Olmsted County
4-H Horse
Project Development Committee
(HPDC) Handbook
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Olmsted County 4-H HPDC Handbook

Purpose of the Olmsted County 4-H Horse Program
The Olmsted County 4-H Program supports the development of youth projects and activities that are a part of the 4-H program that enhances each individual’s personal development. Parents, adult leaders, and youth leaders should be reminded of this overall purpose. Events such as the county fair should be considered one aspect of youth development rather than the purpose of the 4-H program. Educational Opportunities are provided to assist young riders in developing and advancing their skill sets in safely handling their horses. The Olmsted County 4-H Horse Program can be found online at https://www.co.olmsted.mn.us/extension/4H/horseproject/Pages/default.aspx.

If any information provided in the handbook differs from the MN State 4-H Horse Program, the MN 4-H Horse Program will be followed and overrides the Olmsted County 4-H HPDC Handbook The MN 4-H Horse Program information can be found online at http://www1.extension.umn.edu/youth/mn4-H/projects/animal-science/horse/index.html.

Objectives
The 4-H Horse Project mission is to help young people become self-directed, productive and contributing members of society. More specifically, its objectives are to help young people:

1. Develop leadership abilities, build character, and assume citizenship responsibilities.
2. Experience the pride of owning a horse or pony and being responsible for its management.
3. Develop an appreciation of horseback riding as a healthy and wholesome form of recreation.
4. Learn skills in horsemanship and training horses.
5. Increase knowledge of safety precautions needed to prevent injury to them self, others, and horses.
6. Be better prepared for citizenship responsibilities by working in groups and supporting community horse projects and activities.
7. Teach good sportsmanship in a friendly, competitive atmosphere.

Terms and definition

- Division – refers to the rider’s ability. Two Divisions exist: Novice and Points
- Discipline – refers to the type of riding. Two Levels exist: Timed and Judged
- Class – refers to the type of riding that is being judged. Training Level 1, Training, Level 2, Trail, Showmanship, English Equitation, English Pleasure, Western Horsemanship, Western Pleasure, Barrels, Pole Weaving, etc.

Requirements to Show
- Each 4-H member must be enrolled in 4-H, Horse Project, and/or Horse Training Project.
- Required forms must be submitted or enrolled on 4HOnline.com to the Extension Office by their set deadline.
  - 4-H Membership Enrollment Forms
  - Olmsted County 4-H Horse ID Form for each horse and exhibitor (May 15)
  - Copy of Negative Coggins Form Coggins tests must be submitted by May 15 for each horse. A valid negative Coggins is required for the Olmsted County Fair, and State 4-H Horse Show if a trip is awarded. Coggins tests can be updated as required to meet the show requirements with the county office. Bring your Coggins paperwork to the fair at check in. Horses not having a negative Coggins will not be allowed onto the grounds
for any 4-H events. Coggins paper must match the horses name on ID form.

- **Fair Entry Forms (June 15)**
  - Horses must be member or family owned, or leased.
    - Horses in Training Level 4 or higher can also be used for the Horse Show.
    - Minnesota 4-H allows only mares or geldings to be shown during the fair/4-H Show, with the exception of male horses under one year of age.
  - 4-H horse project participants are encouraged to attend Winter/Summer clinics
    - Intermediate/Advanced clinics are suggested for exhibitors who are not novice.
    - Novice clinics are for exhibitors with minimal horse experience, not for Intermediate/Advanced exhibitors.
      All are welcome to come and observe any clinic level without a horse, but should not participate in a clinic not of their skill level.
  - It is recommended that first and second year members complete a ½ step (one page) per year, in the Horse Achievement Book. These members have a records check during the Olmsted County 4-H Horse Show.
  - All Horse Training project members must complete the achievement records that correspond to the level they are participating in. Training Project records are checked by the judge and signed by the Olmsted County 4H Horse Training Coordinator.
  - Members are encouraged to attend the post show meeting to accept their state trip.

**General Horse Show Rules**

Because the county fair is a complex activity; rules, regulations, and policies are not all encompassing. Families and members are to communicate with HPDC about misunderstandings and clarification of rules. Olmsted County 4-H Board of Directors (with recommendation and input from the Olmsted County 4-H HPDC and Extension Office) is responsible for the application and justification of the stated rules.

- All 4-H members or a family representative are asked to complete volunteer duties during the show.
- Points participants may exhibit two horses in the show. (not counting training). Novice participants may exhibit one horse in the show.
- All 4-H’ers participating in any 4-H sponsored mounted activity are required to wear ASTM/SEI approved headgear, properly worn and fastened. Failure to do so results in disqualification in the current class.
- Heeled boots are required at any time the rider is mounted or working with the horse.
- All exhibitors must have their horses under complete control at all times. The gate must be closed before starting the class. Riders will not be allowed to leave the ring until their horses are walking and under control. Riders having difficulties in the ring and desiring to leave should request permission to be excused from the ring master or judge.
- Show management reserves the right to refuse an exhibitor entry into any class or event if they deem that entry unsafe for the exhibitor or other exhibitors or animals. All show officials have the authority and must dismiss from the ring any entry that is unruly or not in sufficient control for the safety of the handler or other exhibitors.
- Trainers and/or adults are not allowed to exercise, work out or ride a 4-Her’s horse at a 4-H show. (This is a State 4-H rule and can be found in the MN State 4-H Horse Rule Book).
- 4-H members should do their own training and care for their 4-H horse; however, safety is of primary importance, and there may be cases where help from a parent, adult leader or trainer is necessary. Please keep in mind that the spirit of 4-H is such that if a trainer or other adult works with a 4-H horse at home, that adult should be teaching the 4-H member and not just doing the work for them.
- Good sportsmanship must be exhibited at all times. When an exhibitor or exhibitor’s parent, leader, or other person
acting for the exhibitor is guilty of unsportsmanlike conduct, the extension office staff may suspend an exhibitor's rights to participate.
— The exhibitor's parent, leader, or other person may be barred from the show grounds for unsportsmanlike conduct or improper behavior. Adults will conduct themselves in a manner that reflects a positive model for 4-H youth.
— Upon completion of the class 4-H members, parents, or other persons may not approach or communicate with the judge without prior consent of the show committee. If you have questions for the judge, the show committee chair will be happy to coordinate a conversation with the judge.
— Cruel or rough handling of horses will not be allowed at any show or event. A horse and exhibitor may be excused from the ring, show, or event for lack of control, cruelty, rough handling, or unsportsmanlike conduct. The extension office staff or judge has the right to disqualify anyone mistreating an animal or demonstrating unsportsmanlike conduct.
— Drug use in horses, ie: the use of any stimulant, depressant, tranquilizer, local anesthetic, psychotropic substance, or drug which might affect the performance of a horse and/or pony is prohibited. Any metabolite and/or analogue of any such substance or drug are prohibited (some exceptions are noted in the MN State 4-H Horse Rule Book).
— Horses remain stalled until the designated check-out time. Stall must be cleaned and checked by HPDC member before leaving the fairgrounds. Failure to comply may result in loss of Premium checks and Herdsmanship awards.
— Ponies and pleasure type horses should sign up for their respective western classes if separate classes are offered. (Arab, Morgan, etc.) A measuring stick will be available at check-in to measure pony height. State 4-H rules state ponies must be 56” and under.

**Barn/Exhibitor Rules**

These rules are established and enforced for the safety of 4-H members and the public at the fair. **Failure to abide by these rules may result in the loss of premiums and removal from the show and/or the forfeiture of placings, premiums, and state trip awards.**

1. All 4-H exhibitors must check in at the horse barn on Monday morning, 8:00AM-10:00AM, for the vet check before stalling your horse. You must have the original Coggins certificate. Horses must not be covered, only a halter and lead rope for vet check.
2. Exhibitors that are not participating in the fair, but have been approved to show as a presentation (guest rider, drill team demonstration, etc...) must check in with an HPDC committee member/vet with current Coggins for each horse.
3. Horse exhibitors must ride only in areas that are designated for horses during the fair. No riding in the barns, beyond the immediate north side of the horse barn (stay away from the 4H restaurant, concession road, or midway). There is NO riding behind the bleachers. No racing in the grass, walk when not in designated riding areas (arena and warm up pen).
4. Cross only in the “Horse Crosswalk” area when going to and from the West Barns.
5. Tie horses properly with a quick release safety knot.
6. Do not leave horses tied and unattended in stalls, or any other area in the fairgrounds.
7. Arena is open for riding as posted or announced.
8. There is no smoking or use of alcohol in and around the barns.
9. Members are not permitted to ride using halters.
10. Horses must have a saddle when ridden.
11. No riding double.
12. Anyone working with horses must wear closed toed, solid, fitted shoes (no flip-flops, crocs, sandals).
13. Hay bags/nets allowed if properly tied. Remove when empty.
14. Emergency numbers must be available during the Horse Show to the Show Committee. No dogs allowed.
15. Blankets and slinkies are permitted only between 9:30 pm and 9 am.
16. Only assigned “barn bosses” will be allowed in the barns after closing. Any anticipated concerns with a horse should be communicated to the designated “barn bosses”.
17. Radios are allowed, but excessive volume is to be avoided and meet Code of Conduct standards

In the arena:

1. Be prompt in entering your class. If you are going to be late because of a tack change or other 4-H event, please let a HPDC Show Committee member know. We cannot hold a class for a late rider without notification. Once the gate is closed, the class is being judged, and cannot be disturbed.
2. Be a safe and courteous rider in the ring, and at all times during the Horse Show.
3. Notify the ring steward if you anticipate problems with your horse. Horses that kick should have a red ribbon tied around their tail as a warning for others.
4. If your horse “blows up” in the arena and you decide to not continue the class, move to the middle of the arena carefully, and sit quietly, or dismount if needed. The judge will decide whether to stop the class and allow you to exit. Always keep safety in mind for you, your horse, and those around you.

Stalling/Decorations

1. All 4-Hers must follow the stalling chart, no exceptions. No moving or changing stalls around.
2. A completed stall card must be posted on each stall.
3. Check your stall before putting your animal in them. Look for sharp edges, working doors and locks, and report any damaged stall walls or doors to the Horse Office/HPDC Show Committee member.
4. Members must provide their own shavings, and keep the stalls clean and dry during the fair.
5. After the show, all members must clean out all shavings, and sweep out completely. All club members must stay until their club is checked out by a HPDC Advisor. Shavings may be shoveled into the main hallways, and then close the stall doors so bobcats can clean out the barn.
6. During the show, shavings and manure must be dumped in designated areas. Please keep manure free of garbage.
7. All horses must remain at the fair the entire three days until dismissed (only Training horses, Drill team horses not competing in the horse show, and cloverbud horses not competing in the show may be released early). If you withdraw your horse without vet consent, you withdraw your right to all premiums and points.
8. Clubs may decorate stalls at the designated time on Sunday afternoon prior to the fair. Decorations should not interfere with the working of stall doors, and be safe for the horses (can’t be eaten, or entangle horses). The HPDC Show Committee may ask clubs to remove any decorations that may cause damage to the barn or the animals. Stalls are all metal with minimal wood, please plan decorations accordingly.
9. Decorations should be in good taste and reflect 4-H values. Each club is responsible for providing their own decorations.
10. Decorations must remain in place until notified.

Herdsmanship Award

4-H Horse Exhibitors are expected to keep their stalls, barns area orderly and neat as possible. Herdsmanship duties are
the responsibility of the **4-H Horse Exhibitors**, rather than leaders and parents. The entire barn area will be inspected throughout the day and each club rated on their Herdsmanship. Clubs are responsible for providing all their own cleaning tools, supplies and equipment for Herdsmanship duties. Be sure to label all items.

**Herdsmanship is scored on:**

- Animals are clean at all times.
- Animals have adequate amount of bedding, feed, water, and safe feeding equipment.
- Shared common areas are clean and neat.
- A completed stall card must be posted on each stall.
- Proper courtesy and conduct shown by exhibitors is expected at all times.

**Redalen Award**

Highest scoring showmanship participant 8th grade & younger.

**High Point Awards**

See the Points Calculation section on how the horse and rider’s points are calculated.

**High Point Timed and Judged Awards**

Two traveling trophies awarded to the highest scoring Point division Timed and Judged event participants. Score based on all points accumulated in that division during fair.

**High Point Novice Timed and Judged Awards**

Two traveling trophies awarded to the highest scoring Novice division Timed and Judged event participants. Score based on all points accumulated in that division during fair.

**Most Improved Gamer**

To honor Corey Schreiber’s father and his dedication to horses, the Schreiber family has created a traveling trophy for the most improved gamer. The award will be given to the most improved Pole run based on the time received at the previous fair and this year’s fair.

**Participation Celebration**

Olmsted County encourages youth to get involved with the horse project by offering Participation awards. Members are required to complete a participation record and turn it in at the Olmsted County Fair for the Winter Celebration.

See the Olmsted County Horse Project website for a Participation Record.

**Sportsmanship Award**

The Sportsmanship Award identifies a 4-H Horse member that has done something **over and above** normal expectations, such as helping another 4-H member, sharing their horse knowledge, or planning a special event. Any 4-H member can nominate another member. The fair committee will review all nomination forms and select the winners. Winners will be announced at the awards ceremony on Wednesday evening.
Best of Show Award
Awarded to a club based on accumulated score of Herdsmanship, volunteer positions, parade of clubs, and decorations.

Significance of 4-H Ribbons
Blue, red, and white ribbons, along with Special Merit ribbons are awarded according to state guidelines.

Guidelines for Class Divisions and Disciplines
Classes at the county fair are designed to accommodate all experience levels of the 4-H member.

Divisions

Novice Division
These classes are designed for those members who have a “novice (beginner) skill set”. A level should be selected based on rider’s ability not horse’s ability. Novice classes are not eligible for state show points. Novice classes horse project members not as familiar with showing a chance to compete against others at the same level. A 4-Her must move up a level if they received a Blue ribbon in 2 or more classes. If a member is a 3rd or 4th grader, the move to Points is optional, not required. The HPDC committee reserves the right to designate the level of an exhibitor.

- Walk/trot classes are for those novice riders who are not safely able to lope or canter.
- Walk/trot/lope exhibitors must show W/T/L in all classes they enter.

Points Division
These classes are designed for the more experienced member, and are divided by age. Members in the Points division have the option to bring two horses to the fair. If both horses qualify for a State Horse trip, only one may be taken.

If one horse is utilized for the show the 4-H member will declare if their participation in the show will be counted toward Timed or Judged counts. This is explained more in the Points Calculation System below.

Disciplines

Timed Classes
1. Pole Weaving
2. Jump Figure 8
3. Barrels
4. Keyhole

Judged Classes
1. Showmanship
2. Trail
3. English Pleasure
4. English Equitation
5. Western Pleasure
6. Western Horsemanship
Rules Related to Class Divisions and Disciplines

1. A 4-H member must ride at the same division for all classes entered. (Judged and Timed)
2. Any ties are award based on the following order based on the MN 4-H rules
   1. Person with the most 1st places
   2. Person with the most 2nd places
   3. Person with the most 3rd places
   4. Roll of the dice

English or Western Dressage

Dressage is an exhibition only class. It allows individual 4-H’ers to exhibit a Dressage test, to demonstrate their horsemanship skills and their horse’s response to their cues. Dressage is "the highest expression of horse training" where horse and rider are expected to perform from memory a series of predetermined movements.

Music In Motion

This class is an exhibition class (no points are awarded toward State Horse Show Trip). See Music In Motion packet for information

- Class divisions are based on skill level: novice, intermediate, and advanced.

Sharing a Horse

Olmsted County allows for the sharing of a horse, see MN 4-H Horse Program Rule Book for specifics.

Class Judging

For more information on how classes are judged, refer to the MN 4-H Horse Program Rule Book.

Attire and Equipment Requirements

Refer to the MN 4-H Horse Program Rule Book.

Judged Classes

Olmsted County utilizes patterns for Trail, Showmanship, English Equitation, and Western Horsemanship as defined below. English Pleasure and Western Pleasure are performed on the rail.

Points

- All levels within the Points Division.

Novice

- Western Horsemanship and English Equitation for Novice riders participating in the walk-trot-lope (WTL) division will utilize a pattern and will be provided at the Summer Clinics.
- Showmanship will consist of the beginner pattern of walking to the judge, setup for inspection, 180 turn to the right, and trot back to the lineup.
- Trail will be provided at the morning of the show

Basis for Scoring Trail

Olmsted County makes a best effort to provide trail equipment that is similar to the equipment at the MN 4-H State
Horse Show and may consist of any of the following

- a gate, swing or rope
- small jump
- logs
- walk over wooden bridge
- mailbox with a slicker in it
- cones
- etc

**Timed Classes**
For more information on gaming patterns, refer to the *MN 4-H Horse Program Rule Book*.

In all timed events (Barrels, Keyhole, Pole Weaving, and Jumping Figure 8) utilize an electric timer and a backup stopwatch. In the case of an electric timer malfunction, a rider will be given the option of a backup time or a re-ride at the end of the class. The rider will not be told their time prior to the decision. In all timed events, the fastest time wins.

For safety reasons the gate is to remain closed until the judge has motioned the rider in. After the run, the gate is to remain closed until the rider has full control of their horse. Olmsted County gives a 3-second penalty for each obstacle knocked over.

**Points Division Calculation System**

**State awarded Trips**
The determination for state awarded trips is based on the following system defined by the *MN 4-H Horse Program Rule Book*.

1. Up to the top six riders in each class will be awarded points at the judge’s discretion.
   a. First place 6 points
   b. Second place 5 points
   c. Third place 4 points
   d. Fourth place 3 points
   e. Fifth place 2 points
   f. Sixth place 1 point
2. The total scored by an individual is divided into the two Class types (Judged or Timed) and the horse and rider combination
   a. Judged
   b. Timed

**Olmsted County High Point Award**
The determination for High Point awards is based on the following system

1. Up to the top six riders in each class will be awarded points at the judge’s discretion. First place will be the lesser of the number of riders or 6 points if six or more riders participate in the class.
a. Six or more riders in the class
   i. First place 6 points
   ii. Second place 5 points
   iii. Third place 4 points
   iv. Fourth place 3 points
   v. Fifth place 2 points
   vi. Sixth place 1 point
b. Five riders in the class
   i. First place 5 points
   ii. Second place 4 points
   iii. Third place 3 points
   iv. Fourth place 2 points
   v. Fifth place 1 point
c. Four riders in the class
   i. First place 4 points
   ii. Second place 3 points
   iii. Third place 2 points
   iv. Fourth place 1 points
d. Etc.
2. The total scored by an individual is divided into the two Class types (Judged or Timed) and the horse and rider combination
   a. Judged
   b. Timed

Other Classes and Programs
For more information regarding any of these activities, refer to the MN 4-H Horse Program Rule Book.

- Horse Demonstration
- Horse Speech
- Hippology
- Horse Judging
- Dan Patch
- Horse Bowl
- Win-A-Paint Contest
- Horse Training Project
- Horseless Horse
- Winter Round Up
- Western Heritage
- Drill Team
- Dressage for both English and Western
**Olmsted County Programs**

Olmsted County participates in all offered programs from the MN 4-H Horse Program and offers additional programs:

- Music In Motion

**Champion Awards**

Grand Champion and Reserve Grand Champion awards do not count toward State 4-H Horse Show trip points. The award is offered to the Points Division members only based on either their accumulated score during the class or a second opportunity to run in the class.

**Accumulated Score Classes**

1. Training
2. Trail
3. Showmanship
4. Music in Motion

**Second Class showing**

Only 4H horse and rider teams who placed 1st, 2nd, or 3rd in the Points division are eligible.

1. All other classes provided at the show

**State Trip Winners Rules and Requirements**

To be eligible to win a trip to the State Horse Show, Olmsted County follows the **MN 4-H Horse Program Rule Book**.

**State Trip Winners Selection Process**

The number of trips awarded to our county varies from year to year. In order to receive a State trip, exhibitors must meet all eligibility requirements. Exhibitors will be chosen to represent Olmsted County based on points earned at the County Fair show. *Note: Training Trips, Horse Science, and Horseless Horse Trips are determined by a separate quota.*

State Horse show trips are divided between Timed and Judged horses shown in the Point division. The division is determined by the horses showing the previous year for the respective classes for Timed and Judged.

**Important Note**

A State Show representative may show in any class at the State Show (Timed or Judged) that he/she received a blue 4-H ribbon at the county fair (with the horse they will be taking to the state show) except Trail. Each county is allowed a trail quota at the state show. Trail entries will be determined by overall points, ties will be broken by 4-H Program Coordinator. A Grand Entry rider will be chosen from among the oldest members by the state coordinator.

**State Horse Show Herdsmanship**

Individuals who qualify for a State Horse Show trip must sign a Herdsmanship Contract in order to be the representative of the Olmsted County 4-H Program. This contract outlines a minimum standard of herdsmanship that is expected of Olmsted County members. Failure of an individual to meet their obligations, as stated in the contract, could result in a member not being able to qualify for an out of county 4-H Horse related trip within the next year. The county will
provide all decorations for the State Horse Show participants.

**National Trip Acceptance Contract**

Individuals who qualify for a national trip must sign a contract in order to be the representative of the Olmsted County 4-H Program. This contract outlines a minimum standard of commitment that is expected of Olmsted County members. Failure of an individual to meet their obligations, as stated in the contract, could result in a member not being able to qualify for an out of county 4-H Horse related trip within the next year.

**Code of Conduct and 4-H Behavioral Expectations**

Review the MN 4-H Code of Conduct found [http://www.extension.umn.edu/youth/mn4-H/policies/index.html](http://www.extension.umn.edu/youth/mn4-H/policies/index.html)

**Other items**

**Parking**

All trailers staying at the fairgrounds need to be in area designated by Fairboard.

**Camping**

Limited camping is available for barn bosses and HPDC members first, then open to horse project on a first come first serve basis. No electricity is to be used from the barns.

**Parade of Clubs**

Parade of Clubs will be held on Monday evening. This is an opportunity for each club and their members to be introduced. Use of club banners/flags is encouraged. Riding is optional, but encouraged.

**Grievances**

The County grievance process provides a vehicle to respond to 4-H member concerns relating to the Olmsted County Fair 4-H rules/decisions. This process provides a means for any member/parent/guardian/leader concern(s) to be heard by the Grievance Committee of the Olmsted County 4-H Board of Directors.

If you have a grievance, please let one of the HPDC advisors know. Official grievances must be submitted in writing.

**Grievance Forms**

Grievance Forms can be obtained online at: [www.extension.umn.edu/county/olmsted](http://www.extension.umn.edu/county/olmsted) click on “4-H in Olmsted County: and scroll down to “Forms”; the Grievance Form may also be obtained from the County Office.
Olmsted County 4-H Horse PDC Handbook Change Request

The Handbook Committee under the supervision of the Olmsted County 4-H Horse Project Executive Board is responsible for additions or changes to this Horse Handbook. The Horse Handbook Committee meets each year regularly. All changes to the handbook MUST be submitted in writing on or before October 1 of the current year.

A final yearly handbook is published and available online before annual county winter clinic. Change requested should include the following:

Name:

Club:

Telephone:

Email:

What is the change?

(Please be explicit. Give the exact wording if you are requesting an addition. Attach additional pages if needed.)

Why should it be changed?

When should the change become effective?

Signature:

Date:

Send the change request to: Olmsted County Extension Office

Attention: Horse Project Development Committee
Revision History

March 2014

- Section 3 - Updated clinic attendance requirements
- Updated show meeting requirements
- Section 4 - Updated volunteer duty verbiage
- Updated time of Trail and Showmanship declaration
- Section 14 – Updated Novice Division description and requirements
- Updated time of Trail and Showmanship declaration
- Section 27 – Updated Code of Conduct information

March 2017

- Updated formatting
- Defined the discipline classes for judged an timed
- Added information on how high points are calculated
- Updated Championship awards (Grand and Reserve)
- Removed the restriction on the number of horses IDs
- Removed the show committee combine, eliminate and split class rule
- Removed duplicate information that is found on the MH 4-H Horse Program and added a reference to the MN 4-H Horse Program Rule Book
- Add Participation Celebration information

April 2017

- Added the county award calculation formulas

June 2018

- Added Most Improved Gamer traveling trophy
- Added Dressage