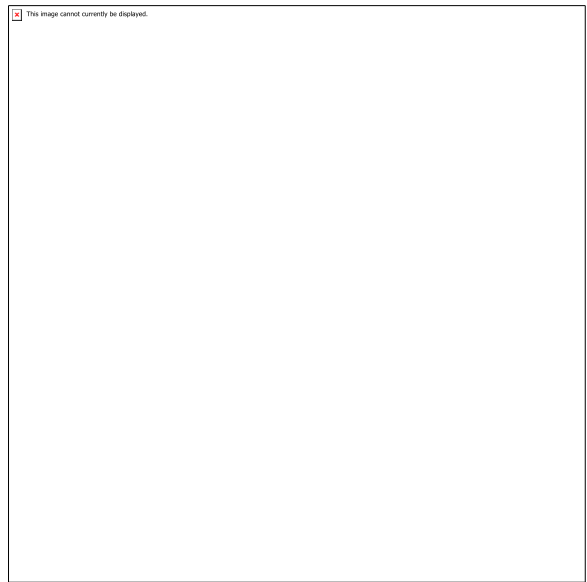


VERSION 1.0

JANUARY 1, 2018



WAERA RIDE GUIDE

INFORMATION FOR RIDE ORGANISERS

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WESTERN AUSTRALIAN ENDURANCE RIDERS ASSOCIATION (WAERA)

ABN: 83 510 134 790

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WAERA RIDE GUIDE

OBJECTIVE

The WAERA Ride Guide contains all necessary information for organising an endurance ride in WA. Any person in charge of or involved with organising a ride must make sure that the organisation of the ride complies with all legal, safety, insurance and other requirements specified in this document.

DOCUMENT UPDATE HISTORY

This document undergoes a complete revision annually before the start of the new endurance season. Ride organisers must refer to the current updated version each year.

Any minor changes and additions made during the course of the year are listed below.

Date:	Description:

RIDE ORGANISERS GUIDELINES

Planning an endurance ride for the first time should occur at minimum 12 months prior to the proposed date. Rides may be run independently, this is called 'ride affiliation' or as a WAERA run ride.

BEFORE YOU START

Contact the [WAERA secretary](#) to a) inform them of your intention to hold a ride and b) submit a Ride Application Form.

If you are unsure if your ride should be an affiliated ride or a WAERA run ride, please contact the Ride Calendar Liaison who will be happy to answer your questions.

INDEPENDENT RIDES / RIDE AFFILIATION

If you have an incorporated body (e.g. Pony Club or Adult Riders Club) willing to run a ride, it can be run independently by completing an [Application for Affiliation to WAERA](#). While independent rides retain profits from the ride, they must also cover any loss. In addition, independent rides must comply with the AERA and WAERA ride organiser rules, procedures and responsibilities.

The application should accompany the ride affiliation fee deposit with the balance being due two months before your ride date. Refer to the 'Finances' section for the current affiliation fees. The WAERA treasurer will supply you with a receipt.

WAERA RIDES

If an independent incorporated body is not available, then the ride can be run under Western Australian Endurance Riders Association Inc. This can be done by request to the SMC via the Ride Calendar Liaison and the ride is then run as a WAERA fundraiser; meaning that WAERA retains ride profits and covers any losses.

The ride affiliation fee does not apply to organisers of WAERA fundraiser rides.

RIDE CALENDAR INFORMATION

The ride calendar liaison must be kept informed of changes e.g. ride secretary's name, address and telephone number, ride distance, ride base, etc.

As soon as possible, you should send a copy of your ride details to the calendar liaison to be included in the newsletter and placed on the web page.

RIDE ORGANISERS RESPONSIBILITIES

You as the ride organiser must read, understand and abide by the current:

- Australian Endurance Riders Association (AERA) Ride Rules & Procedures
- AERA Vetting Procedures
- Local rules may be used, but must not be in conflict with AERA / WAERA Inc. rules. Standard WAERA entry forms must be used

The AERA Rule Book is available on the [AERA website](#).

INSURANCE

Please contact the WAERA insurance officer for details about the levels of insurance cover if required. All insurance cover is effective for all club activities January 1st – December 31st each year. The WAERA Insurance officer will send you a Certificate of Currency prior to the ride as proof of insurance cover and for forwarding to, e.g. landholders and DPAW.

Please refer to the NGW/AERA Ride Organisers Information Kit available on the [AERA website](#).

The [Event Safety Checklist](#) must be filled out and returned to ensure compliance with insurance requirements.

NON-MEMBER PARTICIPATION AGREEMENT

You must ensure that all non-members participating in the ride complete the [Non Members Participation Agreement](#) (insurance waiver form) which is included in the [Non-Member Entry Form](#). The form also must be completed by:

- non-riders leading horses or ponies around the course (regardless of whether they are charged an entry fee)
- people in charge of horses that are not competing in the ride but attending the ride base

AFFILIATED RIDES

By paying the WAERA ride affiliation fee, your ride is automatically covered by the WAERA Inc. public liability policy, including professional indemnity insurance for veterinarians and voluntary workers insurance.

WAERA RIDES

The ride committee of WAERA rides that are organised by individuals or non-incorporated bodies must include at least one WAERA member in order to be covered under the WAERA insurance.

PLANNING

RISK MANAGEMENT

All rides and ride organisers must comply with the AERA Risk Management Procedure, available on the [AERA website](#)

GOVERNMENT APPROVALS

If your course passes through public land or crosses public roads, you need to contact the local office of the Department of Parks and Wildlife (DPAW), the local Shire and/or Main Roads and obtain all necessary approvals to run the ride.

TRAFFIC MANAGEMENT PLAN

If you need to submit a traffic management plan, please refer to the template on the WAERA website or contact Richard Summerfield via [email](#) or phone 08 9732 1612 for more information.

Traffic management information is also available on web [here](#).

WAERA RIDE TRAILER

The ride trailer carries equipment used to set up and run an endurance ride. It is provided by WAERA, and ride organisers are expected to maintain all equipment in good order and return the trailer to WAERA with all content complete and undamaged. Please refer to the WAERA [Ride Trailer Checklist](#) for a list of the trailer content.

Ride organisers can arrange collection of the ride trailer by contacting the WAERA Property Officer one week before the ride and must return the trailer immediately after the ride.

RIDE PERSONNEL

OFFICIALS



Ride Committee

The ride committee will designate and liaise with officials and volunteers. Committee meetings should be held frequently so that each person knows their duties.



Chief Steward

The Chief Steward (CS) must be accredited and appointed by the CS Liaison, preferably a minimum of 12 weeks prior to the event. If there is a preference of CS it should be discussed with the CS Liaison.



Veterinarians (Vets)

Minimum of two for up to 60 horses, an additional vet for each additional 30 horses.



TPR Stewards

VOLUNTEERS

Complete a [Volunteer Registration Form](#), please ensure all your volunteers' names are entered onto this list which is to be returned to WAERA after the ride.

Assign volunteer tasks prior to the ride and notify when they will be required or if they are no longer needed.



Course Co-ordinator / Marker

The Course Co-ordinator/Marker or someone familiar with every facet of the course must be present at ride base to conduct the pre-ride briefings and, in the event of an emergency on course, to be able to take/direct assistance to the part of the course where it is needed.



Checkpoints

Generally 2 people per checkpoint. Checkpoints relay horse and rider information via radio back to the base station.



Base Station

One person who operates the base station radio and communicates with checkpoints who convey rider information as they pass through checkpoints.



Rescue Float

A ride cannot commence without this volunteer. Provide a horse float and appropriate towing

vehicle purely for the purpose of retrieving injured or withdrawn horses from the course. A map of the course should be provided to the rescue float driver prior to ride start.



Ride Secretary

All inward and outward correspondence relating to the ride should go through the ride secretary. This person is also responsible for collecting ride entries.



Ride Desk

Generally 2 or more people depending on ride entrant numbers. Ride desk is responsible for taking entry money, weighing entrants, assigning entrant numbers.



Time Keepers



Vet Pencillers

One penciller per vet.



Weighing Steward



Runners

To run information from the vetting area to the ride desk.



Computer Operator

See accredited computer operators list below.



Canteen / Catering

Organise a canteen or catering for purchasing meals during the course of the ride. Ride organisers should provide nominated volunteers food and drinks if working the whole day.



Dispute Committee


It is advisable that each ride organisation have a Dispute Committee, consisting of a WAERA member who is not riding in your ride, the Chief Steward and a member of the Ride Organisation Committee who knows the Rules and Procedures. At least one must be familiar with the course.



RIDE DESK


Receives ride entry nominations and payments both on the day and prior to the ride. This may be two separate people. All ride, rider and horse details are entered into the national endurance database. Ride desk staff and the computer operator work very closely together during the ride.

TIME KEEPER

Time keepers are responsible for accurate recording of elapsed time of each rider:

 Timing each horse over the start/finish line exactly (eg. 7.31.02)

 Ensuring horses start on subsequent legs "on time" (usually sixty minutes later) 

 Recording 'calling time' for each horse (vet-gate-into-hold only)

 Filling in logbooks/time slips (vet-gate-into-hold only) and handing them to riders.

Time keepers require reliable time pieces with hours, minutes and seconds. Available in equipment trailer.

RIDE COMPUTER

AERA maintains a database that records all ride, rider and horse details for every ride attended by the horse and/or rider. A dedicated laptop computer is available to enter this data directly from the Logbooks (rather than recording it in [Master Ride Sheets](#)). You must organise for a computer operator to do the data entry on the ride day.

MASTER RIDE SHEET


Only required only if WAERA computer not in attendance.


[Master Ride Sheets](#) record all information contained the Logbook e.g. ride time start, time in from first leg, time leave on second leg, pre-ride information (age, sex, breed), T.P.R., total ride time, placing, vet comments.

isers


CHIEF STEWARD

ROL The Chief Steward (CS) will:





-  a) be responsible for the general conduct, control and running of the ride from arrival of competitors at ride base until completion of event.
- b) ensure compliance with all AERA Inc. rules as well as regulations and procedures specific to the state;
- c) in consultation with the Head Veterinarian organise and be responsible for the vetting area;
- d) ensure all appropriate paperwork is completed;
- e) deal with ride disputes.
- f) at the completion of each ride, complete a CS report

-  Have knowledge of and be conversant with:
 - a) all current AERA Inc. rules as well as all additional state regulations (if any);
 - b) all forms, sheets and documents appropriate to administering a ride;
 - c) swabbing procedures; and
 - d) duties of all designated ride officials.

-  Be in the vetting ring at all times while vetting of horses is taking place.

-  Ensure that every horse entering an affiliated ride using a Logbook is identified against the Logbook identification page.

CONTACT

-  Only current members of WAERA are able to chief steward at a ride.
-  CS must steward at least one ride every 2 years to maintain their accreditation.
-  Expired stewards will need to chief steward in tandem with one of the accredited officials to renew their accreditation.
-  CS may also act as TPR Stewards.

Name	Phone	Email
Liz Cullam	08 97271882	eacullam@fairtel.com.au
Brian Pullin	08 9439 5726	cuzbrian@live.com
Deb Ryan	08 9734 5103	debramry@bigpond.net.au
Richard Summerfield	08 9732 1612	summerfields@hotmail.com
Deb Symington	08 9574 7295	iansymo@wn.com.au
Lyn Summerfield	08 9732 1612	summerfields@hotmail.com
Anna Jermolajew	08 9524 2428	jermolajewA@tranby.wa.edu.au
Joanna McCord	0428 370 078	mccord@activ8.net.au
Richard Jeggo	08 9495 2183	rjeggo@bigpond.net.au
Cassie Mulcahy	08 9574 6867	c.mulcahy@hotmail.com

IMPORTANT INFORMATION

In order to do their job effectively on the day, the Chief Steward must have the contact details of the following functions. Please complete the below list and hand it to your Chief Steward no later than the day before the ride.

Position	Name	Contact
----------	------	---------

Ride Organiser		
Course Marker		
Rescue Float		
Communications		
Check Point Volunteers		
CP1		
CP2		
CP3		
CP4		
CP5		
Hospital / Doctor		
Local Police		

VETERINARIANS

All endurance rides must have a registered vet in attendance. All horses are vet checked pre-ride and after each 40km, or at the end for shorter distances. The vet monitors the health and wellbeing of the horses, ensuring they are fit to continue, as well as administering rules concerning horses continuing. The decision of the head vet is final.

VET SUPERVISION

All endurance rides must have a registered vet in attendance. All horses are vet checked pre-ride and after each leg of the ride and at the end. Accredited AERA veterinarians are kept up to date with continuing education on endurance vetting. The head vet at a WAERA affiliated ride must be accredited. Other vets at the ride do not have to be from the list, and may, by vetting at rides, work towards accreditation themselves. Refer to [AERA Rulebook, General Rules under section 15. Vet to Horse Ratio](#) for clarification on appropriate vet numbers for your ride.

Discuss vet numbers with your head vet and arrange for local back up to be available in the case of emergency. If there is an emergency requiring attention such that the remainder of the ride will not have enough veterinarians, it is within the power of the head vet to cancel the ride. You are required, to ensure appropriate veterinary coverage; which includes engagement of examining vets as well as a treatment vet for longer rides.

Refer to the [WAERA Ride Fees Invoice](#) for the current national rate of pay per vet.

Additional costs associated with the treatment of horses requiring veterinary attention are the responsibility of the owners/riders.

The vet rules for endurance rides are specified on the [AERA website](#).

Detailed controls and procedures can be found in the [AERA rulebook](#).

Any concerns or queries regarding the provision of veterinary attention at your ride may be directed to the [WAERA Honorary Veterinarian](#) or the [State Management Committee](#).

VETTING AREA

Ensure a vetting area set aside to conduct examinations of horses. This should be clearly defined, set well apart from other ride activities e.g. loud speakers and traffic. Flood lights should be available to allowing vetting of horses in the early evening/morning if required. Ideally there should be an entry and an exit to the area where the horses can stand for examination. The vet area must be of a size to

accommodate at least two horses to be trotted out together. It should be a flat firm even surface large enough for a trot-out of approximately **50 metres**. The current rules recommend a straight out and back trot up course. The vet should examine the area when they arrive, and may modify it to suit

their preferences. The provision of witches hats in the WAERA ride trailer can assist in marking the trot-out.

VET RIDE REPORT

After the ride, the head vet should submit a ride report to the newsletter editor. Records are also required for any invasive treatment administered by the veterinarian. Ride organisers can also comment on the vetting in their report.

ACCREDITED VETERINARIANS

Name	Area	Phone	Email
Dr Anne Barnes	Murdoch	0438 362 643	A.Barnes@murdoch.edu.au
Dr Joan Deetman	Serpentine	0407 774 595	joandeetman@gmail.com
Dr Arun Ramachandran	Bunbury	0409 824 040	
Dr Anna Erickson	Dryandra	0437 801 416	aishlingfarm@bigpond.com.au
Dr Rita Perry	Wattle Grove	0431 478 497	ritayotperry@gmail.com
Dr Kate Forster	Bunbury	08 9795 8080	kateforster@animed.com.au
Dr Emma McConnell	Murdoch	0428 892 118	E.McConnell@murdoch.edu.au

ACCREDITED TPR STEWARDS

The TPR Stewards take the pulse, respiration, and temperature of the horse, and relay the information to the vets. Three to four stewards are usually sufficient for a ride of 40 horses, additional stewards can help to share the work and to keep the ride running smoothly. Experienced veterinary students may also act as TPR Stewards. They may contact you or the head vet if available. Only current WAERA members (excluding vet students) are able to TPR at an affiliated endurance ride.

Name	Contact	Name	Contact
Verna Blackburne	0400 655 967	Frances Overheu	08 9575 2160
Anne Airey	0407 982 629	Jane Radny	08 9525 3506
Anita Lunt	08 9861 1334	Mandy Rayner	08 9622 9550
Carol DeGraw	0416 201 099	Diana Roberts	0407 310 968
Glenn Dix	08 9734 2810	Kathy Riley	08 9731 0179
Linda Dix	08 9734 2810	Simon Slemint	0429 954 452
Bruce Ferguson	0407 196 889	Jamie Linthorne	0439 952 632
Louise Gray	08 9535 4991	Kym Crook	08 9041 4000
Christopher Haddon	08 9726 3960	Liz Mulcahy	08 9574 6867
Terry Sweeney	0412 826 510	Linda Yearbury	08 9537 1504
John Anderson	08 9738 3317	Kylie Martin	0435 895 103
Sally May	0407 944 287	Ady McIntosh	08 9573 1030
Ross McCamish	0408 810 910	Jodie McKell	0433 498 090

Name	Contact	Name	Contact
Hilda Nicholson	08 9938 1370	Odette Williams	08 9926 1135
Abigail Bartell	0409 293 633		

COMPUTER OPERATORS








AERA maintains a database that records all ride, rider and horse details for every ride attended. A dedicated WAERA laptop is available to enter this data directly from the logbooks during the ride.

New volunteers who are familiar with computers, can be AERA database trained by one of the experienced operators prior to the ride.

Name	Phone	Email
Marcel Fortsch	0488 382 811	fortsch@iinet.net.au
Anita Fortsch	0409 081 667	anita.fortsch@iinet.net.au
Ieva Peters	0403 333 692	ieva.peters@bigpond.com
Deb Symington	0418 918 102	iansymo@wn.com.au
Raylene Watson	08 9455 4740	rails@iinet.net.au
Kathleen Thomas	08 9853 1133	tingellup@westnet.com.au

RIDE DESK

RIDE DESK EQUIPMENT

-  Tables and chairs for two desk staff and the computer operator
-  Cash float
-  Ride bibs
-  Biro's
-  Calculator
-  Mini post-it notes – 3 colours
-  Clipboards



2-3 small cardboard boxes or ice cream containers for storing and sorting logbooks and day cards during the ride



AERA Rule Book and complete Ride Pack/Procedures
WAERA ride forms









PRIOR TO RIDE

Receive ride entry nominations and payments. Ensure all entrants complete either a [Member or Non-Member Ride Entry Form](#) and their [Horse Health Declaration with Temperature Log](#) 3 days prior to arrival at the ride base.

Tip – Don't accept informal phone or email requests, as it will leave you out of pocket if riders do not turn up.

When all entries received, sort alphabetically and by ride distance and record on a list:

-  Member
-  Bib no.
-  Name
-  Deposit paid
-  Balance owing
-  Comments

PRE-RIDE

-  Ensure all ride nomination/disclaimer paperwork is completed correctly

[Member Ride Entry Form with Horse Health Declaration](#)

Updated 01/2019 [Non-Member Ride Entry Form with Horse Health Declaration](#)

- ☐ In rider's logbook, record:
 - Bib #
 - Weight (for 80km rides and over)
- ☐ Record rider weight on the weigh-in sheet (for 80km rides and over).
- ☐ Mark logbook with coloured post-it sticker (indicates 20/40/80k), write bib number on it.
- ☐ Record nominations in your list:
 - Money received
 - Bib #
- ☐ By recording the bib # you will be able to write up checkpoint lists in case the computer operator is not present early enough.
- ☐ Relay queries/issues to the Chief Steward.

WEIGHING STEWARD

Balanced scales are required and are available in equipment trailer.

Weighing steward is responsible for weighing all riders at the pre-ride and at the finish, and at random during the ride. Training and social riders are not required to weigh in. Riders must stay within their weight limits or risk disqualification.

Riding Weight Limits

- ☐ LW less than 73kg at weigh-in before, during and at the end of the ride
- ☐ MW 73kg and above
- ☐ HW 91kg and above. A rider weighing over 91kg may choose to ride MW.

An accurate record of rider's number, weight and division entered must be kept in both the riders logbook and on the weigh-in sheet. Riding weights are used in evaluating the Best Conditioned Horse, so it is important that all weights be recorded correctly.

MARKING THE COURSE

Marking a course is the most important factor in Endurance Riding. No course can be over-marked.

SIGNS Marking the course must be to a standard that allow riders to easily follow the track.



Standard arrows should be used, coloured and numbered 1-5.

Orange C arrows are common arrows, all riders and legs follow these if used. When changing from C arrows to numbered arrows both should be placed together to indicate the change.

Reflective arrows must be used at night or in poor light.

If the legs cross each other a checkpoint a signboard should identify each leg.

Double arrows must be used at all major turn-offs.

Confirmation markers used at intersections and changes of direction.

"X" Markers to warn riders where not to proceed.

Arrows should be placed at regular intervals to allow riders to easily remain on course.

- ☐ Ensure that you comply with all shire/Main Roads and traffic management requirements, eg. displaying road signage such as 'Event in Progress' signs
- ☐ Distance markers must be placed at minimum, every 10km interval along the track.
- ☐ Check course prior to the start for any vandalising of signs, if this has occurred track stewards should remain on that section of the track until all riders have passed.
- ☐ A sign showing water, where water is not directly on course i.e. "W" in a circle with a arrow pointing in the direction of the water.

DAY / NIGHT RIDES

Day ride marking is totally different from night marking. Night marking is very important, as safety for rider and horse is paramount. Night marking reflective arrows should be close, so the next arrow is easily picked up once a headlamp shines on it. In night riding, most riders follow reflection then direction, so it is essential you can pick up reflection. Always mark the course as though you would be riding it, this may make you aware of how many markers you may need to feel comfortable at night. 1

Always remember to mark the course for people who don't know the course.

CROSS ROADS

Cross-road intersections should be marked with an arrow to indicate the correct direction to take and blocker X arrows for incorrect direction. Once the direction has been indicated a arrow is highly recommended immediately after the cross-road for reassurance.



GRIDS

Grids are important to have correctly marked. Imminent definite signs should be displayed well ahead of the grid. Arrows should show whether to veer right or left. To pass through a gate, arrows either side of the safe passageway is essential.




CROSS COUNTRY

Cross country marking takes more care to mark as this is where direction arrows are most important, any incorrect angle can have riders hopelessly lost. Arrows must be visible at a rider's eyesight and not hidden. When placing an arrow on a tree or fence post, the marker needs to look ahead at another spot to mark an object visible from that spot. Provided the arrow is true in direction, there is less probability of a rider getting lost.

HAZARDS

-  Caution arrows and right ribbon should be used in dangerous areas where there could be a hazard i.e. barbed wire, washaways, fallen trees, rabbit holes etc.
-  Caution should be exercised when cross country courses lead into wire. Many high tensile wires are hard to see in good light let alone poor.






GENERAL CONSIDERATIONS

-  Ensure that all distances are correct as announced at the pre-ride briefing.
-  If possible, experienced riders should ride the course to make sure the course is suitable it is very difficult to gauge the severity of a mountainous course whilst sitting in a four wheel drive vehicle.
-  Refer to [AERA Rulebook Chapter 2. Definitions & Ride Controls riding leg length](#). Note if your ride is longer than 85km, you must have three legs, and a leg can be no longer than 50km.

PRE-RIDE BRIEFING

The objective of a pre-ride briefing is to provide the riders with the information they need to complete the ride with as few problems as possible. Ride organisers have legal Duty of Care to inform riders of any hazards that may be encountered on the course that could cause them or their horse's injury or worse.

New riders unfamiliar to ride procedures should have the following explained:

-  Reporting for vet checks on time
-  Ride courtesies
-  Checkpoint procedure – wait for your number to be called back as confirmation
-  Procedures for withdrawing
-  The function of the Chief Steward and other officials at a ride

Information that more experienced riders in the main ride would already know should always be included in the Training and Social ride briefing, even if it means explaining to them separately.

You may invite the head vet and the course marker to attend and provide their comments at the pre-ride briefing.

NOVICE RIDER / HORSE RULES

The ride organiser needs to be aware of the Novice Horse and Novice Rider rules and how they affect course marking. Explain if marking the course every 10kms with "kms to go" signs or nominating a pace rider, the latter is more popular and puts the onus back on the rider to regulate their pace. The normal speed allowed for Novice Riders on a ride is 14 km/hr, or 4.3 min/km, or 43 min/10 kms. This means that any rider who comes in off a 40km leg in under 2 hrs 52 min is disqualified. Novice riders, ride bibs are to be marked with a piece of Blue ribbon (in ride trailer) tied to the shoulder of the number bib.

Riders need to be aware that the idea is to pace themselves and that sitting outside the finish line to kill time is not acceptable.

CHECKPOINTS

Riders should call out their number at checkpoints, especially when in a group and to keep their number visible at all times. In order to prevent misdirection on the course, riders cannot ask for directions unless the checkpoint has been specifically briefed on giving direction and explained at the briefing.

PRE-RIDE BRIEFING CHECKLIST

- Ride distance, distance of each leg.
- Ride terrain, type of ground, tracks etc.
- Method of marking, e.g. arrows, tape or other. Frequency of markers.
- Hazards to be expected on course, road crossings, water crossings, traffic, rocks etc. and where.
- Water points on each leg, frequency of water.
- Checkpoints, radio controlled or not, calling numbers, checkpoints personnel are not to give directions.
- Maximum time limit for the ride
- Novice horse minimum riding time for each leg (or nominate a pace rider).
- Social and Training Ride, responsibility of riders.
- Any special requirements by the organising committee, e.g. cleaning up campsite, rubbish, manure, hay, camp fires etc.
- Vetting procedure: standard present within 30mins, or Vet Gate into Hold.
- Any questions.

THE RIDE

Detailed information on course requirements can be found in the [AERA Rulebook, Chapter 3. Ride Organising Committee, section 17. Course Requirements.](#)

PRE-RIDE PROTOCOL

- ☐ All riders participating in the official ride must be members of WAERA and have logbooks for their horses with the horse registration sticker inside the front cover and the owner registration inside the back cover.
- ☐ Announce commencement and completion time of pre ride vetting.
- ☐ Announce pre ride briefing time as soon as possible. This is an ideal time to introduce the Chief Steward, vet and course co-ordinator. It is an ideal time to welcome new riders and maybe ask them to stay behind at the end of the briefing - they may have questions they are nervous to ask in a crowd.

START/FINISH

- ☐ Finish line to be located away from camping areas etc. It can be dangerous if a gallop finish occurs.
- ☐ Start the rides as early as possible, having due regard for horse and rider safety. This takes advantage of the cooler weather. Training rides to start a minimum of 15 mins and preferable 30 mins after the main ride.

WATER AND FEED

- ☐ Ample water must be available at the base and along the course at least every 10 km and if this water is in drums, these drums must be filled as necessary. If the weather is hot and for the second and subsequent legs, the first water point must be available between 3km and 5km of the ride base.
- ☐ Large containers are in the WAERA Ride Trailer and must be used on course for the provision of horse drinking water.
- ☐ Where feed is also provided, recommend Lucerne and carrots the area should be set up with the water first in line and feed placed well away from the water.
- ☐ It is also advisable to provide drinking water for the riders at checkpoints.

GENERAL CONSIDERATIONS

At all affiliated events the ride committee must:

- ☐ Provide a riding course that is fair, safe and equal to all competitors.
- ☐ Plan for and provide a ride base and riding course(s) that are appropriate and safe to the needs of officials, riders, horses, volunteers and the public.
- ☐ Provide ample water, toilets and parking at ride base and at all on-course veterinary inspection points;
- ☐ Appoint a person to conduct the pre-ride briefing which will include issues such as: course marking, hazards, access to water, minimum and maximum riding times, specific novice, training and introductory controls, check points, on-course vet inspections (if any), etc. This should conclude no later than 30 minutes prior to ride start time
- ☐ Design the course so vehicular access for the retrieval of horses and/or riders from the course is not difficult.
- ☐ Promote an atmosphere of cooperation and collaboration between ride organisers, officials, horses, competitors, support teams and the public.

TROPHIES AND AWARDS

Prizes are up to the discretion of the ride organising committee, however should reflect the cost of entry for the ride. You will need trophies, ride badges or certificates and awards for each ride division; these are your responsibility to purchase. In all rides, all successful riders must receive a completion award with additional lucky draws permissible.

The winner of an endurance ride is the horse and rider combination from each riding divisions that successfully completes the ride in the shortest elapsed riding time.

Refer to [AERA Rulebook, Section 1 – General Rules under section 20. Awards](#) for further clarification on specific prize and award requirements.

Best Conditioned Horse

A certificate must be awarded to the Best Conditioned horse in every riding division. These are usually in the ride trailer in the stationary file or design your own to reflect the theme of your ride.

PRESENTATIONS

Presentations should be conducted for all distances and ride categories as soon as practical after the last rider has vetted.

LEAVING FOR HOME

No horse must leave the ride base unless permission is given by the head veterinarian and the chief steward. The logbook/day card must be signed off by both the head vet and the ride secretary, and the computer record has been double-checked. A horse may be asked to represent by the head veterinarian, for a veterinary inspection up to 2 hours after the horse has completed the ride. [Refer to AERA Rulebook, Section 1 – General Rules under section 44. Horse Veterinary Control and 66.5 Post Ride Re-Presents](#) for further clarification.

LOOKING AFTER SOCIAL/NEW RIDERS

Attending a social or training ride for the first time can be a daunting experience for riders who are unfamiliar with the protocols of an endurance event. Please make every effort to provide information and support to these riders when you talk to them on the telephone, at the nomination desk, at the pre- ride briefing and during the ride. The W.A.E.R.A. SMC members are available to answer any queries or provide assistance on the day.

Information leaflets/brochures are available through the WAERA Education Officer.

Experienced riders riding in the social and training rides may be asked to act as mentors for new riders. Feel free to contact riders directly or ask an SMC member for advice.

PRE AND POST RIDE COMMUNICATIONS

ADVERTISING

In addition to advertising upcoming rides on the WAERA website and in the newsletter, WAERA places upcoming ride dates on Facebook. Ride organisers should place additional advertising in local newspapers and on notice boards (in stock feed stores, shops etc.) for a period of 1 month prior to ride to attract as many riders as possible.

RIDE FLYER

Please forward your flyer at least 8 weeks before your ride to the newsletter and web editors. Your flyer must include at least the following information. A [ride flyer template](#) is available on the website under for ride organisers section.

- Ride Name
- Ride Secretary Name
- Date
- Address
- Venue
- Phone
- Ride Distances
- Mobile

MEDIA, SPONSORSHIP AND PROMOTION

- Vetting Times
- Email
- Start Times
- Directions to Ride Base
- Entry Fees
- Facilities Available
- Bank Details
- Special Restrictions e.g. no dogs, fires

WAERA has dedicated sponsorship and promotions committee members that can be contacted prior to your ride to assist with your ride. The Department of Sport and Recreation has excellent material for clubs in respect to presenting a successful event. Contact your local branch of this department for willing and free assistance.

RIDE REVIEW – NEWSLETTER

If you forward a ride review to the [Newsletter Editor](#) (preferably by email), it will be published in the newsletter and on the website. Feel free to include any digital photos. There is no need to include statistics as these are covered in the ride results published in the newsletter and on the web. Just write a story covering the highlights of the ride, comical anecdotes, the disastrous weather, etc. Please include the name of the author.

AFTER THE RIDE – PAPERWORK

The Day Member Register and [Volunteer Register](#) must be completed on the day. Return them to WAERA along with the ride levies register or income/expense accounts and appropriate payments (if applicable) – refer to the [Ride Fees Invoice and Ride Summary forms](#).

RIDE FINANCES

RIDE NOMINATIONS

Provide payment information on your ride information flier to collect the **\$30 non-refundable deposit**. If paying by direct deposit the riders should include their name and the ride reference plus bring their receipt to the ride to prove payment.

\$30 non-refundable deposit is owed with a nomination.

\$20 late entry can be charged if rider does not nominate by Monday pre-ride.

Ride entry fees are set by each individual ride organising committee, as a general guide minimum entry is \$1 per km e.g. 80 km ride is \$80 entry. However, this may be set higher to cover expenses or lower/free to attract new riders.

RIDE AFFILIATION FEE

Does not apply to WAERA Run rides. To be paid to the WAERA Treasurer at least 2 months prior to ride date. The fees are split into 2 payments, totaling \$350.

Affiliation fee total	\$350
<input type="checkbox"/> Deposit with application	\$100
<input type="checkbox"/> Balance	\$250

Information for Ride

This covers affiliation, insurance (public liability), replacement arrows, use of equipment trailer. A receipt will be forwarded to you.

WAERA LEVIES

Does not apply to WAERA fundraiser rides. After your ride is completed, fill out the [Ride Fees Invoice](#) form, and forward payment to the WAERA Treasurer within 7 days of completion of your ride:

<input type="checkbox"/>	Endurance Riders	\$10.00 Each
<input type="checkbox"/>	Training Riders	
	Members	\$10.00 Each
	Non-members	\$15.00 Each
<input type="checkbox"/>	Social Riders	
	Members	\$10.00 Each
	Non-members	\$10.00 Each

VETERINARIANS

The recommended fee's for each veterinarian is shown below and must be paid directly to the attending Vets, depending on the distance they have to travel you may also incur fuel costs this should be discussed between the vet and Ride Secretary.

From the AERA minutes of the Nov 2018 meeting, the recommended vet fees for 2019 are: \$695 plus GST for 80 km rides

- \$505 plus GST for daily fees, eg Marathons/multiple rides
- \$718 plus GST for 100 km rides
- \$781 plus GST for 120 km ride
- \$973 plus GST for 160 km rides
- \$164+ GST
- \$513 + plus GST for ride-day only

Non accredited vets will be paid 75% of the accredited vet fee.

Vets may only be paid the GST providing that they supply a tax invoice. Your organisation or group is responsible for the payment to the veterinarians.

FUEL REIMBURSEMENTS

Essential volunteers e.g. CS, can be reimbursed for their petrol costs to attend endurance events, in particular if the volunteer drives some distance to attend your ride. It is the responsibility of the ride organiser to offer the reimbursement of their fuel expense for getting to and from the ride.

- WAERA's suggested amount is \$100

WAERA GRANTS

Grant funding is available from WAERA for Affiliated Rides to assist if there is a financial shortfall. Please submit your [Grant Application](#) to the SMC no more than 30 days after your ride date.

If your ride is being run for the first time, you can apply in advance to have the Affiliation Fee deferred until after your ride. This can be done by request to the SMC via the Ride Calendar Liaison.

BUDGET EXAMPLE

A budget with incoming and outgoing monies recorded in detail should be recorded for every ride. An affiliated ride budget example is listed below and contains a number of things that should be considered when setting ride entry fees, to ensure a ride operates without a loss.

Information for Ride

INCOMING		\$6,430.00	OUTGOING		-
\$5,814.19					
SPONSORSHIP		\$850.00	VETS * 3		-
		\$2,250.95			
Sponsor 1		\$100.00	Vet 1		
		-\$745.80			
Sponsor 2		\$50.00	Vet 2		
		-\$745.80			
Sponsor 3		\$400.00	Vet 3		
		-\$559.35			
Sponsor 4		\$300.00	Vet Travel Costs		
		-\$200.00			
RAFFLE		\$200.00	VOLUNTEERS		
		-\$260.00			
			CS Travel Cost		-\$100.00
			Volunteer Meals		
RIDE ENTRIES * 88		\$5,380.00	PRIZES		-
		-\$160.00			
2 x 5 km at \$10		\$20.00			
3 x 10 km at \$15		\$45.00			
		\$1,523.62			
35 x 20 km at \$25		\$875.00	BC Rugs		
		-\$320.00			
21 x 40 km at \$50		\$840.00	Trophies		
		-\$378.62			
27 x 80 km at \$100		\$2,700.00	Prizes		
		-\$520.00			
Non-Member Insurance		\$900.00	Lucky Dip		
		-\$305.00			
BALANCE		\$615.81	FEES		-
		\$1,330.00			
			Affiliation Fee		-\$350.00
			WAERA Levies		-\$980.00
			INCIDENTALS		-\$449.62
			Bunnings		-\$47.25
			Checkpoint Lollies		-\$93.02
			Ride Desk Stationary		-\$21.35
			Venue Hire		-\$150.00
			Checkpoint Lucerne Hay		-\$60.00
			Checkpoint Carrots		-\$33.00
			Course Marking Fuel		-\$45.00

WAERA STATE MANAGEMENT COMMITTEE (SMC)

Position / Portfolio	Name	Area	Phone	<u>Em ai l</u>
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President	Deb Jewell	Armadale	0448 776 291	Information for Ride	
waerapres17@gmail.com	Vice President	Richard Jeggo		Byford	08
9495 2183	debramry@bigpond.net.au	Secretary		Rachell Nell	
Greenhills	0417 366 068	waerasec17@gmail.com			

Information for Ride

Position / Portfolio	Name	Area	Phone	Email
Treasurer	Abigail Bartell	Mt Barker	0409 293 633	waeratreasurer@gmail.com
Honorary Vet, Horse Welfare	Dr Anne Barnes	Murdoch	0438 362 643	a.barnes@murdoch.edu.au
Minutes Secretary, AERA Delegate	Ieva Peters	Anketell	0403 333 692	ieva.peters@bigpond.com
Ride Calendar, AERA Delegate	Deb Jewell	Armadale	0448 776 291	waerapres17@gmail.com
Fundraising, Awards, Merchandise	Cara Allan	Hilton	0427 199 017	cara.waera@gmail.com
Volunteer Liaison Terry	Caren Earl, Sweeney	Byford	0432 774 131	Carenearl72@gmail.com
Property Officer	Richard Jeggo	Armadale	08 9495 2183	rjeggo@bigpond.net.au
Education Officer				
Newsletter & Promotions	Karly Elliot, Carly Arnason	Jarrahdale	0424 660 247	karlywaera@gmail.com carly.waera@gmail.com
	Deb Ryan	Collie	0458 191 017	debramry@bigpond.net.au

WAERA NON-COMMITTEE POSITIONS

Position / Portfolio	Name	Area	Phone	Email
Points and Early Warning System	Anita Fortsch	Baldivis	08 9524 2378	anita.fortsch@iinet.net.au
Insurance				
Membership & Logbook Registration	Collie 08 9732 1612 summerfields@hotmail.com			
Lyn Summerfield PO Box 793 Collie WA 6225				
Facebook Admin	Ieva Peters	Anketell	0403 333 692	ieva.peters@bigpond.com

LIST OF OFFICIAL FORMS

Information for Ride

All official forms are available to download via the WAERA website under the [For Ride Organisers](#) tab.

SECTION A - GETTING READY FOR YOUR RIDE

	Form name	Complete by	Return form to	Contact
A01	Ride Application Form	- 2mths	Treasurer	WAERA Sec
A02	Application for Affiliation to WAERA	- 2mths	WAERA Sec	Insurance Off.
A03	Traffic Management Plan – sample	- 2 mths	WAERA Sec	Richard Summerfield
	Form name	Complete by	Return form to	Contact
A04	WAERA Ride Trailer Checklist	- 1wk	WAERA Sec	Property Officer
A05	Ride Flyer Information	- 2 mths	WAERA Sec	WAERA Sec

SECTION B - RIDE DAY ADMINISTRATION

To be completed on the ride day.

	Form name	Return form to	Contact
B01	Event Safety Checklist	CS Liaison	CS Liaison
B02	Weigh-in Sheet	WAERA Sec	WAERA Sec
B03	Time Sheet	WAERA Sec	WAERA Sec
B04	Day Membership Register	Treasurer	Treasurer
B05	Volunteer Registration Form	Treasurer	WAERA Sec
B06	Master Ride Sheet-Endurance	WAERA Sec	WAERA Sec
B07	Master Ride Sheet-Training	WAERA Sec	WAERA Sec
B08	Master Ride Sheet-Social	WAERA Sec	WAERA Sec
B09	Best Conditioned Forms	WAERA Sec	Hon. Veterinarian
B12	Personal Accident Report	WAERA Sec	WAERA Sec
B13	Time Slips		

SECTION C - AFTER THE RIDE

	Form name	Complete by	Return form to	Contact
C01	Document Returns Form	+ 1wk	WAERA Sec	WAERA Sec
C02	Invoice Form	+ 1wk	Treasurer	Treasurer
C03	Ride Summary (WAERA Fundraiser Rides)	+ 1wk	Treasurer	Treasurer

SECTION D - INSURANCE INFORMATION KIT FOR RIDE ORGANISERS

	Form name
D01	Covering Letter
D02	Club Brochure

D03 Hot Weather Policies D04 Ride

Checklist Sample D05 Volunteers

D06 Warning Notice

D07 Incorporations

SECTION E – EQUINE EMERGENCIES

For m name

E01 Equine Catastrophe Explanatory Notes

E02 Equine Catastrophe Consent for Equine Euthanasia

E03 Equine Catastrophe Veterinarian

E04 Equine Catastrophe Chief Steward

E05 Invasive Treatment Explanatory Notes

E06 Invasive Treatment Rider Metabolic

E07 Invasive Treatment Rider Non-Metabolic

E08 Invasive Treatment Veterinarian