

## 2021 EDRA Ride Endorsement Instructions

You want to hold an EDRA ride and have identified the course, distances, camp, veterinarians, volunteers, and other critical factors for a successful outcome. You have read the EDRA rules and examined the EDRA ride calendar – and considered the ride calendars of other distance riding affiliations (e.g., Endurance Riders Association of British Columbia, Ride & Tie Association, American Endurance Ride Conference, North American Trail Ride Conference). You believe you are selecting a date that best meets your needs, the needs of potential participants, and the needs of the land owners and land managers where the event will take place.

The ride endorsement application process is time sensitive. An early submission allows for the needed reviews and approvals, as well as time for you to advertise and reach out to potential participants so they know about your event and can plan to attend – contributing to your event’s success. Remember, most riders often make their ride season plans months in advance.

Depending upon whether you are a first-time ride manager or a returning, experienced ride manager, are requesting a club financed ride, or a conjoined event, you’ll need to supply the required information and materials based upon the schedule outlined below:

	<b>Returning Ride Managers (no major changes)</b>	<b>First Time Ride Managers</b>	<b>Rides with Conjoined Events</b>	<b>Club Financed Rides<sup>1</sup></b>
<b>APPLICATION</b>	Completed ride endorsement application – to be submitted a minimum of 45 days prior to your desired event date	Completed ride endorsement application – to be submitted a minimum of 90 days prior to your desired event date	Completed ride endorsement application – to be submitted a minimum of 90 days prior to your desired event date	Completed ride endorsement application – to be submitted a minimum of 90 days prior to your desired event date
<b>VOLUNTEER INFO</b>	N/A	List of key volunteers (indicates you will have the needed support to successfully put on an event) – to be submitted a minimum of 90 days prior to your desired event date	N/A	N/A
<b>SPECIAL ITEMS</b>	Written description of non-endorsed informal trail or introductory ride of less than 25 miles should be noted in the application	Written description of non-endorsed informal trail or introductory ride of less than 25 miles should be noted in the application	Written description of events involving other organizations, such as a ride-and-tie race, competitive trail competition, equestrian trail challenge, competitive mounted orienteering or other formal equestrian activity must be noted in the application	Written request to the EDRA Board to finance the ride must be noted in the application
<b>BUDGET</b>	N/A	N/A	N/A	Proposed budget – to be submitted a minimum of 90 days prior to your desired event date

<sup>1</sup> If your event is approved by the EDRA Board as a club financed ride, EDRA will bear the financial risk/reward as long as the ride manager follows the approved budget and/or receives advance approvals on items of potential cost overrun.

	Returning Ride Managers (no major changes)	First Time Ride Managers	Rides with Conjoined Events	Club Financed Rides <sup>1</sup>
FEE	Endorsement application fee payment – to be submitted a minimum of 45 days prior to your desired event date	Endorsement application fee payment – to be submitted a minimum of 90 days prior to your desired event date	Endorsement application fee payment – to be submitted a minimum of 90 days prior to your desired event date	Endorsement application fee is waived and need not be paid
GPS	GPS tracks and information to verify course length – to be submitted a minimum of 2 weeks prior to your event	GPS tracks and information to verify course length – to be submitted a minimum of 2 weeks prior to your event	GPS tracks and information to verify course length – to be submitted a minimum of 2 weeks prior to your event	GPS tracks and information to verify course length – to be submitted a minimum of 2 weeks prior to your event
SAFESPORT	Copies of SafeSport training certificates – to be submitted a minimum of 2 weeks prior to your event	Copies of SafeSport training certificates – to be submitted a minimum of 2 weeks prior to your event	Copies of SafeSport training certificates – to be submitted a minimum of 2 weeks prior to your event	Copies of SafeSport training certificates – to be submitted a minimum of 2 weeks prior to your event
APPROVAL	Endorsement team approval allowed	Board approval required	Board approval required <sup>2</sup>	Board approval required

### Ride Endorsement Applications:

1. The endorsement application can be found online at <https://www.equinedistanceriding.com/> by logging onto the website and then clicking on the Ride Managers tab where you can locate a link to either the online form or the PDF form. Please be aware, if you choose to use the PDF form, review of your paperwork may be delayed, especially if mail delivery is required.
2. If mailing via USPS, send copies of the PDF endorsement application to all appropriate parties – EDRA Vice President, Endorsement Coordinator and EDRA Treasurer. (Mailing addresses may be found at the bottom of the endorsement application).
3. Whether online or physical mail delivery, send the endorsement application fee to the EDRA Treasurer, unless you are requesting club financed ride status. The payment may be made either online or by physical mail delivery. For 2021 the fee is \$250 per ride and an additional \$50 for each additional consecutive day.
4. If submitted using the online application, the form is automatically distributed to ride endorsement team members. The materials will be reviewed by the team and if applicable, forwarded to EDRA Board members with recommendation to approve, reject or modify the endorsement application. Currently the ride endorsement team includes:
  - The Endorsement Coordinator. An EDRA volunteer responsible for the dissemination of information and materials to the appropriate parties, the individual who works with the applicant on their submittal of GPS data to ascertain and validate course length, who also posts

<sup>2</sup> Endorsement team approval is allowed if the other parties have a reciprocity agreement with EDRA (e.g., Endurance Rider Association of British Columbia).

- ride schedule information on the organization's website and can answer most common questions about the endorsement process.
- The EDRA Vice President. Elected by the membership, is a member of the Board of Directors, and oversees the endorsement team and reviews the application for completeness and ensures the EDRA mission is likely fulfilled if the ride is approved. The Vice President is also responsible for being a conduit of information – sharing upcoming ride information with the PNER Ride Manager Representative in order to promote the applicant's event and to help determine and mitigate potential scheduling conflicts when possible.
  - The EDRA Treasurer. An EDRA volunteer who processes endorsement application payments.
5. Endorsement applications will be reviewed by the team. Existing rides with no changes (i.e., similar date and distance offerings) can be approved by the team within 10 working days.
  6. New rides, those requesting club financed ride status, new venues, added or different distance offerings, rides holding conjoined events will be reviewed by the team and sent to the EDRA Board with a recommendation to approve, reject or modify the endorsement application. The Board's decision will be communicated back to the applicant by the EDRA Vice President. Note that this process may take longer because of the required engagement of the Board. As a consequence, it is recommended that prospective ride endorsement applications be submitted at least 90 days ahead of the scheduled event, even when a returning, experienced ride manager is making the submittal.
  7. The EDRA ride calendar will be filled as rides are endorsed and the Endorsement Coordinator will post ride dates on the organization's website.
  8. The EDRA Vice President will advise PNER of the EDRA ride calendar as rides are endorsed and when rides are cancelled or rescheduled due to unforeseen circumstances.