

SPORT
ENDURANCE

COME ON, LET'S RIDE!



RULES AND POLICIES

2012

CONTENTS

- 1. Sport Endurance**
- 2. Contacts**
- 3. Code of Conduct**
- 4. Safety on Rides**
- 5. Membership and Ride Fees**
- 6. General Information**
- 7. Categories of Rides**
- 8. Vetting**
- 9. Qualifications**
- 10. Ride Entries**
- 11. Riders**
- 12. Participating in Rides**
- 13. Veterinary Surgeons**
- 14. Policies**
- 15. Insurance**
- 16. Appendices**
 - One – Ride & Membership fees**
 - Two – Annual Awards**
 - Three – Progression Flowchart**
 - Four – Vetting Procedure**
 - Five – Policy Processes**
(Complaints, Disciplinary, Appeals, Rules and Privacy)
 - Six – Contacts and Area Reps**

Sport Endurance

Sport Endurance has been designed to encourage riders to use their horses effectively, safely and enjoyably, while developing their trail and endurance riding skills.

By its nature the sport involves riding across some of the most beautiful areas in the British Isles, with the permission and goodwill of landowners and rural communities. Do nothing to upset that goodwill.

The rules and guidance contained in these pages reflect the competitive nature of the sport and the desire to protect horses, riders and the good name of both this Organisation and riders generally.

Follow the Country Code; guard against all risk of fire, fasten all gates, keep dogs on leads, keep to the marked route, enjoy the countryside and respect its life and work.

All members of the genus *equus* are regarded as horses. This includes donkeys and mules.

In case of exceptional circumstances not dealt with by these rules, Sport Endurance officials must make their own decisions in a "sporting spirit" as close as possible to these rules.

Any person participating in any capacity in an endurance competition as defined below must know these rules, comply with them and accept the consequences that can result from them.

2. Contacts

Please see Appendix Six for Central Committee, Contacts & Group details.

You can contact any of the Committee by email by typing their name without a space followed by @sportendurance.co.uk. or visit our website at www.sportendurance.co.uk

General Enquiries, Administration and Accounts Office

Tel: 01283 810011

Email: enquiries@sportendurance.co.uk

Sport Endurance

Oxmead
Church Broughton Road
Foston
Derbyshire
DE65 5PW

3. Code of Conduct

Rider

- ◆ Be polite at all times.
- ◆ Give consideration to other riders and the general public. For the safety of all concerned, when passing or overtaking, make a request to do so and do so at a walk or trot only.
- ◆ Adhere to instructions given by the organiser or any ride official.
- ◆ Be in control of your horse or take it out of the competition.
- ◆ Make sure crews are properly briefed on general rules as well as route.

Horse

- ◆ Should be prepared and educated to ensure a reasonable standard of behaviour and under control at all times.
- ◆ Particular care should be taken in vetting and farrier inspection areas, especially when crowded. Remember that stallions compete alongside mares and geldings.

Crew

- ◆ Do not obstruct roads, other riders, houses, gateways or the route.
- ◆ Do not obscure riders' vision of checkpoint locations.
- ◆ Do not race around the roads.
- ◆ Do not precede or follow your rider on the route.
- ◆ Do not leave any litter (this includes droppings from lorries and trailers).

4. Safety on Rides

Hats

Riders must use properly secured hats or crash helmets to the normal currently recognised standards (PAS015, BSEN1384 or ASTM/SEI). Hats must be worn at all times when mounted.

Footwear

Riders must use footwear with a heel of at least half an inch, unless a stirrup cage is used.

Dress

Clothing must be appropriate for the sport and not detrimental to the image of the discipline; jodhpurs or riding tights, a polo or rugby type shirt with a collar, boots/chaps. In inclement weather, appropriate clothing may be added. The competitor's number must always be visible.

Health

Anyone who has a pre-existing medical condition is advised to notify, in confidence, the ride organiser.

Survival/First Aid Kit

A small survival/first aid kit is recommended and may be mandatory at some rides. Recommended contents are a triangular bandage, wound bandage, Vetwrap[®] or equivalent, space blanket, glucose tablets, whistle, twine, pocket knife and mobile phone.

Tack

Horses must be ridden in a recognised form of bridle, with or without a bit. Draw reins and other kinds of special reins are not allowed. Running and standing martingales are permitted. A saddle of any type must be used, which must fit the horse correctly. It is the rider's responsibility to ensure that all tack is safe. The horse must be under control at all times. Vets can refuse to examine a horse if it is considered to present a risk.

Tail Ribbons

Red ribbons are compulsory on an animal that kicks. Green ribbons should be worn by novice horses/riders or anyone to be approached with extra caution. Blue ribbons must be worn by stallions. Care and consideration must be exercised when riding with strange horses.

Artificial Aids

Whips up to a maximum length of 30" (75cm) are permitted (with the exception of the last leg of any ER). For the avoidance of doubt, Parelli carrot sticks or similar items are not permitted. Misuse will lead to disqualification. Spurs are not allowed.

Shoeing

Shoes are the responsibility of the rider or owner and may be checked before the ride. It is the rider's responsibility to ensure that the horse is examined by the farrier before the start of the ride. If a farrier is not present, a horse's feet may be examined during the veterinary controls. Hooves must not be greased or oiled before farrier or veterinary inspections. If any remedial shoeing is found to be necessary before starting the ride, the competitor must wait until all other horses have been checked before being dealt with by the farrier.

Horses may be ridden unshod. Hoof boots and pads are allowed. If shod it must be done correctly and the shoes must be in suitable condition and adequate for the competition. Horses which were shod when starting may cross the finish line minus one or more shoes, without being eliminated, providing they are not lame.

5. Membership and Ride Fees

Please see Appendix One for details of ride fees.

By joining Sport Endurance you agree to abide by these rules.

On joining you will be issued with a membership card that reflects what type of member you are.

When joining or renewing membership, members will have the facility to choose to be affiliated to the Group of their choice for that year. This need not be the Group closest to where they reside but further changes will not be allowed until next renewal.

As a Sport Endurance member you will receive information about the organisation and the events. Should your membership lapse this information will still be sent to you, unless the organisation decides not to or you contact us to request not to receive it.

6. General Information

Climatic and Topographic Conditions

Where climatic and topographic conditions dictate, the Technical Steward can reduce the minimum and maximum speeds. This decision must be taken before the start (or before the start of any specific phase of the ride) and made known to all competitors. The speed restriction may apply to one class only on the day.

The Course

The course will be marked and must be ridden in the correct direction, in its entirety, by all competitors. Breaking this rule will result in elimination.

Checks on the Course

Checks will be made at any time on the course, by an official, to ensure that the rules are respected.

One Horse, One Rider

Each horse in the competition must be ridden by the same individual named rider throughout. Failure to comply with this rule will result in the combination being eliminated.

Dismounting during the Ride

Riders may dismount at their own discretion, but may not use any other method of transportation other than their own horse. They may proceed, walking or running, leading their own horse on any part of the ride, but must be mounted to cross the start and finish lines.

Outside Assistance

Outside assistance, other than routine crewing, is prohibited during the competition. It is forbidden, under penalty of elimination, to be knowingly followed, preceded or accompanied on any part of the course with intent to encourage or assist horse/rider.

Giving Assistance

It is compulsory that during all types of rides all members' help anyone who is in difficulty on the ride. If in helping this person you incurred time penalties then this should be brought to the attention of the Technical Steward (TS) responsible for the ride. The TS will, based on the facts, grant a time allowance to compensate.

Highway and Crewing Code

Riders and their crews must respect the Highway Code. Crewing is allowed in safe, sensible places only. Crews must not obstruct gateways or private property. Crews must not obscure ride markers or hinder other competitors. Crews are responsible for collecting bottles and all their equipment from the route and the areas reserved for them, at risk of having their rider eliminated.

Ride organisers may impose certain "no crewing" areas. These must be respected, under penalty of the rider being eliminated. Crewing vehicles should not drive on to private road, land or bridleways.

Additives and Drugs

It is our aim to have a sport without any performance enhancing drugs. Common salt/glucose/electrolytes may be used for horse or rider. Simple topical wound

dressings and fly sprays may be used but must be declared on the vet sheet. NB Some topical preparations and feed supplements, both orthodox and herbal, contain Prohibited Substances such as valerian and lavender. For a list of Prohibited Substances, see the current FEI list.

Sport Endurance reserves the right to carry out a test for Prohibited Substances on a competitive horse at any time.

Emergency Treatment

Any emergency veterinary attention given out on course should be notified to the vet and TS upon arriving back at the venue.

Retiring on Course

In case of retiring on course, the rider, crew or checkpoint official must inform the Technical Steward or ride organiser as soon as possible. The horse *must* be returned to the venue for a veterinary check and signed fit to travel, before being transported home.

At the Venue

All riders must check in with the ride secretary before the ride and provide any requested documentation.

Prize giving

At rides where there are prizes, riders who are not present and have not arranged for a deputy, will forfeit their prize. Rosettes can be forwarded if the rider leaves a suitable stamped addressed envelope with the ride secretary.

7. Categories of Rides

CATEGORY	DISTANCE +/- 10%	SPEED	AGE OF HORSE
Pleasure	up to 20 miles (32km)	5-10mph (8-16kph)	*4 years and over As at Jan 1st rule

*It is recommended that four year olds are brought on slowly and that no more than five pleasure rides be attempted in the year.

The minimum speed of 5 mph is a recommendation, which gives due consideration to the organisers with respect to completing the event and allowing stewards and helpers to go home within a reasonable time.

When held in conjunction with a competitive ride, pleasure ride horses may be required to pass a trot-up before and after the ride. This will be determined by the ride organiser and specified with the ride details. (See vetting section 8). Where the pleasure rider presents the horse to the vet for any reason they will also provide a vet sheet and abide by the veterinary decisions in the same way as competitive riders.

CATEGORY	DISTANCE +/- 10%	SPEED	AGE OF HORSE
Limited Speed	over 20 miles (32km)	6-10mph (9.6-16kph)	5 years and over As at Jan 1st rule
Next Step	10-15 miles (16-24km)	5-8 mph (8-12.8kph)	5 years and over As at Jan 1st rule

A veterinary check is compulsory for these categories of rides (See vetting section 8 and vetting procedures Appendix Four). Speeds below the minimum or above the maximum will result in elimination.

CATEGORY	DISTANCE +/- 10%	SPEED	AGE OF HORSE
Free Speed	over 20 miles (32km)	6mph (9.6kph) minimum, excluding vet checks and holds	7 years and over As at Jan 1st rule

A veterinary check is compulsory for this category of ride (See vetting section 8 and vetting procedures Appendix Four). Speeds below the minimum will result in elimination.

The final placings for limited speed and free speed rides will be determined by the continental formula and depend on the number of points, ie highest points is the winner.

Individual start or in small groups.

Continental Formula

Calculation of the points:

(horse's speed x 2) – (minimum speed of the ride) x 100
final heart rate

Examples:

Horse 1 does 8mph (12.8kph), finishes on a pulse of 36, awarded 27.77 points

Horse 2 does 8mph (12.8kph), finishes on a pulse of 38, awarded 26.31 points

Horse 3 does 8mph (12.8kph), finishes on a pulse of 40, awarded 25.00 points

In the above example, horse 1 is the winner, horse 2 is 2nd and horse 3 would be 3rd.

Examples:

Horse 1 does 8mph (12.8kph), finishes on a pulse of 43, awarded 23.25 points

Horse 2 does 7.5mph (12kph), finishes on a pulse of 38, awarded 23.68 points

Horse 3 does 7.7mph (12.3kph), finishes on a pulse of 39, awarded 24.10 points

In the above example, horse 3 is the winner, horse 2 is 2nd and horse 1, despite being the fastest, comes 3rd.

These examples show that the skill comes in judging speed, terrain, weather and the horse's recovery rates.

Endurance Rides

Endurance rides are competitions where the winner is first past the post (must pass final vetting), on a marked course with veterinary controls before, during and after the competition. The time for these compulsory halts is deducted.

CATEGORY	DISTANCE	SPEED	AGE OF HORSE
Endurance Ride (ER)	50-100 miles (80-160kms) in a day or multiple days of 50 miles (80km) or more	Free speed, with a minimum of 6mph (9.6kph) excluding vetgates and holds	7 years and over As at Jan 1st rule

There will be a mass start. All horses will be given the same start time, regardless of when they start, but all horses must be away from the venue within 15 minutes of the start time.

Veterinary checks will be made during the ride at predetermined places on the basis of vetgate into hold time. This means that the time continues to run until you have completed the vet check and entered the hold area.

Competitors will be advised of the various hold times before the start.

Points for Endurance Rides will be calculated on the basis of ½ a point for each mile plus 10 points for 1st place, 9 points for 2nd place etc.

Multiple Day Rides

There may be multiple day Limited Speed, Free Speed and ERs. Although these events take place over multiple days they are classified as one class. This means only a successful result over all the days of the class counts. Points will be awarded on the basis of total riding time over multiple days and final heart rate.

For qualification purposes a 20/20 ride counts as a 30 mile ride, a 30/30 as a 40 mile ride and a 40/40 as a 50 mile ride. To ride multiple day rides LS or FS you must be qualified to ride LS or FS at the equivalent distance.

8. Vetting

Vetting is compulsory for all Competitive Rides. All horses must be presented for vetting without boots or any other tack the exception to this being hoofboots. Pleasure riders who opt to vet will follow the vetting procedure as detailed below. Pleasure riders who are asked to trot up will have to trot their horse in hand up and down a 30m defined area to check gait for lameness. Anyone competing who does not successfully pass the vetting will not be allowed to start.

All vettings will take place in the vetgate (unless otherwise specified in the ride instructions). For all types of rides vetgates/holds will not be more than 25 miles (40km) apart. ERs of 60 miles (96km) and over should have a vetgate within the last 10 miles (16km) of the ride. Hold times for the day will be decided by the chief vet/Technical Steward/organiser.

For endurance rides a time card will be provided. The actual time into hold recorded on the time card is when a request for vetting is made to the vet steward (in effect the examination is carried out during hold time). After passing vetting, the restart time will be recorded on the time card and must be handed to the timekeeper before leaving the vetgate.

Vetting Criteria

Heart Rate At each vetgate the heart rate must not be above the limit of 64 beats per minute. After the heartbeat has been counted for one whole minute, if the pulse rate is considered too high, or is abnormal, the horse is eliminated. The vet in conjunction with the TS may lower this limit on the day.

Respiratory frequency and temperature An unusually high respiratory frequency, especially if associated with a temperature of 39.5° or above, will result in the horse being eliminated.

Gait A horse which displays obvious lameness will not be allowed to continue. The action may be observed and the horse allowed to continue, providing it does not deteriorate and the heart rate remains normal. Gait and heart rate combined should determine a horse's fitness to continue.

Metabolic condition Horses will be checked for metabolic stability particularly during Endurance rides but may be checked at any time during any class if the vet suspects the horse to be compromised. This involves checking the horse's gut sounds, capillary refill and dehydration.

Refer to Appendix Four for detailed vetting procedures.

ER Finish

The winner will have

- ✓ Passed final vetting, that may include one minute Ridgeway Test. First pulse to count which must be 64 or under.
- ✓ Least elapsed time.

Where two or more horses have the same time in a racing finish, the first horse across the line shall be deemed the winner. No dead heats allowed.

Multiple Day Endurance Rides

There will be a vetgate at the end of each day's ride. Final vetting of the competition, ie finish plus up to 30 minutes, will take place on the last day of competition.

9. Qualifications

Sport Endurance operates on a four level award system. The table below shows the minimum amount of rides required to achieve each level.

Qualifications (rides to be completed to progress to the award)	Award Level
New Member/ Pleasure Rider No rides	Green
To complete to achieve Red 2 x 20 mile (32km) Limited Speed 1 x 30 mile (48km) Limited Speed	Red
To complete in addition to achieve White 1 x 30 mile (48km) Limited Speed 1 x 40 mile (64km) Limited Speed	White
To complete in addition to achieve Blue 1x40 mile Limited or Free Speed and either 1x50 mile Free Speed or Limited Speed 1x50 mile Endurance Ride (80km)	Blue

Rides in each category (green, red, white and blue) can be completed in any order.

For those members who choose to progress through these levels, they may only compete at free speed once they have completed the requirements of the white award. Refer to Appendix Three for a flow chart to describe this progression. A member or horse may only progress one level per season.

For those members who do not want to compete above a certain distance they may compete at free speed provided they have completed a minimum of six competitive rides at that distance and completed one full season of competitive endurance rides (with any recognised society). They will only be allowed to compete at free speed at that distance and below. Anyone wishing to compete in a free speed class must have the relevant free speed endorsement on their membership record and on their horses registration prior to entering the class. (Non-members must provide proof that they have the necessary qualifications with **every** entry)

All competitive limited and free speed rides will be subject to the veterinary procedure detailed.

All horses and riders will be subject to age parameters as detailed in section 7.

10. Ride Entries

An entry is compulsory for all kinds and categories of rides, and must be received by the stated closing date. Entries can be made on the website or on the correct entry form and sent to the ride secretary. Entry forms can be obtained by post or downloaded from the website at www.sportendurance.co.uk. If no email address is provided an A5 stamped addressed envelope should be enclosed for the dispatch of ride information, which will be sent out during the week before the ride.

Withdrawals

Entry fees will be returned if withdrawals are made before the closing date. Withdrawals made after the closing date may be fully or partially reimbursed or a ride entry credit given at the discretion of the ride organiser. Medical evidence may be required.

Cancelling an Entry

If an entry is cancelled before the closing date the entry fee will be reimbursed.

Late Entries

Late entries are exceptional and accepted only at the discretion of the ride organiser.

Results

Ride organisers should email the results to the Admin Office as soon as possible so that they can be loaded on the 'Results' section of the website.

Membership

It is not necessary to be a member to participate, but savings are made by joining. Joining can be done by post or via the internet. (See Appendix One)

Finances

All entries will be banked on receipt and credited to the Sport Endurance account.

Entry Fees

Fees are determined by Sport Endurance and may vary and will be published in the program, the website and on flyers where they deviate from the standard. Forestry permits, venue expenses and other additional costs may alter the entry fee at certain rides. (See Appendix One)

Change of Horse or Rider

Any change to horse or rider, but not both, must be reported to the Technical Steward no later than 15 minutes before the start. The person making the entry is the only one who can apply for the change. They are responsible for ensuring that the replacement horse or rider is appropriately qualified.

11. Riders

Age of Riders

Anyone over the age of 7 (under sevens must be on a lead rein, with an adult either walking or mounted). Juniors age 7-11 must be accompanied by an adult competitor on the route at all times. A guardian's signature to this effect must be

provided on the ride entry form and details of the responsible adult included. Juniors age 12-14 riding unaccompanied must have an adult crew who will meet them on the route. Details of the adults must be registered with the TS on the day. It is the responsibility of the guardian and or adult to ensure that any junior is able to ride at a level of competency so as to keep themselves and others safe.

Documents necessary for riders

Changes in rider or horse qualifications should be requested by contacting the SE Admin office.

The rider must be in possession of both their membership and horse registration cards on the day of the ride, and present them as required.

Documents necessary for horses

The horse's passport should be carried with the horse to every venue. It should be available for the ride organiser or chief vet to inspect. If any medication is administered at the ride, the passport must be available for veterinary updating.

12. Participating in Rides

Daily Participation

No horse may take part in more than one ride in a day.

13. The Vets

Their number will be proportionate to the number of horses, the type of competition and the difficulty of the route (one vet to around 30 horses).

At least one vet must be practising. Drug company vets, student vets or Ministry vets may all be used but do not have medicines and equipment in their vehicles. Some retired vets who are still members of the BVA may also work as ride vets. For any treatment related to the competition, only the medication will be charged to the owner/rider. This must be paid on the day.

Veterinary Controls

After checking the identity of the horse, the control consists of a static medical examination and a dynamic one (trot-up). It is the vet's responsibility to perform the vetting procedures as detailed in Appendix Four.

The examination must reveal any anomaly that could put a horse at risk or compromise its athletic future.

The vet must inform the Technical Steward about everything he/she has observed that could cause the withdrawal of a horse from competition.

Eliminations are declared by the Technical Steward on the vet's advice.

The controls are made before the start, during the competition and after the finish.

National ERs 80 to 100 miles (120 to 160km)

Vetting of the horse takes place the day before a major ride.

During this vetting, the vet sheet is handed to the president of the veterinary commission, who keeps it until the last examination on the day following the ride.

Vetting of the horse the day after a major ride.

A vet examination (non-eliminating) will be made on the morning following the competition. The vet sheet will then be signed and given back, unless the vet disagrees and a horse needs further care.

Horse Identity

This check consists of making sure that the horse presented corresponds to the description (literal and graphic) on the document shown.

Vaccination Control

Flu and tetanus vaccinations are recommended and will be compulsory at some venues.

14. Policies

Health and Safety

The Organisation is committed, so far as is reasonably practicable, to provide a safe and healthy environment for the protection of all persons and domestic animals by means of safe plant and equipment and safe and healthy systems of work. Additionally, the Organisation is committed to the protection of its assets, growth and financial capability against hazards arising out of the Organisation's activities or the activities of outside agencies.

Finance

The following policies will apply;

1. All rides will produce an account, which details all income and all expenditure.
2. All expenses will be paid by cheque wherever possible and have an accompanying receipt.
3. Ride accounts must be forwarded to the Admin Office no later than four weeks after the ride.

Complaints

Any member who has a complaint against another member or the organisation may do so at any time. This complaint must be done in writing and follow the procedure detail in Appendix Five.

Disciplinary

Any rider or member reported as contravening any rule or indeed ethic of Sport Endurance or bringing Sport Endurance or its officials into disrepute will be liable to investigation and disciplinary action will be taken if the complaint is upheld. This is the responsibility of the Disciplinary Sub Committee (DSC). Refer to Appendix Five for the detailed procedure.

Appeals

Any rider or member wishing to appeal against any disciplinary action may do so. Refer to Appendix Five for the detailed appeals procedure.

Rule Changes

Any member may propose a rule change. Refer to Appendix Five for the detailed procedure.

Committees

All representatives of Sport Endurance committees (at all levels) must be fully paid up members. Refer to Appendix Five for election of representatives to the committee.

Privacy

Our procedure with regard to the privacy of your personal information is detailed in Appendix Five.

15. Insurance

At present the Organisation has cover for events only.

The Cover includes:

1. Public liability – providing cover against bodily injury or damage to third party property. The limit of liability, in respect of one claim or a series of claims arising out of one original cause, is £5,000,000. This extends to arrangements with the Forestry Commission and/or Ministry of Defence and landowners on or through which events are held.
2. Member to member liability – injury to members or their horses caused by other members of the Organisation whilst engaged on the Organisation’s activities
3. All social and fund-raising activities of the Organisation.
4. Products liability – arising from products sold or supplied including food and drink. The limit of liability, in respect of one claim or a series of claims arising out of one original cause, is £5,000,000.
5. Employer’s liability – in respect of bodily injury to persons employed, full or part time, or those paid in kind, happening during the course of their employment. Also included are those who receive no payment, and a member of their close family. There are no restrictions as to age. The limit of liability, in respect of one claim or a series of claims arising out of one original cause, is £10,000,000.

This excludes:

1. All riding, training and activities, which do not take place at an event organised by Sport Endurance.
2. Motor vehicles, which would be covered by the Assureds’, own insurance.
3. The jumping of obstacles on route is not covered by our Insurance Policy

You may obtain a copy of the full insurance policy for members’ public liability by contacting Central administration at the address in section 2.

Claims

It is important that liability shall in no circumstances be admitted either verbally or in writing.

Any admission of liability or undue delay in notifying an accident may seriously prejudice subsequent action and may even invalidate the insurance.

Membership fees

Competitive member	£30.00
Pleasure member (Includes Next Step classes)	£20.00
Additional horse registration per horse	£5.00
Junior Riding Member (12 years or under)	£5.00
Young Riding Member (Competitive or Pleasure) (13 to 18 years)	£20.00
Non riding member (must pay Non Member riding fees if riding)	£15.00

There will be no joining fee.

***Please note-when first joining SE full riding membership includes the free registration of one horse. Horse registration is once and for life.**

Membership carries limited liability.

Family membership (4 or more members at the same address) A 15% reduction off the total membership fee payable will be applied, excluding additional horse registration fee.

Ride Costs 2012

	Members	Non-member
Pleasure Rides/ Next Step Rides	£15.00	£20.00
Limited Speed Rides (up to 50m/80km)	£20.00	£35.00
Free Speed Rides (up to 50m/80km)	£20.00	£35.00
Limited Speed Rides (over 50m/80km)	£25.00	£40.00
Free Speed Rides (over 50m/80km)	£25.00	£40.00
Endurance Rides (50m/80km to 74m/120km)	£35.00	£50.00
Endurance Rides (74m/120km to 100m/160km)	£45.00	£60.00

Multiple day rides i.e. Two day classes £30

Multiple day classes are restricted to members only.

All non-members will be covered by Sport Endurance insurance on signing up to day membership for the day of the ride.

NB Ride costs may vary with the approval of the central committee to take account of some local variations see Ride Schedule for details. Where a premium is charged to cover permits etc. this will be charged for each class entered. Discounts may be given from time to time eg for on-line booking.

16.2

APPENDIX TWO

Annual Awards

Annual awards will be presented at National and Group level. The list of awards for each year will be published at the start of the year so that members can work towards them.

National Trophies – Please note that National Trophies remain the property of SE at all times and the current holder is responsible for returning to the SE Awards Co-ordinator in readiness for the next annual Awards Presentation.

Points Awards

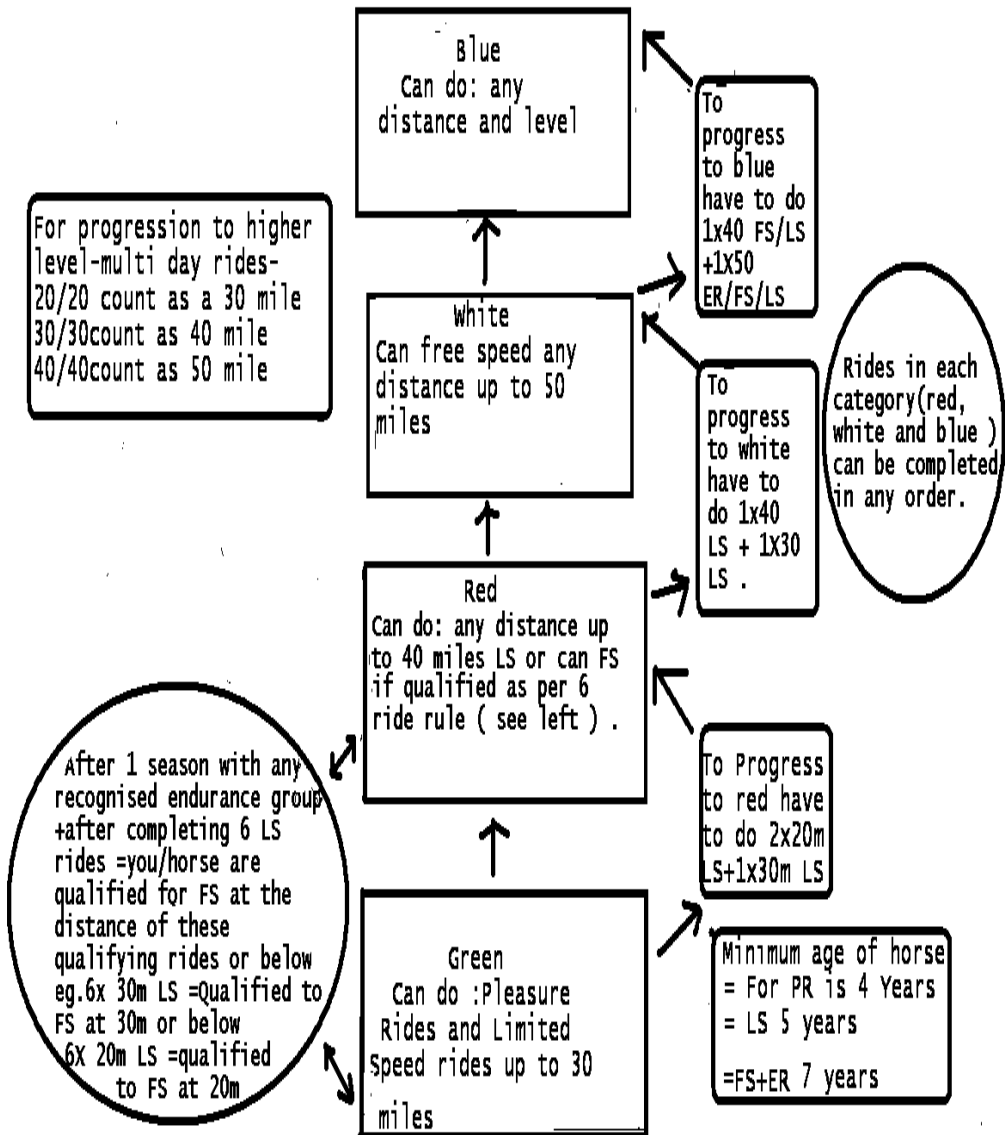
Any awards based on points will use a weighting factor of actual miles/20 so that the points comparison for all rides is on a base of 20 miles. E.g. if the ride mileage is 32 miles, all the points in that class will be multiplied by $32/20 = 1.6$ to give the weighted points.

In addition to this the points will be weighted according to difficulty of ride. The difficulty factor will be computed by comparing the average points on the day to a predetermined 'norm'.

16.3

APPENDIX THREE

Flow Chart of the progression through the award levels of green, red and white.



Vetting Procedure

All competitive riders will be provided with a vet sheet when they receive the ride details. All sections of this vet sheet must be completed before coming to the ride and shown at every inspection. The vet sheet will show rider's name and number and all relevant information for the horse.

Each vet will be assisted by a writer who will note clinical information during the different examinations of the horse. They should not make observations. Any useful information concerning the follow up of the horse must be written on the sheet. Any particular detail of interest about health, condition or gait noted during the first examination, should be included on the vet sheet. In the event of elimination or retirement, the vet sheet is passed to the Technical Steward who will strike through the vet sheet writing the reason for elimination across it.

After the final vetting, the vet sheet is kept by the vet and passed to the Technical steward. It will be given back to the rider at the presentation/end of competition.

Limited and Free speed

On arrival at an intermediate vetgate there will be a hold, normally 30 minutes, but which may be changed at the discretion of the TS. A card with the arrival time will be given to each rider and must be carried by the rider until leaving the hold. The horse may be presented for vetting at any time up to 30 minutes after arrival. The horse must be presented for vetting within 30 minutes after finishing the ride or section. Failure to do so will result in elimination.

1. At each presentation to the vet, the first heart rate will count, and must be 64 or below, taken for one full minute unless this has been reduced on the day by the vet in conjunction with the TS.
2. At the pre-ride vetting, if the horse fails the vet on pulse parameters, it may be represented at any time prior to starting. Presentation to the starter must be within 30 minutes of a successful vetting. Any horse making its first presentation to the vet after its allotted time may be eliminated at the discretion of the TS.
3. On an intermediate vetting, only one representation is allowed. If the horse fails on lameness, it is eliminated and no representation is allowed. After passing vetting, the restart time will be recorded on the card and must be handed to the timekeeper before leaving the vetgate. If this time exceeds the 30 minutes then any excess over 30 minutes will be counted as part of the riding time.
4. At the final vetting, only one presentation is allowed and the horse must be presented within 30 minutes of finishing the course.
5. Should the vet have reservations about the condition of a horse to complete a class, other than due to heart rate or lameness, this must be brought to the attention of the Technical Steward. The Technical Steward, after consultation with the vet, will inform the rider of the vets' decision which will be final and will not be subject to appeal. Under no circumstances may the rider or their representative make any appeal or approach to the vet.

Endurance Rides

The procedures as detailed above apply. In addition, the vet may fail any horse on metabolic parameters at any time. If the vet has serious reservations he may use the Ridgeway test at any time in order to assist his evaluation of the horse's condition.

Complaints Process

Any member who has in their opinion a complaint to make about any other member on an event must first of all report this to the Technical Steward (TS) for the ride who will make an initial investigation. The TS has full responsibility to investigate the complaint by meeting with all parties and collecting evidence. The TS will then decide on the appropriate course of action and inform all parties. Complaints unrelated to specific events or against members of the committee must be made in writing to the Chairman of the Committee. The complainant must do so in writing within 7 days of the incident and also include a payment of £50 as a bond against frivolous complaints. The Chairman will then refer the matter to the DSC for investigation and recommendations.

Should they not agree with the recommendation they may appeal using the decision as detailed below. Providing the DSC or committee find the complaint to have substance, although no action need be taken, then the bond will be returned.

Disciplinary Process

A Disciplinary Sub Committee (DSC) is made up of two Committee members and a riding member.

This process will consist of meeting with all parties to establish the facts and collect the evidence behind the allegations. This will involve interviewing all parties. The DSC will then review the evidence to establish what, if any, disciplinary action will be taken. The DSC will then report both its findings and recommended action to the member, copied to the full Committee. The member then has seven days to appeal before the actions are implemented. The member may then make an appeal directly to the full Committee for their adjudication.

If any member of the DSC is being investigated or if a member of the DSC has any connection or previous involvement with any of the parties concerned, it should be declared and a new member would be appointed by the Committee for this incident.

Appeals Process

Appeal against any disciplinary actions can be made. The appeal must be made in writing. The DSC is the first point of call for all appeals. However, appeals against recommendations already made by the DSC will be referred immediately to the main Committee. Investigations will be made as per the disciplinary process. The recommendations and decisions made by the DSC or Committee at this stage will be final.

Rule Review Process

From membership year 2007/8 onwards, the member must forward written details of the proposed rule change, with signatures of two other members seconding the proposal, to their Group representative. This will be discussed locally before proposing to the full Committee. The Group representative has a responsibility to make fair and honest representation of any such proposed rule changes to the Committee. The Committee will then discuss the merits of the proposal with respect to the benefit for Sport Endurance and a vote will be taken. The minutes of the discussion by the Committee on these proposals will be forwarded to the proposer. Once accepted, the details will be forwarded to the full membership. Each year all rule changes made by the Committee during that year will be enforced for that year. However, prior to the AGM, a ballot will be made of the full membership to ratify any changes made. The result of this ballot will be made at the AGM by the chair.

Central Committee

Each ride organising Branch (Group) will ask its members for nominations of a Group Representative for their Group. The nominations will be then be put forward for election, to represent that Group on the Sport Endurance Central Committee.

This process will be carried out each year at the end of October for vacant posts, for election the following year. The aim is to elect one representative from each Group.

This will be done in the following way:

1. Nomination forms will be sent to each member
2. Nominees must be members of that Group and seconded by another member of that Group.
3. Nomination forms must be returned by a specific date to the office. Within 14 days the nominees will be listed for each Group.
4. The list of nominees will then be circulated to all members of the Group on a voting paper. All ballot papers to be returned for counting, by the date stated on the ballot paper.
5. Votes will be made in writing, which will require the members in each Group to vote for one nominee. The nominee with the most votes is elected to the main Committee. They will be informed 4 weeks prior to the AGM to allow for any changes to be made at Companies House. Term of office to commence at the close of the AGM.

They will serve for a term of three years.

Ideally some but not all of the voted representatives will change each year.

If circumstances dictate for the smooth running of the organisation, the central committee may elect to co-opt members to the central committee to cover unfilled positions or provide areas of expertise. Any co-opted members will only serve for the remainder of that membership year.

Election of Sport Endurance Central Committee Chair Person

Each year prior to the AGM the Central Committee will elect a chair person for the coming year. Ideally this person will be one of the directors of Sport Endurance.

Privacy Statement

The following statement explains our policy regarding any personal information we collect about you, whether from the website or post. We want you to feel confident about the privacy and security of your personal information. If you have any queries about this policy, please don't hesitate to contact us. Contact point on privacy matters: enquires@sportendurance.co.uk or write to the office.

Member Bookings

When a member books onto an event their name will be included in the "Who's booked" list, so that other members can see who has booked a particular event. It enables members to see what events their friends are booked on. However, we realise that some members may not want this information disclosed. Any such member should contact us and request that their name be marked "Ex-Directory". "Name Withheld" will then appear in place of that member's name.

Members can also choose which contact details to make public and which private rather than have all their details withheld.

Event Organisers

Sport Endurance may supply personal information about members and non-members who are booked on a particular event, to the organisers of that event. The information is for the members' comfort and safety whilst on events and will not be used by other groups or suppliers for other purposes.

Information captured automatically

We may record information about the number of times this site has been visited and the IP (Internet Protocol) address of your computer. This does not contain any personal information about you, but allows us to analyse statistics about how popular parts of the website are. This will allow us to further develop the website.

Credit Cards

All credit card transactions are recorded via a secure server. You will normally see an indication of this such as the padlock on the status bar of Internet Explorer. If a padlock or similar does not appear for any reason (e.g. if the section of the site uses frames) then you can right click with the mouse and choose 'properties' to inspect the security details.

Email Addresses

We use email to communicate with members booked on certain events and to advise members of forthcoming events. We also use email to advise members of updates, news, new information etc.

Our policy is to keep emails to a minimum and only communicate with members when we have something worthwhile to say. We do not want to fill your inbox with Spam. We believe that this is a valuable service for members. Should any member prefer not to receive such emails, please contact us. Members will also need an email address to log into the online database system and access some of the advanced features such as booking.

Photographs

We may publish photographs we have received from members or photographers on events. These photographs will be used in our newsletters, on our website and in publicity materials. In the case of individual photographs permission will be sort from the competitor to use them. With regard to group shots it is almost impossible to ask permission of everyone shown in each photograph. It is, however, important to share the photos with other members who have attended the events and with new enquirers who want to know a little more about Sport Endurance and what we do. We will, therefore, aim to ensure that all photos used are in good taste and unlikely to cause offence. If, however, you see a photograph you would not like to be used please contact us with details and in the case of web photos we will remove them ASAP and in the case of printed materials we will ensure that the photo is not used in further print runs.

Message Forum

As an additional service to members, over and above our legal obligations of membership, Sport Endurance now operates and funds the message forum. We reserve the right to withdraw the message forum at any time and without notice.

In certain circumstances, Sport Endurance may be liable for defamatory or illegal posts published on the message boards. We reserve the right to monitor any posting or private message from the message forum. We reserve the right to edit or delete any posting or private message. Examples of circumstances where we would do this include, but are not limited to, postings that Sport Endurance considers to be defamatory, rude, offensive, insulting, in bad taste, against the interests of the organisation, advertising non Sport Endurance services or events or in any way illegal. We reserve the right to ban or suspend an individual's ability to post on the message Forum. If anyone has issues or concerns about a posting, please contact us.

Non-members / Public Area

A password and membership number is required for access to the members area. On line booking facilities are only available to members at member rates.

Info You Can Access

When a member logs onto the online booking system, it will display details of the members' current bookings as well as allowing members to change their password. This information can be accessed at any time whilst logged in by clicking the "My Details" button. With our new enhanced security features, members will in the future be able to access more of their personal information and advise us of change of address, contact details etc.

Links To Other Sites

This site contains links to other sites, which may be of interest to visitors of this site. However, Sport Endurance cannot be held responsible for the contents or practices of any such site.

Sharing of Information

Sport Endurance does not sell, disclose or transfer mailing lists of personal information to third parties. If you have submitted personal information to us via this web site, by email, by phone or by post, we may from time to time contact you when we have places for membership or promotions. Should you not wish to receive such communications, please contact us.

Cookies

This site makes use of cookies. Cookies are messages given to a web browser (e.g. Internet Explorer) by a web site, which are then stored on your computer. A cookie's main objective is to identify users and personalise their visit by customising web pages. Web sites can only read cookies that have been deposited by that website. They cannot read cookies left by other websites nor can they read other personal information stored on your computer.

Using our on-line booking system, if you tick the 'Remember Me' box when you register, a cookie will be saved on your computer containing your log in information so that on your next visit to this site, your login will be done automatically.

If you don't click the "Remember Me" box, you can still login by entering your membership number and password manually. We recommend that you don't click the "Remember Me" option if accessing this website from a publicly available computer.

You can choose to disable cookies globally at any time through your browser, but this may prevent you from logging in to the members' area and we recommend that cookies are always enabled for our website (certain browsers will allow you to nominate sites which you will allow to use cookies if you do prefer to restrict their use).

Legal

The website operates under English Law.

Sport Endurance, Somerset House, 6070 Birmingham Business Park, B37 7BF. Company Registration No: 05396021
Contact us on: 01283 810011 or visit our website at
www.sportendurance.co.uk

Central Committee Members

Points of contact for information or queries are as follows:

Sarah Metcalfe – SE Director & Chair, Northern Group rep.	07917 134861
Maureen Metcalfe – Company Secretary	01423 330531
Jane Willett – North Wales Group rep.	07710 551829
Jenni Davis - Peak & Forest Group North rep	01909 721759
Rachael Smith - Peak & Forest Group South rep	07976 916797
Phil Norcop – Staffordshire group Rep	07586 363242

Other officials carrying out Committee duties are:

Pam Dale – Administration & Accounts (Central Office)	01283 810011
---	--------------

You can contact any of the Committee by email by typing their name without a space followed by @sportendurance.co.uk. or visit our website at www.sportendurance.co.uk

Branches and their current Ride Areas

Staffordshire Endurance Group	Staffordshire, Cheshire, Shropshire, Worcestershire, Warwickshire,
Peak and Forest Group North	Nottinghamshire, South Yorkshire, Lincolnshire
Peak and Forest Group South	Nottinghamshire, Derbyshire, Leicestershire
Northern Group	Lancashire, Yorkshire, Durham, Northumberland, Cumbria
North Wales Endurance Group	Clwyd, Wrexham, Conwy, Denbighshire, Flintshire, Gwynedd, Powys, Cheshire, Shropshire