

May 7, 2019

MEMORANDUM

TO: Persons Responsible for 4-H Youth Horse Programs

FROM: Taylor Fabus
Equine Extension Educator
517-353-1748
tenlenta@msu.edu

Carla McLachlan
Event/Program Manager
517-432-5402
MCLACHL2@msu.edu

RE: Information Packet, Michigan 4-H State Horse Show & Symposium,
August 16-18, 2019

Enclosed:

- Guidelines for Involving Proud Equestrian Program at the State 4-H Horse Show
- State 4-H Horse Show Volunteer Application and **background check form**
- County Summary Sheet (to be submitted with entries from each county)
- Instruction & General Information for delegates including class list and schedule (delegate packet)
- Entry Forms for delegate (included in delegate packet)

All entries must be made only by MSU Extension staff members, and counties must not exceed their quotas. We encourage counties to have a delegate orientation before the show, if possible. **All entries must be sent to MSU NO LATER than July 12 (postmarked).** Entry information on alternates is required and should be sent WITH ALL OTHER ENTRIES (no entry fee, though). If a substitution is necessary a County staff member must contact our office by Tuesday, August 13, 2019.

RULES AND CONDUCT will be based on the Delegate Information Packet & the Revised 2016 Horse and Pony Project Show Rules and Regulations. A copy of the revised regulations is available at: http://www.canr.msu.edu/ans/extension/horse_youth_programs

MINIATURE HORSE EXHIBITORS! Please note that the 2019 State 4-H Miniature Horse show will be held during the State 4-H Horse Show on Saturday August 17, 2019 at the South Barn at the MSU Pavilion. You can qualify and attend with both divisions (Miniature Horse and light horse). Miniature Horse exhibitors are not counted in the quota for each county.

GYMKHANA EXHIBITORS, NEW THIS YEAR! Changes have been made to the classes being offered on Friday, Gymkhana show day! Review the schedule carefully.

PLEASE DISTRIBUTE THE FOLLOWING TO EACH EXHIBITOR:

- Copy of the Exhibitor Entry Form
- Delegate Information Packet

ALL PARTICIPANTS SHOULD BE PROVIDED THE COMPLETE DELEGATE INFORMATION FOR REVIEW BEFORE COMPLETING ENTRY FORM AND BE GIVEN A COPY FOR THEIR REFERENCE!

ENTRIES will only be accepted as a single mailing from each county sent directly to the Department of Animal Science. **ENTRIES WILL NOT BE ACCEPTED FROM INDIVIDUAL EXHIBITORS.** Your county is responsible for selecting its own State 4-H Horse Show participants according to local criteria. Your county quota has been provided to your County Extension Office. Counties are encouraged to use "Guidelines for Selecting State 4-H Horse Show Delegates" included in this packet. **All horses exhibited at the State 4-H**

Horse Show should be the youth's project animal, designated as such at the beginning of the current year's qualifying period (as determined by your county program).

A completed **County Summary Sheet** must be included. Send your complete mailing to the: State 4-H Horse Show, 474 South Shaw Lane, Anthony Hall, Room 1287, East Lansing, MI 48824-1225

Exhibitors may enter a maximum of five classes. Four of these classes can be from the Show section of classes (rail and leading classes.) The fifth class must be chosen from the Symposium section of classes corresponding to the day youth exhibit their horse. Please **review entries** against the list to see that members are in the correct age group and have entered the correct classes. An exhibitor's parent or guardian **MUST** sign entries. MSU Extension staff members **and** exhibitors are responsible for ensuring correct entry information. Changes will not be allowed on the entry forms after they reach MSU. Entry fees may be transferred to alternates, if requested by the respective County MSU Extension office. There is no penalty for not sending the maximum allowed delegates. PEP Program entrants and Miniature Horse exhibitors are not included in county quotas.

Counties are encouraged to send one 4-H member with disabilities from their county to participate in the State 4-H Horse Show (not included as a PEP Program entrant). These members will not be included in the county quota. The members must show under all existing standards, and the county must determine that the member can compete in the classes without danger to himself/herself or others in the classes. Exhibitors with Miniature Horses are also not included in the county quota. More details regarding this are provided later in this document.

ENTRY FEES: Counties are responsible for ensuring that all fees are forwarded to the appropriate account. All fees must be received from counties by August 1. Entry fees are **NON-REFUNDABLE**, even in cases of inclement weather, sick or injured horses, etc. Checks should be made payable to MSU. Checks made out by the families may be sent with the entries. Payments are to be deposited in Account Number DN022677 subaccount 1066. If you have questions about how to handle checks/payment, please contact MSU Animal Science Event Manager Carla McLachlan at 517-432-5402 or email at MCLACHL2@msu.edu.

COGGINS TESTS: A negative 12 Month Coggins Test (No earlier than August 19, 2019) is required for participation at the State 4-H Horse Show. A photocopy of a current coggins test must be included with each entry. In addition, per State of Michigan law, horses must travel with the coggins test and be prepared to show it at the check-in table.

EXTRA STAYS: Exhibitors who need to arrive before their designated check in time or need to stay over after completing their show section must call or email our office for approval (Carla at (517) 432-5402 MCLACHL2@msu.edu or Taylor at (517) 353-1748 tenlenta@msu.edu). Siblings traveling to the State 4-H Horse Show will not be charged an extra stay fee – however they must call for the approval number. A \$20.00/day fee will be charged to others requiring extra stay – but only after approval from the State office. Exhibitors must still arrive DURING a scheduled check-in time. FOLLOWING THIS PROCEDURE IS ESSENTIAL TO ENSURE ENOUGH STALLS ARE ALLOTTED FOR YOUR COUNTY.

AGE: Exhibitor age will be determined as of January 1, 2019. Horse ages are determined as of December 31, 2019.

Junior Exhibitors – 13-15 years of age

Senior Exhibitor – 16-19 years of age

Miniature Horse Exhibitors – 11-19 years of age

VOLUNTEER INFORMATION must be complete and accompany entry information, or entries will not be

accepted. Counties submitting entries to the State 4-H Horse Show are responsible for providing show volunteers to assist with the show. Each county must send at least one adult volunteer. Depending on volunteer quota, if additional volunteers are required not more than 2 teen volunteers may be sent by each County. A teen for this volunteer purpose is a young person age 15 or over. **Please note:** Every volunteer (adult and teen) must complete the attached background check authorization if they have not completed the Volunteer Selection Process in your county. This is a requirement for Michigan 4-H events held at the MSU Pavilion.

Please note that volunteer requests for preferred time and ring cannot be guaranteed – read the information carefully. These volunteer quotas are based on the county show quotas, therefore if quotas are not filled volunteer numbers can be reduced accordingly. Counties who do not fulfill their volunteer quotas will be subject to reduced show member quotas in future years. **Please return the enclosed applications with entries by JULY 12** so the volunteers can be notified prior to the show. Complete mailing address and completed background check authorization is needed (or county VSP). Please note that county volunteers will be credited as helpers only if they are pre-registered and check in and register the morning of the show on the day in which they have been assigned.

GUIDELINES FOR SELECTING STATE 4-H HORSE SHOW DELEGATES

These guidelines were developed using information provided by the State 4-H Horse Show Programming Committee and a survey sent to each county 4-H horse program in Michigan. County 4-H Horse Committees are encouraged to use this document as a guideline in developing their own written selection system. Counties should outline their objectives before designing their own selection procedures.

OBJECTIVES

For exhibitors to be outstanding representatives of their county's 4-H horse program while developing positive life skills, leadership experiences, good sportsmanship and other desirable character traits to make them successful individuals.

- For exhibitors to experience the pride and responsibility of caring for a horse, including learning good management practices with their project.
- For exhibitors to gain skills in horsemanship, show ring etiquette and horse handling safety.
- For exhibitors to meet other 4-H members, leaders and families from around the state.
- For exhibitors to compete on a statewide level.
- For exhibitors to increase their skills & knowledge in horse show management, the horse industry, communications and community service.

RECOMMENDATIONS

1. Selection of participants should be based on:
 - a. Show performance with their project at designated county shows/fairs
 - b. Club participation and performance
 - c. Participation in non-competitive aspects of their 4-H project area. (ex. Community service projects, Mentoring programs, Teen Leader roles, “horseless” horse activities, regional and state level opportunities such as Exploration Days, Teen Leader Workshops, State 4-H Trail Ride, State Programming Committees)
 - d. Participation in other county, regional, and state competitive horse activities such as State 4-H Horse Award process, Horse Judging, Hippology, Horse Bowl, Public Speaking, Demonstrations, Photography, Art
 - d. Record-keeping ability and performance
 - e. Positive attitude and good sportsmanship
 - f. Ability to perform adequately in classes they will be participating in at State 4-H Horse Show
2. Counties should consider providing activities:
 - a. Where only county members participate

- b. That include all classes that are offered at the State 4-H Horse Show (for which the county has interested and eligible members)
 - c. That include a point system for all aspects of the selection process (developed by a county committee) to assist in selecting delegates
 - d. That exhibit the member's overall horse knowledge
 - e. Officiated by Michigan 4-H Horse Judges
3. Members and their projects must meet State 4-H Horse Show guidelines.
 4. Additional factors to be considered:
 - a. Preference given to members in their last year of 4-H because of upper age limits
 - b. Whether a member has exhibited at the State 4-H Horse Show previously
 - c. The need for a distribution of delegates from throughout the county
 - e. The member's club and recordkeeping performance (as previously mentioned)

Selecting county delegates to the State 4-H Horse Show should be a cooperative decision made by County Extension staff and a County 4-H Horse Adult & Teen Leader Committee. Members and leaders should know well in advance of delegate selection what selection methods will be used. *The knowledge the member has gained should be emphasized. Exhibiting at the State 4-H Horse Show should assist in evaluating the member's progress rather than be the major project emphasis.*

**IN ADDITION TO OUR PROUD EQUESTRIAN PROGRAM CLASSES
THESE GUIDELINES ARE FOR INVOLVING 4-H MEMBERS WITH DISABILITIES IN NON-PEP
CLASSES AT THE STATE 4-H HORSE SHOW**

Situation Statement

The State 4-H Horse Show has been open to participation by 4-H members with documented disabilities. However, to encourage counties to involve more members with disabilities in the show, the enclosed guidelines took effect in 1984. The State 4-H Horse Show provides an opportunity for riders in the Proud Equestrian Program (PEP) to participate in a mainstream setting, as well as the PEP Classes outlined in other areas of this packet of information.

General Rules

Counties are encouraged to send one 4-H member with documented disabilities from their county to participate in the State 4-H Horse Show. This member is in addition to the specified county quota. The member must show under all existing standards and environmental conditions. The county must determine that the member with disabilities can compete, given the existing regulations and safety standards of the State 4-H Horse Show and the 4-H Proud Equestrian Program, without danger to himself/herself or to others competing in the show.

Purpose

The State 4-H Horse Show Programming Committee stresses providing members with documented disabilities with an opportunity to participate in a wide-variety of 4-H activities. Members with disabilities may be a part of a mainstreamed 4-H Horse Club and/or they may be part of an organized PEP program. Riders may qualify in either area.

Selection

Participation must be based on an individual's competency and skill level. When identifying delegates input from the 4-H Youth Agent, county horse programming committee, 4-H leader, and parents should be considered. If the rider is from a PEP program, the certified PEP instructor should be asked for his/her input.

Rules

1. All rules for the State 4-H Horse Show will apply to all delegates, including members with disabilities, except for the rule that states that a horse should be in the continual care of the member from May 1st. A

horse need not have been under the continual care of the member with documented disabilities. PEP riders must participate on a horse that has been selected and approved by a certified PEP instructor.

2. Riders selected from a PEP program will be required to wear safety helmets and use peacock stirrups in addition to standard show ring attire. All other clothing and appointment rules apply.
3. The knowledgeable individual must be present on the site during the PEP rider's participation in all State Show events.
4. Medical forms for PEP riders must be present with the instructor during the event.
5. The 4-H State Horse Show committee will make any and all reasonable accommodations, to include participants with disabilities. Accommodation requests must be received in writing prior to start of the event. Please email these requests to Taylor Fabus at tenlenta@msu.edu.

COUNTY HORSE & PONY QUOTAS - 2019 STATE 4-H HORSE SHOW

The quota** for 2019 is based on 2018 county enrollments in the 4-H Horse and Pony Projects. Miniature Horses & PEP exhibitors are not counted in the quota. **** If your county would like to be considered for an exception to the posted quota for your county, please contact Taylor Fabus for consideration by June 1. Adjustments to the quota are at the discretion of the State 4-H Horse Show Planning Committee.**

The show formula is as follows:

0 - 20 = 3	126-145 = 15	286-305 = 28
21 - 45 = 5	146-185 = 18	306-345 = 29
46 - 60 = 7	186-225 = 21	346-365 = 30
61 - 85 = 9	226-245 = 24	366-over= 35
86-125 = 13	246-285 = 26	

County	Enrollment #	Member #	Volunteer #	County	Enrollment #	Member #	Volunteer #
Alcona	11	3	1	Lake	0	3	1
Alger	0	3	1	Lapeer	72	9	3
Allegan	126	15	4	Leelanau	29	5	2
Alpena	49	7	2	Lenawee	180	18	4
Antrim	2	3	1	Livingston	92	13	3
Arenac	16	3	1	Luce	1	3	1
Baraga	1	3	1	Mackinac	14	3	1
Barry	160	18	4	Macomb	116	13	3
Bay	39	5	2	Manistee	10	3	1
Benzie	4	3	1	Marquette	22	5	2
Berrien	185	18	4	Mason	35	5	2
Branch	153	18	4	Mecosta	172	18	4
Calhoun	128	15	4	Menominee	83	9	3
Cass	237	24	6	Midland	193	21	5
Charlevoix	40	5	2	Missaukee	10	3	1
Cheboygan	34	5	2	Monroe	184	18	4
Chippewa	11	3	1	Montcalm	235	24	6
Clare	33	5	2	Montmorency	37	5	2
Clinton	91	13	3	Muskegon	88	13	3
Crawford	1	3	1	Newaygo	148	18	4
Delta	44	5	2	Oakland	200	21	5
Dickinson	62	9	3	Oceana	57	7	2
Eaton	106	13	3	Ogemaw	18	3	1
Emmet	31	5	2	Ontonagon	0	3	1
Genesee	82	9	3	Osceola	120	13	3
Gladwin	72	9	3	Oscoda	0	3	1
Gogebic	9	3	1	Otsego	38	5	2
Grand Traverse	76	9	3	Ottawa	148	18	4
Gratiot	57	7	2	Presque Isle	2	3	1
Hillsdale	60	7	2	Roscommon	18	3	1
Houghton/Keweenaw	2	3	1	Saginaw	111	13	3
Huron	88	9	3	St. Clair	281	26	6
Ingham	161	18	4	St. Joseph	228	24	6
Ionia	66	9	3	Sanilac	113	13	3
Iosco	65	9	3	Schoolcraft	0	3	1
Iron	0	3	1	Shiawassee	128	15	4
Isabella	86	13	3	Tuscola	132	15	4
Jackson	41	5	2	Van Buren	77	9	3
Kalamazoo	106	13	3	Washtenaw	216	21	5
Kalkaska	14	3	1	Wayne	68	9	3
Kent	162	18	4	Wexford	10	3	1

STATE 4-H HORSE SHOW VOLUNTEER WORK EXPERIENCE

OBJECTIVE: To provide members and leaders with an opportunity to observe and assist in the operation of the State 4-H Horse Show.

QUOTA SYSTEM: A minimum of one adult volunteer and not more than two teen volunteers - according to the following quota system are required from each County. Volunteers will **only** be credited to their county's quota system if they check in and register at the show. **Counties who do not fulfill their help quotas will be subject to reduced show member quotas in future years. See County Quota listing for county volunteer numbers.**

0-4 delegates	1 helper	5-8 delegates	2 helpers
9-13 delegates	3 helpers	14-18 delegates	4 helpers
19-23 delegates	5 helpers	24+ delegates	6 helpers

The show will begin at 9:00 a.m. each day, volunteers should plan to check-in and be present for an orientation meeting that will be held at 7:45 a.m. in Classroom D at the Pavilion for Agriculture and Livestock Education (4301 Farm Lane, Lansing, MI). **If you would like to come early or stay over 1 day to fulfill the volunteer quota, a limited number of approvals will be made, however the extra stalling fee of \$20 will be required, as well as approval number from the State Office.**

Please complete the enclosed application form as well as the background check authorization form. (Please note this form is required for everyone who has not completed the VSP process for the County) Applications and background check authorization are due, with the State 4-H Horse Show entry forms, to the Equine Extension Educator by **JULY 12, 2019**, so volunteers can be notified of their assignments by email. **Horse Show entries will not be processed by the state office until the required volunteer information is received from the County. Michigan State University requires that all volunteers at certain venues on campus (including the MSU Pavilion) complete a background check before being cleared to volunteer.**

Please remember – you are requesting a preferred arena and day (you cannot request a preferred shift/time) – It is not always possible to grant the specific ring you requested. A letter with your assignment will be sent via email prior to the show. Keep in mind – if you are attending the show and are the only “helper” for a young person showing – you will not make a good volunteer on the day your young person shows. Volunteers will need to stay at their assigned location for several hours without opportunity to visit other locations on the grounds during your assigned time slot. The time commitment is approximately 4.5 hours. If the appropriate number of volunteers from each county are not provided, county show quotas will be affected for future State 4-H Horse Shows.

Volunteer positions include gates, ribbons clerk, make-up ring clerks, t-shirt sales area, ring stewards, raking, ring set up and many more opportunities.

The State 4-H Horse Show hosts over 600 youth participants over the 3 days of the show, **we greatly appreciate and rely on the assistance of a large number of volunteers to make the State Horse Show a success.**

Volunteer Schedule*:

***YOU DO NOT GET TO CHOOSE YOUR SHIFT TIME.** These are provided for your information only. There is only orientation ONCE per day, each morning at 7:45am.

	Friday	Saturday	Sunday
Orientation Meeting	7:45 a.m.	7:45 a.m.	7:45 a.m.
A.M. Shift	8:45 – 2:00 p.m.	8:45 – 2:00 p.m.	8:45 – 2:00 p.m.
P.M. Shift	1:45 - 7:00 p.m.	1:45 - 7:00 p.m.	1:45 - 6:00 p.m.
H. Hack/Dressage Rail		8:45 a.m. - ~11:00 a.m.	8:45 a.m. - ~11:00 a.m.
Trail (2 shifts)		8:45 – 12:30 p.m., 12:30 – 4:30	
Dressage (2 shifts)		8:45 – 12:30 p.m., 12:30 – 4:30	

**2019 State 4-H Horse Show
State 4-H Horse Show Volunteer**

Please remember- you are requesting a specific day and a preferred arena- it is not always possible to grant the specific ring you requested. A letter with your assignment will be sent prior to the show. Volunteers will need to stay at their assigned location for several hours without an opportunity to visit other locations on the grounds during your assigned time.

Please return this form to your county Extension office by their designated deadline.

Be sure to give complete address and email if available.

Name		County	
Address		City	Zip
Telephone		Email REQUIRED	

Please check one:

_____ Teen volunteer (15 yrs & older) Birth date: _____

_____ Adult volunteer - **If you have a youth showing, please provide their name:** _____

Has the Volunteer Selection Process been completed in the county? Yes _____ No _____ (if no, you must complete the attached background check form)

Please choose the day & arena you prefer: Volunteers are critical to the success of this show and we appreciate your help!

Friday	East Arena	Indoor Arena			
Saturday	East Arena	Indoor Arena	H. Hack/Dsg Rail	Trail Arena	Dressage Test
Sunday	East Arena	Indoor Arena	H. Hack/Dsg Rail	Trail Arena	Dressage Test

Volunteers will need to stay at their assigned location for several hours without opportunity to visit other locations on the grounds during your assigned time slot. The time commitment is approximately 4.5 hours. If the appropriate number of volunteers from each county are not provided, county show quotas will be effected for future State 4-H Horse Shows.

Once assignments have been made – the tentative Volunteer Schedule will be as follows:

Volunteer Schedule*:

*YOU DO NOT GET TO CHOOSE YOUR SHIFT TIME. These are provided for your information only. There is only orientation ONCE per day, each morning at 7:45am.

	Friday	Saturday	Sunday
Orientation Meeting	7:45 a.m.	7:45 a.m.	7:45 a.m.
A.M. Shift	8:45 – 2:00 p.m.	8:45 – 2:00 p.m.	8:45 – 2:00 p.m.
P.M. Shift	1:45 - 7:00 p.m.	1:45 - 7:00 p.m.	1:45 - 6:00 p.m.
H. Hack/Dressage Rail		8:45 a.m. - ~11:00 a.m.	8:45 a.m. - ~11:00 a.m.
Trail (2 shifts)		8:45 – 12:30 p.m., 12:30 – 4:30	8:45 – 12:30 p.m., 12:30 – 4:30
Dressage (2 shifts)		8:45 – 12:30 p.m., 12:30 – 4:30	8:45 – 12:30 p.m., 12:30 – 4:30
STATE 4-H HORSE SHOW		DUE: JULY 12, 2019	

COUNTY SUMMARY SHEET/PAYMENT FORM

TO: Equine Extension Educator
 State 4-H Horse Show
 474 S. Shaw Lane
 East Lansing, MI 48824-1224

County _____

Please list the names of all county delegates and alternates below.

Entry Fee: **\$65 per delegate** - do not submit entry fee(s) for alternate(s).**

	Name of Delegate	Day Exhibiting (Fri, Sat or Sun)	Camping Adn'l Fee of \$20/night	T-Shirt \$12/each	Additional Stay \$20/night (Must have pre-approval number from State Office)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
	Totals				

Name of Extension staff submitting form _____ Email _____

(This form must be signed by a MSUE/4-H county staff member or the entries will not be accepted.) This form must accompany all county registration forms. Payment should accompany this form or be sent to: DN022677 Subaccount 1066

Volunteer Application and Background Check Authorization Form
VOLUNTEER EVENT WORKERS

Organization/Group Affiliation (Please Print):			
Last Name:	First Name:	Middle Name:	
Date of Birth:		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Home Address (Street):	City:	State:	Zip Code:
Home Phone (with area code):	Email Address:		
Are you currently employed by Michigan State University?: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been employed by Michigan State University?: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please provide Department name and reason for termination: _____			

Emergency Contact Name: _____	Phone Number: _____
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Criminal History
<p>Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are there criminal charges pending against you at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you answer "yes" to either of these questions, please describe the nature of the crime(s) or charge(s), the date and place of the offense, and the legal disposition of the case.</p> <p>_____</p> <p>_____</p> <p>_____</p>
NOTE: The University conducts a criminal records background check on all volunteers. A "yes" response will not automatically disqualify an individual from consideration.

I understand that I will not be allowed to begin volunteer work at MSU until a criminal background check has been completed. Checking the consent box below and typing my name on the applicant signature line constitutes my electronic signature.

I authorize Michigan State University to conduct a criminal background check on me.

Applicant Name	Date	Department Signature	Date
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Appendix A – State 4-H Horse Show Rules Packet

DOWN AND BACK

The Down and Back pattern is run around one pole. The pole is placed 75-125 feet from the starting line. Pole should be the size of a 55-gallon drum, with no sharp edges.

The rider will cross the starting line and approach the pole on either side, ride around to the other side of the pole, then return to the starting line.

A disqualification will be assessed for knocking down the pole.

