

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), 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 calling 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 is set for your Outing, to add to GSCA's Schedule of Activities.

2. Create and publish well in advance an Outing Flyer for your drive/ride.

FLYER TO INCLUDE:

Name of Outing, identified as Granite State Carriage Association's

Include "For Drivers and Riders" or "Drive-Ride Outing" (unless N/A)

Date(s) and start time. Consider offering a rain date alternative if possible.

Indicate if you will offer outing mileage for NEHT riders (ask VP for info)

Enticing Photo(s) of Outing area (highly recommended!)

Host name and contact info

Request to notify Host if planning to attend (unless Pre-Registration required)

Pre-registration form and deadline, if applicable

Time of advance briefing, if you are holding one

Description, location and directions, approximate mileage(s) avail. to Drive & Ride

Note that "open to current GSCA Members and their guests"

Note to "join us for bring-your-own lunch afterwards"

Note that no Porta-potty will be available if a one-day Outing

GSCA Facebook group web address for Outing updates (below)

Links to website for Membership payments/renewals and Liability releases (below)

Provide 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.

3. A month before your event, provide Outing Flyer to VP, Newsletter Editor, Secretary and Treasurer for publicity to membership, GSCA website, and Facebook.

4. 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, and potentially write a "trip report" about your outing afterwards.

4. Consider holding an advance briefing and state the time for it in your Flyer to encourage people to arrive on time. During the briefing you can discuss any particular rules or concerns and go over any trail issues to be noted.

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 and this should be indicated on your Outing Flyer.
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, club Calendar of Activities, GSCA club brochures, light refreshments or other snacks/drinks for first-come, first-served (optional), GSCA club brochures as can, photos of other GSCA activities, photo album etc. (optional).
4. Prominently display the Equine Liability Laws notice or sign for your state— VP or Treasurer can provide, is also included in GSCA Adult Liability Release form.
5. 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]; porta-potty reimbursement if not paid by club already.
4. Landowner Gift of Appreciation is strongly encouraged, and GSCA has budgeted up to \$50 to support this financially, please discuss with Treasurer. Type of Gift is at Host's discretion. At very least, Host should send a Thank-You note/card on behalf of the club, or ask Treasurer or Secretary to do so.
5. 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, the VP, and the Secretary quickly, while they are newsworthy (see below link FOR OUTING ASSISTANCE.)

6. Send all collected (signed & witnessed) Release of Liability forms to the Vice President as soon as possible after your Outing. These forms are retained for insurance purposes, and used to determine club year-end Participation Award. FORMS MUST BE SUBMITTED BY END OF YEAR.

FOR OUTING ASSISTANCE: GSCA President, VP, Treasurer, Secretary, Newsletter Editor, 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!