



State Trail Ride Guidelines (Revised 2/1/2018)

Document owner: StateTrail Rides chair

Contact info: staterides@ohconline.com or go to 'Contact Us' to find current committee chair phone number.

STATE TRAIL RIDE GUIDELINES

POLICY: State Rides will not compete with each other, thus there will not be State Rides scheduled on the same dates. We heartily encourage the Chapters hosting Regional Rides follow this policy also, not scheduling a ride to conflict with a State Ride. Requested non-Grandfathered Rides dates will be confirmed, on a first received basis, after the November State Meeting, if the requested date is available. Should a Grandfathered Ride not submit an Application by then, the date will be available, on a first received basis.

RIDE APPLICATION: (REQUIRED) Grandfathered Ride applications are due at, or before, the Nov. State Meeting preceding the year of ride. [Note: Grandfathered rides will be those rides held during current year. These Chapters may retain their current ride year-to-year if the ride criteria has been met and application is turned in by the November State meeting.]

All other ride applications are due on or before Dec.1 preceding the year of the ride. [Note: Non-Grandfathered Rides can be added at a later date, giving 6 months' notice of request before the ride date, but missing the December 1 date will not give the Chapters/membership a chance to plan around your ride, possibly lowering your attendance.]

RIDE PUBLICITY FLYER: (REQUIRED) The flyer must contain the following information: Date and Location of the ride, Map & Directions to the ride or a Street Address so that guests may use Map Quest or their GPS to find their way. Please note any charges associated with the ride such as for camping, meals, putt-putt golf / Poker Run / or whatever, the available trail miles, and contact persons. If potable water is not available it must be noted in the flyer. Also note anything that guests need to bring. (IE covered dish, dessert, table service, chairs, etc.). Camping facilities should be described.

In this Internet age the flyers will only be published on the state website. They will not be published in the State Newsletter. When you get your flyer completed, email it to the state Webmaster: webmaster@ohconline.com and also to the State Trail Ride committee: staterides@ohconline.com A nice attractive flyer will encourage folks to include your ride on their schedule. Your flyer attracts prospective guests and helps them in making plans. The sooner it is available on the web -- the better!

INSURANCE INFORMATION FORM: (Chapters are no longer required to complete this form, effective 1/11).

The State OHC picks up the tab for the ride insurance. You do not have to apply for the Special Event Insurance. The State Insurance Chairman will be applying for the insurance for all of the State Trail Rides on one certificate. The Ohio Department of Natural Resources and The National Park Service will also be named on the certificate. This saves a bit of work for all concerned. Contact the state insurance chairman if you need a copy of the insurance certificate. If your ride differs from usual weekend rides with Friday being a move in day and Sunday being a move out day, please check with the Insurance Chairperson to determine if your Chapter needs to purchase additional insurance.

ADDITIONAL REQUIREMENTS:

WATER FOR THE HORSES MUST BE PROVIDED. (Note on flyer if potable water is not available).

POST EMERGENCY PHONE NUMBERS Assistance/Emergency telephone numbers should be posted in a prominent place. (E.I. Ride sponsor, emergency squad or 911, the park dispatcher number, veterinarian, blacksmith, local law enforcement and any other pertinent numbers).

TRAIL AND PARK MAPS MUST BE AVAILABLE

SIGN IN SHEET (Can be combined with a waiver). Every participant should be accounted for including children and his or her chapter affiliation or guest status noted.

RIDE SUMMARY SHEET (list each county chapter and number of people attending from that chapter and list number of guests at the bottom of the form) Email or snail mail to State Trail Ride Chairman at staterides@ohconline.com .
Summary is due 1 week after the ride. You keep the sign in sheets.

SATURDAY EVENING GROUP MEAL Can be a meal furnished by the host chapter, or a catered dinner or just a potluck dinner. You may charge for the meal.

SATURDAY EVENING ENTERTAINMENT (Something to bring everyone together for good times, fun and fellowship. Could be a band, campfire games, sing-a-long, storytelling, etc.).

HOSPITALITY (Great hospitality will leave your guests feeling warm and fuzzy. If possible greet and welcome your guests as they arrive and help them get their rig parked. Try to visit each rig at least once during the weekend.

A packet containing the program for the weekend with maps and trail information and the location of campground facilities is usually appreciated. Guided rides are always nice for the more timid riders. Try to have activities for the kids and the non-riders.

At the Saturday dinner, please thank everyone for coming and **introduce** your chapter officers and the folks responsible for putting the ride together. **Also introduce** any OHC State officers etc. present, other chapter presidents, and any park officials present).

The State Trail Ride Committee thanks you very much for hosting a State Trail Ride. We hope that your Chapter has a great ride and you enjoy the experience.