

# Oregon High School Equestrian Teams Inc.

STEWARDSHIP PROGRESS GUIDELINES..... Page 1 of 1

**Goal:** To interpret rules as needed and settle any disputes or conflicts brought forward at the State meet or that cannot be successfully resolved at the district level. This is to be done with the goals, mission, and vision of the organization in mind.

**Process:** Issues that arise at the State meet or that cannot be successfully dealt with utilizing the district process that require a stewardship process, will be submitted using the proper line of communication and the *Stewardship Form*.

**Members** of the State Stewardship Committee:

- Each district chair or their designated alternate
- A youth member from each district
- State Chair
- State Rules Chair
- State Judges' Chair
- At the state meet, the State Event Coordinator

**Voting:** Each District is allowed one vote, the state chair votes only in the case of a tie. A minimum of five (5) districts must be represented.

**Submission:** In order to begin the process, a stewardship form must be submitted. The process cannot begin without the issue(s) in writing. This written statement must be submitted following the line of communication. Athlete, reports to coach/advisor, who reports to district chair, who reports to the state chair. If the issue can be dealt with successfully through the coach/advisor or the District Chair, then the process can end there. If not, the District Chair will forward the matter to the State Chair for further investigation.

**Investigation:** The state chair will take all written documents, as well as suggested potential solutions. The Chair will gather facts from associated or appropriate people, including the Athlete, Judge, Rules Chair, District Chair, etc.

**Stewardship Meeting** is then called by the Chair. At this meeting, the advisor/coach/athlete has an opportunity to present the situation from their perspective to the committee. Once the issue is presented, the committee will ask any questions they feel appropriate. The Chair will give the presenters one more opportunity to add anything new and then they will be asked to leave.

**Review and Resolution:** The Stewardship Committee will then review any applicable rules, discuss the situation, carefully considering each perspective, and the impact(s) each decision will have on the athlete, the school, and the organization. Once discussion is complete, a motion will be entertained and a vote and decision based on majority rule.

**The Decision** will be delivered by the state chair to all interested/effected parties.

## **District Stewardship**

District Stewardship committees should be a part of each district's Standard Operating Procedure and should follow a similar process.