

Oregon High School Equestrian Teams Inc.

State Championship Awards and Ceremony Standard Operating Guidelines

1) Awards Given

- a) Individual Class: Top three placing athletes will be awarded with medallions as well as a trophy item embroidered with the appropriate designation
 - i) For example: Hunt Seat Equitation
 - (1) 1st place receives: Jacket embroidered with "OHSET State Champion 2009"
 - (2) 2nd place receives: Bridle Bag embroidered with "OHSET Reserve State Champion 2009"
 - (3) 3rd place receives: Picture Frame and picture of their choice with plaque engraved "OHSET State Championships 3rd Place 2009"
 - ii) Awards should be chosen with not only the event in mind but also evaluated from a recognition and advertising point of view
 - (1) The goals of the individual awards are to recognize the athlete's achievement as well as promote the OHSET name within the horse community. Therefore the awards should be items that the athletes are likely to use often and in public. Examples would be horse sheets, grooming bags, bridle bags, garment bags, etc.
- b) Team Class: Each member (including alternates) of the top three placing teams will be awarded with the appropriate medallion, as well as a trophy to be displayed at the winning school.
 - i) There is an option to also award the individual members of these teams with trophy items similar to the individual class awards but this has not been put into place as of yet.
- c) High Point Divisions:
 - i) There are three Individual High Point Divisions: Performance, Timed Events, and Versatility.
 - (1) These are determined by the total number of individual points earned at the state championship. For further details and scoring, refer to the "points" section of the rule book.
 - (2) Each of these divisions typically awards its champion with a Silver belt buckle, and have incumbent sponsors that need to be given first right of refusal for each new year's sponsorship.
 - (3) There is an option of awarding a reserve champion in each division, as well as a "Top 5" but this has not been put in place yet.
 - ii) There are Three All Around High Point Divisions: Performance, Timed Events, and Versatility.
 - (1) These are determined by the total number of individual points earned as well as half of the team points earned (within that division) at the state championship. For further details and scoring, refer to the "points" section of the rule book.
 - (2) Each of these divisions typically awards its champion with either a saddle or a heavy duty winter blanket, and have incumbent sponsors that need to be given first right of refusal for each new year's sponsorship.
 - (3) There is an option of awarding a reserve champion in each division, as well as a "Top 5" but this has not been put in place yet.
 - iii) Awards should be chosen with not only the division in mind but also evaluated from a recognition and advertising point of view

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(1) The goals of the High Point Division awards are to recognize the athlete's achievement as well as promote the OHSET name within the horse community. Therefore the awards should be items that the athletes are likely to use often and in public.

- d) High Point Team
 - i) Small, Medium, and Large team division champions will be awarded with a trophy appropriate to the achievement. This trophy is designed to be displayed in the school.
- e) High Point District
 - i) The high point district will be announced at the awards ceremony and is given a fee advertisement in the following year's rulebook recognizing this achievement.
- f) Award Sponsorship and Financials
 - i) The awards and their sponsors should be self funded. No general fund monies should be used to finance the awards or ceremony
 - ii) Sponsorship opportunities included
 - (1) Individual Class sponsorship
 - (a) 2009 class sponsorship \$200.00
 - (2) Team Class sponsorship
 - (a) Not used in 2009 but suggested sponsorship of \$300.00
 - (3) Individual High Point Division Sponsorship
 - (a) 2009 division sponsorship was \$150. This is dependent on one belt buckle being awarded to the champion and no other places receiving awards. If Top Five system is used, entire division sponsorship would be \$500. This would provide funds for a champion and reserve buckle and Jackets to remaining Top Five. (2 Belt Buckles and 3 jackets)
 - (b) These divisions have incumbent sponsors who have first right of refusal, but additional sponsors could be added to allow for the Top Five system.
 - (4) Overall High Point Division Sponsorship
 - (a) 2009 division sponsorship was \$150. 2008 division sponsorship was \$1,000.00. This is also dependent on only awarding a champion. If Top Five system is used, the sponsorship would need to be increased by approximately \$350.00
 - (b) These divisions have incumbent sponsors who have first right of refusal, but additional sponsors could be added to allow for the Top Five system.
 - (5) General Awards Sponsor
 - (a) Any company or individual is welcome to donate general funds to be used for awards
 - (i) Example of this in monetary donations: Big R donation when the Championships are held in Redmond, or Central Point.
 - (ii) Example of "in kind" donations: Stalnaker's Photo Studio donation of 8x10 prints for 3rd place individual class award Picture Frames.
 - (6) Sponsorship entitlement:
 - (a) Companies or individuals donating over \$500.00 towards awards are given the following

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- (i) Preferred Vendor space at State Championship meet for no charge
- (ii) Advertisement in Rule Book for no charge
- (iii) Listing on Award "Thank You" Fliers posted at State Championship
- (iv) Opportunity to have flag ridden by OHSET Athlete during opening ceremonies
- (v) Listing on Award program
- (vi) Thank you card signed by State board and athletes
- (b) Companies or individual donating \$100-\$499 towards awards are given the following
 - (i) Listing on Award "Thank You" fliers posted at State Championship
 - (ii) Opportunity to have flag ridden by OHSET athlete during opening ceremonies
 - (iii) Listing on "Thank You" advertisement in rulebook for following year.
 - (iv) Listing on Award program
 - (v) Thank you card signed by State board and athletes
- (c) Companies or individuals donating \$99 or less
 - (i) Thank you card signed by State board and athletes
- (7) Sponsorship Development
 - (a) Send out publication to state board distribution list requesting sponsors and listing opportunities as well as sponsor entitlements.
 - (b) Contact previous years sponsors to renew sponsorships
 - (c) Ask each district to strive for 3 sponsorships per district.
 - (d) Attempt to bring in "new" funds into OHSET by looking outside of companies directly related to OHSET
 - (i) This is a State Championship so advertisement and benefits from sponsorship are statewide.
 - (ii) Examples would be hotel chains near current year's State Championship meet, or following year's meet.
- g) Other Awards given at the Ceremony
 - i) District Officers recognized for their service
 - (1) Included are: District Chairs, District Vice Chairs, and District Youth Representatives
 - ii) State Committee Chairs Recognized for their service
 - (1) Included are: Rules, Points, Registration, Scholarship, Insurance, Judges, Secretary, Treasurer, By-Laws.
 - iii) State Chair Recognized for Service
 - iv) Scholarships Awarded
 - (1) For details on scholarships awarded see Scholarship SOG
- h) Housekeeping for Awards Chair
 - i) Suggested Timeline
 - (1) September: Propose upcoming years Awards, including budget, proposed sponsors, and specifics as to what placing/events/divisions will be receiving awards
 - (2) October: Confirm incumbent sponsors, begin approaching new sponsors, enlist district help in approaching new sponsors

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- (3) February: Determine actual awards for each class/division. Arrange for ordering, shipping, and embroidery.
 - (4) March: Update state board on final award decisions and sponsors. Order awards.
 - (5) May: 2 weeks prior to state meet finalize all sponsors including coordination with state treasurer to invoice. Create fliers to be posted at state meet. Create and print awards program.
- ii) Prior to and During Ceremony
- (1) Organize awards and arrange for set up at ceremony
 - (2) Enlist two volunteers to help take down names and size specifics for ties, and ordering purposes (jackets, sheets, etc)
 - (3) Hand out awards during ceremony
 - (4) Have athletes sign Thank you cards as they pick up awards (enlist volunteer to help with this)
- iii) After State Meet
- (1) Order and ship any missing awards or any awards needed for ties
 - (2) De-brief state board including a final financial accounting
 - (3) Suggest changes and/or additions to Awards SOG. Type up and e-mail notes and details on current year's awards to secretary and State Chair for record keeping.