

NORTH AMERICAN TRAIL RIDE CONFERENCE

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Home 501-663-1477, Cell 281-381-8189



SANCTION GUIDELINES

- RULE BOOK (RB) AND MANAGEMENT MANUAL (MM):** Before submitting a sanction application, be sure to read the current [RB](#) and [MM](#) on the NATRC™ website (www.natrc.org). These provide insight in having a successful ride.
- RIDE DOCUMENTS:** All the documents and information needed for managing your ride are on the website.
- SANCTION APPLICATION:** Three months prior to your requested ride date, submit your [Sanction Application](#) and the \$75 sanction fee. Submittal options: (1) email the application to natrc@natrc.org and mail the check to **NATRC, PO Box 969, Beatrice, NE 68310**, or (2) email the application and call the office, 303-688-1677, to pay by credit card.
- INSURANCE:** Fill in the interactive [Equisure Insurance Application](#), print and sign. Name every additional insured to be covered (sponsors, management, landowners etc.). Send directly to Equisure.
- LIABILITY WAIVERS:** Use the NATRC [Rider](#) and [Worker](#) and your [State](#) liability waivers **exactly** as written. Read the [Liability Waiver Instructions](#) for information specific to your state. The waivers do not have to be on an entry form.
- WORKERS:** Choose your workers with care. See current RB and MM for specific descriptions. Your key workers are the ride secretary, each judge secretary, trailmaster, rules interpreter, P&R chair, safety chair, and timer.
- JUDGES:** A current [Judges List](#) is on the website. Begin contacting judges NOW. While obtaining your sanction, you can secure commitments from them "pending sanction approval".
- SAFETY:** If the safety riders are to follow the competitors, make sure the horses and the riders are in condition to do so. You must **report any/all accidents** that occur before, during, or immediately after the ride by completing the [Accident Report](#) and sending it to NATRC **within 24 hours** of the occurrence.

FORM DEADLINES

Before the Ride

- 90 days before – submit Sanction Application & fee – to NATRC office.
- 8 weeks before – submit ride information sheet/ entry form for approval – to Sanction Chair. *Do NOT post to RMS, publish on your region website, or print and mail before receiving approval.*
- 45 days before – submit Insurance Application & fee – to Equisure
- 6 weeks before – submit [Ride Progress Report](#) (use the **current** form on the website) – to NATRC office.
The office will send the ride packet (scorecards, RB, other documents, and sponsors' materials) to the ride secretary (unless requested otherwise) upon receipt of the report.

FIGURING THE MILEAGE AND TIMING INFORMATION ON YOUR RIDE PROGRESS REPORT

Example for a 30-mile distance

Average/Mid Riding time (Mid-time excluding lunch and P&Rs).....	6 hours	
P & R Time on the Trail (2 P&Rs at 15 minutes each).....		30 minutes
Lunch Time.....	<u>1 hour</u>	
Total Elapsed Time (mid-time).....	7 hours	30 minutes
Minimum Total Elapsed Time (mid-time less 15 minutes).....	7 hours	15 minutes
Maximum Total Elapsed Time (mid-time plus 15 minutes).....	7 hours	45 minutes

$$\text{FIGURE MPH: } \frac{\text{Distance}}{\text{Avg/Mid Riding Time}} = \frac{30 \text{ miles}}{6 \text{ hrs}} = 5 \text{ MPH}$$

The Ride Progress Report calculates the times for you if used on a computer; send electronically to the NATRC office.

After the Ride

- Within 72 hrs – Submit [Rules Interpreter's Report](#) with complete set of maps including ride times – to NATRC office.
- Within 7 days – Complete Ride Report(s) for each ride type (A, AA, B or B2) in RMS – notify NATRC office.
 - Mail the fees payment and unused scorecards – to NATRC, PO Box 969, Beatrice, NE 68310.
 - Mail completed scorecards – to Colleen Wills, NATRC Scorecards, 1153 N. Cathedral Rock Drive, Sedalia, CO 80135.