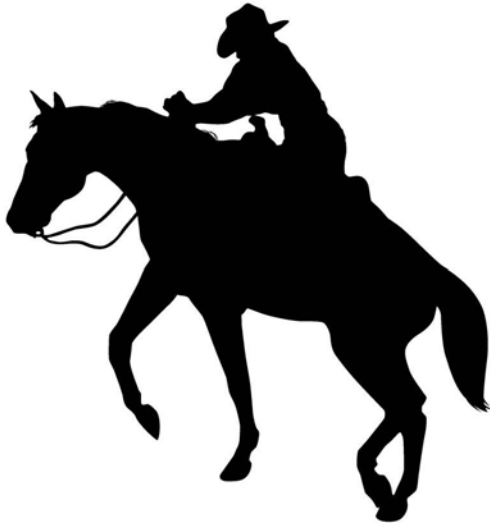


# **MANAGEMENT MANUAL**

**2010 Revision**



**NORTH AMERICAN  
TRAIL RIDE  
CONFERENCE**

# NATRC MANAGEMENT MANUAL

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## INTRODUCTION

THE CONTENTS OF THIS MANUAL ARE NOT TO BE CONSTRUED AS RULES (except where quoted), BUT RATHER AS A CHECK LIST FOR EXPERIENCED MANAGEMENT OR A HELPFUL GUIDE FOR NEW MANAGEMENT. Ride management should be thoroughly conversant with the NATRC rules and apply them carefully to all aspects of the ride.

This manual is intended to be used as a guide in order to develop desirable uniform procedures and practices in all North American Trail Ride Conference rides. The basic responsibility of Management is to conduct a well organized and fair competitive trail ride within the framework of the objectives and concepts of the North American Trail Ride Conference and to encourage sportsmanship and fellowship amongst its participants. NATRC hopes that management will lend every effort possible to see that the competitors enjoy themselves and that all people involved have a thoroughly good time.

A vital and ongoing concern for all trail users is the need for parks and trails. Conducting a sanctioned NATRC ride gives management the opportunity to use and share trails and parks in their area with an event of national scope.

THE NORTH AMERICAN TRAIL RIDE CONFERENCE HOPES THAT YOU WILL JOIN THEM IN THEIR ENDEAVORS TO PROMOTE TRAILS AND TRAIL RIDING. NATRC ENCOURAGES NEW RIDES IN NEW OR ESTABLISHED AREAS.

**PLEASE SEE “SANCTION GUIDELINES” PROVIDED BY THE SANCTION CHAIRMAN AND [www.natrc.org](http://www.natrc.org).**

## I. SPONSORS

It is suggested that organized Horse Clubs, Regional Clubs, Breed Associations, County or State Horsemen's Associations underwrite a ride. Advance funds will be needed for printing, postage, ribbons, trophies, engraving, trail marking ribbon, etc.

Local businesses or organizations may be willing to give donations or provide sponsorships for awards.

Breed organizations can be contacted for breed awards.

Your own club members will be able to secure items necessary to put on a ride.

Local youth groups (4-H, FFA, Boy Scouts, College clubs) are good sponsoring organizations. Not only do they provide needed manpower, but Competitive Trail Rides are a tremendous learning experience for the young people.

Benefit rides are encouraged where proceeds can be donated to charitable organizations such as Cancer, Heart, Trail Funds, etc.

NATRC rules are quoted where they apply. Everything in italics is quoted directly from the Rule Book.

\* Asterisks indicate supplemental forms available.

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Additional material compiled by NATRC members. All rights reserved. Reprint of any material in this manual only with express consent of the North American Trail Ride Conference.

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## II. SANCTION

### A. SANCTIONED RIDE

A sanctioned ride may consist of one, two, or all divisions as noted below. Only a sanctioned ride in good standing may claim to operate under the NATRC Rule Book. Sanctioned rides may reserve dates on the NATRC ride calendar.

### B. RIDE TYPES

1. Type "AA" Ride: Consists of three consecutive days of riding. Limited to Open Division only.
2. Type "A" Ride: Consists of two consecutive days of riding.
3. Type "B" Ride: Consists of one day of riding

### C. RIDE DIVISIONS

*NATRC RULE BOOK SECTION 4: All rides which offer a Novice Division must also offer a Competitive/Pleasure Division.*

CP may be offered as an A ride when Novice is offered as a B ride. For reporting purposes the A and B rides are considered as separate rides, but for sanctioning purposes they are considered one ride.

#### **PURPOSE OF NOVICE DIVISION:**

To prevent young horses from being overworked.

To introduce new riders to competitive trail riding.

To instruct new riders in the proper care of competitive horses.

To replace "pleasure rides" thereby insuring that all horses are under the direct supervision of judges and management.

To allow riders to compete over a shortened course.

To place novice horses and riders on trails that are commensurate with their abilities.

NATRC recommends that all new rides include a Novice Division.

#### **PURPOSE OF COMPETITIVE/PLEASURE DIVISION:**

To allow experienced riders to start young horses without competing against Novice riders.

To allow experienced riders to continue to compete without the demands of the Open Division but not in competition against Novice riders.

To provide an intermediate class between Open and Novice.

#### **PURPOSE OF THE OPEN DIVISION**

The Open Division offers a greater challenge. The mileage and pace are greater than those of the Novice and CP Divisions.

#### **DISTANCE ONLY OPTION**

Distance Only (DO) will be offered for all divisions and classes. Participants must follow all NATRC and ride rules with the exception of those pertaining to leg protection. The DO team has the option of riding the first day of a 2-day ride. The rider must notify ride management of that intention before 8pm of the first day. Participants receive mileage only, no placings or awards.

#### **D. SANCTION APPLICATION**

Early receipt by the NATRC office of your sanction application secures your date and gives the ride advance publicity. Application and fee for sanction must be received in the NATRC office, postmarked **at least 90 days prior to a ride date**, unless special arrangements have been made with the Sanction Chairman and Executive Administrator (EA). Dates are approved for new rides in order of receipt of sanction application and fee. Previously sanctioned rides are given date preference. If you do not have complete details on site, trail, mileage, time, etc., you may send an incomplete sanction application and fee to secure your date. You must forward the balance of information as soon as available.

The priority date for a previously sanctioned ride will be forfeited if sanction written commitment has not been submitted by January 31<sup>st</sup>.

Submit application to:

**NATRC  
P.O. BOX 224  
SEDALIA, CO 80135  
303/688-1677**

#### **E. FEES**

1. A sanction fee as determined by the Board of Directors will be submitted with each ride's application for sanction.\*
2. The rider's fee as established by the Board of Directors will be sent with the ride results within 7 days following the ride (count each rider who starts).

#### **F. SANCTION APPROVAL**

After sanction approval by the Sanction chairman, NATRC will send you a

1. PRERIDE PACKET
2. INSURANCE APPLICATION

#### **G. INSURANCE\***

Failure to have insurance application and full payment received by the office of NATRC insurer 45 days prior to the ride may cause denial or revocation of sanction.

#### **H. MANAGEMENT PROBLEMS**

The Sanction Chairman will notify the ride management of the specific problems experienced on that ride. This notification will include Region National Board Members, Region Officers and the Region Ride Coordinator. Sanction Chairman will request that ride management work with these people or another experienced ride chairmen as recommended by above mentioned Region representatives to remedy the situation for future rides. Non-compliance may result in denial of sanction approval under that specific ride chairman.

### **III. SCHEDULING OF RIDES**

#### **A. DISTANCE & DATE**

Rides on the same date must be 250 miles apart. If you schedule a ride on the same date as another ride in your region, even though it is over 250 miles away, serious consideration should be given to the effect it will have on attendance at your ride. It is usually impossible to avoid some conflict of dates with local events, but consideration should be given not only to loss of entries but also to loss of valuable ride personnel.

#### **B. TIME OF YEAR**

Try to pick the best time of year weather-wise for your particular local conditions. Consider fire hazards, hunting seasons, insects, cattle grazing, road and trail conditions, etc.

#### **C. LIMITING**

Ride management has the option of limiting the number of entries. Example: Limit 60 Open - 60 Novice or Limit 60 Total Riders. Any limit must be strictly adhered to and appear on the entry form. A ride limit may be lifted only with approval of the Sanction Chairman. The person receiving entries should monitor receipt of entries daily and number them in order of receipt. A waiting list should be established with the same priority number system. The entries on the waiting list should be notified of their position. Often entrants who are low on the waiting list will make plans to attend the ride in anticipation of an opening.

#### **D. CANCELLATION**

If a ride must be canceled for any reason, management should refund total entry fees received. Competitors, judges and ride personnel must be notified. If cancellation occurs within 10 days of the ride date they must be notified by telephone. Be sure to contact the insurance carrier to ensure that a refund will be issued.

#### **E. RIDE SCHEDULE-NEWSLETTER**

All ride dates and changes must appear in the NATRC newsletter "Hoof Print" at least once, but preferably several times for better publicity and increased attendance. Keep newsletter deadlines in mind. The ride schedule will aid new rides in selecting dates as it lists all rides for the calendar year.

## **IV. SELECTION OF SITE**

Many factors should be carefully considered in the selection of the site of a competitive ride. Investigate any required permits and insurance as well as all local, county, state or national rules and regulations.

### **A. TYPES OF SITES**

1. County, state or federal Horsemen's Staging areas.
2. Guest or "Dude" Ranch.  
The above two sites usually have an area large enough for parking of trailers or a corral in which horses may be tied, as well as permanent water and restroom facilities. In the case of a Guest Ranch, meals can be catered.
3. Military Reservations.
4. Forestry or primitive camp.
5. Private or government land.

### **B. ACCESSIBILITY**

Any site should be easily accessible by road, preferably paved if there is a chance of rain, and should present no serious problem to vehicles towing trailers.

### **C. PARKING**

1. There should be ample parking space for trailers, vehicles and campers.
2. The area must be large enough to safely tie horses to trailers and avoid congestion.
3. The area should be free of rocks, downed trees, etc.
4. It is strongly recommended that parking attendants be used to best utilize existing space.
5. Keep in mind that the proper parking of trailers will minimize the time and distance used by the judges for their inspection of horses at the trailers.

### **D. STABLING**

Ride management may offer various stabling options as long as the options are available to all to the competitors. Often the options are dictated/ limited by the ride site or the facility. Options include a stationary tie to the trailer, stationary tie to an overhead line or trailer-mounted apparatus, sliding tethers, and corrals. See the current Rule Book for further information.

### **E. COOKING AND EATING FACILITIES**

If meals are provided by management, ample space should be allowed. Cover should be provided in case of rain. The area should be somewhat removed from stabling facilities, and horses should not be allowed in this area.

### **F. WATER - HORSE AND RIDER**

If the site does not have several water spigots and water troughs or a stream, you must make other arrangements for an adequate supply.

### **G. TOILETS**

At least two toilets (permanent or portable) must be provided. A recommended workable ratio is one facility for every 25 women and one for every 40 men. Check toilets during the weekend for supplies, cleanliness, etc.

## V. SELECTING & PLANNING TRAILS

### A. TRAIL SUPERVISION - NATRC RULE BOOK SECTION 3:

1. *Ride management must provide adequate trail supervision for the safety of the horses and riders.*
2. *The course must be natural and native to the local terrain and the use of artificial or unsafe obstacles is prohibited.*
3. *Trail markings must be distinct and obvious to the riders. At least four (check) points shall be marked on the trail to enable riders to orient themselves.*
4. *Arrangements must be made for transporting the judges so they can adequately observe all horses and riders on the trail.*
5. *Arrangements must be made for transporting the Rules Interpreter so he/she can adequately observe trail conditions and the conduct of the ride.*

### B. RIGHTS OF WAY

Plan general course of ride and secure permission each year from State, County, National Parks and private citizens for permission to ride through property. Some property owners may require a certificate of insurance. It may be necessary to write letters to owners holding them harmless and agreeing to repair any damage.

1. It is advisable to include sufficient funds in your budget for gifts to property owners after the ride is over. Invite as guests for meals if possible. Send a thank you after the ride.
2. Where possible, it is advisable to have alternate routes in case of rain, snow, heat, humidity, locked gates, etc.
3. When using any property LEAVE NO LITTER. Where it is hazardous, NO SMOKING. These practices insure next year's use of the property and builds good will for trail riders.

### C. COURSE OF RIDE

Choose terrain with enough rise and fall to fairly test horses over the full course where at all possible. It is strongly recommended that trail routes be close to roads or jeep trails so that management can properly supervise and judges can observe the riders at frequent intervals. Lay out the trail course from maps, your own knowledge of the area and other good information. Ride the proposed trail with several others. AVOID ANY DANGEROUS OR POTENTIALLY DANGEROUS AREAS.

Many things must be taken into consideration when discussing the severity of the ride: time, mileage, terrain, weather (heat, cold, wind, humidity), delays en route, etc. If one fact alone has to be used to estimate the severity of the ride in advance, this would be the average speed.

The majority of complaints which have been received about past rides are that they have been "too hard", usually meaning too fast. While a good NATRC ride must be hard enough to place the horse under sufficient stress to allow the judges to accurately evaluate the horses, the ride should be enjoyable to both horse and rider. While it is true that many long-time competitors on seasoned, well-conditioned horses actually seem to thrive on exceptionally arduous rides, the ideal Open Division will be planned around riders with trail experience and horses between average and peak condition. The Novice and C/P Divisions, however, must accommodate riders on horses in average to poor condition.

## 1. PULSE AND RESPIRATION STOPS (P&R STOPS):

*NATRC RULE BOOK SECTION 6: There will be a minimum of two pulse and respiration recovery readings taken during each days ride. The planned number of P&R's for the day's ride will be announced by management to riders. Unannounced P&R stops may be added and ride time must be adjusted.*

It is the recommendation of NATRC to not have P&R stops at lunch or in camp unless the minimum requirement of two P&R stops on the trail cannot be met.

Whenever possible, it is advisable to have the route traverse in both a.m. and p.m. a rather long steep climb that is accessible by jeep so that P&R readings may be taken after adequate stress. At least one judge should be in the area. In the event that a steep climb is unavailable, or that sufficient stress has not been encountered (e.g., timed on hot day-ride day is cool), a forward-motion, non-stop walk or trot – carefully selected depending on weather, rocks and overall stress – may be called for by the judges(s). The riders must be allowed to rest their horses before they enter the area where they are asked to maintain forward motion. Location of P&R stops should provide, if possible, sheltered areas (if cold and windy) or shade (if hot) and sufficient open space for horses, riders and P&R teams.

## 2. JUDGES' OBSERVATION POINTS

These points should be carefully selected by management prior to the ride. Terrain permitting these a.m. and p.m. points should provide good cover for a judge's concealment if desired. They should be readily accessible (time is often critical). Where possible they should include a good clear view of an uphill pull, a downhill, a stream crossing and any good natural obstacle that will permit the judges to evaluate horse and/or rider under other than average conditions. These points should be well known to the drivers so the judges can be quickly directed to them.

Try to avoid obstacle situations that will hold up the riders. This may give an unfair advantage to those horses that are held up the longest as they are entitled to have the time they are delayed added to their maximum ride time.

Do not select dangerous trail or unnatural obstacles. Take into consideration that a large group of horses, some of which may not be trail-wise, will be traversing your trail. A narrow or boggy section of trail can become entirely changed and perhaps dangerous after a large group of horses have crossed. Obstacles for Novice and Competitive/Pleasure Divisions should be commensurate with the age and ability of those horses. In many cases they should be less difficult than Open obstacles.

## 3. WATER

The ride should be routed whenever possible so as to include at least one a.m. and p.m. water stop as well as water at lunch or mid-way.

## 4. ROADS

Concrete, blacktop or gravel roads or trails should be avoided. Any busy road crossing should have guards at either side.

## 5. LUNCH STOP

*NATRC RULE BOOK SECTION 5: If the minimum riding time is six hours or more, there must be a lunch stop. When the minimum riding time is less than six hours, lunch stops are at the discretion of management. Horses shall be timed in at the lunch stop, remain at least 45 minutes and be timed out.*

Ideally, lunch stop should be relatively level and have adequate water for both horse and rider, trees or tie rails, restroom facilities, some grass for forage, protection from wind, and about mid-way in the day's riding time.

*NATRC RULE BOOK SECTION 5 F 3: Feed **may** be provided by management to all horses at lunch or other locations on the trail. The availability will be indicated on ride information.* This is an important consideration when the lunch stop is not in camp and no grazing is available.

## 6. CHECK POINTS

Pick out at least four easily recognizable checkpoints on the trail. Use signs to clearly mark these, and use arrows to indicate direction. Include them on the riders' map and time schedule.

## 7. TWO-MILE POINT

*NATRC RULE BOOK SECTION 5: From a properly identified point (posted sign) approximately two miles from the finish each day, riders must maintain forward motion and not stop or dismount from this point to the finish line except in extenuating circumstances dictated by good horsemanship and/or sportsmanship. Forward motion must be via the most direct route, without stopping, following the marked trail. Any deviation may result in penalty assessment or disqualification unless dictated by good horsemanship or sportsmanship.*

Riders should pace their horses so as not to arrive at the two-mile point excessively ahead of schedule.

The location of the Two-Mile Point is of greater importance than the distance. If possible, the terrain should be relatively level, the area large enough to accommodate a large group of horses, and have water available at least on the approach side. The actual distance may be 1 3/4 miles or 2 1/4 miles to the finish line if the location is suitable and the distance is accurately measured, timed and posted at the point and noted on the riders' map. Ideally, the trail from the Two-Mile Point to camp is over good terrain that can be covered rapidly by a rider running late. Judges may observe within the last two miles, but they must not set up obstacles on this section of the trail. Distance from the Two-Mile Point to camp should be timed at a 4 MPH walk.

## D. DISTANCE

**Perhaps one of management's most important jobs is accurate measurement and marking of time and distances.** It is the Ride Chairman's responsibility and those involved in helping him see that this is carried out.

Every ride locale is different, every trail has its own character and every weather situation calls for adaptation. With some good rules of thumb, double checks, preparation for adverse weather, etc., a trail can be laid out to satisfy all requirements.

*NATRC RULE BOOK SECTION 4: OPEN DIVISION MILEAGE: Mileage in this division is 25-35 miles for a "B" ride, 50-60 miles for an "A" ride and 80-90 miles for an "AA" ride. In steep and rugged terrain this distance may be shortened. The pace for a ride in this division shall be in the range of 4-6 MPH.*

*NOVICE DIVISION MILEAGE: Mileage in this division shall not exceed 24 miles in one day or 40 miles in two days. (Exception to this rule shall be at the discretion of the Sanction Chairman.) Total mileage is 15-24 miles for a "B" ride and 30-40 miles for an "A" ride. The pace for a ride in this division shall be in the range of 3.5-5 MPH.*

*COMPETITIVE/PLEASURE MILEAGE: Daily and total mileage will adhere to criteria specified for Novice Division. (See above.)*

If, due to unforeseen circumstances, the mileage is shortened, Management can have the competitors ride some mileage twice or re-ride part of the trail to meet the guidelines for suggested mileage. Example: If 30 miles has to be shortened to 15 miles, then Management may reuse part of the trail or, if nothing else, use 15 miles and ride it twice each day. **See current Rule Book.**

1. The NATRC BOD has established a policy whereby, with prior sanction approval, terrain permitting, an "A" ride being held on a normal two-day weekend may be lengthened on Saturday and shortened by a like mileage on Sunday. This allows early completion, judging, awards and departure.
2. For the Novice Division, the Rule Book is explicit in limiting the mileage. Keep in mind, however, that a poorly conditioned horse can become totally fatigued in a very few miles if the pace (average speed) is too fast, the weather too hot, the humidity too high, the hills too steep, the animal is agitated, or worse yet, a combination of several of these factors.
3. Ideally, point-to-point distances should be measured with an accurate odometer, a measuring wheel or bicycle wheel with an odometer pushed ahead of a horse or a motorcycle. It is not recommended that distances be scaled from a map or judged by the speed of horses traveling at a walk. These latter two methods have been found to be in error as much as 15% which is too inaccurate for competitive riding. If distance must be measured by horseback, several horses must be used, and the speed of these horses traveling at a walk must be accurately known in miles per hour.

## **E. TIMING**

You now have the distance and can begin timing. A lunch stop has been chosen to be about mid-ride, and a minimum of one a.m. and one p.m. P&R stops have been chosen.

The hallmark of a good competitive ride is seen when the great majority of competitors approach and ride through the two-mile point without having to wait or race into the finish. You will always have a few "fast" riders and a few "slow" ones. But, you must lay out the trail for the majority in the middle. Fast riders can teach their horses to slow down, take a break now and then, or wait at the Two-Mile Point. Slow riders need to speed up a bit or learn not to waste time on the trail.

1. For ride miles per hour (MPH), with average terrain and weather conditions, NATRC states that mileage be safely set in the range of 3.5-5 miles per hour for the NOVICE and C/P DIVISIONS, and in the range of 4-6 miles per hour for the OPEN DIVISION. MILES PER HOUR ARE: TOTAL MILES DIVIDED BY BASIC RIDING TIME.

When figuring miles per hour, consider that steep climbs, rough, rocky trail, downed timber, thick brush, etc., need to be traveled at a WALK. Good sandy trails, jeep roads, open areas, etc., can be TROTTED. Since most horses walk at between 3 and 4 MPH, and trot between 6 and 9 MPH, a good balance of terrain should produce the desired effect. For instance, 10 miles walking trail, 10 miles "wide open" trail and 10 miles that should be walked in spots, but could be trotted if necessary. These do not have to be all in one stretch, but can be interspersed with one another. Downhill trots are to be avoided. Extremely rocky areas should never be considered as trotting areas. Cantering is not considered in the timing.

2. Keeping the above in mind, send 2 or 3 experienced persons on seasoned, fast walking, conditioned horses to ride the entire trail for time from point-to-point and overall time traveling at the same pace the riders will be expected to maintain. THEY MUST USE THE SAME HORSES TO TIME THE SECOND DAY'S TRAIL ON THE FOLLOWING DAY. Using fresh horses will give them inaccurate timing. These people should be experienced trail riders who are aware to not trot in certain areas and are generally well acquainted with the way a competitive trail is ridden. They should know how fast their particular horses travel at a walk and trot, over flat, steep, rough or rocky terrain. For accurate point-to-point time and overall time, do not stop to talk, etc. Any time lost for whatever reason during the course of the timing must be subtracted from the riding time. P&R and lunch stops must be included in the timing and their point-to-point times recorded. If possible 2 or 3 different people will again ride the trail as a double check (perhaps just ahead of the flaggers on the day the trail is flagged), also keeping track of point to point times.
3. The Novice and C/P trail timed at a slower pace, 3.5 - 5 MPH average, must not be neglected. This does not mean the same MPH everywhere, but walking 2.5 - 4 MPH over the rough sections and trotting 6 - 8 MPH over the good areas. The 30-minute extra time will allow for most of the rate differences in gaits of Novice horses. A few might complain that their horse does not go that slowly. The Novice horse usually has not learned to pace and goes at everything full bore. After a few rides, both horse and rider will learn to pace.
4. Once your trail has been ridden and timed you will have the following information from which to make your riders' maps and times:
  - a. BASIC RIDING TIME:  
Actual time horses were in motion on the trail.
  - b. POINT-TO-POINT TIME:  
Times between a minimum of 4 check points on your trail.
  - c. POINT-TO-POINT MILEAGE:  
Mileage between check points previously secured by vehicle, etc. or approximate mileage figured on MPH traveled by the timing horses.

- d. TOTAL MILEAGE:  
Gathered from the combination of point-to-point mileage.
- e. TOTAL TIME ON-TRAIL P&R STOPS:  
Allow 15 minutes for each stop. True, the horses are only held for a 10 minute recovery period, but there is about a 5 minute delay in getting in and out.
- f. LUNCH TIME:  
Usually one hour but the rule allows a minimum of 45 minutes.
- g. TOTAL ELAPSED TIME:  
Combination of basic riding time, plus P&R stops, plus lunch.
- h. MINIMUM TOTAL ELAPSED TIME:  
Add an additional 15 minutes. Many old-time managers will tell you that no matter how carefully they planned their first ride, it turned out to be much harder and faster than anticipated. Contrary to what one would think, riders lose time during competition that is very difficult to regain. A few factors are: narrow trails (unable to pass), bunching at water stops, obstacles, ribbons down, unclear maps, saddle and gear adjustment, inadequate briefings, gait differences in horses, etc. Better to err for too slow a ride than too fast a ride.
- i. MAXIMUM TOTAL ELAPSED TIME  
Add 30 minutes to the minimum elapsed time.

## F. TIME AND DISTANCE SCHEDULE

*NATRC RULE BOOK SECTION 5: TIME: The precise time allowed for completing the course is determined by the trailmaster and publicly announced to all riders prior to the start of the ride. The public announcement of the time allotted shall constitute the basis for establishing the maximum time for completing each day's ride. Thirty minutes shall lapse between the minimum and maximum time. Any changes in time allotments necessary to adjust for extenuating circumstances must be announced to all riders at the same point on the trail. Catastrophic circumstances or uncontrollable acts of God causing disruption of completion of time schedules will be adjudicated by management in consultation with judges and Rules Interpreter. Riding time cannot be taken away from a day's ride once it has started unless the trail is adjusted accordingly.*

Your time and distance schedule will be made up in advance of the ride date. Any changes to this schedule on the day(s) of the ride should be made only after careful consideration by the ride chairman and trailmaster who is most familiar with the trail. Changes could be due to such factors as weather, trail conditions, elimination or addition of sections of trail, etc.

If you feel comfortable with your times and mileage, then you are ready to make your riders' time schedule and maps. The time schedule listed below includes and lists P&R stops and lunch. It uses a 12:00 starting time. Most rides that use this 12:00 starting time, no matter what the real time is, find timing calculations easier for riders, timers and management.

On occasion some riders and judges have talked ride chairmen into changing times and this has ended up in problems, either more or less stress than was wanted. DO NOT let anyone change your mind about the timing of the trail if you feel the least bit uneasy about it.

**G. MAP**

*NATRC RULE BOOK SECTION 5: Riders must be given maps and a schedule of estimated times and/or distances and elevations for various points on the ride. Each rider shall be responsible for his own time.*

Your map may be drawn from your own knowledge of the area and existing topo maps. It need not be to scale but must show camp, check points, lunch, two-mile point and color ribbons used. Hopefully you will be able to include obvious location points such as creeks, roads, gates, buildings, etc. A map has been a lifesaver to many a competitor when the ribbons have been torn down or are confusing.

An 8 1/2 X 11" size is easily handled and reproduced. Avoid excessive detail. Be sure all printing is legible. Your time and distance schedule may be printed on the reverse side. Each day's ride and each division (Open, Novice and C/P) will have their own maps and time and distance schedule (exception reversing same trail.)

The following ride example was of medium stress for the Open Division.

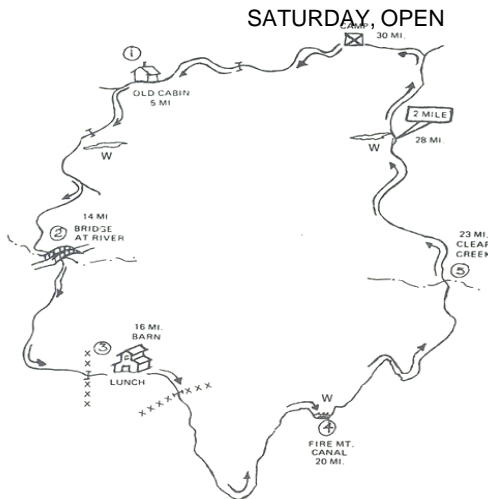
	<u>POINT TO</u>	<u>ACCUM.</u>	<u>POINT TO</u>	<u>ACCUM.</u>
	<u>POINT MILEAGE</u>	<u>MILEAGE</u>	<u>POINT TIME</u>	<u>TIME</u>
POINT 1 Old Cabin	5	5	1:00	1:00
POINT 2 Bridge at River	9	14	1:45	2:45
P&R stop			:15	3:00
POINT 3 Barn	2	16	:30	3:30
LUNCH 1 HOUR				LV. 4:30
POINT 4 Fire Mtn Canal	4	20	:55	5:25
POINT 5 Clear Creek	3	23	:45	6:10
P&R Stop			:15	6:25
POINT 6 Two-Mile Point	5	28	1:05	7:30
Camp	2	30	:30	8:00

TOTAL MILEAGE: 30 miles

TOTAL ELAPSED TIME: 8:00 hours

MINIMUM TOTAL ELAPSED TIME: 7:45    MAXIMUM TOTAL ELAPSED TIME: 8:15

MPH = 4.6 MPH (30 miles divided by 6 1/2 hr. min. basic riding time)



## H. TRAIL MARKINGS

Taking into consideration that trails cover wide varieties of terrain from desert to high mountains, dense forest to open meadows and even a night ride, there are any number of ways to mark a trail. Plastic surveyor tape (ribbon) makes a satisfactory trail marker. Use colors that do not blend with the surroundings and select for their high visibility.

1. Ideally the trail should be marked so that the rider can see from one ribbon to the next. Corners or turns must be well marked with an entirely different colored ribbon, 3 ribbons in a bunch, a sign, lime markers or other eye catching means.
2. Whenever possible, hang ribbons on the right side of the trail in the direction the rider is traveling and high enough so they cannot be eaten by wildlife and cows but can be seen by an approaching rider.
3. Begin to establish and mark trails early. Depending upon the area, (i.e., National Forest vs. private properties) trail marking may have to be started as early as three months before the ride. Trailmasters should allow plenty of time, especially on new trails. Flagging should be checked no more than 2 days prior to the ride. On the day of the ride, use a point rider or vehicle if in an area where hikers, bikers or other persons might pull down ribbons.
4. Double check the flagging by sending out someone who has not previously ridden the trail. You should follow along behind with extra flagging to tie wherever this person is confused, gets lost or misses a turn. If this is done on the same day as the timing, it should be well separated so as not to interfere with the timing in progress.
5. On a two-day ride every precaution should be taken to insure that each day's trail is distinct unto itself. If the second day's trail converges with or crossed the first days trail, make sure that the markings are obvious either by using signs or by using different colored ribbons. Novice and C/P trails should be marked with different colors if not following the same trail as the Open or if there is any way possible that the Novice and C/P trails could be seen by Open riders and vice versa. When Open, Novice and C/P share the same trail, the extra mileage (loops) needed for the Open should be marked with a different color. EXAMPLE: Red ribbon = Open and Novice. Yellow ribbon = Open loops.
6. Check points, the point-to-point locations shown on the time schedule and/or map, should be clearly identified with signs so that the rider, by consulting his time and distance schedule, knows just where they are and how far they have come and have to go. In lieu of signs, numbers may be posted that correspond to a similar number on the corresponding spot on the rider's map. Successfully used for these signs/numbers have been paper plates, pickle bucket lids, fluorescent labels placed in waterproof plastic bags.
7. Where permitted by the land owner, flour arrows on the ground placed by the lead jeep or point rider are an excellent way of marking trails and turns.
8. Clearly identify the Two-Mile Point with large easily identifiable sign(s) and multiple ribbons.

## I. OFF-TRAIL

If a rider(s) goes off trail and misses an observation point, trail "make-up" is not an acceptable alternative to adjudicate missed trail or observation points.

## VI. PUBLICITY

It is impossible to hold a successful ride without ample advance publicity and advertising. Keep in mind that you are encouraging new riders to participate.

Publicity and advertising may take the form of:

Entry blanks and posters distributed throughout your area.

A mention in the community calendar of your neighborhood newspaper

A radio interview.

A story on the evening news.

A talk on NATRC at local horse clubs.

The showing of videos or slides depicting an NATRC ride.

A clinic ride or seminar conducted by your group.

A full-length article in a newspaper or magazine.

Media exposure is free. When preparing a news release stick with the media you know and a publication that will reach your audience-the horseman. A news angle is essential. What makes NATRC stand out? Who in your group has an interesting background? What new services are you offering? Your publicity people must be enthusiastic, knowledgeable, accurate, reliable and timely. All publicity should start at least two months prior to your ride date.

### **BASIC ITEMS NEEDED:**

1. An attractive and enticing ride entry blank\* is a basic must. They should be eye catching, complete in content and adequately distributed to local tack and feed stores.
2. Posters and flyers\* distributed along with your entry blanks should be large enough to be eye catching, giving name and type of event, date and who to contact.

### **ADDITIONAL ITEMS AVAILABLE:**

3. NATRC has an introductory DVD describing an NATRC ride which can be shown not only to your own club but to other clubs in your area.
4. Pass out material\* describing NATRC and competitive trail riding is available for clinics. Many local members of NATRC will be willing to help you.

### **CHECK LIST FOR SENDING OUT PRESS MATERIAL:**

5. Decide on the message - WHO, WHAT, WHEN, WHERE, WHY AND HOW should be in your first sentence.
6. Select the media to be approached - local daily or weekly paper, radio, magazine, television, etc.
7. Prepare properly written material. Be accurate, double check dates, type double spaced, be brief, use everyday words.
8. Find out to whom the material should be sent.
9. Determine proper timing (many magazines have deadlines two months in advance). Consider both "before" and "after-the-ride" stories.
10. Send material and photos (action black & white photos with typed caption on separate piece of paper).
11. Follow up with a phone call if appropriate.
12. Send thank you note for publicity received.

## VII. BUDGET & FINANCIAL CONSIDERATIONS

Depending on the organization, putting on a financially successful ride may or may not be important. Some clubs need to make a profit, others need only to break even, and still others put on the ride for the joy of sharing their trails with fellow riders. Your budget items total cost will depend on the ingenuity, talent and perseverance of your club members.

### BASIC BUDGET ITEMS:

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Campsite Fee</li> <li>2. Sanction Fee</li> <li>3. Insurance</li> <li>4. Flagging Ribbon</li> <li>5. Rider Meals (optional)</li> <li>6. Judges Fees &amp; Meals</li> <li>7. Rules Interpreter's Meals</li> <li>8. Port-A-Potties</li> <li>9. Publicity</li> <li>10. Printing &amp; Postage</li> </ol> | <ol style="list-style-type: none"> <li>11. Office Supplies</li> <li>12. Awards*</li> <li>13. Regional Fees (at option of Region)</li> <li>14. Drug Fees</li> <li>15. NATRC Riders' Fees</li> <li>16. Telephone</li> <li>17. Thank you gifts or cards for property owners, sponsors, etc.</li> </ol> |
|--|---|

With the above costs computed along with minimum number of riders you might expect, you can compute your entry fee.

### SAMPLE BUDGET - 2007

Income:		Total
Cash Donations:		
Sue Slow		\$50
Tom Trot		\$25
Meals Purchased	30 @ \$10	\$300
Bib Deposit	40 @ \$5	\$200
Raffle Income		\$100
Suggested Entry fees (40 riders):		
Members	10 @ \$80	\$800
Non-Members	10 @ \$100	\$1000
Juniors – Members	10 @ \$50	\$500
Juniors – Non members	10 @ \$70	\$700
<b>Total Income</b>		<b>\$3675</b>

Expenses:			
Sanction Fee		\$75	\$75
Region Rider Fees	40 @ \$3		\$120
National Rider Fees	40 @ \$5		\$200
Drug Fees	40 @ \$5		\$200
Facility (Campsite) Fee		\$250	\$250
Insurance		\$450	\$450
Vet Judge Fee		\$400	\$400
Horsemanship Judge Fee		\$200	\$200
Judges Transportation		\$200	\$200

Rules Interpreter Expenses	\$25	\$25
Catered Meal Expense	\$400	\$400
Awards		
Trophies	\$100	\$100
Ribbons, Certificates	\$50	\$50
Publicity/ copy expense	\$200	\$200
Mailing	\$50	\$50
Office materials/ phone	\$50	\$50
Flagging/ marking materials	\$50	\$50
Port-a-Potties	\$200	\$200
Horse water	\$100	\$100
Purchased raffle prizes	\$25	\$25
Bib refunds	5 @ \$20	\$100
<b>Total Expenses</b>		<b>\$3445</b>

## VIII. JUDGES

*NATRC RULE BOOK SECTION 3: Judges: A sanctioned ride must have at least two judges, one horseman and one veterinarian. All judges, veterinarian and horsemen, must be members in good standing and be approved by NATRC. (It should be noted that the treatment of ailing horses on a ride is not the responsibility of the veterinary judge. Ride management will prearrange for a standby veterinarian for such purpose). In the event that management finds it necessary to select a person who is not an approved NATRC judge, a guest judge's application will be reviewed by the Judges Committee when accompanied by the appropriate membership fee submitted by management and only if at least two of the following reasons apply:*

- a. There are no NATRC approved judges in the applicant's own category (veterinarian or horseman) residing and available in the state where the ride is scheduled.*
  - b. An unforeseen occurrence has caused the assigned judge to cancel within two weeks of the ride date.*
  - c. At least three NATRC approved judges in the applicant's own category have refused the invitation to judge the ride in question.*
1. Upon approval of a ride sanction a list of approved NATRC judges\* will be mailed. Arrange for judges a minimum of two months in advance. Encourage your local veterinarians to get involved and invite them to your ride.
  2. The number of riders will determine your number of judges. NATRC recommends a maximum of 60 riders for one set of judges - 1 veterinary and 1 horsemanship, - with 1 set of Judges per 45 riders being ideal. Should your ride be unlimited, then advance arrangements must be made to ensure a sufficient number of judges. Your trail selection will be a deciding factor as to whether two judges, in a limited ride, can adequately cover both the Open and Novice Divisions. Confer with your judges regarding their preference as to the number of riders they can adequately evaluate. Consider judges' fees in your total budget versus the number of riders.
  3. Set the fee schedule with your judges at the time of contract. It is definitely recommended that judges be paid. The fees set are a matter of private treaty between management and judges. Many judges have a set fee per horse or a minimum fee. These figures will greatly assist you in establishing your entry fees for the ride.
  4. A written judges contract\* is strongly advised including amount of fee, transportation, sleeping accommodations, meals, arrival time, directions to ride, etc.
  5. It is suggested that a pre-ride briefing be held for judges, ride chairman and trailmasters to acquaint one another with mutual problems, terrain, judging locations, judging standards expected, etc.
  6. Be sure to provide a private place for final deliberations and scoring.
  7. Provide extra people to help tally points and check math at the end of the ride if requested by the judge(s).
  8. An apprentice judge may judge only with the consent of both management and the supervising judge. The supervising judge must be notified before the ride and furnished the name of the intended apprentice.
  9. Include names of your judges on the six-week progress report.

10. Any cancellation by management of a contracted judge should be accomplished well in advance of the ride. Judges have businesses to run and must make advance arrangements for someone to cover for them while they are judging your ride.
11. *NATRC RULE BOOK SECTION 8: A judge's decision shall be incontestable unless an infraction of the rules has occurred.*

## IX. PERSONNEL

Each ride must designate personnel to conduct a ride in accordance with NATRC rules. The following constitutes a minimum of key personnel (non-competitors). The success of any trail ride depends largely on conscientious, capable, pleasant and courteous management combined with happy riders. All ride personnel should use discretion in consumption of alcoholic beverages during the course of the ride.

### A. RIDE CHAIRMAN

A Ride Chairman (RC) is chosen months in advance of the ride, is responsible for all facets of the ride, has leadership qualities, is thoroughly familiar with the NATRC Rule Book and manuals, is a horseman preferably with some NATRC experience, and has knowledge of all routes and general trails in the area. He/ she should be able to delegate authority and responsibilities and be especially hospitable. Delegation of duties and responsibilities to key ride personnel and seeing that they are carried out in a timely fashion will ensure the ride's success.

#### Pre-Ride

1. Secure approved sanction and date from NATRC a minimum of 90 days prior to the ride, preferably before the annual Convention.
2. Become thoroughly familiar with the contents of this manual. Disseminate all materials and information to committee chairmen.
3. Secure approved NATRC judges and Rules Interpreter several months in advance.
4. Appoint committee chairmen and ride personnel: Trailmaster(s), Ride Secretary, Judges' Recording Secretaries, P&R Chairmen, Official Timers, Ride Veterinarian, Point and Safety Riders, Weighmaster, Ride Starter, Stable Manager, Farrier, Awards Chairman., Raffle Chairman., Vehicle Chairman., Food Chairman., Photographer, Publicity Chairman., Clinic, etc.
5. Compile a complete list of all ride personnel with duty assignments.
6. Conduct early general committee meetings and set policy. Familiarize all with their responsibilities. Have training sessions, clinics, etc.
7. Select ride campsite.
8. With trailmaster(s), select safe routes and rights-of-way and preferably take part in all timing and marking.
9. Prepare a budget. Build your entry fee around the number of riders you expect. A united club can cut costs and still offer a quality ride with quality awards.
10. Arrange for early publicity of ride.
11. Be responsible for composition of entry blanks\*. Send an advance copy to sanction chairman prior to printing. Print early and in large enough quantity for adequate distribution and mailing. A minimal mailing would be to all regional NATRC members. If space allows, encourage National and Regional membership in NATRC. Mail at least 2 months prior to ride date.
12. Encourage junior riders-offer reduced fee, family plan or discount to seniors who bring a junior.
13. Mail insurance application\* and fee the first of the month prior to the ride month. Mail completed ride progress report\* to NATRC a minimum of 6 weeks prior to the ride date.
14. Scorecards, Rule Books, etc. will be mailed to you after receipt of required paperwork.

15. Contact NATRC office or Sanction Chairman if any questions arise.
16. Arrange for rider's numbers (front & back "bib" type). Use different numbers for each Division--Open, Novice and C/P. Large, bright-colored, cloth or plastic numbers can be made by members; or you can contact your regional organization or an established ride for a loan.
17. As ride plans progress, hold further meetings to inform everyone on overall progress and to check on accomplishments of all committees.
18. Work closely with ride secretary; answer necessary correspondence.
19. With trail master(s), prepare map with point-to-point times and distance and the ride's ribbon colors. All riders and key workers will receive this map.
20. Secure accommodations for judges and Rules Interpreter. Be responsible for hospitable reception and airport pickup if necessary.
21. Arrange for adequate restroom facilities and water at campsite.
22. Prepare a Schedule of Events: time of check-in, briefing, meals, starting time, awards and any other activity planned. Prepare a list of riders by division and class, listing name of rider and number. All key ride personnel and judges must have this list! It must be kept up to date! If possible, all riders should have both a riders list and schedule of events. A minimum requirement is the posting of these near the "office". A ride program and ride rosters are desirable and add to the riders' enjoyment of the ride.
23. Check with awards chairman to make sure awards have arrived.
24. If possible, set up campsite on a work day or evening prior to the ride date. This will enable all personnel to arrive at the ride refreshed.
25. See that the road to camp and campsite are well marked for everyone.

#### Day of Check-In

26. Be on hand early! See that ride secretary has a check-in "office" set up in a convenient location.
27. See that stable manager and parking attendants are directing parking.
28. Have weighmaster in attendance to weigh senior riders before checking in their horses. Check to see that any weight changes which require a change in class have been properly recorded by ride and judges secretaries on all rider lists and scorecards.
29. Greet incoming riders and judges.
30. Start pre-ride examinations in a pre-selected area (flat & large enough for judges' use) as scheduled as soon as judges and secretaries are ready.
31. See that ride veterinarian and farrier are present or on-call for emergencies.
32. As soon as possible after check-in or evening meal hold the pre-ride briefing\*.
33. Hold a separate briefing with trailmasters, judges, Rules Interpreter and drivers on trail observation points desired and available, discussing driving times, etc.
34. Check with ride secretary regarding any late check-ins, no-shows, pulled riders, etc., in order that your rider list is up to date for the ride start.
35. Check with stable manager for any needs or problems. See that he has made a map of the location of all riders for the judges.

#### Day of Ride

36. Keep rider list updated; note all pulled riders. Details and most decisions should be in the hands of the trailmaster(s) but double check daily.
37. See that timers know start and finish timing points in camp as well as in and out timing points at lunch.

38. Check that judges secretaries are staying up to date on posting of notes and P&R readings on scorecards and all notes and P&R cards are safely kept .
39. Ensure that all riders, judges and personnel have safely returned to camp.
40. Ensure that timers have been informed of any P&R holdovers or official delays and proper allowances have been given.
41. Ensure that riders have been informed of any time penalties and/or rule infraction penalties by judges.
42. Ensure that judges have been given a list of any time penalties.

#### End of Ride

43. Check on prearranged clinic or raffle to be held prior to awards. Be sure to inform new riders of upcoming rides in your area and the advantages of joining NATRC and regional organizations.
44. Arrange for a private and quiet place for your judges to do their final scoring after their final check. Make sure they have meals provided and are not interrupted, but be available for any questions or needs. No one other than the judge or their secretary may put any notes, figures or comments on the scorecards. Have available for their use: adding machine or calculator, fresh minds to double-check math, awards list\* and breed awards list (if offered).
45. Final scoring process can be lengthy dependant upon the size of your ride and experience of judges and secretaries. You will have to correlate the proper times to start your clinic and/or raffle to be followed promptly by awards. Announce these times to your riders as soon as you have an estimate.
46. Assist in awards and proper thanks and farewells. See that scorecards are handed out and that originals are in a safe place.
47. Thank and pay your judges.
48. If an error in addition on a scorecard is called to your attention after awards, it should be corrected immediately. If this error results in a tie for placement, then judges must break the tie. If it is an error in transposition of P&R readings, it can be corrected by using the original P&R cards. Judges still present will be able to assist you. Mathematical errors can be corrected by management. **MANAGEMENT DOES NOT HAVE THE RIGHT TO CHANGE A JUDGE'S PLACING.** The NATRC office will handle corrections discovered after the ride.
49. See that the campsite is left clean and uncluttered!

#### Post Ride

50. Check with committee chairmen to see that all borrowed material is returned and all accounts paid.
51. Check with ride secretary to see that all material and fees have been compiled and mailed to NATRC within 7 days. Keep a copy of score-cards and ride report for your records.
52. Hold a general committee meeting for post-ride suggestions and make report including operation report, income and expenses to be filed for use for your next ride.
53. Arrange for gifts or thank-you notes for property owners or sponsors.
54. Send articles and photos to local press and NATRC newsletter.
55. Have an after-the-ride party to thank your ride personnel.  
**TAKE A BREAK: YOU WORKED FOR IT AND YOU DESERVE IT!**

## **B. RIDE SECRETARY**

*NATRC RULE BOOK SECTION 3: The primary executive assistant who is responsible for all ride correspondence, records, bookkeeping and reports. Efficiency, accuracy and timeliness in handling of details are key points to the person chosen for this vital job.*

### **Pre-Ride (working in conjunction with RC)**

1. Become thoroughly familiar with contents of packet received from NATRC. Help in distributing materials to committee chairmen.
2. Prepare entry blank.\* (see RC 11). A complete and thorough entry blank is vital to the success of the ride as it will contain all the necessary record information. By sending an advanced copy to the sanction chairman, you will gain assistance in any details you may overlook. The one thing you leave off may be an important item.
3. After Sanction chairman's approval of your entry blank, print and mail. The mailing list can be comprised of previous entries from prior years, the NATRC regional mailing list, and requests you receive by mail. The number you print will depend on the size of your mailing list as well as copies for distribution to saddle shops, feed stores, etc.
4. Prepare posters (NATRC has colored flyers\* available) to distribute along with entry blanks to feed stores, etc.
5. Assist RC in submitting insurance application\* and six-week progress report\* on time. Scorecards and Rule Books will be sent to you by NATRC after receipt of Ride Progress Report.
6. Answer any correspondence with assistance of RC.
7. As entries are received, keep registry\* by division and class. List all fees paid and balance owed. Maintain a current count of total number of riders for each division and class. Keep RC informed. Keep counts on meals (if offered) for riders, guests, judges, Rules Interpreter, workers, etc.
8. Prepare and deposit all income.
9. See that riders' numbers are complete and ready for use.
10. From information on entry blanks, make up scorecards, using scorecard instructions\*, for each horse and rider by division and class.
11. If breed awards are to be offered, prepare individual breed lists by division after verification of registration papers. List must show rider number and name of horse on a separate list for each breed.
12. If any special awards are to be offered such as: High Point First-Time Rider, High-Point Combination Horse and Horsemanship, etc. you must prepare any lists required by the judges or see that these are properly taken care of prior to awards.
13. Assign rider numbers to pre-prepared scorecards. Compile in binders as per instructions.\* Assign rider numbers in sequence by division and class. **DO NOT USE DUPLICATE NUMBERS!** Allow several numbers between classes for late entries and class changes.
14. Be thoroughly familiar with all rules regarding limited rides.  
(see Schedule of Rides - C. Limiting)
15. Prepare complete rider list by division and class listing number and name.

16. Prepare rider packets using large grocery bag, donated advertising bags from banks, shops, etc.  
INCLUDE: Rider number, Rule Book if first time rider or if requested, maps and time sheets, trailer number, halter/bridle tag number, and if applicable, schedule of events, meal tickets, rider list, program, dash plaque, etc.
17. Prepare packets for key ride personnel: judges, Rules Interpreter (enclose RI form), RC, TM(s), P&R Chairmen, timers, weighmaster, Judges' secretaries. Include all items necessary for them to execute their job similar to riders' packet. Judges packets should include small note pads, pens, trail marking ribbon, plastic for cover in case of rain, etc. Be sure you have a set of manuals available - Judges, Riders and Management.
18. In advance of ride organize all materials you will need. Pack carefully and label clearly for identification.
19. Get necessary cash (number deposit, etc.) and change from bank.
20. Try to have all printing completed (maps, time schedules, rider lists, etc.) so you may have a few days off prior to the ride date.

#### Day of Check-In

21. Be on hand early, have booth, trailer or sheltered table near stable area. Have an assistant to help you.
22. Using registry (have an extra copy) as your guide, disperse riders' packets, collect fees due, secure any additional information from rider, give out stall assignments if applicable, and any up-to-date instructions or information. Have extra scorecards available for any last minute division or class changes as well as changes of horse or rider.
23. Keep a current list of all riders who have arrived and checked in, using the rider list, and pass this information on to the RC and TM.
24. See that food chairman is made aware of any cancellation of meals and if allowance has been made for any extra meals that may be sold at check-in.
25. Give scorecard binders to judges' secretaries by the time judges are ready to begin preliminary check in.
26. Give packets to all key personnel.

#### End of Ride

27. Be on hand at final check to return deposit in exchange for riders' number (or request deposit money as donation to an NATRC fund, or exchange refund for raffle tickets).
28. Be sure that judges' secretaries receive awards lists as well as breed award lists or other special awards that involve scoring.
29. Be sure that NATRC scorecard originals are in binders in a SAFE PLACE along with all other records and fees collected, etc.

#### Post Ride

30. Prepare bank deposit and mail any refunds due.
31. Assist RC in paying bills and final report of ride income and expenses.

32. PREPARE FOR NATRC OFFICE:
- a. All scorecards paired in descending horse scoring order/placing by division and class. (Include all who started the ride.)
  - b. Check all cards for errors in addition. If simple addition errors are found that do not change places or create a tie, write the corrected figure in the outside scoring column and initial. If place-changes or ties are created, send a note along with scorecards to NATRC. NATRC EA will send the necessary letters to judges, riders involved and management.
  - c. Fill out completely and accurately your Ride Report Sheets\*. (List scores and placings as awards were presented.) Type or print clearly using your scorecards as a guide. Compute and enclose rider and drug fees. Keep a copy for your files and next year's mailing list.
  - d. Mail to NATRC within 7 days: Ride Summary Sheet, Ride report sheets, fees, completed scorecards, copy of maps and times used for all divisions, unused scorecards and Rule Books, etc.  
If no report is received by the office within 10 days, the Executive Administrator will contact both National Directors from the rider's region. The National Directors are responsible for getting the paperwork and fees submitted within the required time to the NATRC office.
33. Organize your remaining materials. Assist RC in final report and file for next year's ride.

### **C. TRAILMASTER(S)**

Usually thought of as assistant ride chairman or may in fact be ride chairman, having a thorough knowledge of all ride chairman duties.

#### Pre-Ride

1. Be responsible for and/or direct all timing and marking of trails.
2. Assist RC in making maps, time and distance instructions to riders, as well as written instructions to ride personnel. Simply copying the proper section of this manual will enable you to give all ride personnel the proper duties in a written form for their use.
3. Assist RC in all facets of the ride and delegation of duties.

#### Day of Check-In

4. Take charge of pre-ride check of horses.
5. After introductions by RC, conduct thorough pre-ride briefing.\*

#### Morning of Ride

6. At all times keep an updated list, by name and number, of all riders that started the ride. Note all pulled riders.
7. Carry First Aid material in your vehicle. Know driving times to all locations on the trail. **TAKE MAPS, TIME SCHEDULE & RULE BOOK WITH YOU!**
8. Alert and position starter and timers. See that they understand briefing instructions to riders.
9. Suggest check-out position for judges.
10. Dispatch point rider and/or lead jeep and gatekeepers.
11. Verify all vehicles have valid insurance and all drivers have valid drivers licenses.
12. Check on readiness of vehicles, radio operators, gatekeepers and all working personnel. Dispatch as necessary in time to arrive at next location.
13. Start ride promptly at published time. Prearrange starting order as per briefing. Write down times first and last horses leave.
14. Dispatch safety riders or drag jeep to follow last horse.
15. See that judges and secretaries leave for first observation point.
16. Alert timers, lunch wagon, and ambulance driver to be at lunch stop early.
17. Depart for first observation point and direct ride as necessary. Check by radio from time to time on activities and locations of all personnel.
18. See that judges and P&R personnel are in place to catch first horses at a.m. P&R stop(s) and judging observation points.
19. If lunch stop or any other point on the trail has minimum and maximum arrival times, the TM along with timers must be at lunch stop or designated point prior to arrival of the first horse. The TM should check with the timers to see that the minimum and maximum times are being properly observed and recorded and any penalty points are discussed with the rider.
20. See that timers are properly recording all lunch arrivals and departures and calling riders out when it is time to leave.
21. Arrange for trailering out of any horses pulled at lunch or P&R stops and that a trailer remains available as long as the judges are concerned about any particular horse. Keep judges informed of any pulled horses/riders.

#### Afternoon of Ride

22. Arrange for P&R personnel and judges to be on location at P&R stops and judging observation points ahead of first horse.
23. Arrange for timers to be at finish line well before arrival of first horse.
24. Check with judges procedures and times required for in-camp examination in order that timers may notify riders on arrival in camp.
25. Assist in any in-camp examinations by judges.
26. Check with timers to be sure all riders (competitors and safety) have returned to camp.
27. Check to make sure all personnel have safely returned to camp.
28. Check with rules interpreter for any suggestions, criticism or complaints.
29. If applicable, inform any involved riders of penalty points assessed for time or rule infractions. Inform judges of time penalty points, giving list indicating rider number, total minutes early or late.
30. If two-day ride, arrange for next day's briefing.
31. Check with judges' secretaries to see that all data is on scorecards.
32. Good time to circulate among riders, promote public relations and as much hospitality as possible.
33. Check with stable manager to see that everything is secured for the night.

#### End of Ride

34. Arrange for secluded area in which judges may deliberate undisturbed. (see RC 43)
35. With RC take part in prearranged clinic, etc.
36. If necessary, assist in presentation of awards. (see RC 45)
37. Assist in orderly departure of riders and clean up of camp.

Post Ride: See RC duties

#### **D. RULES INTERPRETER**

*NATRC RULE BOOK SECTION 3: This person must be thoroughly familiar with these rules and be a member of and approved by NATRC. Upon request by a rider or ride official, the Rules Interpreter (RI) shall interpret the NATRC rules to management and judges and process any disputes concerning rule interpretations. In the event of a dispute, the RI will confer with both judges and ride management to enable them to arrive at a prompt decision. If agreement between judges and management is not forthcoming, then the RI, on behalf of NATRC, is authorized to make a ruling in order to settle the question. Any such ruling must be reported in writing to NATRC. If a RI sees a rule infraction in process, he or she must notify management and judges so corrective steps can be taken. The Rules Interpreter will complete an efficiency report and mail it to NATRC within 72 hours. No member of the immediate family, by blood, adoption or marriage (to include parents, siblings, grandchildren and in-laws) or any member of the household of the judges or Rules Interpreter, nor any horse owned by said family may compete in a division of a ride for which said person is acting in an official capacity. The RI will not be a family member of judges or ride chairman.*

1. A Rules Interpreter (RI) must be selected at least two months in advance of your ride. Another ride chairman in your region is a good choice for a RI.
2. The RI must be a member of NATRC and be thoroughly familiar with NATRC rules. He/she should be level headed and a good mediator.
3. In the event management cannot secure a RI who does not have a member of his immediate family competing or does not have a horse owned by him in competition, then management may arrange for RI's that qualify for each division, Open and Novice. Example: Rules Interpreter for Open Division could have a member of his family riding a horse owned by him in the Novice Division and vice versa.
4. The name of your RI will be sent to NATRC on your ride progress report. After verification of membership NATRC will send your Rules Interpreter a Rules Interpreter Information sheet and Rules Interpreter Ride Report sheet\*, for his/her perusal prior to the ride. An additional copy of the Rules Interpreter Information and Ride Report sheets will be sent directly to ride management to give to the RI in his packet at the ride along with a Rule Book.
5. Your Rules Interpreter must be provided with meals.
6. You must supply your RI with all Open, Novice and C/P maps indicating times. Your RI must attend your briefing not only to be properly introduced but also to make themselves available to all information given to the riders.
7. You must provide the Rules Interpreter with transportation in order that he/she may adequately observe your ride.
8. Avoid using the rules interpreter to perform other duties, such as P&R's (particularly for outgoing teams), secretary; timer, etc., unless no one else is available to do these duties. (Rule Book 3 B 6 a 2). Your Rules Interpreter, however may assist in any duty that would not cause conflict and also afford him a good view of the ride in progress.
9. It is customary to extend the same courtesies to the Rules Interpreter that are afforded the judges. Introduce the RI at all ride briefings.
10. The Rules Interpreter will complete the Rules Interpreter Ride Report within 72 hours of the ride and mail to NATRC. The ride chairman will receive a copy of this report from NATRC.

## E. JUDGE'S RECORDING SECRETARY

*NATRC RULE BOOK SECTION 3: There shall be a minimum of one secretary for each judge. It shall be the duty of the secretary to officially record the findings of the judges, weighmaster, timers and P&R teams during the course of the ride. Secretaries shall refrain from discussing the findings or opinions of the judges with competitors or other observers.*

The Judges Recording Secretary should have no other duties from check-in through final placing. When possible, a provisional judge should be offered an experienced Secretary for recording. (Undated BOD Guidelines)

The Judge's Recording Secretary is often regarded as a good position for someone capable of taking on management duties or interested in becoming a judge or rider. Knowledge of nomenclature and parts of the horse is an asset. It is helpful if they know the course of the ride thoroughly. Management should use caution in selecting a secretary who has a relative riding or who owns a horse entered in the same division.

The secretary should be efficient, accurate, alert, eager to work hard, write legibly and be pleasant to those around them. Being friendly and courteous will put both rider and judge at ease. The job is one of the most difficult of the whole ride, involving long working hours. Due to the stress and long hours of the job, consider using an extra secretary if conditions dictate (vehicle space, number of entries, etc.)

By silent observation judges' secretaries will be rewarded with the opportunity to gain knowledge in the judging of the competitive horse and rider.

### Pre-Ride

Attend training on use of NCR (No Carbon Required) scorecards\*, become familiar with categories, terminology and correct placing of notes on cards. Sample scorecards are in the Judges Manual\*. The reading of both Judges and Riders Manual will be helpful.

### Check-In

1. Be in camp at least one hour before horses are to be checked in.
2. Pick up scorecards and packet from ride secretary. Be sure cards are entered in binder in numerical order by class and division and the necessary dividers are in place for the NCR type scorecards.
3. Introduce yourself to your judge and get special instructions.
4. Preliminary exam: *NATRC RULE BOOK SECTION 6: .....At this time the judges are responsible for determining that the scorecard accurately describes the horse being judged as to: name, age, sex, color, breed, division and class of competition.*

Any changes in rider, horse or weight class, etc. must be made on the scorecards at this time.

5. Record directly on the scorecard all information given by the judge on each horse/rider in appropriate place. Stay as close to the judge as possible to hear comments, taking care not to get stepped on or kicked or in the judge's way.
6. Using the rider list, be sure all riders have checked in. Arrange with judge the time and location for any late check-ins. Keep your rider list current during the course of the ride, making sure any horse that does not start is taken off the list as well as any horse that is pulled during the course of the ride. The RC, TM, P&R Chair., and timers should be notified of all horses pulled by the judges.

## Day of the Ride

7. Be aware of time and location for first observation. Be on time for departure.
8. You are responsible for all scorecards unless the judge has them in their possession. **DO NOT LOSE OR MISPLACE!**
9. Transpose accurately all judge's observation notes and P&R readings onto scorecards as rapidly as the judge dictates or gives them to you. If judges are separated, see that horsemanship notes are given to the horsemanship secretary and vice versa. Exchange notes at every opportunity....P&R stops, lunch, etc. Keep your rider list current during the course of the ride, deleting any horse that did not start and any horse that is pulled during the course of the ride. Make notation on the scorecard indicating reason for deletion. Stay current, get help if you fall behind in your recording.
10. When in doubt ask the judge for any interpretation of notes or area for placement on the scorecard.
11. At each P&R stop collect all P&R data and record on horse scorecards.
12. Never, under any circumstances, throw away any notes or P&R data.
13. Be sure that all penalty point information regarding time or rule infractions assessed by the judge is in a safe place for future recording on the horse scorecards. Be sure that riders have been notified of penalty points by RC.
14. Check with judge if or when you will be needed for evening examination at the trailer (take flashlight).

FINAL EXAMINATION: Make notes directly onto scorecards.

## End of Ride

15. Be sure all data, notes, P&R recordings, judges' signatures, penalty points, etc. are entered on each scorecard.
16. Sit by quietly while judges do final evaluations and scoring,
17. Assist in checking addition for totaling of scores. Use of an adding machine, calculator or another person with a fresh mind is desirable for a counter-check on arithmetic.
18. Stack cards by class in scoring order for judge's placement.
19. Prepare awards list by class. Prepare any breed or special awards list.
20. Notify RC or TM when awards lists are ready.
21. Separate cards. Originals must be left in binder in scoring/placing order. Be sure the binder along with all notes is in the hands of the RC or ride secretary for safe keeping. These are the records of the ride. You have worked hard to see that they are complete.
22. Place hard copies of scorecards (combine horse and horsemanship if possible) in numerical order. Identify yourself after awards; call out numbers and pass cards out to riders.

## F. OFFICIAL TIMERS

*NATRC RULE BOOK SECTIONS 3 and 5: Each sanctioned ride will provide a timer and recorder for each division unless the ride is so arranged that one timer and recorder can adequately record the times for all divisions. The records kept by the timers are to be presented to the ride chairman, who must in turn inform riders and all judges of any early/ late arrivals. Barring unforeseen circumstances, this shall be accomplished within two hours of the completion of each day's ride. The notification of penalty points must be done prior to final placings.*

Timers should be alert, prompt, write neatly and legibly, and be good with figures. They must have an accurate watch or clock and a backup watch. They must be familiar with all timing rules in the NATRC Rule Book. For ease in calculation of ride times, the first horse timed out should be calculated on the official ride start time given to the riders with their time schedule: e.g., first horse starts at 12:00; therefore timers set watch at 12:00 when first horse is timed out.

1. Be on hand promptly and know the location of the start of the ride, lunch stop (in and out), and the finish line.
2. Be familiar with any timing instructions given to the riders at the briefing: e.g. rider may wait for friend before being timed out as long as they wait off to one side out of the way of the timers.
3. Know the precise minimum and maximum total elapsed times for each division per the rider's time and distance schedule for each day's ride.
4. Record all times on timing sheets\*.
5. Have a list of all riders and notify RC/TM of any missing riders at lunch or finish.
6. At lunch stop call each rider's number loud and clear five minutes before rider's departure time.
7. At finish alert riders when judges will begin any called for recheck in camp. Have an assistant hand out numbers to riders in numerical order as they time in, so the riders can return for recheck in the order in which they timed into camp.
8. Calculate any time penalties immediately after return to camp each day and notify ride chairman of all time penalties - early or late.

## **G. PULSE AND RESPIRATION (P&R) CHAIRMAN(S):**

Divide into Open, Novice and C/P where appropriate.

### **Pre-Ride**

1. Be familiar with all P&R procedures as outlined below and work closely with RC and TM.
2. Be responsible for selecting, training and team assignment.
3. Be familiar with trail, location and times of all P&R stops.
4. Be responsible for all P&R equipment. Secure in advance: stethoscopes, pens, P&R cards\*, etc. P&R cards should be printed on manila card stock similar to file folders. You must have a sufficient number printed in advance by your local printer or purchased from NATRC. Some rides use a different colored card for each P&R stop.

### **Day of Ride**

5. Have a complete up-to-date list of all riders who start and the rider's map and time schedule.
6. Be in full charge of all P&R personnel, vehicle assignment, equipment (stethoscopes, P&R cards, water & cups, etc.)
7. Know the driving times to each P&R stop and synchronize arrival and departures of all vehicles.
8. Be responsible for organization of each P&R stop.
9. See that all P&R team's watches are synchronized.
10. See that P&R Timer has watch set exactly 10 minutes faster than the P&R teams.
11. See that Timer has P&R cards ready for use.
12. Be responsible for placement of horses and riders in line(s).
13. See that P&R teams know what the judges want from them: establish recovery criteria for holdovers, establish instructions to riders for any check of horses after completion of P&R, etc.
14. If a non-stop walk or trot into the P&R is called for by the judges in concurrence with the RC, you must assist in the placement of a person who is designated to start the riders from a specific pre-measured spot. They must give each rider specific instructions: Example: "It is one mile from here to the P&R stop. Once you pass me you must maintain forward motion at the walk (trot) until you reach the P&R stop. You may rest your horse here."
15. Be responsible for moving any fractious horse that disturbs the line.
16. Be responsible for positioning of any holdovers.
17. See that rider requested rechecks are carried out in a timely fashion by another team or "Super Team".
18. Alert judges to all holdover horses.
19. Inform RC, TM or judges of all pulled horses.
20. Make sure all horses have cleared each P&R stop.
21. Check with safety riders for any problems.
22. Be responsible for collection of all completed P&R cards. Possibly pre-assigned assistant who will give completed cards in numerical order to vet secretary and/or assist in recording on scorecards if needed.

## H. P&R TIMERS

*NATRC RULE BOOK SECTION 3: A sanctioned ride must have an individual at each P&R stop to record the arrival time of each rider.*

Timer's watch will be set 10 minutes faster than ride time and P&R teams. Timer will have available the number of P&R cards required for the number of horses expected at each P&R stop. This person is responsible for marking each card with the day and number of the P&R stop. As each rider arrives this person shall accurately record on each P&R card rider number and to the nearest minute the out-going time for each horse. The timer then gives each card to the rider who will carry it to the P&R team. All P&R team's watches must be synchronized with the P&R Timer's watch!

## I. P&R TEAMS

The main purpose of using P&R teams is to rapidly and efficiently check all horses uniformly and avoid undue delays on the trail in handling large numbers of horses. These teams are an important part of your ride in that they relieve the judges of this routine task and thus allow them to devote full time to observing the horses. P&R readings are a measure of condition and an important safeguard for the prevention of over-exertion and undue fatigue. P&R's are not meaningful unless they are done uniformly and correctly!

*NATRC RULE BOOK SECTION 6: Incoming P&R's shall be optional at the discretion of judges and management. The recovery/outgoing P&R will be taken 10 minutes after arrival at the P&R stop. A rider may immediately request a recheck of their horse's outgoing pulse or respiration (or both). If this recheck is requested, it will be taken by a different P&R person or team. Only one recheck shall be permitted. The pulse and/or respiration count from the recheck will apply.*

P&R stops should be kept quiet and free from any outside disturbances while horses are in the area. Smoking allowed only in designated areas. LEAVE NO LITTER! Wearing apparel should be comfortable and suitable for existing weather conditions.

Select team members for their efficient, courteous and pleasant manner. Teams must be pre-trained by management or in case of an emergency pre-trained by the judge prior to the start of the ride. Members can be selected from your own club as well as relative or friends of your riders. RELATIVES OF RIDERS MUST NEVER TAKE A P&R on a horse ridden by a relative or a horse owned by them. Each P&R team should be able to efficiently handle 15 horses. Each team will consist of two members--one pulse taker and one respiration taker.

1. PULSE TAKER: Be familiar with all P&R procedures as outlined. Must have a watch with a second hand, stethoscope (own or provided by management) and pen. The pulse is taken using a stethoscope placed on the horse's chest just behind the left elbow. If in-coming P&R's are used the pulse should be taken as soon as the rider dismounts and is placed in line. Approach the horse quietly and touch him gently but firmly before proceeding. If necessary, tapping the horse's left forefoot gently with the foot will cause him to extend his leg and move the elbow forward to place the stethoscope behind it. The pulse is counted for 15 seconds. The heartbeat consists of two sounds "lub-DUB". Occasionally a third sound is also heard. Each "lub-DUB" counts as ONE BEAT.

Occasionally heartbeats will be difficult to hear due to horse's heavy breathing, excess fat cover, faint heart or outside wind conditions. If this occurs, get immediate help from P&R Super Team or another team. Should a horse become excited during a pulse check, retake the pulse. Announce your reading loud and clear and properly record both pulse and respiration on the P&R card. Respiration team member will usually take a little longer than pulse taker. Move as a team to the next horse.

2. **RESPIRATION TAKER:** Be familiar with all P&R procedures as outlined. Must have a watch with a second hand and pen. A horse's respiration is best observed on the left flank between the end of the rib cage and the thigh. Each time the flank goes in and out counts as ONE RESPIRATION. It is helpful to hold your hand in front of this area to better visualize the in and out movement, but **DO NOT TOUCH THE HORSE**. Respirations are counted for 15 seconds. Occasionally a horse will double-breathe. If this occurs, you will see two rapid outward movements followed by one inward movement; this counts as one respiration. Should a horse whinny, snort or become excited while the respiration is being taken, recount the rate. Announce the reading loud and clear. Move as a team to next horse.

## **J. P&R PROCEDURES**

1. P&R's should be taken on the left side of the horse and counted for 15 seconds. Only the 15-second count is recorded on the cards and scorecards. It is acceptable for the rider to put up stirrup or loosen cinch as long as undue delay is not caused. If there is difficulty obtaining a count, it should be taken for a full minute: divide by 4 for 15-second recording. For purposes of equality, 1/2 count or mid-way should be recorded as the lower reading. **EXAMPLE: PULSE 12 1/2 SHOULD BE RECORDED 12.** Under no circumstance should a P&R member attempt to interpret any results or discuss them with any competitor. If time allows, you may tell a new rider what the established normals are. Give all readings in a clear voice.

### **ESTABLISHED NORMALS AFTER 10 MINUTE REST:**

15 Second Count      PULSE 8-12      RESPIRATION (1-9)

2. **RECHECKS:** Riders have the right to request a recheck. Do not argue; have the next team or special team take a recheck immediately. This recheck reading will be recorded.
3. **UNRULY HORSES OR DIFFICULT TO TAKE P&R READINGS:** Get P&R chairman or judge to assist.
4. **HOLDOVERS:** You will be informed at the ride briefing by the Veterinary Judge of the upper limits for pulse and respiration criteria. For their own safety, horses who do not meet this P&R recovery criteria for both pulse and respiration simultaneously will be held for one or two additional 10-minute increments. The judge must be informed of any horses held for the extra 10 minute holdover. *NATRC RULE BOOK SECTION 5: In the event that a horse is held for additional recovery time at a P&R stop, that hold time (10 or 20 minutes) must be added to the rider's minimum and maximum ride time. If a horse has not met recovery criteria after two 10-minute holds (a total of*

*30 minutes recovery time including the initial P&R), the horse shall be pulled.* All holdover times and readings shall be recorded. The rider, RC or TM must be told. Make every effort to notify the judges and other ride personnel of holdovers so they can plan logistics and observations accordingly.

5. RECOVERY RESPIRATION INVERSION: Normally the respiration rate should be lower than the heart rate. If the respiratory rate is higher than the heart rate, this is called an inversion. An inversion may indicate impending fatigue or may be due to the type of breathing (panting, etc.). The evaluation of any inversion should be done by the judge or their authorized representative.
6. P&R STOP ORGANIZATION:
  - a. Upon arrival of each rider the P&R Timer will record the rider's number and out-going time on the P&R card (recorded time will be exactly 10 minutes passed actual arrival time). The card will also have the date/day and location/number of P&R recorded on it.
  - b. The card will be given to the rider who will be instructed by the Timer or P&R Chairman where to line up.
  - c. The line should be one or two parallel rows of horses, with riders dismounted, leaving space between each horse for the taking of P&R's by teams. As the horses will not be allowed to move once they are placed in line, you must consider your space available prior to setting up your P&R stop location. The horses will be placed in line in order of arrival. You may move a fractious horse who is disturbing others.
  - d. If used, in-coming P&R teams will take the P&R card from the rider and proceed to take the P&R. If used, the in-coming team will record their readings and team number on the card and return it to the rider. Total teams used for in-coming will depend upon the total riders and the spread of the riders at that particular P&R stop. Usually the first P&R stop of the day will have the greatest concentration of riders arriving at one time. Later in the day they will spread out.
  - e. Out-going P&R teams, using your most experienced people, will take P&R readings EXACTLY 10 minutes after arrival. This is done by checking the time on the riders card with their watch (pre-synchronized with the In-Coming timers watch). The readings and P&R team number will be recorded on the P&R card which will then be turned in to the P&R Captain or returned to the rider who will take it to a designated person.
  - f. Riders will receive instructions regarding any checks required by the judges and/or asked to mount their horses a few yards down the road. They may wait, if necessary, for the horse next to them to receive his out-going P&R before leaving the area.
  - g. All P&R teams will leap-frog down the line. Teams should double check the rider number on the card to see that it agrees with the rider's number before recording their figures.
  - h. Any holdover horses may be moved out of the line a few steps.
  - i. After all horses have cleared the P&R stop, teams should be ready to proceed to the next P&R stop as time is often a key factor.
  - j. **All P&R cards must be given to the designated person.**

## **K. WEIGHMASTER**

Often a person with other management duties. On the day of check-in, must weigh with tack each open and novice rider in the lightweight and heavyweight class. (Novice combined weight class must maintain minimum weight.)

1. Have accurate scale and list of all riders by class and division.
2. Weigh riders in central area or circulate through campsite. (Put scale on a board.)
3. Record weight of each senior rider with tack, using Rule Book to determine if rider is in the proper class.
4. Inform judges and ride secretary of any changes in class caused by weight.
5. Be prepared to reweigh any borderline riders immediately at the end of the day's ride or at lunch stop. The purpose of reweighing borderline competitors is to make sure they maintain the minimum weight in their division.

## **L. STABLE MANAGER(S)**

Should be a well qualified horseman who is thoroughly familiar with the rules governing competitor's care of their horses and who will make periodic checks on the horses while they are in camp.

1. Be on hand at check-in to see that all horses are placed in the proper tie or parking area.
2. Make a map or know the location of all riders so the judges may circulate with ease.
3. Know the location of the judges, RC and TM in case an emergency arises.
4. See that water is available for both horses and riders and preferably from more than one outlet.
5. Be alert for any horses in trouble or riders who might be handling their horses after legal time limit.
6. Assist in departure of riders.
7. After ride, see that stable area is LEFT CLEAN.

## **M. RIDE STARTER**

Usually a person with other management duties with a strong clear voice or a bull horn who will call riders to start promptly and line up in order of departure.

## **N. POINT RIDER(S)**

Must be mounted on a well-conditioned horse and be thoroughly familiar with the entire course of the ride in order to re-ribbon any section of the trail on which ribbons may have been removed.

1. Be prepared to leave camp in a.m. early enough to allow sufficient time to stay well ahead of the first rider. Time leaving will be dependent upon the condition of their horse.
2. Carry with them: keys for locked gates, sufficient replacement ribbon and checkpoint signs, map and time schedule, marking pen, tacks, folding saw, pruners, wire cutters, etc.
3. From time to time report progress and conditions to RC or TM.

## **O. SAFETY RIDERS**

*NATRC RULE BOOK SECTION 3: One or more safety riders will follow competitors on the trail to assist any horse or rider in event of emergency.*

1. Should be thoroughly familiar with the course of the ride and any side trails or short cuts that lead to a road where a distressed horse might be picked up.
2. Be mounted on horses capable of making the entire day's ride. (Exception: it may be possible to use different safety riders on different sections of trail provided coordination is achieved.)
3. Should have experience in handling horses suffering from fatigue.
4. Carry first aid kit, halter and lead rope and wire cutters.
5. Some form of communication is desirable (radio or cell phone).
6. One safety rider should remain with any pulled horse and escort it slowly to the nearest trailer or back to camp as instructed by the RC or TM.
7. Should maintain a distance from the last rider in order not to interfere with competition.
8. Should not pull any ribbons since there is always a chance that a rider has gotten off trail and is behind them.
9. Must be at least 18 years old.

## **P. RIDE VETERINARIAN**

Usually a local DVM who is available on call throughout the course of the ride, preferably one who is interested in becoming an approved judge. Any treatment by either the local DVM or the veterinary judge to a competitor's horse will be by private treaty. Some veterinary judges have an emergency kit with them if judging in the same state as their practice, but their main job is judging the horses and any treatment of horses takes away from this job. Except in an emergency, treatment is not the judge's responsibility.

## **Q. FARRIER**

Can be part of management or a local farrier who checks with management the evening before the ride and remains on call. Charges are arranged by private treaty.

## **R. AWARDS CHAIRMAN**

Often a person with other management duties. Should have knowledge of places of purchase and prices available.

1. Responsible for ordering sufficient ribbons and trophies as per Rule Book minimum required. Order additional awards offered by management such as breed or completion, etc.
2. Assist in the securing of awards sponsorships.
3. Display and assist in the presentation of awards.
4. See that a "Master of Ceremonies" has been selected (RC, TM, etc.)
5. See that all sponsored awards have the name and address of sponsor attached for thank you note by recipient.
6. See that all sponsors are thanked properly by club.

## **S. MEAL CHAIRMAN**

Ride management or service group such as church, etc. Ride management must provide food for their judges, Rules Interpreter and judges secretaries. Management has the option to offer meal(s) to riders and ride personnel.

Cost, availability of personnel and cooking facilities will determine if food is to be offered. A good sized committee will have to hold several separate meetings. Tasty basic food at a reasonable price makes for happy riders. Poor food at an expensive price is not worth the effort. Food will be a large budget item.

1. Pre-determine if cooking will be allowed at campsite (fire hazard, etc.)
2. Determine total number and types of meal(s) you will offer (breakfast(s), lunch(s) or dinner(s).
3. Determine cost of meal(s) and menu to be included in entry blank. All meals should be payable in advance. Experience has proven that management ends up paying for meals ordered by riders and workers who did not show up. When determining costs remember you must provide free meals for judges, Rules Interpreter, judges' secretaries and possibly property owners.
4. Pre-determine if costs will allow any free or at-cost meals for your workers. The building-in of an override to actual cost may enable you to do this dependant upon numbers of workers.
5. For help in determining costs and quantities you should consult a local wholesale supplier, restaurant or caterer.
6. Secure cooking and storage equipment (stove, barbecue, pots, pans, etc.) and eating facilities (utensils, tables, chairs, coolers, etc.)
7. Work closely with RC and ride secretary as entries arrive on exact numbers of meals ordered by riders, workers, etc.
8. Purchase food and supplies required and set up preparation and storage.
9. Determine mealtimes to be included in schedule of events.
10. Determine how lunches and necessary drinking water or cold drinks will be transported to lunch stop.
11. Work closely with RC submitting all bills and receipts.  
A caterer can do all of the above as they have the necessary experience and equipment. You must contact well in advance of your ride and plan menu, costs and types of meals.

## **T. RAFFLE CHAIRMAN**

Often a person with other management duties. A raffle is at the option of management but is usually well received by riders. Contacts with local merchants for donations is an aid.

1. Secure raffle prizes - hopefully donated.
2. See that riders and management are aware of prizes offered - announce or make a list.
3. Sell raffle tickets throughout weekend. Offer tickets in lieu of number deposit refund.
4. Display prizes and hold raffle prior to awards. Work out timing in conjunction with RC.
5. Properly thank all donors and turn in all money collected.

#### **U. PHOTOGRAPHER**

Optional but well received by riders. Photos may be sold to riders or used for publicity purposes. Some regions have photographers available to cover your ride.

#### **V. CLINIC OR ENTERTAINMENT CHAIRMAN**

Although optional, is well received by riders, especially new riders. While awaiting awards and final evaluation by judges, a riders' clinic is a rewarding, educational and time-filling program. Can be conducted by contesting judge, experienced open riders, other qualified NATRC members or Novice judges who have completed their judging. Is a good time for other ride chairmen to announce their rides and hand out entries.

During the course of the weekend, if time allows, light entertainment of movies, slides, music, games, etc. can help make the weekend fun.

#### **W. VEHICLE CHAIRMAN**

Responsible for securing all transportation, seeing that they are on time when needed and that service (gas and oil) facilities are available. Besides your own club members, four-wheel drive clubs, ranchers and sportsmen are a good source of vehicles. Responsible for coordination of vehicles with personnel necessary to be transported.

## X. VEHICLES/ DRIVERS

The vehicular needs of a trail ride vary considerably with the terrain, accessibility to roads and fire trails, number of management personnel to be transported, locations of observation or check points on the trail, and gates that require gatekeepers. With this in mind, the RC must decide the type and number of vehicles to be used. (jeep, pickup, car, station wagon, etc.) Four-wheel drive use will be dependent upon the terrain.

Indiscriminate use of vehicles or an excess of vehicles can create interference with riders and possible damage with resultant loss of permission to use the property. Therefore, the number should be kept to the minimum that will SAFELY service the ride. (Example: where the Novice Division follows the same but shorter route than the Open Division, it may be possible to eliminate a lead or drag jeep.) When any vehicle is no longer needed, it should be dismissed and proceed back to camp immediately. All vehicles should be under the absolute command of the RC or TM.

It is essential that the driver or a passenger in each vehicle be thoroughly familiar with the terrain, the exact route and the general trails in the area. It is recommended that all drivers be taken over their exact route some time during the week prior to the ride. If possible, each vehicle should carry water and cups for use by riders and management. First aid equipment and radio communication is necessary in key vehicles.

NATRC insurance does not cover vehicles used during the ride. Ride chairmen beware and protect yourself with adequate personal liability and obtain certificates of insurance from the company insuring any vehicles used. Do not allow personnel to ride in the back of a pickup.

**PERSONNEL WHO MUST BE PROVIDED WITH VEHICLES:** Type of vehicle (passenger or four wheel drive) will be dependent upon the terrain and number of passengers. Additional vehicles might be necessary if Open, Novice and C/P trails are not shared. If one set of judges judge all divisions, two vehicles indicated below may be eliminated.

Ride Chairman x	Open P&R Teams & P&R Timer	may be
Open Trailmaster x	Novice P&R Team & P&R Timer	combined
Novice Trailmaster x		
Open Veterinary Judge & Secretary	Rules Interpreter x	
Open Horsemanship Judge & Secretary	Gatekeepers x	
Novice Veterinary Judge & Secretary	Lead jeep if used	
Novice Horsemanship Judge & Secretary	Drag jeep if used	
Timers Open & Novice - carry lunches		

x indicates share vehicle

**LEAD VEHICLE:** If used, should be radio equipped and be manned by a person who knows intimately the entire area and specifically the course of the ride.

1. Precedes first horse out.
2. Has keys and gatekeepers aboard for all necessary gates.
3. Hangs any additional ribbons necessary or uses flour arrows as needed.  
Carries material needed to replace checkpoint signs, etc.
4. Reports on progress, location and conditions from time to time to RC or TM.

**DRAG VEHICLE:** If used, should be radio equipped, carry first aid kit and be manned by an experienced horseman, preferably one that has had experience in handling horses suffering from fatigue. Knows thoroughly the course of the ride and any side trails that might lead out to a road where a distressed horse might be picked up.

1. Pick up all gatekeepers and lock or close all gates.
2. Keep any errant riders on trail.
3. Be prepared to assist any distressed horse or rider. In case of distressed horse, either tie up in suitable place and wait for official help or slowly walk to nearest pickup point, these instructions to come from RC or TM.

**JUDGES' VEHICLES:** Should be radio equipped. Driver or judge's secretary should be thoroughly familiar with the ride route in order to assist the judge in locating observation points.

**RC and/or TM VEHICLES:** Must be radio equipped and able to go anywhere as directed by RC or TM. Should carry first aid kit.

**P&R TEAM VEHICLES:** Know the exact location of each P&R stop, the times needed to drive between stops and the times the first horses will arrive. Coordination must be achieved allowing for the first horse and the last horse times. Vehicles should carry water and cups for riders and be large enough to carry the necessary teams.

**STANDBY VEHICLE:** If used, should be radio equipped, preferably a four-wheel drive capable of pulling a horse trailer under difficult conditions. Should be manned by an experienced horseman who knows the ride route and all roads and trails in the area. Should have keys to or be able to open all gates in area of ride. Remains in camp on call until called by trailmaster.

**AMBULANCE TRAILER(s):** For horse and /or human, ideally two should be available. Depending upon conditions, one should be at the lunch stop each day. If available, give consideration to having one trailer of the open type to facilitate handling that hard to load horse. Each unit should carry a good halter and lead rope as well as long rope to expedite loading. If hay or grain is carried in manger, it should be removed when hauling a tired horse.

## **XI. COMMUNICATIONS**

An aid to managing a competitive trail ride is through the use of radio communications. Depending upon availability and terrain, three types of radios are often used: CB-citizen band or short-wave, walkie-talkie, or ham sets. A radio chairman should be chosen whose responsibility it is to arrange for radio equipment in all key vehicles, at ride headquarters and in mountainous terrain a relay at some high point.

All equipment should be installed the night before the ride, and a standby unit should be available at headquarters. Most areas have Ham club or CB clubs which are an excellent source of qualified radio people. All counties have Government Disaster offices which usually have ham sets for emergency use. Members of local ham clubs are often authorized to use this equipment and anxious to have it field checked occasionally. Another good source of trained personnel is from the ranks of Search and Rescue organizations which have four-wheel drive units permanently equipped with CB radios. Radio people are competent and conscientious and can be a fine asset to any ride.

## XII. CLINICS

An excellent way to introduce competitive trail riding to new riders is to conduct a clinic. Choose either a riding or non-riding clinic or a combination of both. A successful clinic will not only guarantee you more entries on your sanctioned ride but will provide your ride personnel with a learning ground. The NATRC office has a list of available audio/visual and other clinic items. Clinics must be sanctioned by NATRC. See Section 2 B of the NATRC Rulebook. If horses are used, the clinic must be insured through NATRC's negotiated insurance carrier.

### A. RIDING CLINIC

This might be set up as a one day event\*, preferably by the club sponsoring the NATRC ride. It should be an easy three to five hour ride with a one hour lunch stop and run like an NATRC ride with the goal of familiarizing as many people as possible with competitive trail riding. While it is not necessary to have NATRC judges or even a veterinarian, the ride should be as close as possible to NATRC procedure, from the pre-ride briefing to the final judging. It may not be advisable to actually place the horses, but rather to point out some areas for improvement. NATRC will provide pass-out material\* if requested.

As it is obviously impossible to do much "condition" judging on such a short ride, emphasis should be placed on learning and enjoyment of the sport. At the conclusion of the event, a clinic should be held with the judges explaining their findings to the riders. This event should be held at least one month prior to the NATRC ride to allow any neophytes time to condition their horses.

### B. NON-RIDING CLINIC

This may be a one-day event or just an evening meeting and can be held indoors or outdoors. NATRC will provide pass-out material\* if requested. These clinics can be keyed to introducing either new ride management or new riders to NATRC. If desired, several clinics can be conducted using experienced riders who can explain riding techniques; approved judges who can explain what the judges look for; or a ride chairman explaining the how-to of managing a ride. Many NATRC Regional organizations have both Veterinary and Horsemanship videotapes, slides, film and personnel available and willing to speak at area horse clubs, 4-H or other youth groups. The NATRC office has a video available, which was taken at a ride. Some Regional organizations also have videos, which were taken at various rides.

Also available for clinic material is the introductory DVD. An "Interested in Putting on a Ride" packet is available from the NATRC office.

## APPENDIX A.

### NATRC FORMS AND INFORMATION AVAILABLE AT [www.natrc.org](http://www.natrc.org)

#### **NATRC forms:**

- Sanction Application
- Sanction Guidelines
- Clinic Sanction Application
- Insurance application
- Judges Contract
- Ride Progress Report
- Ride Fee Sheet
- Accident Report
- Rules Interpreter Report
- Ride Timing & Score Sheets
- Apprentice and Provisional Judge Progress Reports
- P&R Template

#### **Information Documents**

- Before the Ride Checklist
- Management Responsibilities for Rules Interpreter
- Rules Interpreter Instructions

#### **Liability Waivers**

- Rider Liability Waiver – NATRC
- Rider Liability Waiver – by state (see links)
- Worker Liability Release

## **APPENDIX B.**

### **PAPERWORK DEADLINES**

#### **Before the ride:**

- Sanction Application and Fee: No Later Than 90 days before ride – to NATRC Office at address on top of form
- Ride Entry for Approval (if not using generic form): Before printing and mailing, send to Sanction Chair No Later Than 8 weeks before ride
- Progress Report due to NATRC Office No Later Than 6 weeks before ride
- Ride Packet (Scorecards, Rule Books, etc.) will be sent to Ride Secretary unless otherwise indicated after Progress Report received
- Insurance Application and Fee: As soon as possible but No Later Than the first of the month preceding your ride month

#### **After the Ride:**

- Accident Report: Within 24 hours after the ride. Mail to NATRC Office.
- Rules Interpreter's Report – with complete set of maps and timing sheets: Within 72 hours after the ride. Mail to NATRC Office.
- Ride Report, Summary & Rider's Fees: Within 7 days after the ride. Mail to NATRC Office.

## APPENDIX C.

### TIME LINE LIST FOR RIDE CHAIRMEN

Debbie Murphy – Region 1

#### 12 MOS

- Select ride site
- Select ride date

#### 11 MOS

- Secure CTR Chair
- Secure CTR Secretary
- *Sanction application to NATRC*
- Submit approval request to property owners
- Secure Veterinary Judge(s)
- Secure Horsemanship Judge(s)
- Secure Rules Interpreter
- Secure Trail Master
- Prepare budget proposal

#### 10 MOS

- Appoint Food Chair
- Select caterer, if applicable

#### 9 MOS

- Appoint Awards Chairman
- Secure Raffle Chairman
- Secure Safety Chairman
- Develop Volunteer List

#### 8 MOS

- Order awards/ certificates

#### 7 MOS

- Prepare Entry Form (if not in Regional Ride Book)
- Prepare Ride Information Sheet
- Send Entry & Info Sheet to NATRC
- Contact possible donors/ sponsors
- Send ads to ride magazines

#### 6 MOS

- Copies of Competitor Liability Form
- Copies of Volunteer Liability Form
- Secure Safety Riders
- Secure Point Riders
- Appoint Timers and Recorder
- Secure P&R Captains and teams
- Solicit Raffle Items
- Decide on trails

## **5 MOS**

- Time & map trails
- Locate on-call Veterinarian
- Locate on-call Farrier
- Purchase clerical supplies
- Purchase non-perishables
- Buy raffle tickets
- Buy or make meal tickets
- Purchase tableware
- Judges' binders and packets
- Packets for RI and P&R Captains
- Order portable toilets
- Order trash receptacles

## **4 MOS**

- Arrange for camp water – human & horse
- Mail entries
- Purchase Ride Insurance (Equisure)
- Mail Drug Registration to Gov't Agency (CA)

## **2 MOS**

- Send in Ride Progress Report to NATRC
- Arrange for horse water on trail

## **1 MO**

- Decide on volunteer lunches
- Make halter/ bridle tags
- Prepare riders' packets (bibs, rider #, halter tags, trailer tags)

## **14 DAYS**

- Mark (if possible) and re-time trail
- Make and copy maps
- Prepare breed certificates
- Make name tags for volunteers

## **4 – 7 DAYS**

- Re-check trail markings
- Add maps and agenda to riders' packets

## **1 DAY**

- Purchase perishable food
- Prepare snacks for judges and volunteers
- Get change for raffle and refunds
- Pack supplies
- Post signs for event on roadways

## **RIDE DAY**

- Point riders re-check trail markings

## APPENDIX D.

### HELPFUL FACTS TO INCLUDE ON RIDE INFORMATION

- Refund Policy for ride
- Fees – breakdown if possible
- Footing for ride/ Anticipated mileage
- Stabling options/ restrictions (will sliding tethers be allowed?)
- Will horse feed be provided by ride management on the trail? (at discretion of ride management)
- Camping
  - Early arrivals, late departures
  - Fees
  - Manure disposal policy
  - Dog policy
- Meal situation (i.e. Potluck Friday? Catered meal Saturday?)
- Raffle
- Questions for rider
  - Are you a NATRC member?
  - Would you like to join at this ride?
  - Are you a first time competitor?
  - How did you hear about NATRC?
  - Would you like an experienced competitor to contact you prior to the ride?
  - Do you need a Rule Book?

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