

## Standard Operating Guidelines

# Stewardship

**Goal:** To interpret rules as needed and settle any disputes or conflicts brought forward at a State, Regional, or District meet. This is to be done with the goals, mission, and vision of the OHSET organization in mind.

### 1. Process

- a. Issues that arise at a meet that cannot be successfully dealt with utilizing direct communication or other problem solving techniques may require a stewardship process.
- b. A “Stewardship” request will be submitted using the proper line of communication (advisor/coach to District Chair/Vice Chair to State Chair/Vice Chair.
- c. A “Stewardship Form” or respectful written communication detailing the issue and possible solution(s) is an acceptable way to submit the stewardship-meeting request.

### 2. State Stewardship Committee includes:

- a. Each district chair or their designated alternate
- b. A youth member from each district
- c. State Chair
- d. State Rules Chair
- e. State Judges’ Chair
- f. State Secretary (or appointee) will be present to document the discussion

### 3. District Stewardship Committee includes:

- a. District Chair or their designated alternate
- b. Equal number of athlete and adult team representatives
  - i. As determined by the District Board
    1. In Advance
    2. In Writing
- c. The District Secretary (or appointee) should be present to document the discussion

### 4. Voting

- a. Each District/Team is allowed one vote
- b. The state/district Chair votes only in the case of a tie.
- c. Committee Chairs and/or other Board representatives do not vote, but instead help provide perspective and clarification to the discussion.
- d. A minimum of five (5) districts/teams must be represented.

### 5. Submission

## Oregon High School Equestrian Teams, Inc.

- a. In order to begin the process, a stewardship form or written request/explanation must be submitted. The process cannot begin without the issue(s) in writing.
  - i. 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.
  - ii. If the issue can be dealt with successfully through the coach/advisor or the District/State Chair, then the process can end there.
  - iii. If the issue cannot be resolved using other problem solving techniques, the appropriate Chair will begin to gather any necessary information in order to prepare for a Stewardship meeting.

### 6. Investigation

- a. The state/district 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.

### 7. Stewardship Meeting is then called by the Chair.

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

### 8. Review and Resolution

- a. The Stewardship Committee will then review any applicable rules
- b. Discuss the situation, carefully considering each perspective, and the impact(s) each decision will have on the athlete, the school, and the organization.
- c. Once discussion is complete, a motion will be entertained and a vote and decision based on majority rule.
- d. Because of the nature of the meeting and the potential for very private information being shared, this meeting is NOT open to the public.

### 9. The Decision

- a. Is to be delivered by the district/state Chair to all interested/affected parties.
- b. The Decision is Final.

### 10. District Stewardship

- a. District Stewardship committees will utilize this process or
  - i. Provide a separate process in writing and shared in the district rules

# Oregon High School Equestrian Teams, Inc.

## Stewardship Form

Received by: _____	Date: _____
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Name of person Completing Form \_\_\_\_\_ Role: athlete coach/advisor

Email \_\_\_\_\_ Cell \_\_\_\_\_ District \_\_\_\_\_

All parties involved:

Name	Cell/Contact	Role	Team

**Explain the Situation:**

Is this related to a specific rule?    YES    NO    If Yes, which one: \_\_\_\_\_ Pg # \_\_\_\_\_

**What is the solution you are looking for?**

*More information can be added with separate paper or on the back of this form.*