Thank you for offering to organise a trek for the members of the Western Australian Horse Trekkers Club (WAHTC).

Set out below is a guide on how to organise your trek, with links for all the paperwork required. If the link doesn’t work, all the forms are available on our [*club website*](https://watrekkers.info/forms/).

We have a number of mentors available in the club to assist you with organising your trek, so feel free to contact the Secretary at *wahorsetrekkers@gmail.com* to request a mentor.

In this document, words and phrases in *italic blue text and underlined* contain a hyperlink to the relevant website or document.

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# Definitions

***“ATHRA”*** *refers to the* [*Australian Trail Horse Riders Association*](http://www.athra.com.au/)*;*

***“Committee”*** *refers to the elected Club Committee for the current year;*

***“Ride Attendance Register”*** *refers to the register of riders and volunteers that is signed by all riders and volunteers on the first day of the event, and initialled each day afterwards;*

***“events”*** *refer to rides, treks, camps, meetings and any other occurrences attended by WAHTC members;*

***“Junior Member”*** *refers to a member who is 12 to 17 (inclusive) years of age;*

***“Nominate”*** *refers to the* [*online event registration system*](https://www.nominate.com.au/equestdn/Nominate.aspx?eventlist=39)*;*

***“participants”*** *refers to members, visitors, guests and volunteers at a WAHTC event;*

***“rider”*** *refers to both riders and drivers of horses, plus any passengers in a harness vehicle;*

***“ride”*** *refers to the individual daily ride at a WAHTC event;*

***“trek”*** *refers to a trail riding event conducted by WAHTC;*

***“Trek Notes”*** *refer to the individual Trek Notes for a particular event; and*

***“WAHTC****” refers to the Western Australian Horse Trekkers Club.*

# Preliminary Arrangements – up to 12 months before event

| **Task** | **Completed** | **Comment** |
| --- | --- | --- |
| Familiarise yourself with the [*ATHRA Code of Conduct*](https://www.athra.com.au/forms/governance/538-ims-gu-010-athra-code-of-conduct-v20220126/file.html), the [*WAHTC Club Rules*](https://d9072b.p3cdn1.secureserver.net/wp-content/uploads/2023/01/WAHTC-Club-Rules-updated-December-2022.pdf) and this document. | [ ]  |       |
| Decide on a location and some potential dates. If a landowner is hosting the trek, discuss with them:Requirement for water for the horses.How much space will be needed and/or the maximum number of horses their venue could cater for – explain that horses will be contained in individual yards, and that it is probable any grass in each yard will be torn up.What shower/toilet facilities are available.What cooking facilities are available eg. BBQ, kitchen, outdoor table/chairs, sink, microwave, fridge.Discuss the ground fee (club members generally pay $10/horse/night, or a similar set amount for the entire trek).What they would like done with the manure and waste hay – in piles, in a trailer, in a central pile.What their preference is for the type of hay brought onto the property.What the phone reception is like on the property and out on the trails.If during fire season, whether they will permit fires being lit in fire drums.Whether they already know of any suitable trails for the club member to ride on.Any potential hazards they know of on the trails.Whether the host will be joining the rides – if so, they will be classed as a volunteer and will be covered by ATHRA insurance while riding. | [ ]  |       |
| The length of each ride will be partly dependent on the type of terrain eg. if there are a lot of hills, or it is a difficult or technical track, keep ride lengths shorter. If it is fairly flat and easy, ride lengths can be longer.If a 2-day weekend:You have the option to allow camping on the Friday night;The Saturday ride (10-20km) should be in the afternoon to allow travel to the venue on the Saturday morning;The Sunday ride (10-20km) should be in the morning to allow pack up and travel home on the Saturday afternoon.If a 3-day (long) weekend:You have the option to allow camping on the Friday night;The Saturday ride (10-20km) should be in the afternoon to allow travel to the venue on the Saturday morning;The Sunday ride can be an all-day ride (20-30km);The Monday ride (10-20km) should be in the morning to allow pack up and travel home on the Saturday afternoon.For longer treks, plan for:Daily rides to be 15-30km, with a short ride day between longer ride days;If it is a trek with bases and cloverleaf rides out from the base, the moving day gives the horses a day off;Plan for a rest day if staying at a base for 5 days or more. | [ ]  |       |
| If camping is involved, check what area and facilities are available. Ensure that there is water available for the horses. Other possible facilities can be: | [ ]  |       |
| Enclosed paddockShowerToilet | Cooking facilitiesCovered areaDam or stream |
| Apply to the Club Committee by email for approval and insertion on the annual Trek Calendar (preferably prior to the AGM at the end of the previous year). | [ ]  |       |
| Accredited Trail Bosses should be organised at this time. Trail Bosses have overall responsibility for before, during and after the ride. If the appointed Trail Boss can’t attend or ride, responsibilities can be transferred to another Trail Boss before or during the ride. | [ ]  |       |

# After Committee Approval – 6 months before event

| **Task** | **Completed** | **Comment** |
| --- | --- | --- |
| Contact the relevant people/authorities (eg. landowners, cottage venues, caravan parks, DBCA [Department of Biodiversity, Conservation and Attractions], etc) for bookings, permission or permits. Inform them of dates and check their requirements. If applying to DBCA, this needs to be done at least 3 months prior to the event using the [*DBCA Application Form*](https://watrekkers.info/wp-content/uploads/2024/04/DBCA-lawful-authority-form-to-conduct-non-commercial-activities-on-calm-act-land-2024.docx). Complete this in conjunction with the Secretary, as there will be additional paperwork you will need to source to go with the form. | [ ]  |       |
| Consider if it is to be a “Cart Friendly” event and select tracks suitable for harness vehicles. If it is required that carts take a different route in sections out of sight to riders, there must be at least two ridden horses accompanying them (including a Trail Boss). | [ ]  |       |
| Decide on the trails to be followed, and if necessary, organise a date for a pre-trek reconnaissance.Ensure that no trail encroaches on any designated single formed tracks eg. Bibbulmun walking trail, Munda Biddi cycling trail, official mountain bike trails. These can all be identified on Alltrails. Multi-use shared sections of these trails are acceptable for our club to ride on.Note that all pre-trek reconnaissance trips must be sanctioned by the Club Committee. At least a week prior to conducting any reconnaissance, complete the WAHTC [*Pre-Trek Reconnaissance Application Form*](https://watrekkers.info/wp-content/uploads/2024/04/WAHTC-Pre-Trek-Reconnaissance-Application-Form-Fillable.docx) and email it to the Secretary, who will forward it to the Club Committee for approval. Note all the requirements listed on this form. | [ ]  |       |
| Once you have received approval from the Committee, you can conduct your reconnaissance.Please note that you will only be covered by ATHRA insurance if you are riding/harness driving the reconnaissance, have the required Trail Boss (who must be riding) and another rider as a minimum, completed the ATHRA [*Pre-Ride/Event Checklist*](https://watrekkers.info/wp-content/uploads/2022/09/WAHTC-Pre-Ride-Event-Check-List.docx) and signed a [*Ride Attendance Register*](https://www.athra.com.au/forms/ride-forms-1/474-ims-f-009-ride-attendance-register-v20190203/file.html). Trails should be checked again close to the trek date (they may be affected by recent storms, rain or fire, locked gates, new fences, etc). At this time, the final trails can be recorded on AllTrails.  | [ ]  |       |
| A minimum of two riders per group must be familiar with the trails (or to be able to follow the trails in AllTrails), in case one withdraws.  | [ ]  |       |
| Determine the ride skills required for each ride section. Consider the degree of difficulty when planning the ride, using the [*WA Horse Trail Classifications*](https://watrekkers.info/wp-content/uploads/2023/03/Horse-Trail-Classifications-WA.pdf). | [ ]  |       |
| Where necessary, select a lunch stop location and confirm that there are enough tie-up points for the projected group sizes, and that water is available at that location, or if no water, that there is vehicle access for a supporter to take water.  | [ ]  |       |
| Where a total fire ban is likely to exist for the date of the trek, have an alternative plan for cooking arrangements.  | [ ]  |       |
| In consultation with the Trail Bosses, organise a contingency plan for sudden weather changes that may affect the trek.  | [ ]  |       |
| Expenses may be claimed and reimbursed on submitting a [*Reimbursement Claim Form*](https://watrekkers.info/wp-content/uploads/2024/04/WAHTC-Reimbursement-Claim-Form-2023-24.xlsx) and the receipts to the Treasurer eg. fuel for pre-trek reconnaisance when done by vehicle.  | [ ]  |       |
| For longer treks (over three days), a budget must be submitted and approved by the committee prior to any expenditure – as extra costs will need to be factored into the trek fees charged. Consult with the Secretary and Treasurer for assistance with the budget. | [ ]  |       |

# Lead Up to Trek (2-3 months before event)

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| **Task** | **Completed** | **Comment** |
| Use the [*Trek Notes Template*](https://watrekkers.info/wp-content/uploads/2024/05/WAHTC-Trek-Notes-Template-May-2024.docx) to draft up Trek Notes for the trek. Consult with the Secretary regarding what fees to charge, as items such as Nominate fees need to be included.When complete, forward the Trek Notes to the Secretary for distribution to members and registration on Nominate. Where possible, allow at least four weeks’ notice prior to the trek. | [ ]  |       |
| Organise to pick up the [*club gear*](#_Pack_all_the) from the trek previous to yours, or if you can’t attend that one, organise for another member to pick the club gear up and drop to your place or bring it to your trek.Ensure the radios are charged prior to your trek.Wash the vests if necessary. | [ ]  |       |
| Consider providing a thank you gift for the host of the trek (maximum $50, to be included). Consider using club merchandise as a gift (contact the Merchandise Officer). If buying a gift, do it in consultation with the Treasurer, and the maximum expense is $50. Give the receipt to the Treasurer with a [*Reimbursement Claim Form*](https://watrekkers.info/wp-content/uploads/2024/04/WAHTC-Reimbursement-Claim-Form-2023-24.xlsx). | [ ]  |       |

# After the Closing Date (3-7 days before event)

| **Task** | **Completed** | **Comment** |
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| Check your emails from Nominate to ensure you have received adequate entries for the trek. If there are less than 4 entries, the trek may be cancelled (at the discretion of the Trail Boss, in conjunction with the Trek Organiser), and those that did enter will receive a refund for their trek entry fees paid.All entries must be done through Nominate.Late entries will only be accepted if approved by the Trek Organiser. If this is the case, contact the Secretary to re-open the trek so that the late entries can be made.  | [ ]  |       |
| Contact the Secretary at *wahorsetrekkers@gmail.com* to send you a spreadsheet of entrants’ details, which include the medical and emergency contact details.Discuss with the secretary which participants (considering their riding abilities and their horse’s pace) should go together in each of the trek groups.Insert a copy of the medical and emergency contact details in each of the human first aid kits.If there are any participants who have not given their medical information online in Nominate, they must complete a WAHTC [*Medical Information and Emergency Contact Form*](https://d9072b.p3cdn1.secureserver.net/wp-content/uploads/2022/09/WAHTC-Medical-Info-and-Emergency-Contact-Form-Fillable.docx) to go out with the ride in the first aid kit. | [ ]  |       |
| Print the following forms to take to the event:ATHRA IMS-F-010 [*Pre-Ride - Event Checklist*](https://d9072b.p3cdn1.secureserver.net/wp-content/uploads/2022/09/WAHTC-Pre-Ride-Event-Check-List.docx). Complete prior to the event.ATHRA IMS-F-011 [*Post-Ride Summary*](https://d9072b.p3cdn1.secureserver.net/wp-content/uploads/2022/08/WAHTC-Post-Ride-Summary.docx). Complete after the event.Ride Attendance Register relevant to the length of your trek. Fill in the names and emergency details prior to the event, preferably in alphabetical first name order:[*Single Day Ride Attendance Register*](https://watrekkers.info/wp-content/uploads/2023/08/WAHTC-Single-Day-Ride-Attendance-Register.docx)[*2-3 Day Ride Attendance Register*](https://watrekkers.info/wp-content/uploads/2022/08/WAHTC-Multiple-Day-Ride-Attendance-Register-3-Days.docx)[*4-Day Ride Attendance Register*](https://watrekkers.info/wp-content/uploads/2022/08/WAHTC-Multiple-Day-Ride-Attendance-Register-4-Days.docx)[*7-Day Ride Attendance Register*](https://watrekkers.info/wp-content/uploads/2022/08/WAHTC-Multiple-Day-Ride-Attendance-Register-7-Days.docx)ATHRA IMS-F-012 [*Incident Report*](https://www.athra.com.au/forms/insurance-1/402-ims-f-012-incident-report-v20220126/file.html) (print 1 copy – more are available in the Trail Boss kits if needed). Complete as soon as possible after an incident, and forward to the *Secretary* with a copy of the completed Ride Register. WAHTC [*Ride Briefing Prompt Sheet for Trail Bosses*](https://watrekkers.info/wp-content/uploads/2024/06/WAHTC-Ride-Briefing-Prompt-for-Trail-Bosses.pdf) or a copy is available in each Trail Boss kit.It is the responsibility of the Trek Coordinator to ensure all of the above paperwork is completed, signed by the Trail Boss/es, and items a, b, c and d are returned to the Club Secretary after the trek. (Some tasks may be delegated to other people, if required). | [ ]  |       |
| Be familiar with the ATHRA IMS-FAQ-002 [*Frequently Asked Insurance Questions*](https://www.athra.com.au/forms/insurance-1/577-ims-faq-002-frequently-asked-insurance-questions-v20200605/file.html) prior to the event. | [ ]  |       |
| Other forms you may need to print out or forward onto participants for completion are:*WAHTC* [*Parent and Designated Guardian Form*](http://watrekkers.info/wp-content/uploads/2022/09/WAHTC-Parent-and-Designated-Guardian-Form-fillable.docx) – for those junior riders who are riding under the supervision of someone else, who is not their parent or guardian.*WAHTC* [*Medical Information and Emergency Contact Form*](https://secureservercdn.net/198.12.145.38/d90.72b.myftpupload.com/wp-content/uploads/2022/09/WAHTC-Medical-Info-and-Emergency-Contact-Form-Fillable.docx) – to be completed by those not wishing to submit their details online in “Nominate”, or for those going out on Pre-trek trips. | [ ]  |       |
| In conjunction with your Trail Bosses, decide who your officials will be for each group, and contact them to confirm they are happy to do the role:Lead RiderDrag RiderFirst Aid Officer | [ ]  |       |
| Finalise support crew arrangements, if any. Ensure you have their phone numbers. Advise them if the lunch stop location is accessible for vehicles and guests.  | [ ]  |       |
| If required, finalise catering arrangements. | [ ]  |       |

# Day before the trek

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| **Task** | **Completed** | **Comment** |
| Pack all the club gear:Depending on number of groups, up to five Trail Boss kits – which each contain:2 radios (ensure they are pre-charged) hi-viz vests (orange for Trail Boss, yellow for Lead and Drag Riders, green for First Aid Officer) – wash prior to the day if necessarya red first aid kitclub paperwork (Trail Boss checklist, incident forms)Club light towerLarge (2.1m x 1.3m) Club banner to be hung at the entrance to the venueClub banner flagOne “Caution Horses” road signs (760mmH x 600mmW). This will require heavy rocks or branches to hold it down.2 “Horses on Road Next 1km” road signsTread-in arrow signs to indicate direction to venue/camp | [x]  |       |
| Where signage is required, decide how it is to be set up.  | [ ]  |       |

# Day of the Trek

|  |  |  |
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| **Task** | **Completed** | **Comment** |
| Arrive at the venue first to advise people on where to park, where to build horse yards and where the water point/s are. | [ ]  |       |
| Ensure the ATHRA Ride Attendance Register is signed by all participants before the pre-ride briefing on the first day of the trek. Each subsequent day, ensure the register is initialled by all participants at the pre-ride briefing. | [ ]  |       |
| Inform the nominated First Aid person/s of any serious medical conditions for particular participants.  | [ ]  |       |
| Tack up and boot (as necessary) at least half an hour early so that you have the time to answer questions and assist participants. | [ ]  |       |
| Hold a briefing with the Trail Bosses prior to the pre-ride briefing:If not previously agreed on, designate official roles to members of each group (Lead and Drag Riders, First Aid).Discuss whether a ‘buddy system’ is required for anyone in their group (first timers, nervous and/or inexperienced riders or those riding a young or inexperienced horse), where the rider is teamed with a more experienced member until both horse and rider have settled. \* Note: The buddy system could be for one hour, one ride or a series of rides, depending on the rider and horse’s circumstances.) If the use of particular tack has been requested, ask Trail Bosses to check that all riders in their group have it on their horse. |  |  |
| Hold a pre-ride briefing (without horses present), using the Pre-Ride Briefing ChecklistConduct a headcount to ensure all riders are at the briefing.Ensure parents/guardians or “responsible persons” are aware they must always stay with their junior rider/s before, during and after the ride. | [ ]  |       |

# After the Trek

|  |  |  |
| --- | --- | --- |
| **Task** | **Completed** | **Comment** |
| Complete the [*ATHRA Post-Ride Summary*](https://watrekkers.info/wp-content/uploads/2022/08/WAHTC-Post-Ride-Summary.docx). | [ ]  |       |
| Ensure any incidents or accidents have been recorded on the [*ATHRA Incident Report form*](https://watrekkers.info/wp-content/uploads/2022/08/IMS-F-012-Incident-Report-V20220126.doc). This should be done immediately after the end of the ride, and before all riders leave the venue. Obtain three witness reports wherever possible. Ideally, notes and photos should have been taken at the time of the incident. If possible, put a waypoint in Alltrails at site of incident. | [ ]  |       |
| Congratulate and thank all club members who have contributed to the trek taking place.  | [ ]  |       |
| Give all completed trek paperwork to the Secretary at the trek, or scan and email to the *Secretary* in a timely manner. | [ ]  |       |
| Arrange for the club equipment listed above to go with the Trek Organiser of the next trek, or with someone in their area for pick up. | [ ]  |       |
| Send letters/emails of appreciation to landowner and others outside the club who have contributed to the trek taking place. Club letterheads can be sourced from the Club Secretary. | [ ]  |       |

**Thank you from the WAHTC Committee for organising the trek!**