

Harmony Riders Association
PO Box 527
104 Shetler Road
Parish, New York 13131
Total Chaos Drill Team Policy

Revised 2/1/21

The Drill Team is a group of women riders who combine specific maneuvers on horseback with music to create a performance showcasing their skill. They perform exhibitions and participate in parades.

The purpose of the Drill Team Policy is to outline and organize all aspects of the drill team. This includes, but is not limited to, choreographing routines with music and outfits, scheduling practices, providing publicity, planning exhibitions and doing fundraisers as needed.

The Team will vote to decide the members in charge of each position as outlined in the Policy and report such positions to Harmony Riders by the regular November Harmony meeting each year. By the November meeting, pending a change of team position, it is the responsibility of the outgoing position holder to turn over all records and documents of the previous year pertaining to that position.

Name

The name of the Team is "Total Chaos Drill Team". A change to this name must first be approved by the team and then submitted to the club for approval at a regular Harmony meeting. The cost of replacing any named items, such as banners, must be considered.

Positions

Board of Directors

Purpose is to review procedures, resolve conflicts, and answer questions that may arise. BOD consists of five members including the Captain and Co-Captain, and 3 additional members to each hold a 3-year position, with 1 position coming up for renewal each year on a rotating basis. Meetings are scheduled as needed.

Captain

Responsible to organize the meetings needed to plan the routine and the practices needed to teach the routine to be ready for exhibitions. Responsible to report the financial and team activities at the Harmony club meetings. The report should be in writing, turned in to the Harmony secretary and include the financial accounting form. Captain is a "go to" person for the team in regards to ideas and issues. Captain also assists in directing team members to abide by team policy and rules.

Co-Captain

Coordinates with Captain to achieve team objectives. In the absence of the team Captain the Co-Captain will perform the Captain's responsibilities.

Team Treasurer

Responsible to track all financial activity of the team (using the Financial Accounting Form), ensure all monies collected are turned over to the Harmony Treasurer, ensure all receipts are turned over to the Harmony Treasurer, and prepare Financial Accounting Form for presentation by the Captain at the regular Harmony club meetings. Team Treasurer is responsible for all team monies being collected and reported. This position will serve a 2-year term.

Team Secretary

Coordinates with the Captain to organize and present a meeting agenda as needed, takes and keeps record of minutes and attendance for the meetings, and provides access to meeting minutes to the team via team e-mails.

Music / Equipment Coordinator

Coordinates with the team to collect music and develop music mix to be used during exhibitions. Ensures needed equipment is available for exhibitions. Coordinates use of equipment by appointed person at each exhibition.

Events / Fundraising Coordinator

Identify upcoming opportunities for exhibitions and parades (typically, Harmony horse shows, county fairs, local fireman's field days, etc.). Work with Harmony Horse Show Committee to coordinate inclusion in Harmony events. Contact, or arrange with team to contact, appropriate personnel for offsite events.

Turn in by Jan 1st, to the Harmony Riders Secretary, a list of anticipated off site event dates for upcoming year. This is needed to submit insurance renewal. Provide the list to the team for approval and, upon approval, provide list to Harmony representative for inclusion on the Harmony website calendar and any other advertising opportunities. Identify and bring to the team ideas for participation in community events that would further the good name of our team, the good name of the club, and support the club mission and values.

Coordinates with team to identify fundraising opportunities to defray costs of outfits and tack desired for performances. Coordinates with team to organize fundraiser and track money on proper financial forms. Ensures money is turned over to Treasurer.

Team Communication Coordinator

Coordinates with Team Captain to notify the team of all needed communication. This includes (but is not limited to); meeting dates, meeting times, changes in meeting dates and times, communicating times and meeting place of practices, exhibitions and parades.

Horse & Rider Coordinator

Coordinates with the team to assemble horse and rider outfits. Collects ideas from team, presents ideas to the team and holds votes on ideas as needed. Organizes ordering process, coordinating with the Team Treasurer to ensure proper financial forms are used for ordering (team check/debit card), and collecting monies.

Ensure equipment is available for exhibitions, such as flags, and items are collected and stored following events.

Maintain records of the team members for publicity and as required by NY state for transportation of equines.

Choreography Coordinator

Choreograph routine taking into consideration input from the team, as well as researching moves in print and online to present the team at its best capability.

Membership

All members of the Drill Team must be women nineteen years of age and be a permanent member of Harmony Riders Assn. Inc. All members pay an annual \$20.00 membership fee towards team needs. Returning members must pay their drill team dues by February 1st. This date will determine your seniority status. While the team will provide and fundraise for some items, most rider and horse attire will be self-funded.

Members will be accepted any time during the year and be allowed to practice with the team toward future performances. New members will be allowed to immediately participate in flag, parade and quad teams based on horse and rider evaluations.

Members are expected to attend practices, meetings, performances, and fundraisers as required by the team. See "Team Rules" below.

The team reserves the right to the final decision as to a member's qualification to be an exhibitor. Vote by ballot if needed.

In the event the team's active membership exceeds the current routine maximum, performance positions will be based on seniority.

If a member takes a leave of absence from the team, in a non-participatory capacity, they forfeit their seniority. Upon return to the team, seniority begins as a new non-probationary member. To maintain an active leave, dues must be paid, and member must remain reasonably active on the team (such as ground coaching, and volunteering at fundraisers, etc.). BOD will have final say on if a member qualifies.

Financial

- The Drill Team shall make every effort to be self-funded. The Treasurer will account for all monies specifically raised for the drill team. Any cost incurred prior to an available balance must be approved by the club.
- All purchases made must be accompanied with a detailed receipt. All financial records should include the use of the financial accounting form. No one under the age of 21 will be allowed to handle money at any time without direct adult supervision.
- All Drill Team members are representatives of Harmony Riders Association and should conduct themselves accordingly. At no time should a team member send any person correspondence in the name of Harmony Riders without the consent of the Harmony Board of Directors.

Year End

Financial records are reviewed. A year-end financial report will be submitted at the November regular Harmony meeting. The Team Treasurer will balance the financial form with the Harmony Treasurer at this time. Any monies left as a positive balance are carried over to the following year and will be immediately available. Any monies left as a negative balance are carried over to the following year and any negative balance must be satisfied before any future expenditure will be authorized. This financial statement supports the Drill Team's intent to be self-funded.

TEAM RULES/REQUIREMENTS***Probation***

The first year a member joins will be a probationary year. This means they must adhere to attendance requirements as if they were a performing member. During the probationary year, the BOD may decide if the probationary member may take or fill in for a permanent riding position if needs arise.

Skills Requirements

- Pass riding evaluation with your horse.
- Rider evaluation/reevaluation is designed for new people joining the team or a team member riding a new horse.
- Skills will be assessed throughout the probationary period.
- As long as same horse & rider combination is kept, there is no need to reevaluate. (But they may be held from performances if adequate knowledge and ability to perform routine is not demonstrated).
- The evaluation is to determine the present ability, willingness, &/or potential of horse & rider to perform the moves required while accepting other horses in close proximity.
- Ride western, 2-handed direct reining (unless flag being carried) - W/T/C. Whoa. Back. Stand.
- Highly recommended that horse can: half halt, pivot on forehand and haunches, side pass, half pass.
- Carrying flags is an eventual goal; keep that in mind for you and your horse. (The team can provide assistance with desensitizing your horse to flags).

Mount Details

- Have use of (same) horse consistently
- No dangerous vices. i.e.: kicking, biting, etc.
- Following a dangerous horse behavior situation (usually "3 strikes") the BOD will evaluate the situation and recommend action.
- No stallions. No gaited horses. No draft horses. No small ponies. Older more experienced horse recommended (not green broke). No horses under the age of 5.
- Have transportation for self and horse

Schedule Details

- First performance date decided upon approval of horse and rider; a minimum of 5 practices on horse before first performance.
- For all performances, attendance is mandatory at the 3 practices prior to the performance. If unable to participate, an approved fill-in rider may be used if previously arranged.
- Activities consist of business meetings, foot practice, riding practice, on and off-site performances, parades, and fulfilling Harmony Rider (club) commitments. Fundraising as deemed feasible.
- Notify if unable to attend.
- 75% attendance rate required of business meetings, team riding &/or foot practices. Team members must participate 3 out of 4 weeks per month to remain in good standing and be eligible for performances. Extenuating circumstances will be evaluated by the team to decide rider eligibility as necessary.
- Attendance of performances is required. Once calendar of performances is finalized, commitment will be asked for and documented for planning purposes. If conflicts occur, notification as early as possible, with approved fill-in rider is expected.
- Attendance is not required for parades; does not count against record.
- Participation in fundraisers is greatly appreciated and recommended as it shows good will to the public and solidarity of our team (planning and/or attendance is included).

Equipment Details

- Have and use appropriate uniform and tack.
- Equipment supplied by each rider: (team-approved) hat with stampede strings, shirt, dark blue jeans, custom chaps, saddle, saddle pad, custom bridle and breast collar, and any other team approved equipment.
- Maintain cleanliness and repairs of belongings.

Parade Members

Total Chaos allows for “parade only” members. Members must be a permanent member of Harmony Riders and join as a Total Chaos member. This allows the individual to ride in parades representing the team, but does not require drill performance.

Parade formation will separate Total Chaos drill members from Parade only members and regular Harmony members.

- Must have a parade safe mount
- Purchase parade attire as required

Flag Routine

- Probationary members will be allowed to participate in flag routines with an approved mount and proper attire.

Overall Team Details

- Be a team player. Take direction. Be prepared to go with the flow for benefit of the team.