

To all 2012 Ride & Tie Race Directors:

Thank you for your continued support of Ride and Tie! The Ride and Tie Association appreciates the hours and effort that you put in to make these races happen, and will do whatever we can to help increase participation, membership and interest in the sport. We will handle sanctioning, scheduling and insurance, and can help with publicity as well as the details of managing.

The association has many local mentors who will be happy to help with your ride & tie event. This volunteer can help with entry forms and paperwork, be available to explain rules, and even talk to your novice competitors to explain ride & tie. You can find a list of Ride & Tie mentors on our website [www.rideandtie.org](http://www.rideandtie.org)

Following is a brief overview of what you will need to know to put on a sanctioned ride & tie.

#### **SCHEDULING:**

There is no minimum time between sanctioned events. Scheduling will be on first come/first served basis. Return the **Ride & Tie Sanctioning Agreement** as early as possible to assure your event a place on the schedule and allow processing of your insurance or waiver. Plan ahead! To have your race listed in the Ride & Tie Handbook send information to Annette Parsons at [newsletter@rideandtie.org](mailto:newsletter@rideandtie.org).

#### **SANCTIONING:**

Please request sanctioning as early in the year as possible. Requests for sanctioning must generally be made sixty **(60) days in advance of the event** in order to arrange for insurance and other administrative issues. All sanctioned races for the year must request sanctioning by July 31<sup>st</sup> of that year.

**Example:** A race scheduled for October 15, 2010 must be sanctioned by July 31, 2010. This allows the races held in the latter part of the year to be included in our published schedule in plenty of time for people to make plans to attend the event, and will maximize race participation. It also avoids the last minute “crunch” at the end of the year. If a race director still wishes to put on an event that has not been sanctioned by July 31<sup>st</sup>, they may do so, but the results will not count toward the yearly points and mileage standings.

#### **SANCTIONING FEE:**

There is no upfront sanctioning fee. Insurance charges will be paid by the race director after the race at a cost of \$10 per team, up to a maximum of \$100 per day. See the section on Insurance below.

#### **DISTANCE:**

To put on a sanctioned ride & tie event, there must be one course with a distance of at least 20 miles. Shorter distances may be offered in addition, and these should also be sanctioned and insured. The maximum distance is 100 miles in one day.

### **BENEFITS OF SANCTIONING:**

1. Advertising in the Ride & Tie Newsletter and Ride & Tie Handbook and on the Ride and Tie Association website and other publications with the yearly schedule of sanctioned events from the Ride and Tie Association.
2. Low cost liability insurance for your event.
3. Promotional flyers and information on the sport of Ride & Tie.
4. Address labels or database of all members of the Association upon request.
5. Results of your event in the Ride & Tie Newsletter and on the Ride and Tie Association web site.
6. Participants in your event are eligible to receive mileage and points for the Association's annual awards.

### **RACE DIRECTOR DUTIES/REWARDS:**

For each year that you manage a race, you will be considered a full year competitive member with all the benefits free of charge for the year in which you hold your ride & tie.

As Race Director you are responsible for:

1. Ensuring the event's adherence to the Rules of Ride & Tie. A copy of the Rules of Ride & Tie is available on the website.
2. Verifying all entrants are members of the Ride and Tie Association prior to the start of the race (See MEMBERSHIP on following page).
3. Applying for race sanctioning (See SANCTIONING on following page).
4. Obtaining a signed release waiver from each entrant (See WAIVER/RELEASE on following page).
5. Submitting official race results (or posting them online)
6. Returning completed membership applications with checks attached. Attach a check written out to the Ride and Tie Association to cover insurance fees within 2 weeks following your event.

### **INSURANCE:**

As race directors you are all keenly aware of liability and insurance issues. As participation in our sport grows, the Ride and Tie Association must protect itself when it "sanctions" an event. The Association must carry insurance for each sanctioned event and we pay an annual premium based on the number of events and days covered.

Basic definitions:

1. **Certificate of Insurance** (aka Insurance Certificate) is merely proof that the Association has liability insurance. It does not provide any coverage to the landowner.
2. Naming an **Additional Insured** actually adds the landowner to the Association's policy for the event dates. It provides coverage to them by our insurance carrier in the case of an accident or mishap on their property. We must have an **address** for the

landowner or anyone named as additional insured. Our insurance carrier demands this address.

To name an additional insured provide the name and address in space provided in the Sanctioning Agreement.

Even though our races are often held in conjunction with AERC rides, we **must** use the Ride and Tie Association insurance instead of that obtained by the AERC. No exceptions.

#### Multi-day Events:

If your event provides for ride & tie races occurring on multiple days, each day is insured separately. The \$100 maximum applies to each day. As an example, if on the first day a total of 14 teams participate in one or more events, insurance costs for that day will be \$100. If on the second day seven teams participate, an additional \$70 is due. Therefore, in this example a total of \$170 would be payable to the Ride and Tie Association to cover both days of your event.

**Be aware: Claims are not payable if those involved in the situation are intoxicated.**

#### Other Events Held In Conjunction With Your Ride & Tie:

Some ride & tie race directors hold other events, such as trail runs or mountain bike rides, coinciding with their ride & tie races. It is ok to do this, and these events can be lots of fun. However, you **will need to find alternative insurance to cover participants involved in the other event.** Having participants join the Ride and Tie Association does not get around this.

#### **COMPETITOR DIVISIONS:**

**Pro:** A competitor who has completed two sanctioned races of at least 20 miles in length, or has completed one World Championship

**Amateur:** A competitor who has not yet met the definition of Pro

**Novice:** A competitor who has never completed a course of 20 miles in length at a sanctioned event.

#### **ASSISTANCE FOR NEW RACES:**

For new, first-time races that are not held in conjunction with an endurance ride, the Ride and Tie Association can provide some financial assistance, if needed. If the race director loses money on a new, first-time race, the Association may waive the insurance costs. In addition, up to \$200 may be available to reimburse veterinary costs. The race director should contact the Ride and Tie Association Sanctioning Director or President for assistance or for more information.

#### **MEMBERSHIP REQUIREMENTS**

All ride & tie participants must be members of the Ride and Tie Association. For liability reasons, membership in the Association is required of participants in a sanctioned event.

New members who join at a race held after September 1<sup>st</sup> and prior to January will have their membership extended through the following year. This does not apply to renewing members.

You may download a current member roster from the Ride and Tie System. If you cannot do that for some reason, please request a copy and it will be provided to you prior to your event. If competitors at your race are not listed as current members, they must join or renew before competing.

A copy of the membership application is available on the website. Make as many copies as you need to have on hand at your race. Anyone not listed as a current member must complete the application and give you a check made payable to the Ride and Tie Association prior to the start of the race. Attach the check to the application and mail it to the Association office:

8215 E White Oak Ridge #41  
Orange, CA 92869

If the membership fee is paid in cash, or is paid on one check along with the entry fee, a check must be written by the race director payable to the Ride and Tie Association to cover the membership fee.

**TEAMS WITH ANY COMPETITOR WHO IS NOT A CURRENT MEMBER AT THE TIME OF THE RACE WILL BE DISQUALIFIED.**

**WAIVER/RELEASE:**

Competitors must sign a waiver/release before participating in any event. The Ride and Tie Association should be included with the parties you name in your liability release/waiver on your entry/registration form. You may use the entry form available on the website or create your own.

Please contact me if you have any further questions. Your willingness to devote the hours and efforts required to put on an event is one of the most critical factors in keeping our sport alive and growing. The Association and those of us who come to your races can never thank you enough.

**For more information or assistance:**

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**ABOVE ALL ELSE ENJOY YOURSELF AND KNOW WE APPRECIATE YOU!!!**