

# HOW TO RUN A TRAIL RIDE

The Ride Manager will be responsible for:

1. Send info into NEHT before deadlines so it will be in the NEHT ride book
2. Fill subcommittees (see below) or decide to do all the jobs him/herself
3. Follow up and make sure all subcommittees have what they need to do their job, probably have a few mini-meetings before the ride
4. Get cash for seed money from the treasurer
5. Be there the day of the ride to answer questions, look for lost riders, put out "fires," etc.

## **Main Subcommittees:**

### **Trail Marking**

1. Figure out routes (10 and 18 miles)
2. Mark trails (includes clearing, etc.)
3. Make maps
4. Pre-ride briefing
5. Unmark trails

### **Food**

1. Figure out menu for pre-ride and lunch; also any decorations for tables
2. Buy food
3. Make food
4. Bring tables, chairs, bowls, etc. (see checklist)
5. Set up at Sand Pit and serve food
6. Break down everything
7. Clean up area

### **Registration**

1. Make sure all NEHT information has been received
2. Bring liability sign
3. Set up table with signs, registration papers, maps
4. Bring cash box with seed money (usually \$50)
5. Greet people, make sure all papers are in order
6. Assign people for checkpoints
7. Give out ribbons

### **Raffle**

1. Get raffle items
2. Make signs
3. Sell tickets
4. Hold raffle
5. Give out prizes

### **Signage**

1. Make signs for all locations on checklist
2. Put up signs very early on the day of the ride
3. Take down signs the day of the ride

**PR**

1. Write and send press releases to area newspapers
2. Put posters up in area tack shops, feed stores, etc.
3. Check to see that the mailing list has been updated to include last year's ride entrants. Use this list to make labels and send out entry forms/directions to everyone on the list.

**Parking**

1. Assign people to park trailers in Sand Pit
2. Usually need 2 or 3 people

**Snack Stops**

1. Coordinate with trail crew as to where snack stops should be located
2. Buy snacks, drinks, cups, etc.
3. Assign people to work snack stops. They should also check off riders as they come through.
4. Make sure to have water for horses.

**Clean Up**

1. Clean up Sand Pit area
2. Clean up any manure on roads