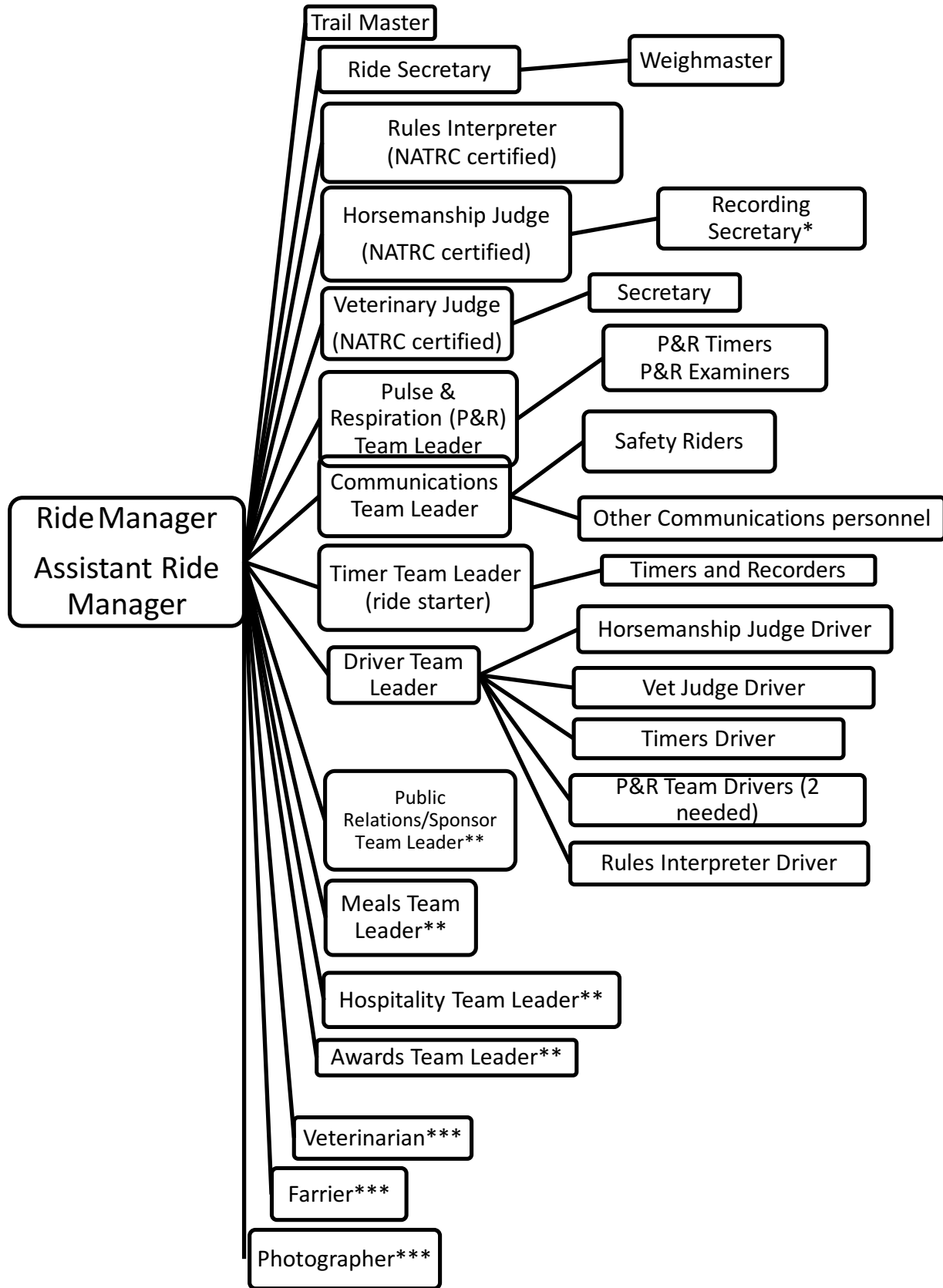


NAN Ranch Ride 2018
 Personnel Structure



*Horsemanship judge provides secretary who needs an assistant

**Personnel to be determined by team leader

***Recruited from professional community

Team Leaders

Overview of Responsibilities – 10/16/17

NAN Ranch Ride 2018

Ride Manager – (Cindi deCapiteau)

A ride manager is chosen months in advance of the ride, is responsible for all facets of the ride, has leadership qualities, is thoroughly familiar with the NATRC Rule Book and manuals, is preferably an NATRC experienced competitor, has knowledge of all routes and general trails in the area, is able to delegate authority and responsibilities, and be especially hospitable. Delegation of duties and responsibilities to key ride personnel and seeing that they are carried out in a timely fashion will ensure the ride's success.

- Is familiar with NATRC ride management and rules materials (see links below)
- Forms management team and keeps them apprised of all developments
- Oversees entire ride
- Recruits management team and judges
- Secures ride venue
- Determines ride dates
- Ensures funding for supplies, food, awards, insurance, etc.
- Ensures that ride is properly insured
- Develops and oversees ride budget
- Ensures distribution of resources (forms, management materials, checklists, supplies, etc.)
- Receives reports from management team
- Reports to NATRC
- Ensures information sharing among teams
- Arranges for involvement of judges, rules interpreter ride veterinarian, farrier, photographer
- Maintains communication with all team leaders
- Facilitates communication among all team leaders
- Calls and hosts management meetings as required
- Other duties as specified in NATRC ride management materials

What's in it for you?

- You get to boss everybody around
- Pay attention to details
- Follow up on promises made by you or team members
- Delegate authority
- Listen to complaints; assist complainers in developing solutions
- Exercise problem-solving skills
- Conduct meetings
- Spend money

If you are interested in filling this position, contact Cindi deCapiteau

575-519-0848

cdecapiteau@gmail.com

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Team Leaders

Overview of Responsibilities – 10/16/17 NAN

Ranch Ride 2018

Assistant Ride Manager (Vacancy)

- Is familiar with NATRC ride management and rules materials (see links below)
- Shadows ride manager
- Gathers information as requested by ride manager
- Ensures that all waivers are signed and turned over to ride secretary
- Sets up and staffs central information center
- Gathers and records information important to riders and workers
- Provides information board listing of daily activities (with time and location)
- Procures easel and chalk or white board of appropriate size for information board
- Keeps information
- Determines suitable location for information center
- Handles information requests from riders, judges, workers
- Takes over as needed for ride manager
- Attends management meetings as required
- Other duties as specified in NATRC ride management materials

What's in it for you?

- You get to set the ride manager straight when he or she goes astray
- Be the person who knows everything by keeping notes on developments, suggestions, and assignments that arise in meetings
- Test your monitoring ability; yak at the ride manager if the schedule slips
- Experiment with your enthusiasm for legal matters; make sure contracts and documents are executed and distributed to the appropriate parties
- Tell the ride manager what to do when needed
- Listen to complaints, suggestions, kudos from management team
- Encourage complainers to develop their own solutions
- Exercise problem-solving skills
- Arrange meeting locations
- Attend meetings; arrange for refreshments
- Design performance incentives for management team; spend money accordingly

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Team Leaders

Overview of Responsibilities – 10/16/17

NAN Ranch Ride 2018

Trail Master (Vicki Dowd)

- Is familiar with NATRC ride management and rules materials (see links below)
- Recruits trail team members (must include member of Communications team) and keeps them apprised of all developments
- Defines and oversees work of trail team
- Defines and assesses suitability of trails
- Informs all team members of current trail status
- With team members, ensures trails are clearly marked (and remain so)
- Organizes trail-related activities (e.g., trail flag preparation)
- Requests funds for and procures trail-related materials
- Provides periodic activity reports to ride manager
- Organizes gatekeepers and ensures gatekeepers are on station when needed
- Coordinates transportation for gatekeepers
- Maintains contact with Driver team leader
- Ensures that gatekeepers receive and return keys for locked gates
- Maintains contact with Communications team leader
- Provides schedule of trail projects to Communications and Driver team leaders
- Oversees removal of trail flags post-ride
- In cooperation with Communications team leader, provides information leading to maps for riders, drivers, emergency personnel
- Attends management meetings as required
- Other duties as specified in NATRC ride management materials

What's in it for you?

- Explore the ride venue at your leisure and as often as you want to
- Set up trails and make them as difficult or easy as you please
- Put together trail marking projects
- Develop trail maps
- Gather folks to test the trails the trails for time, distance, and suitability
- Ride, ride, ride to mark and unmark the trails
- Snatch trail markers from the mouths of cattle
- Identify sneaky places for judges to hide on the trails

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Team Leaders

Overview of Responsibilities – 10/16/17

NAN Ranch Ride 2018

Ride Secretary (Vacancy)

- Is familiar with NATRC ride management materials (see links below)
- Recruits administrative team members and keeps them apprised of all developments
- Processes and records entry forms, fees, waivers
- With team members, registers entrants on arrival
- Prepares financial reports and provides to ride manager, NATRC
- Requests funds for and procures administrative supplies
- Provides periodic activity reports to ride manager
- Oversees preparation and correction (if necessary) of rider scorecards
- Turns scorecards over to judges
- Prepares rider packets (different from hospitality packets)
- Attends management meetings as required
- Other duties as specified in NATRC ride management materials
- Recruits scribes to assist Horsemanship and Veterinary Judge secretaries

What's in it for you?

- Blessed are those who collect the data and keep the records, for they shall have the goods on everybody else
- Be the keeper of secrets and the supervisor of all knowledge
- Handle lots of money and be accountable for it
- Boss your staff around
- Test your patience for errors and omissions and take pride in your ability to make corrections before they become a problem

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Team Leaders

Overview of Responsibilities – 10/16/17

NAN Ranch Ride 2018

Weighmaster (Vacancy)

- On the day of check-in, weighs with tack each open and novice rider in the lightweight and heavyweight classes.
- Obtains accurate scale and list of all riders by class and division.
- Records weight of each adult rider with tack. (Refers to Rule Book to determine if rider is in the proper class.)
- Informs judges and ride secretary of class changes caused by weight.
- Reweighs any borderline riders immediately at the end of the day's ride or at lunch stop. The purpose of reweighing borderline competitors is to make sure they maintain the minimum weight in their division. A +/- 5 pounds is allowed for this reweigh.

What's in it for you?

- This is a one-day job. You can go home before everybody else.

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Team Leaders

Overview of Responsibilities – 10/16/17

NAN Ranch Ride 2018

Public Relations/Sponsor Team Leader (Vacancy)

- Is familiar with NATRC ride management materials (see links below)
- Recruits team members and keeps them apprised of all developments
- Solicits donations (money, materials) from sponsors
- Oversees development and distribution of advertising materials and announcements
- Transfers money donations to ride secretary
- Oversees distribution of donations in kind (e.g., to hospitality team)
- Requests funds for and procures supplies as needed
- Provides periodic activity reports to ride manager
- Oversees development and distribution of advertising
- Ensures that all sponsors are recognized in advertising, post-ride acknowledgment, press releases, etc.
- Attends management meetings as required
- Other duties as specified in NATRC ride management materials

What's in it for you?

- Show the world how charismatic you are
- Participate in the fun-filled world of advertising
- Apply your natural persuasiveness to convince sponsors that donating money is good for business
- Apply your natural creativity to produce signs and flyers with zing
- Encourage team members to laugh and have fun
- Develop a close relationship with bankers and feed store owners
- Think up ways to give special recognition to sponsors and witness their pleasure when you do
- Make friends and influence people

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Team Leaders

Overview of Responsibilities – 10/16/17

NAN Ranch Ride 2018

Pulse & Respiration (P&R) Team Leader (Vacancy)

- Is familiar with NATRC ride management and rules materials (see links below)
- Recruits team members and keeps them apprised of all developments
- Requests funds for and procures supplies as needed
- Oversees training of team members
- Obtains P&R forms/cards
- Ensures forms/cards are properly completed and delivered to riders/judges
- Knows locations of P&R stations and how to get there
- Coordinates (with driver team) transportation for P&R teams
- Defines, requests funds for and procures supplies as needed (stethoscopes, writing materials, drinking water, etc.)
- Understands acceptable vital signs for equines; communicates that information to team members
- Provides periodic activity reports to ride manager
- Attends management meetings as required
- Other duties as specified in NATRC ride management materials

What's in it for you?

- Relax and chat with your team while you wait for riders to come by
- Amaze your friends with your ability to find a pulse on the first try
- Discover the many and fascinating ways to count respirations
- Get chauffeured around the venue in a pickup truck
- Satisfy your control-freak tendencies by keeping riders from leaving the station too soon

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Team Leaders

Overview of Responsibilities – 10/16/17

NAN Ranch Ride 2018

Communications Team Leader (Vacancy)

- Is familiar with NATRC ride management and rules materials (see links below)
- Recruits team members (Communications riders, medical support, communications technology specialists) and keeps them apprised of all developments
- Ensures that team members are properly attired and equipped
- Ensures coordination and information exchange with Trail Master
- Defines, requests funds for, and procures supplies as needed (cell phones, vehicles, trailers, 1st aid, drinking water)
- Organizes support from medevac, search and rescue, emergency ground transportation, ride veterinarian, receiving hospitals
- Oversees training of team members (especially for communications)
- Develops emergency communications protocols
- Defines personnel and hardware required to implement protocols
- Develops system for central dispatch; informs management team of its purpose and the protocols for its use
- Designs communication strategies and hardware to fit tasks and locations of drivers, Communications riders, P&R team
- Tests (repeatedly) all communications systems, protocols, hardware to ensure that messages will be received, understood, and responded to appropriately
- Anticipates communication breakdowns and devises protocols for mediation
- Ensures two-way communication between central dispatch and all Communications team members
- Has robust understanding of trail system and hazards; ensures all team members have same understanding
- Knows locations of defined trail points and ranch landforms and how to get there
- Knows locations from and to which patients will be transported and communicates that information to team members, riders, management team as appropriate
- Organizes and conducts training drills for Communications, Driver, P&R team members
- Maintains contact with Trail Master
- Seeks frequent updates from Trail Master about changes to trail plan
- Provides periodic activity reports to ride manager
- Provides communication protocols to Trail Master, Driver team leader, P&R team leader, Communications riders
- In cooperation with Trail Master, provides maps for riders, drivers, emergency personnel
- Attends management meetings as required
- Other duties as specified in NATRC ride management materials

What's in it for you?

- This is your chance to enjoy the ultimate power position; communication makes the world go 'round
- When everything turns out fine, it will be because you're the absolute best communicator
- Revel in the satisfaction of being responsible for a well-coordinated event
- Take pride in the fact that everything depends on YOU!

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Team Leaders

Overview of Responsibilities – 10/16/17

NAN Ranch Ride 2018

Timer Team Leader (Vacancy)

- Is familiar with NATRC ride management and rules materials (see links below)
- Ensures coordination and information exchange with Trail Master
- Recruits timers and keeps them apprised of all developments
- Trains team members
- Assigns timing tasks and locations to team members
- Coordinates with Driver team leader to ensure that timers get to assigned locations promptly
- Provides periodic activity reports to ride manager
- Ensures that all timers have appropriate timepieces
- Ensures that timepieces are synchronized according to NATRC rules
- Attends management meetings as required
- Other duties as specified in NATRC ride management materials

What's in it for you?

- You can wear as many watches as you want to so you can give one to somebody who needs one.
- Perfect the precise skill of watch synchronization
- Be the only one who understands "ride time."

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Team Leaders

Overview of Responsibilities – 10/16/17

NAN Ranch Ride 2018

Driver Team Leader (Vacancy)

Responsible for securing all transportation, seeing that they are on time when needed and that service (gas and oil) facilities are available. Besides your own club members, four-wheel drive clubs, ranchers and sportsmen are a good source of vehicles. Responsible for coordination of vehicles with personnel needing transportation.

- Is familiar with NATRC ride management and rules materials (see links below)
- Recruits team members and keeps them apprised of all developments
- Ensures that all vehicles are properly insured
- Ensures coordination and information exchange with Trail Master
- Ensures that all drivers have appropriate timepieces
- Ensures that timepieces are synchronized with those of timers according to NATRC rules
- Determines number of vehicles required
- Defines driver tasks and personnel to be transported
- Assigns drivers to tasks, personnel, and locations
- Ensures that drivers understand venue layout and routes to assigned locations
- Coordinates with Communications team leader for communication protocols and hardware as needed by each team member
- Attends management meetings as required
- Other duties as specified in NATRC ride management materials

What's in it for you?

- Bounce around the venue in a four-wheel drive vehicle
- Be the only one in your vehicle who knows where you are
- Achieve the undying gratitude of your passengers because of your smooth driving technique
- You control the radio volume, vehicle speed, air conditioning or heater
- Receive the rare pleasure of insisting that all passengers must remain seated

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Team Leaders

Overview of Responsibilities – 10/16/17

NAN Ranch Ride 2018

Meals Team Leader (Vacancy)

Part of ride management or a service group, such as church or sponsoring club. Ride management must provide food for their judges, rules interpreter and judges' Secretaries. Meals for everyone else are optional. Cost, availability of cooks and cooking facilities will determine if management can offer meals to riders and volunteers. Tasty basic food at a reasonable price makes for happy riders.

- Is familiar with NATRC ride management materials (see links below)
- Recruits cooks, servers, cleanup staff and keeps them apprised of all developments
- Determines who gets fed what and when, based on starting and ending times of each day's competition
- Develops menus
- Procures food, beverages according to menu and number of people to be served
- Procures dishware and utensils for serving and eating
- Ensures that food is ready when required
- Ensures that kitchen is kept clean, orderly, and safe
- Coordinates with Hospitality team leader to share information about meals
- Coordinates with Assistant Ride manager to ensure information on chalk board about meals is kept up to date
- Attends management meetings as required
- Other duties as specified in NATRC ride management materials

What's in it for you?

- The way to everyone's heart is through his or her stomach—win the adulation of hundreds
- Show off your planning, organization, and motivation skills by producing a cohesive team
- Oversee the creation of meals that will delight and satisfy
- Have a team meeting in the food section at WalMart
- Spend money to keep people from getting crabby from hunger

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Team Leaders

Overview of Responsibilities – 10/16/17

NAN Ranch Ride 2018

Hospitality Team Leader (Vacancy)

- Is familiar with NATRC ride management materials (see links below)
- Recruits hospitality team members and keeps them apprised of all developments
- Organizes pre-ride clinic
- Coordinates housing for VIP guests (judges, rules interpreter, visiting sponsors)
- Provides arrival instructions for VIP guests
- Oversees assembly of hospitality packets
- Obtains materials for hospitality packets from public relations/sponsor team
- Ensures distribution of hospitality packets to riders
- Requests funds for and procures hospitality-related materials
- Provides periodic activity reports to ride manager
- Organizes housekeeping and cleanup after meals and post-event
- Coordinates transportation for gatekeepers
- Ensures that VIPs are greeted and ushered to their quarters
- Oversees preparation of rider camping area
- Ensures that campers are situated for maximum capacity of camp site
- Oversees placement of water tanks and water supply for riders
- Ensures in-camp comfort of riders
- Ensures that all participants and workers know location of information center
- Assists in posting of information for riders and workers
- Oversees distribution of information about housing for workers (location, number of beds, cost)
- Attends management meetings as require
- Other duties as specified in NATRC ride management materials

What's in it for you?

- Delight in your ability to help reduce confusion
- Participate in fun-filled hospitality packet-stuffing parties
- Nag the public relations/sponsor team manager to get those hospitality-related materials to you in a timely manner
- Witness the extreme pleasure when competitors discover the treasures in their packets
- Make sure officials and others get the lodging you think they deserve

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Team Leaders

Overview of Responsibilities – 10/16/17

NAN Ranch Ride 2018

Awards Team Leader (Vacancy)

- Studies NATRC award categories
- Recruits Awards team members and keeps them apprised of all developments
- Oversees procurement of donated materials for awards
- Oversees procurement of award ribbons
- Oversees storage of and delivery of awards materials to ceremony site
- Plans and produces awards ceremony
- Attends management meetings as require
- Other duties as specified in NATRC ride management materials

What's in it for you?

- Rummage through the existing collection of award ribbons and bling
- Spend money for additional awards as needed
- Think up amusing and satisfying reward items
- Hand out awards to proud and grateful winners
- Secure your place in history for being the leader of the reason for the whole event

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Ride Veterinarian

Farrier

Photographer