

REGION III
STANDING RULES & PROCEDURES
Updated March 27, 2020

Region III Management

1. Region 3 member rider's fee shall be \$6.00 per rider for each ride and non-member rider's fee shall be \$7.00 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 EMAIL 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 - Effective **January 1, 2015**,:
 - a. District 1 – All of Colorado east of the Continental Divide, plus Wyoming, Montana, Alberta, and Saskatchewan. District 2 – South of I-70 and east of the Divide and North of New Mexico.
 - b. District 2 – District 2 – All of Colorado west of the Continental Divide, plus Utah and New Mexico.
 - c. Eliminate District 3.
5. Positions for district representatives and at-large representatives are two-year terms and are limited to two consecutive terms.

(9/23/16 - board decided two ballots were difficult to manage - only one was necessary- just explain cleanly the split in the districts. Person tallying the votes needs to double check to make sure the member voted in the correct district.)

A separate ballot shall also be printed and mailed and/or e-mailed to each Region 3 member to vote for the Sue Bretag award recipient (nominees submitted by the Board but write-ins permitted) and member voting for Best Managed Ride of the year with all rides listed on the ballot.
6. Reimbursement criteria for Region 3 National Directors shall be as follows:

Transportation will be reimbursed at the rate of \$.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 .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 3 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 \$250.00 from the Region 3 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. Board approved criteria for Ride Startup Grants of \$500 (Adopted 9/2010) See required form attached at end of Standing Rules.
8. Extra money generated from ride book advertising in any given year will be dedicated for use in creating future ride books as needed and will be reflected as a separate line item in Treasurer's Report (Adopted 3/2011)
9. Region 3 vest number sales policy (Adopted May 2011):
Prices: Open #'s \$30.00; C/P #'s \$20.00; Novice #'s \$10.00.
Payment in full must be received by the Region 3 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. (Adopted March 2013) BOD affirmed 03/27/20
11. Region 3 Treasurer to send Region 3 NATRC Rider Fee Sheet to all ride managers and ride secretaries a minimum of six weeks prior to their rides. (form Attached to Standing Rules)
12. Between regular meetings of the Region 3 BOD, the president may present, by e-mail 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 3 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 5 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 3 board meeting minutes.
13. 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. Added to Standing Rules of Region 3 as applying to Region 3 March/2015.)

 14. At May 7, 2016, Emergency Board Meeting, Navajo Lake CTR, Board approved replacing vests for the region's northern rides and sending their vests to the region's southern rides as follows: Cost approved \$16.66 each #'s 1-120; 1-39 being blue, 40-79 being green and 80-120 being red. Price to include shipping, 50% deposit with remainder due upon receipt of vests.** Note: Name of supplier Evelyn Rome, jfhrome@att.et architecture/engineering . Update at MLazyC BOD meeting July 8, 2016, that supplier is having health issues and may need to be replaced.**At 9/23/16 meeting, Lin Ward reported that Evelyn is now healthy and has agreed to make the vests at the above price and that they will be ready for the first 2017 spring ride. Vests were received for 1st ride in 2017. They will be shared by New Mexico and Colorado.

 15. The newsletter of Region 3 (*Stirrup*) shall not accept articles, letters, etc. for publication which are anonymous or unsigned.

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. For the ride season 2017, Region 3 will purchase Novice horse and horsemanship placing ribbons for each of its sanctioned rides.
Reasoning for this benefit: After talking with many competitors, it has been determined that novice competitors especially appreciate receiving ribbons rather than such things as certificates as awards. They are usually the newest to our sport whereas open and competitive pleasure riders have, for the most part, been around for a while. This benefit will also be very helpful to ride managers who will be spared the cost of purchasing ribbons, at least novice ribbons. Thirty-six ribbons would normally have to be paid for by the ride manager whether they used them all or not. The region ribbons would not have the ride name engraved nor the year (that could be written on the back of

the rosette by the recipient), so unused ribbons should be returned to the region for later use. Estimated cost to region approximately \$400.

Ride managers would, however, be able to “piggy back” on the region’s bulk price and order ribbons for Open and CP if they placed their order soon enough. As of 3/2017 Board Meeting Cathy Cumberworth agreed to take this over from Janna Combs. Cathy will collect/recycle unused ones for ride season 2017. We vote to continue at 3/2017 board meeting

****Vote on continuation and/or changes by last meeting of each year.**

Cathy Cumberworth agreed Board discussed possible New Ride Award plan to include Lapel Pins for CP and Open. Committee to be formed 03/27/20.

3. 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 3 Annual Convention. Auction may be held either verbally using an auctioneer or by silent auction.
4. Allow ride management to deduct \$20 from their total region 3 rider fees due for the cost of premier parking goodies. ****Vote on continuation and/or changes each year before year-end Region 3 Convention.**
5. Allow ride management to deduct the NATRC rider fee/drug fee/region 3 rider fee from their total fees due Region 3 for the winner of the donated entry to their ride. ****Vote on continuation and/or changes each year before year-end Region 3 Convention.**
6. 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. **** Vote on continuation and/or changes each year before year-end Region 3 Convention.**
7. 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. **** Vote on continuation and/or changes each year before year-end Region 3 Convention.**
8. 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. **** Vote on continuation and/or changes each year before year-end Region 3 Convention.**

9. For the ride season, Region 3 will offer member junior riders a \$30 discount off the entry amount for up to 3 Region 3 rides. Management will be allowed to deduct this discount from their total fees due Region 3. ** Vote on continuation and/or changes each year before year-end Region 3 convention.

Region III Horse and Rider 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 awards are calculated the same as national points.
5. Horse year-end high point awards – To be eligible, competitors must have Entered at least:
 - Open Horse – minimum of three rides
 - CP Horse – minimum of three rides
 - Novice Horse – minimum of three rides
6. Horsemanship year-end high point awards – To be eligible, competitors must have entered at least:
 - Open Horsemanship – minimum of three rides
 - CP Horsemanship – minimum of three rides
 - Novice Horsemanship – minimum of three ridesIt 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.

8. Horses receiving annual awards must be ridden by a member during the ride year of NATRC.
9. Riders receiving annual awards must be members during the ride year of NATRC.
10. For the ride season 2017, Region 3 establishes a CP Champion horse award as follows:

In the Competitive Pleasure Division, a horse shall be declared a Region 3 NATRC CP Champion Horse when all the following requirements are met during a Region 3 ride season:

 - 1) Horse is awarded at least one 1st place and one 2nd place (or two 1st places) in the CP division.
 - 2) Horse accumulates a minimum of 65 points in the CP division.
 - 3) Only Region 3 rides will count.
 - 4) If Horse wins a CP National Championship this award will not be duplicated at the regional level for the same year. voted September 2017 to add this criteria.

** Vote on continuation and/or changes each year before end-of-year Region 3 convention.
11. For the ride season, Region 3 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 20--" and the horse's name. On average Region 3 has had anywhere from two to eight National Champion horses each year; of course, that depends on the number of open riders competing which has decreased over the past several years. Prices will be obtained and blankets will be purchased from the most reasonable source. (Estimated Cost: \$80 or less per blanket, \$60 or less for halter/lead rope)** Vote on continuation and/or changes each year before end-of-year Region 3 convention. Permanent 03/27/20
12. For the ride seasons, Region 3 establishes the High Point First Year Novice Horse Award donated by Cathy Cumberworth. Should Cathy Cumberworth be unwilling or unable to donate this award in the future, Region 3 will sponsor this award. Permanent 03/27/20
13. For the ride season, Region 3 continues 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. All rides started in Region 3 will

be counted. March 2017 Board meeting voted to change from 75% to 50% of rides for Novice effective in the 2017 ride Season. Voted to continue in 2018. Voted permanent 03/27/2020

14. For the ride season, Region 3 continues 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. All rides started in Region 3 will be counted. March 2017 Board meeting voted to change from 75% to 50% of rides for Novice effective in the 2017 ride Season. Voted to continue in 2018. Voted permanent 03/27/20

15. For the ride season, Region 3 continues a Novice Champion Horse Award as follows: In the Novice Division, a horse shall be declared a Region 3 NATRC Novice Champion Horse when all the following requirements are met during a Region 3 ride season:

- 1) Horse is awarded at least one 1st place and one 2nd place (or two 1st places) in the Novice division.
- 2) Horse accumulates a minimum of 55 points in the Novice division.
- 3) Only Region 3 rides will count. - March 2017 Board meeting voted to change from 65 points to 55 points.

** Vote on continuation and/or changes each year before end-of-year Region 3 convention.

16. For the ride season, Region 3 establishes a 100% Club award as follows: To earn a 100% Club jacket a person must compete or volunteer at every ride during the ride season. The jackets will include the person's first and last name, NATRC Region 3, NATRC logo, 100% Club and the year. Cost of jackets not to exceed \$75.00 each. **Vote on continuation and/or changes each year before end-of-year convention. Award to be voted on every year to determine eligibility and funding 03/27/20

17. Board voted to have R3 maintain Horse First Aid kit paid thru R3 funding. Each Ride Manager to replace Or report to the following Ride Manager, needed items to the be ordered.

Region II 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
Worker points awards	500
National Board/per year	500
National Convention Chair	500
National Convention Committee	150
National Convention Secretary	250
National Convention Worker/per day	50
Horse Expo Chair	200
Horse Expo Worker/per 2-hr.shift	25
Regional Board Member/per meeting	100
Regional Board Officers:	
President	300
Vice President	100
Secretary	150
Treasurer	200
Regional Convention Chair	250
Regional Convention Secretary	250
Clinic Manager	200
Clinic Judge	150
Clinic Worker	50
Membership Chair	600
Member List Directory	200
Ride Book Editor	400
Ride Coordinator	150
Newsletter Editor	500
Historian	125
Supply/Safety Chair	250
Publicity/Advertising Chair	250
Mentor Chair	200
New Members Chair	200
Webmaster	150
Sales of advertising for Stirrup and/or Region 3 ridebook	1 point for each \$4 in ads sold

Ride Worker Points:

Ride Manager	300
Ride Secretary	250

Ride Trail Master	250
P&R Chair	150
Ride Awards Chair	100
P&R worker/per day	75
Ride Judge (if fee donated)/per day	150
Apprentice Judge/per day	75
Judge's Secretary	150
Worker Driver/per day	75
Ride Timer/per day	100
Trail Marking/per day	100
Trail Timing/per day	100
Safety Rider/per day	75
Pre-Rider/per day	75
Rules Interpreter/ per day	75
Weigh Master	25
Water Haulers & Assistants/per day	75
First time competitor briefing/per ride	25 (new)
Mentor (ride along)/per day	50
Cook for Volunteers Only	200
Cooks Helper for volunteers only/per day	50
Cook for all camp(not paid caterer)	250
Cooks Helper for all camp/per day	50
Non-Professional Photographer	100 (new as of 7/8/2016...to be made retroactive for Gary Walls & Bill Wingle only)

Required Forms Adopted by Region 3 Board of Directors:

- A) Reimbursement Criteria Worksheet National Director (modified 03/2014)
- B) Region 3 NATRC Rider Fee Sheet (modified 9/2013)
- C) Criteria for Startup Ride Funds Grant (adopted 9/2010)

Proposal: To retain the reimbursement criteria below for National Directors with the following requirements:

- 1) **Transportation will be reimbursed at the rate of \$.40/mile OR the cost of roundtrip airline fare to the meeting, whichever is LOWER.**
- 2) **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.**
- 3) **Travel to and from director's home to airport will be reimbursed at .40/mile.**
- 4) **Transportation to and from airport to hotel will be reimbursed only if there is no free shuttle service available.**
- 5) **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 full cost if not able to locate a roommate of the same sex for the meeting.**
- 6) **Each director will complete and turn in with receipts to the Region 3 Treasurer the following reimbursement/criteria worksheet for national board expenses in order to be reimbursed.**
- 7) **If a director wishes, he/she may request an advance of \$250.00 from the Region 3 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.**

REGION 3 REIMBURSEMENT CRITERIA/WORKSHEET FOR NATIONAL BOARD EXPENSES (Revised 2014)

The National Board of Directors has three meetings a year (July and November in Denver, February at the national convention). The following expenses will be reimbursed by Region 3 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, \$.30/mile is used to calculate the figures. R3 pays \$.40/mile so there will be a slight difference.
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 R3 treasurer after each meeting in order to receive reimbursement.

NBOD member _____

Region 3 NATRC Rider Fee Sheet

(modified as of 9/20/2013)

Ride Name _____ Date _____

Ride Secretary: Please complete this sheet and mail with check payable to Region 3-NATRC to the Region 3 Treasurer, Chuck Smith, P. O. Box 785, Flora Vista, NM 87415 **within seven days of ride completion.** Thank you.

Total Riders Started _____
 # of member riders _____ x \$6.00 = \$ _____
 # non-member riders _____ x \$7.00 = \$ _____
 Sub-Total \$ _____

Deduct \$20.00 for reimbursement of Premier parking goodies \$ - \$20.00

Deduct \$19.00 for reimbursement of fees for donated ride entry (\$10 NATRC member rider fee/\$6 Region 3 rider fee/\$3 NATRC drug fee) \$ - \$19.00

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 3. \$ _____

LIST DISCOUNTED MEMBER JUNIOR RIDERS BELOW:

Total Amount Due Region 3 \$ _____

 Ride Secretary or Ride Manager Signature

Criteria for Startup Ride Funds Grant (adopted 9/2010)

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 3 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	\$ _____
Donations and/or Sponsorships	\$ _____
Other Sources (briefly describe)	\$ _____
Total Estimated Income:	\$ _____

Estimated Expenses:	
Vet Judge	\$ _____
Horsemanship Judge	\$ _____
Vet Judge Transportation	\$ _____
Horsemanship Judge Transportation	\$ _____
NATRC Sanction Fee	\$ <u>75.00</u>
Insurance (contact Equisure, Inc.)	\$ _____
Permit	\$ _____
Porta Potties	\$ _____
Awards	\$ _____
Meals for judges and volunteers	\$ _____
Meals for riders (if included in entry)	\$ _____
NATRC Rider fees:	\$ _____
Member \$5.00 per rider	
Non-Member \$15.00 per rider	
NATRC Drug Testing Fee \$3.00 per rider	\$ _____
Region 3 Rider fees:	\$ _____
Member \$6.00 per rider	
Non-Member \$7.00 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 3 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.

9. A copy of this agreement will be signed by the president of the Region 3 Board of Directors and by the ride manager and retained by the treasurer of Region 3.

Region 3 Board of Directors

By: _____
President

Date: _____

Name of Ride

By: _____
Ride Manager

Date: _____