

NATRC BRIEFING CHECK-LIST

Ride Chair and Trail Master



1. **WELCOME** – Competitors, judges, workers, and guests.
2. **INTRODUCE** – All responsible ride personnel who have the authority to give instructions to riders – ride chair, trail master(s), judges. 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 or FACILITY RULES** – Explain any special rules for the park or facility such as dogs on leash, manure and trash disposal, generator cutoff time, etc.
4. **IDENTIFY** – Rules Interpreter and P&R leader/captain.
5. **INTRODUCE FIRST TIME COMPETITORS** – Some rides have special mentor or buddy programs for first time competitors. It's nice to introduce these riders and encourage other competitors to give them a helping hand and a friendly smile out there on the trail.
6. **DOUBLE-CHECK** – Ask riders if all have been weighed in and that judges and secretaries have been notified of any weight changes. Late arrivals: where and when the judges will check them in.
7. **TRAIL** – Hand out maps and times to all competitors. Trail master should review the map and trail, describing any special features about the ride and trail (i.e., gates, wildlife, historic value, cattle). Give a detailed briefing, going over the entire map pointing out locations of water, check points, lunch, P&R stops, and the two-mile point. Tell riders how these checkpoints will be identified. In cases where the trail differs for Open and CP/Novice divisions, a separate explanation will be necessary. State what kind of trail markers the riders will be following for Open and for Novice/CP. Explain how turns and checkpoints will be marked. Thoroughly explain the timing of the ride, including the number of P&Rs, lunch time, and minimum and maximum ride times. Explain time penalties. In particular, it is necessary to go into careful detail where minimum and maximum times are used at any point on the trail. Recommend that riders set their watch to 12 o'clock at the start of the ride for ease of keeping track of their time.
8. **ASK FOR ANY QUESTIONS** – especially from new competitors.
9. **RIDE START** – State where and when the ride will begin for each division. Tell competitors if the judges will want them mounted or leading in-hand for an observed mount. Tell them 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. **LUNCHES** – State exact location and arrangements to be made for transportation of lunches if the lunch stop is to be out on the trail rather than in camp.
11. **SMOKING** – Where and when permitted.
12. **RULES** – For the new competitor, a few important rules should be explained: 2-mile point, maintain forward motion. No medications allowed. OK to feed and water horse during night.
13. **JUDGES' COMMENTS** – Veterinarian: ask for general comments, what he/she will be looking for, what the P&R hold criteria will be, when/where any in-camp examinations will be done. Horsemanship: ask for general comments, what he/she will be looking for, etc.
14. **POST-RIDE INSTRUCTIONS** – Tell competitors what the instructions are for when they finish each day's ride (i.e., judges' exams, meals).
15. **SPECIAL BRIEFINGS** – Judges: ask them to meet with you for briefing. Some judges like to stay and meet with first time competitors to answer questions or give advice. P&R Personnel: ask volunteers to check in with the P&R leader/captain who will explain time and location to meet in a.m.
16. **GOOD NIGHT:** "Have a good ride;" "Enjoy our trails;" "Join NATRC for education and fun on the trail," etc.