



# Trail Riders Award Program

## Standard Operating Procedure

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**Purpose:** This procedure provides guidance for the National Walking Horse Association (NWHHA) Trail Riders Awards Program (TRAP).

**Scope:** This procedure applies to any NWHHA member who wishes to participate in TRAP.

### **Responsibilities:**

<b>Title</b>	<b>Description</b>
Board of Directors	Assure that TRAP rules are in place and meet the needs and desires of NWHHA members.
NWHHA Office	Provides a venue for formal recognition of participants. Provides and maintains copies of logs forms. Assures that information is provided on all media outlets and all communications are answered in a timely manner.
Trail Chair	Maintain logs and milestone results. Sends out awards per award schedule set by the Trail Committee. Send annual results to the NWHHA Office.
Trail Committee	Solicits and encourages enrollment. Provides information to NWHHA membership through NWHHA and other approved media sources.

### **Procedures:**

1. Awards will be presented to TRAP members per the awards schedule set by the Trail Committee and outlined on the NWHHA website. Milestone awards will be sent out by the Committee Chair or designated committee member. The NWHHA office will reimburse for costs associated with mailing awards and/or any supplies related to printing certificates if the individual provides receipts. No refunds will be provided without receipts. Final awards for High Mile Champion recipients will be handed out at the annual meeting. Awards are presented at designated mile levels and will accumulate from year to year.

The mile levels are as follows:

- a. Initial 50 miles
  - b. 150 miles
  - c. 250 miles
  - d. 500 miles
  - e. 1000 miles
  - f. 1500 miles
  - g. 2000 miles
  - h. Every additional 500 miles thereafter
2. Awards will be funded by the committee's fund-raising efforts and donations. The following achievements will be funded by NWHHA and presented at the annual awards banquet for the current year achievements:
  - a. High mile adult rider.
  - b. High mile youth rider.
  - c. High mile horse
3. Final year-end logs must be submitted directly to the NWHHA Office or Trail Committee Chairperson by Dec 15<sup>th</sup> of each year to be eligible for year-end awards. The NWHHA Office will forward the logs to the committee Chair for calculation of miles for awards.
4. Miles will accumulate from December 1-November 30th for the purposes of yearly high-mile awards.
5. A trail organization or group can choose to sanction their trail ride with NWHHA for eligible participants to receive double miles. Sanctioned trail rides must follow the Trail Event Sanctioning Procedure for guidance. A \$25 sanction fee must be submitted with the NWHHA Sanctioned Trail Event Form to be eligible for double-miles.

**Rules:**

1. TRAP is open to any NWHHA member, and any gaited horse owned or leased by an NWHHA member.
2. Only horses that are owned or leased by NWHHA members may accumulate miles with any rider or any combination of riders to be counted towards the high mile horse award.
3. Continuous NWHHA membership is required to accumulate trail miles on any gaited horse to be counted towards the high mile rider award.
4. Trail rides are to be reported in miles covered not by time spent in the saddle. No credit is given for arena riding, showing, or riding in parades.
5. Trail miles will be counted in ¼ mile increments, with the miles rounded out to the nearest ¼ mile and within a 3-mile minimum per ride.
6. Miles must be reported on the official log forms. These forms are available on the NWHHA website under the trail program.
7. A separate log must be submitted for each participating horse and/or rider. Miles spent in the saddle for Field Trials may be counted towards.

SOP: Trail Riders Program

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