

# Horse Resource



*Manual*

Linn County 4-H

# Contents

4-H Philosophy.....	5
The four H's .....	5
Vision & Values .....	5
Attitude.....	5
County Colors .....	5
Horse Project .....	6
Obtaining the Horse .....	6
Leasing.....	6
Sharing a horse.....	6
Additional Project Horses.....	6
4-H Members.....	6
Competitive Divisions ....	6
Novices.....	6
Assistance.....	7
Insurance and Fees.....	7
Deadlines.....	7
Annual Calendar .....	7
Publications / Information.....	9
Printed .....	9
On the Web .....	9
Clinics & Ride Nights.....	9
Required Clinics .....	9
Spring Horse Classic.....	10
Horse Bowl.....	10
Horse Judging.....	10
Presentations.....	10
Public Speaking .....	10
Hippology.....	10
Shows / Fairs.....	11
Volunteer Work At Events.....	11

Standards for Judging .....	11
Event Score sheets.....	11
4-H Show Judges.....	11
Ribbon Explanation.....	11
General Awards .....	12
Records Requirement.....	12
County Only Events .....	13
State Fair Qualifications .....	15
Driving.....	15
Dressage . .....	15
Hunt Seat Over Fences .....	15
Gaming.....	15
Trail .....	15
Ranch Horse .....	15
Bobbie Hendricks Memorial Award .....	17
Micky Zucker Memorial Trophy.....	18
Dawn Costello Memorial Award.....	19
Linn County Horse Leaders Meeting .....	20
Leader Requirements .....	20
Expectations .....	20
Suggestions for Good Leaders .....	22
Reimbursement Guidelines .....	23
Hotel .....	23
Mileage .....	23
Meals .....	23
Other.....	24
Fund Raising.....	24
Linn County 4-H Horse Leaders Association Officers .....	24
Chairperson .....	24
Co-Chair .....	24
Secretary.....	24

Treasurer .....	24
Budget Chairperson.....	25
Ranch Horse Chair .....	25
Clinic Chair .....	25
Spring Horse Classic Chairperson .....	25
Awards Chair.....	25
Stall Chairperson.....	26
Executive Council Representative .....	26
Fund Raising Chairperson .....	26
Volunteer Coordinator .....	26
State Fair Coordinator .....	27
Junior Superintendent Coordinator .....	27
Fair Superintendents .....	27
Junior Superintendents .....	28
Linn County 4-H Fair .....	30
Fair Office .....	30
Grand Entry Coordinantor .....	30
Ring Stewards .....	31
Ring Clerks .....	31
Ribbon Clerks.....	31
Gates Person.....	31
Warm Up Arena Coordinator .....	32
Campground Volunteer .....	32
Announcers.....	32
APPENDIX.....	33
Arena Etiquette .....	33
Ten Commandments for Parents of Youngsters Showing Livestock.....	33
Code of Ethics .....	34
Index .....	35

## 4-H Philosophy

The 4-H Youth Development Program focuses its efforts on providing life skills, opportunities to apply life skills, and opportunities for youth to be involved in decisions that affect them. In doing so, 4-H has developed policies and definitions that support the positive development of youth and their involvement in the 4-H Youth Development Program.

4-H is open to all without regard to race, color, religion, sex, sexual orientation, national origin, disability, economic status, or geographic location. Marriage or pregnancy does not disqualify youth from 4-H membership or participation.

4-H is about helping young people develop into caring and competent members of their community. It is not about competition.

## The Four H's

- **Head** - to think, plan and reason
- **Heart** - concern with others' welfare, accept responsibilities, positive attitude
- **Hands** - useful, helpful, skillful
- **Health** - practice healthy living, enjoy life, and use leisure time productively.

## Vision & Values

Oregon 4-H is a leader in creating learning experiences where Oregon youth and adults can build a true sense of self-esteem and discover positive futures.

4-H produces five functionally valued outcomes known as the five "C's".

- **Caring and Compassion**..... empathy and identification with others
- **Competence** .....social, academic, cognitive, vocational capacities of youth
- **Confidence**.....improve self-esteem, self-concept, self-efficacy, hope for the future
- **Connection**.....build and straighten relationships
- **Character** .....develop self-control, sense of right and wrong, respect

Community volunteers are a vital key to this success. Respect, caring attitude towards others, an appreciation of human diversity to encourage respect for cultural diversity and the continuous development of Head, Heart, Hands, and Health to achieve to full potential.

**Attitude** - The way that we behave, handle our horse and treat others is a vital part of 4-H. Members should walk away from their time in 4-H with life skills and a solid ethics. See the appendix for **Code of Ethics**. It is also important for leaders, parents and members to remember that it isn't about winning, but learning horse knowledge and essential skills for life. See the appendix for the **Ten Commandments for Parents of Youngsters Showing Livestock**. Remember to keep a good attitude, cheer on others and have fun.

## County Colors

Royal blue and gold are considered Linn County's colors. When making decorations or clothing representing the county, these are the first color choice.

## Horse Project

Horse 4-H is unique in the amount of time and money committed to the project. It's important to remember that youth development is the point – not competition. Safe, properly fitted clothes and tack are acceptable in 4-H. Youth who show in other venues may have expensive equipment or instructors. That's fine, but is **not** a requirement for 4-H.

Adult leaders and parents are essential to support youth in many ways. They haul the kids and horses, and teach them about sportsmanship in life. We appreciate the leaders and parents always keeping the youths' interests first.

**Obtaining the Horse** - Members must be in possession of their project horse three months before fair; this is referred to as the 90 day rule. The State 4-H rules has exceptions to this rule that apply to the mustang program and an agreement with OHSET. Only the OHSET athlete is allowed to ride the 4-H horse until the OHSET season is over, either the 3<sup>rd</sup> meet or the State Meet. Animals obtained within 90 days of fair are subject to review by the Rules Committee (4-H agent and fair superintendents). If approved the members will be eligible for fair and all county events, but are not eligible for State Fair. This will not include horses obtained through the mustang program; they will remain eligible for State Fair based on the State 4-H rules.

**Leasing** – Members may borrow or lease a horse for their project. The lease must include a lease agreement to include such things as the length of time you are to keep the horse, training, feeding information, special care, shoeing, and vet care responsibility and breeding stipulations. A copy of the lease needs to be given to the Extension office before the 90 day rule and a copy needs to be maintained in your Record Book.

**Sharing a horse** – The same horse may be used by more than one 4-H family member. Riders or family members other than the 4-H member should not be training the horse after the 90 day rule begins and through fair and/or State fair. Exemptions may be made for challenged riders or when 4-H members of a different household lease the same horse at the superintendents' discretion.

**Additional Project Horses** – You may have an additional project horse for Ground Trainer, First Year Under Saddle, Driving, Harness Horse, Gaming or Working Rancher.

## 4-H Members

### Competitive Divisions - As of September 1 of current 4-H year

Junior: 9, 10, or 11 years old

Intermediate: 12, 13, 14 years old

Senior: 15, 16, 17, 18 years old

Novice: Optional choice for Juniors, Intermediates or Seniors

**Novices** - A member can compete at pre-fair and/or fair as a Novice at any age division if it is their first year in 4-H. However once the member competes at a level other than Novice they may not compete again as a Novice. Once a Novice wins a medallion, they may no longer compete as a Novice. If for some reason a 4-H Leader feels it would not be safe for a member to move up in

classes from Novice, they may petition the Horse Leaders to let the member continue another year as a Novice. Novices may not compete in gaming, jumping, driving, or working cows.

**Assistance** – Members should do all the grooming and most of the training in preparation for showing. Novices and Juniors may receive additional help as needed. If a dangerous situation arises, the member should contact a leader who will assist the member in correcting or overcoming the problem. If there is any question how much assistance a parent or leader can provide, please contact a Superintendent or Extension Agent.

**Insurance and Fees** – All registered members and leaders are automatically enrolled in a limited accident insurance program at the time of enrollment. The insurance will be effective for the current year. A mandatory fee must be included at the time of enrollment or the member is not qualified to participate or ride at any county activity until the fee is paid and signed forms are turned in to the Extension Office. A \$75 fee will be collected per member with a max of \$150 per family to be paid the horse advisory. A horseless member will pay a fee of \$25.00 to the horse advisory.

**Deadlines** – Member not enrolled by April 1st and applicable dues paid, may not show in the fair.

## **Annual Calendar**

The 4-H year runs October 1st through September 30th. Clubs re-organize and re-enroll members and leaders every October. Clubs establish their own meeting schedules.

The countywide 4-H Horse Leaders hold their first monthly meeting in September to prepare for the new 4-H year. (See *"Horse Leaders' Meeting"*) (See Leader Requirements)

Ride nights at the fairgrounds are usually the first Wednesday of the month. All enrolled Linn County 4-H horse project members are welcome to ride. Adults are welcome to watch, but not ride. Clinics will be held instead of Open Riding in some instances.

Hands-on clinics are usually held every month. See the Linn County 4-H website Calendar of Events at: [www.extension.oregonstate.edu/linn/events](http://www.extension.oregonstate.edu/linn/events) for scheduled dates and times. (See *"Clinics & Ride Nights"*)

### **September**

- Leaders meeting - 4th Thursday
- First nomination of new officers, Superintendents and Junior Superintendents.
- Prepare prior year's record books for contest
- Clubs re-organize and re-enroll
- Working Rancher State Competition

### **October**

- Leader's meeting - 4th Thursday
- Election of officers
- Nominations/Elections of Junior Superintendents
- Regional Horse Leader's Training

**November**

Leader's meeting – Combined with December meeting TBA in October  
Budget Committee Meeting planning for the upcoming year.

**December**

Leader's meeting – Combined with November Meeting TBA in October meeting  
Regional Horse Judging Contest

**January**

Leader's meeting – 4<sup>th</sup> Thursday  
County Horse Bowl

**February**

Leader's meeting - 4th Thursday

**March**

Leaders meeting - 4th Thursday  
Greater NW Horse Expo  
90-day rule  
Required horse leases due

**April**

Leaders meeting - 4th Thursday  
Spring Classic  
Announce dates for Record Book checks  
Obtain fair book with enrollment forms and fair information

**May**

Leaders meeting - 4th Thursday  
Record Book checks begin  
Pre-Fair

**June**

Mandatory meeting for all members and leaders  
No leaders meeting  
County Fair enrollments due (check dates)  
County Fair  
Final month for Record Book Checks

**July**

Mandatory State Fair Information Meeting

**August**

No leaders meeting  
State Fair



## **Publications / Information**

**Printed:** The 4-H Horse Project has many publications for leaders and members. Four are required reading: 4-H Horse Project Manual, Pacific Northwest 4-H Horse Contest Guide, Linn County 4-H Horse Resource Manual and the Fair Book.

There are publications for specific disciplines and levels of competition i.e. Horse & Pony Driving, Hunt Seat & Jumper Manual, Dressage, Working Rancher Contest and Project guide and other areas.

The 4-H Horse Project Manual gives an overall understanding of the horse. The Pacific Northwest 4-H Horse contest Guide provides information on what horse and rider need when competing in each event and what the judge is looking for. The Linn County 4-H Horse Resource Manual provides county specific rules and regulations and the Fair Book helps a member understand the specifics of competing.

Publications for both leaders and members are available on the website or from the Linn County Extension Office at minimal charge.

A Weekly Email is sent out to all members to provide up to date information on all Linn County 4-H Happenings. It also provides links to regional and statewide trainings and events.

**On the Web:** Publications along with the 4-H Horse Project Record are available at:

- Linn County 4-H website at: <https://extension.oregonstate.edu/4h/linn>
- Linn County 4-H Horse Facebook Page:  
<https://www.facebook.com/groups/485001778347794/?ref=bookmarks>
- State website at: <https://extension.oregonstate.edu/4h>

## **Clinics & Ride Nights**

Clinics are held as training for enrolled 4-H members only. Adults, family or non-4-H youth are welcome to attend and watch but are not allowed to bring their horses and ride. The clinics meet all 4-H guidelines and all attendees must follow 4-H guidelines. All enrolled Linn County 4-H horse project members are welcome to participate.

Different clinics are offered for the different types of equine skills, i.e. showmanship, western, english, jumping, gaming, etc. Not all clinics require horses to be present. The member can also gain knowledge by auditing clinics if they are unable to bring their horse. Clinics are also offered for record keeping, interviews, public speaking, and other topics.

4-H Open Ride nights at the fairgrounds are usually the first Wednesday of the month, they are often used for county clinics. All enrolled Linn County 4-H horse project members are welcome to ride free. Adults are welcome to watch, but not ride.

**Required Clinics** – Members wishing to participate in gaming, jumping, driving, and working rancher (cow working) must attend 2 clinics the first year they compete in the applicable event and 1 clinic a year thereafter. Clubs can host clinics on these events to create more opportunities to meet clinic

requirements. Clubs wishing to do so must inform the Clinic Chairperson in advance and a preapproved clinician must present the clinic. The Clinic Chairperson will announce your clubs clinic to the County Horse members as a whole to make the clinic available to all interested members. A list of members that participated with their horse needs to then be submitted to the Clinic Chairperson afterwards to record member's participation.

A leader, parent or responsible adult must accompany 4-H members while at the clinics and ride nights. Youth and their horses are not to be left without supervision.

See the Linn County 4-H website Calendar of Events at: <https://extension.oregonstate.edu/4h/linn> for scheduled clinics and rides.

*See the appendix for a brief list of **Arena Etiquette**.*

### **Spring Classic**

County members can qualify for the Spring Classic by participating in the Regional Horse Judging Contest and the Horse Bowl. Presentations are also a component of the Spring Classic.

The state event qualifies 4-H members to participate at the Eastern National 4-H Horse Classic in Kentucky, usually in mid-November. A complete packet of information is available from the Linn County OSU Extension office early in the year. Only 4-H Intermediates and seniors participate in the contests at the state level. Juniors can compete at the county and regional level. The contests include:

**Horse Bowl** is a general equine knowledge quiz for teams. Members study the 4-H Horse Project Manual, Contest Guide and other 4-H references. At the contest, they are asked questions about the materials. A buzzer system is used, and the first person to press the buzzer gets to answer the question.

**Horse Judging** teaches youth to evaluate equines on their appearance and conformation. Four animals in a class are placed based on their conformation. In oral reasons, the member explains their placings to an adult. Judging a class of feed or tack may be included.

**Presentations** may be for an individual or team. Any type of prop (including a horse) may be used to supplement a talk.

**Public Speaking** is an individual contest. The speech must be written by the member, and memorized. After the speech, the member answers the judge's questions

**Hippology** is a newer Oregon Contest starting in 2004. There are five components:

- 1) Judging - contestants judge two conformation and two performance classes, just like in the horse judging contest.
- 2) Feed Identification – there are 23 feeds possible, which are listed in the Spring Horse Classic guide.
- 3) Hay - contestants judge one class of either grass or alfalfa hay. There are four samples per class.

- 4) Knowledge Tests – examination and station phases. Contestants take two multiple-choice tests answering a variety of questions related to the 4-H Horse Project. Questions could include: breeds, color or marking identification, parasite life cycles, nutrient content of grains, assessing horse health, anatomy identification, determining age based on teeth, etc. Reference manuals are listed in the Spring Horse Classic Guide.
- 5) Team Problem – all teams will be presented with the same problem. They will discuss the problem and present an oral solution or series of suggested procedures relative to the problem. Examples of team problems include: considerations for the establishment of a new horse facility, equine behavior problems – causes, management of and corrections, recommendations for selecting, locating, and purchasing horses, etc.

## **Shows / Fairs**

4-H is about young people learning life skills, supported by caring adults. The project area is one way to accomplish this. 4-H members do not have to show at fairs with their horses. Shows are one gauge of progress, but should not be the primary focus for participation.

Linn County Horse Fair is usually held at the end of June, separate from the County Fair.

## **Volunteer Work at Events**

For pre-fair, county fair, and Playdays each 4-H club is required to volunteer. Members that qualify and attend State Fair will also have to volunteer or have a qualified representative, such as a parent, to fill volunteer slots. There are several duties that can be done from the youngest through to the oldest enrolled 4-H member. Without volunteers to work during these events they would not run.

## **Standards for Judging**

Sportsmanship and personal development are much more valuable than awards. 4-H uses the Danish system of judging. This means that every show participant gets a ribbon to acknowledge their efforts. Members are scored against a standard of excellence rather than against each other.

## **Event Score sheets**

Some competitive events have printed score sheets used by the judge. These sheets are available to review before the competition. They are also listed on the OSU Extension Service web site.

## **4-H Show Judges**

OSU maintains a current list of all Oregon 4-H Apprentice and Approved Judges.

## **Ribbon Explanation**

- **Blue – Score of 85 - 100.** Awarded to those contestants whose exhibits or performance is excellent, but well within the ability of most of the contestants.
- **Red – Score of 70 - 84.** Good quality; however there is room for improvement.
- **White – Score of 69 or lower.** Need considerable improvement and are below the ability level of most participants.
- A "**return**" class is –determined by the judge.

Some classes use a different scoring system i.e.; dressage, horse judging and horse bowl, etc.

## General Awards

- Horse Judging - Region
- Horse Bowl - County and State
- Spring Classic – The state office offers awards for Horse Judging, Horse Bowl, Public Speaking, Presentations and qualifies youth to attend nationals
- County Fair - Dawn Costello, Mickey Zucker, Bobbi Hendricks, and Mike Edminston Award

## Records Requirement

In order to ride in pre-fair and county fair, up to date record books are required. Record books will be checked at pre-fair to enable the member to participate. They can be checked during county record book checks prior to pre-fair or fair to be eligible for competition. Completed Record books can be turned in October to be judged for competition.

- **4-H Resume** - These records are about the youth and follow them from year to year. It is encouraged that they keep these records in a safe place so they are not lost from year to year.
- **Horse Project Record** – This includes the records about the horse project. Each project must have their separate record. If a horse is used for equitation and another horse is used for gaming, two records MUST be completed for each horse.
- **Copy of Lease** – If applicable

### (Competitive Records Required)

- **4-H Notes/Story** – This is a reflection of your year. The content does not have to be limited to just 4-H activities and can also include plans for the upcoming year.
- **Optional Picture Page** – This can be up to 3 pages of pictures showing highlights of your year.

For more information on how to complete your Record Book, see the Linn County 4-H Record Book Guide. You can find this on the Extension web site.

- **Advancements Program**– This record shows what the 4-H'er has learned and what skills have been tested. 4-H'ers are NOT to sign other 4-H'ers Advancements; the leader or responsible adult does this. These records need to be kept in a safe place so they are not lost from year to year. *"Oregon 4-H Horse Advancement Program"*
  - **Before first year showing at County Fair:** Must complete level one in each area they will be showing; i.e. Level 1 Ground Work Advancement for showmanship, Level 1 Riding Advancement for equitation and so on.
  - **End of Intermediate year (9<sup>th</sup> grade or 14 years old):** Complete Level 2 in all areas the member participates in.
  - **End of Senior year (12<sup>th</sup> grade or 18 years old):** Complete Level 3 in all areas the member participates in.
  - **Exceptions:** Member starts participating in Horse 4-H in their Intermediate or Senior year. The member will need Level 1 completed by the first year, Level 2 completed by the second year and Level 3 completed by the third year or by the end of their senior year.
  - **Dad Potter:** Before attempting any three-step Dad Potter Certificate of Merit, members must first complete their three selected Dad Potter steps in the Riding Advancements.

Members must complete all 10 Dad Potter elements specified in the Riding Advancements before participating in a Dad Potter trial.

- **Completion of any level:** Certificates can be requested by the leader from [andrea.leao@oregonstate.edu](mailto:andrea.leao@oregonstate.edu)

## County Only Events

The Pacific Northwest 4-H Horse Contest Guide provides all the information a member needs to equip their horse and themselves for each event. The manual also provides explanations of what a member can expect to be asked to do in the event, the judging expectation and possible disqualifications. Linn County Horse Fair has also added some divisions and classes that are not eligible for State Fair and therefore are not mentioned in the Pacific Northwest 4-H Horse Contest Guide. The following sections will cover these classes and divisions.

**Ground Trainer** - Linn County offers additional ground trainer classes where members have horses they **trained with assistance**. Project horses in these categories have been trained more than 50% by the member after the 90 day deadline and may have groundwork assistance from a parent, leader or trainer.

We have a Ground Trainer class for **Current Year Foals**. Horses in this division will NOT be eligible for State Fair. We have a class for member trained and member trained with assistance.

The **Yearling** (born last year) division has two classes also, member trained (eligible for State Fair) and member trained with assistance (NOT eligible for State Fair).

The **Two Year Old** (gelding or filly) division has two classes. The member trained is eligible for State Fair; the member trained with assistance is NOT eligible for State Fair.

The final Ground Trainer division is **3 Years or Older** and it also has two classes. There is member trained and member trained with assistance. Neither of these classes is eligible for State Fair.

Acceptable type of clothing and head gear for the member is the same for all classes as is outlined in the Pacific Northwest 4-H Horse Contest Guide. The score sheet, judging expectations, possible disqualifications and time limit are the same for every class as outlined in Pacific Northwest 4-H Horse Contest Guide. All of our Ground Trainers will be shown during Special Day only and then need to leave the fairgrounds.

**First Year Under Saddle** – There are two class categories offered; member trained and member trained with assistance. The definition of a First Year Under Saddle horse is a horse that has not been ridden or mounted before October 1 of the current 4-H year. First Year Under Saddle horses must compete in special day showmanship.

**Member Trained horses:** are trained by the 4-H member only. Parents, leaders and trainers are able to give tips or suggestions but all of the training of the animal is done by the 4-H member, this horse may not have been mounted by anyone else.

**Member trained with assistance:** are trained more than 50 % by the member after the 90 day deadline, and may have mounted and groundwork assistance from parent, leader or trainer.

All training time is documented during training process and recorded on the score sheet for the judge (for member trained with assistance they will separately record parent, leader and/or trainer time.) There is a ten minute maximum time limit. No rail work will be required.

The required form for this class may be requested from the Extension Office, from your leader or found on the web site. Be sure to list the length of time in training on this horse by you, the member, and then list the maneuvers you will perform and in what order you will demonstrate them. This must be filled out in advance before entering into the ring and will be handed directly to the judge.

The definition of a First Year Under Saddle horse is a horse that has not been ridden or mounted before October 1 of the current 4-H year. First Year Under Saddle horses must compete in special day showmanship. Follow the procedures as outlined—available at the Linn County Extension Office. First year under saddle horses shown in this class are not eligible for regular equitation classes.

Sample First Year Under Saddle Performance:

Performance time – A maximum of 10 minutes will be allotted to perform trained maneuvers for the judge. No group rail-work will be included in this class. Scoring is based on accomplishment achieved in regard to length of training time. Any time overage will not be counted toward score.

Equipment:

- Entries will be shown in a standard headstall to include a throatlatch.
- Leather or woven material curb straps only.
- Split reins or Mecate will be used, with an approved rubber mouth pieces or snaffle bit, Bosel or side-pull, jr. cow horse bits (no leverage.)
- Humane training aids can be used if done so properly (e.g. martingale, spurs, draw reins.)

Elements of work: (must include)

- Equipment check
- Seat & hands
- Dismount
- Mount (with or without header)
- Walk
- Figure 8 at a trot
- Back 4 or more steps

Optional

- Leads in a circle
- Leads in a figure 8 with optional lead changes
- Forehand turn(s)
- Haunch turn(s)
- Side pass
- Two track

SCORE SHEETS WILL BE AVAILABLE AT THE EXTENSION OFFICE AND ONLINE.

### State Fair Qualifications

To be eligible for State Fair a member must be an intermediate or senior and must show the same horse in both showmanship and the performance class (i.e. gaming, equitation, driving, etc.). State Fair eligibility for members that ride in both English and Western at fair will be determined by the scores received. State Fair qualification is determined by the following requirements being met:

- a) Equitation scores
- b) Showmanship score
- c) Participation in Horse Knowledge Demonstration at fair
- d) Current year's Record Book being approved as passing

Members must then have a combined showmanship and equitation score of 170 points **BUT** with neither individual score being lower than 80.

**Driving** – There are two ways a member may qualify for State Fair. Members who qualify for State Fair in equitation may also enter in driving if they received a blue in driving at County. Members may also qualify if they only compete in driving with their horse or pony and receive a minimum combined score of 170 at County with showmanship being at least 80 of the 170 points.

**Dressage** - Dressage riders will be eligible for State Fair if they received a blue and 58% or higher in dressage at County and qualified for State Fair in equitation.

#### Dressage Ribbon Placing Criteria

Score	Placing
58% or higher	Blue Ribbon
50% - 57.99%	Red Ribbon
49.99% or lower	White Ribbon

**Hunt Seat Over Fences** - Hunt Seat Over Fences participants will qualify for State Fair if they received a blue at County Fair and qualify for State Fair in their equitation and showmanship class. The jump course at fair must contain at least 6 different jumps with at least 3 of them at a maximum height and spread per the Contest Manual. There must also be at least one combination and one change of direction.

**Gaming** - Gamers will qualify for State Fair in any event they receive a blue in.

**Trail** – A member will be eligible for State Fair in trail if they received a blue in trail at County and qualified for State Fair in equitation.

**Ranch Horse** – Be an intermediate or senior 4-H member. Participate in all 6 Ranch Horse events. Average an 80 over your 5 BEST ranch horse scores. Must rope live cattle.

The State Fair Exhibitor's Handbook for the current year is always the final word on qualification in any given event.



## Citizenship & Sportsmanship

### **Bobbie Hendricks Memorial Award**

By Janae Hockensmith

Bobbie Hendricks was a person who believed in putting other people before herself. She was constantly giving her time and energy, and she never stopped going out of her way to be kind and helpful. By her actions, she encouraged others to be as generous as she was. Bobbie never cared what color of ribbons her daughters won. Winning or losing was not important to her. She simply wanted her daughters, and the other members of the club, to enjoy what they were doing and to give it their best effort. She encouraged people to be gracious as winners or losers. Bobbie was always waiting with a kind word and a positive outlook. By her example, we all learned what it truly means to show citizenship and sportsmanship.

The Bobbie Hendricks Memorial Award is in memory of a parent who was always an encouraging and supportive part of 4-H. This award was originally sponsored by the Lone Ranger 4-H Club. The Bobbie Hendricks Memorial Award will be presented to the Horse 4-H member who best exemplifies citizenship and sportsmanship during fair. This will be a person who goes out of his or her way to be helpful and encouraging to fellow 4-H members.

Each leader and member will have a chance to vote for any 4-H member whom they believe should be the award recipient. When they vote in the horse 4-H office, members and leaders will be checked off by a superintendent. The tallying of the votes will be done by the superintendents. These people will also make any necessary decisions regarding the recipient of the award. The Bobbie Hendricks Memorial Award will be presented at the Horse 4-H Awards ceremony by a member of the Hendricks family when possible.

Most Improved Novice or Junior

### **Micky Zucker Memorial Trophy**

Micky Zucker was a Linn County 4-H Leader and judge who died in a horse-related accident. Her memory is honored by this award, which was started in 1990 by Darrell and Jodi Zucker.

The award is for the most improved Novice or Junior 4-H member for the club year, from October through July county fair.

One Senior 4-H member from each 4-H horse club is on the committee to decide who the winner will be. No adults are on the selection committee.

The results are kept secret until the awards ceremony, the last day of county fair. A rotating trophy and individual plaque is presented by the Zucker family when able or by a Horse Leaders committee member.

The rotating trophy has names of all past winners. The person who receives the trophy gets it engraved with their name. The engraving of the names is paid for by the Horse Leaders Association.

## **Dawn Costello Memorial Award**

Dawn Costello was an active Linn County 4-H horse club member, who died at age 18, in a train accident.

There are two awards, one at county level and one at State Fair.

### **County Fair**

At county fair the Dawn Costello Award is for Hunt Seat riders. Scores for English Equitation, Hunter Hack and Equitation Over Fences are considered. The highest collective score wins. In the case of a tie, the Showmanship score determines the winner.

A rotating trophy and individual plaque are presented. The winner has their name engraved on the rotating trophy.

## **Linn County Horse Leaders Meeting**

The countywide 4-H Horse Leaders hold their first meeting in September to prepare for the new 4-H year. The meetings are held at 7:00 pm the fourth Thursday of the month, at the Extension office building in Tangent. The November and December meetings are combined with the date and time determined at the October meeting. Meetings are usually not held in July or August. Each club must be represented at minimum of 50% of the advisory meetings. All leaders and youth are encouraged to attend and participate. Confirm dates and times.

Minutes will be taken at each meeting, prepared and presented by the secretary at the next leader's meeting for approval.

The minutes will consist of but not limited to:

- Date of the meeting & time called to order.
- Names of all in attendance.
- Description of subjects discussed.
- All motions made, the names of the leaders who made the motions and second, if the motion passed or failed.
- Any discussion and decisions made.
- Time meeting adjourned.
- Name of the secretary or person who took and prepared the minutes.

## **Leader Requirements**

The volunteer adult 4-H leader is required to follow all 4-H guidelines as address within the code of ethics. (see "*Code of Ethics*")

- In all duties or actions as the 4-H Leader, please remember that this is a youth development program governed by the Linn County Extension Office under the authority of Oregon State.
- The Leaders Meetings provide valuable information to prepare leaders and 4-H youth about clinics, educational activities, Pre-Fair and County Fair, along with requirements to be able to show at these activities. Therefore, it is highly recommended that a representative attend every meeting. The representative can be a parent, senior club youth, or other responsible club representative that can take information back to the club members.
- It is **REQUIRED** that a club have representation at 50% or more leader meetings to participate in county fair.

All registered leaders have a vote. If none of the club leaders are present, one club member or parent may cast a vote for their club.

## **Expectations**

The role of a volunteer adult 4-H leader can be stimulating and rewarding, but it can also lead to many questions and possible unforeseen challenges. Before stepping into this arena, consider possible expectations that you, as a leader, have of parents and members and the possible expectations that members and parents have of you as a leader. Group agreement (leaders, members and parents) on expectations for your 4-H club could be valuable "ground-work" in relation to a positive experience.

### ***Possible Expectations of Parents by Leaders***

- Moral support to youth and positive feedback.
- Let youth do their own projects.
- Feedback to leaders.
- Responsibility for supplies and needed money.
- Transportation of youth and animals, if needed.
- Leaders are not baby-sitters.
- Be willing to ask questions.
- Help teach sportsmanship and other life skills gained through 4-H.
- Cooperation among parents.
- Time and support for 4-H activities, meetings, and events.
- Leaders are not perfect - parents can be helpful in many ways to make 4-H a positive experience.
- Realistic expectations of youth.
- Parental support of projects.
- No parental competition.
- Follow through by parents with their obligations.

### ***Possible Expectations of Leaders by Members and Parents***

- Carry through on commitments.
- In conjunction with parents/members set completion standards.
- Utilize democratic process.
- Plan total 4-H program in conjunction with parents/members.
- Allow for individual differences among members.
- Communicate with all involved in the group.
- Provide a positive climate.
- Be easy to approach, friendly and agreeable.
- Be strict, but not unreasonably so.
- Be fair and impartial - we all have our partialities but when leading, this should not be evident.
- Remember to keep competition in perspective.
- Have consistent meeting times and length of meeting time. Be on time. Avoid cancellations.
- Utilize a variety of resources for supplies, information, etc.
- Make parents welcome at meetings.
- Involve parents in the club.
- Utilize junior/teen leaders and officers.
- Have needed information and materials and know where to get questions answered.
- Be sure information is getting to all involved.
- Include all parts of the total 4-H program (projects, record books, public presentations, etc.)
- Set a good example - be patient, friendly and open.
- Show they are really interested and want to help members.

- Use acceptable methods of teaching - teach new things slowly for better understanding.

### **Leaders**

*Remember to have a good sense of humor.*

*Everything will not always go as planned,*

*But if you try to look on the positive side and remain flexible –*

*You will survive in the end.*

### ***Suggestion for Good Leaders***

**BE DEMOCRATIC** - Encourage everyone to have his say in order that a democratic decision may be reached. Imposing your will on others will limit their development.

**DELEGATE RESPONSIBILITY** - Let others feel that they have a part in running the club, but be ready to offer assistance if needed. Do not assign a job beyond the ability of the individual. Consider letting them choose their own jobs.

**SHOW AND DEVELOP INTEREST** - Express your own enthusiasm and interest. Strive always to discover and develop the particular interest of each member. Try to arouse their desire and ambition.

**SHOW INTEREST IN OTHERS** - Let others know what they do and contribute is important. Listen to their opinions, try out their ideas, and encourage them to make their own decisions.

**GIVE PRAISE AND RECOGNITION** - Give recognition for a job well done. Do not give praise unless it is truly deserved.

**DISCIPLINE PRIVATELY** - Try to avoid disciplining anyone in a group setting, a friendly talking to in private will usually be far more effective. Never punish the whole group because a few are misbehaving. But encourage the group to develop behavior standards to control their own behavior.

**BE SURE OF YOUR FACTS** - This is one of the best ways to increase your confidence and to gain the confidence and respect of others. Remember, also, knowing the fact helps 4-H members to be confident.

**PLAN AHEAD** - Planning is the key to success. Know what you are doing and where you are going. Allow plenty of time for planning with your members.

**KEEP SIGHT OF GOALS** - Know the goals of your group and guide the group toward these goals. Discuss goals and their achievement with your members.

**HAVE A POSITIVE ATTITUDE** - Make the best of things. Complaining wastes time and energy and causes discord. Be sympathetic, but creative and positive in attitude.

**UNDERSTAND OTHERS** - Through understanding others and appreciating their point of view, more can be accomplished harmoniously. In any "problem" situation, strive to understand why young people act as they do.

**BE FRIENDLY** - People think and act their best in friendly, relaxed atmospheres. Try to help each person to feel secure and wanted in the group.

**BE A MEMBER OF THE GROUP** - Do not set yourself apart from the group. It is better to pull than to push. Show young people you admire and trust them.

**SET THE EXAMPLE** - Set a good example. Others will tend to follow. Young people desire and cherish adult guidance.

*Adapted from California Extension Service*

## **Reimbursement Guidelines**

These guidelines represent the general reimbursement policy of the Linn County Horse Leaders for out-of pocket expenses incurred by leaders, 4-H'ers, judges, and chaperones while participating in **pre-approved events**. For reimbursement to occur the following items **MUST** occur:

- The participants and the event must be **pre-approved** by the Horse Leaders. The participants may be generic as in the "State Fair Team".
- For each event, the Horse Leaders will establish a budget based upon the following guidelines, as modified for any special circumstances as determined by the Horse Leaders. For example, camping facilities may be available which would modify the general hotel reimbursement. The total budget will be based upon the number of 4-H'ers and chaperones for a trip with a general ratio of one chaperone for every three 4-H'ers. Meals will be paid for the chaperones within the guidelines presented below.
- Receipts **MUST** be provided on the official reimbursement form from the Extension Office. For example, hotel room receipts are required and turned in before reimbursement is made.

### **Hotel**

Hotel expenses will be reimbursed at actual expenses for a moderately priced hotel. As a general rule, facilities rated as "Three Star" by AAA will be considered the standard. Safety is a prime consideration in selecting the facility. Occupancy will be based upon four individuals to a room. Adults can only stay in a room with a 4-H'er that they are legally related to. For example, the basic reimbursement for a team of five 4-H'ers would be two rooms. When camping facilities are available, they should be considered as a cheaper alternative than a hotel room.

### **Mileage**

Round trip mileage will be reimbursed from downtown Albany, Oregon to the destination as calculated from a standard highway map at Oregon State rate per mile. No mileage will be paid for trips that are 40 miles or less, one-way, from your home or downtown Albany, whichever is less. Remember that as a volunteer you can also deduct mileage, and the difference between the reimbursement and federal rate, from your taxes – ask an accountant.

### **Meals**

Meals will be reimbursed at **actual expenses** not to exceed \$25 per day.

## **Other**

Other out-of-pocket expenses require specific pre-approval by the Horse Leaders.

The intent for this reimbursement guideline is to cover required expenses for 4-H leaders, 4-H youth, judges, and chaperones while participating in pre-approved events. Not to be used for personal gain or for other activities outside the 4-H program.

## **Fund Raising**

Fund raising to support county programs should be based upon a specific purpose or need. All funds should be handled through Horse Leaders Association Treasurer or through your club leader.

***IT IS VERY IMPORTANT TO REMEMBER THAT MONEY RAISED BY 4-H MUST BE SPENT ON 4-H. IT IS ILLEGAL TO RAISE MONEY IN THE NAME OF 4-H AND THEN USE IT FOR OTHER PURPOSES.***

- All Fund raising needs to be pre-approved by the 4-H Agent at least two weeks prior to the event.
- Fund raising must be directed so the contributions are to 4-H, and 4-H controls the disbursement of funds. Solicitation of funds for an individual (for example, an auction sale) is not a contribution to 4-H.

## **Linn County 4-H Horse Leaders Association Officers**

Leaders nominate Officers at the 1<sup>st</sup> meeting of the year (September) with final nominations and vote during the next meeting (October). These positions include the follows:

### **Chairperson**

This is a one year term. The position also serves as the one year superintendent. This position prepares and runs the leaders meetings on a regular basis, sets the agenda, maintains order during meetings, votes as a tie breaker, may be called upon as final decision maker, works closely with the extension agent, co-signer on checking accounts, and other duties as required. This individual reviews Linn County Horse Resource Manual on a yearly basis with the agent. Recommends amendments and updates to the manual are then proposed at a leaders meeting.

### **Co-Chair**

This is a one year term. The Co-Chair fills in for the Chairperson in their absence, maintains order during the meetings, and assists the chairperson with their duties.

### **Secretary**

This is a one year term. The secretary takes accurate and complete minutes at each leaders meeting, prepares the minutes, and presents them for approval at the next leaders meetings. This person may also be called upon to perform other duties as required by the Chairperson.

### **Treasurer**

This is a one year term. The treasurer maintain records of the Leader's funds, maintain the banking accounts, receive and disburse funds following common accounting practices, reports to the



leaders' association all financial reports, and perform other duties as required to maintain the financial records of the leaders association. The Treasurer may also serve as the Budget Chairperson.

### **Budget Chairperson**

This is a one year term. May also be the same individual as the Treasurer. Chairs the budget committee to prepare the budget and make expenditure recommendations to the Leaders Association. Committee suggestion: Chairperson, Awards Chair, Spring Classic chair, Working Rancher Chair and 4-H Agent

### **Ranch Horse Chair**

This is a one year term. This individual coordinates with the Clinic Chair to help facilitate the mandatory clinics required for Working Rancher. They may do additional hands on clinics for members interested in Working Rancher. They will coordinate with the chairperson and superintendents on facilitating Working Rancher day at fair and provide a class or two at pre-fair. This individual will coordinate the Working Rancher State Team and either be the chaperone or find a qualified replacement.

### **Clinic Chair**

This is a one year term. The individual chairs the clinic committee to schedule appropriate clinics throughout the 4-H year and find appropriate clinicians to teach the clinics. The clinics must meet all 4-H guidelines. The Chairperson makes sure that a representative from the committee is in attendance of all clinics. The Clinic Chairperson makes sure that all clinics are held within the budget guidelines. The Clinic Chair will maintain a record of members that attend clinics for Jumping, Driving, Gaming and Working Rancher. Before fair this will be sent to the Chairperson to verify participants in these events have attended required clinics.

### **Spring Classic Chairperson**

This is a one year term. This person should be knowledgeable in horse bowl, horse judging, hippology, presentations and public speaking. This person makes sure that enough clinics are scheduled; assist youth in practice to qualify for contests; meet deadlines for enrollments to county, district, state, and potentially national contests; schedule and prepare travel arrangements for the teams; and fund raise for the team when needed.

### **Awards Chair**

This is a one year term. The Awards chair makes sure that all awards and ribbons are ordered and available for pre-fair, fair, and other 4-H activities. The chairperson works to obtain all awards within an allowed budget. Additional duties include:

- Check to make sure that all the awards have been arranged to be there at the office in advance.
  - Mickey Zucker Award
  - Dawn Costello Award
  - Edminston Award
  - Horse Bowl and Horse Judging for the Jr., Int., and Sr. Divisions
  - High point gaming, western, english, jumping, and driving classes

- Order an award in advance for the Herdsmanship Club Winners
- Small Clubs will be in one division.
- Large Clubs judged in their own divisions.
- Arrange for a table to hold the awards in the arena before presentation. Have the announcers announce that all club members are to report to the arena 15 minutes in advance. Make sure that it is also announced in the Judges Meeting that morning so that all are aware of it.
- Arrange for clean-up of tables to be put away after awards given.

### **Stall Chairperson**

This is a one year term. This person receives stall reservation forms and assigns stalls for horses and/or tack. The Stall Chairperson is responsible to order from the fairgrounds the appropriate number of stalls needed prior to the function and verifies the number of stalls used. They need to be on hand at the beginning of the functions to check horses into the appropriate stall. Additional duties include:

- Assign stalls according to clubs.
- Make charts of stall assignments and post in barn and office.
- Coordinate with campground chairman if need be.
- Be available for problems on nights as groups arrive.
- Turn off lights in barn at night (if possible)
- Arrange with superintendents for barn checks:
  - Horses' water buckets and nets tied and secured properly.
  - Water buckets are full.
  - No horses in distress.

There is a diagram of the stall layouts for Linn County Fair and Expo in the appendix

### **Executive Council Representative**

This is a three year term. Executive Council Representative(s) attend the Executive Council meetings on a bi-yearly basis. This person or people will be a representative of the Horse Leaders at the meetings and needs to be knowledgeable about the Horse 4-H Program. They will then provide a report of important issues at the following Horse Leaders Meeting.

### **Fund Raising Chairperson**

This is a one year term. The Fund Raising Chair may have a committee regarding fund raising possibilities and make recommendations to the Horse Leaders. This person will also assist with the committee in planning and organizing fund raising functions. The committee will remain within a budget given by the Horse Leaders. Committee may include the playday coordinator, which will arrange playday and awards.

### **Volunteer Coordinator**

This is a one year term. This position will create a spread sheet for pre-fair and fair and playday representing the volunteer positions needed. They will send the spreadsheet out ahead of time to allow clubs to sign up. The Chair will oversee or designate an assistant to insure volunteers at pre-fair and fair are working their times, understand their duties and have the supplies they need to

perform their tasks. The Clinic Chair may ask the Volunteer Coordinator to arrange volunteer groups for more demanding clinics. Additional duties include:

- The volunteer coordinator recruits volunteer workers from clubs of 4-H members, leaders, parents, and other volunteers. This can be for the Gaming Playday, Pre-Fair and County Fair.
- Recognize where volunteers are needed and what age group best will handle to work duties i.e., older youth or adults for checking at the gate, younger youth can open gates.
- Provide support as needed for volunteers and follow-up for volunteers.
- Make to schedule volunteers with at least 15 min. over-lap so the new crew can learn from the 1<sup>st</sup> crew.
- Communicate with horse leaders the need for volunteers.
- Have "job descriptions: available for volunteers.
- Maintain positive and supportive relationships with other leaders, volunteers, and parents.
- Maintain accurate listing/chart of the volunteer roster.

### **State Fair Coordinator – will be appointed after state fair team announced**

This is a one year term. This position must be someone willing to attend the State Fair. They will organize volunteers to work our county assigned duties at State Fair. They will verify eligible members and register those wishing to attend. Additional duties include:

- Arrange for practice for all state fair participants.
- Arrange for meeting of participants, parents and chaperones before State Fair.
- Get an information list with phone numbers from all state fair participants at the meeting arranged right after the announcement of who made the team. At this meeting all parents should be in attendance for signatures of approval, knowledge of state fair dates, required rides/meets, fund raising requirements, etc.
- Schedules of rides/meetings will be made and sent IMMEDIATELY to all contestants so they will know the times and can make arrangements.
- Ordering of fair jackets for new members of team. If return 4-H'er, they can have new embroidery put on their jacket at their own expense. Must be paid for prior to jacket being ordered on.
- Set up herdsmanship duty rosters so that someone of the team covers this duty.

### **Junior Superintendent Coordinator – 4-H Agent**

This is a one year term. This position must be someone who is willing to work closely with the Junior Superintendents to make sure they follow through with their assigned duties. This includes, but is not limited to pre-fair, and county fair along with any other duties that may be assigned. The person is also a liaison for the Junior Superintendents.

### **Fair Superintendents**

Leaders nominate superintendents at the 1st meeting of the year (September) with final nomination and vote during the next meeting (October).

#### **Terms**

- Position 1                      One year term in conjunction as the Chairperson.
- Position 2                      Two year term beginning on even years
- Position 3                      Two year term beginning on odd years
- Position 4                      Three year term

## **Duties**

The duties of horse superintendents include, but not limited to:

- Review and update fair book information and schedule for horse projects.
- General responsibility for all aspects of the 4-H horse fair and pre-fair.
- Work with FFA representatives to include FFA classes along with 4-H classes.
- Provide fair information to the leaders to be given to 4-H youth.
- Hold a Mandatory Fair Information Meeting for all 4-H youth and leaders. At this meeting, fair requirements will be explained along with schedules, responsibilities, safety rules and show etiquette.
- Copies of enrollments for fair will be received from the Linn County Extension Office to be used to make up the class lists, for stall assignments and camping reservations. Enrollments will be divided up into age groups/divisions and assigned back numbers.
- Arrange for Judges to be present to judge the various classes and assign duties to volunteers to help with all aspects of the horse fair.
- Arrange to have all equipment and supplies ready at the fairgrounds prior to the beginning of horse fair. Have all class sheets and participant lists prepared prior to fair. Have any and all special sheets available for fair (score sheets, Dad Potter, Ground Trailer, First Year Under Saddle, Knowledge test, Interviews, and other specialty forms).
- Responsible for knowledge test to be assembled and updated questions.
- Check with Awards Chair that all ribbons, premier ribbons, medallions, and high point awards are ordered ready prior to the start of fair.
- Make sure all 4-H county rules, manuals, and guidelines are available for the judge and/or superintendents to consult if a question arises.
- Prior to allowing 4-H youth to show, they will have their records and all other requirements checked to see if they are eligible to show at fair.
- During fair, help volunteers to be able to perform their assigned tasks.
- Supervise youth making sure that all safety measures are followed.
- Post scores into superintendent's spreadsheet for all classes, keeping information of individual scores confidential. Pay close attention to intermediates and seniors scores for state fair qualifications.
- When any questions arise during fair, the superintendents will meet together to make a final decision. If further assistance is needed, the superintendents will consult with the Extension Agent.
- All superintendents will follow the 4-H leader's code of ethics.
- All other duties that are necessary for the smooth operation of 4-H activities allowing for the development and safety of the 4-H horse youth.
- Assist Awards Chairperson, Grand Entry Coordinator, Ring Stewards, Ring Clerks, Ribbons Clerk, Warm Up Arena Coordinators, Dressage Volunteer Jumping Volunteer, Stall Volunteer, Gate Keepers, Announcers, and State Fair Coordinators to be able to perform their duties throughout the county fair.

## **Junior Superintendents**

“Junior super” is an abbreviation of junior superintendent. Much like the adult superintendents, the junior supers have extra responsibilities in comparison to their peers when it comes to the year

round 4-H program. A junior super is essentially a peer leader, comparable to student government or ASB at schools. Therefore, a youth considering being a junior super must understand the following attributes and expectations.

Junior supers must:

- Be a highly active member of the 4-H community
- Have a positive attitude
- Work well with others
- Be willing to lend a helping hand
- Be a part of county meetings and functions other than fair
- Be an active member of the Linn County Leadership Team
- Lead by example, when you are a junior super you are also a role model.
- Continue to work hard with your project, and be very knowledgeable with it. Always make the best better.

There are up to six (6) junior superintendents. 4-H intermediate and senior members ask the Leaders to consider them for the position of Junior Superintendents. The youth will be asked to come to the Leaders Meeting to introduce themselves and present reasons why they would like to have this position. The Horse Leaders will vote on the members and the position that they will hold.

The Junior Superintendents are voting members of the horse leaders and is required to follow the same etiquette and guidelines as horse leaders.

The Junior Superintendents assist prior to and during the Gaming Playday, pre-fair, county fair, and possibly state fair. The Junior Supers will also be asked to join the County Youth Leadership Team. The Junior Supers Coordinator will assist them in taking care of their duties and responsibilities.

### **Terms**

The position and terms are yearly as follows:

Position 1	Two year term beginning on even years.
Position 2	Two year term beginning on even years.
Position 3	Two year term beginning on odd years.
Position 4	Two year term beginning on odd years.
Position 5	One year Term
Position 6	One year Term

The Horse Leaders Association has the ability to modify the number of Junior Superintendents and their terms.

### **Duties**

- The duties of Junior Superintendents are, but not limited to:
- Make posters or banner showing the Sponsors who donate to the 4-H Horse Program.
- Put together individual packets for pre-fair and fair. The packets include the classes enrolled in, patterns and their back number. In addition, make a packet for each club leader to have.

- Help to post signs for pre-fair and fair including office hours, class sheets, and other information for the event.
- Prepare a working schedule show with the junior superintendents will be working in the office.
- The junior supers can organize appropriate games that the horse 4-H members and family can do. They can also help with scheduled fair games.
- At fair, the junior supers can “run” patterns during judges meeting.
- Nightly checks can be done in the stall area. Check for sufficient water, no hanging halters and that hay bags are not too low and empty ones taken out.
- Junior Supers can help with Knowledge test check-in.
- Run and supervise other classes or contests.
- Other duties as required by the Superintendents.
- Help with the awards ceremony.

## **Linn County 4-H Fair**

### **Fair Office**

- The Superintendents are responsible for the office from beginning of fair until end of fair.
- All supplies are to be sorted before fair to determine what is needed, i.e. clip boards, stapler pencils, pens, post its, safety pins, etc.
- Make up folders for each club. In these are placed information that will need to be given to each club.
- Have club job assignment sheet (Duty Roster).
- Numbers for each member with a master list kept in the office.
- Forms will need to be available for Dad Potter, First Year Under Saddle, Ground Trainer, and Dressage Test. You can determine this from the class list.
- Have ribbons, premier ribbons and medallions. (at least one week in advance)
- Make sure copies of all manuals are available for the judge or superintendents to consult if there is a question. Also the county rules must be available
- Make sure all needed forms for Showmanship, Equitation, Hunter Over Fences, Trail etc., have adequate supply available.
- The supers binder will be at the office, along with all the class sheets, enrollments by name and number, club listings, and leaders list.

### **Grand Entry Coordinator**

- Get list of clubs and leaders.
- Send the “Grand Entry” form along with instructions to the leaders at least two weeks prior to the Fair Information Meeting. On this sheet, they tell about their club and activities. Have Club return the forms and CDs with their music selection to the Fair Information meeting or other prior selected date.
- Announce line up order and time at the Judges Meeting the morning of the Grand Entry.
- Arrange for Flags to be presented. Make sure that 2 flag boots are available for the riders.
- May want music playing as the groups enter, stopping it to announce each group. Make sure that the music is appropriate for the 4-H function.

- Make sure the information and music is there for the announcers and in the proper order. It is best if one CD can be made prior with the music selections in order of the clubs in the parade.
- Have groups ride in and be introduced and line up.
- Have groups dismiss as you had pre-arranged for them to dismiss.

### **Ring Stewards**

- During the Novice Classes only, Ring Stewards are required for Showmanship and Equitation Classes.
- Your duties will be to assist the Judge and Ring Clerk with unruly horses that need an extra hand to control them, pick up hats and return them to the rightful owner after their own pattern or when they are lined up.
- You will show the contestants where to line up and instruct them where to start their pattern if they are confused (sidestepping down to position in equitation etc)
- You will be most important in maintaining safety for these novice riders/handlers.

### **Ring Clerks**

- Ring clerk duties are to assist the judge by writing down comments on the score sheets provided for each rider. You will place the riders # before they start the pattern on a score sheet from the Class List
- As each contestant is asked to do their individual patterns, write neatly what the judge has instructed you to say. Do not add any comments of your own. Do not discuss the riders' pattern with the judge in any way other than to ask question as to what she said.
- Do not point out to the judge that any contestant is on the wrong lead, wrong diagonal, etc. This is the judge's domain only please.
- Immediately after the judge has scored all contestants and determined if there is a return or a medallion in the class, turn these sheets over to the office for scores to be tallied and announced for ribbons.

### **Ribbons Clerk**

- Arrange to get ribbons from the office together with medallions. Please be aware that you must keep watch of this ribbon box at all times (especially the Medallions) so do not leave them unattended.
- Arrange to have enough ribbons to cover all the contestants for that particular class such as 5 per class, i.e. 5 blues, 5 reds, 5 whites and 5 medallions available in the event the judge were to award as such.
- Be ready at the gate with the ribbons as soon as you see the score sheets being sent to the office so that no one has to wait for the ribbons to be presented. Enter the inner ring and wait to hand out the ribbons. Exit after last horse has received their ribbon.
- Return ribbons to office after last class that you will be responsible for.

### **Gates Person**

- There will be a gate person whose responsibility will be to make sure the contestants are lined up in advance for entering their class. The gate person will be given a clipboard with

the classes in order and will have classes lined up and "ON DECK" as the other class enters the ring. You will call the contestants by number and by name and the name of that particular class and check them off the class list.

- You may be entering and exiting at the same gate. Arrange for safe exit and safe entrance.

### **Warm Up Arena Coordinator**

- Main duties are to make sure that safety is maintained.
- Make sure that all riders have an equine helmet on their heads, back numbers and boots whenever they are mounted.
- Make sure that all riders are going the same direction and not against the majority. You may periodically tell all riders to reverse.
- Assist any rider that has an unruly horse and help lead it from the arena if it cannot be corrected so no one is injured.
- Help listen to announcements of upcoming classes and remind riders to listen to see if their class is being called.
- No rider is to be mounted outside of the warm up arena. Remind them to dismount please.

### **Campgrounds Volunteer**

- Receive camping forms from Extension Office.
- Divide into those requesting electrical and non-electrical camp sites.
- Determine which campers may be staying the longest and place them in the area where they will not interfere with the coming and going of other campers.
- Make a master sheet of your camping area to scale. Divide the campground accordingly. Make space assignments per the above criteria.
- Find some appropriate way to mark the spaces so campers can identify them.
- Make and post the camping assignment in barn and in office.
- Be available on days when groups enter to handle problems.
- Check camping areas for quiet after quiet time of 11:00 p.m. Groups can continue to converse and have fun if they are not disrupting the other campers.

### **Announcers**

A responsible adult or 4-H youth member can do the Announcer duties.

- Scan the master list in advance and practice reading contestant's names. If unsure as to how the name is pronounced, ask the office staff for help.
- When the class list is given to you, read the winners starting with whites first, reds second and blues last. Read the return riders for the championships and also read the medallion winners.
- Score sheets are not to be given to any rider. After ribbons have been announced, hand them over to the office staff immediately. They must be returned to the office. Club Leaders are to pick up score sheets from the office only.
- Use a nice clear loud voice. Avoid giggling or laughing over the microphone and reprimand interfering voices and background noise.
- Announcer will make announcements for judges meetings, grand entry, starting of classes, etc. Please be ready to start announcing 15 minutes before the beginning of judges meetings, etc. so that there is ample of time to begin.



## APPENDIX

### Arena Etiquette

- Always wear an approved equestrian helmet.
- Boots must be worn.
- Be courteous to horses and humans.
- Slower horses on the rail.
- Go in the same direction. When passing, go to the inside of arena.
- No more than two horses wide.
- Use the full arena, including corners.
- May do patterns in the center of the arena as room allows.
- No stopping on the rail. Mount or dismount in center of arena.
- When passing, allow 2 horse lengths all around you.

### Ten Commandments For Parents Of Youngsters Showing Livestock

By Ken Pelster - Bartlett, Nebraska

- I. Thou shalt not feed, train and care for the animal - for thou are trying to teach the child responsibility.
- II. Thou shalt forgive a child for making mistakes in the show ring for thou has made mistakes too.
- III. Thou shalt not get mad when the child forgets items in the show box, for one day thou may forget the show box.
- IV. Thou shalt see that thy child is on time for all show ring activities for thou should not want to wait on another.
- V. Thou shalt help the show management for they are doing a job that thou should not want too.
- VI. Thou shalt be sure that thy child has the animals entered and the registration papers in order by the designated time.
- VII. Thou shalt teach the child that winning a blue ribbon is a desirable goal but making friends along the way is a more worthy goal.
- VIII. Thou shalt not complain about the judge, for it is his/her opinion that has been sought.
- IX. Thou shalt not forget that the livestock projects are teaching projects, not necessarily money-making projects.
- X. Thou shalt remember that the livestock project is a family project that shall be enjoyed and supported by the entire family.

## **Code of Ethics**

The Oregon State University Extension Service strives to provide quality leadership for youth participating in 4-H programs. The opportunity to work with youth is a privileged position of trust that should be held only by those who are willing to demonstrate behaviors that fulfill this trust. The following behavior expectations are provided for volunteers working in the OSU Extension Service 4-H Youth Development Program.

- Treat others in a courteous, respectful manner demonstrating behaviors appropriate to a positive role model for youth.
- Abide by policies and guidelines of the Oregon State University Extension Service State and County 4-H programs.
- Obey all laws of the locality, state, and nation, including those related to use of illegal substances, or use of firearms.
- Make all reasonable effort to assure that 4-H youth programs are accessible without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, and disabled veteran or Vietnam-era status.
- Recognize that verbal, sexual, physical abuse, and/or neglect of youth is unacceptable either within or outside the 4-H Youth Development Program. Report suspected abuse.
- Treat animals humanely and teach 4-H youth to provide appropriate animal care.
- Operation machinery, vehicles and other equipment in a safe and responsible manner, and only with a valid operator's license and the legally require insurance coverage.
- Handle fund raising and finances in an ethical manner.
- Do not consume alcohol while responsible for youth in 4-H actives nor allow 4-H youth participants under your supervision to consume alcohol or illegal substances.

## Index

- 4-H Members, 6
- 4-H Philosophy, 5
- Additional Project Horses, 6
- Advancements Program, 12
- Announcers, 31
- Annual Calendar, 7
- Appendix, 31
- Arena Etiquette, 31
- Assistance, 7
- Attitude, 5
- Awards Chair, 24
- Bobbie Hendricks Memorial Award, 16
- Budget Chairperson, 24
- Campgrounds Volunteer, 30
- Chairperson, 23
- Clinic Chair, 24
- Clinics, 9
  - Required Clinics, 9
- Co-Chair, 23
- Code of Ethics, 32
- County Colors, 5
- County Only Events, 13
- Dawn Costello Memorial Award, 18
- Deadlines, 7
- Divisions, 6
- Dressage, 15
- Driving, 15
- Executive Council Representative, 25
- Expectations, 19
- Fair Office, 28
- Fair Superintendents, 26
- Fairs, 11
- First Year Under Saddle, 13
- Fund Raising, 23
  - Fund Raising Chairperson, 25
- Gaming, 15
- Gates Person, 30
- General Awards, 12
- Good Leaders, 21
- Grand Entry Coordinator, 29
- Hippology, 10
- Horse Bowl, 10
- Horse Judging, 10
- Horse Project, 6
- Horse Resource Manual, 24
- Hotel, 22
- Hunt Seat Over Fences, 15
- Insurance and Fees, 7
- Judging Standards, 11
- Junior Superintendent Coordinator, 26
- Junior Superintendents, 27
- Leader Expectations, 19
- Leader Requirements, 19
- Leaders Meeting, 19
- Leasing, 6
- Linn County 4-H Fair, 28
- Meals, 22
- Member Trained Horses, 13
- Member Trained w/ Assistance, 13
- Micky Zucker Memorial Trophy, 17
- Mileage, 22
- Novices, 6
- Obtaining the Horse, 6
- Officers, 23
- Parents Expectation, 20
- Presentations, 10
- Project Record, 12
- Public Speaking, 10
- Publications, 9
- Ranch Horse, 15
- Records Requirement, 12
- Reimbursement, 22
- Required Clinics, 9
- Ribbon Explanation, 11
- Ribbons Clerk, 30
- Ride Nights, 9
- Ring Clerks, 29
- Ring Stewards, 29
- Score sheets, 11
- Secretary, 23
- Sharing a horse, 6
- Show Judges, 11
- Shows, 11
- Spring Horse Classic, 10
- Spring Horse Classic Chairperson, 24
- Stall Chairperson, 25
- State Fair Coordinator, 26
- State Fair Qualifications, 14
- Ten Commandments for Showing, 32
- The four H's, 5
- Three Years or Older, 13
- Trail, 15
- Trained with Assistance, 13
- Treasurer, 23
- Two Year Old, 13
- Vision & Values, 5
- Volunteer Coordinator, 25
- Volunteer Work, 11
- Warm Up Arena Coordinator, 30
- Yearling, 13

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