

Oregon High School Equestrian Teams, Inc.

Standard Operating Guidelines

Hiring Coaches and/or Advisors

Traditionally, schools have been responsible for hiring, as well as terminating, coaches. OHSET respects their right and their policies and process to manage their coaches as they see fit.

Only if schools/teams are looking for guidance or have an expectation of OHSET to maintain their coaching staff, will the following guidelines be considered.

Hiring

1. A hiring committee should be established, this committee should be a minimum of 3 non-related people and might include:
 - a. An athlete on the team (with previous experience if possible), a team captain if available
 - b. Team advisor/coach
 - c. School personnel (athletic director, knowledgeable teacher, principal, etc.)
 - d. District or State Board representative
2. Potential coaches/advisors should provide the committee with a Resume' and appropriate references.
3. An interview process – equal to all candidates should be established and potential coaches should be interviewed
4. Athletes should NOT be hiring/firing coaches or advisors – they may be a part of the process, but they should not (as a group) have the final say. They should, however, be represented in the process.

Basic Requirements

1. All OHSET volunteers MUST be able to
 - a. Understand and abide by the OHSET Code of Conduct
 - b. Follow all OHSET rules
 - c. Follow school policies
 - d. Report suspected child abuse
 - e. Pass a criminal background check
2. Coaches should have some minimum basic skills
 - a. Good general knowledge of equines
 - b. Ability to determine if athletes are safe at whatever their discipline might be
 - c. Ability to treat all athletes, including a diverse set of skills, backgrounds, training philosophies, personalities, etc. EQUALLY.
 - d. Need to be good listeners
 - e. Quality communication skills with athletes, their parents, and other team volunteers

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3. Advisors should have some minimum basic skills
 - a. Ability to provide team leadership
 - b. Ability to motivate and encourage athletes and volunteers
 - c. Should be detail oriented
 - d. Ability to work with groups (small and large) to facilitate solutions and problem solve
 - e. Need to be a good listener
 - f. Organized
4. Potential coaches/advisors should NOT consider coaching an OHSET team for financial gain.
 - a. Coaches MUST be able to separate their training and instruction from a business of the same
 - b. Coaches MUST be able to separate their training facility from the team and it should not be used simply to provide financial gain
5. Potential coaches/advisors should be able to represent the team
 - a. At the meets
 - b. At district meetings
 - c. At the school when necessary
 - d. At annual OHSET training
 - e. At the annual meeting

Terminating Coaches or Advisors

1. Unfortunately, this sometimes becomes necessary. Like hiring, school policies take precedence
 - a. **Keep schools and OHSET in the loop.** District Chairs and School staff should have a discussion if terminating a volunteer is a potential decision.
 - b. A committee, much like the hiring committee described above may be formed
 - i. Sometimes information is delicate enough that a committee may not be in the best interest of the volunteer or necessary
 - c. Be sure a process of notification and opportunity to make change has happened if appropriate, this may be a guideline to follow:
 - i. Tell coach/advisor what specifically needs to be changed in person
 1. Be sure to include the potential consequences if behavior does not change
 2. Be sure to listen – there may be reasons you are unaware of
 3. Be sure to follow up this meeting with a written interpretation
 4. Give a specific time frame for improvement to be made
 5. Good idea to include a second person in this conversation to witness what is said and interpreted
 - ii. If this is related to a serious code of conduct violation and immediate termination is required – this is, of course, acceptable
 - iii. Document everything – including the history of challenges

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1. Therefore, it's important to document when challenges (even small ones) first begin

How the State Board and District Board can help

1. Either Board is available with experienced people to help in any way they can
 - a. Either Board is willing to provide an experienced person for the hiring committee
 - b. They can provide a mentor for a coach/school
 - c. Training, Experience – Just communicate to get their help