KITSAP 4H HORSE LEADERS
BY-LAWS

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ARTICLE I - NAME

1. The legal name of this organization will be Kitsap County Horse Leaders Committee aka Kitsap 4H Horse Leaders

ARTICLE II - PURPOSES AND OBJECTIVES

The purpose and objectives for which this club is formed are:

1. To plan, promote and implement educational programs in the 4H Equine Project for Kitsap County 4-H youth, their families and their 4-H leaders;
2. To assist in the development of educational activities in the 4H Equine Project that will enhance the growth and development of 4-H youth;
3. To stimulate interest in and promote 4-H youth programs with horses;
4. To promote, sponsor and/or implement educational activities and events in horse science for 4-H youth;
5. To provide and/or encourage the 4H Equine Project and youth development for volunteer 4-H leaders;
6. To promote communication at all levels of the 4-H Horse Program; and
7. To plan and coordinate the County 4-H Qualifying Show(s)

ARTICLE III - MEMBERSHIP

1. Adult members: Adult membership shall consist of all 4-H horse club leaders, adults currently certified as volunteers with the 4-H Extension Office (including background check, volunteer training and 4H online enrollment) and persons interested in the 4-H horse program who participate in meetings and activities.
2. Youth members: Any youth currently enrolled or interested in the 4-H horse program who participate in meetings and activities.
3. Ex-Officio members: Includes members of the WSU Cooperative Extension Office.
4. Members may be removed for violations of the 4-H Code of Conduct and/or the Valuable Partnership Agreement.

ARTICLE IV –EXECUTIVE BOARD OF OFFICERS

1. An Executive Board of Officers, hereafter called the “Board”, shall consist of four (4) members, elected by the membership to serve for a term of two (2) years and one (1) Horse Superintendent, appointed by the WSU Extension Office for a term on three (3) years.
2. To be eligible for election to the Executive Board, a person must have been enrolled in the project the previous year.
3. The Board’s duties, powers, and limitations are:
   a. To conduct business between regular meetings when such matters cannot wait until the regular meeting for action.
   b. To maintain communication with the WSU Extension Office
4. To implement policies and procedures approved by the membership.
5. All Board positions will be elected by the majority vote of the membership with the exception of the Horse Superintendent, who shall be appointed by the WSU Extension Office.
6. Nominations for each individual board position will be accepted at the general meeting in August. Elections will be held at the September general meeting. Newly elected board/committee members/chairpersons shall serve in their position for a period of two (2) years, starting October 1 and ending on September 30 of the following calendar year. President/Treasurer will be nominated in even years, Vice President/Secretary in odd years.

7. Executive Board officers shall be made up of the following positions: President, Vice-President, Secretary, Treasurer and Horse Superintendent. Standing committee chairs shall consist of the following positions: Show Manager, Judging Coordinator, Skills Checklist Coordinator, Education Coordinator, Awards Coordinator, Teen Superintendent Coordinator, State Fair Equine Coordinator and Council Liaison.

8. A board/committee member/chairperson can be removed from the board following three (3) consecutive unexcused absences from board/regular meetings. A board/committee member/chairperson may also be removed if the board/committee member/chairperson fails to perform their assigned duties or engages in conduct detrimental or potentially detrimental to the membership. Removal of a board/committee member/chairperson may occur by a majority vote of the other board/committee member/chairperson. If absent board/committee member/chairperson shall provide a written report to the Board, 24 hours prior to the next meeting, for presentation.

9. No board/committee member/chairperson shall be monetarily compensated for his or her time spent serving on the board. However, the board/committee member/chairperson may be reimbursed for pre-authorized out-of-pocket expenses, provided that the board/committee member/chairperson timely submits an original receipt of the expense.

**ARTICLE V - DUTIES OF OFFICERS**

1. The duties of the President shall be:
   a. To preside at all Board/general meetings and conduct all business identified on the agenda.
   b. To develop the general meeting agenda.
   c. To appoint a substitute for any missing official at meetings or events.
   d. To appoint the Chairperson to ad hoc committees.
   e. To decide all questions or disputes not controlled by the by-laws and rules. Resolution may be reviewed at the next Board meeting.
   f. To enforce the by laws and standing rules.
   g. To be a member “Ex-Officio” of all committees with the exception of the audit committee.
   h. To cast the deciding vote in case of a tie ballot.
   i. To chair the By Law committee and maintain the current signed copy.
   j. To perform such other duties as may be required of him/her by the By Laws.

2. The duties of the Vice-President shall be:
   a. To conduct meetings in the absence of the President.
   b. To assist other chairpersons, members and leaders as needed.

3. The duties of the Secretary shall be:
   a. To record the Minutes of Board and leaders meetings and appoint a designee Secretary if not available.
   b. To maintain the attendance roster
   c. To conduct and maintain all correspondence as directed.
   d. To maintain and update the By-Laws as voted and approved by the membership.
e. To maintain a perpetual record of the minutes and attendance. These shall be an accurate and official permanent record of all business transacted as approved by the membership.

4. The duties of the Treasurer shall be:
   a. To have charge of all funds.
   b. To pay out money for administrative costs.
   c. To keep an accurate account of all receipts and expenditures.
   d. To provide a written monthly report and make an annual report no later than September.
   e. To create the proposed budget for the year and present at the October Leaders Meeting.
   f. To make all Treasurers records available upon request.
   g. Provide a current set of organized records suitable for accountant auditing prior to chairperson relief.
   h. To facilitate the annual peer review.
   i. To facilitate the annual equipment inventory and maintain the current list of items.

5. Horse Superintendent:
   a. Coordinates and appoints the following sub-chairs or performs said duties, as needed: Barn Manager, Grounds Manager, Equipment Manager and Set-up Manager.
   b. Assists Show Manager as needed.
   c. Attends scheduled meetings of the Kitsap County Fair Board.
      i. Provides report of the Fair Board meeting to the membership.
      ii. Represents 4-H Horse to the Fair Board and suggests items for improvement at the recommendation of the program.
   d. Tabulates points and oversees paperwork for the State Fair Teams in conjunction with the State Fair Coordinator.
   e. Oversees paperwork for State Fair teams in conjunction with State Fair Equine Coordinator.
   f. To complete the annual inventory of equipment and provide current list to Treasurer.

6. No officer shall be monetarily compensated for his or her time spent serving as an officer. However, the officer may be reimbursed for pre-authorized out-of-pocket expenses, provided that the officer timely submits an original receipt of the expense.

ARTICLE VI - DUTIES OF CHAIRPERSONS IN CHARGE OF STANDING COMMITTEES

1. Standing Committees shall consist of (8) committee chairpersons, elected by the membership, to serve a term of (2) years. Chairpersons shall attend the monthly Board meeting as requested. Current standing committees are: Show Manager, Judging Coordinator, Skills Checklist Coordinator, Education Coordinator, Awards Coordinator, Teen Superintendent Mentor, State Fair Equine Coordinator and Council Liaison.

2. Nominations for each individual committee chair position will be accepted at the general meeting in August. Elections will be held at the September general meeting. Newly elected committee chairpersons shall serve in their position for a period of two (2) years, starting October 1 and ending on September 30 of the following calendar year. Show Manager, Awards Manager, Skill Check Coordinator and Council Liaison will be nominated in even years, Teen Superintendent Mentor, Judging Coordinator, Education Coordinator and State Fair Equine Facilitator in odd years.
3. **Show Manager:**
   a. Creates program for 4-H Shows, State Qualifying Shows and/or County Fair Show, in accordance with 4-H guidelines.
   b. Promotes and advertises upcoming Show dates.
   c. Secures facility appropriate for holding such events and clears contract through WSU Extension Office.
   d. Obtains current State Qualifying times and provides to the membership.
   e. Schedules and publishes list of appropriate equine classes.
   f. Selects judge(s) and initiates contracts.
   g. Promotes and advertises upcoming show dates.
   h. Secures facility appropriate for holding 4-H events and clears contract with WSU Extension Office.
   i. Resource documents are available on the ListServe.

3. **Judging Coordinator:**
   a. Shall have been enrolled in the Equine Project for at least one year
   b. Coordinates calendar of judging events.
   c. Resupplies judging box as needed.
   d. Tabulates judging scores and provides to the membership.
   e. Communicates with WSU Extension Office regarding any changes in 4-H judging requirements for that year.
   f. Is the “go to” person for information regarding Oral/Written Reasons and State Judging Team requirements.

4. **Skills Checklist Coordinator:**
   a. Communicate with leaders and Horse Superintendent to identify which member(s) need a check list completed.
   b. Coordinates current list of technicians and publishes to the membership to schedule evaluations.
   c. Arranges (1) or (2) yearly multi-group evaluations as needed.
   d. See Appendix E – Skills Check

5. **Education Coordinator:**
   a. Maintains the collection of books, videos and other educational materials in the “library”.
   b. Provides annual inventory of the “library” no later than November 1.
   c. Update publications and media with approval of the membership.
   d. Organize, promote and facilitate the Kitsap County Horse 4-H Knowledge Bowl Team.
   e. May appoint a co-chair, as needed.

6. **Awards Coordinator:**
   a. Coordinates with Kitsap County Council’s Awards Committee for Year End Awards ceremony.
   b. Orders and maintains inventory of ribbons for shows and events in communication with Show Manager.

7. **Teen Superintendent Mentor:**
   a. Oversees application and interview process, ensuring selections are spread across the clubs.
   b. Supervises, mentors and advises the Teen Superintendents.
   c. Communicates with clubs, leaders and WSU Extension Office to determine needs and best use of Teen leaders skills.
   d. See Appendix C – Teen Superintendent
8. State Fair Equine Facilitator:
   a. Communicates with State Fair Coordinator and Horse Superintendent regarding State Fair allotments.
   b. Obtains State Fair scheduled and publishes to the membership.
   c. Maintains, inventories and checks out State Fair equipment, i.e., tack boxes, decorations, etc.
   d. Arranges meeting with State Fair Representative and State Fair Team qualifiers.
   e. Hosts State Fair orientation meeting for 4-H Team and parents.
   f. Appoints State Fair “parent” to oversee each Fair Team as needed.

9. Council Liaison:
   a. Attends scheduled meeting of the Kitsap County 4-H Council as representative of the 4-H Horse Program.
   b. Provides accurate, detailed report of the complete (including equine interests, general business, TAG/KYG, etc.) 4-H Council meeting to the membership.
   c. Council meetings are usually the 1st Wednesday of the month – location TBD by the Kitsap County 4-H Council.

**ARTICLE VII - MEETINGS AND QUORUMS**

1. General Member Meetings:
   a. **Monthly General Meetings.** The third Wednesday of each month shall generally be considered the day for general membership meetings at 6:30 pm.
   b. **Quorum.** A quorum of any general membership meeting shall consist of 50% of active clubs present and two-thirds (2/3) of the voting membership present.

2. Board Meetings
   a. The monthly board meeting shall occur generally on the first Monday of the month at 6:00 pm. Board meetings are open but location is flexible. Interested parties will need to contact a member of the Board prior to the meeting if they wish to attend.

3. Standing committee Meetings
   a. When a committee is formed, the chair shall be responsible for providing notice of any and all meetings in writing, electronic or other, to members at least three (3) days prior to the meeting. The notice shall state the date, time and location of the meeting and a brief description of the topics to be discussed.
   b. The chair of each committee is responsible to provide meeting minutes to the Secretary. The minutes shall include an attendance list.

**ARTICLE VIII - ORDER OF BUSINESS**

1. Board Meeting
   a. Call to order.
   b. Roll call of Board members.
   c. Minutes of previous meeting.
   d. Treasurer’s report.
   e. Committee reports.
   f. Old business.
   g. New business.
   h. Adjournment.
2. General Membership Meeting.
   a. Call to order.
   b. Introduction of guests and new members.
   c. Approval/correction of minutes.
   d. Treasurer’s report.
   e. Detailed reports from committee chairpersons.
   f. Old business.
   g. New business.
   h. Good of the order.
   i. Adjournment.

ARTICLE IX - PARLIAMENTARY AUTHORITY

1. Robert’s Rules of Order, current revision, shall be used as guidance. Any problems requiring referral to Roberts Rules of Order shall be proposed in amendment format and presented at the next general meeting.

ARTICLE X – VOTING

1. Each Club shall have (2) votes. Combinations shall be: either (1) Adult representative and (1) Youth representative - or – (2) Youth representatives. Youth votes shall take precedence over Adult.
2. Executive Board members shall not vote unless there is not an adult representative of their club present to vote.

ARTICLE XI - AMENDMENTS/REVISION OF BY-LAW

1. Members may submit at any time in writing, to the President, a proposed amendment to the by-laws.
2. Proposed By-Laws amendments/revisions are to be read at the general meeting, published electronically to the membership and then discussed and voted on at the next general meeting to become effective immediately.
3. When presented at the general meeting for discussion, a proposed by-law may be amended by a majority of the voting members present, as long as the amendment does not change the intent of the original proposal.
4. The presented by-law(s) may be adopted by two-thirds (2/3) vote of the regular members present at a designated meeting. If defeated, amendment/revision may not be presented again for one (1) year.
5. By-Laws should be reviewed every two (2) years and more often when deemed necessary.
6. By-Laws shall be reviewed by the Board and signed every year at the October Board meeting.
7. Appendices shall be used to establish general guidelines.
   a. An appendix can be adopted by a majority vote of members in attendance at a regular meeting without previous notice and will remain in effect until rescinded by majority vote of the membership present.
ARTICLE XII - DISBANDMENT

1. Should the Kitsap 4-H Horse Leaders ever disband, all assets shall be turned over to the WSU 4-H Extension Office, Kitsap County, WA.

ARTICLE XIII - LIST OF APPENDICES

Appendix A  Standing Rules
Appendix B  Kitsap County Equine Project Requirements
Appendix C  4-H Publications and Resource List
Appendix D  Teen Superintendent
Appendix E  Skill Check
Appendix F  Show Rules
Appendix G  Paddock Advisor Program
Appendix H  State Fair Qualifications
Appendix I  Medals Program
Appendix J  Equipment Inventory Form

ARTICLE XIV - BOARD OFFICERS APPROVAL

We the Board officers certify by signature and date that the above by-laws are the latest revision.

President: _____________________________ Date ______________________

Vice-President: ________________________ Date ______________________

Secretary: ____________________________ Date ______________________

Treasurer: _____________________________ Date ______________________

Superintendent: ________________________ Date ______________________
APPENDIX A
KITSAP 4-H HORSE LEADERS STANDING RULES

1. Participants, both youth and adult, must abide by the rules of any facility utilized by 4-H groups in addition to the 4-H Code of Conduct and “A Valuable Partnership Agreement”

2. State qualifying shows shall be determined no later than the January Leaders Meeting.

3. Only Senior and Intermediate exhibitors will be allowed to participate with up to (3) project animals.

4. 4H members are only able to use (1) project animal per discipline.

5. Equine requiring special accommodations (height, allergies, medications, etc.) shall provide appropriate documentation from their veterinarian along with the Equine Certificate.

6. Older and/or more experienced 4-H members shall be strongly encouraged to assist younger, less experienced project members.

7. Returned Checks: A Returned Check Fee will be assessed by the bank, and is to be paid by the person who wrote the check. After a second returned check, only cash or club check will be accepted for the remainder of the 4-H year.

8. Pre-Entry Fee: A minimum of three (3) classes must be pre-entered/registered in order to receive the Pre-Entry discount price.

9. Show Refunds: Refunds will be given minus the 3-class pre-entry fee. Exceptions can be made at the show manager’s discretion.
APPENDIX B
KITSAP COUNTY EQUINE PROJECT REQUIREMENTS

1. Enrollment opens on October 1. All members must be enrolled and approved by the WSU extension office to participate in 4H.

2. To have an equine project you must complete the following items:
   a. Public Presentation
   b. Record Book
   c. Judgings (2)
      i. To participate at the County level members must complete, at a minimum, (1) scored and (1) non-scored judging
      ii. To participate at the State level members must complete, at a minimum, (2) scored judgings
   d. Equine skills check (as required). Skills checks must be turned in by June 1.

3. Member must turn in, 90 days prior to any Kitsap Horse Leaders sponsored show, the following:
   a. Completed Horse Certificate(s)
   b. Declaration of Intent

4. All equines must have the appropriate materials completed in the record book to be considered a project animal and eligible to show at any Kitsap Horse Leaders sponsored event.

5. In the event a designated project animal becomes injured, ill or unfit to show after it has been signed up for a sponsored event:
   a. 4H members have the right to appeal to the Kitsap Horse Leaders and ask that a different project animal be substituted.
   b. Acceptable substitutions will have a completed Horse Certificate on file and a completed section in the member’s record book.
   c. Members shall petition the Kitsap Horse Leaders, as soon as feasibly possible, upon determination their current equine is unfit to show.
   d. An Appeals Board shall be formed from the Horse Leaders. This Board shall consist of (5) adults including the President, Equine Superintendent and Show Manager. The remainder will be drawn from the Leaders of active clubs enrolled in the project. A representative from the WSU Extension Office will be present.
   e. The Appeals Board shall determine: 1) whether the project animal is unfit to show – based on information provided by the member and/or any supplied documentation (i.e. written veterinary diagnosis, etc) and 2) whether the replacement equine meets the criteria of a “project animal” as noted above.
APPENDIX C
4-H PUBLICATIONS AND RESOURCE LIST

Most of the documents used within 4-H are provided directly from WSU. For ease of access the Kitsap County WSU Extension Office has provided links on their website to the majority of form and publications. Please see below for a list of available resources.

WSU Extension Resource link:
http://extension.wsu.edu/kitsap/youth/resources/
(Includes: complete 4-h Policy and Procedure Handbook, Code of Conduct, A Valuable Partnership and a general “go to” link to start if you’re looking for something)

Volunteer resource link:
http://extension.wsu.edu/kitsap/youth/council/volunteers/
(Information specific to volunteers)

Record books link:
http://extension.wsu.edu/kitsap/youth/record-book-forms/

Presentations link:
http://extension.wsu.edu/kitsap/youth/public-presentations/

Awards link:
http://extension.wsu.edu/kitsap/youth/awards/
(Year End Awards information and applications)

4-h Publications link:
http://extension.wsu.edu/kitsap/youth/council/projects-publications/
(A quick link to all available publications from WSU – the majority of which are available in a free .pdf download)

Publication list specific to Equine:

This is not a complete list, just a quick resource to help you locate the most frequently used publications for the Equine Project. For a complete list of available publications please go to the Publications list above.

Forms:

C0233E  4-H Horse Certificate
C0857E  Horse Management Record
C0856E  Individual Horse Record

Manuals:

PNW587  The 4-H Horse Project
PNW574  The PNW 4-H Horse Contest Guide
PNW575  4-H Horse Judging Manual
EM4842E  Beginning Horsemanship (MM)
EM4715E  Horses are Fun: 4-H Horseless Horse Project
EM4874E  Washington State 4-H Horse Bowl Contest Rules
PNW488  Hunt Seat and Jumper Manual
PNW608  4-H Dressage Manual
PNW229  4-H Driving Manual
APPENDIX D
TEEN SUPERINTENDENT

Equine Project Teen Superintendents 20___ - 20___

Must submit application to the Teen Superintendent Coordinator by October 15, 20___

Qualifications:
- Must be a Senior 4-H member enrolled in the Kitsap County Equine Project
- Must have at least one year prior fair experience
- Committed to attend and assist at a majority of the events listed below

Responsibilities:
- Clinics/Judgings (at least two):
  - Help set up divisions, teach classes and assist younger and/or novice members
  - Date and locations will be announced prior to each event
- Equine Leader’s Meetings (3rd Wednesday of every month):
  - Present and speak on subjects and material as requested
  - Vote on items
- Pre-Fair and Leader’s Benefit:
  - Assist with set up of event and individual classes; help perform check-in, scribing
    and other various jobs prior, during and after the show.
  - Help Junior and novice members with Fitting and Showing.
- Pizza Social (November):
  - Assist with set up and break down of event
  - Help teach 4-H material
  - Interact with other members to promote introductions and socializations throughout
    different clubs.
- Ice Cream Feed (July):
  - Assist Horse Superintendent and President
  - Help set up and break down event
  - Speak on subjects as requested by the Board
- Super Saturday (August) and other work parties:
  - Assist as needed and directed
  - Lead younger and novice members in cleaning areas of the barn as directed
  - Help others know what to do and help with other jobs.
- Monday and Tuesday of Fair week:
  - Hang posters/decorate and prepare barns for fair
  - Help with vet check
  - Help with various jobs when asked and as needed
- During week of Fair:
  - Fitting and showing for juniors/new members
  - Help with various jobs when asked
  - Help with various classes/activities (set-up and break down)
  - Help with herdsmanship
  - Pass out ribbons
  - Meet daily with Show Manager, Horse Superintendent and/or Teen Superintendent Coordinator
- Perform “Walk Throughs” per schedule (visit other clubs and barns daily)
- Perform “Paddock Advisor” duties (tack and attire check)
- Scribe for judge if needed
- Announce if needed
- **Mucky Monday:**
  - Check barns, notify superintendent if does not meet standards (stalls are clean, tack rooms and hallways are swept)

### Commitment

I, ______________________, on the _____ day of ______________, 20___, agree that I will attend and assist with the events listed, as part of my job duties, as a teen superintendent of the Kitsap County Equine Project. I will notify my other team members as well as the Teen Superintendent Coordinator if I am unable to attend an event.

In addition to the above-listed duties I agree to the following:
1. I will follow the rules of the Equine project and abide by the 4-H dress code.
2. I will present myself in a polite and respectful manner.
3. I will cooperate with the other 4-H members and help as much as possible.
4. I will notify my team and the Teen Superintendent Coordinator if unable to attend an event.
5. I will strive to set an example of maturity and responsibility by my attitudes and actions.

### Member

Signature____________________________________ Date__________
Print Name____________________________________

### Parent/Guardian

Signature____________________________________ Date__________
Print Name____________________________________

### Contact Information

Phone number(s): Cell____________________ Home_______________
Email:________________________________________
Club Name: _____________________________________
Leader’s Name: ___________________________________
APPENDIX E
SKILLS CHECK

Skills Checklist Process

The Skills Check Coordinator will manage the skills checklist process. This includes management and certification and training of the Skill Check Technician. The Skills Check Coordinator may appoint assistants to aid in the certification of Skill Check Technicians. This will be accomplished by completing a training certification process.

All new 4-H Equine members, 4-H member who is showing a new Equine, or transitioning for the first time advancing to 3 gate from 2 gait classes must complete the appropriate skills checklist for the disciplines they will be participating at the Kitsap County exhibit activity. Any member wishing to participate in driving and/or jumping for the first time must also do a specific skills checklist for those respective events. A skill checklist may be given at any time between October 1, prior to registering for any county exhibit event, or qualifying show. A skill checklist technician may give 4H members in his/her own group the skills test. The evaluation may not be conducted at 4H members home or boarding facility. Skills checklists must be completed in order to be eligible to participate in that event. And member may re-test prior to fair entry deadline.

1. The Equine certificate identifies who needs a skills checklist so the skills checklist coordinator will have the information.

2. The skills checklist coordinator will publish the list of certified technicians by December Leaders meeting to be included in this appendix of the KITSAP 4H HORSE LEADERS BY-LAWS.

3. It is the responsibility of the club leader to communicate with the member to accomplish the skills checklists required for that 4H Member.

4. In the case of Appeals, the Skills checklist must be done prior to the Appeals Board Hearing.

5. All back up Equine must have a Skills Checklist completed in the event they may be used at the last minute.

6. The skills checklist technicians are trained 4-H volunteers who are volunteering their time beyond the club level, so please be timely and respectful when contacting the skills technician and honor their time commitment.

7. If there are concerns about the skill level of the 4-H member after the skills checklist has been completed, those concerns need to be directed to the Skills Check Coordinator, Show Manager and the 4-H Equine Superintendent. Do not direct concerns to other 4-H leaders, parents, or skills technicians.

8. All the 4-H information required on the skills checklist can be found in the Pacific Northwest Horse Contest Guide PNW 574.
GENERAL SKILLS CHECK

Club Leader to complete this section:

4-H Member Name: ________________________________ Date: ____________________________
Club Name: _____________________________________ Horse Name_______________________
Age Division (circle):  Junior   Intermediate   Senior   # of years in 4-H______________
____ New Member   _____Returning member with new horse (must complete all of page 2)
Requesting Approval in (circle):  Walk/trot   3gait   Performance   Bareback   Western Games
Leader’s Signature* ____________________________ Leader’s Phone #: ________________

*Leaders Signature certifies that this horse matches the horse certificate on file and that the leader
is familiar with how the 4-H member handles and rides the horse.

Skills Checklist Technician to complete this section:

Location of skills check list:___________________________________________________________

*Safety skills check list for both new 4-H horse members and returning members with new horse

Ground Handling skills (check):
___ Demonstrates approach and haltering of horse – including proper halter adjustment
___ Demonstrates working around horse and knows danger zones
___ Demonstrates proper leading of horse
___ Demonstrates quick release knot
___ Demonstrates proper grooming – including correct use of grooming tools
___ Demonstrates safe way to pick up feet and clean feet
___ Demonstrates proper way to saddle a horse
___ Demonstrates proper way to bridle a horse
___ Demonstrates safe mounting – appropriate to size of rider

Riding skills related to control, transitions and seat (check):
___ Walking   ___Jog/Trot   ___Lope/Canter   ___Gallop to Stop (Western Games)

Dismounting/Unsaddling/Unbridling (check):
___ Demonstrates safe dismounting – appropriate to size of rider
___ Demonstrates safe unbridling of horse
___ Demonstrates safe unsaddling of horse

---------------------------------------New Members Only------------------------------------------

Arena Skills and Concepts (check):
___ Explains arena courtesy concepts
___ Explains how many horse lengths behind another horse
___ Explains how to pass a slower horse
___ Explains what to do when in or around a “herd” of horses
___ Explains emergency arena procedures when mounted
___ Explains emergency arena procedures when on the ground

----------------------------------Completes Safety Skills Check List----------------------------------

Technicians Comments for risks/challenges with this horse and rider combination:

________________________________________________________________________________________

________________________________________________________________________________________

Technicians Comments both positive and/or concerns:

________________________________________________________________________________________

________________________________________________________________________________________

Rider approved for (check):
___ Walk/trot only   ___ 3 gait   ___ Bareback (2 gait, 3 gait)   ___ Western Games

Skills Technician Signature_________________________________ Date: ________________
HUNT SEAT EQUITATION OVER FENCES (JUMPING)
SKILLS CHECK LIST

4-H Member Name: ______________________________ Date: ________________________
Club Name: __________________________________ Horse Name __________________
Age Division (circle):  Junior   Intermediate   Senior
Leader’s Signature* ____________________________ Leader’s Phone #:______________

* Leaders Signature certifies that this horse matches the horse certificate on file and that the leader
is familiar with how the 4-H member handles and rides the horse.

Rider:
___ Properly fitted ASTM/SEI approved helmet with strap engaged
___ Has access to hunt seat attire: refer to 4-H guidelines
___ Crop or bat (optional) – may not be longer than 3 feet
___ Spurs (optional) – blunt/unrowelled and not over 3 inches long

Saddle:
___ Jumping or all-purpose saddle which fits both horse and rider
___ Has safety bars open for jumping
___ Girth tight and in good repair for jumping
___ Stirrup leathers in good condition
___ Billet straps and stitching in good repair
___ Stirrup length set for rider’s jump position (just above bottom of ankle bone)
___ Saddle pad(s)

Bridle:
___ Leather in good repair
___ Bit proper size – not too large or small (1-2 wrinkles at corner of mouth)
___ Correct bit as per 4-H guidelines
___ Throat latch snug, not tight or loose
___ Cavesson or drop nose band
___ Closed reins with buckle
___ Martingales and tie-downs (optional) – rein stops to be used with running martingale
___ Breast plate or breast collar (optional)

Riding: Demonstrates the following:
___ Left and right diagonals and change of diagonal at the trot
___ Left and right canter leads
___ Two-point position at the trot
___ Two-point position at the canter
___ Hand gallop
___ Hand position and/or crest release – unless using mane when jumping
Overall rider position:
___ Legs:  Heels down
Ankles flexed and relaxed
Stirrups correct length

___ Two-point position – can hold at walk, trot and canter
___ Crest release – reins short enough for contact
___ Demonstrates correct basic riding position at the halt, walk, trot and canter
___ Demonstrates correct basic jump position at walk, trot and canter
___ Maintain jumping position at the trot on the flat and over ground poles
___ Ride a simple jumping course of two obstacles of unrelated distances, not to exceed 36” in height.  NOTE: State Fair 4-H course may include fences up to 36” (3 feet) in height.
___ Ride with control, maintaining a reasonable secure position at the walk, trot and canter, while developing balance and a steady position over fences.
___ Trot over ground poles, followed by a cross rail.

Distance: (a combination of observation and discussion)

Have the rider discuss their approach to the jump with the examiner
  Too long
  Too short
  Just right
___ Take off
___ Position over fence
___ Landing transitions
___ General control, good hands and feet

Technicians Comments both positive and/or concerns:
______________________________________________________________________________
______________________________________________________________________________

Rider approved for (check):
___ 12”-18”  ___ 2’-2’6”  ___ 2’7”-3’

Skills Technician Signature________________________________ Date: ________________
DRIVING SKILLS CHECKLIST

Name of 

Club

Driver __________________________ 

Name __________________________

Date ______

Age: Jr. Int. Sr. (circle the correct age division)

Name of 

Horse __________________________

Breed __________________________

Color __________________________

☐ Gelding  ☐ Mare

________________________________________________________

VEHICLE:

In safe, usable condition (no racing sulkies or roadster bikes)

☐ Shafts (must have trace carriers and single tree or trace hooks)

☐ Frame (in good repair)

☐ Tires, hubs, and spokes (in good repair)

☐ Has basket/foot rest (minimum of 10 inches front to back and securely fastened)

☐ Shafts are proper length to animal—adequate room for animal’s hind legs to move freely at all gaits and the shaft tips are at the point of the horse’s shoulder

HARNESS:

In safe, useable condition and properly fitted to animal—may be leather or nylon

☐ Bridle-leather in good condition

☐ Blinders (when used)—centered and properly adjusted

☐ Bit appropriate to horse and to 4-H Driving Rules

☐ Reins buckled at end

☐ Overcheck or sidecheck—properly adjusted

☐ Bridoon (when used)—used with the overcheck or sidecheck rein

☐ Cavesson/noseband—fastened to headstall, snug, not tight

☐ Crupper—not too tight or too loose

☐ Breeching (Optional)—not too high or too low to interfere with stride recommended for heavier vehicles

☐ Saddle/Bellyband—properly adjusted—not too tight or too loose

☐ Kay collar or Breast collar—collar properly fitted, correct size for horse

☐ Running Martingale (optional)—properly adjusted

☐ Kicking Strap (optional)—properly adjusted

☐ No thimbles or trotting boots allowed

☐ Able to harness horse and hitch horse to vehicle (may have helpers—4-H to direct and instruct helper)

☐ Bridles horse before hitching to vehicle and attaches reins immediately

DRIVER:

☐ Properly fitted ASTM/SEI approved helmet with strap engaged

☐ Access to conservative attire or proper riding attire
WHIP:

- Required (no lounging type of whip)—whip must be long enough to reach the animal’s shoulder
- Whip is to be held at a 45 degree angle to ground and horse
- Demonstrate use of whip as an aid in place of use of seat and hands
- Demonstrate correct way of carrying when not in use

DRIVING:

Demonstrate the following gaits with control:
- Walk
- Slow trot/jog
- Working trot
- Strong trot
- Halt
- Back-up
- Circle to left and right—size appropriate to size of horse and vehicle
- 180 degree turn
- Reverse on the diagonal
- Demonstrates having the horse under control at all times

IDENTIFY THE FOLLOWING EQUIPMENT ITEMS:

<table>
<thead>
<tr>
<th>CART</th>
<th>HARNESS</th>
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<tbody>
<tr>
<td>Shaft</td>
<td>Crupper</td>
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<tr>
<td>Singletree</td>
<td>Breeching</td>
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<tr>
<td>Shaft Tip</td>
<td>Wrap straps</td>
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<tr>
<td>Trace Carriers</td>
<td>Overcheck/sidecheck</td>
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<tr>
<td>Kicking strap</td>
<td>Blinders</td>
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<tr>
<td>Holdback Strap Fittings</td>
<td>Terret hook</td>
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<tr>
<td>Basket</td>
<td>Saddle</td>
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</tbody>
</table>

Technician Comments:

Technician Signature: ________________________________ Date: __________

RESOURCES: 4-H Driving Manual, Revised PNW229
            4-H Horse Contest Guide PNW574, 2012 to 2015 version
APPENDIX F
SHOW RULES

Standing rules:
No racing or running.
No riding double.
The move to advanced level will be automatic the following year once a member has received a Grand or Reserve Champion in any novice 3-gait classes at Kitsap Horse Leader 4-H sponsored event.
If a member changes to a new equine, they may choose to go back to the novice level.

Basic Equine Safety
Stalled Equines must wear a halter. There must be a lead rope on the front of the stall for the benefit of an emergency removal.
Equines will not be tied to fences, rails, or stall doors at any time.
Equines will not be tied by the bridle or via the stud chain at any time. Whenever an Equine is tied, it must be tied with a halter and lead rope.
Equines shall not be ridden at any time with improper equipment. No halters will be used as bridles. Bailing twine is not acceptable in lieu of proper equipment.
When mounted bareback or in the saddle, the rider must assume proper seat at all times.
Tie-downs must be run through a breast collar or appropriate safety strap.
Exhibitors must exhibit the Equine(s) entered on their Show Entry Form.
An Equine shall not be barred from the show ring if unshod, but feet must be well trimmed.

Adult Assistance
Adult assistance is needed and appreciated in any 4-H project. However, at the county 4-H shows, adults are not allowed to help the exhibitor with daily care, grooming, exercising, or showing of the Equine project.
The adult assistance may result in disqualification of the exhibitor. Parents, leaders, or other adults are to assist their club or 4-H exhibitor only as follows:
1. In case of an immediate emergency or physical limitation that may cause injury to exhibitor, animal, or general public.
2. In the administration of medication or first aid of the animal.
3. Adults in close proximity to Equines shall wear sturdy footgear, i.e. no sandals or flip flops. Adults working in the paddock or arena must wear long pants, sleeves, and sturdy footgear. Sturdy footgear is defined as riding boots, work boots, heels-down tennis shoes, leather tennis shoes.

Violations and Disqualifications - Members
Policy violations for all 4-H functions: A violation is an act not in the interest of the 4-H program and may result in disqualification. Violations include, but aren't limited to the following:
1. Assault upon any person or cruelty to an Equine at any 4-H function is forbidden and may result in the barring of the offender from any further participation in that event. Such cruelty or abuse includes, but isn't limited to:
   a. Excessive use of bit, whip, bat, spurs, or other aids in stall, barn, paddock, grounds, or arena.
   b. Striking the legs of animal or in front of the shoulder with any implement.
   c. Use of any electrical device in schooling or showing.
   d. Use of shackles or chains or wire training devices.
   e. Improper use of any equipment.
   f. Use of Equine against advice or instruction of veterinarian.
2. Unsportsmanlike conduct, dishonesty, intemperate language, or indecent or unbecoming behavior may result in disqualification from the entire event.
3. Alcohol, tobacco and/or drugs at a 4-H function will be grounds for dismissal from the function and/or 4-H program.

Out-of-County Exhibitors
Criteria for allowing out-of-county Equine exhibitors
1. Space available: Entry Forms the 4-H Equine Leadership Team, with the advice of the Barn, Show, and Games Managers, will determine space available for out of county exhibitors. Additional Equines for Kitsap County Exhibitors will be given priority over out of county exhibitors.
2. Selection of out-of-county exhibitors: Once available space has been determined, priority shall be given in the following order:
   A. State qualifying classes that are not offered in the other county.
   B. State qualifying classes that are offered in the other county, but there may be safety issues involved due to facilities.
   C. Non-state qualifying classes that are not offered in the other county.
   D. Non-state qualifying classes that are offered in the other county, but there may be safety issues involved due to facilities.
3. Expectations of Out-of-County Exhibitors
   A. Exhibitor must agree to follow Kitsap County 4-H Equine Project policies, procedures and rules.
   B. Exhibitor must agree to exhibit in the 4-H Equine Barn and to exhibit for the entire duration of fair.
   C. Out-of-county exhibitors may enter in any/all classes that Kitsap County Exhibitors may enter.
   D. Out-of-county exhibitors are eligible for championship classes and all ribbons provided by the show.
   E. Out-of-county entries do not affect Kitsap County State Fair allocations.

Show - General Policies and Ring Regulations
1. Show management reserves the right to combine any classes. Each age group will be judged separately, regardless.
2. Scratching from a class: Exhibitor and his/her leader should notify show management of the desire to scratch from any class, including championship classes and the reason or cause of the scratch, prior to the beginning of the day’s events or not later than two classes prior to the class being scratched. 4-H Exhibitors Who Miss a Class or Lot shall be allowed to ride as long as the event is still set up as per their age division at the discretion of the judge. All exhibitors involved in any other event outside of the 4H Equine event must clear this with the 4-H Equine Superintendent one week prior.
3. Members of the same family (or members enrolled in the Equine Share Program) that have only one Equine available, may jointly care for and show that animal. Each may show that Equine in their respective classes. Members and parents must recognize that adjustments may be needed under show conditions. For example, two members of the same family in the same class or competing for the same championship.
4. All classes will be announced with a first call, second call, and third call to the paddock area. Each call will be done in a timely manner.
5. Equines shall be in the paddock area only when waiting to enter next class.
6. All classes require that an official of the show check the appointments of the Equine and rider as each Equine enters the paddock area.
7. Coaching - Exhibitors are not allowed to be coached while they are in the show ring. This will be strictly enforced.
8. Exhibitor numbers will be assigned and must be worn in the arena. The number must be securely attached to the exhibitors back, or worn on both sides of the saddle pad. Exhibitor is responsible for 2nd number.
9. To be shown and judged, an Equine must complete all class requirements and remain in the ring until excused by the judge. If an exhibitor leaves the show ring without the permission of the judge, the exhibitor will be disqualified from that class. If the exhibitor wishes to be excused from the ring before completion of the class, the judge's permission must be obtained through the Ring Steward prior to leaving the ring.
10. Spectators should maintain a 3 foot distance from arena for safety reasons. Dogs shall remain clear of the paddock and arena.
11. The arena is off limits to everyone except working show personnel or during an emergency.
12. The Ring Steward will be selected from enrolled adults, members or volunteers for the purpose of sharing that educational experience with the equine project at large.
13. Time Out- An exhibitor is entitled to request suspension of judging for a period not to exceed five (5) minutes (but not more than once in a class) in order to repair, adjust or request equipment. The exhibitor must go to the center of the ring for such an emergency and request time out. Time shall be taken from the
moment the exhibitor goes to the center of the ring. If at the expiration of five minutes, the repair or adjustment has not been made, the contestant will forfeit the class. The Ring Steward or Judge shall be responsible for timing.

14. Equines shall leave arena at a WALK in all classes. DO NOT stop at the arena exit. Either dismount inside the arena or outside, but out of the way of other exhibitors leaving.

15. Walk Through: All 4-H Equine events involving non-standardized course with obstacle, the 4H Equine exhibitor will be allowed a “walk through” on foot prior to the riding event. This will only occur during a specific time prior to the event.

16. Only the exhibitor may ride, school or handle his/her Equine (exceptions with Barn Manager Approval).

17. All exhibitors must clean up after their equine.

18. A visibly ill animal can be dismissed from participation by show personnel.

19. The Equine Leadership Team with the 4-H Agent may ask any member to leave the grounds if behavior is unacceptable.

**Fitting and Showing Division**

1. All exhibitors must enter showmanship.

2. If exhibitor is showing up to three Equines, each will be shown in separate lots. If the exhibitor should qualify for championship classes with these Equines, he/she must choose the Equine with the highest fitting and showing score Equine for the championship class.

3. Showmanship classes, for all disciplines will be combined. (Performance, Western Games, Driving and Sport Equine).

**Participating in Multiple Disciplines**

1. Exhibitors will be asked to select a preference for which discipline they would choose as their main qualification/participation discipline.

2. Exhibitors qualifying in a second (or more) discipline would qualify as “multiple-qualified” to the main and alternate qualifiers in that discipline with the “multiple-qualified” member being in line to go to state behind the lowest qualifying red ribbon showmanship score. “Multiple qualified” competitors will fall under the qualified alternates as long as the showmanship scores are all blue or red. This allows the opportunity for a variety of exhibitors while still allowing the county to fill its allocation numbers - a feat that can be difficult when competitors are only allowed one participation at state.
Contract for Horse Show Official

Name of Official: __________________________ Show Name: __________________________

Dates: __________________________

Show Beginning: __________________________ Show Ending: __________________________

Address: __________________________ Phone: __________________________

City: __________________________ State: __________________________

ZIP Code: __________________________ Fax: __________________________

Fee Per Day: __________________________ Total Fee(s): __________________________

☐ Washington State 4-H Rules apply (see PNW 574, Horse Contest Guide)

☐ The above named official agrees to officiate at the show designated above, arriving no later than one-half hour before show starting time.

The show will be responsible for the following expenses:

Lodging: __________________________ Dates: __________________________

Reservations have been made at: __________________________

Payment for lodging for the above named official will be paid for in advance by the Show Management. Should payment no be made prior to the show, payment for lodging is to be billed directly to Show Manager with original receipt and will be reimbursed day of show or by mail.

Meals will be provided while on judging duty only.

Personal Auto Miles will be reimbursed at the judge’s rate. Miles are paid from start of judge’s physical address, listed on this contract, and will be reimbursed at a rate of $.51/mile or agreed to rate.

It is further agreed that any additional expenses not specified above, are the responsibility of the official. It is further agreed that lodging, meals or transportation for any other person accompanying the official are not the responsibility of the Horse Show Management.

________________________________________________________________________ 

Show Manager/Secretary Official

Date Date

Please make a copy for your records and return the original to Shannon Harkness, Kitsap County 4-H Educator, WSU Kitsap Extension, 345 6th Street, Suite 550, Bremerton WA 98337 FAX: 360/337.4864 Email: shannon.harkness@wsu.edu
APPENDIX G
PADDock ADVISOR PROGRAM

Purpose of the Paddock Advisor is:

1. A Youth led program to educate the exhibitor, leaders, and parents as to the proper dress and equipment for each class/or event
2. To give the exhibitor a chance to correct the possible oversight prior to entering the arena.
3. To work with the judge in checking for proper equipment and attire in the arena.
4. To help exhibitors, parents, and leaders follow the rules.

The Paddock Advisor will NOT:

1. Penalize an exhibitor for improper equipment
2. Force an exhibitor to change equipment.
3. Prevent an exhibitor from competing in a class/or event, except for the following which are not negotiable:
   a. No helmet
   b. No boots
   c. Not having long pants
   d. No chin strap except on English snaffle bits
   e. No keeper strap between front and back cinch
   f. Stirrup bar in Hunt Seat Equitation Over Fences must be down
   g. Equipment in poor repair or that could break
4. Adjust equipment- this must be done by the 4-H exhibitor or by another 4-H exhibitor.

The Paddock Advisor WILL in the event they see improper equipment or attire:

1. Notify the exhibitor, leader, and/or parent of the improper equipment or attire.
2. Allow the exhibitor to return to their stall and correct the problem.
3. If there is not enough time before their class, the paddock advisor may offer one of the following:
   a. Moving to the next lot if one is available
   b. Allow a 5 minute gate hold
4. Allow the exhibitor to enter if they choose. Possible consequences of entering arena with improper equipment or attire:
a. Disqualification from the class
b. Automatic white ribbon and/or no score
c. Lower ribbon placing
d. Reduced points

It will be up to the judge as to which of the consequences they wish to use, if they choose any.

The Paddock Advisor Committee recommends:

1. Paddock advisor training sessions will be provided to educate the 4-H members, leaders, and parents of the 4-H rules regarding proper equipment and attire.

2. Those interested in being paddock advisors must be a senior 4-H member, must sign up and complete training, and successfully complete and respond to practical knowledge questions. They need to plan to be available to help at county 4-H events.

3. Paddock Advisors will be tested and trained periodically to keep updated on 4-H rule changes, both county and state.
APPENDIX H
STATE FAIR QUALIFICATIONS

Performance

Points are awarded to enable the selection of 4-H members who qualify for State Fair with their Equine project. Members with the most points are picked according to the number of state slots allocated to Kitsap County for the current year.

1. All blue ribbon winners in Showmanship will be eligible before red ribbon winners in Showmanship. Exception: Unless in second qualifying discipline see “Participating in Multiple Disciplines, Rule #1) White ribbons in Showmanship will not be eligible for State Fair in any discipline.

2. The highest scores in 3 state-offered riding classes (possible 100 points each), 2 of which must be equitation. If pleasure classes are not offered, all three scores will be from Equitation classes. Scores in walk/trot and novice classes are not eligible. Total possible points 300 points.

3. In the event of a tie, highest showmanship score will prevail. If the showmanship score is tied, the highest equitation score will be the tie breaker.

Sport Equine [Dressage Test; Dressage Seat Equitation; Hunt Seat Equitation; and/or Hunt Seat Equitation Over Fences, as per current State Fair offerings]

1. All blue ribbon winners in Showmanship will be eligible before red ribbon winners in Showmanship. White ribbons in Showmanship will not be eligible for State Fair in any discipline.

2. In this division category the classes offered include dressage test, dressage seat equitation, hunt seat equitation over fences and hunt seat equitation.

3. The individual’s top 2 scores in dressage test, dressage seat equitation, hunt seat equitation over fences or hunt seat equitation will qualify for state fair.

4. White ribbons are not eligible for state fair competition.

5. In the event of a tie, highest showmanship score will prevail. If the showmanship score is tied, the Hunt seat equitation is scheduled in both dressage and performance divisions. This means that a hunt seat score will count towards what discipline/Equine the competitor rides. If the competitor rides multiple Equines this score counts to the Equine/discipline rode, since you cannot compete against yourself in the same class. If you ride your sport Equine, it counts for the sport Equine score. This score will count for BOTH disciplines in the event of a competitor riding a single Equine in both performance and discipline.

Western Games

A total factored score is awarded to enable the selection of 4-H members who qualify for State Fair with their Equine project. Members with the highest total factored score are picked according to the number of state slots allocated to Kitsap County for the current year. Scores in walk/trot classes are not eligible.

1. All blue ribbon winners in Showmanship will be eligible before red ribbon winners in Showmanship. White ribbons in Showmanship will not be eligible for State Fair. State Fair qualification is determined by the more commonly known priority order of: Blue/Blue, Blue/Red, and Red/Blue with the first reference being the Showmanship score and the second applying to the fastest time run in any event. Unless in second qualifying discipline, see Participating in Multiple Disciplines, Rule #1.

2. An exhibitor’s fastest run in each event is used in determining the factored score. Each exhibitor earns points in reverse order from the fastest time to the slowest time. For example, if there are 15 riders with times, the fastest time receives 15 points, the second fastest time receives 14 points, and so on until the slowest time receives one point. This process is followed for each event.
The intent of the medals program is to challenge the Advanced Intermediate and Senior Exhibitors. It is not a separate program but a continuation of the regular program. It is not required or mandatory. The Medals Program is a “rite of passage”, not an entitlement. The Medals Program is available to all Advanced Intermediate and Senior Exhibitors that meet the minimum requirements.

Advanced riders must have a horse certificate on file for the horse used in that medal class and have appropriate Record Book documentation for the current 4H year.

An Exhibitor may progress to the Medals classes after achieving 3 Blue Danish placings in that specific Advanced class at Kitsap County sponsored 4H shows, Kitsap County Fair and State Fair. No Blue Ribbons will be considered that were awarded outside of Kitsap County with exception to State Fair.

If an Exhibitor has recently moved into Kitsap County or has transferred from another 4H County program, previous Blue Ribbons earned will be considered upon verification from that previous County. Please provide the necessary point of contact information from the previous County for verification.

The Exhibitor will need to study the provided pattern prior to the Medals class. The patterns are available by clicking on the pattern link or by going to http://4h.wsu.edu/projects/horse.htm.

The Medals Pattern will not be posted on the day of the tests. Each class has three Patterns. It is the responsibility of the Exhibitor to obtain a copy of the patterns and to know and practice all 3 patterns before the class. Copies of the Patterns will not be available at the show.

The Exhibitor may bring a copy of the patterns to study on the day of the test, but they will not be allowed in arenas with the Exhibitor. Questions about patterns may be answered at the Judge’s discretion and must be asked before class starts.

One hour prior to the start of the Medals class the official Judge for that particular show will announce what pattern will be used with exception to all Games Medal classes which are based on speed times.

**The Performance Medals Classes available are:**

- Senior and Intermediate Showmanship; Hunt Seat Equitation; Saddle Seat Equitation; Western Equitation and Bareback in all “saddled” disciplines.

**The Games Medals classes available are:**

- Senior and Intermediate Barrels, Poles, Figure 8, 2 Barrel Flags and International Flags

The Games Medals class requirements will be the same as the Performance medals class. Medals will be awarded based on speed times.
The progression of Medals will be as follows:

a. (1) Bronze Medal achieved will move to the Silver Medal level

b. (1) Silver Medal achieved will move to the Gold Medal level

c. After achieving (3) Gold Medals, providing a Bronze Medal has been obtained in Showmanship, the Exhibitor will be awarded a 4H Horsemanship Buckle.

When moving up to the next age division exhibitors will start over at the Bronze Medal level. At any time an exhibitor obtains a new Equine, it is their option to continue on the same path or to start over in lower level classes.

During a Kitsap County sponsored 4H show (example, Pre-Fair) the Exhibitor can choose to participate in the class listed in the show schedule, the Medals class or both.

For example. The exhibitor may sign up for Showmanship Medals and that will fulfill the Showmanship requirement for that specific show. They will not be required to participate in both but have the option to do so.

Since Showmanship, at Kitsap County Fair is a State qualifier at this time, County Fair will be the only show that the Exhibitor will be required to participate in the class Showmanship but the Exhibitor may also perform in the Showmanship Medals class.

If a different project equine is used at County Fair, the Medals or Buckle may be displayed on a separate storyboard highlighting the project equine used to earn the Medals/Buckle.

Medals classes will be available at Kitsap County sponsored 4H shows and Kitsap County Fair.
APPENDIX J
EQUIPMENT INVENTORY FORM

To be completed and turned in to the Treasurer no later than the November Leaders Meeting.

1. _____________________________ Location: _____________________________
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