

# **MANAGEMENT MANUAL**

**2017 Revision**



**NORTH AMERICAN  
TRAIL RIDE  
CONFERENCE**



# NATRC™ MANAGEMENT MANUAL

## TABLE OF CONTENTS

<a href="#">INTRODUCTION</a> .....		iii
SEC. 1.	SPONSORS .....	1
SEC. 2.	<a href="#">SANCTION</a> .....	2-4
	A. Sanctioned Ride	
	B. <a href="#">Ride Types</a>	
	C. <a href="#">Ride Divisions</a>	D. <a href="#">Sanction Application</a>
	E. Fees	F. Sanction Approval
	G. <a href="#">Insurance</a>	H. Judges
	I. Ride Entry Approval	J. <a href="#">Six-Week Ride Progress Rpt</a>
	K. <a href="#">Application Problems</a>	
SEC. 3.	<a href="#">SCHEDULING OF RIDES</a> .....	5
	A. Distance & Date	B. Time of Year
	C. Limiting	D. Cancellation
	E. Ride Schedule-Website, and Newsletters	
SEC. 4.	<a href="#">SELECTION OF SITE</a> .....	6
	A. Types of Sites	B. Accessibility
	C. Parking	D. Stabling
	E. Cooking & Eating Facilities	F. Water - Horse and Rider
	G. Toilets	
SEC. 5.	<a href="#">SELECTING &amp; PLANNING TRAILS</a> .....	7-14
	A. Trail Supervision	B. Rights of Way
	C. Course of Ride	D. <a href="#">Distance</a>
	E. <a href="#">Timing &amp; Pace</a>	F. <a href="#">Time &amp; Distance Schedule</a>
	G. <a href="#">Map</a>	H. <a href="#">Trail Markings</a>
SEC. 6.	<a href="#">PUBLICITY</a> .....	15-16
SEC. 7.	<a href="#">BUDGET &amp; FINANCIAL CONSIDERATIONS</a> .....	17-18
SEC. 8.	<a href="#">JUDGES</a> .....	19
SEC. 9.	PERSONNEL .....	20-41
	A. <a href="#">Ride Chair</a>	B. <a href="#">Ride Secretary</a>
	C. <a href="#">Trailmaster(s)</a>	D. <a href="#">Rules Interpreter</a>
	E. <a href="#">Judge's Recording Secretary</a>	F. <a href="#">Official Timers</a>
	G. <a href="#">Pulse &amp; Respiration Chair</a>	H. <a href="#">P&amp;R Timer</a>
	I. <a href="#">P&amp;R Teams</a>	J. <a href="#">P&amp;R Procedures</a>
	K. <a href="#">Weighmaster</a>	L. <a href="#">Ride Starter</a>
	M. <a href="#">Point Rider(s)</a>	N. <a href="#">Safety Riders</a>
	O. <a href="#">Farrier</a>	P. <a href="#">Ride Veterinarian</a>
	Q. <a href="#">Meals Chair</a>	R. <a href="#">Awards Chair</a>
	S. <a href="#">Raffle Chair</a>	T. <a href="#">Photographer</a>
	U. <a href="#">Clinic or Entertainment Chair</a>	V. <a href="#">Vehicle Chair</a>

SEC. 10. [VEHICLES/ DRIVERS](#) .....42-43

A. Personnel Needing Transport    B. Lead Vehicle  
C. Drag Vehicle                            D. Judges' Vehicle  
E. Ride Chair & Trailmaster        F. P&R Team Vehicles  
G. Standby Vehicle                        H. Ambulance Trailer

SEC. 11. [SAFETY](#).....44-45

A. Ride Management                        B. Judges

SEC. 12. [COMMUNICATIONS](#) ..... 46

SEC. 13. [CLINICS](#) ..... 47

A. Riding Clinic                                B. Non-Riding Clinic

[APPENDIX A.](#) NATRC FORMS & INFORMATION..... 48

[APPENDIX B.](#) TIME LINE LIST FOR RIDE CHAIR.....49-50

[APPENDIX C.](#) PAPERWORK DEADLINES..... 51

[APPENDIX D.](#) HELPFUL FACTS TO INCLUDE ON RIDE INFORMATION .... 52

[APPENDIX E.](#) RIDE BRIEFING CHECKLIST ..... 53

[APPENDIX F.](#) MANAGEMENT AND WORKER PACKET CONTENTS ..... 54

[INDEX](#) .....55-56

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## INTRODUCTION

Welcome to North American Trail Ride Conference (NATRC) ride management! Thank you for taking the responsibility to put on a sanctioned ride.

One means in which we assist you is through this manual which is intended as a check list for experienced ride chairs or as a helpful guide for new chairs. It helps ride chairs use uniform procedures in all NATRC sanctioned rides.

**The contents of this manual are not to be construed as rules, except where quoted (shown in *italics*).** You and your management team should read and be conversant with our [Rule Book](#) and follow our “[Sanction Guidelines](#)” (provided by the sanction chair and also found on our website, [www.natrc.org](http://www.natrc.org)).

Your responsibility is to conduct a well-organized, safe and fair competitive trail ride adhering to NATRC rules and to encourage sportsmanship and fellowship among participants. A side benefit of a successful ride is that everyone involved has a good time.

To get your planning started, here are the basics for a ride of about 30 competitors:

- minimum number of volunteers needed: 15 (assuming volunteers do multiple jobs)
- minimum number of judges: two, one veterinarian, one horsemanship
- average number of acres for ride camp: 10 (whether a campground with hookups, primitive camping or combination of both)
- electricity as a minimum for the ride secretary
- protected covering for briefings, meals and secretaries (a large tent will do)
- minimum miles of trails for a 1-day ride: Open ride - 25 miles; Novice/CP - 15 miles. You can reverse the same trail for a 2-day ride.
- horse water in camp and on trails
- means for transporting ride officials
- permission from private landowners or permits from governments
- insurance
- up front funds for insurance, permit applications and so on: \$500
- planning and preparation time: 3 to 12 months (Appendix C provides a timeline and general sequence of tasks)

This manual provides the details for those questions which arose in your mind while reading this introduction. We all want your ride to be a success! We have plenty of resources to answer your questions and mentor new ride chairs, such as, your region's officers and directors, other ride managers, national committee heads and so on. We even have a fund to help new ride chairs, or experienced ride chairs putting on rides in new locations, with upfront costs.

A vital and ongoing concern for all trail users is the need for parks and trails. Conducting a sanctioned NATRC ride gives you the opportunity to use and share local trails with an event of national scope. Thank you for joining us to promote trails and competitive trail riding.

### NATRC Mission

To promote horsemanship and horse care as they apply to the sport of distance riding by offering a variety of challenging and educational experiences designed to strengthen horse and rider partnerships.

## 1. SPONSORS

NATRC suggests 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, insurance, etc.

At times, NATRC has grants for advance funds for new ride chairs or experienced ride chairs putting on rides in new locations. Inquire at [natrc@natrc.org](mailto:natrc@natrc.org).

Local businesses or organizations may be willing to give donations or provide sponsorships for awards. Breed organizations might provide 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 volunteer workers, but competitive trail rides (CTRs) are a tremendous learning experience for young people.

Benefit rides are encouraged where proceeds can be donated to charitable organizations such as youth groups, trail advocates, nature, and health funds. [Return to Table of Contents](#)

## 2. 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 our ride calendar.

### B. RIDE TYPES

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

Competitive/Pleasure (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; for sanctioning purposes they are considered one ride.

NATRC recommends that all new rides include a Novice Division.

#### **Purpose of Novice Division**

1. To prevent young horses from being overworked.
2. To introduce new riders to competitive trail riding.
3. To instruct new riders in the proper care of competitive horses.
4. To replace "pleasure rides" thereby insuring that all horses are under the direct supervision of judges and management.
5. To allow riders to compete over a shortened course.
6. To place novice horses and riders on trails that are commensurate with their abilities.

#### **Purpose of Competitive/Pleasure Division**

1. To allow experienced competitors to start young horses without competing against Novice riders.
2. To allow experienced competitors to continue to compete without the demands of the Open Division and earn national recognition.
3. To provide an intermediate division between Open and Novice.

#### **Purpose of Open Division**

To provide a greater challenge of more miles and a faster average pace.

#### **The Distance Only (DO) Option**

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

## D. SANCTION APPLICATION

The [Sanction Application](#) form is available on line. Early receipt by the NATRC office of your application secures your date and gives your ride advance publicity. Application and fee for sanction must be received in the NATRC office, **at least 90 days prior to a ride date**, unless special arrangements have been made with the sanction chair and Executive Director (ED).

Dates are approved for new rides in order of receipt of sanction application and fee. *Priority on ride dates shall be given to rides sanctioned the previous year. NATRC Rule Book Section 2.* A ride date belongs to the ride sponsor, not the ride chair (Policies and Procedures 11/78). 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 an established ride will be forfeited if sanction written commitment is not submitted by January 31<sup>st</sup>.

Submit application to:  
**NATRC**  
**P.O. BOX 969**  
**BEATRICE, NE 68310**  
**303/688-1677**

**All the documents and information needed for managing your ride are available at the NATRC website, [www.natrc.org](http://www.natrc.org). If you need assistance or would like hard copies, please notify the NATRC office.**

## E. FEES

1. A ride sanction fee must be submitted with your sanction application.
2. The riders' fees must be sent with the ride results within 14 days after the ride (count each rider who starts).

## F. SANCTION APPROVAL

Upon sanction approval, the sanction chair will send you a letter of confirmation and other pertinent information.

## G. INSURANCE

A link to the [Equisure insurance application](#) is on the website. Print it and send the completed form directly to Equisure. Submit this as soon as possible but no later than forty-five (45) days prior to your ride date.

1. Name every additional insured you wish to be covered (sponsors, management, land owners etc.).
2. Use the [Rider](#) and [Worker](#) Liability Release forms, available on the NATRC website, exactly as written.
3. Use the "[Equine Activities Liability Act](#)" statement for your state, available on the website, exactly as written.

[Read the Liability Waiver Instructions](#) on the web site. In accordance with the "Equine Activities Liability Act" it is necessary to post clearly visible signs at one or more prominent locations that shall include a warning regarding the inherent risks of the equine activity and the limitations on liability of the operator, owner, trainer or promoter. There are specific requirements for the wording on these signs. Signs are usually available for purchase from local feed stores or through state horse councils.

[Return to Table of Contents](#)



## **H. JUDGES**

Upon your request to our NATRC office, you will receive a current judges list. Begin contacting judges NOW. If your sanction has not been approved, you can secure a commitment from a judge pending sanction approval.

## **I. RIDE ENTRY APPROVAL**

If you are using a custom entry form, before printing and mailing, **send to sanction chair** no later than 8 weeks before ride. Most rides use the Ride Management System (RMS) to receive entries. A [generic entry form](#) is on the website.

## **J. SIX-WEEK RIDE PROGRESS REPORT**

Must be completed and submitted to the NATRC office 6 weeks before the ride. This report is available online as an [Excel form](#) that can be filled out, saved and emailed to the NATRC office. Among other information, you enter the number of scorecards needed. Scorecards and two Rule Books will be sent to the ride secretary unless you indicate otherwise.

## **K. APPLICATION PROBLEMS**

The sanction chair will notify the ride chair of any problems on the application and send copies to your region's national board members, officers and ride coordinator. The sanction chair will request that you work with these people or another experienced ride chair to remedy the situation problem. Non-compliance may result in denial of sanction approval for this or future rides.

[Return to Table of Contents](#)

### 3. 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 locale. Consider fire hazards, hunting seasons, insects, cattle grazing, road and trail conditions, etc.

#### C. LIMITING

Ride management should limit the number of entries based on the facility and judges. Example: Limit 60 Open, 60 Novice or Limit 60 Total Riders. The limit must be strictly adhered to and appear on the entry form. A ride limit may be lifted only with approval of the sanction chair.

The person receiving entries should monitor receipt of entries daily and number them in order of receipt. Establish the same priority number system. Notify entries on the waiting list of their positions. Often entrants who are near the top of the waiting list will prepare to attend the ride in anticipation of an opening.

#### D. CANCELLATION

If a ride must be canceled for any reason, refund the 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 phone. Be sure to contact the insurance carrier to ensure that a refund will be issued.

#### E. RIDE SCHEDULE - WEBSITE and NEWSLETTERS

All ride dates and changes will be added to the schedule on the NATRC web site when the sanction is approved. The ride schedule will aid new rides in selecting dates as it lists all rides for the calendar year. Be sure that your ride appears in your region's newsletter and website at least once for effective publicity.

[Return to Table of Contents](#)

## 4. SELECTION OF SITE

Carefully consider many factors in selection of the site for your ride. Investigate any required permits and insurance as well as all local, county, state or national rules and regulations.

### A. TYPES OF SITES

Sites with permanent water, electrical hookups, restroom, and shower facilities are a plus.

1. County, state or federal horsemen's staging areas
2. Guest or "Dude" ranches
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, trash and debris.
4. Parking attendants should be used to best utilize the space.
5. Remember that 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, allow ample, covered (in case of rain) space that is somewhat removed from stabling facilities. Restrict horses and dogs from this area.

### F. WATER - HORSE AND RIDER

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

### G. TOILETS

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

[Return to Table of Contents](#)

## 5. 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. We suggest budgeting for gifts for property owners and inviting them as guests for meals or a briefing. Send a thank you after the ride.
2. Where possible, 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. Trail routes should be close to roads or jeep trails so that you can supervise ride progress 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 potentially dangerous areas.**

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

The majority of complaints about past rides has been that they are "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. Although many seasoned competitors on well-conditioned horses seem to thrive on exceptionally arduous rides, plan the ideal Open Division around riders with trail experience and horses between average and peak condition. The Novice and CP Divisions, however, must accommodate riders on horses in average to poor condition.

## **1. Pulse and Respiration (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.*

NATRC recommends not having 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, have the route traverse in both a.m. and p.m. a rather long steep climb that is accessible by vehicle 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 may be called for by the judge(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**

Carefully select these points prior to the ride. Terrain permitting these a.m. and p.m. points should provide good cover for a judge's concealment, be readily accessible, and include a clear view of an uphill pull, a downhill, a stream crossing or any good natural obstacle that will permit the judges to evaluate horse and rider. Drivers should know where these points are 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 CP divisions should be commensurate with the age and ability of those horses. They should be less difficult than Open obstacles.

## **3. Water**

Route the ride to include at least one a.m. and one 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. Post traffic guards at any busy road crossings.

## **5. Lunch Stop**

*NATRC Rule Book Section 5: If the elapsed minimum riding time including P&R's is six hours or more, a lunch stop is required. When the elapsed minimum riding time including P&R's is less than six hours, lunch stops are at the discretion of management. Horses shall be timed in at the lunch stop, remain as long as specified by management, which time shall be 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: 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 check points 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.*

The location of the Two-Mile Point is of greater importance than the distance. The terrain should be relatively level, large enough to accommodate a large group of horses, and have water available at least on the approach side. The actual distance may be from 1.75 miles to 2.25 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 horse running late. Judges may observe within the last two miles, but they may 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.

[Return to Table of Contents](#)

### **D. DISTANCE**

**One of the ride chair's most important responsibilities is ensuring that accurate measurement and marking of times and distances are achieved.** 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 in this division is 80-90 miles for an AA ride, 50-60 miles for an A ride and 25-35 miles for a B ride. Mileage in this division shall be a minimum of 15 miles on any one day. In steep and rugged terrain these distances may be shortened.*

*Novice Division: Total mileage in this division is 30-40 miles for an A ride and 15-24 miles for a B ride. 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 chair.) In steep and rugged terrain these distances may be shortened.*

*Competitive/Pleasure Division: 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. An "A" ride being held on a normal 2-day weekend may be lengthened on Saturday and shortened by a like mileage on Sunday. This allows early completion, judging, awards and departure. However, the Open Division must go a minimum of 15 miles on any 1 day.
2. For the Novice Division, the Rule Book is explicit in limiting the mileage. Keep in mind that a poorly conditioned horse can become totally fatigued in a very few miles if the average pace 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. If using a GPS, be sure it is set to capture the most sample points possible. The difference between the default setting and the finest setting on twisty trails can be an unacceptable 10% to 20% (default settings come up short on mileage). Other methods (scaling from a map and calculating from the time and speed of a horse walking the distance) 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, it should be done with an odometer wheel or correctly set GPS.

[Return to Table of Contents](#)

## **E. TIMING & PACE**

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 location has been chosen.

The hallmark of a well-timed competitive ride is 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 will learn to speed up a bit or not waste time on the trail.

1. *NATRC Rule Book Section 4: the average pace shall be in the range of 3.5-5 mph for the Novice and CP divisions and in the range of 4-6 mph for Open.* The average pace in mph is: Total miles divided by average (mid) riding time. When figuring the average pace, 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 3-4 mph, and trot 6-9 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. Avoid downhill trots. Never consider extremely rocky areas as trotting areas. Do not consider cantering in your timing.

2. Keeping the above in mind, send two or three experienced persons on seasoned, conditioned horses to ride the entire trail for time from point-to-point and for overall time traveling at the same pace the riders will be expected to maintain in the actual ride. 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.

For accurate point-to-point and overall time, these people should be experienced trail riders who are aware to walk in certain areas, are well acquainted with the way a competitive trail is ridden, and will ride the trail as if it were an actual competitive trail ride (CTR). They should know how fast their horses travel at a walk and trot, over flat, steep, rough or rocky terrain. They should allow time that would normally be spent at water stops or bathroom breaks. Extra time lost during the timing of the ride that would not happen on a real CTR, such as stopping to tie ribbons, rerouting or discussing management decisions, must be recorded and subtracted from the riding time. This riding time becomes the average riding time or, mid-riding time; the time the average horse will take to do the course. This average/mid riding time becomes the basis for figuring the average pace. P&R and lunch stops must then be added to the timing (total elapsed time) and their point-to-point times recorded. If possible two or three different people will again ride the trail as a double check after the trail is thoroughly marked, also recording point-to-point times.

The Novice and CP trail, timed at a slower average pace of 3.5-5 mph, 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. A few may complain that their horses are too fast for the pace. Many inexperienced Novice horses go at everything full bore. After a few rides, both horse and rider will learn to pace.

3. Once your trail has been ridden and timed you will have the following information from which to make your riders' maps.
  - a. **Average/mid riding time:** The average time it takes to ride the trail under CTR conditions. You may want to add an additional 15 minutes. 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, time lost during competition is very difficult to regain. A few factors are: narrow trails (unable to pass), bunching at water stops, obstacles, ribbons down, saddle and gear adjustment, unclear maps, inadequate briefings, gait differences in horses, etc. Better to err for too slow a ride than too fast a ride. Don't forget that the average pace calculated using this time must stay within the rules (4-6 mph for Open and 3.5-5 mph for Novice and CP).
  - b. **Point-to-point time:** Times between a minimum of four check point(s) on your trail.
  - c. **Point-to-point mileage:** Mileage between check points previously secured by vehicle, GPS, or odometer wheel.



- 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 1 hour but the rule allows a minimum of 45 minutes.
- g. **Total elapsed mid-time:** Combination of average time/mid riding time, plus P&R stops, plus lunch.
- h. **Minimum total elapsed time:** The Total Elapsed Mid-Time minus 15 minutes.
- i. **Maximum total elapsed time:** Total Elapsed Mid-Time plus 15 minutes.
- j. **30-minute window:** Difference between the Minimum and Maximum Total Elapsed Times.

## 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 chair and trailmaster. Changes could be due to such factors as weather, trail conditions.

If you are comfortable with your times and mileage, you are ready to make your riders' time schedules and maps. The time schedule below includes P&R stops and lunch. Regardless of the real time, using 12:00 starting time makes timing calculations easier for riders, timers and management.

On occasion some riders and judges have talked the ride chair 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.

[Return to Table of Contents](#)

## 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.*

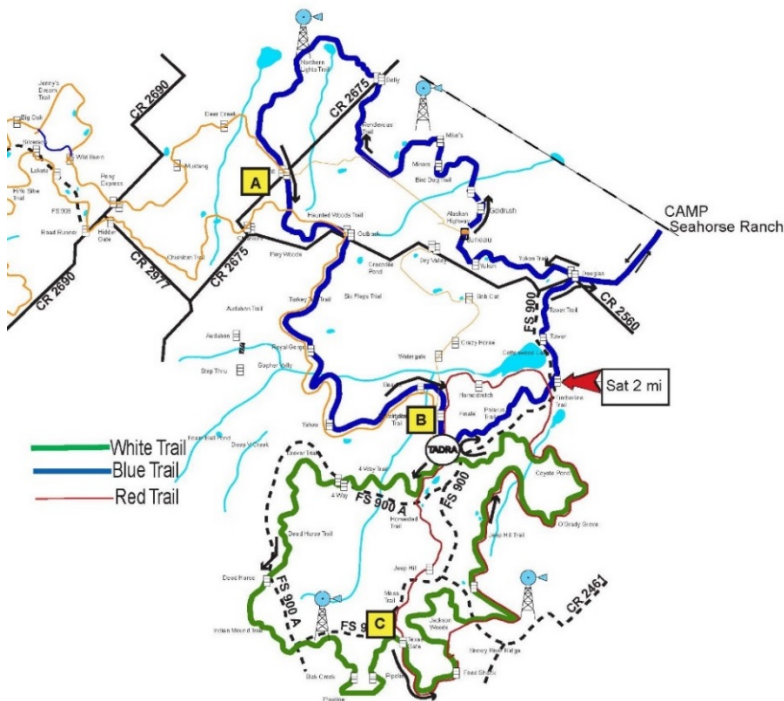
Your map may be drawn from your own knowledge of the area and existing topo maps. It need not be to scale but must show camp, check points, lunch, Two-Mile Point and color of ribbons used. Try to include obvious location points such as creeks, roads, gates, buildings, etc. It is most

important that large, clear signs on the trail designate the actual mileage points. Riders may not notice a cabin or bridge as they pass it. A map has saved many a competitor when the ribbons are missing or confusing.

An 8 ½" X 11" size is easily handled and reproduced. Avoid excessive detail, but show important features that affect timing such as significant elevation changes. 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 CP) will have their own maps and time and distance schedule.

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

	<u>Point to Point Miles</u>	<u>Accum. Mileage</u>	<u>Point to Point Time</u>	<u>Accum. Time</u>
Camp to A (turn R at Douglas Gate)	6.5	6.5	1:19	1:19
A to B (at TADRA follow white trail right past pond)	4.5	11.0	:54	2:13
B to C	6.3	17.3	1:17	3:30
C to TADRA (Stay on white)	6.7	24.0	1:21	4:51
Follow blue trail to camp	3.2	27.2	:39	5:30
<b>Total mileage:</b> 27.2 miles			<b>Total elapsed mid time</b> (Incl. 2 P&Rs): 6:00 hours	
<b>Minimum total elapsed time:</b> 5:45			<b>Maximum total elapsed time:</b> 6:15	
<b>Pace</b> = 4.95 mph (27.2 miles divided by 5.5 hr average/mid riding time)				



[Return to Table of Contents](#)

## 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 is 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 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; such as with an entirely different colored ribbon, three ribbons in a bunch, a sign, lime markers or other eye catching means.
2. 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 3 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 2-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 day's trail, make sure that the markings are obvious either by using signs or by using different colored ribbons. Novice and CP trails should be marked with different colors than Open if not following the same trail as the Open or if there is any way possible that the Novice and CP trails could be seen by Open riders and vice versa. When Open, Novice and CP 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/CP. 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 riders, by consulting the time and distance schedule, know 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 riders' maps. Successfully used for these signs/numbers have been paper plates, pickle bucket lids, and 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.

[Return to Table of Contents](#)

## 6. 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:

1. Entry forms and posters distributed throughout your area.
2. Neighborhood newspaper community calendar listings.
3. Local/regional horse publications and website calendar postings.
4. Print and online newspaper and magazine articles.
5. Local classified advertising.
6. Radio interviews.
7. Radio public service announcements (free to non-profits).
8. Television evening news story.
9. Horse club and 4-H (through County Extension Agent) talks on NATRC.
10. Horse club and 4-H showings of videos or slides depicting an NATRC ride.
11. Clinic ride or seminar conducted by your group.
12. Social media and E-Groups postings.
13. NATRC E-News, via E-News chair, to subscribers.
14. Piggy-back attachments (See if stores you frequent would be willing to attach your flyer to their mailings/e-blasts.)
15. Craig's List advertising.
16. Listings on online events calendars like Allevents.in, SignedEvents.net
17. Word of mouth invites to other horse folks you and your teams know.

Media exposure is free. When preparing a news release stick with the media you know and a publication that will reach your audience - horse people. 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 person must be enthusiastic, knowledgeable, accurate, reliable and timely. All publicity should start at least 2 months prior to your ride date.

### BASIC ITEMS NEEDED:

1. **Ride Entry Form** - If not using the online Ride Management System, an attractive and enticing form is a must. It should be eye catching, complete in content and distributed with your poster or flyer.
2. **Poster or Flyer** - This should be large enough to be eye catching, giving name and type of event, date and who to contact. Distribute along with your entry forms to:

#### Stores

- Tack
- Feed
- Farm & Ranch
- Farmers Co-ops
- Western Wear
- Mom & Pop Grocery
- Convenience
- Hardware

#### Other

- Veterinary Offices
- Fairgrounds
- Arenas
- Livestock Sale Barns
- Boarding Stables
- Popular Cafes
- Equestrian & Ag Colleges
- Horse Rescues
- Horse Trailer Dealerships

**ADDITIONAL ITEMS AVAILABLE:**

Check [www.natrc.org](http://www.natrc.org) for currently available promotional and educational materials. See also "Clinics" later in this manual.

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

1. Decide on the message - **who, what, when, where, why, and how** should be in your first sentence.
2. Select the media to be approached - local daily or weekly paper, radio, magazine, television, etc.
3. Prepare properly written material. Be accurate, double check dates, be brief, use everyday words.
4. Find out to whom the material should be sent.
5. Determine proper timing (many magazines have deadlines 2 months in advance). Consider both "before" and "after-the-ride" stories.
6. Photos for the Internet should be sized (72 to 96 dpi if .jpg) to load quickly. Be sure to find out the proper format for electronic and printed material to be submitted.
7. Photos for print should be color, 300 dpi .jpg or high quality PDF.
8. Follow up with a phone call if appropriate.
9. Send thank you note for publicity received.
10. A press release [template](#) is available on our website.

[Return to Table of Contents](#)

## 7. 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:

1. Campsite Fee
2. Sanction Fee
3. Insurance
4. Flagging Ribbon
5. Rider Meals (optional)
6. Judges' Fees, Expenses & Meals
7. Rules Interpreter's Meals
8. Port-A-Potties
9. Publicity
10. Printing & Postage
11. Office Supplies
12. Awards
13. Regional Fees (at option of Region)
14. Drug Fees
15. NATRC Riders' Fees
16. Telephone
17. Thank you gifts or cards for property owners, sponsors, etc.
18. Permit Fee

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

### SAMPLE BUDGET

<b>Income:</b>	<b>Amount</b>	<b>Total</b>
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>\$3575</b>

**Expenses:**

Sanction fee	\$75	\$75
National rider fees		
Member	35 @ \$10	\$350
Non-member	5 @ \$20	\$100
Drug fees	40 @ \$3	\$120
Facility (Campsite) fee	\$250	\$250
Permit fee	\$100	\$100
Insurance	\$288	\$288
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

**Total Expenses****\$3433**[Return to Table of Contents](#)

## 8. 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 if certain conditions apply. See current NATRC [Rule Book](#).*

1. A list of approved judges is available with the ride management documents on the NATRC website. Arrange for judges a minimum of 2 months in advance. Encourage your local veterinarians to get involved as volunteer workers and invite them to your ride.
2. The number of riders will determine your number of judges. We recommend a maximum of 60 riders for one set of judges - one veterinary and one horsemanship; one set of judges per 45 riders being ideal. Should your ride be unlimited, then advance arrangements must be made to ensure having 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/CP 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. Your judges must be paid. The fees set are a matter of private treaty between the ride chair and judges. Many judges have a set fee per horse, a minimum fee, or ask only that their expenses be covered. These figures will greatly assist you in establishing your entry fees for the ride.
4. Use the written [Judge's Contract](#) form available as a PDF on the NATRC web site. The form is interactive so that it can be filled out and emailed, or printed and mailed.
5. Hold a pre-ride meeting with judges, P&R chair and trailmaster(s) to acquaint one another with mutual problems, terrain, judging locations, judging standards expected, P&R locations, 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 the appropriate Judges Committee Co-chair, the ride chair, 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 Ride 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.

[Return to Table of Contents](#)



## 9. 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 CHAIR

A ride chair 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 preferably an NATRC experienced competitor, has knowledge of all routes and general trails in the area, is 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. Select ride campsite. With trailmaster(s), select safe routes and rights-of-way and preferably take part in all timing and marking.
2. Secure approved sanction and date from NATRC a minimum of 90 days prior to the ride, preferably before the annual Convention.
3. Become thoroughly familiar with the contents of this manual. Disseminate all materials and information to committee chairs.
4. Secure approved NATRC judges and rules interpreter early.
5. Appoint committee chairs and ride personnel as per this section.
6. Compile a complete list of all ride personnel with duty assignments.
7. Conduct early general committee meetings and set policy. Familiarize all with their responsibilities. Have training sessions, clinics, etc.
8. Prepare a budget. Build your entry fee around the number of riders you expect. A united club can cut costs and offer a quality ride and awards.
9. Arrange for early ride publicity.
10. If using the Ride Management System, ensure that all information about your ride is entered before you open it for registration. Entry fees may be received by mail or using a PayPal account. Be responsible for composition of any custom entry forms or flyers for printing. Send an advance copy to Sanction Chair prior to printing. Either mail the entry forms or open the ride on the RMS at least 2 months prior to the ride date.
11. Encourage junior riders; offer reduced fee, family plan or discount to seniors who bring a junior.
12. Mail [insurance application](#) and fee 45 days prior to the ride month.
13. Mail completed [Six-Week Ride Progress Report](#) to NATRC a minimum of 6 weeks prior to the ride date.
14. Scorecards, Rule Books, etc. will be mailed to the ride secretary after receipt of required paperwork.
15. Comply with your state's EIA laws on health certificates and Coggins test. Examples: Arkansas requires that you have a certified EIA verifier to check Coggins tests. Many states put the responsibility to check them on the event manager. Some require that you keep a list, others do not specify.

16. Contact NATRC office or sanction chair if any questions arise.
17. Arrange for riders' numbers (front & back "bib" type). Use different numbers for each Division--Open, Novice and CP. 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.
18. As ride plans progress, hold further meetings to inform everyone on overall progress and to check on accomplishments of all committees.
19. Work closely with ride secretary to set up the RMS and answer necessary correspondence.
20. With trailmaster(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.
21. Secure accommodations for judges and rules interpreter. Be responsible for hospitable reception and airport pickup if necessary.
22. Arrange for adequate restroom facilities and water at campsite.
23. Prepare an agenda: time of check-in, briefing, meals, starting time, awards and any other activity planned. Work with the ride secretary to ensure that up-to-date riders' lists by division and class, listing name of rider and number, are available to all key ride personnel and judges. 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 agenda and roster are desirable and add to the riders' ride enjoyment.
24. Check with awards chair to make sure awards have arrived.
25. 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.
26. Set up a covered area with a table and seating for judges, secretaries and rules interpreter to conduct check-ins throughout the ride.
27. See that the road to camp and campsite is well marked for everyone.

### **Day of Check-In**

1. Be on hand early! See that ride secretary has a check-in "office" set up in a protected convenient location.
2. Hold a separate briefing with trailmaster(s), judges, rules interpreter, P&R chair, and drivers covering trail observation points desired and available, discussing driving times, etc.
3. See that parking attendants are directing parking.
4. Have weighmaster in attendance to weigh adult 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.
5. Greet incoming riders and judges.
6. Start pre-ride examinations in a pre-selected large, flat area as scheduled as soon as judges and secretaries are ready.
7. See that ride veterinarian and farrier are present or on-call for emergencies.
8. ASAP after check-in or evening meal hold the pre-ride briefing.
9. Check with ride secretary regarding any late check-ins, no-shows, pulled riders, class changes, etc., in order to update your rider list for the ride start.
10. Have someone make a map of the location of all riders for the judges.
11. See that timers know start and finish timing points in camp as well as in and out timing points at lunch.

## Day of Ride

1. 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.
2. 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.
3. Ensure that all riders, judges and personnel have safely returned to camp.
4. Ensure that timers have been informed of any P&R holdovers or official delays and proper allowances have been given.
5. Ensure that riders have been informed of any time penalties and/or rule infraction penalties by judges.
6. Ensure that judges have been given a list of any time penalties.

## End of Ride

1. 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.
2. 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 judges or their secretaries may put any notes, figures or comments on the scorecards. Have available for their use: calculator and fresh minds to double-check math, awards list and breed awards list (if offered).
3. Final scoring process can be lengthy depending upon the size of your ride and experience of judges and secretaries. You will have to correlate the time to start your clinic and/or raffle with start of awards. Announce these times to your riders as soon as you have an estimate.
4. Assist in awards and proper thanks and farewells. See that scorecards are handed out and that the originals are in a safe place.
5. Thank and pay your judges.
6. Arrange for transportation of judge(s) to the airport (if necessary).
7. 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 placings.** The NATRC office will correct errors discovered post ride.
8. See that the campsite is left clean and litter free!

## Post Ride

1. Check with committee chairs to see that all borrowed material is returned and all accounts paid.
2. Check with ride secretary to see that all material and fees have been compiled and mailed to NATRC within 14 days of ride completion. Keep a copy of scorecards, signed liability waivers, and ride report for your records.

3. Hold a committee meeting for post-ride feedback and make report including operation report, income and expenses to be filed for use for your next ride.
4. Arrange for gifts or thank-you notes for property owners or sponsors.
5. Send articles and photos to local press and NATRC newsletter.
6. Have an after-the-ride party to thank your ride personnel.

[Return to Table of Contents](#)

## **B. RIDE SECRETARY**

### **Pre-Ride (working in conjunction with ride chair):**

1. Become thoroughly familiar with the management documents on the NATRC website and the contents of the packet received from NATRC.
2. Decide if you will use the online Ride Management System (RMS), or some other method of registering riders. See [RMS Tips](#) on the website.
3. Confer with the ride chair about your specific duties, limits, ride fees, late fees, discounts, deposits, deadlines, judges, bank accounts and entry form. There is a standard entry form available online at [natrc.org](http://natrc.org). A complete and thorough entry form and information sheet is vital to the success of the ride. (RMS generates an on-line entry form.)
4. Assist ride chair with Judges' Contracts, [Six-Week Ride Progress Report](#) and Insurance application, as requested.
5. Prepare a ride information sheet with all the specifics of your ride and registration methods.
  - a. List the total member & non-member entry and NATRC fees here.
  - b. List camping fees.
  - c. Obtain approval from the sanction chair for info sheet and entry.
6. Get the word out. See Section on Publicity. Work with ride chair to:
  - a. Upload the ride information sheet (must be a pdf) to the RMS, if applicable.
  - b. Post on the regional website and in the Ride Book, if applicable.
  - c. Post ride on National and Region Facebook pages. Set up a Facebook page for your ride.
  - d. Have a Constant Contact E-News prepared and distributed.
7. Pay insurance, usage fees, awards bills, etc. on time.
8. Locate and prepare the riders' numbers (usually pinnies or vests owned by the region or club). Note any missing numbers before you start assigning them. (Usually each division has different colored vests. The Novice Division will be the largest.)
9. In some regions, riders have "purchased" permanently assigned numbers. Honor these when you assign numbers.
10. Organize riders' packets. You may use a large Ziploc bag or envelope for each rider. Include:
  - a. A halter tag, rider pinny, and stable number (index card); all three the same number.
  - b. Sponsors' brochures.
  - c. Any extra items or snacks that you can get donated.
  - d. After the numbers are assigned, add division specific maps, a ride agenda, rider list, special information for first time riders (in their packets only), and a membership form for non-members' packets.

Set up for taking entries:

If using RMS, follow these instructions:	If not using the RMS, follow these instructions:
<ul style="list-style-type: none"> <li>• Contact your regional administrator to get access to set up your ride. If you are new to RMS, get help from the Regional RMS Administrator.</li> <li>• See <a href="#">RMS Tips</a> on the website</li> <li>• If this is a repeat ride on the RMS, ask the previous chair/secretary to assign access to you.</li> <li>• Use the ride information sheet to set up your ride on the RMS. Make sure that the RMS matches other info on your ride.</li> <li>• Open your ride on the RMS at least 6 weeks before the ride date.</li> <li>• When you have a few entries on the RMS, download the files available and practice making reports, forms and labels that you will need for the ride. Download the database file and practice checking in riders. Do not wait until the day of the ride to figure out how to do this.</li> <li>• <b>If you do not receive payment for registered riders within 7 days, send them a reminder. It is very easy to enter online, so a rider may do so on a whim, then change their mind without telling you or deleting their registration.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Contact <a href="#">NATRC</a> and ask for the Ride Report Forms and Ride Fees and Statistics Form.</li> <li>• Save a copy for each ride type. For example: If you have an A and B ride, save a copy as RideReportA and a second copy as RideReportB and/or B2.</li> <li>• Also save the Ride Fees and Statistics form.</li> <li>• As you receive entries, fill out the Excel Ride Report forms according to instructions at the top of the form.</li> <li>• <b>When you have a few entries, make a copy of the main Excel sheet from the Ride Report forms and add columns for rider number, payment status, comments, etc. Use this sheet to practice sorting, making rider lists, labels for the scorecards, etc. If you are not proficient in Excel and MS Word, you may find it easier to label the cards by hand. Ask experienced ride secretaries or the NATRC management chair for help!</b></li> </ul>

11. Keep track of all expenses and receipts. Deposit checks as they arrive.
12. After the [Six-Week Ride Progress Report](#) is received by the NATRC office, the scorecards and other materials will be mailed to the Ride Chair.
  - a. Read the [Scorecard Instructions](#) carefully and print a copy for each judge's book.
  - b. Handle the cards carefully. Any pressure can cause marks on the copies below.
  - c. Arrange the cards in notebooks for horse and horsemanship with dividers between them with tabs for numbers. (If you have two sets of judges, you will need a notebook for each judge.) Use a backpack or bag to carry notebooks and supplies.
  - d. Each judge will need several black ballpoints, 2 red ballpoints, one felt tip pen, several pencils, note pads, white out, erasers, pencil sharpener, bug spray, tissues and sunscreen. Extra snacks are a nice addition.
  - e. Wait until the week before the ride to label the cards and assign rider numbers as you may have cancellations.
13. If using labels for the scorecards, you will need 6 size 1" X 2 5/8" per scorecard (2 for each copy). Print practice labels on plain paper to ensure you don't waste the actual labels.

14. Plan and practice how you will print rider lists, check-in payment records, etc. Get ORGANIZED!
15. Print P&R cards from the [P&R Template](#) (card stock holds up better than paper; use a different color for each planned P&R), or coordinate with P&R chair to have them printed. Print timing sheets, awards sheets, Rules Interpreter Instructions and Report form, weigh-in sheets, ride schedules, meal tickets, and anything that can be done in advance. Prepare job specific packets for key ride personnel. For example, the ride timer's packet will contain timing sheets, ride agenda, ride maps, rider list, and meal tickets. See [Appendix F](#). If you are using a laptop and printer at the ride, save all of these files on that laptop.
16. Prepare two notebooks of forms to be signed at check in: one with [Rider](#) and [State Liability](#) Forms and one with [Worker](#) and [State Liability](#) Forms.
17. Email or mail liability forms to junior riders requesting they have the signatures of both parents.
18. The RMS automatically handles member and non-member fees. If not using the RMS, request a list from to NATRC office and check against that. Settle any membership disputes well before the ride.

### **Week before the ride – Pack Carefully!**

1. Print hard copies of everything needed for check-in and to finish packets. See [Appendix F](#).
2. Add last minute information such as rider lists and maps to the packets for the riders and key ride personnel.
3. If using a laptop or computer:
  - a. Be sure to have everything that is associated with the ride backed up on a removable storage device.
  - b. Be sure to have one hard copy of the spreadsheet you are using for registration so you can continue if you have a computer failure.
  - c. Bring a surge protector strip, extension cords, printer, ink & paper.
4. If not taking a laptop, print multiple copies of the rider lists to be updated by hand during the ride.
5. Label the horse and horsemanship cards either by hand or with printed labels. By waiting until this week, you will save re-doing or wasting cards due to cancellations and changes.
6. Get enough cash to make change or return deposits.
7. Add last minute updates to packets for key ride personnel and judges.
8. Finish labeling and numbering the cards in the judges' notebooks; at least one vet and one horsemanship. Put a copy of the [Scorecard Instructions](#), ride agenda, riders lists and [awards sheets](#) in each notebook.
9. Find yourself one or two assistants who can help you with check-in and act as gofers to deliver updates to other key personnel and judges.

RMS	EXCEL (NOT RMS) REPORTS
<ul style="list-style-type: none"> <li>• If you are using a laptop at the ride, download the Access database file from the RMS and make sure it all works on your computer. Become familiar with the check-in form. Practice check in ahead of time.</li> <li>• If not taking a laptop, download all the lists, spreadsheets you might need from the "Get Lists/Label Data". Follow the directions to "Save as" Excel sheets the second time and start working from them.</li> <li>• Cancellations prior to the ride: Riders can self-cancel but it does not delete their entry in case they have already sent payment. After you return pertinent payments, you can do the final cancellation that deletes entry records.</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure the <a href="#">Ride Report Form</a> (Excel sheet) is up-to-date. Delete canceled riders, record payments, etc.</li> <li>• If using a laptop at the ride, save all of the files needed before you leave for the ride.</li> </ul>

### Day of the Ride

1. Arrive early and set up your Office and get your assistant(s) together.
  - a. Put up an "OFFICE" sign so riders can find you.
  - b. Put up your state equine liability law sign.
  - c. Have cash box handy.
  - d. If using a laptop, verify your power source.
  - e. Have all riders and workers packets handy.
  - f. Have liability waivers and pens available as well as other materials for riders and workers.
2. Give packets to key personnel and scorecard books to judges' secretaries.
3. Check in riders.
  - a. Collect fees.
  - b. Make sure waivers are signed.
  - c. Disperse packets to riders.
  - d. Have blank entry forms available for walk-ins.
  - e. Make new cards or changes to cards as necessary. (Send to the judges' secretaries if vet check has started.)
  - f. Make sure, with help of the ride chair, that all workers/volunteers sign both liability waivers.

### End of Ride

1. Be available to help with scoring, awards presentation, etc.
2. At final check, collect rider numbers. Make sure that judges and secretaries have awards lists and forms, including any special awards.
3. When final scores are tallied, make sure you have all the scorecards including pulls, DO-1 and DO-2 scorecards. Ensure that the judges' secretaries have done all of the following:
  - a. Separate top sheets from the riders' copies.
  - b. Pair horse and horsemanship sheets in order of placing by ride type, division and class to facilitate data entry when you get home. (You do not need to update RMS data or Excel sheet at this time. Everyone wants to get awards done and go home.)
  - c. Put riders' copies in numerical order to be passed out after awards.
4. Be available to provide top copies of score sheets in case riders find errors before the judges leave. Only the judges may change placings.
5. Pack up all of your materials.

## Post Ride

1. Pay bills, deposit all money and help ride chair with financial report.
2. Check the math on the scorecards.
  - a. If there are errors that do not change placings, simply change and initial.
  - b. If an error creates a tie or changes placings, make the math correction (not the placings) and send a note to the Executive Director so that judges and competitors can be contacted to change placings. The NATRC office will correct errors found post ride.
3. Finish the Ride Report(s) Form for each ride type (A, AA or B or B2). Use the scorecards to add scores and placings. Be sure to record Pulls, CO and DO riders
  - a. If using the RMS, proof the fees and stats form for number or riders, Sweepstakes horse, judges and ride management personnel. Complete your data within 14 days after your ride. Contact Colleen Wills ([colleenw@myedl.com](mailto:colleenw@myedl.com)) or Sarah Rinne ([natrc@natrc.org](mailto:natrc@natrc.org)) that the Ride Reports are ready for downloading.
  - b. If using the Excel form:
    - 1) Use the scorecards to add scores and placings to the sheet in appropriate columns. Be sure to record pulls and DO riders. Delete all horse and rider teams that did not start.
    - 2) Save copies to be emailed. To be safe, back up all files.
    - 3) Optional: print hard copies for your records.
    - 4) Complete the Fees and Statistics Form. (If you are in California, use the form for CA that does not include drug fees.
    - 5) Save completed Ride Report(s) and Fees and Statistics Form and email to [natrc@natrc.org](mailto:natrc@natrc.org)
4. Within 14 days after your ride, mail the score cards to Colleen Wills, NATRC Scorecards, 1153 N. Cathedral Rock Drive, Sedalia, CO 80135. Include any unused scorecards.
5. Mail the fees' payment to NATRC, PO Box 969, Beatrice, NE 68310.
6. Pack up ride pinnies/vests and equipment for the region's next ride.
7. Organize the materials for next year and assist ride chair with final reports.

*Due to the layout of the National Office Mileage program, the exact format for the Ride Report must be used. If you are not using the RMS, the Excel ride report form is available from the National Office at [natrc@natrc.org](mailto:natrc@natrc.org).*

[Return to Table of Contents](#)

## C. TRAILMASTER(S)

Usually thought of as assistant ride chair, or may be the ride chair, having a thorough knowledge of all ride chair duties.

1. Be responsible for and/or direct all timing and marking of trails.
2. Assist ride chair 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 ride chair in all facets of the ride and delegation of duties.
4. After introductions by ride chair, conduct thorough pre-ride briefing.
5. At all times keep an updated list, by name and number, of all riders that started the ride. Note all pulled riders.



6. Carry First Aid material in your vehicle. Know driving times to all locations on the trail. **Take maps, time schedule & Rule Book with you!**
7. Alert and position starter and timers. See that they understand briefing instructions to riders.
8. Suggest check-out position for judges.
9. Dispatch point rider and/or lead jeep and gatekeepers.
10. Verify all vehicles have valid insurance and all drivers have valid drivers' licenses.
11. Check on readiness of vehicles, gatekeepers and all working personnel. Make sure that all personnel have cell phone numbers for you and other officials. If you are using radios, coordinate radio operators. Communicate as necessary to assure everyone arrives at chosen location on time.
12. Start ride promptly at published time. Prearrange starting order as per briefing. Write down times first and last horses leave.
13. Dispatch safety riders to follow last horse.
14. See that judges and secretaries leave for first observation point.
15. Alert timers, lunch wagon, and ambulance driver to be at lunch stop early.
16. Depart for first observation point and direct ride as necessary. Check by phone or radio from time to time on activities and locations of all personnel.
17. 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.
18. If lunch stop or any other point on the trail has minimum and maximum arrival times, the trailmaster along with timers must be at lunch stop or designated point prior to arrival of the first horse. The trailmaster should check with the timers to see that the minimum and maximum times are being properly observed and recorded.
19. See that timers are properly recording all lunch arrivals and departures and calling riders out when it is time to leave.
20. 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.
21. Arrange for timers to be at finish line well before arrival of first horse.
22. Check with judges for procedures and times required for in-camp examination in order that timers may notify riders on arrival in camp.
23. Assist in any in-camp examinations by judges.
24. Check with timers to be sure all riders (competitors and safety) have returned to camp. Ensure that the timers get any hold times from observations or P&Rs.
25. Check to make sure all personnel have safely returned to camp.
26. Check with rules interpreter for any suggestions, criticism or complaints.
27. Work with the ride chair to ensure that any involved riders are informed of penalty points assessed for time or rule infractions. All judges should get a list of riders with time penalty points, indicating rider number and total minutes early or late.
28. If 2-day ride, prepare for next day's briefing.

29. Circulate among riders and workers, promote public relations and as much hospitality as possible.
30. With ride chair take part in prearranged clinic, etc.
31. If necessary, assist in presentation of awards.
32. Assist in orderly departure of riders and clean-up of camp.

[Return to Table of Contents](#)

## D. RULES INTERPRETER

*NATRC Rule Book Section 3: The Rules Interpreter will not be a family member of the Ride Chair or judges. (Section 4 D1b) This person must be a member in good standing, approved by NATRC and thoroughly familiar with the NATRC rules. Ride Management may use separate individuals for each division. Ride Management should introduce the Rules Interpreter at all ride briefings. Ride Management should avoid using the Rules Interpreter to perform other duties (for example, secretary, timer, etc.). Upon request by a rider or ride official, the Rules Interpreter shall interpret the NATRC rules to management and judges and process any disputes concerning rule interpretations. In the event of a dispute, the Rules Interpreter 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 Rules Interpreter, on behalf of NATRC, is authorized to make a ruling in order to settle the questions. Any such ruling must be reported in writing to NATRC. If a Rules Interpreter 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 the NATRC office within 72 hours.*

1. A rules interpreter must be selected at least 2 months in advance of your ride, be a member of NATRC, be thoroughly familiar with NATRC rules, be level headed and a good mediator. The ideal rules interpreter: a national or regional board member, other ride chair, judge or experienced NATRC rider. It is customary to extend the same courtesies to the rules interpreter that are afforded the judges.
2. List the rules interpreter on the [Six-Week Ride Progress Report](#).
3. Send all ride information and directions to the rules interpreter.
4. Provide meals and overnight accommodations for the rules interpreter. Some ride chairs reimburse gasoline expenses.
5. Provide a rules interpreter packet containing ride maps with the time and distance schedule, number of P&Rs, lunch, ride agenda, rider list, name tag, duties listed below, and [Rules Interpreter Report form](#).
6. Introduce rules interpreter to all ride officials and riders at the first ride briefing.
7. Make arrangements for the rules interpreter's transportation to observe as many aspects of the ride as possible, including the P&R stops, ride procedures, judging spots, Two-Mile Point, trail conditions, markings, etc.
8. Do not give the rules interpreter any "compromising duties" such as trailmaster, timer, P&R team, etc.

The rules interpreter is a friendly, impartial observer, reporting to management to help them correct any situations that are detrimental to an NATRC ride.

### **Duties:**

1. Be friendly to competitors, judges, management and all attendant personnel.
2. Maintain a courteous, neutral attitude with all.
3. Serve, if willing, in other capacities if requested by management as long as this additional duty does not affect neutrality. Exceptions: weighmaster, pulse and respiration.
4. Have a current Rule Book, manuals and report sheet prior to the start of the ride.
5. Make a written report of any ruling made.
6. Observe all aspects of the ride in conjunction with the efficiency report and taking the overall ride into consideration.
7. Complete report and mail to the NATRC office immediately after the ride.
8. Use discretion in the consumption of alcoholic beverages during the course of the ride or during the time you may be called upon to arbitrate or rule on a question.
9. Make NO decision to a rider when approached with a complaint. This is management's responsibility.
10. Make NO decisions based upon any manual; manuals are intended only for guidelines and suggested procedures, not to be used as Rule Books.
11. Make NO attempt to change any aspect of the ride. Confine suggestions and observations to ride management only.
12. Make NO hasty, poorly established decisions.

[Return to Table of Contents](#)

## 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.*

Judges' secretaries should be efficient, accurate, alert, and 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 difficult, involving long working hours. By silent observation, judges' secretaries will be rewarded with the opportunity to gain knowledge in the judging of the competitive horse and rider.

**All judges' comments regarding competitors are CONFIDENTIAL and should not be discussed with other competitors or workers. The secretary should not make comments related to the horse or rider's ability.**

### Duties:

1. Be in camp at least 1 hour before the horses are to be checked in.
2. Meet with your judge to discuss his/her system of judging. Find out how your judge scores and wants information recorded on the scorecards.
3. Pick up scorecard notebook from the ride secretary. **VERIFY** that the cards are separated into Heavyweight, Lightweight and Jr. Classes and the dividers are in place and numbered correctly.
4. Preliminary Exam: *NATRC Rule Book Section 6: 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.*

- a. Become familiar with the NATRC scorecards, and also with categories, terminology and correct placing of notes on the cards.
- b. During exam, record all information given by the judge on each horse/rider directly on the scorecard in the appropriate place. Stay as close to the judge as possible (unless instructed otherwise) to hear comments, taking care not to be stepped on, kicked, or in the judge's way.
- c. Check to be sure the notes on the "under card" are clear and legible and that you are not going through to the other "under cards".
- d. Make corrections on all layers of the scorecard.
- e. Notify the ride secretary of all changes that were necessary.
5. Rider list.
  - a. Be sure you have the Rider List from the ride secretary and that all riders have checked in.
  - b. Know the time and location for any "Morning Check-In" for late arrivals.
  - c. Keep Rider List up to date during the course of the ride by adding any checked in late arrivals and removing any horse/rider team that does not start as well as any team that has been pulled.
6. Pulled horses/ riders.
  - a. Indicate on the scorecard the reason for being pulled. Place these scorecards in the back of the book. All notes that were made, up to the time of being pulled, should be recorded and these riders should be given these scorecards at the end of the ride.
  - b. Keep ride chair, ride secretary, P&R chair, timers and safety riders informed of all horsed/rider teams pulled.
7. Check with the judge when you will be needed for evening examination or trailer check. (Take flashlight.)
8. Transpose accurately and legibly all judge's observation notes & P&R readings onto scorecards as rapidly as the judge makes or gives them to you. **Stay current.** Every time your vehicle is not moving, sit down and record. Get help if you fall behind in your recording. **Be accurate.**
9. If veterinary and horsemanship judges exchange comments, notes may be exchanged at P&R stops, lunch, or any other time during the day in order to stay up to date.
10. When in doubt, ask the judge for any interpretation of notes or placement on scorecards.
11. As points are lost during the ride, they should be circled, preferably in **red**. P&R points that are lost should have a line drawn from the reading to the circled **minus** points.
12. **All minus points in each category, should be added, and then subtracted** from the Points Allowed.

i.e.: Condition	40	minus points	8 = score of	32
Soundness	45	minus points	12 = score of	33
Manners	15	minus points	4 = score of	11
	100	minus points	24 = score of	76
13. Sit by quietly while judges do final evaluations and scoring.

14. For final examination be sure all data, notes, P&R recordings, judges' signatures (judges may initial labels), penalty points assessed by the judges for rule infractions, time penalty points, etc. are entered on each scorecard. Be sure that the ride chair has informed riders and all judges of any penalty points.
15. Assist in checking addition for totaling of scores. Use a calculator or another person with a fresh mind for a counter check for math errors. **Check that every scorecard has comments for the same observation, and that all negative comments are scored.**
16. Stack scorecards by class in scoring order for judge's placement.
17. Fill out the award lists provided by ride management. Ask if there are any special awards (breed awards, etc.) Notify ride chair or ride secretary when award lists are ready.
18. After the scorecards are completed, separate the top soft copies from the hard copy. Put the soft copies back in the binder, separated by divisions and classes and in order of scoring/placings, including pulls. Be sure the notebook along with all notes is turned over to the ride chair or ride secretary. Put hard copies in rider numerical order for ease in handing out to riders after awards.
19. **Never throw away any notes or P&R data.** The judges' notes should be given to the judge. All other material should be placed in a folder after the ride and handed to ride management, along with the scorecards. When in doubt as to where to put notes or how to interpret comments, ask your judge.
20. **You and the judge are responsible for the scorecard notebook. Do not lose or misplace!**

[Return to Table of Contents](#)

## 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 Chair, 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, be good with figures and familiar with timing rules in the Rule Book. They must have an accurate watch or clock, a backup watch, a clip board and several pencils.

For ease in calculation of ride times, the first horse timed out should be calculated on the official ride start time: 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 time and distance schedule for each day's ride.
4. Record all times on [timing sheets](#) provided on the website.
5. Have a rider list and notify ride chair/trailmaster of any missing riders.

6. At lunch stop, call each rider's number loud and clear 5 minutes before rider's departure time.
7. At finish, alert riders when judges will begin any called for recheck in camp. Have an assistant to help keep track of incoming riders. If required by ride chair or judges, another assistant may 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 chair of all time penalties - early or late.

[Return to Table of Contents](#)

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

Divide into Open, Novice and CP where appropriate.

### **Pre-Ride**

1. Be familiar with all P&R procedures as outlined below and work closely with ride chair and trailmaster.
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 card stock. 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. Check with the ride secretary who may print the cards for you.

### **Day of Ride**

1. Have a complete up-to-date list of all riders who start and the rider's map and time and distance schedule.
2. Be in full charge of all P&R personnel, vehicle assignment, equipment (stethoscopes, P&R cards, pencils, water & cups, snacks, etc.).
3. Know the driving times to each P&R stop and synchronize arrival and departure of all vehicles.
4. Organize each P&R stop.
5. See that all P&R teams use only watches with second hands and that all watches are synchronized.
6. See that P&R timer has watch set exactly 10 minutes faster than the P&R teams.
7. See that P&R timer has P&R cards ready for use.
8. Be responsible for placement of horses and riders in line(s).
9. See that P&R teams know recovery criteria for holds and instructions for riders for any check of horses or observations after completion of P&R, etc.
10. If a non-stop walk or trot into the P&R is called for by the judges in concurrence with the ride chair, 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 1 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."
11. Be responsible for moving any fractious horse that disturbs the line.
12. Be responsible for positioning of any holdovers.

13. See that rider requested rechecks are carried out in a timely fashion by another team or "Super Team".
14. Alert judges of holdover horses.
15. Inform ride chair, trailmaster or judges of pulled horses.
16. Make sure all horses have cleared each P&R stop.
17. Check with safety riders for any problems.
18. Collect all completed P&R cards. Pre-assign an assistant who will give completed cards in numerical order to vet secretary and assist in recording on scorecards if needed.

[Return to Table of Contents](#)

## H. P&R TIMER

*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.*

The P&R teams' watches and chair's watch will all be synchronized to the same time. Timer's watch will be set 10 minutes faster than the P&R teams' and chair's watches. Timer will have available the number of P&R cards required for the number of horses expected at each P&R stop. This person pre-marks each card with the day and number of the P&R stop. As each rider arrives, the timer records the rider number, division, and, to the nearest minute, the outgoing check time on each P&R card. The timer then gives each card to the rider who will carry it to a P&R team.

[Return to Table of Contents](#)

## I. P&R TEAMS

The main purpose of using P&R teams is to rapidly and efficiently check all horses uniformly and minimize delays on the trail. 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&Rs 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. Think about using a "library" demeanor. 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 or P&R chair prior to the start of the ride. Members can be selected from your own club as well as be relatives or friends of your riders. **A P&R team member must never take a P&R on a horse owned by them or ridden by a relative.** 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.

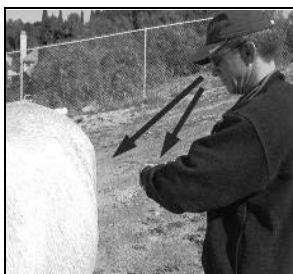
1. **Pulse Taker:** Be familiar with all P&R procedures as outlined on the next page. Use a stethoscope and watch with a second hand. The pulse is taken using a stethoscope placed on the horse's side just behind the left elbow. If in-coming P&R's are used, the pulse should be taken as soon as the rider dismounts and is placed in line.

Approach the horse quietly and touch him gently but firmly before proceeding. Occasionally, the horse's left leg is too far back to properly listen to the heart. In this situation, a P&R team member may ask the rider to move the horse's leg forward to allow for proper stethoscope placement over the heart region. This should be done early enough that the horse can resettle if necessary. 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 are difficult to hear due to horse's heavy breathing, excess fat cover, and faint heart or outside wind conditions. If this occurs, get immediate help from the P&R "Super Team" or another experienced team. Should a horse become excited during a pulse check, retake the pulse. Announce your reading. Wait for the Respiration team member before moving as a team to the next horse.

2. **Respiration Taker:** Be familiar with all P&R procedures as outlined on the next page. Use a watch with a second hand. A horse's respiration is best observed on the left flank or lower abdomen. Each time the flank/lower abdomen goes in and out counts as **one respiration**. If you can get your watch and the silhouette outline of the lower abdomen in a line so the watch and in-and-out movement are in one field of vision, the count can be made accurately without your eyes bouncing back and forth and possibly missing counts (see illustration). The faster it gets, the more difficult it is to be accurate.

Respirations are counted for 15 seconds. All breaths are counted regardless of how slow, rapid, deep or shallow the breath. There are no exemptions for any reason including breed of horse, weather factors, or rate of respiration, e.g. panting. Occasionally, a horse will take multiple inspirations to one expiration. If this occurs, you will see two or more rapid outward movements followed by one inward movement; this counts as one respiration. Should a horse whinny, snort or become excited, recount the rate. Move as a team to next horse.



**DIFFICULT  
LEADS TO ERRORS**

Eye moves from the flank/lower abdomen to watch, watch to flank, and so on. Challenging to see flank move inward and outward.



**EASY  
RECOMMENDED**

By being closer to the horse and looking down at your watch, the flank/lower abdomen movement is still in your field of vision.



If you have trouble, get immediate help from another experienced team, the P&R “Super Team”, or the judge in attendance.

**In case of a disagreement in counts, the veterinary judge’s opinion will prevail. Resolve any questions at the time rather than after the fact.**

## J. P&R PROCEDURES

P&Rs should be taken on the left side of the horse and counted for 15 seconds using a watch with a second hand. Only the 15-second count is recorded on the cards and scorecards. It is acceptable for the rider to put up the stirrup or loosen the 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, half a count or mid-way should be recorded as the lower reading. **Example:** a pulse of 12 ½ should be recorded as 12. Announce all readings to the rider in a clear voice, properly record the pulse and respiration counts on the P&R card, and have the rider initial the completed card. 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.

### ESTABLISHED NORMALS AFTER 10 MINUTE REST:

15-Second Count:            PULSE 8-12            RESPIRATION 1-9

1. **Rechecks:** Riders may request a recheck. Do not argue; have the next team or special team take a recheck immediately. The recheck reading will be recorded.
2. **Unruly Horses or Difficult to Take P&R Readings:** Get P&R chair or judge to assist.
3. **Holdovers:** You will be informed at the ride briefing by the veterinary judge of the upper limits for pulse and respiration criteria.
  - a. For their own safety, horses who do not meet these 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.
  - b. Remind the rider to add the holdover time(s) to their minimum and maximum elapsed ride times.
  - c. *NATRC Rule Book Section 5: In the event that a horse is held for additional recovery time at a P&R stop, the 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.*
  - d. All holdover times and readings shall be recorded. The rider, ride chair or trailmaster and ride timer must be told. The P&R chair will notify the judges and other ride personnel of holdovers so they can plan logistics and observations accordingly.
4. **Abnormalities:**
  - a. The vet judge should set criteria for evaluating inversions (respiration count higher than the pulse).
  - b. Any horse with thumps (abdominal/flank contractions occurring in sync with the heart rate) must be pulled.

## 5. P&R Stop Organization:

- a. Upon arrival of each rider the P&R timer will record the rider's number division, and out-going time on the P&R card (recorded time will be exactly 10 minutes past actual arrival time). The card will also have the day and P&R location number on it.
- b. The card will be given to the rider who will be instructed by the P&R timer or P&R chair 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&Rs by teams. As the horses will not be allowed to move once they are placed in line, you (the P&R chair) 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 that 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. 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, your most experienced people, will take P&R readings **exactly** 10 minutes after arrival. This is done by checking the time on the rider's card with their pre-synchronized watches. The team will record the readings and P&R team number on the P&R card, have the rider initial it, and give the card to the P&R chair or to the rider to take to a designated person.
- f. During the 10-minute wait, have one designated person give the riders instructions regarding any checks or observations being held by the judges beyond the P&R. Riders may wait for the horse next to them to receive its 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 starting the check and 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 to stay ahead of the riders.
- j. **All P&R cards must be given to the designated person, usually the vet judge or vet secretary.**

[Return to Table of Contents](#)

## 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 classes.

1. Have accurate scale and list of all riders by class and division.
2. Weigh riders in central area or circulate through camp. (Put scale on a board.)
3. Record weight of each adult rider with tack. Refer to Rule Book to determine if rider is in the proper class.
4. Inform judges and ride secretary of class changes 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. A +/- 5 pounds is allowed for this reweigh.

#### **L. 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 for departure.

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

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

1. Be prepared to leave camp in a.m. early enough to allow sufficient time to stay well ahead of the first rider even if ribbons need replacing. Time leaving will be dependent upon the horse's condition.
2. Carry with them: keys for locked gates, sufficient replacement ribbon and check point signs, map and time schedule, marking pen, tacks, folding saw, pruners, wire cutters, etc.
3. Periodically report progress and conditions to ride chair or trailmaster.

[Return to Table of Contents](#)

#### **N. SAFETY RIDERS**

One or more safety riders should follow the competitors on the trail. Certainly, not every safety rider can abide by every guideline, but ride management should strive to appoint safety riders that can fill most of the guidelines. State required health papers (certificates, Coggins test, etc.) should be checked on each safety equine. A copy of these guidelines should be given to the safety riders and reviewed with them a few days in advance of the ride to be assured that the safety riders are adequate for the task.

1. A minimum of two adult riders to follow behind competitors on the trail to assist horse and rider. Recommend two riders behind Open and two behind Novice/CP if the divisions are using separate trails.
2. Safety riders should attend all ride briefings and receive additional information as necessary from the trailmaster or ride chair.
3. Should be mounted on a well-conditioned equine at least 4 years old and capable of making the entire day's ride. Equine should be steady, reliable, able to "pony" another equine and pull with a rope (western saddle recommended). Stallions must be carefully evaluated, along with their riders, before being allowed to ride in the safety position.
4. Safety equines will have P&Rs taken to ensure they are not too stressed to continue.
5. Safety riders should:
  - a. Be familiar with the trails and know how to get to connecting roadways in case other help is needed.
  - b. Wear identification (such as a colored vest).
  - c. Be experienced enough to recognize and handle equine suffering from fatigue.
  - d. Maintain a reasonable distance from the last rider in order to not interfere with competition; however, keep the last rider in sight.
  - e. Report problems to ride chair, trailmaster, judges and P&R chair.

- f. Carry messages to the next available P&R team, judge, or timers of any equine which has pulled at any point.
- g. Carry map, timing sheet (distance between points) and rider list.
- h. Carry and be familiar with contents of a first aid kit. Kit should contain common medical items for both equine and rider. First aid training is a plus!
- i. Carry radios (when available) to maintain communications with management.
- j. Carry extra lead rope, knife, pliers and other emergency tools.
- k. NOT pull ribbons since there is always a chance that a rider has gotten off trail and may be behind the safety riders.

## **O. 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.

## **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.

[Return to Table of Contents](#)

## **Q. MEALS CHAIR**

Part of ride management or a service group, such as church or sponsoring club. Ride management must provide food for their judges, rules interpreter and judges' Secretaries. Meals for everyone else are optional.

Cost, availability of cooks and cooking facilities will determine if management can offer meals to riders and volunteers. 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. Plan carefully. Determine:
  - a. If cooking will be allowed at the campsite (fire hazard, etc.).
  - b. Total number and types of meal(s) you will offer; i.e. breakfast(s), lunch(s) or dinner(s).
  - c. Cost of meals and menu to be included in entry blank. All meals should be payable in advance otherwise management ends up paying for meals ordered by riders and workers who do not show up. When determining costs remember you must provide free meals for judges, rules interpreter, judges' secretaries and possibly property owners.
  - d. 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.
  - e. Meal times for listing on the ride agenda.
  - f. How lunches and necessary drinking water or cold drinks will be transported to lunch stop.
2. Consult with a local wholesale supplier, restaurant or caterer for or help in determining costs and quantities needed.

3. Secure cooking and storage equipment (stove, barbecue, pots, pans, etc.) and eating facilities (utensils, tables, chairs, coolers, etc.).
4. As entries come in, work closely with ride chair and ride secretary on exact numbers of meals ordered by riders, workers, and others.
5. Purchase food and supplies and set up preparation and storage.
6. Submit all bills and receipts to ride chair.  
A caterer can do all of the above. Contact well in advance of your ride and plan menu, costs and types of meals.

[Return to Table of Contents](#)

## **R. AWARDS CHAIR**

Often a person with other management duties. Responsible for ordering sufficient ribbons and trophies as per Rule Book minimum required.

1. Order other awards offered by management (breed, completion, etc.)  
Breed associations or local clubs may sponsor breed awards. Although not required in the Rule Book, completion awards are often given to those who complete a ride. In place of completion awards, management might give participation awards, so that those who participate (riders and volunteers) have a tangible memory of the ride.
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 (ride chair, trailmaster, 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.

## **S. RAFFLE CHAIR**

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 are helpful.

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. If collecting deposits on rider numbers, offer tickets in lieu of deposit refund.
4. Display prizes and hold raffle prior to awards. Work out timing in conjunction with ride chair.
5. Properly thank all donors and turn in all money collected.

[Return to Table of Contents](#)

## **T. 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. Contact NATRC Office for a list of amateur and professional photographers in your region.

## **U. CLINIC OR ENTERTAINMENT CHAIR**

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 officiating judge, experienced open riders, other qualified NATRC members or Novice judges

who have completed their judging. Is a good time for other ride chairs to announce their rides and hand out entry forms or flyers.

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

#### **V. VEHICLE CHAIR**

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 needing transportation.

[Return to Table of Contents](#)

## 10. 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 ride chair must decide the type (Jeep, pickup, car, station wagon, etc.) and number of vehicles to be used. Four-wheel drive use will be dependent upon the terrain.

Injudicious 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 ride chair or trailmaster.

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 chairs 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.**

**A. PERSONNEL NEEDING TRANSPORT:** 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/CP trails are not shared. If there are separate sets of judges for each division, two more vehicles may be required. Some vehicles may be shared, but plan for as many as are available.

Ride chair	Open P&R teams & timer
Trailmaster	Novice/CP P&R teams & timer
Veterinary judge(s) & secretary(s)	Ride timers if lunch is on the trail
Horsemanship judge(s) & secretary(s)	Lead and drag vehicles if used
Rules interpreter	Photographer
Gate keepers, spotters, etc.	Guest (magazine reporter, etc.)

**B. LEAD VEHICLE:** If used, should be radio/cell phone 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 ride chair or trailmaster.

- C. DRAG VEHICLE:** If used, should be radio/cell phone equipped, carry first aid kit and be manned by an experienced horse person, 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 ride chair or trailmaster.
- D. JUDGES' VEHICLES:** Should be radio/cell phone equipped. Driver or judge's secretary should be thoroughly familiar with the ride route in order to assist the judge in locating observation points.
- E. RIDE CHAIR AND TRAILMASTER VEHICLES:** Must be radio/cell phone equipped and able to go anywhere as directed by ride chair or trailmaster. Should carry first aid kit.
- F. P&R TEAM VEHICLES:** Should be radio/cell phone equipped. 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.
- G. STANDBY VEHICLE:** If used, should be radio/cell phone equipped, preferably a four-wheel drive capable of pulling a horse trailer under difficult conditions. Should be manned by an experienced horse person 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 or ride chair.
- H. 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 radio/cell phone, first aid kit(s), and 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.

[Return to Table of Contents](#)



## 11. SAFETY

### A. RIDE MANAGEMENT

1. Provide a safe ride environment through conscious efforts to prevent harm or injury to equine, people or property.
2. Parking
  - a. Arrange participants' trailer parking to allow sufficient distance for a safe zone (distance between horses' rear ends), which will allow human traffic (judges) to move safely between trailers.
  - b. Provide adequate group parking for management and volunteers.
3. Check-In and Briefing Areas -- Provide an area that is free of horse and vehicle traffic.
4. Trails
  - a. Select the type of terrain and natural obstacles to meet the different levels of competition.
  - b. *NATRC Rule Book Sections 3/6: Course/judging obstacles must be natural and native to the local terrain and the use of artificial or unsafe obstacles is prohibited.*
  - c. Have alternative trail plan in case weather conditions make the planned trail unsafe.
5. Observation points (obstacles) should:
  - a. Be natural, safe and common to the trails in your area.
  - b. Provide a secondary route for riders who elect to bypass.
  - c. Be shown and discussed with judges.
  - d. Ensure safety of rider and equine first, not level of difficulty.
  - e. Not compromise rider safety by trying to be inventive.
6. Waiver forms -- Must be completed and signed by judges, management and workers.
7. Drivers and vehicles
  - a. Verify insurance on all vehicles to be used.
  - b. Verify drivers' licenses.
  - c. Ensure adequate passenger seating and seat belts.
  - d. Prohibit passengers from riding in beds of pickups.
8. *NATRC Rule Book Section 4: Helmets*
  - a. *Juniors (age 17 and under) must wear an ASTM/SEI, Snell, or approved equal equestrian riding helmet at all times while mounted in camp or on the trail. This rule applies to a junior competing in any class or a junior visiting the NATRC camp.*
  - b. *It is strongly recommended that adults also wear a similarly approved helmet.*
9. Ambulance horse trailer -- Have available to transport pulled equine(s) from the trails back to camp.
10. Emergency telephone list -- Make available to all riders and workers; include local law enforcement, ambulance and farrier.
11. [Accident Report Form](#) -- Submit to NATRC (Not Insurance Company) for any incident prior to, during, or immediately after the ride. Ride chair, rules interpreter and witness to accident, all fill out a form.
12. Ensure that there are sufficient, qualified, adult safety riders per Section 9.
13. If using ATVs, follow state laws for ATV safety.

## **B. JUDGES**

1. Complete and sign Worker and State Liability Waiver forms.
2. Verify course (trail) is natural and native to the local terrain.
3. *NATRC Rule Book Sections 3 and 6: The use of artificial or unsafe obstacles is prohibited.*
4. Discuss obstacles with management.
5. Notify management if you feel a selected obstacle is unsafe for the level of riders competing.
6. Ensure safety of rider and equine first, versus level of difficulty of obstacle.
7. Notify management of any unsafe situations in camp or on the trail.
8. Err on the side of safety.
9. Brief riders at each ride briefing to ensure they understand they are to use their own judgment when doing obstacles. If they believe the obstacle is unsafe for them or their equine, they have the option to bypass, recognizing that points will be deducted for the missed obstacle.

[Return to Table of Contents](#)

## 12. COMMUNICATIONS

Cell phones have become very useful as coverage has increased. Distribute a cell phone list of key personnel. Many rides have discontinued the use of radios.

Depending upon availability and terrain, three types of radios may be used: CB-citizen band or short-wave, hand-held, or ham sets. A radio chair should be chosen whose responsibility 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. Ham club or CB clubs 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.

[Return to Table of Contents](#)

## 13. 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 printed clinic items. Check the website at [http://www.natrc.org/documents\\_clinic.html](http://www.natrc.org/documents_clinic.html) for additional educational materials.

**Clinics must be sanctioned by NATRC. See Section 2 of the NATRC Rule Book. If horses are used, the clinic must be insured through NATRC's negotiated [insurance carrier](#).** Information for reimbursement of clinic insurance costs may be found on the [Clinic Sanction Application](#) and Post [Clinic Report and Reimbursement](#) forms.

**There are no additional insurance costs for clinics held in association with a sanctioned ride and on the actual ride days. Introductory rides associated with a sanctioned ride must be sanctioned as a clinic, but there are no additional insurance costs if the introductory ride is held on the actual ride days (normally Saturday and/or Sunday).**

### A. RIDING CLINIC

This might be set up as a 1-day event, preferably by the club sponsoring the NATRC ride. It should be an easy 3 to 5-hour ride with a 1-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 1 month prior to the NATRC ride to allow any neophytes time to condition their horses.

### B. NON-RIDING CLINIC

This may be a 1-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 chair explaining the how-to of managing a ride. Many NATRC Regional organizations have Power Point programs, slides and personnel available and willing to speak at area horse clubs, 4-H or other youth groups. Some Regional organizations also have videos, which were taken at various rides.

[Return to Table of Contents](#)

**APPENDIX A**  
**NATRC FORMS AND INFORMATION**

**Before the Ride (download from [www.natrc.org](http://www.natrc.org))**

- Sanction Application
- Sanction Guidelines
- Insurance Application
- Judges Contract
- Generic Ride Entry
- Ride Progress Report
- Ride Budget Calculator
- Ride Management Checklist
- Ride Management System (RMS) Tips

**For the Ride (download from [www.natrc.org](http://www.natrc.org))**

- Rider Liability Waiver – NATRC
- State Liability Waiver
- Worker Liability Waiver – NATRC
- Liability Waiver Instructions
- Awards Sheets
- Weigh-In Sheet
- Timing Sheet
- Apprentice and Provisional Judges Progress Report
- Accident Report
- P&R Template
- Scorecard Instructions
- Rules Interpreter Report

**After the Ride (request from NATRC Office [natrc@natrc.org](mailto:natrc@natrc.org) if not using RMS)**

- Fees and Statistics Form
- AA, A and B Ride Reports
- Breed List

**Clinics (download from [www.natrc.org](http://www.natrc.org))**

- Clinic Sanction Application
- Post Clinic Report and Reimbursement
- Clinic materials

[Return to Table of Contents](#)

**APPENDIX B**  
**TIME LINE LIST FOR RIDE CHAIR**  
Debbie Murphy – Region 1

- 12 Months**
  - Select ride site
  - Select ride date
- 11 Months**
  - Secure ride chair
  - Secure ride secretary
  - [Sanction application](#) to NATRC
  - Submit approval or permit request to property owners
  - Secure veterinary judge(s)
  - Secure horsemanship judge(s)
  - Secure rules interpreter
  - Secure trailmaster
  - Prepare budget proposal
- 10 Months**
  - Appoint food chair
  - Select caterer, if applicable
- 9 Months**
  - Appoint awards chair
  - Secure raffle chair
  - Secure safety chair
  - Develop volunteer list
- 8 Months**
  - Order awards/certificates
- 7 Months**
  - Prepare flyer
  - 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 Months**
  - Make copies of [Rider Liability Waiver](#)
  - Make copies of [Worker Liability Waiver](#)
  - Make copies of [State Liability Waiver](#)
  - Purchase Equine Liability sign
  - Secure safety riders
  - Secure point riders
  - Secure timers and recorder
  - Secure P&R chair and teams
  - Solicit raffle items
  - Decide on trails

- 5 Months**
  - 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
  - Order portable toilets
  - Order trash receptacles
- 4 Months**
  - Arrange for camp water – human & horse
  - Set up ride on [Ride Management System](#) (RMS)
  - Purchase ride Insurance ([Equisure](#))
  - Mail drug registration to gov't agency (CA only)
- 2 Months**
  - Send in Six-Week Ride Progress Report to NATRC
  - Arrange for horse water on trail
- 1 Month**
  - Decide on volunteer lunches
  - Make halter/ bridle tags
  - Prepare judges' binders and packets
  - Prepare riders' packets (bibs, rider #, halter tags, trailer tags)
  - Packets for rules interpreter and P&R teams
- 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 (petty cash) for raffle and refunds
  - Pack supplies
  - Post signs for event on roadways
- RIDE DAY**
  - Point riders re-check trail marking

[Return to Table of Contents](#)

**APPENDIX C  
PAPERWORK DEADLINES**

	<b>WHEN</b>	<b>WHAT</b>	<b>TO WHOM</b>
<b>BEFORE THE RIDE</b>	3 Months	Sanction Application & Fee - mailed	NATRC Office
	2 months	Ride Entry for approval (if not using generic form), before printing and mailing, or emailed	Sanction Chair
	6 weeks	Progress Report - emailed (Ride packet containing scorecards, Rule Book, and other documents, will be sent to ride secretary unless otherwise indicated after Progress Report received)	NATRC Office
	ASAP to 1 1/2 month	Insurance Application & Fee - mailed	Equisure
<b>AFTER THE RIDE</b>	Within 24 hours	Accident Report – emailed	NATRC Office
	Within 72 hours	Rules Interpreter’s Report, with complete set of maps including ride times – mailed or emailed	NATRC Office
	Within 14 days	Contact Colleen Wills when the RMS data is final, or email Ride Reports and Fees and Statistics if not using the RMS	<a href="mailto:natrc@natrc.org">natrc@natrc.org</a>
		Mail Ride Fees check	NATRC Office
		Mail Scorecards	<a href="#">Colleen Wills</a>

[Return to Table of Contents](#)



**APPENDIX D**  
**HELPFUL FACTS TO INCLUDE ON RIDE INFORMATION**

- Refund Policy for ride
- Fees – breakdown if possible
- Footing for ride and anticipated mileage
- Stabling options or 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
  - Alcohol policy
  - Smoking policy
- Meal situation (i.e. Potluck Friday? Catered meal Saturday?)
- Raffle (if holding one)
- For more information about NATRC, see [www.natrc.org](http://www.natrc.org)
- Rule Books are available for free download at [www.natrc.org](http://www.natrc.org) or for purchase from the NATRC office
- 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?

[Return to Table of Contents](#)

## APPENDIX E

### RIDE BRIEFING CHECKLIST

1. **Welcome** – Competitors, judges, workers & guests.
2. **Introduce** – All ride personnel who have the authority to give instructions to riders – ride chair, trailmaster(s), judges, P&R chair. Outline general rules and regulations of the ride, including a statement that it is mandatory that competitors follow and abide by the instructions of the people named above.
3. **Camp and facility rules** – Explain any special rules such as dogs on leash, manure & trash disposal, generator cutoff time, etc.
4. **Identify** – rules interpreter, P&R chair.
5. **Introduce – first time competitors and mentors**, if applicable, and encourage other competitors to give them a helping hand and a friendly smile.
6. **Double check** – Ask riders if all have weighed in and signed liability waivers and that judges & secretaries have been notified of any class changes. Late arrivals: where & when the judges will check them in.
7. **Trail** – Hand out maps. Trail master should briefly review the map & trail, describing any special features about the ride and trail (i.e.; gates, wildlife, historic value, cattle). Avoid local terminology, such as “tanks” for ponds, “gaps” for wire gates, etc. Riders must know about mileage checkpoints, water, lunch, P&R stops, & the Two-Mile Point. Where the trail differs for Open & Novice/CP, explain it separately. Explain the kind & color of trail markers for Open & Novice/CP and how turns and checkpoints are marked. Explain ride timing, including the number of P&Rs, lunch time, minimum & maximum elapsed ride times, and time penalties. Detail where minimum and maximum times are used at any point on the trail. Recommend that riders set their watches to 12 o'clock at the start of the ride for ease of keeping track of their time.
8. **Ask for questions** – especially from new competitors.
9. **Ride start** – State where & when the ride will begin for each division; if the judges will want them mounted or leading in-hand for an observed mount; and the order that they will start. State that a competitor may wait for a friend after being timed out providing there is space so that they will not be in the way of other outgoing riders.
10. **Lunch** – Give location & arrangements for transportation of riders' lunches.
11. **Smoking** – Where & when permitted.
12. **Rules – For the new competitor** - explain important rules: maintain forward motion from the 2-mile point; no medications allowed; OK to feed, water & walk horse during night; etc.
13. **Judges' comments** – Veterinarian: general comments, what looking for, the P&R hold criteria, when & where any in-camp examinations will be done. Horsemanship: general comments, what looking for, tack check, etc.
14. **Post-ride instructions** – judges' exams, meals, etc.
15. **Special briefings** – judges or new-competitor welcome person: Who will meet with first time competitors to answer questions or give advice. P&R personnel: with the P&R chair to learn when and where to meet in a.m.
16. **Good night** – “Have a good ride;” “Be safe;” “Enjoy our trails;” “Join NATRC for education and fun on the trail,” etc.

[Return to Table of Contents](#)

**APPENDIX F**  
**MANAGEMENT AND WORKER PACKET CONTENTS**

	Ride Chair	Judges (each)	Trailmaster	Rules Interpreter	Judges Secretaries (ea)	Timer	P&R Chair	Weighmaster	Ride Starter	Point Rider	Safety Chair	Photographer	Vehicle Chair
Ride Agenda	1	1	1	1	1	1	1	1	1	1	1	1	1
Ride Maps	1	1	1	1	1	1	1			1	1	1	1
Rider List	1	1	1	1	1	1	1	1	1	1	1	1	1
Cell Phone Nos	1	1	1	1	1	1	1	1	1	1	1	1	1
Meal Tickets (optional for others)		1		1	1								
Driving Directions	1	1	1	1	1	1	1				1	1	#
Award Sheets					1								
Timing Sheets						1							
P&R Cards							1						
P&R Instructions & Procedures **							#						
RI Report				1									
RI Duties **				1									
Weigh-in Sheet								1					
Scorecard Instr					1								
Judge's Sec Duties **					1								
Safety Rider Rqmts**											#		
A* & P* Judges Progress Report	1	1		1									
Accident Report	5			1									

# One for each team member

\* Apprentice & Provisional

\*\* Print appropriate pages from this manual

## INDEX

- accident report form, 44
- ambulance trailer, 43, 44
- ATV, 44
- awards, 1, 2, 10, 17, 18, 20, 21, 22, 23, 25, 26, 29, 32, 40, 49
- awards chair, 21
- breed awards, 1, 22, 32
- briefing, 21, 27, 28, 29, 32, 36, 45, 47
- budget, 7, 17, 19, 20, 39, 48, 49
- campsite, 20, 21, 22, 37, 39
- campsite fee, 17
- cancellation, 5, 19, 26
- check point(s), 9, 11, 12, 14, 38, 42
- clinic sanction application, 47
- clinics, 16, 20, 47
- committees, 21
- communications, 39, 46
- Constant Contact E-News, 23
- course of ride, 7
- delays, 7, 22, 34
- distance, 5, 6, 9, 10, 12, 13, 14, 21, 27, 29, 32, 33, 38, 44
- distance & date, 5
- Distance Only (DO), 2
- distance riding, iii
- drivers, 8, 21, 42, 44
- emergency, 34, 39, 46
- emergency telephone list, 44
- entertainment chair, 40
- entry blanks, 15
- entry fee(s), 5, 17, 19, 20
- errors, 22, 26, 32
- examination, 21, 28, 31, 53
- Excel, 4, 24, 26, 27
- expenses, 17, 18, 19, 23, 24, 29
- family plan, 20
- farrier, 21, 39, 44
- fatigue, 34, 38, 43
- fees, 3, 19, 22
- finish line, 9, 28, 32
- first aid, 28, 39, 42, 43
- flagging, 14, 17, 18
- flyers, 15, 20, 41
- gatekeeper(s), 28, 42, 43
- helmet, 44
- holdovers, 22, 33, 34, 36
- income, 17, 23
- insurance, iii, 1, 3, 5, 6, 7, 20, 23, 28, 42, 44, 47
- judge(s), iii, 2, 4, 5, 6, 7, 8, 9, 12, 18, 19, 20, 21, 22, 23, 24, 25, 27, 28, 30, 31, 32, 33, 34, 36, 37, 38, 39, 40, 42, 44, 45, 47, 50
- judge's recording secretary, 30
- judges fees, 17
- judges' vehicles, 43
- judges' secretaries, 26, 30
- judges' secretaries' notebooks, 25
- judges' signatures, 32
- junior riders, 20, 25
- liability waiver forms, 25, 26
- limiting, 5, 10
- lunch, 42, 50, 53
- lunch (stop), 8, 9, 10, 11, 12, 21, 28, 29, 32, 33, 38, 39, 43, 47, 53
- maps, 7, 11, 12, 13, 25, 27, 28, 50, 51
- marking (trail), 1, 9, 14, 18, 27, 34, 38
- meals/meals chair, iii, 6, 7, 21, 22, 39, 40, 53
- mileage, 2, 3, 7, 9, 10, 11, 12, 13, 14, 52, 53
- miles per hour (mph), 10
- notes, 22, 23, 31, 32
- numbers, 14, 21, 23, 24, 26, 28, 33, 40
- observation point(s), 8, 21, 28, 43
- obstacles, 7, 8, 9, 11, 44, 45
- office, 3, 4, 15, 17, 18, 19, 21, 22, 25, 26, 27, 30, 46
- open division, 2, 7, 10, 13, 42
- P&R cards, 22, 25, 33, 34, 37
- P&R chair, 36
- P&R procedures, 33, 35, 36
- P&R readings, 8, 22, 31, 34, 36, 37
- P&R recordings, 32
- P&R stops, 12
- P&R teams, 8, 30, 33, 34, 37
- P&R timer, 34, 37
- pace, 2, 7, 10, 11
- packets, 23, 25, 26, 50
- parking, 6, 21, 44
- penalty points, 28, 32
- permits, iii, 6
- personnel, 5, 20, 21, 22, 23, 25, 26, 27, 28, 30, 33, 36, 41, 42, 46, 47, 53
- photographer, 40, 42
- point rider(s), 14, 28, 38, 50

posters, 15  
 printing, 4, 13, 17, 20, 51  
 program, 21, 27, 40, 47  
 progress report, 54  
 publicity, 3, 5, 15, 16, 20, 40  
 pulled (horse & rider), 21, 22, 28,  
 31, 34, 36, 39, 44  
 radio, 15, 16, 28, 42, 43, 46  
 raffle, 17, 18, 22, 40, 49, 50  
 raffle chair, 40  
 rechecks, 34, 36  
 refunds, 18, 50  
 regional organizations, 22, 47  
 ride chair, 3, 4, 9, 12, 19, 20, 23,  
 26, 27, 28, 29, 31, 32, 33, 34,  
 36, 38, 40, 42, 43, 47, 49, 53  
 Ride Management System, 4, 15,  
 23, 50  
 ride report(s), 22, 27  
 ride secretary, iii, 4, 20, 21, 22, 23,  
 30, 31, 32, 33, 37, 40, 49, 51  
 ride time, 8, 36, 51  
 ride time(s), 32  
 rider list(s), 21, 22, 23, 25, 29, 33,  
 39  
 rider packets, 23  
 rights of way, 7  
 RMS, 4, 20, 21, 23, 24, 25, 26, 27,  
 50  
 roads, 7, 8, 10, 12, 42, 43  
 routes, 7, 20  
 rule books, 4, 20, 30, 51, 52  
 rule infractions, 28, 32  
 rules interpreter, 7, 12, 17, 18, 20,  
 21, 28, 29, 39, 44, 49, 50, 51, 53  
 Rules Interpreter Instructions, 25,  
 29  
 Rules Interpreter Report form, 29  
 rules interpreter's transportation, 29  
 safety, 7, 28, 44, 45  
 safety riders, 31, 34, 38, 44, 49  
 sanction, 2, 3, 4, 5, 20, 21  
 sanction application, 3, 48  
 sanction chair, iii, 3, 4, 5, 9, 23, 51  
 sanction fee, 18  
 sanction guidelines, iii, 48  
 sanctioned ride, iii, 2, 19, 32, 34, 47  
[Return to Table of Contents](#)  
 schedule of events, 21  
 scheduling of rides, 5  
 scorecards, 4, 20, 21, 22, 24, 26,  
 27, 30, 31, 32, 34, 36, 51  
 site (camp), 3, 6  
 Six-Week Ride Progress Report, 4,  
 19, 20, 23, 24, 29, 48, 50, 51  
 sponsors, 1, 17, 23, 40, 49  
 staging areas, 6  
 starter (ride), 28, 38  
 state equine liability law, 26  
 terrain, 7, 8, 9, 10, 11, 14, 19, 42,  
 46  
 thank you, iii, 7, 16, 17, 40  
 time penalties, 22, 33  
 time penalty points, 28, 32  
 timers, 12, 21, 22, 28, 30, 31, 32,  
 39, 42, 49  
 timers (official), 32  
 timing, 10, 11, 12, 13, 14, 16, 20,  
 21, 25, 27, 32, 40, 53  
 timing & pace, 10  
 timing sheets, 25, 32, 39  
 toilets, 6, 50  
 trailer, 6, 28, 31, 43, 44, 50  
 trailmaster, 12, 19, 20, 21, 22, 27,  
 28, 29, 33, 34, 36, 38, 40, 42,  
 43, 49, 53  
 trails, iii, 2, 7, 8, 10, 11, 14, 17, 20,  
 27, 38, 42, 43, 44, 49, 50, 53  
 trot, 8, 10, 11, 33  
 type (of ride), 2, 15, 21, 24, 27, 42  
 vehicle chair, 41  
 vehicles, 6, 28, 33, 41, 42, 43, 44,  
 46  
 veterinarian, iii, 19, 21, 39, 47, 50  
 veterinary judge, 19, 36, 39  
 veterinary judge(s), 49  
 waiver forms, 44  
 walk, 8, 9, 10, 11, 33, 43, 53  
 water, iii, 6, 8, 9, 11, 18, 21, 33, 39,  
 42, 43, 50, 53  
 weather, 5, 7, 9, 10, 12, 34, 35  
 weighmaster, 21, 30, 37  
 worker and state liability waiver  
 forms, 45





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