

## Guide on how to run... A Walk and Trot Ride

<b>Overview</b>	<p>To give riders the opportunity to ride out safely in an area that they would not normally ride at walk and trot only.</p> <p>Many riders are building their confidence and may only want to go at a lower speed in an environment where others are doing the same.</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 up to 100 participants.</p>
<b>Resources</b>	<p>A route that will take 1 – 1.5 hours to complete which will probably be 4-5 miles in length. If you need help with sourcing a suitable route, speak to your local Access volunteers, the Access Department or your National/Regional 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 parking area.</p> <p>Enough volunteers for car parking, stewarding etc. A suitable first aider and high viz vests for all stewards.</p> <p>A registration tent/vehicle near to the 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 on call vet cover for the day.</p> <p>Numbers/bibs or ask riders to print off their own.</p> <p>Online booking facility – contact your National/Regional 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>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> <p>Suggested charge to participants would be £10 - £20. Take into account any on-line booking fees.</p>

	Some venues may charge a small fee per rider or a venue hire charge – check this in advance.
<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 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 between 4-6 riders.</p> <p>You may wish to split the day with those only wishing to walk going before or after those who want to walk and trot.</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>A qualified first aider as a minimum should be present and a fully stocked and in date first aid kit.</p> <p>Ensure you have emergency contact details of all riders to hand.</p> <p>The event Safety File should be to hand on the day.</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 online only.</li> <li>• Track &amp; Trace information collected.</li> <li>• Extra space for parking if needing 5m-10m between boxes.</li> <li>• Consider minimising risk – think about rider bibs, radios etc.</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 chose 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 a biscuit or lunch are much appreciated. If you have a refreshments van you could run a tab for them.</p> <p>If your venue lends itself, you may wish to offer a separate 'canter strip' for those who would like to have at least one faster piece of work.</p> <p>Ensure you leave the venue as you found it – close all gates, pick up litter etc. and thank everyone involved.</p>