

ADDITIONAL REPORTS FOR WEB SITE:

CHITS:

RIDER NAME: _____				
		HRS	MINS	SECS
ARRIVAL TIME				
PULSE TIME				
PULSE TIME				
REPULSE TIME				
PULSE				
OUT TIME				

RIDER NAME: _____				
		HRS	MINS	SECS
ARRIVAL TIME				
PULSE TIME				
PULSE TIME				
REPULSE TIME				
PULSE				
OUT TIME				

RIDER NAME: _____				
		HRS	MINS	SECS
ARRIVAL TIME				
PULSE TIME				
PULSE TIME				
REPULSE TIME				
PULSE				
OUT TIME				

RIDER NAME: _____				
		HRS	MINS	SECS
ARRIVAL TIME				
PULSE TIME				
PULSE TIME				
REPULSE TIME				
PULSE				
OUT TIME				

TIMERS' TEMPLATES - FINISH SHEET

FINISH SHEET				FINISH SHEET			
RIDE NAME: _____				RIDE NAME: _____			
DATE : _____				DATE : _____			
	Rider #	RIDER NAME	√		Rider #	RIDER NAME	√
1				31			
2				32			
3				33			
4				34			
5				35			
6				36			
7				37			
8				38			
9				39			
10				40			
11				41			
12				42			
13				43			
14				44			
15				45			
16				46			
17				47			
18				48			
19				49			
20				50			
21				51			
22				52			
23				53			
24				54			
25				55			
26				56			
27				57			
28				58			
29				59			
30				60			

TIMERS' TEMPLATES - ENDURANCE RIDE STANDING SHEET

RIDE NAME: _____

RIDE DISTANCE: _____

DATE : _____

TOTAL HOLD TIME: _____

Position	Rider #	RIDER NAME	FINISH TIME	START TIME	ELAPS. TIME	HOLD TIME	RIDE TIME
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							

TIMERS' CHEAT SHEET

40 Min holds		50 Min		30 Min		20 Min	
0.00	0.40	0.00	0.50	0.00	0.30	0.00	0.20
0.01	0.41	0.01	0.51	0.01	0.31	0.01	0.21
0.02	0.42	0.02	0.52	0.02	0.32	0.02	0.22
0.03	0.43	0.03	0.53	0.03	0.33	0.03	0.23
0.04	0.44	0.04	0.54	0.04	0.34	0.04	0.24
0.05	0.45	0.05	0.55	0.05	0.35	0.05	0.25
0.06	0.46	0.06	0.56	0.06	0.36	0.06	0.26
0.07	0.47	0.07	0.57	0.07	0.37	0.07	0.27
0.08	0.48	0.08	0.58	0.08	0.38	0.08	0.28
0.09	0.49	0.09	0.59	0.09	0.39	0.09	0.29
0.10	0.50	0.10	0.60	0.10	0.40	0.10	0.30
0.11	0.51	0.11	1.00	0.11	0.41	0.11	0.31
0.12	0.52	0.12	1.01	0.12	0.42	0.12	0.32
0.13	0.53	0.13	1.02	0.13	0.43	0.13	0.33
0.14	0.54	0.14	1.03	0.14	0.44	0.14	0.34
0.15	0.55	0.15	1.04	0.15	0.45	0.15	0.35
0.16	0.56	0.16	1.05	0.16	0.46	0.16	0.36
0.17	0.57	0.17	1.06	0.17	0.47	0.17	0.37
0.18	0.58	0.18	1.07	0.18	0.48	0.18	0.38
0.19	0.59	0.19	1.08	0.19	0.49	0.19	0.39
0.20	1.00	0.20	1.09	0.20	0.50	0.20	0.40
0.21	1.01	0.21	1.10	0.21	0.51	0.21	0.41
0.22	1.02	0.22	1.11	0.22	0.52	0.22	0.42
0.23	1.03	0.23	1.12	0.23	0.53	0.23	0.43
0.24	1.04	0.24	1.13	0.24	0.54	0.24	0.44
0.25	1.05	0.25	1.14	0.25	0.55	0.25	0.45
0.26	1.06	0.26	1.15	0.26	0.56	0.26	0.46
0.27	1.07	0.27	1.16	0.27	0.57	0.27	0.47
0.28	1.08	0.28	1.17	0.28	0.58	0.28	0.48
0.29	1.09	0.29	1.18	0.29	0.59	0.29	0.49
0.30	1.10	0.30	1.19	0.30	1.00	0.30	0.50
0.31	1.11	0.31	1.20	0.31	1.01	0.31	0.51
0.32	1.12	0.32	1.21	0.32	1.02	0.32	0.52
0.33	1.13	0.33	1.22	0.33	1.03	0.33	0.53
0.34	1.14	0.34	1.23	0.34	1.04	0.34	0.54
0.35	1.15	0.35	1.24	0.35	1.05	0.35	0.55
0.36	1.16	0.36	1.25	0.36	1.06	0.36	0.56
0.37	1.17	0.37	1.26	0.37	1.07	0.37	0.57
0.38	1.18	0.38	1.27	0.38	1.08	0.38	0.58
0.39	1.19	0.39	1.28	0.39	1.09	0.39	0.59
0.40	1.20	0.40	1.29	0.40	1.10	0.40	1.00
0.41	1.21	0.41	1.30	0.41	1.11	0.41	1.01
0.42	1.22	0.42	1.31	0.42	1.12	0.42	1.02
0.43	1.23	0.43	1.32	0.43	1.13	0.43	1.03
0.44	1.24	0.44	1.33	0.44	1.14	0.44	1.04
0.45	1.25	0.45	1.34	0.45	1.15	0.45	1.05
0.46	1.26	0.46	1.35	0.46	1.16	0.46	1.06
0.47	1.27	0.47	1.36	0.47	1.17	0.47	1.07
0.48	1.28	0.48	1.37	0.48	1.18	0.48	1.08
0.49	1.29	0.49	1.38	0.49	1.19	0.49	1.09
0.50	1.30	0.50	1.39	0.50	1.20	0.50	1.10
0.51	1.31	0.51	1.40	0.51	1.21	0.51	1.11
0.52	1.32	0.52	1.41	0.52	1.22	0.52	1.12
0.53	1.33	0.53	1.42	0.53	1.23	0.53	1.13
0.54	1.34	0.54	1.43	0.54	1.24	0.54	1.14
0.55	1.35	0.55	1.44	0.55	1.25	0.55	1.15
0.56	1.36	0.56	1.45	0.56	1.26	0.56	1.16
0.57	1.37	0.57	1.46	0.57	1.27	0.57	1.17
0.58	1.38	0.58	1.47	0.58	1.28	0.58	1.18
0.59	1.39	0.59	1.48	0.59	1.29	0.59	1.19

ROLES & RESPONSIBILITIES OF SPOTTERS

1. Spotters should have a clipboard and pens
2. Spotters should have a Master Sheet with all riders, and their numbers separated by ride and loop with an approximation of time range each group is expected to ride by their spot
3. The Trail Master will determine where Spotters are required and communicate this with the VC
4. Spotters should ensure that they can communicate with Ride Camp and that they are well protected from the elements and bring whatever is required to be comfortable and safe during their allotted time. Suggested items include:
 - a. High visibility vest
 - b. Cell phone
 - c. Chair
 - d. Sunscreen
 - e. Umbrella
5. The VC with the assistance of the Food Manager will have meals delivered to Spotters by the Water Truck at specified times. If a Spotter has not received water and/or meals during the allotted time they should contact the VC.
6. The Spotter must keep track of all Riders going through their spot check. Any Riders that appear to be missing must be reported to the VC.
7. The VC will be in contact with the Head Timer so that Spotters have up to date information on the timing of various Riders
8. The Spotter will contact the VC and confirm that a new Spotter is replacing the current one
9. The Spotter will contact the VC if a replacement Spotter has failed to arrive at the designated time

ROLES & RESPONSIBILITIES OF TIMERS

Head Timer:

1. Assists VC with the allocation of volunteers to Timer positions
2. Assists VC with the training of all Timers
3. Is aware of all responsibilities for all Timer positions
4. Is present during the entire event to assist Timers and act as liaison with the VC, RS & RM relating to any issues related to this area
5. Will liaise with the VC so that Spotters are up to date on the timing of Riders arriving at various spot checks.
6. Gives all vet cards to RS once riders have completed ride or been eliminated.

Arrival/Release Timer Tent:

1. Recommended to have at least two Timers in this position at all times.
2. Should have clipboard, pens, "cheat sheets" and master rider list (Master Sheet).
3. Arrival Timers update Master Sheet (see Timer Templates) as riders arrive
4. Arrival Timers pass vet cards onto Pulse/Out Timers once riders have arrived, received their chit and updated Master Sheet.
5. Release Timers will be given vet cards from Pulse/Out Timers once riders have completed/passed pulsing and vet checks or been eliminated.
6. Release Timers will receive chits from Riders after the hold is finished, confirm out-time and allow riders to start next loop.
7. Release Timers will update Master Sheet once riders have left on next loop or finished ride or been eliminated
8. Release Timers will give all Vet Cards to Head Timer once Riders have completed their final loop or been eliminated from ride.

Pulse/Out Timer Tent:

1. Recommended to have at least two Timers in this position at all times.
2. Pulse Timer receives vet cards from Arrival Timer
3. Pulse Timer receives chit from rider once rider is ready for pulsing and matches vet card to rider
4. Pulse Timer informs Rider of hold time for current loop
5. Pulse Timer prints pulse time on Rider's chit and gives Rider both chit and vet card so that the Rider may proceed to the Vet Area to be pulsed.
 - a. If pulse is not met: Scribe returns chit & vet card to Pulse Timer. The Scribe should have scratched out the pulse times on the chit and vet card and printed the pulse onto the chit.
 - i. Rider will return to Pulse Timer once he believes horse is within parameter to retrieve vet card and have new pulse time printed on chit and Rider will return to Vet Area to be pulsed.
 - ii. If the pulse is still too high
 1. FEI: the horse is eliminated and the Scribe should return both the chit and the vet card to the Out Timer.

2. Open & Set Speed: the horse has 20 minutes from the pulse time to meet parameters and may present until parameters are met. Once the 20 minutes is up the horse is eliminated and the Scribe should return both the chit and the vet card to the Out Timer.
 - b. Assuming pulse met, Rider has horse vetted. Once horse is vetted Rider returns to Out Timer
 - i. If horse needs a recheck the horse must return to the vetting area to the same vet before the hold time is completed.
 1. Scribe will write out-time on "sticky" and return chit and vet card to Out Timer so that Master Sheet can be updated.
 2. Rider will return to Out Timer within time parameters to retrieve chit and vet card and then return to Vet Area with "sticky", chit and vet card for recheck.
 3. If the recheck is a pass, the Rider will return to the Out Timer.
 4. If the recheck is not passed then the horse is eliminated.
6. If the horse is eliminated for either not meeting pulse parameters or failing the vet check the Timer must:
 - a. Return the chit and vet card to the Out Timer so the Master Sheet can be updated
 - b. Inform the Head Timer so that she in turn can update the following:
 - i. VC so spotters can be updated
 - ii. Arrival/Out Timers
 - iii. President of Ground Jury
 - iv. RS
 - v. RM
7. Out Timer receives vet card from Rider once horse has passed vet check. The out-time is printed on the vet card and the Master Sheet is updated. The out-time is also printed onto the chit and returned to the Rider.
8. Out Timer returns vet card to the Arrival Timer.

ROLES & RESPONSIBILITIES OF SCRIBES

1. All Scribes should have a clipboard and pens
2. Vet Scribes should have a Timer Cheat Sheet
3. All Vets should have one Scribe assigned to them at all times.
4. There should be at least two or three Scribes available for pulse checks especially during busy times.
5. Vet Scribes may help Pulse Scribes if their Vet is not vetting a horse.
6. *Pulse Scribes:*
 - a. Are responsible for i.d.'ing horses with their # once the horse has passed the first vet check and is officially good to participate.
 - b. Print the arrival & pulse times from chit onto the vet card
 - c. If pulse parameter is met, the Rider proceeds to the vet check where the vet will check the pulse again before proceeding with the vet check.
 - d. If pulse parameter is not met:
 - i. the Scribe should write the pulse on the chit and stroke out the pulse time on both the chit and vet card. The Rider should keep the chit but the Scribe should return the vet card to the Out Timer.
 - ii. Once the Rider returns to have the pulse rechecked, the new pulse time that the Out Timer marked on the chit should be noted on the vet card,
 - iii. If the horse passes the second pulse check, the Rider retains the vet card and proceeds to the vet check
 - iv. If the second pulse check is not passed:
 1. FEI: the horse will be eliminated and the Scribe must return the vet card and chit to the Out Timer to update the Master Sheet.
 2. Open & Set Speed: the horse has 20 minutes from the pulse time to meet parameters and may present until parameters are met. Once the 20 minutes is up the horse is eliminated and the Scribe should return both the chit and the vet card to the Out Timer.
 - e. The Scribe ensures that the vet card follows the horse from the pulse check to the vet check
7. *Vet Scribes:*
 - a. The Scribe is responsible for marking down all info from the Vet onto the vet card.
 - b. Assuming the horse passes the vet check, the vet card is returned to the Rider to return to the Out Timer for an out-time
 - c. If the horse does not pass the vet check, the Scribe takes the chit and vet card and returns them to the Out Timer. The Scribe, using the Timer Cheat Sheet, marks down the out-time onto a "sticky" and instructs the Rider to return for a recheck prior to the out-time.
 - d. Upon the Rider's return for a recheck the vet card the Rider has just received back from the Out Timer is returned to the Scribe in order for the Scribe to mark down any appropriate info from the Vet during the recheck. Assuming the horse passes the recheck the Scribe gives the vet card back to the Rider who should then return to the Out-Timer to confirm the out-time and have it marked on the vet card.
 - e. If the horse does not pass the recheck the horse is eliminated and the Scribe should return both the chit and the vet card to the Out Timer to update the Master Sheet.