



UNIVERSITY of NEW HAMPSHIRE  
COOPERATIVE EXTENSION



# 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).*

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## State 4-H Horse Show Philosophy

The State 4-H Horse Show is one of the several statewide 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 animal 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.

*Parts of this booklet are adapted from the Pennsylvania 4-H Horse Show Management Guidelines.*

## 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 that 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:

<b>Superintendent</b>	<b>Ringmaster</b>
<b>Practice Ring Supervisor</b>	<b>Steward</b>
<b>Secretary</b>	<b>Gate Attendant</b>
<b>Office Coordinator</b>	<b>Ring Crew</b>
<b>Show Announcer</b>	<b>Stable Management Coordinator</b>
<b>Scorekeeper/Data Entry</b>	<b>Stable Management Judge</b>
<b>Safety Officer</b>	<b>Head County Chaperone</b>
<b>Barn Superintendent</b>	<b>State 4-H Office</b>
<b>Course Designer(s)</b>	

### 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 have 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.

Weigh all facts and information pertaining to a protest or a rule violation before rendering a decision.

Determine the course of any class not clearly defined in the current NH 4-H Rules and Classes for Horse Shows.

Determine 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 was implemented with the 2004 state 4-H Horse Show and amended at Horse Advisory Annual Meeting, February 2006.

Terms of membership are a minimum of two years to a maximum of five years and positions should be determined one year prior to membership so that individuals have a year to work with the outgoing member to learn the duties involved. A maximum of two members from the same county will serve on the state horse show committee at the same time, unless there is an unfilled vacancy. 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 one 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. Follow the dress code for all youth and adult participants of the state 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.

*In the absence of a Show Superintendent, the state 4-H office will see to these responsibilities.*

### Friday – 1st day of show:

Open barns, secretary booth, etc.

Help secretary register youth – 3:00 P.M.

5:00 P.M.– 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. Pitch in when things need to be done. Insure all rules are applied and enforced evenly and in conjunction with state 4-H policies and procedures.

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

Insure show class list is posted in all barns and outside the secretary's booth.

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:**

Ability to communicate well with youth and other adults.

Ability to supervise a staff of adults and youth.

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**

All necessary equipment, radios, clip boards, etc. supplied by state 4-H office.

### **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.

## Practice Ring Supervisor

The Assistant Show Superintendent helps the superintendent out wherever 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. - two adults required to cover every 2-3 hours.

Schedule practice time for classes and inform office coordinator of schedule and changes. Send 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:**

Insure 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 great deal 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), prepare master list of class and announcers' list.

Check entries and all accompanying forms for accuracy and completeness.

Sort 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 arrange for appropriate accommodation.

Formulate classes as to size and category.

Combine and split 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, work with the data entry person.

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

### **Time commitment involved:**

15 - 25 hours preparation and entire 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 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 A.M.

Calls exhibitors to gate.

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

With gate attendant's help get exhibitors to ring.

Relay judge's instructions to exhibitors in ring.

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

Announce results of each class.

Let the judge know how many exhibitors are 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 entire 2 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 assign numbers.

### **Saturday/Sunday:**

Manage 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 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.

Be familiar with updated health regulations for NH Horse Shows. (Ask State 4-H office if need for 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, walkietalkies, etc.

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

## **Barn Superintendent**

### **Friday:**

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

Communicate any changes of stall assignments to office coordinator.

Handle questions and problems in barn setup from volunteers and youth courteously.

Work with safety officer if questions about stall suitability arise.

### **Time Commitment:**

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 show for set up.

### **Supervisor/Party Responsible to:**

Superintendent/State 4-H office.

## Ringmaster

The ringmaster is the judge's aide in conducting the classes. The individual should be knowledgeable in ring procedure and etiquette.

Relay prearranged signals for changes of gaits and lining up to the announcer.

Be watchful of potential problems for hazardous situations and conduct class accordingly.

In classes with obstacles or markers, see that the setup is the same for each exhibitor.

Limit conversation with exhibitors in ring to instructions only.

Keep confidential comments made in the ring by judge to self.

Aid in presentation of awards and dismissal of the class.

Be dressed appropriately according to the 4-H rules and wear enclosed shoes or boots.

### **Qualifications:**

Must be able to work with audio equipment as necessary.

### **Time commitment:**

12 hours over the course of two days.

### **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 or 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 an important role in the running of the show because the gate attendant assembles the class before it enters the ring. Also, the gate attendant is often the first person to spot a potential unsafe situation.

Assemble the classes promptly. Have class ready to enter ring when called.

Relay to show office any changes to class list.

Any exhibitor not listed on class sheet cannot be permitted to enter class until verified by Show Secretary.

When Judge or Ring Master indicates, open the gate and let exhibitors enter. Close gate when class is all in the ring.

Gate holds should be closely monitored and kept to the standard two minute gate hold unless arrangements are made with Show Secretary in advance.

Be watchful for possible emergencies and respond appropriately. Be mindful of hazards such as dogs, children and baby carriages in gate area.

Monitor spectators to keep clear of gates and to insure they are not providing instructions to the exhibitors.

### **Qualifications:**

Be able to communicate clearly with Show Secretary and exhibitors.

Be able to set a relaxing tone for exhibitors waiting to enter the ring.

Be knowledgeable about horse show ring procedures.

Equipment Supplied by Show Office:

Clipboard, pencils/pen, class sheets, radio.

### **Time commitment:**

Four one-half day positions: Saturday Fitting & Showing, Equitation & Trail, Gymkhana, Sunday classes. 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 and exhibits an appreciation of positive youth development. Follow the code of conduct and dress code for all youth and adult participants of the state show.

### **Responsibilities:**

Be able to work as part of a team to do stable management evaluations.

Be courteous and tactful to other stable management judges, youth and adult volunteers.

Model appropriate behavior and follow dress code guidelines for State Show.

Be familiar with and follow all up-dated stable management guidelines (reviewed and approved by NH 4-H Horse Leaders, June 2006).

Identify yourself as the Stable Management Coordinator and let participants know you are there to do the stable management check and to answer any questions they may have.

Follow the Stable Management Timeline.

### **Specific Tasks:**

Hold a meeting with all Stable Management Judges prior to the start of judging.

Be present on orientation conference call with all Stable Management Judges and Safety Officer.

Make at least one sight evaluation of each youth, horse stall, county set up and teamwork by youth participants.

See that all judges wear nametags and follow dress and code of conduct.

Handle questions from youth participants and appeals submitted by county delegations.

Tally stable management scores for awards program held at end of show.

### **Qualifications:**

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

Willing to work as a team member.

Familiarity with the event.

The ability to utilize conflict resolution skills.

The ability to accept and follow through with responsibilities.

## **Resources**

Orientation and support from state UNHCE office and other volunteers.

## **Benefits**

Opportunity to learn, practice and improve personal skills.

Personal satisfaction of providing an important service to the program.

## **Success Criteria**

Stable management was run smoothly.

Youth had a positive educational experience.

## **Stable Management Judge**

Stable management judges are expected to set a positive tone in assessing stable management practices by youth participants. State Show is an educational experience and the approach to Stable Management must reflect an educational tone.

### **Responsibilities:**

Work as a team member in a small group in evaluating stable management practices.

Follow the dress code and code of conduct for all youth and adult participants of the state show.

Must be available for designated judging times. Approximately four two-hour shifts Friday evening, Saturday noon, Saturday late day and Sunday morning.

Attend stable management team orientation via phone conference.

Be available to answer questions on scoring from youth participants at show.

### **Specific Tasks:**

In the course of two days do a sight evaluation of each participant, horse, stall and county barn area in equine management according to the stable management rubric for stable management at State Show.

The evaluation is done in a group of three. The group does one barn per round of judging.

Be present on orientation conference call.

### **Qualifications:**

Be familiar with and follow stable management judging criteria and practices.

Understand good and proper stable management procedures.

The ability to work tactfully and communicate effectively with youth and adults at the show.

Familiarity with the event.

### **Resources**

Orientation and support from State UNHCE office and other volunteers.

### **Benefits**

Opportunity to learn, practice and improve personal skills.

Personal satisfaction of providing an important service to the program.

### **Success Criteria**

Stable management was run smoothly.

Youth had a positive educational experience.

The purpose of State Show stable management was met.

**Time Commitment:**

Three two-hour judging rounds.

**Supervisor/Party responsible to:**

State 4-H Office/Stable Management Coach.

## 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 telephone 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.

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.

Follow the 4-H dress code for all youth and adult participants of the state show.

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 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 that 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 photocopy quizzes for the events.

### During Show:

Insure all equipment arrives at fairgrounds when needed.

Responsible for overall operation of the show and coordinating 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 \_\_\_ Gate Attendant

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 know about your knowledge and abilities with respect to horse shows.

Signature: \_\_\_\_\_

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

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