

SPORT
ENDURANCE

COME ON, LET'S RIDE!



RULES AND POLICIES

2020

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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 any of our events must know these rules, comply with them and accept the consequences that can result from them.

2. Contacts

Please see Appendix Six for key contacts

General Enquiries, Administration and Accounts

Email: enquiries@sportendurance.co.uk

Sport Endurance Registered Office

1310 Birmingham Business Park,
Birmingham,
B37 7BF

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. 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 including standing martingales. The exception to this is that running 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.

Those wishing to use a standing martingale must apply to the Management team, via the office, stating the reason. If granted, the horse name will show a symbol indicating this, so that ride organisers can know that an exception has been granted.

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). 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 your account will show a membership card that reflects what type of member you are.

If rides are split into geographical areas as the club grows, 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 may 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 or more classes 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 Jockey Club 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.

Next Step

This class is designed to give riders a taste of competing and to get a feel for what it's all about. The class is of lesser mileage and lower speed parameters. Any rider who has never successfully competed at 20 Miles or above in the past may enter this class. Entry is restricted to 3 rides. After this riders can either upgrade to a competitive rider or stay as a pleasure rider.

Restricted Speed

This class is only open to competitive members and is designed to be a stepping stone to Limited Speed. The distance will be 15 miles (+/- 10%) again at lower speed parameters. This class is ideal for young horses and those trying out competition. There is no limit to how many times you can ride in this class. This class will not count towards progressing through the levels or qualifying free speed. It is open to any qualification level.

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

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 & a Bridle where necessary. 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 longer rides of over 32 miles 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.

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.

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 are required to notify the office when qualified for an upgrade. An upgrade to White level means they must only ride in Free Speed classes if entered at 20 miles or above and if their horse is similarly eligible. Refer to Appendix Three for a flow chart to describe this progression. A member or horse may only progress one level per season.

If any rider and/or horse does not wish to ride above a certain distance they must still notify the office if either rider or horse successfully complete 6 rides at either 20 miles or 30 miles. This will then trigger an endorsement on the grading of 20FS or 30FS which will mean they are required to only enter FS classes at that distance if both horse and rider are eligible.

In either case, to allow members to aim for particular trophies, the actual upgrade may be delayed until the start of the next season.

Once horse and rider have upgraded to Free Speed at a given mileage they will not be permitted to ride in a Limited Speed class covering the same distance.

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 only be made on the website or if the ride is not full, pleasure riders may, if acceptable to the ride organiser, complete the correct entry form and pay the full price in cash on the day to the ride secretary. Entry forms can be downloaded from the website at www.sportendurance.co.uk.

Cancelling an Entry

If an entry is cancelled by the rider before the published cut-off date, the entry fee will be credited. Refunds may be requested if required as long as the entry has first been cancelled. Withdrawals made after this date will not be reimbursed.

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 as a pleasure rider, but savings are made by joining. Membership is compulsory for all competitive classes apart from Next Step. Joining can be done via our website. (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 their vet time so that the scoresheet can be updated. The replacement horse or rider must be appropriately qualified.

Any change of rider, pleasure or competitive, must take the bib number of the original entry and the change of name should be noted on the secretaries sheet.

11. Riders

Age of Riders

Riders must be 4 years old to ride with us, this is to comply with insurance restrictions.

Anyone over the age of 7 may ride (under sevens must be on a lead rein, with an adult either walking or mounted). Juniors age 7–12 must be accompanied by an adult rider (over 18) 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 on the form or on the on-line booking.

Young Riders aged 13-14 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 grading (including free speed endorsements) should be requested by emailing the SE Admin office. Riders must carry proof of grading if either horse or rider is changed on the day of the ride.

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.

Vaccination Control

Tetanus vaccinations are recommended. Horses must have the required vaccinations against equine influenza as stated in the Terms & Conditions when booking. Checks may be made at any ride.

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 bank transfer 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.

Management teams

All representatives of Sport Endurance management teams (at all levels) must be fully paid up members. Refer to Appendix Five for the current modus operandi

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
Horse registration per horse	£5.00
Junior Riding Member (12 years or under)	£10.00
Young Riding Member (Competitive or Pleasure) (13 to 18 years)	£20.00
Non riding member (must pay Non Member riding fees if riding)	£10.00

There will be no joining fee.

Horse registration is once and for life.

Membership carries limited liability.

Ride Costs	Members	Non-member
Pleasure Rides/ Next Step Rides	£18.00	£23.00
Junior Pleasure rides	£8.00	£8.00
Restricted Speed Rides (15 miles/32km)	£23.00	
Limited Speed Rides (up to 50m/80km)	£23.00	
Free Speed Rides (up to 50m/80km)	£23.00	
Limited Speed Rides (over 50m/80km)	£28.00	
Free Speed Rides (over 50m/80km)	£28.00	
Endurance Rides (50m/80km to 74m/120km)	£28.00	
Endurance Rides (74m/120km to 100m/160km)	£48.00	

Anyone wishing to compete in a class of 15 miles or above must be a fully paid up competitive member with Sport Endurance. Non Members, Non riding members or Pleasure members will not be permitted to compete. The exception to this is the Next Step Class (conditions apply)

All non-members will be covered by Sport Endurance insurance by registering their details on our website or completing an entry form on the day. By doing so they agree to abide by these rules.

NB Ride costs may vary with the approval of the management team 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 e.g. for early on-line booking.

16.2 Annual Awards

APPENDIX TWO

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

Trophies

Please note that all class trophies & cups remain the property of SE at all times and the current holder is responsible for returning to the SE Awards Co-ordinators in readiness for the next annual Awards Presentation. Small keepsake trophies may be retained by the recipient.

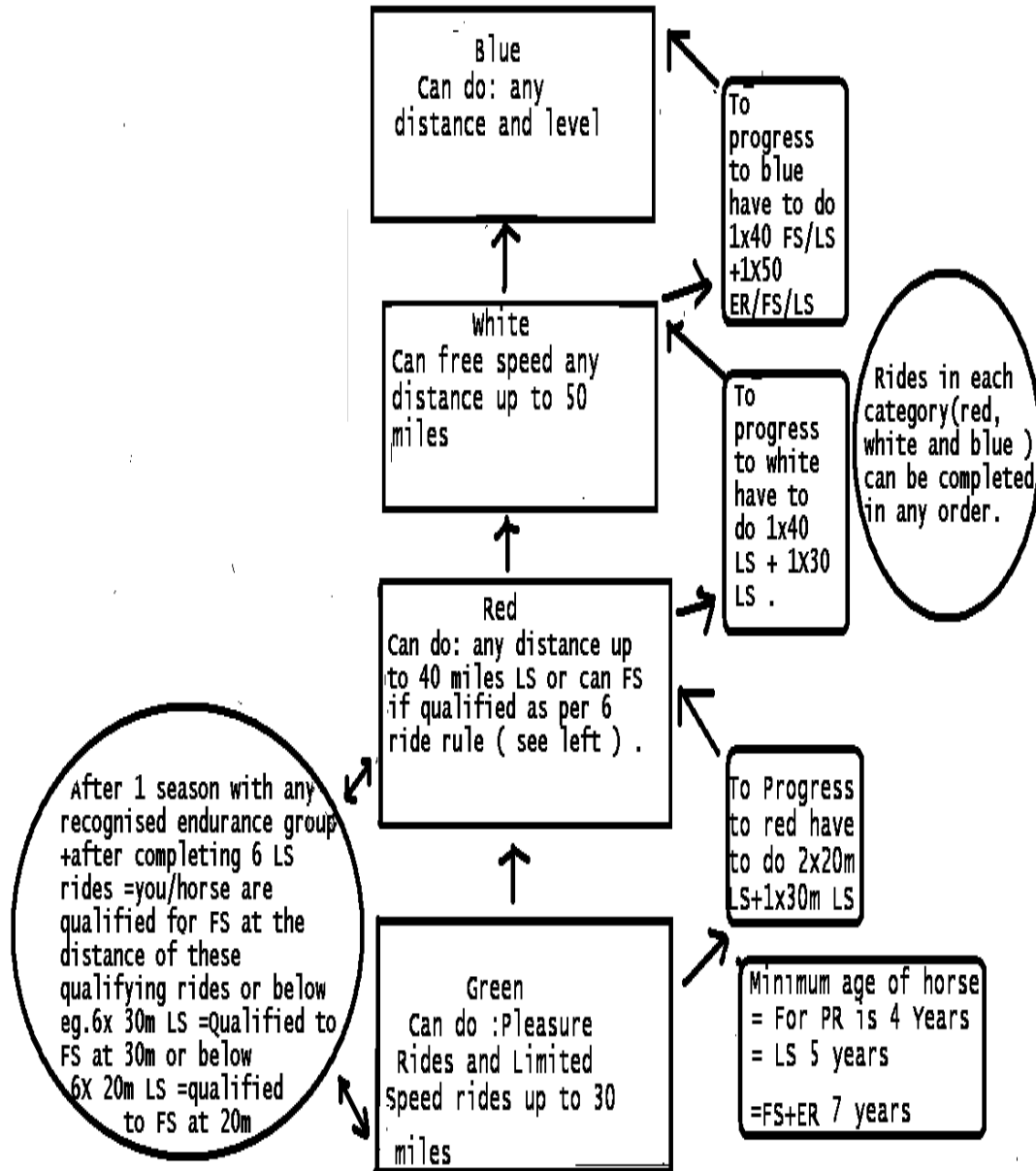
Points Awards

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. This only applies for ride distances over 20 miles.

16.3

APPENDIX THREE

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



Vetting Procedure

All competitive riders can obtain a vet sheet by downloading it from our website. 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.

Restricted, 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.
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 Management team must be made in writing to the enquiries@sportendurance.co.uk. The complainant must do so in writing within 7 days of the incident and also authorise a payment of £50 as a bond against frivolous complaints. The matter will then be referred 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 Management team 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 Management team 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 management team. The member then has seven days to appeal before the actions are implemented. The member may then make an appeal directly to the full management team 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 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 management team. Investigations will be made as per the disciplinary process. The recommendations and decisions made by the DSC or management team at this stage will be final.

Rule Review Process

The member must forward written details of the proposed rule change, with signatures of two other members seconding the proposal, to their membership representative. This will be discussed before making a formal proposal. The membership representative has a responsibility to make fair and honest representation of any such proposed rule changes to the Management team. The Management team 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 Management team 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 Management team during that year will be enforced for that year. However, prior to the new season a ballot will be made of the full membership to ratify any changes made. The result of this ballot will be notified to members.

Management team

The main management team consists of the ride organisers collectively, plus anyone in a major support role. Where necessary smaller steering groups will be formed with the agreement of the main team, to focus on particular areas.

Any proposals for rule and procedure changes will be considered and voted upon by the management team once written proposals have been submitted. These proposals will be emailed to the team and will clearly state the rationale, benefits, any costs and implementation effort. If the proposal means a rule change, then the new wording of the rule must be included.

Any member may apply to run a ride and will then automatically become a member of the management team.

The Pleasure and Competitive representatives will be chosen each year by the full membership, if more than one candidate comes forward.

New support team members will be trained and mentored by existing management team members until they can take on the role independently. If they wish to stand down, it is incumbent on them to find and train their replacement before doing so.

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.

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/Debit 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.

SMS – Text messages

If there are any last minute changes to an event, the office may communicate with you via a text message. This has proven to be the fastest way to inform you of any last minute changes. Text messages will not be used for marketing or other purposes.

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.

Non-members / Public Area

Certain areas of the website are for members only and access will not be available to non-members. Similarly certain features can only be accessed once a user is logged in, including non-members.

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 account" button. With our new enhanced security features, members can access more of their personal information and update their own information, 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 your email address 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, 1310 Birmingham Business Park, Birmingham, B37 7BF
Company Registration No: 05396021
Visit our website at www.sportendurance.co.uk

We appreciate your interest in Sport Endurance and we would like your support. Anyone who would like to know more should contact the following:

GENERAL ENQUIRIES/SUPPORT
enquiries@sportendurance.co.uk

Main Contacts

Pleasure Rider Representative - Jill Hancock
Competitive Rider Representative - Nicki Woodhead
Advertising and ride promotion – Nichola Pell
Ride Listings and Ride Admin – David Hicklin
Ride Calendar and New Rides – Ian Bosworth
Membership benefits and promotions – Rachael Smith
Website and Accounts – Pam Dale

Club Officials

Sarah Metcalfe SE Director
Jane Willett SE Director
Rachael Smith SE Company Secretary

Registered office:
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Birmingham,
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