

# EQUESTRIAN TRAILS PATROL

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The Equestrian Trails Patrol (ETP) is a statewide program of trail riders dedicated to the promotion of trails. Each member/unit has the responsibility of the promotion of good trails, rules governing the use of trails, working closely with the County, State, Federal and Open Space entities in California. They will offer assistance to all who use the trails as requested.

## **SEC. 1.0 Responsibilities**

The Equestrian Trail Patrol members' duties are to thoroughly acquaint themselves with the trails to be patrolled, facilities available, trail rules, appropriate ordinances, and County, State and Federal trail regulations. The ETP member will obey these rules and regulations and advise others using the trails. ETP members will also report trail conditions, and assist other trail users. (See SEC. 5.0)

## **SEC. 2.0 General Rules**

- 2.1** To maintain membership in the Equestrian Trails Program, an applicant must be and maintain a direct membership in good standing of the California State Horsemen's Association, Inc.
- 2.2** Active and non-renewed annual membership lists shall be forwarded to the State ETP Chairperson by February 15<sup>th</sup>, who will advise the Region ETP Chairperson or Region President as needed.
  - 2.2.1** Any discrepancy regarding membership will be reported to the State ETP Chairperson immediately.
- 2.3** Within 30 days of receiving payment of the annual fee, an applicant's ETP membership identification (ID) card will be prepared by the CSHA State Office and forwarded to the ETP State Chairperson for signing, who will forward the card together with the name plate bearing the membership ID number, to Region Chairperson or President as needed.
- 2.4** All new ETP members will be issued an embroidered ETP star patch, a CSHA embroidered patch, upon completion of the required courses as stated in Section 4.1, 4.2 and 4.2.1.
- 2.5** The member may participate in any Region event where qualified ETP members are present.

## **SEC. 3.0 Membership**

- 3.1** Any CSHA member who is eighteen (18) years of age or older of good character, an active trail rider in possession of a riding horse or a mule, and who has a sincere desire to promote the riding of trails in California under the rules of any government agency charged with regulating the same and under ETP rules is eligible for membership.
- 3.2** Application forms (Form 101) may be obtained from a Region ETP Program chairperson, a Region President in your area, the Program Area Vice Chairperson, or from the State Office. The application must be completely filled out, signed and delivered to your respective Region officers.
  - 3.2.1** Out of state members wishing to participate in this program should review Bylaws and Administrative Practices for appropriate procedure.
- 3.3** The application will be submitted together with a one-time administrative fee of \$20.00, and the annual membership fee of \$15.00.
- 3.4** Any established member not renewing their annual membership fee by February 1<sup>st</sup> of each year shall be charged an additional \$15.00 administrative fee upon renewal.

## **SEC. 4.0 Requirements**

- 4.1** A member is required to submit proof of completing the American Red Cross Standard First Aid and Basic Life Support CPR courses within the first six (6) months. Training is to be kept current with renewal documentation being submitted to be kept at the Region, State Office, and the Program State Committee files.
- 4.2** At the request of the State chairperson or any officer approving the applicant's qualifications may require the applicant to submit a copy of the park department's printed trail map adding markings indicating the trail to be patrolled, and showing all available facilities or lack thereof.
  - 4.2.1** Items to be indicated in addition to trail being shown in blue ink, available emergency vehicle access in red, potable water in green, animal water in brown, picnic area and etc. noted.
- 4.3** Members are required to turn in Trail Reports to their program chairperson, documenting trail usage, conditions, and incidents. Report is to use a standard reporting form (Form 103).
- 4.4** Members may be required by the Region ETP Chairperson to complete additional training, including but not limited to: Search and Rescue, Sensory, Veterinarian, Shoeing knowledge and Disaster Preparedness information. Documentation of training to be kept on file by the Region and State Committee files.
- 4.5** Members are required to attend a minimum of 50% of scheduled Region ETP Committee meetings in the Region which have operating ETP program committees.

- 4.6 While patrolling and representing the ETP program, members shall wear the appropriate ETP uniform.
- 4.7 While patrolling, members shall carry appropriate first aid and safety equipment.
  - 4.7.1 Equipment: such as but not limited to: an antiseptic, bandages, sling, knife, halter, lead rope.
- 4.8 Any member failing to comply with all regulations and dues by February 1<sup>st</sup> of each year could have their membership in the ETP program placed in suspension by State ETP chairperson with the approval of the ETP program committee.

## **SEC. 5.0 Committee**

- 5.1 The State Chairperson will be subject to any procedures as may be adopted by the ETP committee and approved by the Board of Directors. The State Chairperson shall have final approval of all member applications following completion of the screening process, with approval by the Region ETP chairperson, followed by the Region President, who will forward it to the Area Vice Chairperson of their related area who also will sign their approval or rejection of the application.
  - 5.1.1 The State Chairperson may appoint the following as members of the Committee:
    - a.) Program Vice Chairperson
    - b.) Northern Area Vice Chairperson
    - c.) Central Area Vice Chairperson
    - d.) Southern Area Vice Chairperson
- 5.2 The Region ETP Chairperson or Region President; if no chairperson, will send out the three (3) reference letter forms (Form 102) as required and attach them together with the application and the head and shoulders photo of the applicant to be forwarded to the Area Vice Chairperson of their Area.
- 5.3 Each of the three (3) Area Vice Chairpersons shall be responsible in their Area for investigation and approval of applications of prospective members and the general coordination and communication between Region officers and the State ETP Chairperson.
- 5.4 All Committee members shall be qualified Equestrian Trails Patrol Program members.
- 5.5 Each Region President shall appoint a Region ETP chairperson. The Region ETP Chairperson will be responsible for appointing a screening committee of at least three (3) people, to include the Region Chairperson, investigate, send out the applicants' reference letters and approve all ETP applications for submission to the Region President, who will then forward the approved application together with all funds and fees due to the respective Area ETP Vice Chairperson, who will forward a copy of the application, together with all dues and fees to be submitted to the State office for the record keeping, with the original application and reference letters to be mailed to the

State Chairperson to confirm or reject the application who will file them in the ETP Committee files.

- 5.5.1** The State Chairperson will send a copy of the confirmed application together with the signed ID card or the rejection with explanation to the Region Chairperson and Region President.
- 5.6** A Region Equestrian Trails Patrol Committee may create rules and requirements for their Region members so as to provide for program participation, staging of activities, trail events, program training and performance duties in their Region. Exception will be allowed for conditions of age and/or health restrictions. None of the rules or requirements will overrule any California State Horsemen's Association Bylaws or Program rules. The Region ETP Chairperson must submit a copy of any Region required rules and/or their requirements to the State ETP Chairperson on or before April 15<sup>th</sup> of the current calendar year.
- 5.7** At the discretion of the Region ETP Chairperson, administrative duties may be delegated to individual members.
- 5.8** It is the responsibility of each Region ETP Chairperson to notify the State ETP Chairperson of all public events their members are to be participating in, so that the State Chairperson can notify the CSHA's insurance agency to provide liability coverage for the members. It will be helpful to inform the State chairman in January or February each year for planned events, even if the exact dates are changed later in the year. This also applies to individual members. If there is no Region Chairperson in your Region contact the State Chairperson directly.

## **SEC. 6.0     Uniforms**

- 6.1** The appropriate trail informal uniform for an ETP member includes:
  - 6.1.1** Blue jeans
  - 6.1.2** Polo or T-shirt designated by the Region
  - 6.1.3** Vest or jacket designated by the Region
  - 6.1.4** Optional helmet, approved ball cap, or light colored straw or felt cowboy hat
  - 6.1.5** Optional ETP saddle pad with the ETP star patch may be used. The location of the star patch is to be 1" from bottom rear of same.
- 6.2** The appropriate formal dress uniform for an ETP member includes:
  - 6.2.1** Blue jeans
  - 6.2.2** Khaki or tan dress shirt with collar, including:
    - 6.2.2.1** CSHA patch on right sleeve 3/4" below shoulder seam
    - 6.2.2.2** ETP star patch on the left sleeve 3/4" below shoulder seam
    - 6.2.2.3** Name badge over left front pocket
  - 6.2.3** ETP saddle pad with the ETP star patch, the location of the star patch is to be 1" from bottom rear of same.

## **SEC. 7.0 Junior ETP Unit**

- 7.1** Membership will be open to juniors from ages eight through seventeen (8 – 17) years of age for the purpose of sponsoring, cultivating and fostering an interest in horses and horsemanship in all types of horses; to give aid and support to every type of activity concerning horses. The Junior ETP will consist of two (2) subgroups:
  - 7.1.1** Members between the ages of eight (8) and eleven (11) will be trained in overall horsemanship and care of a horse as well as beginning trail riding through various obstacles with supervision of senior ETP members.
  - 7.1.2** Member's age's twelve (12) through seventeen (17) will advance in trail riding and obstacle course skills and trail patrol with senior ETP guidance.
- 7.2** A junior member shall be a member of CSHA as a family member.
- 7.3** The membership fee shall be \$5.00 per year. The fee shall be paid to the Region of their membership and recorded in a special ledger for the use of the Junior ETP member in the Region.
- 7.4** The specifics of the Junior ETP unit will be developed by the ETP committee.
- 7.5** The Junior ETP unit operates under the guidance of the Region ETP chairperson.

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