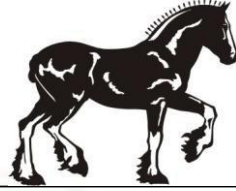
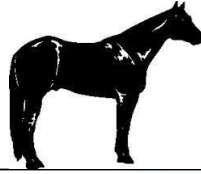


# Macomb County



Macomb County  
Michigan  
Department of  
Agriculture

Michigan  
Department of  
Agriculture  
Equine  
Division



## Rules & Regulations

## **Suggested Changes**

Suggested changes to the Macomb County 4-H rules and regulations shall be submitted to the acting President in writing for review at the October meeting and voted upon at the January meeting. All changes shall be shaded for the period of one year. Macomb County 4-H Project Rules and Regulations shall be revised and voted on yearly. Each year it will be the duty of the acting President to check the web addresses within these Rules and Regulations for current or changed web addresses and will be able to make the corrections of the web addresses as needed.

## **Mission Statement**

Michigan 4-H Youth Development involves volunteers in providing positive, experiential, educational opportunities for and with youth. Our mission is to create environments, through collaboration, that build strong, healthy youth who are proactive in a complex and changing world.

## **Safety**

The primary responsibility for the safety of the exhibitor rests with the exhibitor and with his or her parent or legal guardian. A judge may excuse any unsafe vehicle or equipment or any unruly horse from competition.

## **NOTE:**

All equine-related state laws are to be followed at 4-H events. Counties or specific events may have additional health guidelines, and it is the responsibility of the exhibitor's family to be aware of these.

## **NOTE:**

The MCHPC will take under advisement any matter not explicitly covered in any of the foregoing printed Rules and Regulations. Committee decisions are final.

ADDITIONAL NOTES/REMINDERS

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# MACOMB COUNTY 4-H HORSE PROGRAM COMMITTEE BY LAWS

## **ARTICLE I: NAME**

The name of this committee shall be the Macomb County 4-H Horse Program Committee, hereafter referred to as "the committee," a subsidiary body of the Macomb County 4-H Council, operating under its authority.

## **ARTICLE II: PURPOSE/MISSION STATEMENT**

The purpose of the horse program committee is to design, (including establishment of governing rules and regulations), promote, support financially, carry out, and regularly review informal, experiential educational programming in horse related project areas. (Mini / Lights / Draft) The mission of the organization shall be to provide assistance to 4-H horse leaders in helping young people carry out horse project activities.

## **ARTICLE III: MEMBERSHIP**

Membership shall be open to all without regard to: race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status, or family status. All efforts will be made to have a diverse representation of Committee members.

All clubs/groups registered with Macomb MSUE who are engaged in programming that falls under the direction of this committee are entitled to be represented by the Club Leader or screened volunteer. The Club Leader or screened volunteer from each club is entitled to one vote at the January election of Officers / Rule change meeting. Each club must have representation present for the September or October meeting to be eligible to vote at the January meeting.

New clubs/groups registering in the middle of a project year are immediately eligible to send representatives to the Committee and to participate in the Committee's activities. In case of a tie vote the President will have one vote as the tie breaker.

When possible, it is desirable that the same adult and youths represent the club for the entire year; however, rotation of representatives will be permitted to encourage the involvement of all clubs at all meetings and activities. In the event a club's regular representatives cannot attend, the club may send any teen leader (*or qualified youth*) and/or any adult member (*or screened volunteer*) to represent the club. In the event the club representative decides not to or is unable to continue on as a member of the development committee, *any teen leader (or qualified youth) and/or any adult member (or screened volunteer)* to represent the club.

The 4-H Program Coordinator shall be an ex-officio member of the Committee.

The Extension Director/4-H Program Coordinator can appoint up to three additional members to each program committee.

## **ARTICLE IV: MEETINGS**

A schedule of regular meetings will be approved in September of each program year. This schedule may be amended as needed.

A quorum shall be considered present if 50% +1 of the clubs are represented. A simple majority of those present and voting shall be required to pass a motion. Each member of the committee shall have one vote. In case of a tie vote the President will have one vote as the tie breaker.

The rules contained in the current edition of *Robert's Rules In Plain English: A readable, authoritative easy-to-use guide to running meeting* by Doris P. Zimmerman, shall guide the decision making of the Committee unless these Bylaws contain other procedures.

ADOPTED January 2023

## **ARTICLE V: OFFICERS**

The officers of the Committee shall be, President-Adult & Youth, Vice President - Adult & Youth, Secretary, Point Secretary, Treasurer.

Officers should be committed to attending all meetings and should not be sharing/rotating with another representative from their club/group. The Officers of the committee must have one year of experience in the Macomb County 4-H Horse Program to be an Officer on the Committee.

### **Section A: Duties of Officers**

**President** Shall set the agendas for and preside over all meetings, act as the Sergeant-At-Arms and see that members are properly informed of the yearly calendar of events, act as a liaison with the Metro Parks, appoint subcommittees, obtain appropriate supplemental insurance, and perform other duties as decided by the Committee.

**Vice-President:** Shall assist the President as needed, preside in his/her absence, become President should a vacancy occur in that office, and perform other duties as decided by the Committee.

**Secretary:** Shall record a list of enrolled members and screened volunteers, take attendance and minutes at Committee meetings, provide members, as needed, with current copies of the Committee's bylaws, handle all correspondence, prepare and submit all secretarial reports required by the 4-H Council, the Extension Office, and the Metro Parks, and perform other duties as decided by the Committee.

**Point Secretary:** Shall maintain, with the assistance of additional adult leaders of his/her choice, registrations and records pertaining to the 4-H point shows and perform other duties as decided by the Committee.

**Treasurer:** Shall keep an itemized account of all receipts, disbursements, and present a financial report at each meeting, file all financial reports required by the 4-H Extension Office, and perform other duties as decided by the Committee.

### **Section B: Nomination and Election of Officers**

Nomination for officers will be made annually at the September / October meeting. If the Nominee is not present, the nominator must present a written statement of willingness to serve. The election of officers by secret ballot shall take place annually at the October / January meeting. A committee member who is not a candidate will conduct and count the voting.

### **Section C: Recall of Officers**

A simple majority of those present and voting may recall an officer for nonfeasance or malfeasance. A recall vote shall be scheduled upon the President's receipt of a petition signed by five or more Committee members, representing five or more clubs/groups and indicating the reasons for the recall. Should the President be the subject of the recall petition, it should be given to the Vice President who shall preside over the recall election. If a recall petition is presented at a Committee meeting, the recall vote shall be taken at the next regularly scheduled meeting. If the petition is received between meetings, the vote shall be taken at the next regularly scheduled meeting, provided seven (7) days' notice of the recall can be given. A recalled officer cannot be nominated to fill the resulting vacancy.

## **Section D: Vacancies**

An office shall be considered vacant under the following situations: the death of the office holder, receipt of a letter of resignation, or a successful recall vote. Should a vacancy occur in any other office, a special election shall be held to fill it at the next regularly scheduled meeting.

## **ARTICLE VI: STANDING SUB-COMMITTEES**

Members of the program committee will chair the following subcommittees:

Ad Book

Grounds

Judges (Mini, Draft / Lights)

Observation Ride

Patterns (Mini, Draft / Lights)

Fundraisers

Ribbons

Banquet (Mini, Draft / Lights)

Warm & Sunny Fun Show

Other sub-committees may be established as necessary to carry out the work of the Committee.

## **ARTICLE VII: HORSE SHOWS**

The Macomb County 4H Horse Project Rules and Regulations, the Michigan State 4-H Horse & Pony Project Show Rules and Regulations and the American Mini Horse Registry (AMHR) shall govern all horse shows.

## **ARTICLE VIII: DISSOLUTIONS**

In the event of the dissolution of the Committee, all assets shall be given to the Macomb-MSU Extension.

## **ARTICLE IX: ADOPTION AND AMENDMENTS**

Proposed changes to the Macomb County 4-H Horse Project Rules & Regulations Bylaws must be submitted in writing to the President at the October Committee meeting. Proposals will be presented to the full program committee at the October meeting and voted upon at the January scheduled meeting.

## General Rules – All Horse Project Areas

### Code of Conduct

- Any person / persons exhibiting disruptive behavior toward 4-H exhibitors, people, animals and Judges, as determined by the officers (MCHPC), will be warned and or removed from the show grounds or possible suspension from 4-H functions. This is to include but not limited to all 4-H Horse Shows, 4-H functions, 4-H gathering and social media.  
(Incidents must be documented and witnessed by at least two Leaders)

### Participation Requirements-Light-Mini-Draft

- State 4-H age and non-discrimination rules apply.
- All exhibitors are to show by their 4-H age as determined by January 1st of the current year.
- Members must meet the attendance requirements of their club to participate in the point shows.
- No stallions of any age are permitted to show.
- Light Horse Members must have passed the Basic Observation Ride and/or Jump Observation to be eligible to participate in the point shows if showing in the Walk/Trot/Canter riding classes. Also the Jump Observation Ride to ride in Equitation Over Fences or Hunter Hack.
- Mini Horse Driving Members for first year/new drivers are required to have a Basic Driving Observation. Drive Observation conducted by a qualified 4-H Board Member/s and or the parents and with at least two different 4-H Mini/Draft Leaders will be present for the observation.
- Observation results must be reported to the Point Secretary of the current year by May 1<sup>st</sup> with signatures or confirmation from participating parties to be compiled in that current year's records.
- Any new participant showing a non-registered **Mini** horse must have their horse measured by May 1<sup>st</sup>.
- Light Horse Appointments—see the current State 4-H Horse & Pony Rule Book at; [http://msue.anr.msu.edu/resources/michigan\\_4\\_h\\_horse\\_pony\\_project\\_show\\_rules\\_regulations](http://msue.anr.msu.edu/resources/michigan_4_h_horse_pony_project_show_rules_regulations)
- Mini / Draft Appointments-see State 4-H Horse & Pony Rule Book / AMHR Rulebook. [https://www.canr.msu.edu/horses\\_ponies/uploads/files/Miniature-Horse-Rule-Book-Final-2019.pdf](https://www.canr.msu.edu/horses_ponies/uploads/files/Miniature-Horse-Rule-Book-Final-2019.pdf)
- The Point Secretary must receive **COMPLETED PRINTED** member registration packets **on or before May 1<sup>st</sup>** of the current program year to be eligible to show in the county 4-H point shows or at the State 4-H Horse Show. These items include **ALL** of the following:
  1. A completed registration form.
  2. A **PRINTED COLORED FULL VIEW** photo of the horse must be provided each year.
  3. Registration Fee.
  4. A current year negative coggins **OR** a Vet letter indicating that a coggins test was performed. If a letter stating a coggins was performed a **PRINTED COPY** of the coggins must be submitted to the point secretary by the first show.
- **There will be a grace period from May 2<sup>nd</sup> through May 10<sup>th</sup> to turn in items missing from participant registration packets. ALL LATE OR INCOMPLETE REGISTRATION PACKETS WILL BE ASSESSED A \$20 LATE FEE. After May 10<sup>th</sup>, applicants with incomplete registration materials will be ineligible to show in the 4-H point shows and ineligible for the 4-H state show for that year.**

### Registration FEE;

- Light Horse = \$ 75.00 - Mini Horse = \$ 50.00 - Draft Horse = \$ 50.00 - Cloverbud = \$ 30.00

## Basic Observation Ride / Jump / Drive-Light-Mini-Draft

- All new members wanting to show Walk/Trot/Canter or Cloverbud Independent Walk classes and those members graduating to Walk/Trot/Canter in Macomb County 4-H are required to take a Basic Observation Ride. Those members wanting to show Equitation over fences / Hunter Hack are required to take the Jump observation ride, administered by the observation ride committee.
- First Year/New Drivers are required to participate in The Miniature Ground Driving Class for their first year. Exhibitors may Opt out of the Miniature Ground Driving requirement if they take the Driver Observation. **(Mini)**
- The Observation Ride/Drive and rain date to be determined/administered by the Program Committee.
- The Basic Observation Ride/Drive and/or Jumping will be held at an agreed upon location. If not able to attend there will be a \$ 35.00 charge per rider to have the Observation Ride/Drive and/or Jumping done at the rider's barn.
- Members are to provide a copy of a **negative Coggins** test for the current year in compliance with Michigan State Law.
- Observation results must be reported to the Point Secretary of the current year by May 1<sup>st</sup> with signatures or confirmation from participating parties to be compiled in that current year's records.

## Protective headgear

Protective headgear – All participants in all hunter (over fences, on the flat and bareback), dressage, bareback, saddle seat and gymkhana classes are required to wear properly secured protective riding helmets whenever they are mounted. The helmets must meet the specifications of the American Society for Testing and Materials (ASTM), must be manufactured and distributed by a participant in the certification program of the Safety Equipment Institute (SEI) and must bear the SEI certification label (SEI F1163 or above). The exhibitor (or his or her parent or legal guardian if the exhibitor is a minor) – not the local show officials or judge – is solely responsible for complying with the headgear rule. Show officials reserve the right to spot-check helmets at any time to verify compliance with this rule. This rule applies to whenever mounted on the horse regardless of age. All riders in the warm-up areas must have a helmet regardless of discipline.

## Horse Behavior

- Owners/Riders of any horse exhibiting unsafe behavior toward other animals and/or people, as determined by the Executive Board, will be warned first and not limited to asked to remove their horse from the show grounds.
- If prior knowledge of a horse prone to kicking, a red ribbon shall be tied to the tail of the horse while showing.

## Judges & Judging-Light-Mini-Draft

- All Light Horse classes will be judged according to Michigan 4-H Standards as outlined in the State 4-H Horse & Pony Rule Book  
[http://msue.anr.msu.edu/resources/michigan\\_4\\_h\\_horse\\_pony\\_project\\_show\\_rules\\_regulations](http://msue.anr.msu.edu/resources/michigan_4_h_horse_pony_project_show_rules_regulations)
- All Mini classes will be judged according to the AMHR Rulebook (for Miniature Horses)  
[https://www.canr.msu.edu/horses\\_ponies/uploads/files/Miniature-Horse-Rule-Book-Final-2019.pdf](https://www.canr.msu.edu/horses_ponies/uploads/files/Miniature-Horse-Rule-Book-Final-2019.pdf)
- All Draft Horses classes will be judged according to the State 4-H Horse & Pony Rule Book. (Draft Horses)  
[http://msue.anr.msu.edu/resources/michigan\\_4\\_h\\_horse\\_pony\\_project\\_show\\_rules\\_regulations](http://msue.anr.msu.edu/resources/michigan_4_h_horse_pony_project_show_rules_regulations)
- Each show should begin with the National Anthem and the colors will be presented and available.
- Judges must be selected from the current approved Horse Judges List from MSU.
- [https://www.canr.msu.edu/horses\\_ponies/uploads/files/MI%204H%20Horse%20Judges%20List%20March%2005.pdf](https://www.canr.msu.edu/horses_ponies/uploads/files/MI%204H%20Horse%20Judges%20List%20March%2005.pdf)
- Judges can judge a mini/draft show and a light horse show in the same program year. Judges should not judge for our program every year unless they are judging the opposite program as the year before. They cannot judge a show for two consecutive years.
- Judges must not be, or have been, a Macomb County resident for at least two years prior to the show being judged.



- The Committee will determine the number of judges and rings used each year.
- A double-judged for Light Horse show will count as two shows for point accumulation.
- Any question for the Judge must be asked by the **SHOW CHAIR ONLY**
- Judges' decisions are final.
- The judge must walk the course and has the right and duty to alter the course in any manner to remove or change any obstacle he or she deems unsafe or nonnegotiable.

### **Class Requirements – Light Horses**

- Each 4-H exhibitor, with the exception of Lead Line and Walk Trot (see the Lead Line and Walk Trot section (below)), is permitted to select unlimited classes.
- Any style of Fitting and Showing is mandatory for show points to be used toward State Delegate eligibility. A rider electing not to show in Fitting and Showing will not accumulate points toward State Delegate eligibility for that show. A Fitting & Showing class will be available for each seat.
- Entries cannot be submitted or changed after 12:00 noon. Scratches are allowed.
- Members must advise the Point Secretary - no later than one class prior - of any class the exhibitor scratches.
- Lead Line leader should be in the same discipline as the rider or minimally a long sleeve button up (collared) shirt, long pants and boots.

### **Trail Class**

- See State 4-H Horse & Pony Rule Book  
[http://msue.anr.msu.edu/resources/michigan\\_4\\_h\\_horse\\_pony\\_project\\_show\\_rules\\_regulations](http://msue.anr.msu.edu/resources/michigan_4_h_horse_pony_project_show_rules_regulations)

### **Dressage**

- See State 4-H Horse & Pony Rule Book  
[http://msue.anr.msu.edu/resources/michigan\\_4\\_h\\_horse\\_pony\\_project\\_show\\_rules\\_regulations](http://msue.anr.msu.edu/resources/michigan_4_h_horse_pony_project_show_rules_regulations)

### **Equitation over Fences**

- The height of fences for Ponies will be 2 feet and the height of fences for horses is not to exceed 3 feet.
- All exhibitors participating in this class must have passed a Observation Jump.
- ~~All exhibitors must wear an approved SEI helmet.~~

### **Hunter Hack**

- The height of the fence is not to exceed 2 feet 6 inches.
- All exhibitors participating in this class must have passed a Observation Jump.
- Exhibitors may also participate in equitation over fences.
- ~~All exhibitors must wear an approved SEI helmet.~~

### **Reining**

- See State 4-H Horse & Pony Rule Book  
[http://msue.anr.msu.edu/resources/michigan\\_4\\_h\\_horse\\_pony\\_project\\_show\\_rules\\_regulations](http://msue.anr.msu.edu/resources/michigan_4_h_horse_pony_project_show_rules_regulations)

### **Lead Line & Walk Trot**

- These classes are for exhibitors ages 5 - 7 for Lead Line and ages 8 and over for Walk Trot.
- The rider is to show in one or the other of these classes.
- Lead Line and Walk Trot exhibitors may not show in any other riding class.
- Walk Trot exhibitors may show in non-riding classes such as Fitting and Showing.
- ~~Lead Line / Walk Trot must wear an approved SEI helmet regardless of discipline.~~
- A rider may register for walk/trot regardless of their registration in walk/trot/canter classes in prior years if walk/trot is more suitable to the ability of the rider.
- The decision to register in walk/trot by the rider must be made prior to the first point show and the rider must show walk/trot in all 4-H shows (including the Armada Fair) for the year.

**For all other class information not listed above, refer to:**

State 4-H Horse & Pony Rule Book See State 4-H Horse & Pony Rule Book;

[http://msue.anr.msu.edu/resources/michigan\\_4\\_h\\_horse\\_pony\\_project\\_show\\_rules\\_regulations](http://msue.anr.msu.edu/resources/michigan_4_h_horse_pony_project_show_rules_regulations)

**Class Requirements – Mini / Draft**

- Appropriate show attire will be worn and will be neat and clean.
- Showmanship: Neat and clean clothes including hats, boots, long sleeve shirts are required. Gloves Optional
- All Headers and Drivers: No T-shirts, tank tops, shorts, sandals, or open-toed shoes.
- Showmanship is a required class for all exhibitors
- Exhibitors may show in club apparel for fun classes and relax dress per judge's discretion.
- An adult in proper show attire may accompany cart class entries of youth for first time drivers.

**All age divisions are as follows:**

- **Minis**
  - Cloverbud: Ages 5-7
  - All Cloverbuds are to receive Cloverbud Ribbons or 1st place in every class.
  - Juniors: Ages 8-12
  - Seniors: Ages 13-19
- **Drafts**
  - Cloverbud: Ages 5-7
  - All Cloverbuds are to receive Cloverbud Ribbons or 1st place in every class.
  - Ages 8-19
  - Relaxed dress is determined at the Judge's discretion. Attire must still include long pants.

**Miniature Horse Showmanship**

- See [https://www.canr.msu.edu/horses\\_ponies/uploads/files/Miniature-Horse-Rule-Book-Final-2019.pdf](https://www.canr.msu.edu/horses_ponies/uploads/files/Miniature-Horse-Rule-Book-Final-2019.pdf)

**Draft Horse Showmanship**

- State 4-H Horse & Pony Rulebook for details on this class.

**Miniature Jumping**

- See [https://www.canr.msu.edu/horses\\_ponies/uploads/files/Miniature-Horse-Rule-Book-Final-2019.pdf](https://www.canr.msu.edu/horses_ponies/uploads/files/Miniature-Horse-Rule-Book-Final-2019.pdf)

**Miniature In-Hand Hunter**

- See [https://www.canr.msu.edu/horses\\_ponies/uploads/files/Miniature-Horse-Rule-Book-Final-2019.pdf](https://www.canr.msu.edu/horses_ponies/uploads/files/Miniature-Horse-Rule-Book-Final-2019.pdf)

**Miniature In-Hand Trail**

- See [https://www.canr.msu.edu/horses\\_ponies/uploads/files/Miniature-Horse-Rule-Book-Final-2019.pdf](https://www.canr.msu.edu/horses_ponies/uploads/files/Miniature-Horse-Rule-Book-Final-2019.pdf)

**Draft Driving Classes**

- See State 4-H Horse & Pony Rulebook for details on these classes.

**Miniature Ground Driving**

- First Year/New Drivers are required to participate in this class for their first year.
  - Exhibitors may Opt out of the Miniature Ground Driving requirement if they take the Driver Observation.
  - Results must be reported to the Point Secretary of the current year by May 1st with signatures or confirmation from participating parties to be compiled in that current year's records.
- Minis should be harnessed, and will be asked to walk, trot, and extend the trot in both directions, as well as stop and reverse.

**Miniature Open Driving Divisions**

- Classes will not be divided by driving type or style, but rather by the age of the exhibitor.
- Headers are mandatory for all youth exhibitors. Headers need to be at least 16 years and older and should be dressed appropriately for the ring.
- See [https://www.canr.msu.edu/horses\\_ponies/uploads/files/Miniature-Horse-Rule-Book-Final-2019.pdf](https://www.canr.msu.edu/horses_ponies/uploads/files/Miniature-Horse-Rule-Book-Final-2019.pdf)

## **Miniature Obstacle Driving**

- See [https://www.canr.msu.edu/horses\\_ponies/uploads/files/Miniature-Horse-Rule-Book-Final-2019.pdf](https://www.canr.msu.edu/horses_ponies/uploads/files/Miniature-Horse-Rule-Book-Final-2019.pdf)

## **Draft Under Saddle**

- Can be shown with English or Western tack, with no driving bridles or bareback pads.
- Judged as a pleasure riding class at a walk and trot/jog both ways of the ring.
- Horse is to stand quietly and back easily.

## **Cloverleaf**

- See pg. 99 of the State 4-H Horse & Pony Rulebook for details on this class.
- These classes are in-hand for both Miniature and Draft Horses.

## **Poles**

- See pg. 102 of the State 4-H Horse & Pony Rulebook for details on this class.
- These classes are in-hand for both Miniature and Draft Horses.

## **Musical Buckets**

- A game played like musical chairs.
  - 4 cones are set up in a square to determine boundary lines around jugs/buckets in the middle of the square.
  - Exhibitors must remain on the outside of the barriers, at a forward moving pace, until the music stops.
  - Exhibitors are disqualified if they let go of their horse, or if they hold on to more than two feet of lead from their horse's head.
  - Placings are determined by the order of exhibitors that leave the square.
- These classes are in-hand for both Miniature and Draft Horses.

## **Command**

- A game played like "Simon Says"
  - The Judge will call out a command to the exhibitors (walk, trot, canter, stop, back, etc). by the rules of "Simon Says"
  - Placings are determined by the order of exhibitors that do not follow the command or that do not do the command within 3 seconds.
- These classes are in-hand for both Miniature and Draft Horses.

## **Costume**

- See [https://www.canr.msu.edu/horses\\_ponies/uploads/files/Miniature-Horse-Rule-Book-Final-2019.pdf](https://www.canr.msu.edu/horses_ponies/uploads/files/Miniature-Horse-Rule-Book-Final-2019.pdf)

## Miniature Horse Guidelines

- Project is open to miniature horses 38" in height and under.
- Any new participant showing a non-registered horse must have their horse measured by May 1<sup>st</sup>.
- Registered minis will use the measurement on the horse's registration papers.
- AMHR guidelines for measuring apply. Representatives from two different horse clubs must witness the measure.
- Horses must be free of infectious and contagious diseases.
- Ownership of an animal is not required. A written permission slip from the owner must be on record with the Horse Program Committee.

## Draft Horse Guidelines

- Horses must be free of infectious and contagious diseases.
- Ownership of an animal is not required. A written permission slip from the owner must be on record with the Horse Program Committee.

## Rings

- The Board will set distribution of classes between two rings after the May 1<sup>st</sup> registration is received and totaled.
- If the show ring is not large enough to safely accommodate the entire class, classes can be split.
- All clubs will participate in the set up and take down of the show equipment at each show per Club Assignments.

## Point Shows-Light-Mini-Draft

- The Committee will sponsor all shows, determine the number of point shows each year and set show dates.
- Age classes will be established after the May 1<sup>st</sup> registration to establish a show bill.
- The show bill for all 4-H Point Shows must remain as approved by the Committee.
- **All Light Horse** shows begin at 8 a.m. and will follow the current Showbill accordingly.
- **All Mini / Draft** shows begin at 9 a.m. and will follow the current Showbill accordingly.
- All English and Western classes will be billed together on the show bill.
- No classes will be combined unless determined by the Committee.
- In case of inclement weather and cancellation of a show, no makeup show will be held; no points will be given for the entire show and no refunds.
- Ring Assignments may be adjusted on day of show to keep show moving forward.
- **Lights** patterns such as Fitting & Showing, Trail Classes, Equitation over Fences, Reining Pattern, Saddle Seat Pattern and Dressage will be posted at the beginning of each show.
- **Mini / Draft** - Patterns such as Showmanship, Jumping, In-Hand Trail, Obstacle Driving, and Gaming will be posted at the beginning of each show.
- Gate calls (1 minutes) and Tack Changes (5 minutes) will be announced promptly by the Announcer. If exhibitors fail to enter the ring after the allotted time, the gate will be closed, and the exhibitor disqualified.
- A current Rule Book will be available for reference at each show.
- Every member is responsible for their own back number.
- Placing will be awarded first through sixth and points will be assigned in the following manner: 1<sup>st</sup> place = 6 points, 2<sup>nd</sup> place = 5 points, 3<sup>rd</sup> place = 4 points, 4<sup>th</sup> place = 3 points, 5<sup>th</sup> place = 2 points, 6<sup>th</sup> place = 1 point.
- ~~Points for classes that contain less than six exhibitors will be adjusted based on the number of exhibitors in the class and their placing. (i.e., If a class has only three exhibitors, 1<sup>st</sup> place will acquire only three points, 2<sup>nd</sup> place will acquire only two points, and 3<sup>rd</sup> place will acquire one~~

point).

- Ribbons for all 4-H point shows and ribbons and trophies for the 4-H Fundraiser / Fun Show will be ordered and purchased by the Ribbon committee.
- The last point show will be prior to the State 4-H Horse Show entry deadline.

### **Ring Steward**

- State 4-H Horse & Pony Rule Book at;  
[http://msue.anr.msu.edu/resources/michigan\\_4\\_h\\_horse\\_pony\\_project\\_show\\_rules\\_regulations](http://msue.anr.msu.edu/resources/michigan_4_h_horse_pony_project_show_rules_regulations)
- The ring steward should dress 4-H appropriately.

### **Show Grounds Regulations – Light / Mini / Draft**

- All 4-H members are to wear riding boots while in all rings.
- Registered 4-H youth only are allowed to ride their project horse.
- No glass containers are allowed on the show grounds.
- Dogs and other pets are permitted in parks only when kept on a leash not over six feet in length and kept under the immediate control of a responsible person and remain behind the parking pole at all 4-H shows. They are not permitted in nature and farm areas, on beaches or in buildings. The owner will assume full responsibility for all pets. Guide dogs and assistance dogs are permitted in all areas.
- No horses under the shade huts.
- No gait above a walk is allowed anywhere on the grounds except in show and practice rings.
- No bareback riding or riding on any adjacent property is allowed.
- No riding double.
- No horses allowed on the gravel areas.

## Project Horses

### One Horse – Two Members - Lights

- Only one member is allowed to show the same project during a show season except:
  - When another member of the same family would be prevented from showing unless allowed to show the same project horse.
  - When the horse is also being used for Lead Line or Walk Trot.
  - Members from the same 4-H family must show in different classes.
  - The members must agree to exhibit the horse in a number of classes that will provide optimum safety and health for the animal.
  - If both members of the same family should qualify as State Delegates, both will be eligible.

### Non-Siblings showing the same horse.

- Non-sibling members sharing the same horse must be determined by **May 1st**
  - Members must show in different classes.
  - Members must exhibit the horse in a number of classes that will provide optimum safety and health for the animal.
  - Both Members will be **ineligible** to qualify as State Delegates.
  - Members sharing the same horse will be **ineligible** as State Delegates even if only one member participates during the show season.
- Members sharing a horse for the purpose of a non-family member to show in Lead-Line or Walk-Trot will be **eligible** for State competition.
- The Project horse does not have to be owned by the exhibitor. A written permission slip from the owner must be on record with the Horse Program Committee.
- Any member exhibiting a broodmare must keep the foal out of the show area.

### One Horse – Two Members - Mini-Draft

- Only one member is allowed to show the same project during a show season except:
  - When another member would be prevented from showing unless allowed to show the same project horse.
  - Non-sibling members sharing the same horse must be determined by **May 1st**.
  - Members must exhibit the horse in the number of classes that will provide optimum safety and health for the animal.
- Members can show in the same classes except those classes that ask for exhibitors to remain in the ring (ex: Driving). Members can show using the same horse and equipment in Grooms. Both members should be in the arena at the same time.
- Both Members will be **eligible** to qualify as State Delegates.
- The Project horse does not have to be owned by the exhibitor. A written permission slip from the owner must be on record with the Horse Program Committee.

### Changing a Project Horse – Light / Mini / Draft

- If during the course of the show season a member's horse is determined to be unsafe or unsound, and as a result cannot be shown for the remainder of the season, the member may continue to participate on a different horse for the remainder of the 4-H show season provided:
- Prior to the new project horse being shown, the Point Secretary has received the following:
  - A note from the General Leader of the member's club indicating his/her knowledge of reason or change of project horse.
  - A **PRINTED COLORED FULL VIEW** photo of the horse must be provided each year.
  - A new Registration form.
  - A documented veterinarian note.
  - A **PRINTED** negative Coggins on the substitute horse (A 12-month Coggins will be accepted with current re-test of substitute horse).
- Exhibitors changing horses for reasons of unsafe/unsound can accumulate points for year-end awards but will be **ineligible** to qualify as State Delegates.

- If the exhibitor neglects to inform the Point Secretary before the day of the show that he/she has changed his/her project horse, any points earned will not be recorded.
- Each member may make only one change per 4-H show year.

**Michigan State 4-H Show Eligibility and Delegate Selection – Light- Mini-Draft**

- Macomb County Delegates must:
  - Be 13 years old by January 1<sup>st</sup> of the current program year.
  - The current registered 4-H project horse as of May 1st must be shown at the Michigan State 4-H Horse Show.
  - Must show in at least 3 county 4-H horse shows. **(Lights Only)**
  - Must show in at least one Fitting & Showing (Showmanship) / Gymkhana Fitting & Showing (Showmanship) class per show for any points to count for that show.
  - Must show in at least 2 county 4-H horse shows and show in at least 3 classes at each show. At Least one Showmanship class per season. **(Mini Only)**
  - Delegates or representative are required to attend a **Mandatory** late June July meeting. **Lights and Minis**  
(Delegate / representative / Parent or guardian)
  - Delegates chosen as alternates must complete an entry form with all other entries from the County. If a delegate cancels, the County Extension staff must contact the Animal Science Office (517) 432-5402 by Tuesday, before the show weekend by 5 p.m. Alternates will not be eligible to participate unless notice is received from the County staff. The Macomb County Point Secretary will contact the Alternate Club Leader and the Club Leader will contact the delegate.
  - If a delegate / alternate notifies Macomb County Point Secretary too late to send the County's delegate quota they will forfeit their entry fee. **Lights and Minis**

**Mathematical formulation for those exhibitors that meet Delegate requirements: - Lights**

- State Delegates must attend ~~will have the best~~ three out of four shows ~~used~~ used to tally points.
- For the three point shows used to tally points, the exhibitor’s highest three eligible classes will be totaled regardless of style or number of classes shown.
- The recording secretary will calculate the grand total of the best three out of four scheduled point shows for each qualified exhibitor.

**Example:**

	<b>Highest Three Classes</b>	<b>Points</b>	<b>Highest Three Classes</b>	<b>Points</b>	<b>Comments</b>
Points Show #1	2 <sup>nd</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	14	1 <sup>st</sup> , 1 <sup>st</sup> , 3 <sup>rd</sup>	16	
Points Show #2	3 <sup>rd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup>	11	2 <sup>nd</sup> , 4 <sup>th</sup> , 3 <sup>rd</sup>	0	No F&S class
Double Judge	1 <sup>st</sup> , *2 <sup>nd</sup> , 3 <sup>rd</sup>	15	2 <sup>nd</sup> , 2 <sup>nd</sup> , 4 <sup>th</sup>	13	
Double Judge	3 <sup>rd</sup> , *2 <sup>nd</sup> , 5 <sup>th</sup>	11	3 <sup>rd</sup> , 2 <sup>nd</sup> , 2 <sup>nd</sup>	14	
Grand Total		51		43	

**Note:** These calculations are for purposes of determining state show delegates and not year-end awards. All points still apply to year-end awards given for each class.

- The Point Secretary will determine state Delegates. Club leaders will contact Delegates for **Mandatory** July Meeting.
- In the event of a tie, fitting and showing points will be used as the first criteria for tie breaking, the second criteria will be age with the oldest exhibitor selected as state delegate.
- Macomb County Horse Program Committee will fulfill the volunteer quota requirements from MSU for the State 4-H Horse Show.

### Year-End Awards

- A High Point and Reserve High Point will be acknowledged for each class.
- Participation points are accumulated at all 4H point shows, all classes, excluding any fairs. One point for every class you show in and one point for every class you place in up to sixth place. If you scratch from a class that class does not count, you must enter the ring and show in the class. If you are disqualified in a class, you will still receive one participation point for entering the class.
- An accumulation of total points for a particular class will be totaled for all exhibitors, from all point shows that particular year.
- Tie scores will be honored and awarded.
- Participation awards will be presented to all exhibitors.

### Show Job Descriptions

The MCHPC will elect adult volunteers or leaders each year to fulfill these following positions. Each volunteer or leader is required to fulfill the job position for the entire year. Descriptions of each job position are as follows:

#### **Adult or Youth Pattern Creator and Designer**

1. In charge of creating, designing, and distributing the patterns for:
2. Senior & Junior **Mini** Jumping
3. Senior & Junior **Mini** In-Hand Trail
4. Cloverbud **Mini** In-Hand Trail
5. **Draft** Obstacle Ground Driving 8-19
6. **Draft** Cloverbud Ground Driving
7. Senior and Junior **Mini** Obstacle Driving
8. Trail Class – **Lights**
9. Walk Trot Trail Class - **Light**

Please reference the AMHR Rulebook (**for Miniature Horses**)

[https://www.canr.msu.edu/horses\\_ponies/uploads/files/Miniature-Horse-Rule-Book-Final-2019.pdf](https://www.canr.msu.edu/horses_ponies/uploads/files/Miniature-Horse-Rule-Book-Final-2019.pdf)

and the State 4-H Horse & Pony Rule Book (**for Lights**)

[http://msue.anr.msu.edu/resources/michigan\\_4\\_h\\_horse\\_pony\\_project\\_show\\_rules\\_regulations](http://msue.anr.msu.edu/resources/michigan_4_h_horse_pony_project_show_rules_regulations)

for more details and requirements.

- All patterns should be completed and voted on by the Horse Committee by the April meeting in order to be distributed and sent to the judges.

#### Judge Hiring Committee Chairperson

- Is responsible for hiring all judges for the show season.
- 2 weeks prior to each show, is responsible to send each judge a judge's packet which should include:
  1. Title Page.
  2. Directions/Address to Camp Rotary.
  3. Current Showbill.
  4. Rules & Regulations for **Light-Mini-Draft**.
  5. Copy of all patterns.

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6. Communicate to Judge to prepare patterns for Showmanship.
  7. Contact information of Chairperson.
- Responsibility at shows is to greet the judges and show them to lunch.
  - After the show, pay and get the evaluation form from the Judge.

### **Show Chair**

- In charge of addressing any conflicts, issues, or deciding factors that need to be addressed at all shows.
- A minimum of 2 other leaders must be present in all decision making.

### **Point Secretary**

- Is responsible in collecting all registration paperwork (paperwork, fee, picture, copy of coggins) before May 1st.
- Makes sure exhibitor's age matches up with appropriate 4-H age.
- Keeps track of aging out 4-H members.
- Responsibility is to be present or have representation at all shows with paper or electronic documentation of all members showing and all placing at each show.
- Should be prepared at each show with:
  - Documentation/Records
  - Class Registration Forms
  - Class Pages
  - Showbills
  - Patterns
  - Judge's Cards
  - Add/Scratch Sheets
- Is responsible for all records and forms after each show.
- Must compose end-of-the-year points for all members and all classes.
- Points and records will be available to everyone.
- Points and records must be completed by September 1<sup>st</sup> of the current year in order to prepare for the Banquet Awards.

### **Announcer**

- Works with the Point Secretary.
- Is responsible for running each show in a timely manner by following a current Showbill.

### **Ring Steward**

- Is the only communicator between the Judge and the Announcer.
- Should dress 4-H appropriate.
- Is not to interfere or converse with any exhibitors in the ring at any time unless permitted to do so.

## **\*\*Glossary**

**ASTM-SEI** – The American Society for Testing and Materials – Safety Equipment Institute; the organization that sets specifications for safety helmets

**bit** – generally a piece of metal that is attached to a bridle and runs through the horse's mouth; used to signal the horse; bits are found in many styles and degrees of severity

**bosal** – braided rawhide or leather noseband used in lieu of a snaffle bit on horses aged 5 and under that curves around the nose and is knotted under the jaw; it is held on by a headstall and woven horsehair or rope reins are attached to the knotted heel of the bosal

**bradoon** – a small snaffle bit designed for use in a double bridle

**breed standards** – standards set by individual breed associations that describe the ideal representative of that breed

**bumping the reins** – a light check and release of the reins

**cavesson** – a noseband with two independent cheek pieces on the bridle

**conformation** – the build of an animal; the structure, form, balance and symmetrical arrangement of parts

**danger zone** – the area directly in front of or behind a horse in which it is dangerous to stand because of the danger of being kicked, struck or run over by the animal

**diagonals** – refers to the forefoot of the horse moving in unison with the opposite hind foot at the trot; when posting, the rider should rise as the forefoot on the outside of a turn comes forward

**dressage** – a style of riding whose object is the harmonious development of the physical ability of the horse resulting in a calm, supple, flexible animal, both longitudinally and laterally; evaluated by performing a specific performance test at the level of training the horse has accomplished

**drop the bit** – to remove the bit for the judge's inspection; always performed when the exhibitor is dismounted, usually before entering the ring or at the end of a class

**fashion heels** – heels on boots not designed for riding that may catch in a stirrup if a rider falls off a horse

**fault** – a decrease in points in an over-fences class, due to an error by horse or rider

**gait** – a way of going, either natural or acquired, that is characterized by a distinctive movement of feet and legs

**ground poles** – poles placed on the ground that a horse and rider may be called upon to go over

**gymkhana** – timed games on horseback with specific patterns and rules

**halfbreed bit** – a curb bit with a 1½- to 2-inch port that often has a roller or cricket

**hunter hack** – class in which a horse and rider are called upon to go over two jumps individually and then perform work on the flat as part of a group

**impulsion** – In order to have impulsion, a horse must engage his hind legs and allow the energy to come through his elastic back\*

**judge** – impartial person hired or appointed by the show management to evaluate the performance of exhibitors at a 4-H horse show

**jump cups** – cup that holds a jump rail in place

**jump pins** – pin that holds a jump cup to a jump standard

**kimberwick** – a direct action English bit (see snaffle) that allows for the attachment of a curb chain, which can provide more of a leverage or curb effect

**lead (loping or cantering)** – the foreleg that is reaching out the furthest at a lope or canter; when circling to the right, the horse should be on the right lead, that is, the right foreleg should reach out slightly ahead of the left foreleg

**lead chain** – see "lead shank"

**lead shank** – a chain, rope, strap or combination thereof used for leading a horse

**longe** – the act of exercising a horse on the end of a long line, usually in a circle

**longe line** – line of not more than 30 feet long that may or may not have a chain at one end; used for longeing a horse

**lugging on the bit** – the action of a horse that consistently pulls on the bit, against the rider or driver's hands

**martingale** – a device used to assist in the placement of the horse's head; a running martingale is a type of tie down attached to the reins, a standing martingale is a type of tie down attached to the cavesson or noseband

**mullen** – a bit with a straight or slightly curved mouthpiece that applies pressure across the horse's tongue and bars only.

**near side** – the left side of a horse

**off side** – the right side of a horse

**overcheck** – a short rein passing from the bit to the saddle of a harness to prevent the horse from lowering its head

**overflexion** – a head and neck position in which a horse flexes its poll such that the muzzle is carried in toward the chest in an excessive manner

**pelham** – a one-piece bit equipped to handle four reins

(two snaffle reins for guiding the horse and lifting the head and two curb reins for control and for setting the head)

**pumping the reins** – using the arms to pull heavily on the reins

**pylons** – markers or traffic cones used to designate a pattern; often bright orange

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**ratcatcher** – a tie worn at the neck in English apparel; generally wraps around the collar and may be held in place with a pin

**ring steward** – the judge’s assistant; person who works with the judge, announcer, gate person and exhibitors to help ensure that a horse show runs smoothly

**romal** – an extension of braided material or smooth leather attached to closed reins

**rowels** – multipointed metal spur attachment that revolves

**safe/safety zone** – the area in front, but off to one side, of a horse; area where an exhibitor is not likely to be struck if the horse rears or lunges forward

**scratch** – when an exhibitor withdraws from a previously entered class before the class begins

**snaffle** – a very mild bit with a jointed or solid mouthpiece that works on direct pressure to the corners of the mouth (as opposed to a leverage bit such as a curb) and does not have shanks or curb straps

**snaffle rein** – the leather straps that attach to the snaffle bit and allow the rider to guide the horse; when used in a pelham or full bridle the snaffle rein is the heavier rein that is used for guiding

**sour ears** – a sign of agitation in a horse in which the animal pins its ear back

**spirit level (plumb bob)** – a device used for determining true horizontal or vertical directions by the centering of a bubble in a slight curved glass tube or tubes filled with alcohol or ether; used to ensure that jumps are level; also called level

**splint boots** – protective boots worn on the horse’s front legs to prevent injury to the cannon bones

**stock tie (or pin)** – a tie or pin worn at the neck in western or English riding apparel

**tack** – riding equipment or gear for the animal such as a saddle, bridle, halter

**traces** – the parts of a harness that run from the collar to the singletree

**trailer** – an assistant to the exhibitor in a halter class who encourages draft horses and donkeys to move out energetically

\* Harris (1993). *Horse Gaits, Balance and Movement*.

\*\*Glossary from:

**4-H HORSE & PONY PROJECT SHOW RULES REGULATIONS - 4H1145 Rev. 2016**

# Macomb County 4-H Horse Program Committee

## Officer and Committee Roles/Duties

President

Vice President

Secretary

Point Secretary

Treasurer

Ribbons Committee

Ad Book Committee

Observation Ride Committee

Warm & Sunny/Fun Show Committee

Judges Committee

Grounds Committee

Patterns Committee

Club Assignments

Banquet Committee

PEP Committee

## President

There are times you may be required to purchase supplies and be reimbursed at a later date.

Know (or have available) the 4-H Horse Program Rules & Regulations

Know (or have available) the Horse Program State Rules.

Make a monthly agenda for the Horse program committee meetings. Have copies available for the meeting.

Attend and co-run the monthly meeting (Mini/Draft & Light Horse) with the youth president. Oversee all aspects of the meetings. Make sure Roberts Rules are followed and keep the meeting on track.

Contact Metro Parks with the show dates once they have been determined at the October meeting.

Set up monthly meeting dates at Camp Rotary with Metro Parks, so the building is open for the meetings.

Make sure you confirm with Metro Parks, the day of the meeting, that the building will be open.

Oversee all committees - all committees to report back at the Horse Program Committee Meetings each month that business is conducted. Follow up with committee chairs that jobs have been completed or are in progress.

Any committee that is not represented will be the responsibility of the President to do.

Confirm insurance has been taken care of by Treasurer.

Attend all horse shows and make sure all jobs are being attended to. Arrive at least one hour before show time and leave after everyone is gone. The president must cover or find someone to cover any jobs that are not filled at the shows. Help wherever needed.

Maintain and keep all Show electronics, PA System, Mini Wireless PA system, Gymkhana Timers, Radio and Walkie Talkies.

Be a signer on the 4-H Horse Program bank account.

Be available before and after the banquet to help wherever *necessary*.

Any jobs not filled throughout the year become the President's responsibility.

## Vice President

The Vice President will assume all the duties of the President in his/her absence.

"See President's Duties"

## Secretary

Take accurate minutes at all Light Horse Program Committee meetings. Submit those minutes to the 4-H office. Make copies of the minutes to distribute at the following monthly meeting. You must have enough copies for at least one for each club and one for each committee and elected officer.

Monthly meetings are January, February, March, April, May (only if necessary), July (state point show sign up - no minutes required), September, October, November (Banquet) and NO December meeting.

If any special meetings are called club leaders from each club will be notified and minutes will be required.

## Point Secretary

Make sure show bin has all required items needed for show day ... i.e., blank back number cards, highlighters, pens, pins, pencils, duct tape, rule books, all patterns, stapler & staples, 1" binders (at least 4), clip boards w/pockets for ring stewards, etc.

### REGISTRATION:

Showbill: (do not change the class #'s) - update pattern numbers each year.

Registration Forms: (Do not change date on the bottom - only if the form is revised - then change to the new revised date)

Registration forms should be made available to Roberta at the MSU-E office for posting on the 4-H website. Please make sure they are titled correctly with the program year in the title. Please request that a cover sheet and age group page is uploaded for each age group separately.

Need Signed Form; Money; Picture of Horse; Negative Coggins by May 1st. Reminder. Any participant whose paperwork is not complete by May 10th will not be permitted to show that year.

Make sure to remind everyone to fill out their projected classes on their May 1<sup>st</sup> registration forms. They need to fill out ALL classes they think they MIGHT want to show in - does not mean they HAVE to show in them at the shows.

Get the list of all the people that took the Observation / Jump ride. Match these up to the registration forms. Make sure anyone that has filled out the "age group" registration form has passed the Observation Ride. If they did not take the test or pass the test - they must enter the Walk-Trot classes. Make sure that anyone that checked off the jumping classes has taken the jump test.

Once all registrations are in - assign back numbers. If they are returning from a prior show they will keep their same back number (unless they want to change it). Give everyone the choice to pick a back number. If they do not choose one then you can assign a random number. (I would use an easy number for the younger ages.) E-mail a copy of the back number list to the Ad Book committee to put in the Ad Book. Also supply a copy for each leader. (E-mail or give out at a meeting) Members are responsible for getting (or making) their own back numbers. There will be blank back numbers available at the shows. There are also some left-over numbers in the bin.

### SHOWS:

Print individualized Registration Forms for EACH PERSON.

1<sup>st</sup> show

2<sup>nd</sup> show

3<sup>rd</sup> show

4<sup>th</sup> show

Print Registration forms; Placing (class) Pages; Judges' cards; All score sheets (dressage & saddle seat); Ribbon list; Scratch sheet; and anything that would pertain to each show individually.

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Judges' Cards: Should be placed up to 6 placings. Write all 6 places at the bottom of each Placing (class) page. Only write in 1<sup>st</sup> to 6<sup>th</sup> on the Placing (class) KEEP ALL JUDGES' CARDS. Staple to the back of each class page.

Score Sheets for Patterns: Print the approximate amount determined by the registration forms from May. May need to be adjusted for the next three shows after 1<sup>st</sup> show counts. Keep any extra score sheets on hand in case they are needed.

Print Patterns: Trail, Dressage, Saddle Seat Pattern, Equitation Over Fences, Show bills, Gymkhana Pattern book.

Need 2 People to help pass out the registration forms at each show 7AM - 8AM. DO NOT let anyone leave the booth with their registration forms - they must be filled out at the booth.

Point Secretary will highlight names in the class pages - start with 1<sup>st</sup> classes in each ring first.

### **STATE POINTS:**

Best three classes from 3 out of 4 shows.

- Only age 13 - 19 are eligible to show at states.
- Need to show in F&S Class at each show for the points to count.
- Tie breaker - F&S Points from ALL four shows and ALL F&S Classes.
- Second tie breaker - Age-Older gets first choice

### **FINAL (END OF THE YEAR - BANQUET BOOK) POINTS:**

- ALL FOUR SHOWS - ALL CLASSES

1<sup>st</sup> place gets 6 points; 2<sup>nd</sup> place gets 5 points and so on to 6<sup>th</sup> place gets 1 point.

~~Note: If less than 6 in the class the points are determined by the number in the class. So if there are 3 in the class: 1<sup>st</sup> place gets 3 points; 2<sup>nd</sup> place gets 2 points; 3<sup>rd</sup> place gets 1 point. See Macomb County rule book for explanation.~~

### **PARTICIPATION POINTS:**

- ALL FOUR SHOWS - ALL CLASSES

1 point for every class you show in and 1 point for every class you place in up to 6<sup>th</sup> place. If you scratch from a class that class does not count, you must enter the ring and show in the class. If disqualified, you still receive 1 participation point for entering the class

**GYMKHANA POINTS:** Gymkhana points are determined by all Gymkhana riding classes at all four shows (do not include Gymkhana F&S classes).

## Treasurer

Do a yearly budget for approval at the January meeting. It is the Treasurer's responsibility to make sure all the committees stay within their budget. Have the checkbook available at all meetings and events to pay for expenses as necessary.

Reconcile bank statements with the accounts set up in Quickbooks. Keep files, laptop in working condition.

Maintain bank accounts with signature cards for Treasurer and President.

Have monthly financial reports available for each monthly meeting. Have enough copies to pass out at the meeting. At least one for each club, committee member and elected officers.

Pay Insurance. Currently our policy is due in May. Make sure paperwork is filled out correctly and renewal form is sent in with the insurance payment.

When the ribbon committee is ready to order the ribbons, communicate with treasurer for payment. You must have the receipt for reimbursement.

The judges' committee should give you a list of the judges for each show with their fees. You will need to make out the check for the judges before each show. Put check in individual labeled envelopes to give to the judges at the show. If the program will be paying the ring stewards, then checks should be made out to them after they have completed their shift.

Make sure you bring the checkbook to the banquet to reimburse anyone with expenses incurred to make the banquet happen, pay the hall, etc.

Reimburse with a check to pay for the plaques. There will be two different companies the high point/reserve high point vendor and the non-high point vendor.

Reimburse with a check to cover expenses for participation awards.

Reimburse anyone that purchased items that were approved by a committee or monthly Horse Program committee meeting. Receipts are required.

Deposit registration and ad book money into the horse programs bank accounts.

If the PEP program becomes active again, you will make the deposits for this account as well.

Collect & deposit money from banquet tickets. Keep a copy of the tally sheet in the Treasurer's box.

## Ribbons Committee

Inventory and catalog all the ribbons left from the previous year. Light Horse, Mini/Draft.

Make sure ribbons are ordered by early order discount deadline date.

Take a show bill and count the classes that need ribbons and multiply x4 for Light horse shows and x3 for Mini/Draft shows - do not include Cloverbud classes unless needed.

For the FUN Show we use the flat ribbons. The FUN show has their own show bill. Use this and the inventory counts to determine the number of ribbons that need to be ordered.

Order 2<sup>nd</sup> - 6<sup>th</sup> place small rosettes for the Light Horse and Mini/Draft shows. The quantity will be determined by inventory from last year. Order the larger 1<sup>st</sup> place rosettes for each show. Each show should have a different color, pattern, or style. Including the double-judged show - it is TWO shows so they should be different.

Cloverbuds must ALL get the same award. They cannot be "Placed". There should not be a "placing" on the ribbon. Both Light horse and Mini/Draft programs use Cloverbud ribbons. They are all the same, so they only need to be ordered if we run out or low.

Detailed orders must be faxed to Hodges ([www.hodgesbadge.com](http://www.hodgesbadge.com)) by the early order deadline date to get the 10% discount. They will send an order confirmation that must be reviewed, signed, and sent back before they process the order.

The ribbons must be paid for when ordered. Use your own credit card or make arrangements with the Treasurer to pay for ribbons. Keep receipts for reimbursement.

Make sure order is correct when it is shipped to you. Transfer all ribbons to the hut before the first show - usually in May. Ribbons from last year should be ironed if necessary.

Make sure correct set of ribbons is put out at announcer's stand for each show. Mini/Draft will take out their own ribbons for their shows.

Make sure all orders/receipts/bills get to the Treasurer in a timely manner.

## Ad Book Committee

Make sure website has updated forms for each program year.

The Ad Book cover is a creation from a 4-H Member. They are submitted and sent to the MSUE extension office to be judged and they will determine the winner of the Ad Book cover. All other submitted artwork is placed in the ad book.

Prepare a packet for each club to be distributed at the January meeting. The packet should include an itemized tally sheet (for the club leaders) with the name of the member. It should also have a column for check # and name & phone number on check (sometimes the checks are not from the 4-H member) and a column for cash.

Set deadline for ads to be turned in. This deadline should give you enough time to put the book together and still have time to add additional ads that are turned in. The book should be complete and printed by the first 4-H show.

Review all tally sheets from each club to make sure you have the ads and the money for each ad. Make sure you have records of money received from each club and make a copy and give the money and a copy of the tally sheet to the treasurer.

It is easiest if you have Microsoft publisher or some type of publishing software. Most ads come in complete, some will need a little rework. Catalog/File each ad as you scan them into the computer. Making a file for each size ad that is scanned in, i.e., "1/4-page ads", this helps to make sure no ads are missed. When building your book in the computer, once you use an ad, it can be placed into another folder i.e., "used 1/4-page ads".

Once the book is put together get pricing for printing. Sometimes you will need to add a notes page to have the correct number of pages. Print the number of copies agreed on at the committee meeting. Contact the treasurer for the printer from the prior year to quote the printing/binding for current year. If you have someone that does printing work and want them to quote it great!

Additional Ad Book Pages: Show Bill, Back Numbers, all show season patterns, and all other submitted cover artwork.

Make sure the ad books get into the hut and that they are put out at all the shows.

Any ad books left after the show season should be brought to the banquet to be placed on the tables for anyone who did not get one. Make sure the Treasurer has a copy for the ad book history box.

## Observation Ride/Jump Committee

A location and date/make-up date must be selected. If using an outdoor facility (camp rotary) a make-up rain date must be set.

Each club leader will need to confirm how many members will need to complete the Observation Ride and/or Jump.

If the Observation Ride/Jump is moved to a private barn the chairperson of this committee will work with location owner to make sure the test is set-up and completed according to the rules of their facility. If riders need to be scheduled at certain times, due to parking restrictions, barn hours, etc., this will be coordinated by the committee and the barn owner. If the facility allows, refreshments can be provided if the budget permits.

Have certificates available to those who complete the Observation Ride and/or Jump. Make sure the Point Secretary has a list of all who completed/passed to update the members' records.

If possible, have teen leaders there to observe and evaluate the riders. They will give tips and help to the riders new to the walk/trot/canter classes. A 4-H Leader should also be present.

Each rider will be observed in the ring individually to be sure they can control their horse. They should be able to walk, trot, and canter around the ring in both directions and be able to stop and back up.

If possible, a group ride should be completed with the riders receiving any help they may need about ring etiquette. They should ride in both directions.

The chairperson for this committee should plan on arriving early to make sure everything is set for the ride and plan on being the last to leave to make sure the facility is left in the same condition as when the members arrived.

## Warm & Sunny Fun Show Committee

Make & post show bill for the Fun Show on Horse Program website when available.

The show is usually the 1<sup>st</sup> weekend in August

Get a count of approximately how many members/family members/friends will be at the show so a food order can be placed.

Bring all *necessary* items out of the hut to have the show.

Collect the entry fees. They will be used to purchase lunch for those at the fun show. Any funds that left will be given to the Treasurer for deposit into the Light Horse bank account.

Flat ribbons will be given out up to 6<sup>th</sup> place.

HAVE FUN!

Some classes that might be used, but are not limited to:

Egg & Spoon

Ribbon Race

Ride A Buck

Barrel Bending

Down & Back

2 Person Relay

Command

Boot Race

Put all equipment away and make sure grounds are cleaned up.

## Judges Committee

Secure judges for the light horse show season. Judges' fees must stay within the yearly budget. (Past years the budget has been approximately \$300-\$450 per judge.)

Judges must be secured from state 4-H judges list (found on the MSU 4-H website). Conditional judges usually have rates that are a bit lower than the regular judges.

Initial contact can be made via e-mail request to see if they have our dates open and what their fees are.

Our program does not pay mileage or for hotels. A flat rate fee should be negotiated for each judge.

Fill out the judge's evaluation forms (usually provided by the judge at the show) and mail into MSU Horse Program in East Lansing after each show, or visit the online form [MI 4-H Horse Judges Evaluation \(jotform.com\)](http://MI4-HorseJudgesEvaluation.jotform.com). Keep a record on file of every judge hired with their name and contact information along with their qualifications. Also include which show they judged and any notes or comments (positive and/or negative).

Judges can judge a mini/draft show and a light horse show in the same program year. Judges should not judge for our program every year unless they are judging the opposite program as the year before.

Send out contracts once the judges have been secured for the scheduled show dates.

At least a month before the show send to the judges a copy of the patterns, driving directions, additional show contact information, show bill, start time, ring assignments, and instructions for Fitting & Showing patterns and Equitation Patterns if needed. Most judges have the state rulebook, but please make sure one is available at the show.

Make sure the judges, ring stewards, and announcers have water/pop throughout the day. Bring a cooler with ice, pop, and water to be kept at the registration booth so it is available for them. If there is not a food booth at the show, lunch needs to be provided for the judges. Turn in receipts to the Treasurer for reimbursement.

Both judges do not need to stay for the gymkhana classes for the double-judged show. We usually send the one home that has the longest drive, but that decision can be made that day, depending on the circumstances of the day and how the show is running.

## Grounds Committee

Yearly supervision of grounds clean up day.

Make list of jobs to be completed to get the grounds in shape for each new season.

Keep weeds under control by pulling or spraying starting in March and throughout the summer.

Plant and maintain flower bed between rings.

Keep the rings in shape by dragging with the rake that is attached to ring #1. Drag rings the night before each show.

Inspect for damage and/or missing equipment and keep an inventory of all items in the hut.

Purchase lime or flour for the gymkhana classes.

Purchase garbage bags for the shows - to be kept in the hut.

Approved items that are purchased will be reimbursed once a receipt is turned in.



## Pattern Committee

All patterns should be sent to MSU-E 4-H office to be posted on the website. Please note that the patterns for dressage change every four years and the new ones will have to be sent in for posting.

A new Trail and W/T Trail pattern should be completed each year. Both state and county rules should be followed.

All patterns:

Trail, W/T Trail, Dressage, Saddle Seat Pattern, Reining, Equitation Over Fences,  
All Gymkhana Patterns.

\*The Fitting & Showing Patterns and the Equitation Patterns brought by the judges must be posted.

All patterns should be posted on the pattern board.

\*The patterns the judges bring will change for each show.

## Club Assignments

#1 Show Chairperson \_\_\_\_\_

#2 Show Chairperson \_\_\_\_\_

Double Judge Show Chairperson \_\_\_\_\_

Jobs will be the same for all 4-H Shows. If your club has been assigned a job you will need to make sure someone from your club, family, friends, etc. is there to cover them. The job list should be complete by the April Mtg.

Confirm food booth...or no food booth for all shows. This should be done by 1 person for all the shows.

The chairperson for each show should work with the President and Announcer to make the show run smoothly.

We have found that setting up the trail pattern and bringing out all the jumps the night before makes it much easier to keep the show moving. It is always helpful if there is a pickup truck at the show to load up everything at the end of the events to put them back into the hut.

The announcer booth electronics need to be set up first and make sure it is working. The walkie-talkies need to be checked to be sure they are charged. There should be three sets - one for each ring steward and one for either the Chair or the Point Secretary - the Announcer will keep the other three of the sets.

Make sure Announcer has a jobs list so announcements can be made to get workers to their proper places. He / She will also need a show bill to keep the classes moving in and out of the proper rings.

Items at each show: chairs for the judges (for saddleseat, dressage, and reining), the first aid kit, garbage bags, cones, letters for dressage, tape measure, flags (American and 4-H), and all other necessary items needed to be brought out of the hut and put at the announcer's stand or at the appropriate ring. They will also need to be put away at the end of each show. Empty all garbage cans at the end of each show.

Be available to handle any issues that may arise at the show for which you are the Chairperson.

Gymkhana - make sure the timer is set up properly and working.  
(NOTE: Check Batteries)

Meet and greet the judges and introduce them to their ring stewards. Offer them a show bill and any other patterns they may like to have. Give them any further instructions if needed. Let them know there is water/pop available for them in the cooler.

The Chairperson for each show will need to stay to the end of the day to make sure all equipment is put away, grounds cleaned up, and everyone is on their way home.

## **RING STEWARDS:**

Proper Attire: Jeans, long or short sleeve shirt or a nice t-shirt, boots or tennis shoes. Tank tops and flip-flops are unacceptable. Sunscreen and a ball cap help when it is sunny.

All judge's cards should be turned in at the registration booth. Your clipboard has an envelope taped to the back of it to hold the cards until you can get them turned in.

Please be courteous and pay attention to the judge you are assisting, but do not disturb them while they are judging.

Payment of ring stewards is to be determined yearly by the horse program committee.

## Banquet Committee

Set Date Yearly - Usually 2<sup>nd</sup> Sunday in November.

If needed bring and set up additional equipment to have two *screens* for the Horse Program video. This should all be coordinated with the person in charge of making the video.

Determine who will be putting together the "Year in Review" video. This should be determined before the show season, so pictures from all events can be taken and submitted. Remind all clubs to take pictures of their club events and shows, so they can send them in to the video coordinator.

Book the hall. We use Zuccaro's Banquet Hall on Gratiot.

The Point Secretary should have the Year End Point Results to you by August or September.

All High Point and Reserve High Point receive a trophy or plaque which is decided upon by the Banquet Committee. All others (non- HP and non-R) will receive a smaller trophy or plaque. All plaques HP and RHP and No-HP should be ordered in conjunction with the Mini/Draft plaques to get the quantity discount.

Type out the information for the plaques on a word document for the plaque companies. You will have two different separate lists - one for each company.

Replacement plaques also need to be ordered for the prior year recipients of the Bill Collins Award, the Jane Sylvester Award, and the Gymkhana Award. These are the "traveling" trophies that also need to be picked up from the prior year's recipient in October so new plates can be put on them.

Type Certificates by age groups - A template is available to make it easier.

The Point Secretary will give you a list for the participation awards (gifts).

Participation awards are grouped in tiers. Suggested tiers are

(1-19 points) \$10.00 +/-

(20-39 points) \$20.00 +/-

(40-59 points) \$35.00 +/-

(60+ points) \$50.00 +/-

Buy "aged-out" member gifts. \$25.00 + each.

Call the Banquet Hall with a TABLE count (along with a person count). You will need to determine how many tables will be needed by the number of people per club. You can combine some of the smaller clubs. It is important to assign tables to all the Clubs and any individual people that attend. Table tents can be made to signify club seating.

Make tickets for the banquet and a flyer about the banquet to be given/sent to each club leader. Collect all funds. Once the funds have been collected you can distribute the tickets to those clubs that have paid in full. Once the count has been given to the hall there will be NO REFUNDS. Make sure the treasurer gets the money. This should be turned over with a tally sheet containing the ticket counts and monies paid from each club.

Centerpieces, chocolate favors, cupcakes are suggested items used for table settings at banquet.

Arrive at least 2 hours before the start of the banquet to bring all the trophies, plaques, and gifts.

Also be sure tables, centerpieces, door prizes, and all other items are in place.

The banquet committee will organize the plaques, certificates and participation awards.

Put together the banquet book. See an old banquet book to copy from.

Keep a banquet book for yourself with notes in it for next year's banquet. (The Bill Collins, Jane Sylvester, and Gymkhana winners and any other notes that you would like to change or add for next year.)

Make a script for the MC.

Follow the order in the Banquet Book: Mini, Draft, Light horse.

Put together the list of plaques in order by age group, youngest to oldest. Put clubs together in groups - usually try to make groups of 6 - 8. It will vary by how many in the total age groups and by clubs. Make sure everyone from the same club gets placed in a group together - for pictures. When putting together your list - include if they have a High Point or Reserve High Point plaque - this will help when sorting the plaques into the groups to be called up.

Sort the certificates by using your list.

Place the plaques and certificates together on the table - by program (mini - draft - light) then by youngest to oldest in the groups of 6 - 8. The MC will call up the groups onto the stage, read the certificates and then hand them to the recipient with their plaque.

Put together the list of participation awards in order by groups - lowest (group 4) to highest (group 1) - then in groups of 6-8 and then by clubs. The MC will call the groups of 6-8 up on stage.

## PEP Committee

This committee is currently inactive.

The funds to help pay for insurance, instructors, and a facility are under the control of the Horse Committee.

This program is a riding program for mentally and/or physically challenged youth. The MSU-E 4-H office has the necessary criteria for a certified instructor.

A certified instructor is required, along with a facility that meets the requirements of the program, an insurance policy for PEP programs (this is not the same insurance we have for our horse program), horses that are well broke and quiet, and trained volunteers.

Fees charged to approved participants/riders help defray the cost of the insurance and/or facility and necessary equipment.

The Horse Program Committee has special saddles, reins, and other various pieces of equipment that are held in storage for this program.