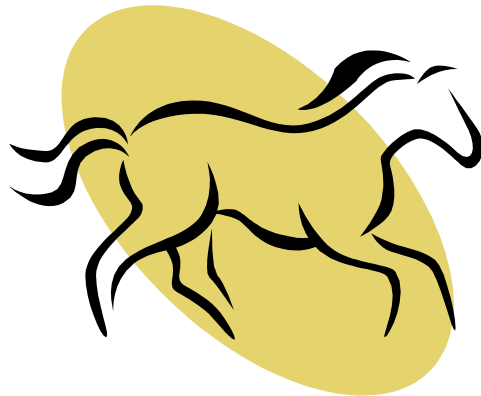




## State 4-H Horse Show Volunteer Guidelines



A guide for horse show planning, committee members, youth, volunteers, and parents. This booklet describes the responsibilities of show personnel and outlines the job descriptions of various positions for the NH 4-H State Horse Show (or any 4-H horse show).

## State 4-H Horse Show Volunteer Guidelines

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### State 4-H Horse Show Philosophy

The State 4-H Horse Show is one of the several state-wide opportunities offered to 4-H horse project members in New Hampshire.

#### Objectives:

- To develop life skills in youth. These include ethics, responsibilities, leadership, citizenship, independence, sportsmanship, and positive attitudes of self-worth.
- To promote knowledge of horsemanship and responsible, ethical animals care and management.

Youth qualify to come to the State 4-H Horse show based on their participation and achievement in their county programs. In addition to mounted and driving classes, youth participate in fitting & showing, take a general knowledge exam, and compete in a horse judging contest. The Stable Management program evaluates riders, drivers and stable management delegates on their ability to work as a team to manage their stable area in a clean, efficient and safe manner. Many adult and youth volunteers assist staff with the planning and implementation of the show. Twenty youth are selected at this show to represent NH at the Eastern States Exposition 4-H Horse Show.

## **Organizing a 4-H Horse Show**

Throughout the process of organizing a 4-H horse show, it is important to always keep the following factors in mind:

- The show and show management is a reflection and promotion of the NH 4-H program.
- Any effort as large as a horse show is deserving of pride and enthusiasm.
- Planning makes the difference between a “good” show and a “great” show.
- The show should be conducted in a business-like manner, but ethics, sportsmanship, education and fun should be an integral part of any 4-H event.

When organizing a 4-H horse show, always remember that what an exhibitor wants, expects and deserves is:

- Good, fair, honest competition held in accordance with 4-H rules.
- Safe facilities which permit competition without necessary inconvenience or risk.
- A friendly, cooperative, helping and hospitable environment
- Adequate and correct information on the horse show packet and from the announcer and all show personnel.
- Prompt, timely and reasonable operation of the show.
- Show management that is knowledgeable of all rules.
- Show management that cares about the exhibitor’s needs and is able to provide direction to veterinarian, farrier, medical facilities and respond to other reasonable personal requests.

### **Ethical Behavior**

Ethical behavior and sportsmanlike conduct is expected of all participants at 4-H shows. This includes the show committee, 4-H members, parents, family members, leaders, coaches, friends and anyone else participating in the show. Show management should try to establish an atmosphere at the show that encourages positive attitudes, ethical behavior and sportsmanship and supports the mission and objectives of the 4-H horse program.

A code of conduct which includes sportsmanship, ethics and expected behavior is included with show registration materials. Exhibitors and their parent or guardian must read and sign the code of conduct before the exhibitor will be allowed to participate in the show. Announcements regarding ethical behavior, sportsmanship and the 4-H mission should be made prior to and periodically throughout the show as appropriate.

Refer to the current NH 4-H Rules and Classes for Horse Shows for specific information about rules, equipment, classes and scoring.

### **Qualifications Needed to Serve at the State 4-H Horse Show**

- Belief in the youth development mission of all 4-H events & activities.
- Ability to work with a variety of youth and adults in hot, dusty, sometimes contentious, but always fun atmosphere of state 4-H horse show.
- Patience, empathy and desire to make the best better.

## **4-H State Show Committee**

The NH 4-H State Show committee includes people who are in the following roles/jobs:

Superintendent  
Assistant Superintendent  
Secretary  
Office Manager  
Announcer  
Data Entry Person  
State 4-H Office representative

### **Show Committee Responsibilities**

The State 4-H Horse Show Committee is comprised of volunteers and state 4-H staff, who work together to plan, implement and evaluate the state 4-H horse show. In addition to carrying out the duties of each individual role, this group is responsible for answering questions, settling disputes and making judgments when required over questions regarding rules, violations or other issues during the state 4-H Horse Show. Members of the state show committee also has the following responsibilities:

- Have a solid working knowledge of the rules and show management. Members should have ample time to devote to the position during the entire show and should be available as needed.
- General operation of the show. It is the duty of this committee to enforce the rules of the current NH 4-H Rules and Classes for Horse Shows.
- Weighs all facts and information pertaining to a protest or a rule violation before rendering a decision.
- Determines the course of any class not clearly defined in the current NH 4-H Rules and Classes for Horse Shows.
- Determines the working order in individual performance classes.
- Be visible and available through the day to respond quickly to situations involving inhuman treatment of animals, safety issues, rule violations, or show management concerns.
- Maintain regular communication with the state 4-H office and follow all 4-H and UNH policies and procedures.

Committee appointments are made by the state 4-H office upon receiving applications from individuals and/or nominations from county 4-H Extension Educators. All adult committee members must be screened volunteers (or become screened volunteers before appointment) and annually sign a volunteer service agreement. All committee appointments will be reviewed annually to maintain a balanced rotation process including youth membership.

The following system for rotating membership on the core state Horse Show committee will be implemented with the 2004 state 4-H Horse Show as follows:

- Superintendent and office coordinator will rotate off the committee this year (2004)
- Announcer and data entry/score positions will rotate off the committee in 2005.
- Secretary and assistant superintendent will rotate off the committee in 2006.
- Terms of membership will be three years, and beginning in 2004 “elect” positions will be determined one year prior to membership so that individuals have a year to work with the outgoing member to learn the duties involved. We will be seeking applications for acting superintendent, acting office coordinator as well as data entry person and announcer for 2005. Although their three year term will not begin until 2005, they will have the opportunity to work with the outgoing members to ensure a smooth transition. Similarly, next year secretary and assistant superintendent applications will be sought for 2006.

A maximum of two members from the same county will serve on the state horse committee at the same time (recognizing the current make up of the committee, this will be achieved over time). An individual will rotate off the committee for three years before serving another three year term.

Service descriptions and applications are included in this booklet. Applications for volunteers interested in serving in these roles are also available from county and the state 4-H offices.

In addition to the six adults serving on this committee, two youth members will also serve a term of 1 year with an option to renew for one more year - using a youth application process. See your county Extension educator for this application. Youth volunteers will be interviewed during the February annual meeting of the Horse Advisory Council.

## **SUPERINTENDENT (Show Grounds Manager)**

This is a very important role and requires a significant time commitment. The show superintendent oversees all aspects of the show and should be organized and efficient. The superintendent has specific duties at various times during the show, but should be in contact with secretary/show personnel/state 4-H staff during the entire show.

### Pre-show:

Book the judge for show in Fall prior to show (9 months). Use recommendations from the State 4-H Horse Advisory Committee to determine desired judge(s). Communicate the judge's name and negotiated fees to the state 4-H office promptly.

Contact vendors for food and PA system. Communicate to the state 4-H office who these individuals will be.

Develop a good working relationship with the owner manager of the show grounds facility. Arrange for gate opening with Deerfield Fair Manager.

Have a thorough knowledge of the layout and available resources of the show grounds. Be aware of location of a telephone for emergencies and know how to reach on-call emergency personnel.

Insure that all equipment for show set up is available. Barn/tent - pens/tables/stalls are ready

Be familiar with all the classes of the show.

### Friday – 1<sup>st</sup> day of show:

Open barns, secretary booth, etc.

Help secretary register youth – 3:00

5:00 – on gate to line up youth for opening ceremony and hand out judging cards/quizzes, etc.

Call for lights out and walk through barns with safety officer.

### Saturday:

Answer questions and trouble shoot as necessary.

Support other show volunteers as needed. Pitches in when things need to be done. Insures all rules are applied and enforced evenly and in conjunction with state 4-H polices and procedures.

Implements the schedule to ensure that the show runs in a smooth and efficient manner - start the show on time, allow for breaks as required.

Insures show class list is posted in all barns and outside the secretaries both

Welcome the judge and explain the show schedule method of judging, special awards, arrangements for meals, restrooms etc.

Assist with the break down after the event in barn/tent - pens/tables/stalls and equipment

Call for lights out and walk through barns with safety officer.

Sunday:

Help with raffle drawing.

After show – clean up, make sure equipment is removed from ring

Walk the barns/grounds

Wait for all horses/youth to leave grounds.

**Qualifications:**

1. Ability to communicate well with youth and other adults.
2. Ability to supervise a staff of adults and youth
3. Ability to remain calm, objective and fair when conflict arises.

**Resources and Support Available:**

Orientation, training and support from State/County 4-H Staff. Assistance from other volunteers.  
Supplies and equipment

**Time Required:**

15 -25 hours preparation time; event 3 days. Superintendent must be present before exhibitors and volunteers begin arrive and stay until the last horse is gone.

**Supervisor/party responsible to:** State 4-H office

## **Assistant Show Superintendent/PRACTICE RING SUPERVISOR**

The Assistant Show Superintendent helps the superintendent out where ever needed, answers questions and should work closely with other show personnel. At the state 4-H Horse Show, this individual is primarily responsible for the practice ring.

### Pre-Show:

Schedule the rotation of adult volunteers for supervision of practice ring (*Each county must provide adult volunteers*). Attend co chaperone orientation to be sure county volunteers are scheduled appropriately. - 2 adults required to cover every 2-3 hours.

Schedule practice time for classes and informs office coordinator of schedule and changes. Sends schedule to state office prior to show for copying.

### Friday:

Manage the practice ring area with safety as number one priority.

Help monitor ring during judging contest and quiz

Supervise ring after quiz for youth who want to walk through with horses.

Call meeting with adult practice ring volunteers to communicate their role: safety concerns appropriate equipment and attire, ring protocol, time management

### Saturday & Sunday, during Show:

Insures the rotation schedule is adhered to.

Keep abreast of the pace of the show and adjust warm up time for each class appropriately. The goal is for each class to have an adequate warm up time.

Trouble shoot issues involving practice ring

Walk grounds/barns each night

Help with awards, raffle and cleanup on Sunday.

### **Time Required:**

Pre-show – 4-5 hours, Event – must be present anytime the show is running or when practice area is being used - 2 ½ days

**Supervisor/party responsible to:** State 4-H office

## SECRETARY

The show secretary does a lot of paper work prior to the show, working closely with the state 4-H office. During the show, the secretary works in the secretary's office to be sure all results are collected and recorded appropriately.

### Pre-Show:

Collect entries (from state 4-H office), prepares master list of class and announcers list.

Check entries and all accompanying forms for accuracy and completeness.

Sorts and categorize entries

Check health registration papers and approval forms of all animals entering the show.

In conjunction with state 4-H staff, identify youth with special needs and arranges for appropriate accommodation

Formulate classes as to size and category

Combine and splits classes as needed

Prepare judges and announcers cards

### Friday:

Assist with judging contest and quiz.

Assist with scoring quizzes

### Saturday/Sunday during show:

Supervise youth volunteers during show.

Answer questions, manage changes to entries, collect and tabulate results as needed, working with the data entry person.

Insure final reports/results are correct and given to the state 4-H office.

Time commitment involves 15 - 25 hours preparation and entire 2 1/2 days of event

**Supervisor/party responsible to:** State 4-H office

## **Office Coordinator**

The office coordinator is the first face most people see when they come to the secretary's booth so this is a very important position.

### Friday/Saturday/Sunday:

Post show schedule and patterns outside of booth

Maintain/man the front desk to answer questions

Announce to the barns/grounds when requested.

Assist with scoring quizzes (Friday evening)

Assist show secretary and staff as needed

Insure ribbon inventory is completed at end of show.

Help with secretary booth clean up at end of show

**Time commitment** – entire 2 ½ days of event

**Supervisor/party responsible to:** State 4-H office

## **Show Announcer**

### **Friday:**

Is present during exhibitor check in to be sure they know how to pronounce names properly

Announce during the judging contest and quiz.

May be asked to help with scoring of quizzes.

Announce emergency procedures during opening ceremony - where people should report in the case of an emergency. (Each county chaperone is to send ONE representative to secretary's booth to report).

### **Saturday/Sunday:**

Play Star Spangled Banner to begin each day's show at 8:00 am

Calls exhibitors to gate

Make announcements to barn area as appropriate (including pre calls prior to start of show).

With gate attendant's help gets exhibitors to ring.

Relay judge's instructions to exhibitors in ring.

Keeps the public and exhibitors informed of the progress of the show

Announces results of each class

Let the judge know how many exhibitors in the class

Maintain focus on important items and screen out background distractions

Be prepared to give appropriate instructions in an emergency

**Qualifications:** Ability to use microphone and speak with a pleasant, easy-to-understand voice

**Time commitment:** Must be at the show all 2 ½ days – present during all classes

**Supervisor/party responsible to:** State 4-H office

## **Scorekeeper/Data Entry**

### **Friday:**

Assist with computer set up

Enter exhibitor and entry information for all exhibitors into computer

Run labels for quizzes, cards, etc.

Assist in ring with judging contest and quiz.

May be asked to help with scoring quizzes

Check in each exhibit individually and assigns numbers

### **Saturday/Sunday:**

Manages computerized scoring system appropriate for show

Data entry of scores for quizzes, judging contest, stable management, fitting and show and all other classes

Double check entries for accuracy

Prepare a list of individuals receiving awards (to be announced during closing ceremony)

Pack up computers and gear when finished

**Qualifications:** Basic Computer skills – familiar with data entry program

**Time Commitment:** 2/12 days – must be present prior to show to help enter entry information

**Supervisor/party responsible to:** State 4-H office

## **SAFETY OFFICER**

### Pre Show:

Address head chaperones during orientation (prior to show) regarding safety procedures, rules, etc.

### Friday:

Post emergency contact lists in barns (obtain list from state 4-H staff)

After all animals are unloaded on first day, walk through barns to identify any potential safety hazards. (electrical, mechanical, physical, etc.). Make recommended changes to exhibitors, stable managers and chaperones if necessary

Insure first aid kits and fire extinguishers are displayed

Insure horses are identified clearly on outside of stalls and that a halter is either on horse or located at stall door

Identify additional volunteer medical personnel who are on grounds (For back up or additional help if needed).

### Saturday/Sunday:

Station themselves between practice and show ring during all classes so as to respond to emergencies quickly

Walk through barns to check for horses that may require veterinary assistance on a regular basis (after lights out)

Work with teen safety volunteers (identified at chaperone meeting) and stable management judge to answer questions about safety issues and to insure that all animals are safely housed.

Assist with any emergencies

Is familiar with updated health regulations for NH Horse Shows. (Ask State 4-H office if need updated regulations) Work with Fairground's Director and Veterinarian to ensure all animal health regulations are met.

### **Qualifications:**

Ability to communicate positively and effectively with youth and other adults.

Knowledge of emergency medical treatment, minimum - first-aid, first responder training preferred.

Must have a means of communication with emergency services, cell phone, walkie talkies, etc.

Basic knowledge of horse health and ability to recognize an animal in distress

## **BARN SUPERINTENDENT**

### Friday:

Checks the status all stalls prior to exhibitors/animals arriving. Adjust stall assignments as necessary.

Communicate any changes to stall assignments to office coordinator

Handles questions and problems in barn setup from volunteers and youth courteously

Work with safety officer if questions about stall suitability arise.

**Time:** 1 day – be there prior to animals arriving and then during unloading time.

**Supervisor/Party Responsible to:** **Superintendent/Safety Officer & State 4-H Office**

## **COURSE DESIGNER(S)**

Design courses as appropriate for show in accordance with rules and guidelines (See NH 4-H Rules and Classes for Horse Shows publication)

- Hunt jump
- Trail (riding and driving)

Insure that required equipment will be available (jumps, cups, standards, rails, etc.)

Provide copies of pattern to show secretary for posting

Set up course with assistance of ring crew

Return items when finished

**Time commitment:** May vary – 2-3 hours prior to show to design course and 2 hours during set up.

**Supervisor/Party Responsible to:** Superintendent/State 4-H office

## **RINGMASTER**

Act as an aid to judge

Watch for potential problems in the ring

Work with ring crew for each class set up

Relay judge's instructions to announcer/exhibitors clearly

Pin ribbons or distribute ribbons to winners

Limit conversation with exhibitors in ring to instructions only

The ringmaster does not help to judge the class in anyway

Support steward in identifying questionable equipment and attire

**Qualifications:** Must be able to work with audio equipment as necessary

**Time commitment:** Event 2 days – must be present during all classes

**Supervisor/Party Responsible to:** Superintendent/State 4-H office

## STEWARD

The show steward is a position clearly not connected to the state 4-H Horse Show committee. It is the steward's role to report suspected violations of rules by exhibitors, spectators or the judge to the show committee for their investigation or decision. Specific duties are to:

Verify enforcement of the show rules

Protect the interest of exhibitors, judges and show committee

Report to the show committee any misrepresentation or substitution of entry without waiting for a protest

Supervise and record all "time outs"

Identify and communicate to show committee any spectator interfering with a class

Report to the show committee any offense of violation of the rules committed by an exhibitor, judge or official.

**Qualifications:** Knowledge of rules, ability to recognize individuals with appropriate equipment & attire.

**Time commitment:** 2 days – must be present during all classes

**Supervisor/Party Responsible to:** State 4-H office

## **GATE ATTENDANT**

This is a very important role as the gate keep must be constantly watching for potentially unsafe situations AND they must keep the show going in a timely fashion.

### During all classes:

Recognize and respond appropriately in emergencies

Keep spectators clear of gates

Communicate accurately with show secretary and exhibitors

Supervise the order of performance for each class and checks riders for correct numbers

Make sure entries for the next class are ready

Open and close gates at the beginning and end of the class and at other times as needed

Utilize teen volunteers to assist with gate keepers responsibilities

Set a helpful and relaxing tone for exhibitors waiting to enter the ring

**Time commitment:** 2 days, must be available during all classes

**Supervisor/Party Responsible to:** Superintendent/State 4-H office

## **RING CREW**

**Each county is responsible for providing at least one volunteer (preferably more) to help as ring crew volunteers.**

Water ring on Friday evening (if needed) after judging contest and quiz and youth walk horses through ring if desired.

Assist course designers in setting up and removing obstacles and equipment as needed to prepare for classes

Help around the ring when needed – water ring, remove manure, etc.

**Time commitment:** On call – officer coordinator or announcer will call when needed

**Supervisor/Party Responsible to:** Gate Attendant, Course Designers/State 4-H office

## **Stable Management Coordinator**

The Stable Management Coordinator heads up the team of adult volunteers who evaluate individual exhibitors and county teams on their stable management skills. The coordinator insures safety, good practices and proper management of horses, facilities and equipment during the state 4-H horse show.

### Friday:

Hold orientation for all stable management volunteers - Instruct stable management volunteers in the process/procedures of stable management (volunteers are recruited by state office at horse advisory committee members)

Walk through barns for initial check (with Safety officer if possible) – looking at each stall, tack room, horse, aisle, etc.

Make recommendations to exhibitors for improvements/compliance with safety regulations.

Work with safety officer.

### Saturday:

Begin formal stable management judging process.

Assist and coordinate with stable management volunteers to check barns periodically for stable management criteria (3 times).

Complete evaluation forms hanging in barns.

### Sunday:

One more walk through to evaluate stable management and collect score sheets (am)

Tabulate scores and give to data entry person or secretary.

May be asked to give general comments to entire group during awards regarding stable management.

**Qualifications:** Must have good working knowledge of practical and safe equine management and acceptable practices for care/storage of tack and equipment.

**Time commitment:** 2 ½ days

**Supervisor/party responsible to:** State 4-H Office

## HEAD COUNTY CHAPERONE

Head chaperones are screened volunteers responsible for coordinating their county delegation. Head chaperones will:

### **State Show Responsibilities:**

Be responsible for seeing that all participants are adequately supervised for the entire time by a screened volunteer.

See that youth sleep in the 4-H dorm or in secure chaperoned county units. In both cases, youth will be supervised by adult volunteers provided by the county. The head chaperone will know where each youth is sleeping and who is supervising them. Boys and girls are to have separate sleeping arrangements.

Attend chaperone meeting – prior to state show.

Be the spokesperson for the county delegation and represent the county when county input or consensus is needed or votes are taken. Only the head chaperone may take problems or complaints about the show to the secretary's booth during the show.

Communicate with overall head chaperone regarding non-show issues ie: dormitory rules.

Recruit volunteers from the county for assistance with show activities.

Conduct oneself according to the 4-H code of conduct. Be a positive role model for youth.

Treat each child as a valuable asset to the team; each child will be treated fairly and equitably.

### **County Responsibilities:**

Head chaperone will be responsible for the following:

Entries are checked for completeness and returned by the due date. T-shirt orders are returned by the due date.

4-H participants, parents, and chaperones are oriented prior to the state show date. They should see that all participating families understand safety procedures and expectations for conduct.

County arrangements are made for food and barn supplies.

**Time Commitment:** Pre-show – attend chaperone meeting (1 ½ hrs) and some entry checking (2-3 hours) – then 2 ½ days during entire show.

**Supervisor/Person Responsible to:** County 4-H Educator (their county) and State 4-H Staff

## State 4-H Office Responsibilities

### Pre-show:

Insure contact has been made in advance with emergency services:  
Police Department, EMT, On-call Veterinarian, farrier

Secure and insure adequate volunteer staff (screened volunteers)

Communicate with county Extension offices

Send all correspondence – confirmations for judges, grounds and any required contracts with vendors

Insure all funds are collected and all bills are paid

Secure awards/ribbons

Secure supplies: back numbers, t-shirts, ad books, badges for show personnel, judging cards, judges cards etc., portable bull horn in case of power outage.

Prepare list of emergency contacts for posting in barns.

Secure event insurance – American Income Life

Provide county chaperones with layout of barn and proposed stall assignments – based on requested stall numbers.

Prepare list of classes – insuring each age division and seat are rotated on the schedule annually

Organize a check-in system to be sure than all show personnel are present the day of the show.

Conduct head chaperone orientation

Stay in contact with all show personnel and volunteers to be sure all positions are covered.

Create and photo copy quizzes for the events

### During Show:

Insure all equipment arrives at fairgrounds when needed.

Responsible for overall operation of the show and coordinate details with show committee and additional volunteers.

Be visible and available to respond to issues and concerns that arise during the show.

Insure all 4-H and UNH policies and procedures are followed. Insure event is run smoothly in the spirit of youth development.

Keep accurate records of expenditures and income.

**Supervisor/party responsible to:** State 4-H Program Leader & UNH Cooperative Extension



State 4-H Horse Show Committee Application

Position applying for: \_\_\_ Superintendent \_\_\_ Assistant Superintendent \_\_\_ Show Secretary  
\_\_\_ Data Entry Person \_\_\_ Announcer \_\_\_ Office Coordinator

Name: \_\_\_\_\_ County: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Briefly state your experience working with others to run a horse show? How long and in what capacity?

Briefly describe your best experience working with youth?

Please list at least three references (including their phone numbers) who might speak to your knowledge and abilities with respect to horse shows.

Signature: \_\_\_\_\_ Co. 4-H Educator's Signature: \_\_\_\_\_

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