

2017

To: Those interested in becoming a Michigan 4-H Horse Judge

Fr: Karen Waite  
Equine Extension Specialist

Re: Application and Information Packet

Enclosed, please find information and an application to become a Michigan 4-H Horse Judge. The annual application deadline is **October 1**. Please include a \$25.00 application fee with your application (payable to MI State University).

Please read all of the enclosed information thoroughly. In an effort to improve and maintain the quality of Michigan 4-H Horse Judges, the 4-H Horse Judges Advisory Committee reviews all applicants who have a complete application on file by October 1 and after all applications are reviewed, you may be selected to be interviewed for consideration for listing as a Michigan 4-H Conditional Horse Judge. We are looking for well-rounded individuals with experience and knowledge in many different classes, events and breeds, as well as having much experience with youth and knowledge of the Michigan 4-H Horse & Pony Rules & Regulations. Importance is also placed on actual judging experience, as well as ringmastering and apprenticing. Many Michigan 4-H Horse Judges are happy to assist those interested in becoming a 4-H judge gain "in-ring" experience. A current list of Michigan 4-H Horse Judges is available at: [http://www.ans.msu.edu/youth\\_extension\\_programs/horse\\_youth\\_programs](http://www.ans.msu.edu/youth_extension_programs/horse_youth_programs).

Please copy the forms in the application packet and submit as many as possible. The more the committee has to review, the better picture they will have of your judging experience.

Thank you for your interest in the Michigan 4-H Horse Judges Program. If you have any questions, feel free to call me at (517) 432-0383.

## **Preparation for Applying for the** **Michigan 4-H** **Horse Judges List**

The Michigan 4-H Horse Judges List is designed to provide a source of judges for Michigan 4-H Horse Shows and other horse shows in the state.

The Michigan 4-H Horse Judges Program is not designed to be a basic training program for judges. While we do provide short-term workshops, and clinics, we are not in a position to train people with no prior background, to judge horse shows.

Prior to applying for the list, applicants should have a basic background in horse judging. In addition to showing and training experience, applicants should have actual judging, and other ring, experience. Following are some of the ways this experience can be obtained:

- 1) 4-H horse judging team experience
- 2) FFA horse judging team experience
- 3) Breed association team judging experience
- 4) Collegiate judging team experience
- 5) Judging horse shows on your own
- 6) Apprentice judging experience (judging horse shows with 4-H and other horse show judges)
- 7) Ringmaster experience

In addition to the applicant's total horse experience, they should attend as many clinics and workshops relating to judging as possible.

**It is important for all applicants to document their experiences using the recommendation forms and show evaluations provided in the application packet and send a complete record of these along with any other supporting material with their application.**

## **APPLICATION FOR LISTING MICHIGAN 4-H HORSE SHOW JUDGES LIST**

I would like to apply for the List of 4-H Horse Judges for Michigan 4-H Horse Shows. I understand, in completing this application, that the selection will be done by the members of the Michigan 4-H Horse Judges Advisory Committee. A limited number of applicants will be selected to be added to the Conditional Judges List, with the most qualified applicants being selected.

Note: If necessary, please feel free to attach additional sheets to answer questions completely.

Name \_\_\_\_\_ County \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell/Office: \_\_\_\_\_

Email address: \_\_\_\_\_

Please Mail To: Karen Waite  
Department of Animal Science, MSU  
474 S. Shaw Lane, Room 1250  
East Lansing, MI 48824-1225

**COMPLETED APPLICATIONS (INCLUDING RECOMMENDATION FORMS and  
\$25.00 APPLICATION FEE) ARE DUE NO  
LATER THAN October 1.**  
*(Make checks payable to MI State University)*

**A. Educational Experience:** Emphasis will be given to training related to horse show judging and working with youth groups.

1.

Type of Education	Institution	Dates Attended	Degree(s) Attained
High School			
College			
Technical School			
Other Formal Education			

Please indicate how the above educational experiences have prepared you to become a 4-H Horse Show Judge:

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**B. General Horse Experience:** Please list types of experiences with horses and for how many years.

1. Working and General \_\_\_\_\_ Years

Types of Experience:
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2. Showing \_\_\_\_\_ Years

Types of Experience:
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3. How much in-ring experience (other than showing horses) do you have? (Please include experience like ringmastering, officiating as a steward, etc.):

**C. 4-H Youth Programs Experience:**

1. Have you been a 4-H member, leader, or have you worked in any other manner with a 4-H program?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If the answer is yes, please complete the following:

Number of years of 4-H membership: \_\_\_\_\_

Location: \_\_\_\_\_

Projects completed:

Number of years as a 4-H leader: \_\_\_\_\_

Location: \_\_\_\_\_

Projects lead:

**D. Horse Show Judging and Teaching Experience:**

1. Have you judged horse shows? \_\_\_\_\_ Yes \_\_\_\_\_ No  
*If the answer is yes, please complete the following:*

Number of years judging: \_\_\_\_\_

Number of shows judged: \_\_\_\_\_

Briefly describe your judging experience (please include dates, location, types of shows judged and approximate number of entries per show):

2. Please list any other associations that are currently approving you as a judge:

3. Have you apprentice judged under other judges? \_\_\_\_ Yes \_\_\_\_ No  
*If the answer is yes, please complete the following:*

Number of shows apprentice judged: \_\_\_\_\_

4. Have you conducted clinics? \_\_\_\_ Yes \_\_\_\_ No

If so, number of clinics conducted: \_\_\_\_\_

Type of clinics conducted:

5. Have you taught youth in equitation? \_\_\_\_ Yes \_\_\_\_ No  
If yes, number of years teaching equitation: \_\_\_\_\_

Type of clinics conducted:

**E. Why do you want to become a 4-H Horse Judge?**

The following people have been asked to complete an EVALUATION/RECOMMENDATION FORM and mail it to the Equine Extension Youth Specialist. A minimum of 3 forms are required to have a complete application. (Additional evaluations are highly suggested)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to Horse Program and/or 4-H Program: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to Horse Program and/or 4-H Program: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to Horse Program and/or 4-H Program: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to Horse Program and/or 4-H Program: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to Horse Program and/or 4-H Program: \_\_\_\_\_

\_\_\_\_\_

**The information in this application is true and accurate to the best of my knowledge.**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant's Signature**



## **GUIDELINES FOR MICHIGAN 4-H HORSE SHOW** **CONDITIONAL JUDGES**

1. Persons interested in being included in the List of Horse Judges for Michigan 4-H Horse Shows for the first time, must submit a completed application form, along with not less than three completed recommendations forms (more are encouraged), to the Equine Extension Youth Specialist by **October 1** of the year prior to the publishing of the list.
2. These perspective conditional judges have their applications and recommendation forms reviewed and maybe personally interviewed by the 4-H Horse Judges Advisory Committee. Those who are approved are placed on a Conditional Judges List. These conditional judges are assigned three to five approved 4-H horse judges to work with and be evaluated by at shows the following show season. A minimum of three to five evaluations must be completed to be considered for the Regular 4-H Horse Judges List.
3. Each approved conditional judge will be sent a supply of Evaluation Forms. They will be responsible to ensure that a form is given to and completed by each of the judges worked with and that the form is then sent to the Equine Extension Youth Specialist.
4. After the conditional judge's first year, the 4-H Horse Judges Advisory Committee reviews the complete file of each conditional judge and determines if they will be advanced to the Regular 4-H Horse Judges List or remain on the 4-H Conditional Judges List to gain additional experience. Forms from evaluator judges must be rated good or excellent in order for conditional judge to be eligible for advancement. Those who remain on the list will be asked to work with and be evaluated by at least three judges per year during the time they remain on the list. They will be evaluated annually and considered for the Regular 4-H Horse Judges List. There is a maximum time limit of two years on the Conditional List. Conditional judges who are removed after two years must wait at least one year before re-applying.
5. Judges who hold national breed judging cards, those that are approved 4-H judges from other states, have extensive previous judging experience, or extensive professional horse experience may apply for an exemption from the Conditional Judging Apprenticeship Program. **IF** approved by the State 4-H Horse Judges Advisory Committee, these judges will be placed on the Conditional list with no judges assigned to work with, for a maximum of 2 years, during which time they will be subject to the same requirements as the other judges on the Regular list.
6. Persons who feel they have a special case to be considered must contact the Judges Advisory Committee before October 1.

7. The following guidelines should be followed while working with your evaluator judges:
- A. Contact and confirm a working date with the judge at least three months in advance. Reconfirm this date by telephone three days prior to the show date.
  - B. Introduce yourself to the judge as soon as you arrive. Ask what is expected of you.
  - C. Carry a copy of the current 4-H Bulletin 1145, 4-H Horse & Pony Rules and Regulations, and a small notebook with you into the ring. Take rain gear just in case.
  - D. Conduct yourself as a judge at all times. Don't volunteer yourself as ringmaster, steward, or anything else. You are there as a conditional judge.
  - E. Refrain from smoking, liquor, and abusive language.
  - F. Refrain from talking to spectators and exhibitors while judging the show.
  - G. Judge the entire show, not just part of the classes.
  - H. Stay out of the judge's way and his or her line of vision. Try to stay three to five feet from the judge unless they specify something different. Write down and save your questions for a time when the judge is not judging classes, such as between classes or after the show is over.
  - I. Be prepared to discuss with the judge any classes they may choose to ask you about, or ask you to give reasons on.
  - J. Be sure that the judge receives your evaluation form.
  - K. Contact the judge three days after the show and make certain that your evaluation has been sent in. Your status depends upon these evaluations.
  - L. Don't be discouraged. Remember that each of you are individuals. Your opinions may differ. Show the proper amount of respect for the judge, even if you disagree with them.



For 4-H Horse & Pony Project Show Rules and Regulations, please go to  
[http://4h.msue.msu.edu/4h/resources/mi\\_4h\\_horse\\_show\\_rules](http://4h.msue.msu.edu/4h/resources/mi_4h_horse_show_rules)

The current listing of MI 4-H Horse Judges as well as information about upcoming workshops and events can be found at:  
[http://www.ans.msu.edu/youth\\_extension\\_programs/horse\\_youth\\_programs](http://www.ans.msu.edu/youth_extension_programs/horse_youth_programs)

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2. Prospective conditional judges have their applications and recommendation forms reviewed and maybe personally interviewed by the 4-H Horse Judges Advisory Committee. Those who are approved are placed on a Conditional Judges List. These conditional judges are assigned 5 to 7 approved 4-H horse judges to work with and be evaluated by at shows the following show season. *A minimum of three to five evaluations must be completed by assigned judges and rated positively* to be considered for the Regular 4-H Horse Judges List. In rare circumstances, the judges advisory committee may require fewer then 3 conditional judging assignments.
3. After the conditional judge's first year, the 4-H Horse Judges Advisory Committee reviews the complete file of each conditional judge and determines if they will be advanced to the Regular 4-H Horse Judges List or remain on the 4-H Conditional Judges List to gain additional experience. *Those who remain on the conditional judges list may be asked to work with and be evaluated by additional judges during the time they remain on the list, in addition to those originally assigned. Conditional judges will be evaluated annually and considered for advancement to the Regular 4-H Horse Judges List.* There is a maximum time limit of two years on the Conditional List. Conditional judges who are removed after two years must wait at least one year before re-applying.
4. Persons already on the Regular 4-H Horse Judges List must complete a renewal form annually to be on the next years list. This application indicates that the judge is still active and interested in being a Michigan 4-H Horse Judge. To remain in good standing judges must attend the 4-H Horse Judges and Superintendents Conference at least once every three years. Judges also must annually attend one approved judges clinic (the 4-H Horse Judges and Superintendents Conference is considered one of the approved annual clinics). These continuing education requirements must be met in order for judges to remain in good standing.
5. The Equine Extension Youth Specialist and the 4-H Judges Advisory Committee sets an annual listing fee that is used to provide services to both regular and conditional judges.
6. All judges on the list are given an annual, open-book, written test on the information given in 4-H Horse and Pony Project Show Rules and Regulations. This annual test is sent directly to the judges for competition and returned to the Equine Extension Youth Specialist or collected at the 4-H Horse Judges and Superintendents Conference. Judges must obtain at least 80% on this test to remain in good standing.
7. An evaluation system explained in the following paragraph is used to indicate to these operating 4-H Shows the level of acceptance and activity of judges on the

Michigan 4-H Horse Judges List. This system allows judges who are interested and active to remain in good standing.

Evaluation System:

- A. For each show judged, every judge is responsible to ensure that a show official receives a judge's evaluation form. Show officials should invoice a committee in the evaluation. These evaluation forms are to be used primarily at shows that follow 4-H guidelines.
- B. The form used for judge's evaluations is the confidential Michigan 4-H Horse Show Judges Evaluation form. This form is available from the Equine Extension Youth Specialist.
- C. Each judge who judges a total of three or more shows which follow Michigan 4-H guidelines during the current and immediate past show season is evaluated annually on their performance. Judges with consistently unsatisfactory judging performances are removed from the list. To remain in good standing, each judge is required to have a *minimum of three good or excellent show evaluations covering a two-year period of file with the Equine Extension Youth Specialist.*
8. All judges are subject to an annual review by the State 4-H Horse Judges Advisory Committee. Judges who do not meet the above criteria are placed on probation for one year. If they remove the deficiencies during this probation year they are reinstated in good standing the following year after approval from the 4-H Horse Judges Advisory Committee. If not, they are removed from the list for a period of one year. Judges may also be placed on probation or be removed from the list for **consistently poor performance, lack of interest, not keeping up to date with current rules, lack of cooperation, reasons of personal character of conduct, or other similar serious reasons.** Judges placed on probation more than two times in 7 years will be considered grounds for suspension. If removed or suspended from the list, after a minimum of one year, a judge must re-apply to the list if he or she wants to be reinstated by completing an application form and being interviewed by the State 4-H Horse Judges Advisory Committee.
9. Judges who ask to be removed from the list can re-apply by filling out an application form. This form would be reviewed by the 4-H Horse Judges Advisory Committee and an interview may be required.

## QUALITIES DESIRED IN 4-H HORSE SHOW JUDGE

**Knowledge Of Horses And Rules:** Good Judging is based on a basic understanding of what to select for the class being judged. This requires a mental image of the ideal for the class. In addition to having complete and up-to-date information, judges need keen powers of observation and comparison and must be able to make accurate decisions within a reasonable length of time. A 4-H judge is obligated to use the rules in 4-H Bulletin 1145 4-H Horse and Pony Project Show Rules and Regulations, or the rules of the show (if they are different from this bulletin) in the judging of all classes. They are expected to have a

thorough knowledge of these state 4-H rules.

**4-H Philosophy:** Judges who judge 4-H shows should have a thorough understanding of the objectives of the Michigan 4-H Horse and Pony Project. The major emphasis of the project should be on the member, not on the horse. The knowledge the member has gained through the training and care given their animal during the year, as indicated by its appearance and response in the show ring, should be emphasized. The 4-H horse show should assist in evaluating the members progress rather than the major emphasis of the project.

**General Character:** Those judging 4-H horse shows are a guiding influence on the lives of the youth they work with, and as such, must always be careful to set a good example. This is important both in and out of the show ring. To be an effective teacher, a judge must have the understanding and respect of 4-H members. A horse show judge had a special influence on those they work with the day of the show. Honesty and sincerity are extremely important. Also, care must be exercised in such things as use of liquor, excessive smoking, and improper language before, during and after the show. Judges must satisfy themselves, the exhibitors, and the spectators.

**Giving Oral Reasons:** Open show judges are seldom asked to give oral reasons but in the 4-H the judge is often asked to comment briefly on the classes over the PA system. These reasons are helpful to the exhibitors, parents, and leaders. They inform them of what they are doing correctly and what can be improved. It is important that these reasons be accurate and brief. Judges' oral reasons should emphasize the important points, and contain good terms. The delivery should be sincere, the enunciation clear, and correct grammar should be used. The organization of the reasons should be easy for the listener to follow.

**Working With Youth:** The 4-H horse judge should be business-like but friendly. Working with youth requires a special skill and the needs of each member must be considered. These include the need to belong, to be successful, to be recognized, to have responsibility, and to be liked. A judge may be able to work successfully with adults, but may lack the special traits and patience necessary to work with youth. Special consideration should be given to the younger, less experienced members.

**Working With Show Officials And Other Adults:** Judges should, at all times, cooperate with the ringmaster, stewards, clerks, show committee, and County Extension Staff.

**General Conduct:** Judges need to avoid putting themselves in certain situations that might prove uncomfortable to themselves, exhibitors, or show officials. Promptness is very important. Always be at the show before it is scheduled to start. Report to show officials after arriving at the show. Judges should be well rested and mentally ready for judging. Judges should be neat, clean, and appropriately dressed for the show they are judging. Judges should not judge entries of relatives, members of their own 4-H horse club, people they have recently sold horses to, trained for, or given lessons to. Judges should be enthusiastic about their job. Exhibitors can soon tell whether a judge enjoys judging or not. The most successful 4-H judges have a sincere interest in helping youth.

## **SUGGESTIONS FOR SELECTING JUDGES**

1. Adequate wages must be paid to obtain a qualified judge. When setting the fee, consideration should be given to such things as: number of entries, total number of classes, type of show, etc. A good guideline for mileage is using the same rate as your local County Extension Office.
2. Select your judge as early as possible.
3. If you select several prospective judges use a preference list and go down the list until you confirm a judge.
4. Call judges to confirm judging dates and other details. Follow-up the telephone contact as soon as possible with a letter of confirmation. This letter should include the show date, location (map is helpful), fee (including expense guidelines, if any), type of show, number of classes, etc. If the show is a County Fair 4-H Show, have the County Extension Agent also send a letter of confirmation to your judge.
5. The judge should also write a letter as soon as possible confirming the date, fee, etc.
6. As soon as possible, send the judge rules that your show will be using. Send your judge a showbill or premium book as soon as its available.
7. A week or so before the show, you should either call or write the judge reconfirming all show details.
8. It is the responsibility of the judge to follow-up on all commitments. If for any reason they find it impossible to judge the show they should contact the show early. If it is a last minute situation they should be responsible for acquiring a replacement judge, *and should contact the show to let them know.*
9. After judging a show, judges should submit their expenses to the show manager as soon as possible. A complete itemized statement should be prepared.
10. At the conclusion of the show, the judge and show manager should exchange evaluation forms to be sent to the Equine Extension Youth Specialist. Both parties are responsible for completing these forms carefully and honestly and returning them promptly. Anyone not adhering to these guidelines should be noted on the evaluation forms sent to the Equine Extension Youth Specialist.

### **JUDGES APPEARING ON THE LIST HAVE MET THE FOLLOWING MINIMUM CONTINUING EDUCATION COMMITMENTS AND REQUIREMENTS:**

#### Conditional Judges:

1. Have completed and returned an approved application from

2. Have had three approved recommendation forms from evaluating judges or other equine professionals completed and returned – more are recommended.
3. Have been invited and participated in a personal interview before the 4-H Horse Judges Advisory Committee.
4. Have completed an application to appear on the list, returned it with the annual listing fee set by the Equine Extension Youth Specialist and the 4-H Horse Judges Advisory Committee.
5. Have attended the Horse Judges and Superintendents Conference at Kettunen Center at least once during their Conditional status.

Regular Judges:

1. Have completed an application to appear on the list, and returned it with an annual listing fee set by the Equine Extension Youth Specialist and the 4-H Horse Judges Advisory Committee.
2. Have achieved a minimum grade of 80% on a written test given annually on 4-H Horse and Pony Project Show Rules and Regulations.
3. Have attended the 4-H Horse Judges and Superintendents Conference at Kettunen Center at least once every three years and annually attended one approved judges clinic (The Horse Judges and Superintendents Conference is an approved 4-H Horse Judges clinic).
4. Have a minimum of three *good or excellent* evaluations returned from shows they have judged during the current and immediate past show season.



## **Michigan 4-H Horse Judges Code Of Conduct**

As a Michigan 4-H Horse Judges I promise to...

Always put the welfare of the youth and project animal first. Promote safety, good sportsmanship and responsible horse management practices. Keep a watchful eye for mistreatment and neglect.

Take my role as an educator and evaluator seriously. Conduct myself in a courteous and respectful manner. Treat both rider and horse with dignity and compassion. Demonstrate reasonable conflict management skills when needed.

Display an unbiased and objective attitude by judging honestly and fairly in accordance with our Michigan 4-H rules. To always conduct myself in a professional manner, and to be aware of activities that may appear unethical to others.

Be truthful and forthright when representing myself to show management and the 4-H/Youth Development Programs.

Accept my responsibility to represent 4-H/Youth Development Programs with dignity, integrity and pride by being a positive role model for youth at all times.

To abstain from the use of illicit drugs and alcohol, before and during a show. Refrain from the use of tobacco or offensive language, in the presence of youth. Always appear physically rested and mentally alert.

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Judge's Signature

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Date

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Judge's Printed Name

## **EVALUATION/RECOMMENDATION FORM - MICHIGAN 4-H HORSE JUDGES LIST**

The below named person has applied for the Michigan 4-H Horse Judges List. In order to better assess the applicant's qualifications, the State 4-H Horse Judges Advisory Committee asks that you assist by completing and promptly returning this questionnaire. This information is **confidential and will only be seen by the advisory committee**. Your honest evaluation is important to the future quality of the Michigan 4-H Horse Judges List.

**Name of Applicant** \_\_\_\_\_

Please evaluate the applicant on the following criteria:

	Excellent	Good	Average	Fair	Poor	Don't Know
Ability to work with Youth						
Communication skills						
Knowledge of 4-H and breed show rules						
Understanding of 4-H philosophy						
Ability to judge conformation and soundness						
Ability to judge fitting and showing						
Ability to judge performance and horsemanship						
General character and attitude						
Impartiality in decision making						
Ability to work with show officials and others						
Willingness to learn from others and improve their judging ability						

I know the applicant: well ( ) slightly ( ) by reputation ( ) not at all ( ) family member ( ).

Date form completed \_\_\_\_\_

How long have you known applicant? \_\_\_\_\_ years.

Have you judged with the applicant? \_\_\_\_\_ yes \_\_\_\_\_ no Date/Location: \_\_\_\_\_

Would you recommend the applicant be a Michigan 4-H Horse Show Judge?: **Yes** or **No**

My occupation as it relates to the horse industry \_\_\_\_\_

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Address \_\_\_\_\_ State/Zip \_\_\_\_\_

**Note:** This form should be sent to the address below by the person signing this form by **October 1**.

**Send to:** Karen Waite  
474 S. Shaw Lane, Room 1250  
East Lansing, MI 48824-1225

**Please list additional comments on the reverse side of this form.**

**Thank you for your commitment to The Michigan 4-H Horse Program.** Revised 7/17