

DISTRICT HORSE SHOW

Title: Entries Committee

Purpose: Develop entry form for use at district horse show and developing show book.

Responsibilities of Position:

1. Up-date and revise current entry form for District Horse Show.
2. Provide copy of entry form to the counties and districts.
3. Receive and compile entries from 4-H members for horse show and produce show book.
4. Communicate with the Facilities/Arena committee the number of stalls if district offers stalling options.
5. Collect, organize, and copy Horse Show Books.
need: one book per contestant; two official secretary books (send copies to chair)
6. Supplies needed for horse exhibitor's packets:
 - 2" safety pins
 - duplicate numbers
 - large envelopes for information
7. Assemble entry packets to include:
 - show book
 - four safety pins/exhibitor
 - duplicate contestant numbers (showmanship on back; riding on both sides of saddle blanket)
8. Submit invoice to treasurer for show book expenses.
9. Enter district qualifying 4-H members to the Kansas State Fair site by July 15 and send result books to the State 4-H Office.
10. Present committee report at an organizational meeting.

Skills/Knowledge Needed:

- *Communication skills, written and verbal
- *Computer skills/typing skills
- *Knowledge of horse show classes
- *Proof-reading skills

Time Required:

- *One year commitment with bulk of work completed during the month of June

Resources Available:

- *Past show books and entry forms
- *State 4-H Horse Liaison and/or 4-H Horse Events Coordinator
- *Extension Agent(s)
- *Horse Leaders

Benefits to volunteer:

- *Knowledgeable of county and district horse events
- *Working with youth
- *Personal satisfaction

Expectations resulting from this position:

- *Successful district show
- *Record of district horse show
- *Show books distributed
- *State Fair qualifiers recorded

Contact(s):

District Horse Show Chair

DISTRICT HORSE SHOW

Title: Appeals Committee (Grievance)

Purpose: Interpret district horse show rules.

Responsibilities of Position:

1. Develop guidelines for disputing a grievance.
2. Listen to grievances and complaints and present final decision.
3. Interpret the rules and enforce rules.
4. Accept that judges' decision is final.
5. Present committee report during an organizational meeting.

Skills/Knowledge Needed:

- *Knowledgeable of 4-H Horse Show rules
- *Listening skills
- *Communication skills, written and verbal

Time Required:

- *One year commitment
- *Day of show

Resources Available:

- *Kansas 4-H Horse Show Rule Book
- *State 4-H Horse Liaison and/or 4-H Horse Events Coordinator

Benefits to Volunteer:

- *Knowledgeable of county and district horse events
- *Working with youth
- *Personal satisfaction

Expectations resulting from this position:

- *Understanding of state horse show rules
- *Successful district show
- *Grievances heard
- *Decisions made

Contact(s):

District Horse Show Chair

DISTRICT HORSE SHOW

Title: Risk Management Committee

Purpose: Provide insurance coverage for district horse show.

Responsibilities of Duties:

1. Double check that the State 4-H Office has purchased liability insurance.
2. Purchase accidental insurance through American Income Life for exhibitors and volunteers.
4. Develop an emergency plan for the District Horse Show to be prepared for accidents or weather related issues.
5. Present committee report during an organizational meeting.

Skills/Knowledge Needed:

- *Knowledge of insurance
- *Knowledge of risk management
- *Communication skills, written and verbal

Time Required:

- *One year commitment

Resources Available:

- *KSRE Risk Management Handbook
- *4-H State Horse Liaison and/or 4-H Horse Events Coordinator
- *Extension Agent(s)

Benefits to Volunteer:

- *Knowledgeable of county and district horse events
- *Working with youth
- *Personal satisfaction

Expectations resulting from this position:

- *A safe environment provided
- *Coverage provided
- *Successful district show
- *Emergency plan written and implemented

Contact(s):

District Horse Show Chair

DISTRICT HORSE SHOW

Title: Ribbons Committee

Purpose: Secure ribbons for district horse show.

Responsibilities of Position:

1. Inventory ribbon supply annually.
2. Contact distributor.
3. Order ribbons as necessary.
4. Locate storage for ribbons and awards.
5. Work cooperatively with the ribbon handlers.
6. Present committee report during an organizational meeting.

Skills/Knowledge Needed:

- *Communication skills, written and verbal
- *Design skills

Time Required:

- *One year commitment

Resources Available:

- *State 4-H Liaison and/or 4-H Horse Events Coordinator
- *Extension Agent(s)

Benefits to Volunteer:

- *Knowledge of county and district horse events
- *Working with youth
- *Personal satisfaction

Expectations resulting from this position:

- *Ribbons available during district show
- *Successful district show
- *Ribbons inventoried and stored

Contacts:

District Horse Show Chair

DISTRICT HORSE SHOW

Title: Show Secretary

Purpose: Record the results of district horse show.

Responsibilities of Position:

1. Arrive at least 15 minutes before show starting time.
2. Communicate with Class and I.D. committee about "Official" show books.
3. Assist with Class and I.D. process.
4. Up-date "Official" show book with changes.
5. Record all placings in two "Official" show books.
6. Count the number of contestants for each class and write number with the number of purples and blues in the left column.
7. Recruit state fair volunteers for 4-H horse show; keep list and return volunteer list to district horse show chair.
8. Provide purple and blue winners state fair entry forms.
9. Upon completion of show present district chair with the two "Official" show books.
10. Submit ideas and procedure changes to district horse show chair.

Skills/Knowledge Needed:

- *Organizational skills
- *Communication skills, written and verbal
- *Knowledge of horse show operations

Time Required:

- *Day of show

Resources Available:

- *Extension Agent(s)
- *State 4-H Liaison and/or 4-H Horse Events Coordinator

Benefits to Volunteer:

- *Knowledgeable of the county and district horse events
- *Working with youth
- *Personal satisfaction

Expectations resulting from this position:

- *Successful district show
- *Accurate records of show
- *State fair qualifiers identified
- *State fair entry forms distributed
- *State fair volunteers recruited

Contact(s):

District Horse Show Chairs

DISTRICT HORSE SHOW

Title: Class and Identification Check-in

Purpose: Verifying 4-H members are entered correctly and exhibiting a properly identified 4-H horse with papers submitted by May 1.

Responsibilities of Position:

1. Divide volunteers into two groups--a) verifying entries, b) checking horse id papers.
2. **Verifying entries:** check contestant's name and number in "Official" show book; double check for classes from entry form and show book; **No class changes;** however horse substitutions are allowed if horse has been correctly identified in participant's name by May 1. Place a checkmark on reviewed entry form.
3. Give contestants a packet of information that includes two duplicate contestant numbers, four safety pins and one show book.
4. Communicate with Show Secretary of changes in "Official" show book. Provide two "Official" show books to secretary by 8:45 a.m. day of show.
5. **Checking horse ID papers:** examine the Horse ID with the horse, studying markings that distinguish the horse is correctly identified. Initial ID paper when completed.
6. If ID papers are not presented exhibitor must contact Extension Agent. ID papers **required** for exhibiting.

Skills/Knowledge Needed:

- *Organizational skills
- *Communication skills, written and verbal
- *Knowledge of horse show operations
- *Ability to distinguish markings

Time Required:

- *Evening before or day of show

Resources Available:

- *District Horse Show "Official" show book
- *District Horse Show entries
- *Horse ID papers
- *District Horse Show chair
- *Extension Agent (s)

Benefits to Volunteer:

- *Knowledgeable of county and district horse events
- *Working with youth
- *Personal satisfaction

Expectations resulting from this position:

- *Successful district show
- *Entries doubled checked
- *Youth exhibiting properly identify horses

Contact(s):

District Horse Show Chair

DISTRICT HORSE SHOW

Title: Class Superintendents

Purpose: Prepare classes for judging.

Responsibilities of Position:

1. Line up exhibitors according to show book.
2. Check entry numbers.
3. Double check with the show secretary.
4. Communicate with announcer late exhibitors, clothing changes or no shows.
5. Allow for clothing changes if contestant communicates a clothing change is needed.
6. Continue show if contestant does not line-up after being notified.
7. Open and close arena gates at **appropriate** times.

Skills/Knowledge Needed:

- *Organizational skills
- *Communication skills, written and verbal
- *Knowledge of horse show operations

Time Required:

- *Day of show

Resources Available:

- *District Horse Show "Official" show book
- *Kansas Horse Show Rule Book
- *District Horse Show chair
- *Extension Agent(s)

Benefits to Volunteer:

- *Knowledge of county and district horse events
- *Working with youth
- *Personal satisfaction

Expectations resulting from this position:

- *Successful district show
- *Show operated smoothly
- *Show operated safely

Contact(s):

District Horse Show Chair

DISTRICT HORSE SHOW

Title: Ring Steward

Purpose: Judge's assistant.

Responsibilities of Position:

1. Assist judge in the arena.
2. Organize contestants in arena.
3. Assist giving instructions to exhibitors.
4. Communicate with announcer the judge's instructions.
5. Communicate with the Class Superintendent concerning class entries.
6. Record placing results on "official" placing card double checking for accuracy.

Skills/Knowledge Needed:

- *Organizational skills
- *Communication skills, written and verbal
- *Knowledge of horse show operations

Time Required:

- *Day of show

Resources Available:

- *District Horse Show "Official" show book
- *Kansas Horse Show Rule Book
- *District Horse Show chair
- *Extension Agent(s)

Benefits to Volunteer:

- *Knowledgeable of county and district horse events
- *Working with youth
- *Personal satisfaction

Expectations resulting from this position:

- *Successful district show
- *Show operated smoothly
- *Show operated safely

Contact(s):

District Horse Show Chair

DISTRICT HORSE SHOW

Title: Announcer

Purpose: Communicate with youth, parent, leaders, and general public the show's instructions and results.

Responsibilities of Position:

1. Communicate the order of show.
2. Announce instructions for class order from the show book.
3. Announce judge's instruction for class being evaluated.
4. Announce class results.
5. Work cooperatively with show secretaries.
6. Allow for silence during appropriate classes.

Skills/Knowledge Needed:

- *Organizational skills
- *Communication skills, written and verbal
- *Knowledge of horse show operations
- *Speaking ability using public address system

Time Required:

- *Day of show

Resources Available:

- *District Horse Show "Official" show book
- *Kansas Horse Show Rule Book
- *District Horse Show chair
- *Extension Agent(s)

Benefits to Volunteer:

- *Knowledgeable of county and district horse events
- *Working with youth
- *Personal satisfaction

Expectations resulting from this position:

- *Successful district show
- *Show operated smoothly
- *Contests hearing and understanding instructions

Contact(s):

District Horse Show Chair

DISTRICT HORSE SHOW

Title: Time Keepers and Crew

Purpose: Organize and facilitate the racing events during the show.

Responsibilities of Position:

1. Assembling the racing event courses and double check that all racing equipment is ready (poles, barrels, flags, etc.).
2. Maintaining safe course.
3. Assembling and operating the electric timer.
4. Provide stop watches and equipment for back-up.
5. Recruit flag person for back-up with stop watches.

Skills/Knowledge Needed:

- *Organizational skills
- *Communication skills, written and verbal
- *Knowledge of horse show operations
- *Skill for measuring

Time Required:

- *Day of show

Resources Available:

- *District Horse Show "Official" show book
- *Kansas Horse Show Rule Book
- *District Horse Show chair
- *Extension Agent

Benefits to Volunteer:

- *Knowledgeable of county and district horse events
- *Working with youth
- *Personal satisfaction

Expectations resulting from this position:

- *Successful district show
- *Show operated smoothly
- *Racing event operated safely

Contact(s):

District Horse Show Chair

DISTRICT HORSE SHOW

Title: Ribbon Handlers

Purpose: Present ribbons to contestants.

Responsibilities of Position:

1. Work cooperatively with the Ribbons committee.
2. Establish a designated place for ribbon distribution.
3. Distribute ribbons to exhibitors as they leave arena.
4. Return ribbons to district horse show chair or ribbons chair upon completion of show.

Skills/Knowledge Needed:

- *Organizational skills
- *Communication skills, written and verbal
- *Knowledge of horse show operations

Time Required:

- *Day of show

Resources Available:

- *Ribbons chair
- *District Horse Show "Official" show book
- *District Horse Show chair
- *Extension Agent(s)

Benefits to Volunteer:

- *Knowledgeable of county and district horse events
- *Working with youth
- *Personal satisfaction

Expectations resulting from this position:

- *Successful district show
- *Youth presented awards

Contact(s):

District Horse Show Chair
Ribbons Chair

DISTRICT HORSE SHOW

Title: Bit Committee

Purpose: Educating contestants on proper equipment.

Responsibilities of Position:

1. Measure bit sizes during the show for educational and class requirements.
2. Train other volunteers the proper methods of measuring bits.
3. Work cooperatively with class superintendents.
4. Present committee report during an organizational meeting.

Skills/Knowledge Needed:

- *Communication skills, written and verbal
- *Technique of using bit gauge

Time Required:

- *One year commitment

Resources Available:

- *Extension Agent(s)
- *State 4-H Horse Liaison and/4-H Horse Events Coordinator
- *Kansas Horse Show Rule Book

Benefits to Volunteer:

- *Knowledgeable of county and district horse events
- *Working with youth
- *Personal satisfaction

Expectations resulting from this position:

- *Successful district show
- *Increased knowledge of proper equipment

Contact(s):

District Horse Show Chair

DISTRICT HORSE SHOW

Title: District Horse Show Chair or Facilities/Arena Committee

Purpose: Arrange for district horse show facilities/arena.

Responsibilities of Position:

1. Serve as the communication link before the State 4-H Office and the District Horse Show. Participate in District Horse Show conference call with the State 4-H Horse Liaison and/or the 4-H Horse Events Coordinator.
2. Communicate with designated arena for District Horse Show of available dates for the event.
3. When the District Horse Show location is reserved, contact the State 4-H Horse Liaison with dates and location.
4. Sign contracts as needed with District Horse Show arena.
5. Communicate with the District Horse Show arena crew for maintenance such as watering and harrowing.
6. Arrange for equipment:
 - 3 stop watches/electric timer
 - 6 poles with bases
 - 3 barrels
 - 4 pylons
 - 100' tape measure
 - red flag
 - 3 hand rakes
 - PA system
 - portable microphone
 - 4 headsets/radios
 - tables and chair for class and identification check-in
7. Facilitate stall assignments and bedding requests as needed if providing stalls.
8. Visit with judge concerning the selection of the versatility team. Notify the chosen exhibitors of their selection to the versatility team and have them entry for the State Fair.
9. Follow-up by sending results to the State 4-H Office. Post qualifying entries on the Kansas State Fair site by July 15.
10. Present committee report during an organizational meeting.

Skills/Knowledge Needed:

- *Communication skills, written and verbal
- *Organizational skills

Time Required:

- *One year commitment

Resources Available:

- *4-H Horse Liaison and/or 4-H Horse Events Coordinator
- *Extension Agent(s)
- *Kansas Horse Show Rule Book

Benefits to Volunteer:

- *Knowledgeable of county and district horse events
- *Working with youth
- *Personal satisfaction

Expectations resulting from this position:

- *Successful district show
- *Increased knowledge of proper equipment

Contact(s):

- State 4-H Horse Liaison
- 4-H Horse Events Coordinator