



Advisor/Coaches Handbook

Oregon High School Equestrian Teams, Inc.

Oregon High School Equestrian Teams, Inc. has devised this handbook with the intention of it being “advisory” only. The content included is meant to provide OHSET Team Advisors and Coaches with the information necessary to successfully manage a team. The Content of this document may be updated annually in order to ensure it meets the changing needs of the organization.

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Oregon High School Equestrian Teams, Inc.

MISSION STATEMENT

Oregon High School Equestrian Teams (OHSET) shall be a “not for profit” corporation dedicated to promoting and organizing equestrian competition in high school athletic or activity programs.

OHSET has as its main goal, recognition in the high schools of the equestrian athlete, and to give them an opportunity to achieve that recognition in a fair, positive, and educational format. The goals are to encourage team play, peer acceptance, and good horsemanship. Competition is to follow sportsmanship guidelines as set by the State School Activities Association, the State School Board, individual participating school activity guidelines, and equine sportsmanship guidelines.

The state is divided into districts. District competitions will be held with the goal of qualifying for the State Championship Meet, held in Redmond OR the second weekend of May each year. Each high school will have an adult and youth representation on their district board of directors. Each district will have 2 adult representatives and one youth representative on the State Board of Directors.

Competition is a winter/spring sport scheduled as much as possible not to conflict with other organized high school sports. The purpose is to promote continuous growth in programs fostering horsemanship education, sponsor activities to encourage interscholastic participation, and to have cooperative adult supervised leadership for all students in grades 9 through 12. Eighth graders may also participate as “non-participating” groomers.

High School Equestrian Teams supports, challenges, and offers recognition to the dedicated teens who both physically and mentally, pursue the challenge of the sport of equine competition.

BRIEF OHSET HISTORY

- **1993:** First team formed in the Southern District in cooperation with the Oregon Horseman’s Association and interested individuals in the Grants Pass and Medford communities.
- **1998-1999:** Rapid growth results in two new Northern Districts, Northeast and Northwest; new Central Oregon District; continued growth in the Mid-Valley District (Woodburn to Roseburg) and Southern District.
- **1999-2000:** Mid-Valley District splits, forming the South Valley and Willamette Districts. Washington State comes on board as a District.
- **2002-2003:** District splits result in the North Valley District.
- **2003-2004:** Districts split for the second year in a row, resulting in the Tri-River Valley District.
- **2005-2006:** The Washington State District splits off from Oregon to form the Washington High School Equestrian Teams program.
- **2014:** The addition of a Regional meet between OHSET and WAHSET. Top 5 athletes/teams at the state competition in each event qualify.

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OHSET TODAY

- 800+ Oregon High School Athletes
- OHSET Districts

Central

Tri-River Valley

North Valley

South Valley

Northeast

Southern

Northwest

Willamette

OHSET CLASSES OF COMPETITION

Pattern Classes

- Dressage – (English riding)
- Hunt Seat Equitation
- Hunt Seat Equitation Over Fences
- In-Hand Trail - Trail pattern class with athlete leading equine
- Trail Equitation – Trail class with athlete mounted on equine, may be ridden English or Western
- Reining – National Reining Horse Association patterns used
- Driving – Equine in-harness pattern class (horse attached to cart); horse, pony, donkey, mule or mini
- Saddle Seat Equitation
- Showmanship – In-hand pattern class
- Western Horsemanship
- Working Rancher – Ranch obstacle/skill pattern class

Timed Classes

- Barrels – Cloverleaf pattern run around three barrels
- Individual Flags – Flags are swapped between two barrels located at opposite ends of the arena
- Figure 8 Stake Race – A figure “8” is formed around two poles located at opposite ends of the arena
- Keyhole – Object is to run down into the “key” and quickly turn horse around without stepping on or outside the white line.
- Pole Bending – Six poles evenly spaced 21 feet apart with object to weave horse around poles without knocking over any in the process
- Break-away Roping (cattle event)
- Steer Daubing (cattle event) – Object is to tag cow with dauber before the 15 second time limit

Team Classes

- Team Penning (cattle event) – Team of three work together to sort and herd cattle into small pen located in arena

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- Drill Team– Freestyle 5+ and Freestyle 4's- Pattern class to music for four or more riders
- Team Canadian Flags (timed speed event) – Group of four riders work to capture one flag each at the opposite end of arena
- In-Hand Obstacle Relay – commonly known as IHOR (timed-trail performance relay) – Four individuals maneuver equines through trail course obstacles one at a time, competing for highest score within a set time limit.
- Two Man Birangle (timed-speed event) – Two riders individually circle two poles at opposite end of arena
- Working Pairs (Performance event) – Two riders work together to perform a mirror image pattern
- Team Versatility – 4 riders; one performing an in-hand element, one performing an equitation element, one performing a Working Rancher/Trail element, and one performing a timed event.

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A YEAR IN OHSET

- The OHSET **fiscal operating year** is July 1st through June 30th.
- The OHSET **competition season** is November 1st through the PNWIC Regional meet in June.
- Teams can gather year round, but can only practice during the competition season.
- General OHSET/District/Team Timeline:

September (After School Starts)	<ul style="list-style-type: none">• Team Registration• Begin team promotion at school• Informational meeting for interested students and their parents• First team meeting• OHSET Rules Committee meets (every other year)• Rule submissions and committee consensus is sent out for district review
October & November	<ul style="list-style-type: none">• OHSET Rules Committee makes final proposal for State Board OHSET training for Coaches and Advisors• Team fundraising• Finalize team membership• Order uniforms and other team apparel/equipment• Athlete registration• State Board finalizes rule changes for season• Teams can begin practicing together November 1st• OHSET competition season begins – November 1st• Practice arena information due to District Chairs
December	<ul style="list-style-type: none">• OHSET Open Meeting• Finalize team membership• Continued athlete registration
January, February, March, & April	<ul style="list-style-type: none">• Team meetings• Team practices• District Meets• Nominations of District Chair and Vice Chair
May	<ul style="list-style-type: none">• Team meetings• OHSET State Competition• District Awards Programs• Election of District Officers• Nomination of State Officers

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June

- Elect State Officers
 - PNWIC Competition
 - OHSET fiscal year end – June 30th
 - By-Law Change submissions
-

July

- Existing teams raise funds for the coming season
-

August

- Existing teams raise funds for the coming season
-

ATHLETE ELIGIBILITY

See current OHSET Rulebook for detailed eligibility requirements.

- Any high school student regardless of race, creed, sex, physical or mental challenge may participate.
- A student may choose to join as either a “competing” or “non-competing” athlete
- Athlete representing a school must be enrolled in and attending that school or that of a cooperative school.
- Unattached individuals will not be permitted to participate.
- Athlete must meet the scholastic requirements and/or the athletic guidelines of the school in which they are participating.
- Students in grades 9 through 12 may participate up to the equivalent of 8 semesters.

INSURANCE

- Under Oregon State Laws 30.687 through 30.697, all athletes participate at their own risk, and accordingly under the law, that no person shall be liable for damages sustained by another solely as a result of risks inherent in equine activity. All "Equine activity sponsors" shall not be liable for any injuries to or the death of a participant. The law provides protection for each School District, from lawsuits, as the law disallows lawsuits involving the inherent risk law from even being filed.
- Oregon High School Equestrian Teams, Inc. maintains a commercial liability insurance policy which covers spectators.
- **OHSET insurance does not cover athletes.** Each athlete is strongly advised to have insurance. Medical/accident insurance policies can be purchased through a company endorsed by your school. Forms are generally available in the school office.

FEES

OHSET State Registration Fee

\$60 per competing or non-competing athlete and it covers:

- OHSET liability insurance
- Costs related to providing the state competition opportunity
- Operating and administrative expenses for OHSET
- Rule book

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District Registration Fee(s)

Above the \$60.00 OHSET State Registration Fee, the District Board determines the District Registration Fee, which includes, but is not limited to:

- District competition expenses (may exclude stalls)
- Competition Year End Awards
- Operating and administrative expenses needed for District operation

Team Registration Fee

Determined by individual teams and fees collected may be used for:

- Practice arena rentals
- Athlete uniforms
- Team equipment

REGISTRATION PACKET

Forms must be submitted annually.

Paperwork due to District

- Team Registration and Roster
- Individual Athlete Registration form for each athlete.
- Team rules
- Code of Conduct for each athlete and volunteer
- Registration fees
- Certificate of coaches training (OSAA-Fundamentals of coaching)

Other information available to athletes and coaches

- Athlete Goals and Evaluation forms
- Welcome letter from State Chair

ROLES AND RESPONSIBILITIES

Advisors

- Any events outside of practices, meets and meetings (fundraisers, team activities, etc.) should be reviewed by District for insurance requirement purposes.
- Team Advisor must be 21 years or older (also, some schools may require the Team Advisor be an employee.)
- Serve as the liaison between the school/athletic department and the team coaches and athletes.
- Responsible for school required paperwork, e.g. grade checks, physical forms, etc.
- Read, sign and abide by the OHSET Code of Conduct and Rules for the current season. (Teams/Coaches and Advisors/Athletes may be disqualified from competition should a Code of Conduct infraction occur.)
- Schedule team meetings
- Help athletes determine the best organizational structure for team, i.e. team officers, meeting agendas, etc.
- Prepare team registration form – get school administrator’s signature and send to District Registrar

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- Print and distribute to team members the current year's Athlete Registration packet
- Review Athlete's Registration forms to be sure they are complete.
- Collect fee(s) due to State, District, and team
- Copy Athlete Registration forms for team file
- Send Team Roster along with completed Athlete Registration forms, team rules, and District and State Fee(s) to District Registrar/Treasurer
- Provide encouragement and support for all team athletes
- Keep coach(es) up to date
- Must take and pass the OSAA (NFHS Fundamentals of Coaching) online training and test.
- New Head Advisors must attend the OHSET coaches/advisors training in their first season; they may skip one year and then must attend the OHSET training for a 2nd time.
 - It is recommended head coaches and advisors attend this OHSET training annually.
- New Assistant Advisors must attend the OHSET training once every 2 seasons.
- Once an Advisor has attended the OHSET coaches/advisors training in two different seasons, they are required to attend once every five (5) seasons.

Coach

- A Head Coach of an OHSET team must be at least 21 years of age.
- Coach may need to meet any and all school and school district requirements in order to be an OHSET Team Coach. Some requirements may include but are not limited to:
 - Coaching certification
 - Background checks
 - Fingerprinting
- Read, sign and abide by the OHSET Code of Conduct and Rules for the current season. (Teams/Coaches & Advisors/Athletes may be disqualified from competition should a Code of Conduct infraction occur.)
- Responsible for team strategy and goals – be specific, aim high.
- Schedule team practices – **no practicing before November 1st** (Disqualification from competition may result should a team begin practicing before November 1st)
- Have your practice schedule outlined early (i.e. Have schedule together by October 15th for practices to begin on November 1st)
- Observe riders for **safety** and **ability**
- Determine classes best suited for individual athletes
- May be required to fill the role of Team Advisor if none is available
- Responsible for deciding what will happen at practices
- Provide encouragement and support to all athletes
- If team has multiple coaches, they will need to work out a practice schedule
- Keep team advisor up to date
- Must take and pass the OSAA (NFHS Fundamentals of Coaching) online training and test.
- New Head Coaches must attend the OHSET coaches training in their first season; they may skip one year and then must attend the OHSET training for a 2nd time.
 - It is recommended head coaches and advisors attend this OHSET training annually.
- New Assistant Coaches must attend the OHSET training once every 2 seasons.
- Once a coach has attended the OHSET coaches training in two different seasons, they are required to attend once every five (5) seasons.
- Organize parent/athlete volunteers needed to run team appointed events at District meets.

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Athlete

- Read, understand, sign and abide by the OHSET Code of Conduct and Rules for the current season. (Teams/Coaches & Advisors/Athletes may be disqualified from competition should a Code of Conduct infraction occur.)
- Attend team business (non-horse) meetings
- Attend and participate in team practices

Parent/Guardian

- Read, sign and abide by the OHSET Code of Conduct and Rules for the current season. (Teams/Coaches & Advisors/Athletes may be disqualified from competition should a Code of Conduct infraction occur.)
- Provide the encouragement and support needed by your athlete
- Expected to volunteer for set-up of events and other operational duties

Trainers/Unattached Volunteers

- Read, sign and abide by the OHSET Code of Conduct and Rules for the current season
- Complete an OHSET un-attached Volunteer Form

TEAM OPERATING PROCEDURES

Team Formation – for existing teams

- Canvas school for interest, i.e. posters, announcements, classified ad in local paper, school newspaper, etc.
- Hold an Equestrian Team Informational Meeting – Develop list of interested youth
- Complete the OHSET Team Registration Form and have the appropriate school administrator sign the form
- Submit your Team Registration Form, along with any team fee(s) to your District Registrar
- Establish a line of communication between Advisor/Coach and Athlete/Parent

Athlete Membership

- Contact interested youth with orientation meeting date and time
- Hold an orientation meeting
 - OHSET Athlete Registration Form packets available
 - Review the School's Sport/Club rules and/or guidelines
 - Read and review the OHSET Code of Conduct
 - Provide an overview of the basic OHSET Rules

Team Monies

- Determine whether or not the school wants team/athlete monies to pass through a school account, i.e. Student Body Fund. Follow school guidelines and policy for team monies when applicable.
- If school takes a hands-off approach, **open an account in the team's name following OHSET guidelines** (available from District Chair).
- Decide upon an adult who will be responsible for handling athlete/team fees ("Team Bookkeeper")

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- Team bookkeeper may be the person responsible for handling Team and Athlete Registrations
- Keep a paper record of all transactions related to team/athlete monies
- Write receipts for cash or copy checks received
- Keep a list of all team bills paid
- Be sure Athlete Registration Forms are complete before allowing athlete to officially register – send home with athlete for completion

Registration Forms

FORM	TO WHOM – WHERE (Check with your District for procedure)
Team Registration Form	Original to District Registrar Copy for Team File
Athlete Registration Form	Original to District Registrar Copy for Team File
Athlete Goals & Evaluation Form	Remains in Team File
Team Roster	Original to District Registrar Copy for Team File
Coaches Certification/OSAA Training Cert	Original to District Registrar Copy for Team File

Team Meetings

- Determine how team business meetings will operate; who will be responsible for creating an agenda and running the meetings – advisor/coach, youth or combination?
- Will the team have officers, i.e. President, Vice President, Secretary, etc.?
- If a team has officers, what are their responsibilities?
- Will decisions be made by consensus or by vote? Will Newly Revised Roberts Rules of Order be followed/emphasized?
- If the team decides they want to have officers, determine who is interested and for which position
- Hold an election of officers
- Confirm meeting format and record decisions for team meetings in writing

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- Have team develop written guidelines for team meetings/practices **before** the first team practice – submit copy to District Chair. (*It is recommended teams retain a copy of team rules signed by athletes and their parents/guardians.*)
- Hold a parent meeting with coaches **prior to** the first team practice – set limits and guidelines

Team Practices

- **Teams cannot begin practicing together until November 1st** and athletes registration forms are turned into District Registrar (Disqualification from competition may result should a team begin practicing before November 1st)
- A registered coach or advisor, 21 years or older, must be present at all team practices
- Determine how team practices will be managed
- Are team practices mandatory?
- What if an individual does not want to participate?
- Are distance athletes required to attend? **Suggestion:** Have a “practice” form available for athletes to log their practice time and for which classes.
- Where will they be held, what time?
- Does the facility require OHSET Liability Insurance coverage? (Listed as an additional named insured on the OHSET policy. Will need owner’s name(s), stable name, physical address and telephone number). The policy coverage is for injury to spectators/bystanders – **not the participating athlete.**
- What will be the role of parents who attend practices? **Suggestion:** How about having parents lined up for equipment set up.
- What would be the role of an athlete’s trainer at a team practice?
- Have athlete medical information at all practices
- Have a medical emergency plan
- Physical address of practice facility
- Basic first aid kit – for athletes and horses
- Means of communication to call 9-1-1
- Someone to “lead” emergency vehicle in from public road, if necessary

Fund Raising

- If utilizing the school for banking purposes-follow schools policies for team fundraising requirements/guidelines
- If using the OHSET tax I.D. number (those who have team accounts at a bank) follow OHSET fundraising requirements/guidelines.

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- Find out school's policy for team fund raising requirements/guidelines
- Clarify with school and/or OHSET who will be responsible for reporting fund raising income
- Have team brainstorm what type of fund raising event(s) they want to hold
- Seek approval for team fund raising (event) from District (this ensures OHSET fund raising guidelines are being followed)
- Put together team fund raising operating guidelines, who, what, where, when, why, deadline, what happens if..., money collection, etc.
- All raffles are governed by the Department of Justice – No raffles are allowed without state permission to be sure we are following all guidelines and reporting on our license.

OTHER RESPONSIBILITIES

District Meetings

- Team Advisor or Coach or both should commit to attending all District meetings
- Youth are encouraged to attend District Meetings

OHSET FORMS

- A. Team Registration
 - B. Athlete Registration
 - C. Athlete Goals & Evaluation
 - D. OHSET Code of Conduct
 - E. Team Roster
 - F. Volunteer Registration Form
 - G. District – Other forms may be available from District Chair
- Fundraising form
 - Event add/drop form
 - Stall request form
 - Camping request form
 - Stall and arena layouts
 - Accident Report Form
 - Rule Change Request
 - Stewardship Meeting Request

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MISCELLANEOUS

Websites of Interest

- OHSET Website: www.ohset.com
- U.S. Equestrian Federation (USEF): www.usef.org (Rulebook available online)
- U.S. Dressage Federation (USDF): www.usdf.org

Reference Websites

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SAMPLE – TEAM RULES

As written by athletes:

GENERAL

- Team members will facilitate meetings.
- Meetings will run by an agenda, pre-approved by the advisor.
- All parties involved with the team will be respectful of one another and opposing views.
- All athletes are required to attend 1 business meeting per month.

PRACTICES

- All athletes are required to attend 1 riding meeting per month.
- The delegated coach or coaches will be the only non-athletes in the practice arena.
- Athletes, Coaches, and Spectators will abide by all barn, and OHSET rules, and will follow coaches' instructions.
- Hauling is your responsibility. Carpooling is encouraged, but is the responsibility of athletes and their families.
- At practices there will be no non-athletes allowed in the arena (unless specifically asked by the coach for a specific purpose).
- All athletes will be responsible for cleaning up after their equine(s).
- You will be required to wear boots, helmets and clothing conducive to working with horses at all practices, at all times.

MEETS

- Each member will be present on the grounds, near the barn at least 1 hour prior to their competition. NO EXCEPTIONS.
- Athletes will be responsible for the care of their own horse(s).

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SAMPLE – DRILL TEAM RULES

The coach will be the only person besides the riding members that will be allowed to be in the arena at practices.

Rider must...

- Have full cooperation with the team and coach(es)
- Have good seat and balance
- Be in total control of their horse at all times
- Be able to memorize patterns
- Work under pressure
- Work well as a team
- Have the ability to take different positions in the drill, if needed
- Be responsive to constructive criticism
- Have horse ready early or on time for all practices and meets

Horse must...

- Be able to do a reasonable haunch turn
- Be able to make speed transitions
- Not have any on-going lameness
- Be in good physical condition
- Good attitude/disposition
- Calm around loud noise/music or sudden noises
- Correct lead changes within reason
- Calm when in team decorations
- Ability to work with and around a variety of flags

Drill Team is a fun and rewarding experience but the key word is TEAM.