

**SOHSET
STANDARD OPERATING PROCEDURES
1999-2005**

UPDATED FOR 2005

It must first be said that it is difficult to recreate the wheel. For that reason you may use this as a living document to follow, enhance, manipulate and improve. But for now trust it.

At the beginning of each season, there is a support system that has to happen to be sure that everything in the district is working, as it should.

- A. All State information needs to be passed down and all rules/changes clear*
 - a. Someone who can pass down to District information must be at the meetings*
- B. Secretary and Treasurer need to be in sync in order to get registration forms And rosters matching. **Do not send the State Secretary more names or money than you need in December. This \$30 is totally non-refundable.***
- C. We need to get our ducks in a row*
 - a. All department heads need to be assigned and announced*
 - 1. Equipment*
 - 2. Stalls*
 - 3. Matrix*
 - 4. Cows*
 - 5. Announcing for Cows*
 - 6. Announcing for Drill*
 - 7. Judges hired for each competition – List Attached*
 - 8. Hotel to be used for judges – Fairfield Inn & Suites*
 - 9. Office procedure – Who comes in, who is privy to information*
- D. Job descriptions should be available for:*
 - a. District Chair*
 - b. Assistant Chair*
 - c. District Advisor*
 - d. Secretary*
 - e. Treasurer*
 - f. Points/Office*
 - g. Coaches*

It should be noted here that the District Chair and State Chair may appoint and call meetings that include Steering Committees, Promotional Committees and Auction Committees at any time without prior approval of the district (or State). These committees and/or meetings will be noted by minutes and reports made back to the District Board as a whole.

COMMUNICATIONS

Try to resolve any issues that come up with as few people involved as possible. This doesn't mean that it has to be "the good ol boy" approach but rather be handled in a business like fashion taking all points of view into consideration and then making a decision. Work on this first at the team level and then move forward, if necessary.

Your District Director has the power to resolve issues before they go any further.....no one else has that power. Any issues that require resolution presented to any of the board members need to go to The District Chair for review, update and resolution. This should be done in a timely manner as to assist in resolving the problem and moving on. The theory behind this is to have the least amount of people involved in problems.

The District should be aware of the Communication Flow:

----- *General Public, high school students*-----
Team members and parents
Coach/Advisor
(District Executive Board)
District Chair
State Board

We should try to keep our meetings "pure" and "progressive". This means that petty individual team issues should be handled outside the general meeting. Issues that will affect the entire district are the items that need to be on the agenda. This would include all additions to the agenda that come in before the meeting. These suggestions for agenda items must be addressed but not necessarily at a full district meeting.

In order for this system to work, Agendas for the meetings should be prepared and sent out at least 5 days before the meeting. The e-mail should ask for any additions to the agenda and that will start the process. In many cases, someone might see something important that is missing and have time to add it to the agenda.

STEWARDSHIP ISSUES

Next in the communication group will be your Stewardship Committee. In the past we have asked for 2 names from each team (not coach or advisor) to serve, if called upon, on our Stewardship Committee. These people should be in possession of a team rulebook. Please have these two names ready to submit at the Feb. meeting.

If we need to have a Stewardship Meeting, the District Chair selects minimum three people from three different teams (not from teams that may be involved in the issue) to serve.

The Office manager keeps on file the list of names, if they have served and on what issue they served. Rotation is necessary. The District Chair then handles the rest of the session. The following should happen:

- A. Coach/Advisor requests the Stewardship meeting to District Chair*
- B. District Chair collects information from coach or coaches*
- C. District Chair appoints the committee to serve from list of volunteers*
- D. District Chair calls the meeting*

If the “requestor” is the only representative, that person is asked to come into the Stewardship Committee meeting and give a short explanation of the situation at hand.

If there are two requestors involved and this is an issue between two teams, both are invited to the meeting, each giving a short explanation of the situation at hand.

After the situation at hand has been presented, the requestor(s) are asked to leave the meeting. At this time the District Chair directs the Stewardship Committee to any written rules that may pertain to this situation. An open discussion is held and the 5 committee members discuss and make a decision on the presented situation.

The District Chair contacts the requestor(s) with the Stewardship Committee decision.

It should be noted here that the OHSET chain of communication is followed; athletes/parents should go to coach/advisor and the coach/advisor of that team presents the situation, etc. The coach is the “requestor” in these explanations.

If a solution to the situation presented is not to the liking of the team, coach/advisor or individual, the next step is a written request for State Board Rules Committee attention to the matter. If this should happen, it is the responsibility of the requestor to submit not only the situation in writing but also a check for \$50. The requestor may also travel to the State Board Meeting along with the District Chair to hear the State Rules Committee decision. In the case of failing at the State level, the \$50 is non-refundable.

The goal of the District Chair is to find an acceptable solution to situations before the above Stewardship procedure becomes necessary. Working together as Team SOHSET usually facilitates this goal.

It is appropriate to mention here that most athlete/parent issues can be resolved at the team level. Coaches/Advisors needing advice on issues can get assistance from the SOHSET officers. It is very rare that an athlete/parent request can get consent to call a Stewardship Committee meeting. Working through the levels of communication is the key to a successful year. Head Coaches should monitor this type activity.

OFFICE MANAGEMENT

It has been several years since the office has been only accessible to advisors or head coaches – one per team. This is because there is so much proprietary information being handled in the office. Confusion, bickering and other conversations only tend to heighten the stress levels of the people working together to get the competition underway and running smoothly.

There is no need for coaches to hang around in the office. We do not do copy work for them, adjust schedules or finish paper work. If you get used to this across early, you will have a better year. Only the top management should be able to go and come freely in the office. If a coach is also an officer, that person should be protected by not being asked to spend time in the office. For example, last year our Treasurer was also a team advisor, she was not invited to spend time in the operating office – nor did she have the time or desire to be there. We had a list created of checks we needed and they were done ahead of schedule and turned in. Also, if checks need to be made out during the competition, the District Chair can do that. He should have a checkbook available to him in the office at all times.

Items that office staff should be in charge of:

- A. Coffee/tea and related items*
- B. Lunches – for judges/staff when needed*
- C. Stock, clean Judges Room in Compton and Beef Barn*
- D. Desserts for presentations/awards*
- E. All clip boards/class sheets/scribe info*
- F. Gaming/cow sheets*
- G. Copy all score sheets and file by team*
- H. Copy all drill patterns/score sheets for judges*
- I. Maintain procedure to getting into office (coaches/staff)*
- J. Lists of cell phones/contacts*
- K. Contacting sec/treasurer if necessary for office*
- L. Keep list of team assignments close at hand for reference*
- M. Keep in and out record of equipment (tape measures, walkie talkies)*
- N. Field questions – get answers -*

VOTING IN SOHSET

As of August 2004 District Meeting, the following carry one vote:

*1 vote per team – Advisor/Coach
District Chair – votes only to break ties*

*Total votes: 14 team
1 tie breaker if needed*

A district vote could be taken to change the voting structure of the district. This is always at the discretion of the new management. Voting is part of all activities and not just meetings. For instance, the above votes are counted in Coach of the Year, Sportsmanship awards, etc. We will get into that later.

YEAR END PROCEDURE

In the past we have had our awards the last day of the last competition. Special arrangements need to be made to accommodate this. The last event of the meet should be Drill. It is the easiest to score and detail winners. All records, reservations, stalls, etc. must be done right after this meet. The deadline is the first weekend in May. This is the main reason to have your awards the last day of district competition. It also is the best attended at that time, plus it really fires up the entire district for State.

DISTRICT AWARDS:

Short Program Drill Trophy

Working 4's Trophy

*****Sportsmanship Award*

These Awards are purchased locally -

*****Coach of the Year*

Special recognition – District Chair, Office help

INDIVIDUAL PERFORMANCE, GYMKHANA AND VERSATILITY AWARDS

It has been suggested that we have one award for Rookie of the Year? Yes or No?

The individual awards system has been updated for 2004. The following structure will be used to determine the winners of these awards.

Performance Awards – based on the highest number of points earned by a performance rider –Regardless of how many performance classes ridden. Champion/Reserve

Gymkhana awards – based on the highest number of points earned by a gymkhana rider –Regardless of how many gymkhana classes ridden. Champion/Reserve

All around awards – Changed to read Versatility Award - based on highest points earned by a rider combining at least two performance/three gymkhana or vice versa. Champion/Reserve

This formula was voted on and approved at the January Meeting, 2004

The Sportsmanship and Coach of the Year Awards have also been updated. Voting for these awards can be done at every meet and for several different reasons. Voting boxes will be kept in the office along with nomination slips. Encourage everyone-coaches, athletes and parents to submit names and instances indicating why a team should get a sportsmanship point. At the end of the year the team with the most points wins. In support of this, there should also be a box for the Coach of the Year Award. This also passed when voted on....The box and nomination slips are in the office

The reasoning on the above format is that there is time to think about the award. Folks have a whole year to evaluate and submit votes. This would make the Sportsmanship/Coach of the Year awards much more meaningful. It asks for reasons....instances where the team (coach) performedmakes it less of a popularity contest.

TEAM WORK

New Coaches Seminars: There is plenty of material for new coaches. Things that can really help them to understand OHSET and SOHSET. People new to the organization need a rulebook. They also need to understand that some rules are created at the State Board and some at the District level plus, they need to know the difference. All coaches/staff have a right to know and understand our SOP. A smooth operation is based on the “no surprises” format. Make accessible to everyone this living document.

Plan group learning events and include your senior coaches to help with the program. It becomes a learning experience for everyone. It was GREAT. Consider another one.

One last notation: If you conduct your district like a business, it will work. Emotions, personal preferences and other influences will not make for a smooth year. Exercise control and be fair. Eliminate influences that create a bad reputation for SOHSET. If you look hard enough, you will find the ways to do this. Be protective of your Executive Board and if there is a difference in opinion on the board, respect The District Chair’s decisions and keep your opinions to yourself.

SOHSET rules dictate that only athletes are allowed in any arena during our competitions unless there is an emergency. Athletes are required to have on a helmet and their identifying number when in any arena. Number should be visible at all times. Only SOHSET athletes may be on any horse at any time during our competitions.

WHAT IF

Here is a good place to list some scenarios that may or could come up and how the Executive Board will address those issues in a united manner. These “what if” situations are really an effort to cover yourselves and stay on the same page should the necessity to do so comes up.

- A. An athlete is reported as breaking the code of conduct*
- B. A parent is reported as breaking the code of conduct*
- C. A coach is reported as breaking the code of conduct*
- D. An advisor, staff, office or Executive Board member is reported as breaking the code of conduct*

In all cases, the rules in the State RuleBook should be followed. There are some rules that SOHSET can develop specifically for our district since each district can elaborate on those rules....for instance,

Let’s say a coach has an infraction.....we may want to follow the rule book but if there is a second infraction, the team cannot participate – taking this another step would help the team to control their staff rather than put the whole burden on the district.

In all cases, if there is an infraction to the Code of Conduct, copies of all paperwork should be given to the coach, the team and the proper contacts at the school

If an athlete is hurt and a parent is present

- a. The parent says not to call 911*
- b. The parent/guardian indicates that the athlete is ok*

In this case, be sure that someone (preferably from the office) takes down exactly what occurred and what the results were. The parent and coach need to sign the form. One should be made up for these occasions. This should be kept on file for the season should anything come up requiring protection of the district.

In addition to this, plenty of emergency release forms should be on hand.

E. An athlete is hurt and the parents/guardians are not there

- a. Take all the necessary steps including but not limited to the information on the Release forms.*
- b. Call 911, if necessary*
- c. Make sure more than one person is available to assist with the athlete.*

The following pages are for you to list your “what if”s” and decide as an Executive and District Board how you will intend to handle them. It is very important that everyone know how SOHSET will handle the “what ifs” before the season starts. This would become part of your SOP.

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*******No adds only scratches in the last meet**

*******Only SOHSET athlete's with numbers are allowed to be on or with horses in any arena**