

The Granite State Carriage Association

Outing Host Guidelines & Links

The GSCA Host, with the VP's direction, organizes, manages and runs a Drive/Ride Outing. GSCA's Hosts are the lifeblood of the club! Devoting time and efforts to locate a suitable carriage driving area— including a staging area and safety considerations, mark trails, manage promotion, coordinate attendees, etc. makes each Host special. Thank you honored Hosts for volunteering!

It is strongly advised, if you are a prospective Host, to attend **GSCA's Planning Meeting** in the late fall where help and an overview of what's involved can be provided. Other GSCA Hosts will be able to offer suggestions, tips, assistance, and invaluable advice. As well, GSCA Board approval will be needed for your Outing, including any paid Permit or porta-potty expense.

PLAN YOUR OUTING:

1. Locate a suitable area for carriage driving/horseback riding, and discuss your ideas with the GSCA officers or at any Board Meeting (ask officer for upcoming meeting dates.)
2. Be sure you secure your site with the land owners and have worked out all details they might need, i.e., approximate number of people, hours on the site, manure management, porta-potty (for overnights only), etc. Manure is expected to be either cleared/spread around or removed from staging area and possibly trail heads, as per owner's wishes. Porta-Potty expenses as approved for multi-day outings will be covered by the club.
3. Locate a suitable and safe staging area for trailers and make sure it can be secured for the time of your Outing. Query about any unusual traffic, staging area restrictions, effects of weather on the area, or other area uses that might be encountered.
4. An advance *Certificate of Liability Insurance* is highly recommended and usually required by the owner of private property where the Outing is being held. Please do not fail to get this Certificate issued. It is easily obtained by contacting the GSCA Treasurer, who will contact GSCA's Insurance company. You will need to provide the Treasurer at least two months in advance with the land owner's name, address, property address, and phone and fax numbers.
5. Determine, secure, and pay any necessary Permits at least two months in advance— such as to the State or town— for use of government- or organization- managed lands or parks. Be sure the Treasurer makes payment to the appropriate organization well in advance, using contact information you provide.

PUBLICIZE YOUR OUTING:

1. Notify VP when date/start time (and possibly a rain date) is set for your Outing, to add to GSCA's Calendar.
2. Work with GSCA's Vice President a few months before your outing on an Outing Flyer for your drive/ride (flyers follow a similar template).
 1. Provide the VP with an enticing description of the Outing. Note any unusual or challenging conditions which might be encountered– i.e., if there are steep/long hills, tar or rough gravel, rocky conditions, water, traffic, farm animals, narrow areas or tight turns, bicycles, ATV's, dogs, pedestrians, etc.
 2. Add two or three enticing photos which is highly recommended.
 3. Indicate if you will offer outing mileage for New England Horse and Trail (NEHT) riders (ask VP for info)
 4. Request to notify Host if planning to attend (unless Registration required)
 5. Registration form, opening date to send in form and deadline, if applicable
 6. Provide location and directions, approximate mileage(s) avail. to Drive & Ride
3. Consider having a co-host/helper to assist with your drive, as many people may have questions and/or need help with parking or with their horses while harnessing. If you might not be able to take photos (for GSCA News and publicity), secure an assistant who can take photos for you.

OUTING PREP:

1. Prepare a route map as needed, marked for both carriages and horseback riders if needed.
2. If registering on Check-In day, ensure the Treasurer has provided you with up-to-date GSCA membership list.
3. Order a porta-potty, if needed. The potty expense will be covered by club. There will be NO porta-potties at one-day Outings.
4. (Right before outing) Mark street directions for your drive when needed. Brightly-colored plastic plates work well with a permanent black marker to indicate "GSCA" and an arrow. A 6 ft. x2 ft. vinyl GSCA banner is available for your Outing site, contact Vice President well in advance.
5. (Right before outing) Mark your trail, turns, and loops clearly, as needed.

OUTING DAY CHECK-IN:

1. CONFIRM that each participant using or handling a horse is a current paid GSCA member, including someone heading up or helping to harness. You are authorized to collect the Membership Application and dues/renewals as needed. The Treasurer can provide you with the most current Membership List for reference.
Note: Minors (under 18) are required to wear helmets, whether in a carriage or riding.
2. If not Pre-Registered, obtain signed and witnessed Release of Liability forms from ALL participants, including Minors (Host can sign as witness.) It is a good idea to have a check-in point where attendees can stop to sign in before continuing to park. This will avoid having to chase folks down before they head off the grounds.

Release forms are very important, so please make sure everyone signs one, even if they are just guests or visiting on the site and not actually participating in the activities. Passengers in carriages **MUST** sign GSCA Release of Liability form.

3. Have at your Check-In area the following: blank Release of Liability forms (both Adult and Minor), Current GSCA Membership list (from Treasurer), GSCA Membership applications. Make sure you have one or two copies of the GSCA Outing Incident Report just in case.
4. If the outing is NEHT affiliated, make sure you have their sign in form for NEHT members.
5. Prominently display the Equine Liability Laws notice or sign for your state— VP or Treasurer can provide.
6. Be sure you or your assistant are taking photos for News and publicity!

AFTER YOUR OUTING:

1. Take down the trail marking signs and direction signs to the staging area upon completion of the Outing, and police manure removal or dispersal. This keeps land owners happy.
2. Mail the GSCA banner to the next Host to be holding an Outing, or as directed by the VP. If applicable, mail completed NEHT Completed Mileage Form to NEHT.

3. Submit Membership Applications and monies collected to Treasurer for recording, plus any expense receipts for reimbursement as needed.

Potential expenses for reimbursement could include: light refreshments, budgeted at \$25 for day outings and \$65 for multi-day outings; copies of forms; mailing GSCA banner to next Host; unusual mileage necessary for prep (not mileage to attend the outing); copies of maps & signage [PLEASE NOTE that Treasurer can provide copies of these plus Liability releases & Membership forms in advance]; land owner's gifts if appropriate; porta-potty reimbursement if not paid by club already.

4. Send any paper copies of liability forms to the GSCA Vice President. These forms are retained for insurance purposes, and used to determine club year-end Participation Award. FORMS MUST BE SUBMITTED BY END OF YEAR.
5. Landowner Gift of Appreciation is strongly encouraged, and GSCA has budgeted up to \$50 to support this financially. Type of Gift is at Host's discretion but it cannot be monetary. If there are multiple land owners, then the \$50 is to be split for presents for the multiple land owners. At very least, Host should send a Thank-You note/card on behalf of the club, or ask Treasurer or Secretary to do so.
6. WITHIN THE FOLLOWING WEEK, PLEASE write an article for club news, publicity, and website describing your Outing, and provide pictures you have taken. You may ask someone who attended the Outing to help with writeup and photos. These should be provided to the Newsletter Editor and the Publicity Coordinator while they are newsworthy (see below link FOR OUTING ASSISTANCE.)

FOR OUTING ASSISTANCE: GSCA President, VP, Treasurer, Newsletter Editor, Publicity Coordinator and other Board members:

<http://granitestatecarriage.org/index.php/about-gsca/officers>

LINKS TO PAPERWORK & REFERENCES— (copies can be provided by Treasurer)

Adult Release of Liability form, Minor Release of Liability form, GSCA Membership Application (New/Renewal), GSCA Driving Safety Tips—

www.granitestatecarriage.org/index.php/news-resources/outing-host-resources

GSCA Calendar of Activities —

<http://granitestatecarriage.org/index.php/activities-photos/gsca-calendar>

STATE LIABILITY LAWS (NH, VT, MA, ME)—

Find on GSCA Adult Release of Liability form (page 3) or inquire with Treasurer for pre-printed copies.

LINK TO FACEBOOK: GSCA Granite State Carriage Facebook group
(Outing announcements and Updates, and to post Outing photos afterwards):
<https://www.facebook.com/groups/GSCAdriving/>

If you have any questions about your Outing— OR ANY DATE CHANGES OR CANCELLATIONS— contact the Vice President immediately, who will get you answers and help and post Updates/changes to Facebook!

It is possible that a substitute Host or location could be found if you feel you must cancel your planned Outing. PLEASE NOTIFY VP IMMEDIATELY if any problems holding the Outing are encountered.

THANK YOU FOR BEING A GSCA HOST!

Revised: Jan. 13, 2022