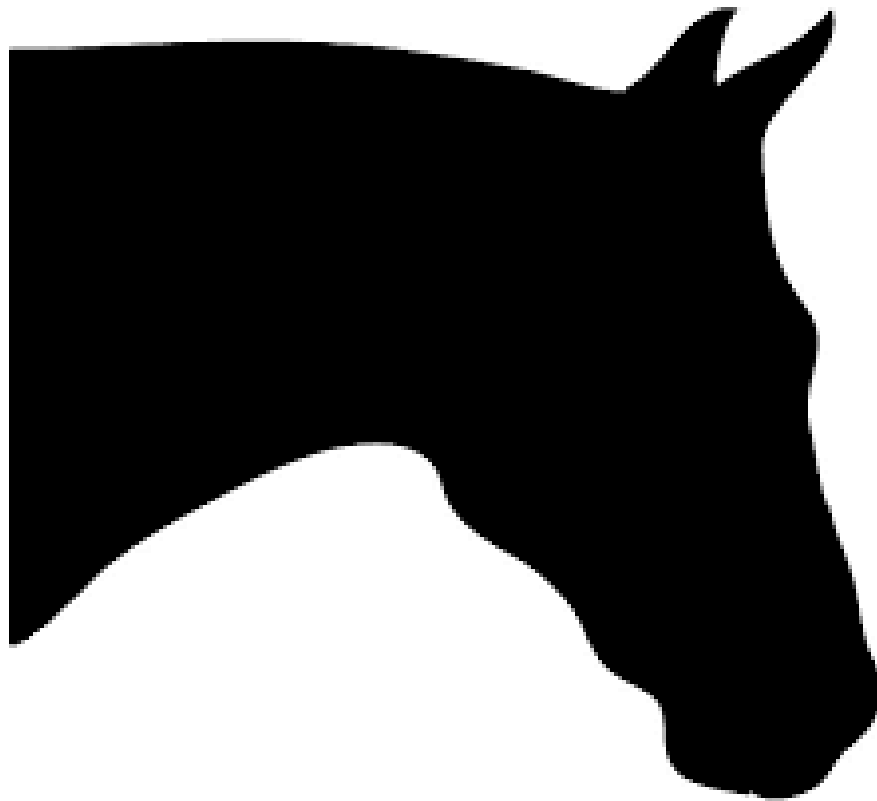


Spokane County 4-H Horse Project Supplemental Guide 2021-2022



HEAD



HEART



HANDS



HEALTH

SPOKANE COUNTY 4-H HORSE ACTIVITY-GENERAL RULES

1. No dogs are allowed on the show grounds unless on a leash or confined. They are prohibited in stalls and show areas.
2. Use of alcoholic beverages and/or illegal substances by adults and youths is prohibited at all 4-H activities.
3. Smoking and chewing tobacco are prohibited for all adults and youths at all 4-H activities or on show grounds.
4. Any class at a 4-H Horse Show, Clinic, or Event may be canceled at the discretion of the Horse Show Committee and/or the 4-H Staff present due to unsafe weather, facility, or other unanticipated hazardous conditions.
5. All exhibitors will participate in herdsmanship if offered.
6. No riding horses outside the show area.
7. Only authorized personnel allowed in gate area.
8. No bikes, scooters or skateboards are allowed in the equestrian areas. They may be used in the camping areas during camps.
9. Qualifying activities are open to all youth regularly enrolled in a 4-H horse projects in Spokane County. Top FIVE placings and State Fair Qualifying points will be earned at these shows.
10. All divisions will be determined by the member's age as of current enrollment guidelines and requirements per 4-H WSU Extension division. Horse's age is determined as January 1st of the current year.
11. It is the responsibility of the member to enter the correct age group classes
12. All current and applicable rules will be readily available in printed form at any Spokane County 4-H sanctioned horse show for all judges, parents and exhibitions to view.
13. The Novice Class is an option for senior and intermediate members. If you are competing in Western Games, you may ride your first year as a Novice. You may not remain a Novice for an additional year if you receive three (3) Blue Danish ribbons in any combination of speed events. If you are competing in Performance, you may ride your first year as a Novice. You may not remain a Novice for an additional year if you receive three (3) Blue Danish ribbons in any combination of riding classes. Juniors moving into the Intermediate age group may have the option of riding as a Novice if they have not received three (3) BLUE Danish ribbons in Junior riding classes. A list of Novice riders and their placings will be recorded by the Point Keeper and kept for reference. Members may move up during the year if he/she wants to; but once the member has shown in Int. or Sr. age group he/she may not go back to Novice. Novice class is based on the rider, not the horse. Novice riders may not qualify for State Fair. If you move up from Novice, year end points will be kept on the division you complete two (2) shows in. Walk/Trot does not affect Novice standings.
14. Show entries are due on/or postmarked by closing date. Entries postmarked after closing date will be charged a late fee per member per weekend and the 4-H Office must receive the entry by Friday, one week prior to the Show. No phone or e-mail entries accepted.
15. Show entries will be returned for the following reasons: Incomplete information, insufficient fees (unless authorized by the show secretary), invalid Horse Certificate Number, or no enrollment on file in the 4-H office. If returning an incomplete entry causes that entry to be late the member is responsible for the late fee per member per weekend. The 4-H Office must receive corrected entry and fees on/or before Friday, one week prior to the show. If you would like a confirmation of receipt of entry include a note stating such and a valid email address, along with your entry.

16. Post Entries: Show entries not received between Friday, one week prior to the show, and up to one hour prior to the start of each discipline, will be accepted with a per member per weekend post entry fee in addition to regular show fees.
 - *The exhibitor may add classes by notifying the show secretary via phone or person up to one hour prior to the beginning of each discipline and paying additional class fees. There will be no adding classes for Dressage.
17. If changing one certified horse for another certified horse after the entry is received and up to one hour prior to the start of each discipline (Dressage, Jumping, Green Horse, Performance, Western Games), the member must notify the show secretary and pay the late fee.
 - **If a youth decides to cancel their participation at 4-H Horse Camp/Clinic there will be a non-refundable deposit designated on the camp/clinic entry form.
18. All fees must be paid in full before receiving your number. NO EXCEPTIONS!
19. Each member is required to show in the Showmanship class for each discipline at each show they are competing in. The horse shown in Showmanship class for the designated discipline will be the horse exhibited in the respective classes. All exhibitors must show in showmanship prior to any riding/driving classes. This includes all exhibitors who show the same horse in multiple disciplines. (i.e.: Green Horse, Jumping, Performance, Driving, Western Games, Dressage, Mini Horse etc.)
20. All horses must be stalled when on the grounds overnight per the Interstate Fairground regulations. The stall must be cleaned and swept out and the area around the stall must be picked up prior to leaving. Stall card will be provided and must be displayed.
21. No exhibitor may act as judge, ring steward, secretary or manager of any show that they exhibit. They may help set-up, breakdown, and be arena helpers.
22. Any foals brought with a mare, must be kept in stall at all times, except if the foal is being shown during green horse classes.
23. If there is confusion about a rule or requirement and no clarification can be located, the benefit of the doubt is given to the 4-H member.
24. IT SHALL BE THE EXHIBITOR'S RESPONSIBILITY TO KNOW ALL THE RULES. Failure to follow rules may be basis for disqualification.

PERFORMANCE

- P1.** All performance exhibitors must enter the arena mounted and without assistance in a riding class. They must exit the arena dismounted and without assistance except for injury or equipment failure, unless otherwise directed by the judge or show committee.
- P2.** Exhibitors will not lope or canter in the Walk/Trot Class. This is a Walk/Trot class for beginning Juniors and Novices who are not ready to canter or lope. They must enter the Junior Showmanship class if a Junior, or the Novice showmanship class if they are a Novice. Exhibitors may enter English and/or Western Walk/Trot, Trail Walk/Trot, Ground Poles, and Dressage English and/or Western Intro Tests A and B. Exhibitors may not cross enter any class with loping or cantering. Once an exhibitor has competed in a lope/canter class in any discipline, (except Dressage), they may not go back to walk/trot. Walk/trot is based on the rider not the horse.
- P3.** Trail Class: More than one judge may be used to judge Trail Class.
- P4.** Points for Danish ribbons in all Trail classes are the same as State 4-H Fair standards.
- Blue 75-100
 - Red 74-50
 - White 49-0

The show committee may establish time requirements for the Trail Course and will be posted with designated course.

- P5.** Any equitation class may be split into lots when there are more than 13 riders at the show committee discretion. Lots will be posted and/or announced with an additional returning blue class. The judge will determine who will return to the returning blue class.

If any questions arise not covered by these rules, please refer to:

Performance Horse Rules in the 4-H Horse Contest Guide PNW574.
Washington State Horsemen Rule Book, or Current edition of USEF/USDF Rule Books.

*The above performance rules will supersede those in the 4-H Horse Contest Guide.

WESTERN GAMES

- WG1.** A Western Games horse must be a minimum of 3 years of age to be ridden in County Gaming Shows. A three year old must be ridden under training conditions that are as follows. The horse can walk or trot the gaming pattern. A horse ridden faster will receive a no time. Three year old horse entries must be noted on entry form and the judge will be notified. Horses must be 4 years or older to run in events. If a snaffle is being used in Western Games, it must have a curb strap below the reins. If an English bridle with cavesson is being used, no curb strap is needed.
- WG2.** All Western Games exhibitors must enter the arena from the on-deck box without assistance mounted and under control within *60 seconds of the gate opens, and must exit the arena dismounted with reins off the neck and in hand. If unable to enter within *60 seconds, you may move to the bottom of *the class for no points and awards. Entry time is to be kept by gatekeeper or designee.
- WG3.** We will use the average of the prior two Spokane County 4-H years' times, including penalties, and the last recorded times used for placings for Spokane County to determine danishes in the current year.

- WG4.** In regards to both Pole Bending & Idaho Figure 8 stepping on or across the start/finish line while turning pole number 1 with one or more feet is a disqualification.
- WG5.** Walk/Trot Riders may not cross enter any class with cantering or loping. Once a member has competed in a lope/canter class in any discipline (except dressage), they may not go back to the walk/trot classes. Walk/trot is based on the rider not the horse. Riders will not be penalized for a few accidental loping strides— accidental being at the discretion of the show committee and judge.

If any questions arise not covered by these rules, please refer to:

Western Games Rules in the 4-H Horse Contest Guide PNW574
Washington State Horsemen Rule Book

*The above Western Games rules will supersede those in the 4-H Horse Contest Guide.

JUMPING

TACK – Standing or running martingales are allowed as are figure 8 and flash nose bands, protective boots and bandages. A neck strap may be used for safety purposes.

COURSE DIAGRAMS – Diagrams must be posted at least one hour before the class begins. Jumping order will also be posted or announced.

JUMPING SECTIONS: (Jumping Sections are not indicative of age divisions but are specific height categories.)

Section One: Ground Poles

Section Two: 12''- 18''

Section Three: 18''– 2'

Section Four: 2'3" – 2'6"

Section Five: 2' 6" – 2' 9"

Section Six: 2' 9" – 3'

- J1.** For safety purposes and in order to jump at a show, RIDERS MUST PRE-QUALIFY for each Jumping Section, beginning with Section 1, at a Pre-Qualifier offered by 4-H. Once pre-qualified for a specific Section, the Jumper may then enter that Section at the show.

**Jumper must pre-qualify on the horse that he/she will be using for Jumping at the show (i.e., to use a back-up horse with a current horse certificate, rider must pre-qualify on this horse as well). (Hardshipped horses must be approved by e-board and pre-qualified)

- J2.** At least one Pre-Qualifier will be available prior to the shows.

*Evaluators at Pre-Qualifiers will be chosen by the Horse Show Committee and 4-H Staff, based on their high level of expertise in the field of Equine Jumping.

*Evaluators will base their determinations on 4-H Jumping Skills Checklist.

- J3.** For the purpose of alignment with 4-H approaches to positive youth development and 4-H Risk Management, if a youth is unable to pre- qualify for any section at one of the county Pre-Qualifiers, that youth must enter Section 1 at their 1st Horse Show.

- J4.** Receipt of 2 Danish blue ribbons for the show season qualifies a Jumper to enter the next Section at the next Show, if desired. Each jumper may move up only one Section per show and may only enter a total of two Sections per show.
- J5.** Diagrams must be posted at least one hour before the class begins. Jumping order will also be posted or announced.

Points, Ribbons, State Fair Qualification:

- J6.** Jumping Points section must be chosen prior to the first show entered and may not be changed during the current 4-H year. Points Section selected must be the same for at least two shows to qualify for yearend awards and for State Fair.* It is recommended jumpers choose points section ONE BELOW then the height jumped in training for the maximum success and safety.
- J7.** To qualify for State competition*: Intermediates must have progressed to, and competed in Section 3 and/or 4 at two shows. Seniors must have progressed to, and competed in Section 4 and/or 5 at two shows. IE, the rider must have competed at the maximum height they will be expected to jump at State at TWO Spokane 4-H shows. Jumpers must compete in Showmanship, Hunt Seat Equitation, AND Equitation Over Fences.
- J8.** Each age division will compete only among its members, no matter the Section (ie, Novices against Novices, Juniors compete only against Juniors, Intermediates against Intermediates & Seniors against Seniors.

* Currently there is NO JUMPING at State Fair at this time.

NOTE: It is at the discretion of the show committee representative, jumping coordinator(s), 4-H staff, and/or judge to hold to a section or withdraw a rider from a section if they deem the rider unsafe, regardless of pre-qualifications.

Jumping: Over fences Classes

All classes are judged on a rider's effective use of aids throughout the entire course emphasis seat light hands, position and ability to control mount.

JUMPING SHOWMANSHIP – Exhibitors must show in showmanship prior to riding classes in respective discipline. This includes showing the same horse in multiple disciplines.

HUNTSEAT EQUITATION – Judged on the rider's seat, hands and ability to control their mount. No jumping this is a flat class. This is a required class for state fair jumping qualifying.

EQUITATION HACK – Horses are to be shown at a walk, trot, canter and hand gallop. They will then take two consecutive fences and stand quietly and back readily.

EQUITATION OVER FENCES – To be shown over a course of at least 8 fences. Judged on rider's seat and hands, and their ability to control their mount. This is the required jumping class for State Fair Jumping qualifying.

GAMBLER'S CHOICE – All participants enter the arena with a score of 0 (zero). Each competitor jumps a round of their choosing over a course jumps at no more than one Section below their Prequalified Section. Each jump carries a point value based on degree of difficulty. Final score determines by adding the total points value based on its degree of difficulty. Final scores are determined by adding the total points and subtracting any penalties for exceeding the time allowed. Danish ribbons are not given in this class only placing ribbons, and placing do not qualify a rider to move up to a new height Section.

Danish Points are awarded as follows for Over Fences Classes:

- Blue: 80 - and above
- Red: 60 -79.99

- White: 59.9999 and below

Score sheets will be available to each rider after classes for educational feedback.

If any questions arise not covered by these rules, please refer to:

- 4-H Horse Contest Guide PNW574
- 4-H Hunter Jumper Manual
- Current edition of USEF/USDF Rule Books.
- The above rules will supersede those in the 4-H Contest Guide

Spokane County 4-H Jumping Qualification Checklist

4-H Rider's Name: _____

Certified Horse's Name: _____

<i>TASK</i>	<i>PASS</i>	<i>COMMENTS</i>
<i>Section 1 (12" - 18")</i>		
Hold reins correctly at the halt.		
Shorten and lengthen reins at the halt, walk, trot, and canter.		
Demonstrate control while maintaining a safe, basic balanced position at the walk and trot.		
Maintain jumping at the trot on the flat and over ground poles.		
Ride a simple course of 4 to 5 jumps no to exceed, but to include 18 in.		
<i>Section 2 (18" - 2')</i>		
Demonstrate control while maintaining safe, basic balanced jumping position over fences at the trot, may canter with control.		
Ride a simple course of 4 to 5 jumps not to exceed, but include 2 ft.		
<i>Section 3 (2'3" - 2'6")</i>		
Maintain a safe, basic balanced jumping position with control at the walk, trot, and canter.		
Candidate should maintain a secure base of support while developing balance and a steady position over fences.		
Trot over ground poles followed by a cross rail.		
Jump a simple stadium course of 5 to 7 jumps not to exceed, but to include 2ft. 5 in.		
<i>Section 4 (2'6" - 2'9")</i>		
Candidate should maintain a secure base of support, while developing balance and a steady position over fences.		
Trot over ground poles followed by a cross rail.		
Jump a simple stadium course of 5 to 7 jumps not to exceed, but to include 2 ft. 9 in, with control over the fences.		
<i>Section 5 (2'9" - 3')</i>		
Ride with confidence and control over fences, demonstrating a secure, basic balanced jumping position and use of natural aids.		
Should initiate free forward movement with smooth transitions while developing a steady light feel of mounts mouth.		
Perform simple gymnastic exercises for rider over trotting poles followed by 3 ft. jump.		
Ride over a small grid of fences not to exceed, but to include, 3 ft.		
Ride over jumping course of 6 to 8 jumps, not to exceed, but to include 3 ft.		

Approved to enter Section _____ at next entered 2012 Spokane County 4H Show.

Signature of 4-H Evaluator: _____ Date: _____

To be filled out and signed by Evaluator at the Spring Clinic (Jumping Pre-Qualifier) and turned into the show committee.

DRESSAGE

- D1. All competitors in dressage are required to show in a showmanship class prior to riding on the day of the contest.
- D2. Rider may enter English and/or Western. Riders may enter two tests at a show.
- D3. Rider may not ride the same test twice at one show. The highest two scores of tests ridden at each show count toward state fair.
- D4. Introductory Level, Training Level, and First Level will be offered.
- D5. Introductory Level Tests may be ridden until a rider has a score of 55 or better on a test. The following year the rider must move up to training level.
- D6. Riders may not move up to the next test at any Level until they receive a 55 or higher on a current test. Each Training Level, and First Level individual Test may each be ridden until the rider/horse combination has received 3 Danish blue ribbons on any one test. The rider must then move up to the next test.
- D7. If riders wish to repeat tests from which they have moved up for experience they may do so for a Danish ribbon only (no placing, points, end of year awards or qualification for State. Tests are available at the office.
- D8. A competitor leaving the arena at the end of a ride at any point other than “A” will be penalized with an error.
- D9. Horse and rider will be eliminated under the following circumstances
- Four errors of the course
 - Rider not presenting at A within 60 seconds of the judge ringing the bell.

Danish Points are awarded as follows:

- *65 and above ----- Blue
- 50 – *64.9999 ----- Red
- 49.9999 and below -----White

For further information see the Dressage Manual, available at the extension office.

If any questions arise not covered by these rules, please refer to:

- Rules for Performance Horse in the 4-H Horse Contest Guide PNW574
- Current edition of the USEF/USDF Rule Books
- The above rules will supersede those in the 4-H Contest Guide

Spokane County Green Horse Project

Training Horses (Foals Through 4th Year Under Saddle)

Objectives

- Develop leadership, initiative, self-reliance, and good sportsmanship.
- Accept responsibility by having an animal to care for regularly.
- Learn the principles of livestock nutrition and what constitutes a balanced ration.
- Skill in horsemanship, patience, and understanding in handling horses and ponies.
- Knowledge of safety precautions to prevent injuries to yourself, other riders, and their mounts.
- Learn about proper equipment and its care.
- Consider alternate methods of doing a job.
- Gain an appreciation and understanding for research and improved methods and how to use them.
- Accept the results of your work and how to use these in planning and managing your next goal.
- Seek out the scientific principles involved in raising and training horses.
- Encourage interest and provide an opportunity for members in horse related industries.

Project

This project is for members who have an equine available to care for and train. It is designed to help a member select an equine and train it to maturity. Beginning with a foal, the requirements are for a 6-year progressive project. For each year of the project there will be a project description, requirements, and methods showing how to accomplish the requirements.

A 4-H'er may show more than one equine in this project, but only one per age division of the equine. An equine must show progression from year to year – so may not show at same level two years in a row. No equine may be shown by two handlers. No stallions, other than foal of the current year may be shown. Age is determined as of January 1st of the current show year. (Any equine born between January 1 and December 31st of the preceding year would be considered one year old on January 1st.)

Anytime during judging that the 4-H'er feels the need, he/she may request their designated adult helper to step in to help, or to stand by if problems arise, and to assist if needed with the equine. The use of the designated helper will be considered as a safety issue and would show the ability of the handler to recognize the need for help for the benefit of the horse and safety of the handler.

Open to Intermediate and Seniors, before starting the project, members must have completed at least one year of the Horsemanship project. NOTE: Stallions will only be allowed in the weanling phase. The following describes the equine allowed in each phase of the project.

- Foal of the current year
- Yearling
- Two Year Old on the Ground
- 1st Year Under Saddle
- 2nd Year Under Saddle
- 3rd Year Under Saddle
- 4th Year Under Saddle

*Upon completion of one Danish blue ribbon in first year under saddle, the horse and rider combination may cross enter into their age appropriate performance or western games class in subsequent shows. All discipline policies apply once cross entry has been made.

Harness / Driving

1. Drivers must receive at least a red ribbon in ground driving before competing with the cart/buggy.

SPOKANE COUNTY 4-H DRILL TEAM

DT1. Teams will be made up of 4-8 members for small group and 9-16 members for large group.

- a. Each team will have captain that is part of the team and may have a coach or caller that can be an adult 4-H volunteer.
- b. Teams may be of mixed age group however during contests they will compete at the level of the oldest member of the team.

DT2. Elements of the Drill Team performance may be developed by the team and coach.

- a. Each performance must include a minimum of three elements including; pinwheel, comb through and ride by. Additional elements are recommended and encouraged.
- b. Elements may include; serpentine, figure 8, circles, track on rail, quad merge, etc.
- c. Elements may be performed as pairs, quads, etc. Transition of each element is important.
- d. Appropriate skill level is to be considered when developing routine for the performance.

DT3. Time of Drill Team performance must be more than 3 minutes (approx 1 song) but no more than 10 minutes (approx. 3 songs) 1pt penalty per minute over or under the limit. Time starts when first horse enters arena and ends when last horse exits arena. The pattern for each team's performance must be provided to the contest office prior to the contest. A copy will be provided to the judge.

DT4. Music, whistle and voice commands are permitted. The caller may use hand signals, however commands and signals are taken into consideration during the scoring process.

DT5. All music used must be appropriate for youth and families. Music should complement the pace of the performance and be adapted to the length of the performance.

DT6. Flags are permitted the size and number should reflect the skill level of the riders, number of riders carrying flags and size of flags are optional. Scoring will reflect the manner in which flags are presented. If American flags are carried proper flag protocol must be followed. Only wood or PVC flag poles may be used. All flags must be secured only in a "flag boot" attached to the saddles stirrup fender by the stirrup.

DT7. All riders must pass the safety tack check found in the Spokane County 4-H Horse Project Manual. All equipment must be in good working order and throatlatches are required for this activity.

DT8. Drill team members are encouraged to participate in parades and grand entries.

DT9. All other 4-H general policies and procedures will apply.

SPOKANE COUNTY 4-H DRILL TEAM

Team _____ Small Group (4-8) _____ Large Group (10-16) _____.

Date _____ Event _____ Judge _____.

	Description	100 pts	Score
Execution of Drill	Spacing; maintain a uniform distance between all horses throughout entire maneuver. Spacing may vary in succeeding maneuvers depending on maneuver.	10	
	Alignment; Lines are straight, riders are aligned when abreast and track when in columns, circles are round and centered.	10	
	Timing & Coordination; Team members work together to perform maneuvers, merge in sequence, no missed holes or collisions, etc.	5	
Originality of Presentation	Original pattern used, method used to present maneuvers and music compliments the pace of the drill	10	
	Variety; different elements used, single, pairs, fours, etc. Different patterns and maneuvers.	5	
	Attractiveness of patterns; symmetry and definition of maneuvers, continuity and flow between maneuvers. Crowd appeal pleasing to audience.	5	
Degree of difficulty	Difficulty of maneuvers and overall drill; to include speed, closeness of spacing and set up of maneuvers. Skill level appropriate for age of youngest member on the team.	10	
	Flags; number of riders carrying flags and size of flags. Manner in which flags are presented. If American flags are carried proper flag protocol must be followed.	5	
	Auditory/Cues; Minimal use of whistle or verbal cues. Music, whistle and voice commands are permitted. Music must be appropriate for family/youth activity.	5	
Horsemanship	Equitation and Horsemanship; basic equitation, seat, hands, position and the use of aides. Riding true to discipline. Riders should have good attitudes and smile. <i>*Deduct 5 pts inappropriate or excessive cueing and bad attitude. Deduct 2pts. points for improper form/equitation of rider(s).</i>	10	
	General Impression; Uniforms/apparel clean and neat. Long sleeve shirts and long pants/jeans. Equipment must be in good working condition. Deduct 2pts for broken tack or dropped equipment <i>*and/or uniforms not matching.</i>	5	
Performance of Horses	Way of going, no broken gaits. Proper speed for maneuver and under control at all times. Deduct 5 pts for fall of horse or rider.	10	
	Horses; well mannered, no kicking, biting, or bucking, well suited for drill team. Horses are to be clean and healthy. No penalty for teams of mixed colored horses.	5	
Time	Time constraints; time of maneuver must be more than 3 minutes (approx 1 song) but no more than 10 minutes (approx. 3 songs) 1pt penalty per minute over or under the limit. Time starts when first horse enters arena and ends when last horse exits arena.	5	
Total	White ribbon 0-50 Red ribbon 51- 75 Blue ribbon- 76 - 100	Total	

POLICY

Refunds

1. Refunds/credits will be 100% of the entry fee less a maximum *\$10.00 office fee, per show, per member. Refunds may be requested per discipline (Jumping, Dressage, Green Horse, Performance, Western Games) (per weekend/per member *to the show secretary prior to 72 hours of the start of the show). Any cancelation after the 72 hours deadline must have a doctor or veterinarian note to receive a full refund.

*A written request or confirmed email must be turned into the show secretary for a show refund or roll over to the next show. No refunds or credits will be carried forward to the next 4-H calendar year. Once the exhibitor has participated in showmanship class, no refund/credit will be issued for the following dropped classes in that discipline.

2. Refunds for all other 4-H horse activities must be requested within 10 days of the designated activity. No refunds/credits will be carried forward to next 4-H calendar year.

Horse Certificates

1. A horse certificate is the recognition of your project/activity animal.
2. All members need one for each of their project/activity horses.
3. You may be asked to present it at contests to identify your animal
4. The certificate must be filled out completely. (If you do not know the age of your horse, write the approximate age or indicate horse is under 6 years of age.)(If you do not know the sire or dam write unknown.)
5. Must have all signatures (member, parent, leader).
6. Must include a \$1.00 fee.
7. If the horse is leased, a lease agreement must be submitted with the certificate.
8. Immediate family members may certify same horse, but not use it in the same age group on the same day.
9. Horse certificates must be submitted to your club leader/representative and they will be responsible to submit them to the 4-H office as a packet and complete.
10. Educational events are not exhibits. Thus, activity horses may participate after being in possession of the youth and certified for the minimum of two weeks before event application/entry deadlines.
11. Project horses are those horses that maybe eligible to compete at State Fair, county 4-H activities/exhibits and may qualify for year-end awards.
12. Activity horses, depending on possession date may participate in county 4-H activities and events.

PROJECT HORSES – To be a valid certified Project Horse, the certificate and accompanying materials must be turned in or post-marked by March 1st. Proof of 90 days of possession prior to being shown at an official county exhibit activity is required.

ACTIVITY HORSES – To be an activity horse for use at camps, clinics, and shows. (No points awarded). The certificate and accompanying materials must be turned in or post-marked two weeks prior to the entry deadline of the first event participated in by that member and horse in each 4-H year. Placing and ribbons will be given to activity horses, but will not be eligible for state fair or year-end awards.

MENTOR MEMBER/RIDER – An Intermediate or Senior who wishes to mentor one horseless member may share participation of their certified horse with the mentored member. The mentored member would certify the shared horse using the certificate date and lease as date of possession and depending on the date of certification—per the 90 day rule the horse could be designated either as an activity or project horse. The mentored member may not compete in the same age group as the mentor. They must complete a mentor contract and submit it with their horse certificate and addendum. A mentored member cannot qualify for state fair participation.

PROJECT HORSE APPEALS – Any appeal to the Appeal Board must be accompanied by a written statement from a veterinarian certifying the horse in question was unable to be used due to injury or death. The Appeals Board could decide to allow the owner to replace the horse for that project, and continue to show and earn points. Once Substituted, the withdrawn horse cannot return to compete for that current 4-H year. The ‘hardship horse’ may not go to state fair. The Appeals Board shall be comprised of the Horse Committee’s Executive Board. If a question about possession of a certified horse arises, the Review Board will hear the factual information and make a ruling as to whether the horse is properly certified.

Project horses certified by March 1st

Eligible for:

- 1st & 2nd Spokane County Shows.
- Spokane Interstate Fair
- Washington State Fair
- Year-end awards
- All educational activities/events

Activity horses certified by April 1st

Eligible for:

- 2nd Spokane County Show.
- Spokane Interstate Fair
- All educational activities/events

Therefore, horses taken into possession after April 1st cannot compete for state fair qualification or year end awards, but COULD compete in ALL shows AND at the Spokane Interstate Fair as an ACTIVITY HORSE if the activity deadlines are met.

Tack Swap:

1. The Spokane County 4-H Horse Committee's Tack Swap will accept as vendors, only those whose primary/majority of product is not in direct competition with items/services consigned or provided by Spokane County Horse Committee at the annual tack swap. The Spokane County 4-H Horse Committee's Tack Swap will consider on a limited basis those non-4-H, not for profit, horse related groups and/or organizations' requests for space at the Spokane County 4-H Horse Committee's annual tack swap, on the condition that such space be used only for information dissemination and not in competition with 4-H activities and services at the Spokane County 4-H Horse Committee's Tack Swap.

Equipment:

1. All horse project committee owned equipment will be used for 4-H events only.

Disputes:

1. Any protest regarding judging at 4-H competition shall be made in writing and must be accompanied by a \$25.00 deposit. Such protest must state plainly the cause of the complaint or appeal and must be filed with the competition committee within 24 hours after the cause of the protest. If the competition committee sustains the appeal, the fee will be refunded.

Advancement Checklist

1. The Advancement Checklist must be turned in by the 2nd Tuesday in October. The checklist must be turned in separately from the record book. If you use the checklist as an add sheet, please submit a copy for Advancement step judging.
2. Awards are given for each step completed. You must complete the steps in order for recognition. You may work on several steps at the same time, but must complete them entirely in order for recognition.
3. Advancement Checklist is publication #EM2790

Saddle Hours Log

1. The Saddle Hours program is designed to encourage members to spend time riding. The saddle hours log is a record sheet to be used to record actual time spent riding. The Saddle Hour Log may also be used for harness members.
2. All types of riding/driving will count, including trail and pleasure riding. There is no limit on hours per day and hours carry over from year to year.
3. Awards will be determined by the awards committee. Members must turn in the Logs by the 2nd Tuesday in October. Members must total the hours upon submitting them in order for them to count for Year End Awards.
4. Saddle Hours Log may also be used as an add sheet in member's record book under the horse project.

Groundwork Hours Log

1. Groundwork Hours log is designed to provide a record of youth working with their equine project on the ground and improving the horse's manners, including but not limited to, showmanship practice, backing, turning, bending, leading, lunging, loading, stepping over or between objects, moving in unison with youth with regards to pace and direction, desensitizing activities, and trust-building exercises.

2. A separate column on the Saddle Hours Log will be provided for recording dates, type of activity or drill, and time in minutes and/or hours. A space or box for the total time per page will be located in the lower right corner of the page.
3. Youth must total Groundwork time in hours and minutes prior to submitting their record books to the 4-H office by the second Tuesday of October for Year End Awards. Additional pages may be copied and submitted.
4. Year End Awards will be determined by the awards committee. Members must submit this form, with time summed up, along with their record books, by the second Tuesday of October for consideration for Year End Awards.

Impromptu Horse Presentation

Impromptu Demonstrations are a fun public speaking opportunity for members enrolled in Spokane County 4-H clubs. An impromptu demonstration is one that is not prepared before contest day. Members are given an article to read and then they prepare a short demonstration at the contest. The event is a county event only. Copies of EM4787 How to Make a 4-H Public Presentation are available from the Project and Publication Guide.

1. Only members enrolled in Spokane County 4-H will be allowed to enter the Impromptu presentation contest. All entries must be on official entry blanks submitted by club leaders.
2. The contestant will select one article from two randomly selected articles. After the selection of the article the contestant will have 30 minutes total to organize his/her presentation.
3. There will be four (4) levels of topics: Primary, Junior, Intermediate and Senior. First year Juniors will have the option to do a primary presentation
4. All topics will come from horse-related materials. Resources will be available in the preparation room for contestants for reference. Pencils and 3x5 note cards are recommended for contestants use. A blackboard and chalk, dry erase board and marker, or newsprint and markers will be provided in each judging area.
5. Each contestant will have a maximum of 10 minutes to complete his/her presentation. Minimum time requirements are: Junior, 1-4 minutes; Intermediates, 2-7 minutes; and Seniors, 4-10 minutes. Primary members will be judged on criteria for their age group.
6. Presentations should be presented as suggested in the 4-H member manual "How to Make a 4-H Public Presentation" and the leader guide "Public Presentations, Demonstrations and Illustrated Talks" available from WSU publications or the 4-H office.
7. Each contestant must prepare his/her own presentation. A reading assistant will be assigned if needed.
8. All contestants must check in with registration at a designated time. You will receive a schedule of your designated time.
9. Each judge will use the designated evaluation form.
10. Judges will base judgment of each contestant upon the number of years in 4-H and number of presentations given.
11. Judges may ask each contestant questions to clarify points in the presentation of the article, not on the presenter's knowledge.
12. After conclusion of the presentation, each judge will rate the contestant. The two judges will then discuss each rating and determine the average score. The judges' decision will be final.
13. Awards System: The Danish system of awarding ribbons will be used. Ribbons will be awarded at the conclusion of each presentation.

Scoring Rubric - Spokane County 4-H Horse Impromptu Presentation


Name of Member: _____ Age: _____ (circle one): Primary / Jr. / Int. / Sr.

4-H Club Name: _____ Reading Room: _____ / Time: _____

First Impromptu Presentation (Circle one): Yes / No Impromptu Room: _____ / Time: _____

Time beginning: _____ Time ended: _____ Total time: _____

Title of Impromptu: _____ Score: _____ Ribbon: _____

Descriptors	Points - Scoring Range					
	Needs Imp.	Below Av.	Average	Good	Excellent	Total
Introduction of Topic - Capturing attention & "setting the stage" explaining the purpose/topic of the presentation	1 to 4	5	6 or 7	8 or 9	10	
	Comments					
Organization/Presentation of Topic - Presents main idea clearly with a good flow of information, is focused on the key elements, transitions between points are smooth, & uses of verbal examples (i.e., as necessary and to illustrate a point) and/or visual aids or diagrams when appropriate	1 to 18	18 to 20	21 to 23	24 to 26	27 to 30	
	Comments					
Delivery/Presentation Style & Skill - Correct use of language and terms, voice projection, eye contact, pronunciation, gestures, & confidence	1 to 18	18 to 20	21 to 23	24 to 26	27 to 30	
	Comments					
Closing Statement - Clear, concise, & based on material presented	1 to 6	7 to 8	9 or 11	12 or 13	14 to 15	
	Comments					
Response to Questions - Repeats question before answering & then answers logically, clearly, succinctly	1 to 4	5	6 or 7	8 or 9	10	
	Comments					
Personal Traits - Neat, confident, good posture, & presents a positive image	1	2	3	4	5	
	Comments					
Subtotal	Judge keep WHITE COPY & Youth keep YELLOW COPY					
Time Penalties - if any(Each contestant will be allowed a maximum of 10 minutes. Minimum times: Jr. 1 to 4 minutes; intermediates 2 to 7 minutes; seniors 4 to 10 minutes...primary are given positive verbal feedback only, no written comments)	TIME: Subtract 10 points for UNDER time limit.					Minus ()
	Subtract 5 points if 1 minute over and 10 if 2 minutes over.					
Subtract 2 points if the source is not stated Subtract 2 points if the question is not repeated.	Blue: 90-100 Red 89-80 White 79-below					
Comments						

W/4-H/Equine/Impromptus/2016/Horse Impromptu Rubric (kjm 1-24-17)

INTERSTATE 4-H HORSE SHOWS

At the Interstate 4-H Horse Show, Spokane County 4-H members have opportunity to exhibit their abilities and skills learned in the 4-H horse and horsemanship projects. Classes will be decided by the Interstate staff and superintendent. They may be any class that is offered in a 4-H show. A class may be dropped if entries do not fill the class.

In order to participate as a 4-H representative, members must:

- Be enrolled in 4-H.
- Participate in a 4-H County Horse Show, clinic, camp of the current year.
- Use his/her certified project or activity horse.

CAMPING FOR SPOKANE 4-H'ERS

Camping Experiences are available to 4-H horse project members. Camps are held during the summer months in the county. Horses taken to camps must be certified project or activity horses. Equitation classes (Western and/or English), Western Games, Drill Team, Trail and Mini-classes may be included in the camp agendas. Each camp accepts a limited number of horses with riders on a first come, first served basis. Priority goes to Spokane County 4-H members. Horses must be certified 2 weeks prior to the camp entry deadlines.

HORSE PROJECT POINTS SYSTEM

The Points & Rules Committee will record points for all certified project horses that participate in Spokane County competitive horse project events. The points are used to determine qualifiers for State Fair, year- end awards and medals. Points are recorded from all qualifying shows.

Points are kept on the following classes:

PERFORMANCE

1. Performance Showmanship
2. English Equitation
3. Western Equitation
4. Bareback Equitation
5. Trail
6. Reining (Intermediates/Seniors only)
7. Disciplined Rail (Intermediates/Seniors only)
8. Walk/Trot English
9. Walk/Trot Western
10. Walk/Trot Trail

JUMPING

1. Jumping Showmanship
2. Hunt Seat Equitation
3. Equitation Over Fences
4. *Equitation Hack
5. *Show Jumping Equitation

DRIVING

1. Driving Showmanship
2. Harness Ground Driving
3. Pleasure Driving
4. Precision Driving
5. Reinsmanship with Cart

DRILL TEAM

1. May be recognized by the committee.

MINIATURE HORSE

1. Miniature Horse Showmanship
2. In-Hand Trail
3. Mini In-Hand Jumping

WESTERN GAMES

4. Western Games Showmanship
5. Texas Barrel Race
6. Poles Bending
7. 2 Barrel Flag Race
8. Idaho Figure 8 Stake
9. Pole Key Race
10. International Flags

GREEN HORSE

1. Showmanship under 2 years
2. Showmanship 2 years and over
3. Foal Test
4. Yearling Test
5. 2 year Test
6. Ground Driving
7. 1st Year Under Saddle
8. 2nd Year Under Saddle
9. 3rd Year Under Saddle
10. 4th Year Under Saddle

DRESSAGE

1. Dressage Showmanship
2. Introductory Level/Western Intro
3. Training Level/Western Basic
4. First Level/Western Level 1

POINTS SYSTEM

All qualifying classes will be placed by the Danish System Scoring as follows:

BLUE 3 POINTS

RED 2 POINTS

WHITE 1 POINT

Plus placing points to 8 places, as follows:

<u>PLACING</u>	<u>POINTS</u>	<u>BLUE POINTS</u>	<u>TOTAL</u>
1st	8	3	11
2nd	7	3	10
3rd	6	3	9
4th	5	3	8
5th	4	3	7
6th	3	3	6
7th	2	3	5
8th	1	3	4

<u>PLACING</u>	<u>POINTS</u>	<u>RED POINTS</u>	<u>TOTAL</u>
1st	8	2	10
2nd	7	2	9
3rd	6	2	8
4th	5	2	7
5th	4	2	6
6th	3	2	5
7th	2	2	4
8th	1	2	3

Participants returning to championship classes that do not place in the top 8 will receive ½ point extra.

Any white ribbon receives 1 point only, including those placing in the top 3.

All riders will receive a Danish ribbon if awarded one by the judge.

Year End High Point Awards:

1. Year-end high point awards are presented for the top five individuals in each division in the following sections. There must be 3 qualified exhibitors to have year end awards in that discipline.

Spokane County 4-H Performance Shows	Spokane County 4-H Dressage Shows
Spokane County 4-H Jumping Shows	Spokane County 4-H Educationals
Spokane County 4-H Western Games Shows	Spokane County 4-H Green Horse Project Shows
Spokane County 4-H Driving Shows	
2. Points are to be tallied as follows for riding/driving/showing sections: Only certified project horse's points will count (see certification rules). All year end awards will be compiled from the member's best one shows. Points are to follow the member. Member must have shown in at least one qualifying shows. The horse shown in Showmanship is the horse that points will be counted for that day.
3. Completed 4-H record books will be required to receive any year-end award in addition to completing all other requirements to receive awards in the 4-H Horse program. Current record books will be required to qualify for Hi-Point at 4-H Horse Shows and compete at the Washington State Fair. A record book check off will be

completed upon registration by a designated show committee volunteer. 4-H members should demonstrate a good faith effort in completing their record book to satisfy 4-H record book guidelines and Record Book Judging Score Sheet. 4-H members may receive recognition throughout the year for up-to-date record books.

4. In case of a tie for year end awards, the total points for Showmanship from the two qualifying shows for those members will be used. If the tie is not broken, the rider with the most 1st places wins. If riders are tied for number of 1st places, the rider with the most 2nd places wins. This pattern will be followed until the tie is broken.
5. To break ties in Presentations, combine the judge's scores for subject matter. If still tied, combine technique. If still tied, combine personal traits. The highest score is the tie breaker. If the exhibitors are still tied with all of these options, then it is a true tie.

Year End Points System Placing of Contestants

1st 2nd 3rd 4th 5th.

of Horses per class Points Awarded

5 or more horse per class points will be awarded as following

- 5 4 3 2 1
- 4 4 3 2 1
- 3 3 2 1
- 2 2 1
- 1 1

Any white ribbon receives 1 point only, including those placing in the top 5. The show committee reserves the right to change this listing. Any changes will be posted in the show office.

Senior, Intermediate, Junior, & Novice Performance Horse:

Juniors and Novice must show in Performance Showmanship and two at other qualifying classes (English Equitation, Western Equitation, Bareback, and Trail). Intermediates and Seniors must show in Showmanship and at least three other qualifying classes (English Equitation, Western Equitation, Disciplined Rail, Bareback, and Trail). to have that show qualify for year-end points.

Senior, Intermediate, Junior, & Novice Western Games Horse:

Exhibitors must show in Western Games Showmanship, plus four gaming classes (Texas Barrels, Two Barrel Flags, Figure Eight, Pole Bending, International Flags & Pole Key) to have that show qualify for year end points.

Senior, Intermediate, Junior Jumping:

Total is taken from jumping Showmanship, Equitation over fences highest level, *(in chosen qualifying point section see Over Fences General Rules) and Hunt Seat Equitation

Senior, Intermediate, Junior & Novice Driving:

Driving Showmanship plus two driving classes (one to be Driving Equitation). If only one show offers driving, then the one show will qualify for high point and state. If more than one show is offered then two will be required for points to count.

Senior & Intermediate Green Horse Project:

Green Horse Showmanship plus two classes.

Senior, Intermediate, Junior, and Novice Dressage:

Day of show Showmanship, plus best test in Training, First Level, or Second Level, and Dressage Equitation

Minis:Showmanship and In-Hand Trail.

Individual Awards:

1. Fastest time in each Western Games event (not by age group) will receive an award at the year-end awards.
2. Individual awards will be given for each step on the 4-H Horse Member Advancement Checklist and an additional award for completion of all nine steps.
3. Saddle Log hours will be awarded accordingly by the committee.
4. Record Book Awards will be decided by the Record Book Committee.

High Point Educationals: Senior, Intermediate, & Junior:

Best placing for the year in each of the following County qualifying competitions will be used in calculating the high point. Those are Horse Bowl, Horse Judging, Groom Squad, Presentation, Impromptus and Hippology. Placings will be calculated as described in either individual awards or under the event rules. Points will be calculated under the same points system as riding points. (See "Points System.") Therefore, each member may have a total of six scores, if they participated in all educational events listed. Members are not required to enter all six competitions to be eligible for this award.

In the case of a tie, the competitor with the most 1st places wins. If competitors are tied for number of 1st places, the rider with the most 2nd places wins. This pattern will be followed until the tie is broken.

4-H Horse Show High Point of the Day and 3-Day High Point

1. High point awards compiled from the member's best show day. Points will be tallied from showmanship and all other qualifying classes ridden that day for all disciplines.
2. Current record books will be required to qualify for High Point at 4-H Horse Shows
3. Youth will choose 2 classes per day, for a total of 6 classes, to count towards 3-Day High Point. Not including showmanship, fun classes (Gambler's choice, musical freestyle, etc.). Showmanship will be the tie breaker.

State Fair and State Competition Qualifying

1. Only Intermediates and Seniors qualify for state fair and state competitions.
2. All horse members trying to qualify for state fair with their horse or for horse judging, horse presentations, or groom squad must submit their current record book to the 4-H Office by the Friday following the 3rd qualifying show. Those horse members trying to qualify for state competition in Horse Bowl or Hippology must submit their current record book to the 4-H office by March 1st .
3. Record books will be reviewed by the points & rules committee.
4. Record books must be current and up to date. Only those members who have qualified by points and have an accepted record book will be eligible to compete in State Fair horse competition.

Record Book Check Off List:

- Goals and Plans signed off by leader
- Calendar and Monthly Expenses
- Beginning Inventory
- Vet Records/Hoof Care for each horse you have certified.
- Riding/Training records
- Educational Contests/Activities Entered (4-H)
- Show and Exhibition Records (include date, show, event, placing/time/ribbon, horse) Must include the July show results if you participate in the July show.
- Leadership Responsibility 4-H or other
- Community Service 4-H or other

5. Performance, Western Games, Driving, Jumping/Dressage points are calculated for State Fair as they are for year-end high points except: a blue ribbon in Showmanship with that project animal is given priority over a red ribbon in Showmanship. White ribbons in Showmanship do not qualify for State Fair. Only one Danish Showmanship ribbon (with qualifying project animal) in said color is necessary. A list of State Fair Qualifiers specifying the horse & rider pair or pairs that have qualified for competition at State Fair will be posted on the 4-H Web site.
6. For Performance, Western Games, Driving, Jumping/Dressage: In case of a tie for the last slot, the total points for Showmanship from the two qualifying shows for those members will be used. If the tie is not broken, the rider with the most 1st places wins. If riders are tied for number of 1st places, the rider with the most 2nd places wins. This pattern will be followed until the tie is broken.
7. Members that compete at State 4-H Fair with their horse must have competed in at least one of the following horse educational contests that year; horse judging, horse bowl, impromptu, hippology, groom squad, horse presentations (county level), or Know Your Government.
8. Horse Judging qualifiers will be chosen by highest score at one of the County Horse judging competitions and must have a blue ribbon at a county competition..
9. Horse Bowl qualifiers will be chosen as follows: Must have competed at County Horse Bowl competition. Criteria for earning a team position will be based on attendance at practices, tests (written and oral) and performance during county competition.
10. Groom Squad will be the team with the highest score at the County competition(s). Only Seniors may qualify for state.
11. Hippology: See Hippology General Rules (must be Senior or Intermediate).
12. If the state allocates Jumping/Dressage slots as a group, then Spokane County will divide slots as follows: Even number of slots will be given for seniors and Intermediates who qualify with a blue ribbon in showmanship. If an odd number of slots are allocated by the state, the odd slot will go to the seniors. (i.e. State allocates 3 slots, seniors would get 2 and intermediates would get one.) If an age group does not have qualifiers with blue ribbons in showmanship, the slots would go to the other age group. If that group has no qualifiers with blue ribbons in showmanship, the slot will be filled with the member who has a red showmanship ribbon and the most points earned in a qualifying show in either age group. This will determine the alternate list. Note: A white ribbon in showmanship does not qualify for state fair.

State Fair Jackets

State Jackets will be given to members the first year they qualify and attend State Fair or State Competition in a horse or horse related project or contest. A presentation must be on an equine topic. If an additional jacket is requested, it is to be purchased at the exhibitor's expense.



**POLICIES OF SPOKANE COUNTY
4-H HORSE PROJECT COMMITTEE**

ARTICLE I

Name

Section 1 The name of this group shall be the Spokane County 4-H Horse Project Committee.

Section 2. The chief place of business of this organization shall be 222 North Havana, Spokane WA 99202.

ARTICLE II

Purpose

Our purpose is to be an inclusive youth-oriented, educationally-based program, striving to create positive experiences for youth through competitive and non-competitive learning, led by well-trained leaders.

ARTICLE III

Membership

Section 1. The voting membership shall consist of all enrolled 4-H Horse Project volunteers and youth members.

Section 2. WSU Spokane County Extension 4-H Youth Development Faculty and 4-H County Staff shall be non-voting members.

ARTICLE IV

Meetings

Section 1. The Horse Project Committee shall meet at least eight (8) times a year with one (1) meeting required in October to elect officers and (1) in November to propose rule changes, and one (1) meeting in December to vote on proposed rule changes and decide budget for the year.

Section 2. Meetings shall last no more than two (2) hours unless voted on by the majority of the voting membership who are present.

ARTICLE V

Quorum and Voting

Section 1. A minimum of two (2) elected officers and five (5) members, exclusive of the presiding officer, shall be present to conduct business.

Section 2. In the discussion of a specific issue, if the presiding officer determines there is insufficient representation he / she may postpone the decision to the next meeting.

Section 3. Voting at a Committee meeting will be limited to two (2) votes for each club with one (1) additional vote for clubs with enrollments of 15-24 youth horse members; with another additional vote for clubs with enrollments of 25-49 youth horse members; with yet another additional vote for clubs with 50

or more youth horse members; with five (5) votes being the maximum for any club. The number of youth horse members enrolled in each club is determined by the number of horse youth enrolled as of December 1st. Clubs enrolling after December 1st will have two (2) votes effective at the time of enrollment in the 4-H office, for the remainder of that 4-H year. There will be no proxy votes.

Section 4. Election of officers and budget shall be conducted by secret ballot following voting guidelines outlined in Article V Section 3.

ARTICLE VI

Officers

The Officers of the Spokane County 4-H Horse Project Committee shall be President, Vice President, Secretary, Treasurer, Points Keeper, and Horse Certificates.

Section 1. Duties of Officers

A. President

1. Shall preside at all regular and additional meetings of the organization.
2. Shall prepare agenda for the regular meeting with input from all interested parties. Agenda items must be sent to the 4-H office on the Monday morning before a project meeting.

B. Vice President

1. Shall preside at all meetings in the absence of the President
2. Shall assist the President in any duties so assigned and act as parliamentarian.
3. Shall become the President of the Spokane County 4-H Horse Project Committee in the event the president is unable to fulfill the duties of the office.
4. The Vice President will be in charge of the 4-H Horse State Fair Sign up, encouraging and recruiting people to help with State Forum, and keeping track of Horse Project inventory.

C. Secretary

1. Shall keep an accurate and complete record of the meetings. A copy of these records shall be turned in to the 4-H Office within 7 days after each meeting, to be reproduced, and made available, upon request.
2. Shall maintain current year history of meeting minutes available at each meeting and turned over to the next year's successor.
3. Shall handle all correspondence addressed to the Horse Project Committee.
4. Shall preside at all meetings in the absence of the President and Vice President until the election of a chairman pro-tem, which should take place immediately.

D. Treasurer - Accounts Receivables

1. Shall keep an accurate account of all monies received and expended in the various funds of the Spokane County 4-H Horse Project Committee.
2. Shall render a financial report at each monthly Horse Project Committee meeting.
3. Shall reconcile the account with all appropriate forms, including Check requests, income deposited, bank statements, etc. for balancing the books each month.

4. Shall turn over appropriate books in to the County 4-H office by December 1st of each year so a self-audit can be performed by qualified volunteer(s) not currently in the treasurer's position, who then submits a copy of the completed audit report will be presented to the 4-H Staff.
5. Shall be one of the two signatures on all checks written.
6. Shall be in charge of depositing funds during Tack Swap, the organization's only fundraiser.
7. Shall utilize the support and assistance of Treasurer: Accounts Payables whenever necessary, especially during Tack Swap.
8. Regarding Non-Sufficient Funds (NSF) checks: All checks returned for any reason will require that the 4-H member or parent/guardian pay in cash or money order in future transactions. To utilize the support and assistance of Treasurer: Accounts Payables in enforcing this policy.
 - A. To redeem the outstanding check and pay any and all additional charges;
 - B. For all 4-H activities for the remainder of the program year.

E. Treasurer - Accounts Payables.

1. Responsible for acquiring original receipts and signed check requests from sub-committee chairpersons for the purpose of paying invoices and contracts, reimbursement of funds, refunding funds, and has sole use of the account debit card for Horse Project purposes only.
2. Shall enforce the policy of committee chairpersons to submit completed Check Request Forms and original before disbursement of funds.
3. Shall send the check requests and original receipts to the Treasurer: Accounts Receivables for reconciliation purposes.
4. Shall turn over appropriate books in to the County 4-H office by December 1st of each year so a self-audit can be performed by qualified volunteer(s) not currently in the treasurer's position, who then submits a copy of the completed audit report will be presented to the 4-H Staff.
5. Shall be one of the two signatures on all checks written.
6. Shall utilize the support and assistance of Treasurer: Accounts Receivables whenever necessary, especially during Tack Swap, to enforce financial policies.

F. Points Keeper

1. Shall facilitate the Points & Rules meetings.
2. Shall keep records of all results from every contest or show held by the Horse Project Committee.
3. Shall hold to audit points for each contest and show and record points earned.
4. Shall work with the Awards sub-committee and report standings for each member participating in the county contest and shows for Horse Projects Awards Night.
5. This position can be divided by two people.
6. The Points and Rules must develop a committee to audit all show points that are collected for the year-end awards and submit to the Horse Awards committee by August 1st. All educational and other events in which points are collected for year-end awards must be audited and submitted to the Horse Awards committee 30 days after the event has occurred.

G. Horse Certifier

1. Shall work with the 4-H Staff to review Horse Certificates and maintain a list of members and their certified horses.

2. List of certified project horses should be posted on the 4-H website after March 1st. Afterwards, it should be updated to reflect activity horses.

Section 2. Eligibility and Term of Office

- A. Only members of the Spokane County 4-H Horse Project Committee who have been involved for one year or more shall be eligible to hold office in the Spokane County 4-H Horse Project Committee.
- B. The Treasurer must be at least eighteen (18) years old.
- C. No office shall be held by the same person for more than two (2) consecutive years, with the exception of the Treasurer who may be eligible to serve not more than one, four (4) year term. The slate of officer elections should be held on a rotating schedule.
- D. A nominating committee appointed by the President shall be formed in August for the purpose of presenting a slate of officers. No current officer shall serve on the nominating committee.
- E. Officers shall be elected at the October meeting. Nominations may be taken from the floor with consent of nominee. If nominee is not present, intention to accept nomination must be in writing.
- F. New officers assume office by November 1.

Section 3. Non-Performance of Duties or Vacancies

- A. Any officer not performing prescribed duties of his/her office for two (2) consecutive meetings will be replaced.
- B. If an office (except that of President) is made vacant during the 4-H year, the President may appoint someone to that office. A person not meeting the eligibility requirements, may be appointed, to complete the current term, providing he/she participates in good faith at the current meetings.

ARTICLE VII

Executive Committee

The Executive committee of the Spokane County 4-H Horse Project Committee shall consist of the President, the Vice-President, the Secretary, the Treasurer, the Points Keeper, and the Horse Certificates manager. The 4-H County Staff will serve as a non-voting member.

Duties of the Executive Committee:

In case of emergencies or when a decision must be made immediately, the President may call a meeting of all members of the Executive Committee or take a poll of said committee by phone. The 4-H staff person responsible for the equine project must be included in this emergency process. An “emergency” is when there must be a decision made before the next scheduled meeting of the Horse Project Committee. The Executive Committee may perform a phone poll- a simple majority must be involved in the decision.

ARTICLE VIII

Standing Sub-Committees/ Ad Hoc Committees

Section 1. The President shall designate all Sub/Ad Hoc committees as deemed necessary for the proper and efficient functioning of the business of the Spokane County 4-H Horse Project Committee. Ad Hoc Committees shall function until their goals have been achieved, preferably within the 4-H year.

Section 2. Standing Sub-Committees include but are not limited to

A. Organizational Sub-Committees

1. Horse Project Budget

B. Activity / Planning Sub-Committee

- | | |
|-------------------|--|
| 1. Points & Rules | 9. Horse Shows |
| 2. Awards | 10. Interstate Fair Show and
Activities |
| 3. Tack Swap | 11. Spring Clinics |
| 4. Impromptus | 12. Happy Trails Camp |
| 5. Hippology | 13. South Camp |
| 6. Horse Bowl | 14. Trail Ride |
| 7. Horse Judging | 15. Record Books |
| 8. Groom Squad | |

Section 3. A committee that is meeting must include at least three (3) project members in order for any decision or recommendation to be valid. Notice of a meeting should be published on 4-H website and included in weekly 4-H Update E-mails.

Section 4. A completed Spokane County 4-H Report Form for all meetings will be turned into the 4-H Office upon the completion of the meeting.

Section 5. A written report of activities must be submitted to the 4-H office within 30 days of said event. The report needs to include an attendance list, awards/placings, and profit and loss statement.

ARTICLE IX

Section 1. The rules contained in Roberts Rules of Order shall govern this organization in all cases to which they are applicable.

Section 2. All rules and policies will be updated annually. Rules for the current 4-H year will be proposed at the November meeting and voted on at the December meeting, and those approved will take effect immediately for the current 4-H year.

- A. It is the club leaders' and members' responsibility to know the current rules of the 4-H Horse Project as outlined in the PNW Horse Manual and this Supplemental Guide. The current manual and supplemental guide will be available on the 4-H website.

ARTICLE X

With the permission of the 4-H Staff, this group may be dissolved by two-thirds (2/3) vote of those present and eligible to vote under voter guidelines attending a meeting called specifically for that purpose. There will be a notice of the meeting in the 4-H website/newsletter for two (2) consecutive months prior to the meeting of the proposal to dissolve the group. After all obligations of the Spokane County 4-H Horse Project Committee have been paid, the balance of funds on hand, if any, at time of dissolution will be turned in to the Spokane County 4-H Budget and Fundraiser Committee.