

# **New Hampshire Quarter Horse Youth Association**

## **Policies and Procedures**

Revised 11-8-08

### **Section 1 - Title and Support**

1. The name of the organization is New Hampshire Quarter Horse Youth Association (NHQHYA). NHQHYA operates as a committee under the guidance of the New Hampshire Quarter Horse Association both financially and administratively. NHQHA has final governance and fiduciary responsibility. NHQHYA members are represented by an elected Board of Directors and supported by the NHQHYA advisor and the Youth Activities Committee. Youth vote on their own issues within their policies as a committee and report their opinions to the Youth Advisor who in turn reports to the NHQHA Board of Directors.

### **Section 2 – Purpose**

1. The New Hampshire Quarter Horse Youth Association shall have as its principle objectives:
2. Promote pride of ownership and or interest in American Quarter Horses among youth in New Hampshire.
3. The development of leadership, initiative, self-reliance, sportsmanship, good character and safety.
4. The objective of horsemanship, proper care and handling of the horse and participation of the preceding sections should be primary.
5. Shall provide appropriate activities for youth members of NHQHA and will encourage all types of equine related activities, which may include but not limited to Team Tournaments, Horse Bowls, World and Congress Teams, Junior Master Horseman, trail rides, etc.

### **Section 3 – Membership**

1. Membership: Shall consist of any youth regardless of the state or country or residence, who is 18 years of age or under as of January 1 of the current year.
2. Membership fees of NHQHYA will be set annually by the presiding NHQHA Board of Directors and listed in the official NHQHA Policy and Procedures.
3. Any youth expelled from AQHYA is automatically expelled from NHQHYA.
4. The NHQHA Board of Directors shall have the power to enforce all rules and regulations governing NHQHYA
4. Voting Rights: In all matters that are determined by the vote of the members, each member is entitled to one vote and must be present to cast the vote.

## Section 4 – NHQHYA Meetings & Events

1. All States have clear laws regarding the use of alcohol and other controlled substances. NHQHYA will strictly adhere to a no tolerance rule on alcohol, drug and tobacco use by its youth members unless of legal age. Any NHQHYA member in violation of this will be immediately suspended from all NHQHYA activities until such time determined by the NHQHA Board of Directors.
2. Also important is the youths' treatment of others. Youth members should strive to be polite, courteous and helpful whenever possible. Work to understand others in your organization. Any disruptive and/or uncooperative members will be asked to leave the event/meeting by the youth advisor, youth co-chair or coach and may face disciplinary action as determined by the NHQHA Board of Directors.
3. Anytime youth members are attending a NHQHYA, NHQHA, AQHYA or AQHA event, they are representing the organization. Therefore, appropriate attire for the particular event will be expected. Unacceptable attire would be anything with offensive slogans, advertisements or artwork, tube tops, sheer shirts, short shorts or skirts, or visible undergarments.
4. Every youth member who wished to participate in NHQHYA events MUST submit a Child Information and Emergency Information form to the Youth Advisor prior to attending the first event. In addition, a permission form must be submitted for each event attended either prior to or upon arrival at the event.
5. A Liability Release Form must be signed as required, and necessary, as determined by NHQHA.

## Section 5 – Requirement for Team Participation

To ride on or participate in/on any NHQHYA Teams, including, but not limited to the Youth World Show, The Congress Team, Region 6 Team Tournament, and any other AQHYA/NHQHYA teams and/or participate in sponsored events such as Y.E.S. & AQHYA Convention, Region 6 Leadership conference, you must be a member of NHQHA in good standing and meet the following minimum requirements:

1. Must attend at least 3 NHQHYA meetings, activities or NHQHYA sponsored functions during the team-qualifying year October 1<sup>st</sup> to September 30<sup>th</sup> of the current year.
2. Must participate in major fundraising events, including, but not limited to Food Booths (work 2 of 3), Ford Truck Raffle tickets (at least 10 tickets sold) and participate in the annual community service project. Credit for participation will run from Oct. 1<sup>st</sup> of the previous year to Sept. 30<sup>th</sup> of the current year. New members may make up credit for missed opportunities or meet the qualifications prior to Sept. 30<sup>th</sup>.
3. Must complete Letter of Intent and submit by March 1 for educational teams and May 1 for riding teams of the current year. If spots are available teams may accept new members on the team as long as they fulfill the above requirements. Those completing a Letter of Intent by the due date will be considered first.
4. Any youth members under 14 years of age (at the time of the travel) on an out of state traveling team must be accompanied by a parent or guardian. All expenses of the parent/guardian are the responsibility of the parent/guardian.

5. During any travel requiring overnight accommodations, there will be 1 hotel room for every 5 youth of the same gender. If youth/adults attend an event that is not a part of the team, a chosen delegate or chaperone, they are responsible for paying their portion of the room and any travel fees incurred
6. While traveling, if any youth member is found using alcohol, any controlled substance, or is not cooperating and/or being disruptive to the other youth members or chaperones, the chaperones may, at their discretion, contact the parents/guardian of the youth member in question and immediately send the youth home, with any charges incurred being the responsibility of the parent/guardian. The parent/guardian may request a hearing on the matter at the next NHQHA Board meeting and if it is found the chaperones did not have justification to send the youth home, the parents/guardian would not be responsible for the charges incurred.

## Section 6 – Chaperones

1. All Chaperones and coaches accompanying youth members or holding practices must pass a criminal background check according to the policies established by NHQHA.
2. At all NHQHYA events, there will be at least 2 chaperones present for up to 15 youth. Thereafter, there will be an additional chaperone for every 8 additional youth.
3. At no time is a chaperone to share a room with any youth member other than immediate family.

## Section 7 – Riding Teams

### A. Qualifications for the Youth World Show

1. Youth must complete above requirements in section 3.
2. NH resident youth will have first priority at any AQHYA event regardless of points accrued.
3. NHQHYA request that every NHQHYA youth member who nationally qualified for the AQHYA world show and is seeking a team spot must contact the NHQHYA Youth Advisor on or before May 1<sup>st</sup> as to what they have qualified for.
4. NHQHYA may send 4 youth members per AQHYA World Show event as state qualifiers. It is NHQHYA's goal to fill as many of those spots as possible from its NH members. The top 4 riders per class according to the state qualifying points sent by AQHYA will be offered a spot on the riding team. If there are spots still available they may be offered to other NH youth in the membership.
5. These youth must be recommended and/or have submitted a Letter Of Intent stating that they are interested and must be seen as competitive in the class based on points accrued.
6. In the event of a tie, the youth member with the most first place wins in the class will be chosen to compete.

## B. Qualifications for NYATT at Congress

1. NH youth must complete above requirements in section 3.
2. NH resident's youth members will have the first priority at any AQHYA event regardless of points accrued.
3. Youth members will qualify by points earned by the same horse/rider combination only in the specific class offered at NHQHA pointed shows, April-August of the current year. If there are more than 2 riders for a class, the additional rider will be put on the alternate list. The youth members may also be encouraged to try other classes offered.
4. In the event a spot cannot be filled by NH resident youth members, it will be opened up to other NHQHYA members in a contiguous state i.e. Mass, VT & Maine.
5. In the event a spot cannot be filled by a NHQHYA member, an out of state non-member who has fulfilled his/her state participating requirements, may request a spot on the NH team. They must join NHQHYA and accept all financial responsibilities for themselves.
6. In the event of a tie, the youth member with the most first place wins in the class will be chosen to compete.

## C. Qualifications for Region 6 Team Tournament and/or New England Team Tournament:

1. NH youth members must complete above requirements in section 3.
2. Team members will be picked by points earned in specific classes in the prior year, as long as it is same horse/rider combination. Other wise, a member must be recommended and show history should be proven. Final decision will be made in conjunction with the NHQHYA Youth Advisor and Youth Committee.
3. In the event of a tie, the youth with the most first place wins in the class will be chosen to compete.

## Section 8 – Other Contests, Activities & Educational Events

Any other activities and educational events such as Other Congress and/or AQHYA world show activities & educational events such as, but not limited to, Horse Quiz Bowl, Horse Judging, Public Speaking and demonstration, etc. will be awarded to the youth members that have earned a spot by attending the training sessions for these individual events. If you are interested in participating on one of these teams, a Letter Of Intent must be submitted by March 1, you must have fulfilled all other requirements in section 3 and be a member in good standing. If a youth cannot fulfill their obligation to the chosen team, a youth from an alternate list or other team will be chosen to take that youths place. In the event that there is no alternate list or available youth from another team, the coach must consult with the NHQHYA Youth Advisor and current team members and a youth may be asked to participate from the general youth club. If there are enough youth to fill all the spots on the various teams then any youth who signed up for two or more events must choose which one they prefer and do that activity. If there are not enough youth to fill all the spots on the various teams, then the youth member may participate in more than one team. If conflicts occur between coaches and youth, the AQHA recognized Youth Advisor would be consulted. If the NHQHYA Youth Advisor finds that additional coaches are needed for various teams they will be appointed by the NHQHYA Youth Advisor and youth committee. All coaches must be an NHQHA member.

As a member of any NHQHYA team you must agree to participate in all activities and fundraisers, keep in close contact with the coach and/or Youth Advisor, and hold up your good membership standing. If at some point you feel that you cannot uphold these obligations, you must notify the coach and/or Youth Advisor immediately. If any expenses have been incurred on your behalf like, but not limited to, airline tickets purchased, hotel room rented, stalls and classes paid for, The member and/or the member's parents or guardians will be responsible for repaying the youth club in full for these charges unless there is a valid excuse, with documentation it will be determined by the NHQHYA Youth Advisor and the NHQHA Board of Directors.

#### A. NHQHYA Contest Team Selection Process

Each of the eight finalists starts the team selection process with an equal chance earning a spot on the team. Spots on the team will be given to the finalists with the four highest scores, provided those four members have been fully participating with good sportsmanship. Remaining team members become alternates (and will be ranked 1<sup>st</sup> alternate, 2<sup>nd</sup> alternate, etc.) Below is a schedule of how points may be earned – this will be modified as needed after discussion at our first meeting and as needed throughout the process. You will be notified of any changes made to the system. At each meeting the points earned will be posted for each team member.

1. Attendance – 50 points per meeting. Points will be deducted for significant lateness or leaving early. There are no “make-ups” or excused absences. A College student will be excused from meetings until the end of their semester, as long as they are completing all assignments. I understand that sometimes members may be unable to attend, however, meetings are important, and those attending will receive points.
2. Participation, sportsmanship, cooperation, attitude – 50 points per meeting. You must be present, participate fully in a positive and cooperative manner with a good attitude to receive 50 points. Any team member not receiving 50 points will be informed as to why they did not receive maximum points.
3. Homework – 50 points per assignment (there may be more homework assignments than meetings). In order to receive maximum points homework must be fully and accurately completed and turned in on time. 5 point deduction per day late; on scored homework assignments, score will correspond to percent correct answers.
4. Quizzes - You can earn up to 50 points per meeting. Make-up quizzes will be given if possible to any member missing a meeting and making arrangements for a make-up. Quiz points will be given based on percentage correct (100% correct = 50 pts, 90% correct = 45 pts, etc.)
5. Buzzer board play – You can earn up to 50 points per meeting, but only during meetings in which we use buzzers and keep score. One point per correct answer, no deduction for incorrect answers unless a team member has an excessive number of incorrect answers (e.g. continually buzzes with wild guesses).
6. Judging and Reasons – You can earn up to 50 points for judging classes correctly and 50 points for the Reasons portion of each meeting. It is imperative to practice speaking reasons outside of meetings to improve public speaking skills; be aware, that improvement will be taken into account when picking final team members.

Please check your score each meeting, keep your corrected homework and call any discrepancy to our attention ASAP so corrections may be made.

### B. Team Expectations

1. We will work together as a team. Each team member and coach is expected to do his or her best to create a positive experience for all.
2. Concerns or criticism will be addressed in a constructive manner.
3. Focus will be on learning and having fun
4. Every effort must be made to attend all meetings and participate in all activities.
5. If you are unable to attend a meeting, you **must** let one of us know as far in advance as possible (we will work to schedule meetings at a time that is most convenient for the group)
6. You have chosen to be a member of this team. This means making the team a priority (after school and family obligations, but BEFORE sports, work, horse shows, and social events)

Link to Congress website <http://horse.osu.edu/congress/speaking.html>

### REQUIRED REFERENCE BOOKS FOR QUESTIONS:

THE HORSE (2nd edition), BY EVANS, BORTON, HINTZ, VAN VLECK, W. H. Freeman and Company - 660 Market St., San Francisco, California, 94104 A special price may be available if ordered from publisher. Phone: 415/391-5870

### DICTIONARY OF EQUINE TERMS

Alpine Publications, Inc.  
P O Box 7027  
Loveland, CO 80537  
Or call 970-484-9207

THE AMERICAN QUARTER HORSE: AN INTRODUCTION TO SELECTION, CARE AND ENJOYMENT

THEY RODE GOOD HORSES: THE FIRST FIFTY YEARS OF THE AMERICAN QUARTER HORSE ASSOCIATION

AQHA Heritage Center & Museum

2601 I-40 East

Amarillo, TX 79104

806-376-5181

[www.aqha.org/hcm1/store/index.html](http://www.aqha.org/hcm1/store/index.html)

AQHA OFFICIAL RULEBOOK

ANATOMY OF THE AMERICAN QUARTER HORSE

CONFORMATION: THE RELATIONSHIP OF FORM TO FUNCTION

HORSE COLOR CHART

American Quarter Horse Association

P O Box 200

Amarillo, TX 79168

806-376-4888

Section 9 – Funding Procedures

1. NHQHYA does not at this time have income other than fund-raisers and/or donations.
2. All fundraising and donation money must go through the NHQHYA treasury account. No outside accounts may be established. Final reports must be given to the Youth Advisor and NHQHA BOD for final review, including but not limited to a summary report on experience for the youth, income (funds raised and/or donations) and expenses. All receipts for all fundraisers and expenses occurred from the team must be submitted to the NHQHA Treasurer by the Youth Advisor or Youth Co-Chair.
3. All monies to be spent for an event must be on the approved budget for the current calendar year.
4. All fundraising monies must be turned in at the end of the fundraiser. There will be no invoicing or money due, no exceptions.

Section 10 – Board of Directors and Executive Committee

1. Eligibility – All members of the Board of Directors shall be current paid members of NHQHA. Only youth that reside in NH may be elected as NHQHYA officers or delegates. While holding these positions you are expected to participate in most all meetings and/or functions and participate in all fundraisers as if you were on a NHQHYA team.

2. Board of Directors Composition and Authority – The Board of Directors shall consist of (11) members, 10 of which must reside in the State of New Hampshire, one may be from out-of-state. All terms will be for one year. The Board of Directors shall meet no less than 4 times per year for the purpose of business as pertains to NHQHYA, or as the board deems necessary. Any Board members will be dismissed if he/she misses two meetings in a fiscal year. If a Board of Directors is asked to leave a position or a position becomes vacant for another reason, the current Board of Directors will nominate a new member and the Board of Directors will vote in the nominated member by majority vote. At all meetings of the Board of Directors, the attendance of one over half of the current Board serving shall constitute quorum.
3. All Letters of Interest for the NHQHYA Board of Directors and AQHYA delegates must be given to the Youth Advisor on or before October 1st of the current year. The Youth Association provides opportunities for young people to learn from a variety of experiences and resources. See 5 below. See 4 below
4. Executive Committee – The Executive Committee shall consist of five Board of Directors who reside in the State of NH; President, Vice President, 2<sup>nd</sup> Vice President, Treasurer, and Secretary elected every year by the Board of Directors prior to January 1<sup>st</sup> of the next year. NHQHYA Board Executive positions will be limited to serving one year at each position.
5. There shall also be up to four delegates who reside in the State of New Hampshire elected by the members of NHQHYA to represent NHQHYA at the AQHYA Convention. NHQHYA Delegates to Y.E.S. will be limited to two years participation unless they are serving as a Region 6 Director or are on the AQHYA Executive Board.

## Section 11 – Amendments

1. The Policies will be reviewed, at a minimum, each year. Any proposed changes to the NHQHYA Policies must be submitted to the Youth Activities Committee by the general membership no later than Sept 15<sup>th</sup> to be considered by the NHQHA Board of Directors. A copy of the current, approved Policies will be provided to the general membership at least ten days prior to the Annual business meeting. Policy changes become effective immediately.