



# SAERA RIDE ORGANISER'S CHECKLISTS

## Topic

- The Organisers
- Venue, Course, Affiliation
- Advertising, Prizes, and Trophies
- Vetting
- Withdrawals, Briefing, Weight Divisions
- Starting Times and Riding Times
- Insurance, Safety Procedures
- Log Books
- Equipment Checklist
- Ride Checklist

## INTRODUCTION

This handbook provides brief guidelines for organising SAERA/AERA Endurance Rides. All rides must comply with the AERA Ride Rules - the link is available at the end of this document

### Ride Types:

- Endurance Ride: 80 km or more.
- Intermediate Ride: 40–60 km (rides over 60 km require approval from SAERA SMC).

For queries, contact: [secretary@saera.asn.au](mailto:secretary@saera.asn.au)

## THE ORGANISERS

Rides can be organised by:

- Established groups
- Recognised clubs
- Individuals or Committees formed specifically for the event

All organising bodies must be incorporated or part of SAERA.

## Minimum Required Personnel

Role	Duties
Ride Veterinarians	Ensure horse welfare. Contact SAERA Vet Coordinator for booking
Chief Steward	Oversee event control. See Rulebook, Section 23.
Course Coordinator	Design and inspect course, manage markings and emergency float.
Ride Secretary	Handle entries, records, and awards. Requires computer literacy.
Communications Official	Ensure effective communication between checkpoints and base.
TPR Steward(s)	Monitor temperature and pulse.
Vet Pencillers	Record vet findings.
Weigh-In Steward (optional)	Manage pre-ride and finish weigh-ins.
Runners (optional)	Transport documents between areas.

\*More than one role can be held by a person at the ride base.

## VENUE REQUIREMENTS

Facility	Description
Space	Accommodate 30 - 40 floats, camping, and vetting areas.
Water & Toilets	Ensure ample water and toilet facilities (portable if needed).
Vetting Area	Flat, fenced, and quiet with a 50m clear area for trot-ups.
Secretary's Office	Covered area for administration in bad weather. Can be the ride trailer

## COURSE DESIGN

**Preferred Layout:** Cloverleaf pattern with vetting at a central base.

### Key Guidelines:

- **Road Surface:** Avoid bitumen and busy roads.
- **Maximum Distance:** 50 km.
- **Veterinary Checks:** Every 40 km or less.
- **Water Supply:** 3-5km from the start of from the start of the leg for the second and subsequent leg and at least every 10km. Provide hay if no natural forage is available.

### Course Marking:

Refer to AERA Rulebook, Section 1. 17.1 page 22 - Ensure markings are visible in all conditions. Test night sections in darkness if applicable.

## CHECKLIST: EVENT PREPARATION

Task	Deadline	Completed
Book your ride (via Ride Nomination Form)	3 months prior to event date	<input type="checkbox"/>
Notify SAERA of ride details via email <a href="mailto:secretary@saera.asn.au">secretary@saera.asn.au</a>	Upon booking	<input type="checkbox"/>
Register event with SA Ambulance	ASAP	<input type="checkbox"/>
Register event with SAPOL if required	ASAP	<input type="checkbox"/>
Call out for volunteers - SAERA can help you	6 weeks prior	<input type="checkbox"/>
Marketing of event - SAERA can assist you	2 months prior	<input type="checkbox"/>
Confirm vet and Chief Steward	Upon booking	<input type="checkbox"/>

## RIDE SAFETY PROCEDURES

Task	Description	Completed
Risk Management Plan	Complete a Risk Management Plan refer (AERA Forms).	<input type="checkbox"/>
Notification	Notify SAPOL and SA Ambulance of the event.	<input type="checkbox"/>
Road Signage	Ensure clear road signage for crossings.	<input type="checkbox"/>
Communication	Provide at least one communication checkpoint per leg.	<input type="checkbox"/>

## Emergency Equipment

Item	Purpose	Completed
4WD Vehicle & Float	Horse transport in case of injury.	<input type="checkbox"/>
Radio/Phones	Communication between base and checkpoints.	<input type="checkbox"/>
First Aid Kit	Rider and horse emergencies.	<input type="checkbox"/>

## LOG BOOKS ADMINISTRATION

Type	Details
Novice (Blue)	For horses/riders completing their first rides.
Endurance (Yellow)	For horses with prior 80 km completions.

***\*Log books must be signed by the Head Vet and Ride Secretary before returning to riders***

## EQUIPMENT CHECKLIST

\* These items are carried in the SAERA ride trailer

Essential Items	Details	Completed
Scales	For weigh-ins	<input type="checkbox"/>
Rider Numbers	Bibs or tags	<input type="checkbox"/>
Vet Cards	Track horse metrics	<input type="checkbox"/>
Course Marking Supplies	Tape, signage, and stakes	<input type="checkbox"/>
Admin Tools	Laptop, pens, clipboards, and paper	<input type="checkbox"/>

## PRIZES & TROPHIES

Award Type	Details	Completed
Completion Awards	All successful riders. Ribbons or small trophies recommended.	<input type="checkbox"/>
Best Conditioned Horse	For top 5 in each division; workout one hour post-finish.	<input type="checkbox"/>
Encouragement Awards	Based on sportsmanship or horsemanship; selected by Ride Committee.	<input type="checkbox"/>

**Need assistance? Contact SAERA [secretary@saera.asn.au](mailto:secretary@saera.asn.au)**

## HELPFUL LINKS

### AERA WEBSITE

<https://aera.asn.au/index.php>

### RISK MANAGEMENT FORMS

<https://aera.asn.au/index.php/administration/forms>

### AERA GENERAL RULES 2025

[HTTPS://AERA.ASN.AU/IMAGES/RULES/2025/2025\\_AERA\\_RULEBOOK\\_S1 - GENERAL RULES JANUARY 2025.PDF](https://aera.asn.au/images/rules/2025/2025_AERA_RULEBOOK_S1_-_GENERAL_RULES_JANUARY_2025.PDF)

**AERA COMPLIMENTARY RULES**

**[https://aera.asn.au/images/rules/2025/2025 AERA Rulebook S2 Complementary Competition .pdf](https://aera.asn.au/images/rules/2025/2025%20AERA%20Rulebook%20S2%20Complementary%20Competition.pdf)**

**Contact the LOCAL COUNCIL for the area your ride will take place in.**

**SAERA RIDE APPLICATION FORM <https://saera.asn.au/wp-content/uploads/2024/11/2025-Ride-Organiser-Application-form.pdf>**

**SAPOL WEBSITE** - If you are planning a community event, contact your SAPOL District/ Local Service Area planner for advice. Particularly if the event crosses major roads

**<https://www.police.sa.gov.au/your-safety/crowded-places>**

**SA AMBULANCE WEBSITE. <https://saambulance.sa.gov.au/what-we-do/community-events-and-emergency-healthcare/>**

**Contact us: [secretary@saera.asn.au](mailto:secretary@saera.asn.au)**