

Linn County 4-H Horse

REFERENCE MANUAL

This reference manual provides information about the 4-H horse program. The program is growing and changing with the membership. All are encouraged to attend leader's meetings and check for current updates.

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4-H Philosophy

The 4-H Youth Development Program focuses its efforts on providing life skills, opportunities to apply life skills, and opportunities for youth to be involved in decisions that affect them. In doing so, 4-H has developed policies and definitions that support the positive development of youth and their involvement in the 4-H Youth Development Program.

4-H is open to all without regard to race, color, religion, sex, sexual orientation, national origin, disability, economic status, or geographic location. Marriage or pregnancy does not disqualify youth from 4-H membership or participation.

4-H is about helping young people develop into caring and competent members of their community. It is not about competition.

The four H's

- **Head**.....to think, plan and reason
- **Heart**concern with others' welfare, accept responsibilities, positive attitude
- **Hands** useful, helpful, skillful
- **Health**....practice healthy living, enjoy life, and use leisure time productively.

Vision & Values

Oregon 4-H is a leader in creating learning experiences where Oregon youth and adults can build a true sense of self esteem and discover positive futures.

4-H produces five functionally valued outcomes known as the five "C's".

- **Caring and Compassion**empathy and identification with others
- **Competence**social, academic, cognitive, vocational capacities of youth
- **Confidence**improve self-esteem, self-concept, self-efficacy, hope for the future
- **Connection**build and straighten relationships
- **Character**.....develop self-control, sense of right and wrong, respect

Community volunteers are a vital key to this success. Respect, caring attitude towards others, an appreciation of human diversity to encourage respect for cultural diversity and the continuous development of Head, Heart, Hands, and Health to achieve to full potential.

Horse Project

Horse 4-H is unique in the amount of time and money committed to the project. It's important to remember that youth development is the point – not competition. Safe,

properly fitted clothes and tack are acceptable in 4-H. Youth who show in other venues may have expensive equipment or instructors. That's fine, but is **not** a requirement for 4-H.

Adult leaders and parents are essential to support youth in many ways. They haul the kids and horses, and teach them about sportsmanship in life. We appreciate the leaders and parents always keeping the youths' interests first.

County Colors

Royal blue and gold are considered Linn County's colors. When making decorations or clothing representing the county, these are the first color choice.

Annual Calendar

The 4-H year runs October 1st through September 30th. Clubs re-organize and re-enroll members and leaders every October. Clubs establish their own meeting schedules.

The countywide 4-H Horse Leader hold their first monthly meeting in September to prepare for the new 4-H year. (See "*Horse Leaders' Meeting*") (See "*Leader Requirements*")

Ride nights at the fairgrounds are usually the first Wednesday of the month. All enrolled Linn County 4-H horse project members are welcome to ride free. Adults are welcome to watch, but not ride.

Hands-on clinics are held every month. Scheduled dates and time are listed on the Webster: www.linncountyhorse4h.com. (See "*Clinics & Ride Nights*")

September

Leaders meeting - 4th Thursday
First nomination of new officers

October

Leader's meeting - 4th Thursday
Election of officers
Nominations/Elections of Junior Superintendents
Clubs re-organize and re-enroll
Regional Horse Leader's Training
Regional Horse Judging Contest
Prepare prior year's record books for contest

November

Leader's meeting – Combined with December meeting TBA in October
County Horse Bowl

December

Leader's meeting – Combined with November Meeting TBA in October meeting

January

Leader's meeting – 4th Thursday

Silver Dollar Show – 4-H clubs work shifts at show.

February

Leader's meeting - 4th Thursday

March

Leaders meeting - 4th Thursday

Greater NW Horse Expo

April

Leaders meeting - 4th Thursday

90-day rule

Required horse leases due

Pre-Fair

Spring Horse Classic

May

Leaders meeting - 4th Thursday

Obtain fair book with enrollment forms and fair information

June

Leaders meeting - 4th Thursday

County Fair enrollments due (check dates)

July

No leaders meeting

Mandatory Fair Information Meeting

Complete record books due

County Fair

August

No leaders meeting

State Fair

Publications / Information

Printed: The 4-H Horse Project has many publications for leaders and members. Three are required reading: 4-H Horse Project Manual, Oregon 4-H Horse Contest Guide, and the Linn County 4-H Horse Contest Guidelines.

There are publications for specific disciplines and levels of competition i.e. 4-H Colt Trainer, Horse & Pony Driving, Hunt Seat & Jumper Manual, Dressage, Spring Horse Classic Guide and other areas.

Publications for both leaders and members are available on the website or from the Linn County Extension Office at minimal charge.

Every August, *The Clover* newspaper is available free from the OSU Extension Office. It lists all 4-H curriculum available. The *Update* is available for free from the Linn County Extension Office. It lists the month's events, along with news and updated requirements.

On the Web: Publications along with the 4-H Horse Project Record are available at::

- Horse Leaders website at: www.linncountyhorse4h.com
- State website at: http://oregon.4h.oregonstate.edu/index_t.html

Clubs, Insurance, 4-H Representation

4-H is fun! Members not only belong to clubs, but also may participate in activities such as fairs, camps, and other county, state and national activities.

Club members may also want to participate in other activities that are outside the 4-H programs, such as trail rides, parades, and fund raising. All 4-H youth are covered by liability insurance while participating in 4-H activities. When participating in these activities outside the realm of the 4-H program, the Linn County Extension Agent, Robin Gallaway, needs to be advised prior to the activity. This may be as easy as a phone call or email so that the proper paper work can be done and that the activity is covered by liability insurance.

All leaders and youth must follow 4-H guidelines when representing 4-H and properly presenting the 4-H emblem in their activities.

Clinics and Ride Nights

Clinics are held as training for enrolled 4-H members only. Adults, family or non-4-H youth are welcome to attend and watch but are not allowed to bring their horses and ride. The clinics meet all 4-H guidelines and all attendees must follow 4-H guidelines. All enrolled Linn County 4-H horse project members are welcome to ride free.

Different clinics are offered for the different types of equine skills, i.e. showmanship, western, english, jumping, gaming, etc. Not on clinics require the horses to be present. Clinics are also offered for record keeping, interviews, public speaking, and other topics.

4-H Open Ride nights at the fairgrounds are usually the first Wednesday of the month. All enrolled Linn County 4-H horse project members are welcome to ride free. Adults are welcome to watch, but not ride. In addition to the open ride, there is usually a clinic afterwards.

A leader, parent or responsible adult must accompany 4-H members while at the clinics. Youth and their horses are not to be left without supervision.

See the Linn County Horse 4-H website at: www.linncountyhorse4h.com for scheduled clinics and rides.

Clinic Points

4-H members who want to show at State Fair need to accumulate 25 clinic points throughout the 4-H year. Points are given by attending clinics, working at the Silver Dollar Show, and other approved activities.

- 5 points are given per clinic including record books, interview, and fair information clinics.
- Up to 15 points can be earned for working at the Silver Dollar Show. 5 points may be earned for each full 4-hour shift worked.

Spring Horse Classic

The state event qualifies 4-H members to participate at the Western National 4-H Horse Classic in Denver, usually in mid-January. A complete packet of information is available from the Linn County OSU Extension office in January. Only 4-H Intermediates and seniors participate in the contests. The contests include:

- **Horse Bowl** is a general equine knowledge quiz for teams. Members study the 4-H Horse Project Manual, Contest Guide and other 4-H references. At the contest, they are asked questions about the materials. A buzzer system is used, and the first person to press the buzzer gets to answer the question.
- **Horse Judging** teaches youth to evaluate equines on their appearance. Four animals in a class are placed based on their conformation. In oral reasons, the member explains their placings to an adult. Judging a class of feed or tack may be included.
- **Presentations** may be for an individual or team. Any type of prop (including a horse) may be used to supplement a talk.
- **Public Speaking** is an individual contest. The speech must be written by the member, and memorized. After the speech, the member answers the judge's questions
- **Hippology** is a newer Oregon Contest starting in 2004. There are five components:
 - 1) Judging - contestants judge two conformation and two performance classes, just like in the horse judging contest.

- 2) Feed Identification – there are 23 feeds possible, which are listed in the Spring Horse Classic guide.
- 3) Hay – contestants judge one class of either grass or alfalfa hay. There are four samples per class.
- 4) Knowledge Tests – examination and station phases. Contestants take two multiple-choice tests answering a variety of questions related to the 4-H Horse Project. Questions could include: breeds, color or marking identification, parasite life cycles, nutrient content of grains, assessing horse health, anatomy identification, determining age based on teeth, etc. Reference manuals are listed in the Spring Horse Classic Guide.
- 5) Team Problem – all teams will be presented with the same problem. They will discuss the problem and present an oral solution or series of suggested procedures relative to the problem. Examples of team problems include: considerations for the establishment of a new horse facility, equine behavior problems – causes, management of and corrections, recommendations for selecting, locating, and purchasing horses, etc.

Shows / Fairs

4-H is about young people learning life skills, supported by caring adults. The project area is one way to accomplish this. 4-H members do not have to show at fairs with their horses. Shows are one gauge of progress, but should not be the primary focus for participation.

Volunteer Work At Shows / Fairs

For pre-fair, county fair, and the Silver Dollar Show, each 4-H club is strongly encouraged to volunteer. There are several duties that can be done from the youngest through to the oldest enrolled 4-H member. Without volunteers to work during these shows/fairs, they would not run. For pre-fair and county fair, the volunteer work is considered an expected requirement. However, with the Silver Dollar Show, clinic points are rewarded to each 4-H enrolled member. (see “Clinic Points” 5)

Standards For Judging

A motto of 4-H is “A blue ribbon 4-H'er with a red ribbon project is more desirable than a red ribbon 4-H'er with a blue ribbon project.” Sportsmanship and personal development are much more valuable than awards. 4-H uses the Danish system of judging. This means that every show participant gets a ribbon to acknowledge their efforts. Members are scored against a standard of excellence, rather than against each other.

Event Score sheets

Some competitive events have printed score sheets used by the judge. These sheets are available to review before the competition. Ask about specifics at the Linn County Extension office in Albany.

4-H Show Judges

OSU maintains a current list of all Oregon 4-H Apprentice and Approved Judges. The internet address is: <http://oregon.4h.oregonstate.edu/resources/judges/index.html>

Ribbon Explanation

- **Blue – Score of 85 - 100.** Awarded to those contestants whose exhibits or performance is excellent, but well within the ability of most of the contestants.
- **Red – Score of 70 - 84.** Good quality, however there is room for improvement.
- **White – Score of 69 or lower.** Need considerable improvement and are below the ability level of most participants.
- A "return" class is usually a score of **90 - 100**.

Some classes use a different scoring system i.e.; dressage, horse judging and horse bowl, etc.

General Awards

- Horse Judging - Region
- Horse Bowl - County and Region
- Spring Horse Classic – The state office offers awards for Horse Judging, Horse Bowl, Public Speaking, Presentations
- County Fair - Dawn Costello, Mickey Zucker, Bobbi Hendricks, and Mike Edminston Award
- State Fair - Dawn Costello

Record Requirement

In order to ride in pre-fair and county fair, up to date record books are required.

- **4-H Permanent Record** –These records are about the youth and follow them from year to year. It is encouraged that they keep these records in a safe place so they are not lost from year to year. This includes "My 4-H Permanent Record" and "My 4-H Notes" or story.

- **Advancements Program**– This record shows what the 4-H'er has learned and what skills have been tested. 4-H'ers are NOT to sign other 4-H'ers Advancements. The leader or responsible adult does this. Again, these records need to be kept in a safe place so they are not lost from year to year. "Oregon 4-H Horse Advancement Program "
- **Project Record** – This includes the records about the horse project. Each project must have their separate record. If a horse is used for equitation and another horse is used for gaming, two records MUST be completed for each horse. "4-H Horse Record"

Arena Etiquette

- Always wear an approved equestrian helmet.
- Boots must be worn.
- Be courteous to horses and humans.
- Slower horses on the rail.
- Go in the same direction. When passing, go to the inside of arena.
- No more than two horses wide.
- Use the full arena, including corners.
- May do patterns in the center of the arena as room allows.
- No stopping on the rail. Mount or dismount in center of arena.
- When passing, allow 2 horse lengths all around you.

Bobbie Hendricks Memorial Award

By Janae Hockensmith

Bobbie Hendricks was a person who believed in putting other people before herself. She was constantly giving her time and energy, and she never stopped going out of her way to be kind and helpful. By her actions, she encouraged others to be as generous as she was. Bobbie never cared what color of ribbons her daughters won. Winning or losing was not important to her. She simply wanted her daughters, and the other members of the club, to enjoy what they were doing and to give it their best effort. She encouraged people to be gracious as winners or losers. Bobbie was always waiting with a kind word and a positive outlook. By her example, we all learned what it truly means to show citizenship and sportsmanship.

The Lone Rangers 4-H club sponsored the Bobbie Hendricks Memorial Award in memory of this parent who was always an encouraging and supportive part of our club. The Bobbie Hendricks Memorial Award will be presented to the Horse 4-H member who best exemplifies citizenship and sportsmanship during fair. This will be a person who goes out of his or her way to be helpful and encouraging to fellow 4-H members.

Each leader and member will have a chance to vote for any 4-H member whom they believe should be the award recipient. When they vote in the horse 4-H office, members and leaders will be checked off by a superintendent. The tallying of the votes will be done by the superintendents and a representative of the Lone Rangers 4-H club. These people will also make any necessary decisions regarding the recipient of the award. The Bobbie Hendricks Memorial Award will be presented at the Horse 4-H Awards ceremony by a member of the Hendricks family.

Micky Zucker Memorial Trophy

Micky Zucker was a Linn County 4-H Leader and judge who died in a horse-related accident. Her memory is honored by this award, which was started in 1990 by Darrell and Jody Zucker.

The award is for the most improved Novice or Junior 4-H member for the club year, from October through July county fair.

One senior 4-H member from each 4-H horse club is on the committee to decide who the winner will be. No adults are on the selection committee.

The results are kept secret until the awards ceremony, the last day of county fair. A rotating trophy and individual plaque is presented by committee members.

The rotating trophy has names of all winners. The person who receives the trophy gets it engraved with their name. They may pay for engraving themselves, or send the bill to the Linn County 4-H Leader's Association Treasurer for reimbursement. The billing address is: P.O. Box 514, Lebanon, OR 97355

Dawn Costello Memorial Award

Dawn Costello was an active Linn County 4-H horse club member, who died at age 18, in a train accident.

There are two awards, one at county level and one at State Fair.

County Fair

At county fair the Dawn Costello Award is for Hunt Seat riders. Scores for English Equitation, Hunter Hack and Equitation Over Fences are considered. The highest collective score wins. In the case of a tie, the Showmanship score determines the winner.

A rotating trophy and individual plaque are presented. The winner has their name engraved on the rotating trophy. They can pay for engraving, or submit the bill and be reimbursed. The billing address is: Linn County 4-H Leader's Association Treasurer, P.O. Box 514, Lebanon, OR 97355.

State Fair

At State Fair, the Dawn Costello Memorial Award has a sportsmanship focus. It is sponsored by Sharon Zucker and the Clover Patch Riders 4-H Club. A plaque is paid for by the Linn County 4-H Leader's Association horse program.

1. Intermediate or Senior 4-H member
2. Qualify for, and attend State Fair. Participate in all pre-State Fair clinics and activities.
3. Get the most votes for Sportsmanship including being helpful for other members, and exhibiting qualities of an outstanding 4-H member.
4. The 4-H State Fair horse exhibitors select the winner. Adults do not vote.

County Fair General Rules

1. Completed records must be turned in by the time specified in the fair book before receiving back numbers. **NO EXCEPTIONS**
2. 4-H'er **MUST** have back # and hard soled leather shoes on when handling horses. That includes feeding, cleaning stalls, and herdsmanship. No flip-flops.
3. Boots, back #s, helmets are required when mounted. No flip-flops allowed.
4. NO riding horses on the concrete/asphalt.
5. Water buckets must be provided for the horses.
6. Hay nets must be hung high enough that horses cannot get caught in them. Remove when empty.
7. A chaperone (responsible adult) is necessary for both 4-H'ers and their animals. If kids are riding, an adult **MUST** be observing them.
8. Herdsmanship will be judged.
9. **KIDS DO THE WORK**, unless it is unsafe for the 4-H'er than another 4-H'er would be best, followed by a leader/parent. (See the "Ten Commandments")
10. No longeing in the warm up arena. Longeing is only allowed in the main arena in the early morning or late evening and only if it is not disruptive to the riders.
11. Judge's Meetings are **REQUIRED**.
12. Some classes will be split into 2 arenas.
13. Clubs may decorate stalls according to the fair theme or use decorating themes that are youth and 4-H appropriate.
14. There usually is a dance. Wear appropriate clothes (no skimpy clothes) and be respectful to the adult chaperones that will be there.
15. Grand entry forms are due prior to fair with the clubs music selection.
16. Remember to assign one of your older members to the Mickey Zucker award committee.
17. Interested graduating seniors can be the flag carrier for the opening ceremonies. Names will be drawn for this privilege.
18. Stalls will be assigned. **DO NOT** reserve more stalls than actually required.
19. Camping will be assigned.
20. We are required to do 4-H Community Service to pay for the open ride nights. It is our job to clean up after the concerts during fair.
21. Office hours will be posted.
22. There is a dress code for modesty that applies to both 4-H members and leaders.

To receive the current required information, fair dates and times, and other fair information, leaders and 4-H members are required to attend the Fair Information Meeting held in July.

TEN COMMANDMENTS FOR PARENTS OF YOUNGSTERS SHOWING LIVESTOCK

By Ken Pelster – Bartlett, Nebraska

- I. Thou shalt not feed, train and care for the animal - for thou are trying to teach the child responsibility.
- II. Thou shalt forgive a child for making mistakes in the show ring for thou has made mistakes too.
- III. Thou shalt not get mad when the child forgets items in the show box, for one day thou may forget the show box.
- IV. Thou shalt see that thy child is on time for all show ring activities for thou should not want to wait on another.
- V. Thou shalt help the show management for they are doing a job that thou should not want too.
- VI. Thou shalt be sure that thy child has the animals entered and the registration papers in order by the designated time.
- VII. Thou shalt teach the child that winning a blue ribbon is a desirable goal but making friends along the way is a more worthy goal.
- VIII. Thou shalt not complain about the judge, for it is his/her opinion that has been sought.
- IX. Thou shalt not forget that the livestock projects are teaching projects, not necessarily money-making projects.
- X. Thou shalt remember that the livestock project is a family project that shall be enjoyed and supported by the entire family.

Linn County Horse Leaders Meeting

The countywide 4-H Horse Leaders hold their first meeting in September to prepare for the new 4-H year. The meetings are held at 7:00 pm the fourth Thursday of the month, at the Extension office building in Albany. The November and December meetings are combined with the date and time determined at the October meeting. Meetings are usually not held in July or August. All leaders and members are encouraged to attend. Confirm dates and times. (See "*Leader Requirements*")

Minutes will be taken at each meeting, prepared and presented by the secretary at the next leader's meeting for approval.

The minutes will consist of but not limited to:

- Date of the meeting & time called to order.
- Names of all in attendance.
- Description of subjects discussed.
- All motions made, the names of the leaders who made the motions and second, if the motion passed or failed, and who voted against the motion.
- Any discussion and decisions made.
- Time meeting adjourned.
- Name of the secretary or person who took and prepared the minutes.

Quorum

In order to have a quorum at the leaders' meeting, there should at least 60 % of the voting members present. If there is a smaller amount present, a worksession or discussion can be held. However, motions can not be passed or official business completed.

Leader Requirements

The volunteer adult 4-H leader is required to follow all 4-H guidelines as address within the code of ethics. (see "*Code of Ethics*")

In all duties or actions as the 4-H Leader, please remember that this is a youth development program governed by the Linn County Extension Office under the authority of Oregon State.

The Leaders Meetings provide valuable information to prepare leaders and 4-H youth about clinics, educational activities, Pre-Fair and County Fair, along with requirements to be able to show at these activities. Therefore, in October, 2007 the Leaders Association passed an attendance requirement for leaders as follows: "**A leader or representative from each club need to attend 50% of all Leaders Meetings to allow their club to attend Pre-Fair and County Fair.**" The representative can be a parent, senior club youth, or other responsible club representative that can take information back to the club members. The representative does not have a vote unless they are enrolled as a club leader, project leader, or resource leader.

Code of Ethics

The Oregon State University Extension Service strives to provide quality leadership for youth participating in 4-H programs. The opportunity to work with youth is a privileged position of trust that should be held only by those who are willing to demonstrate behaviors that fulfill this trust. The following behavior expectations are provided for volunteers working in the OSU Extension Service 4-H Youth Development Program.

- Treat others in a courteous, respectful manner demonstrating behaviors appropriate to a positive role model for youth.
- Abide by policies and guidelines of the Oregon State University Extension Service State and County 4-H programs.
- Obey all laws of the locality, state, and nation, including those related to use of illegal substances, or use of firearms.
- Make all reasonable effort to assure that 4-H youth programs are accessible without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, and disabled veteran or Vietnam-era status.
- Recognize that verbal, sexual, physical abuse, and/or neglect of youth is unacceptable either within or outside the 4-H Youth Development Program. Report suspected abuse.
- Treat animals humanely and teach 4-H youth to provide appropriate animal care.
- Operation machinery, vehicles and other equipment in a safe and responsible manner, and only with a valid operator's license and the legally require insurance coverage.
- Handle fund raising and finances in an ethical manner.
- Do not consume alcohol while responsible for youth in 4-H actives nor allow 4-H youth participants under your supervision to consume alcohol or illegal substances.

Expectations

The role of a volunteer adult 4-H leader can be stimulating and rewarding, but it can also lead to many questions and possible unforeseen challenges.

Before stepping into this arena, consider possible expectations that you, as a leader, have of parents and members and the possible expectations that members and parents have of you as a leader.

Group agreement (leaders, members and parents) on expectations for your 4-H club could be valuable "ground-work" in relation to a positive experience.

Possible Expectations of Parents by Leaders

- Moral support to youth and positive feedback.
- Let youth do their own projects.
- Feedback to leaders.
- Responsibility for supplies and needed money.
- Transportation of youth and animals, if needed.
- Leaders are not baby-sitters.
- Be willing to ask questions.
- Help teach sportsmanship and other life skills gained through 4-H.
- Cooperation among parents.
- Time and support for 4-H activities, meetings, and events.
- Leaders are not perfect - parents can be helpful in many ways to make 4-H a positive experience.
- Realistic expectations of youth.
- Parental support of projects.
- No parental competition.
- Follow through by parents with their obligations.

Possible Expectations of Leaders by Members and Parents

- Carry through on commitments.
- In conjunction with parents/members set completion standards.
- Utilize democratic process.
- Plan total 4-H program in conjunction with parents/members.
- Allow for individual differences among members.
- Communicate with all involved in the group.
- Provide a positive climate.
- Be easy to approach, friendly and agreeable.
- Be strict, but not unreasonably so.
- Be fair and impartial - we all have our partialities but when leading, this should not be evident.
- Remember to keep competition in perspective.
- Have consistent meeting times and length of meeting time. Be on time. Avoid cancellations.
- Utilize a variety of resources for supplies, information, etc.
- Make parents welcome at meetings.
- Involve parents in the club.

- Utilize junior/teen leaders and officers.
- Have needed information and materials and know where to get questions answered.
- Be sure information is getting to all involved.
- Include all parts of the total 4-H program (projects, record books, public presentations, etc.)
- Set a good example - be patient, friendly and open.
- Show they are really interested and want to help members.
- Use acceptable methods of teaching - teach new things slowly for better understanding.

Reimbursement Guidelines

These guidelines represent the general reimbursement policy of the Linn County Horse Leaders for out-of pocket expenses incurred by leaders, 4-H'ers, judges, and chaperones while participating in **pre-approved events**. For reimbursement to occur the following items **MUST** occur:

- The participants and the event must be pre-approved by the Horse Leaders. The participants may be generic as in the "State Fair Team".
- For each event, the Horse Leaders will establish a budget based upon the following guidelines, as modified for any special circumstances as determined by the Horse Leaders. For example, camping facilities may be available which would modify the general hotel reimbursement. The total budget will be based upon the number of 4-H'ers and chaperones for a trip with a general ratio of one chaperone for every three 4-H'ers. Meals will be paid for the chaperones within the guidelines presented below.
- Receipts **MUST** to be provided for the accounting records as reasonable. For example, hotel room receipts are required and turned in before reimbursement is made.

Hotel - Hotel expenses will be reimbursed at actual expenses for a moderately priced hotel. As a general rule, facilities rated as "Three Star" by AAA will be considered the standard. Safety is a prime consideration in selecting the facility. Occupancy will be based upon four individuals to a room: three 4-H'rs and a chaperone. For example, the basic reimbursement for a team of five 4-H'rs would be two rooms. When camping facilities are available, they should be considered as a cheaper alternative than a hotel room.

Mileage Round trip mileage will be reimbursed from downtown Albany, Oregon to the destination as calculated from a standard highway

map at 40 ¢ per mile. No mileage will be paid for trips that are 40 miles or less, one-way, from your home or downtown Albany, whichever is less.

Meals Meals will be reimbursed at actual expenses not to exceed \$25 per day.

Other Other out-of-pocket expenses require specific pre-approval by the Horse Leaders.

The intent for this reimbursement guideline is to cover required expenses for 4-H leaders, 4-H youth, judges, and chaperones while participating in **pre-approved events**. Not to be used for personal gain or for other activities outside the 4-H program.

Fundraising

Fundraising to support county programs should be based upon a specific purpose or need. All such funds should be handled through Horse Leaders Association Treasurer.

- Fundraising must be directed so the contributions are to 4-H, and 4-H controls the disbursement of funds. Solicitation of funds for an individual is not a contribution to 4-H and is not tax deductible.
- Fundraising must be done within all aspects of the law including obtaining permits where needed. Interpretation of the “Oregon Laws on Bingo and Raffles” administrative rules indicates that the Oregon 4-H Foundation and the County 4-H Leaders Association are the only 4-H groups that are non-profit and carry the exempt status. Club raffles and bingo activities need to be coordinated through the Foundation or Leaders Association, either of which could apply for permits.

IT IS VERY IMPORTANT TO REMEMBER THAT MONEY RAISED BY 4-H MUST BE SPENT ON 4-H. IT IS ILLEGAL TO RAISE MONEY IN THE NAME OF 4-H AND THEN USE IT FOR OTHER PURPOSES.

Linn County 4-H Horse Leaders Association

Officers

Leaders nominate Officers at the 1st meeting of the year (September) with final nominations and vote during the next meeting (October) as follows:

Title, Terms, and Duties

- Chairperson: One year term. This position also serves as the one year superintendent. This position prepares and runs the leaders meetings on a regular basis, sets the agenda, maintain order during meetings, votes as a tie breaker, may be called upon as final decision maker, works closely with the extension agent, co-signer on checking accounts, and other duties as required.
- Co-Chair: One year term. This person fills in for the Chairperson in their absence, maintains order during the meetings, and assists the chairperson with their duties.
- Secretary: One year term. The secretary takes accurate and complete minutes at each leaders meeting, prepares the minutes, and presents them for approval at the next leaders meetings. This person may also be called upon to perform other duties as required by the Secretary.
- Treasurer: One year term. The treasurer maintain records of the Leader's funds, maintain the banking accounts, receive and disburse funds following common accounting practices, reports to the leaders' association all financial reports, and perform other duties as required to maintain the financial records of the leaders association. The Treasurer may also serve as the Budget Chairperson.
- Budget Chairperson: One year term. May also be the Treasurer. Chairs the budget committee to prepare the budget and make expenditure recommendations to the Leaders Association.
- Green Book Committee Chairperson: One year term. Chairs the committee to review the Linn County 4-H Horse Contest Guidelines and recommend changes and updates to the Horse Leaders.
- Reference Manual Chairperson: One year term. Review Linn County Reference Manual on a yearly basis, recommend amendments and updates to the Horse Leaders Association.

- Clinic Chair: One year term. Chairs the clinic committee to schedule appropriate clinics throughout the 4-H year and find appropriate clinicians to teach the clinics. Clinic must meet all 4-H guidelines. The Chairperson makes sure that a representative from the committee is in attendance of all clinics. The Clinic Chairperson makes sure that all clinics are held within the budget guidelines.
- Clinic Points Coordinator: One year term. Maintain a sign-in sheet at each clinic held showing the 4-H'ers youth name and club along with the date and type of clinic attended. Produce a report showing the clinics attended and clinic points earned through the 4-H year and verify that the youth obtained enough clinic points to be eligible for state fair. This person can also be on the Clinic Committee.
- Spring Horse Classic Chairperson: One year term. This person should be knowledgeable in horse bowl, horse judging, hippology, presentations and public speaking. This person makes sure that enough clinics are scheduled; assist youth in practice to qualify for contests; meet deadlines for enrollments to county, state, and potentially national contests; schedule and prepare travel arrangements for the teams; and fund raise for the team when needed.
- Awards Chair: One year term. Make sure that all awards and ribbons are ordered and available for pre-fair, fair, open gaming playday, and other 4-H activities. Awards include but not limited to: Silver Dollar Show, pre-fair, county fair, open gaming playday and other awards that are needed. The chairperson works to obtain all awards within an allowed budget. See also Linn County 4-H Fair Awards Chairperson.
- Web Master: One year term. Maintain and upgrade the web page within 4-H state approved guidelines, regularly post up-to-date information, and make sure the web site stays licensed, and remains within the allowed budget.
- Stall Chairperson: One year term. This person receives stall reservation forms and assigns stalls for horses and/or tack. Responsible to order from the fairgrounds the appropriate number of stalls needed prior to the function and verifies the number of stalls used. Needs to be on hand at the beginning of the functions to check horses into the appropriate stall.
- Executive Council Rep: One year term. Attends the Executive Council meetings on a monthly basis. This person is a Horse Leaders Representative for the council and needs to be knowledgeable about the Horse 4-H Program.

- Fund Raising Chairperson: One year term. Chair a committee regarding fund raising possibilities and make recommendations to the Horse Leaders. This person will also assist with the committee in planning and organizing fund raising functions. The committee will remain within a budget given by the Horse Leaders.
- Silver Dollar Show Chairperson: One year term. This person chairs the Silver Dollar Show Committee to plan, organize, and serve as Show Manager. Even though the show is in January of each year, planning begins the prior year. The Committee meets together at least three times to finalize plans by the fall.
- Jr. Supers Coordinator: One year term. This position must be someone who is willing to work closely with the Jr. Superintendents to make sure they follow through with their assigned duties. This includes, but not limited to the Silver Dollar Show, pre-fair, and county fair along with any other duties that may be assigned. The person is also a liaison for the Jr. Supers.

Fair Superintendents

Leaders nominate superintendents at the 1st meeting of the year (September) with final nomination and vote during the next meeting (October).

Terms

- Position 1 One year term in conjunction as the Chairperson.
- Position 2 Two year term beginning on even years
- Position 3 Two year term beginning on odd years
- Position 4 Three year term

Duties

The duties of horse superintendents include, but not limited to:

- Review and update fair book information and schedule for horse projects.
- General responsibility for all aspects of the 4-H horse fair and pre-fair.
- Work with FFA representatives to include FFA classes along with 4-H classes.
- Attend county fair superintendents' meetings.
- Provide fair information to the leaders to be given to 4-H youth.

- General responsibility to oversee the county horse fair and pre-fair.
- Hold a Mandatory Fair Information Meeting for all 4-H youth and leaders. At this meeting, fair requirements will be explained along with schedules, responsibilities, safety rules and show etiquette.
- Copies of enrollments for fair will be received from the Linn County Extension Office to be used to make up the class lists, for stall assignments and camping reservations. Enrollments will be divided up into age groups/divisions and assigned back numbers.
- Arrange for Judges to be present to judge the various classes and assign duties to volunteers to help with all aspects of the horse fair.
- Arrange to have all equipment and supplies ready at the fairgrounds prior to the beginning of horse fair. Have all class sheets and participant lists prepared prior to fair. Have any and all special sheets available for fair (score sheets, Dad Potter, Ground Trailer, First Year Under Saddle, Knowledge test, Interviews, and other specialty forms).
- Responsible for knowledge test to be assembled and updated interview questions.
- Make sure that all ribbons, premier ribbons, medallions, and high point awards are ordered ready prior to the start of fair.
- Make sure all 4-H county rules, manuals, and guidelines are available for the judge and/or superintendents to consult if a question arises.
- Prior to allowing 4-H youth to show, they will have their records and all other requirements checked to see if they are eligible to show at fair.
- During fair, help volunteers to be able to perform their assigned tasks.
- Supervise youth making sure that all safety measures are followed.
- Post scores into superintendent's book for all classes, keeping information of individual scores confidential. Pay close attention to intermediates and seniors scores for state fair qualifications.
- When any questions arise during fair, the superintendents will meet together to make a final decision. If further assistance is needed, the superintendents will consult with the Extension Agent.
- All superintendents will follow the 4-H leader's code of ethics.
- All other duties that are necessary for the smooth operation of 4-H activities allowing for the development and safety of the 4-H horse youth.
- Assist Awards Chairperson, Grand Entry Chairperson, Ring Stewards, Ring Clerks, Ribbons Clerk, Warm Up Arena Coordinators, Dressage Chairperson,

Jumping Chairperson, Stall Chairperson, Gate Keepers, Announcers, and State Fair Coordinators to be able to perform their duties throughout the county fair.

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Junior Superintendents

There are four (4) junior superintendents. 4-H intermediate and senior members ask the Leaders to consider them for the position of Junior Superintendents. The youth will be asked to come to the Leaders Meeting to introduce themselves and present reasons why they would like to have this position. The Horse Leaders will vote on the members and the position that they will hold.

The Junior Superintendents are voting members of the horse leaders and is required to follow the same etiquette and guidelines as horse leaders.

The Junior Superintendents assist prior to and during Silver Dollar Show, pre-fair, county fair, and possibly state fair. The Junior Supers Coordinator will assist them in taking care of their duties and responsibilities.

The purpose of Junior Superintendents: To provide a leadership and community service opportunity for 4-H members and to assist adult superintendents in managing county fair activities.

The Junior Superintendent is responsible to the superintendent for their project area.

Eligibility

Enrolled Linn County 4-H members currently in grades 9-12.

Qualifications

- Dependability
- Ability to communicate with others
- Ability to work as a team member
- Ability **to follow directions**

Requirements

- Application
- Letter of recommendation from leader or teacher
- Be available during pre-fair, Silver Dollar Show and county fair
- Attend training orientation (1 session)

Term

The position and terms are yearly as follows:

- Position 1 Two year term beginning on even years.
- Position 2 Two year term beginning on even years.
- Position 3 Two year term beginning on odd years.
- Position 4 Two year term beginning on odd years.

The Horse Leaders Association has the ability to modify the number of Junior Superintendents and their terms.

Duties

Assist project superintendent in respective is activities as determined by the superintendents. These activities may include but are not limited to:

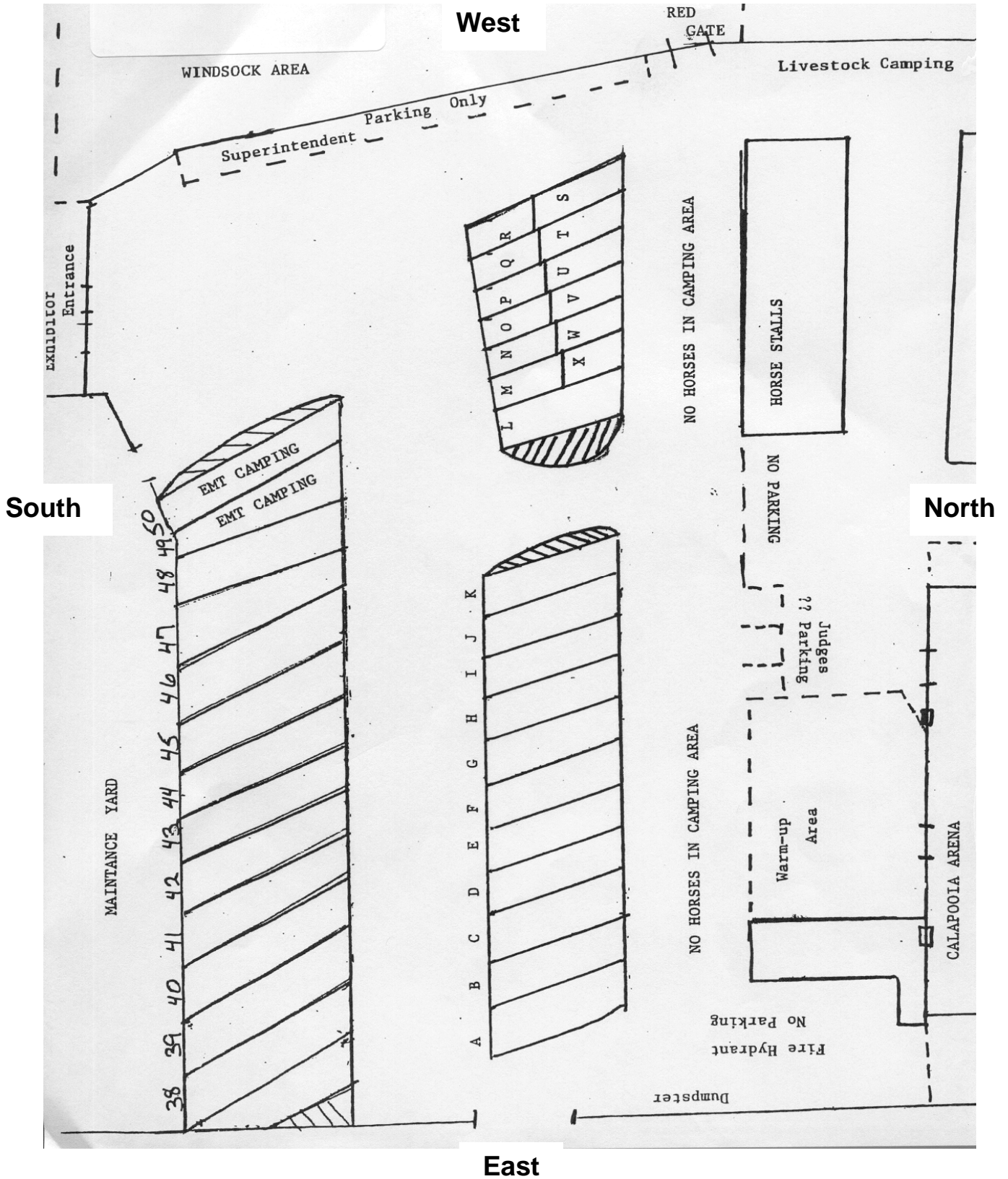
- Setting up and taking down facility for fair
- Running Errands
- Hosting
- Helping run contests i.e.; Judge Groom Squad. Suggest fun things for awards. Run and supervise In-hand obstacle relay.
- Distributing ribbons
- Staffing the 4-H office. Prepare a working schedule showing when the junior superintendents will be working in the office.
- Putting up posters and other visuals. Make posters or banner showing the Sponsors who donate to the 4-H Horse Program.
- Helping with fundraising activities if appropriate
- Staff 4-H promotional activities
- Thank you cards for Fair board, Judges and Clinicians. The card needs to be large enough for 4-H members to sign to be given to Fair Board. Set up at beginning of dance for everyone to sign.
- Assist with Awards Ceremony
- Assist with Clinics
- Attend meetings as scheduled and as required by adult superintendents

- Put together individual packets for pre-fair and fair. The packets include the classes enrolled in, patterns and their back number. In addition, make a packet for each club leader to have.
- Help to post signs for pre-fair and fair including office hours, class sheets, and other information for the event.
- At check in at pre-fair and fair, check records to make sure that participants have the required records.
- The junior supers can organize appropriate games that the horse 4-H members and family can do. They can also help with scheduled fair games.
- “Run” patterns during judges meeting.
- Nightly checks to be done in the stall area. Check for sufficient water, no hanging halters and that hay bags are not too low and empty ones taken out.
- Junior Supers can help with Interview & Knowledge test check-in.
- Be available for other duties to be done prior to and during fair.

Leaders

*Remember to have a good sense of humor.
Everything will not always go as planned,
but if you try to look on the positive side and remain flexible –
you will survive in the end.*

Linn County Fairgrounds Sample Layout



Linn County 4-H Fair

Fair Office

- The Superintendents are responsible for the office from beginning of fair until end of fair.
- All supplies are to be sorted over before fair to determine what is needed, i.e. clip boards, stapler pencils, pens, post its, safety pins, etc.
- Make up folders for each club. In these are placed information that will need to be given to each club.
- Have club job assignment sheet (Duty Roster).
- Numbers for each member with their names listed on them on the back
- Forms will need to be available for Dad Potter, First Year Under Saddle, Ground Trainer, and Dressage Test. You can determine this from the class list.
- Have ribbons, premier ribbons and medallions. (at least one week in advance)
- Make sure copies of all manuals are available for the judge or superintendents to consult if there is a question. Also the county rules must be available
- Make sure all needed forms for Showmanship, Equitation, Hunter Over Fences, Trail etc., have adequate supply available.
- Have supers book at the office, along with all the class sheets, enrollments by name and number, club listings, and leaders list.

Awards Chairperson

- Check to make sure that all the awards have been arranged to be there at the office in advance.
 - ✓ Mickey Zucker Award
 - ✓ Dawn Costello Award (2 awards)
 - ✓ Edminston Award
 - ✓ Horse Bowl and Horse Judging for the Jr., Int., and Sr. Divisions
 - ✓ High point gaming, western, english, jumping classes
- Order an award in advance for the Herdsmanship Club Winners
- Independents and/or Small Clubs of two members or less will be in one division.
- Large Clubs judged in their own divisions.
- Arrange for a table to hold the awards in the arena before presentation. Have the announcers announce that all club members are to report to the arena 15 minutes in advance. Make sure that it is also announced in the Judges Meeting that morning so that all are aware of it.

- Arrange for clean up of tables to be put away after awards given. See “Awards Chair” for other duties.

Grand Entry Chairperson

- Get list of clubs and leaders.
- Send the “Grand Entry” form along with instructions to the leaders at least two weeks prior to the Fair Information Meeting. On this sheet, they tell about their club and activities. Have Club return the forms and CDs with their music selection to the Fair Information meeting or other prior selected date.
- Announce line up order and time at the Judges Meeting the morning of the Grand Entry.
- Arrange for Flags to be presented. Make sure that 2 flag boots are available for the riders.
- May want music playing as the groups enter, stopping it to announce each group. Make sure that the music is appropriate for the 4-H function.
- Make sure the information and music is there for the announcers and in the proper order. It is best if one CD can be made prior with the music selections in order of the clubs in the parade.
- Have groups ride in and be introduced and line up.
- Have groups dismiss as you had pre-arranged for them to dismiss.

Ring Stewards

- During the Novice Classes only, Ring Stewards are required for Showmanship and Equitation Classes.
- Your duties will be to assist the Judge and Ring Clerk with unruly horses that need an extra hand to control them, pick up hats and return them to the rightful owner after their own pattern or when they are lined up.
- You will show the contestants where to line up and instruct them where to start their pattern if they are confused (sidestepping down to position in equitation etc)
- You will be most important in maintaining safety for these novice riders/handlers.

Ring Clerks

- Ring clerk duties are to assist the judge by writing down comments on the score sheets provided for each rider. You will place the riders # in advance on a score sheet from the Class List

- As each contestant is asked to do their individual patterns, write neatly what the judge has instructed you to say. Do not add any comments of your own. Do not discuss the riders' pattern with the judge in any way other than to ask question as to what she said.
- If you are Clerking a class that your own child will be in, please arrange for someone else to Clerk that class. That way, no one can claim any impropriety against you.
- Do not point out to the judge that any contestant is on the wrong lead, wrong diagonal, etc. This is the judge's domain only please.
- Immediately after the judge has scored all contestants and determined if there is a return or a medallion in the class, turn these sheets over to the office for scores to be tallied and announced for ribbons.

Ribbons Clerk

- Arrange to get ribbons from the office together with medallions. Please be aware that you must keep watch of this ribbon box at all times (especially the Medallions) so do not leave them unattended.
- Arrange to have enough ribbons to cover all the contestants for that particular class such as 5 per class, i.e. 5 blues, 5 reds, 5 whites and 5 medallions available in the event the judge were to award as such.
- Be ready at the gate with the ribbons as soon as you see the score sheets being sent to the office so that no one has to wait for the ribbons to be presented. Enter the inner ring and wait to hand out the ribbons. Exit after last horse has received their ribbon.
- Return ribbons to office after last class that you will be responsible for.

Gates Person

- There will be a gate person whose responsibility will be to make sure the contestants are lined up in advance for entering their class. The gate person will be given a clipboard with the classes in order and will have classes lined up and "ON DECK" as the other class enters the ring. You will call the contestants by number and by name and the name of that particular class and check them off the class list.
- You will also be looking for required equine helmets that are snapped and fit properly. Make sure there are curb straps on curb bits, cinches not loose, etc.
- You may be entering and exiting at the same gate. Arrange for safe exit and safe entrance.

Warm Up Arena Coordinator

- Main duties are to make sure that safety is maintained.
- Make sure that all riders have an equine helmet on their heads, back numbers and boots whenever they are mounted.
- Make sure that all riders are going the same direction and not against the majority. You may periodically tell all riders to reverse.
- Assist any rider that has an unruly horse and help lead it from the arena if it cannot be corrected so no one is injured.
- Help listen to announcements of upcoming classes and remind riders to listen to see if their class is being called.
- No rider is to be mounted outside of the warm up arena. Remind them to dismount please.

Trail Horse Classes Coordinator

- Recruit set up crew ahead of time from Volunteer Coordinator
- Have all materials for course check for its availability and safety.
- Have people on course to re-adjust obstacles during classes.

Dressage Coordinator

- Make sure that ride times have been assigned and posted.
- Arrange for course to be set up one hour before first contestant, if possible.
- Check to be sure cones, poles, and judges stand and chairs for judge and steward and a table are available in ADVANCE of set up times. Make sure you have the long measuring tape that our division has in its box. Find out where they are and how you can get them. Make sure a whistle is available for the judge to use.
- Make sure that there are current dressage tests ready for the contestants and those they are numbered with their number for the appropriate test. Be sure and write on them the age division for that test next to the contestant's number.
- After last contestant, you may begin to break down the course. Again, have your break-down staff organized and there to assist you.

Dressage Ribbon Placing Criteria

Score	Placing
58% or higher	Blue Ribbon
50% - 57.99%	Red Ribbon
49.99% or lower	White Ribbon

Hunt Seat Over Fences Coordinator

- Check that all materials are available and in working order in ADVANCE
- Make a map of course to post. Copy to the judge also.
- Obtain a crew from the Volunteer Coordinator to help, set up, take down, put away and reset jumps and rake during course.
- Have tape measure to check course.
- Have gate person inspect equipment and horse and rider before entering ring.

Stall Chairperson

- Assign stalls according to clubs.
- Make charts of stall assignments and post in barn and office.
- Coordinate with campground chairman if need be.
- Be available for problems on nights as groups arrive.
- Turn off lights in barn at night (if possible)
- Arrange with superintendents for barn checks:
- Horses water buckets and nets tied and secured properly.
- Water buckets are full.
- No horses in distress.

Campgrounds Chairperson

- Receive camping forms from Fair Superintendents.
- Divide into those requesting electrical and non-electrical camp sites.
- Determine which campers may be staying the longest and place them in the area where they will not interfere with the coming and going of other campers.

- Make a master sheet of your camping area to scale. Divide the campground accordingly. Make space assignments per the above criteria.
- Find some appropriate way to mark the spaces so campers can identify them.
- Make and post the camping assignment in barn and in office.
- Be available on days when groups enter to handle problems.
- Check camping areas for quiet after quiet time of 11:00 p.m. Groups can continue to converse and have fun if they are not disrupting the other campers.
- Check with the security personnel for any problems they might encounter and report it to the superintendents if need be.

Announcers

A responsible adult or 4-H youth member can do the Announcer duties.

- Scan the master list in advance and practice reading contestant's names. If unsure as to how the name is pronounced, ask the office staff for help.
- When the class list is given to you, read the winners starting with whites first, reds second and blues last. Read the return riders for the championships and also read the medallion winners.
- Score sheets are not to be given to any rider. After ribbons have been announced, hand them over to the office staff immediately. They must be returned to the office. Club Leaders are to pick up score sheets from the office only.
- Use a nice clear loud voice. Avoid giggling or laughing over the microphone and reprimand interfering voices and background noise.
- Announcer will make announcements for judges meetings, grand entry, starting of classes, etc. Please be ready to start announcing 15 minutes before the beginning of judges meetings, etc. so that there is ample of time to begin.
- The announcer uses a microphone to announce and two handheld radios with different channels. One is used to talk with the gate person and other areas. The second radio is primarily used for talking with the clerk and judge only.

Volunteer Coordinator

- The volunteer coordinator recruits volunteer workers from clubs of 4-H members, leaders, parents, and other volunteers. This can be for the Silver Dollar Show, Pre-Fair and County Fair.
- Recognize where volunteers are needed and what age group best will handle to work duties i.e., older youth or adults for checking at the gate, younger youth can open gates.

- Provide support as needed for volunteers and follow-up for volunteers.
- Make to schedule volunteers with at least 15 min. over-lap so the new crew can learn from the 1st crew.
- Communicate with horse leaders the need for volunteers.
- Have “job descriptions: available for volunteers.
- Maintain positive and supportive relationships with other leaders, volunteers, and parents.
- Maintain accurate listing/chart of the volunteer roster.

State Fair Coordinators

- Arrange for training and practice for all state fair participants.
- Arrange for meeting of participants, parents and chaperones before State Fair.
- Verify that the participants qualify for state fair and what classes they will be in.
- Get mailing list with phone numbers from all state fair participants at the meeting arranged right after the announcement of who made the team. At this meeting all parents should be in attendance for signatures of approval, knowledge of state fair dates, required rides/meets, fund raising requirements, etc.
- Schedules of rides/meetings will be made and sent IMMEDIATELY to all contestants so they will know the times and can make arrangements.
- Make sure arrangements for decorations are started and/or ordered staying within budget.
- Ordering of fair jackets for new members of team. If return 4-H'er, they can have new embroidery put on their jacket at their own expense. Must be paid for prior to jacket being ordered on.
- Set up herdsmanship duty rosters so that someone of the team covers this duty.
- Arrange for camping and potluck.

Suggestion for Good Leaders

BE DEMOCRATIC - Encourage everyone to have his say in order that a democratic decision may be reached. Imposing your will on others will limit their development.

DELEGATE RESPONSIBILITY - Let others feel that they have a part in running the club, but be ready to offer assistance if needed. Do not assign a job beyond the ability of the individual. Consider letting them choose their own jobs.

SHOW AND DEVELOP INTEREST - Express your own enthusiasm and interest. Strive always to discover and develop the particular interest of each member. Try to arouse their desire and ambition.

SHOW INTEREST IN OTHERS - Let others know what they do and contribute is important. Listen to their opinions, try out their ideas, and encourage them to make their own decisions.

GIVE PRAISE AND RECOGNITION - Give recognition for a job well done. Do not give praise unless it is truly deserved.

DISCIPLINE PRIVATELY - Try to avoid disciplining anyone in a group setting, a friendly talking to in private will usually be far more effective. Never punish the whole group because a few are misbehaving. But encourage the group to develop behavior standards to control their own behavior.

BE SURE OF YOUR FACTS - This is one of the best ways to increase your confidence and to gain the confidence and respect of others. Remember, also, knowing the fact helps 4-H members to be confident.

PLAN AHEAD - Planning is the key to success. Know what you are doing and where you are going. Allow plenty of time for planning with your members.

KEEP SIGHT OF GOALS - Know the goals of your group and guide the group toward these goals. Discuss goals and their achievement with your members.

HAVE A POSITIVE ATTITUDE - Make the best of things. Complaining wastes time and energy and causes discord. Be sympathetic, but creative and positive in attitude.

UNDERSTAND OTHERS - Through understanding others and appreciating their point of view, more can be accomplished harmoniously. In any "problem" situation, strive to understand why young people act as they do.

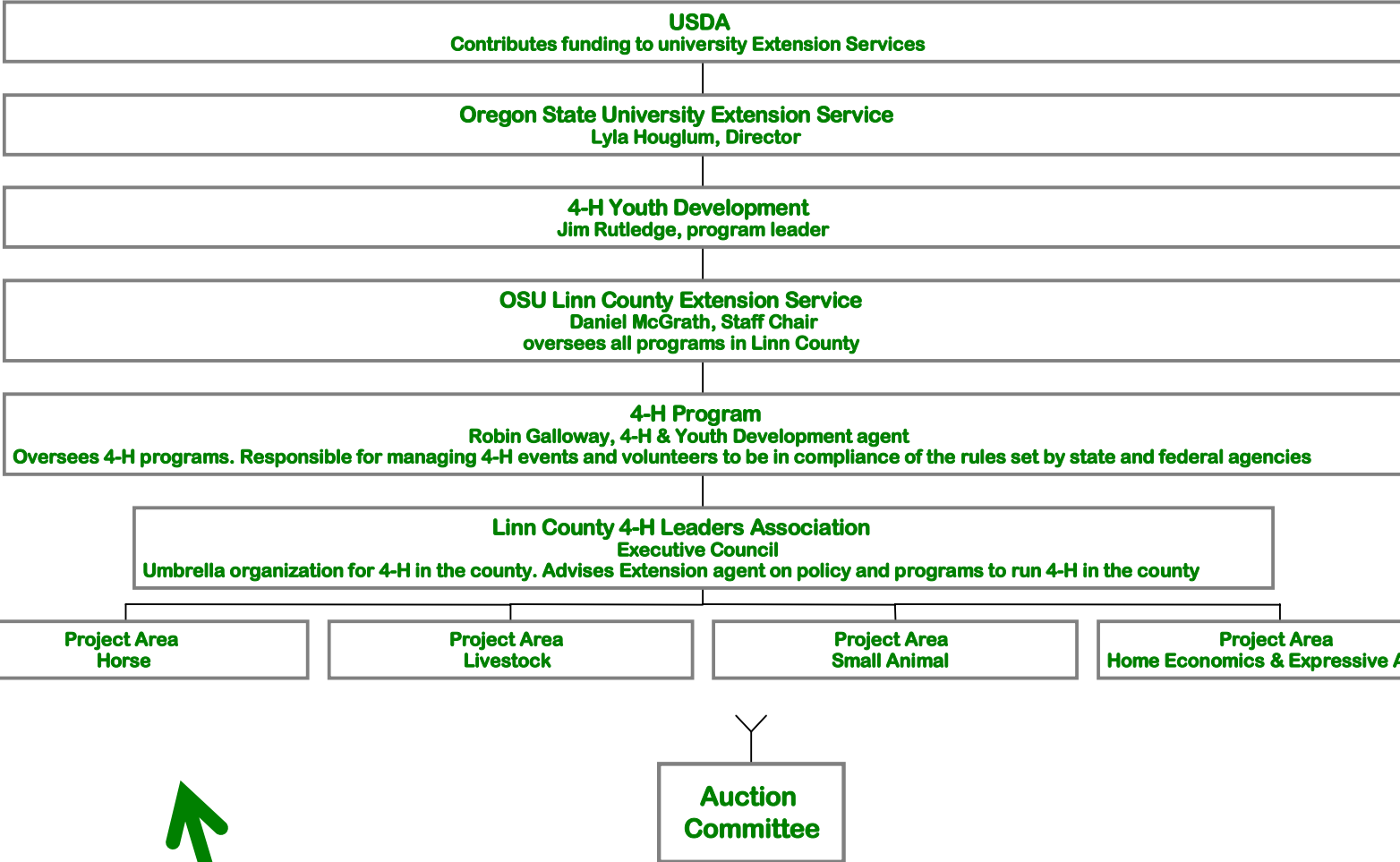
BE FRIENDLY - People think and act their best in friendly, relaxed atmospheres. Try to help each person to feel secure and wanted in the group.

BE A MEMBER OF THE GROUP - Do not set yourself apart from the group. It is better to pull than to push. Show young people you admire and trust them.

SET THE EXAMPLE - Set a good example. Others will tend to follow. Young people desire and cherish adult guidance.

Organizational Chart

Linn County 4H Organizational Chart



Linn County 4-H Leaders Association

The following Bylaws are for the Linn County 4-H Leaders, which governs the Horse Leaders Association.

BYLAWS OF THE LINN COUNTY 4-H LEADERS ASSOCIATION

(Revised January 2002)

ARTICLE I -- NAME AND PURPOSE

SECTION 1. NAME

As set forth in the articles of this corporation, the name of this corporation shall be the Linn County 4-H Leaders Association hereinafter called the Association.

SECTION 2. PURPOSE

The purpose of the Association shall be to coordinate and execute the educational and promotional activities of the 4-H program.

ARTICLE II -- MEMBERSHIP

SECTION 1. ELIGIBILITY

All currently enrolled Linn County leaders to include club, teen, junior and resource leaders and community coordinators. Membership is open equally to all people.

SECTION 2. DUES AND ASSESSMENTS

No member shall be liable for any dues or assessments. Membership donation to the Oregon 4-H Leaders Association will be paid by the Association.

SECTION 3. VOTING PRIVILEGE

Each member as listed in Article II, Section 1 shall be allowed to cast one vote on any matter referred by the Executive Council.

ARTICLE III -- MEETING OF EXECUTIVE COUNCIL

SECTION 1. ORDER

When rules of order are challenged, Rules of order and Parliamentary Practice by Henry M. Roberts will be the official order guide.

SECTION 2. PLACE

All meetings shall be held at such locations as approved by the Executive Council.

SECTION 3. NOTIFICATION

Members will be notified via mail prior to regularly scheduled meetings.

SECTION 4. MEETINGS

Meetings shall be held as designated by the Council or called by the chair.

SECTION 5. QUORUM

The members present, if not fewer than seven Executive Council members, shall constitute a quorum of all duly authorized Executive Council meeting of the Association.

ARTICLE IV -- EXECUTIVE COUNCIL

SECTION 1. MEMBERSHIP

The Executive Council shall consist of sixteen (16) people plus the Linn County Extension Agent(s) and program Assistants. It shall be constituted as follows:

- A. Twelve council members shall be selected from the county at large by the membership considering geographic areas, project area, years of experience. All people are invited to participate equally.
- B. Four teenaged Council members shall be selected from the county at large by the Executive council.
- C. The retiring president of the council shall be an official member for one year.
- D. The 4-H leader representing district III on the State Advisory Committee shall be an ex-officio member.
- E. The Linn county 4-H extension agent(s) shall be ex-officio members.
- F. The Linn County Program Assistance shall be ex-officio members.

SECTION 2. VOTING PRIVILEGE

- A. The members listed in Article IV, Sections A, B, C, and D (if from Linn County), shall have full voting privileges.
- B. In the event that one of these members is absent, a person appointed by them will, for that meeting, have a full voting privilege.

- C. If a member is absent for three (3) meetings a year with no proxy, of which two (2) are consecutive; the member may be subject to removal. At least seven (7) members must vote in the affirmative.
- D. Members that are parents may not vote on matters directly and specifically affecting their children.

SECTION 3. TENURE

- A. Tenure of the membership in Article IV, Section 1 A shall be three years with one-third of the Council members changing every year.
- B. Tenure of membership in Article IV, Section 1 B shall be for one year.
- C. Tenure of membership in Article IV, Section 1 C Shall be for one year above the three regular years, if necessary.
- D. Tenure of membership in Article IV, Section 1 D shall be for the duration of their term.
- E. Tenure of membership in Article IV, Section 1 E and 1 F shall be indefinite.

SECTION 4. OFFICERS AND MEMBERS

- A. The officers of Executive Council shall be nominated and elected in September from the general membership with nominees' prior consent.
- B. Officers of Executive Council shall be president, vice president, recording secretary, corresponding secretary, and treasurer.
- C. Notification of openings will be printed in the Linn County Extension newspaper, UPDATE.
- D. Members of the council; should be selected in the spring. They will assume their duties in the first meeting in the fall.
- E. In the event that an officer or member cannot complete the term, a successor shall be appointed by the Executive Council to finish the term.

SECTION 5. DUTIES OF THE COUNCIL

- A. The duties of the Executive Council shall be to transact all necessary business of the Association and report to members via current monthly publication.
- B. The Council shall be responsible for planning of a yearly program of activities for the Association.
- C. The Council shall promote, review, and evaluate the county 4-H Program and activities.

- D. The Council shall be the official expansion and review committee for the county and shall promote, review, and evaluate the county 4-H program and activities.
- E. The Council shall be responsible for spear-heading fund raising activities for the Association and solicitation for 4-H activities.
- F. The Council shall make recommendations for county 4-H policy as well as promote 4-H club work and make program recommendation to the Extension Service.

SECTION 6. COMMITTEES

- A. The Executive Council shall appoint special committees as necessary to carry out the goals and objectives of the Association. Standing committees (advisory boards) shall be elected by those members of the Association directly involved. The committees are to elect a chairman and secretary and report back to the Executive Council.

ARTICLE V -- DUTIES OF THE OFFICERS

SECTION 1. PRESIDENT

The duties of the president shall be to preside at all meetings, act as chairman of the Executive Council, supervise the work of the Association, it's officers and committees and shall perform all duties normally required of this office.

SECTION 2. VICE PRESIDENT

The duties of the vice president shall be to perform the duties of the president in the latter's absence or inability to perform such duties.

SECTION 3. RECORDING SECRETARY

The duties of the recording secretary shall be to record all minutes of Executive Council.

SECTION 4. CORRESPONDING SECRETARY

The duties of the corresponding secretary will conduct the correspondence of the Executive Council.

SECTION. TREASURER

The duties of the treasurer shall be to maintain all accounts, oversee the budget committee and sign checks for expenditures which have been authorized by the Executive Council.

ARTICLE VI -- AMENDMENT OF BYLAWS

SECTION 1.

This constitution shall be amended by two-thirds majority of the general membership voting. All amendments to be presented to members in writing at least one week prior to the vote on amendment changes.

ARTICLE VII -- IMMUNITY OF MEMBERS AND TRUSTEES

SECTION 1.

Neither the members of the Executive Council of the Association shall be personally liable for and debts, liabilities or obligations of the Association.

ARTICLE VIII -- AFFIRMATIVE ACTION

SECTION 1.

The Association will make every reasonable effort to offer its programs and materials equally to all people. The Association will further endeavor to secure membership that represents all geographic areas, all project areas, various years of experience and both sexes.

ARTICLE IX -- NON-PROFIT

The Association is a non-profit corporation operating within Linn County in the State of Oregon.