



www.rideandtie.org

Manual for Race Directors

To all Ride & Tie Race Directors:

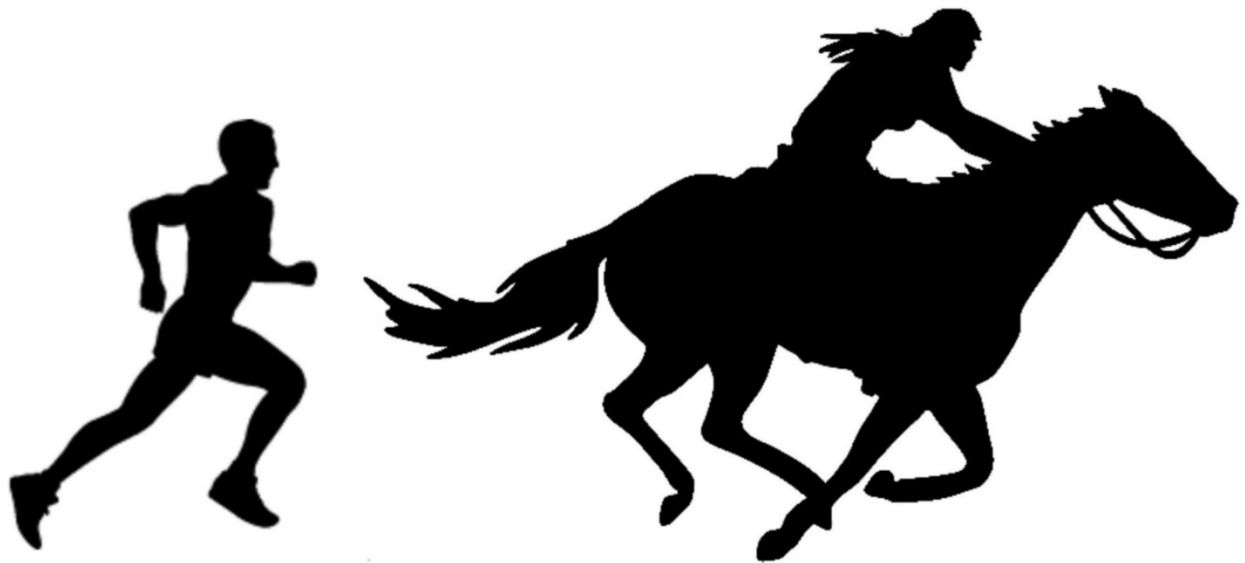
Thank you for your support of Ride and Tie! Our sport would not exist without you. The Ride and Tie Association appreciates the hours and effort that you put in to make these races happen, and will do whatever we can to help increase participation, membership and interest in the sport. We will handle sanctioning, scheduling and insurance, and can help with publicity as well as the details of managing.

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

You will find lots of helpful information including this manual, forms, Veterinary requirements, etc. on our webpage. They can be found on our website at www.rideandtie.org.

If you have any questions regarding holding or sanctioning a race, please contact our Sanctioning Officer Rhonda Venable at runsalong@hotmail.com. She will be happy to help you.

Ride & Tie



RACE DIRECTOR DUTIES:

As Race Director you are responsible for ensuring the following:

1. There must be one sanctioned event with a minimum distance of 20 miles.
2. The event must be run according to the Association's Rules of Ride & Tie found on our website and in the appendix of this manual.
3. Request for sanctioning should be sixty (60) days in advance of the event. You may submit the online or downloadable form on our website or submit your form to Rhonda Venable at Runsalong@hotmail.com. The sanctioning form can also be found in the appendix of this manual.
4. Flyers, Waivers and Registration forms should be submitted to Rhonda Venable Runsalong@hotmail.com as soon as possible for inclusion on the Association's website.
5. Flyers may be submitted to Courtney Krueger at ck@firstcumberland.com for inclusion in the newsletter
6. All competitors must sign a waiver. You may design your own or use the R&T template form found on our website and in the appendix of this manual.
7. The race director must require membership in the Ride and Tie Association for all sanctioned events. You must validate membership **prior** to the start of the event. Competitor's names must be on the current Official Membership List obtained from the Ride and Tie Association in order to participate (you may request a list from ContactUs@rideandtie.org or check individual status on the website. If the competitor's name is not on the Membership list, he or she must fill out a Membership form and pay you the appropriate fee. If, due to faulty or slow reporting of memberships the competitor joined but was not yet listed, the Ride and Tie Association will refund the second payment in full by mail following the race.
8. As Race Director, you must be a member of Ride and Tie for Insurance purposes. The Ride and Tie Association will give you a free membership for the year you manage a ride. However it is your responsibility to fill out the form found on our website and in the appendix of this manual.
9. All sanctioned events must use the Ride and Tie Association's liability insurance. Insurance charges are based on the number of teams at the rate of \$10 per team up to a maximum of \$100 per day. Requests to add additional insureds must be provided to the Sanctioning Officer no later than 15 days prior to the event. After you submit the sanction form, a certificate of insurance will be emailed to you and to other insureds before the event.
10. A licensed veterinarian must check each horse before, during and after the event.
11. All veterinary checks must be of the "stop & go" variety (i.e., the horse must meet predetermined recovery criteria before continuing). No mandatory holds are allowed, with one exception: A horse having metabolic problems may be held at the discretion of the veterinarian. Criteria can be found at on our website.
12. The financial summary form can be found on our website and in the appendix of this manual. All fees including membership and insurance must be sent within two weeks following completion of the event to

Ride and Tie Association
4710 Kingsway
Anacortes, WA 98221-3210

13. Race results should be sent to Bob Heltibridle at bobheltibridle@gmail.com within two weeks following the completion of the event using the blank race results form found on our website and in the appendix of this manual.

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! The agreement can be completed and submitted online at on our website and in the appendix of this manual.

To have your race listed in the Ride & Tie Handbook and/or newsletter, please send information and/or a flyer to Courtney Krueger at ck@firstcumberland.com. To be included in the handbook, you must make your submission before December 31.

Ride and Tie: the Ultimate Endurance Sport



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.

SANCTIONING FEE:

There is no advanced 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, Ride & Tie Handbook and on the Ride and Tie Association website.
2. Low cost liability insurance for your event.
3. Free membership to the Ride and Tie Association for the Race Director for the year in which the race is held.
4. Results of your event in the Ride & Tie Newsletter and on the Ride and Tie Association web site.
5. Participants in your event are eligible to receive mileage and points for the Association's annual awards.

ASSISTANCE FOR NEW RACES:

For new, first-time races, the Ride and Tie Association can provide some financial assistance, if needed. The race director should contact the Ride and Tie Association Sanctioning Director Rhonda Venable at Runsalong@hotmail.com for assistance or for more information.

EVENT TYPES

Most ride & tie events have no special category. However, there are options available to a race director.

Pro/Am: A Pro/Am event is one where a seasoned ride & tier (a "Pro") teams up with a novice or an amateur. In these events no team can be made up of two Pro ride & tiers. However, two novices or two amateurs can team up. **Team points are not awarded at Pro/Am events.**

Elevator: An elevator ride & tie is one where a team may complete the short course and then decide they want to “elevate” to the long course. If your event is categorized as an elevator event then this is allowed. Otherwise teams may not do this. Rules for an elevator race can be found on our website and in the appendix of this manual.

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.

INSURANCE

As a race directors you are 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. Insurance covers property damage and bodily injury- to others, NOT to participants. The certificate is proof that our organization is insured for the specific event. If ride managers are not the property owner they usually are not included as additional insureds as they have no insurable interest. Insurance costs to Ride Managers are \$10 per team, up to a maximum of \$100 for each day of competition. The Ride and Tie Association subsidizes the insurance to help keep it affordable for our Race Directors.

A **Certificate of Insurance** (aka Insurance Certificate) is merely proof that the Association has liability insurance. It provides coverage to the landowner by our insurance carrier in the case of an accident or mishap on their property. We must have an **email** and **address** for the landowner or anyone named as additional insured. **If you do not list a property owner on the form, they will not be covered by our insurance.**

Even though our races are often held in conjunction with AERC or other rides, we **must** use the Ride and Tie Association insurance instead of that obtained by the AERC or other body. This is an insurance industry requirement. There are 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.

The insurance covers the ride manager and landowner(s) for the day before and the day after the event. The insurance does NOT cover competitors on those two days. If a competitor damages property on one of those days he or she would be completely liable for the damages.

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 will not provide them with insurance.

Note: In order for the race director to be covered by our insurance, he or she MUST be a member of the Ride and Tie Association. The Association will provide a free membership to race directors for the year in which they direct a race. You are responsible for completing a form found on our website and in the appendix of this manual. The Association cannot be held responsible for liability for race directors who fail to join the association.

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.

It is your responsibility as a race director to verify that each participant is a member of the Association, and if not, collect the membership form and dues before the race.

You may request a list of members from ContactUs@rideandtie.org or may verify members individually online on our website

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 Ride and Tie Association, 4710 Kingsway, Anacortes, WA 98221-3210.

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 NOT BE COVERED BY OUR INSURANCE AND WILL BE DISQUALIFIED.

FREE MEMBERSHIP FOR RACE DIRECTORS

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.

WAIVER/RELEASE:

Competitors must sign a waiver/release before participating in any event. The Ride and

The 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 on our website or create your own.

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:

Sanctioning Officer Rhonda Venable

10102 Fire Tower Rd.

Toano, Virginia, 23168

runsalong@hotmail.com

757-870-3837

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

APPENDIX A: RULES OF RIDE & TIE

1. Each team will consist of two persons who are current members of the Ride and Tie Association and one horse. Throughout these Rules “horse” means “horse, pony or mule.”
2. The horse must be at least five years old.
3. No pregnant or lactating mares will be allowed to compete.
4. No foreign substance or medication may be given or administered to any horse within 72 hours before starting the event or one hour after finishing the event. This includes ointments or solutions for topical use that contain local anesthetics. All medications administered during the two weeks prior to the race must be declared in writing to the veterinarian conducting the pre-race examination.
5. All horses must be submitted for a pre-race examination.
6. There will be a predetermined number of vet checks where the horses will be observed and examined. There will be no mandatory time holds. Cut-off time limits for each check point may be established. Pulse, respiration, mucous membrane color and capillary refill, surface factors, attitude and soundness will be considered as part of the criteria for passing through to the next check. Vet check criteria will be announced prior to the races start and will be determined by the Head Veterinarian after consideration of weather, terrain, and other factors.
7. All horse must be presented to the veterinarians for a post-race veterinary examination within one hour of finishing. Horses must pass this examination for any member of that team to be eligible for completion awards. No abuse of a horse will be tolerated.
8. All decisions of the Veterinarian staff regarding the health and safety of the horse are final.
9. Artificial ties are illegal. Hand ties may be allowed at the Race Director’s discretion. Any decision to allow hand ties will be announced at the pre-race briefing.
10. Each team must tie its horse and switch from rider to runner and runner to rider at least six (6) times during an event. Teams may tie as many times as they desire anywhere along the trail as long as the ties do not obstruct the trail or are not made in designated “No Tie Areas.” A required tie will occur at each vet check. A team must exchange at least twice between vet checks. Where vet checks are so close that two exchanges may be impractical, the Race Director may allow one exchange between two specific vet checks. If a runner on a team has not been overtaken by his partner before the next vet check, then the runner must wait at the vet check for his/her partner to arrive in order to meet the required vet check tie.
11. With the exception of securing a loose horse, no person other than the team members and designated race officials may handle a team’s horse on the trail during the race. Designated team crew may work with the horse at any vet check specified by race officials to be open to crews. Race officials may require crew to obtain a pass. Only contestants may take a horse through the vet checks during the race.
12. It is not permissible for both members of a team to use their horse at the same time for forward movement. “Tailing” (meaning the rider dismounts, grips the horse’s tail and allows the horse to pull him/her) is allowed but it is not permissible for one team member to ride while another tails.
13. No pacing by an un-entered horse or runner is allowed for any contestant.
14. Riders shall be responsible for their horse’s behavior prior to and during the event. If, at the discretion of the race management, any horse becomes unruly or jeopardizes the safety of other competitors, the team may be disqualified from the event.
15. Teams must pass and report to any trail marshals who are positioned along the course. Competitors inadvertently off course must return to the point at which they left the marked trail and complete the course correctly. Teams must stay on the marked trail.
16. Any protest must be filed in writing with the Race Director within two hours of the completion of the race. Prior to the start of the awards ceremony, the Race Director shall decide on the protest. An appeal of his decisions must be filed in writing within seven days to the President of the Ride and Tie Association, whose final decision cannot be appealed.
17. A team has not completed the race until both human teammates and their horse have reached the finish line.
18. These rules apply to a sanctioned race. A race may be of any distance, but to be sanctioned there must be a Ride & Tie race of at least 20 miles in length included within the same event.
19. Competitors under 16 years of age must wear approved safety helmets while mounted during a race (helmet approval by AHSA, PCA, ANSIZ90.4, or Snell)

APPENDIX B: Sanctioning Agreement



SANCTIONED RIDE AND TIE EVENT AGREEMENT – 2023 SEASON
THE FOLLOWING IS AN AGREEMENT BETWEEN THE EVENT MANAGEMENT OF THE

Name of Event _____

Race Director Name(s) _____

Race Director Address _____

Race Director Phone _____

Race Director email _____

AND THE RIDE AND TIE ASSOCIATION.

Event to take place on _____, 20____

at (Insurance requires name and street address where the event will be located - do the best you can)

Distance(s): _____

Is this race:

Elevator: Yes No

See special rules on elevator rides in the race director's manual

Equathon: Yes No **Equathon Distances** _____

Ride and Tie is offering ten stipends of \$250-\$750 to select AERC sanctioned Endurance Rides in 2021 which also offer a Ride and Tie one or more days of the ride. Rides which receive stipends will be selected by the Ride and Tie Board of Directors with particular emphasis on covering as many AERC regions as possible. If your Ride and Tie race is also a sanctioned AERC endurance ride and you wish to apply for the stipend, please answer the questions below. Please note that making an application does not ensure a stipend. You must apply for the stipend a minimum of 60 days before the event.

What AERC region is your ride in _____

Have you offered a Ride and Tie race at this ride within the last five years _____

How many days during your event will Ride and Tie and/or Equathon be offered _____



An insurance certificate will be issued for the Ride manager at the location of the ride. On the following page, list all entities (government and/or private property owners) that require certificates of "Also Insured", their complete mailing address, and any additional information or necessary wording. If more space is required, please attach additional pages.

The insurance covers the ride manager and landowner(s) for the day before and the day after the event. The insurance does NOT cover competitors on those two days. If a competitor damages property on one of those days he or she would be completely liable for the damages.

Insurance can only be issued to a Race Director who is a member of the Ride and Tie Association. Due to insurance regulations, failure to join the Association will nullify your insurance. Because you are helping our sport by choosing to be a Director, the Association gratefully offers you a free competitor level membership. However, you are responsible for completing the membership form and getting it to the association (see instructions on the form).

Race Name _____ Race Date(s) _____

Name of Ride Manager	
Ride manager phone	
Ride Manager email	
Location of Race (i.e. Big River National Forest)	
Street Address of race – be as accurate as possible, include city, state, zip	

Additional Insured #1 (i.e. The National Forest where the event is taking place or the private landowner)

Name	
Relationship (e.g. sponsor, landowner)	
Full Mailing Address	
Phone	
FAX	
Email	

Submit this form (and the following pages if needed) to Rhonda Venable, sanctioning officer:



Race Name _____ Race Date(s) _____

Additional Insured #2 (i.e. The National Forest where the event is taking place or the private landowner)

Name	
Relationship (e.g. sponsor, landowner)	
Full Mailing Address	
Phone	
FAX	
Email	

Additional Insured #3

Name	
Relationship (e.g. sponsor, landowner)	
Full Mailing Address	
Phone	
FAX	
Email	

Additional Insured #4 (i.e. The National Forest where the event is taking place or the private landowner)

Name	
Relationship (e.g. sponsor, landowner)	
Full Mailing Address	
Phone	

FAX	
Email	



Race Name _____ Race Date(s) _____

Additional Insured #5 (i.e. The National Forest where the event is taking place or the private landowner)

Name	
Relationship (e.g. sponsor, landowner)	
Full Mailing Address	
Phone	
FAX	
Email	

Additional Insured #6 (i.e. The National Forest where the event is taking place or the private landowner)

Name	
Relationship (e.g. sponsor, landowner)	
Full Mailing Address	
Phone	
FAX	

Email	
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Appendix C: Membership form
The Ride and Tie Association Membership Form

Send form and payment to
 The Ride and Tie Association, c/o Janice Heltibridle, 6746 Back Road, Maurertown, VA 22644
 or sign up online at rideandtie.org and pay with Paypal

DATE: _____

(Membership runs from January 1-December 31) **Please print**

Last Name	First Name	MI	Gender	Birthdate (if under 18)

Address:		
City:	State:	Zipcode:
Phone:	Email:	

If renewing, please check box if your contact information has changed.

How did you learn about Ride & Tie?

_____ Ride & Tie Website

_____ Expo/convention: (which one?) _____

_____ Magazine/Newspaper? (please indicate) _____

_____ Other (please indicate) _____

Type of Membership:

_____ **Race Director** (Complimentary for the season in which you direct a race.) Note that you **MUST** fill out this form and return it in order for your event to be insured and sanctioned. You receive all competitor member benefits.

_____ If you are receiving a complimentary membership and wish to join as a **family**, the cost is \$15. You receive all family member benefits.

____ **Competitor Member:** (\$25) Will receive Ride & Tie Newsletter and Handbook, information and entry form for the Ride & Tie Championship, one vote on Association general membership issues, eligibility for all sanctioned Ride & Ties held during membership year and inclusion and eligibility for the national point system.

____ **Family Membership:** (\$40) Immediate Family living at the same address. List all names (First and Last) to be included. Same benefits as Competitor Member, two votes per family.

____ **Supporting Member** (\$100 or more) Same benefits as Member with special thanks from the Ride and Tie Association.

____ **Lifetime Member** (\$500) Same benefits as Competitor Member with no more annual membership fees.

____ **Friend of Ride & Tie** (\$20 or more) Non-competitive member showing support for Ride & Tie. No voting privileges. Will receive Newsletter.

As a 501 (c) (3) non-profit organization, these membership contributions may be tax deductible.

APPENDIX D: SAMPLE Liability Release

NOTE: Both riders must be members of the Ride and Tie Association.

THIS IS A RELEASE. IT CONTAINS LIMITATIONS ON LIABILITY. READ IT!!!

I understand that Ride and Ties are hazardous activities which involve being in remote areas for a long time; that these areas have many natural and man-made hazards which race management cannot anticipate, identify, modify, or eliminate; that horses can be excitable, difficult to control, and unpredictable; and that accidents can happen to anyone at anytime, and that there is NO ambulance or medical help present.

I UNDERSTAND THAT I AM ENTERING THIS EVENT AT MY OWN RISK and upon acceptance of my application for entry in the above-described race, I acknowledge that I assume FULL RESPONSIBILITY for my own safety. I and my heirs, executors, and administrators, will hold the Ride and Tie Association and all officers and directors thereof, any member of the race management and race personnel, and all property owners/tenants whose land the race crosses BLAMELESS for any injury or loss to myself or my horse which occurs due to my participation and free from all liability for such injury or loss. In short, I will not sue the race management, their personnel, landowners or tenants, and the Ride and Tie Association for ANY REASON!

I am fully aware of all race rules and agree to abide by those rules set down by the race management and the Ride and Tie Association. I fully understand the consequences for not following race rules. As a participant in this race, I have read the above liability release and will agree to abide by ALL rules.

I grant my irrevocable permission to the Ride and Tie Association, its authorized agents, and the event photographer, to use my name and any photographs, videos, motion pictures, records, or any other record of my participation in this event.

Rider # 1: _____ DATE: _____

Rider #2: _____ DATE: _____

Horse Owner: _____ DATE: _____

MINORS OR JUNIORS MUST HAVE THE FOLLOWING RELEASE SIGNED. We, the undersigned parents or guardians understand that Ride and Tie can be a hazardous activity, that injuries or accidents can occur, and that this ride has no medical aid or insurance for my child. We have entered our child in the above named ride AT THEIR OWN RISK and understand that we will assume full responsibility for the child's safety. We have read the above release that our child, as a rider, has signed and fully understand the release and ride rules. We agree to release the Ride and Tie Association, AERC, PNER, and all officers, directors and all members of ride management and personnel, and all landowners/tenants, from all claims, demands, law suits or liabilities which might otherwise arise by virtue of injury to our child or child's horse, no matter who is at fault. We do further authorize any ride personnel of the above ride to consent in our behalf to any emergency medical treatment by a properly licensed person, which may be require for our child, and do agree to indemnify and hold harmless anyone giving such consent. I grant my irrevocable permission to the Ride and Tie Association, its authorized agent, and the event photographer, to use my child's name and any photographs, videos, motion pictures, records, or any other record of my child's participation in this event.

For rider #1: _____ DATE: _____ Relationship
to the above named minor: _____

For rider #2: _____ DATE: _____
Relationship to the above named minor: _____

APPENDIX E: Financial Summary Form



Ride Manager's Financial Summary

Race Name _____

Race Manager _____

Race Date(s) _____

Insurance Fees

_____ This race was held in conjunction with an AERC Sanctioned race and has not offered a Ride and Tie for at least the last five years. If so, the Ride and Tie Association will cover your insurance fees.

Number of teams 1st race day _____ x \$10 = \$ _____ (daily maximum \$100)

Number of teams 2nd race day _____ x \$10 = \$ _____ (daily maximum \$100)

Number of teams 3rd race day _____ x \$10 = \$ _____ (daily maximum \$100)

Ride and Tie Membership Fees

If they did not join online, please enclose their membership registration forms.

_____ x \$25 (individual) = \$ _____

_____ x \$40 (family) = \$ _____

(please also ensure that you enclose the membership registration form/s)

Additional donations or other income

\$ _____

(please give contact info for donations or explanation for other)

Total enclosed \$ _____

Mail all check(s) and this form to:

APPENDIX G: Elevator Race Rules

Elevator Rides Some teams who have signed up for a short course ride & tie may decide that they are having so much fun that they wish they had signed up for the long course. If the ride & tie event is considered an “elevator ride” then competitors may “elevate” to a longer distance. The race director must decide in advance if his or her event will be considered an elevator ride and sanction it as such. Following are the guidelines:

1. A team may elevate only one distance level
2. If a team chooses to elevate it will not get credit for the shorter distance once they’ve committed to elevate even if they do not complete the longer distance (in other words, upon elevating, the rider is no longer considered a starter or a finisher in the shorter distance)
3. The team must pay the entry fee charged for the longer distance
4. The team must start at the same time and follow the same course as the longer distance.

