



## Event “How-To”

# Organizing a Chapter Trail Ride

**Primary role: Make sure it's fun and safe**

Chapter trail rides can be scheduled in several ways. The primary way is during a regular meeting of the Chapter. An alternate way is via email to all members. Any member may suggest an event at any time, including trail rides. Events that cost money to attend should be broadly discussed.

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

The ride organizer and ride leader need not be the same person, and the organizer does not need to attend the actual event. 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.

### \_\_\_4) FAST OR LEISURELY, EASY OR CHALLENGING.

Slow rides mean we take extreme precautions to keep everyone safe. Fast rides are for the more experienced riders and each rider will be expected to be confident and in control of their horse. The pace will be faster and/or the terrain will be more challenging. We do not host fast rides and slow rides during the same event. If we want a fast ride and a slow ride on the same day, they will be organized as completely separate events. (Decision of the chapter membership in March 2011)

### \_\_\_5) FIRST AID KIT(S) – who will bring them?

### \_\_\_6) ADVERTISE AHEAD OF TIME.

### \_\_\_7) RSVPS.

Once you know who is attending, cell phone numbers of the ride leader and organizer can be exchanged. Encourage others to share theirs as well.

### \_\_\_8) SAFE RIDING CONDITIONS.

Day of the ride, decide if it is safe to still host the ride (weather and footing). For example, rain or snow can cause an event to be cancelled, as can heavy winds if the trail ride is planned through the woods. The organizer will determine if the ride conditions are safe; however, it is still up to the individual to decide on their own if they will attend the ride and to inform the organizer that they will not be attending after all.

### \_\_\_9) MONITOR ATTENDANCE – IS ANYONE EXPECTED BUT MISSING?

Day of the ride, know who provided an RSVP so that either the organizer (if attending) or the ride leader will know who may be missing. If a person RSVPed and is missing, see if you can contact them to make sure they are alright. If you can't reach them, the ride will continue as planned. You do not have to delay the ride for a late arrival.

### \_\_\_10) OPRC RULES AND SAFE HORSE/RIDER TEAMS.

The organizer (or leader if it applies) must take the responsibility to ensure all members have met the considerations to the right, and that each horse and rider combination is safe to participate. It is always possible that on any given day, any horse could be challenged by the ride conditions, the environment, or invisible monsters.

### \_\_\_11) RIDE STARTS – YOU'RE DONE!

Once the ride starts, the leader takes over and you, the organizer, are done.



*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.*