

## ***Responsibilities of 4-H Horse District Representatives:***

### **Pennsylvania 4-H Horse Program Advisory Committee District Chairpersons District Show Chairpersons**

The efforts of many volunteers and extension agents are vital to effective operation of Pennsylvania 4-H horse programs. We rely on your cooperation and appreciate your continued support of county, district and state activities. The following outline of responsibilities for advisory committee members, district chairpersons, and district show chairpersons should help to disseminate information about the 4-H horse program and 4-H events in a timely manner. In addition, these procedures help ensure that all participants are informed about activities and events as well as program proposals or issues.

#### **I. Pennsylvania 4-H Horse Program Advisory Committee**

- A. Each district has one (1) extension agent representative and one (1) volunteer representative elected or appointed by their district for a one year term on the PA 4-H Horse Program Advisory Committee. These persons represent their district at the PA 4-H Horse Program Advisory Committee meeting, held in April at Penn State. These persons should be able to discuss their district's suggestions and vote on program concerns and rule changes proposed at the meeting. Please note that any leader, parent, or 4-H member is welcome to attend the state meeting, but each district is allowed only two voting delegates.
- B. The district extension agent representative should ensure that district recommendations for state programming and horse show concerns are sent to the Extension Horse Specialist (Youth) **by February 15**. These items will then be included on the agenda for the annual PA 4-H Horse Program Advisory Committee meeting.

#### **Please note, recommendations and suggestions may be made for:**

- Any state 4-H horse program, event or activity
  - State show rules, special exhibitions, clinics, displays, judges, etc.
- C. Advisory committee members (extension agents and volunteers) should communicate information from the Advisory Committee at their respective district meetings. Agents and volunteers should also distribute information mailed from the state office to leaders and 4-H members in their county and district.
  - D. Advisory committee members should direct district concerns to 4-H Horse Program Development Committee members as appropriate.

## II. District Chairperson

- A. Each of the ten 4-H horse districts will annually elect or appoint a district chairperson. The responsibilities and duties required of this individual will obviously differ, depending on district policies and activities. The district chairperson may also serve as the district show chairperson. In some districts, these jobs are done by different people.
- B. The district chairperson should help distribute information mailed from the state office to leaders and 4-H members in their county and district.
- C. The district chairperson should notify Extension Horse Specialist or chairperson of the State 4-H Horse Program Development Committee of district meeting dates, times, and locations.
- D. The district chairperson should send names of volunteers to serve as barn stewards, gate crew, exercise supervisors etc. at the State 4-H Horse Show, to the Extension Horse Specialist or designated extension agent **by September 30**.
- E. It is the responsibility of the district chairperson and extension agent representative to send a list of incoming district representatives to the Extension Horse Specialist by **February 15 of the current calendar year**. This list should include names, addresses, phone numbers, and e-mail (if available) of: 1) Volunteer; 2) Extension agent representative to 4-H Horse Program Advisory Committee; 3) District Chairperson, and 4) District Show Chairperson

## III. District Show Chairperson

- A. The district show chairperson is responsible for overall management of the district show. He/she should work with appropriate extension educator(s), and volunteers to coordinate show details. The district show chairperson should be aware of and abide by current 4-H horse show rules and district and state show entry requirements and procedures.
- B. The district show chairperson should send the following to the Extension Horse Specialist (youth) before February 15: district show date, location, and contact information for show secretary (or person responsible for state show entries) and others who should receive state show information.
- C. The district show chairperson, working with appropriate extension educator(s), is responsible to ensure that information mailed from the state office is copied and distributed to exhibitors who qualify for the state show. State show information will be mailed to the district show chairperson in late June or early July.

State show information includes:

- 1. State show entry and exhibitor information
  - 2. Required paperwork for exhibitors
  - 3. Other state show information sent from the state office before the district show (ex. class schedules, state show fees, exhibitor information, etc.).
- D. The district show chairperson is responsible for working with the appropriate county extension educator to ensure that all state show entry forms, exhibitor paperwork, entry fees and any other required forms are sent to the Extension Horse Specialist by the state show entry deadline

- E. The district show chairperson should send district substitutions for the State 4-H Horse Show to the State Show Secretary or Extension Horse Specialist, no later than 7 days prior to the State Show.

When entries to the state show are cancelled, the district show chairperson should notify the substitute exhibitor and their respective county extension educator. Any stall reservations changes resulting from substitutions should be sent to the state office by the affected county extension office(s). In the event that the district show chairperson is a volunteer, they should work with the appropriate county extension educator to ensure that substitutions are made and substitute exhibitor(s) notified.

- F. The district show chairperson is responsible for working with the appropriate county extension agent to complete and return the District Show Financial Report Form to the Extension Horse Specialist *no later than* November 15. The form will be mailed to each district show chair prior to the show.

**Each district MUST return the Financial Report Form in order to receive your district reimbursement from the state show.** We must have this information for financial accountability and documentation of financial records for the state show account.

- G. The district show chairperson, show secretary and extension educators involved with district shows should participate in show management training sessions or in-service training when available.

Additional information is available on the 4-H Horse Program website at: [www.das.psu.edu](http://www.das.psu.edu) - go to 4-H programs, then horses. Check the website periodically for new information.

If you have questions or need further information, contact Pat Comerford at [pcomerford@psu.edu](mailto:pcomerford@psu.edu) or 814-863-3657.

***Thank you for your cooperation!***

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