



## Event “How-To”

# Organizing a Mounted Event

**Primary role:** Make sure the equipment is available when and where needed

There are many types of non-trail ride mounted events that the Chapter could schedule: game days, fun shows, clinics, polo-crosse, soccer, and rally practice, to name a few. Each has their own unique requirements, but all have some that are the same.

### \_\_\_1) ORGANIZER AND EVENT LEADER.

The event organizer and event leader need not be the same person, and the organizer does not need to attend the actual event. Sometimes, the chapter will pick the event leader (who will do the teaching or coaching) when they pick the event. This is natural for a clinic situation, but not necessarily for soccer practice or game days. Consider each phase of the event and seek someone who is capable of leading it – for example, being the referee for soccer, or coaching a specific part of the rally practice. Then lock those folks down so they put it on their schedule! This does not necessarily need to be a chapter member, just be sure the chapter membership approves before you agree to payment. We like volunteers because they are free! Negotiating how to handle the day of the event is handled between the organizer and the leader for their own convenience.

### \_\_\_2) OPRC, OPEN BUT OPRC-SPONSORED, OR OPEN (NON-OPRC).

For OPRC rides, participation is limited to members and OPRC considerations that apply to all events apply to this trail ride. For open but chapter sponsored rides, you must ensure there is insurance issued from the national OPRC. Please see the website for details, but allow at least 2 weeks for the insurance certificate to be issued. Also, in some cases, the property owner where the event will be held will require an insurance certificate. For non-OPRC-sponsored rides, anyone may be invited, and the rules that apply to OPRC events are not enforced.

### \_\_\_3) DATE, TIME, LOCATION.

Be sure the location is available. We often use a local park with equestrian facilities, but of course need to check if it has already been reserved by others. Other members can be asked to host, as well. Don't worry, just call or e-mail. They know we need a location!

### \_\_\_4) EQUIPMENT AND SETUP.

Figure out what equipment is needed, and share the list with the chapter. You do not have to bring everything, but you will be responsible for arranging to have the equipment available and set up before the event start time. Ask for help! Be persistent. In some cases, especially rally practice or game days, arrange to have someone there who is familiar with the setup and can guide the work.

### \_\_\_5) DAY OF THE EVENT.

On the event day, make sure everything is set up, then turn the event over to the leader or coach and have fun yourself. Arrange in advance how the equipment will be picked up. And... many hands make light work, so, again, reach out for assistance. Gather everyone to pick up all the equipment and return it to its respective owners, make sure the grounds are tidy, and go home with the chapter's well-earned gratitude.



*Considerations that apply to all OPRC events:*

- *Safety first, fun second!*
- *Only members may ride in OPRC mounted events.*
- *All members must wear footwear with heels, helmet and armband with medical information clearly visible on the rider's person.*
- *All members must be rated to at least the D1 level before the event.*
- *First aid kit(s) should be available on the grounds.*
- *Have a weather plan.*
- *Ensure everyone knows how to find out if there has been a change in the schedule.*
- *Share contact information, especially cell phone numbers.*
- *Riders should ensure other riders are aware of any special issues they might have, such as bee allergies, and what to do about it if a problem comes up.*