This book describes the responsibilities of show personnel and outlines the job descriptions of various positions for the NH 4-H State Horse Show (or any other 4-H horse show).

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

While organizing any 4-H horse show, it is important to keep the following factors in mind:

- The show and its 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 are an integral part of any 4-H event.

When organizing a 4-H horse show, always remember that an exhibitor deserves:

- Good, fair, honest competition held in accordance with 4-H rules.
- Safe facilities that permit competition without unnecessary 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 cares about the exhibitor’s needs and is able to provide direction to veterinarian, farrier, or 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 participants, 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 and behavior and supports the objectives of the 4-H horse program. A code of conduct reflecting 4-H expectations 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. Refer to the current New England and NH 4-H Rulebook for information about rules, equipment, classes and scoring.

State 4-H Horse Show Philosophy

Objectives:

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

The purpose of this event is to provide an opportunity for selected youth age 12 or older to demonstrate their horsemanship skills while also serving as a selection event for ESE delegates. Youth must be competent to safely handle their equine independently over the 2 1/2 days in all events. Youth qualify for the State 4-H Horse show based on their participation and performance at their county event. In addition to mounted, in hand and driving classes, youth skills are assessed in fitting & showmanship, horse knowledge, and horse judging. The Stable Manager program allows youth to participate without their horses and assist their county in working as a team to manage their stable area in a clean, efficient and safe manner.
It takes many volunteers assisting staff with planning and implementation for state show to be a success. These volunteer roles are also an opportunity for youth to learn how horse shows operate and youth may apply to intern for any volunteer position in this book. Seventeen 4-H exhibitors and four stable managers are selected at this show to represent NH at the Eastern States Exposition 4-H Horse Show.

4-H State Show Committee

The NH 4-H State Show committee includes people who are in the following roles/jobs:
- Superintendent *
- Secretary*
- Office Coordinator *
- Scorekeeper/Data Entry
- Steward
- State 4-H Office Representative

Show Committee Responsibilities

The State 4-H Horse Show Committee is comprised of 6 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
- Have ample time to devote to the position during the entire show and be available as needed.
- Manage general operation of the show.
- 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 NE or NH 4-H Rulebooks
- Determine the working order in individual performance classes.
- Be visible and available to respond quickly to situations involving 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 Staff. 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 the February 2006 Annual Meeting of the NH 4-H Horse Advisory Council:

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.

In addition to the six adults serving on this committee, up to four youth members may also serve a term of one year with an option to renew. 4-H members use the youth application to apply. See your county 4-H Staff for this application.

**4-H State Show Assistance**

The success of the NH 4-H State Horse Show also depends upon other volunteers who work closely with the State Show Committee and State 4-H Office including people who are in the following roles/jobs:

- Barn Manager*
- Safety Officer *
- Ringmaster
- Practice Ring Supervisor
- Grounds Manager
- Show Announcer
- Gate Attendant
- Course Designer(s)
- Ring Crew
- Stable Manager Coordinator*
- Head County Chaperone*
- Raffle Coordinator

Service descriptions and applications are included in this booklet. Applications are also available from the county and state 4-H offices and the Extension website www.extension.unh.edu.

**Conditions Universal to All State Show Volunteer Positions**

All adult committee members who work independently with youth must be screened volunteers (or become screened volunteers before appointment) and annually sign a volunteer service agreement. These positions are marked with an asterisk in the lists above. Those volunteers not working independently with youth will enroll as episodic volunteers and sign a volunteer service agreement.

**Qualifications to serve as state show volunteer**

- Belief in the youth development mission of all 4-H events & activities.
- The ability to work with a variety of youth and adults in a hot, dusty, and sometimes contentious, atmosphere and keep the focus on providing a fun, educational experience for 4-H youth.
- Patience, empathy and desire to make the best better.
- The ability to accept and follow through with responsibilities.
- The ability to work successfully, communicate effectively and interact positively with youth and adults at the show.
- The willingness to work as part of a team, conducting oneself in a way that contributes positively to the group effort to carry out a successful show.
- Maintain calm demeanor in stressful situations and handle all issues safely and fairly in accordance with Show Committee directions.
State show volunteer responsibilities

All state show volunteers serve as representatives of the NH 4-H Program and as role models for NH 4-H youth. To meet this responsibility, volunteers shall:

- Follow all guidelines and policies of the event and the NH 4-H Program.
- Maintain the standards of the NH 4-H Program by conducting oneself in a responsible manner, honoring confidentiality, and serving as a positive role model for 4-H youth.
- Use UNHCE Risk Management strategies in conducting the show.
- Maintain sensitivity to the individual differences of 4-H members and volunteers and willingly work with all to ensure that a positive educational experience is equally realized.
- Follow the dress code and be appropriately dressed for the role carried out. Wear enclosed shoes or boots when in the presence of equines.
- Model good conflict management and problem solving skills and appropriate behavior and be courteous and tactful to youth, other volunteers, show officials and staff.
- Fulfill the responsibilities agreed upon. If extenuating circumstances arise, assist the state show committee in making other arrangements.

Benefits

- Opportunity to learn, practice and improve personal skills.
- Personal satisfaction of serving as a positive role model to youth and providing an important service to the program.
- When carrying out agreed upon duties as an assigned volunteer for the NH 4-H State Show, as a recognized UNH Cooperative Extension volunteer you are protected by NH RSA:508:17 which provides legal protection for volunteers by limiting the liability of an enrolled volunteer who is working within the scope of his or her official duties and responsibilities as outlined by this document and following the guidelines and policies of the program.

Success Criteria

1. Task assigned was well organized and carried out smoothly resulting in a smoothly run show.
2. Youth had a positive educational experience.
3. The objectives of State Show were met.

Resources and Support Available:

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

Supplies and equipment

All necessary office equipment (radios, computer, clip boards, etc.) are supplied by state 4-H office. Arrangements for other equipment necessary to carry out tasks should be clarified with the state 4-H office in advance.

Supervisor

State 4-H staff and Show Manager while at show, County 4-H Staff (their county) at other times.
Volunteer Service Descriptions

The following pages include conditions and responsibilities specific to different roles.

Superintendent (Show Manager)
The Superintendent oversees all aspects of the show and must be organized, efficient and skilled at working with and delegating duties to show personnel.

Pre-show:
- Review entries, volunteers, and other items with State 4-H Office and ensure necessary actions are taken.
- Develop a good working relationship with the owner/manager of the show grounds & facilities.
- Have a thorough knowledge of the layout and available resources of the show grounds.
- Ensure communication method for emergencies and know how to reach on-call emergency personnel.
- Ensure that facilities and all equipment for show set up are available. Stabling, office space, rest rooms, ring equipment, etc.
- Arrange for arrivals with the Manager of the grounds.
- 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:
- Ensure barns, secretary booth and other contracted facilities are open.
- Help secretary register youth – 3:00 P.M.
- 5:00 P.M.–Ensure someone is assigned to be on gate to line up youth for opening ceremony and hand out judging cards/quizzes, etc.
- Ensure show class list is posted in all barns and outside the secretary’s booth.
- Call for lights out and do evening 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.
- Ensure 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.
- Welcome the judge and explain the show schedule method of judging, special awards, arrangements for meals, restrooms etc.
- Call for lights out and do evening walk through barns with safety officer.

Sunday:
- Ensure someone is assigned to help with raffle drawing.
- After show – clean up; make sure all equipment is returned to appropriate locations.
- Walk the barns/grounds.
- Wait for all horses/youth to leave grounds.

Qualifications: Ability to supervise a staff of adults and youth and to remain calm, objective and fair when conflict arises.
Resources and Support Available: Advice, assistance and support from State 4-H representative assigned to show.

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

Secretary
Responsible for the information and records management related to the show; does a great deal of paper work prior to the show, working closely with the state 4-H office; and is responsible for ensuring all results are collected and recorded appropriately.

Pre-Show:
- Collect entries (from state 4-H office)
- Check entries and all accompanying forms for accuracy and completeness, check health registration papers and approval forms of all animals entering the show.
- Sort and categorize entries, prepare master list of entries, classes and announcers’ list.
- 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:
- Register exhibitors, assign numbers and obtain necessary missing information.
- Ensure volunteers are assigned and supervise their assistance with judging contest and quiz.
- Assist with scoring quizzes.

Saturday/Sunday during show:
- Supervise youth volunteers during show.
- Manage awards throughout show.
- Answer questions, manage changes to entries.
- Relay to gate keeper and ring master any changes to class list and class entries.
- Work with the data entry person to collect and tabulate results as needed.
- Ensure final reports/results are given to the state 4-H office.

Time commitment involved: 15 - 25 hours preparation and entire 2 1/2 days of event.

Supplies: State 4-H Office to provide entries and access to database in timely manner.

Office Coordinator
Serves as liaison between exhibitors/the public and the show staff. As the first face most people see when they come to the secretary’s booth this person must set a welcoming and helpful atmosphere.

Friday/Saturday/Sunday:
- Post show schedule and patterns outside of booth and keep up to date with changes.
- Maintain/man the front desk to answer questions.
- Announce to the barns/grounds when requested.
- Assist with scoring judging and quizzes (Friday evening).
- Assist show secretary and staff as needed.
- Have ribbon inventory completed at end of show and remaining awards packed for storage.
- Help with secretary booth clean up at end of show.

**Time commitment:** Entire 2 1/2 days of event.

### Scorekeeper/Data Entry

**Friday:**
- Assist with computer set up and enter entry information for all exhibitors into computer
- Run labels for quizzes, cards, etc.
- May be asked to help with quiz, judging and scoring judging and quizzes.

**Saturday/Sunday:**
- Manage computerized show scoring system.
- Enter scores from all scored events and 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:** Computer skills – familiar with and accurate in entering data in database. Computer and database provided by state 4-H Office.

**Time Commitment:** 2 1/2 days – must be present prior to show for data entry.

### Steward

The steward works closely with the show committee to ensure rules are followed and to report suspected violations by exhibitors, spectators or the judge to the 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, offense or violation of the rules committed by an exhibitor, judge or official without waiting for a protest.
- Identify and communicate to show committee any spectator interfering with a class.

**Qualifications:** Knowledge of rules, ability to recognize individuals acting inappropriately or with inappropriate equipment & attire.

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

Pre show:
- Check the status of all stalls prior to exhibitors/animals arriving.
- Work with state 4-H Office and Show Manager to make stall assignments and adjust as necessary.
  
  In making plan, utilize small stalls for tack/feed storage when practical, and plan for trailer use when stalls aren't convenient to that counties designated stall area.

Friday:
- Work with head chaperones and youth to stable horses and communicate any changes of stall assignments to office coordinator.
- Work with Grounds Supervisor and Safety Officer to determine placement of designated trailers for feed and tack storage.
- Work with safety officer if questions about stall suitability arise.

Time Commitment: 6 hours preparation and 1 day at show (from grounds opening to when all equines are stabled.)

Safety Officer

Pre Show:
Review safety rules and procedures during head chaperones orientation.

Friday:
- Obtain emergency contact list from state 4-H office and post in barns and show office.
- After all animals are stabled, walk through barns to identify potential safety hazards (electrical, mechanical, physical, etc.) and recommend changes to exhibitors and chaperones as appropriate.
- Ensure first aid kits and fire extinguishers are displayed.
- Ensure horses are identified clearly on outside of stalls and halter is on horse or outside stall door.
- Identify additional volunteer medical personnel on grounds who are available for back up.
- Do evening walk through barns with Superintendent after lights out.

Saturday/Sunday:
- Remain in practice and show ring area during all classes for quick response to emergencies.
- Work with teen safety volunteers (identified at chaperone meeting) and Stable Manager Coordinator to answer questions about safety and ensure that all animals are safely housed.
- Assist with any emergencies.
- Work with Fairground’s Director and veterinarian if animal health issues arise.
- Do evening walk through barns with Superintendent after lights out.

Qualifications: Knowledge of emergency medical treatment, (first-aid required, first responder training preferred), availability of communication with emergency services, knowledge of horse health and ability to recognize an animal in distress

Time Commitment: 2 1/2 days
Grounds Manager

Pre Show:
- Meet with Fairgrounds Representative to determine locations, policies, procedures for replacement of supplies, contact information and on grounds presence.
- Discuss procedures with show committee.
- Get list of campers from State 4-H Office (from entries.)

Friday:
- Ensure rest room and shower facilities are prepared for use.
- Work with volunteers to put up signs for camping, parking, restrooms, showers and other facilities.
- Work with volunteers to direct placement of county hospitality stations and campers.
- Work with Barn Manager and Safety Officer to direct placement of designated horse trailers for feed and tack storage.
- Do final walk through of grounds to ensure that no safety issues exist (clear emergency pathways, horse traffic pathways, etc).

Saturday/Sunday:
- Walk through camping area Saturday morning, giving camping slips to those prepaid and collecting camper fees from those not paid.
- Do occasional checks of facilities to ensure trash is not accumulating, supplies are available and no problems exist.
- Work with fairgrounds representative to address any facilities malfunctions.
- Assist with any emergencies.
- Monitor parking and traffic movement on grounds.
- Post appropriate times for vehicle traffic in barn area, coordinating with Safety Officer and Show Committee.
- Help with cleanup on Sunday.

Qualifications: Able to manage basic maintenance of facilities, organized, able to direct volunteers in a clear and supportive manner, able to calmly assess issues, identify and implement solutions and work in a cooperative manner with fairgrounds personnel and show committee.

Time Commitment: 3 days

Practice Ring Supervisor

Primarily responsible for the practice ring and show ring area; helps the superintendent out wherever needed, should work closely with other show personnel.

Pre-Show:
- Schedule the rotation of adult volunteers for supervision of practice ring (Each county must provide adult volunteers).
- Attend chaperone orientation to be sure county volunteers are scheduled appropriately. - two adults required to cover every 1-2 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, focusing on safety and smooth flow of exhibitors from warmup to show ring
- 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:
- Ensure 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.
- Help with 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.

Show Announcer(s)

In coordination with the Show Manager, the Announcer manages the pace of the show through planned and timely announcements of all activities.

Friday:
- Announce during Opening Ceremonies, the judging contest and quiz.
- May be asked to help with scoring of judging and quizzes.
- Review names and clarify pronunciation.

Saturday/Sunday:
- Play National Anthem to begin each day’s show at 8:00 A.M.
- Make announcements to barn area as appropriate (including pre calls prior to start of show).
- Call exhibitors to gate and work with gate attendant’s to get exhibitors to ring.
- Pronounce names correctly.
- Let the judge know how many exhibitors are in the class.
- Relay judge’s instructions to exhibitors in ring and announce results of each class.
- Keep the public and exhibitors informed of the progress of the show.
- Be prepared to maintain calm and give appropriate instructions in an emergency.

Qualifications: Able to use microphone and speak with a pleasant, easy-to-understand voice, maintain focus on task and screen out background distractions.

Time commitment: Entire 2 1/2 days – present during all exhibitor activities.
Gate Attendant(s)

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.

During Classes:
- Assemble the classes promptly. Have class ready to enter ring when called.
- Relay to show office any missing entrants.
- 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 gates clear and ensure they are not providing instructions to the exhibitors.

Qualifications: knowledgeable about horse show ring procedures and able to set a relaxing tone for exhibitors waiting to enter the ring.

Equipment: Equipment Supplied by Show Office includes clipboard, pencils, class sheets, radio.

Time commitment: Four 1/2 day positions: Must be available during all classes of their shift.

Ringmaster(s)

The ringmaster is the judge’s aide in conducting the classes.

Saturday and Sunday:
- Relay prearranged signals for changes of gaits, other maneuvers and lining up to the announcer.
- Be watchful for potential problems or 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 judge comments made in the ring to self.
- Aid in presentation of awards and dismissal of the class.

Qualifications: Knowledgeable in ring procedure and etiquette and able to work with audio equipment.

Time commitment: 12 hours over two days.
**Course Designer(s)**

Design courses as appropriate for show in accordance with rules and guidelines (see New England and NH 4-H Rules and Classes for Horse Shows publications).

Courses needed:
- Hunter Over Fences
- In Hand Jumping
- Trail (riding, driving, in hand).

- Ensure that required equipment for course designed will be available
- Provide copies of pattern to show secretary for posting.
- Set up course with assistance of ring crew and return items to proper location when finished.

**Time commitment:** Variable - 2 hours to design course and 2 hours during show for set up/take down.

**Ring Crew**

Each county is responsible for providing at least one volunteer per 6 exhibitors or part thereof to help as ring crew volunteers.

**Duties include:**
- Water ring on Friday after evening youth/horse ring introduction walk, Saturday before show, during lunch break, Sunday before show (if needed).
- Assist course designers in setting up and removing obstacles and equipment as needed to prepare for classes.
- Help around the ring at other times when needed – remove manure, etc.

**Time commitment:** Schedule set at head chaperones meeting but members remain on call – officer coordinator or announcer will call when needed.

**Head County Chaperone**

Head chaperones are screened volunteers responsible for coordinating their county delegation’s people and performance including managing exhibitors, volunteers and assigning tasks for both county needs and state show needs. More details are available in the State Show Head Chaperone Handbook.

**State Show Responsibilities:**
- Ensure all participants are adequately supervised for the entire time by an approved, screened volunteer.
- 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.
- Recruit volunteers from the county for assistance with show activities.
- Treat each child as a valuable asset to the team; each child will be treated fairly and equitably.
- Ensure county arrangements are made for food and barn supplies.
- Ensure 4-H participants, parents, and chaperones are oriented prior to the show date.
Time Commitment: Pre-show – participate in chaperone phone conference and county orientation; 2 1/2 days during show.

County 4-H Office Responsibilities

4-H Staff are responsible for ensuring:

- Exhibitors selected are capable of safely participating in all events and carrying out their responsibilities independently while at State Show.
- Entries are checked for completeness and returned by the due date.
- T-shirt orders are returned by the due date.
- Assignment of roles and tasks to appropriate volunteers capable of carrying out their duties in a responsible manner that meets positive youth development principles and the program objectives.
- 4-H participants, parents, volunteers and chaperones are oriented prior to the state show date.
- All participating families understand safety procedures and expectations for conduct.

State 4-H Office Responsibilities

Pre-show:

- Obtain judge and other show officials (considering State 4-H Horse Advisory Council recommendations) and make necessary arrangements such as lodging.
- Check entries for completeness
- Verify status of volunteers
- Enter entries in database
- Contract with any necessary vendors
- Contract for grounds and facilities
- Ensure contact has been made in advance with emergency services: Police Department, EMT, On-call Veterinarian, farrier.
- Secure and verify adequate and appropriate 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 and show office.
- Secure event insurance – American Income Life and verification of or additional insurance if required.
- Provide county chaperones with layout of barn and proposed stall assignments – based on requested stall numbers.
- Prepare list of classes – rotating each age division and seat 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:

- Ensure all equipment arrives at grounds 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.
- Ensure all 4-H and UNH policies and procedures are followed and event is run smoothly in the spirit of positive youth development.
- Keep accurate records of expenditures, income, accidents or unusual occurrences.

 Responsible to: State 4-H Program Team Leader & UNH Cooperative Extension Dean and Director.
State 4-H Horse Show Volunteer Application

Circle intern position(s) applying for:
Must be screened and enrolled:
Superintendent
Assistant Superintendent
Show Secretary
Office Coordinator
Barn Superintendent
Safety Officer
Stable Management Coordinator
Head County Chaperone

Episodic volunteer not requiring screening:
Announcer
Steward
Data Entry Person
Practice Ring Supervisor
Gate Attendant
Course Designer for __________

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 Staff Member Signature: __________________________________________________________________________________

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UNH, U.S. Dept. of Agriculture and NH counties cooperating.
State 4-H Horse Show Youth Intern Application

Circle intern position(s) applying for:
Superintendent, Assistant Superintendent, Show Secretary, Office Coordinator, Data Entry Person, Barn Superintendent, Safety Officer, Practice Ring Supervisor, Announcer, Gate Attendant, Practice Ring Supervisor, Announcer, Gate Attendant

Name: __________________________________________ County: __________________________

Age: ____ Address: _______________________________________________________________________

Phone: _______________________________ Email Address: ________________________________

What knowledge or experience do you have that would be helpful for the position you are applying for?

Why would you like to intern at State Horse Show?

Leader comment

Signature: ______________________________ Date _________________________

Recommendation from County 4-H Staff:

4-H Staff Signature: ______________________________ Date __________________