



Wisconsin Interscholastic Horsemanship Association

District Chairperson and Team Coach

Duties and Responsibilities

WIHA District Chairperson

The WIHA District Chairperson (DC) does not need to ride or train horses, however, a love of equine sports is helpful. They do need to possess good organizational skills, and have excellent communication skills in order to communicate with the Team Coaches and the WIHA Executive Board.

Specific Responsibilities include:

1. Possess a good understanding of the WIHA Rules and Regulations Handbook.
2. Organize the 3 horse meets/shows required for their district. Which includes renting the show facility, hiring the judge(s) and providing them with a copy of the WIHA Rules and Regulations Handbook and a W9 form. Arrange volunteers for the show. Obtain awards for the show (optional). Have score cards made.
3. Submit all team paperwork and financial information in a timely manner to WIHA Executive Board.
4. Organize the end of season awards banquet (optional).

Team Coach

Team coaches, like the District Chairperson, do not need to ride or train horses, however, possessing a love of equine sports and good organizational skills are a must. Team coaches have the option of enlisting volunteer assistant coaches in order to assist students with their horsemanship skills.

Specific Responsibilities include:

1. Possess a good understanding of the WIHA Rules and Regulations Handbook.
2. Organize teams for their local school(s).
3. Collect horse and rider registrations, volunteer registrations and waivers along with any other paperwork and submit them to the WIHA District Chairperson. Also responsible for collecting the proper paperwork from each member prior to each show.
4. Collecting the current negative Coggins test for each participating horse.
5. Recognize the team's strengths and weaknesses, and place riders in classes accordingly.
6. Add or drop riders from classes at shows.
7. Responsible for all financial paperwork and collect fees from each member of the team.
8. Organize and schedule team practices.
9. Adhere to school rules, if applicable.