ride manager duties on the day of the ride. As with the regular ride manager, the day manager must have attended a TERA Ride Manager Clinic within the last three years.

Ride managers act as host/hostess to the competitors, helpers and spectators. Consider their welfare and safety when planning all aspects of your ride. Prepare a list of all helpers and workers and refer to this list at your awards ceremony to insure you thank everyone who helped.

Ride managers should impress on the veterinarians (especially a new ride vet) to evaluate the horse on a basis of everything done static first and everything impulsion second. Ride managers can be a considerable source of information when helping vets who are not very familiar with endurance. Make sure your vets and volunteers fully understand all procedures for each ride.

Ride manager is responsible for enforcing all AERC and TERA rules. Ride management has the right to eliminate a competitor from competition for reasons of cruelty, poor sportsmanship or other rule violations even if the competitor has passed the veterinary examinations.

Ride Secretary

The ride secretary is in charge of taking ride entries and recording all pertinent information. He or she is also responsible for compiling the result sheets. The ride secretary should have a pleasing personality since they are the contact person for data concerning the ride. If you have access to a computer to compile the ride results, remember to print them in the same format as the AERC result form.

Veterinarians

Ride veterinarians must be AERC members. If they are not already, you need to send the information and veterinary membership fee to the AERC administrative office. The AERC will send the new ride vet information he/she will need concerning endurance riding. TERA recommends all new ride vets call one of the following TERA Veterinarians to discuss any topics they may not fully understand:

Gail Conway, DVM
915-356-3355

Dennis Seymore, DVM
903-645-3101

You will need at least one experienced endurance veterinarian for your ride and you need to appoint this vet as Head Veterinarian. A working ratio should be no more than 1 vet: 35 riders. TERA ride managers agree to have at least two vets present at each ride. TERA also recommends you employ at least one more vet than the number of differently located vet checks. (i.e. – you hold one out-of-camp check and the rest are in camp, you need at least three vets.) This system better ensures that one vet will be available for any needed treatment. Each check during the ride must have a control vet present.

All ride criteria must be agreed upon by the ride manager and veterinarians before the start of the ride, but cannot be set more than 24 hours before the start of the ride. The veterinarian's decision is final in all matters concerning the safety and well-being of the horses.

Vet Secretary

You will need one person per Veterinarian to record the information at each check throughout the ride, including the pre- and post-ride checks. The vet secretary will record, on the proper form, all information dictated by the veterinarian during an exam of a horse. This includes making sure that each form has the correct number of the horse being examined, all needed information is obtained at each check, and the ride card is initialed before the card is returned to the rider.

If a rider is pulled during the ride, the vet secretary needs to turn the pulled cards in to the head timer so the results can be tabulated in a timely manner.

Note: the pre-ride and post-ride exams should be written in contrasting colors if you are using the standard AERC rider card.

Timer

You need an arrival timer, a criteria timer and an out timer. One person can fill one, two or all three positions depending on the number of riders and the experience they have had with the position.

Pick this person very carefully. They will have lots of interactions with the riders. The timer is responsible for keeping track of the arrival, criteria and departure times of all entrants. Ride managers must have at least one additional timer for each vet stop held outside of camp and there must be a timer at the finish line if it is not visible from camp.

It is critical that watches be synchronized before the first vet check of the ride. The official ride clock is started, or timer notes hour and minutes, when the ride start is

officially declared. Then, each member of the management team should synchronize their watches with this clock.

Riders of the same distance will have the same start time. The head timer needs to know who is on trail and when they left camp. For the riders entered in the ride, this is accomplished by a roll call. It can be very helpful if the timer notes when drag riders or any one checking trail leaves camp.

Timers also need to know who pulled and the reason they pulled.

A note concerning out time: It is up to the rider to be ready to go back on trail when his hold time is up. The timer's job is to make sure riders do not leave out on trail before the hold time has expired. It is a courtesy only for a timer to call riders ahead of time. Conversely, the rider does not have to leave as soon as his hold time is up. If the rider stays at the hold for an extra amount of time, the timer should note this on the timing sheet when the rider actually leaves.

Pulse/Respiration Personnel

These are the official Pulse Takers. This can turn into a very exasperating job. Try to keep these people happy and your ride will run much smoother.

It is very advantageous to have at least one experienced person for this position. The P/R personnel take the official pulse/respiration of each horse before passing the equine on to the vet for further examination. These helpers can spot trouble if they are experienced in the sport and can alert the vet to potential trouble earlier than might otherwise happen. Your pulse personnel should know that an erratic pulse means the horse is to immediately be seen by a Vet.

It is normal practice to count P/R's for 15 seconds and note this figure on the rider card. Of course, you do not have to do it this way, but be sure all ride personnel understand which way you want your ride "done".

Pulse/Respiration Secretary

Have at least one secretary for every three P/R people. The P/R secretary will need to correspond with the timer and P/R people in order to write all P/R's and times on the rider card. It can help if they have a watch synchronized with the timer in order to help the flow of riders move more smoothly.

Spotters

You need to use a spotter whenever a shortcut exists by which a competitor could gain an advantage. Make sure they do not leave their post until all the expected riders have passed this point. They will need to record the time and number of the horses as they pass.

Make sure your spotters have plenty of food and drinks to keep them for an extended period of time or provide a relief spotter every now and then. Don't forget to send a chair to make their stay more comfortable.

A ham radio or CB club can act as spotters and not only record who has come through a point, but can relay the information back to camp. This is especially helpful to management and most clubs enjoy the chance to “play” and be helpful at the same time.

In place of spotters, some ride managers use trail tokens to insure the riders ride the correct trail. Tokens must be easy for the riders to see, use, keep track of, and should not be a hazard to anyone.

Trail

The trail is the nucleus of any endurance ride. Trails should be well marked, interesting and challenging, but NOT dangerous. Keep in mind that distance riding in and of itself is challenging, so don't go out of your way to add 'challenges' that could become dangerous to an equine nearing his stress level.

Finding the trail, campsite and areas for vet checks can take months. Be sure to take the weather and terrain into account when sanctioning your ride. Also, try to have a pre-measured alternate bad weather trail just in case something happens that is out of your control.

Be sure you receive permission from all the landowners before you route a trail across any land. Have a copy of the Texas Liability Law ready to show landowners and you can request a copy of the AERC insurance policy should they want to see it. Make sure landowners know what to expect from an endurance ride. Assure them, and then make sure you route the trail across the land to cause the least disturbance to the environment as possible. When you use public lands, you may have to fill out a permit request. This will usually require a map of the area to be ridden, with camp and vet checks marked. You will also need proof of liability insurance and probably have to pay a fee in advance.

Riders base their ride strategy on the length of a trail; therefore, it is very important for ride managers to have an accurately measured trail. It helps, but is not imperative, to have ½ to 1 mile before a vet check marked for the riders to be aware that they are about to enter a check.

Trails should be laid out, if at all possible, so riders can reach water at least every 10 miles. TERA has a pump and lots of hose for ride managers who may need to pump water from a stream or pond to a trough that is more accessible to the horses. This pump is available to all TERA ride managers at no charge. Contact Linda or Bo Parrish if you wish to use it.

There are several different types of trail layouts. Each ride must use whatever works for that ride. The most common type of trail at this time in Texas is the loop. Depending on the length of trail, riders may or may not have one or more vet checks outside of camp, but will end the loop back in camp. You may need to use the point to point type of trail. This is a little more challenging to all involved, since the ride will start in one place and end at a different location. No matter which type you choose to use, the vet checks will have to be staffed until all riders have passed each check.

The finish line should be clearly defined before the start of the ride. Try to make it as safe as is possible considering the circumstances. It needs to be wide enough for three horses to run abreast with no sharp turns, steep banks, etc. There needs to be enough run-out room for horses to be slowed safely before reaching that tight turn, gate, fence or trailers and rigs. The finish line should be flagged so the timer has a perpendicular view (with at least two reference points) across the finish. The timer should be at the finish line for all riders – “To Finish Is To Win”.

Trail Marking

How you mark your trails can be a determiner of whether you have riders return next time or not. The bright colored ribbons are best for daytime rides, with lots of white for night trails.

TERA requests all TERA ride managers hang all ribbons, except those marking left turns, on the right side of the trail and mark so the riders have a ribbon in sight at all times. This helps riders who have lost trail and found it again, which direction they should be traveling.

Turns should be marked heavily on the side of the turn – i.e. three markers about eight inches apart on the left side of trail for a left turn and right side for a right turn. These ribbons should be placed so riders traveling at a high speed have enough time to slow and make the turn without losing time or ground. Riders would rather have too many ribbons at a turn than not enough to be sure that the turn is coming up. Mark heavily at the turn, lead the rider around the turn with plenty of ribbons, and then use ‘security’ ribbons to let the rider know he is on the correct trail. Security ribbons are spaced closer than you would normally mark, but not close enough to make the rider think this is another turn.

If conditions are so windy your ribbons are tangling almost as soon as you hang them, try tying a stick or stone on the ends. If you have to remove your markers after the ride, try tying your ribbons to clothespins and pinning them to branches. This will make hanging ribbons much faster once you get the hang of it!

Use flour or lime to mark arrows around turns or to block off a trail that is not to be taken. If your turn is on a paved or dirt road, you can paint small arrows or hoof prints in the wheel lane. This way the marking will wear away fairly quickly. Be sure to mark only one or two days in advance of the ride date so your markings will be clearly visible.

White picnic plates make good signs for any areas that may be confusing or any where the rider has a choice of trails. Remember that humidity can make paper curl and riders won’t stop to uncurl a plate to see which direction to take. Styrofoam plates can also mark reference points. These can be anything easily recognized by fast moving riders, and should have a corresponding mark on the rider’s map. These plates are easily carried in saddle bags and their distinctive shape stands out from the natural surroundings. Use ribbon threaded through small holes in the plates to tie around trees or rocks. This makes it easy to remove the plates after the ride and is also more environmentally friendly than staples, nails or paint.

Always try to mark your trails so first time riders are not penalized just because they haven’t ridden your trails before. If your trails are adequately marked, the seasoned rider of this trail will not have much advantage over the novice or first time rider. All

riders should have an equal chance to ride the trail at speed without being penalized by never having previously ridden this trail.

Trails should be challenging but not hazardous. Any dangerous spots should be well marked if you cannot route the trail away from the hazard. During your ride briefing, riders should be warned of what to expect before they encounter it on trail.

However you mark your trail, try to mark on a day as close to ride date as possible. The longer the markers are up, the greater the chance of vandalism. Also, always clear and mark in the direction the riders will be riding the trail. Otherwise, branches or turns in the trail can hide some markers.

Maps

Maps should not take the place of good trail marking. You should think of maps as a security blanket for your riders. Properly mark your trails and have a map with reference points for their peace of mind.

To draw a map without all the clutter of topographical maps, first draw your trail on the topographical map. Now trace only the trail and any landmarks you think are necessary. If you have roads to cross, label them on your map. Riders who are having trouble on trail can use this information to reach camp faster or to be more accessible if they need the services of the ambulance trailer. If you have named sections of the trail, note this on your map.

Your maps can have the name or loop number, color of ribbons for this particular section, and/or point mileage noted on them. Also, if you have an emergency/cell phone number riders could call if they encounter trouble on trail, this would be a great place to note it.

Campsite

Your campsite should be large enough to hold all the expected trucks, trailers, campers and cars. It should be accessible to large motor homes and long truck/trailer rigs. Be sure you have a means to get these large rigs out if a rainstorm should pass through.

Make sure you have water for the horses. TERA has a water pump if you need to pump water from a steep-sided or treacherous water source. If ride camp will be dry, be sure you send this information to all potential riders. If possible, have drinking water for the riders at vet checks. Again, advise all personnel if this will not be available.

The ride manager needs to have an emergency truck and trailer hooked up and ready to go in case of equine trouble on trail during the course of the ride. In choosing this ambulance, remember there are horses that will refuse to load into a two-horse trailer.

It is a good idea to flag off your vet-check area ahead of time. Mark any trails into and out of camp so riders will not park or set up pens in the trail area. Be sure you save nearby spots for your veterinarians and key personnel.

Your campsite should have sanitary facilities adequate for the number of people you expect. This number should include helpers and pit crews. These facilities get lots of use and consume many rolls of toilet tissue. Buy twice as much as you think you will need.

Direction signs to camp need to be of sturdy, durable material. It will help if the background color is flat white and the lettering is of a dark, flat color. Glossy colors tend to reflect light which makes the sign harder to read. The lettering should be large enough to read at a distance. Use fluttering ribbons as eye-catchers.

Registration

Place your registration at an obvious, easily seen location or have signs directing riders to the table. Have TERA and AERC membership information readily available to the participants.

Process each entry form completely before moving to the next entry. If riders start getting stacked up and edgy, remind them that the results depend on all this information being correct. They will understand.

Be sure you ask to see the current AERC membership card for each entrant or be prepared to pay the \$15 fee from your pocket. Also be sure each equine in camp (even those baby-sitters) have a current negative Coggins test – this is a Texas Law.

Prior to handing out rider packets, each entry should have:

- Rider name and AERC number (or complete information)
- Juniors' sponsor signature on the entry form
- Horse name and AERC number
- All waivers and releases signed and dated
- All applicable fees collected and processed

Most ride managers find it easier to have riders pre-register and make up rider packets with all pertinent information pre-recorded on the proper forms. In order to get riders to pre-register, it sometimes helps to offer a significant discount for pre-registration. Other ride managers find it simplifies life to make up packets and fill out the forms when the participants register.

If you are planning to use the standard AERC Rider Card, you may want to fill out the Ride Name, Distance, and Date prior to making copies. This will help time-wise. Whichever card you use, your volunteers will love you if you write the rider name and/or number on the reverse side of the card.

Pre-Ride Briefing

You should keep this as simple and to-the-point as possible, yet still cover everything. It usually helps if you have notes so you don't leave anything pertinent out.

If you like detailed trail descriptions, try printing and handing these out in the rider packets. Then you hit the high spots in the briefing. Make sure you discuss any dangers the riders may encounter on trail.

Discuss the colors of the trail markers and be sure to have samples ready to show the riders. Let the riders know in which order the loops will be ridden and the mileage of

each loop or point-to- point. If you have reference points on trail, discuss what to look for and the significance of these points.

A suggestion: use parts of the limited distance briefing in the overall briefing – i.e. the dangers of over-riding and the fact that speed kills; the importance of not loading the equine to trailer home as soon as the ride is over; any post-ride problems need to be seen by a vet who knows how to treat stress-related problems. These are issues that all riders need to be aware of.

If your volunteers are present, have them stand while you identify them for the riders. If you have name tags or T-shirts for your helpers, this will help identify them as such to your riders on ride day. When you introduce your veterinarians, they can present the ride criteria.

Limited Distance Briefing

You are required to have a separate meeting for your limited distance riders.

At this meeting, you should underline the dangers of over-riding. Stress the fact that speed kills and for limited distance rides the time does not stop until the horse has met the finish criteria. Limited Distance riders only have 30 minutes at the end of the course in which to meet these criteria. Only the longer distances have the one hour after the finish line in which to meet the criteria. Ride managers should make sure all the ride personnel know these rules.

Walk the limited distance riders through a vet check procedure. Tell them how to care for their horse during the ride. Stress the fact that there are no stupid questions – we were all first time riders at one time or other. Tell them the danger signs to look for; the ‘Pfeiffer paper’ is a great help with this (see Appendix C).

Remember, thumps are controllable, but do not allow a horse with thumps in high heat and humidity back on trail; they should be kept where they could be treated if symptoms demand. Stress the importance of not loading the equine to trailer home as soon as the ride is over. Let the riders know that if problems arise within a week after the ride, the horse needs to be seen by a veterinarian and the vet needs to know that the horse was on an endurance ride which means he should be seen as stress-related.

Vet Checks

TERA has adopted the gate-into-hold type of check for each mileage and control check of a ride (see Appendix B). This means you need to establish a specific Cool-Out Area where pit crews are allowed. Be sure there is plenty of room to accommodate all people, equipment and horses or let the riders know at the briefing how this will be handled.

There should be a specific area into the Cool-Out Area where the Arrival Time is noted. The equine has 30 minutes from time of arrival off trail in which to present and meet criteria. This time should be noted on the rider card and an Arrival Time Sheet. If the equine fails to meet criteria within the 30 minute window, the team will be pulled from the ride.

There should be a “gate” from the Cool-Out Area into a P/R Area. This is where the horse and rider team will call for a check. When the rider walks through the gate (calls for his check), the timer notes the time. If the horse subsequently meets pulse criteria, the time stands. This begins their hold time. If the horse fails to meet criteria, the time is erased and the team will go back to the Cool-Out Area.

Once the horse has met pulse criteria the team is sent to the Vet Area. The veterinarian will check all parameters to determine if the horse is fit to continue. The vet will have the final decision as to whether or not the equine is allowed to return to the trail.

The Ride Manager needs to have a Cardiac Recovery Index (CRI) trot-out area pre-measured and marked for the veterinarians use. Mark the start, measure 125 feet out in a straight line and mark this spot. The TERA Ride Management Kit has cones and a pre-measured rope to facilitate marking the CRI course. The horse will have his pulse counted, the minute noted, then should trot out and back for a total of 250 feet and then have his pulse re-taken at the end of the minute. The CRI should be recognized as a valuable tool and used as such.

If the rider is pulled from the ride, ride management **MUST** let the rider know he has been pulled from competition and the reason. The management team should make sure the rider card has the reason for the pull and is signed by the veterinarian who pulled the rider. This card (or a copy) should be kept with the other ride papers for at least a year. If the ride is held on USFS lands, the paperwork must be kept for five years.

It will expedite matters if the cool-out area, P/R area and Vet area are all marked with stakes, ribbons and signs to designate definite areas riders should or should not be in. There should be an opening, or “gate”, for riders to pass through from the Cool-Out Area into the P/R Area, with a “return gate” for any rider who doesn’t meet criteria. Then there should be a “gate” from the P/R Area into the Vet Area. Make sure these all have plenty of room for the expected number of riders. There is a simple diagram in Appendix B that can be changed to utilize any area.

Awards Ceremony

It is common courtesy to wait until all riders of the same distance are off trail before holding the awards ceremony for a specific distance. Have your awards list prepared and ready to fill in names and placing. Recognize all riders of each distance no matter how long they took or what may have happened. Remember our motto: To Finish Is To Win.

If you know something special about a rider or horse, include it in your awards ceremony. This makes it very special for everyone. People tend to remember those ceremonies where they had fun!

Be sure to thank everyone involved with the ride even if you don’t have worker awards. At least they will know how much you appreciate all their hard work and gives the riders a chance to thank them, too.

Words of Wisdom

Do not take anything the rider or worker may say during the ride, personally. The riders are not themselves when overtaken by the stress of “ride mode” and the workers can become very stressed by the end of the ride.

Ultimately, the rider is responsible for the horse; the ride manager is responsible for the ride; the Veterinarian is coach to the rider and manager in all aspects concerning the welfare of the horse.

Each ride will suffer some extent of chaos. There can be no rule to cover chaos, but be sure that the ride manager who survives a chaotic ride and has riders return to his ride next time is a true endurance ride manager – truly One of a Kind!!!

Notes

TERA Rules and Regulations

1. Ride managers should contact any officer or board member of TERA and ask for a sponsorship form. By filling out the sponsorship form, you agree to abide by AERC and TERA rules and regulations.
2. From the time you have the first rig pull into the camping area until at least one hour after the last rider of the longest distance crosses the finish line is considered your “ride”. There will be no consumption of alcoholic beverages by ride management at any time during the ride. Ride management is defined as any person directly involved in helping with the ride.
3. Ride managers who intend to use stricter criteria than imposed by AERC must have it in written form and available to riders before the start of the ride. TERA members have voted that the ride manager may or may not allow arranged ties at the finish. However, if they do not allow arranged ties, that must be in writing in the ride brochure and/or the rider packet.
4. TERA rides will use the Gate-Into-Hold type of control checks. See Vet Checks on pages 17-18 and Appendix B for more information on this type hold.
5. TERA ride managers agree to have at least two veterinarians present at each ride. The ride manager will employ at least one vet more than the number of differently located vet checks (i.e. – you hold one out-of-camp check and the rest are in camp, you will need at least three vets).
6. All equines entering a TERA sponsored ride will have a current negative Coggins. This will be stated in the ride brochure.
7. All TERA rides will have trails marked on the right side of trail unless marking to indicate a left turn.
8. If a rider is pulled from the ride, Ride Management must inform the rider of the reason.
9. TERA sponsored rides will offer at least a \$5.00 discount to current TERA members.
10. TERA has tables, cones, CRI tape measure, water pump and hoses or timing sheets for TERA ride managers’ use. If you have need of any of these, contact Bo/Linda Parrish – 936-852-3532 or email at lindapparab@valornet.com.

Appendix A

Ride Management Checklist

9 to 12 months before ride

- Select campsite and find trail; measure trail
- Contact AERC regional director for dates forms, etc.
- Select ride date
- Set tentative budget, including entry fees
- Arrange for Head Veterinarian (needed for sanctioning)
- Sanction ride
- Contact TERA for sponsorship form
- Apply for ride permit, if applicable
- Organize key ride officials
- Consider various options for awards, check prices

2 to 3 months before ride

- Write ride brochures and get them ready to mail/on a website
- Order completion awards
- Check on Veterinarians
- Clear trail
- Arrange to rent or borrow needed equipment
- Meet with key ride personnel
- Determine logistics for transporting volunteers and vets to check points

1 to 2 months before ride

- Send ride brochures
- Check supply of forms, cards; print if necessary
- Plan food
- Make sure permits are in progress
- Organize supplies, especially trail marking needs

1 to 2 weeks before ride

- Confirm that Vets and Ride Personnel are still available
- Check communications and routes to vet checks
- Start to mark trail
- Buy toilet paper, pencils, pens, paint sticks, etc.

1 to 5 days before ride

- Buy food
- Check and complete trail marking
- Transport equipment
- Post signs to ride camp
- Set up ride office; include a scale for weigh-ins

Night before Ride

- Sign up riders
- Organize vet-in of horses
- Hold pre-ride meeting
- Organize food for vet stops & workers
- Get a good night's sleep

Day of Ride

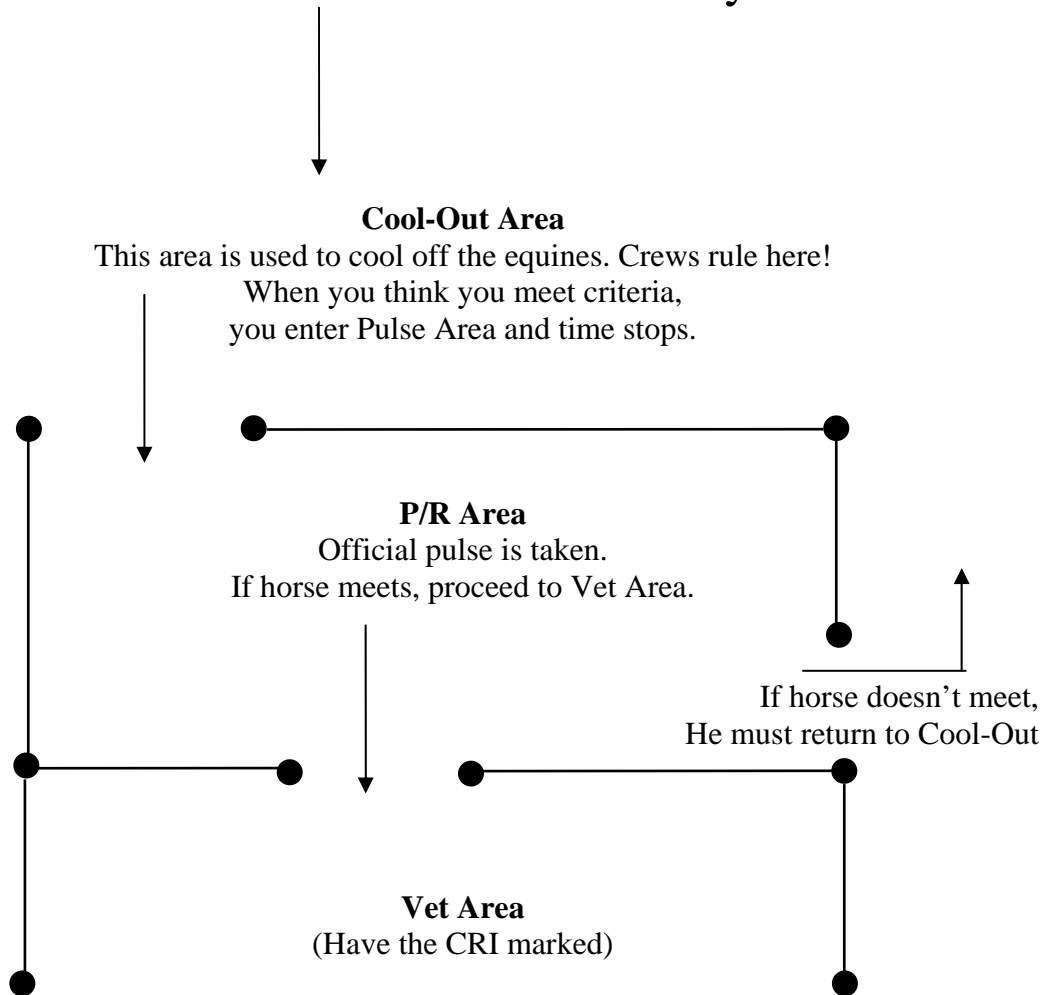
- Place spotters and Vet Crews
- Start ride
- Deal with all problems in calm, efficient manner
- Have post-ride meeting, give out awards
- Thank everyone for coming, especially workers

Within 2 weeks after ride

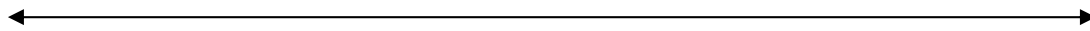
- Return borrowed or leased equipment
- Clean up campsite
- Remove markers and signs from trail
- Send thank-you notes to landowners and workers
- Prepare results for AERC and TERA
- Write an article and send with results

Appendix B

Gate-into-Hold Vet Check layout



*Meeting Ride Criteria means the horse must meet
Pulse/Respiration and Veterinarian criteria.*



Use the above layout or any workable creation for your check area.
Be sure you have the areas pre-marked and use enough room
for the number of equines you expect.

Appendix C – “Pfeiffer Paper”

Danger Signs to Watch for Concerning Your Horse

The danger signs below are some indications that your horse is being over-stressed. Keep an eye out for these signs throughout any of your rides.

PANTING: If the horse is breathing very rapidly, seems very intent on breathing, not interested in his surroundings, this is an indication of trouble. **SEE A VET.**

If the horse is breathing very rapidly but has ears up and watching everything, he is trying to cool his body. Continue on at a slower pace.

LAMENESS: To tell if the horse is lame, look at his head as he travels forward. If lame, it will bob each time a certain foot hits the ground. It is easier to spot this at a trot. Check legs for swelling. See a Vet.

DEHYDRATION: When the horse’s system doesn’t have enough water, it is dehydrated. If the flanks are drawn up, he is probably getting dehydrated. To test for dehydration, pull up the skin at the point of the shoulder. The horse is dehydrated if the pinch of skin does not snap back immediately when released. The slower the skin is to return to place, the more severe the dehydration. See a Vet.

GUM COLOR: If the horse is getting out of breath, tired or dehydrated, check the gum color. The normal color of gums is a light pink. A whitish pink, reddish-deep pink, or blue gum color is an indication of trouble. **GET A VET.**

TYING UP: In tying up, the muscles in the rump become rock hard. The horse may quiver; you can’t push into the muscles of the rump as you normally can. **STOP.** Do not move your horse. **GET A VET.**

THUMPS: The horse seems to have constant, rhythmic ticking in the flanks; the skin between the back legs and belly twitch when the horse has thumps. Administer calcium. In a severe case of thumps, the whole abdomen will have a thumping motion and the body may quiver. **SEE A VET.**

COLIC: The horse will be in pain. He could be looking back at his flank and/or tying to roll. He may be sweating profusely. Walk him. Do not let him roll. See a Vet.

Appendix
Resources and Materials

Ribbon:

- <http://www.forestry-suppliers.com>
- <http://www.gemplers.com/>
- <http://www.flaggingtapedirect.com/>
- <http://www.uline.com/>
- Home Depot
- Tractor Supply

Clothes Pins:

- <http://www.amazon.com/>
- Home Depot
- Wal Mart

Directional Arrows:

- <http://www.benmeadows.com/search/markings+arrows/31224695/>
- http://www.benmeadows.com/TRAILITE-Aluminum-Trail-Marker-Arrow-Asst-Colors-Pkg-of-100_s_133510/Marking-Products_31224707/
- <http://www.vosssigns.com/Arrows.htm>

Reflective Markers:

- <http://www.spiritquestarchery.com/trailmarkers/TrailMarkers.html>
- http://www.keystonecountrystore.com/Trail_Markers.html
- Academy - Bow Hunting Section

Livestock Markers:

- Tractor Supply Corp
- <http://www.livestockmarkers.com/paintcrayons.htm>
- <http://www.jefferslivestock.com/all-weather-paintstik-livestock-marking-crayons/camid/LIV/cp/16190/cn/3405/>
- <http://www.qcsupply.com/prima-tech-twist-up-livestock-marker.html>

Water Proof Papers (Tyvec):

- <http://www.allweatherblueprints.com/tyvek-sheets-inkjet.html>
- <http://www.materialconcepts.com/products/tyvek/sheets/>

Glow Sticks:

- <http://coolglow.com/2/Glow-Sticks/?gclid=CIKZ46WPyaYCFcXD7QodKnubFw>
- http://www.windycitynovelties.com/259c/glow-sticks.html?s_kwid=TC|3050|glow%20sticks||S||3576403518&gclid=COHr1vCPyaYCFUnt7Qod8kVTHg
- http://glowrus.com/4_glow_sticks_s.html