

**KITSAP SADDLE CLUB
1470 SADDLE CLUB ROAD SE
PORT ORCHARD, WA. 98366
BY-LAWS**

CLUB COLORS: RED, WHITE AND BLUE.

PLEDGE: I promise as a Kitsap Saddle Club member to be considerate of my fellow riders and their mounts. I will conduct myself in a respectable manner at all club functions and will do everything in my power to further the aims of the Kitsap Saddle Club, which are good horsemanship and good sportsmanship.

MOTTO: Good Horsemanship and Good Sportsmanship.

ARTICLE I - NAME

1. The name of this organization will be The Kitsap Saddle Club known as the Kitsap Saddle Club hereafter, called the "Club". The Club is a 100% Washington State Horseman Club.

ARTICLE II - PURPOSES AND OBJECTIVES

The purpose and objectives for which this Club is formed are:

1. To promote good horsemanship and good sportsmanship; mutual benefits for all horsemen and the love of horses.
2. To establish and maintain buildings necessary to carry out the purposes of this Club.
3. To do any and all things necessary and appropriate to carry out the purposes and objectives of the Club.
4. To acquire such real and personal properties as may be necessary and desirable for carrying out the purposes and objectives of the Club. Including the right to mortgage, if necessary, to further the purposes and objectives of the Club.

ARTICLE III - MEMBERSHIP

The Club offers the following types of memberships:

- a. Individual membership consists of an individual 18 years or older.
- b. A family membership consists of parent(s)/guardian(s) and unmarried children (legal dependants), up to the age including eighteen (18) and nineteen (19) thru twenty three (23) enrolled in school (eg: vocational education, college, university, etc.). No person under the age of eighteen (18) years may be considered for individual membership. Persons of special needs will receive individual consideration.
- c. Life Members are persons who have a current membership form on file, been voting members for fifteen (15) consecutive years, recommended by the membership committee and elected from the membership at large at the general meeting. Lifetime members shall not be required to pay Club dues but will still be required to pay Washington State Horseman dues. If the Life member does not file current membership forms and pay Washington State Horseman dues they will no longer be considered a Life Member.

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1. All adult members and life members have full participation rights in all deliberations and activities of

the Club.

- a. Junior saddle club members shall be regular members under eighteen (18) years of age. They shall be a part of the regular membership body. An adult member shall be in charge of all sanctioned club activities held for their benefit. They will not maintain a governing body or be considered in any way as a separate entity. Junior members shall have all participation right, except the right to vote.
2. Life members are persons who have been voting members for at least fifteen (15) consecutive years and have contributed extensively to the Club.
3. Life member(s) shall be selected from the membership at large. The person proposing the member(s) shall fill out Appendix I and return it to the membership committee chairperson. Life member(s) shall not be required to pay dues with the exception of Washington State Horseman dues.
4. Prospective member/s must present a completed membership form and payment of membership fees, in full, to the Membership Chairperson at time of application. Applicants will be introduced by the Membership Chair to the membership and applicant/s name/s will be published in the Club newsletter at time of the submitted application. Applicant/s must attend two (2) meetings prior to acceptance into the Club.
 - a. Applications will be brought before the Board of Trustees for review.
 - b. Dues will be held by the Treasurer until completion of the application process.
 - c. If the application is approved, applicant will be sworn in at the second meeting attended and receive a complete set of by laws and standing rules.
 - d. In the event the application is rejected, the Membership Chairperson shall immediately notify the applicant and all dues shall be refunded.
5. Members shall pay the annual dues no later than the February meeting. Anyone who has not paid by that time will be dropped from the membership rolls. To be reinstated, the lapsed member must reapply for membership.
 - a. Dues received with proper membership forms after October shall apply to dues for the following year. Signature on any completed application form shall constitute a legal agreement to accept and abide by the by laws of the Kitsap Saddle Club.
6. No person shall be rejected because of race, creed, color, national origin, gender or sexual orientation.
7. A family membership consists of parent(s)/guardian(s) and unmarried children (legal dependants), up to the age including eighteen (18) and nineteen (19) thru twenty three (23) enrolled in school (eg: vocational education, college, university, etc.). No person under the age of eighteen (18) years may be considered for individual membership. Persons of special needs will receive individual consideration.
8. A grievance may be filed against any member for actions in violation of club by laws or standing rules.
 - a. The member (s) bringing charges shall state their concern or charges in writing and attend next board meeting at which time said charges shall be considered in closed session by the board.
 - b. The charged person must be notified in writing, stating charges, and signed by three (3) board members fifteen (15) days in advance of a hearing. The charged member will be requested to attend the next closed board meeting where charges will be considered by the board. If the member informs the grievance chairperson, in a timely manner, that they cannot attend the closed board meeting and then fails to schedule an acceptable meeting time, the Board will assign a date and time to consider the charges. At that time the Board will determine any judgments to be awarded, whether the accused member attends the meeting or not. Neither the accused nor the board shall be represented by legal counsel.
 - c. The grievance judgment will be determined using guidelines identified in Appendix H.
 - d. Unless exonerated at the board meeting, the charged member may request membership vote at the next general meeting. A 2/3 vote of members present is required to uphold the board's recommendation. Notification by newsletter or special mailing ten (10) days prior to the general meeting is required.
 - e. Any dues paid shall be non-refundable to expelled members.
9. Members may use club facilities once a year, at no charge, for a non-profit function. Individual/s must

have been a member for a minimum of three (3) months and the use shall be arranged through the Finance Chairperson.

*See appendix B for rental agreement.

ARTICLE IV - BOARD OF TRUSTEES

1. A Board of Trustees, hereafter called the "Board", shall consist of four (4) executive members and seven (7) standing committee chairpersons, elected by the membership to serve for a term of one (1) year.
2. To be eligible for election to the Board, a person shall be eighteen (18) years of age or older (WA State law) and a member for six (6) months prior to nomination. Nominees must be present to accept or have submitted a letter of acceptance for that position he/she is willing to fill.
3. The Board's duties, powers, and limitations are:
 - a. To conduct business between regular meetings when such matters cannot wait until the regular meeting for action.
 - b. To investigate, deliberate, and prepare reports and recommendations on all proposed new policies or procedures for approval and/or ratification by the membership.
 - c. Such other duties and authorities covered elsewhere in the by-laws or as may be delegated by the vote of the membership referring individual matters to it.
 - d. To implement policies and procedures approved by the membership. The Board is empowered to act thereon, according to its best judgment, insofar as such actions are not in conflict with actions taken by the Club.
 - e. To investigate, deliberate, and determine any disciplinary actions for grievances filed or in deliberation. Following the outcome of the deliberation all required actions will be carried out in a timely manner. All disciplinary notifications shall not normally exceed five (5) days.
 - f. To refuse access to the facility for any member/s, if deemed necessary, while investigation of a grievance is in progress. The member/s shall be notified in writing within five (5) days of the Board's decision to refuse access to the facility pending the outcome of the grievance and investigation.
4. Nominations for each individual board position will be accepted at the general meetings in October and November. Elections will be held at the November general meeting. Newly elected board members shall serve in their positions for a term of one (1) year, starting January 1 and ending on December 31 of the same calendar year.
5. In case of death, removal, or resignation of a board member, except the President, the President shall appoint a temporary from the membership and order that a notice of a special election for the affected position be published in the next issue of the Club's newsletter or that the secretary sends a notice for a special election to the membership.
6. Board officers shall be made up of the following board positions: President, Vice-President, Secretary, and Treasurer. Standing committees shall consist of the following positions – Steward, Finance, Kitchen, Social and Entertainment, Buildings and Lands, Publicity and Historian, Zone Representative/Grievance and Sympathy/Ways and Means/Penny-A-Mile.
7. A board member can be removed from the board following three (3) consecutive unexcused absences from board/regular meetings.
8. A board member who has resigned his/her position may not be nominated to fill a vacated position of the board for the remainder of that calendar year. Furthermore, if the board member was involved in any standing committees at the time of resignation they will not be allowed to continue to chair the committee without specific approval from the President.

ARTICLE V - DUTIES OF OFFICERS

1. The duties of the President shall be:
 - a. To preside at all Board/general meetings and conduct all business identified on the agenda.
 - b. To develop the meeting agenda and provide it to the Secretary and Hoofbeats Chairperson for

- dissemination.
- c. To appoint a substitute for any missing official at meetings and rides.
 - d. To appoint an in-house audit committee of three (3) members, excluding the President, Treasurer, and Finance Chairperson.
 - e. To appoint the Chairperson to limited committee.
 - f. To decide all questions or disputes not controlled by the by-laws and rules of the Club. Anything not covered by the by laws be brought before the membership.
 - g. To enforce the Club by laws and standing rules.
 - h. To be a member 'Ex-Officio' of all committees with the exception of the audit committee.
 - i. To cast the deciding vote in case of a tie ballot.
 - j. To Chair the By Law committee.
 - k. To perform such other duties as may be required of him/her by the By Laws of the Club.
2. The duties of the Vice-President shall be:
- a. To conduct meetings in the absence of the President.
 - b. To assume any other presidential duties as required and assigned by the President. If the office of President is vacated, the Vice President shall automatically assume the office of President. Elections will take place for the office of Vice President.
 - c. To read the club pledge at general membership meetings.
 - d. To take charge of the Club's Royal Court either as the Court Advisor or appoint an appropriate advisor. The Court Advisor may only serve on one court at a time and should not normally be a parent of a serving court member.
 - e. To be responsible for organizing members desiring to represent the Club in parades.
 - f. To chair the membership committee.
3. The duties of the Secretary shall be:
- a. To record and maintain the attendance roster and minutes of the Club and shall be kept in a permanent hardbound note book. These shall be an accurate and official permanent record of all business transacted as approved at the general meeting.
 - b. To conduct correspondence of the Club at the direction of the membership.
 - c. To maintain a record of all standing rules and attach them to the official copy of the Club by-laws.
 - d. To inform members in writing of any action taken against them.
 - e. To maintain current membership list in Club minutes.
* See Appendix A Kitsap Saddle Club standing rules.
4. The duties of the Treasurer shall be:
- a. To have charge of all Club funds.
 - b. To pay out money for administrative costs, not to exceed three hundred dollars (\$300.00).
 - c. To make expenditures over three hundred dollars (\$300.00) dollars, requiring membership approval, except as otherwise provided for in these by-laws: These exceptions being taxes, insurance, WSH dues and for emergencies.
 - d. To keep an accurate account of all receipts and expenditures.
 - e. To provide a written monthly report and make an annual report at the end of the year.
 - f. To make all Treasurers records available to the in-house auditing committee upon request.
 - g. To provide a current paid membership list to all board members no later than the March meeting and maintain it current throughout the year.

ARTICLE VI - DUTIES OF CHAIRPERSONS IN CHARGE OF STANDING COMMITTEES

1. The duties of the Steward shall be:
 - a. To assist the President in maintaining order at all meetings.
 - b. To see that all property of the Club has proper care.
 - c. To be responsible for Club performance and games equipment, including those items loaned to

- other organizations.
- d. To inventory Club performance and games equipment, inventory to be completed not later than December. This record enumerating losses, gains, and totals shall be passed on to the new steward and Secretary to be added to the January minutes.
 - e. To organize play days.
 1. Purchase ribbons / awards.
 2. Hire judge (s).
 3. Staffing the event.
 4. Maintain performance and games record of points.
 5. Provide entry forms and class sheets.
 6. Fill out show record sheet for each show and maintain in Club's file cabinet.
* See Appendix G
 - f. To follow up on all clean-ups after functions under his/her jurisdiction.
2. The duties of the Finance chairperson shall be:
- a. To oversee securing sponsorships or donations for the Club's authorized activities.
 - b. To maintain a listing of stall owners.
 - c. To take care of rental of Club facilities and maintain records of all rental agreements.
 - d. To be responsible to see that Club grounds are clean and ready for all renters and clean following use by renters.
*See appendix B for rental agreement.
*See appendix C for non-profit lease agreement.
*See appendix D for stall lease agreement.
3. The duties of the Kitchen chairperson shall be:
- a. To inventory and purchase all kitchen, bathroom, and cleaning supplies.
 - b. To ensure supervision and adequate staffing of the kitchen and to provide kitchen services for all approved Club functions.
 - c. To ensure a current, appropriate food handler's card holder is in the kitchen during Club functions, when the kitchen is in use.
 - d. To see that the kitchen and dining area are clean before and after all functions involving the kitchen.
4. The duties of the Social and Entertainment chairperson shall be:
- a. To plan and supervise all social activities not under the Steward chairperson's jurisdiction, such as but not limited to: Easter Egg Hunt, Halloween party, Christmas party, New Year's Eve party, Potlucks, Game Nights and to insure clean-up following these activities.
 - b. To secure speakers, films, or entertainment for meetings when requested.
 - c. To set up instructional clinics during the year.
 - d. To be in charge of Club campouts and associated activities.
 - e. To organize the annual Members Only Fun day.
5. The duties of the Buildings and Land chairperson shall be:
- a. To organize maintenance of Club property and grounds.
 - b. To oversee any construction done on the Club grounds.
 - c. To insure that the Club grounds and buildings are safe for use.
 - d. To see that the grounds are ready prior to all shows held on the grounds.
 - e. Is responsible for winterizing the Club facilities.
 - f. To Chair the Development committee.
 - g. To maintain and inventory of clubhouse furnishings (tables, chairs, etc.), tools and maintenance equipment.
6. The duties of the Publicity and Historian chairperson shall be:
- a. To furnish newspapers with all the publicity concerning the Club's activities.
 - b. To insure that, with the aid of all members, everything possible is done to form favorable public relations.

- c. To maintain the history of the Club in the form of a scrapbook and/or photo album and to make it available at the clubhouse.
 - d. To publish the monthly Club newsletter "THE HOOFBEATS".
 - e. To maintain a copy of the Hoofbeats in the clubhouse files.
7. The duties of the Zone Representative/Grievance and Sympathy/Ways and Means/Penny-A-Mile chairperson shall be:
- a. To attend all Canal Zone meetings.
 - b. To act as liaison between the Club and the Canal Zone and give a Club report at Zone meetings, a Zone report at Club meetings, with written reports submitted to appropriate Club and Zone reporters.
 - c. To present all grievances to the board and ensure that the grievance process is conducted within the guidelines of the by laws.
 - d. To send get-well and sympathy cards at the discretion of the membership.
 - e. To send floral arrangements as deemed appropriate with the concurrence of the President.
 - f. To sign up, collect, and record fees from Club members competing for annual Club Penny-A-Mile awards.
8. The above statements of duties of standing committee chairpersons are included as a guide. The President may make adjustments in their assignments as necessary in the best interest of the individuals and/or Club.
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ARTICLE VII - THE ROYAL COURT

1. Senior Royal Court
 - a. The Senior Royal Court shall consist of not more than four (4) persons chosen by a panel of judges selected by the Vice-President and the Court Committee. Contestants will be judged on their essay, speech, a personal interview with the judges' panel and the horsemanship pattern. They will also be judged on appearance and personality throughout the pageant.
 - b. Senior Royal Court contestants must be thirteen (13) through eighteen (18) years old as of January 1st of their reigning year and a member of the Club for at least six (6) months.
 - c. The Court outfits shall be consistent with, but not limited to Club colors and may not be worn for competition.
 - d. No stallions may be used for the Court pageant or Court activities.
2. Junior Royal Court
 - a. The Junior Royal Court shall consist of not more than three (3) persons chosen by a panel of judges selected by the Vice-President and the Court Committee. Contestants will be judged on their essay, speech, a personal interview with the judges' panel and the horsemanship pattern. They will also be judged on appearance and personality throughout the pageant.
 - b. The Junior Royal Court contestants must be eight (8) through twelve (12) years old as of January 1st of their reigning year and a member of the Club for at least six (6) months.
 - c. The Court outfits shall be consistent with, but not limited to Club colors and may not be worn for competition.
 - d. No stallions may be used for the Court pageant or Court activities.
3. The Club may provide funds towards each court member's outfit, in an amount based on the Court funds balance. The KSC is not guaranteeing financial assistance for any Royal Court expenses. Court members may wish to seek sponsorship. All sponsorship funds must go through the KSC Treasurer.

See Appendix E for Royal Court information sheets.

ARTICLE VIII - MEETINGS AND QUORUMS

1. The board meetings shall be at 7:00 P.M., generally the Monday prior to the general membership meeting.
2. The first Wednesday of each month shall generally be considered the day for general membership meetings at 7:00 pm
3. An executive session of the board may be called at any time by any three (3) board members.
4. A quorum of the board shall consist of a majority of seated board members present.

ARTICLE IX - ORDER OF BUSINESS

1. Board Meeting
 - a. Call to order.
 - b. Roll call of Board members.
 - c. Minutes of previous meeting.
 - d. Communications.
 - e. Treasurer's report.
 - f. Limited standing committee reports.
 - g. Unfinished business.
 - h. New business.
 - i. Good of the order.
 - j. Adjournment.
2. General Membership Meeting
 - a. Call to order and have the Vice-President read the Club Pledge.
 - b. Introduction of guests, new members, and induct new members attending their second meeting.
 - c. Approval/correction of minutes of previous general meeting.
 - d. Communications.
 - e. Treasurer's report.
 - f. Detailed reports from standing committee chairpersons.
 - g. Unfinished business.
 - h. New business.
 - i. Good of the order.
 - j. Selection of hosts for next meeting.
 - k. Raffle.
 - l. Adjournment.
3. All Board/General meeting business shall be conducted under the guidance of the President and governed by standard parliamentary procedure. All topics of discussion shall be added to the meeting agenda. This meeting agenda will then be added to the web site, no later than the 15th of each month, and published for the review of the Board members. If a member wishes to add an item to the meeting agenda than that must be submitted ten (10) days prior to the Board meeting to the President so that the topic may be added to the agenda. The only exceptions to be considered will be items, if left unattended would cause damage or undue hardship for the club or it's membership.

ARTICLE X - PARLIAMENTARY AUTHORITY

1. Robert's Rules of Order, current revision, shall be used as guidance. Any problems requiring referral to Roberts Rules of Order shall be proposed in amendment format and presented at the next general meeting.

ARTICLE XI - VOTING

1. All dues paying members eighteen (18) years of age and over are entitled to one (1) vote.
2. All Club questions will be settled by majority vote of the members present at the meeting, except as otherwise provided for in these by laws.
3. Mail in or proxy votes shall not be counted.

ARTICLE XII - RIDING REGULATIONS

1. The Club is not to be held responsible for any accidents to members, their horses or equipment on Club grounds or during Club activities.
2. Non members are not allowed to ride on Club grounds except during public event days or for which insurance is provided and liability releases are signed.

ARTICLE XIII - AMENDMENTS/REVISION OF BY-LAW

1. Three (3) members, in good standing, may submit at any time, in writing, a proposed amendment to the by-laws, at any time.
2. Proposed By-Laws amendments/revisions are to be read at the general meeting, published in the next issue of the "Hoofbeats" and then voted on at the next general meeting to become effective immediately.
3. These by-laws may be amended by two-thirds (2/3) vote of the regular members present at a designated meeting. If defeated, amendment/revision may not be presented again for one (1) year.
4. By-Laws should be reviewed every four (4) years and more often when deemed necessary.
5. Appendices shall be used to establish general guidelines for Club functions.
 - a. An appendix can be adopted by a majority vote of members in attendance at a regular meeting without previous notice and will remain in effect until rescinded by majority vote of the membership.

ARTICLE XIV - CLUB DISBANDMENT

1. Should the Club ever disband, all assets of the Club shall be given to the College of Veterinary Medicine for Equine Research at Washington State University, Pullman, after all liabilities are paid.

ARTICLE XV - NON-PROFIT

1. This shall be a non-profit organization.

ARTICLE XVI - LIST OF APPENDICES

- a. Appendix A Kitsap Saddle Club Standing Rules
- b. Appendix B Rental Agreement
- c. Appendix C Non-Profit Lease Agreement
- d. Appendix D Stall Assignment/Agreement
- e. Appendix E Royal Court Information Sheets
- f. Appendix F WSH Convention Delegates
- g. Appendix G Show Record Sheet
- h. Appendix H Grievance Judgment Guidelines
- i. Appendix I Lifetime Membership

ARTICLE XVII - BOARD OFFICERS APPROVAL

1. We the Board officers certify by signature and date below that the above by-laws is the latest revision

A. KSC President: _____ Date _____

B. KSC Vice-President: _____ Date _____

C. KSC Secretary: _____ Date _____

D. KSC Treasurer: _____ Date _____

APPENDIX A KITSAP SADDLE CLUB STANDING RULES

1. Approved **PROTECTIVE HEADGEAR** is strongly recommended for all riders and required for hunt attire.
2. Children 6 years and under, shall be required to compete as lead-line riders.
3. No club junior member, under age 18, is allowed to ride alone on club grounds.
4. Members may use the arenas and equipment, unless the grounds have been rented or a club event planned. Event scheduling will be the responsibility of the Club Finance Chairperson.
5. Equipment is to be put away after use and arena gate to be latched closed when leaving the arena.
6. Competitors at Club Play Days may wear a sleeveless or collarless/sleeveless top. No tube tops allowed. Long pants or split skirts, heeled boots and appropriate rigging is required. Double rigged saddles must have a connecting strap on cinches.
7. Competitors shall be fully prepared with proper equipment in good repair. Equipment breakage does not automatically entitle competitor to a re-ride; re-rides are at the discretion of the judge.
8. Exhibitors are responsible to be ready to enter the arena when the entry gate is opened for the class exhibitor is entered in.
9. Stallions prohibited in junior divisions but eligible to compete in Senior and Open classes.
10. Stallions are to be shown by senior exhibitor, 18 or older, at KSC Play Days. Exhibitor is responsible and accepts full liability for control of the stallion at all times.
11. The in-gate paddocks reserved for the gate person and entrants for the next class. Minors may have assistance if needed.
12. No property will be reset until the rider has completed the games course.
13. In the event of a tie, duplicate ribbons will be given.
14. Divisions must have three exhibitors competing for the division Hi-Point to be awarded, with the exception of sponsored classes.
15. Decision of the judge is final. Any discourtesy to the judge or show officials is cause for removal from the grounds with no refund of fees.
16. No drawing water from outlets along arena fence while classes are being worked.
17. No leaning on arena fence or loud or disruptive noises while classes are being worked.
18. Any unsportsman like conduct or cruelty to animals is cause for removal from club grounds, with no refund of fees.
19. No riding double or with out bridles on Kitsap Saddle Club grounds with the exception of approved events sponsored by the club.
20. No lunging or warm ups outside arenas.
21. No running horses outside the arenas.
22. No tying horses to any fences, rails, stalls or paddocks.
23. No horses allowed inside fenced area around announcer / entry booth.
24. No horses or horse trailers allowed in parking area behind announcers / entry booth.
25. Parking adjacent to stalls is reserved for the use of stall owners. Parking of rigs to be with the front of vehicle facing the main arena.
26. No alcoholic beverages allowed on Club grounds when the public is invited. Failure to comply will result in forfeiture of entry fees and removal from grounds.
27. Dogs must be on leash and under control of an adult.
28. The Club reserves the right to remove anyone from the Club grounds for any purpose other than observing or participating in the event.
29. No use of illegal substances will be allowed. Failure to comply will result in law enforcement being called.
30. All members are expected to contribute to the betterment of the Club by participating in, and assisting with, regular maintenance and club events or committees, etc.

31. Fun Day is for members only.
32. A \$20.00 fee will be charged for all NSF checks.
33. In accordance with USEF/WSH Therapeutic Substance Rule: usage of substances considered “Performance enhancers”. Natural or otherwise, will not be allowed on KSC grounds or KSC sponsored events.
34. Horses shall not be turned loose in either of the arenas. Horses must be under their handlers control at all times.

APPENDIX B RENTAL AGREEMENT

The undersigned tenant agrees this _____ day of _____, 20____ to rent from the Kitsap Saddle Club, A Washington non-profit corporation, the Clubhouse at 1470 Saddle Club Rd. Port Orchard, Wa., on _____, for a period of _____ days, upon the following terms and conditions: **Rent** \$ _____ per day, payable in advance.

SECURITY DEPOSIT: Tenant shall pay a damage deposit \$ _____, which shall be returned after a board member of the Club has visually inspected the premises to ensure the premises have been returned to the condition it was in prior to this rental and that the Tenant has complied with the other terms and conditions herein. Owner may withhold from this deposit only what is reasonably necessary to cover damages to the premises, and to extraordinary cleaning costs following this rental. Security deposit may also reserve your day(s) and will not be refunded if cancellation is less than sixty (60) days prior to event.

LAWFUL USE: Tenant agrees that he/she will not engage in any illegal activity on the premises nor will he/she allow others to engage in any illegal activities on the premises insofar as he/she has the power to stop such activities. Tenant agrees that if any alcoholic beverages are to be served during this rental period, any necessary licenses will be obtained and posted at the premises during the rental period.

INSURANCE: Tenants will obtain insurance to cover liability for any personal property damage that occurs during the rental period. Proof of such insurance shall be attached to this rental agreement, prior to the rental period. Owner shall not be liable for any damage or injury to Tenant or guests, or any other such person, or to any property, occurring on the premises, any part thereof, unless such damage is the proximate result of the negligence or unlawful act of Owner, his agents or employees. Tenant agrees to hold Owner harmless from any claims for damages no matter how caused, except for injury or damages for which Owner is legally responsible.

PREMISES: This rental agreement pertains to the clubhouse, the use of the adjacent parking areas and club grounds with the following restrictions:

- **Kitchen:** Tenant may use the kitchen facilities, but may not use the perishable goods belonging to the Owner, including but not limited to: Paper products, plates, cups, condiments and towels. Any and all utensils used by Tenant shall be washed, dried, and put away. If used the kitchen area, including sinks, counters, tables and floor shall be cleaned.
- **Bathrooms:** The bathrooms are to be left in a clean and sanitary condition.
- **Tables and Chairs:** All tables and chairs are to be returned to their original location.
- **Floors:** All floors need to be swept free of debris and spills mopped.
- **Garbage:** Tenant agrees to remove any and all garbage and debris left by his/her use of the premises, including the kitchen.
- **Telephone:** The telephone may be used for necessary local calls only. Any long distance or toll fees, later billed to the Owner, occurring during rental period, will be reimbursed by Tenant.
- **Parking:** Parking shall be limited to the areas adjacent to the clubhouse. Caretaker residence parking is to remain clear. Tenant and his/her guests shall not damage any plantings or lawn areas.

ADDITIONAL CONDITIONS: No pets or animals are allowed in the clubhouse or allowed to roam the rounds.

Tenant hereby acknowledges that they have read this agreement, understand it, and that he/she agrees to all of the terms and conditions contained herein.

Tenant _____ Phone _____

Address _____

City _____ State _____ Zip _____

Kitsap Saddle Club Representative _____

APPENDIX C NON-PROFIT LEASE AGREEMENT

The undersigned tenant agrees this _____ day of _____, 20 _____ to lease from the Kitsap Saddle Club (KSC), a Washington non-profit corporation, the Clubhouse located at 1470 Saddle Club Road, Port Orchard, WA. On the day(s) _____ time _____ (AM)(PM) to _____ (AM)(PM) upon the following terms and conditions.

LEASE: The lease fee shall be \$ _____.

Groups (4H, Horse Organizations, others), having use of the KSC facilities at no charge (NC), are asked to provide assistance to the Kitsap Saddle Club in the following manner: participate in KSC work parties, assist with KSC scheduled events (play days, horse shows or clinics) when asked. Extra or additional use days must be requested in writing, two (2) months in advance of requested use day.

DAMAGE DEPOSIT: \$ _____

Tenant shall pay a damage deposit, which shall be returned after a KSC board member has inspected the premises and made sure the premises have been returned to the condition it was in, prior to this lease activity. Tenant is responsible for cost of repairs for damage that occurs during group use.

LAWFUL USE: Tenant agrees that they will not engage in any illegal activity on the premises nor will allow others to engage in any illegal activities on the premises insofar as they have the power to stop such activities. Tenant may not use the facilities for fund raising purpose except when invited by KSC to participate in KSC scheduled events.

INSURANCE: Tenant will obtain insurance to cover liability for any personal or property damage that occurs during the rental period. Proof of insurance shall be submitted with this agreement. KSC shall not be liable for any damage or injury to Tenant guests, or any other such persons, or to any property, occurring on the premises, any part thereof, unless such damage is proximate result of negligence or unlawful act of KSC, their agents or employees. Tenant agrees to hold KSC harmless from any claims for damage no matter how caused, except for injury or damages for which KSC is legally responsible.

PREMISES: This Lease agreement pertains to the clubhouse and use of the adjacent parking areas with the following restrictions: The tenant is to inspect the premises to insure lights are off and doors are locked before leaving the grounds.

- **Kitchen:** Tenant may use the kitchen facilities, but may not use the kitchen grill or perishable goods belonging to the Club, including but not limited to: paper products, plates Styrofoam cups, towels and condiments. When used, the kitchen area, including sinks, counters and tables shall be cleaned. Any and all kitchen utensils used by Tenant shall be washed, dried and put away.
- **Bathrooms:** The bathrooms are to left in a clean and sanitary condition.
- **Tables & Chairs:** All tables and chairs are to be returned to their original place.
- **Floors:** All floors are to be swept free of debris and spills mopped up.
- **Garbage:** Tenant agrees to remove any and all of their garbage and debris.
- **Telephone:** Tenant may use the telephone for local calls that are necessary. Tenant will reimburse KSC for any and all long distance or toll calls billed to the KSC telephone while tenant is using KSC facilities.
- **Parking:** Parking is limited to areas immediately adjacent to the clubhouse. Caretaker residence parking is to be kept clear.

ADDITIONAL CONDITIONS: No pets or animals are allowed in the clubhouse or allowed to roam the grounds.

Tenant hereby acknowledges that they have read this agreement, understand it, and that he/she agrees to all of the terms and conditions contained herein.

Tenant _____ Phone _____

Address _____

City _____ State _____ Zip _____

Kitsap Saddle Club Representative _____

APPENDIX D
STALL ASSIGNMENT/MAINTENANCE AGREEMENT

Stall assignments will be given at KSC meetings and during work parties only, with working members being given priority consideration. Members wishing stalls may contact the Finance Chair during these activities. A stall assignment fee of \$10.00 per 10' x 10' lot or a one time fee of \$100 per standing stall and an annual assignment fee of \$10.00 will be charged. A membership may request up to two (2) stalls/lots. Stall assignment/agreements will be renewed on an annual basis, by the March meeting, at a \$10.00 fee per lot/stall, or stalls are forfeited. Membership dues and any stall mowing fees must be paid in full prior to lot/stall renewal. Any open lots that have been assigned must be built by December 31 of the year assigned or lot will revert back to the KSC for reassignment, with no refund of fees.

Stalls are to be built to KSC design standards of treated wood, sealed with a preservative not painted, and must be maintained in a safe condition by the stall owner. Buildings and Lands Chairperson may inspect stalls for safety. Horses are not to be tied to stalls, for safety reasons. All new are to be built of "square stock" ie dimensional lumber. Existing stalls may be repaired to their existing standard until stalls need to be replaced. Alterations to design standards must be requested in writing, to the KSC Board for approval, and may be presented by the stall owner or Finance Chair.

KSC STALL STANDARDS: 4 Rails of 2" x 6" x 10 ft. Post 4" x 6" x 8 ft. Stall height 70 inches, Gates 4 ft. wide 2 OR 3 - 6 to 8 inch strap hinges.

New locks on stalls must be combination type, with the combination given to Building & Lands for maintenance purposes. Members allowing use of their stalls for Club events may provide the event chair with the combination or have stalls unlocked the day before the event. The event chair will inspect stalls after the event to ensure they have been cleaned and locked.

Stall owners not renewing membership, lose right of ownership, with stalls reverting to the Kitsap Saddle Club for reassignment. Stall owner will have 30 days to remove stall materials and fill holes. After 30 days, remaining material becomes the property of the KSC.

Stall owners are required to mow before events, during the months of April through September. Mowing includes the trimming of vegetation, to be maintained three to six inches in height; in and around stalls and assigned parking area, from the arena to the road, or road to the woods. Mowing inspections will be conducted, on Thursdays before events, by the Building & Lands Chair. Stalls not meeting requirements will be reported to the Board. The Board may authorize Finance Chair to bill stall owners for maintenance fees at the rate of \$15.00 per month.

Parking adjacent to stalls is reserved for stall owners when they are participating in events or riding on Club grounds. Vehicles may not extend into the roadway, obstruct traffic, or interfere with access to neighboring stall parking. Parking adjacent to the arena, in-gate paddock, and arena exit area is to be forward, with loading, off loading away from these areas. Parking in front of the clubhouse shall not interfere with traffic flow. No horses or horse trailers are allowed west of the main entry road or behind the entry/announcer booth. These areas will be reserved for spectator and event official's parking.

Generators are to be turned off ½ hour before start of event so they do not interfere with class calls and announcements.

I have read the above stall assignment / agreement and I agree to abide by all of the stated rules.

Signature _____ Date _____

Name _____ Phone _____

Address _____

Finance Chair _____ Date _____

Stalls to be completed by _____ Stalls Assigned _____

APPENDIX E
COURT REPRESENTATIVE INFORMATION SHEETS
COURT TRYOUT INFORMATION
SHEET 1 OF 15

Please read all information carefully. If you have any questions, you may contact the Court Advisor at the number listed below.

Complete and return the enclosed application with the \$25 application fee, a 5"x 7" head & shoulders photo of yourself, and your written essay to the address listed below before _____.
(Date)

You will present your speech to the general membership at the _____ KSC meeting.
(Date)

The Try-out will take place on _____.
(Date)

The riding portion will begin at _____ at _____.
(Time) (Location)

The interview and judged speech portion of the pageant will be held at the KSC following the horsemanship portion. You will be judged on the following categories: written essay, speech, horsemanship, interview, personality, and appearance.

If you have any questions, please contact the Court Advisor at:

PHONE (____) _____

**APPENDIX E
COURT REPRESENTATIVE INFORMATION SHEETS
COURT TRYOUT APPLICATION
SHEET 2 OF 15**

The Court Try-outs will consist of three parts: Written essay, speech, and riding ability.

Written Essay: see Appendix E – Sheet 7 of 13

Speech: see Appendix E – Sheet 7 of 13

Senior Court Riding Pattern: see Appendix E – sheet 8 of 13

Junior Court Riding Pattern: see Appendix E sheet 8 of 13

NAME: _____ **AGE** _____
(As of January 1, reining year)

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP** _____

PHONE: (____) _____

Do you wish to be considered for Queen/King of the Senior Court? Yes No

If I am selected to be a Court Representative, I agree to abide by the rules and regulations as established by the Club for Court members and will do all in my power to fulfill the duties and responsibilities of a Court member.

I have read all of Appendix E of the KSC Bylaws: Yes No

APPLICANT _____ **DATE:** _____
(Signature)

I give my consent for my son/daughter to participate in the Kitsap Saddle Club Court Representative try-outs. If he/she should be selected as a member of the KSC Court, I agree to abide by the rules and regulations as established by the Club and do here further agree to provide transportation and support the activities of the Court.

I have read all of Appendix E of the KSC Bylaws: Yes No

PARENT(S)/GUARDIAN: _____ **DATE:** _____
(Signature)

_____ **DATE:** _____

Please mail or return application with a nonrefundable \$25 application fee to the Vice-President by the start of the _____ KSC general meeting.
(Month)

GOOD LUCK!

APPENDIX E
COURT ADVISOR INFORMATION SHEETS
COURT ADVISOR RESPONSIBILITIES & DUTIES
SHEET 3 OF 15

The Court Advisor shall be a member at least eighteen (18) years of age. He/She must be a member of the Kitsap Saddle Club for at least six (6) months prior to the appointment as the Court Advisor. The Court Advisor shall be recommended by the Vice-President and then approved by the general membership. The Court Advisor may serve with the Court in consecutive years, however; the Court Advisor will not normally be a parent/guardian of any of the serving court members.

The Court Advisor is responsible for the orderly running of Court business. The Court Advisor will be expected to have the Court prepared for events that are listed on the events calendar along with all Club general meetings. The Advisor is expected to fully understand flag etiquette both ground presentation and horseback presentation. The Advisor will be expected to resolve all parental and child conflicts in a timely manner; if the problems can not be corrected by the Advisor than the issue will be forwarded to the Court Committee for mitigation and then presented to the board for resolution. All conflicts shall be handled professionally and in private. At no time will the public witness outbursts that may be viewed as unprofessional and associated with the Kitsap Saddle Club Royal Court. The Court Advisor is expected to dress appropriately and to conduct themselves in a respectable manner: no foul or abusive language, unsportsmanlike conduct, improper acts, substance abuse or alcohol use while representing the Court. Such acts are cause for immediate expulsion from the Court and grounds for a formal grievance.

DUTIES:

1. To attend KSC meetings, ensure the Court is dressed appropriately.
2. To host the February KSC general meeting with the Royal Court.
3. To make a monthly Court report to the board, ensure a written report has been submitted to KSC "Hoofbeats."
4. To attend the KSC events calendar meeting and maintain a current Court calendar.
5. To assist with club functions (parties, potlucks, shows, play days, fund-raisers, etc.) as required.
6. To represent KSC and the Royal Court at all parades and events specified on the events calendar.
7. To coordinate work on parade banners and decorations.
8. To choreograph and rehearse wall runs for arena events and ensure an acceptable brief biography of court members and their mounts are provided to the event announcer.
9. To coordinate photograph sessions for the Royal Court.
10. To coordinate the design, development, and fitting of the Court attire.
11. To coordinate all Court fundraisers and provide a detailed breakdown of expenses and profits to the Treasurer for tracking of Court Funds.
12. To coordinate Royal Court tryouts.
13. To accept applications for the following years Royal Court.
14. To ensure proper announcement of the upcoming years royal court tryouts and application deadlines.
15. To provide a detailed list of all court expenses to the Treasurer monthly.

Remember above all else that your primary duty as the Advisor is to make the time that the children serve on the royal court as meaningful, educational, and enjoyable as possible. Not to say that they should not work for the privilege of being the Royal Court, but that they should not have to deal with conflicts between parent/guardians during the time that they are serving on the court. You should always protect them from the public and from any negative reinforcement that may be taking place inside the club environment.

APPENDIX E
COURT REPRESENTATIVE INFORMATION SHEETS
SENIOR COURT REPRESENTATIVE RESPONSIBILITIES & DUTIES
SHEET 4 OF 15

The Senior Court shall be made up of members between the ages of thirteen (13) to eighteen (18) years of age as of January 1st of the reining year. He/She must be a member of the Kitsap Saddle Club for at least six (6) months prior to the pageant. The Queen/King will be chosen from the Senior Court applicants. A member may serve on the Court in consecutive years, however; the reining Queen/King may not run for Court the following year unless there are no other applicants for the Court.

Try-out information will be announced in the August edition of the KSC "Hoofbeats".

Parents are responsible to provide transportation, attend Court functions and support the activities of the Court. Court members are asked to be prepared for events, without distraction of friends that may interfere with Court duties. Court members and their parents are expected to dress appropriately and to conduct themselves in a respectable manner: no foul or abusive language, unsportsmanlike conduct, improper acts, substance abuse or alcohol use while on Court. Such acts are cause for immediate expulsion from Court.

DUTIES:

1. To attend KSC meetings, in Court outfit unless arrangements are made with Court Advisor.
2. To host the February KSC general meeting in Court outfit.
3. To make a monthly Court report, with written report submitted to KSC "Hoofbeats" as directed.
4. To attend the KSC events calendar meeting and maintain a current Court calendar.
5. To assist with club functions (parties, potlucks, shows, play days, fund-raisers, etc.) as directed.
6. To present awards at KSC events or provide an alternate and inform event chairperson.
7. To represent KSC at parades, either in vehicles, on foot, or on horseback.
8. To work on parade banners and decorations as directed.
9. To do wall runs at arena events and provide a brief biography of court members and their mounts to the event announcer.

APPENDIX E
COURT REPRESENTATIVE INFORMATION SHEETS
JUNIOR COURT REPRESENTATIVE RESPONSIBILITIES & DUTIES
SHEET 5 OF 15

The Junior Court shall be made up of junior members between the ages of eight (8) to twelve (12) years of age as of January 1st of the reining year. He/She must be a member of the Kitsap Saddle Club for at least six (6) months prior to the pageant. Junior members may serve on the Junior Court in consecutive years.

Try-out information will be announced in the August edition of the KSC "Hoofbeats".

Parents are responsible to provide transportation, attend Court functions and support the activities of the Court. Court members are asked to be prepared for events, without distraction of friends that may interfere with Court duties. Court members and their parents are expected to dress appropriately and to conduct themselves in a respectable manner: no foul or abusive language, unsportsmanlike conduct, improper acts, substance abuse or alcohol use while on Court. Such acts are cause for immediate expulsion from Court.

DUTIES:

1. Attend KSC meetings, in court outfit when possible.
2. Co-host the February KSC general meeting in Court attire.
3. Assist with club functions (parties, potlucks, fund-raisers, etc).
4. Represent KSC at parades, as directed by Court Advisor.
5. Work on parade banners and decorations.
6. Present awards at KSC events as requested by event chairperson.

**APPENDIX E
COURT ADVISOR INFORMATION SHEETS
COURT ADVISOR CONTRACT
SHEET 6 OF 15**

It is required that the following set of rules be thoroughly understood and agreed to by every contestant and their parent(s) or guardian(s).

1. Court Advisor must be a member of the Kitsap Saddle Club for six months prior to appointment. If you are selected to serve as a Court Advisor, you will be expected to help with the club activities.
2. No facial piercing or tongue piercing will be allowed for Court Advisor. Ears may be pierced; however, earrings must be tastefully selected.
3. The Advisor is expected to be on time for all events and ensure the Court is on time and prepared.
4. Court Advisor shall reign for one full year beginning January 1st.
5. The Court Advisor shall coordinate 12 mandatory events in addition to the monthly general meetings.
6. The Kitsap Saddle Club is not guaranteeing financial assistance for any Court expenses.
7. The Court Advisor will designate appropriate attire for each appearance and whether the mount is suitable for the tasks required.
8. The Court Advisor is required to remain at events until the event is completed or the Court is no longer required at the event.

I have read the Court Advisor Contract and agree to abide by the KSC rules as presented in this contract and in the KSC bylaws. I understand that if I become the KSC Royal Court Advisor I will be required to sign a KSC Court Advisor contract before my appointment will be accepted.

COURT ADVISOR: _____ DATE: _____
(Signature)

VICE PRESIDENT: _____ DATE: _____
(Signature)

APPENDIX E
COURT REPRESENTATIVE INFORMATION SHEETS
COURT CONTESTANT CONTRACT
SHEET 7 OF 15

It is required that the following set of rules be thoroughly understood and agreed to by every contestant and their parent(s) or guardian(s).

1. Parents/Guardians and contestant must be members of the Kitsap Saddle Club for six months prior to application. If you are selected to serve as a Court member, you and your parents will be expected to help with the club activities.
2. Contestants must be single and living with their parent/guardian. Those who have been married, are living with someone other than their parent/guardian, have children or are pregnant are not eligible to compete.
3. No facial piercing or tongue piercing will be allowed for Court members. Ears may be pierced; however, earrings must be approved by the Court Advisor.
4. Contestants for Junior Court must be 8 to 12 years old by January 1st of the reining year. Contestants for Senior Court must be 13 to 18 years old by January 1st of the reining year.
5. Contestants will be judged on their essay, the presentation of the essay, a personal interview with the panel of judges and the horsemanship pattern. They will also be judged on appearance and personality throughout the pageant. During your interview, you will be asked questions about yourself, your horse, why you would like to serve on the Court and an impromptu question.
6. Contestants must compete in western attire and use western equipment on their horse. Any contestant excessively whipping or spurring their horse or abusing their horse in any way will be disqualified. Practice good horsemanship.
7. You will be asked to ride a pattern course, for the riding portion of the try-outs. You will be judged on appearance, personality and horsemanship. Clean tack and a well-groomed horse are important during riding. No stallions may be used for Court try-outs or Court activities.
8. There will be no coaching of contestants during any portion of the try-outs.
9. Contestants will be disqualified if they miss any portion of the try-outs. Contestants are expected to be on time for all events.
10. The Queen/King title will be filled by the contestant with the most points overall at the end of the try-outs.
11. The points will be scored by the judges, given to the appointed auditors for verification and then given to the KSC Vice President. The results of the judging will be announced no later than the next KSC general meeting. Coronation of the Court will be held at the KSC Christmas Party.
12. Court members shall reign for one full year beginning January 1st.

APPENDIX E
COURT REPRESENTATIVE INFORMATION SHEETS
COURT CONTESTANT CONTRACT
SHEET 8 OF 15

13. All Court members will participate in 12 mandatory events in addition to the monthly general meetings as directed by the Court Advisor.

14. The Kitsap Saddle Club is not guaranteeing financial assistance for any Court expenses. Therefore, you may wish to seek sponsorship. All sponsorship funds must go through the KSC Treasurer.

15. Court members may be asked to participate in flag presentation, parades or other public events that will require a suitable mount. The Court Advisor will designate appropriate attire for each appearance.

16. Court attire is not to be worn for anything other than official Court activities and functions.

17. Parents must provide transportation for the horse as well as the Court member to all required events.

18. All Court members are required to remain at events until released by the Court Advisor.

I have read the Contestant Contract and agree to abide by the KSC rules as presented in this contract and in the KSC bylaws. I understand that if I become a member of the KSC Court I will be required to sign a KSC Court contract before my membership on the Court will be accepted.

CONTESTANT: _____ DATE: _____
(Signature)

PARENT(S)/GUARDIAN: _____ DATE: _____
(Signature)

(Signature) DATE: _____

APPENDIX E
COURT REPRESENTATIVE INFORMATION SHEETS
WRITTEN ESSAY AND SPEECH
SHEET 9 OF 15

1. Written essay items:
 - a. Introduction
 - b. Personal interests
 - c. Personal history
 - d. Achievements
 - e. Reasons for Court interest (including what you intend to do for the Club)
 - f. Future plans

2. Speech items:
 - a. Introduction
 - b. Personal interests
 - c. Personal history
 - d. Achievements
 - e. Reasons for Court interest (including what you intend to do for the Club)
 - f. Future plans

APPENDIX E
COURT REPRESENTATIVE INFORMATION SHEETS
RIDING PATTERN
SHEET 10 OF 15

Junior Court contestants may ask for assistance when mounting and dismounting. Junior Court contestants will not be required to do a wall run.

1. Open gate, enter arena and close gate.
2. Mount and walk to out-gate.
3. Lope on correct lead to announcer's booth.
4. Jog to center of arena and end facing the announcer's booth.
5. Lope a figure 8 using a simple lead change.
6. Stop and back-up four steps.
7. Dismount for inspection.
8. When asked, remount and walk to out-gate. Senior Court contestants will begin and end your wall run at the out gate.
9. Stop and acknowledge judges before leaving the arena.

**APPENDIX E
COURT REPRESENTATIVE INFORMATION SHEETS
JUDGES' SCORE SHEET
SHEET 11 OF 15**

Score sheet	Points	Score	Comments
WRITTEN ESSAY	100		
Content:			
Introduction	10		
Personal interests	10		
Personal history	10		
Achievements	10		
Reasons for Court interest	10		
Future Plans	10		
Grammar:			
Proper use of language	10		
Punctuation & capitalization	10		
Spelling	10		
Neatness & organization	10		

APPENDIX E
COURT REPRESENTATIVE INFORMATION SHEETS
JUDGES' SCORE SHEET
SHEET 12 OF 15

Score sheet	Points	Score	Comments
PERSONALITY/APPEARANCE	100		
Speech Presentation			
Clothing neat, well fitting, in style	5		
Make-up accents age & features	5		
Hat is shaped and flatters face	5		
Friendly, relaxed, poised & confident	5		
Able to converse	5		
Horsemanship			
Clothing neat, well fitting, in style	5		
Make-up accents age & features	5		
Hat is shaped & flatters face	5		
Friendly, relaxed, poised & confident	5		
Projects personality to audience	5		
Interview			
Clothing neat, well fitting, in style	5		
Make-up accents age & features	5		
Hat is shaped & flatters face	5		
Friendly, relaxed, poised & confident	5		
Able to converse	5		
Overall impression	25		

APPENDIX E
COURT REPRESENTATIVE INFORMATION SHEETS
JUDGES' SCORE SHEET
SHEET 13 OF 15

Score sheet	Points	Score	Comments
HORSEMANSHIP	100		
Pattern			
Gate	5		
Lope	5		
Trot	5		
Figure 8	5		
Stop & back	5		
Dismount	5		
Inspection	5		
Remount	5		
Walk	5		
Wall run	5		
Overall horsemanship			
Body position	25		
Control of mount	25		

APPENDIX E
COURT REPRESENTATIVE INFORMATION SHEETS
JUDGES' SCORE SHEET
SHEET 14 OF 15

Score sheet	Points	Score	Comments
INTERVIEW	100		
Interviewing skills	50		
Poise and confidence	50		

APPENDIX E
COURT REPRESENTATIVE INFORMATION SHEETS
JUDGES' SCORE SHEET
SHEET 15 OF 15

Score sheet	Points	Score	Comments
SPEECH	100		
Content:			
Introduction	10		
Personal interests	10		
Personal history	10		
Achievements	10		
Reasons for Court interest	10		
Future Plans	10		
Presentation:			
Interesting	10		
Smooth flowing	10		
Confidence	10		
Friendliness	10		
GRAND TOTAL POINTS			
	400		

APPENDIX F WSH CONVENTION DELEGATES

The number of delegates, according to Washington State Horsemen, the Club is allowed to send to convention each year is variable. These delegates should be chosen from the membership in the following order:

1. The President of the Club. If for some reason the President can not attend the Vice President should be asked to attend. If neither can go than an alternate from the membership shall be chosen.
2. The State Show Chairperson. If this person can not go than an alternate from the membership shall be chosen.
3. The Club Steward. If this person cannot go than an alternate from the membership shall be chosen.
4. Members from the membership.

These delegates shall represent the Club and Vote for the betterment of the Club. If only one person is allowed to vote it shall be the President / Vice - President, if neither one is there then the State Show Chairperson shall do the voting. Upon returning from the convention the delegates at the next general meeting shall give a report to the membership as to what meetings they attended and how they voted.

The Club, before the delegates are chosen, should decide what expenses the Club will pay.

APPENDIX G
Show record sheet
Sheet 1 of 3

Type of show: _____ Date: _____

1. DEBITS:

- 2. State/zone fees*: _____
- 3. Judge(s) fees*: _____
- 4. Stewards fees*: _____
- 5. Insurance: _____
- 6. Advertising: _____
- 7. Ribbons***: _____
- 8. Awards***: _____
- 9. Announcer fees: _____
- 10. Printing costs***: _____
- 11. Miscellaneous (itemized below): _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. **TOTAL DEBITS:** _____

17. List of High Point Winners***

18. CREDITS:

- 19. Miscellaneous: _____
- 20. Pre entry fee, member: _____
- 21. Post entry fee, member: _____
- 22. Pre entry fee, non-member: _____
- 23. Post entry fee, non-member: _____
- 24. **TOTAL CREDITS:** _____
- 25. **TOTAL CREDITS:** _____
- 26. **MINUS TOTAL DEBITS:** _____
- 27. **TOTAL PROFIT OR LOSS:** _____ (THIS MAY BE A NEGATIVE NUMBER)
- 28. PROFIT OR LOSS: _____
- 29. PLUS START UP MONEY: _____
- 30. **GRAND TOTAL:** _____
- 31. Show Steward: Print: _____ Signature: _____

* Itemized on Sheet 2
** Itemized list of ribbons used on Sheet 2
*** see sheet 3

APPENDIX G
Show record sheet
Sheet 2 of 3

Itemized Show Record:

Line 2: State/zone fees:

A. State fees: _____
B. Zone fees: _____

Line 3: Judge/s fees:

A. Hiring cost: _____
B. Meals: _____
C. Motel: _____
D. Travel cost: _____

Line 4: Steward fees:

A. Hiring costs: _____
B. Meals: _____
C. Motel: _____
D. Travel costs: _____

Line 7: Ribbons: (number and cost of ribbons used)

A. First place: _____
B. Second place: _____
C. Third place: _____
D. Fourth place: _____
E. Fifth place: _____
F. Sixth place: _____
G. Seventh place: _____
H. Eight place: _____

(Multiply the number of ribbons used by the cost. That will give you the total cost) (EXAMPLE: 130 ribbons X \$.33 = \$42.90)

Line 8: Awards:

Type	cost each		total number used	=	total cost
_____ :	_____	X	_____	=	_____
_____ :	_____	X	_____	=	_____
_____ :	_____	X	_____	=	_____
_____ :	_____	X	_____	=	_____

Line 10: Printing costs:

Type of form	cost each		total number used	=	total cost
_____ :	_____	X	_____	=	_____
_____ :	_____	X	_____	=	_____
_____ :	_____	X	_____	=	_____
_____ :	_____	X	_____	=	_____
_____ :	_____	X	_____	=	_____
_____ :	_____	X	_____	=	_____

APPENDIX H
Grievance Judgment
Guidelines
Sheet 1 of 3

Purpose: This appendix has been developed to provide guidelines for the Board to make fair and unbiased decisions toward the judgment awarded to a formally filed grievance. These guidelines in no way are binding and should be considered just that, guidelines. If a grievance has been deemed so grievous that it should be dealt with in a harsher manner, the Board has the power and responsibility to award judgment as they see fit for the grievance filed and considered.

The following is provided as guidance in handling the grievance process. This is not to be considered the only judgments that may be awarded:

Grievances shall not be limited to only items that may be “deemed to be detrimental to the Club’s good name and standing in the community.” The Club and the Board are not qualified to determine whether a member has assaulted another member. If these are the charges that are being brought forward they will be returned to the filing member for pursuit in civil court. **A grievance may be filed against any member for actions in violation of club by laws or standing rules.** The following list of items that may warrant a grievance is provided below. This list is not all inclusive and is provided as an example only:

1. Aggressive physical behavior to another member or guest on club grounds.
2. Aggressive or inflammatory verbal behavior to another member or guest on club grounds.
3. Unwanted physical contact, of any type, that may be interpreted as inappropriate by the “rational person.”
4. Inflammatory emails or any other media that are aimed at the destruction of the Club or its members by another club member.
5. Behavior in the general public that is deemed to be detrimental to the clubs good name and standing in the community. (i.e.: public drunkenness while representing the Saddle Club, scandalmonger, quidnunc)
6. Any form of media that is found inappropriate by the “rational person” that references or is addressed to the Kitsap Saddle Club or Washington State Horseman that’s contents may be deemed detrimental to the Club or its members.

A grievance may be filed against any member for actions in violation of club by laws or standing rules.

- a. The member (s) bringing charges shall state their concern or charges in writing and attend next board meeting at which time said charges shall be considered in closed session by the board.
 - I. At this time the member will bring all evidence to the Grievance Committee Chair and the Board for consideration. Any statements provided by minor children shall be considered however it is the policy of the Club to not involve minor children in questioning or testifying.
 - II. The member will read the grievance and answer any questions that the Board may have pertaining to the grievance.
 - III. At this time there will be no deliberation over the grievance by the Board.
- b. The charged person must be notified in writing, stating charges, and signed by three (3) board members fifteen (15) days in advance of a hearing. The charged member will be requested to attend the next closed board meeting where charges will be considered by the board. If the member fails to schedule an acceptable meeting time, the Board will assign a date and time to consider the charges. At that time the Board will determine any judgments to be awarded, whether the accused member attends the meeting or not. Neither the accused nor the board shall be represented by legal counsel.

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- I. Normally the accused member will be notified within five (5) business days of the grievance filed against them.
 - II. In the notification it will include a letter from the Board, a copy of the official signed grievance letter, and copies of all evidence/statements provided to the board.
 - III. If possible the grievance shall be dealt with in the same calendar month as it was filed. The Grievance Chair will arrange a time with the accused to present their rebuttal to the accusations. If the accused is unable to attend and can not provide an adequate time for the Board meeting than the Board will convene at the originally scheduled date.
 - IV. At this Board meeting all of the evidence will be presented and considered. At the completion of this Board meeting the grievance judgment will be determined and the Grievance Chair will carry out the direction of the Board for resolution of the grievance and report the completion to the President.
- c. The grievance judgment will be determined using guidelines identified in Appendix H.
 - d. Unless exonerated at the board meeting, the charged member may request membership vote at the next general meeting. A 2/3 vote of members present is required to uphold the board's recommendation. Notification by newsletter or special mailing ten (10) days prior to the general meeting is required.
 - I. Notification is to be conducted only if challenging the Boards decision. This notification may be conducted one of four (4) ways. The secretary under the direction of the Grievance Chair will take one of the following actions: publish the notification in the Hoofbeats, send a special mailing out to all members, send a traceable email to all club members, or contact via telephone.
 - e. Any dues paid shall be non-refundable to expelled members.

All offenses shall be handled privately, in a closed board meeting. It is the responsibility of the Board to ensure that all discussions and evidence brought forward in the closed board meeting are held in confidence. If information from the closed board meeting is leaked to the general membership or discussed openly in public than the Board member determined to be responsible shall be removed from the board immediately. Closed Board meetings are exactly what they sound like CLOSED. That information is sensitive enough that it may cause undue hardship for the members involved or provide embarrassing facts to the general membership or public that may cause irreparable damage to the Club or its membership.

The following is provided as guidance for determining appropriate judgments against a member. Judgments should be handled in an escalating manner. A member should not normally be expelled for a first time offense unless the offense has been deemed so grievous that it is not in the best interest of the Club to maintain this individual as a member.

- a. Verbal warning from the Grievance Chairperson and documented in a members file as to the action taken.
- b. Written warning from the Board to be delivered via registered return receipt mail.
- c. If sitting a board position, removal from the Board.
- d. Loss of the member use day for that calendar year.
- e. Loss of the use of the club grounds except during public events for that calendar year.
- f. Expulsion from the club for that calendar year.

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- g. Permanent expulsion from the club.
- h. Notification of actions taken against member to Washington State Horseman.

All grievances and judgments only stand for one calendar year unless permanent expulsion of a member occurs.

This appendix is not binding in the grievance process. It is provided for clarification of the grievance process and some suggestions of judgments. Ultimately the decision lies with the Board as to the outcome of the formally filed grievance.

