

## **Standard Operating Guidelines (SOG)**

The following are Standard Operating Guidelines (SOGs), they are not intended to be rules. However, they are intended to be followed to the best of our abilities. Standard operating guidelines allow districts to work more similar to each other. They also give direction in a way that can be molded toward your specific district. Guidelines can be changed or adjusted to fit the situation if necessary and they are different from rules in that they can be changed with little or no notice. Use them as they are intended, as a guideline. The SOG's published here are up to date as of the publication of this rule book. Please check the OHSET web site for the most current guidelines, including any new additions.

---

Please visit

**[www.ohset.com](http://www.ohset.com)**

for information regarding current  
State and District Officers, State Committees  
Patterns and Score Sheets  
E-Book copy of this Rule Book

---

## **Our History**

The Oregon High School Equestrian Athletic program was formed first in the Southern District in 1993, in cooperation with the Oregon Horsemen's Association, and some dedicated role models within the Grants Pass and Roseburg areas.

Since that first year the program has spread through Oregon and into the great State of Washington. Most of these high schools have approved the awarding of High School Varsity Letters for those athletes who meet the requirements as set forth in the rules of the OHSET program, as well as any additional requirements of the participating school. In the past year, over 1100 high school athletes have participated in our program.

Since the 2003 season OHSET has experienced incredible growth. Rapid expansion has resulted in the divisional inclusion of another district, bringing the total of participating districts to eight! Please be sure to refer to the district page on our web site for locations and teams that may be near you.

# **Advisor Role Expectations**

## **Requirements**

Must be 21 or older

Must have successfully completed the OSAA Online Coaching module

Must have participated in the current season's OHSET Advisor/Coach Training

Must attend OHSET Advisor/Coach Training again within first 2 seasons and then once every five seasons (Beginning 2017/2018 season)

Must adhere to all team, school, and OHSET rules and code of conduct

Submit a copy of your Team Rules and the School's Code of Conduct (if they have one) to the district leadership

Must ensure that no limits are placed on the team

All skill levels welcome

No size limits

No specific event requirements to participate

## **General Expectations**

**Organizes the team to meet the mission, purpose and goals of OHSET**

**Liaison with the high school, including:**

Understanding rules of participation (school & OHSET)

Verify athlete eligibility

Grade Requirements

Code of Conduct

Other Eligibility Rules

Represent team (or be sure team is represented by a delegate) at

District Meetings

Annual OHSET Meeting

Coach/Advisor Training

**Other Important Functions:**

Utilizes Communication guidelines to

Keep team organized

Keep District Chair informed of issues and challenges

Promote fairness, equality and a sense of team throughout the entire team

Clear understanding of

OHSET Rules

Standard Operating Guidelines (SOG)

Policies & Procedures

Code of Conduct

Uses this clear understanding to advise and assist and ensure everyone is participating according to the rules and guidelines of the organizations, including:

Coaches

Parents

Athletes

All Volunteers associated with the team  
Keeps and shares written documentation regarding team expectations and rules including, but not limited to:  
Conduct  
Attendance  
Lettering Requirements  
Practice Requirements  
Fundraising  
Etc.

### **Team Registration**

Ensure team approval/acknowledgement from high school via a signature of the appropriate high school administrator  
Ensure all coaches meet OHSET and High School requirements  
Ensure Team Registration  
Team Registration Form  
Team Roster  
Ensure complete registration of all athletes  
Signed Code of Conduct  
Receives money and distributes to proper person or account(s)  
Registration  
Goals  
Ensure other associated volunteers are registered  
Unattached volunteers  
Volunteer Registrations

*Revised 12/3/2016*

# **Head Coach Role Expectations**

## **Requirements**

Must be 21 or older

Must have successfully completed the OSAA Online Coaching module

Must have participated in the current season's OHSET Advisor/Coach Training

Must attend OHSET Advisor/Coach Training again within first 2 seasons and then once every five seasons (Beginning 2017/2018 season)

Must adhere to all team, school, and OHSET rules and Code of Conduct

Must ensure that no limits are placed on the team

All skill levels welcome

No size limits

No specific event requirements to participate

Ensures no team practice happens outside the season (before 12/1 and after the State Championships)

## **General Expectations**

Ensure that all team goals and interaction meets the mission, purpose and goals of OHSET

Attend the annual OHSET Coach/Advisor Training

Utilizes Communication guidelines to

Work in cooperation with the advisor to be certain that all who need information related to the athletes, receive it

Promote fairness, equality and a sense of team throughout the entire team

Clear understanding of OHSET Rules and Code of Conduct

Uses this clear understanding to advise athletes for successful OHSET participation

Works with Advisor

To determine varsity lettering status

To be sure all team and OHSET rules and guidelines are followed

## **Practice and Competition**

Selects and/or designates teams for the team events

To set a regular practice schedule including

Appropriate notice for cancellations

Determines Varsity or Junior Varsity status for each meet

Ensures the safety of all athletes; making any necessary safety determinations, including

Events

Working in a group

Team events

Speed events

Cattle events

Works with athletes to determine their best choices for meet participation

Is responsible for competition strategy

Ensures that athletes have opportunities to practice and be instructed in all events they wish to participate in; this can be done by:

Hosting guest clinicians

Identifying other clinic or practice opportunities

Providing regular structured and educational team practices

Oversee all other coaches

Share OSAA Coaches Training information

Encourage OHSET Training

Ensure fairness

*Revised 12/3/2016*

## **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**

5. 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
6. 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
7. 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 to challenges
  - e) Need to be a good listener
  - f) Organized
8. 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 such
  - b) Coaches MUST be able to separate their training facility from the team and it should not be used simply to provide financial gain
9. 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 the annual OHSET training
  - e) At the annual meeting

#### Terminating Coaches or Advisors

10. 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 of not changing
      - 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
  1. Therefore, it's important to document when challenges (even small ones) first begin

**How the State Board and District Board can help**

11. 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 mentoring for a coach/school
  - c) Training, Experience – Just communicate to get their help

*Established: 12.5.2012*



# NOTES

## Awards

When selecting awards, the specific event and awareness of OHSET must be considered. It is important for OHSET to acknowledge the athletes' success but it is also necessary to market creatively the organization within the greater horse community. Examples of awards, offering the greatest exposure for OHSET and well received by athletes, include horse sheets and blankets, grooming or bridle bags or garment bags. For more information, see the OHSET brand guidelines.

1. Individual Event Awards: Top three scoring athletes in each individual event will receive an OHSET medallion and an item applicable to the event with the appropriate placing designation.
2. Team Event Awards: Each member (including alternates) of the top three scoring teams will receive an OHSET medallion and an item applicable to the event with the appropriate placing designation.
3. Top Three Placing Designations for Individual Events and Team Events:
  - a. 1st Place: OHSET State Champion [Year]
  - b. 2nd Place: OHSET Reserve State Champion [Year]
  - c. 3rd Place: OHSET State Championship 3rd Place [Year]
4. High Point Awards
  - a. Individual High Point Divisions
    - i. Performance
    - ii. Timed Events
    - iii. Versatility
    - iv. Team Contributor
      1. High Point Awards are determined by the total number of individual athlete points earned at the State Championship. For more information about scoring, refer to the Points section of the OHSET rulebook.
      2. Individual High Point division winners are typically awarded a silver belt buckle.
      3. Reserve Champion, and 3rd place will be awarded in each individual high point division. These awards are typically a horse sheet with embroidery.
  - b. Team High Point Divisions
    - i. Mini Team
    - ii. Small Team
    - iii. Medium Team
    - iv. Large Team
      1. Team High Point Division champions are typically awarded a trophy appropriate to the achievement. The trophy is designed for display in the school.
  - c. High Point District: The High Point District Award typically includes a banner, acknowledgement during the State Championship Awards Ceremony and recognition of achievement in the following year's rulebook.

## **Award Sponsorship**

One goal for the OHSET State Championship is 100% sponsorship of all awards. It is important no general operating fund monies be spent to finance the awards.

1. Award Sponsorship
  - a. Some OHSET State Championship Awards have incumbent sponsors. These individuals or businesses will be given the first right of refusal to renew sponsorship of the award.
2. Individual Event Sponsorship
  - a. Individual event award sponsorship includes placing for Champion (1st place), Reserve Champion (2nd Place) and Third Place
  - b. At the beginning of each OHSET Season, the monetary sponsorship level for individual event awards will undergo a review.
  - c. Individual Event Sponsorship contributions should cover the costs of the awards, embroidery/engraving cost, shipping, etc.
3. Team Event sponsorship
  - a. Team event award sponsorship includes placing for Champion (1st place), Reserve Champion (2nd Place) and Third Place
  - b. At the beginning of each OHSET Season, the monetary sponsorship level for team event awards will be reviewed.
  - c. Team Event Sponsorship contributions should cover the costs of the awards, embroidery/engraving cost, shipping, etc.
4. Individual High Point Sponsorship
  - a. Individual High Point Award sponsorship includes the divisions of Performance, Timed Events, Versatility and Team Events.
  - b. At the beginning of each OHSET Season, the monetary sponsorship level for individual high point awards will be reviewed.
  - c. Individual High Point Award Sponsorship contributions should cover the costs of the awards, embroidery/engraving cost, shipping, etc.
5. Team High Point Sponsorship
  - a. Team High Point Award sponsorship includes the divisions of Mini, Small, Medium and Large Teams.
  - b. At the beginning of each OHSET Season, the monetary sponsorship level for team high point awards will reviewed.
  - c. Team High Point Award Sponsorship contributions should cover the costs of the awards, embroidery/engraving cost, shipping, etc.
6. Other Awards Sponsorship Information
  - a. General award sponsorships of any denomination, from a company or individual, are welcome.
  - b. In-Kind sponsorships of goods and/or services are welcome and encouraged.

## **Value/Acknowledgement of Sponsors**

All donors will receive a Donation Receipt from either the OHSET State Championship Awards Coordinator or the OHSET State Treasurer.

**Donations: \$500 or greater**

- \* Complementary preferred vendor space at the current year OHSET State Championship
- \* Complementary advertisement in the upcoming edition of the OHSET Rulebook
- \* Printed acknowledgement of Award Sponsorships “Thank You” fliers posted at State Championship
- \* Opportunity to have flag displayed at the OHSET State Championship and flown by an athlete during opening ceremonies program
- \* Inclusion in the State Championship Awards program
- \* Personal thank you from athletes

**Donations: \$100-\$499**

- \* Printed acknowledgement of Award Sponsorships “Thank You” fliers posted at State Championship
- \* Opportunity to have flag displayed at the OHSET State Championship and flown by an athlete during opening ceremonies program
- \* Inclusion on “Thank You” page in the upcoming edition of the OHSET Rulebook. Inclusion in the State Championship Awards program Personal thank you from athletes.

**Donations: \$99 or less**

- \* Personal thank you from athletes

**Sponsorship Development**

- \* Develop a single page sponsorship page and distribute to state board list encouraging award sponsor development. Be sure to include the awards, sponsorship amount as well as the value of sponsoring an OHSET award..
- \* Contact previous year’s sponsors requesting renewal of prior sponsorship
- \* Ask each district to strive for three sponsorships per district.
- \* Work to develop relationships with sponsors outside of the organization. Seek “new” funds for the organization by targeting companies outside of the OHSET community.
- \* The State Championship is a statewide event so sponsors may reach a wider audience through advertisement of the event.
- \* Examples include hotel chains or restaurants near the current year’s State Championship or the following year’s event.

**Other Awards and Acknowledgements**

- \* District Officers recognition of service
  - o District Chairs
  - o District Vice Chairs
  - o District Youth Representatives
- \* State Board/Committee Chairs recognition of service
  - o Rules Chair
  - o Points Chair

- o Registrar
- o Scholarship Chair
- o Insurance Chair
- o Judges' Chair
- o Secretary
- o Treasurer
- o By-Laws Chair
- \* State Chair Recognized for Service
- \* Scholarships Awarded See Scholarship SOG for more information.

## **Awards' Coordinator Responsibilities**

- \* Timeline
  - o September
    - Review award expense and increase required donation if necessary
    - Identify proposed awards
    - Develop awards budget
    - Contact prior season's sponsors to determine interest in repeated award sponsorship
    - Identify potential sponsors
  - o October
    - Confirm incumbent sponsors
    - Approach new sponsors
    - Collaborate with districts to help with introduction to new sponsors
  - o February
    - Finalize awards for each class/division
    - Arrange to order products (awards), shipping, and embroidery/engraving
    - Invoice sponsors who pledged support for awards
  - o March
    - Update state board on awards and sponsors
    - Order awards
    - Follow up with sponsors with outstanding payments
  - o May
    - Two weeks prior to State Championship
    - Coordinate with state treasurer for invoicing sponsors with outstanding invoices
    - Create fliers for posting at the State Championship
    - Create and print awards program

\* Awards Ceremony

- o Enlist two volunteers to help to record names, telephone numbers, addresses, and sizes and specifics for event awards and organizing ordering (jackets, sheets, etc.)
- o Hand out awards during ceremony
- o Have athletes sign thank you cards as they pick up awards (enlist volunteer to help with this)
  - After State Championship
- o Order jackets, horse blankets or sheets as needed including tie awards.
- o Coordinate with company providing embroidery
- o Ship awards not picked up at State Championship
- o De-brief state board including a final financial accounting
- o Suggest changes and/or additions for the Awards SOG.
  - Type up and e-mail notes and details on current year's awards to OHSET Secretary and State Chair for recordkeeping

# NOTES

# Code of Conduct Policy

## Remember

OHSET events are high school athletic events; conduct is expected as such

## Who Must Adhere?

All athletes, their families, volunteers, and contractors associated with OHSET during the OHSET season, will comply with OHSET Code of Conduct standards. For the remainder of the document, these “affiliates” will be identified as “members.”

## Team Responsibilities

- Each team will have conduct expectations as a team meeting topic at the beginning of the season. Coaches and advisors will be sure all members know and understand the rules and expectations
- Teams will formulate and document in writing any necessary additional rules, guidelines, or expectations
- Each team shall take reasonable measures to insure “members” associated with their team will conduct themselves according to this Code of Conduct
- Each team will have on file with the district
  - Any written team rules
  - School code of conduct policies

## District Responsibilities

If violations occur and/or continue to occur, District officers may ask offenders to leave the event. OHSET meets function in rented facilities under our responsibility. Should the bleacher area be of “public domain” at your facility, then spectators may be remanded to that area. However, continued violations which place youth at risk in any way, can warrant a call to law enforcement to ask for the offender’s removal.

Should a removal be necessary,

- Never threaten what you are not willing to do
- Work closely with team affiliates
- Be polite, discrete, and respectful
- Work in pairs, witnesses are critical
- Document (in writing) all incidences associated with the reason for removal
- Be sure of the facts
- Be sure it’s an appropriate response
- When the decision is made, don’t waiver – contact law enforcement if necessary

## Whose Policy Takes Precedence?

1. In the interest of athletes and their families, it’s expected that each high school, the team representatives and OHSET work together to make sure discipline is carried out in the manner everyone expects.
2. School Code of Conduct – Applied first.



- Athletes shall comply with the written rules of their school district, pursue the prescribed course of study, respect the authority of the principal(s) or activity/athletic director, teachers, advisors, and coaches.
3. OHSET – Applied when the School Code of Conduct does not apply. Athletes shall comply with all team, district, and state rules and expected guidelines. When appropriate or if school policies don't apply, OHSET Code of Conduct will be utilized.
    - OSAA and USEF will be consulted as a guideline if necessary

**We Endorse and Promote the Following Values** (included, but not limited to)

- A high ethical standard
- Strong leadership
- Teamwork
- Clear expectations and communication
- Accountability
- Life-long learning
- Recognition for excellence
- Community and family participation
- A safe learning environment
- A high standard of competition
- Quality sportsmanship
- Conduct becoming and flattering any school or organization

**Misconduct includes, but is not limited to:**

- Repeated failure to comply with rules and policies or directions of OHSET officials
- Failure to treat others with courtesy
- Profanity or abusive language
- Theft, damage or destruction of property
- Cheating
- Assaults or threats of harm to people or animals
- Unlawful or inappropriate use of drugs or tobacco, including:
  - Athletes drinking any alcoholic beverage
  - Athletes smoking cigarettes or using chewing tobacco
  - Adults drinking alcohol outside their designated camping area
  - Adults smoking outside of designated areas
  - Illicit drugs of any kind
- Abuse or neglect of animals, including...
  - Excessive use of a whip, chain, spurs, or hands
  - Striking an animal in the head
  - Inhumane treatment of an animal, including ...
    - Lack of feed or water
    - Unclean conditions
- Cruelty. There are a variety of philosophies regarding cruelty. Some feel spurs and whips are cruel, others that putting horses in stalls is cruel, etc. We must do our best to keep our animals safe, content, and

un-harmed. We must also remember, the world is about perception, so if what you are doing could be perceived as harmful to the less knowledgeable, an OHSET event is probably not the place for it.

- You are an ambassador for the equine sport, OHSET, and equestrian youth
- Be certain what you are doing is not just safe for your horse, but it must also appear to not harm
- Equine discipline is necessary and acceptable. Be smart, compassionate, respectful, immediate, and composed
- Reported cruelty will be investigated rigorously

### **When a Violation Occurs**

Code of Conduct violations will incite discreet investigation and appropriate disciplinary actions

1. Verbal Warnings – Authority discretion and common sense are expected and necessary

While certain violations will carry immediate significant disciplinary action, verbal warnings, in some cases, may be an acceptable first step. However, even minor violations and verbal warnings should be documented. Repeated minor violations add up to a serious Code of Conduct issue.

2. Investigation

This is a simple exploration of facts. It may be done by team or school officials or by district or state officials. Investigations should be done by the appropriate affiliate in the highest leadership role, i.e.: Head Coach, Principal, District Chair, etc. This will depend on the infraction, the event, and the potential disciplinary action. All information should be gathered quickly using individual contact and should include written documentation of the steps taken as well as a general statement of the discussion. Once the facts are as clear as possible...

3. Follow the school's written policy, if appropriate. If the school's policy is not appropriate or is unavailable,

Clarify that the infraction is an OHSET Code of Conduct violation, then apply an appropriate disciplinary action. If action is taken by a team, please keep the District Chair "in the loop." They need to know in case future infractions occur. In the same light, should a district impose disciplinary action, the State Chair should be notified.

- Written documentation is required! Including...
  - What the infraction was
  - Who was involved (all parties, including witnesses)
  - What action was taken
  - What the consequences are if it happens again
  - Who was notified

- A written statement that describes, what, when where and what the future consequences of another violation will be. It should be signed by the athlete, the, authority figure, and the parent. Copies may be shared with all.

#### 4. Appropriate disciplinary action

This is a difficult and challenging task. No single violation will have circumstances exactly like another. Common sense, composure, and unemotional well thought-out actions must prevail. A general plan might look like this, but will depend on the “scale” and “degree” of the violation. For example, theft of district or team funds will not have the same action plan as an athlete who lost their temper and acted inappropriately...

- First Violations may include one or more of the following...
  - Plan of action for improvement
  - Apology letter
  - Loss of points for athlete or team
  - DQ for athlete or team from a class or a meet
  - Suspension from a meet
- Second Violations may include one or more of the following...
  - DQ for athlete or team from a class or a meet
  - Apology letter
  - Suspension from a meet
  - Expulsion from OHSET
- Third Violations may include one or more of the following...
  - DQ for athlete or team from a class or meet
  - Suspension from one or more meets
  - Expulsion from OHSET

It is recommended that actions which include or are similar to removing of points or disqualification, when considered, be discussed with the District Chair. Actions that include suspension or expulsion, when considered, should be discussed with the District Chair and the State Chair to maintain equitable standards and an outside perspective. If the State Chair is unavailable, the Vice Chair or Rules Chair are appropriate contacts.

Any law violation will be reported to the governing authority. For example, minors drinking alcohol, the local police will be contacted. Theft of funds will be turned over to local law enforcement.

## **Reinstatement**

### 1. First Violation

An OHSET member may be reinstated if all disciplinary actions have been met and appropriate people in authority positions (principal, coach, district chair, etc.) agree

### 2. Multiple Violations

An OHSET member may be reinstated **ONLY** if the following occurs...

- Written request for reinstatement is delivered to the district chair
- Documented evidence of behavior change AND an understanding and willingness to follow all rules, guidelines, directions, etc.
- The School, Team, Executive Board (officers) of the District and the State Board all agree an additional chance has been earned
- Finally, a 2/3 majority vote of approval by the State Board is required for reinstatement

*Revised 12/10/2014*

# NOTES

# State Championship Awards and Ceremony

## 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
- a. For example: Hunt Seat Equitation
    - (1) 1<sup>st</sup> place receives: Jacket embroidered with “OHSET State Champion 2009”
    - (2) 2<sup>nd</sup> place receives: Bridle Bag embroidered with “OHSET Reserve State Champion 2009”
    - (3) 3<sup>rd</sup> place receives: Picture Frame and picture of their choice with plaque engraved “OHSET State Championships 3<sup>rd</sup> Place 2009”
  - b. 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.
1. Team Class: Each member (including alternates) of the top three placing teams will be awarded with the appropriate medallion, as well as a “trophy”, or item of recognition, to be displayed at the winning school.
- a. 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.
2. High Point Divisions:
- a. There are four Individual High Point Divisions: Performance, Timed Events, Team Contributor 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 rulebook.
    - (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) Typically, awards are given to 1<sup>st</sup>-5<sup>th</sup> place winners in each of these high point divisions.
    - (4) High Point Team Contributor
      - This award is determined by the total number of team points earned by an individual at the State Championship Meet

- For example: If an individual competed in IHOR, Drill, Team Canadian Flags, and Bi-Rangle at the State Championship, all of the points earned in those events would be added together for his/her placing in the High Point Team Contributor award

(5) Versatility will be calculated with a 4/1 split. This means athletes must have points in both performance and timed events

b. Awards should be chosen with not only the division in mind, but also evaluated from a recognition and advertising point of view

(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.

### 3. High Point Team

a. Each size division champion will be awarded with a trophy appropriate to the achievement. This trophy is designed to be displayed in the school

### 4. High Point District

a. The high point district will be announced at the awards ceremony and is given a free advertisement in the following year's rulebook recognizing this achievement

## **B. Award Sponsorship and Financials**

1. The awards and their sponsors should be self-funded. No general fund monies should be used to finance the awards or ceremony

2. Sponsorship opportunities include

a. Individual Class sponsorship

- Class sponsorship \$200.00

b. Team Class sponsorship

- Class sponsorship \$300.00

c. Individual High Point Division Sponsorship

- High Point Division sponsorship \$150.00
- Top 5 High Point Division Sponsorship \$250.00
- These divisions have incumbent sponsors who have first right of refusal

d. High Point Team Contributor

- Suggested High Point Sponsorship \$150.00
- Suggested Top 5 Sponsorship \$250.00
- Current award sponsors should be given first choice to sponsor these new awards

(1) General Awards Sponsor

- Any company or individual is welcome to donate general

funds to be used for awards

- (i) Example of this in monetary donations: Coastal Farm Store donation when the Championships are held in Redmond or Central Point.
- (ii) Example of “in kind” donations: Smith’s Photo Studio donation of 8x10 prints for 3<sup>rd</sup> place individual class award picture frames

(2) Sponsorship entitlement:

- Companies or individuals donating over \$500.00 towards awards are given the following:
  - (i) Preferred Vendor space at State Championship meet for no charge
  - (ii) Advertisement in rulebook 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
- Companies or individual donating \$100-\$499 towards awards are given the following:
  - (i) Listing on Award “Thank You” fliers posted at State Championship
  - (ii) Listing on “Thank You” advertisement in rulebook for following year
  - (iii) Listing on Award program
  - (iv) Thank you card signed by State Board and athletes
- Companies or individuals donating \$99 or less
  - (i) Thank you card signed by State board and athletes

(3) Sponsorship Development

- Send out publication to State Board distribution list requesting sponsors and listing opportunities as well as sponsor entitlements
- Contact previous year’s sponsors to renew sponsorships
- Ask each district to strive for 3 sponsorships per district
- 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

**C. Other Recognition at the Ceremony**

a. District Officers recognized for their service

(1) Included are: District Chairs and District Vice Chairs

b. State Committee Chairs Recognized for their service



- (1) Included are: Rules, Points, Registration, Scholarship, Insurance, Judges, Secretary, Treasurer, By-Laws
- c. State Chair Recognized for Service
- d. Scholarships Awarded

(1) For details on scholarships awarded see Scholarship SOG

#### **D. Housekeeping for Awards Chair**

##### a. 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 districts help in approaching new sponsors
- (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: Two 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

##### b. 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)

##### c. After State Meet

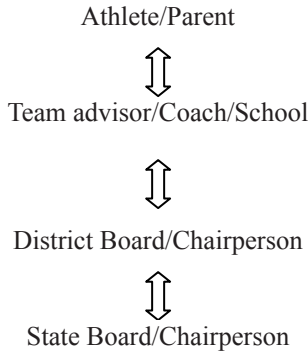
- (1) Order and ship any missing awards or any awards needed for ties
- (2) De-brief state board including a final financial accounting
- (3) Suggest changes and/or additions to Awards SOG. Type up and e-mail notes and details on current year's awards to Secretary and State Chair for record keeping

# Communication Expectations

## OHSET Policy

Our goal is to have a process of communication that follows established guidelines and encourages program improvement.

The basic process of communication flows in both directions.



Team members should be gathering support for their positions at the district meetings. Issues can be discussed with potential solutions identified and district's solution prioritized.

It is the district reps responsibility to go to their districts to "check the pulse of their constituents" on issues. Their State Board members or alternates bring that position to the state meetings for discussion. When able and appropriate, issues are discussed at the State Board, and input by the District Boards is requested.

The State Board meetings will be making decisions every month. The State Board is composed of people the teams and districts have elected to make decisions for them. ANY OHSET athlete can participate, give their input and views at ANY State Board meeting, even though they may not directly vote or bring motions. They may, however, do both of these through their district reps.

The democratic process does not ensure you will get what you want. It ensures you will have a voice, an opportunity to bring all your data and opinions before the organization, and have a reasonable attempt to try and sway a majority of votes to support your position. If you do not succeed, do not assume those who choose to vote differently must be ill-informed. They may have accurately heard all your positions, your requests for support, but choose to disagree.

Members of the OHSET State Board are spectators when visiting District Meets. They may be used as a resource, but shall not interfere with rulings of Judges or Stewardship Committee meetings and/or rulings. If a team has a concern regarding Stewardship rulings, then they will follow OHSET Stewardship Process Guidelines.

Communication with OHSET Judges should be limited to designated District/State Management. Any contact with Judges before the competition would be considered inappropriate and is discouraged by the Judges Committee and OHSET.

# NOTES

## **Combination Team Guidelines**

### **Combining School Teams**

When applying for a combination team, the following procedure will be used:

- A. Applying team(s) must have three competing athletes or less
- B. Find out which team is closest to your school, offers OHSET, and qualifies as a sponsoring team.
- C. Contact the head coach and verify number of riders on this team (there is no limit on the sponsoring team size)
- D. Verify with OHSET that it is the closest school offering this sport
- E. Prepare the application and endeavor to get the consent and signature of the head coach and advisor of both schools
- F. Plan a meeting with the coach of the sponsoring team
- G. Meet with the sponsoring school's head coach and advisor (with the head coach at your side) and request the approval of a combination team
- H. Present the completed application to your District Board for approval
- I. If approved at the district level then the District Chair will notify the State Board immediately. (NO State Board approval is required.)

Applications will be entertained beginning October 1st. Combination team applications will no longer be considered after January 31st of the current season.

# NOTES

## Co-op Sponsorship

### 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 agenda**
  - 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 General Rules, Cooperative Sponsorship, for definition of Team, District and State Co-ops. Depending on your status, you may then apply to the nearest school or district that offers our program and meets the size conditions as a sponsoring entity.

Questions regarding Co ops 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.

**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 the 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.

*Cooperative Sponsorship SOG updated: 12.28.2012; rev 3*

## Eligibility

**For the purpose of this document, “team” refers to the entire school team (Smithville High School) NOT a specific event team.**

### Goals

1. To ensure that any high school student, regardless of race, creed, sex, ability or skill level, physical or mental challenge may participate in OHSET.
2. To protect the integrity of competition between schools, as in other more traditional high school athletics.

### Generally

1. Athletes will represent the school which they attend. (Schools without teams must follow co-op guidelines.)
2. A student may participate in OHSET for up to four (4) consecutive years, eight (8) consecutive semesters, or the equivalent after entering the 9<sup>th</sup> grade.
3. Only students who represent high schools may participate. No unattached individuals may participate.
4. Each athlete is responsible for their own health/accident insurance.
5. The athlete must meet the scholastic requirements of OSAA athletes at their school.
6. The athlete must attend a minimum number of classes as required of OSAA athletes at their school.
7. Teams may NOT require certain skill level or participation in specific classes as a condition for membership on the team.
8. Team size may NOT be limited.
9. Athletes and their families must sign and abide by OHSET’s Code of Conduct.

Questions of eligibility may arise for various reasons. Included, but not limited to: homeschooled athletes, private/charter school athletes, co-ops, requests by athletes, families, or school administrators.

### Process

Athletes should participate representing the high school which they attend. Exceptions will be dealt with on a case by case basis.

1. Student participation eligibility will be determined utilizing the OSAA guidelines for varsity sports, combined with their high school’s criteria for participation in OSAA varsity sports. Exceptions require OHSET State Board approval.
2. Exception requests will be brought directly to the State Board. The Eligibility Committee Chair will do as much investigation as possible, if necessary.
  - a. Exceptions will NOT be the norm
  - b. Decisions will be made with an eye toward competitive integrity
  - c. Family convenience will NOT be considered a basis for exception
  - d. General team unhappiness will not be considered a basis for exception
  - e. Exceptions may be made if they are determined to be in the best interest of the OHSET organization, the athlete and their families, and teams involved.



3. Decisions will be made following the process as with any other vote of the State Board, and are considered final.

### **Homeschooled Athletes**

A student, who meets the homeschooled eligibility standards established by Oregon law, may represent a public or private school, located within the public school's attendance boundaries, in which the student and parents of the student reside (curb address). If that school does not have a team, then they would ask that school to follow the co-op process in order for the homeschooled athlete to participate.

### **Private/Charter School Athletes**

If an athlete attends a private/charter school, an OHSET team may be formed, and athletes would ride representing the private/charter school or their co-op. However, if the private/charter school will not support an OHSET team or a co-op, then the athlete would ride with the public school, within whose attendance boundaries the student and parents of the student reside (curb address).

### **Investigation**

The Eligibility Committee and Eligibility Chair will investigate all alleged violations. A violation of eligibility rules or guidelines will be a Code of Conduct violation that could result in the loss of individual and/or team points and/or athlete removal from the team and/or other punishment deemed appropriate.

### **The Decision**

The decision will be delivered by the State Chair to all interested/affected parties.

Cooperative Sponsorship SOG updated: 11/13/09 rev. 2

# Judges & Judge's Committee Standard Operating Guidelines

## Hiring and Managing OHSET Judges

- A. All correspondence regarding OHSET judges will be directed to the OHSET Judges Committee Chair.
- B. Each district will be responsible for hiring and managing the judges they need for each district meet. The following procedures should be followed to maintain consistency.
  1. Selecting judges
    - a. OHSET carded judges shall be considered before all others followed by 4-H, WHO, USDF, USEF, or other state and national associations deemed appropriate by OHSET.
    - b. If there is an emergency and no carded OHSET judge is available, an OHSET apprentice judge may be used.
    - c. If no OHSET carded or apprentice judges are available, a non-OHSET judge may be used.
  - C. The judges' list will be updated annually and posted on the OHSET website; each carded OHSET judge will be listed, and displayed with their qualifications, brief biography, and picture.
    1. When speaking with judges, consider the following discussions:
      - a. Are they available the dates needed?
      - b. Are they comfortable, and qualified in what needs to be judged?
      - c. Do they need a hotel room or camping reservations?
      - d. Are they comfortable with doing a meeting with contestants?
      - e. Are there any possible relationship (student/relative) conflicts?
      - f. The Judges' Committee chair is also available as a resource for researching judges.
    2. Contracting Judges
      - a. Once a verbal agreement has been reached, the district should send a contract out within 2 weeks.
      - b. Contracts must include the following minimum requirements
        - 1) Current Judging Fee; State mandated fee schedule is as follows
          - (a) 0-4 hours \$100
          - (b) 4-8 hours \$200
          - (c) 8-12 hours \$275
        - 2) Travel reimbursement
          - (a) \$0.50/mile
        - 3) Meal and lodging arrangements
        - 4) Events to be judged
        - 5) Start time
        - 6) Date(s) of meet
        - 7) Location of meet
        - 8) Contact number of district person responsible for answering questions
      - c. Send two signed copies of contract with self addressed stamped envelope. The judge then signs, and returns one.
      - d. After contracts have been returned, report all judges hired to the

judges' committee chair for record keeping. Include a listing of classes they are expected to judge

D. During Competition

1. Prior to beginning events meet with judges to ensure all parties are up to date on any pattern or class clarifications.
2. Verify that judges received copies of drill patterns and answer any associated questions.
3. District personnel should facilitate a meeting between judge and contestants.
4. District Personnel should be available at the start of each event to ensure the judge has all needed equipment and that the course is set correctly.
5. Provide opportunities for meal and general breaks.
  - a. After Competition
    - 1) Be prepared to pay judges at the conclusion of the competition.
    - 2) Provide judge evaluation forms for each coach and interested parties to complete
    - 3) A District representative (chair, vice chair, judges' chair) should complete an evaluation on each judge.
    - 4) Evaluations should be gathered and sent to the judges' committee chair within two weeks of competition.
      - (a) Blank evaluation forms are available on the OHSET website.

**Judges' Committee**

- A. Judges' committee will be made up of the following positions:
  1. Judges' Committee Chair (appointed by state chair approved by state board)
  2. State Chair
  3. State Vice Chair
  4. State Rules Chair
  5. Judge at Large (volunteer position approved by Judges chair)
  6. District Officer at Large (volunteer position approved by Judges chair)
- B. Committee will manage all OHSET judge data, administer the judges list, design patterns, score sheets, provide training, and work to keep all judges informed and prepared.
- C. Committee reports to the judges' chair who reports to the state board.
- D. Provide timely feedback to judges, apprentices, and district personnel as needed.
- E. Any requests for exceptions to standard guidelines will receive a committee review and may only be approved by a unanimous committee decision.
- F. Committee will be responsible for the upkeep and maintenance of judging standard operating guidelines.
  1. The committee will meet annually to review any needed changes, additions, or clarifications

## **Becoming an OHSET Judge**

- A. Must be a minimum of 20 years old at time of application.
- B. Apprenticeship for new judges without significant prior experience.
  - 1. Prior to beginning apprenticeship program the following criteria must be met:
    - a. Attend most recent OHSET judges clinic
    - b. Pass the current years judges' test with score of 90% or higher (open book)
    - c. Have experience with score sheets either by scribing for a judge or by auditing classes with senior judges (standing with judge and observing process)
    - d. Turn in a judge's profile sheet as well as biography and picture to the Judges committee chair
  - 2. Once on the Apprentice Judges' list the following criteria must be met prior to moving to carded judges list:
    - a. Apprentice each class you wish to be qualified in a minimum of three times at district meets.
      - 1) Must apprentice each class under three different senior judges.
        - (i) For the apprentice experience to be valid, senior judge may NOT be an immediate family member.
      - 2) Must receive three positive evaluations from senior judges, for each class.
    - b. Apprentice for a minimum of one year.
    - c. After the apprentice has received 3 positive evaluations for each class they wish to judge and they feel they are ready, their file will be reviewed by the judge's committee. The committee will either approve the move to judge's list, or if there is concern regarding the apprentice's ability the committee may require further action by the apprentice as outlined below.
      - 1) Additional apprenticing experience with selected senior judges.
      - 2) Meeting with Judges' committee.
      - 3) Mentoring sessions with selected senior judges.
      - 4) Additional auditing experience with selected senior judges.
    - a. After additional requirements have been met, the committee will review the apprentice's file again.
      - 1) The committee will at this time either move the apprentice to the judges list, or remove from the apprentice list if the apprentice is not prepared to become an OHSET judge.
- 1. Apprenticeship for experienced judges carded in other recognized organizations i.e.; 4-H, OHA, ODF, USEF, WHO etc.
  - 1) Submit an up to date resume' including a minimum of 5 professional, judging related, references and permission to contact references.
  - 2) Attend a meet with a senior judge and audit or apprentice each event they wish to be carded for.
  - 3) This may be done prior to attending an OHSET Judges' training
  - 4) Attend an OHSET Judges Training.

- 5) Pass the most current OHSET Judges test with a score of 90% or higher (open book)
  - 6) Receive approval from the Judges Committee
  - 7) Turn in a judges profile sheet as well as biography and picture to the Judges Committee chair (available on the OHSET website).
2. Once moved to the judges list from the apprentice list, all apprentices (prior experience or not) will have a one year or a three meet (whichever is longer) probationary period. During this period judges may be asked to fulfill the following criteria:
    - 1) Periodic meetings/discussions with Judges' Chair and or Judges Committee.
    - 2) Additional apprenticing if judge receives unfavorable evaluations.
    - 3) Additional time in probationary period.
    - 4) Judges 'List; once placed on the judges list the following criteria must be met to remain on list:
      - a) Attend a minimum of every other OHSET Judges' Training.
      - b) Score 90% or higher annually on the OHSET Judges Test (open book)
- C. Guideline's for Apprenticing
1. Apprentice must get permission from the district as well as the senior judge
    - a. Apprentice may contact the district chairs to determine what judges they have hired, or they may contact specific judges individually and request to apprentice.
  2. Apprentice shall provide blank evaluation forms with addressed, stamped envelopes to the district chair as well as the senior judge for return to the Judges Committee chair.
    - a. The senior judge and district chair will be expected to return apprentice evaluations within one week of the competition.
  3. Performance Events:
    - a. Apprentice shall stand in the arena with judge, but not close enough to hear the judges scores as they dictate to their scribe
    - b. Apprentice shall provide their own score sheets and will use colored paper so that they cannot be confused with the official score sheets.
    - c. Senior Judge and apprentice will review comments and scores during or at the conclusion of each event
      - 1) This should be done at some point during the meet or immediately after. It should not impact the meet schedule
  4. Timed Events:
    - a. Apprentice shall stand with the judge in a safe location.
    - b. Apprentice shall be responsible for bringing any additional equipment such as: stop watch, flag, etc.
  - c. Senior judge will make all calls first, then discuss with apprentice afterward.

#### D. Senior Judge Designation

1. Only judges designated as senior judges may be used to apprentice with. Senior judges will be responsible for working with, and teaching judges new to OHSET. The following are expected roles of the Senior judge
  - a. Meet with apprentice before events begin to go over rules, clarifications, and expectations
  - b. Give appropriate feedback to apprentice regarding comments, scores, and overall performance.
  - c. Complete apprentice evaluation form (provided by apprentice) and mail to judges chair within one week of the competition
  - d. Be available to meet with judges' chair if needed.
  - e. For a judge to earn a Senior Designation the following criteria must be met:
    - 1) Must have 2 years experience and have judged a minimum of 6 meets in at least two different districts.
    - 2) Remain in Good standing.
    - 3) Judges Committee review
      - a) After the first two conditions have been met the judges committee will automatically review the judges file and notify the judge if they have been given a Senior Judge designation.

#### **Guideline's for appropriate Judge's conduct**

- A. A judge will only accept contracts for classes they are qualified to judge and should let district officials know of any lacking qualifications
- B. Judges will only be deemed qualified in classes in which they can demonstrate knowledge, have previous judging experience in, or have favorable apprentice evaluations in.
- C. An OHSET Judges' card is a privilege and may be revoked at any time by a unanimous judges' committee decision.
- D. OHSET Judges' shall always act in a manner conducive to working with youth and volunteers.
- E. OHSET Judges' will be appropriately and professionally dressed.
- F. Follow code of conduct and any district rules.
- G. Remain in Good Standing
  1. Minimum qualifications in order to be considered in good standing
    - a. Maintain a majority of positive evaluations.
    - b. Annually update profile and biography with judges' chair (forms available on OHSET website).
    - c. Annual conference (phone, e-mail, or in person) with judges' chair.
    - d. Follow code of conduct.
- H. Falling out of Good Standing.
  1. If any of the following conditions happen the judge will no longer be considered in Good Standing, and after review may be removed from the OHSET judge's list.
    - a. Majority of unfavorable evaluations.
    - b. Code of Conduct Violation.
    - c. Failing the annual OHSET Judges' test.

- d. Miss 2 or more consecutive OHSET Judges' trainings
- e. Failure to remain actively judging (Judge at least one meet every two years).
- f. Any other action that the judges committee feels is detrimental to OHSET

I. Actions taken

- 1. If a judge falls out of good standing the judge will be notified immediately by the judges' chair and after a committee review, may be asked to comply with any number of the following actions :
  - a. Probation period
  - b. Additional apprenticing with selected senior judges.
  - c. Meeting with Judges Committee.
  - d. Removal from Judges List (or senior designation removed).

**Becoming Inactive by Choice or Circumstance**

- A. Judges may also request a voluntary removal from the judges list at anytime by contacting the judges' committee chair.
  - 1. Request should be in writing
  - 2. If the judge is in good standing, they will be placed on "inactive status" for a term not longer than 3 years;
- B. If the judge returns in 3 years or sooner
  - 1. They must request, in writing to be placed back on the list
  - 2. They may begin judging immediately
  - 3. They must attend the next possible opportunity for OHSET Judge Training or risk being removed from the list until training is completed.
- C. If the judge requests to return after a 3 year hiatus
  - 1. They must request, in writing to be placed back on the list; this request should include a pertinent up to date resume' or list of judging and horse industry experiences
  - 2. They must attend an OHSET Judges' Training before judging an OHSET meet
  - 3. They will need to meet with or communicate with the current judges' chair
    - a. The Judges' chair will inquire about judging and industry experience during the hiatus
    - b. The Judges' chair will then meet with Judges' committee members to determine a course of action
      - 1) This course of action will depend on many criteria, included but not limited to:
        - a) Judge's standing when they left OHSET
        - b) Judge's relative experiences since being removed from the OHSET list
        - c) Will likely include apprenticing at least one meet with satisfactory evaluations in the major areas of judging.

## Re Districting

### Goals:

1. To provide manageable size districts
2. To protect the integrity of competition between schools and districts, as in other more traditional high school athletics

### Currently:

1. Eight districts exist:
  - a. Central
  - b. North East
  - c. North Valley
  - d. North West
  - e. Southern
  - f. South Valley
  - g. Tri-River Valley
  - h. Willamette
2. Districts were last re-assigned in 2008

### Process:

1. If a need for re-districting is evidenced, the State Board will assign a committee to investigate the options, determine needs, and review current maps and district lines
2. This committee will be made up by the State or Vice Chair and a representative from each district
3. The committee must first consider and address the following four criteria before considering supplemental criteria:
  - a. Safety of student participants and spectators, parents and other spectators, and school and other personnel
  - b. Minimizing loss of student instructional time
  - c. Minimizing the expenditure of school district and student and parent participant funds
  - d. School enrollment data
4. The committee may also consider the following supplemental criteria, in addition to any others they deem relevant:
  - a. District Budgets
  - b. Facility Size and Availability
  - c. Athlete Travel
  - d. Number of Athletes per District
  - e. Human resources and available leadership
5. The committee will meet as deemed necessary by the State Chair/Vice Chair and prepare a proposal, including a transition time-line, to be presented to the State Board
6. After the proposal is presented to the State Board at a regular meeting, board members, re-districting committee members, or district chairs, will take the proposal back to their districts for review AND specifically meet with teams who will be expected to move



7. The State Board will consider feedback, alter the proposal as deemed appropriate, and vote on the final proposal at the next scheduled meeting. The vote will be determined as with any other state board vote
8. Schools expected to move will be voted on individually

Appeals:

1. Since the process is public and all affected districts are participatory, appeals should not be necessary
2. However, if a school feels they have grounds for appeal, they may apply in writing, addressing their request to the State Chair
3. In order to be considered, the appeal request must include:
  - a. The reason(s) for appeal. “Not wanting to change” is not a reason for appeal
  - b. The contact person for the school – who is submitting the request
  - c. Must be signed by a school administrator, the coach and advisor of the team
  - d. Must be submitted within 45 days of the official notice (State Board Vote)
4. Appeals will be dealt with on a case by case basis, by the State Board. Those who appeal should expect to be present at the next State Board meeting following their submission in order to answer questions.
5. Granting an appeal will be by vote of the State Board, as with any other vote. Their decision will be final

Maps:

Current maps outlining district boundaries are available upon request.

Revised 12.1.2012

## **Refund Policies:**

Oregon High School Equestrian Teams (OHSET) STATE and DISTRICT boards believe that to facilitate interscholastic competition, promote a sound program of educational enrichment value and encourage a cooperative, democratic process of fair and good horsemanship with youth focus, it is important to be a good steward of financial resources.

To that purpose, OHSET will not refund any State or District registration fees after the first meet of the participant's district season begins.

The only exception to this rule will be when the athlete did not compete in any class at that first meet and follows the appropriate procedure outlined below.

### **PROCEDURE:**

Refund must be applied for within one week of first meet to District Chair. Requests for refunds must be presented to District Chair via E-mail or ground mail. (Postmark or e-mail date will determine date of request).

If the refund is approved by the District Chair, all refunds will be minus a \$70 charge to cover administrative costs, including purchase of liability insurance that was in effect for the rider, whether they competed or not. (\$60.00 to State and \$10.00 to District)

### **POLICY FOR STALL FEES:**

District Stall Fees:

District policy for stall refunds will be defined by each district  
State Stall Fees & Camping Fees are non-refundable

# NOTES

# Riding Practices

## Supervision

- There must be a registered coach/advisor, 21 years or older present for the entire practice. No exceptions.
  - Practices will be run by registered coaches or “short-term” registered volunteers.
- Safety must be a priority.
  - Properly adjusted, engaged helmets are required for all mounted or driving athletes.
  - Boots w/heels are required by all athletes while mounted.
  - Bridles are required by all mounted athletes.

## Who may ride?

- All *registered* athletes and coaches may ride. If space is an issue, coaches should concede space to athletes.
- No family members or potential athletes may ride.
- Clinicians may ride at their own risk while teaching.

## Arena requirements

- The arena should be safe footing as determined by the coach(es) present. It should be fenced and enclosed on all sides.
- The arena should be large enough to safely manage the numbers of athletes present; this is the decision of the coach present at the practice.
- There should be *no* public usage or non-team member/coaches riding in the arena during scheduled practice times.
- In the event private time is not available in an arena, then the arena must be clearly split with cones or other objects; team members must stay on their side and public, or barn patrons must ride on the other side during scheduled practices. This option should not be used as a mechanism to allow family members to ride. It is only available if private time cannot be scheduled and barn patrons must have access.
- Advisors, coaches, parents, etc. who also own a facility that meets the needs of the team, may charge a reasonable (typical) “haul-in” fee, but they may *not* require team members to board at their facility.
- ALL practice facilities, their owner(s), and physical address must be provided annually to OHSET Insurance Chair before practice begins.

## OHSET Practice/Event Definition

- An OHSET Practice is defined as
  - Any event that an athlete is expected to attend and participates with other team members
  - Any event where team funds are used
  - **Any event where an OHSET coach is present and coaching**
- At any of the events listed above (not limited to) all OHSET rules must be followed including riding with bridles and athletes wearing:
  - **Boots**
  - **Helmets**

## Vaccinations

- Annual vaccines are encouraged. Check with a local veterinarian for specifics.
- Certain vaccinations may be required by facility providers.

## Dogs

There may be NO dogs (large, small, cute or ugly) in or near the arena or other places where horses may travel. The exception, of course, is service dogs. However, if the service dog is in an area causing a problem, please remove all people and dogs from the area.

## Schedule

- Riding practices should follow a regular practice schedule. If practice times or location need to be changed, reasonable notice must be given.
- Consideration must be made for extreme temperatures.
  - Coaches must remind athletes that hot horses should
    - be “cooled” before loading for home
    - should not drink much water immediately following a hard work out
    - should wear a cooler/blanket in open trailers
  - Practice schedules and expectations should be a part of the written team rules. This includes any minimum requirements or mandatory attendance, to participate at meets or meet lettering guidelines.

## Accident or Injury

- Any accident or injury to registered athletes or volunteers, must be reported using the appropriate form, filled out according to severity. **This form is to be completed whether medical attention is necessary or not.**
- Any accident or injury to spectators (unattached to team members) must also be reported using the appropriate form.
- All forms are available online at [www.ohset.com](http://www.ohset.com)
- Coaches may want to have copies of athlete health forms nearby

Revised: 12.1.2013

## Scholarship Process Guidelines

**Goal:** To award scholarship money to deserving graduating OHSET seniors. To give a fair process for choosing State Scholarship recipients from each district.

**Process:**

- A. Each applicant will fill out and return all forms and applications.
- B. Applications and forms will be sent to the State Scholarship Committee Chair.
- C. Applications and forms will then be forwarded to all District Committee members.
  - a). Applicants will be checked for eligibility.
  - b). Each committee member will evaluate and score each applicant.
  - c). Applicants will be divided into Districts.
  - d). Applicant with the highest total score from each district will receive the scholarship.
- D. District Chairs will be notified of scholarship winners before they are announced at the State Meet.
- E. In the case that no applicants are eligible from a district that money will then be divided between eligible recipients from other districts.

**Members:** State Scholarship appointed Chairperson. Plus each district will have one Scholarship Committee member, chosen by each respective district.

**Deadline:** Each applicant must have their application and forms submitted and received by the Scholarship Chair, no later than midnight three weeks prior to the State Meet.

- Incomplete applications will not be judged or considered.

Revised 12.1.2012

# NOTES

## Stewardship Process

**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*. (Available on the OHSET website, [www.ohset.com](http://www.ohset.com).)

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 group discussion is complete, a short time will be allotted for district representatives to discuss their vote, a motion will be entertained and a vote and decision based on majority rule. This meeting is not open to the public.

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

### District Stewardship

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



# NOTES

## **Team Penning**

### **Settling the herd in Team Penning**

A single pen of cattle in the arena (18 to 27 head) with visible numbers.

1. All cattle shall have numbers
2. Three (3) of each number for each herd
3. Numbers, where applied, must remain easily visible; not folded or obscured in any way.

Herds will be settled by riders on horseback for a minimum of 3 minutes. Cattle will be bunched in the center of the fence farthest from the pen. Prior to starting the actual settling, the cattle will stand bunched on the fence briefly allowing them to settle down and relax (not attempting to escape). There will be no more than 4 line holders and only one horse and rider in the herd.

The “settler” will begin settling by arcing around the herd holding the cattle in a bunch, then they will enter the middle of the herd at an easy pace, pushing the cattle to the corner, where the line man will roll the cattle back to the herd.

The “settler” will then repeat this on the opposite side.

This will be repeated on each side 2 to 5 times depending on how wild the cattle are.

The cattle then will be re-bunched on the fence and slowly driven (at a walk) down the arena into the pen (the back side of which is to be open).

The cattle will be allowed to drift back to the fence, then re-bunched, then removed from the arena.

The same procedure will be followed for all herds.

*Revised 12.10.2014*

# NOTES

## Daubing and Roping Timer

1. Official Timer
  - a. The timer shall set the steer eye 6 ft from the front of the chute.
    - i. Eye shall be sited on the line, far enough back to be safe.
  - b. Horse eye shall be set chest high even with the front of the chute in the heeler box.
  - c. The timer shall check to assure that the batteries are functional in the sending and reflecting eyes and the time reader.
  - d. The Official Timer will stand near the time line, holding the timer box, facing the judge on horseback in the arena.
  - e. The steer will start the time.
  - f. The Official Timer will push the stop button on the timer, when the judge on horseback drops their flag.
2. The Backup Timer will stand near the start line.
  - a. The Backup Timer will start their stopwatch when the line judge drops their flag.
  - b. The backup timer will immediately face the arena judge on horseback, and stop their time when
    - i. The arena judge on horseback drops their flag.
  - c. The official and the backup time will be recorded in the arena.
  - d. The official time will be called up to the announcer after the judge has approved the time.
  - e. The official time will be recorded in the announcer booth.
  - f. The arena recorded time will be the official time sheet.
3. An Electronic Eye type of timer will be used if at all possible.
  - a. All events will be measured and recorded to the thousandths place (16.001). Additional numbers beyond the thousandths place will be dropped, no rounding.

The same for Daubing, exception is rider may leave from either side of the box.

*Revised 12.10.2014*

# NOTES

## TIMER'S GUIDELINES

- 1) Timed Events (Gaming)
  - a) The timer shall set the clocks and timing poles at the time line.
    - i) Clock shall be placed on the line.
    - ii) Timing poles shall be placed on the off course side of the time line.
  - b) The timer shall check to assure that the batteries are functional in the sending and reflecting eyes and the time reader.
  - c) Barrels, Poles, Keyhole, Individual Flags:
    - (1) The Official Timer will sit or stand near the time line .
    - (2) The Backup Timer will sit or stand on the line behind the eye.  
This person will start
      - (i) Their stopwatch when the equine crosses the the start line, and stop their
      - (ii) Watch when the equine crosses the finish line.
    - (3) The Times from the Official and Backup times will be recorded in the arena , and
      - (i) checked by the Judge. This will be the official record.
    - (4) The Official Time will be radioed up to the Announcer, which will be repeated, then announced and recorded in the Announcer Booth.
- 2) Timing events in which the eye does need to be turned off. Figure 8, Canadian Flags, and Birangle
- 3) The Official Timer shall sit or stand near the start finish line.
- 4) The eye will be turned to the “eyes off” position approximately two seconds after the first crossing of the start line.
  - a) For Figure 8, the eye will be turned to the “eyes on” position approximately 2 seconds after the second crossing of the start/finish line.
  - b) For Canadian Flags, the eye will be turned to the “eyes on” position approximately 2 seconds after the fourth athlete has crossed the start line.
  - c) For Birangle, the eye will be turned to the “eyes on” position approximately 2 seconds after the second athlete has crossed the start line.
- 5) The Backup Timer shall sit or stand on the line behind the eye.
  - a) The Backup Timer will start his/her watch as the equine crosses the start line.
  - b) Stop watch: For Figure 8, the athlete has turned both poles and has crossed the start/finish line for the third time.
  - c) For Canadian Flags, the fourth athlete has crossed the finish line.
  - d) For Birangle, the second athlete has crossed the finish line.
- 6) Both the Official Times and the Backup Times will be recorded in the arena.
- 7) The Official Time will be radioed up to the announcer, and repeated. The time will be recorded in the announcer booth.
- 8) The official time sheet will be the arena sheet.

# NOTES

## State Treasurer Expectations

The OHSET Treasurer will be expected to know and understand generally accepted accounting principles and practices. The treasurer must have the ability to communicate orally and in writing, and participate as a team leader and team member within the management of OHSET. This person must also have competent computer skills, experience with QuickBooks, MS Excel and Email. Preference will be given to someone not holding another board position.

### Responsibilities

- Responsible for all financial matters related to OHSET income and expenses
  - Bank deposits
    - ◆ Timely processing of monies for deposit
    - ◆ Maintain copies of all supporting documents related to every deposit
    - ◆ Post deposit information in QuickBooks for every deposit
    - ◆ Monthly Bank Reconciliations
  - Bill payments – Accounts Payable
    - ◆ Timely processing of accounts payable
    - ◆ Review all invoices, ensuring the expense is an allowable/ approved OHSET expense – if unsure, ask
    - ◆ Post all invoices and expense payments to QuickBooks for payment processing
    - ◆ Print checks and send on to OHSET Board Member with signing authority
    - ◆ Maintain copies of all supporting documents related to every expense payment, this may include but is not limited to invoices, email messages, receipts, etc.
    - ◆ No Board Member is allowed to sign checks when they are the Payee
  - Customer invoices – Accounts Receivable
    - ◆ Timely processing of all accounts receivable
    - ◆ Prepare and post customer invoices in QuickBooks
    - ◆ Print and mail invoices and/or electronically send invoices to customer for payment
    - ◆ Maintain copies of all records associated with customer invoice and include with deposit records upon payment (No need to keep set of separate accounts receivable documents as they are available electronically)
    - ◆ Reconcile accounts receivable and send customer statements and/or additional reminder invoices as needed
- Responsible for keeping all OHSET financial records up-to-date in QuickBooks
- Responsible for reporting all financial information to OHSET Board of Directors



- Monthly detailed bank account activity reports to Board
- Monthly detailed deposit activity reports to Board
- Other financial reports as requested
- Treasurer will act as the liaison between OHSET and the OHSET accounting firm
  - Contact accountant annually for filing of non-profit income tax reports
  - Send QuickBooks data file to accountant for income tax processing
  - Communicate with accountant on any matters related to or from the Internal Revenue Service regarding OHSET tax filing
  - Contact accountant with questions as needed
- Attends OHSET State Board meetings and other special meetings as requested
- Attends OHSET State Championship, voluntarily or as requested
  - Process invoices and payment requests
  - Make bank deposits
  - Provide assistance where needed
- Works collaboratively with District Treasurers, ensuring compliance with OHSET financial reporting guidelines
  - Develop and distribute semi-annual reporting documents for district use
  - Annually, audit two district's financial records
  - Assist district treasurers as needed
- Other duties
  - May be asked to research financial services and investment options for OHSET funds, and report to State Chair and/or Board
  - Other agreed upon duties as deemed appropriate by the State Chair and/or State Board

## Treasurer Expectations

- The District Treasurer should know and understand generally accepted accounting principles. The treasurer must have the ability to communicate orally and in writing, and participate as a district leader and member.

## Responsibilities

- Responsible for all financial matters related to district income and expenses.
  - Prepare an annual district budget and forward to the State Treasurer by October 1<sup>st</sup> of competition year.
  - Fundraisers
    - Proceeds from fundraisers should be counted by two people at time and place of event, if possible, prior to being deposited. Cash received from teams or others should be receipted.
  - Bank deposits
    - Timely processing of monies for deposit.
    - Maintain copies of all supporting documents related to deposits.
    - Monthly Bank Reconciliations.
    - Maintain a positive balance in account.
  - Bill payments – Accounts Payable
    - Timely processing of bills.
    - Never issue checks unless the account has the funds to cover the expense.
    - Review all invoices, ensure the expense is allowable under the approved budget or approved by the district.
    - Prepare checks and have a district officer with signing authority sign the checks. The treasurer should not be a signer on the account.
    - Debit cards are allowed, but must be set up at the bank to not allow cash back or the ability to obtain cash from an ATM. When debit card is used, the purchaser must get receipts and all original receipts must be turned in to the treasurer in a timely manner
    - Credit cards are not allowed at any time.
    - Maintain copies of all supporting documents related to every expense payment, this may include, but is not limited to invoices, email messages, receipts, etc.
    - No district officer is allowed to sign checks when the check is payable to themselves or their family member
    - Funds can't be paid to team/coaches/advisors/parents/athletes unless it is to reimburse for allowable OHSET expenses.

- Responsible for keeping all district financial records.
  - Review monthly bank statements and check registers of teams that utilize the OHSET tax identification number.
- Responsible for reporting all financial information to the district.
  - Monthly detailed bank account activity reports
  - Monthly detailed deposit activity reports
  - Other financial reports as requested
- Responsible for reporting all financial information to the state
  - Prepare semi/annual financial report and forward to the State Treasurer
  - Contact the OHSET State Treasurer with questions as needed
- If district dissolves or becomes inactive, District Treasurer will turn in all remaining funds and inventory to the State Board to be used or held depending on the circumstances and the State Board's directive.

Transparency is critical to the success of this position. Timely reporting, accurate accounting, and suitable back up documents are all important elements. Organization, attention to detail, and the ability to communicate the expectations for transactions is also important to the District Treasurer's success.

1.3.2010

# Team Treasurer

## Standard Operating Guidelines

### Treasurer Expectations

- The Team Treasurer should know and understand generally accepted accounting principles. The treasurer must have the ability to communicate orally and in writing, and participate as a team leader and team member.

### Responsibilities

- Responsible for all financial matters related to team income and expenses
  - Fundraisers
    - Proceeds from fundraisers should be counted by two people at the point and time of receipt, prior to being deposited.
  - Bank deposits
    - Timely processing of monies for deposit – within the week of receipt
    - Maintain copies of all supporting documents related to deposits.
    - Monthly Bank Reconciliations.
    - Maintain a positive balance in account.
  - Bill payments – Accounts Payable
    - Timely processing of bills.
    - Never issue checks unless the account has necessary funds to cover the expense.
    - Review all invoices, ensure the expense is allowable and approved by the team or an adapted budget.
    - Prepare checks and have a coach/advisor/team member with signing authority, sign the checks. The treasurer should not be a signer on the account.
    - Debit cards are allowed, but must be set up at bank to not allow cash back or the ability to obtain cash from an ATM. When debit card is used, the user must maintain all receipts and turn the originals into the treasurer in a timely fashion.
    - Credit cards are not allowed at any time.
    - Maintain copies of all supporting documents related to every expense payment, this may include, but is not limited to invoices, email messages, receipts, etc.
    - No coach/advisor/team member is allowed to sign checks when the check is payable to themselves or their family member
    - Funds can't be paid to coaches/advisors/parents/athletes unless it is to reimburse for allowable

#### OHSET Team expenses.

- Responsible for keeping all team financial records.
- Responsible for reporting all financial information to the team and District Treasurer.
  - Monthly detailed bank account activity reports.
  - Monthly detailed deposit activity reports.
  - Other financial reports as requested.
  - Send monthly bank statement and copy of check register to District Treasurer.
- Treasurer will act as the team liaison between and the OHSET District/ State Treasurer.
  - Prepare semi/annual financial report and forward to the District Treasurer who will review and forward to the State Treasurer.
  - Contact the OHSET District/State Treasurer with questions as needed.
- If team dissolves or becomes inactive, Team Treasurer will turn all remaining funds and inventory over to the State Treasurer for safe keeping. These funds and inventory will be held in trust for up to 4 years, and be returned to the team if they become active.

Transparency is critical to the success of this position. Timely reporting, accurate accounting, and suitable back up documents are all important elements. Organization, attention to detail, and the ability to communicate the expectations for transactions is also important to the Team Treasurer's success.

## Equine Inherent Risk Law

---

**The OREGON HIGH SCHOOL EQUESTRIAN TEAMS, INC. program is a school related equine activity. Therefore, all activities are subject to the Oregon State EQUINE INHERENT RISK LAW. ORS 30.687~30.697**  
**By your presence at these activities you have indicated that you have accepted the limits of liability resulting from inherent risks of Equine Activities. All persons associated with OHSET will be regarded as participants and are limited by the inherent risk law.**

---

## Equine Inherent Risk Law

---

**The OREGON HIGH SCHOOL EQUESTRIAN TEAMS, INC. program is a school related equine activity. Therefore, all activities are subject to the Oregon State EQUINE INHERENT RISK LAW. ORS 30.687~30.697**  
**By your presence at these activities you have indicated that you have accepted the limits of liability resulting from inherent risks of Equine Activities. All persons associated with OHSET will be regarded as participants and are limited by the inherent risk law.**

---

### Equine Activity Statute State of Oregon

OREGON REVISED STATUTES TITLE 3. REMEDIES AND SPECIAL ACTIONS AND PROCEEDINGS CHAPTER 30. ACTIONS AND SUITS IN PARTICULAR CASES ACTIONS ARISING OUT OF EQUINE ACTIVITIES ORS s 30.687 (1993) 30.687.

Definitions for ORS 30.687 to 30.697.

For the purposes of ORS 30.687 to 30.697:

- (1) "Equine" means a horse, pony, mule, donkey or hinny.
- (2) "Equine activity" means:
  - (a) Equine shows, fairs, competitions, performances or parades that involve any or all breeds of equines and any of the equine disciplines including, but not limited to, dressage, hunter and jumper horse shows, grand prix jumping, three-day events, combined training, rodeos, driving, pulling, cutting, polo, steeple chasing, endurance trail riding and western games and hunting;
  - (b) Equine training, grooming and teaching activities;
  - (c) Boarding equines;
  - (d) Riding, inspecting or evaluating an equine belonging to another whether or not the owner has received some monetary consideration or other thing of value for the use of the equine or is permitting a prospective purchaser of the equine to ride, inspect or evaluate the equine; and
  - (e) Rides, trips, hunts or other equine activities of any type however informal or impromptu that are sponsored by an equine activity sponsor.
- (3) "Equine activity sponsor" means an individual, group or club, partnership or corporation, whether or not the sponsor is operating for profit or nonprofit, that sponsors, organizes or provides the facilities for an equine activity, including but not limited to pony clubs, 4-H clubs, hunt clubs, riding clubs, school and college sponsored classes and programs, therapeutic riding programs and operators, instructors, and promoters of

equine facilities, including but not limited to stables, clubhouses, pony ride strings, fairs and arenas at which the activity is held.

(4) "Equine professional" means a person engaged for compensation:

(a) In instructing a participant or renting to a participant an equine for the purpose of riding, training, driving, grooming or being a passenger upon the equine; or

(b) In renting equipment or tack to a participant.

(5) "Participant" means any person, whether amateur or professional, who directly engages in an equine activity, whether or not a fee is paid to participate in the equine activity. "Participant" does not include a spectator at an equine activity or a person who participates in the equine activity but does not ride, train, drive, groom or ride as a passenger upon an equine.

**30.689. Policy.**

(1) It is the purpose of ORS 30.687 to 30.697 to assist courts and juries to define the circumstances under which those persons responsible for equines may and may not be liable for damages to other persons harmed in the course of equine activities.

(2) It is the policy of the State of Oregon that no person shall be liable for damages sustained by another solely as a result of risks inherent in equine activity, in so far as those risks are, or should be, reasonably obvious, expected or necessary to the person injured.

(3) It is the policy of the State of Oregon that persons responsible for equines, or responsible for the safety of those persons engaged in equine activities, who are negligent and cause foreseeable injury to a person engaged in those activities, bear responsibility for that injury in accordance with other applicable law.

**30.691. Limitations on liability; exceptions.**

(1) Except as provided in subsection (2) of this section and in ORS 30.693, an equine activity sponsor or an equine professional shall not be liable for an injury to or the death of a participant arising out of riding, training, driving, grooming or riding as a passenger upon an equine and, except as provided in subsection (2) of this section and ORS 30.693, no participant or participant's representative may maintain an action against or recover from an equine activity sponsor or an equine professional for an injury to or the death of a participant arising out of riding, training, driving, grooming or riding as a passenger upon an equine.

(2)(a) The provisions of ORS 30.687 to 30.697 do not apply to any injury or death arising out of a race as defined in ORS 462.010.

(b) Nothing in subsection (1) of this section shall limit the liability of an equine activity sponsor or an equine professional:

(A) If the equine activity sponsor or the equine professional commits an act or omission that constitutes willful or wanton disregard for the safety of the participant and that act or omission caused the injury;

(B) If the equine activity sponsor or the equine professional intentionally injures the participant;

(C) Under the products liability provisions of ORS 30.900 to 30.920; or (D) Under ORS 30.820 or 608.015.

**30.693. Additional exceptions to limitations on liability; effect of written release.**

(1) Except as provided in subsection (2) of this section, nothing in ORS 30.691 shall limit the liability of an equine activity sponsor or an equine professional if the equine activity sponsor or the equine professional:

(a) Provided the equipment or tack, failed to make reasonable and prudent inspection of the equipment or tack, and that failure was a cause of the injury to the participant;

(b) Provided the equine and failed to make reasonable and prudent efforts to determine the ability of the participant to safely ride, train, drive, groom or ride as a passenger upon an equine, to determine the ability of the equine to behave safely with the participant and to determine the ability of the participant to safely manage the particular equine; or  
(c) Owns, leases, rents or otherwise is in lawful possession and control of the land or facilities upon which the participant sustained injuries because of a dangerous latent condition which was known to or should have been known to the equine activity sponsor or the equine professional and for which warning signs have not been conspicuously posted.

(2) The limitations on liability provided in ORS 30.691 shall apply to an adult participant in the circumstances listed in subsection (1)(b) of this section if the participant, prior to riding, training, driving, grooming or riding as a passenger upon an equine, knowingly executes a release stating that as a condition of participation, the participant waives the right to bring an action against the equine professional or equine activity sponsor for any injury or death arising out of riding, training, driving, grooming or riding as a passenger upon the equine. A release so executed shall be binding upon the adult participant, and no equine professional or equine activity sponsor shall be liable in the circumstances described in subsection (1) (b) of this section except as provided in ORS 30.691 (2).

30.695. Effect of written release on liability of veterinarian or farrier.

(1) No veterinarian or farrier shall be liable to any person who assists the veterinarian or farrier in rendering veterinarian or farrier services to an equine if the person, prior to assisting the veterinarian or farrier, executes a release stating that the person rendering assistance waives the right to bring an action against the veterinarian or farrier for any injury or death arising out of assisting in the provision of veterinarian or farrier services. A release so executed shall be forcible regardless of lack of consideration.

(2) A release executed pursuant to this section shall not limit the liability of a veterinarian or farrier for gross negligence or intentional misconduct.

30.697. Effect on workers' compensation benefits.



## Reports and Forms

Please use the full size forms available on the OHSET web site. They are printed here just for reference.

### Oregon High School Equestrian Teams, Inc. In Case of Accident or Injury

**Please fill out the attached form immediately.**

- When form is complete, mail to:
  - OHSET, c/o Jan Harer , 37285 SW Nature Dr., Cornelius, OR 97113

#### Supplemental Medical Insurance Coverage through American Income Life

This is a very small insurance policy. It is not intended to be your only means of medical insurance. It has been purchased to help “fill in the gaps,” cover deductibles, and help out with minor accidents.

In order to file an insurance claim:

- The patient must be a REGISTERED athlete, coach, advisor or board member
- They must file the claim form with the appropriate District Chair within 15 days of injury. (OHSET must file the claim within 20 days of the injury – So the district chair must forward immediately!)
- The injury must have happened during or on the way to or from, a REGULARLY SCHEDULED practice, meet, or other team or High School Equestrian function.
- A claim form must be completely and accurately filled out and signed AND the REGISTERED Supervising (21 or older) Coach or Advisor who was present should sign.
- Form must also be signed by the District Chair, who will forward the information on to Jan who will sign and process the claim.
- All receipts must be submitted if payment is expected.
- All payments are made to the medical provider unless noted on the form. If reimbursement is to go to someone other than the provider, proof of payment must be included with receipts.
- Any questions should be directed to your coach, advisor, and/or District Chair.

All Information should be mailed to: OHSET, c/o 37285 SW Nature Dr., Cornelius, OR 97113 or

Oregon High School Equestrian Teams, Inc.

**Accident & Injury Report AND A.I.L. Supplemental Health Insurance Claim Form**

*Entire form must be completed for Insurance Claim. For accidents or injuries not resulting in a claim only the "Non-Highlighted" portions must be filled out.*

Name of Patient \_\_\_\_\_ D.O.B. \_\_\_\_\_ Age \_\_\_\_\_

OHSET Role: Athlete Coach Advisory Other \_\_\_\_\_ Gender: M F

Home Address of Patient \_\_\_\_\_

Mailing Address if Different \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Date of Injury: \_\_\_\_\_ Time \_\_\_\_\_

Did You Seek Medical Treatment? YES NO When? Immediately or \_\_\_\_\_

What Activity? \_\_\_\_\_

Describe Injury: \_\_\_\_\_

Describe How and Where Injury Occurred (explain fully-use the back of this form if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VERIFICATION. All Signatures below MUST be unrelated to the patient.**

If Available,

1. Witness: \_\_\_\_\_  
*Printed Name* *Signature*

Coach/Advisor Present \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_  
Phone \_\_\_\_\_  
*Coach Signature*

**WHO GETS THE MONEY?** Pay the Medical Provider? YES NO Pay Someone Else? YES NO

Payee Name \_\_\_\_\_ is to be reimbursed. **Receipts MUST be enclosed**  
*Print Clearly*

Payee Address \_\_\_\_\_  
*Print Clearly*

Who is completing this form? \_\_\_\_\_ Signed \_\_\_\_\_

District Chair \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

District

Team

Date

# Reporting Procedure for Spectator Insurance

Name of District: \_\_\_\_\_

Name of Team: \_\_\_\_\_

Coach: \_\_\_\_\_ Phone: \_\_\_\_\_

Advisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Name(s) of team member(s) involved \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Name of Injured Spectator\*\* \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

*\*\*For additional names/address of spectators involved, please list them on the back.*

Description of Accident:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Taken:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Immediately Advise: State Board Insurance Chair, Luanne Boettiger

541-747-9891 or lboettiger@ohset.com

Submit Form in duplicate to State Board Insurance Chair

PO Box 2266, Jasper, OR 97438



# JUDGE EVALUATION FORM

*\*Incomplete and unsigned forms will not be accepted*

**Name of Judge:** \_\_\_\_\_

**District Meet and dates judged:** \_\_\_\_\_

**Person filling out evaluation:** (Must include name AND what role you have in OHSET i.e. coach, parent, athlete, district official.)

**Please rate the following categories:**

Poor	Needs Improvement	Average	Better than average	Excellent
------	-------------------	---------	---------------------	-----------

Efficient while judging:	1	2	3	4	5
Professional:	1	2	3	4	5
Prepared:	1	2	3	4	5
OHSET rules knowledgeable:	1	2	3	4	5
Courteous:	1	2	3	4	5

**Competence in the following areas: (list classes judged below)**

_____	1	2	3	4	5
_____	1	2	3	4	5
_____	1	2	3	4	5
_____	1	2	3	4	5
_____	1	2	3	4	5
_____	1	2	3	4	5

**Additional Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Mail completed forms to:** JoAnn Oswald 31404 Franks Creek Rd Dayville OR 97825

# Oregon High School Equestrian Teams, Inc.

Stewardship Form

*This form should be filed by a district chair  
or their appointed representative ONLY.*

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rec'd By: \_\_\_\_\_

Name of Person Completing the Form: \_\_\_\_\_

District: \_\_\_\_\_

**Contact Information:** Email \_\_\_\_\_ Cell \_\_\_\_\_ Other \_\_\_\_\_

Please list the name, title and school and athlete # if appropriate of those involved.

**Name of Athletes/Coaches Involved:**

**Please explain issue or concern (use additional page(s) if necessary):**

**Is this related to a specific rule?** \_\_\_\_\_ If so, which one? \_\_\_\_\_ Page # \_\_\_\_\_

**Committee Minutes:** Date \_\_\_\_\_ Time \_\_\_\_\_ Recorder \_\_\_\_\_

Those present:

**Minutes:**

**Resolution:**

Delivered to District Chair or Representative, Date:

Additional Comments, Questions, or Concerns?

Signature of District Chair \_\_\_\_\_ (Should be signed before submitting)

Initial (upon receiving resolution) \_\_\_\_\_

Signature of State Chair \_\_\_\_\_ Rules Chair \_\_\_\_\_

Date of Completion \_\_\_\_\_ Time \_\_\_\_\_

**TO DO:** Follow up that needs to happen, i.e.: rule change form, follow with team, athlete, forward info to, or?