

VOLUNTEER POSITION SUMMARY – KING COUNTY 4-H HORSE PROGRAM

Opportunity and Brief Description

Elected Positions -- Two Year Terms:

President
Vice President
Secretary
Treasurer
Fair Superintendent (must also submit an application to extension office)
Immediate Past President also serves on Executive Board

Coordinators and Chairpersons

Coordinators and Chairpersons are encouraged to reach out and involve additional volunteers to carry out the duties for each position/program.

General

1. King County 4-H Association Representative: Attend monthly Association meetings, give input in the interest of the horse project, communicate back to the horse project committee.
2. State Forum Representative: Attend State Forum annually, report to and represent the interests of the Horse Program at the State level. Funds may be available to off-set the cost of attending. This position is expected to attend Association Policy and Planning meetings and therefore combines well with the Association representative position.
3. Recognition Coordinator: Identify and recognize graduating seniors and retiring leaders at King County Fair or other designated event.
4. Horse Certificates and Permanent Numbers Coordinator: Track Horse project enrollment in all divisions and assign numbers to each member/horse combination for use at King County 4-H shows and county fair. Maintain file of project horse certificates and remind membership of annual deadline to have horse certificates on file to be eligible to qualify for State Fair.
5. Webmaster: Maintain web site www.kc4-hhorse.com and moderate Yahoo group email list
6. Tack Sale: Plan and execute annual fund-raising tack sale which is usually scheduled in the fall. Arrange venue and organize volunteers. Oversee volunteer training and publicity. Co-ordinate with program treasurers for needs related to handling funds.
7. Working Rancher: Organize and execute a 4-H Working Rancher program that includes opportunities for clinics and hands-on experiences using Working Rancher program materials.
8. Camp-out: Organize and execute a summer family oriented camp-out that includes opportunities to do fun horse-related activities like trail riding as well as activities that build camaraderie between horse program families.

Educational Activities

1. Equine Public Speaking Coordinator: Coordinate county qualifying for the National Equine Presentations contest held annually at the State Fair. State winners travel to national competition. Publicize contest, answer questions, arrange judges, set up for contest, schedule contestants.
2. Groom Squad Coordinator: Coordinate the state qualifying Groom Squad competition during county fair or at another suitable time. Plan and publicize contest (including written test), arrange judge(s), organize and check in participating teams. Arrange for ring stewards, explain contest rules. Announce contest results and ensure Senior team participates at State Fair.
3. Hippology Coach/Coordinator: Coordinate King County Hippology efforts. Recruit participants, arrange practices, hold pre-qualifying competitions as needed, coordinate final selection of teams to represent King County at State Hippology competition in spring. Coach the teams to prepare for the state competition and arrange for participation.

4. Horsebowl Coach/Coordinator: Coordinate King County Horse Bowl efforts. Recruit participants, arrange practices, hold pre-qualifying competitions as needed, coordinate final selection of teams to represent King County at State Horse Bowl competition in spring. Coach the teams to prepare for the state competition and arrange for participation.
5. Judging Coach/Coordinator: Serve as a resource for the judging program regarding setting up judging contests and contest rules. Coordinate scoring of judging contests. Conduct the judging finals event. Summarize all county judging contest results and determine state teams. Coordinate state judging teams' preparation for and participation at State Fair.

Performance

1. Medals Coordinator – Performance: Review rules, order medals, collect results from shows, track results, keep county events schedule up to date, award medals at shows and supreme awards at fair or other designated recognition event, distribute medals cards, be a resource for the program and answer questions. Coordinate Showmanship medals records with Gaming Medals coordinator.
2. Performance Horseshow Committee: Set up and conduct program sponsored Performance shows. In recent years, three shows have been offered: an Opener targeted at novices and riders new to 4-H showing, a Memorial Day show which offers regular classes as well as English and Western specialties, and the Isabelle Moe Pre-Fair show which is held at the fairgrounds. Responsibilities include securing venues, hiring judges, publishing show information, organizing managers, secretaries, and other key volunteers for each show.
3. Dressage Coordinator: Be a resource to show managers offering Dressage classes. Assist in obtaining necessary Test Forms for shows and Fair. Coordinate one or more Dressage clinics annually to provide an introduction for members wishing to participate in this activity. If interest warrants, coordinate stand-alone Dressage shows.
4. Over Fences Coordinator: Be a resource to show managers offering jumping classes. Monitor condition of jumping equipment and coordinate replacement as necessary. Consult with riders where safety concerns have been noted. Verify that riders have met requirements to participate in Over Fences classes at the King County Fair. Coordinate an over fences clinic annually to provide a safe introduction to jumping for members wishing to participate in this activity. If interest warrants, coordinate stand-alone Over Fences shows.
5. Driving Coordinator: Be a resource to show managers offering driving classes. Coordinate a driving clinic annually to provide a safe introduction to driving for members wishing to participate in this activity. If interest warrants, coordinate stand-alone Driving shows.
6. Novice Program Coordinator: Review novice rules, track enrollments in the program, and ensure eligibility. Plan and execute events such as clinics and practice shows specifically targeted for Novice members.
7. Green Horse Program Coordinator: Review green horse rules, track enrollments in the program, ensure eligibility.
8. Performance Equipment Coordinator: Inventory and manage horse project owned equipment including trailer, trail equipment, and jumps. Coordinate trailer license, registration, and storage. Inform Horse Program Committee/Executive Board of equipment needs which may impact budget at the beginning of each year and of any urgent needs arising during the year.

Western Games

1. Medals Coordinator – Western Games: Review rules, order medals, collect results from shows and track results, keep county events schedule up to date, award medals at shows and supreme awards at fair or other designated event, distribute medals cards, be a resource for the program and answer questions. Coordinate Showmanship medals records with Performance Medals coordinator.
2. Western Games Committee: Hold gaming committee meetings, review rules, plan and execute horse program gaming show(s), work with gaming equipment coordinator to track equipment needs. Establish and publish gaming Danish times annually.

3. Gaming Equipment Coordinator: Inventory and manage horse project owned gaming equipment including poles, barrels, flags, and electronic timers. Coordinate equipment for shows and county fair. Inform Horse Leaders Committee/Executive Board of equipment needs which may impact budget at the beginning of each year and of any needs arising during the year.

County Fair (Qualifying Event)

1. Assistant Superintendent: Assists the Superintendent. Appointed annually by the Superintendent and President from a pool of all those desiring the position.
2. Section Managers: Gaming, Performance, Dressage/Over Fences/Driving, additional as needed.
3. Section Secretaries: Gaming, Performance, Dressage/Over Fences/Driving, additional as needed.
4. Registrar: Receives registration paperwork from Superintendent and compiles master list of all exhibitors, makes stall assignments, makes check-in lists for vet/helmet check. Passes information about adds/scratches/substitutions on to Section managers and secretaries.
5. Herdsmanship Coordinator: Prepare Herdsmanship board in horse barn for Fair (signs for each club, sufficient blue, white, red markers). Arrange daily Herdsmanship judges (AM and PM on full show days, AM or PM only on arrival/departure days). Determine breaks between large and small clubs for each section. Set up notebook for filing Herdsmanship score sheets, calculate overall Herdsmanship winner at end of Fair and award trophy.
6. Perpetual Awards Coordinator: Prior to Fair, this person contacts prior year recipients of perpetual awards and reminds them to return the awards to Fair for presentation. Arranges for small replacement awards for the winners of the Gaming perpetual trophies.

State Fair

1. State Fair Coordinator: Schedule and run state team meeting between county and state. Coordinate state fair decorations, supplies, team delegations, team jacket order, ribbons. Coordinate with qualifying coordinator, county and state staff.
2. State Qualifying Coordinator: Oversee state qualifying for horse exhibitors (Performance, Gaming, Driving, Dressage). Announce teams. Prepare for and coordinate meeting to fill out state paperwork. Manage team lists (primary and alternates) between county and state.

Ad hoc Committees

Fair Judges
Rules
Grievance
Supreme Awards

These committees are convened as needed.