

Show Secretary Agreement
(Washington)

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 the Show sponsored by Oregon Dressage Society, Inc, an Oregon Non-profit Corporation doing business in the state of Washington as ODS ("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 Secretary informed on all details
- Calculates results, places them on report forms and posts them for competitor unless an

- official scorer is part of the management team
- Sends results in required format to USEF, USDF, and ODS within 10 days
- Sends drug fees, pass fees, and other required fees to USEF, USDF and ODS
- Performs other duties as assigned by the Show Committee or Show Secretary

Compensation:

The agreed upon fee is \$_____. Total compensation will be paid include fees for services, and expenses, if approved by ODS, after all duties are fulfilled and so long as Show Secretary has provided a fully executed IRS Form W-9 (Request for Taxpayer Identification Number and Certification), or unless other arrangements are made with ODS.

Cancellation:

Should this Show be cancelled for any reason after this contract has been signed by both parties, ODS agrees to pay the Show Secretary as follows:

- a) If ODS cancels this contract 60 days or more prior to the Show, Show Secretary shall receive no compensation other than expenses incurred.
- b) If ODS cancels less than 60 days prior to the agreed upon date of the Show, Show Secretary shall receive \$_____ (a pre-determined fee or percentage).

Liability:

ODS is an Equine Activity Sponsor as defined in RCW 4.24.530 and its liability is limited by law. Show Secretary understands that all equidae can behave in dangerous ways that may result in injury to participants in Equine Activities.

The parties agree that this agreement may be electronically signed. This document may be signed in one or more counterparts and each shall be deemed an original but all of which together shall constitute the whole document.

DATED this _____ day of _____, 202_.

<p>OREGON DRESSAGE SOCIETY, INC.</p> <p>By: _____ <small>(signature)</small></p> <p>Its: _____ <small>(title)</small></p>	<p>Show Secretary</p> <p>Name: _____</p> <p>By: _____ <small>(signature)</small></p> <p>Its: _____ <small>(title)</small></p>
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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.