

BEFORE THE RIDE

RIDE SECRETARY

- ∅ Coordinate with Ride Chairman to receive information packet from NATRC
- ∅ With Ride Chairman prepare Ride Entry to send to Sanction Chair for approval in advance of mailing/publication.
- ∅ Help with publicity
- ∅ Prepare rider packets
- ∅ Type scorecards
- ∅ Register entries per class
- ∅ Register Breeds for Breed Awards
- ∅ **KEEP ACCURATE TREASURY RECORDS**
- ∅ Copy forms to use at ride:
 - Timer Sheets
 - Weighmaster sheets
 - P&R cards (or order from NATRC)
 - Awards Sheets
- ∅ Make information packets for all key personnel
- ∅ Get cash for refunds
- ∅ Prepare judges notebooks
- ∅ Pack office supplies

STABLE MANAGER/NIGHTHAWK

- ∅ Bring a flashlight
- ∅ Bring a good book
- ∅ If it's cold, get a good catalytic heater

RULES INTERPRETER

- ∅ Study the current NATRC Rule Book
- ∅ Review the NATRC Report form and take it to the ride
- ∅ **THANKS FOR HELPING**

RIDE CHAIRMAN

- ∅ Submit Sanction Application with fee to NATRC
- ∅ Once you receive Approval apply for NATRC Ride Insurance
- ∅ Coordinate with Secretary to share information from NATRC
- ∅ Read Management Manual
- ∅ Read NATRC Rule Book
- ∅ Make outline of your plans
- ∅ Decide location of ride
- ∅ Secure landowners permits
- ∅ Prepare estimated budget
- ∅ Hire judges early
- ∅ Enlist ride personnel
- ∅ Give duty assignments
- ∅ Decide Judges' accommodations
- ∅ Decide Rules Interp. accommodations
- ∅ Help with entry forms, mail for approval
- ∅ Arrange for publicity
- ∅ Mail 6 weeks report to Sanction Chair
- ∅ Help prepare maps
- ∅ Prepare a Schedule of Events
- ∅ Help find, mark and time trail
- ∅ Buy or make awards
- ∅ Arrange for:
 - Ambulance Trailer
 - Vehicles used at ride
 - Communications
 - Water in camp
 - Water on trail - coolers
 - P&R Equipment
 - Scales for Weighmaster
 - Food for Judges, RI, Mgmt.
 - Porta-potties as needed
- ∅ Be sure Ride Secretary has:
 - Timer Sheets
 - Weighmaster Sheets
 - P&R cards
 - Awards sheets
- ∅ Secure Ride Veterinarian & Farrier

TRAILMASTER

- ∅ Find/Decide Trail
- ∅ Mark Trail well
- ∅ Time Trail
- ∅ Locate P&R stops
- ∅ Locate Judging sites
- ∅ Locate Two Mile Point
- ∅ Help with maps
- ∅ Mark points and Two Mile Point
- ∅ Prepare for Briefing

JUDGE'S SECRETARIES

- ∅ Learn parts of horse
- ∅ Study scorecards and nomenclature
- ∅ Get lots of sleep
- ∅ Double up on "Stress-Tabs"
- ∅ Bring clothes for all kinds of weather

RIDE TIMERS

- ∅ Rules require two timers
- ∅ Both should have a watch and a back up watch
- ∅ Bring a comfortable chair
- ∅ Bring a pencil
- ∅ Write legibly

P&R CHAIRMAN

- ∅ Be familiar with procedures
- ∅ Be familiar with the trail
- ∅ Know P&R Stops
- ∅ Select, train & assign teams if required by chairman.

POINT AND SAFETY RIDERS

- ∅ Need a conditioned horse

AT THE RIDE

<p style="text-align: center;"><u>RIDE SECRETARY</u></p> <p><u>Day of Check -In</u></p> <ul style="list-style-type: none"> ∅ Be on hand early ∅ Have assistants to help you hand out rider's packets. ∅ Collect fees owed. ∅ Keep updated riders list to know riders present. ∅ Make scorecard changes carefully if any necessary. ∅ Prepare riders list for ride personnel tomorrow. ∅ Update riders list as riders are pulled Saturday. ∅ Give updated riders list to ride personnel Sun. a.m. 	
<p style="text-align: center;"><u>RULES INTERPRETER</u></p> <ul style="list-style-type: none"> ∅ Have a current Rule Book and Policy Manual with you. ∅ Get maps at briefing and take notes. ∅ Be congenial & helpful, but don't interfere. ∅ If you see a rules infraction in process, notify management and judges so corrective steps can be taken 	
<p style="text-align: center;"><u>POINT AND SAFETY RIDERS</u></p> <ul style="list-style-type: none"> ∅ If your horse isn't conditioned watch him carefully. ∅ P&R teams are required to take count on horses. 	
<p style="text-align: center;"><u>P & R CHAIRMAN</u></p> <ul style="list-style-type: none"> ∅ Have all equipment needed ∅ Give complete instructions to teams and timers ∅ Take charge at the P&R stop ∅ Maintain an orderly P&R ∅ Have personnel sign register 	

<p style="text-align: center;"><u>RIDE CHAIRMAN</u></p> <p><u>Day of Check-in</u></p> <ul style="list-style-type: none"> ∅ Be sure all personnel are on hand and functioning ∅ Greet riders and judges ∅ Brief judges on trail ∅ Start pre-ride check ∅ Prepare for briefing ∅ Charge radios for Sat. (if available). <p><u>Day of Ride</u></p> <ul style="list-style-type: none"> ∅ Have updated list of riders ∅ Dispense radios to management and judges ∅ Check on timers ∅ Check on judges' secretaries ∅ During the ride, know where the FRONT rider is ∅ Inform timers of P&R holds and official delays ∅ Inform RIDERS & JUDGES of any time penalty points ∅ Re-charge radios for Sunday ∅ Assist in setting up awards ∅ Thank and pay judges ∅ Assist in camp clean-up <p><u>End of Ride</u></p> <ul style="list-style-type: none"> ∅ Arrange quiet area for scoring ∅ Have helpers for both judges to check addition on cards <p><u>Briefing</u></p> <ul style="list-style-type: none"> ∅ Introduce the Rules Interp. ∅ Introduce Ride Vet & Farrier ∅ Introduce Judges/Management ∅ Ask Judges to speak ∅ Tell riders to check scorecards for errors BEFORE leaving the ride ∅ Tell riders to advise judges & mgmt if leaving BEFORE AWARDS ARE GIVEN 	<p>your</p>
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<p style="text-align: center;"><u>TRAILMASTER</u></p> <p><u>Day of check-in</u></p> <ul style="list-style-type: none"> ∅ Take charge of pre-ride check ∅ Conduct a thorough briefing <p><u>Morning of Ride</u></p> <ul style="list-style-type: none"> ∅ Have updated list of riders ∅ Position starter and timers ∅ Dispatch point men, P&R crews ∅ Dispatch lunch truck & timers ∅ Dispatch safety riders ∅ Get judges on the way ∅ ALWAYS KNKOW WHERE THE FIRST RIDER IS ON THE TRAIL. <p><u>Afternoon of the Ride</u></p> <ul style="list-style-type: none"> ∅ Have timers at the finish line ∅ Give in-camp examination info to riders at finish line ∅ Assist with in-camp examination ∅ Be sure all riders and workers return to camp ∅ Give second day briefing ∅ Check on Night Steward ∅ Secure camp for the night <p><u>End of Ride</u></p> <ul style="list-style-type: none"> ∅ Assist with Awards ∅ With Ride Chairman, see that campsite is left clean <p><u>Briefing</u></p> <ul style="list-style-type: none"> ∅ Introduce P&R Captain and give instructions for P&R stops ∅ Go over map thoroughly, announce time and mileage for each Division ∅ Ask P&R teams to meet tonight ∅ Get briefing information & map to late arrivals 	
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