

CHECK LIST FOR TRAIL BOSS

Before the ride

- ✓ Event Notification form has been sent to treasurer at least 1 month before the event.
- ✓ A short lead on article about the ride and ride directions have been sent to the newsletter editor well before the date your ride is on so it can be published. Newsletters come out April, July, Oct, Jan
- ✓ All landowners whose land the ride crosses have been notified.
- ✓ Adequate suitable space for parking floats has been identified.
- ✓ Ride length will be about 2 ½ - 3hours riding for half day ride and about 4 ½ -6 hours for a full day ride with a suitable place identified to tie up horses for a lunch break.
- ✓ Make sure you have signs, first aid kit, communication equipment, safety vests and canteen from previous trail boss. Check it is complete and has enough of everything for your ride. (It is really the previous trail bosses responsibility to get it to you but you will need to liase with them about it)

Day of ride before riders are mounted

- ✓ Make sure signs are out.
- ✓ Buy milk and biscuits/cake for after the ride
- ✓ Meet arrivals and direct them to ride register book and cash box.
- ✓ Check everyone has signed on, then take carbon copy of ride register with you on the ride.
- ✓ If non- member, advise two rides are permitted with the club without joining Non- members must sign insurance waiver sheet and also ride register. They need to pay insurance fee of \$10 plus ride fee \$4
- ✓ Non- members to receive a new membership pack
- ✓ Appoint a trail leader (if not the trail boss), a drag boss and a first aider. Trail leader, trail boss and drag boss should wear safety vests. This is essential if ride is on public access roads.
- ✓ Trail leader and drag boss must have a method of communication. Suggest carry walkie talkie or UHF radio each.
- ✓ Make sure someone on the ride has a mobile phone.
- ✓ Organise who will carry the first aid kit.

Day of ride when all are mounted

- ✓ Welcome all and introduce new members or visitors.
- ✓ Identify who is the trail leader, trail boss, drag boss and first aider.
- ✓ Clearly state **nobody is allowed to ride in front of the trail leader without permission**. If given permission they are to **stay within 3 horse lengths** of the trail leader.

- ✓ Give a brief discussion of the day's ride and outline any hazards and/or any special considerations landholders have asked for.
- ✓ Ask riders to identify if any of their horses are likely to kick.
- ✓ Remind all riders to leave a reasonable space between horses. **No horse should be close enough to put its nose on the backside of any other horse.**

At the end of the ride

- ✓ Let riders know where the "after ride" coffee/tea will be.
- ✓ Remind riders to pick up any manure or hay around their float and take it home.
- ✓ Ask someone to do a post ride write up for the newsletter or you get to do it yourself.
- ✓ Fill in incident form if there were any incidents where riders and/or horse were injured
- ✓ Add up the cash in the money tin and enter amount in attendance book and record amount you have taken out for your costs for milk, biscuits, cake etc
- ✓ Get any membership forms to the treasurer within 7 days.
- ✓ Make sure there is a float of \$20 in coins.
- ✓ Pack up canteen, signs and communications gear, check it is all there, **and organise to get to the next ride's trail boss.**
 - Check there are sufficient forms for the next ride. If not please photo copy some from the originals in the canteen if you can, or let the secretary know in plenty of time before the next ride.
 - Check there is sufficient coffee/ tea and sugar. If not, use the ride money to replenish.
 - Check all cups and spoons are washed.
 - Make sure all communications equipment is switched off.**

A very big **thank you** for being trail boss.