



Chapter

# 6

**ERASA**

Endurance Ride Association of South Africa

# Officials

# CHAPTER 6: RIDE COMMITTEE AND OFFICIALS

## REGISTER OF CHANGES – CHAPTER 6

Article	Subject	Date of change
6.1	Add glossary	Aug 2010
6.2.2.5	Appointment of officials	Feb 2011
6.3	Accreditation of officials	Feb 2011
6.4.3	Allowance payable to veterinarians	Feb 2011
6.5.1.1	Submission of names for accreditation	Feb 2011
6.6.1	Accreditation of time keepers	Feb 2011
6.6.1.3	Chief time keeper	Feb 2011
6.7.1	Submission of names for accreditation	Feb 2011
6.7.1.5.1/2	Appointment of veterinarians for a ride	Feb 2011
6.7.2	Appointment of control veterinarians	Feb 2011
6.7.3	Appointment of treating veterinarians	Feb 2011
6.2.2.12	Medical assistance	16 Apr 2012
6.2.2.13	Signage at entrance to venue	Nov 2012
6.5.2.2	Ride master committee at major competitions	Nov 2012
6.4.4	Dress: Officials	10 May 2013
6.5.1.1	Submission of names for accreditation	2 November 2016
6.7.2.1.2	Number of vets at vet gate system	4 November 2017
6.7.2.1.1	Number of vets at events	25 July 2018
6.7.2.1.2	Removed	25 July 2018
6.7.3.2.1	Treatment vet	25 July 2018
6.7.1	Head Vet	22 October 2018
6.7.1.1	Accreditation register	22 October 2018

## 6. RIDE COMMITTEE AND OFFICIALS

- 6.1 Glossary
- 6.2 Ride committee
- 6.3 Accreditation of officials
- 6.4 Administration
- 6.5 Ride master
- 6.6 Time keepers
- 6.7 Veterinarians
- 6.8 Course master
- 6.9 Stewards

6.1 **GLOSSARY.** Words and phrases contained in this chapter shall have the meaning assigned to them as specified below, unless it is obvious from the context in which it is used that the word or phrase has another meaning. The meaning assigned to words and/or phrases that are included in the glossary of the ERASA constitution and/or any other chapter of the rule book also apply to this chapter, unless it is obvious from the context in which it is used that the word or phrase has another meaning. Depending upon word usage the singular may mean plural and masculine may mean feminine.

- 6.1.1 **Rulings.** Decisions made by officials of the Association, club committees, union committees, a veterinary panel and the Executive Committee of Council, as delegated and/or ratified by Council, as well as decisions made by Council.
- 6.1.2 **Chief Ride Master.** A ride master acting as head of the ride masters committee that serves at a specific ride.
- 6.1.3 **Chief Timekeeper.** A person (who satisfies the criteria for accreditation as chief timekeeper) who acts as head of the timekeeping panel at a specific ride.
- 6.1.4 **Chief Veterinarian.** A veterinarian (registered with the South African Veterinary Council, and who satisfies the criteria for accreditation as chief veterinarian) who acts as head of the veterinary panel that serves at a specific endurance ride.
- 6.1.5 **Steward.** A person appointed by a ride committee to ensure the smooth running of activities in the veterinary area, the departure area and on course.
- 6.1.6 **Ride Master.** A member of the Association (who satisfies the criteria for accreditation as ride master), who acts at a specific ride (alone or as part of a ride masters committee) to supervise and ensure that all participants abide by the rules of the Association, as applicable to that specific ride.
- 6.1.7 **Timekeeper.** A member of the timekeeping panel at a ride.
- 6.1.8 **Veterinarian.** Veterinarians registered with the South African Veterinary Council may act as control-, course- and/or treatment veterinarians at endurance rides. Veterinarians with foreign registration can, on invitation, act as control veterinarians (but shall not become involved in the treatment of horses).
- 6.1.9 **Veterinary panel.** A panel of veterinarians (approved by the ride committee and the chief veterinarian who will be officiating at the ride) who are responsible for all veterinary aspects of that specific endurance ride in accordance with the stipulations of the constitution and rules of the association.

## 6.2 RIDE COMMITTEE

- 6.2.1 The management committee of the club that presents the ride appoints the ride committee or may serve as ride committee.
- 6.2.2 The ride committee shall ensure that:
- 6.2.2.1 The ride base, check points and course are safe for participants, officials, helpers, visitors and participating horses.
  - 6.2.2.2 There is sufficient water, ablutions, parking and camping at the ride base, as well as sufficient water at all check points that are away from the ride base.
  - 6.2.2.3 The veterinary inspection areas are large enough (in relation to the expected number of entries), with a flat and firm surface. Sufficient lighting is to be erected if inspections are to be done at night.
  - 6.2.2.4 A treatment area is available where horses can be restrained whilst they are under veterinary treatment. A crush and at least two small paddocks or stables should be available at the treatment area.
  - 6.2.2.5 Responsible and knowledgeable officials are available to supervise all aspects of the ride. Persons officiating as officials at a ride may not participate in the ride as riders.
    - 6.2.2.5.1 The ride committee shall appoint the ride master, chief veterinarian, chief time keeper, weighing-in steward and course master and shall ensure that sufficient stewards are available. The ride master, chief timekeeper and chief veterinarian must be accredited (See elsewhere in this chapter).
    - 6.2.2.5.2 The chief veterinarian shall either appoint the veterinary panel and treatment veterinarian himself, or the ride committee can make these appointments after close liaison with the chief veterinarian (before the appointments are made).
    - 6.2.2.5.3 The ride committee shall liaise with the chief timekeeper before the ride to determine the required number and level of expertise of the other timekeepers, and shall ensure that a sufficient number of timekeepers are available.
  - 6.2.2.6 Administrative officials/assistants are available to see to all administrative aspects of the ride.
  - 6.2.2.7 A person is appointed to present the ride briefing.
  - 6.2.2.8 A horsebox with towing vehicle is available to fetch injured and/or retired horses from the course. Planning should be such that this vehicle could reach most parts of the course to fetch horses with ease.
  - 6.2.2.9 The course is marked in accordance with the rules as laid down in Chapter 2.
  - 6.2.2.10 Sufficient water points are available on the course in accordance with the rules as laid down in Chapter 2.

6.2.2.11 See to it that the ride master, the chief veterinarian and the chief timekeeper complete and submit the prescribed reports after completion of the ride, and ensure that these reports, with the ride results and prescribed ride levies are submitted to the ERASA office.

6.2.2.12 Medical assistance is available at the ride venue.

6.2.2.12.1 For club and union rides the person rendering assistance shall be registered as at least an Intermediary Life Support Practitioner. The telephone number of the nearest emergency services (who can send an ambulance to the ride venue) shall also be available both with the person rendering medical assistance and the ride master.

6.2.2.12.2 For rides with four hundred (400) or more entries the person rendering assistance shall be registered as at least an Advanced Life Support Practitioner, and an ambulance shall be available at the venue for the duration of the ride.

6.2.2.13 That signage is displayed at the entrances to the ride base or at another appropriate place on the ride base, clearly stating:

6.2.2.13.1 Right of admission reserved.

6.2.2.13.2 All persons enter the venue at own risk.

6.2.2.13.3 Other notices applicable to the specific venue.

### **6.3 ACCREDITATION OF OFFICIALS**

6.3.1 The General Manager of Council shall keep an accreditation register for veterinarians, ride master and timekeepers. Conditions for inclusion in these registers are discussed below. Only a veterinarian/ride master/timekeeper whose name is included in this register may officiate as chief veterinarian/ride master/chief ride master/chief timekeeper at a ride. Members only remain accredited whilst they are still actively involved in the sport. A ride cannot be presented if the senior officials are not accredited.

6.3.2 It is the responsibility of the Endurance Veterinary Interest Group (for veterinarians) , the Ride Masters Group (for ride masters) and union management committees (for timekeepers) to ensure that the particulars of new officials (who meet the criteria as laid down below) are submitted to the General Manager for inclusion in the accreditation register.

6.3.3 The General Manager shall ensure that the most up-to-date version of the accreditation registers are available on the ERASA web site at all times.

### **6.4 ADMINISTRATION AND DRESS**

6.4.1 At each ride the names and telephone numbers of the following officials shall be posted on a notice board (or a suitable alternative) at the ride office or another central point. The particulars can also be made available in the ride programme (should one be printed):

6.4.1.1 The ride master.

6.4.1.2 The chairperson of the ride committee (or another person who can deal with enquiries related to the ride base, such as water supply and stables).

- 6.4.1.3 The chief veterinarian.
- 6.4.1.4 The chief time keeper.
- 6.4.1.5 The treatment veterinarian.
- 6.4.1.6 The medical officer on standby.
- 6.4.1.7 The farrier on standby.
- 6.4.1.8 The course master.
- 6.4.2 All officials (inclusive of veterinarians) are entitled to a travel allowance at a rate as annually determined by Council.
- 6.4.3 Veterinarians are also entitled to an allowance to the amount as determined by Council from time to time.
- 6.4.4 Dress that is appropriate and not detrimental to the image of Endurance Riding, should be worn by all persons officiating as officials at endurance rides.
  - 6.4.4.1 At opening and closing ceremonies, prize giving and similar events officials should wear smart clothing, to include jacket and tie where applicable.
  - 6.4.4.2 At pre-ride inspections and during the course of the ride, officials should be dressed in smart working attire, no shorts, overalls or sandals.

## **6.5 RIDE MASTER**

- 6.5.1 Members of the association who have been involved in endurance riding for at least five years (either as participants, members of management or officials) can be nominated to serve as ride masters.
  - 6.5.1.1 Nominated members shall attend a course (as compiled by the Ride Masters Group), after which they shall serve with a senior ride master for at least one ride. With the approval of the Union Ride Master that the member has enough experience, such member's name can be forwarded to the Ride Masters group, who will then submit the person's particulars to the General Manager for inclusion in the accreditation register.
  - 6.5.1.2 Accredited ride masters shall remain up to date with rule changes and shall have an up to date rule book available at all rides where they officiate. It is the responsibility of each ride master to keep his/her rule book up to date with all changes. The General Manager shall ensure that an updated version of the rule book is available on the ERASA website at all times.
  - 6.5.1.3 Accredited ride masters shall do duty at least one ride every two years to retain their accreditation. Where ride masters are involved in rides in another capacity (other than doing duty as ride master) they can apply to the Ride Master Group to retain their accreditation.
- 6.5.2 The ride committee appoints the ride master.

- 6.5.2.1 The ride master shall not serve simultaneously in another capacity (i.e. cannot also serve as the chairperson of the ride committee).
  - 6.5.2.2 Only one ride master is appointed for each ride meet. At major competitions, such as National Championships, a ride master committee can be appointed.
  - 6.5.2.3 If the course does not follow a clover leaf pattern, with check points at different locations along the route, senior officials shall be appointed to assist the ride master to so ensure that either the ride master or a senior official is available at each check point (for as long as horses are passing through the check point).
- 6.5.3 The ride master is in charge of the ride, and is empowered to exercise control. He is to oversee that the Constitution and Rules of ERASA are adhered to at all times during the ride meet where he/she officiates, including but not limited to:
- 6.5.3.1 Liaison with the ride committee prior to the ride to ensure that the layout of the ride base and/or check points will not lead to unnecessary bottle necks.
  - 6.5.3.2 In collaboration with the ride committee and chief veterinarian, ensure that the veterinary inspection area is large enough (in relation to the number of entries).
  - 6.5.3.3 Inspection of the course prior to the ride to ensure that all the requirements related to the marking of the course and the provision of water on the course are met.
  - 6.5.3.4 Ensure that a ride briefing is held before the start of the ride.
  - 6.5.3.5 Ensure that the rules and procedures are adhered to during the entire duration of the ride meet, and ensure that riders and grooms adhere to the instructions of the officials.
  - 6.5.3.6 Supervise all officials (with the exception of the veterinary panel) on duty at the ride.
  - 6.5.3.7 Ongoing inspection of tack.
  - 6.5.3.8 All objections and complaints are to be submitted in writing to the ride master, and the ride master acts as convener of the disciplinary committee of the ride (refer Chapter 7).
  - 6.5.3.9 The ride master may stop a rider from continuing with the ride if the first aid assistant / medical officer is of the opinion that the rider should not continue.
  - 6.5.3.10 The ride master shall continuously advise riders to so give each participant the best possible chance of completing the ride.
  - 6.5.3.11 After completion of the ride the ride master shall complete the prescribed ride master's report and hand this to the club secretary.
  - 6.5.3.12 The term of duty of the ride master starts when h/she arrives at the ride base (in time to inspect the course and to supervise the entries) and ends 30 minutes after the prize giving. During this period the ride master shall be available at or close to the ride venue.

## 6.6 TIME KEEPERS

6.6.1 Chief time keeper. Persons who have done duty as time keepers at at least five rides can serve as chief time keepers.

6.6.1.1 The union management committee shall submit the particulars of a timekeeper to the General Manager for inclusion in the accreditation register after the timekeeper did duty at five rides

6.6.1.2 Accredited timekeepers shall do duty at least one ride every two years to retain their accreditation. Where ride masters are involved in rides in another capacity (other than doing duty as timekeeper) they can apply to the General Manager to retain their accreditation.

6.6.1.3 The ride committee appoints the chief time keeper.

6.6.1.3.1 The chief timekeeper shall not serve simultaneously in another capacity (i.e. cannot also serve as the chairperson of the ride committee).

6.6.1.3.2 Only one chief timekeeper is appointed for each ride meet.

6.6.1.3.3 If the course does not follow a clover leaf pattern, with check points at different locations along the route, experienced time keepers shall be appointed to assist the chief time keeper to so ensure that either the chief time keeper or an experienced time keeper is available at each check point (for as long as horses are passing through the check point).

6.6.1.4 The chief time keeper oversees that all matters related to time keeping run smoothly at the ride. This includes but is not limited to:

6.6.1.4.1 Liaison with the ride committee prior to the ride, and the ride master during the ride, to ensure that sufficient equipment and time keepers (in relation to the time keeping system that is to be used at the ride) are available.

6.6.1.4.2 In collaboration with the ride committee, ensure that a large clock (synchronised with the time keeping system) is available and displayed where it is clearly visible to all riders and grooms, to allow everyone to see the official time.

6.6.1.4.3 Manage the time keeping process at each check point.

6.6.1.4.4 Ensure that horses are started on time.

6.6.1.4.5 Record arrival times from each loop for all rider/horse combinations.

6.6.1.4.6 Calculate the time within which the horse is to be presented for the veterinary inspection, and check that horses are presented on time (including after completion of the last loop of the ride).

6.6.1.4.7 Calculate the departure time for each loop for all rider/horse combinations.

6.6.1.4.8 Issue time cards, and receive time cards (signed by a veterinarian) after the horse was inspected by the veterinary panel.

6.6.1.4.9 Record all withdrawals, eliminations, retirements, disqualifications and stopped step ladders, and capture all data on computer.



6.6.1.4.10 Compile ride results based on time keeping data gathered during the ride.

6.6.1.4.11 After completion of the ride the chief time keeper shall complete the prescribed report for time keepers and hand this in to the club secretary.

6.6.1.5 The term of duty of the chief time keeper starts on the day before the ride (in time for all data to be captured) and ends 30 minutes after the prize giving. During this period the chief time keeper shall be available at or close to the ride venue.

6.6.2 Time keepers. A member of ERASA, as well as any other competent person, can act as time keeper. These persons are utilised to assist the chief time keeper in the execution of his/her duties.

## 6.7 VETERINARIANS

6.7.1 Chief veterinarian. A veterinarian, registered with the SA Veterinary Council shall do duty as veterinarian at least **TEN (10) rides** before he/she can be nominated to act as chief veterinarian.

6.7.1.1 The Endurance Veterinary Interest Group shall submit the particulars of a veterinarian to the General Manager for inclusion in the accreditation register after the veterinarian did duty at **TEN (ten)** rides.

6.7.1.2 Accredited veterinarians shall remain up to date with the veterinary rules and rule changes and shall have an up to date rule book (specifically on the chapters on veterinary matters) available at all rides where they officiate as chief veterinarians. It is the responsibility of each accredited veterinarian to keep his/her rule book up to date with all changes. The General Manager shall ensure that an updated version of the rule book is available on the ERASA website at all times.

6.7.1.3 Accredited veterinarians shall do duty at at least one ride every two years to retain their accreditation. Where veterinarians are involved in rides in another capacity (other than doing duty as veterinarian) they can apply to the Endurance Veterinary Interest Group to retain their accreditation.

6.7.1.4 The ride committee appoints the chief veterinarian.

6.7.1.4.1 The chief veterinarian shall not serve simultaneously in another capacity (i.e. cannot also serve as the chairperson of the ride committee).

6.7.1.4.2 Only one chief veterinarian is appointed for each ride meet.

6.7.1.4.3 If the course does not follow a clover leaf pattern, with check points at different locations along the route, senior experienced endurance veterinarians shall be appointed to assist the chief veterinarian to ensure that either the chief veterinarian or a senior experienced endurance veterinarian is available at each check point (for as long as horses are passing through the check point).

6.7.1.5 The chief veterinarian:

6.7.1.5.1 Appoints the following (or liaises with the ride committee to ensure that the following are appointed):

- Sufficient veterinarians to officiate as control veterinarians (refer 6.7.2).
- At least one treating veterinarian (refer 6.7.3). The inputs of the chief veterinarian are of cardinal importance here.
- Where applicable, a course veterinarian.

6.7.1.5.2 Liaises with the ride committee prior to the ride to ensure that:

- An appropriate treatment area is made available.
- The inspection area is large enough for the expected number of horses, and satisfies the minimum requirements.

6.7.1.5.3 Ensures that all veterinary aspects at the ride run smoothly.

6.7.1.5.4 Ensures that the veterinary rules are adhered to.

6.7.1.5.5 Oversees all aspects related to the welfare of the horses.

6.7.1.5.6 Ensures that all veterinarians who officiate at the ride are up to date on procedures and rules.

6.7.1.5.7 After completion of the ride the chief veterinarian shall complete the prescribed report for veterinarians and hand this in to the club secretary.

6.7.1.6 The term of duty of the chief veterinarian starts at least two hours before the start of the pre-ride inspection on the horses and ends 30 minutes after the prize giving, and after all horses were released by the veterinary panel. During this period the chief veterinarian shall be available at or close to the ride venue, and shall liaise with the ride master on a continuous basis.

6.7.2 Control Veterinarians. Veterinarians registered with the South African Veterinary Council can officiate as control veterinarians at endurance rides. Veterinarians who are registered as such in another country (and not in South Africa) can, on invitation, also officiate as control veterinarians but may not become involved in the treatment of horses. The South African Veterinary Council is to be informed prior to the event if foreign veterinarians will be officiating at a ride.

6.7.2.1 It is the responsibility of the chief veterinarian to (in liaison with the ride committee) appoint enough control veterinarians to officiate at the ride. This is to be done based on the number of riders who participated in previous rides presented by the ride committee, the number of pre- entries and the number of entries at similar rides in the same area. The minimum requirements are:

6.7.2.1.1 At rides with **up to fifty (50) horses**, the chief veterinarian and the treatment veterinarian may work as control vets. There **MUST** be one (1) control veterinarian on call that **MUST** be available immediately in case the treatment veterinarian is needed or urgent treatment. **From fifty one (51) horses** and more there **MUST** be **three (3)** veterinarians at the ride at all times. Thereafter for every twenty five (25) more horse there **MUST** be one (1) additional control veterinarian.

6.7.2.2 The primary responsibility of the control veterinarians is to ensure the health and welfare of the participating horses. In this regard the veterinarians shall:

- 6.7.2.2.1 Inspect each horses entered to a ride to ensure that the horse:
- Can start the ride without prejudice to his health and welfare;
  - Can continue with the ride in accordance of the veterinary criteria as laid down in the ERASA rules.
- 6.7.2.2.2 Assist the riders with advice to so give each participant the best possible chance to finish the ride.

6.7.2.3 The term of duty of the control veterinarians starts with the pre-ride inspection of the horses and ends after all the horses were released, or at a time as agreed on by the chief veterinarian.

### 6.7.3 Treating Veterinarians

6.7.3.1 Only veterinarians registered with the South African Veterinary Council can officiate as treating veterinarians at endurance rides. It is also recommended that the treating veterinarian should be a member of the South African Equine Veterinary Association (a group of the South African Veterinary Association), and/or that they are associated with a veterinary practice involved in the treatment of horses.

6.7.3.2 The chief veterinarian (in liaison with the ride committee) appoints the treating veterinarian. The treating veterinarian is appointed in addition to the control veterinarians.

6.7.3.2.1 At least one treating veterinarian is to be appointed at all rides. The treatment veterinarian **MUST** be at the ride. The treatment veterinarian may work as a control vet until a horse requires treatment.

6.7.3.2.2 If more than one hundred (100) horses are expected at a ride, or if the layout of the course of the ride does not follow a clover-leaf pattern, more than one treating veterinarian is to be appointed.

6.7.3.2.3 The treating veterinarian shall be informed of his/her appointment prior to the ride and is to bring the medication and equipment required to perform his/her duties along to the ride

6.7.3.3 All injured horses that require immediate treatment shall be treated by the treating veterinarian, and lifesaving treatment shall be administered to all horses showing signs of metabolic problems. The treating veterinarian shall also advice riders on the treatment of other conditions and, is so requested by the person responsible, administer such treatment (also refer chapter 8).

6.7.3.4 The term of duty of the treating veterinarian starts with the pre-ride inspection of the horses and ends after all horses were released. It is strongly recommended that the treating veterinarian remains available until the morning after the ride.

#### 6.7.4 Course veterinarian

6.7.4.1 Veterinarians registered with the South African Veterinary Council can officiate as course veterinarians at endurance rides. Veterinarians who are registered as such in another country (and not in South Africa) can, on invitation, also officiate as course veterinarians but may not become involved in the treatment of horses. The South African Veterinary Council is to be informed prior to the event if foreign veterinarians will be officiating at a ride

6.7.4.2 The ride committee, in liaison with the chief veterinarian, will decide whether a course veterinarian will be appointed for the ride. This decision is to be based on the difficulty of the course and the risks to which horses will be exposed as a direct result of this.

6.7.4.3 The course veterinarian remains on the course, moving from point to point, for the entire duration of the ride. He/she can place him/herself at a specific place on the course (where most horses will trot anyway) to observe the participating horses from this point.

6.7.4.4 The term of duty of the course veterinarian starts when the first horses depart on the first loop of the course and ends when the last horse completes the last loop.

#### 6.8 **COURSE MASTER**

6.8.1 Any member of ERASA or any other competent person can be appointed as course master.

6.8.2 The ride committee appoints the course master.

6.8.3 The course master is responsible to mark and prepare the course to be used during the ride, and to ensure that everything on the course runs smoothly during the ride.

#### 6.9 **STEWARDS**

6.9.1 Any member of ERASA and any other competent person can be appointed as a steward.

6.9.2 The ride committee shall see to it that enough stewards are appointed to make the entire ride run smoothly. The minimum requirement is:

6.9.2.1 Veterinary are steward(s). These stewards the following responsibilities:

6.9.2.1.1 Ensure that all procedures in the veterinary area run smoothly.

6.9.2.1.2 Control the flow of horses to the veterinarians and directing horses to the next available veterinarian.

6.9.2.1.3 Ensure that the rider is present.

6.9.2.1.4 Ensure that only the persons who are allowed to do so in accordance with the rules enter the veterinary area.

6.9.2.1.5 Ensure that the timekeepers are informed of all eliminations, retirements and riders who stop the step ladder.

6.9.2.1.6 Ensure that, where required and so indicated by the veterinarians, horses are taken to the treating veterinarian.

### 6.9.2.2. Departure area steward

- 6.9.2.2.1 Ensure that all horses in each group report to the departure area and depart for the ride.
- 6.9.2.2.2 Ensure that no horse depart early.
- 6.9.2.2.3 Ensure that all riders wear a rider helmet.
- 6.9.2.2.4 Ensure (in collaboration with the ride master) that equipment and accessories comply with the requirements as laid down in the rules.

### 6.9.2.3 Course stewards. These stewards are appointed to assist with control on the course, and have the following responsibilities:

- 6.9.2.3.1 Can officiate at specific places on the course where riders can go wrong (especially during night rides), and also at places where riders could take a short cut, to ensure that all riders follow the prescribed route.
- 6.9.2.3.2 Can officiate on the course to open and close gates (if such gates cannot be left open for the duration of the ride).
- 6.9.2.3.3 Can assist with traffic control on the course (if, and at places where the local/provincial traffic police cannot do duty).
- 6.9.2.3.4 Execute tasks as determined by circumstances/conditions of the ride.