

Oregon High School Equestrian Team Southern District

Standard Operating Procedure

Index

Mission Statement.....	1
Constitution.....	1
Name.....	1
Purpose.....	1
Goals.....	1
Membership.....	2
Governing Body.....	2
Duties of the Board.....	2
Meetings.....	2
Voting.....	2
Elections of Officers.....	2
Immunity.....	3
Amendments to Constitution.....	3
Athlete Eligibility.....	3
General Rules.....	3
Guidelines.....	6

Mission Statement

OHSET Southern District shall be a “not for profit” arm of the Oregon High School Equestrian Team (OHSET) Organized under the rules, guidelines and policies of OHSET.

OHSET Southern District is dedicated to the organization and oversight of equestrian competition in high school athletic or activity programs. OHSET Southern District is also dedicated to the furtherance of equestrian sport through encouragement of team play and spirit, good horsemanship and sportsmanship.

OHSET Southern District is an organization for the student athletes. Care will be taken to involve the athletes in decisions at all levels in order for the athletes to be served to the best of OHSET Southern District’s ability.

Constitution

Article I – Name

The name of this organization will be OHSET Southern District.

Article II – Purpose

This Organization shall, as its primary goal organize and facilitate District competitions under the Constitution, By-laws, Rules and Policies of the governing body OHSET and shall follow such rules in the day-to-day operation. General rules will be covered under “General Rules” designed for OHSET Southern District.

Article III – Goals

- A. Through association leadership and coaching, it is our goal that the student members derive whatever enjoyment and benefits possible as a result of participating in horsemanship education programs and interscholastic competition.
- B. OHSET Southern District and coaches/advisors will provide situations where each equestrian team member can be exposed to cooperative working experiences that lead to common group goals.
- C. OHSET Southern District and coaches/advisors will encourage each equestrian team member by providing opportunities to experience good leadership, fair play, horsemanship, honesty, character, pride and good sportsmanship always.
- D. OHSET Southern District and coaches/advisors will always provide, conduct and host equestrian interscholastic programs with proper instructions, coaching methods, and conditioning rules in order to insure the health, safety and welfare of each participant and equine.
- E. OHSET Southern District will maintain the fundamental principles of the Equestrian program as defined by OHSET.

Article IV – Membership

The membership of the organization will include representatives from all high schools in the Southern District recognized by OHSET. The high school representatives are responsible for learning and enforcing the Constitution, By-laws, Rules and Policies of OHSET and OHSET Southern District with the guidance of the governing board of OHSET Southern District. Representatives from each high school include at least one adult (coach/advisor or other designated registered adult) and at least one athlete. Other membership guidelines are given in the OHSET Constitution.

Article V – Governing Body

The governing body (Board) of OHSET Southern District will be the duly elected officers and one adult and one athlete representative per high school.

Article VI – Duties of the Board

The board is authorized and empowered to conduct all business of the organization including the expenditure of funds in order to meet the stated goals of the organization. The Board shall communicate actions and plans to the association members.

Article VII – Meetings

- A. All District or State Board meetings shall be at such a location as designated by the appropriate Board of Directors.
- B. Meetings shall be called as necessary by the District Chairman and should be held monthly or as needed.
- C. Special meetings may be called at any time upon request of at least three members of the District Board. Board of Directors and Officers shall be notified at least two (2) days prior to the meeting date unless there is an extreme emergency. Special meetings may be held electronically for time critical decision making. Electronic meeting decisions will be affirmed at the next regular District Board Meeting.
- D. Twenty five percent (25%) of the documented general district membership may call a special meeting of the District or the State Board of Directors by notifying any board member. The Board of Directors and Officers shall be notified by certified mail at least ten (10) days prior to the meeting date.
- E. All District and State meetings are open to any members.
- F. The Annual District Board meeting will be held prior to the State Competition and prior to the OHSET June meeting, with one (1) month notice given to all schools.
- G. The committee chairperson or the chairperson of the Association will call for committee meetings whenever and as often as deemed necessary to execute the responsibilities of the committee. A progress report of each meeting will be submitted to the appropriate Officer at the next scheduled District meeting.

Article VIII – Voting

A representative adult and athlete from each recognized team will be eligible to vote at District meetings. A quorum will be 1/3 of the eligible members. No elected or appointed officer or chairman will have a vote at meetings unless in a dual role, except for the District Chair in the case of a tie vote. A majority is required for all votes to pass. Voting is part of all activities and not just meetings. The District Chair – votes only to break ties. Sportsmanship and Coach of the year awards shall be voted by the teams and District Chair in the case of a tie vote. A majority is required for all votes to pass.

Article IX – Election of Officers

The officers of the District Board shall be elected by the District Board at the annual District meeting. Elected officers are at least, but not limited to, District Chair, Vice Chair, Secretary and Treasurer. All other officers and committee chairs will be appointed by the District Chair.

Article X – Immunity

Neither the members of the District Board, nor Standing Committee members, nor members of the State Board of the Association shall be personally liable for any of the debts, liabilities or obligations of the District.

Article XI – Amendment to Constitution

Amendments to the constitution will be presented to the Board 60 days prior to the Annual meeting for inclusion Order of Business of the meeting. Amendments will need a majority vote of the Board members to be ratified.

Article XII – General Rules and Guidelines

General Rules and Guidelines will be made to enhance the continuous and smooth operation of the district from year to year. General Rules and Guidelines may be changed throughout the year with a majority vote, addendum rules.

General Rules

OHSET Southern District follows the OHSET rules as stated in the OHSET Rule and Pattern book. If OHSET does not provide the Rule and Pattern book to each athlete, it is strongly suggested that the District or the High School does so. All coaches, advisors and other volunteers need to have a copy. A copy can be found online at the OHSET web site. Because OHSET Southern District follows the OHSET rules, not every rule will be written here.

The “General Rules” is designed to be a working document that can be changed by vote of the Board to enhance the operation of the District so that we are not “reinventing the wheel” each year.

Section I – Elected officers

There will be a minimum of four elected officers for OHSET Southern District.

District Chair, Vice Chair, Secretary, Treasurer

Other officers may be added as needed, Descriptions of the duties for the officers is available from District Chair.

Section II – Appointed Committee Chairs

Include, but are not limited to:

- | | |
|----------------------|-----------------|
| 1. Equipment | 6. Points |
| 2. Stalls/Camping | 7. Registration |
| 3. Judges | 8. Awards |
| 4. Fundraising | 9. Hospitality |
| 5. Youth Coordinator | 10. Stewardship |

Descriptions of the duties for the Committee Chairs are available upon request.

It should be noted here that the District Chair and the State Chair may appoint and call meetings that include Steering Committees and at any time without prior approval of the district (or State). These committees and/or meetings are open.

Section III – Volunteers

All teams will be required to provide enough volunteers to make sure that our meets run smoothly.

1. Including the State competition.

Section IV – District Fundraiser(s)

In order to keep the cost to minimum for the athletes, the district may do fundraisers. Each team is encouraged to participate in the fundraising.

Section V- Meeting Attendance

Each team should send at least one adult and one athlete to each District meeting. It is the responsibility of each team to remain current on what is happening in the District. If the coach/advisor is not available for the meeting the coach must communicate with the District Chair and designate a replacement.

Section VI – Financial Responsibility

Each Team is required to collect and turn in the funds necessary to run the organization. These funds include but are not limited to Athlete registration fees, stalls, camping and other fees voted on by the board. These funds are to be turned into the treasurer on or before stated due dates. All deadlines are to be strictly adhered to under the penalty of becoming a Team not in good standing. There are State mandated times for funds BUT THESE ARE NOT OUR DATES. All money must be into the treasurer prior to those dates in order for the funds to be forwarded to the State.

Section VII – Team in Good Standing

A Team will be considered as being “in good standing” when all paperwork is submitted, and fees have been paid on or before the due date.

Paperwork needed:

Team Registration
Team Roster
Volunteer Forms
Athlete Registration Forms
Team Rules and/or By - laws

Fees needed:

State Athlete fees
District Athlete fees
District Camping fees
State Fundraiser fees
Other fees as voted on by Board

A Team must be “in good standing” in order to compete at District or State meets. Some take longer to get checks issued. A signed and dated note by the Athletic Director or school Secretary stating that bills have been turned into the school for processing will suffice for the deadline, but checks may be no later than 30 days after the due date.

Section VIII – Conduct of Meetings

All meetings will be run by Robert’s Rules of Order.

Section IX – District Awards

At the end of the three District meets awards are given to the athletes to recognize their outstanding achievements. These awards are gold, silver and bronze medals for the top three places in each event, both individual and team events. Ties will not be broken.

High Point and Reserve High Point:

Performance Individual – points for all performance events are added up
Gaming Individual – points for all timed events are added up
Versatility Individual – points from two timed and three performance, or vice versa, are added up
Rookie of the Year – points from any first-year athlete is added up
Team Contributor - Points earned only from Team Events

Other:

Drill Freestyle 4’s
Drill Freestyle 5+ Program
High Point Mini Team - all points added up
High Point Small Team – all points added up
High Point Medium Team – all points added up
High Point Large Team – all points added up

The form of the awards (other than the medals) will be determined by the Awards Committee according to the budget set up at the beginning of the season.

Sportsmanship Team – voted on by coaches and office staff.
Coach of the Year – voted on by coaches and office staff.

Scholarships:

Two District Scholarships - @ \$ 500.00
One State Scholarship-\$750 (funded by the State OHSET)

District scholarship & State scholarship utilize the same form and information can be found on the OHSET website.

Section X - Athlete Representatives

Each Team should have at least one designated athlete representative (Team Leader) who will attend all District Meetings. One or more of these athletes will then attend the State Meetings. It is important that athletes are aware of local issues when attending the State meetings therefore the athletes must be in regular attendance at District Meetings. Remember Teams lose a vote and District loses a vote when the athlete rep is not present.

Section XI – Youth Committee

A youth (athlete) group will meet at separate times from the District meeting to discuss issues of concern to the athletes. These concerns will be brought to the regular District meeting for inclusion in the meeting agenda. There will be at least one adult facilitator at these meetings. ALL athletes are welcome to attend and participate in these meetings. It is suggested to have one member from each team attend.

Section XII – Inquiries and Protests

A Rules/Code of Conduct official will be appointed at least one month prior to the start of the first competition and will remain the same person throughout the season unless ill health or other similar issue arises. This person will familiarize him/herself with the OHSET and OHSET Southern District rules and will have available the rule books that OHSET has outlined for competition rules above and beyond OHSET rules. It is preferable that this person is not a Coach or Advisor if at all possible. All inquiries and protests will be submitted in writing to the Rules/Code of Conduct official.

Inquiry – An inquiry is a test of a supposed infraction of a rule and/or the Code of Conduct, which is discussed with the Rules/Code of Conduct official.

Protest – A protest is only allowed after an Inquiry is made and for one of two reasons.

1. The person making the inquiry disagrees with the Rules/Code of Conduct official's interpretation of the rules and/or Code of Conduct. In which case the Stewardship committee will rule on the interpretation first and then go on to disciplinary action if necessary.
2. The Rules/Code of Conduct official deems an infraction has indeed occurred and needs to be sent to the Stewardship committee for possible disciplinary action. Once a protest is ready to be lodged, the athlete(s) and/or team and Advisor and Head Coach will be informed that a protest has been lodged against them and will be advised of the nature of the protest.

Stewardship Committee – A stewardship committee for District meets will be formed prior to the start of each competition and each sitting Stewardship committee will number a minimum 50% of the eligible teams plus one. If an occasion arises that a dispute is to be brought to the attention of the Rules/Code of Conduct official that involves a rule infraction for a specific event, protest must be lodged with the Rules/Code of Conduct official and Office Manager in writing, within 10 minutes of the close of that event so that scores are not posted prior to an inquiry that may lead to a protest and stewardship decision that may change the outcome of the places. Inquiries and protests involving a rules violation not caught by the Judge of an event will not be allowed after scores have been posted.

If the conflict cannot be settled using rule books and a satisfactory interpretation cannot be arrived at during the District level stewardship committee meeting; the District Chair will attempt to contact the State Rules Chair or the State Chair to solve the issue. In certain instances, the stewardship committee may allow an appeal to its ruling pending clarification of a rule. If an appeal is lodged the original author of a protest will be informed.

The decision reached by the Stewardship committee on a **protest** will be written and given to both parties at the conclusion of the stewardship committee meeting. The decision reached by the stewardship committee on an **appeal** will be written and given to both parties at the conclusion of the stewardship committee meeting.

If the requestor is not satisfied by the District Stewardship Committee decision the District Chair will send a complete history of the conflict with all sides represented to the State Rules Chair and State Chair. Confidentiality is highly recommended. The State Rules Committee will present a recommendation to the State Board for a final decision. An appeal to this decision may be filed with a formal letter and **\$50.00** sent to the State Board. Petitioner may present an appeal. The State Board will review and report back prior to the next meet or as soon as possible. The State Board decision is final.

Next in the communication group will be your Stewardship committee. In the past we have asked for two names from each team (not a coach or advisor) to serve, if called upon, on our Stewardship committee. These people should be in possession of a rule book. Please have these two names ready to submit at the February meeting.

If we need to have a stewardship meeting, the District Chair selects a minimum of five people from five different teams (not teams that may be involved) to serve. The office manager keeps on file the list of names, if they have served and on what issue they served. Rotation is necessary. The District Chair then handles the rest of the session.

The following should happen:

- A. Coach/advisor requests the Stewardship meeting to the District Chair.
- B. District Chair collects information from the coach or coaches.
- C. District Chair appoints the committee to serve from the list of volunteers.
- D. District Chair calls the meeting.

If the “requestor” is the only representative, that person is asked to come into the Stewardship committee meeting and give a short explanation of the situation at hand. If there are two requestors involved and this is an issue between two teams, both are invited to the meeting, each giving a short explanation of the situation at hand. After the situation has been presented, the requestor(s) are asked to leave the meeting. At this time the District Chair directs the Stewardship committee to any written rules that may pertain to this situation. An open discussion is held, and the committee members discuss and make a decision on the presented situation. The District Chair contacts the requestor(s) with the Stewardship committee’s decision.

Section XIII – Team Size

Team size classification at the district level will be determined annually.

Section XIV – Team Fees

Team and athlete fees will be voted upon annually in relation to the budget and number of athletes.

Section XV – Athlete Eligibility

Eligibility forms are on the OHSET website – needs to be filled out, signed by your school’s Athletic director and turned in at the office on Friday at the beginning of the competition. These may also be requested via email at an earlier time in order to be able to create the meet schedule and matrix accurately.

Section XVI – Amending the General Rules

General Rules will be reviewed annually. General Rule changes will be submitted to the District Chair 60 days prior to the Annual meeting. The changes will then be sent to the entire District for discussion and review via e-mail. The formal amendment wording will be drawn up and submitted 30 days prior to the Annual meeting. The changes will be voted on at the Annual meeting.

Guidelines

The Guidelines are designed to give all Team representatives knowledge of items that have come up in the past. These items may not supersede the Constitution or General Rules. Exceptions to the amendment to the General Rules are the addition of an outside sponsoring of year end awards and/or scholarships, which can be added prior to the first meet. These Guidelines are set up to bring items that have been voted on into one easily accessible spot. They will need to be updated on a regular basis, so they are kept current.

New Coaches: There is plenty of material for new coaches that can help them to understand OHSET. People new to the organization need a rule book. They also need to understand that some rules are created at the State Board and some at the District level plus, they need to know the difference. All coaches/staff have a right to know and understand our S.O.P. A smooth operation is based on the “no surprises” format. Make accessible to everyone this living document. Plan group learning events and include your senior coaches to help with the program. It becomes a learning experience for everyone.

Office procedure: There is no need for coaches to hang around in the office. We do not do copy work for them, adjust schedules or finish paperwork. Only the top management should be able to go and come freely in the office. If a coach is also an officer, that person should be protected by not being asked to spend time in the office.

No Dogs Allowed, Expo & OHSET policy. Dogs are not allowed inside the Seven Feathers Event Center, nor inside of any other building or arenas, or near the entry gate where horses are being ridden.

All vehicles will be parked out front in graveled parking lot. All other vehicles will have a paid campsite or a haul in permit. All parking near the office is reserved for office staff, judges and handicap only.

Registered athletes only may ride, drive, warm up, exercise, etc. at meets – absolutely no coaches, parents, siblings, owners, trainers, clinicians, etc. Riders must wear **approved helmet, riding boots and number** at all times when mounted or driving. **Abuse** of any horse will not be tolerated – this includes “excessive” whipping, spurring, jerking on the mouth, loping on pavement, etc. **NOTE:** These rules supersede the State Rule book.

Information that coaches should have on hand at all practices and competitions: current rule book, the district S.O.P., current eligibility, etc.

Horses 5 & under being ridden in a snaffle must have **proof of age** on file – documentation to be turned in at the office prior to start of competition. (Exceptions are Working Pairs, Drill and timed events).

Horses requiring any medication **MUST** be identified prior to competition and a prescription/veterinarian note must be turned in at the office and put on file.

Name and address information is required for every practice arena to be used. Athletes are required to wear boots and a helmet at all practices. If a clinic, play day, team penning, or roping is to be used as a practice, athletes will be required to wear a helmet even if the event promoter does not require it.

If a team sponsors a clinic for their athletes, it must be open to the whole district. Notification of the clinic must go out to the district in plenty of time for athletes to plan to attend.

OHSET athletes only, may be on any horse at any time, in a scheduled practice arena.

A designated person oversees keeping record of which teams have carried the Oregon and American flags for each meet from year to year. Also keeping track of which teams carry the District and sponsor flags at the State competitions. The purpose for this is so eventually every team has the privilege.