



WASHINGTON STATE HIGH SCHOOL EQUESTRIAN TEAMS POLICIES & PROCEDURES MANUAL



Introduction

A. This manual is intended to provide additional guidance, in the form of policies and procedures, concerning the operation and organization of WAHSET at the state and district levels. It is not intended to replace or supersede guidance in the current Constitution/By-Laws or Rule Book. If a conflict exists between these manuals, the current Constitution/By-Laws or Rule Book will prevail.

Revisions

A. The contents of this manual will be reviewed and updated as deemed necessary by the WAHSET State Officers.

For WAHSET Officers of the State Board– See WAHSET Constitution & Bylaws, Section 7.

Job Descriptions:

A. District Chairperson – coordinates, plans and oversees all District activities, coaches and teams.

1. Specific responsibilities include, but are not limited to:
 - a) Enforces Code of Communication and WAHSET Code of Conduct.
 - b) Is responsible for setting the “tone” of the District.
 - c) Holds regular District meetings to conduct District business.
 - d) Plans and oversees three (3) District meets for State qualification.
 - e) Attends all State Board meetings or notifies the State Chair of an alternate attending.
 - f) Is a voting member of the WAHSET State Stewardship Committee. District “Co-Chairpersons” are technically allowed; however, each district is limited to only one Chairperson in attendance at the State Stewardship Committee meetings.
 - g) Is responsible for notifying the State Chairperson of any issues within the District.
 - h) Acts as dispute resolution officer for the District and coordinates with the State Chairperson on these matters as required.
 - i) Participates or appoints a designee to participate on the PNWIC committee and attends the PNWIC competition.
 - j) Other duties as assigned.
2. Oversees: All teams, coaches and members within the District.
3. Reports to: The State Chairperson and District members.
4. Appointment Process:
 - a) The District Chairperson appointment process is outlined in Section 2-01-7 of this manual.
 - b) The new District Chairperson will assume their duties as per section 2-01-7.
5. District Chairperson must pass a background check by the State Chairperson or a designee and have no disciplinary actions or civil or criminal charges in background. District Chairperson also must have no history of WAHSET disciplinary actions.

B. Team Advisor- Required position to have a WAHSET Team.

1. Requirements
 - a) Must be 21 years of age or older.
 - b) Must have completed, returned and passed a criminal background check.
 - c) Must have successfully completed a WAHSET Advisor/Coaching Clinic.
 - d) Must adhere to all team, school and WAHSET rules and Code of Conduct.

- e) Has a copy of Team Rules and the School's Code of Conduct (if they have one).
 - f) Welcomes all skill levels.
 - g) Has no team size limits.
 - h) Has no specific discipline requirements to participate.
2. Expectations
- a) Organizes the team to meet the mission, purpose and goals of WAHSET.
 - b) Liaison (if necessary) with the high school, including understanding rules of participation for WAHSET and school.
 - c) Verify athlete eligibility and grade requirements.
 - d) Completes and maintains WAHSET (and school if applicable) required paperwork for each athlete, including but not limited to: Team Registration form, Team Roster, Registration paperwork of athletes, and signed Code of Conduct.
 - e) Ensures parents and adult volunteers have signed Code of Conduct
 - f) Ensures adult volunteers have completed a Background Check form and said form is forwarded to District Chair for processing.
 - g) Utilizes communication guidelines to keep team organized.
 - h) Keeps District Chair informed of issues and challenges.
 - i) Promotes fairness, equality and a sense of team throughout the entire team
 - j) Clear understanding of WAHSET Rules, Policies & Procedures, and Code of Conduct and uses this understanding to advise and assist coaching staff, athletes and parents to ensure that everyone is participating according to the rules and guidelines of WAHSET.
 - k) Keeps and shares written documentation regarding team expectations and rules including, but not limited to: attendance, conduct, lettering requirements, practice Requirements, fundraising, etc.

C. Team Head Coach or Coaches

1. Requirements – (Team Head Coach may also be Team Advisor)
- a) Must be 21 years of age or older.
 - b) Must have completed, returned and passed a criminal background check.
 - c) Must have successfully completed a WAHSET Advisor/Coaching Clinic.
 - d) Must adhere to all team, school and WAHSET rules and Code of Conduct.
 - e) Welcomes all skill levels.
 - f) Has no size limits.
 - g) Has no specific discipline requirements to participate.
 - h) Ensures no team practice happens outside the season or before all required paperwork has been turned in and fees have been paid.
2. Expectations
- a) Ensures that all team goals and interaction meets the mission, purpose and goals of WAHSET.
 - b) Utilizes communication guidelines to work with the advisor to be certain that all who need information related to the athletes, receive it.
 - c) Have a good general knowledge of equines and have the ability to determine if athletes are safe at whatever their discipline(s) are/is.
 - d) Keeps Advisor informed of issues and challenges.
 - e) Promotes fairness, equality and a sense of team throughout the entire team
 - f) Clear understanding of WAHSET Rules, Policies & Procedures, and Code of Conduct and uses this understanding to work with Advisor, athletes and parents to ensure that everyone is participating according to the rules and guidelines of WAHSET.
 - g) Must be able to attend practices and district/state meets. If unable to fulfil obligation, must work with Advisor and coaching staff to make sure coverage is provided.
3. Practices and Competitions
- a) Selects and/or designates teams for the team events.
 - b) Sets a regular practice schedule, including appropriate notice of cancellations, when necessary.

- c) Ensures the safety of all athletes, making any necessary safety determinations including events, working in a group, team events, time events, cattle events.
- d) Works with athletes to determine their best choices for meet participation
- e) Ensures that athletes have the opportunity to practice in a safe environment and be instructed in all events they wish to participate in. This can include, but not limited to:
 - 1. Hosting guest clinicians;
 - 2. Identifying other clinics or practice opportunities; and
 - 3. Providing regular structured and educational team practices.
- 4. Terminating Coaches or Advisors
 - a) The District Chair shall be advised if this situation arises. The District Chair shall communicate situation with the State Chair.
 - b) If a serious Code of Conduct violation is involved and immediate termination is required, District Chair oversees this process. Documentation shall be included in decision and retained for reference.

COMMITTEE CHAIRS: All Committee Chairs must: (1) pass a background check the by the State Chair or a designee and have no disciplinary actions or civil or criminal charges in background; and (2) sign Non-Athlete Code of Conduct form.

1. Performance Chairperson – is the subject matter expert in charge of patterns, arena setups and judge certification. Has authority to make decisions, resolve disputes and answer questions regarding procedures or appeals in these areas.

- 1. Specific responsibilities include, but are not limited to:
 - a) Enforces Code of Communication and WAHSET Code of Conduct.
 - b) Attends State Board meetings when requested by the State Chairperson.
 - c) Is a consultant to the WAHSET State Stewardship Committee in his/her area of expertise.
 - d) Is responsible for notifying the State Chairperson of any issues in his/her area of responsibility.
 - e) Acts as dispute resolution officer for the District/State meets (within his/her area of expertise) and coordinates with the State Chairperson on these matters as required.
 - f) In conjunction with the State Chairperson, determines if personnel are qualified to judge performance events for WAHSET.
 - g) Oversees the design, review and approval of patterns for the WAHSET District meets and State meet.
 - h) Maintains current knowledge of tack/equipment requirements.
 - i) Other duties as assigned.
- 2. Oversees: All certified performance judges and the Pattern Committee.
- 3. Reports to: State Chairperson
- 4. Appointment process:
 - a) The Performance Committee Chairperson is appointed by the State Chairperson. Volunteers for this position may submit a request to the State Chairperson in writing.
 - b) Shall be appointed annually by the State chairperson.

B. Cattle Chairperson - is the subject matter expert in charge of all cattle events. He/she has authority to make decisions, resolve disputes and answer questions regarding procedures or appeals in these areas. If mutually agreed upon, this Chairperson may also hold the position of Gaming Chairperson at the discretion of the State Chairperson.

- 1. Specific responsibilities include, but are not limited to:
 - a) Enforces Code of Communication and WAHSET Code of Conduct.
 - b) Attends State Board meetings when requested by the State Chairperson.
 - c) Is a consultant to the WAHSET State Stewardship Committee in his/her area of expertise.
 - d) Is responsible for notifying the State Chairperson of any issues in his/her area of responsibility.
 - e) Acts as dispute resolution officer for the District/State meets (within his/her area of expertise) and coordinates with the State Chairperson on these matters as required.
 - f) Determines if personnel are qualified to judge cattle events for WAHSET.
 - g) Organizes and conducts semi-annual WAHSET Cattle judging certification clinics.

- h) Other duties as assigned.
- 2. Oversees: All certified cattle judges.
- 3. Reports to: State Chairperson
- 4. Appointment process:
 - a) The Cattle Committee Chairperson is appointed by the State Chairperson. Volunteers for this position may submit a request to the State Chairperson in writing.
 - b) Shall be appointed annually by the State chairperson.

C. Gaming Chairperson - is the subject matter expert in charge of all gaming events. He/she has authority to make decisions, resolve disputes and answer questions regarding procedures or appeals in these areas. If mutually agreed upon, this Chairperson may also hold the position of Cattle Chairperson at the discretion of the State Chairperson.

- 1. Specific responsibilities include, but are not limited to:
 - a) Enforces Code of Communication and WAHSET Code of Conduct.
 - b) Attends State Board meetings when requested by the State Chairperson
 - c) Is a consultant to the WAHSET State Stewardship Committee in his/her area of expertise.
 - d) Is responsible for notifying the State Chairperson of any issues in his/her area of responsibility.
 - e) Acts as dispute resolution officer for the District/State meets (within his/her area of expertise) and coordinates with the State Chairperson on these matters as required.
 - f) Determines if personnel are qualified to judge gaming events for WAHSET.
 - g) Organizes and conducts semi-annual WAHSET gaming judging certification clinics.
 - h) Other duties as assigned.
- 2. Oversees: All certified gaming judges.
- 3. Reports to: State Chairperson
- 4. Appointment process:
 - a) The Gaming Committee Chairperson is appointed by the State Chairperson. Volunteers for this position may submit a request to the State Chairperson in writing.
 - b) Shall be appointed annually by the State chairperson.

D. Drill Chairperson - is the subject matter expert in charge of all drill events. Has authority to make decisions, resolve disputes and answer questions regarding procedures or appeals in these areas.

- 1. Specific responsibilities include, but are not limited to:
 - a) Enforces Code of Communication and WAHSET Code of Conduct.
 - b) Attends State Board meetings when requested by the State Chairperson.
 - c) Is a consultant to the WAHSET State Stewardship Committee in his/her area of expertise.
 - d) Is responsible for notifying the State Chairperson of any issues in his/her area of responsibility.
 - e) Acts as dispute resolution officer for the District/State meets (within his/her area of expertise) and coordinates with the State Chairperson on these matters as required.
 - f) Determines if personnel are qualified to judge drill events for WAHSET.
 - g) Organizes and conducts semi-annual WAHSET Drill judging certification clinics.
 - h) Determines the drawn drill maneuvers for the Working Fours and Short Program classes each year.
 - i) Maintains current knowledge of tack/equipment requirements.
 - j) Recommends drill judges for the state competition.
 - k) Other duties as assigned.
- 2. Oversees: All certified drill judges.
- 3. Reports to: State Chairperson
- 4. Appointment process:
 - a) The Drilling Committee Chairperson is appointed by the State Chairperson. Volunteers for this position may submit a request to the State Chairperson in writing.
 - b) Shall be appointed annually by the State chairperson.

E. Recruitment Chairperson - is responsible for overall recruitment of new schools/teams.

1. Specific responsibilities include, but are not limited to:
 - a) Promotes the WAHSET organization through marketing and outreach programs.
 - b) Actively recruits new schools and teams, assisting school officials through the approval process.
 - c) Provides information concerning WAHSET to prospective schools and school officials.
 - d) Develops recruitment materials such as brochures, pamphlets and videos.
 - e) Makes recommendations concerning district assignment of new schools/teams.
 - f) Provides expertise and assistance to District Chairs in recruitment and approval of new schools/teams.
 - g) Is responsible for notifying the State Chairperson of any issues in his/her area of responsibility.
 - h) Attends State Board meetings when requested by the State Chairperson.
 - i) Other duties as assigned.
2. Reports to: State Chairperson
3. Appointment process:
 - a) The Recruitment Chairperson is appointed by the State Chairperson. Volunteers for this position may submit a request to the State Chairperson in writing.
 - b) Multiple Recruitment Chairpersons may be appointed by the State Chairperson as necessary. The individual duties and responsibilities may be split between the Recruitment Chairpersons as desired by the State Chairperson (assigned on a geographical basis, for example).
 - c) Shall be appointed annually by the State chairperson.

F. Finance Committee Chairperson – oversees the Finance Committee in their fiscal planning responsibilities.

1. Specific responsibilities include, (but are not limited to):
 - a) Ensures funds are used in accordance with the Fiscal Policies and Procedures outlined in the WAHSET State Policies and Procedures manual.
 - b) Attends State Board meetings when requested by the State Chairperson.
 - c) Is responsible for notifying the State Chairperson of any issues in his/her area of responsibility.
2. Reports to: State Chairperson
3. Appointment process:
 - a) The Finance Chairperson shall be State Treasurer.

G. Re-Districting Chairperson – oversees the Re-Districting Committee in their re-districting responsibilities.

1. Specific responsibilities include, but are not limited to:
 - a) Ensures that the Re-Districting Protocol outlined in the WAHSET State Policies and Procedures manual is followed.
 - b) Attends State Board meetings when requested by the State Chairperson.
 - c) Is responsible for notifying the State Chairperson of any issues in his/her area of responsibility.
2. Reports to: State Chairperson
3. Appointment process:
 - a) The Re-Districting Chairperson is appointed by the State Chairperson. Volunteers for this position may submit a request to the State Chairperson in writing.
 - b) Shall be appointed annually by the State chairperson.

H. State Scholarship Chairperson - Is responsible for overseeing and maintaining the WAHSET Scholarship program.

1. Specific responsibilities include, but are not limited to:
 - a) Maintaining and updating WAHSET Scholarship bylaws, application forms and award selection criteria.
 - b) Working with Scholarship Committee members to make award recipient selections each year.
 - c) Working closely with the State Board and District Chairperson(s) to promote the scholarship program and collect applications.
 - d) Maintains the scholarship applications in a secured location.
2. Reports to: State Chairperson
3. Appointment process:

- a) The Scholarship Chairperson is appointed by the State Chairperson. Volunteers for this position may submit a request to the State Chairperson in writing.
- b) Shall be appointed annually by the State chairperson.

I. State Equipment/Arena Chairperson

- 1. Specific responsibilities include, but are not limited to: ~~Will be responsible to:~~
 - a) Determine equipment needs for current year patterns. Determine correct measurements for pattern set-up. Coordinate with District Arena Chairs to ensure:
 - 1. Correct measurements are used across all districts.
 - 2. Consistency in pattern set-up and equipment across all districts.
 - b) Ensure that patterns are set correctly by designated volunteers at the State Championship meet and PNWIC (when held in WA State).
 - c) Communicate with appropriate Chairperson regarding equipment and pattern issues.
- 2. Reports to: State Chairperson
- 3. Appointment process:
 - a) The State Equipment/Arena Chairperson is appointed by the State Chairperson. Volunteers for this position may submit a request to the State Chairperson in writing.
 - b) Shall be appointed annually by the State chairperson.

J. State Points/Registrar

- 1. Specific responsibilities include, but are not limited to:
 - a) Coordinate with all district points chairs in correctly determining athlete and team points.
 - b) Interpret and enforce WAHSET rules as they pertain to points awarding.
 - c) Facilitate, update and maintenance of the points reporting program.
 - d) Assign and maintain rider numbers.
 - e) Review eligibility for the state championship meet and PNWIC
 - f) Calculate state points and award placings at the state level and PNWIC when held in WA State.
 - g) Communicate with the State Board of Directors regarding points issues.
 - h) Keeps an accurate account of state championships and PNWIC and other pertinent information for the state corporation.
- 2. Oversees: All District Point Chairs.
- 3. Reports to: State Chairperson
- 4. Appointment process:
 - a) The State Points/Registrar is appointed by the State Chairperson. Volunteers for this position may submit a request to the State Chairperson in writing.
 - b) Shall be appointed annually by the State chairperson.

COMMITTEES - All Committee members must: (1) pass a background check the by the State Chair or a designee and have no disciplinary actions or civil or criminal charges in background; and (2) sign Non-Athlete Code of Conduct form. Chairperson and Members of each committee will be posted on WAHSET's Website.

A. Performance/Pattern Committee

Purpose: The committee manages the overall judging function of WAHSET, ensuring a "level playing field" for all participants in WAHSET. The committee consists of two certified judges and two coaches to be selected by the Performance Chairperson. The committee is operationally independent from the WAHSET State Board to avoid conflict of interest.

- 1. Specific responsibilities include, but are not limited to:
 - a) Oversees all certified judges and determines if they are qualified to judge for WAHSET.

- b) Designs, reviews and approves patterns for the WAHSET District meets and State meet, ensuring they support the WAHSET mission.
 - c) Organizes and conducts semi-annual WAHSET Performance Judging certification clinics.
 - d) Organizes and conducts annual WAHSET pattern demonstrations/clinics.
 - e) Reviews the performance of judges and makes recommendations concerning their retention.
 - f) Other duties as assigned.
2. Reports to: Performance Committee Chairperson

B. Finance Committee

Purpose: The finance committee is responsible for monitoring and communicating to the board about the organizations' overall financial health.

- 1. Specific responsibilities include, but are not limited to:
 - a) a) Working with the State Board to develop an annual and/or multi-year operating budget.
 - b) b) Setting short and long term financial goals for the organization, such as creating working capital or cash reserve funds, gross and net revenue targets, or creating a fund for maintaining or replacing equipment.
- 2. Reports to: Finance Committee Chairperson
- 3. Appointment Process:
 - a) Members of the Finance Committee shall consist of the State Treasurer and the District Chair or his/her designee from each district.

C. Re-Districting Committee

Purpose: To protect the integrity of competition between teams and districts and help ensure manageable district size

- 1. Specific responsibilities include, but are not limited to:
 - a) Assist in assignment of newly formed teams if requested by the recruiting chairperson
 - b) Manage the number of members per district through the even distribution of teams
 - c) Develop and recommend creation of a new district as applicable to evenly distribute membership numbers across the state.
- 2. Reports to: Re-Districting Committee Chairperson
- 3. Appointment Process:
 - a) Members of the Redistricting Committee shall consist of the Redistricting Chairperson and the District Chair or his/her designee from each district.

POLICIES

Team Exemptions

A. Policy:

- 1. It is the intent of the WAHSET State Board that all riders must ride for the school they attend. However, the State Board also recognizes that certain restrictions may exist which prevent a rider from competing for the school he/she attends.
- 2. Therefore, it is the policy of the WAHSET State Board to approve exemptions that allow athletes to compete on teams other than the school he/she attends when deemed that all other possible avenues to resolve the reason for the exemption have been exhausted.
- 3. An athlete stating they will not be able to compete if the exemption is not approved will not be taken into consideration when evaluating a request. The exemption request will be measured on the validity of the request and information contained within it. The WAHSET State Board will view any exemption as an exception which is to be declined in most cases.
- 4. Any special exemption will not become rule or set precedence for subsequent exemption approvals. Each application for exemption will be considered on a case-by-case basis and on its own merit.

5. Requests for exemptions within the same district boundaries:
 - a) When an exemption is requested within a district (two teams in the same district), the District has the authority to approve or deny the request following the general procedures outlined in this section.
 - b) The District Chairperson (or designee) must report the exemption request and action taken to the state Chairperson and State Secretary within 14 days of a decision.
 - c) If a party wishes to appeal the decision of the District, he/she may do so in writing to the State Chairperson. The appeal will be heard and decided at the next scheduled State Board meeting in executive session. The State Chairperson may request the party to personally appear at the next scheduled State Board meeting to present their appeal. The final decision over the appeal rests with the State Board. The decision made by the State Board concerning the appeal is final and not subject to further appeal.
6. Requests for exemptions outside district boundaries:
 - a) When an exemption is requested that crosses district boundaries (affects more than one district), the following procedures apply:
 1. Requests will be submitted to the District Chair, who will contact the other District Chair(s) involved to coordinate the exemption request.
 2. The District Chairs will contact the affected team Advisors/Coaches to solicit their opinions/thoughts on the proposed exemption.
 3. After researching the proposed exemption, the District Chairs are responsible to submit the proposal to the State Chair and State Secretary. The request must include the opinions of the affected team Advisors/Coaches and the recommendations of the District Chairs.
 4. The exemption request will be considered and decided by the State Board at the next scheduled State Board meeting.
 5. The State Chairperson may request the parties to personally appear at the next scheduled State Board meeting to present their appeal. If no request is made of the parties the parties may voluntarily appear at the State Board meeting where the District Chairs present the exception request; however, it is up to the District chairs to present the case/cause for exception and their decision.
 6. The decision made by the State Board concerning the exemption is final and not subject to appeal.

B. Procedures:

1. The WAHSET State/District Board may approve team exemptions in certain standard cases:
 - a) For medical reasons:
 1. Medical documentation must accompany the request that includes verification by a currently practicing licensed physician of the medical need for an exception.
 2. An athlete desiring to ride with a team other than the school of attendance for medical reasons must first notify the appropriate District Chairperson(s) of their intent. The District Chairperson(s) notify the State Chairperson if the proposed co-op crosses district boundaries. The District Chairperson(s) are also responsible to facilitate communications between the responsible Team Advisor(s) in advance of the formal application to the State Chairperson (if applicable).
 3. Upon receipt of the application, the State/District Chairperson will investigate the circumstances and gather information regarding the case. The matter will be presented to the State/District Board in an executive session at the next regularly scheduled meeting to determine if the athlete qualifies for the exemption. Confidentiality will be maintained to the extent possible during this process. The State/District Chairperson may request the parties to personally appear at the executive session to present their case.
 4. If the application is approved, the athlete does not have to sit out from competition for a year, the move between teams is effective immediately.

Cooperative Sponsorships

A. Policy:

1. A co-op is eligible to practice when its application is completed in full and received by the State Chair & State Secretary. In Addition, the following requirements must be met:
 - a. The co-oping school had a state approved co-op with the same sponsoring school the previous year.
2. A newly formed Co-Op or if a previously approved co-op is sponsored by a new school, they are ineligible to practice until the application is completed in full and received by the State Chair & State Secretary, as well as voted upon at the next State Board Meeting.
3. Co-Ops are ineligible to practice or participate until application is completed in full and received by the State Chair & State Secretary and criteria above has been met.

District Chairperson Selections**A. Policy:**

1. District Chairpersons for newly-formed districts are appointed by the State Chairperson, from a pool of volunteer applicants.
2. District Chairpersons for existing district are elected by the individual districts each year, following their own internal policies and procedures.

B. Procedures:

1. Appointment process – new district:
 - a) The State Chairperson will advertise the position through media such as the WAHSET website. Volunteer applicants for the position must submit a written resume to the State Chairperson. This resume should outline the qualifications of the individual to fulfill the responsibilities of the position.
 - b) In the event there is no volunteer, the State Chairperson may appoint an individual to fill the role of District Chairperson.
 - c) The State Chairperson will accomplish a background check on the applicant(s) for the position. The background check is a screen item, applicant(s) must pass this check to be considered for the position.
 - d) The State Chairperson will forward the resumes and background check results to the Officers of the State Board for their review.
 - e) The State Chairperson will, in consultation with the Officers of the State Board, appoint the new District Chairperson. The State Chairperson will formally announce the appointment at the next regularly scheduled State Board meeting, although the appointment announcement may be released earlier.
 - f) New District Chairperson(s) assume their duties immediately upon appointment.
2. Appointment process – existing district:
 - a) Existing districts will elect (or re-elect) their District Chairperson annually, following their internal policies and procedures. This election should be held at the end of season, preferably in May. Districts will notify the State Chairperson of their election results as soon as possible after the election is held.
 - b) It will be a quorum of the district board of directors and require a majority vote
 - c) In the event there is no one elected by a district, the State Chairperson may appoint an individual to fill the role of District Chairperson.
 - d) New District Chairperson(s) assume their duties immediately upon appointment.

District Chairperson Dismissal**A. Policy:**

1. District Chairpersons must maintain the highest moral and ethical standards. Individuals filling this position are expected to set the example for others to follow and must commit to upholding the WAHSET Code of Conduct.
2. It is WAHSET policy that District Chairpersons not meeting the required standards be removed from office. Reasons for dismissal include, but are not limited to:
 - a) Criminal Activity.
 - b) Failure to abide or enforce WAHSET Code of Conduct standards.

- c) Favoritism or undue influence over judges/competition results.
 - d) Failure to carry out official duties in a positive/professional manner.
 - e) Failure to effectively communicate with their District and/or the State Board of Directors
3. It is also WAHSET policy that proceedings concerning the removal of a District Chairperson be conducted in private to the extent possible. The State Executive Officers must respect the delicate nature of these proceedings and keep discussions confined to those immediately involved in the allegations and investigation. The privacy of the individual must be protected to the extent possible.

B. Procedures:

1. When the State Chairperson becomes aware of circumstances affecting the continued eligibility of a District Chairperson, he/she will initiate an investigation into the allegations.
2. The State Chairperson will review forward the results of the investigation to the State Executive Officers (Vice Chairperson, Secretary and Treasurer) for their review.
3. The State Chairperson and State Executive Officers will meet in executive session to discuss the allegations and investigation. The individual facing dismissal will be afforded the opportunity to address the State Executive Officers in the executive session, to allow the presentation of evidence in the individual's defense.
4. If the individual is allowed to continue in office, no further action is taken. If the investigation was initiated due allegations of other individuals, the State Chairperson is responsible to notify these individuals of the investigation results.
5. If the individual is removed from office, the State Chairperson is responsible to appoint an interim District Chairperson to continue the business of the district. The district may then select another District Chairperson following the procedures outlined earlier in this manual.

Judge Certification

A. Policy:

1. The appropriate Performance/Cattle/Gaming/Drill Chairperson is responsible to review, train and certify competent judges for WAHSET. This individual makes the final decision in the certification and approval of WAHSET judges. State and District Officers do **NOT** have the authority to override the Chairperson's decision regarding the certification and approval of judges.
2. WAHSET policy requires that **ONLY** judges that have been certified through WAHSET and included on the official certification list be hired to judge at WAHSET State and District competitions.
3. There will be a minimum of one (1) properly certified judge for each event at district meets.
4. Two (2) certified judges are required for each event at the state meet.

B. Procedures:

1. Performance Judges:
 - a) Performance judge candidates must hold current Washington State Horsemen (WSH) or Senior 4H level judging credentials. Alternatively, candidates may complete apprenticeship training as outlined in the *WAHSET Judge Guidelines*, Appendix A to this Policies and Procedures Manual.
 - b) Performance judge candidates must complete the performance judge's clinic as an initial training requirement as outlined in the *WAHSET Judge Guidelines*, Appendix A to this Policies and Procedures Manual.
 - c) Performance judges are required to attend the pattern clinic in each of the first two years they are certified. All performance judges are highly encouraged to attend the pattern clinic annually.
 - d) WAHSET approved performance judges are required to complete recurrent training every two years by attending the performance judge's clinic and as outlined in the *WAHSET Judge Guidelines*, Appendix A to this Policies and Procedures Manual.
 - e) The Performance Chairperson is directly responsible to approve performance judge candidates. Upon approval, he/she will forward the names, contact information and qualifications of approved performance judges to the State Chairperson for inclusion on the official certification list.
2. Cattle/Gaming judges:
 - a) Cattle and Gaming judge candidates must be experienced in the events they are judging.

This experience is evaluated on a case-by-case basis by the Cattle/Gaming Chairperson(s). Candidates may be required to complete apprentice training as outlined in the *WAHSET Judge Guidelines*, Appendix A to this Policies and Procedures Manual.

- b) Cattle and Gaming judge candidates must complete the cattle and gaming judge's clinic presented by the WAHSET Cattle and Gaming Chairperson(s) as an initial training requirement as outlined in the *WAHSET Judge Guidelines*, Appendix A to this Policies and Procedures Manual.
 - c) WAHSET approved cattle and gaming judges are required to complete recurrent training every two years by attending the cattle and gaming judge's clinic presented by the WAHSET Cattle and Gaming Chairperson(s), and as outlined in the *WAHSET Judge Guidelines*, Appendix A to this Policies and Procedures Manual.
 - d) The Cattle and Gaming Chairperson(s) approve individuals for award of WAHSET judging credentials. He/she will forward the names, contact information and qualifications of cattle and gaming judge candidates to the State Chairperson for inclusion on the official certification list.
3. Drill judges:
- a) Drill judge candidates must be experienced in the events they are judging. This experience is evaluated on a case-by-case basis by the Drill Chairperson. Candidates may be required to complete apprentice training as determined by the Drill Chairperson, and outlined in the *WAHSET Judge Guidelines*, Appendix A to this Policies and Procedures Manual.
 - b) Drill judge candidates must complete the drill judge's clinic presented by the WAHSET Drill Chairperson as an initial training requirement and as outlined in the *WAHSET Judge Guidelines*, Appendix A to this Policies and Procedures Manual.
 - c) WAHSET approved drill judges are required to complete recurrent training every two years by attending the drill judge's clinic presented by the WAHSET Drill Chairperson, and as outlined in the *WAHSET Judge Guidelines*, Appendix A to this Policies and Procedures Manual.
 - d) The Drill Chairperson recommends individuals for award of WAHSET judging credentials to the Judge's Committee Chairperson. He/she will forward the names, contact information and qualifications of drill judge candidates to the Judge's Committee Chairperson. Upon approval, the Judge's Committee Chairperson forwards the information to the State Chairperson for inclusion on the official certification list.
4. The training requirements outlined in this section may be waived by the Judge's Committee Chairperson on a case-by-case basis. Waivers of these requirements are to be granted by exception only and are not to be used on a recurring basis as a means to circumvent required training.
5. Judge's clinics are held every two years for the purpose of accepting and training judges;
- a) Performance judge's clinics are presented by the WAHSET judge's committee. When possible two clinics every other year – one on the eastside of the state and one on the Westside.
 - b) Cattle and gaming judge clinics are presented by the WAHSET Cattle and Gaming Chairperson(s). When possible, two clinics will be held every other year, one on the eastside of the state and one on the Westside.
 - c) Drill judge clinics are presented by the WAHSET Drill Chairperson. When possible, two clinics will be held every other year – one on the eastside of the state and one on the Westside.
6. The State Chairperson is responsible for maintaining the official certification lists for WAHSET approved performance, cattle and gaming, and drill judges. He/she is also responsible to update and forward these lists for publication on the WAHSET website.

Fiscal Policies and Procedures

A. Policy:

1. It is WAHSET policy that all personnel entrusted with control over organization funds be responsible and good stewards of those monies. Any expenditures or other use of organization funds must be properly authorized and accounted for at all times.
2. The State/District Treasurer is responsible for all financial matters related to WAHSET income and expenses.
3. WAHSET policy is that athletes are not eligible to register and participate in the current season if funds

are still owed by that athlete from prior season(s).

4. WAHSET recommends the use of QuickBooks, Excel or other software to help manage organization funds.
5. The following duties and procedures are primarily the responsibility of the State/District Treasurer. However, this does not relieve the State/District Chair of the responsibility to ensure that the requirements in this section are properly followed.

2. Duties and procedures:

1. Accounts receivable:
 - a) Timely processing of all accounts receivable.
 - b) Prepare and process all invoices
 - c) Maintain copies of all records associated with receivables and deposits of payments.
 - d) Reconcile accounts, process statements; follow up for outstanding amounts due.
2. Deposits:
 - a) Timely processing of all deposits.
 - b) Maintain copies of all supporting documents related to every deposit.
 - c) Ensure that cash deposits are verified by another board member.
 - d) Reconcile bank accounts monthly.
3. Accounts payable:
 - a) Review all invoices and receipts for payment/reimbursement.
 - b) Verify all expenses are allowable and approved by WAHSET.
 - c) Prepare payments by check, including obtaining a second signature.
 - d) Debit card usage is allowed for authorized expenditures.
 - e) Maintain documentation of all payments made by check and/or debit card. This includes, but is not limited to, invoices paid, receipts for reimbursement, email authorization of debit card use, etc.
4. Financial statements/reports:
 - a) Present detailed bank account activity reports to the board for review and signature.
 - b) All district bank statements must be presented to the District Chair or other designated district officer for review and signature. The District Chair will review for proper usage and initial that he/she has reviewed and approved the statement. Failure to follow this requirement will result in immediate dismissal of both the District Chair and the Treasurer.
 - c) Prepare other financial reports as requested.
 - d) Forward financial detail, in a timely manner, to the State Treasurer for preparation of the non-profit tax return.
 - e) Organize all district financial records, including bank statements, in a notebook which is brought to every District Board meeting.
 - f) Bring financial records for review to the State Board meeting as requested by the State Treasurer.
5. Additional State Treasurer duties:
 - a) Work cooperatively with district treasurers to ensure acceptable accounting procedures are followed.
 - b) Develop and distribute annual reporting documents for district use.
 - c) Audit district financial records annually.
 - d) Prepare and forward financial reports to the WAHSET accountant for preparation of the non-profit tax return, no later than June 30th of each year.
 - e) Periodically review district financial records to ensure all districts are compliant with this fiscal policy.
 - f) Each district's financial records will be reviewed at least once a year

Scholarships

A. Policy:

1. Each competition season, WAHSET state awards college scholarships to selected high school seniors who are participating members of WAHSET.
2. Scholarship awards are mailed directly to the appropriate educational institution, where they are applied as a credit to the student's account.
3. Scholarship awards are sent out so that they are credited to the second quarter/semester of the

student's college fees.

4. A minimum reserve of funds will be maintained in the scholarship account to ensure all current and foreseeable financial obligations are met.
5. The financial status of the scholarship program will be reviewed as needed and the scholarships for the following season will be established.
6. Scholarships to be awarded as follows:
 - a) The top two applicants in the state will receive a scholarship in an amount approved by the WAHSET State Board.
 - b) The top applicant of each district will receive a scholarship in an amount approved by the WAHSET State Board.
 - c) Applicants are not allowed to win multiple WAHSET scholarships from the state. For example, if an individual is awarded one of the top two state scholarship awards, that individual is not also eligible for award of the district scholarship.
7. Individual districts may award scholarships in addition to the state scholarships outlined above. Districts shall establish and follow internal policies and procedures concerning award of these scholarships.

B. Procedures:

1. Each year, the State Scholarship Chairperson designs and publishes the scholarship application form. This form will be published on the WAHSET website early in the competition season to allow sufficient time for applicants to complete and submit their applications.
2. The State Scholarship Chairperson establishes application deadlines and ensures they are publicized through the WAHSET website and other media, such as the state meeting minutes.
3. The State Scholarship Chairperson establishes scholarship award selection criteria and application scoring procedures.
4. Each district appoints two adult volunteers to the State Scholarship committee. These individuals are responsible to review the applications and supporting documents, and score the applications accordingly.
5. The State Scholarship Chairperson tabulates the results of the scoring, selects the award recipients based on this tabulation and prepares the scholarship award certificates for each individual.
6. State Scholarship awards are announced at the state meet competition. Scholarships awarded by individual districts may also be announced at the state meet or as otherwise determined by the district.

Redistricting Committee

A. Policy

1. Redistricting will not be implemented during the season, unless the district is unable to adequately manage their meets for the year, providing the best opportunity for the impacted WAHSET members.
2. Redistricting recommendations shall be approved by the State Board.
3. In rare circumstance, the Officers of The State Board can redistrict a team due to extenuating circumstances.

B. Procedure

1. The redistricting committee will, on an annual basis, at the end of the current season, investigate if the need for redistricting exists.
2. The committee must first consider and address the following three (3) criteria before considering supplemental criteria:
 - a) Safety of students.
 - b) Minimizing loss of student instructional time.
 - c) Minimizing the cost of participating in the program.
3. The committee may also consider the following supplemental criteria, in addition to any others deemed relevant:
 - a) District budgets
 - b) Facility size and availability
 - c) Athlete travel
 - d) Number of athletes per district, utilizing five (5) year team averages

4. If redistricting is deemed necessary, the committee will meet as often as necessary to prepare a proposal, including a transition time-line, to be presented to the State Board.

Revised September 13, 2019