

REGION III
STANDING RULES & PROCEDURES
Updated April 22, 2023 (last April 22, 2022)

Region III Management

1. Region III member rider's fee shall be \$7.00 per rider for each ride and non-member rider's fee shall be \$8.00 per rider for each ride. Three dollars of this money shall support the National Board members' travel expenses. Remainder shall be allocated for Region III general fund or to such fund(s) as the Region III Board shall deem necessary.
2. Reminder letters shall be sent by the end of February to Region III members who have not yet renewed their memberships.
3. Region III WILL NOT rent vests and stethoscopes to other organizations.
4. Region III district boundaries are as follows:
 - a. District 1 – All of Colorado east of the Continental Divide, plus Wyoming, Montana, Alberta, and Saskatchewan.
 - b. District 2 –All of Colorado west of the Continental Divide, plus Utah and New Mexico.
5. A separate ballot shall also be printed and mailed and/or e-mailed to each Region III member to vote for the Sue Bretag Award recipient (nominees submitted by the Board but write-ins permitted), the Best Managed Ride of the year with all rides listed on the ballot, and the Susie Witter Award. Ballots must be sent by December 1 by the Vice President.
6. Reimbursement criteria for Region III National Directors shall be as follows:

Transportation will be reimbursed at the rate of \$0.40/mile OR the cost of roundtrip airline fare to the meeting, whichever is LOWER. Airfare should be booked as early as possible and in such a manner to obtain the best rate available and the director should notify the Board President and/or Board Treasurer of the fare to allow them to research more inexpensive fares if they wish. When ticket is booked and paid for, director should include cancellation insurance in the price, which will be paid for by the Board. (Cancellation insurance is a small price to pay to assure that, in case of an emergency which forces the director to cancel his/her attendance at a National Board meeting, the airfare will be refunded). Travel to and from director's home to airport will be reimbursed at \$0.40/mile. Transportation to and from airport to hotel will be reimbursed only if there is no free shuttle service available. Directors will be reimbursed \$40/per diem for meals. Directors will be reimbursed for half the cost per day of the negotiated price for the rooms by the National Board of Directors if able to locate a roommate of the same sex for the meeting or for the full cost if not able to locate a roommate of the same sex for the meeting. Each director will complete and turn in with receipts to the Region III Treasurer the reimbursement/criteria worksheet for national board expenses in order to be reimbursed. (See required worksheet form attached at end of Standing Rules.) If a director wishes, he/she may request an advance of \$500.00 from the Region III Treasurer, said request to be submitted at least three weeks prior to a National Board meeting. The advance will then be deducted by the director when he/she turns in the reimbursement worksheet.

7. If a committee chair wishes, he/she may request an advance of \$500.00 from the Region III Treasurer to cover the cost of needed services.
8. Criteria for Ride Startup Grants. See required form attached at end of Standing Rules.
9. Region III vest number sales policy:
 - a. Prices: Open #'s \$30.00; C/P #'s \$20.00; Novice #'s \$10.00.
 - b. Payment in full must be received by the Region III Treasurer no later than January 1 if a member wishes to keep his/her same number for the next ride season. After January 1, vest numbers will be sold on a first-come/first served basis.
10. Board approved allocation of up to \$200 per trimester for use by publicity/advertising committee without necessity of board pre-approval IF needed immediately.
11. Between regular meetings of the Region III BOD, the president may present, by email to all board members, a motion or motions which require a vote of the board. Any motion(s) presented will be limited to those which must be decided before the next regularly scheduled Region III board meeting, and any motion(s) that contain a financial decision will be limited to \$500.00. Immediately after a comment period of 7 days, the president will call for an up or down vote on the original motion. A quorum of directors will be needed to vote on the motion. No amendments will be allowed, but depending on board member comments, the president may withdraw the original motion and present another motion. On the final vote, no ties will be allowed; any abstention will count as a no vote. The president will inform the secretary to add the motion and the resulting majority vote to the next regularly scheduled Region III board meeting minutes.
12. Alternate Alternate. Because equal representation is important, in the rare event that an Alternate cannot fill the seat of a regular director at a NBOD meeting, the individual Region will appoint a person at their discretion to fill the seat for that meeting. (Adopted 11/14 by NATRC NBOD)
13. When a member of Region III or someone in the member's immediate family (defined as spouse and/or children) passes away, and upon notification to the Region III Treasurer, the Region III Board will send flowers or a donation to a charity designated by the family not to exceed \$100.00.
14. The newsletter of Region III (Stirrup) shall not accept articles, letters, etc. for publication which are anonymous or unsigned.
15. The region will fund First Time Rider hats.
16. Change the By-Laws effective 2020 to include 3 members from each District.

Region III Ride Management:

1. Equipment (clipboards, stethoscopes, P&R team colors, vests, notebooks, etc.) shall be requested from the supply chair. There will be no charge for these unless there is missing equipment from the supplies returned to the supply chairman or received by the next ride manager.
2. Region III will purchase Novice horse and horsemanship placing ribbons for each of its sanctioned rides.
3. Region III will purchase LeD Ribbons for all in Region III Rides.
4. Region III will purchase 1st - 3rd place horse and horsemanship ribbons for Open and Competitive Pleasure.

5. Premier parking, premier check-in/check-out, and donated ride entries shall each be auctioned off to the highest bidder each year at the Region III Annual Convention. Auction may be held either verbally using an auctioneer or by silent auction.
6. Allow ride management to deduct \$20 from their total Region III rider fees due for the cost of premier parking goodies.
7. Allow ride management to deduct the NATRC rider fee/drug fee/Region III rider fee from their total fees due Region III for the winner of the donated entry to their ride.
8. Allow for the ride season the auction of a premier parking spot for each ride. The winner may transfer his/her premier parking spot to another person but not to another ride. If the winner's ride is cancelled, the region will refund the cost of the premier parking spot upon request.
9. Allow for the ride season the auction of premier check-in/check-out for each ride. The winner may transfer his/her premier check-in/check-out to another person but not to another ride. If the winner's ride is cancelled, the region will refund the cost of the premier check-in/check-out upon request.
10. Allow for the ride season the auction of donated ride entries for each ride. The winner may transfer his/her ride entry to another person but not to another ride. If the winner's ride is cancelled, the region will refund the cost of the entry upon request.
11. Region III will offer member junior riders a \$30 discount off the entry amount for up to 3 Region III rides. Management will be allowed to deduct this discount from their total fees due Region III.
12. As a First Time Rider promotion:
 - a. A "first-time rider" is a competitor who was never competed in any previous NATRC AA, A, or B event, in any division, in any region. They must also be a NATRC member.
 - b. A first-time rider (AA or A event) will receive a \$50 coupon for their next registered RMS event. Coupon must be presented at event.
 - c. A first-time rider (B O/N/CP event) will receive a \$35 coupon for their next registered RMS event. Coupon must be presented at event.
 - d. A first-time rider (LeD event) will receive a \$20 coupon for their next registered RMS event. Coupon must be presented at event.
13. Region III will offer a "Bring-a-New-Friend" program:
 - a. The new friend must be a first-time rider and current NATRC member.
 - b. The existing member must bring the "Bring-a-New-Friend" coupon for the discount.
 - c. If the new first-time rider competes in AA or A event the discount is \$25 with valid coupon.
 - d. If the new first-time rider competes in B (O/N/CP) event the discount is \$20.
 - e. If the new first-time rider competes in B (LeD) event the discount is \$15 with valid coupon.
 - f. This promotion only applies to the sponsoring competitor who must be a NATRC member and cannot be a first-time rider (see #12).
 - g. This promotion is limited to four friends per ride.

Region III Horse, Rider, and Volunteer Awards:

1. Ruth Tyree Award – Open division high average horsemanship score with a minimum of 75% of Region III rides.
2. Ken Burkdoll Award – Open division high average combined horse and rider, based on high average score with a minimum of 75% of Region III rides.
3. CP Combined High Average Award – CP high average combined horse and rider award based on high average score with a minimum of 75% of Region III rides.
4. All Region III year-end points are calculated the same as national points.
5. Horse year-end awards – To be eligible, competitors must have started at least three rides. Individual awards may be more restrictive.
6. Horsemanship or rider year-end awards – To be eligible, competitors must have started at least three rides. Individual awards may be more restrictive.
7. Combined horse and horsemanship year-end awards – To be eligible, competitors must have started at least three rides. Individual awards may be more restrictive.
8. It is the responsibility of the rider to verify points and mileage with the points secretary within 30 days from the last ride of the year or otherwise accept the points and mileage as calculated by the points secretary. Research of prior years will be charged a \$50 fee for each year of requested research.
9. Horses receiving annual awards must be ridden by a member during the ride year of NATRC.
10. Riders receiving annual awards must be members during the ride year of NATRC.
11. Region III establishes a CP Champion horse award as follows:
 - a. In the Competitive Pleasure Division, a horse shall be declared a Region III NATRC CP Champion Horse when all the following requirements are met during a Region III ride season:
 - i. Horse is awarded at least one 1st place and one 2nd place (or two 1st places) in the CP division.
 - ii. Horse accumulates a minimum of 65 points in the CP division.
 - iii. Only Region III rides will count.
 - iv. If Horse wins a CP National Championship this award will not be duplicated at the regional level for the same year.
12. Region III will give the choice of either a halter with engraved plate and matching lead rope or an embroidered fleece blanket to its Open riders who earn a **subsequent** National Championship on their horse (in any year in which NATRC is not sponsoring blankets for subsequent National Championships on the same horse). The blanket or halter plate will state “NATRC National Champion #####” and the horse’s name.
13. Region III establishes the High Point First Year Novice Horse Award.
14. Region III establishes the Dr. Joe Quintana High Average Novice Horse Award. Novice division horses must enter a minimum of 50% of the rides per season to be eligible for this award. Only Region III will be counted.
15. Region III establishes the Pat Jubb High Average Novice Horsemanship Award. Novice division riders must enter a minimum of 50% of the rides per season to be eligible for this award. Only Region III will be counted.

16. Region III establishes a Novice Champion Horse Award as follows: In the Novice Division, a horse shall be declared a Region III NATRC Novice Champion Horse when all the following requirements are met during a Region III ride season:
 - a. Horse is awarded at least one 1st place and one 2nd place (or two 1st places) in the Novice division.
 - b. Horse accumulates a minimum of 55 points in the Novice division.
 - c. Only Region III rides will count.
17. Region III establishes the 100% Club award as follows:
 - a. To earn a 100% Club jacket a person must compete or volunteer and earn worker points at every "A" ride during the ride season. Competing or volunteering for "B" portion of event also qualifies person for that ride.
 - b. There must be at least 6 Region III "A" events in ride season.
 - c. The award:
 - i. Once every five years a jacket which includes the person's first and last name, NATRC Region III, NATRC logo, 100% Club and the year. Cost of jackets not to exceed \$75.00 each. At awardees expense, any year the award is won, the awardee may supply a jacket of their own choosing to the award chair prior to award preparation.
 - ii. A pin every year indicating 100% participation.
18. Region III establishes a Susie Witter Most Improved Novice Rider Award. This is determined by a vote of the membership.
19. Region III establishes a Sue Bretag Award. The Sue Bretag award "is given to the Region 3 member(s) having made major contributions of time and energy to Region 3 during the year." This is determined by a vote of the membership.
20. Bill Smith "Buddy" Award: Given in honor of Bill Smith, our Region 3 "Best Buddy," this special award is given to the person or persons who have helped and mentored other riders, management, and been an outstanding buddy to all. This can be a rider, worker, etc., who has displayed sportsmanship, horsemanship, friendship, and enthusiasm for our sport and for all who enjoy it. Jenny Smith sponsors this very special award. This award is chosen by the previous years recipient.
21. Land of Enchantment Awards: Defined and awarded by San Juan Valley Trail Riders (SJVTR).
22. Outstanding Sportsman of the Year Award: This award recognizes a Region III competitor who has demonstrated outstanding sportsmanship throughout the ride season. Fellow riders, judges, and volunteers provide specific examples of good sportsmanship witnessed at each ride. Those examples are reviewed by a committee selected by the Region III Board of Directors who then choose the award winner.
23. Best Managed Ride Award: Each year the membership votes on the best managed ride.

Region III Worker Awards:

1. Workers need not be members of NATRC or Region III to accumulate workers points.
2. Co-chairpersons shall split workers points.
3. Workers points shall be totaled as follows:

General Regional Worker Points:

Awards/Mileage Chair	500 (per year)
Worker points awards	500 (per year)
National Board	500 (per year)
National Convention Chair	500 (per event)
National Convention Committee	150 (per event)
National Convention Secretary	250 (per event)
National Convention Worker	50 (per day)
Local Community Booth or Talk Chair	100 (per event)
Local Community Worker or Speaker	25 (per 2-hr. shift or presentation)
Event Coordinator Chair	200 (per event)
Event Coordinator Worker	25 (per 2-hr. shift)
Regional Board Member	100 (per regular meeting; 3 annually)
Regional Board Officers:	
President	300 (per year)
Vice President	100 (per year)
Secretary	150 (per year)
Treasurer	200 (per year)
Regional Convention Chair	250 (per event)
Regional Convention Secretary	250 (per event)
Membership Chair	500 (per year)
Member List Directory	200 (per year)
Ride Book Editor	400 (per year)
Ride Coordinator	150 (per year)
Newsletter Editor	500 (per year)
Historian	125 (per year)
Supply/Safety Chair	250 (per year)
Publicity/Advertising Chair	250 (per year)
Mentor Chair	200 (per year)
New Members Chair	200 (per year)
Webmaster	150 (per year)
Sales of advertising for Stirrup and/or Region III Ride Book	1 point for each \$4 in ads sold

Ride Worker Points:

Ride Manager	300 (A), 150 (B), 100 (LeD) (per event)
Ride Secretary	250 (A), 125 (B), 75 (LeD) (per event)
Ride Trail Master	250 (A), 125 (B), 75 (LeD) (per event)
Clinic Manager	200 (per event day)
Clinic Judge	150 (A), 75 (B), 50 (LeD) (per event)
Clinic Worker	50 (per event day)
P&R Chair	150 (A), 75 (B), 50 (LeD) (per event)
Ride Awards Chair	100 (A or B), 50 (LeD) (per event)
P&R worker	75 (A or B), 40 (LeD) (per event)
Ride Judge (if fee donated)	150 (A), 75 (B), 50 (LeD) (per event)
Apprentice Judge	75 (A), 50 (B), 25 (LeD) (per event)
Judge's Secretary	150 (A), 75 (B), 50 (LeD) (per event)

Worker Driver	40 (per event day)
Ride Timer	50 (per event day)
Trail Marking	100 (per day)
Trail Timing	100 (per day)
Safety Rider	75 (per day)
Pre-Rider	75 (per day)
Rules Interpreter	75 (per day)
Weigh Master	25 (per check-in or re-weigh day)
Water Haulers & Assistants	75 (per day)
First time competitor briefing	25 (per ride)
Mentor (ride along)	50 (per day)
Cook for Volunteers Only	200 (per event day)
Cooks Helper	50 (per day)
Cook for all camp (not paid caterer)	250 (per day)
Non-Professional Photographer	50 (per day)

Required Forms Adopted by Region III Board of Directors:

- A) Reimbursement Criteria Worksheet National Director
- B) Region III NATRC Rider Fee Sheet
- C) Criteria for Startup Ride Funds Grant

REGION III REIMBURSEMENT CRITERIA/WORKSHEET FOR NATIONAL BOARD EXPENSES (Revised April 22, 2023)

The National Board of Directors has three meetings a year (July and November, February or March at the national convention). The following expenses will be reimbursed by Region III to each of its two NBOD members.

1. ROOM

Half of the negotiated cost for 2 nights if able to locate a roommate of the same sex or full cost if not able to locate a roommate of the same sex for the meetings (July and November)

2 x _____ = _____

Or

Half of the negotiated cost for 4 nights if able to locate a roommate of the same sex or full cost if not able to locate a roommate of the same sex for the meeting (February)

4 x _____ = _____

2. FOOD

\$40/day for 2 days (July and November)

2 x _____ = _____

Or

\$40/day for 4 days (February)

4 x _____ = _____

3. SHARED BOARD EXPENSES (Transportation) for the

Meeting in _____ on _____

Were _____.

Roundtrip gas @ \$.40/mile* _____

Parking _____

Roundtrip Airfare _____

Roundtrip to hotel _____

TOTAL _____

If your expenses were LESS than the SBE, the amount that you paid to NATRC =

TRANSPORTATION EXPENSES	#3	_____
ROOM	#1	_____
FOOD	#2	_____
TOTAL (R3 OWES YOU)		_____

OR

If expenses were MORE than the SBE, the amount that Was paid to you by NATRC. Transp. Exp. – Check =

ROOM	#1	_____
FOOD	#2	_____
TOTAL (R3 OWES YOU)		_____

*When SBE are figured at national, the standard IRS mileage rate (\$0.655/mile for 2023) is used to calculate the figures. Region III also pays the standard IRS mileage rate. Whenever possible, it is suggested that NBOD members use a ‘hub’ such as Denver, Albuquerque, etc. as their departure point since this is usually the least expensive. A copy of this completed form will be sent to the Region III treasurer after each meeting in order to receive reimbursement.

NBOD member _____

Region III NATRC Rider Fee Sheet

(modified 4/22/2023)

Ride Name _____ Date _____

Ride Secretary: Please complete this sheet and mail with check payable to Region III-NATRC to the Region III Treasurer, Cathy Cumberworth, 1717 Coyote Drive, Farmington NM 87401-1032 **within seven days of ride completion**. Thank you.

Total Riders Started _____		
# of member riders _____ x \$7.00 =		\$ _____
# non-member riders _____ x \$8.00 =		\$ _____
	Sub-Total Fees	\$ _____

Deduct \$20 for reimbursement of Premier parking goodies fees if a ride entry was auctioned / donated at Region III benefit. \$ - _____

Deduct \$22 for reimbursement of fees if a ride entry was auctioned / donated at Region III benefit (\$10 NATRC member rider fee, \$7 Region III rider fee, and \$5 NATRC drug fee) \$ - _____

Bring-a-Friend Coupons presented at ride \$ - _____ (submit coupons with form)

Deduct \$50 for each First Time "A" Riders with Coupon \$ - _____ (submit coupons with form)
 Deduct \$35 for each First Time "B" Riders with Coupon \$ - _____ (submit coupons with form)
 Deduct \$20 for each First Time "LeD" Riders with Coupon \$ - _____ (submit coupons with form)

Deduct \$30 for each junior rider (MUST BE A MEMBER OF NATRC TO QUALIFY FOR REIMBURSED DISCOUNT). Discount paid for up to three rides per junior per ride season in Region III. \$ - _____

LIST DISCOUNTED MEMBER JUNIOR RIDERS BELOW:

Sub-Total Deductions \$ _____

Total Amount Due Region III \$ _____

 Ride Secretary or Ride Manager Signature

Criteria for Startup Ride Funds Grant (modified 4/22/2023)

1. A startup funds grant of up to \$500 may be awarded to a new ride, to an old ride under new management, or to an established ride/ride management who demonstrates a need for such a grant, upon approval of sanction by the NATRC Sanction Director and upon receipt of written application for startup ride funds submitted by ride manager. Application processing is expected to take thirty (30) days.
2. A ride manager requesting startup funds will submit to the Board of Directors of Region III through its president a proposed budget estimating anticipated income based on a reasonable number of expected entries, and estimating expenses, including but not limited to, the following:

Estimated Income: Estimated Totals:

Ride Entries #_____ @ \$_____/per rider	\$ _____
Ride Entries #_____ @ \$_____/per rider	\$ _____
Ride Entries #_____ @ \$_____/per rider	\$ _____
Ride Entries #_____ @ \$_____/per rider	\$ _____
Ride Entries #_____ @ \$_____/per rider	\$ _____
Donations and/or Sponsorships	\$ _____
Other Sources (briefly describe)	\$ _____
Total Estimated Income:	\$ _____

Estimated Expenses:

Vet Judge	\$ _____
Horsemanship Judge	\$ _____
Leisure Judge	\$ _____
Vet Judge Transportation	\$ _____
Horsemanship Judge Transportation	\$ _____
Leisure Judge Transportation	\$ _____
NATRC Sanction Fee	\$ _____
Insurance (contact Equisure, Inc.)	\$ _____
Permit	\$ _____
Porta Potties	\$ _____
Awards	\$ _____
Meals for judges and volunteers	\$ _____
Meals for riders (if included in entry)	\$ _____
NATRC Rider fees:	\$ _____
Member \$10.00 per rider	\$ _____
Non-Member \$35.00 per rider (O/CP/N); \$20 per rider (LeD)	\$ _____
NATRC Drug Testing Fee \$5.00 per rider	\$ _____
Region III Rider fees:	\$ _____
Member \$7.00 per rider	\$ _____
Non-Member \$8.00 per rider	\$ _____
Trail Marking supplies	\$ _____
Other expenses	\$ _____
Total Estimated Expenses:	\$ _____

(The ride manager may request help from the Board with his/her estimation of expenses if desired. The Board suggests that ride budget be built around 35 competitors to lessen possible overspending.)

3. Upon approval of ride budget proposal and receipt of NATRC sanction approval, the Board will, upon request by the ride manager, advance the requested startup funds (**not to exceed \$500**). The Board may also elect to pay expenses directly, not to exceed \$500.00.
4. Ride manager agrees to return the amount of funds advanced out of the profits realized by the ride. ****It is suggested that a ride manager who repays all startup funds should retain, if possible, a portion of the remaining profit in an account for startup funds for the next time the ride is held; however, nothing in this agreement is intended to prevent the Board from approving a subsequent advance to any ride manager who has previously received and repaid startup funds in full.**
5. If the ride profit is sufficiently small that returning the entire amount would cause financial hardship to the ride manager and/or cause the ride to have no startup funds available for the next year's ride, the ride manager may choose to return a portion of the amount advanced or delay the return of funds to the following year (or the next year in which the ride is held).
6. If the ride loses money due to low attendance or due to expenses or other conditions that could not have been foreseen, or due to the ride having to be cancelled because of circumstances beyond the ride manager's control, the Board will waive return of the funds that year; however, ride manager agrees to work with the Board to return the money the following year (or the next year in which the ride is held).
7. If a ride manager is unable to return any or all funds advanced due to conditions described in Paragraphs 5 and 6 above, ride manager agrees to submit an accounting of income and expenses.
8. It is expressly understood that ride startup funds are to be considered a grant and not a loan; however, while re-payment will not be enforced by the region, no future startup funds will be advanced to the same ride manager or any relative of that ride manager (i.e. husband, wife, children, etc), unless at least 50% of the money previously advanced has been repaid to the region. Otherwise, a new manager of the same ride previously advanced monies will be considered eligible by the Region III Board to apply for funds. In addition, ride managers who have repaid at least 50% of money previously advanced will be eligible to apply for a subsequent grant up to the amount paid. The Region III board may also vote to waive the 50% repayment requirement for any ride manager to avoid future eligibility restrictions.
9. A copy of this agreement will be signed by the president of the Region III Board of Directors and by the ride manager and retained by the treasurer of Region III.

Region III Board of Directors

By: _____

President

Date: _____

Name of Ride

By: _____

Ride Manager

Date: _____