

**Guidelines & Procedure for Application for
Cooperative Sponsorship**

Cooperative sponsorship should not be a matter of convenience, but more a matter of necessity. OHSET is dedicated to the growth of our organization and believes that every athlete in the State should be given the opportunity to represent his/her school in the equestrian sport.

Before applying for a team-to-team co-op, a diligent effort must be made to create an independent entity representing each definition listed in our rulebook under Cooperative Sponsorship.

Steps to ensure that every effort has been exerted to create an *independent* Entity includes:

- A. **Contact with the school officials to test interest and assistance**
- B. **Canvassing of the school to create interest in our sport:**
 - 1. Flyers
 - 2. Phone Calls
 - 3. Lunch meetings
 - 4. Radio Announcements
 - 5. School Announcements
- C. **Plan an evening meeting place and time and invite all interested athletes & parents**
 - 1. Show our OHSET promotional video to stimulate the desire
 - 2. Take sign up sheets
- D. **Ask for a spot on the next school board meeting**
 - 1. Bring our Information/Registration Packet
 - 2. Bring the video
- E. **Remember what qualifies as a team**
 - 1. One rider minimum
 - 2. Advisor
 - 3. School approval as a high school varsity team or high school club

If you have *diligently exhausted* all the above options with little or no response and cannot secure the three necessary factors to create a school team, then and only then does the cooperative team become an option.

At this point please refer to the rulebook under Cooperative Sponsorship Section 7, for definition of Team, District and State Co-ops. Depending on your status, you may then apply to the nearest school, district or state that offers our program and meets the size conditions as a sponsoring entity. Questions regarding Coops should be referred to your District Chair.

OHSET recognizes that all situations will not be the same; but we want assurance that every possible effort has been made to follow the Cooperative Sponsorship Rules before requesting *exceptions* through your District and the State Board.

Forms are available on the OHSET website.

Oregon High School Equestrian Teams Inc.

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When applying for a Co-op between teams, the following procedure should be used:

- A. Document all steps taken to create an independent team (including those that did not work).
- B. Find out which team is the closest to your school and offers OHSET and qualifies as a sponsoring team.
- C. Contact the head coach and verify the number of riders on this team (9 or less riders makes this a qualified sponsoring team).
- D. Verify with the School District that it would be the closest school offering this sport.
- E. Prepare the application and endeavor to get the consent and signature of the Principal or Athletic Director of the applying school. If you cannot secure the approval then use the OHSET form letter to advise the applying school that there are students participating in OHSET at another school.
- F. Plan a meeting with the coach of the sponsoring team.
- G. Meet with the sponsoring school (with head coach at your side) and request the approval of that school to accept the applying school as a co-op.
- H. Present the completed application to your District Board for approval.
- I. If approved at the District level then forward to the State Board immediately.
Applications will be entertained at each meeting presented but all co-op applications must be approved no later than January meeting.

Cooperative Sponsorships for District and State must be considered on individual applicant basis.

Assistance from the State Board on each project should be requested.

Issues such as economics, boundaries and growth will affect these applications.