

Show Secretary Agreement
(Oregon)

Date of Event: _____

Show Name ("Show"): _____ Show Level: _____

Show Secretary Name: _____

Show Secretary Address: _____

Show Secretary Phone Number: _____

Show Secretary Email: _____

ODS Contact Person: _____

Contact Address: _____

Contact Phone Number: _____

Contact Email: _____

Confirming our prior discussions and/or correspondence, this agreement confirms that _____ ("Show Secretary") is willing to act as a show secretary at Show, which is an Equine Activity as defined by ORS 30.687(3) ("Equine Activity") and is sponsored by Oregon Dressage Society, Inc, an Oregon Non-profit Corporation ("ODS"). Show Secretary represents that he/she has the experience and skills to successfully perform as show secretary.

Duties:

The Show Secretary qualifications and duties shall include, but not be limited to:

- Successfully completed and up to date on Safe Sport Training requirements
- For USEF/USDF Licensed shows
 - comply with eligibility requirements specified in USEF Rule book, DR126.3 and 126.4. commensurate with the level of show
 - Be a Senior Active member of USEF and a Participating or Group Member of USDF
- Prepares prize list by required due dates. Submits Prize list to USEF, USDF and ODS (as appropriate) for approvals at least 30 days prior to competition.
- Obtains recognition and approval from USEF, USDF, ODS as appropriate
- Arranges for payment of licensing and approval fees as well as insurance fees
- Obtains all tests and obtains bridle numbers
- Handles all entries
- Prepares and distributes riding times
- Prepares show program and sends to printers
- Obtains necessary office equipment and brings to show grounds
- Sets up show office on grounds and supervises workers
- Is on grounds 2 hours before the show starts and is available at all times show is running
- Prepares a packet for each competitor with bridle number and any required paperwork and collects any unpaid fees and signatures before competitor picks up the packet
- Prepares tests and sees they get to judges table on time
- Keeps Show Management informed on all details
- Calculates results, places them on report forms and posts them for competitor unless an

Instructions:

The Signature Lines require the signature from the contractor and the authorized signatory for ODS. The Signatory for ODS would generally include a board member including Chapter Presidents who are Ex Officio Board Members or someone properly delegated signing authority recorded in the minutes (i.e., from Chapter President to Chapter Secretary or designated show liaison.)

The line below the signature block labeled "its" means the title of the person acting on behalf of ODS. Examples include President, xxx Chapter, Event Manager, etc.