Mudslingers Rules & Information

By The Mudslingers Board

September 2025

Mudslingers Rule & Information Book

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Introduction

Welcome to the Mudslingers Gymkhana Club!

This rulebook is your guide to understanding the exciting world of gymkhana! Whether you're a seasoned competitor or a brand-new rider eager to try something new, we're thrilled to have you join our community.

What is Gymkhana?

Gymkhana is a timed equestrian sport that focuses on speed, precision, and partnership between horse and rider. It's all about navigating through a series of obstacles and patterns with accuracy and agility. Imagine weaving around barrels, sprinting through poles, and mastering intricate maneuvers – that's gymkhana!

More than Just Competition

While the thrill of competition is a big part of gymkhana, it's also about:

Building Confidence: Gymkhana helps riders develop essential riding skills, improve communication with their horses, and gain confidence in the saddle.

- **Having Fun:** It's a chance to enjoy time with your horse, connect with fellow riders, and experience the joy of horsemanship in a supportive and encouraging environment.
- **Creating Lasting Memories:** From the excitement of the arena to the camaraderie of fellow riders, gymkhana offers countless opportunities to create lasting memories with your equine partner and fellow horse enthusiasts.

This rulebook outlines everything you need to know about competing with our club, from eligibility requirements and safety protocols to scoring procedures and awards. We encourage you to read it carefully and familiarize yourself with the rules.

We're committed to providing a safe, fun, and fair competition experience for riders of all ages and skill levels. If you have any questions, please don't hesitate to reach out to a club representative.

We look forward to seeing you at the show!

Section 1: Eligibility and Participation

1.1 Membership and Awards:

- **Year-End Awards:** To be eligible for year-end awards, riders must be club members in good standing. Membership requirements include:
    - Paid Mudslingers membership.
    - Attendance at 60% or more of the scheduled shows.
    - Completion of two volunteer shifts per show, per rider.
        - Volunteer shifts may be completed outside of show days with board approval (e.g., trailer organization, pre/post-show work).
- **Single Show Awards:** All riders, regardless of membership status, are eligible for awards at individual shows.
- **Excellence Awards:** Mudslingers members may participate in the Mudslingers Excellence Awards to earn prizes based on individual achievement (versus competition). See Section 5.5 for full rules.

1.2 Show Structure and Awards:

- **Two-Day Shows:**
    - Buckles are awarded to first place in each division and age group.
    - Prizes are awarded to the top five places in each division and age group.
- **Single-Day Shows:**
    - Prizes are awarded to the top five places in each division and age group so long as this supports the financial viability of the club.

1.3 Divisions:

- **AAA**: Experienced riders competing at a high level.
- **AA**: Intermediate riders with strong skills.
- **A:** Intermediate riders developing their skills.
- **FC** (Future Champion): Riders new to competition or those choosing a less competitive division.
- **Leadline**: Riders of any age who require assistance and are led through the course.

1.4 Age Groups:

- Divisions with 14 or more riders will be split into age groups to ensure fair competition.
- The initial age split will occur after the first show, based on rider participation.

- Subsequent age splits within a division require at least three consecutive shows with 14 or more riders.

1.5 Horse and Rider Participation:

- A horse may only be ridden by one rider throughout the show season, with the following exception:
    - A horse may be ridden by a rider in a regular division and a different rider in the Leadline division.
- A rider may compete on multiple horses, but no horse may have more than one designated rider (except as noted above).

Section 2: Safety & Conduct

2.1 Helmets:

- **Mandatory for Youth:** All riders aged 17 and under are required to wear ASTM/SEI-certified helmets properly fastened whenever mounted, regardless of whether they are actively competing in the arena.
- **Strongly Encouraged for All:** For the safety of all participants, helmet use is strongly encouraged for all riders, regardless of age.
- **Enforcement:** Riders aged 17 and under found riding without a helmet will receive one warning. Subsequent infractions may result in disqualification from the show.

2.2 Horse Welfare:

- **Zero Tolerance Policy:** The club enforces a zero-tolerance policy regarding horse abuse. Any action deemed abusive toward a horse will result in immediate disqualification.

- **Examples of Abuse:**

    - Excessive whipping (defined as more than three times per pattern)
    - Striking a horse
    - Yanking or jerking the reins harshly
    - Riding a horse that is visibly lame or exhausted
    - Any other action deemed abusive by show management

2.3 Sportsmanship and Conduct:

- **Code of Conduct:** All riders, spectators, and participants are expected to maintain a safe and respectful environment. Good sportsmanship includes:

    - Treating riders, judges, volunteers and spectators with respect.
    - Offering encouragement and support to fellow competitors.
    - Accepting judges' decisions without hostility.
    - Handling wins and losses with grace.
    - Demonstrating patience and kindness toward your horse.
    - Maintaining a positive and supportive attitude toward fellow competitors.

- **Unacceptable Conduct:**

- Toward People:
    - Verbal abuse, yelling or swearing at judges, volunteers or other riders or spectators.
    - Publicly calling out an individual (in person or online) in a way that is hostile, aggressive or intended to embarrass.
    - Threatening behavior or physical intimidation.
    - Arguing with or refusing to follow the directions of a judge or show official.

- **Toward Horses:**
    - Any action deemed abusive (see Horse Welfare Section 2.2), including excessive whipping, striking or harsh handling.
    - Forcing a horse to continue when visibly lame, exhausted or in distress.

- **General Conduct:**
    - Interfering with another competitor's run.
    - Disruptive or unsafe behavior in the arena or warm-up areas.
    - Disrespectful or damaging behavior toward club property or facilities.

- **Consequences:** Judges and board members have the authority to take the following actions:

    - Verbal Warning – For minor first-time offenses.
    - Pattern Disqualification (DQ) For repeated offenses during the same show or more serious conduct.
    - Show Disqualification – For severe or repeated unsportsmanlike conduct. This applies to the entire show; in a two-day show, the rider may not return for day two.
    - Immediate Disqualification Without Warning – For extreme misconduct, including but not limited to:
        - Physical aggression toward a person or horse
        - Threatening language or behavior
        - Dangering riding that puts others at risk

- **Social Media & Online Conduct:**

    - Posts that harass, insult or target specific riders, judges or club members are prohibited.
    - Issues or disputes should be addressed privately with the board, not through public posts.
    - Online harassment will be treated the same as in-person misconduct and may result in disqualification or suspension.

- **Authority:**

    - Judges may issue warnings or disqualifications on the spot.
    - Board members may review incidents and apply further disciplinary action, including suspension from future shows.

2.5 Drone Policy:

- No aerial drones operated by riders or members during a show.
- If a drone interferes with a run, the rider may request a re-ride.

Section 3: Attire & Tack

3.1 Rider Attire:

- **Required Attire:** All riders must present a professional appearance while competing. The following attire is required:
    - Long pants (jeans or riding pants)
    - Riding boots with a heel
    - Button-up shirt with a collar (long, short, or no sleeves are acceptable)
    - The shirt must be tucked in with a belt
    - The top two buttons of the shirt may be left unbuttoned

- **Prohibited Attire:**
    - Tank tops, t-shirts; rider may wear a jacket or sweatshirt in cooler weather if they have proper attire underneath
    - Shorts, capris, or leggings
    - Open-toed shoes, sneakers, or sandals
    - *Note:* Hats are permitted, including cowboy hats and baseball caps. However, penalties apply to any hat that comes off in the arena (see below).

- **Attire Penalty:**
    - A one-second penalty will be added to a rider's time for starting a course with attire and/or equipment in violation of the rules after an initial warning has been given by the judge.
    - A hat falling off during a run will result in a 1-second penalty added to the rider's time.
    - Our attire penalties help us avoid delays and ensures that our judges and volunteers can focus on the competition.

3.2 Tack:

- **Permitted Tack:**
    - Riders may use either Western or English saddles and tack. The rider's attire must match their chosen style. For example, a rider using an English saddle must wear English riding apparel, and a rider using a Western saddle must wear Western riding apparel.
- **Prohibited Tack:**
    - Any equipment deemed unsafe or inappropriate by show management.

3.3 Safety Checks:

- Riders are strongly encouraged to perform thorough safety checks on their tack before entering the arena. This includes ensuring that:
    - All tack is in good repair and properly fitted
    - The saddle is secure and positioned correctly.
    - The bridle is properly adjusted, and the bit is comfortable for the horse.
    - All buckles, snaps, and ties are fastened securely.
    - Girths/cinches are secure and tight.

Section 4: Competition Rules

4.1 Events:

- **Standard Events:** Shows will feature a mix of 13 standard gymkhana events:

    - Barrels
    - Big T
    - Birangle
    - Figure 8 Flags
    - Figure 8 Stake
    - Hurry Scurry
    - Keyhole
    - Poles 1
    - Poles 2
    - Quadrangle
    - Single Stake
    - Speed Ball
    - Speed Barrels

- **Event Selection:** Six events will be contested at single-day shows, and 13 events will be contested at two-day shows unless otherwise posted. The specific events for each show will be announced in advance.

4.2 Pattern Specifications and Ground Rules:

- **Pattern Guidelines:** Pattern dimensions and safety protocols will adhere to the diagrams in Appendix A.

4.3 Timing and Penalties:

- **Electronic Timing:** An electronic timing system will be used for all events to ensure accurate and fair results.
- **Knockdown Penalties:** Knockdown penalties apply even if the obstacle falls after the horse and rider pass through the timers. A two-second penalty will be added to a rider's time for each knocked-down obstacle in the following events:

    - Barrels
    - Big T
    - Birangle
    - Hurry Scurry (A pole must contact the ground to be considered dislodged and result in a penalty.)

- Poles 1
- Poles 2
- Quadrangle
- Single Stake
- Speed Barrels

- **No-Time Events:** The following events require perfect execution. Any missed obstacle or error will result in a "no time" score:

  - Figure 8 Flags
  - Keyhole
  - Speedball

- **Broken Patterns:** A "no time" score or disqualification will be issued for any broken pattern, defined as:

  - Failing to complete the designated course in the correct sequence.
  - Skipping an obstacle or element of the pattern.
  - Going around an obstacle in the wrong direction.

- **Hurry Scurry Three-Minute Limit:** A rider will have three minutes to complete the Hurry Scurry pattern. After three minutes, the rider will receive a “no time” and the judge will ask the rider to leave the course.

- **Loss of Control of the Horse:**

  - If any part of the horse runs into or breaks the arena delineators before, during, or after the run.
  - If the rider does not demonstrate control of the horse, such as the horse hitting the arena fence before the rider has brought it to a halt.
  - Falling off the horse.

- **Touching Obstacles:**

  - While knocking down obstacles will incur a penalty, if a rider touches an obstacle to prevent it from falling and it remains upright, no penalty will be assessed. An obstacle that is knocked down but bounces back to an upright position is still considered a downed obstacle and will incur a penalty.

- **Prohibited Actions:**

  - While in the arena, riders are strictly prohibited from kicking, striking or beating their horse forward of the cinch. This rule is in place to ensure

the well-being and humane treatment of all equine participants. Gentle touches or pats intended to calm, praise or encourage the horse are acceptable and will not be considered violations.

4.4 Re-rides:

- **Timer Malfunctions:** In the event of a timer malfunction, a rider may be granted up to two additional runs.
    - If the rider chooses to do two runs, the rider's second additional run time will be the official time, regardless of whether it is better or worse than the first.
    - Penalties from the first run will not carry over to subsequent runs.
- **Other Circumstances:** Re-rides may be granted at the discretion of show management for extenuating circumstances, such as unforeseen hazards in the arena or interference from outside factors.

4.5 Reverse Course Option:

- **Reverse Course Run:** For the Figure 8 Flags, Figure 8 Stake, and Quadrangle events, riders have the option to run the pattern in reverse, starting at the end of the arena opposite the entrance gate. This is known as a "Reverse Course." Here's how to execute a Reverse Course:
    - Entering the Arena: The rider and horse should enter the arena through the designated entrance gate.
    - Notification: Upon entering the arena, riders intending to run a Reverse Course must clearly signal their intent by raising a hand above their head. The judge must acknowledge this signal before the rider proceeds.
    - Positioning: The combination (horse and rider) will proceed along the fence line, past the designated timing/start line.
    - Commencing the Pattern: Once the rider reaches the commencement point for the reversed pattern, the rider may begin the pattern within the allotted time limit.

4.6 General Procedures:

The Mudslingers Gymkhana Club strives to create a smooth and efficient show environment that prioritizes safety and fairness. The following procedures outline the shared responsibilities of show management, riders, and judges in achieving this goal.

Course Setup and Maintenance:

- Obstacle Placement: After measuring each course, a spot of lime will be placed under each pole or obstacle to mark its exact position. Each obstacle must be centered over the lime spot. If the lime spot becomes obscured, the course will be re-measured. All measurements will be taken with the tape measure lying flat on the ground.
- Announcer Responsibilities: The announcer will provide ample warm-up time for riders by giving advance notice before the start of each event and reading the names of the next three contestants.
- Course Resetting and Raking: After each run, all course obstacles will be reset to their original positions as marked by the lime spots and approved by the judge. The course will be raked around obstacles when needed to ensure rider safety. Contestants have the right to request a course reset and/or raking. A course is considered legal if all obstacles are within a total of six (6) inches of their prescribed dimensions when re-checked.
- Arena Gates: All arena gates will remain closed during each run. No gate(s) will be opened until the rider has completed the course and brought their horse under control.
- Arena Condition: The arena will be properly prepared for competition. This includes disking, removing rocks, leveling, and watering as needed to ensure the safety of horses and riders.

- **Rider Readiness and Conduct:**
  - Be Prepared to Run: All riders are expected to be fully prepared to compete when their name is called. This includes being properly dressed, having their equipment in good condition, and having their horses warmed up and ready to perform.
  - Pre-Run Schooling: To ensure fairness and prevent any unfair advantage, riders are prohibited from "schooling" their horses within the arena prior to their official run. Schooling is defined as circling an obstacle more than once in a tight, repetitive manner. Riders observed engaging in this behavior may incur a disqualification in the pattern.
  - Entering and Starting the Course: The rider will be notified when the course is ready and must enter the arena within one minute. Riders must be mounted before entering the arena. Mounted riders may be assisted through the gate. Upon entering, riders must demonstrate control of their horse before receiving a signal from the judge to begin their run. The judge will provide a clear and timely signal. The rider must start the course within one minute of the judge's signal. By starting the course, the rider accepts the course as presented, provided it meets all regulations.
  - Falling off Before Starting: If a rider falls off their horse before beginning the course, the judge will excuse the contestant and place them at the end of their division or class to complete the event.

- Running the Course: The course must be run in accordance with the designated pattern (refer to Appendix A). A horse is considered "on course" when any part of it crosses the start/finish line. It remains "on course" as long
- as it follows the prescribed pattern until every part of the horse crosses the finish line. A rider who goes off course but corrects their path and completes the pattern correctly will not incur a disqualification or penalty.
- Finishing the Course: After completing the course, the rider must bring their horse under control before exiting the arena. Circling is permitted to regain control.
- Exiting the Arena: Dismounting in the arena is prohibited without the judge's permission, except in cases of safety concerns or circumstances beyond the rider's control.

- **Judge's Decisions and Authority:**

  - Finality of Decisions: All decisions made by the head judge in the arena are final. The head judge will not signal their decision until consulting with other judges in the arena to confirm their rulings.
  - Benefit of the Doubt: In situations requiring a value judgment, the judge will rule in favor of the contestant if there is any doubt about the circumstances.

Section 5: Awards & Points

5.1 Points System:

- **Standard Point Allocation:** Points are awarded to the top finishers in each event based on the following scale:

    - 1st Place: 11 points
    - 2nd Place: 9 points
    - 3rd Place: 8 points
    - 4th Place: 7 points
    - 5th Place: 6 points
    - 6th Place: 5 points
    - 7th Place: 4 points
    - 8th Place: 3 points
    - 9th Place: 2 points
    - 10th Place: 1 point

- **Earning Points in Higher Divisions:** Riders may earn points in their designated division or any division above.
- **Awards Eligibility:** Riders are eligible to win awards in their designated division or any division above.

5.2 Division Movement:

- **Automatic Advancement:** Riders who achieve times within the next higher division for more than four (4) of their runs at a one-day show or nine (9) of their runs at a two-day show will automatically be moved up to that division for the following show.
- **Petitioning for Lower Division:** Riders may petition the Board of Directors to be moved back down to a lower division *after* they have ridden in their new division for two (2) shows (each day of show counts as one show). Being moved down a division is rare, and exceptions will be granted only in certain circumstances, such as:

    - Unusual course conditions or show modifications that significantly impacted performance.
    - Situations where the Board deems the move to be in the best interest of the horse's well-being.

5.3 Show Awards:

- **Show Champion Determination:** The rider with the highest total points accumulated across all six events at a one-day show or all 13 events at a two-day show will be declared the Show Champion for their respective division.
- **Tiebreakers:** In the event of a tie in total show points, the following tiebreakers will be applied in order:

    - Most 1st place finishes in individual events.
    - Most 2nd place finishes in individual events.
    - And so on, down through the placings.

5.4 Year-End Awards:

- **Eligibility:** To be eligible for year-end awards, riders must have competed in at least 60% of the scheduled shows.
- **Point Accumulation:** Year-end awards will be based on the total points accumulated by each rider throughout the season.
- **Tiebreakers:** The same tiebreaker system used for show awards will be applied to determine year-end award winners in the event of a tie.

Section 6: Refunds and Cancellations

To ensure smooth show operations and fair treatment of all participants, the following refund and cancellation policies are in effect:

6.1 Registration and Payment Deadline:

- All registrations and payments must be received by 5:00 PM Pacific Time on the Thursday prior to the show's start date.
- Late entries may be accepted at the discretion of the Show Secretary, but a late fee of $20 will apply.

6.2 Cancellation and Refund Eligibility:

- Riders may cancel their registration and request a full refund of entry fees up to the official start time of the show.
- No refunds will be issued once the show has begun, regardless of the reason for cancellation or withdrawal.

6.3 Cancellation Procedure:

- To cancel your registration and request a refund, please contact the Show Secretary by phone or email.

6.4 Show Cancellation or Postponement:

- In the event the club must cancel or postpone a show due to extreme circumstances (e.g., severe weather, unforeseen events), the Board of Directors will determine and communicate an appropriate refund policy. Typically, the Board allows riders to apply the funds toward a future show or to opt for a full refund.

Section 7: Judges

7.1 Judge Selection and Qualifications:

The Mudslingers Gymkhana Club offers a formal Judge Certification Program to ensure consistent, fait and knowledgeable judging:

- **Requirements to Become a Judge:**
  - Minimum age: 18 years.
  - Apprentice judges must obtain three signatures per pattern from certified judges.
  - Certified judges sign off when they believe the apprentice has apprenticed thoroughly.
  - Apprentices may choose to continue apprenticing longer for additional experience.
- **Certification Process:**
  - Panel Interview:
    - Lasts no longer than one hour.
    - Includes predetermined questions and scenarios focused on:
      - Judging the 13 patterns
      - Setting up the 13 patterns
      - Safety rules
      - Efficient show management (from a judge's role)
  - Pattern Set-up Exam:
    - Apprentice must successfully set up each pattern for an entire show day (five- or six-pattern show).

7.2 Head Judge Role:

- Elected by current Mudslingers judges with a majority vote.
- Must have judged for the club within the last 6 months and judged at least 8 patterns within the last season.
- Responsibilities:
  - Certify and qualify judges.
  - Test and determine eligibility.
  - Maintain rules.
  - Facilitate discussion on rule changes and discrepancies.
  - Oversee judging consistency and fairness.

7.3 Judge Conduct:

- All judges are expected to conduct themselves with the utmost professionalism, fairness, and impartiality.
- Judges' decisions are final.
- Any concerns or questions regarding judging should be directed to the Show Management through the appropriate channels outlined in this rulebook.

By maintaining these standards for judge selection, we aim to create a level playing field for all competitors and uphold the integrity of our shows.

Mudslingers By-Laws

Article 1: Organization

Section 1. Name:

The name of this organization shall be Mudslingers.

Section 2. Purpose:

The purpose of Mudslingers is to:

- Promote the sport of gymkhana and provide a fun, safe, and competitive environment for riders of all ages and skill levels.
- Foster good sportsmanship, horsemanship, and camaraderie among members.
- Educate members and the public about gymkhana rules, safety practices, and horse care.
- Organize and host gymkhana shows and related events.

Article II: Membership

Section 1. Eligibility:

Membership is open to anyone with an interest in gymkhana, regardless of age, riding experience, or horse ownership.

Section 2. Types of Membership:

The club may offer different types of membership, such as:

- **Individual Membership:** For individual riders.
- **Family Membership:** For families with multiple riders within a single household.

Section 3. Dues:

Membership dues will be determined annually by the Board of Directors and are payable upon registration.

Section 4. Termination:

Membership may be terminated for non-payment of dues, violation of the Mudslingers Code of Conduct, or other actions deemed detrimental to Mudslingers.

Article III: Board of Directors

Section 1. Composition:

The club shall be governed by a Board of Directors consisting minimally of:

- President
- Vice President
- Secretary
- Treasurer

Section 2. Responsibilities:

The Board of Directors shall have the following responsibilities:

- Set club policies and procedures.
- Manage Mudslingers' finances.
- Organize and host shows and events.
- Address member concerns and grievances.

Article IV: Meetings

Section 1. Annual Meeting:

The club shall hold an annual meeting each year to:

- Review the Mudslingers' financial status.
- Discuss and vote on any proposed bylaw amendments.

Section 2. Regular Meetings:

The Board of Directors shall meet monthly or as needed to conduct club business.

Article V: Finances

Section 1. Fiscal Year:

The club's fiscal year shall be from January 1 to December 31.

Section 2. Bank Accounts:

The club shall maintain bank accounts in its name.

Section 3. Disbursements:

All disbursements must be submitted with an expense report and accompanying receipts and approved by the Treasurer. All disbursements exceeding $500 require approval by the Board of Directors.

Article VI: Amendments

Section 1. Proposal:

These bylaws may be amended by three-quarters vote of the Board of Directors at any meeting.

Article VII: Dissolution

Section 1. Procedure:

The club may be dissolved by three-quarters vote of the Board of Directors at any meeting.

Section 2. Asset Distribution:

Upon dissolution, any remaining assets of Mudslingers shall be distributed to a non-profit organization with a similar purpose, as determined by the members.

Adopted this August 16, 2024, by the members of the Mudslingers Gymkhana Club.

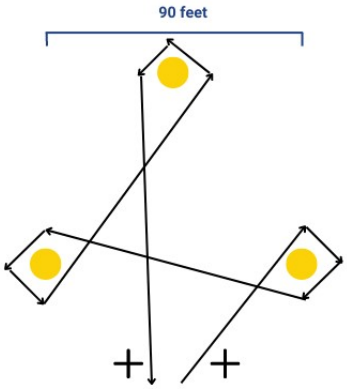
Appendix A: Pattern Diagrams

This appendix provides diagrams for the 13 standard gymkhana patterns used in our club's shows. Please note the following:

- **Subject to Change:** The patterns used in any given show may be subject to change at the discretion of the show management. Always refer to the posted pattern diagrams at the showgrounds for the most up-to-date information.
- **Not to Scale:** The diagrams in this appendix are for illustrative purposes only and are NOT drawn to scale.

Patterns:

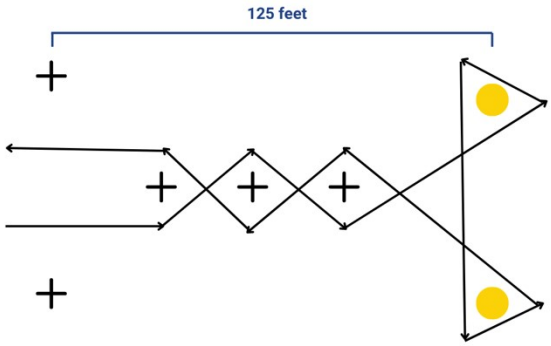
Barrels



Circle each barrel: the first in one direction, the next two rotating in the opposite direction.

Big T

Weave through the poles, turn around each barrel (similar to Birangle), and weave back through poles.



Birangle

Head down, turn around each pole the same direction, then head back.

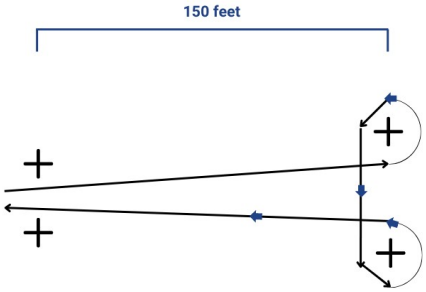


Figure 8 Flags

Start in the center, plant 1 flag and take the other while rounding the first barrel. Do the same at the second barrel. Each turn is a different direction.

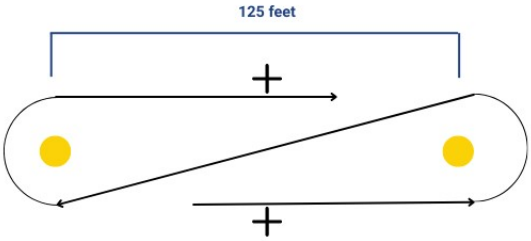
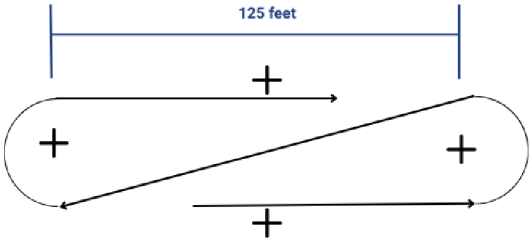


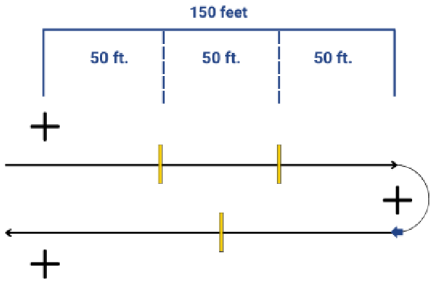
Figure 8 Stake

Start in the center and make two turns. Each turn is different (left first then right or right first then left).



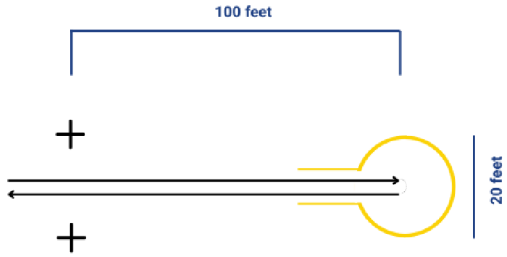
Hurry Scurry

Run down one side, going over the jump(s), turn around the pole and come back the other side (over the jump(s)).



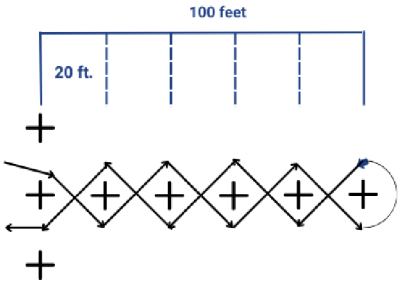
Keyhole

Head down, enter the chalk-outlined keyhole, turn around, and come back without ever touching the chalk outline.



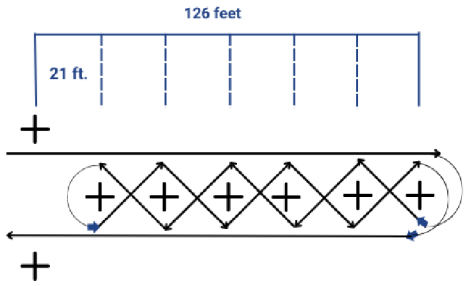
Poles 1

Weave through the poles down and back.

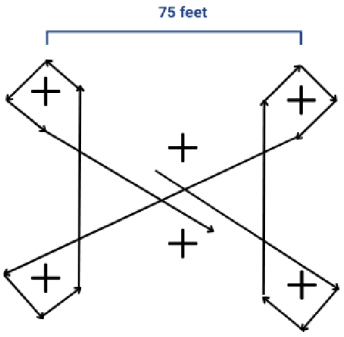


Poles 2

Straight down one side; weave toward the starting line; weave away from starting line; straight down the other side.



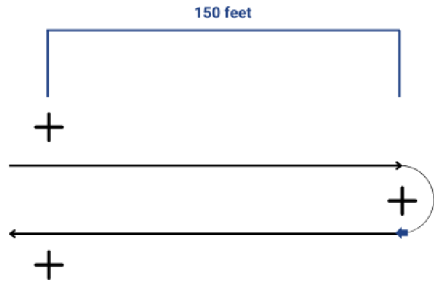
Quadrangle



Start and end in the center. Two right turns around poles and then two left, or vice versa.

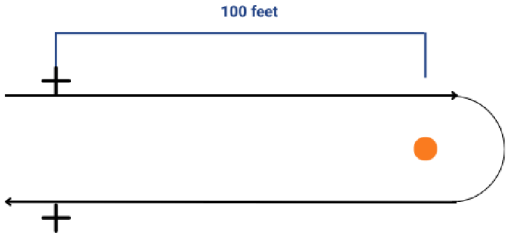
Single Stake

Run down and back, turning around the pole at the end.



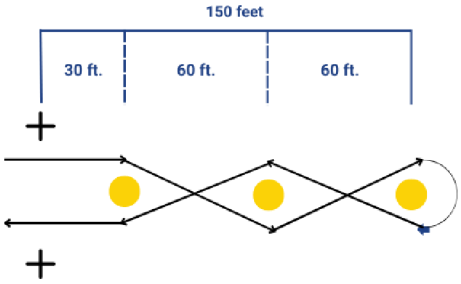
Speed Ball

Ride down to the cone and drop the ball
in the cone as you make the turn. You can turn either way.



Speed Barrels

Weave through the barrels.



Appendix B: Meeting Minutes Template

Meeting Date: [Date], **Meeting Time:** [Time], **Location:** [Location] **Attendees:**

- [List attendees' names, including titles if applicable] **Absent:**
- [List absent members' names, including titles if applicable]

1. Call to Order
- The meeting was called to order at [Time] by [Name], [Title].

2. Approval of Minutes
- The minutes from the previous meeting on [Date] were reviewed.
- [Motion to approve/amend minutes] made by [Name], [Title].
- [Second/not seconded] by [Name], [Title].
- [Minutes approved/amended and approved] by [voice vote/show of hands/other method].

3. Treasurer's Report
- [Treasurer's Name], [Title], presented the Treasurer's Report.
- [Summarize key points of the report, e.g., current balance, recent income/expenses].
- [Motion to approve Treasurer's Report] made by [Name], [Title].
- [Second/not seconded] by [Name], [Title].
- [Treasurer's Report approved/not approved] by [voice vote/show of hands/other method].

4. Old Business
- [List and discuss each item of old business] ○ [Item]: [Summary of discussion and any decisions made]

5. New Business
- [List and discuss each item of new business] ○ [Item]: [Summary of discussion and any decisions made]

6. Announcements
- [List any announcements]

7. Adjournment
- [Motion to adjourn] made by [Name], [Title].
- [Second/not seconded] by [Name], [Title].
- The meeting was adjourned at [Time].

Minutes Submitted By: [Name], [Title]

Date: [Date]