

## **OHSET State Board Meeting – November 13, 2010**

**In Attendance:** Laurie Pack, Don Pack, Teresa Hoffman (North Valley), Chris Dinsmore, Phil Armstrong (Northeast), Bill Weir (Co-ops), Megan Traeger, Ray Hickman, Denise John, Wendy Bernards, Emily Bernards (Willamette), Scott Chauncey, Donna Espelien, Jan Harer (Northwest), Candi Bothum (State Chair), Karissa Dishon (State Vice Chair), Pam Steinke (Central), Dawn Keeney, Jill Burnette, Jaleesa Mobley (South Valley), Todd Gary, Glen Sparkman (TriRiver Valley), Peggy Smith (Southern), Debi Ferrer (State Secretary)

### **Minutes from October**

Denise moved to accept minutes from October meeting. Motion was seconded. Motion passed unanimously.

### **Points Program Update**

- Don said it's mostly done but he has a few things left to finish off. He gave us a preview on the computer of what it looks like. The consensus of the board was that this will be a big improvement.
- Some new features that will be helpful include
  - It prevents two riders from being assigned the same number.
  - It has a scheduling feature that allows user to input how much time each go will take for each event, and the program will create a schedule showing earliest start times for events.
  - It can include pool of schools to be assigned for setting up and running events which can be printed on the schedule.
  - User can set a threshold for a minimum time overlap to find potential conflicts and it will print out a report so riders and/or schools can be adjusted.
- Candi asked if it could automatically update the year in OHSET and high school year; Don said it could.
- Chris asked if there was a way to generate the schedule without showing the Varsity or JV information. Don said you can choose which information you want to include on a report.
- Can Don create a way to show Judge 1 and Judge 2 scores; Yes. Can he create a way to enter the judges' names in the program and assign them as Judge 1 and Judge 2 so the judges' names are on the report. Yes.
- Denise asked if it will only give points for highest scoring team in a team event. Don said yes.
- The program is written in MS Access, but you don't need to have the full program; Microsoft has a free version. Don will send Points people an install for that or bring computers to the December meeting and he'll install it for them.
- Candi asked if there's a way to put this online for teams to register their athletes for particular events at meets. Don said that would depend on what Kim can do with the website. But it's a definite possibility. Some people expressed concerns that some coaches and advisors may not be able to manage this correctly.

- It should automatically show who qualifies for state and if someone can't go, who the next eligible athlete is.
- Scott said the bulk of the work is at the start – entering team and athlete information. After that, it's very easy.
- Candi said that WAHSET is interested in buying the program. How much should we charge them?
  - Don said they could be sold a locked version that wouldn't allow modifications, and if they want modifications, they'd have to contract with him.
  - Denise moved to charge \$2000; motion was seconded;
    - Donna moved to amend motion to make it \$2500 and any changes would need to be through a private contract with Don; motion was seconded; Vote: In favor – 15; opposed – 0; abstentions – 1 (Don);
    - Another amendment to motion – with source code charge will be \$5000, \$2500 to OHSET and \$2500 to Don Pack. In favor – 15; opposed – 0; abstentions – 1 (Don).
    - Vote on original motion: In favor – 15; opposed – 0; abstentions – 1 (Don).
  - Chris brought up a potential problem – her points person is a WAHSET person whom she hires to do Northeast's Points; there could be a problem if they have access to a copy.
  - Maybe we could put on the program – licensed only for use by Oregon High School Equestrian Teams. Should Candi talk to an attorney about copyright? Don said he could put in something that makes to program stop working if it doesn't get an update in a certain amount of time.

### **Contracted Work**

If we hire someone to do some work for a district or for the state, they must provide evidence that they are a private contractor (must do similar work for more than one person), and we must have a written contract with them which includes that they are taking care of their own insurance. If we don't have this in place, they are technically an employee and we have to pay employee taxes. An alternative to paying someone for their work might be to reimburse people for mileage, meals, hotels, etc. This would not require a contract or payment of employee taxes.

### **Equitation Over Fences Pattern**

Candi is still not satisfied with the Eq over Fences pattern and has sent it back to the drawing board for a 3<sup>rd</sup> time. We will probably have to get this by email and approve it that way.

### **Scholarship SOG**

Candi read the SOG.

- Peggy suggested adding when it is paid (second term and pays to the school) and to hold for up to one year (per June 13, 2010 minutes).
- Phil moved that for military service we would hold up to 6 years. Motion was seconded. Vote: In favor - unanimous.

- Jan suggested that we add something on the SOG that instructs applicants to check with compliance officers if they're going to ride on an equestrian team at a division one school; and that it's a one-time only scholarship.
- Denise moved to approve the SOG with the noted changes; Motion was seconded; Vote: In favor – unanimous

### **Riding Practice SOG**

- Chris asked if some of the requirements might not be in conflict with teams and barns where people ride, for example if the barn owner has a dog. Candi said our liability insurance does not cover incidents resulting from dogs so teams should not be practicing at places where dogs are present.
- Bill asked what defines an official practice, and thus the SOG should be followed. Candi will define that in the SOG.
- Denise asked what if it's a team penning clinic that is being considered part of the team's practice, and the clinician has his dogs out? Candi said in that case it's the clinician's responsibility. However, if team is going as an OHSET team, they must wear helmets.
- Districts can make stricter guidelines in writing.
- Dawn asked about people who have a "service dog." Karissa looked this up on the ADA website (<http://www.ada.gov/gasrvc.htm>) and found that service dogs must be allowed to go anywhere their handler goes. It is illegal to ask for proof or certification. However, a service animal may be excluded from a facility if it poses a direct threat to the health or safety of others.
  - One option we have is to end the practice or event if a dog is present, since we have insurance restrictions; We can also clear a certain area of ALL spectators so we're not discriminating.
- What about a parent warming up or cooling down a second horse for an athlete? They will have to do it from the ground, or away from the practice arena. It's not okay for parents to be riding in the practice arena with athletes – we are not insured for this.
- What about trainers at meets? Only if they are registered volunteers. Our insurance does not cover it otherwise. We should probably be creating either district rules or SOGs to strongly discourage adults from being on horseback at the meets. At State, only registered athletes may ride. Clinicians that come to your practices need to sign an unattached volunteer form.

### **Volunteer Training Survey Results**

The majority of responses said that the clinic was very good or awesome. Candi passed around summary.

### **Rule Book Ads**

Debi reported that she had only received 7 paid ads so far. Last year, most of the ads came in after the deadline, so we'll probably get more. If there are others who want to advertise, she needs them within the next two weeks. She'll send out a reminder with the ad form attached.

### **National Youth Horse Leaders' Symposium / American Youth Horse Council**

- Candi and Karissa have been selected to present at the symposium on OHSET. They have also been selected to have a table display for OHSET.
- Joanna from Mapleton High School presented a speech she wrote to give at the NYHLS if she is selected to go.
  - Candi said there is a whole track for youth.
  - Board members asked Joanna if she would be willing to go to the other districts to present and possibly state general meeting and state championships. She very enthusiastically said yes.
  - Discussion:
    - \$600 for a plane ticket; about \$350 for another hotel; registration fees; other expenses totaling probably about \$2000.
    - Chris moved to provide cost of plane ticket and hotel room with the expectation that she will give back to OHSET for Joanna.
    - Candi said if she fundraises, she'll have to do it under OHSET and the funds will have to come in through Karren to OHSET and the expenses will be paid from that.
    - Candi said last year there were lots of youth from other organizations.
    - Denise amended motion to say – we'll pay for up to two youth up to \$1500 (750 each) and if it's only one we'll pay \$1000. Seconded and passed unanimously.

### **Co-ops (Attached at the end of these minutes)**

- Phil moved to accept all the standard co-ops, Chris seconded. In favor – 14, opposed – 0, abstentions – 2
- Non-standard co-ops were discussed and voted on individually.
  - Northeast – Centennial and Grant
    - Phil moved to approve; Don seconded; Vote: In favor - unanimous
  - Northeast – Centennial and Reynolds
    - Phil moved to approve; Chris seconded; Vote: In favor - unanimous
  - Southern – Henley and Triad
    - Discussion: Henley is no longer the closest school to Triad, Klamath Union is. The main reason for this request is that one senior wants to ride one more year with Henley. Bill said it is generally our job as a state board to approve what the districts want since they know situation better. The district has approved this. Others said that sometimes the politics in districts make it challenging to make the “right” decision. The next year there may be another senior on the Triad team who wants to ride one more year with Klamath Union. The consensus was that we should follow the Co-op guidelines. Candi said we should add something to our Co-op application reminding applicants that approval will be for one year only, and there is no guarantee the same request will be approved in subsequent years. Peggy said Triad has paperwork ready for a co-op with Klamath Union if this one is not approved.

- Peggy moved to approve the co-op between Henley and Triad; Chris seconded; Vote: In favor – 1 (Peggy), Opposed 12
    - Phil moved to tentatively approve a co-op between Triad and Klamath Union, pending submission of paperwork; Don seconded the motion; Vote: In favor - Unanimous
  - Tri-River Valley – West Linn and Wilsonville
    - Todd moved to approve; motion was seconded;
    - Discussion: Wilsonville HS decided not to offer a team this year as there was only one rider. That rider now wants to ride with another team in order to participate in team events. Scott said our organization considers one athlete a valid team. Donna said that it seems the right thing to do is to ride for your team, but from a practical perspective, it's more complicated. Candi said there is a lot of research to show that youth get a lot more out of being on a team in terms of social skills and youth development. It is in the athlete's best interest to be on a team as opposed to representing their school all alone.
    - Vote was called: In favor – 14, Opposed – 0; Abstentions - 0
  - Willamette – Lebanon and Central Linn
    - Denise moved to approve, Todd seconded. One rider is a home-schooler, her curb address is in an area where the school has no team. Lebanon is the closest school with a team. There is no school nearby that has fewer than 9 riders. Vote: In favor - Unanimous
  - Willamette – Junction City and Harrisburg
    - Denise moved to approve, Peggy seconded.
    - Discussion: Denise called Harrisburg High School and was told that they will not accept a team because they were told that the athletes would be riding with Junction City. She thinks Harrisburg has enough riders (6) to have their own team, but Harrisburg won't approve a team. Donna asked if we vote no on this today, could the team come back with another application later. Bill said yes. Peggy said she thinks a NO vote would send a message that we don't want teams to try to work around the rules. In favor – 1 (Denise), opposed 9, abstentions – 3
  - Cross State - Central District Sherman County with Goldendale HS in Washington
    - Goldendale is the closest high school with a team and the easiest to get to during winter practice months. Sherman High School has done this previously with one rider, and that family had an exchange student this year, so there will be two from Sherman riding with Goldendale if we approve. Vote: In favor – unanimous
- Chris suggested we consider extending co-op application deadline to March 1 since we have extended late registration deadline to March 1.
  - This might accommodate some exchange students who don't move here before the current deadline.

- Bill said its probably okay, but if we say no, they don't have time to go back and try another route.
- The consensus is that it should be okay only for exceptional circumstances so maybe we don't want to change the rule, but allow exceptions to come before the state board.
- Candi suggested modifying the Co-op SOG to allow for exceptions under special circumstances.

### **Drill Score Sheets – Freestyle Drill**

- Karissa showed us the latest version on the projector. The consensus was that the score sheet looks good.
- It was suggested that under Over/Under Time Limit, “per occurrence” was not clear. Also, someone suggested to leave plenty of room for comments.
  - Karissa recommended buying digital audio recorders that create mp3 files. Make sure devices allow creation of separate files, continuous recording, and creation of files manually. She will send details about what she purchased for the State Championships.
  - Candi said she'll bring the audio recorders to the December annual meeting to start training judges.
  - Judges should be able to choose if they want to provide written comments or audio comments.

### **New Logo**

- Karissa showed us some samples that Anne Moscicki created. Anne told Karissa to tell the board not to just choose the one they like the best, but rather if they don't see something they really want, to ask for more samples.
- Discussion
  - Some didn't like the running horse – gait didn't look natural
  - Didn't like the look of the horse head
  - Karissa said the goal should be to have a logo that can become easily recognized and associated with our organization, and one that is unique enough that someone else cannot re-create it (for copyright purposes).
  - Phil said that last time we talked about including the state of Oregon, and changing the state outline as other states develop their programs.
  - Consensus was to keep the shape of the state.
  - If we ever go national, part of the requirement for new states would be to use the same logo, but with their state outline.
- We looked at some other equine logos from the internet. Popular examples were those that had outlined partial horses that looked fairly generic. Maybe a horse head looking over the state of Oregon with OHSET inside of state outline.

### **Insurance - American Income Life**

They haven't gotten back to Candi about our wish to provide insurance for all our athletes, coaches and advisors. If she doesn't hear back soon, she'll check on some other options. Laurie said her school is still requiring athletes to have their own insurance. Coaches and advisors need to check with their schools.

### **By-Laws**

- Bill said there are not very many changes for by-laws; most are just formatting and he'll work with Karen Bragg to get that taken care of.
- We should also change so as to allow schools to compete without official approval, with only the use of the school name approved by school administrators.
- Peggy moved and it was seconded to approve changes; Vote: In favor – Unanimous.

### **Work Session – Jan. 8 Comfort Suites in Springfield**

- Candi provided a list of potential topics.
- Other – When do we allow changes to be made at district meets? Donna thinks we're not consistent within districts.
- Let Candi know about other possible topics for this work session.

### **Annual Meeting – December**

- Do we want to provide more discussion about head trauma, concussions? This may take a while. Chris said the by-laws changes won't take long. The rule changes will have some discussion but shouldn't take too long. So we do have time. Peggy said her school is requiring coaches to do the OSAA online training for concussion and steroid use.
  - The consensus was to have a short (20-30 min) presentation but to encourage all coaches and athletes to do the online training and submit certificates to their Athletic Directors.
- Donna said coffee and baked goods will be available in the morning; chili and chili dogs and chips for lunch.

### **State Meet**

- Alumni (athletes and parents) from a particular team are encouraged to sponsor an event – do the set up, scribing, etc., and maybe even sponsor the awards.
- Candi has a number of volunteers lined up for the office.
- Donna asked if we'll have some guidelines for our volunteers. Yes, we need to do this.
- TEWP – Our application is already in. What day do we want to do it? The biggest crowd is at Short Program – so let's do TEWP on Saturday. We should pick other colors for other days. People liked being able to find state board members.
- Vendors – Kathy Russell will manage this. You can contact her at [vendors@ohset.com](mailto:vendors@ohset.com).
- Chris said her district would like to see the saddles come back. She suggested raising state fees by \$2 to pay for them. Peggy said other high school sports don't get big prizes, they get a medal and school trophy. Jan said kids going on to Division 1 equestrian teams can't accept anything of value greater than their cost to participate. Donna said we shouldn't base a decision on what we had last year or what we might

have in the future. Phil suggested funding it internally, within our organization, but look for sponsors. Don said he's not in favor of giving more expensive awards to high point winners than we give for our scholarships. Peggy said she'd like to see us spend more money on awards for team members of drill and other team events, since currently they only get a team trophy. Consensus is to not buy saddles for awards.

### **Other Matters of Importance**

- Chris pointed out that Feb. 5 we have a state board meeting but have 4 district meets that date. We decided to **change the date of the Jan. board meeting to Saturday January 29**; Candi will try to get this room (Lebanon Hospital meeting room) again.
- Scott asked what's going on with our **website**. He said the brochure hasn't been updated. Karissa said one of the reasons is that we're working on a new site that will allow more people to edit on the website. The new site was supposed to be live two months ago, so the problem is that Kim has had to update both sites. Chris suggested making the brochure more generic so it doesn't need to be updated every year.
- Peggy said she's got an athlete who will **graduate early** in April. Can she continue to participate in OHSET? The answer is NO.
- **Athlete eligibility** – Wendy asked if all schools are not making sure athletes are eligible. Candi said someone has to do it. If the school won't do it, the advisor or coach needs to do it.

### **Dates to Remember**

- Saturday Dec. 4, 2010 – Annual Meeting in McMinnville at Yamhill Co. Fairgrounds
  - State Board Meeting 8:30 am
  - General Meeting 10:00 am
- Saturday January 8, 2011 – Board Work Session, Springfield Comfort Suites (tentative)
- Saturday January 29, 2011 – State Board Meeting (location TBA)
- Saturday March 19, 2011 – State Board Meeting (TRV meet)
- Saturday April 23, 2011 – State Board Meeting
- May 19-22 State Championships in Redmond



## Standard Co-Ops --- State Board approval as one group

### Central

Host School: Madras HS with 8

Co-Op School: Culver HS with 2 riders

Co-Op Forms signed by both schools. Culver has been canvassed. Approved by Central District. Culver has only 2 riders; no parental support, no advisor.

Standard Co-Op

### Northeast

Host School: Clackamas HS with 8 riders

Co-Op School: Milwaukie HS with 1 riders

Co-Op Forms signed by both schools. Milwaukie has been canvassed. Approved by Northeast District. Milwaukie has only one rider

Standard Co-Op

### Southern

Host School: Klamath Union HS with 4 riders

Co-Op School: Mazama HS with 1 rider

Co-Op Forms signed by both schools. Mazama has been canvassed. Approved by Southern District. Mazama has only 1 rider; no advisor.

Standard Co-Op

### Southern

Host School: Phoenix HS with 4 riders

Co-Op School: Saint Mary's HS with 1 rider

Co-Op Forms signed by both schools. Saint Mary's has been canvassed. Approved by Southern District. Saint Mary's has only 2 riders; no school approval; no advisor.

Standard Co-Op

### Southern

Host School: Grants Pass HS with 4 riders

Co-Op School: North Valley HS with 2 riders

Co-Op Forms signed by both schools. North Valley has been canvassed. Approved by Southern District. North Valley has only 2 riders

Standard Co-Op

### South Valley

Host School: Pleasant Hill HS with 9 riders

Co-Op School: Lowell HS with 1 rider

Co-Op Forms signed by both schools. Lowell has been canvassed. Approved by South Valley District. Lowell has only 1 rider; no school approval; no advisor.

Standard Co-Op

### South Valley

Host School: Siuslaw HS with 4 riders

Co-Op School: Mapleton HS with 2 rider

Co-Op Forms signed by both schools. Mapleton has been canvassed. Approved by South Valley District. Mapleton has only 2 riders;

Standard Co-Op

### **Tri-River Valley**

Host School: Lake Oswego HS with 6 riders

Co-Op School: Riverdale HS with 1 rider

Co-Op Forms signed by both schools. Riverdale HS has been canvassed. Approved by Tri-River Valley District. Riverdale HS has only 1 rider, no school approval, no advisor.

Standard Co-Op

### **Tri-River Valley**

Host School: Lakeridge HS with 7 riders

Co-Op School: Westside Christian HS with 3 rider

Co-Op Forms signed by both schools. Westside Christian HS has been canvassed. Approved by Tri-River Valley District. Westside Christian HS has only 3 senior rider, no school approval, no advisor.

Standard Co-Op

### **Willamette**

Host School: Newport HS with 4 riders

Co-Op School: Taft HS with 1 rider

Co-Op Forms signed by both schools. Taft has been canvassed. Approved by Willamette District. Taft has only 1 rider; no school approval.

Standard Co-Op

### **Willamette**

Host School: Newport HS with 4 riders

Co-Op School: Toledo HS with 4 rider

Co-Op Forms signed by both schools. Toledo has been canvassed. Approved by Willamette District. Toledo has no school approval or advisor.

Standard Co-Op

### **Willamette**

Host School: Newport HS with 4 riders

Co-Op School: Eddyville Charter School HS with 4 rider

Co-Op Forms signed by both schools. Eddyville Charter School has been canvassed. Approved by Willamette District. Eddyville Charter School has only 1 rider; has no school approval or advisor.

Standard Co-Op

### **Willamette**

Host School: Crescent Valley HS with 4 riders

Co-Op School: Santiam Christian HS with 2 riders

Co-Op Forms signed by both schools. Santiam Christian has been canvassed. Approved by Willamette District. Santiam Christian has only 2 riders and has no advisor/parental support.

Standard Co-Op

## **Non- Standard Co-Ops --- State Board approval individually**

### **Northeast**

Host School: Centennial HS with 10 riders

Co-Op School: Grant HS with 1 rider

Co-Op Forms signed by both schools. Grant has been canvassed. Approved by Northeast District. Grant has only 1 rider; no school approval; no advisor.

Non Standard Co-Op (10 riders at Centennial)

Previously Approved by State Board pending paperwork, which is now complete

### **Northeast**

Host School: Centennial HS with 10 riders

Co-Op School: Reynolds HS with 1 rider

Co-Op Forms signed by both schools. Reynolds has been canvassed. Approved by Northeast District. Reynolds has only 1 rider; no school approval; no advisor.

Non Standard Co-Op (10 riders at Centennial)

Previously Approved by State Board pending paperwork, which is now complete

### **WAHSET District 5 / OHSET Central District**

Host School: Goldendale, WA, HS with 2

Co-Op School: Sherman County HS. OR, with 2 riders

Co-Op Forms signed and approved by both districts and WASHET/OHSET. Sherman County HS has been canvassed. Sherman County HS has 2 riders, one of which is an exchange student/

Non Standard Co-Op (Cross District & State)

### **Tri-River Valley**

Host School: West Linn HS with 12 riders

Co-Op School: Wilsonville HS with 1 rider

Co-Op Forms signed by both schools. Wilsonville HS has been canvassed. Approved by Tri-River Valley District. Wilsonville HS has only 1 senior rider, and the School will not support a 1 person team, so disbanded the team for this school year.

Non Standard Co-Op (12 riders at West Linn)

### **Willamette**

Host School: Lebanon HS with 13 riders

Co-Op School: Central Linn HS with 1 rider

Co-Op Forms signed by both schools. Central Linn has been canvassed. Approved by Willamette District. Central Linn has only 1 rider; has no advisor or parental support

Non-Standard Co-Op

## Co-Ops NOT approved by State Board:

### **Southern**

Host School: Henley HS with 12 riders

Co-Op School: Triad HS with 3 riders

Co-Op Forms signed by both schools. Triad HS has been canvassed. Approved by Southern District.

Triad HS will not approve a team. Triad has 1 senior rider who has Co-Op'd with Henley for several years, and wants to finish her senior with the same team. Klamath Union HS now has a team, is closer to Triad, has under 10 riders, and will accept the Triad Co-Op if needed.

Non-Standard Co-Op – **Approval Denied by State Board. Sent back to Southern District to resolve where Triad will Co-Op this season**

### **Willamette**

Host School: Junction City HS with 9 riders

Co-Op School: Harrisburg HS with 6 riders

Co-Op Forms signed by both schools. Harrisburg HS has been canvassed. Approved by Willamette

District. Harrisburg HS will not approve a team at this time. Monroe HS has a team, is closer to Harrisburg, and will accept the Harrisburg Co-Op if needed. Concern that Harrisburg at 6 riders should have their own team, and that Junction City has traditionally been a large team (15-18 riders).

Non-Standard Co-Op – **Approval Denied by State Board. Sent back to Willamette District to resolve if Harrisburg can have its own team, or if not, to possibly Co-Op with Monroe this season.**