

# NATRC SCORECARD INSTRUCTIONS



**IMPORTANT:** Be sure the ride secretary and judges' secretaries receive this information and are thoroughly familiar with their respective duties as explained in the Management Manual.

**SCORECARDS: DO NOT STORE NEAR HEAT!** The NATRC scorecards are carbonless, three-part forms that copy as you write. These three-part cards enable ride management to have a complete set of the original cards immediately after the ride should any questions arise. The middle copy is reviewed by the Judges Committee and ultimately goes to the Judge for their files. The top copy of the scorecards becomes part of the official files for NATRC records.

There are two different cards – one horse and one horsemanship card, for each horse and rider. **PRINT** or **TYPE** all pre-ride information legibly and completely. If you use computer-generated labels for the scorecards, you must make a label for all three copies of the card. Using separate 3-ring binders, one for Horse and one for Horsemanship, insert the cards in numerical order, divided by class (Heavyweight, Lightweight, Junior).

**CARE MUST BE TAKEN** in the handling of these cards and proper orientation given to all who use them. Press firmly with an ink pen so that the writing will copy through (please do not use pencils). Use **FELT** pens only on the back of the horse scorecard (silhouette) so that the writing does not transfer to the original. Always use a piece of cardboard between each card as a divider to avoid copy going through to the next card. For easy location of each card, place a numbered tab on the bottom of each divider.

**BE SURE THAT** any changes in the names of horse or rider, weight class changes, division changes, etc. are made on all copies of the scorecards. **EXAMPLE:** Joe Smith enters on King in HWT Novice. Upon arrival, we find that Joe has brought Breeze (new horse), wants to go Open, not Novice, and when he weighs in, finds he is in the Lightweight class. The ride secretary should be sure to note all these changes on the scorecards to avoid embarrassing situations for judges and management.

**PROMPT, ACCURATE RECORDING** by judges' secretaries is a must for early awards. Secretaries are key personnel, chosen wisely, who are must be willing to work hard and keep the cards up to date throughout the ride.

**AFTER FINAL SCORING** and listing of awards, the **judges' secretaries** are responsible for separating the scorecards. The top two copies of **ALL ORIGINALS**, including riders/horses who pulled, must be returned to NATRC. Place these back in the binder after separation in placing/scoring order, and be absolutely sure this binder – with the originals – is given to the ride secretary or manager for safekeeping. **THESE ARE THE RECORDS OF THE RIDE.** The hard copies (bottom copy) of the scorecards are to be given to the riders at the conclusion of awards, so while awards are in progress, the secretaries can separate the cards and place them in numerical order for ease in passing out at the conclusion of the awards. All leftover scorecards (pulled horses or riders who left before awards) must also be separated, and these should be mailed to the riders following the ride.

**ERRORS:** If an error in addition on a scorecard is called to the attention of the ride officials after awards, it should be corrected immediately on both the original and the copies. If this error results in a tie for placement, then the judge must break the tie. If it is an error in transposing the P&R readings, it can be corrected by verifying with the original P&R cards. Mathematical errors can be corrected by management. **MANAGEMENT DOES NOT HAVE THE RIGHT TO CHANGE A JUDGE'S PLACING OR BREAK A TIE.** All corrections should be initialed.

If the ride secretary finds an error in addition prior to mailing the scorecards to NATRC that does not change placings or create a tie, he/she should write the corrected figure in the outside scoring column and initial. If place changes or ties are created, send a note along with the scorecards to NATRC explaining the original score/place and the resulting score/place changes. The NATRC office will send the necessary letters to judges, riders involved, and management.

**Please be sure that all categories on the scorecards are filled out before returning them to NATRC. Complete the Ride Report Summary sheets. Return the completed scorecards, ride report summary sheet, fees, unused scorecards and Rule Books to the NATRC office by FIRST CLASS MAIL.**

**Due to the layout of the National Office Mileage program, this exact format for Ride Report must be used for reporting ride results. This ride report program is available from NATRC National Office at [natrc@natrc.org](mailto:natrc@natrc.org) or see [www.natrc.org](http://www.natrc.org).**

**PLEASE NOTE: The non-member rider fee is \$20.00.** A list of the current members for your region will be sent to you before your ride. Please be sure to verify that riders are members, and if their name does not appear on the list, ask if they would like to join and save \$15 at your ride. **Drug fee is \$3.00.**

***Thank you and good luck with your ride!***