

## **RIDE MANAGERS AID**

*\* indicates "at your discretion or choice."*

1. Study Bylaws/General Rules and Ride Managers Aid.
2. Start planning well in advance.\*Find someone to be your assistant ride manager. He/She may be of help from beginning to end. Especially helpful to double-check accuracy of bearings, etc.
4. \*Obtain maps, aerial photos and other information about the area.
5. Trails must be evaluated by horseback to ensure the area is suitable for CMO event. Ride your horse over the area you have in mind to see if the area is suitable for competitive mounted orienteering (CMO)
6. \*Generally a distance of 8 to 20 miles, depending on terrain, is necessary. Ride should be designed to be completed in approximately two hours. \*Competitors like two rides on one weekend. We suggest starting Saturday's ride late morning to mid-day (give late arrivals time to get there in the morning), then enjoy a Saturday night campfire. Start Sunday's ride a little earlier to allow time for those competitors who may have a long drive home.
7. If you plan for two rides on one weekend, include both dates on the ride sanction form.
8. Mail ride sanction request forms to your Chapter Director for approval. Include the NACMO \$5.00 per ride (a Saturday and Sunday, one ride per day, = \$10.00) sanction fee. Your Chapter Director will forward the fee to NACMO. If there is no Chapter Director in your area, send directly to NACMO. Ride manager forms are available on the NACMO.org website. If you don't have access, then request the forms and a packet will be sent to you by your Chapter Director.

### **Advertising**

1. Start as soon as possible.
2. Make up ride flyer including: name of ride; closest town; name of park, forest, or whatever; entry fees; manager's name, address, phone. Specify that all participants must be NACMO members, but that one-day memberships are available at registration. State that ride is sanctioned by NACMO, use logo; directions or map showing how to get to campsite; what facilities such as toilets, water, etc., are or are not available; a short description of what CMO is, such as, *"a timed event: ride horseback individually or as a team, using a map and compass to find markers"*; starting times; what awards you will be giving, such as *\*ribbons 1st through 6th place, \*certificates, or whatever*; free pre-ride clinic and instruction on compass use, remind people to bring their own compass; *\*name and phone of assistant*; if you get sponsors,

list them and their products; \* if it is for charity, list that. You must indicate that the ride(s) are Sanctioned. If you have an additional event (Fun Ride), that ride must be advertised as Non-Sanctioned on the flyer.

3. Send ride flyer to your Chapter Director. Chapter Director will post on NACMO.org website and distribute (via email or any other appropriate method) to members.
4. \*Promote your ride locally. Make extra copies of your ride notice to post in saddle shops, feed stores, riding stables, local saddle clubs, give to other horseback riders who may be interested.
5. \*Put an ad in the horse section of the want ads.
6. \*Ask your local newspaper if they would put it in the sports section for upcoming events.

### **Awards**

1. \*Keep it simple.
2. \*If you are going to give ribbons, order sets for each ride 1st through 6th (you may award more places if you choose).
3. Order awards far enough in advance. You are permitted to use the NACMO logo on ribbons and trophies for sanctioned rides.

### **Setting Up Ride**

1. Use white, 9 inch paper plates for objective station markers.
2. \*To save time in the field, mark your paper plates ahead of time.
3. \*Mark on the back side of paper plate, they are easier to fasten to trees, etc., that way.
4. Mark paper plates with black waterproof broad felt tip marker.
5. Mark paper plates with large figures - two large letters that are unique to this objective station, objective station number, and the date of the ride.
6. \*Plan general area for each objective station before you ride out to put them up.
7. If possible, your ride should have the teams leave from the starting line and not have to return to the finish line until the ride is complete. Avoid short spurs to and from camp as they may cause confusion and traffic jams at the start/finish line.
8. \*Work on your ride to put up the objective stations at least a week in advance so you have time to make and/or modify your map.
9. You must evaluate trails and objective stations from horseback.
10. \*Bring along compass, maps, notebook, pencils, folding saw or hatchet, colored flagging, carpenter's stapler, long tacks, tape, drink and snack for yourself, and objective station markers when setting up ride.

11. It generally takes a lot longer to set up a good CMO ride than it takes for competitors to complete it.
12. Generally try to not put objective stations right on trail, but they should be findable from the trail by the description of landmarks given.
13. Make competitors use their compass to find objective stations.
14. Do not place objective stations in dangerous places. Make sure riders can *safely* get to where they can read objective stations from horseback. Remember that the bylaws state the plate must be “readable by horse back”.
15. Landmarks and objective stations do not have to be within sight of each other.
16. Use natural, prominent, identifiable landmarks whenever you can, avoid flagging as much as possible.
17. Fasten objective station markers to tree, bush, rock or whatever to insure that they stay where you put them.
18. Plot location of each objective station on map with circled objective station number. Diameter of circle must not exceed 3/4 mile on map. Circle must include, but need not be centered on, objective station. Some landmarks may be outside the circle.
19. For each objective station take compass bearings to and/or from at least two landmarks (some chapter associations require at least 3). Additional landmarks may be used if the objective station is extra difficult or you feel a landmark may be ambiguous or difficult to find. Record and describe the landmarks. Each compass bearing and landmark description is a clue. Prepare clues in the method used in this example- “290° to big lone white pine tree”; or “32° from 6’ tall barkless stump”.
20. There must be between 5 and 10 objective stations in each long-course CMO ride.
21. Set up an objective station in camp for practice and instructional purposes. This helps show people what to look for and what to do when they find the stations.
22. Prepare separate copies of clues to find the practice/instructional station (map optional for practice station). Competitors may practice with this set of clues before they start the official ride. These may be given to competitors before, during or immediately after pre-ride clinic.
23. Indicate on the map the direction of magnetic (omit) north, distance scale, date, name of ride, key of symbols used. Note on the map other key landmarks throughout the entire area that will keep competitors oriented. \*Copy your field notes onto your map key, while it's still fresh in your mind.
24. From the original map and field notes, transfer necessary information to the map that competitors will be getting. Suggest listing ride management cell phone **FOR EMERGENCY USE ONLY**. On the back of

that map, after each objective station number give the clues. Leave a blank space for each objective station number so competitors can write the letters to prove that they have been there and found it.

25. Make a master map to check maps of returning competitors on ride day: keep it in a safe place.
26. Make enough copies of maps so every competitor will get one. It is a good idea for individual riders or smaller teams to have a spare to tuck away in case they lose a map.
27. No competitor shall have access to the map before the day of the ride, or before his time starts.
28. No competitor shall receive, verbally or otherwise, more clues than another as to the whereabouts of the objective stations, or the letters on them, except for the practice/instructional station.
29. All competitors must get identical copies of the map.
30. Anyone helping set up objective stations or any other part of the ride may not compete.

### **Ride Day**

1. CMO signs with directional arrows are helpful when placed along the roadside to lead competitors to the campsite and to build excitement (Hey! There's a sign!)
2. Remember: compass, maps, pens/pencils, score sheets, timer (watch, clock), entry forms with liability release, membership forms, printout of chapter membership lists with member numbers, horse numbers, and team names and numbers (can be found on NACMO website under the "for members" button), and map key. \*A large posterboard to record competitor's times and scores is nice to use when announcing placings at your awards gathering.
3. Every competitor shall be given an identical map when their time starts.
4. Inform competitors of benefits of NACMO membership (no "day membership fees", annual prizes, banquets, and Meadow Muffin.
5. Inform competitors that points earned by them and their horse will count towards NACMO awards if they are current annual members; day memberships do not accumulate points.
6. Register competitors, collect entry fees, daily membership fee, fill out entry forms including liability release.
7. Start pre-ride clinic promptly.
8. Briefly go over the rules concerning horse, rider, no electronic communication or mapping (i.e. smartphones or other devices), scoring. As a ride manager, be aware of the procedure in case of a protest by a competitor (in General Rules, O-1 and O-2), and have a copy of official rules for reference.
9. Warn of any hazardous areas or objects competitors may encounter, advise leaving valuables so as not to be lost on ride.

10. Electronic communication of any type between competitors and ride management is expressly forbidden in the General Rules. Cell phones may be carried for communication IN AN EMERGENCY ONLY and need to be stowed in a pack or bag during the competition.
11. No electronic mapping devices are allowed.
12. Demonstrate compass use and give individual help. Many experienced NACMO members are willing and able to help newcomers.
13. Draw for starting order.
14. Record all information on score sheet as it becomes available.
15. Record start time and finish time to the nearest second.
16. Give each entrant (or individual competitor) their map when their time starts, not before.
17. Start competitors out at intervals of 5, 10 or 15 minutes apart depending on the number of entries, terrain, vegetative cover, etc.
18. An individual competitor is considered one entry, and a team is also considered one entry.
19. As competitors return to finish, collect map, record time, then check for correct letters of stations and record objective station found.
20. Figure total times and enter in "hours, minutes, seconds" column on score sheet.

\*Total time is easier to figure using military time. Example:

STANDARD TIME    MILITARY TIME

10:40:00 a.m. = 10:40:00 start

2:30:40 p.m. = 14:30:40 finish

finish time - start time = elapsed time

14:30:40 - 10:40:00 = 3:50:40

Remember when doing the math and "borrowing", you are working in units of 60 (minutes/hour and seconds/minute), not units of 10.

21. When competitors are all in, complete score sheet and pass out awards --make a big deal of it--cheer and clap--it's more fun for everyone.
22. Listen and learn from criticism.
23. Try to be among the last to leave the area and check for litter. We all like a clean environment, and leaving a campsite even cleaner and better than when we arrived is invaluable as a PR tool for NACMO. We want landowners and chapter park/forest organizations to welcome us with open arms!

**Post Ride**

1. Rider fee of \$3 per adult rider \$1.50 per junior rider and must be paid to your chapter representative within ten days of the ride. (If no formal chapter organization, send directly to NACMO.)
2. Score sheets and entry forms must be sent to your chapter representative within ten days after ride.
3. Send a copy of the map competitors used for your ride(s), along with the rider fees, score sheets, entry forms, annual membership applications, and all funds collected. Use your chapter's tally sheet.  
\*Send via e-mail a narrative and digital pictures to the Meadow Muffin editor. He/She may include any in this national publication, which is distributed to all members throughout the season. Meadow Muffin editor has the discretion to edit stories and/or pictures for space and/or appropriateness considerations

**Sanctioning**

1. Only NACMO annual or lifetime members in good standing may manage a ride.
2. Ride manager and one assistant will earn one point each per ride managed.
3. Ride manager, assistants, or anyone who helped in setting up the ride in any way may not compete in their own ride.

Any desired changes or exceptions in General Rules must have approval from NACMO.