

## Guide on how to run... A Pleasure Ride

<b>Overview</b>	<p>To give riders the opportunity to ride out safely in an area that they would not normally ride. This can include National Trust Estates, privately owned estates, farmland, beaches, public rights of way or similar.</p> <p>This guide should be read in conjunction with 'A Guide for Running an Event or Training for The British Horse Society.'</p>
<b>Attendees</b>	<p>Events of this type have been safely and successfully run with over 100 participants.</p>
<b>Resources</b>	<p>A route that will take around 2 – 3 hours to complete which will be approx. 5-15 miles in length. If you need for help with sourcing a suitable route, speak to your local access volunteers, the Access department or your Regional/National Manager.</p> <p>Safe parking area for the number of vehicles that will be attending with suitable access and gateways. Event signs to direct people from road/to the parking area.</p> <p>Enough volunteers for car parking, stewarding etc. and suitable first aid cover. Hi vis vests for all stewards/volunteers.</p> <p>Registration tent/vehicle near to start point.</p> <p>Human first aid kit and basic horse first aid kit.</p> <p>Someone to walk/drive/ride the route beforehand to identify risks and waymark if necessary. (Do you need to provide a map?)</p> <p>Waymarks – arrow signs, tape, spray paint.</p> <p>Arrange vet cover for the day (no jumps - vet on call/optional jumps – vet on site)</p> <p>Numbers/bibs or ask riders to print off their own.</p> <p>Online booking facility – contact your Regional/ National Manager to set this up.</p> <p>Rosettes – either provide your own or Ride Out UK rosettes available from HQ.</p> <p>Photographer/toilets/refreshments/2-way radios or mobile phones.</p>
<b>Costs &amp; Charges:</b>	<p>There are few costs associated in running this type of event. Out of pocket expenses for travel should be offered to volunteers. Other costs might be such things as toilets and refreshments if you feel it is necessary to provide these.</p> <p>Some venues may charge a small fee per rider or a venue hire charge – check this in advance.</p> <p>Rosettes – many people like this memento from a ride. Contact HQ to ask about Ride Out UK rosettes if your ride is a fundraiser for this.</p>

	Suggested charge to participants would be £20 - £30. Take into account any online booking fees.
<b>Timings:</b>	<p>Depending on the number of entries you have, you can offer starting between set times i.e. 9am – 12noon.</p> <p>You may wish to give specific arrival/start times to participants i.e. Group 1 start at 9.30am and Group 2 at 9.40am.</p> <p>Group numbers should be limited to no more than 10 riders.</p> <p>You may wish to split the day with those only wishing to walk/trot going after those who want to canter.</p>
<b>Safety:</b>	<p>A full written risk assessment of the activity must be undertaken prior to the event and submitted to <a href="mailto:EventSafety@bhs.org.uk">EventSafety@bhs.org.uk</a></p> <p>The event safety file should be to hand on the day.</p> <p>You must have a qualified first aider and a vet on call and a fully stocked and in date first aid kit.</p> <p>For a ride that includes optional fixed jumps you must have a paramedic and a vet on site.</p> <p>Ensure you have emergency contact details of all riders to hand.</p>
<b>Covid-19</b>	<p>Your event needs to be Covid-19 compliant based on Government information at the time, such as:</p> <ul style="list-style-type: none"> <li>• Bookings may need to be on-line only</li> <li>• Toilet provision limited to helpers only or cleaned regularly</li> <li>• Track &amp; Trace Information collected</li> <li>• Consider minimising risk – think about rider bibs, radios etc.</li> <li>• Extra space for parking if needing 5m/10m between boxes</li> </ul>
<b>Other Considerations:</b>	<p>Ensure at the point of booking or prior to the event that your participants know: -</p> <ul style="list-style-type: none"> <li>• Where to arrive and report.</li> <li>• What the arrival/start times are.</li> <li>• Whether there are toilets available.</li> <li>• Whether there is water available for drinking/washing off or whether they need to bring their own.</li> <li>• Whether refreshments will be available.</li> <li>• What the ride rules are</li> <li>• Whether there will be a photographer</li> </ul> <p>Create terms and conditions for the ride – ask your National/Regional Manager for the master list, from which you can choose the ones relevant to your event.</p> <p>Remember to let HQ know of your ride if it is in aid of Ride Out UK so that they can provide rosettes.</p> <p>Ensure all volunteers have the organisers mobile contact number on the day. Do a briefing to all volunteers before riders arrive and get stewards in place.</p> <p>Don't forget to look after your helpers. Hot and/or cold drinks and biscuits or lunch are much appreciated. If you have a refreshments van you could run a tab for them.</p> <p>Ensure you leave the venue as you found it – close all gates, pick up litter etc. and thank everyone involved (landowner/volunteers etc.)</p>