



SANCTION GUIDELINES

1. SANCTION CO-CHAIRS: Patsy Conner, connerpatsy@yahoo.com
Cathy Cumberworth, cathycumberworth@yahoo.com
2. 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.
3. RIDE DOCUMENTS: All the documents and information needed for managing your ride are on the website.
4. SANCTION APPLICATION: Three months prior to your requested ride date, submit your [Sanction Application](#) and the appropriate sanction fee (fee schedule is on the application). 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 pay the fee via the website [Donate](#) page.
5. 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.
6. 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.
7. 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.
8. 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”.
9. 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 **current** Sanction Application & fee – to NATRC office.
- 45 days before – submit Insurance Application & fee – to Equisure
- 6 weeks before – submit [Ride Progress Report](#) (use the **current** website form) – to the NATRC office via email at (natrc@natrc.org). The office will send a ride packet (scorecards, rule books, and other necessary documents), 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	1	hour	
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 7 days – Complete Ride Report(s) for each ride type (A, AA, B1 or B2) in RMS – notify the NATRC office (natrc@natrc.org) and Colleen Wills (colleenw@myedl.com).
 - Mail 1 copy of the Statistics & Fees Form, fees payment and **unused** scorecards – to NATRC, PO Box 969, Beatrice, NE 68310.
 - Mail 1 copy of the Statistics & Fees Form and **completed scorecards** – to Colleen Wills, NATRC Scorecards, 1153 N. Cathedral Rock Drive, Sedalia, CO 80135.