

NORTH AMERICAN TRAIL RIDE CONFERENCE

Before the Ride

RIDE CHAIR

- Decide location of ride
- Send Sanction Application w/fee to NATRC™
- Once you receive approval apply for ride Insurance
- Coordinate with secretary to share information from NATRC
- Read Management Manual
- Read Rule Book
- Make outline of your plans
- Secure landowners' permits
- Prepare estimated budget
- Hire judges early
- Enlist ride personnel
- Give duty assignments
- Decide judges' accommodations
- Decide rules interpreter accommodations
- Help with RMS or entry form
- Arrange for publicity
- Help find, mark & time trail
- Send 6-week report to the sanction chair
- Help prepare maps
- Prepare a schedule of events
- Buy or make awards
- Arrange for:
 - Ambulance trailer
 - Vehicles used at ride
 - Communications
 - Water in camp
 - Water on trail - coolers
 - P&R equipment
 - Scales for weighmaster
 - Food for judges, RI, mgmt, volunteers
 - Porta-potties if needed
- Be sure ride secretary has:
 - Timer sheets
 - Weighmaster sheets
 - Weight cards
 - P&R cards
 - Awards sheets
 - CRI sheets
 - RI instructions & report
 - Accident report
- Secure on-call veterinarian & farrier

RIDE SECRETARY

- Coordinate with ride chair to receive information packet from NATRC
- With ride chair, prepare a ride info sheet
- After approval of ride info by sanction chair, upload to the RMS & send to regional web master
- At least 6 weeks prior to ride date, open ride on the RMS
- Get help from your regional RMS administrator or previous secretary as needed. Contact E-News chair when ride is open.
- Help with publicity
- Prepare rider packets
- Label scorecards
- Register entries per class
- KEEP ACCURATE TREASURY RECORDS
- Copy forms to use at ride:
 - Timer sheets
 - Weighmaster sheets
 - Weight cards
 - P&R cards
 - Awards sheets
 - CRI sheets
 - RI instructions & report
 - Accident report
- Make information packets for all key personnel
- Get cash for refunds
- Prepare judges' notebooks
- Pack office supplies

P&R CHAIR

- Be familiar with procedures
- Be familiar with the trail
- Know P&R stops
- Select, train & assign teams
- Make sure everyone has a watch with a second hand

RULES INTERPRETER

- Study the current Rule Book
- Review the RI report form & take it to the ride
- THANKS FOR HELPING

TRAILMASTER

- Find/decide trail
- Mark trail well
- Time trail
- Locate P&R stops
- Locate judging sites
- Locate 2-Mile point
- Help with maps
- Mark points & 2-Mile
- Prepare for briefing

JUDGE'S SECRETARIES

- Learn parts of horse
- Study scorecards, nomenclature & instructions
- Get lots of sleep
- Bring clothes for all kinds of weather

RIDE TIMERS

- Timer & recorder required
- Both should have a watch & a back-up watch
- Bring comfortable chairs
- Bring pencils & writing surface
- Write legibly

POINT & SAFETY RIDERS

- Need conditioned horses
- Need communication with ride management

At the Ride

RIDE CHAIR

Day of Check-in

- Be sure all personnel present & functioning
- Greet riders & judges
- Brief judges on trail
- Start pre-ride check
- Prepare for briefing
- Charge radios for Sat (if available)

Day of Ride

- Have updated riders list
- Dispense radios to mgmt. & judges
- Check on timers
- Check on judges' secretaries
- During the ride, know where the FRONT rider is
- Inform timers of P&R holds & official delays
- Inform RIDERS & JUDGES of any time penalty points
- Re-charge radios for Sunday

End of Ride

- Arrange quiet area for scoring
- Have helpers for judges to check addition on cards
- Assist in setting up awards
- Thank & pay judges
- Assist in camp clean-up

Briefing

- Introduce the rules interpreter
- Introduce on-call vet & farrier
- Introduce judges & mgmt
- Make sure all mgmt & volunteers sign liability statements
- Ask judges to speak
- Tell riders to check scorecards for errors BEFORE leaving the ride
- Tell riders to advise judges & mgmt if leaving BEFORE AWARDS ARE GIVEN

WEIGHMASTER

Day of Check-in

- Verify riders have weight cards
- Weigh riders w/o cards & issue cards

RIDE SECRETARY

Day of Check-in

- Be on hand early
- Have assistants to help you hand out rider's packets
- Collect fees owed
- Keep updated riders list to know riders present
- Make any scorecard changes carefully
- Prepare & distribute a phone list of all ride personnel. A list of all rider's emergency contacts should be available in case of accidents.
- Make sure all sign liability waivers

Day of Ride

- Prepare riders list after late arrivals check-in Update riders list as riders are pulled Saturday
- Prepare updated riders list after Sun am soundness check for ride personnel

End of Ride

- Assist with awards
- Assist with handout of scorecards
- Prepare necessary reports

RULES INTERPRETER

- Carry current Rule Book with you
- Be present at check-in & check-out
- Get maps at briefing & take notes
- Be congenial & helpful, but don't interfere
- If you see a rules infraction in process, notify mgmt & judges so corrective steps can be taken

P & R CHAIR

- Have all equipment needed
- Give complete instructions to teams & timers
- Take charge at the P&R stop
- Maintain an orderly P&R

POINT & SAFETY RIDERS

- Watch unconditioned safety horses carefully
- Present horses for P&R check
- Keep last competing horse in sight; don't follow closely

TRAILMASTER

Day of Check-in

- Do final trail check
- Conduct a thorough briefing

Morning of Ride

- Have updated riders list
- Position starter & timers
- Dispatch point & P&R crews
- Dispatch safety riders
- After all riders start, dispatch lunch truck & timers
- Get judges on the way
- ALWAYS KNOW WHERE THE FIRST RIDER IS ON THE TRAIL

Afternoon of the Ride

- Have timers at the finish line
- Give CRI & in-camp examination info to riders at finish line
- Be sure all riders & workers return to camp
- Give second day briefing

End of Ride

- Assist with awards
- With ride chair, see that campsite is left clean

Briefing

- Introduce P&R captain & give instructions for P&Rs
- Go over map thoroughly, announce time & mileage for each division
- Ask P&R teams to meet tonight
- Get briefing info & map to late arrivals