



# *Pleasure and Endurance Guide 2012*

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**DRAFT GUIDE  
FOR  
DRIVEN ENDURANCE, HISTORICAL AND PLEASURE EVENTS**

**1. SCOPE**

- 1.1. This guide is to be used for the conduct of both competitive and non-competitive Pleasure, Endurance, Historical and Distance driving activities conducted by ACDS Clubs.
- 1.2. The guide is not intended to restrict pleasure and endurance drives, its intent is to guide ACDS members towards good practice in participating in such activities.
- 1.3. The guide defines the responsibilities of officials to ensure that activities are conducted in the safest manner practicable, with a minimum of effort or intrusion on the enjoyment of the sport.
- 1.4. The guide also contains rules to permit the fair judging of competitions.

**2. DEFINITIONS**

- 2.1. **Competitive:** Any activity conducted against time, speed, distance covered, or where places are awarded.
- 2.2. **Co-driver:** An additional person traveling in a vehicle participating in an activity within the scope of this guide, who is able to take control of the horse and vehicle in an emergency.
- 2.3. **Driver.** The person normally in control of the horse and vehicle, and responsible for all issues associated with the conduct of the entrant.
- 2.4. **Endurance Drive (or Enduro):** A competitive drive involving travel over more than 30km per day over more than three days.
- 2.5. **Historical Drive:** A non-competitive drive involving travel over more than 30km per day over more than three days
- 2.6. **Loss of Distance:** The distance for the section will not be credited to the distance traveled for the purpose of determining placings.
- 2.7. **Maximum Time:** A time set by the organising committee by which all drivers are reasonably expected to have completed an activity or section of that activity.
- 2.8. **Mini Enduro:** A competitive drive involving travel over more than 30km per day over three days or less.
- 2.9. **Non-competitive:** Any activity that is not conducted against time, speed, distance covered, or where places are not awarded.
- 2.10. **Orienteering:** A competitive or non-competitive activity involving navigation and/or observation skills.
- 2.11. **Pacing:** Two or more competitors traveling together for the purpose of improving the travel rate of one or more of their horses.
- 2.12. **Participant:** Any person actively associated with the conduct or management of the event. Participants include, but are not limited to, drivers, co-drivers, passengers, support crew, and officials.
- 2.13. **Passenger:** A person other than the driver or co-driver traveling on the competing vehicle.
- 2.14. **Pleasure Drive:** A non-competitive drive over less than 60km per day over three days or less .
- 2.15. **Support Crew:** A person or people associated with a competitor but not traveling on the competing vehicle.

### **3. OFFICIALS AND RESPONSIBILITIES** (See also Appendix A)

#### **3.1. Event Director**

- 3.1.1. An Event Director is to be appointed for each activity conducted within the scope of this guide.
- 3.1.2. Should no such appointment be made, the President of the host club shall be the Event Director.
- 3.1.3. The Event Director is responsible for the technical conduct of the event and ensuring that the provisions of this guide are applied to the activity.
- 3.1.4. The Event Director is to ensure that all incidents occurring during the activity are recorded and reported if necessary.

#### **3.2. Event Secretary**

- 3.2.1. An Event Secretary/Treasurer is to be appointed for activities where an entry fee is charged.
- 3.2.2. Should no such appointment be made, the Secretary/Treasurer of the host club shall be the Event Secretary/Treasurer.
- 3.2.3. The Event Secretary must not also be the Event Director
- 3.2.4. The principle role of the Event Secretary/Treasurer is to administer the finances, correspondence and records of the activity.

#### **3.3. Course Designer**

- 3.3.1. A Course Designer is to be appointed for each activity within the scope of this guide
- 3.3.2. The Course Designer may also be the Event Director
- 3.3.3. The Course Designer is responsible for:
  - 3.3.3.1. Determining the route/s or areas the participants or competitors are to take during all phases of the event, and ensuring that the route and/or arenas are clearly defined.
  - 3.3.3.2. Ensuring that all permits required for conduct of the event are obtained from State or local authorities, local organisations, and private landholders.
  - 3.3.3.3. Ensuring that suitable camping, stabling and security arrangements are available for participants.
  - 3.3.3.4. Ensuring that wherever practicable, the route and pathways for competitors and horses is separated from motor vehicles, other participants, and the public.
  - 3.3.3.5. Ensuring that the requirements of external authorities for conduct of the event are provided and maintained.
  - 3.3.3.6. Provision and maintenance of any barriers or signs required for separation of competitors and horses from the public.
  - 3.3.3.7. Conduct of any briefings relating to conduct of the event to competitors, participants and the public.
  - 3.3.3.8. Providing for and maintaining access for emergency vehicles throughout the event.

#### **3.4. Veterinary or TPR Stewards**

- 3.4.1. Veterinary (TPR) Steward/s are to be appointed:
  - 3.4.1.1. to all Enduros and Mini Enduros;
  - 3.4.1.2. when non-competitive activities require horses to be driven more than 60km in a day;
  - 3.4.1.3. when competitive activities are conducted over more than three days or require horses to be driven more than 16km in a day.
- 3.4.2. TPR Stewards are to currently accredited by the ACDS.

- 3.4.3. TPR Stewards are to record the rectal temperature, heart rate, respiration rate and age of each horse as required by the guidelines for the type of activity being conducted.
- 3.4.4. Sufficient TPR Stewards are to be appointed to ensure that all observations are recorded within the specified time limits.
- 3.4.5. TPR Stewards may participate or compete in most activities, but are not permitted to observe or record temperatures, heart rates or respiration rates on the horses with which they are participating or competing, or any horses in the same competitive class.
- 3.4.6. The Event Director and/or the Event Secretary/Treasurer may also perform the duties of TPR Steward.

### **3.5. *Veterinary Surgeon***

- 3.5.1. A registered Veterinary Surgeon is to be appointed where the event involves more than 70km travel in any day, or where the activity is conducted over three or more days and requires more than 16km travel per day.

### **3.6. *Drivers Representative***

- 3.6.1. A driver's representative is to be elected where an activity is to be conducted over three or more days.
- 3.6.2. The driver's representative is to be elected by the drivers before the commencement of competition.
- 3.6.3. The principle role of the driver's representative is to liaise between the organising committee and the other drivers.
- 3.6.4. All requests, disputes and protests by drivers are to be directed to the organising committee through the driver's representative.

### **3.7. *Timekeepers***

- 3.7.1. Timekeepers are to be appointed for all competitive activities.
- 3.7.2. Timekeepers are to record the departure and arrival times of drivers at designated points along the competitive route.
- 3.7.3. The Event Director, Event Secretary/Treasurer or TPR Steward may also perform the duties of Timekeeper, provided that timekeeping duties do not inhibit the performance of the official's principle task.

### **3.8. *Risk Manager***

- 3.8.1. A Risk Manager is to be appointed for all activities.
- 3.8.2. Should no such appointment be made, the Risk Manager of the host club shall be the Event Risk Manager.
- 3.8.3. The Risk Manager is to operate within published ACDS guidelines for safety or risk management.
- 3.8.4. The Risk Manager may also operate within the framework of recognized checklists or pro-forma developed to identify, prioritise, treat, or report potential risks.
- 3.8.5. A sample report form is attached as Appendix B.
- 3.8.6. The Event Director, Course Designer or a TPR Steward may not also perform the duties of Risk Manager.
- 3.8.7. The Risk Manager is to conduct a debrief at the conclusion of the activity.

## **4. *DRIVERS, HORSES AND VEHICLES***

- 4.1. ACDS Safety Guidelines apply to all activities.
- 4.2. Horses must be at least 4 years old to participate in competitive activities.
- 4.3. Each driver of a horse over 121cm high in a competitive activity must be accompanied by a co-driver at all times.
- 4.4. Drivers of horses in tandem must be accompanied by a co-driver at all times.

- 4.5. Drivers of vehicles drawn by more than two horses must carry a passenger in addition to a co-driver in all competitive activities.



*Endurance Drive at Marrar NSW*



*Pleasure Driving in Penrose State Forest NSW*

- 4.6. Junior Drivers:
  - 4.6.1. Must be accompanied by an adult ACDS member.
  - 4.6.2. Must be 6 years of age and not exceeding 17 years.
  - 4.6.3. If between 6 years and 10 years, must be accompanied by a competent driver holding a second set of reins attached to the bit.
  - 4.6.4. Must not drive a pair of ponies until at least 16 years of age.
  - 4.6.5. Must not drive a pair of horses until at least 18 years of age.
- 4.7. Co-drivers in competitive activities are permitted to take the reins in an emergency only.
- 4.8. Drivers are not permitted to substitute horses other than those in reserve during competitive activities.
- 4.9. Harness and horse handling gear should be appropriate for the purpose and in sound condition.
- 4.10. The harness for two wheeled vehicles must include breeching.
- 4.11. Vehicles are to be in a sound condition and free from protrusions which may lacerate either horse or participant
- 4.12. Four wheeled vehicles must be equipped with brakes.
- 4.13. Drivers must be aware of and comply with the road rules when traveling on public roads.
- 4.14. All participants should wear clothing and footwear that offers protection against the sun or minimizes damage in the event of a horse stepping on a foot.
- 4.15. All persons on vehicles engaged in speed activities should wear protective headgear. The wearing of protective headgear in other activities is encouraged.
- 4.16. Hi Vis wear is recommended when using public roads.

## 5. **COMPETITIVE ACTIVITIES**

### 5.1. **Enduros and Mini Enduros**

#### 5.1.1. *Administration:*

- 5.1.1.1. Wherever possible, horses and ponies should compete in separate classes. In large fields, pony classes may be divided.
- 5.1.1.2. A veterinary examination is to be held as soon as practicable after drivers arrive at the venue, prior to the commencement of competition.
- 5.1.1.3. A drivers briefing is to be held before the commencement of the competition, and further briefings at the conclusion of each day's competition.
- 5.1.1.4. Each driver is to be given sufficient detailed written instructions or maps to navigate each section of the course.
- 5.1.1.5. Course marking must include clearly identifiable Section Start and Finish points, and a marker indicating 1km to the finish point.
- 5.1.1.6. The starting sequences for each day's competition will be determined by ballot on the evening prior.
- 5.1.1.7. Separate ballots may be conducted for each class of entry.
- 5.1.1.8. The starting sequence is to provide sufficient time between drivers to discourage pacing. Five minute spacing is recommended.
- 5.1.1.9. Drivers may nominate up to twice the number of horses required to draw the vehicle. Reserve horses must travel behind the entry on all competitive sections, and are subject to all veterinary checks.
- 5.1.1.10. Support crews may assist drivers at compulsory rest or veterinary checkpoints.
- 5.1.1.11. All drivers are to be self-sufficient and are to carry any items needed to complete the course on the vehicle.
- 5.1.1.12. A maximum time, at which the timekeepers at the finish point will cease duty, may be set for each section.

### *5.1.2. Competition:*

- 5.1.2.1. The course will comprise two sections each of up to 40km each day.
- 5.1.2.2. Compulsory markers may be used to ensure that short cuts are not taken. Failure to pass through a compulsory marker on any section will result in loss of distance for that section.
- 5.1.2.3. Drivers are to complete each section of the course unassisted. Outside assistance in any section will result in loss of distance for that section.
- 5.1.2.4. Drivers crossing the start or finish line incomplete (i.e. minus either driver, co-driver, passenger, or one or more horses) will incur loss of distance.
- 5.1.2.5. Assistance to replace loose or lost shoes will not result in loss of distance.
- 5.1.2.6. Drivers are required to start each section at the scheduled time. Drivers will be clocked out at the scheduled time, irrespective of whether they may be on time or running late.
- 5.1.2.7. Times will be recorded in minutes only by stopwatch or digital clock. All times taken from master clock.
- 5.1.2.8. Support crews following drivers along the competitive route will be regarded as outside assistance.
- 5.1.2.9. There will be a compulsory heart and respiration rate check no later than 30 minutes after the completion of each section. If the heart rate and/or respiration rate does not meet requirements, the distance of that section will be lost for that particular driver.
- 5.1.2.10. There will be a compulsory rest of no less than 60 minutes after the veterinary check at the end of the first section each day.
- 5.1.2.11. The winner will be the driver who has covered the greatest distance in the shortest time.
- 5.1.2.12. Where one horse in a multiple fails to meet heart or respiration rates, the distance traveled is to be determined through dividing the section distance by the number of competing horses, and multiplying the result by the number of horses passing the vet check.
- 5.1.2.13. Should there be two or more drivers with equal times and distances at the finish, the winner is to be determined by a count back commencing with the last section. The driver with the shortest time over the last section will be the winner. Should the result not be determined on the last section, the count back is to continue back through the course section by section.

## **5.2. Other Competitive Activities**

### *5.2.1. Administration*

- 5.2.1.1. Wherever possible, horses and ponies should compete in separate classes. In large fields, pony classes may be divided.
- 5.2.1.2. Where preliminary veterinary examination is required, it is to be held as soon as practicable after drivers arrive at the venue, prior to the commencement of competition.
- 5.2.1.3. A drivers briefing is to be held before the commencement of the competition, and further briefings as necessary during competition
- 5.2.1.4. Each driver is to be given sufficient detailed written instructions or maps to navigate each section of the course.
- 5.2.1.5. Course marking must include clearly identifiable Section Start and Finish points.
- 5.2.1.6. The starting sequence is to provide sufficient time between drivers to discourage pacing or bunching.
- 5.2.1.7. A maximum time, at which the timekeepers at the finish point will cease duty, may be set for each section.



- 5.2.1.8. Competitions may be conducted against optimum time or within a time bandwidth.

### 5.2.2. *Competition*

- 5.2.2.1. The course may comprise sections of up to 40km.
- 5.2.2.2. A veterinary inspection is to be conducted 30 minutes after the completion of each section.
- 5.2.2.3. Heart rates should be below 55bpm, and respiration rate no more than half heart rate at this inspection. Respiration rate is a guide, but the heart rate is fixed.
- 5.2.2.4. Competitors may not commence the next section until:
- 5 minutes after the vet inspection or heart rate falling below 55bpm where the section completed is less than 20km
  - 30 minutes after the vet inspection or heart rate falling below 55bpm where the section completed is between 20km and 30km
  - 60 minutes after the vet inspection or heart rate falling below 55bpm where the section completed is between 30km and 40km.
- 5.2.2.5. Compulsory markers may be used to ensure that short cuts are not taken. Failure to pass through a compulsory marker on any section may result in penalties
- 5.2.2.6. Drivers are to complete each section of the course unassisted. Outside assistance in any section may result in penalties.
- 5.2.2.7. Drivers crossing the start or finish line incomplete (i.e. minus either driver, co-driver, passenger, or one or more horses) may result in penalties.
- 5.2.2.8. Assistance to replace lost shoes will not be penalised.
- 5.2.2.9. Drivers are required to start each section at the scheduled time. Drivers will be clocked out at the scheduled time, irrespective of whether they may be on time or running late.

## 6. *NON-COMPETITIVE ACTIVITIES*

### 6.1. *Use of Roads and Public Land*

- 6.1.1. Drivers of horse drawn vehicles are defined as road users in the Australian Road Rules.
- 6.1.2. Being defined as road users entitles drivers of horse drawn vehicles to travel on public roads without special permission.
- 6.1.3. As road users, all of the rules and regulations relating to motor traffic and other road users apply to drivers of horse drawn vehicles. This includes driving in single file, maintaining a safe distance, keeping to the left, giving way, stopping, and signaling intent to stop or turn.
- 6.1.4. Drivers of horse drawn vehicles enjoy no special privileges over other road users.
- 6.1.5. In some States, special requirements apply to activities other than normal use of roads and public land. Permits may be required to conduct processions or parades, to set up assembly or points, or to participate in competition on roads or public land.
- 6.1.6. It is advisable to check with the local council or police if intending to use roads or public land for other than normal use.

### 6.2. *Pleasure Drives*

- 6.2.1. Pleasure drives may be conducted on private or public land.
- 6.2.2. Some land managers, such as Forestry Departments and Managers of Travelling Stock and Camping Reserves, provide ready assistance and encourage use of the land under their control.
- 6.2.3. If conducted on public roads, pleasure drives do not normally require special permits.
- 6.2.4. To assist in maintaining a safe distance between vehicles, it is recommended that intervals of a minute or more be provided between participants at the start.

- 6.2.5. Consider how best to place drivers with difficult horses in order on the drive; for example horses that strive to lead may be better placed at the head of the drive. Consider also the placement of horses that are naturally slow, or “mate happy”, drivers with less experience, etc.
- 6.2.6. Refer also to Section 6.5, Camps, Marshalling and Rest Areas.

### **6.3. Historical Drives**

- 6.3.1. Historical drives are generally conducted on public roads or land, and special permits may be required.
- 6.3.2. It is advisable to contact the local councils and/or police in the area/s in which the drive is being conducted. In some areas, the local council will co-ordinate the obtaining of a permit.
- 6.3.3. Local councils may provide assistance with the conduct and promotion of the drive utilizing the expertise of tourism and/or development officers.
- 6.3.4. Historical drives provide an opportunity to conduct parades, displays and “open camps”. Whilst these activities provide positive promotion of Carriage Driving activities, the risks associated with mixing horses with enthusiastic but uninformed people must be carefully identified and treated.
- 6.3.5. Refer also to Sections 6.4, Street Parades and 6.5, Marshalling and Rest Areas

### **6.4. Street Parades**

- 6.4.1. ACDS members should avoid participating in processions and parades unless an ACDS club has control over its members participation.
- 6.4.2. When invited to participate in processions or parades, the preferred option is for an ACDS club to take responsibility for all aspects of ACDS participation in the activity, and to conduct the ACDS involvement as a “stand alone” exercise.
- 6.4.3. It is essential that all aspects of ACDS participation in a procession be clarified with all others involved, preferably at meetings prior to the event.
- 6.4.4. It is also essential that the ACDS member in charge of ACDS participation carry out a thorough check of the route of the procession, including assembly and dispersal areas, harnessing up and float parking areas, and access between all of those areas.
- 6.4.5. Alternative routes should also be identified and checked for use should they be required if an incident or emergency occurs.
- 6.4.6. When participating in a parade or procession, consideration must be given to:
  - 6.4.6.1. *External controls.* The requirements of other participants or agencies involved in the activity must not compromise the safety, authority or welfare of ACDS members or their participation.
  - 6.4.6.2. *Order of procession.* Poor positioning of horse drawn vehicles in a procession has potential to create an unfavorable public perception of the Society.
    - People on foot (bands, marching teams etc) behind horses must often walk through fresh manure.
    - People on foot ahead of horses move slowly and cause some horses to become restless.
    - Some floats and bands create noises which disturb horses
    - Vintage cars prefer travelling faster than a horse’s walk to avoid clutch slipping and overheating (most particularly on hot days).
    - Horses present best at a working (or collected) trot, but this reduces the length of time vehicles can be appreciated. An active walk on the bit may be a suitable compromise.
    - Leaving a large gap between horse drawn vehicles and the preceding participant, and having a “pooper scooper” follow, are strategies which can enhance ACDS reputation.

- 6.4.6.3. *Crowd proximity.* It is essential that a clear area be provided each side of the path of the procession..
- 6.4.6.4. *Barriers:* If the crowd is large or deep, barriers are desirable. Avoid barriers of traffic webbing as they can entangle the hooves of a horse.
- 6.4.6.5. *Assembly and dispersal areas.* Processions frequently require participants to assemble for marshalling up to an hour beforehand, and be held for dispersal until the procession has finished. It is preferable that the start be organized that ACDS participants can assemble separately and move off with a minimum of waiting. Similarly, it is preferable that horses be dispersed as soon as possible after the activity.
- 6.4.6.6. See also Sec 6.5 Camps, Marshalling and Rest Areas; and 6.1. Use of Public Roads.

## **6.5. Camps, Marshalling and Rest Areas**

### *6.5.1. Camping Areas*

- 6.5.1.1. Where possible, camps should be within an area fenced off from a public road to minimise the likelihood of horses escaping.
- 6.5.1.2. Free and unobstructed access must be available to emergency vehicles.
- 6.5.1.3. A first aid officer should be nominated and communication established with emergency services.
- 6.5.1.4. Areas designated for spectators must be clearly separated from areas designated for horses.
- 6.5.1.5. Movement of pedestrians, horses and vehicles should be managed with the objective of minimizing incidents.
- 6.5.1.6. Any special requirements relating to camping, such as washing, toilet or fire restrictions should be clearly communicated to all participants prior to commencement of the activity.

### *6.5.2. Marshalling Areas*

- 6.5.2.1. Marshalling areas should be large enough to accommodate all of the horses, vehicles, floats and trucks expected, and to permit free movement whilst unloading, harnessing and moving off.
- 6.5.2.2. Each vehicle, float or truck should have an unobstructed path from the area at all times. It is preferable that these paths not require any motor vehicle to reverse.
- 6.5.2.3. Movement of pedestrians, horses and vehicles should be managed with the objective of minimizing incidents.
- 6.5.2.4. The start point of the driving activity should be outside the area designated for marshalling.
- 6.5.2.5. The departure point and route from the area should be clearly defined and made known to all participants.
- 6.5.2.6. Wherever possible, motor vehicles should remain in the area until after the departure of all horse drawn vehicles, and be parked in the area before horse drawn vehicles arrive.
- 6.5.2.7. Horses should not be exercised in a marshalling area.
- 6.5.2.8. Where possible, spectators should not be permitted in the marshalling area.

### *6.5.3. Rest Areas*

- 6.5.3.1. Rest areas should be large enough to accommodate all of the horses and vehicles expected, and to permit free movement whilst unharnessing or harnessing and moving off.

- 6.5.3.2. Rest areas should be clearly defined, off road, and clear of traffic or other loud noise.
- 6.5.3.3. Motor vehicles should be prohibited from entering the rest area.
- 6.5.3.4. Where possible, rest areas should provide shade and provision for securing horses for each competitor expected in the area at any one time.
- 6.5.3.5. Where possible, fresh water should be made available at rest areas. Where fresh water is not available, participants should be advised of such before commencement of the activity.
- 6.5.3.6. The departure point and route from the area should be clearly defined and made known to all participants.

## **7. VETERINARY REQUIREMENTS**

### **7.1. Veterinary Check Areas:**

- 7.1.1. Vet check areas are to be located clear of areas used for assembly, washing or marshalling of competitors wherever possible.
- 7.1.2. Veterinary officials and crew of the driver whose horses are subject to examination are the only people permitted in the vet check area at any one time.
- 7.1.3. Silence is to be observed at all times whilst horses are being examined.
- 7.1.4. A shaded and/or area likely to attract a breeze is desirable.

### **7.2. Responsibilities:**

- 7.2.1. ACDS TPR Stewards are authorized to record rectal temperatures, pulse or heart rates, respiration rates. Determinations by a TPR Steward from these inspections are not open to appeal.
- 7.2.2. Determinations by a registered Veterinary Surgeon on issues relating to the fitness of a horse to proceed in competition are not open to appeal.
- 7.2.3. Veterinary Surgeons and TPR Stewards should be confident of the support of other officials and competitors to their determinations.
- 7.2.4. All temperature, heart rate, and other veterinary readings for each horse are to be recorded, and the records retained by the Event Secretary

### **7.3. Pre-competition Inspection:**

- 7.3.1. A pre-competition veterinary inspection is to be conducted for all competitions requiring horses to travel more than 16km in a day.
- 7.3.2. The pre-competition inspection is to include rectal temperature, standing heart rate, respiration rate and age of horse.
- 7.3.3. If rectal temperature is above 39°C, the horse may be re-presented for inspection in 60 minutes. If still above 39°C, the horse is not to compete and is to be removed from the vicinity of other horses.
- 7.3.4. Minor injuries such as girth galls, trace slaps, breastplate or collar rubs should be examined and noted for further observation as the drive progresses.
- 7.3.5. Where a Veterinary Surgeon is required to conduct the pre-competition inspection, the horse is to be inspected for lameness or any other abnormality that may indicate unfitness for the drive.

### **7.4. Morning Inspections:**

- 7.4.1. Where the pre-competition inspection has been conducted the afternoon before start of competition, no inspection is necessary on the first morning of competition.
- 7.4.2. Each morning of competition, the rectal temperature and heart rate of each horse is to be recorded, and the minor injuries recorded at the pre-competition inspection examined.
- 7.4.3. A TPR steward may carry out morning inspections where no more than 70km of travel is required in the day.

7.4.4. A veterinary surgeon is to carry out morning inspections where more than 70km travel is required.

**7.5. Inspection at End of First Section:**

7.5.1. Each horse is to be examined 30 minutes after completing the first section.

7.5.2. Heart rate must be below 55bpm. The respiration must not be laboured.

7.5.3. The minor injuries recorded at the pre-competition inspection are also to be examined.

**7.6. Inspection at End of Second Section**

7.6.1. Each horse is to be examined 30 minutes after completing the second section.

7.6.2. Heart rate must be below 60bpm and respiration rate must not be laboured.

7.6.3. The minor injuries recorded at the pre-competition inspection are also to be examined.

**8. APPENDICES**

8.1. Appendix A Summary of Requirements for Pleasure, Endurance and Historical Activities.

8.2. Appendix B Sample Risk Management Checklist

8.3. Appendix C Sample Incident Report Form



*Early morning Vet Check at Marrar in July*

**SUMMARY OF REQUIREMENTS  
PLEASURE ENDURANCE AND HISTORICAL CARRIAGE DRIVING ACTIVITIES**

**OFFICIALS**

<b>OFFICIAL</b>	<b>Is Normally</b>	<b>Can also be</b>	<b>Must not be</b>
Event Director	Club President	Course Designer Veterinary Steward Timekeeper	Risk Manager
Event Secretary	Club Secretary	Timekeeper Veterinary Steward Risk Manager	Event Director
Course Designer	Appointed by Club	Event Director Veterinary Steward Timekeeper	Risk Manager
Veterinary Steward	Appointed by Club	Course Designer Veterinary Steward Timekeeper	Risk Manager
Drivers Representative	Elected by drivers		Involved in direct management of event
Timekeeper	Appointed by Club	Course Designer Veterinary Steward Risk Manager	
Risk Manager	Club Risk Manager	Event Secretary	Event Director Course Designer Veterinary Steward Timekeeper

**ACTIVITIES**

<b>CATEGORY</b>	<b>ACTIVITY TYPE</b>	<b>No of DAYS</b>	<b>DISTANCE</b>	<b>VETERINARY REQUIREMENTS</b>
Endurance	Enduros	More than 3	Under 70km/Day	Vet Surgeon Day 1 TPR Stewards Other Days
			Over 70km/Day	Vet Surgeon All Days
Endurance	Mini Enduros	3 or Less	Under 70km/Day	TPR Stewards
			Over 70km/Day	Vet Surgeon All Days
Competitive	All Activities	More than 3	Under 16km/Day	TPR Steward
			16- 70km/Day	Vet Surgeon Day 1 TPR Stewards Other Days
			Over 70km/Day	Vet Surgeon All Days
Competitive	All Activities	3 or Less	Under 16km/Day	Nil
			16- 70km/Day	TPR Stewards
			Over 70km/Day	Vet Surgeon All Days
Non-Competitive	All Activities	More than 3	Under 40km/Day	Vet Surgeon Day 1
			40- 70km/Day	Vet Surgeon Day 1 TPR Stewards Other Days
			Over 70km/Day	Vet Surgeon All Days
Non-Competitive	All Activities	3 or Less	Under 60km/Day	Nil
			60- 70km/Day	TPR Stewards All Days
			Over 70km/Day	Vet Surgeon All Days

## SAMPLE RISK MANAGERS CHECKLIST

ACDS Club ..... Event ..... Date/s .....

<i>ITEM</i>	<i>Clause</i>	<i>OK</i>	<i>Not OK</i>	<i>Reason</i>	<i>OK</i>
<b>Venue</b>					
Horse security	6.5.1.1				
Emergency vehicle access	6.5.1.2				
First Aid and Emergency services	6.5.1.3				
Spectator areas clear of horse areas	6.5.1.4				
Venue Special Requirements	6.5.1.5				
Marshalling and rest areas adequate	6.5.2.1 6.5.3.1 6.5.3.2				
Unobstructed paths	6.5.2.2 6.5.2.3				
Start points appropriate	6.5.2.4. 6.5.2.5 6.5.3.6				
Controlled motor vehicle movement	6.5.2.6 6.5.3.3				
<b>Course</b>					
Permits obtained	6.1.5 6.1.6				
Safe spacing of participants	6.2.4 6.2.5				
ACDS control of activity	6.4.2 6.4.3				
Course checked for safety	6.4.4				
Alternative routes checked	6.4.5				
External controls identified	6.4.6.1				
Order of participants appropriate	6.4.6.2				
Spectators well clear	6.4.6.3				
Spectator barriers adequate	6.4.6.4 6.5.2.8				
Assembly and dispersal areas adequate	6.4.6.5				
<b>Competitors</b>					
Current ACDS mem,bership					
Horses ages correct	4.2				
Co-drivers and grooms correct	4.3 4.4 4.5				
Junior drivers correct	4.6				
Harness correct and sound	4.9 4.10				
Vehicles correct and sound	4.11 4.12				
Clothing suitable	4.14 4.15				
Incident reports submitted					

*SAMPLE INCIDENT REPORT FORM*

*ACCIDENT / NEAR MISS / INCIDENT REPORT*

**ACDS CLUB** .....

CLUB ACTIVITY AT TIME OF INCIDENT .....

Date of Incident ..... Approximate Time .....

What happened? (Description of incident)

Why did it happen? (Be careful not to blame anybody, simply state why you think it happened)

Why didn't we pick this up, or see it coming? (Again, no blaming individuals, what went wrong with our system)

What could we have done to prevent this happening?

***RECOMMENDED ACTION***

Reported By: .....(Name)

.....(Date)

.....(Signed)

Received .....(signed)

Subsequent Action By

Club Secretary

.....





*Pleasure Driving at Temora NSW*



*Water crossings can be encountered on Pleasure or Endurance Drives.*