

CENTRAL DISTRICT OPERATING PROCEDURES

This document is prepared to meet the expectations of the State Board. Most recent District minutes will always take precedent over this document. This is a working document, subject to change annually based on a district vote as outlined below.

All procedures are in place to provide fairness to as many as possible and to give all participants the knowledge they need and the platform to be successful.

All operating procedures are in line with State guidelines unless otherwise noted in this document or district minutes.

VOTING

All voting is by simple majority of teams present. Each team is allowed one youth and one adult vote. There will be NO proxy votes. The meeting chair will vote only to break a tie.

DEADLINES

Deadlines are an important part of keeping the district running smooth. Habitually, not meeting deadlines could result in a loss of team points, a monetary fine, or other drastic measure as agreed upon by the district and its officers.

“Habitual” would be a team who constantly ignores requests, is warned of what consequences might be, and continues to ignore necessary, published deadlines.

These deadlines include, but are not limited to:

- Raffle Ticket turn in (money or tickets)
- Registration
- Payment of funds owed
- Meet sign up
- Stalls and camping
- State meet sign up

CHANGES AT THE MEET

All changes to initial signups must be submitted to the office at least one hour before the start of the class that is being changed. All teams are provided with copies of the schedule. Schedules are also available at the office. Athletes are responsible for reviewing the schedule to assure that they are entered in the correct classes and that the schedule reflects their entry. Athletes are responsible for reporting any necessary corrections to their team coach or advisor. It is the team coach or advisor’s responsibility to review the schedule to assure that it is correct and to make any changes, regardless of who made the alleged mistake. The team coach or advisor is also responsible for assuring that the team has no more than 51 varsity rides. The provided schedule is the schedule unless changed by a team authority.

A “team authority” is defined as an advisor or coach or otherwise appointed person. The office must have been informed about the appointment before any changes will be accepted from the appointed person.

DISTRICT MEETINGS

District meetings will be called by the chair as deemed appropriate. All teams should be represented. Meetings may be telephone conference, video conference, in person or a combination. Meetings will be scheduled whenever possible with at least one month notice.

OFFICERS

District ADULT Officers will consist of:

- Chair or Co-Chairs if district deems appropriate
- Vice Chair or up to 2 vice chairs if district deems appropriate
- Treasurer
- Secretary
- District Representative will be a vice chair, unless an appointment becomes necessary for representation

The Chair(s), Vice Chair(s) and Secretary are all elected by a simple majority as outlined above. This vote will take place annually by June 15. The Treasurer will be an appointed position that meets approval from the district. If a District Representative becomes necessary, they will be appointed by whom they will represent. The Points Manager will also be an appointed position that meets approval from the District.

District YOUTH Officers will consist of:

- Student Representative or up to 2 if the district deems it appropriate

This is an elected position. However, this vote will take place after school starts in September and the appointment will run through the summer of the following year.

MEET RESPONSIBILITIES

All teams will volunteer/be assigned meet responsibilities. These responsibilities include but are not limited to:

- Event set up
- Office help
- Judges room set up
- Cattle
- Media
- Other as deemed appropriate by the district

Each team will fulfill their agreed upon responsibility and/or work with another team to be sure all responsibilities are fulfilled.

STEWARDSHIP

The stewardship committee is made up of all District officers and alternating students or adults from each team. Each school only has one vote. For example:

Meet #1 may have Bend with an adult rep, Sisters with a youth rep, Redmond with an adult rep. so, meet #2 would have Bend with a youth rep, Sisters with an adult rep and Redmond with a youth rep – and so on. This will allow for a stewardship committee made up equally of athletes and adults. District Chair will determine the starting position of all teams. Officers may discuss their vote with the team, but each team still may only have one vote. Officers with no team ties, may vote separately from the team, except for the district chair who will facilitate the meeting. The district chair (or meeting facilitator) would only vote to break a tie.

JUDGES

Judges will be hired and contracted by the district chair or their designated person. Hiring will be based on evaluations, opinions of the district majority with an eye for varied expertise, economics, and diverse qualifications and abilities.

CHALLENGES

Team challenges should be worked out within the team or the school. If a team is having challenges that the district chair or another appointed person can help, contact them. Any district issues should be addressed to the district chair. They will know and follow the most appropriate course of action depending on the situation.

BEHAVIOR

The OHSET code of conduct can be found in the rule book. All code of conduct expectations apply to athletes, volunteers, and parents. The fairgrounds (or other facility) and the activity will be treated as a high school event and all that implies. Members found in violation of the code of conduct or other school policy will be treated in accordance with school policy and/or the guidelines in the OHSET rule book.

FINANCES

The district treasurer will keep accurate and up to date records of expense, income, and check book reconciliation. The treasurer will also write checks, collect funds due the district and prepare the annual budget.

One signature is allowed on any check under \$500. Two signatures are required on checks of \$500 or more. No signor will independently sign a check made out to his/herself.

An annual budget will be prepared by the treasurer and approved by the district; typically in September or October.

Officers, specifically the chair and the treasurer, will make usual and necessary operating expenditures as they see fit. Special purchases, not specifically budgeted, will require district approval. A “special purchase” may include an asset, like a trailer.

POINTS

All points will be posted as quickly as possible following each class. A compiled version will be posted electronically (if possible based on the program_ after each meet. Points will be open for anyone to view at any mutually convenient time.

The points chair is appointed by the district chair with the support of the district.

AWARDS

Medals will be awarded to all first, second and third combined meet places; including all ties. In addition to medals, perpetual trophies will be awarded for all team events. New trophies will be awarded each year to small, medium and large teams.

High Point Performance, High Point Timed Event and a Versatility buckle will be awarded each year.

Timed Event compilation will include ALL individual timed event placings. Performance compilation will include ALL individual performance class placings. Versatility will include a compilation of placing from all individuals who participate in 3 performance and 2 timed events or 2 performance and 3 timed event classes.