

The Granite State Carriage Association

Outing Host Guidelines & Responsibilities

PRE-DRIVE:

1. Please get your drive information, including accurate directions, to the Newsletter and Facebook Editors 1-2 months before your drive and provide a description of the conditions to be encountered on each of the routes on your drive – i.e., if there are steep hills, tar or rough gravel, rocky conditions, water, traffic, farm animals, narrow areas or tight turns, bicycles, ATV's, dogs, pedestrians, etc. Find "Fact Sheet form" on GSCA website for assistance with details needed.
2. Be sure you have your site secured with the land owners and have worked out all details, i.e., approximate number of people, hours on the site, porta-potty. A Certificate of Insurance ("COI") is highly recommended and usually required by the owner of the property where the drive is being held. Please do not fail to get this Certificate issued AT BEGINNING OF CALENDAR YEAR. It is easily obtained by calling the Association's Treasurer, who will contact GSCA's Insurance company. You will need to provide the Treasurer with the land owner's name, address, property address, phone and fax numbers, and dates of your Outing.
3. Order a porta-potty, if needed. There will be NO porta-potties at one-day drives and this should be indicated on the drive flyer and Fact Sheet.
4. Request list of Current GSCA Members for current year from the Treasurer.
treasurer@granitestatecarriage.org
5. Consider having a co-host to help you with your drive, as many people may have questions and/or need help with parking or with their horses while harnessing. Consider having a Check-in desk helper for the arrivals; if so, be SURE helper is aware of all Forms and procedures.
6. Consider doing a pre-drive briefing and state the time it will be done in your flyer, to encourage people to arrive on time. During the briefing you can discuss any particular concerns you wish for your drive and also go over any trail issues..

JUST BEFORE DRIVE DAY:

7. Mark your trail loops clearly and prepare a map, if possible. Colored plastic plates work well with a black marker to indicate "GSCA" and a directional arrow. Staple guns/staples, clothespins with colored flagging tape/ribbons, posterboard signs can be considered. Open gates as necessary. As a courtesy, if public roads will be used, consider giving local authorities a heads-up.

DRIVE DAY CHECK-IN:

8. Obtain signed and witnessed Release of Liability forms from ALL participants, including the SEPARATE RELEASE for MINORS. It is a good idea to have a check-in point where attendees can stop to sign in before continuing to park. This will prevent you from having to chase them down later. Release forms are very important, so please make sure everyone signs one, even if they are just visiting someone and not actually participating in the event. Passengers/guests in carriages must also sign release form.

Be prepared to verify current memberships, and to provide Membership Applications to NEW AND RENEWING members. If they have not paid their dues for the current Calendar year, you will need to request they renew their Membership now (for club insurance purposes.)

CHECKLIST for your CHECK-IN:

Adult Liability Releases— 3 pages
MINOR's Liability Releases (under age 18)— 3 pages
Landowner Releases (if needed by landowner)
GSCA Membership Forms (for New or Renewing members)
List of Current members to verify renewal status (obtained from Treasurer)
Trail/route maps as needed, to hand out or keep on table for attendees' reference
State EQUINE LIABILITY LAW SIGNAGE prominently displayed
GSCA "Safety Tips" handouts available
Calendar of GSCA Outings for the year/ GSCA brochures as possible
3 or more clipboards (for releases and forms), pens, pencils, paper clips, stapler/staples
your own folder/notebook/envelope to secure completed releases, Membership Apps, dues
paper weights to keep forms from blowing away (or find rocks on site)
hospitality snacks (optional)
photo albums of club activities, Newsletters etc. (optional)
camera (optional) or helper with camera, for drive report/Newsletter

REMINDERS for CHECK-IN and SAFETY:

ALL participants with a horse— riding or driving or handling a horse— are required to be (or become) a GSCA Club Member, for our club insurance purposes.
Minors (under 18) are included in a GSCA family membership.
Guests/Passengers must also sign Liability Releases, but are not required to join GSCA.
ALL Minors (under age 18) MUST WEAR A HELMET (some hosts bring extras to loan.)
Both Releases MUST BE SIGNED ON PAGE 2 where indicated.
Verify current negative Coggins' test for all horses, and any other landowner requirements.
Verify that each vehicle, if driving on any public road, display an orange triangle/
"slow-moving vehicle" warning sign on the rear (some hosts bring extras to loan.)
Point out GSCA's "Safety Tips" handouts, and ask if anyone needs assistance.

POST-DRIVE:

9. Take down the trail marking and direction signs for the drive upon completion of the drive.
Pass all Membership Forms and Dues collected to the Treasurer shortly after your drive. Get all signed Liability Releases to the Vice President of Planning as soon as possible after your drive.

Write an article for the Newsletter concerning your drive and provide pictures, if possible, or delegate someone who attended the drive to do it for you. The write-up and pictures should be provided to the Newsletter Editor and to the Secretary in a timely fashion so that they do not have to chase you down for them. Feel free to post photos in our GSCA Facebook group.

If there are any questions that remain about hosting your drive, contact the Vice President of Planning, who will get you the answers and any help that you may need.

THANK YOU HOSTS FOR ALL YOU DO!! Revised: May, 2015