

**Rulebook**

Updated September 30, 2020

This edition of the Rules for NHHSET comes into force on September 30, 2020. As from this date, all other texts covering the same matter (including other editions, official minutes, memoranda or bulletin) issued previously are superseded.

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**Introduction**

New Hampshire High School Equestrian Teams (NHHSET) shall be a “not for profit” organization dedicated to promoting and organizing equestrian competition in high school athletic, middle school athletic or activity programs in both high school and middle school.

New Hampshire High School Equestrian Teams (NHHSET) has as its main goal, recognition in the high schools and middle 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 down by the New Hampshire State Board of Education, individual participating school activity guidelines, NHHSET, USEF, and equine sportsmanship guidelines.

Any high school or middle school in the state of New Hampshire is eligible to form a team and join the NHHSET organization. The state is divided into districts. District competitions will be held with the goal of qualifying for a final State Championship Meet. Each high school or middle school will have an adult and youth representative on their district board of directors. Each district will have an adult and a youth representative on the State Board of Directors.

Competition is a winter/spring sport and 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 7 through 12. With permission of the school and at the discretion of individual teams, grades 7 and 8 students may join NHHSET and participate on their school’s team. New Hampshire High School Equestrian Teams support, challenge, and offer recognition to the dedicated students who both physically and mentally pursue the challenge of the sport of equine competition.

**General Information**

A New Hampshire High School Equestrian Team (NHHSET) rulebook and guidelines will be published by the State Board and are to be followed by every team member and adult associated with NHHSET. NHHSET rules and guidelines have been formulated specific to NHHSET competition and these rules shall prevail. Should any clarification become necessary after the new season starts, they will be made public via email, and other appropriate lines of communication including direct communication with the District Chairs and State Board Members.

**Rulebook Information**

NHHSET Bylaws and NHHSET Rulebook

C/o Erin Wessells 364 George Hill Rd Enfield, N.H. 03748, erin.f.carey@gmail.com

Our Website address is: www.nhhset.org

The following rulebooks will be used in the information is not found in the NHHSET Bylaws, NHHSET Rulebook, or on the www.nhhset.org website, USEF where specified at www.usef.org

**Insurance Coverage**

As a non-profit organization, we have liability insurance that insures us against the risk of injury to spectators during NHHSET activities.

Coverage includes: Clubs and Association Liability Occurrence Basis: General Aggregate $3mil, Each Occurrence $1mil, Products & Completed Operations $1mil, Personal & Advertising Injury $0, Fire Damage (any one fire) $50,000, Medical Payments $5,000

Student athletes must recognize the risk as it is addressed by the State of New Hampshire Equine Inherent Risk Law. EACH STUDENT ATHLETE MUST SUPPLY THEIR OWN HEALTH/ACCIDENT INSURANCE. The advisor/coach for the high school is accountable to validate this insurance.

**Equine Inherent Risk Law**

The New Hampshire High School Equestrian Teams program is a school related equine activity. Therefore, all activities are subject to the New Hampshire State Equine Inherent Risk Law.

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 NHHSET will be regarded as participants and are limited by the inherent risk law.

**Title LII - Actions, Process, and Service of Process - Chapter 508 - Limitation of Actions – Section 508:19**

**508:19 Liability; Equine Activities. –**

I. In this section:

(a) “Engages in an equine activity” means rides or drives an equine; or assists in medical treatment of an equine; or is a passenger upon an equine; or is a passenger in a vehicle drawn by an equine; or trains, whether mounted or unmounted, an equine; or who is involved in event management. The term “engages in an equine activity” does not include being a spectator at an equine activity, except in cases where the spectator is in an unauthorized area and in immediate proximity to the equine activity.

(b) “Equine” means a horse, pony, mule, donkey, or hinny.

(c) “Equine activity” means:

(1) Equine shows, fairs, competitions, performances, or parades that involve and 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, 3-day events, combined training, rodeos, driving, pulling, cutting, polo, steeple chasing, hunting, English and western performance riding, endurance riding, games, and eventing.

(2) Equine training or teaching activities.

(3) Boarding equines.

(4) 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.

(5) Rides, trips, hunts, field trials, or other equine activities of any type, however informal or impromptu, that are sponsored by an equine activity sponsor.

(6) Placing or replacing shoes on an equine.

(d) “Equine activity sponsor” means an individual, group, club partnership, or corporation, whether or not the sponsor is operating for profit or not for profit, which sponsors, organizes, or provides for, equine activities, including, but not limited to, pony clubs, 4-H clubs, field trial clubs, hunt clubs, riding clubs, school and college sponsored classes, programs and activities, therapeutic riding programs, stables, clubhouses, pony ride strings, fairs, and arenas at which the activity is held.

(e) “Equine professional” means a person engaged for compensation:

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

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

(3) In providing daily care of horses boarded at an equine facility.

(4) In training an equine.

(f) “Inherent risks of equine activities” means those dangers and conditions which are an integral part of equine activities, including, but not limited to:

(1) The propensity of an equine to behave in ways that may result in injury, harm, or death to persons on or around them.

(2) The unpredictability of an equine’s reaction to such things as sounds, sudden movements, and unfamiliar objects, persons, or other animals.

(3) Certain hazards such as surface and subsurface conditions not obvious to the equine participant or others, such as failing to maintain control over the animal or not acting within the participant’s ability; except where said negligence can be reasonably foreseen and the equine professional or sponsor has failed to take any corrective measures.

(g) “Participant” means any person, whether amateur or professional, who engages in an equine activity, whether or not a fee is paid to participate in the equine activity.

II. Except as provided in paragraph III of this section, an equine activity sponsor, an equine professional, or any other person engaged in an equine activity, shall not be liable for any injury or the death of a participant resulting from the inherent risks of equine activities and , except as provided in paragraph III of this section, no participant’s representative shall make any claim against, maintain an action against, or recover from any other person for injury, loss, damage, or death of a participant resulting from any of the inherent risks of equine activities. Each participant in an equine activity expressly assumes the risk of and legal responsibility for any injury, loss or damage to person or property which results from participation in an equine activity. Each participant shall have the sole responsibility for knowing the range of his or her ability to manage, care for, and control a particular equine or perform a particular equine activity, and it shall be the duty of each participant to act within the limits of the participant’s own ability, to maintain reasonable control of the particular equine at all times while participating in an equine activity, to heed all posted warnings, and to refrain from acting in a manner which may cause or contribute to the injury of any person.

III. Nothing in paragraph II of this section shall prevent or limit the liability of an equine activity sponsor, an equine professional, or any other person engaged in an equine activity, if the equine activity sponsor, equine professional, or person:

(a) Provided the equipment or tack and knew or should have known that the equipment or tack was faulty, and such equipment or tack was faulty to the extent that it did cause the injury.

(b) Provided the equine and failed to make reasonable and prudent efforts to determine the ability of the participant to engage safely in the equine activity.

(c) Owns, leases, rents, or otherwise is in lawful possession and control of the land of facilities upon which participant sustained injuries because of a dangerous latent condition which was known to the equine activity sponsor, equine professional, or person and for which warning signs have not been conspicuously posted.

(d) Commits an act or omission that constitutes willful or wanton disregard for the safety of the participant, and the act or omission caused the injury.

(e) Intentionally injures the participant.

Source. 1998, 24:2, eff. Jan 1, 1999.

1. **NHHSET ADVISOR/COACH ROLE EXPECTATIONS**
   1. Registered Team Advisor
      1. Is a required position for every team
      2. Team Advisor may concurrently serve as the team Head Coach
      3. Must be 21 years old or older
      4. May or may not be a school employee as required by the school
      5. Organizes team to meet the mission, purpose and goals of the NHHSET program
      6. Liaison with the schools. Understands the school's requirements for athlete participation (i.e. code of conduct, grade requirements, Etc.)
      7. Utilizes communication guidelines and includes the District Chairperson in issues as appropriate to promote fairness within the district
      8. Has a clear understanding of NHHSET rules, policies and guidelines
         1. Acts in an advisory capacity to assist the coaches, athletes, parents and volunteers in participating according to NHHSET rules, policies and guidelines
      9. Identifies in writing clear expectations of team members regarding conduct, attendance, lettering requirements (if applicable), practice guidelines, participation in fundraising, etc.
      10. Responsible for team registration
          1. Ensures team approval by the school via signature of a School Administrator on a letter of approval of team participation
          2. Provides NHHSET with appropriate paperwork regarding school photo releases and pertinent information for registered participants
          3. Ensures that all registered participants have current health insurance to participate in NHHSET
      11. Ensures all coaches meet NHHSET and school requirements
      12. Ensures complete registration of all athletes including verification of medical insurance, signed Code of Conduct and Release Form, and school requirements are met
      13. Maintains appropriate paperwork at all NHHSET functions
      14. Personally signs a Code of Conduct and Release Form and Confidentiality Policy
      15. Ensures all team volunteers sign a Code of Conduct and Release Form, a Confidentiality Policy and complete a Volunteer Registration Form annually
      16. Provides situations where each equestrian team member can:
          1. Provide working experiences that lead to common group goal
          2. Experience good leadership opportunities, fair team play, horsemanship, sense of honesty, character, pride and good sportsmanship at all times
   2. Registered Team Head Coach
      1. Is a required position for every team
      2. May concurrently serve as the Team Advisor
      3. Must be 21 years old or older
      4. May or may not be a school employee as required by the school
      5. In conjunction with the Team Advisor identifies in writing clear explanations of team members regarding conduct, attendance, letter requirements (if applicable), practice guidelines, participation in fundraising, etc.
      6. Provides, conducts and hosts equestrian interscholastic programs with proper instructions, coaching methods, conditioning rules, health, safety and welfare of each participant and equine
      7. Encourages athlete leadership
      8. Personally signs a Code of Conduct and Release Form, Confidentiality Policy and completes a Volunteer Registration Form annually
      9. Attend one volunteer training session
2. **NHHSET TEAM DEFINITION/SUPERVISION REQUIREMENTS**
   1. To be eligible for team points, schools must have a minimum of three (3) registered riders and complete in a minimum of twelve (12) classes
   2. Schools with two (2) or fewer registered riders may register a team with NHHSET, however will not be eligible for team points at District competitions
   3. Teams may register two (2) Assistant Coaches
      1. Optional positions for every team
      2. Assumes team supervision at practice or at meets in the absence of the Head Coach
      3. Must be 18 years old or older
      4. May or may not be a school employee as required by the school
      5. Personally signs Code of Conduct and Release Form, Confidentiality Policy and completes a Volunteer Registration Form annually
      6. Attend one volunteer training session
   4. NHHSET Volunteer
      1. Must be 18 years old or older
      2. Provides documentation of experience and attend one volunteer training session
      3. Personally signs a Code of Conduct and Release Form, Confidentiality Policy and completes a Volunteer Registration Form annually
   5. Teams must have one (1) recognized adult supervisor (advisor/coach/volunteer) for every seven (7) team members (riding or spirit), who is not otherwise committed to volunteer activities, at all team events involving equines
      1. Teams are encouraged to have one (1) recognized adult supervisor per five (5) students at all competitions
   6. No athletes/teams may be coached from inside or on the rail of the arena while being judged
      1. Stewardship committee will meet to determine if disqualification is deemed appropriate
3. **REGISTRATION, PAYMENT & FUNDRAISING**
   1. NHHSET 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 as the focus, it is important to be a good steward of financial resources
   2. NHHSET is not responsible for any fundraising the individual registered teams partake in
   3. All athletes must register with the NHHSET
      1. Individuals must be registered in order to participate in team events
      2. Parents/guardians are required to acknowledge the athletes registration which includes acknowledgment of:
         1. Providing proof of equine rabies vaccination and negative Coggins test within one year of the event date
         2. Agreement with the Code of Conduct & Release Form
         3. Agreement with the Confidentiality Policy
         4. Agreement with the Health Release
   4. A participation fee, established prior to the competition season with be charged to each athlete
      1. Fees for the 2020-2021 season: Rider $195.00 / Spirit $20.00
      2. Fee must be received in full prior to any athlete participating in any NHHSET mounted event
      3. Schools may submit payment in full for all team members via a school issued check
      4. No personal checks will be accepted by NHHSET. Only certified bank checks, school checks, or money orders will be accepted by NHHSET
   5. Rider and spirit members withdrawing from NHHSET after registering but prior to March 1st will receive a full refund of any participation fees paid
      1. No refunds will be considered after March 1st
      2. Due to a cancellation of season by NHHSET at any time, will result in no or partial refund to participants. The amount of partial refund will be determined at time of cancellation.
4. **COMMUNICATION EXPECTATIONS**
   1. NHHSET’s goal is to have a process of communication that follows established guidelines as well as encouraging program improvement
   2. The basic process of communication flows in both directions
   3. Athlete/Parent ←> Team Advisor/Coach/School ←> District Board/Chairperson ←> State Board Chairperson
   4. Team members should bring any issues or questions to their coaches who then report to district representatives
   5. District representatives can bring issues to the district meetings for discussion and potential resolution
   6. The District State Board members when appropriate will bring issues to the State Board for discussion and resolution
   7. The State Board will be making decisions every month
      1. The State Board is composed of people the districts have elected to make decisions for them
      2. Any NHHSET athlete can participate, give their input and views at any State Board meeting
      3. Only voting members may bring motions or vote on motions
   8. NHHSET Attendance Policy
      1. A district representative must be present at all state board meetings
      2. A school representative from every registered team must attend all district meetings
      3. If there is not a district or school representative at these meetings as required, the district or school forfeits the ability of obtaining the information discussed at these meetings before the minutes from the meeting are published
   9. Democratic process utilizing the rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern NHHSET in all cases to which they are applicable and in which they are not inconsistent with the bylaws and any special rules of order the organization may adopt
      1. Democratic process ensures individuals they will have a voice, it does not ensure individuals will get what they want
   10. Any concerns regarding Stewardship rulings at District competitions will follow NHHSET Stewardship Process Guidelines
   11. Communication with NHHSET judges will be limited to designated District and/or State Board members and Judges Committee members
       1. Contact with judges by riders/parents/coaches/advisors before any competition is inappropriate and could result in disqualification for a rider or team from the meet or meets being officiated by that judge
5. **INSURANCE POLICY**
   1. NHHSET will follow State and Federal laws to reduce physical and financial risk to NHHSET athletes, the State and District Boards and the organization as a whole
   2. The NHHSET State Board will maintain a Commercial General Liability insurance policy that insures NHHSET against the risk of injury to spectators during NHHSET activities
   3. The NHHSET State Board will maintain a Director’s and Officer’s (D&O) insurance policy to protect against potential risk of wrongful acts and/or errors & omissions brought against the board, which does not involve bodily injury or property damage
      1. Defined per the NHHSET Directors and Officers (D&O) insurance policy, Section III. C. shall mean all persons who were, are now, or shall be directors, trustees, officers, employees, volunteers, or staff members of the Organization or its Subsidiaries, including, any executive board members and committees members whether salaried or not. (In a message dated 3/13/02 6:32:22 AM Pacific Standard Time, Andy Beauchamp, our Insurance Agent wrote “This is a very broad definition and would include your coaches and advisors. This being said, they are covered and no additional premium is warranted.”)
   4. Any paid personnel that are not covered under NHHSET insurance and must sign a release of liability waiver.
   5. Athletes ride at their own risk
      1. Each NHHSET athlete will maintain health insurance to cover any personal injury
   6. Every NHHSET athlete will be familiar with NHHSET rules and sign the NHHSET Code of Conduct & Release Form prior to participating in NHHSET events
   7. Any equipment now owned by District or State Board will not be covered under NHHSET insurance
   8. All NHHSET District and State competitions are covered by NHHSET insurance
      * 1. If a practice barn and/or school requests to be named as an additional insured on the NHHSET insurance policy the school will be responsible for the additional cost associated with being added to the policy
   9. Any NHHSET event where athletes are participating will require NHHSET additional event insurance to be purchased prior to the event
      1. The team or district hosting the event will be responsible for the cost of additional event insurance
   10. Each team has the option to have practice barn(s) named on the NHHSET insurance policy
       1. District Chair must be informed of practice barn request to be an additional insured on the NHHSET insurance
       2. The team will be responsible for the additional cost associated with adding a practice barn to the policy
   11. NHHSET does NOT authorize or insure parades
   12. NHHSET does NOT allow dogs at any of their events
   13. NHHSET does NOT allow any grills or open fires
   14. NHHSET volunteers are covered by the Federal Volunteer Act (refer to http://www.doi.ne.gov/shipp/volunteer/pl\_105.19.pdf)
   15. Transportation of team members and equine reverts to individual personal liability and is not covered by NHHSET insurance
   16. Only registered riders are allowed to ride at NHHSET practices and competitions
6. **INSURANCE PROCEDURE**
   1. Team registration must be complete with Team Advisor, Coach and Assistant Coach(es) named
   2. Individual rider or spirit registration must be complete
   3. Team approval by the high school must be on file with the State Board
   4. Practice barns are only added as additional insured upon request with a $40 charge/barn
   5. Certificate of insurance requests
      1. Must be requested at least two (2) weeks prior to the date needed
   6. Incident reporting
      1. Any incident that results in an injury or may result in a claim being filed against the NHHSET insurance policy requires the completion of an incident report form (see section 24) and returned to their District/State Chair
      2. The District/State Board Chair must be notified of any incident within 48 hours
      3. Forward the incident report from the State Board Chair
7. **NHHSET CODE OF CONDUCT STANDARDS**
   1. All athletes participating, volunteers associated with and persons contracted with NHHSET during the NHHSET season, will comply with NHHSET Code of Conduct Standards. (All persons associated with NHHSET be called member throughout this document unless specifically identified.) Each team shall take reasonable measures to ensure supporters (friends, relatives, volunteers) of their team conduct themselves according to NHHSET Code of Conduct Standards.
   2. Standards of conduct will be applied in the following order:
      1. School
         1. Athletes shall comply with the written rules of their school district, pursue the prescribed course of study, submit to lawful authority of principal, athletic or activity director, teachers, advisors and coaches and conduct themselves in an orderly fashion
         2. It is encouraged that each Registered Team Coach/Advisor contracts their high school and get a written copy of their Code of Conduct
         3. The written High School Code of Conduct ought to be discussed with athletes, parents and volunteers and included as part of signing the NHHSET Code of Conduct & Release Form
         4. If the high school does not have a written Code of Conduct, ask them the process utilized if an athlete (football, basketball, etc.) exhibits misconduct behaviors. Then put this process in writing, discuss it with athletes, parents and volunteers and include as a part of signing the NHHSET Code of Conduct & Release Form
      2. NHHSET
         1. When school Code of Conduct does not apply NHHSET Code of Conduct will prevail
            1. USEF will be utilized as guidelines when appropriate
      3. Team
         1. Each advisor/coach has the right to formulate additional requirements concerning student conduct while under the direct supervision of the advisor/coach. Any additional requirements may not be in conflict with NHHSET rules
         2. It is encouraged that expectations be written, discussed with athletes, parents and volunteers and included as part of signing the NHHSET Code of Conduct & Release Form
         3. NHHSET is not responsible for any additional fees (excluding the NHHSET registration fee) that the coaches, or advisors charge the participants
            1. It is required that the school is aware of potential additional fees charged by the coaches and that the school approves them
   3. NHHSET endorses the values and conduct:
      1. High expectations for students, school staff, advisors, coaches, parents, families, volunteers, community and spectators
      2. Strong leadership
      3. Teamwork
      4. Clear expectations and communications
      5. Accountability
      6. Appropriate attire
         1. Coordinated team colors, appropriate riding pants or trousers to follow discipline
         2. Team uniforms must have team name clearly printed on all shirts/vests/jackets
         3. ASTM/SEI properly adjusted helmet worn by athletes at all times, mounted on an equine, in a cart, wagon, or buggy, etc. being pulled by one or more equines
         4. Appropriate footwear when on or near equine
         5. Long hair shall be worn neatly so a rider’s number is visible
      7. Lifelong learning and skill building
      8. Recognition of and reward for excellence
      9. Community and family participation and support
      10. Safe and orderly learning environments
   4. Misconduct includes but is not limited to:
      1. Failure to comply with rules, Code of Conduct or the directions of NHHSET officials
      2. Failure to treat other members in a courteous manner
      3. Profane or abusive language, written or verbal. This will include inappropriate posting of information on social media sites such as Facebook ©, MySpace ©, Twitter ©, Etc.
      4. Theft, cheating, damage or destruction of property during the NHHSET season
      5. Unlawful addictive behaviors including but not limited to the use of narcotic, alcohol, tobacco, etc. (use of a prohibited substance by any individual on the grounds of a NHHSET event will result in immediate expulsion from the location)
      6. Directions from anyone while athlete is performing patterns
      7. The NHHSET cannot access any student’s Individual Education Plan (IEP) or 504 Plan. NHHSET does not employ qualified special education or paraprofessional personnel and cannot interpret or implement a student’s IEP or 504 Plan. If a student’s school determines it is within the scope of the student’s educational needs to participate in NHHSET and participate is a part of the student’s IEP or 504 Plan, the school is responsible for determining what accommodations need to be made for that student and the school is responsible for providing said accommodations. Consultation with the NHHSET State Board of Directors is recommended if a school is interested in including participation in NHHSET as a part of a student’s IEP or 504 Plan.
      8. Abuse, misuse, or neglect of equine
         1. Article 302 of USEF has issued guidelines identifying specific cruelty and abuse acts. The following acts are included, but are not limited to:
            1. Excessive use of a whip or spurs on any equine in a stall, runway, schooling area, competition ring or elsewhere
            2. Any striking of the equine’s head (on the poll forward of the poll) with the whip shall be deemed excessive
            3. Inhumane treatment of an equine in a stall, runway, schooling area, competition ring or elsewhere
            4. Excessive jerking of hands that leads to bleeding
         2. If cruelty is reported, it will be investigated. Appropriate action will be taken and if cruelty or abuse persists, will be reason for elimination at that event/class. See Violation Procedure
         3. Anyone present at a NHHSET event, practice, or show may report abuse, misuse, or neglect of equine as well as any questionable soundness of an equine
         4. Whenever abuse, misuse, neglect or questionable soundness of equine is reported it will be discussed by the stewardship committee to decide on action that will be taken
      9. Intentional travel at any gait other than a walk except in the show or practice ring will result in disqualification of the rider
8. **NHHSET VIOLATION PROCEDURES**
   1. Failure to abide by the rules, Code of Conduct standards or regulations of NHHSET by anyone affiliated with the program including athletes, coaches, advisors, parents and volunteers will lead to a process of confidential investigation and appropriate disciplinary actions
      1. Investigation:
         1. Is defined as an exploration of the facts
         2. Is the responsibility of the person in the leadership role i.e. the Registered Team Coach/Advisor, District Chair or State Chair, following Communication Expectations (see section 4)
      2. Following the school’s identified process is the first line of action
      3. If NHHSET needs to employ a disciplinary process, the action should fit the misconduct
         1. NHHSET organizational goals include providing an “opportunity to achieve in a fair, positive and educational format”
         2. Documentation of disciplinary actions is required and must include the following information (see section 24)
            1. Prevent misconduct
            2. Disciplinary action
            3. Plan for improvement
            4. Future disciplinary action if misconduct occurs again
            5. Signatures of immediate involved parties

Member(s) and the member(s) parent(s)/guardian(s) if appropriate

Registered Team Advisor/Coach, District Chair and the State Chair

* + - * 1. Give copies to the involved parties, the District Chair and the State Chair
      1. It is required that disciplinary actions that include removing of points, disqualification or suspension from a meet or meets when considered by approved by the District Stewardship Committee
      2. Actions that include expulsion, when considered by approved by the District and approved by the State Board
      3. First violations during the NHHSET season, may include disciplinary actions such as:
         1. Discussion, plan of action from improvement
         2. Loss of points for athlete(s) or team(s)
         3. Disqualification of athlete(s) or team(s)

Disqualification from a class or classes

Suspension from a meet or meets

* + - * 1. Removal from event grounds
      1. Second violations during the same NHHSET season or subsequent NHHSET seasons, may include disciplinary actions such as:
         1. Disqualification of athlete(s) or team(s)
         2. Disqualification from a class or classes
         3. Suspension from present meet
         4. Suspension from next meet
         5. Expulsion from NHHSET
      2. Third violations during the same NHHSET season or subsequent NHHSET will result in an expulsion hearing at the State Board
  1. Reinstatement consideration requests from suspension/disqualification
     1. Reinstatement consideration requires receipt by the District and State Board of the following documentation:
        1. Letter of request for reinstatement from member(s) and/or team(s) which includes:
           1. Acknowledgement of violation
           2. Plan of action for improvement
        2. Letter of support of reinstatement from Registered Team Advisor/Coach and/or District or State Chair
     2. Denial of reinstatement request by the District Board may be appealed to the State Board
     3. The State Board decision will be final

1. **STEWARDSHIP PROCESS GUIDELINES**
   1. To interpret the rules as needed with the goals and vision of the organization in mind and to settle any disputes or conflicts brought forward at the District and State meets
   2. Issues that arise at the District or State meets resolved by the time the judge leaves that competition
      1. The Stewardship Committee has the authority to disqualify a participant or remove points in conjunction with/or without the judge if the issue warrants
   3. Members of the Stewardship Committee
      1. District meets
         1. District Chair - as per the district rules
         2. A Stewardship Committee will be formed prior to the start of a competition
         3. An odd number of participants in encouraged
      2. State Championship Meet
         1. State Chair - votes only to break a tie and should act to facilitate meeting
         2. Each District Chair or their designated alternate as defined in the NHHSET Mission and Bylaws
         3. State Show Secretary
         4. State Rules Committee Chair or their designated alternate
         5. State Judges Committee Chair or their designated alternate
         6. State Safety Committee Chair or their designated alternate
   4. Investigation
      1. District Meet
         1. The District Chair or delegate investigates the situation by gathering the facts from the appropriate persons, including the judge if needed
      2. State Championship Meet
         1. The District Chair or delegate brings the issue to the State Chair
         2. The State Chair investigates the situation by gathering the facts from appropriate persons, including the judge is needed
   5. Stewardship committee is then called together by the Chairperson at the time of the competition
      1. The investigating party will present the situation to the Stewardship Committee
         1. Once the situation is presented, the Stewardship Committee will have the opportunity to ask questions of any parties involved in the situation
         2. The Stewardship Committee will then review the applicable rules; discuss the situation, considering all the issues and ramifications of the decision
         3. A motion will be made and vote taken with majority ruling
         4. The Chair will then present the decision to the involved parties
2. **RULE INTERPRETATION**
   1. Judges/Timed Event Supervisor
      1. Judges’/Timed Event Supervisors’ decisions are final in all cases under the scope of their responsibility
      2. No Video is to be used as evidence
   2. Stewardship Committee(s)
      1. To interpret rules as needed and settle any disputes or conflicts brought forward at the meet at which the dispute occurred
      2. This is to be done with the goals and vision of the entire organization in mind
      3. See Stewardship Guidelines (section 9)
   3. If a conflict occurs in interpretation of a rule or guideline
      1. NHHSET rulebook will be used followed by USEF rules where specified
   4. All issues need to be communicated in a timely manner
      1. If concerning a class, communicate prior to completion of class
      2. Other issues communicated prior to completion of meet
   5. District Stewardship Committee
      1. A Stewardship Committee for district meets will be formed prior to the start of a competition (see section 9)
      2. Decisions will be made by the District Stewardship Committee
         1. If the conflict cannot be settled through use of the rulebook and a satisfactory interpretation cannot be arrived during the District Level Stewardship Committee meeting; the District Chair will attempt to contact the State Rules Chair or the State Chair to resolve the issue
         2. If the requestor is not satisfied by the District Stewardship Committee decision the District Chair will send a complete history of the conflict with all sides represented to the State Rules Chair and State Chair
         3. The State Rules Committee will consider the information and recent recommendation to the State Board for a final decision
         4. The State Board will review the recommendation and report back prior to the next meet
         5. Confidentiality is highly recommended
         6. The State Board decision will be final
      3. State Stewardship Committee (utilized only at the State Meet - see section 9)
3. **PARTICIPATION** 
   1. General participation in NHHSET
      1. The coaches and advisors forming the equine sport program must follow school, district and state board of education guidelines
      2. Volunteers, coaches, advisors and team adult supervisors must understand and sign the NHHSET Code of Conduct & Release Form and complete a Volunteer Registration Form annually
      3. Original forms must be filed with the District or State Secretary as appropriate and must be available at each meet
   2. Team Participation in NHHSET
      1. A team must have the approval of the proper authorities of the school as indicated on the Team Registration Form
      2. Each team advisor and coach will comply with the rules and guidelines as set forth by their middle school or high school in regard to security and or criminal history background check
      3. Adult supervision must be present at all team activities (see section 2)
      4. Teams must participate in the districts within which their school resides
      5. A team can consist of both riding and non-riding athletes (spirit members)
   3. Athlete participation in NHHSET
      1. Any student, regardless of race, creed, sex, physical or mental challenge may participate in NHHSET
      2. All of the athletes representing a school must be enrolled in or reside in that school district
         1. Exceptions will be addresses by the State Board and will be consistent with the State Board of Education rules whenever possible
      3. Student Athletes must supply their own health insurance
      4. The student athlete must meet the scholastic requirements and/or the athletics guidelines of State Board of Education and their school in order to be eligible to participate in NHHSET
      5. Students who attend public school may represent only the public school located within the public school attendance boundaries of their legal residence. Exceptions to this rule are to be limited are carefully scrutinized
      6. Home school students who meet the homeschooled eligibility standards established by New Hampshire law may represent a public or a private school located within the public school attendance boundaries of their legal residence
      7. Students attending a private school may only represent that private school in NHHSET if that private school participates in NHHSET. If that private school does not participate in NHHSET the private school student(s) may represent the public school located within the public school attendance boundaries of the student’s legal residence. If no public school within the attendance boundaries participates in NHHSET the private school students(s) may request an individual or team co-op as per the NHHSET co-op rules.
      8. Athletes’ parents/guardians are responsible for athlete and equine transportation
      9. All athletes and their parents or guardian must read, sign and understand the NHHSET Code of Conduct & Release Form
      10. A competitor registration form with listed attachments must be completed (see section 3), filed with the team and available at all events and practices
      11. A participation fee, established prior to the competition season, will be charged to each athlete
      12. Additional fees as required by the District must be paid prior to participation in any competition
      13. Refunds are available per NHHSET refund policy (see section 3)
      14. Non-riding athletes (spirit members) participation during practices, functions, and meets may include but is not limited to:
          1. Groom
          2. Team Manager
          3. Team Secretary
          4. Team Treasurer
   4. Division of Competition
      1. Students may only register for one division
      2. Spirit (non-rider)
      3. In-Hand
      4. Walk/Trot, Jog (WT)
      5. Walk/Trot, Jog/Canter, Lope (WTC)
      6. Once a rider has competed in the WTC division they may not compete in the WT division or In-Hand division
         1. If a participant has competed in NHHSET in the WTC Division in a previous season and the rider, parent, coach, advisor and administrator for the current team feel that the rider should compete this year in the WT Division (or other division) - a letter should be signed by student, parent, coach and advisor and mailed or emailed to the District Chair not later than the rider registration deadline. If the form is not postmarked or received by the last registration date, the rider will not be eligible to change divisions and must compete in the WTC division again.
         2. Any exceptions to this rule will be made on a case-by-case basis, because it is considered moving back in rank of division difficulty
      7. Any WT rider may not canter at any NHHSET practice, competition or event
   5. Athlete Uniform
      1. All athletes participating in any NHHSET sponsored activity must wear an ASTM/SEI helmet, properly adjusted according to manufacturer’s instructions at all times, while mounted.
         1. Proper helmet adjustment throughout the entire event must be maintained or a disqualification may occur
      2. A safety vest may be worn by any athlete in any event that he/she so chooses. Safety vest may be worn under or over the uniform as long as the athlete’s number is clearly visible
      3. Required attire
         1. Athlete’s number must be visible at all times. Riders will not be allowed to enter the exhibiting ring without a visible number
         2. Same uniform must be worn by all team members while competing
            1. Must have school name or logo
            2. May be long or short sleeved
            3. Collars not required
         3. Shirt must be tucked in
         4. Western style pants or jeans (no torn, frayed or faded jeans) or English breeches or jodhpurs
         5. Appropriately corresponding boots for the style of riding and tack used
         6. Athletes with long hair need to wear it neatly so number is clearly visible
      4. Optional Attire
         1. Member name
         2. American flag
         3. Belts
         4. Clear rain jacket
         5. One sponsor logo no larger than 3”X5” may be placed on one of the following items
            1. Uniform
            2. Helmet cover
            3. Saddle pad
      5. Prohibited attire
         1. Neckline below collar bone
         2. Dangling earrings - nothing hanging below earlobe
         3. No adornments are allowed (pinned, sewn, glued, or otherwise artificially attached) on uniform
   6. Athlete/Team participation at meets
      1. Points for events in all three (3) District meets will be used when calculating year end awards and for State Championship Meet qualification (see section 18)
      2. Athlete/Team must compete in two (2) of three (3) District meets to qualify for State Championship Meet
      3. Athlete/Team must compete in a class at two (2) of three (3) meets to qualify for State Championship Meet
      4. Athlete may participate in up five (5) classes
      5. Any WT participant in any western class may use a regulation snaffle and ride with two hands
   7. Equine participation in NHHSET
      1. The team advisor/coach must be informed of any health issues that would affect the participation of the equine athlete
      2. No stallions of any age will be allowed to participate
      3. Any participant exhibiting any equines five (5) years of age and under may use a regulation snaffle or rawhide bosal and ride with two hands
      4. Equines six (6) and over in a western class must use any standard bit for that class or breed and ride with one hand (except in timed events and working pairs - see section 22)
      5. An equine cannot compete against itself
      6. An equine cannot compete in more than 15 classes at one show and may not compete in more than 10 mounted classes
4. **SCHEDULING** 
   1. All dates are subject to change at any time
   2. Season begins February 1st of the current school year and ends on June 30th the following year
   3. Team registration will open October 1st and close March 1st
   4. Rider registration will open February 1st and close March 1st
   5. Patterns will be posted February 1st
      1. Patterns will not be final until March 15th
   6. Class registration will open February 1st and close March 1st
      1. No changes to class registration can be made after March 1st
      2. Freestyle patterns are due with class registration
      3. Riders unable to compete in a registered class (individual, pair or team) for any reason at any time during the season will not be allowed to replace that class with a different class
   7. Each district will hold three (3) competitions between the March State Board Meeting and two (2) weeks prior to the State Championship Meet
   8. The State Championship Meet will be scheduled the last non holiday weekend in May
   9. Double judged shows and/or classes are allowed but not recommended and should only be used as a last resort
   10. If possible, the competitions should be held at a facility large enough to accommodate all of the classes in one day
   11. If it is not possible to hold all the events on the same day, events should be scheduled as close as possible to the competition dates
   12. No two (2) out of the three (3) required District shows may occur on the same day unless special permission is approved by the State Board
   13. It is not required, but highly suggested each District plan a “rain date” show in case of inclement weather and a show must be cancelled
   14. State Board may limit number of teams and size of teams if needed
   15. No equine practices shall occur prior to December 1st or after June 30th
   16. No equine or athlete (on foot) may participation in a NHHSET identified practice prior to season
   17. NHHSET members may gather at any time without equines
   18. NHHSET clinics or other NHHSET equine related functions may be held outside the scheduled season provided they are open to all schools. District Chair will notify the State Chair prior to the clinic/event to communicate with all districts and obtain appropriate NHHSET insurance
5. **JUDGING**
   1. Districts may choose to use non-carded judges at their discretion
   2. Carded judges are required for all events at the State Championship Meet
      1. Judges shall be considered for the NHHSET State Championship Meet if they are carded by any of the following: USEF, USDF, 4-H and other State and/or National Associations deemed appropriate by NHHSET
   3. All NHHSET Judges must be 21 years of age or older
   4. Judges may not be used by an individual district or for the State Championship Meet for more than two (2) consecutive years
   5. Judges may not officiate at district and state shows in the same year
   6. A judge will only be allowed to officiate in the divisions they are qualified in and should let the competition committee know of any areas where qualification is lacking
   7. All judges must be voted on by the district and state boards as appropriate and the meeting minutes must reflect the person hired for the position
   8. When hiring a judge, the packet for events to be judged will be sent with the contract so that each judge can evaluate their responsibilities prior to signing the contract
   9. The packets will include contract, patterns and where to locate our Rulebook
   10. Judges Evaluation Forms should be submitted to the Judges Committee based on observations and comments on each judge used at NHHSET competitions within thirty (30) days of each show
   11. Each year the Judges Committee with re-evaluate the standards and procedures of the committee function in regard to judge qualification. The State Board will approve any changes. This will ensure the continued quality of the NHHSET goals in this area
   12. Judges are required to sign or initial each scorecard after class is completed. The scribe will ensure the judge’s signature is obtained prior to scorecards being submitted to the show secretary.
   13. Judges may or may not be present for supervision of timed events at District shows as long as the District Board approved timed event supervisor is present. This supervisor's decisions will be final as would be a judge’s (see section 10)
       1. The decision to have a judge supervise the times events at district shows should be made prior to the day of the show
   14. No NHHSET rider, parent/guardian, volunteer coach/advisor or board member may have any financial transactions with a judge during the 30 day period immediately preceding or following a NHHSET event
   15. Judges are not to touch an equine while it is in the show ring
6. **COOPERATIVE SPONSORSHIP**
   1. Cooperative sponsorship should not be a matter of convenience but more a matter of necessity. NHHSET 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
   2. Before applying for a co-op, a diligent effort must be made to create an independent team. Steps to ensure that every effort has been exerted to create an independent entity include:
      1. Contact with the school officials to test interest and assistance
      2. Canvassing the school to create interest in the sport
         1. Flyers
         2. Phone calls
         3. Lunch meeting
         4. Radio Announcements
         5. School Announcements
      3. Plan an evening meeting place, time and invite all interested athletes and parents
         1. Ask a NHHSET representative to attend
         2. Take sign-up sheets
      4. Ask for a spot on the next school board meeting
         1. Bring your information and registration packet
         2. Ask a NHHSET representative to attend
      5. Remember the NHHSET requirements
         1. Head coach
         2. Advisor
         3. School approval as a middle or high school varsity team or a middle or high school club
   3. If you have diligently exhausted all the above options with little or no response and cannot secure the three (3) necessary factors to create a school team, then and only then does the cooperative team become an option
   4. NHHSET 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
   5. When applying for a co-op between teams, the following procedure should be used:
      1. Document all steps taken to create an independent team (including those that did not work)
      2. Find out which school within your district is geographically closest to you and is agreeable to a cooperative sponsorship agreement
      3. Prepare the application and obtain the consent and signature of the Principal or Athletic Director of the applying school
      4. Plan a meeting with the coach of the sponsoring team
      5. Meet with the sponsoring school (with advisor/coach at your side) and request the approval of that school to accept the applying school as a co-op
      6. Present the completed application to your District Board for approval
   6. Cooperative sponsorships for District and States must be considered on an 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
   7. Cooperative sponsorships must be renewed annually
7. **CO-OP PROCEDURES**
   1. Each application for cooperative sponsorship will be evaluated and voted upon based on individual merit
   2. Exceptions to NHHSET’s cooperative sponsorship process may be made due to specific circumstances. In no case shall an exception be granted deemed a precedent on which to base future decisions on cooperative sponsorship
      1. Any exceptions must be petitioned in writing to the District Board by the December Board meeting
   3. Recruitment of athletes, and any conduct circumstances which may give rise to the appearance thereof, is to be strongly discouraged and any application presented with that intent will be denied
   4. Geographic proximity requirement
      1. Applying schools requesting cooperative sponsorship must co-op with the nearest school that is in their district
      2. If there is no team based in their school district, the applying school may co-op with the team that is geographically closest and will agree to accept them
   5. Definitions:
      1. Team Co-op: Students attending a school that does not offer a NHHSET program request to compete with a school that does offer a NHHSET program
      2. District Co-op: School(s) apply to compete in a NHHSET District other than their geographic district
      3. Applying Team: The school does not offer a NHHSET team and is applying to compete with another school
      4. Sponsoring Team: The School that will compete under its own name, and wishes to integrate the applying school’s students for NHHSET competitions
   6. Team Co-op
      1. The Principal, Athletic Director or authorized school official of the applying and sponsoring schools must sign the application
      2. If the officials deny cooperation, the Board of Directors (district level) may follow through to ascertain the reasons for this decision
      3. The application is brought to the District Board to be approved or disapproved.
      4. Team co-ops will be approved for one (1) year at a time
      5. Each completed application will be reviewed for approval at the next regularly scheduled district meeting
      6. Team co-op deadline is the February District meeting
   7. District Co-op
      1. Districts wishing to co-op must receive acceptance by the sponsoring district prior to submitting the request to the State Board
         1. The application is brought to the sponsoring district’s board to be approved or disapproved. If approved, the sponsoring district signs and forwards the application to the State Board
      2. District cooperative sponsorship requests must be received by the State Board no later than the September State Board Meeting
      3. Projected district growth and/or economic issues will be considered
      4. Representatives from the applying and sponsoring districts must attend the State Board meeting to participate in the decision making process
         1. Each completed application will be reviewed for approval at the next regularly scheduled meeting following receipt of application
      5. District co-ops will be approved for one (1) year at a time
8. **SCORING/PLACING**
   1. Individual and Team Point System

|  |  |  |  |
| --- | --- | --- | --- |
| PLACING | POINTS | PLACING | POINTS |
| 1st | 20 | 9th | 8 |
| 2nd | 18 | 10th | 7 |
| 3rd | 16 | 11th | 6 |
| 4th | 14 | 12th | 5 |
| 5th | 12 | 13th | 4 |
| 6th | 11 | 14th | 3 |
| 7th | 10 | 15th | 2 |
| 8th | 9 | Participation | 1 |

* 1. Method of scoring will remain consistent at the State and District level
     1. Team and individual points, including participation points, are as according to the point system above
     2. In the event of a tie score in any class at either the District or State competition, the overall horsemanship score will be the tiebreaker. If the overall horsemanship score is also tied, then it is a true tie except the In-Hand Obstacle Relay Class where time breaks the tie and timed events where time is the only scoring mechanism
     3. In the event that a tie is unavoidable all athletes/teams with tied scores will receive full points for the position they are tied at
     4. The points for placing below the ties are awarded as usual after the number of tied positions has been subtracted from the placing:
        1. Example Tie for 1st, no 2nd place points awarded (Rider 1: score 90, 1st place and receives 20 points; Rider 2: score 90, 1st place and receives 20 points; Rider 3: score 89, 3rd place and receives 16 points; Rider 4: score 88, 4th place and receives 14 points; Rider 5: score 87, 5th place and receives 12 points)
        2. Example Tie for 2nd, no 3rd place points awarded (Rider 1: score 90, 1st place and receives 20 points; Rider 2: score 89, 2nd place and receives 18 points; Rider 3: score 89, 2nd place and receives 18 points; Rider 4: score 88, 4th place and receives 14 points; Rider 5: score 87, 5th place and receives 12 points)
        3. Example Tie for 3rd, no 4th place points awarded (Rider 1: score 90, 1st place and receives 20 points; Rider 2: score 89, 2nd place and receives 18 points; Rider 3: score 88, 3rd place and receives 16 points; Rider 4: score 88, 3rd place and receives 16 points; Rider 5: score 87, 5th place and receives 12 points)
        4. For Team/District points to be awarded in any class at the State Championship Meet, there must be a total of four (4) riders/teams in the respective class
  2. Scratches
     1. To avoid team penalty scratches must be submitted to the District Show Secretary for District meets or to the State Show Secretary for the State Championship Meet prior to the deadline established for each meet
     2. Scratches not received by the deadline will count toward the total team points available for that meet
  3. Team Event Points
     1. In a team event, each participant shall be awarded individual and team points for their placing
  4. Individual Event Points
     1. All competing athletes will receive individual points and team points for their respective placing in individual and team classes
  5. Disqualification (no points awarded)
     1. If an athlete is disqualified from a class for any reason, that athlete will not receive individual or team points, including participation points for that class
     2. Athletes could be disqualified for prohibited equipment by the stewardship committee or the judge
     3. Refer to individual class descriptions for event disqualification criteria
     4. Athletes will not be disqualified for being “off course” except in gymkhana classes, dressage/freestyle, and jumper classes where “off course” is a disqualification
        1. The athlete will not receive points for the elements of the pattern that are “off course” or not attempted
  6. Team Placing - District Shows
     1. End of Day
        1. Team points will be awarded per Section 16.1
        2. Total team points earned will be divided by total possible points to determine each team’s percentage for the day
        3. Total team points possible are the sum of the maximum points that could be awarded to each team for each class
           1. Example: A team will three (3) riders in a class would have possible points of 54 [20 (1st place) + 18 (2nd place) + 16 (3rd place) = 54 (total possible points for that team for that class)]
        4. Teams will be ranked at the end of each meet by percentage for the day
     2. End of Season
        1. The sum of the total team points earned from all district shows will be divided by the sum of total possible team points from all district shows to determine each team’s percentage for the season
        2. Total team points possible are the sum of the maximum points that could be awarded to each team for each class
        3. Teams will be ranked at the end of the season by percentage for the season
  7. Individual Year End District Points
     1. An accurate point count must be kept for every in the competition and points compiled at the end of the District’s competition season
     2. Individual points for all three (3) district meets will be added together for ranking
     3. Riders may qualify for a maximum of five (5) individual year-end awards or State Meet qualification
     4. Ties in year-end district point totals will be broken using total (all 3 meets) overall horsemanship scores in the class
     5. The top two (2) high point individuals/teams in each class will qualify for the State Championship Meet

1. **STATE CHAMPIONSHIP MEET QUALIFICATIONS**
   1. State Championship Meet qualifying athletes will be determined by year-end point totals at the District level
   2. The top two (2) placing athletes/teams in each class will qualify for the State Championship Meet
   3. If there is a true tie for second place at the the district level a maximum of three (3) entries per class per district may compete at the State Championship Meet. Otherwise a maximum of two (2) entries per class per district may compete at the State Championship Meet
   4. Athletes must have competed in two (2) or more shows to qualify for the State Championship Meet
   5. Competitors must have earned points other than participation points in that class during the season
   6. Two (2) alternates will be named in place of qualifiers in descending order of total district points for a class at the District’s discretion
   7. State Championship Meet participants and alternates must be reported by the Districts to the State Board of Directors by midnight on the Friday following their last district show
   8. In an alternate will be used the State Board must be notified 48 hours prior to the State Championship Meet
2. **AWARDS**
   1. District Awards
      1. Awards will be presented for the top three (3) places in all events at the end of the three (3) district meets
      2. Districts may choose other awards to be presented
         1. Optional awards may include but are not limited to:
            1. High point team trophies
            2. Individual high point timed events (classes include: jumping, barrels, poles, flag and turn and burn)
            3. Individual high point classes (classes include: showmanship, suitability, equitation, trail, freestyle)
            4. Individual high point overall In-Hand
            5. Individual high point overall WT
            6. Individual high point overall WTC
            7. Sportsmanship/Spirit Award
   2. State Awards
      1. Awards are given at the end of the State Championship Meet or at an end of year banquet
      2. Awards will be presented for the top three (3) places in all events in the State Championship Meet
      3. All team event athletes will receive individual awards for team events
      4. District placing at the State Championship Meet will be determined using the same scoring system used to place teams at the district level (see section 16)
      5. Team placing at the State Championship Meet will be determined using the same scoring system used to place teams at the district level (see section 16)
      6. Awards will be presented for the top two (2) placing teams. Signified by the NHHSET State Championship Team and the NHHSET Runner Up State Championship Team
      7. For Team/District points to be awarded in any class at the State Championship Meet, there must be a total of four (4) riders/teams in the respective class
3. **CLASS RULES**
   1. Required, optional, and prohibited equipment will be determined using USEF rules as outlined in the section (see section 22)
   2. Class descriptions and judging requirements will support NHHSET goals and vision of the organization
   3. All horses entering any class must be serviceably sound at judge’s discretion
   4. Competitors must enter and exit the show rings at a walk
   5. Competitors must wait for acknowledgement from the judge before beginning all classes
   6. Competitors will be allowed a scheduled warm up for their over fence classes and their trail course
   7. Competitors will not be allowed to ride their horse around the outside of the dressage ring before their judged class
   8. The same patterns will be used for all District competitions
4. **CLASS DEFINITIONS**
   1. Showmanship
      1. The athlete may show according to the seat they are showing
         1. If showing English, must show in English bridle and English attire
         2. If showing Western, must show in a halter with lead and Western attire
      2. Haunch turns should have forward motion
      3. Conformation of the equine is not to be considered, however, the horse should be serviceably sound (definition: the horse is sound for the service intended by the owner or rider. By sound, the horse is comfortable and not going lame from performing the job)
      4. The lead should be 6’ to 8’ in length
      5. Athletes may not touch their equine
   2. Equitation
      1. To be judged on the rider’s ability to perform the pattern and not the conformation or way of going of the equine
      2. Will be judged 50% on pattern and 50% on rail work
   3. Suitability
      1. To be judged on a rider’s ability to make the horse suitable for that discipline
      2. Will consist of elements to be judged on the rail or in line-up
         1. Elements can be any of the following according to discipline: walk, trot/jog, extended trot/extended jog, canter/lope, halt, back
   4. Equitation Over Fences
      1. To be judged on the rider’s ability to perform and communicate with the horse through the defined course
      2. Three (3) cumulative refusals is an elimination
      3. Riders may not enter more than one (1) over fences height
      4. Riders will be judged on their opening circle and 8 jumps with element ten being Overall Horsemanship
   5. Jumper Class
      1. The class will consist of a preliminary timed round of a maximum of nine (9) jumps
      2. There will be no set time limit but time will be recorded for placing of riders who do not qualify for the jump-off
      3. Riders with clean rounds (no faults) in the preliminary round will qualify for the jump-off round
      4. Riders with faults will be placed after the jump-off riders by number of faults
      5. If there is a tie in the number of faults, fastest time will determine placing
      6. Clean rounds will be placed by fastest time
      7. Riders with faults will be placed in the jump off by least amount of faults below the riders with clean rounds but ahead of the riders not qualifying for the jump-off
         1. Riders with no faults in jump off will mark above any rider with faults regardless of time
      8. Faults will be assessed as follows:
         1. Knockdown of an obstacle, standard, rail, automatic timer, or other designated marker on the start or finish line by any portion of the horse, rider or equipment - four (4) faults
         2. First disobedience anywhere on curse - four (4) faults
      9. Elimination will be as follows:
         1. Second cumulative disobedience anywhere on course
         2. Horse resisting for 45 consecutive seconds
         3. Taking more than 45 seconds to jump the first obstacle after the time of the round has begun
         4. Taking more than 45 seconds to jump the next obstacle on course
         5. Fall of horse and/or rider
         6. Jumping an obstacle before it is reset, or without waiting for signal to proceed
         7. Starting before judge’s signal to proceed
         8. Jumping an obstacle before crossing start line unless said obstacle is designated as a practice obstacle or after crossing the finish line, whether forming part of the course or not
         9. Off course
         10. Leaving the enclosure of a closed obstacle incorrectly
         11. Rider and/or horse leaving the arena before finishing the course
         12. Any competitor at the end of his/her round who does not leave the arena through the designated gate (i.e. jumping out of the arena)
         13. Actions against a horse deemed excessive
      10. No cross entering different heights for equitation over fences and/or jumper classes
   6. Trail/In-Hand Trail
      1. To be judged on the rider/handler’s ability to maneuver their horse through a series of obstacles
      2. Any trail participant may choose to ride either with english or western tack and attire
      3. Must have discipline appropriate tack and attire/no cross discipline tack and attire will be allowed
   7. Working Team
      1. To be judged on the coordination of mounts performing the pattern
      2. May be ridden as a pair or a quad
      3. Music is optional and must be provided by the riders
      4. Both hands may be used on the reins for English or Western style
      5. Working Team may be ridden in an arena using dressage symbols for orientation
      6. The arena should be fairly close in size to a small dressage arena (20m X 40m)
   8. Open Freestyle
      1. Rider will be given right (8) elements to incorporate into their freestyle pattern
      2. Open to all disciplines
      3. Will be judged on each element completed, overall horsemanship and creativity
      4. Pattern committee will be responsible for providing the required elements for the competition year
      5. Music is optional
      6. Three (3) minute limit on the patterns
      7. Must be timed
         1. If the rider exceeds the three (3) minute time limit they will be disqualified
         2. Timing will start when the rider enters the dressage ring and time will stop when the rider exits the dressage ring
         3. If a “salute” is incorporated in the pattern DO NOT wait for judge acknowledgement as timing continues
      8. Freestyle must be ridden with attire and equipment for the discipline they are riding
      9. Must be ridden in a dressage ring
      10. Freestyle patterns cannot be changed once submitted
          1. Freestyle patterns that are submitted and are written incorrectly after the due date of March 1st, will be disqualified
   9. Spirit Practicum
      1. Spirit members may register to participate in the optional spirit practicum and or Grooming Box Challenge
      2. Practicum will be graded and participants will be placed based on number of correct answers
      3. Individual and team points will be awarded based on placing
      4. Additional tests may be used to break ties
   10. Timed events (see section 22)
   11. Dressage and Western Dressage
       1. Dressage classes will be ridden in a dressage ring
       2. Stepping on, out, or knocking over the dressage ring will result in disqualification
       3. Competitors will not be allowed to ride their horse around the outside of the dressage ring before their judged class
5. **TIMED EVENTS**
   1. Barrels, Pole Bending, Stake Race, Individual Turn-and-Burn
      1. A second equine may be used to encourage an equine into the arena. Second equine should then leave the arena
      2. Okay for advisor, coach, or another athlete to help equine into arena
      3. Walk/Trot timed events will have a 5 second penalty for every canter stride under three (3). Three (3) or more canter strides will result in disqualification. Canter strides do not have to be consecutive.
   2. Team Turn and Burn
      1. Each athlete will be issued a 30 second penalty if two (2) athletes are determined to be on the course at the same time
      2. Team Turn and burn is a four (4) person team event. If a school has only three (3) riding members, the team may compete in this event with three (3) athletes using four (4) different equines. If a team member is absent or injured, the team may compete in this event with three (3) athletes using four (4) different equines
      3. Maximum of two (2) coaches or registered team members are allowed in the arena to hold equines if there are only three (3) athletes. Only equines without a rider are to be held
   3. Prohibited:
      1. Running in or out of arena (at full stride)
      2. Athletes not demonstrating control of an equine that is hopping/dancing is prohibited
      3. Any encouragement of forward motion by whipping or pushing by advisor, coach, or other athlete to help equine start course
      4. Halters are not allowed
      5. As soon as athlete takes the course, arena staff must close all arena gates
      6. Athletes must enter and leave the arena at a walk demonstrating control
      7. Equines that constitute a safety hazard may be disqualified
      8. Knocking down of a barrel in barrel racing or a pole in pole bending results in a five (5) second penalty
      9. Athlete is not allowed to reach down to catch a falling barrel or pole (doing so will result in disqualification for that class)
   4. Athletes off Course: Participation Points Awarded
      1. Leaving the course, run outs, refusals, upsetting the starting markers, fall of equine or athlete
      2. In team and individual flag racing, if the flag hits the ground the team/individual will receive “no time” and only participation points will be awarded
      3. In Turn and Burn if the barrel is knocked over it will receive no time and only participation points will be awarded to the competitors
   5. Athlete Disqualification: No Points Awarded
      1. Taking more than thirty (30) seconds to cross the starting line. The course begins at the start line. Announcer announces the athlete, judge/timed event supervisor raises hand to indicate course is ready. Athlete has thirty (30) seconds to start the course. The judge/timed event supervisor will be responsible for determining whether or not the athlete starts the course within thirty (30) seconds. The judge/timed event supervisor will call “no time” if the athlete does not start the course within thirty (30) seconds
      2. Athlete has one (1) minute to enter the ring after previous competitor has left the exiting gate
      3. Striking the equine with flag
      4. Excessive abuse of the equine by any means and inhumane use of equipment on the animal (Emphasis should be on the use, not the equipment itself. Judges must place a great deal of attention to the area)
         1. Anyone present at a NHHSET event, practice, or show may report abuse, misuse, or neglect of equine as well as any questionable soundness of an equine
      5. Unsportsmanlike conduct in the arena
         1. Use of profane language
         2. Disrespect
      6. Hackamores are only allowed in times events (gymkhana and jumpers)
6. **REQUIRED, OPTIONAL, AND PROHIBITED EQUIPMENT**
   1. **For all of our classes we follow the New England 4-H Horse show Bit Rules and Guidelines packet “revised March 2018”**
      1. A judge at his/her own discretion can penalize a horse with nonconventional types of bits or nosebands
   2. Pattern and Rail Classes
      1. Showmanship and all In-Hand Classes
         1. Required
            1. Halter and lead rope or bridle customary to seat
            2. Coordinated team shirt/jacket/vest
            3. Western style hat or regulation helmet properly adjusted
            4. Western style pant, breeches or jodhpur boots
            5. Western, hunt, paddock or jodhpur boots
            6. Athletes with long hair should wear it neatly so number is visible
            7. Horse and handler should follow same discipline in attire and tack
         2. Optional
            1. Gloves
            2. Whips no longer than 4 feet (according to the horse’s breed)
         3. Prohibited
            1. Spurs
            2. chaps/chinks
            3. Splint boots
            4. Leg wraps
            5. Torn, frayed or faded jeans
      2. English - Equitation, Suitability, Trail and Freestyle
         1. Required
            1. English - type saddle
            2. A bridle, cavesson nosebands are permitted
            3. Regulation girth
            4. Coordinated team shirt/jacket/vest
            5. Regulation helmet properly adjusted
            6. Breeches or jodhpur boots
            7. Athletes with long hair should wear it neatly so that number is visible
         2. Optional
            1. A bridle that has no bit attached to it and has no leverage action, (example - Dr Cook’s bitless bridle see Appendix A)
            2. Dressage saddle
            3. Cutback saddle
            4. Spurs of the unrowelled type
            5. Crops or bats, may carry one whip no longer than 4 feet including snapper or lash
            6. Gloves
            7. English breastplate
            8. Braiding of mane or mane and tail in hunt style
            9. Half chaps
            10. Protective boots, leg wraps and bandages
         3. Prohibited
            1. Draw reins
            2. Rowelled spurs
            3. Figure 8, flash, or dropped nose cavesson
            4. Martingales (any type)
            5. Western saddle
            6. Jeans
      3. Equitation Over fences
         1. Required
            1. Forward seat saddle
            2. English bridles, cavesson, nosebands are recommended
            3. Regulation girth
            4. Coordinated team shirt/jacket/vest
            5. Regulation helmet properly adjusted
            6. Breeches or jodhpurs
            7. Hunt, paddock, jodhpur boots
            8. Athletes with long hair should wear it neatly so that number is visible
         2. Optional
            1. Spurs of the unrowelled type
            2. Crops or bats, may carry one whip no longer than 30” including snapper or lash
            3. Gloves
            4. English breastplate
            5. Braiding of mane or tail in hunt style
            6. Half chaps must be brown or black with no fringe, embroidery or other embellishments
            7. Standing and running martingales
            8. Protective boots, leg wraps and conservative colored
         3. Prohibited
            1. Draw reins
            2. Rowelled spurs
            3. Western saddles
            4. Jeans
            5. Whips that are weighted on the end
      4. Jumper Class
         1. Required
            1. All purpose or close contact saddle
            2. Bridle
            3. Regulation girth
            4. Coordinated team shirt/jacket/vest
            5. Regulation helmet properly adjusted
            6. Breeches or jodhpurs
            7. Hunt, paddock, or jodhpur boots
            8. Athletes with long hair should wear it neatly so number is visible
         2. Optional
            1. Spurs of the unrowelled type
            2. Crop or bats, may carry one whip no longer than 30” including snapper or lash
            3. Gloves
            4. English breastplate
            5. Braiding of the mane or mane and tail in hunt style
            6. Half chaps must be brown or black with no fringe, embroidery or other embellishments
            7. Martingale standing or running
            8. Cavesson, Figure 8, flash, crank, drop, grackle, or kineton nosebands permitted
            9. Protective boots, leg wraps or bandages
         3. Prohibited
            1. Western saddle
            2. Jeans
            3. Whips that are weighted on the end
            4. Tied stirrups
            5. Draw reins
            6. Studded nose bands
            7. Tacks in boots or poling
      5. Dressage - Open Freestyle
         1. Required
            1. English type saddle
            2. Bridle with cavesson
            3. Regulation girth
            4. Coordinated team shirt/jacket/vest
            5. Regulation helmet properly adjusted
            6. Breeches or jodhpurs
            7. Hunt, paddock or jodhpur boots
            8. Athletes with long hair should wear it neatly so that the number is visible
         2. Optional
            1. Dressage saddle
            2. Gloves
            3. Whip no longer than 4 feet including snapper or lash
            4. Spurs made of metal

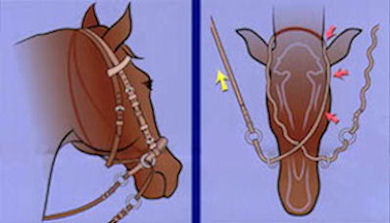
Curve shank must be pointed down

Straight shank must be pointed directly back from the center of spur

Rowelled - rowel must be free to rotate

* + - * 1. Braiding of mane or mane and tail in hunt style
        2. Dropped flash, crescent, Figure 8 and regular or padded nosebands
        3. Half-chaps
        4. Protective boots, leg wraps and bandages
      1. Prohibited
         1. Martingales
         2. Jeans
    1. Western - Equitation, Suitability, Trail, and Open Freestyle
       1. Required
          1. Western saddle with horn
          2. Western headstall and reins
          3. Regulation cinch
          4. Coordinated team shirt/jacket/vest
          5. Regulation helmet properly adjusted
          6. Western style pants or jeans (breeches under chaps are acceptable)
          7. Western style boots
          8. Athletes with long hair should wear it neatly so that number is visible
       2. Optional
          1. A bridle that has no bit attached to it and has no leverage action (Example - Dr. Cook’s bitless bridle see Appendix A)
          2. Gloves
          3. Rope or riata (if used the rope or riata must be coiled and attached to the saddle)
          4. Western spurs
          5. Flat link curb chain
          6. Protective boots, leg wraps and bandages
          7. chaps/chinks
          8. Western breast collar
       3. Prohibited
          1. Nosebands and tie-downs
          2. Jerk lines
          3. Martingales and draw reins
          4. Whips, crops or bats
          5. Any type of english saddle
          6. Torn, frayed or faded jeans
    2. Working Team
       1. Required
          1. Coordinated team shirt/jacket/vest
          2. Regulation helmet properly adjusted
          3. Western style pants, breeches or jodhpurs
          4. western , hunt, paddock or jodhpur boots
          5. Athletes with long hair should wear it neatly so number is visible
          6. Horse and handler should follow same discipline in attire and tack
       2. Optional
          1. Gloves
          2. Leg wraps
          3. A bridle that has no bit attached to it and has no leverage action (Example - Dr. Cook’s bitless bridle see Appendix A)
          4. Rope or riata (is used the rope or riata must be coiled and attached to the saddle)
          5. Spurs
          6. Music
          7. Noseband
          8. Tie-down (if used must be attached to or under the breast collar)
          9. Martingale
          10. Half-chaps, chaps, or chinks
          11. Flags
          12. Rider costume - limited to face paint, hair and helmet decoration
          13. Horse decoration - sparkle glitter
       3. Prohibited
          1. Decoration/costuming of team uniform
          2. Draw reins
          3. Jerk lines
          4. Torn, frayed or faded jeans
    3. Timed Events
       1. Required
          1. Coordinated team shirt/jacket/vest
          2. Regulation helmet properly adjusted
          3. Western style pants, breeches or jodhpurs
          4. Western, hunt, paddock or jodhpur boots
          5. Athletes with long hair should wear it neatly so number is visible
          6. Bridle or hackamore
          7. Saddle - English or Western (no cutback saddles)
          8. Regulation cinch/girth
          9. Split reins (must be joined or tied together) or roping reins
       2. Optional
          1. Noseband
          2. Spurs
          3. Protective boots, leg wraps and bandages
          4. Over and under (to be inspected by judge)
          5. Tie-down attached to or under breast collar
          6. Martingales - fitted properly so as not to pose a danger if equine falls or athlete loses control (to be inspected by judge)
          7. Cross discipline tack or attire
          8. A bridle that has no bit attached to it and has no leverage action (Example - Dr. Cook’s bitless bridle see Appendix A)
          9. Half-chaps, chaps, or chinks
       3. Prohibited
          1. Halters
          2. Unjoined or united split reins
          3. Cutback saddle
          4. Torn, frayed or faded jeans
    4. Western Dressage
       1. Required
          1. Western style headstall with reins
          2. Standard stock saddle - working saddle, Australian and western side saddle are acceptable
          3. Western style fenders on saddle
          4. Coordinated team shirt/jacket/vest
          5. Regulation helmet properly adjusted
          6. Western style pants or jeans (breeches under chaps are acceptable)
          7. Western style boots
          8. Athletes with long hair should wear it neatly so that number is visible
       2. Optional
          1. Western cavesson - braided or plain
          2. Bitless bridle of western style
          3. Bit - standard western snaffle, curb (free of mechanical devices)
          4. Slobber guard
          5. Breastplate
          6. Crupper
          7. Whip - one, no longer than 47.2 inches long, including lash
          8. Polo wraps
          9. Gloves
          10. Western style spurs
          11. Chaps
       3. Prohibited
          1. No metal, studs or harsh substances on cavesson
          2. Gag bits, half cheeks, donut or flat polo mouthpieces, kimberwicks
          3. Roping bits with reins attached to a single ring at the center of cross bar
          4. Round, rolled, braided or rawhide curb straps
          5. Boots of any kind
          6. Martingales
          7. Flash, figure eight or dropped nosebands
          8. Mechanical Hackamores

**22** **APPENDIX**

* 1. A

1. **FORMS**
   1. Code of Conduct & Release Form
   2. Competitor Registration
   3. Conflict of Interest Policy
   4. Confidentiality Policy and Pledge/Non-Disclosure of Confidential Information
   5. Cooperative Sponsorship Forms
      1. Team
      2. District
   6. Emergency Response Procedure
   7. Judges Contract
   8. Judge Evaluation Form
   9. Non-Spectator Incident Report Form
   10. Privacy Policy
   11. Scholarship Application
   12. Spectator Incident Report Form
   13. State Qualifier Acknowledgement
   14. Team Registration
   15. Violation Documentation Form
   16. Volunteer Training Information and Registration

New Hampshire High School Equestrian Teams

**Code of Conduct & Release Form**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please print name) have received a copy of the NHHSET Code of Conduct Standards and Violation Procedures.

As a participant associated with NHHSET, I understand the goal is to endorse and promote the values and conduct expected.

My signature below signifies that I have read, completely understand and agree to adhere to the NHHSET Code of Conduct Standards and will accept the consequences of noncompliance as outlined in the Violation Procedures.

By my signature below, I agree that entry and participation in New Hampshire High School Equestrian Teams, Inc. activities:

...is made at my own risk, and that the officers, management or it’s agents assume no responsibility for accidents or injuries

...is subject to the standards, policies, rules and bylaws of the high school and New Hampshire high School Equestrian Teams

...waives all claims against New Hampshire High School Equestrian Teams, its officers, management or agents

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

**Athlete’s Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OR**

**Volunteer’s Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OR**

**Registered Team Advisor/Coach Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of High School:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Hampshire High School Equestrian Teams

**Competitor Registration**

(For consideration must be submitted to District Chair via team coach by March 1st - Please write legibly)

**District:** (circle one) 1 2 3 5

**School:** (put N/A if no school affiliation and explain)

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

**Full Name of Participant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mailing Address:** (address, state, zip code)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:**(participant)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** (parent)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Allergies:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Medical Conditions:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Physical Conditions:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact & Relationship to Participant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Division:** (circle one) SPIRIT IN-HAND WT WTC

**Page 1 of 3**

**Code of Conduct:**

As a participant associated with NHHSET, I understand the goal is to endorse and promote the values and conduct expected. My signature below signifies that I have read, completely understand and agree to adhere to the NHHSET Code of Conduct Standards and will accept the consequences of noncompliance as outlined in the Violation Procedures. By my signature at the bottom of this form, I agree that entry and participation in New Hampshire High School Equestrian Teams activities:

* Is made at my own risk, and that the officers, management, its agents, or facilities assume no responsibility for accidents or injuries
* Is subject to the standards, policies, rules and bylaws of the high school and New Hampshire High School Equestrian Teams
* Waives all claims against New Hampshire High School Equestrian Teams, its officers, management, agents or facilities
* My parents and I agree to the Code of Conduct & Release Form

**Parent Initials:** \_\_\_\_\_\_\_\_\_\_\_\_ **Participant Initials:** \_\_\_\_\_\_\_\_\_\_\_\_

**Rabies and Coggins:**

I agree that in order to unload my horse at a show facility or practice site I must provide or have provided proof of a rabies vaccination and negative coggins test within one year of the event date

* My parents and I agree to the Rabies and Coggins Testing

**Parent Initials:** \_\_\_\_\_\_\_\_\_\_\_\_ **Participant Initials:** \_\_\_\_\_\_\_\_\_\_\_\_

**Health Release:**

As parent or guardian, if my child needs medical attention, I understand every effort will be made to contact me. I hereby give permission to the medical personnel selected by New Hampshire High School Equestrian Teams, to secure emergency treatment for my child. I will assume all financial obligations incurred if not covered by my private insurance.

* I Agree **Parent Initials:** \_\_\_\_\_\_\_\_\_\_\_\_

* I do not personally have insurance, but I understand my child must be covered by insurance before he/she can participate in New Hampshire High School Equestrian Teams events or practices.
* I Agree **Parent Initials:** \_\_\_\_\_\_\_\_\_\_\_\_

**Page 2 of 3**

**Parent Involvement:**

Parent involvement is needed for many aspects of the organization. It is required that a parent, guardian or support person assist with at least one show per season.

**Printed Name of Participant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Participant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Printed Name of Parent or Guardian:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Parent or Guardian:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*You will be considered for a full refund if your District Chair is notified by March 1st\*

\*Any notification after the above dates will not be considered for a refund - NO EXCEPTIONS\*

\*ONLY SCHOOL CHECKS OR MONEY ORDERS WILL BE ACCEPTED - NO EXCEPTIONS\*

\*ATTENTION COACHES/ADVISORS - MAIL/EMAIL ALL COMPLETED REGISTRATIONS WITH ALL SIGNATURES TO YOUR DISTRICT CHAIR BY THE REGISTRATION DEADLINE OF March 1st\*

(Please contact your District Chair with questions)

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

Office use only:

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

MO Payment #: \_\_\_\_\_\_\_\_\_\_\_\_\_ (circle one) RIDER FEE SPIRIT FEE

Code of Conduct & Release Form Signed: Y N

**Page 3 of 3**

New Hampshire High School Equestrian Teams

**Conflict of Interest Policy**

Any possible conflict of interest on the part of any member of the Board, officer or employee of the New Hampshire High School Equestrian Teams, shall be disclosed in writing to the Board and made a matter of record through an annual procedure and also when the interest involves a specific issue before the Board. Where the transaction involving a board member, trustee of officer exceeds five hundred dollars ($500) but is less than five thousand dollars ($5000) in a fiscal year, then a two-thirds vote of the disinterested directors is required. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself. Every new member of the Board will be advised of this policy upon entering the duties of his/her office and shall sign a statement acknowledging understanding of and agreement to this policy. The Board will comply with all requirements of New Hampshire law in this area and the New Hampshire requirements are incorporated into and made a part of this policy statement.

Adopted 1/1/06

I understand and agree to abide by the New Hampshire High School Equestrian Teams Conflict of Interest Policy in my duties as a board member, trustee of officer of the corporation.

**Print Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Affiliation:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\*Original Signature to be kept on file with State Board Secretary

New Hampshire High School Equestrian Teams

**Non-Disclosure of Confidential Information**

Any information that an affiliate learns about NHHSET, or its members or donors, as a result of working with NHHSET that is not otherwise publicly available constitutes confidential information. Affiliates may not disclose confidential information to anyone who is not affiliated with NHHSET or information to assist in rendering services.

The protection of privileged and confidential information, including trade secrets, is vital to the interests, function, and success of NHHSET. The disclosure, distribution, electronic transmission or copying of NHHSET confidential information is prohibited. Such information includes, but is not limited to:

* Program and financial information, including information related to donors and pending projects or proposals
* Member personal information

Affiliates are required to sign a non-disclosure agreement as a condition of affiliation. Any affiliate who discloses confidential NHHSET information will be subject to disciplinary action (including possible separation, even if he/she does not actually benefit from the disclosure of such information).

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, via email, in elevators, restrooms, restaurants, or other settings where conversations might be overheard.

New Hampshire High School Equestrian Teams

**Confidentiality Policy and Pledge**

Any information that an affiliate learns about NHHSET, its members or donors, as a result of working with NHHSET that is not otherwise publicly available constitutes as confidential information. Affiliates may not disclose confidential information to anyone who is not affiliated with NHHSET or to other persons affiliated with NHHSET who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of NHHSET’s confidential information is prohibited. Any affiliate who discloses confidential NHHSET information will be subject to disciplinary action (including possible separation), even if he/she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information

**Print Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

New Hampshire High School Equestrian Teams

**Team Cooperative Sponsorship Form**

**Team Requesting Co-op:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applying School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorized Representative:**

\*A request to form a NHHSET club or sport at this school for the season has been received and denied

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Sponsoring School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorized Representative:**

\*The above team request to co-op has been received and approved for the season

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Sponsoring Team:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Head Coach:**

\*The above individual request to co-op has been received and approved for the season

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Application reviewed at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District Board Meeting on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application was: (circle one) Approved Denied

Signature of NHHSET District Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Hampshire High School Equestrian Teams

**District Cooperative Sponsorship Form**

**District Requesting Co-op:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorized Representative:**

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Sponsoring District:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorized Representative:**

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Application reviewed at the State Board Meeting on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application was: (circle one) Approved Denied

Signature of NHHSET State Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Hampshire High School Equestrian Teams

**Emergency Response Procedure**

**Codeword:** ART (Active Response Team)

This is the Emergency Response Procedure for NHHSET events

The intent of this procedure is to provide guidelines to the volunteers in the event an accident/incident occurs. It is only a guideline and shall hopefully streamline reactions and minimize any confusion if an incident classified as an emergency happens.

**Emergency Response Team:**

These volunteers are the people who must react to an emergency. You must understand that the emergency could be minor or major, so please be aware of what you may be exposed to.

The procedure is developed to assist in:

* Maintaining calm
* Alerting the needed officials
* Order of duties to help expedite a response to emergency
* Evacuations of rings and/or facility
* Arrival of emergency response personnel
* The safe evacuation of the injured

ERT 1 Chair of District or State

ERT 2 Safety Coordinator

ERT 3 Emergency Response Team Coordinator

ERT 4 All Gatekeepers

ERT 5 Announcer

ERT 6 Parking Attendant

**Emergency Response:**

In the event of an incident and to minimize any panic among NHHSET members, judges, and spectators, the call word to use will be ART. Therefore, whenever the incident has happened, volunteers shall be notified by radio or other means. As an example...ART at Main Ring or ART at Parking Lot, or ART at Warm-up ring etc. This system would alert the entire team listed about to go into action.

When this code is announced, only the response team needs to react. They may call upon assistants as needed to expedite their duties to handle the incident. The response team needs to react calmly and professionally.

When any incident happens inside the ring all riders in that ring will dismount quickly and quietly leave the ring.

**ERT 1** shall immediately be informed of any incident, no matter how small and needs to get to the scene ASAP to offer assistance then the emergency team has been activated.

**ERT 1** shall be responsible for contacting Fire, Ambulance, Police, and/or Vet

**ERT 1 and ERT 2** shall interview witnesses and fill out and file any necessary paperwork for NHHSET and/or Police as well as contact facility owners

**ERT 2** shall be responsible for bringing a tarp, NHHSET incident forms and any other safety materials necessary for a show

**ERT 3** shall be responsible for tending to any needs of the injured

**ERT 4** shall open the gate, move spectators away from any exiting riders and keep the alleyway open for emergency responders and/or provide assistance erecting any protective tarps that may be needed to shield the injured horse or rider from public view

**ERT 5** shall immediately alert all spectators to move from the scene and will redirect them to another area, such as the other competition ring, the secretary ring, or anything to catch their attention to protect the privacy of the injured.

**ERT 6** shall immediately clear the driveway and parking lot for any emergency vehicles required to answer the incident and greet and direct emergency vehicles where they are. They should advise vehicles to turn off sirens upon arriving at the showgrounds.

**Materials needed for emergency response procedure:**

1. An appointed safety coordinator (ERT 2) trained on the use of NHHSET form and be very familiar with this procedure
2. Accident and incident report forms - found in the “forms” section of the Rulebook
3. Phone numbers for local Police, Fire Department, Ambulance, Service/Hospital, Vet, Farrier (if desired), and Facility owner easily accessible for ERT 1 and ERT 2. Make sure your safety coordinator has notified the local authorities of the show dates in advance
4. ERT 3/First Aid responder on site - either volunteer from within or hired by the district or state for the show
5. Enough walkie-talkies for all members of ART
6. Tarps for screening off an accident site
7. Access up to and into every ring large enough for an emergency vehicle
8. A tractor available to tow away an injured animal if necessary (contact facility owners)

**Types of Incidents:**

Motor vehicle with no bodily harm - This type of incident should be handled by the local police department only. Most everyone has insurance and the professional staff at the Police Department know the information they need. **ERT 6** should contact the police and this type of incident should only involve **ERT 1, ERT 2 and ERT 6**.

Minor bruises, bumps, falls - The parent of the rider and/or First Aid Responder (**ERT 3**) shall determine what action is necessary. If they wish for an ambulance for transport, then **ERT 1** shall call for the ambulance. **ERT 1 and ERT 2** will determine if accident/incident paperwork needs to be filled out for the situation.

Major human injury - **ERT 1** is to immediately contact ambulance and police departments. The entire Emergency Response Team to follow the emergency procedure listed above.

Minor equine injury - In the event of a minor equine injury, the decision to call in for medical assistance shall be by the rider and/or horse owner and/or coach. **ERT 2** shall contact whomever the rider/owner/coach wants to treat the animal.

Major equine injury - In the event that a major equine incident has happened (horse down) then the Emergency Response Team goes into effect. As quickly as possible, the protective screen shall be erected for the privacy of the equine by **ERT 2**. **ERT 1** shall contact the veterinarian immediately. In the event a tractor is needed, then **ERT 2** shall contact the facility owner for assistance.

New Hampshire High School Equestrian Teams

**2020-2021 Subcontractor Agreement**

We the New Hampshire High School Equestrian Teams (NHHSET) pledge to pay the sum of \_\_\_\_\_\_\_\_\_\_($\_\_\_\_\_) for one day to the individual listed below on the date listed below and the location listed below. In the event of a weather-related cancellation, every effort will be made to coordinate a reschedule date to fulfill the agreement, however, if the event is not rescheduled the agreement is void. The NHHSET representative signed below will be the contact person unless otherwise stated. This person will contact the subcontractor directly and as quickly as possible, if a cancellation is necessary. In the event that this subcontractor provides services to more than one district in any given calendar year which results in payments totaling $600 or more they will be issued a 1099. (Please complete the attached W-9)

No NHHSET rider, parent/guardian, volunteer, coach/advisor or board member may have any financial transactions with a judge during the 30 day period immediately preceding or following a NHHSET event. Please notify your contact person if this is the case.

**Subcontractor Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

**District:**  1 2 3 5 State Finals **Date of Show:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location of Show:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NHHSET Rep:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subcontractor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NHHSET Rep Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Hampshire High School Equestrian Teams

**Judge Evaluation Form**

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

**Mailing Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Who is filling out evaluation?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **District:** 1 2 3 5

**Date(s) Judged:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(On a scale of 1 to 5: 5 = Excellent, 4 = Above Average, 3 = Average, 2 = Needs Improvement, 1 = Poor)

Please rate the following categories:

**Was the judge … On Time:** 1 2 3 4 5

**Professional:** 1 2 3 4 5

**Prepared:** 1 2 3 4 5

**NHHSET Rules Knowledgeable:** 1 2 3 4 5

**Courteous:** 1 2 3 4 5

**Complete the following areas:** (list categories judged below)

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

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

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

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

**District/State Chair Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submit form to District Chair

New Hampshire High School Equestrian Teams

**Non-Spectator Incident Report Form**

(please print legibly or type)

**Date of Incident:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Report Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name(s) of Persons Involved:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team Affiliation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name(s) of Witness(es):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team Affiliation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location of Incident:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time of Incident:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMS/Police Involved?** Y N **If yes, provide case #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of NHHSET Official in charge at time of incident:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Details of Incident:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District/State Chair notified (Date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Hampshire High School Equestrian Teams

**Privacy Policy**

New Hampshire High School Equestrian Teams (NHHSET) is committed to respecting privacy. This privacy policy governs our collection and use of personal and business information collected from NHHSET participants and visitors to our website, as well as through our email and regular mail correspondence, telephone calls, faxes, and all other means of gathering and disseminating information.

Our policy is to use any and all information collected by any means, whether through NHHSET registration forms, the internet, email, or online database and/or any interactive forms or surveys, only for such uses that are important to NHHSET and its mission, in light of the standards required and expected of New Hampshire not-for-profit organizations.

NHHSET reserves the right to change this privacy policy whenever deemed necessary, without prior notification. Should changes be made, they will be posted on the NHHSET website with the date of revision.

Information posted about NHHSET participants on the website consists only of the names of participating high schools, the names and email addresses of State and District board members, and the names of student representatives. We do, however, maintain internal lists of members and contacts. Because your physical mail and email addresses are confidential, we never share either type of list with outside parties, and only key NHHSET personnel and certain technical contractors are allowed access to the areas of the computer systems in which we store our lists. Lists are accessed only for the purpose of upgrading our computer systems or of distributing information about NHHSET events or other NHHSET matters.

Visitors to the Website and Website Security

The NHHSET website collects information about each visitor to our website in these ways:

1. Through your IP address
2. Through cookies
3. Through any correspondence you send us via email to our online posted mailing address, our online listed emails

Details about these methods of information collection follow:

IP Addresses

Your IP address does not reveal any personal information about you or your activities. Our web server host logs all IP addresses of all visitors to automate information collection concerning web traffic, usage, length of time visitors stayed, new visitors, entry and exit points, and the like. It is also used as statistical information for reporting and to find ways to improve web usability.

Cookies

Our website uses cookies to gather information about traffic and to enhance your visit to our site. A cookie is: a message given to a Web browser by a Web server. The browser stores the message in a text file. The message is then sent back to the server each time the browser requests a page from the server. Cookies are used to customize web pages to provide the user with preferences. They can be deactivated in your browser if you wish by configuring your browser’s preferences not to accept them. No information gathered by any cookies we have on our site is used to disseminate information about your personal use of the internet, nor is it ever used for any marketing or advertising purposes.

Registration Forms

Registration forms are downloaded from our website, printed, and filled out by participants, and submitted to NHHSET. NHHSET currently does not offer online registration. None of the information disclosed on registration forms is shared with third parties.

Correspondence

None of your contact information or any of your correspondence that you send via regular mail, through registration forms, through email, or by any other means is ever sold to third parties under any circumstances, and is used only to conduct our daily business in accomplishing our mission under our policies as a not-for-profit entity.

NHHSET Sharing Practices

None of the information we collect is shared with any third party except as aggregated statistics for organizational performance reporting purposes, capturing and defining web traffic patterns, and website improvement. Information of this kind is never used to track or monitor individual users. We gather information about NHHSET participants in order to facilitate communication with participants and volunteers, to enable NHHSET to deal with any medical or safety issues that may arise in connections with NHHSET activities, and to implement safety protocols necessary or advisable in connection with equestrian sport.

If you send us questions about our website content or any of our areas of operation, we may forward your request for information to parties who would be able to assist you, or we may respond to you with that information in kind. You may at any time request us not to do so, and we will comply with that request, except as we are required by legal regulations or a court order to do so. It is unlikely we will contact you for verification, but we reserve the right to do do, should it become necessary. If you contact us by email or phone, we may ask you to verify your personal information so that we may respond to your inquiry with an assurance of your identity. Our online database is protected by security put in place to safeguard data integrity and to prevent unauthorized access and/or use of its systems. These security measures have been designed to provide the user with reasonable protection of private information entrusted to our possession.

Links to Other Websites

NHHSET’s website links to certain other websites. Although we work hard to make sure we are linking to appropriate sites, and take full responsibility for the content of our site and our own privacy policy, we are not responsible for the privacy practices or the content of sites in which we link.

Online Surveys

Occasionally we may ask you to participate in online surveys in the interest of accomplishing our mission. Such surveys are always on a volunteer basis, and it is not necessary for you to fill them out. Should you decide to fill a survey out, the types of information that are collected may include demographics such as zip codes, age group, services received or provided, etc. However, none of this information will be collected on anyone individual or that can be used to identify anyone individual. Survey information is used in the aggregate to improve our organizational and online services.

Corrections to Personal Information

If your personal or information needs to be updated, please contact NHHSET by emailing the State Chair.

Online Purchases

NHHSET may provide you with links to affiliate sites to allow you to purchase items related to nonprofit concerns and activities. Any transaction conducted as a result of those links is not conducted on our site, but is conducted on the site of the seller or the company managing the transaction through their online ecommerce functions. Therefore, NHHSET does not either see or collect any personal information about you, your transaction, and/or your credit card. All transactions and transaction details are between the purchaser and the company, and NHHSET makes no guarantee about these transactions. Buyers are responsible to be fully informed about sellers and/or companies managing online transactions policies, and will hold NHHSET harmless from all disputed between the buyer and the seller/transaction management company. Should NHHSET offer products and services for online purchase directly on NHHSET’s website in the future, NHHSET will update this policy as necessary.

Contacting Us

If you believe that your personal and/or private information is being used for a purpose other than its intended purpose, or it you have any questions about our privacy policy or the practises of our site, contact NHHSET by emailing, Erin Wessells, and NHHSET volunteers will use their best efforts to address your concerns promptly.

Updated January 23, 2015

New Hampshire High School Equestrian Teams

**Scholarship Application**

Application must include: this form completed and legible, essay, and three (3) letters of recommendation (one letter must be from your NHHSET team coach.

You must submit your completed application to the State Chair by May 1, 2021

Please Mail to: NHHSET ℅ Erin Wessells 364 George Hill Enfield, N.H. 03748

Requirements for scholarship:

* Graduating senior ( 1 annually)
* Attending a 2-4 year college or university
* Have completed application postmarked by the due date (applications that are missing components or are late will not be considered)
* Scholarship will be offered for the amount of $500 on a year-to-year basis

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and understand the conditions of the NHHSET Scholarship. I understand that this application will be available only to qualified people who need to see it in the course of their duties to determine my eligibility for this scholarship. I waive the right to access letters of recommendation written on my behalf. I affirm that all of this application is my own work and that the information contained herein is true and accurate to the best of my knowledge and belief.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal name in full: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

High School and/or Equestrian Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years as a NHHSET Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on a scale of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University or College Attending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected year of Graduation: \_\_\_\_\_\_\_\_\_\_\_ Expected degree earned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. List high school activities (school government, sports, publications, school-sponsored community service programs, student-faculty communities, arts, music etc.)

2. List public service and community activities (environmental protection/conservation, advocacy activities, work with religious organizations, etc.)

3. List part-time and full-time jobs during high school:

4. List awards, scholarships, publications or special recognition you have received

5. Describe the most rewarding NHHSET experience you have had to date: (How did this make you a better equestrian?)

6. Describe an experience you had during a NHHSET show where something did not go as planned and how you overcame the situation. (How did this make you a better equestrian?) Example: You had two refusals in your equitation over fences class at the first show, but at the second show you had a clean round.

Essay:

Please write a short essay (~500 words) about your experience and involvement in NHHSET.

Topics to mention:

* Your involvement within your school’s team
* Your involvement within NHHSET as a whole
* How would you improve upon the program
* How has your involvement with NHHSET shaped you as an equestrian

New Hampshire High School Equestrian Teams

**Spectator Incident Report Form**

(please print legibly or type)

**Date of Incident:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Report Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name(s) of Persons Involved:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team Affiliation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name(s) of Witness(es):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team Affiliation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location of Incident:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time of Incident:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMS/Police Involved?** Y N **If yes, provide case #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of NHHSET Official in charge at time of incident:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Details of Incident:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District/State Chair notified (Date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Hampshire High School Equestrian Teams

**State Finals Qualifier Acknowledgement**

**Competitor Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You have qualified to compete at the NHHSET State Finals in the following classes:

Yes No

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ⬜ ⬜
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ⬜ ⬜
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ⬜ ⬜
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ⬜ ⬜
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ⬜ ⬜

Please indicate in the boxes to the right of each class if you will or will not be participating.

If you do not respond within 48 hours of this notification it will be assumed you will NOT be participating and an alternate rider will be invited to participate.

Both parent/guardian and student need to sign this form and return it to your coach within the 48 hour window.

**Student Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Hampshire High School Equestrian Teams

**Team Registration**

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

To be considered a registered NHHSET Team for the upcoming year the following applies:

* This form must be completely filled out in its entirety
* All applicable signatures are required
* Forms MUST be postmarked by March 1st and sent to the corresponding district chair
* Any changes to the information on the form will be constitute a new form to be completed/signed
* Individuals listed on the form will be required to complete/sign all applicable NHHSET paperwork

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

**NHHSET District:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Participating High School Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**High School Full Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**High School Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Administrator/Athletic Director Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Administrator/ AD Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Equestrian Team Advisor #1 Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Advisor #1 Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Equestrian Team Advisor #2 Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Advisor #2 Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Head Coach Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Head Coach Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assistant Coach #1 Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assistant Coach #1 Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assistant Coach #2 Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assistant Coach #2 Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Email:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Participating Middle School Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Middle School Full Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Middle School Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Administrator/Athletic Director Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Administrator/ AD Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Email:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Middle School Advisor #1 Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Advisor #1 Phone Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Middle School Advisor #2 Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Advisor #2 Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As the Advisors/Coaches of this team, I understand that I am held to the expectations of Section 1 NHHSET Advisor/Coach Role Expectations of the NHHSET Rulebook and agree to abide by said rules

**Advisor #1 Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_

**Advisor #2 Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Head Coach Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assistant Coach #1 Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assistant Coach #2 Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Middle School Advisor #1 Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Middle School Advisor #2 Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby authorize the above individuals to represent the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

High School Name

In the New Hampshire High School Equestrian Teams program for the year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

As school administrator, I am aware and approve any and all “additional fees” our coaches may be charging the participants

As school administrator, I am aware and approve any and all fundraising our team is doing

**High School Administrator/AD Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby authorize the above individuals to represent the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Middle School Name

In the New Hampshire High School Equestrian Teams program for the year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Middle School Administrator/AD Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\* DEADLINE postmarked/timestamped via snail mail or email by March 1st\*\*

\*\* All forms should be mailed to the Appropriate District Chair\*\*

New Hampshire High School Equestrian Teams

**Violation Documentation Form**

**NHHSET Member:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **District: 1 2 3 5**

**Head Coach/Advisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Violation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Circle) First Violation Second Violation Third Violation**

**Description of Violation:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disciplinary Action Implemented:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Plan for Improvement:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Potential Future Disciplinary Action (if additional misconduct occurs):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of NHHSET Member:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Advisor/Coach:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of District/State Chair:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Hampshire High School Equestrian Teams

**Volunteer Registration**

1. **General Info**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Are you over 18? Yes No Are you over 21? Yes No**

**Which District are you interested in volunteering for? 1 2 3 5**

**Please list the team you are associated with:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. Contact Info**

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**C. Volunteer Position**

1. Years as a NHHSET Volunteer, counting this year? \_\_\_\_\_\_\_ NHHSET Alumni? Yes No
2. Position(s) for which you would like to volunteer? (scribe, ring crew, gatekeeper, secretary’s booth, parking, runners, prohibited equipment, medical) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Please list any skills, abilities, training, educational, certificates related to the above position.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Have you ever had any felony convictions? Yes No If yes, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Please list the year of your last volunteer training \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that criminal background checks may be conducted on me and/or I may be subject to fingerprinting at any time during the registration process or during volunteer service.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Office use only:

Signed Code of Conduct & Release yes no

Signed Confidentiality Policy and Pledge yes no

Signed Conflict of Interest Policy yes no