

PNWIC SOG

1. Structure

a. Co-chair

- i. Each state will provide a co-chair for the committee
 1. Co-chairs are responsible for communicating and setting agenda

b. Voting Members

- i. Each state will have the following voting members
 1. 5 adults
 2. 3 youth
- ii. Voters will be designated by colored voting card
- iii. Youth break a tie
- iv. Terms of office
 1. To extend through the PNWIC meet

c. Meeting schedule and minutes will be sent to each state's board of directors

2. Meeting and Event Scheduling

a. Event Scheduling

- i. No contracts shall be signed, or dates set for future meets without committee approval
- ii. Meet date 3 year rolling plans
 1. Washington will secure dates and event locations for odd numbered years, and Oregon will secure for even number years. Contracts should be committed to 3 years rolling. (For example as of 2015 Oregon should have date and contract for 2016, and 2018, and Washington should have date and contract for 2017.

b. Meeting Scheduling

- i. Schedule should be set for entire season (plus next fall meeting), at the first fall meeting
- ii. Odd numbered months meet in person
- iii. Even numbered months meet electronically

c. Sub-committees

- i. **All sub-committee should be appointed/set at the first PNWIC general meeting**
- ii. Treasurer will stay with OR for tax purposes
- iii. Points
- iv. Schedule
- v. Volunteer/Workers
 1. Host state will divide out classes for each state to manage with a list of how many people are needed for each class/job
- vi. Facilities
 1. Camping
 2. Stalls
 3. Greeters
 4. Equipment – hosting state will provide all needed equipment
 5. Hotels – arrange for host hotels and comp rooms
 6. Arrange for on call vet
 7. Arrange for EMT to be on grounds during the competition

- vii. Awards
 - 1. Draft a sponsor letter to share
 - a. Need to send out
 - 2. Patches and state stickers (athlete uniform)
 - 3. Buckles will be for 1st place
 - 4. 2nd and 3rd place will be at the discretion of the awards chair
 - a. Examples could be halters, trophies, saddle pads
 - viii. Patterns
 - 1. Patterns on website by June 1st
 - 2. Draft patterns need to be presented to co-chairs of the PNWIC by May 15th
 - 3. Take into account each state championship patterns
 - ix. Program
 - 1. Set pricing for advertising
 - 2. Arrange publishing and set deadlines
 - x. Vendor
 - 1. Only one professional photographer can be a vendor each year. Securing the official photographer will be up to the hosting state.
- d. The committee needs to be self-funding**
- i. State organizations will not be expected to fund the meet
 - ii. Each district will provide sponsorship funds as set by the committee yearly
 - iii. Class sponsors will be recruited by entire committee and organized by awards chair
 - iv. Organization sponsors will be recruited to cover general expenses in order to reduce athlete costs
 - v. Athletes will pay a fee to participate. This fee is determined yearly by the committee and will be set no later than January.
- 3. Qualifying**
- a. The top 5 participants/teams from each event in each state will be qualified automatically
 - i. All ties in positions 1-5 are also qualified
 - b. Alternates may be brought up
 - i. If total teams/athletes per state goes below 5 entries
 - 1. Alternates are eligible in 6th, 7th, and 8th
- 4. Rules**
- a. General note
 - i. Use least constrictive (most liberal) states' rules in all cases
 - b. A yearly look at each state's rulebook and changes should take place to discover any major discrepancies.
- 5. Using alternates on teams**
- a. Use least constrictive states rules for pulling up alternates.
 - b. For example – at the regional meet Washington will go with Oregon's allowance of alternate use in a two person event.
- 6. Event differences**
- a. Drill
 - i. Drill will be free style regardless of which state the event is held in. The time limit for the event will be 4-6 minutes
 - b. **Figure 8**

- i. When in WA we will do long course (Idaho Stake Race) figure 8, when in OR will do short course figure 8

c. Penning/Sorting

- i. When in WA will do 2 man sorting, when in OR will do 3 man penning.
 - 1. When sorting teams come to OR they will pull up alternate(s) (up to 2) to make 3 or 4 man penning teams. When Oregon penning teams go to WA, they will compete as a 2 person team with 1-2 alternates. WA sorting teams will also be allowed to have alternates.

7. Judges

a. The judges are appointed by each chair

- i. The contracts will be sent from OR for tax purposes
- ii. All events will be double judged (Drill will have 4 judges)
 - 1. Timers needed will be in addition to the 2 official judges
 - 2. Judges qualified as timers will be used for all timing and backup timing roles
- iii. Fees will be \$200 a day, .56 per mile, and lodging
- iv. List of judges need to be to Oregon PNWIC Co-Chair by March 1st
- v. Judges must have experience in the event they are contracted to judge
 - 1. Judges must be in good standing with the state they are carded in.

b. Event will have an equal number of judges from each state

- i. In the event that a suitable judge can't be found by a state for a particular event, 2 judges from the same state may be used

c. All judges need to agree on a DQ for gaming and timed events

d. Event Specifics

- i. Team penning
 - 1. One judge on the line and one judge at the pen
 - 2. One timer and 2 backup timers
- ii. Sorting
 - 1. 2 judges on the line and 2 timers on the line
- iii. Daubing/Breakaway
 - 1. Hosting state will provide horse for daubing/roping
 - 2. WA judge on horseback for one and OR judge for the other
- iv. IHOR
 - 1. 2 judges and 1 timer (also judges horsemanship behind the line)
 - 2. Line judge will be from hosting state
- v. Drill
 - 1. 4 judges and 1 timer
 - 2. Timer will be from hosting state

8. Sponsorship

a. Needs

- i. \$10,000 for award sponsorship
 - 1. See current award chair for yearly class sponsorship costs
 - 2. All districts in each state will provide \$500 in sponsorship towards the awards and general expenses
- ii. \$10,000 for facility and event costs

9. Athlete costs

- a. Cost will be kept to a minimal as possible

- b. Athlete fees include 1 stall and a patch
 - i. Additional stalls maybe rented
- c. All horses must be stalled – no haul ins allowed

10. Insurance

- a. Each state will maintain their yearly insurance which will also cover the event.

11. Event Specifics

a. Registration

- i. To points committee chair by June 1st
- ii. Forms will be available by May 15th

b. Schedule

- i. Meet should run Friday morning through Sunday afternoon
- ii. Move in on Thursday compete Friday, Saturday, and Sunday
- iii. Attempt to have only one event running at a time

c. Order of go

- i. Randomized as much as possible
- ii. With conflicts taken into account
- iii. Drill will also be randomized
- iv. Points co-chairs will work on this

d. Events Q&A

- i. Before events start each morning and scheduled as needed

e. Opening ceremony

- i. Host state carries American Flag and sings National Anthem
- ii. Visiting state carries the PNWIC flag
- iii. The OHSET and WAHSET flags will be carried by athletes of each states choosing
- iv. If a large presenting sponsor is secured, their flag may also be carried.

f. Points program

- i. Will use the designed point system for PNWIC.

g. Board shirts

- i. PNWIC co-chairs designates who will wear PNWIC shirts for each state
- ii. District officers not on the PNWIC board from each state will wear their own state board shirts.

h. Cattle

- i. Secured by hosting state
- ii. Need contract by March 1st

i. EMT/Paramedics

- i. Determine response time for Emergency personnel and determine need to have EMT's on site during event. Need to include this line item in budget.