



Guideline for the Trail Ride Host & Trail Boss

Guidelines for the Trail Ride Host

Thank you for considering hosting a ride. The greater the number and diversity of rides available, the more enjoyable it is for the group's members. Therefore, your willingness to organise and host a ride is appreciated.

It is recommended to have a co-host to help you with your ride, but it's not necessary. The information listed here will help ensure that all of the requirements are in place to host a successful and safe ride.

SATRA prefers to have the ride sheets submitted as early as possible in the New Year so that people interested in participating have plenty of time to organise their schedules, especially for the larger rides. However, submitting ride sheets can be done at any time of the year – the rides will be posted on www.satra.ca. The ride sheets are available from the SATRA web site.

Initial Considerations & Planning

1. Determine the area you want to ride.
 - a. Determine what is available for staging and/or camping sites. For example, are permission or permits required, what is the cost, adequate capacity of chosen site considering expected attendance, any fire restrictions, are toilets available, is water available for RVs & horses, is firewood available.
 - b. How will horses be secured at the site? Is there room for highlines, electric fences (are they allowed). Are permanent horse facilities available? Are there any feed restrictions or manure disposal requirements.
2. Determine if you will also be the Trail Boss or if you will ask some other person(s) to fill this position (trail bosses should be familiar with the terrain and available trails).
3. Determine the dates you desire to ride. It's OK if your ride overlaps another ride at the same dates. That gives SATRA members options on what they wish to attend.
4. Determine the type of ride you wish to host. Some options are part day, full day, weekend from base camp, multiple days, pack trip, wagon/pack trip, charitable, parade, or any other.
5. Consider the attendance you expect and how you will format the ride. For example, do all riders go in one group, is the group split up, what is the maximum riders per group, etc.

6. Determine the type of terrain where the ride will be held. Trails may be a combination of ratings, starting easy and then having a difficult area. Trails may have a different rating depending on the time of year. Wet conditions, erosion, or high water run-off in the creeks can make an easy trail more challenging. For maximum safety the trail should be rated according to the most difficult sections.
7. Does the horse need shoes or boots.
8. What is the estimated distance of the ride(s) and the time required to do it.
9. Consider if you wish having other activities at your camping/staging area. Some examples include: potlucks (how many and when), campfires (one central or separate, when), event celebrations (birthday, retirement, etc.), games (people and/or horses), sing songs, musical entertainment, or any other activities you can think of.

Preparing for the Ride

So you have developed all of the above information and submitted the ride sheet to SATRA. You and your co-host and trail boss(s) are now committed to putting on the ride.

1. Prior to the ride date confirm that your site is still available and all permits or possession requirements are covered.
2. Make arrangements from SATRA to obtain a number of blank indemnity waver forms and Emergency Medical Information cards.
3. Arrange to have the SATRA safety equipment in place at your ride. This would be the satellite phone (or cell phones if there is adequate coverage over the area of the ride), hand held radios, and trail first aid kit. There is also a portable kitchen tent available if required.
4. Make arrangements for other desired equipment to be in place. For example; portable toilet, fire ring, firewood, chainsaw, directional signage, etc.
5. As riders call determine if they are SATRA / AEF members. Remind members to bring their Emergency Medical Information card. If inquiring riders are not members advise them of the indemnity waver and one guest ride policy. Refer any non-members to the website if they have any questions or want to become a member.
6. Advise the riders calling you of the time that the site is available for arrival.

Prior to the First Ride

You and any co-hosts are the SATRA supervisors and lead persons. It is your responsibility to ensure that any campground rules and requirements are met, and to coordinate any event activities (potlucks, etc.). Advise the participants if you decide to delegate this to someone else (and that person agrees).

The big day has arrived and you are at the ride/camping location before anyone else.

1. Welcome the participants as they arrive and help direct them to the sites that are available for camping and horse securement.
2. Advise them of any rules or restrictions that may be in place for the location, and also of the times of the trail ride start, potluck, and of any other activities.
3. Ensure that all riders are SATRA/AEF members. If there are any non-member riders have them complete and sign the indemnity waiver form (which you collect), and provide them with an Emergency Medical Information card (which they complete and take on the ride). Explain the one guest ride policy to the non-members.
4. Ensure that the trail boss has the ride safety equipment.

After the Ride

1. Ensure the campsite/staging area is left clean – leave no trace is the motto.
2. Ensure that all campfires are completely extinguished.
3. Remove any signs.
4. Obtain and arrange for the return of all SATRA safety and other equipment. This could be transferred to the trail host of the next scheduled ride, but inform SATRA that you have done so.
5. Obtain any expense invoices that need to be paid as well as any receipts and provide to the SATRA treasurer.
6. Turn in the completed signed indemnity forms to the SATRA secretary for document retention.

Guidelines for the Trail Boss

The trail boss ensures the well-being and safety of the entire group. This person should be somewhat familiar with the terrain and trails, and have some outdoor and horsemanship skills.

1. Prior to the ride ensure that there is safety equipment available. This should include: satellite or cell phone, hand held radios, first aid equipment, trail marking tape, axe or saw, rope, GPS or compass, map, SPOT, trail marking tape, and matches or lighter. Identify which rider(s) is carrying and responsible for this equipment.
2. Prior to the ride have a pre-ride safety talk. Topics should include:
 - a. All riders have their Emergency Medical Cards on them.
 - b. Remind riders to follow the Guidelines for Trail & Camping Etiquette checklist. Certain rules are worth highlighting. While all of the guidelines are important, the key ones worth mentioning are: no liquor or smoking, keep at least one horse length from the rider ahead, and keep the rider ahead and behind in plain view.
3. Reemphasize to the group the direction, distance, planned meals and breaks, and estimated time of the ride.
4. Ensure all riders are safely mounted before proceeding. This also applies to crossing creeks, going through gates, lunch, etc.
5. Pace the ride to the least experienced rider in the group.
6. At the end of the ride ensure that all the safety equipment is returned to the Host or owners.