

NORTH AMERICAN TRAIL RIDE CONFERENCE

Patsy Conner Sanction Chairman
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REQUIREMENTS AND PROCEDURES

1. **RULE BOOK AND MANAGEMENT MANUAL:** Before submitting a Sanction Application, be sure to read the Rule Book and Management Manual. These will give you insight on how to have the most successful ride.
2. **SANCTION APPLICATION:** At least 90 Days prior to your requested ride date submit application to:
NATRC
PO Box 224
Sedalia, CO 80135
Make sure to include the **\$75.00 Sanction Fee**.

You can access all the documents and information that are needed for managing your ride at the NATRC web page www.natrc.org . If you have difficulties please notify the NATRC office.

3. **INSURANCE:** A link to the Equisure insurance application is on the web page. You should print it and send the completed form directly to Equisure. Submit this as soon as possible. This must be submitted no later than forty-five days prior to your ride date.
 - a. Name every additional insured you wish to be covered (sponsors, management, land owners etc.).
 - b. The "NATRC Statement of Rider/Worker Liability Release" is available on the NATRC web site. It must be used exactly as written.
 - c. The "Equine Activities Liability Act" statement for your state is available on the NATRC web site. It must be used exactly as written.
 - d. 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.
 - e. Provide space for **both** parents/guardians to sign the releases. You and NATRC will not be fully released of liability if both do not sign.
 - f. Provide space for the owner of the horse if different from the rider.
 - g. Proof read your work.

(Management Hint: The releases do not have to be on the entry form itself. The NATRC Release and the EALA Release can be run front to back, kept in a notebook and signed by the riders and workers as they check in at the ride.)

4. **WORKERS:** These people will make your job much easier. Choose your workers with care. (See Rule Book for Specific Descriptions)
 - a. Secretary – your executive assistant. A highly organized person who handles paperwork and money efficiently and has a personality that can deal with all kinds of situations and people in uncompromising ways. (A difficult position to fill).
 - b. Trailmaster – Knows the trails and terrain, should be aware of the challenges for both horses and riders. Needs to have a horse that is conditioned to time the ride OR can recruit riders to perform this very important task. Can not compete in the ride.
 - c. Rules Interpreter – Must be viewed by both riders and management as unbiased toward either group. A neutral interpreter of the NATRC Rules. (Forms available on the NATRC web site.) Can not compete in the ride. Cannot be related to a competitor, Ride Chairman or Judges
 - d. P&R Chair – Highly responsible, knowledgeable of the procedures, knows the trail and how to drive to P&R points. **Please make sure the following is understood for accurate scoring.** A horse must meet both pulse and respiration recovery criteria simultaneously in order to proceed. This shall apply to the initial 10 minute P&R and any subsequent 10 minute holds. If a horse has not met both pulse and respiration recovery criteria simultaneously after two 10 minute holds (a total of 30 minutes recovery time including the initial P&R), the horse shall be pulled.
 - e. Timer – Highly responsible, good with figures. **Please make sure the following is understood for accurate scoring.** Page 5-4, J.8.b. 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.
5. **JUDGES:** Upon request you will receive a current judges list. Begin contacting judges NOW. If your sanction has not been approved you can secure a commitment from them "pending Sanction Approval".

6. **JUDGE'S SECRETARY:** At least one secretary for each judge. These people should
- be familiar with the cards on which they will be recording,
 - be discreet and not talk about the judging with any competitor at any time,
 - have small legible handwriting,
 - be diligent in keeping books up to date,
 - be attentive, not talkative,
 - follow judge's directions explicitly, using only the judge's exact wording and,
 - have no other jobs that may pull them away from this most important task.
7. **SAFETY:** If the safety riders are to follow the ride on both days with the same horse make sure the horses and the riders are in condition to do so.
- a. Provide a first aid kit for the trail.
 - b. Some form of communication is desirable (radio or cell phone)
 - c. A safety trailer must be available for emergencies.

Management must report any/all accidents that occur before and during their ride by completing the ACCIDENT REPORT and mailing to NATRC.

PAPERWORK DEADLINES

Before the Ride

1. Sanction Application & Fee – No Later Than 90 days before your ride to NATRC office at address on top of form.
2. Insurance Application & Fee – As soon as possible but No Later Than the first of the month preceding your ride month.
3. Ride Entry for Approval (if not using generic form) – Before printing and mailing **send to Sanction Chair** No Later Than 8 weeks before ride.
4. Six Weeks Progress Report – Must be submitted to the NATRC office 6 weeks before ride with all information complete. The Ride Packet will be sent upon receipt of this report.

SCORE CARDS AND RULE BOOKS WILL BE SENT TO RIDE SECRETARY UNLESS OTHERWISE INDICATED, BUT NOT UNTIL 6 WEEK PROGRESS REPORT IS RECEIVED, WHICH LISTS NUMBER OF SCORECARDS AND RULEBOOKS NEEDED. All other forms are available on the web site www.natrc.org

After the Ride

5. Rules Interpreter's Report – with complete set of maps including ride times. Within 72 hours after the ride. Mail to NATRC office.
6. Ride Report, Summary & Rider Fees – within 7 days after your ride. Mail to NATRC office.

AVAILABLE ON REQUEST FROM THE NATRC OFFICE:

Judges List
NATRC Rule Book (also available on the web site)
Management Manual (also available on the web site)

All other forms are available on the web site www.natrc.org

* FIGURING THE MILEAGE AND TIMING INFORMATION ON YOUR RIDE PROGRESS REPORT

Example

Basic Riding time (Actual mounted forward motion) ...	6 hours	
P & R Time on the Trail (3 P&Rs at 15 minutes each).....		45 minutes
Lunch Time	1 hour	
Minimum Total Elapsed Time	7 hours 45 minutes	
Maximum Total Elapsed Time	8 hours 15 minutes	

$$\text{FIGURE MPH: } \frac{\text{Distance } \underline{30 \text{ miles}}}{\text{Basic Riding Time } \underline{(6 \text{ hrs})}} = 5 \text{ MPH}$$

If you use the Progress Report Form (available on the NATRC web site) on a computer, the MPH will be automatically calculated. This can then be sent electronically to the NATRC office.