



BVDC Recreational Pleasure Drive Planning Guidelines

Selecting a Date / Time

- Typically a Saturday or Sunday is best for most members.
- If there will be a rain date, choose Saturday as the primary date with Sunday as the fallback.
- Spring and fall usually provide the best weather for both equines and humans.
- If morning is chosen, select a mid-morning drive-off time to allow people from greater distances to get there.
- The date must be approved by BVDC Board; they will determine potential date conflicts with other local BVDC and non-BVDC events on the calendar.

Location

- Availability of easy parking for rigs (determined by upper limit set for # of turnouts).
- Geographic proximity to BVDC members so that people will not have to drive more than about 1.5 to 2 hours to get there.
- Property ownership issues must be considered – private, state-owned, public parks, whether equine activities are permitted, etc.
- If a picnic is planned, it's nice to have an area near trailer parking for participants to gather for this.
- Availability of porta-potties or other bathroom facilities.
- Availability of water for horses (if not available, be sure to inform people in advance so they can bring water with them).

Planning the Route

- Availability of good, safe footing during spring/summer/fall seasons.
- Availability of trails wide enough for carriages.
- Availability of trails with a duration long enough for at least a one hour drive.
- Terrain (flat vs. hilly) appropriate for the experience and fitness levels you want to attract.
- If the route will be complex or unmarked, try to provide maps to participants.
- Alternate routes can be planned for different size equines or different fitness levels.
- A leader should be designated for each route who knows the route very well.

Insurance, Liability

- Property owners may require BVDC certificate of insurance; need to ask them in advance. If they do, request this from our insurance contact (currently Newt Brosius).
- Need to confirm that our insurance carrier is aware of the event in advance (normally they require us to submit our calendar of future events at the annual renewal time; if this event was not on this list, they need to be informed of this); check with our insurance contact about this.
- All participants/attendees must sign the BVDC liability disclaimer form in advance; these forms must be kept in club records for several years (send to current BVDC president after the event).
- Evidence of negative Coggins within the past year is required for all participating equines; we don't need to keep the copy but it needs to be presented before the drive begins.



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Signage

- Signs posted to help people find the drive parking area.
- Trail markers may be needed if the trail is difficult to follow.
- Warning signs for cars to let them know that horses are on the road if the trail uses or crosses public roads.
- BVDC has some signs in the equipment trailer; contact the current Equipment Chairperson for availability and to make arrangements to pick up in advance.

Safety Tips

- Consider limiting the number of people on the drive; typical 8-10 turnouts is best but this is really up to the judgement of the organizer because it depends on the venue and whether a large group can be split into multiple smaller groups.
- It is recommended to walk the entire trail as close to the event date as possible to be sure it is still safe (for example, no washed out footing due to heavy rains).
- A good idea is to have a leader and a “caboose” carriage with walkie talkies (push to talk works better than a cell phone – especially since cell service is not always good in rural areas).
- The last carriage (“caboose”) should have a “Pass Wide & Slow” sign on the back to alert oncoming traffic if the trail uses any public roads.
- If there will be crossings over public roads with moderate/heavy traffic, it’s advisable to have “crossing guards” to help carriages safely cross.

Fees

- If there will be fees for parking, admittance, etc – propose to the BVDC Board how this will be handled (club will pay, or charge individuals).
- Board will need to approve any costs to be paid by the club

What Participants Should Bring

- Chairs for themselves/guests.
- Water for their horses if not available on location (for both drinking and cooling down).
- Food for themselves and/or to share (if this is being planned).
- Beverages, snacks, paper goods if needed.

Advertising

- Details about the drive should be provided to the Newsletter Editor at least 2 months in advance (so that it appears in at least 2 monthly newsletters).
- Notify e-lines coordinator to send out an e-blast about a month in advance and then again about a week before the RSVP deadline.
- The following details should be included in the advertisement:
 - Date/time (both the arrival time as well as the “drive-off” time)



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- Location and details about the characteristics of the route (hilly, paved roads, length/duration, difficulty, water crossings, etc)
- Recommendations for equines (size, fitness level, shoeing, experience level)
- What participants should bring with them
- Requirement for signed BVDC liability disclaimer forms for all drivers/passengers, Coggins for all equines
- Fees (if any)
- Plans for food
- Suggested comfort items (chairs, etc)
- Water for horses if not available on-site
- Availability of human facilities (like porta-potties)
- Organizer's contact info for questions and RSVPs
- RSVP deadline (usually one week before the event date)

After the Drive is Over

- Send the signed BVDC liability disclaimer forms to current BVDC president
- Send the following to the BVDC Newsletter editor:
 - list of participants
 - article
 - photos (identify who is in the photos and who took the photos)