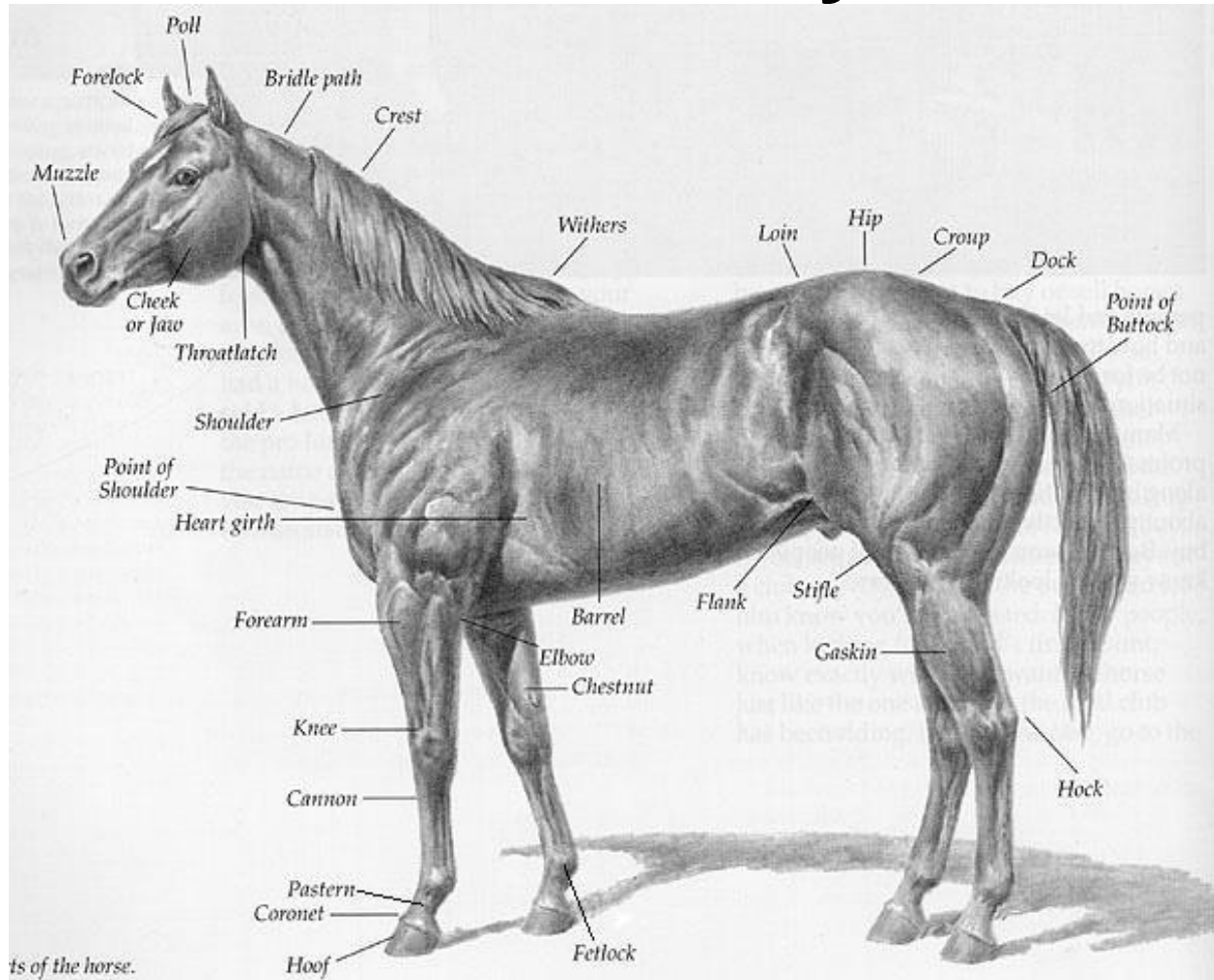


Gallatin County 4-H



Horse Policy Manual

**Rules & Regulations
For the 4-H year 2024-2025
(Updated November 2024)**



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WELCOME TO THE 4-H HORSE PROGRAM!

The Gallatin County Horse Committee has compiled the following information to help you understand how the 4-H Horse Project functions in Gallatin County. Up to date information about clinics, signups, etc can be found on our website, <http://www.gallatincounty4horse.com>. This information is intended to supplement, not replace, the information provided for 4-H Horse Project members from the State of Montana at http://www.montana4h.org/projects/animal_science/horse.html. Here you will find essential information and forms such as waivers, project manuals, sample patterns, allowable bits and equipment, and information about the 4H State Horse Show and the Working Ranch Horse Finals. Horsemanship Levels 1-7 are intended to be the foundation of the Horse Program, and therefore every 4-H member must enroll in a Horsemanship Level, even if he or she does not intend to show in a Horsemanship class at Fair. Additional Horse Projects (such as Jumping, Dressage, Colt to Maturity, Green Horse, or Working Ranch Horse) and opportunities (such as Twisters or Reining) are intended to supplement and build upon a member's basic horsemanship skills. Cloverbuds and other interested members who do not have access to a horse are encouraged to participate in the Horseless Horse Project.

In addition to the information in this document, please remember to read your 4-H Newsletters as soon as they arrive as there may be clinic changes. If you have any questions, please don't hesitate to call one of the committee members or the Gallatin County Extension Office located at: 903 N Black Ave. Bozeman, MT 59715 phone 582-3280.

HORSE COMMITTEE MEMBERS 2022-2023

COMMITTEE MEMBERS:

gc4horse@gmail.com

4h Office	406-582-3280	gallatin@montana.edu
Dave Casto, President	406-581-7969	
Sheila Smart, Vice President	406-539-1806	
Jon Reed, Treasurer	406- 580-1442	
Anika Yeley, Secretary	602-541-5586	
Shannon Pumphrey, Assistant Secretary	406-577-6065	
Amy Free	406-581-4140	
Jessie Sheperd	352-304-1648	
Sierra Stahl	406-312-3367	
Jess Woodring	406-580-6707	
Julie Fambro	406-404-9598	

JUNIOR COMMITTEE MEMBERS: (Applications are being accepted! [Jr. Horse Committee Member Application](#))

PROJECT LEADERS

Horsemanship	Julie Fambro	406-404-9598	drjuliefambro@gmail.com
Working Ranch Horse	Dave Casto	406-581-7969	castoconstruction@gmail.com
Colt to Maturity/Green Horse	Amy Free	406-581-4140	amymfree@gmail.com
Dressage	Sheila Smart	406-539-1806	smarthorses.ss@gmail.com
Jumping	Sheila Smart	406-539-1806	smarthorses.ss@gmail.com
Twisters	Jessie Sheperd	352-304-1648	jlsheperd@gmail.com
Horse Driving	Vacant		
Horse Judging	Vacant		
Horse Careers	Vacant		
Horse Showing	Vacant		
Packing	Vacant		

For more information, please contact the Gallatin County Extension Office

Molly Yurdana, 4-H Youth Development Extension Agent
903 North Black Ave | Bozeman, MT 59715
(406) 582-3280 | fax (406) 582-3289 | gallatin@montana.edu | www.gallatinextension.com

Montana State University Extension encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of special accommodations or have questions about the physical access provided, please contact the Gallatin County Extension Office at 406 -582-3280 and/or a member of the Horse Committee in advance of your participation or visit.

The U.S. Department of Agriculture (USDA), Montana State University and the Montana State University Extension Service prohibit discrimination in all of their programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital and family status. Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Jeff Bader, Director, Extension Service, Montana State University, Bozeman, MT 59717

SECTION 1: THE HORSE COMMITTEE

HORSE COMMITTEE

The Horse Committee consists of all enrolled volunteer project leaders, other enrolled volunteer members, and junior leaders. The committee will preside over the 4-H Horse Program and will meet once a month, with meetings usually open to the public. The committee may also call closed meetings as needed. To be eligible to vote, a member must be an enrolled volunteer through Gallatin County 4-H. A quorum will consist of at least five (5) committee members.

MISSION STATEMENT OF HORSE COMMITTEE

The object of this 4-H entity is to aid in the development of 4-H members through practical research-based practices, committee meetings, planning, promoting, and implementing educational clinics, fundraising, assessing the riding ability of 4-H Members, preparing for fair, and other activities.

PURPOSE OF THE HORSE COMMITTEE

1. To establish Gallatin County Horse Project Policies.
2. To plan and implement training clinics.
3. To plan and implement assessments and keep records.
4. To plan and implement the 4-H Horse show during the county fair.
5. To be arbitrators in the case of a dispute involving a member, leader and/or parent.

HORSE COMMITTEE GOALS

To provide an opportunity for the 4-H member(s) to ...

1. Learn to handle, care for, ride and/or drive the mature horse.
2. Develop leadership, responsibility, initiative, self-reliance and good sportsmanship.
3. Learn the principles of equine nutrition and what constitutes a balanced ration to feed your animals.
4. Develop knowledge of safety precautions to prevent injuries to self, others and their animals
5. Learn about proper equipment and its care
6. Learn the anatomy of the horse
7. Nurture greater love for animals and a humane attitude toward them.
8. Learn to accept the results of your work and how to use these in planning and managing your next goal.
9. Stimulate interest and provide an opportunity for members in the horse or horse related industries.
10. Develop patience, cooperation, decision-making ability and public speaking skills through participation in demonstrations, tours, judging and/or exhibits.
11. Explore career opportunities.
12. Develop skills, knowledge and attitudes for life-long use.
13. Share knowledge gained with others.
14. Promote excellence in horsemanship through clinics and training.
15. Prepare members for the State Horse Show Competition.
16. Provide 4-H members with the opportunity to gain skills in horsemanship, patience and understanding in handling horses.
17. Promote the 4-H program.
18. Promote the goals of the 4-H Horse Project.
19. Have Fun!

CONSTITUTION AND BYLAWS

The horse committee shall follow the constitution and bylaws set forth in Appendix 1.

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## **SECTION 2: HORSE PROJECTS**

Gallatin County offers the following horse related projects:

### **HORSEMANSHIP**

Horsemanship is the foundation for the horse project. **All members must be enrolled in a horsemanship level in order to participate in other horse projects.** See project descriptions for specific assessment requirements. Horsemanship has seven levels. NOTE: Members may ride at only one level English Horsemanship and one level Western Horsemanship. If riding both Western and English, levels ridden must be the same level or only one level above or below.

**MATERIALS:** [Horsemanship, Levels 1-3, 5246](#)  
[Horsemanship, Levels 4-7, 5262](#)  
[Montana Horsemanship Resource Manual, 5346](#)

**ADDITIONAL PROJECT MATERIALS:** [Understanding the Horse Trailer Rig: Steps for transporting horses safely on the highway, http://ppp.purdue.edu/wp-content/uploads/2017/02/ppp-114.pdf](http://ppp.purdue.edu/wp-content/uploads/2017/02/ppp-114.pdf)

### **WORKING RANCH HORSE PROJECT**

This project allows members to learn safe livestock handling from horseback and basic ranch related knowledge and skills. Many of the horsemanship skills 4-H members acquire in the Horsemanship Project are incorporated into 4-H Working Ranch Horse project. Members are required to be concurrently enrolled in the Horsemanship project and to be actively improving in their horsemanship skills. Every 4-H member will begin at WRH Level 1- and may assess into higher levels at their own rate. Visit with the WRH leader for assessments. Montana curriculum contains 4 levels.

**MATERIALS:** [Montana 4-H Working Ranch Horse Manual \(levels 1-4\), 5250](#)  
[Science of the Horse Manual \(levels 3-4\)](#)

### **DRESSAGE PROJECT**

This project provides members the opportunity to learn about dressage through the USDF's Pyramid of Training which offers riders a progressive and interrelated system through which to develop the horse over time. First year members and any Horsemanship Level may enroll. Both English and Western Dressage are included in this project.

**MATERIALS:** [Dressage Manual and Workbook pages \(available in 4H office\)](#)

### **JUMPING PROJECT**

The purpose of the Jumping Project is to offer 4-H members the opportunity to learn the basic jumping skills, safety, correct jumping position and leg position, and the differences between Hunter/Hunt Seat, Jumpers, and Eventing. First year members and any Horsemanship Level may enroll.

**MATERIALS:** [Hunt Seat and Jumper Manual and Workbook pages\(available in 4H office\)](#)

### **COLT TO MATURITY**

This project is for those who own or have available a colt or filly to care for and train. This is a five-year progressive project beginning with a yearling. The project is designed to help you select a foal and train it to maturity. You must be 11 on Oct. 1; have completed Horsemanship levels 1, 2 and 3; and demonstrated ability to handle the project to the county horse leader or designated person. Once you select your colt in this project, it may not receive professional training unless you (member) are personally involved in that training. All horses in the Colt to Maturity project must be owned by the member or the member's immediate family, or the member must have access to the horse and the horse must be in continual care of the member from June 1 of the yearling year through the completion of the five-year project. Stallions will not be allowed at Fair.

**MATERIALS:** [4-H Training Horses - Yearlings to Five-Year-Old, 5336](#)  
[4-H Colt to Maturity Manual, 5248](#)

### **GREEN HORSE**

This project is for those who have horses that are not fully trained, but don't fit into the colt to maturity project because of age or ability. To participate in this project, you must be 11 on Oct. 1; have completed Horsemanship levels 1, 2 and 3; and have demonstrated an ability to handle the project to the county horse leader or designated person. Once you select your colt in this project, it may not receive professional training unless you (member) are personally involved in that training.

**MATERIALS:** [4-H Green Horse Project Manual, 5256](#)  
[4-H Training Horses - Yearlings to Five-Year-Old, 5336](#)

### **CAREERS WITH HORSES**

This project is intended to acquaint you with careers in the horse industry. Members may enroll in this project simultaneously with any other mounted horse project.

**MATERIALS:** [4-H Horse Careers Manual, 5255](#)

**PACKING PROJECT**

This project develops your knowledge and skills in the art and science of using horses to transport materials. This project also provides opportunities for enjoying nature in a way that is otherwise difficult. Members may enroll in this project simultaneously with any other mounted horse project.

**MATERIALS:** [4-H Horse Packing Manual, 5251](#)

**DRIVING**

The purpose of the Driving Project is to offer 4-H members an opportunity to learn basic horse driving skills, safety, and how to teach a horse to drive in a single or multiple hitch. Members must also be enrolled in a horsemanship project.

**MATERIALS:** [4-H Horse Driving Project Manual, 5252](#)

**HORSE JUDGING PROJECT**

This project teaches you to select and evaluate horses, give oral reasons, and place classes of conformation horses and performance horses. Members may enroll in this project simultaneously with any other mounted horse project. This project is designed for the 4-H member to take as many years as needed to work towards acquiring the characteristics of a successful judge.

**MATERIALS:** [New Mexico 4-H Horse Judging Manual, NM200R48](#)

**HORSE SHOWING PROJECT**

This project teaches you to select, train and maintain your horses for showing. This project will help you become an adept and knowledgeable horseman or horsewoman. It will also help you learn to plan and conduct shows and clinics. Members may enroll in this project simultaneously with any other mounted horse project.

**MATERIALS:** [4-H Horse Showing Project Manual, 5253](#)

**ADVANCED HORSE PROJECTS**

1. Projects will follow Montana State 4-H Horse Show Rule Book.
2. If there is no project leader, members must present to the horse committee for approval to participate in the project.

**INDEPENDENT STUDY PROJECT**

An outline of your Independent Study project must be submitted to the Horse Committee and the County 4-H Extension Agent by May 1<sup>st</sup> of the current 4-H year.

**GALLATIN TWISTERS DRILL TEAM**

A group of horse project members whose mission is to represent the diverse opportunities 4-H offers and promote 4-H. Drill team itself presents horse project members with another fun and valuable learning opportunity. This team is not a 4-H project, but rather a group of seasoned horse project members dedicated to being ambassadors of 4-H and their project(s).

Members must be at least in Horsemanship Level 2. Membership in this select group requires an application, interview and try-out and requires a high level of participation and commitment. Twister practices count toward the mandatory riding clinics required for participation in general classes at Fair. For additional information, see Gallatin Twisters Information and Application Packet.

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SECTION 3: POLICY AND GUIDELINES

Information available from Montana's statewide 4-H Horse Project, including project books and the Montana State Horse Show Rule Book (http://www.montana4h.org/projects/animal_science/horse.html) will form the basis for the Gallatin County Horse Program with the following clarifications and additions. The state's policy and rules will govern unless otherwise specified in this policy manual. In the case of conflict, the rules specified in this manual supersede all events, clinics, and shows sponsored by Gallatin County.

HELMETS

Helmets (ASTM certified/SEI approved equestrian helmet with safety harness fastened in place) are **REQUIRED** for ALL members when on horseback and at all times for the Driving Project at any Gallatin County Horse Committee sponsored 4-H event. Every member must have a current 4-H Horse Helmet Policy and Acknowledgment of Education Form on file (one time as a junior member and one time as a senior member.) All forms and video can be found at <http://gallatin.msuextension.org/4hforms.html>

VACCINATION POLICY

1. Vaccinations play a critical role in helping keep all 4H horses safe. **Strongly Recommended** vaccinations for all horses are as follows: Fall vaccination with Rhino/Flu and Spring vaccination with 6-Way (Eastern and Western Encephalomyelitis Virus, West Nile Virus (EEE, WEE, WNV), Tetanus, Rhino & Flu). Fall and Spring Strep-vax is recommended for horses five years old and under. Please check with your vet for what they recommend.
2. Rhino/Flu vaccine is **required** to show at Fair. The vaccine must be given between Feb. 1 and June 1. Please email the horse committee with a picture of the receipt for vaccines and date given, where purchased and horses given to as well as lot # and expiration date if purchased and given yourself. The State 4-H Show also requires that all horses must be vaccinated for Equine Herpes virus ("rhinopneumonitis").
3. Please be aware that the vaccination requirements vary at many of the facilities used. Please make sure the horse you intend to bring is current on all facility requirements. The Horse Committee must show responsibility to our generous facility providers by making sure all requirements are met by our participants. Therefore, proof of vaccinations must be provided to the Horse Committee before attending any clinic held at a facility that has requirements and vaccines must have been given at least 2 weeks prior to the clinic date. Any vaccinations and coggins shared with the Horse Committee will be shared with the facilities as needed. **Many of our clinics will be held at the MSU Miller Pavillion. MSU requires liability and health declaration forms to be signed by parents and all members attending as well as Flu/Rhino vaccine within 6 months, a current coggins test within 1 year, and if using this facility between June through September, EEE, WEE, WNV are also required during that time.**

FUNDRAISING POLICY

In order to keep costs low for members and provide quality workshops, shows, facilities, and awards all members are asked to help raise funds. Members are required to collect a sponsorship or families can buy-out their sponsorship requirement by paying it themselves.

- Participation in 4H fundraising activities as they arise may be used to fulfill the sponsorship commitment if the member specifies the general Horse Project
- Buy-out directly - Pay Horse Committee \$50 value per member or \$75 per family.
- Checks should be made payable to GCHC or can be made via venmo @GallatinCounty-HorseCommittee.
- Solicit sponsorships from businesses or private parties.
 - \$50 value per member or \$75 per families
 - Sponsorship form is available at office or [here](https://drive.google.com/file/d/1z_HAsNaBUhSsQt1C489b5hlqlxr_EJ31/view?usp=sharing)
 - All donations are tax deductible.

PARTICIPATION IN CLINICS, SHOWS, and CLUBS

1. Any breed can be used for any horse project. Stallions may not be shown in any class.
2. Clinics will be offered by the Horse Committee and Project Leaders to project members to help members develop their skills and meet their assessment goals. Clinic topics will vary but will include general Western and English Horsemanship as well as groundwork, showmanship, trail, and other class and project related topics. A minimal fee may be charged.
3. Gallatin County 4-H horse project members will have an opportunity to demonstrate their skills at the Gallatin County

- Horse Show, which occurs each year during the Big Sky Country State Fair.
4. Clinic Participation: To be eligible to compete in any classes at Fair, members must participate in a **minimum of three (3) 4-H riding clinics**. The 3 workshop requirement can be met by any Gallatin County 4-H horse sponsored workshop including Horse Committee hosted workshops, Working Ranch Horse workshops, Jumping/Dressage workshops, Colt/Green Horse workshops, Reining class workshops, or Twisters Drill team riding practices. Knowledge clinics are encouraged but do not count toward the 3 riding clinic requirement.

In addition to the overall clinic requirements, Individual projects have the following requirements in order for the participating member to be eligible to compete at Fair in that particular project:

Working Ranch Horse Project:

- Level 1: 3 WRH Clinics, at least one on cattle plus 3 Horsemanship clinics for members in Horsemanship Levels 1 and 2. All first year Level 1 WRH members must attend two of these clinics before attending a WRH Clinic.
- Level 2: Completion of WRH Level 1 and Horsemanship Level 2; 3 WRH Clinics, at least one on cattle;
- Level 3: Completion of WRH Level 2 and Horsemanship Level 3; 3 WRH clinics, at least 2 on cattle
- Level 4: Completion of WRH Level 3 and Horsemanship Level 3; 3 WRH clinics, at least 2 on cattle

Jumping Project: Two jumping clinics required to compete at fair for horsemanship levels 1-3, one jumping clinic required to compete at Fair for horsemanship levels 4 and Up.

Dressage Project: No additional workshop attendance requirements to compete at Fair.

Colt to Maturity/Green Horse Project: Two colt to maturity/green horse clinics required to compete at Fair.

Twister's Drill Team: Has extensive attendance requirements that should be reviewed in information given by the leader.

The minimum clinic requirements must be completed on or before June 1st. **If clinic requirements are not met by June 1st, a written letter must be submitted to the Horse Committee by June 1st with explanation of how the member plans to meet the requirement.**

5. To encourage members to try new activities, enrolled horse project members are allowed to participate in one (1) project clinic per year in any project they are not currently enrolled in.
6. If you decide to attend a Horse Committee clinic, you need to sign up with the Horse Committee by the deadline date as clinic participation may be limited. If you have signed up for a clinic and are not going to be able to attend, please notify the clinic organizer. Please make sure the horse you intend to bring meets the vaccination requirements of the facility and provide proof when you sign up.
7. Members are encouraged to attend outside (not sponsored by Gallatin County 4-H horse project) clinics, shows, and timed events to gain more experience and to get the most out of the program. Members are still encouraged to include these events on the outside clinic forms for your project book, but outside clinics will not count as a 4-H riding clinic or a 4-H knowledge clinic, unless otherwise specified/approved by the Horse Committee or project leader in advance of the clinic date.
8. Although encouraged, participation in Fair is not required to finish the horse project. However, to enter the 4-H State Horse Show, the 4-H member must have shown their project horse in that same 4-H horse project class at the county level if the class is offered.

ASSESSMENTS AND MOVING THROUGH LEVELS

Assessments consist of the assessor asking the member to complete the mounted and/or dismounted skills defined in the Project Manual, answering questions covering materials for that level, and a review of the member's completed Project Book. Assessment forms are in your Project Workbooks, so you should know in advance what is expected of you. Members must bring their project book to assessments.

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1. All members new to the project will automatically begin at Level 1.
2. Members are encouraged to move through the levels at a pace that is appropriate for their riding experience and ability.
3. A move by a 4-H member to progress from one level to another in the horse project will be considered valid and completed only if it is accompanied by the signature of a member of the Committee Assessment Team who will be assigned by the Horse Committee.
4. If the 4-H member can master everything on the assessment list already, it is appropriate to advance them to the next level. Once they get to a level where they cannot do everything on the list but it is reasonable for them to work on the items they have not mastered throughout the 4-H year, they are in the correct level. This is their project level and the level they will show in at the Fair and also the level they would show in at the State 4-H Horse Show.

5. Assessments will be required under the following circumstances:
 - Member wishes to move up a level
 - Member is new to the project in Gallatin County and is not a Level 1 rider
6. A member can request an assessment and leaders can recommend an assessment if they see a member potentially not in the most appropriate level.
7. The Horse Committee may schedule specific assessment days throughout the project year. Members may assess one time per year, per level free of charge. A \$15 fee may be charged by the Horse Committee for members who request additional assessments or for an assessment outside of a scheduled assessment date.
8. Once a member has won a horsemanship level class at the State Horse Show or won WRH overall at the State Finals for their level, they are not allowed to exhibit in that same level in the county or State Horse Show in subsequent years and therefore must be assessed up.

CODE OF ETHICS

1. If at any 4-H Horse Program event, clinic or show, the Judge, Clinician or a member of the Horse or Safety Committee determines that a 4-H member is not in control of his/her horse and is an endangerment to himself/herself or others, committee personnel will assist that 4-H member in gaining control of his/her horse. If this is not possible at that time, the 4-H member will be excused from the arena or working areas.
2. The basis of any horse safety program is a common-sense approach to horse handling. Unsafe conduct in any 4-H class, clinic or event, will be reason for dismissal from that event.
3. No abuse or unnecessary spurring, jerking or roughness will be allowed.
4. The use of any drug affecting the central nervous system (stimulant or depressant) of a horse is strictly prohibited.
5. Unsportsmanlike conduct or abusive language or actions and/or abuse to an animal on the part of any 4-H exhibitor, family member, or leader will result in penalty, forfeiture of any award received and or elimination from further competition or participation of the 4-H member or those deserving of blame.
6. Project members are responsible for the cleanup of any manure left by their horse(s) both inside a facility and at their trailer while at a visiting barn or stable for clinic purposes.
7. Follow all 4H rules.
8. Violation of any of these rules may be grounds for the dismissal of individuals or groups. Infractions will be dealt through the 4-H Horse Committee.
9. It is not possible to anticipate every potential situation. In the absence of a rule regarding a specific activity or situation, common sense should prevail.

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**SECTION 4: FAIR**

Each year the Gallatin County Horse Committee sponsors a county wide horse show at the Big Sky Country State Fair. While participation is not required, it is an opportunity for 4-H members to showcase what they have achieved over the past year. All 4-H members who intend to show at the Fair must complete a 4-H record book and participate in an interview about their project.

**RECORD BOOKS AND INTERVIEWS**

1. All 4-H members must complete the activities in their project book(s) for each project they wish to compete in at Fair. For example, a member enrolled in Level 4 Horsemanship and Working Ranch Horse Level 1 would complete the activities in the respective project manuals.
2. Members must also complete the “My 4-H Year” and “Animal-Non Market” pages for your record book and turn it all in by the county deadline. These pages allow members to set goals for themselves and evaluate their progress towards those goals. Members should also track project related activities, events, community service, communications, promotional activities, and expenses related to their horse. Records can be maintained on the Zsuite website or on paper copies available through the 4H office. Pictures can also be included as part of the 4-H record book.
3. Project books and record books must be turned in to the county 4-H office by the county deadline.
4. Learning to communicate effectively is an important part of the 4-H experience. Thus, prior to competing at Fair, all members are interviewed regarding their record book and project.
5. Members are also encouraged to showcase their horse project to the public by creating a poster to display on their horse’s stall at Fair.

**FAIR CLASSES**

**General Horse Project Classes**

The following classes will be offered at Fair and are open to all 4-H members enrolled in the Horse Project who have met the requirements. Entries must be received by the county fair registration deadline.

1. Showmanship- Level 1, Junior (Ages 8-10), Intermediate (Ages 11-13), and Senior (Ages 14 & Over).

2. English and Western Horsemanship, Divided by rider level
  3. English and Western Equitation on the Rail- Level 1 (Walk/Trot), Junior (Ages 8-10), Intermediate (Ages 11-13), and Senior (Ages 14 & Over)
  4. Trail-Level 1 (Walk/Trot), Junior (Ages 8-10), Intermediate (Ages 11-13), and Senior (Ages 14 & Over)
  5. Bareback Equitation- Level 1 (Walk/Trot), Junior (Ages 8-10), Intermediate (Ages 11-13), and Senior (Ages 14 & Over)
  6. Reining- Short stirrup (Levels 2-3), and Freestyle (Level 4-7)
- Additional information, including a description of the class, proper attire, judging criteria, acceptable bits and equipment, and sample patterns can be found in the Montana 4-H State Horse Show Rulebook accessible at [http://www.montana4h.org/projects/animal\\_science/horse.html](http://www.montana4h.org/projects/animal_science/horse.html)

### **Project Specific Classes**

In addition to the above general classes, the following classes will be open to 4H members who are enrolled in the project and have met the project specific project requirements. Levels within these projects are project specific as specified in their respective individual project manuals and are not necessarily commensurate with Horsemanship Levels. Classes may be combined and additional classes may be offered at the discretion of the Horse Committee.

1. Dressage Classes- (Level 1-4)
  2. Jumping Classes- (Level 1-4)
  3. Working Ranch Horse Classes (Level 1-4)
    - a. Knowledge Test
    - b. Ranch Horse Trail
    - c. Roping
    - d. Sorting
    - e. Reined Cow Horse
  4. Colt to Maturity and Green Horse Classes
    - a. Showmanship
    - b. Horsemanship
    - c. Equitation on the Rail
    - d. Trail in Hand (yearlings only)
    - e. Trail
    - f. Colt to Maturity and Green Horses can also be shown in Freestyle Reining, Jumping and Dressage classes for Danish Placings only.
    - g. Colt to Maturity and Green Horse Project Horses are not permitted to be enrolled in both general classes and Colt to Maturity/Green Horse classes with the same horse.
- Descriptions for the Colt to Maturity and Green Horse Project classes can be found in the Montana 4-H State Horse Show Rulebook. Other classes may be added as deemed appropriate on the county level.

### **AWARDS**

1. Ribbons will be awarded in each class based on both the American and Danish systems.
2. Grand Champion and Reserve Grand Champion Highpoints will be awarded to the horse and rider combination with the most points in both English and Western in each age group division including Level 1 walk/trot. Classes for English High Point include English-Horsemanship, Equitation on the Rail, and Dressage A and B. Classes for Western High Point include Western-Horsemanship, Equitation on the Rail, Showmanship, Bareback, Trail, and Reining (levels 2-3 and 4-7 classes).
3. Colt to Maturity/Green Horse Members who demonstrate excellence throughout the year in terms of workshop attendance, volunteer hours, record books, and fair placings will be given special recognition through the Buckle Award. For more details contact the Colt to Maturity leaders.
4. An Award will be given for best stall poster.

### **GENERAL FAIR RULES**

1. Stalling during the day at the fairgrounds is encouraged, per the Gallatin County Fair Board.
2. **Proper care and treatment of all animals at the Fair is MANDATORY. Non-compliance with this rule is subject to disciplinary action at the discretion of the Gallatin County 4-H Horse Committee.**
3. Horses may be checked at the 4-H Fair by the veterinarians and any horse not in good safe health will be sent home.
4. 4-H members are responsible for their stall being cleaned out and fresh water and feed provided to their horses during the fair by 9:00 a.m. and 9:00 p.m. respectively. Water hoses are to be put away when not in use.
5. No two horses may remain unattended in any one stall at any one time.
6. Due to safety hazards, horses cannot be ridden in barns of the Gallatin County Fairgrounds.
7. Riding double will not be allowed.
8. Only horses entered in a horse project are allowed to stall in the horse barn.
9. No bicycles or camping allowed in the barns.

10. No riding in a halter.
11. All project horses must be declared during fair registration and have been used in at least one 4-H clinic. If extenuating circumstances arise regarding a member's project horse, the member should submit a petition to the Horse Committee to register a new horse.
12. All 4-H horse project animals shown by 4-H members in 4-H classes must be owned or leased by the member or in a partnership with his or her immediate family or the member must have access to the horse.
13. All horses in the Colt to Maturity project must be owned by the member or the member's immediate family, or the member must have access to the horse and the horse must be in continual care of the member from June 1 of the yearling year through the completion of the five-year project.
14. After June 1<sup>st</sup> Horsemanship project animals may not receive professional training unless the member participates in that training. For Colt to Maturity and Green Horses, "Once you select your colt in this project, it may not receive professional training unless you (member) are personally involved in that training." (See Green Horse or Colt to Maturity Project Books, pgs. 1 and 2 accordingly). For Colt to Maturity and Green Horses, "Once you select your colt in this project, it may not receive professional training unless you (member) are personally involved in that training." (See Green Horse or Colt to Maturity Project Books, pgs. 1 and 2 accordingly). The intent of this policy is as follows: To allow the member to gain every skill possible through "learning by doing". To encourage the member to assume sole responsibility for training the animal. To encourage the member to go to trainers for advice when needed, to further either horsemanship or training skills, and to discourage the use of trainers actually riding the project horse except in a case where the trainer deems the safety of the member is threatened.
15. The judge and or ring steward will dismiss from the ring any entry that is unruly or not in sufficient control to ensure safety of handler and other exhibitors.
16. No person other than the exhibitors and show officials will be allowed in the ring while the show is in progress.
17. Parents and Exhibitors should not approach a judge while a show is in progress, unless an opportunity for questions has been given to all participants. Any questions or concerns during the show should be directed to the project leader or member of the horse committee.
18. The judge's decision in all classes shall be final.
19. The Horse Committee / Judge has the option of combining or deleting classes. If only one child is entered in a level the child may opt to compete at a higher level if they are Horsemanship levels 3-7.
20. If a member wins showmanship in more than one livestock project, he/she must choose which animal he/she will show in round robin showmanship.
21. Members may ride at only one level English and or one level Western. If riding both Western and English, levels ridden can be the same level or only one level above or below.
22. Colt to Maturity and Green horse projects cannot cross-enter in English or Western Horsemanship 1-7 projects. The exception to this rule is that Colt to Maturity 5<sup>th</sup> year may enter in English or Western Level 7.
23. For the purpose of determining eligibility for competition, the age of the horse shall be computed by the calendar year starting January 1 of the year foaled. (Example: a horse foaled anytime in 2002 will be termed one year old on January 1, 2003, two years old on January 1, 2004, etc.).
24. Acceptable bits, equipment, judging criteria and dress are specified in the Montana State 4H Horse Show manual or at [http://www.montana4h.org/projects/animal\\_science/horse.html](http://www.montana4h.org/projects/animal_science/horse.html)
25. Members may exhibit **one (1) horse per class only**. (Exception: Colts may be shown for danish ribbons only in reining freestyle, dressage, jumping and working ranch horse if a member's other horse is already being shown in one of these classes.). Horses may be used by more than one rider as long as neither the horse or rider competes against himself.
26. Breaking Pattern is considered a fault and not disqualification in all classes.
27. Be prepared for your class. Unsafe or unapproved equipment or clothing will be reason to keep you on the ground.
28. All tie breakers will be decided by Record Books.

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SECTION 5: POLICY CHANGES AND DISPUTES

1. The Gallatin County 4-H Horse Program Policy will be reviewed each fall. Any changes proposed at this meeting will be voted on at the following meeting which should be held prior to January 1. The proposed changes must be adopted by a 2/3 vote in favor of the proposed change(s) by those members which are eligible to vote and present at that meeting.
2. If a dispute should arise, the following procedure will be used:
 - The person with the grievance or request for special considerations must submit his/her grievance or request in writing to the Horse Committee asking for a judgment or consideration. A copy must be presented to the Gallatin County Extension Office. The Horse Committee will review the request or grievance and respond within five (5) days. A copy of the decision will be submitted to the Gallatin County Extension Office.
 - If the member, parent, and/or leader wants to appeal the Horse Committee's decision, the appeal must be submitted in writing within (5) days of receiving the horse committee's ruling to the Gallatin County Extension Office. The Gallatin

County 4-H Extension Agent will form a committee of 3-5 people to review the appeal. All appeals will be handled according to the grievance procedure in the Gallatin County 4-H Policy and Procedure Manual.

- If further appeal is necessary, it must be submitted in writing to the Montana 4-H Center for Youth Development Office at Montana State University under whose advice is a **final** judgment and will be rendered as soon as possible. The decision will be permanently recorded in the Gallatin County Extension Office.
3. Rules covering the Montana State/Gallatin County 4-H Horse Program will be enforced by the Gallatin County 4-H Horse Committee.

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**\*\*\*All parents and members must sign the Horse Policy Acknowledgement form and Helmet Policy Acknowledgement found at <http://gallatin.msuextension.org/4hforms.html> before being allowed to ride.**  
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**Appendix I**  
**Gallatin County 4-H Horse Committee Constitution and By-Laws**

**CONSTITUTION:**

- Article I: Gallatin County 4-H Horse Committee shall be the name of this organization.
- Article II: Object: The object of this 4-H entity is to aid in the development of its members through practical research-based practices, committee meetings, planning, promoting, and implementing educational clinics, fundraisings, assessing the riding ability of 4-H Members, preparing for Fair, and other activities.
- Article III: Membership: Members: Adult Leaders representing a variety of horse clubs in Gallatin County 4-H and other Adults and Teenaged 4-H Members who are interested in promoting the 4-H Horse program in Gallatin County. Members of the committee must be enrolled in Gallatin County 4-H as either Adult Volunteers or 4-H Members. All are eligible for membership irrespective of race, color, creed, age (must be at least 9 by the end of the 4-H year to be a 4-H member), religion, national origin, sex, marital status, disability, public assistance status, veteran status, sexual orientation, marital status or parental status.
- Article IV: Officers: the officers of this committee shall be president, vice president, secretary, and treasurer. (Those are the recommended officers; a committee may add or change these to fit the committee's needs).
- Article V: Leaders: The committee will have 5 committee members or more and as many other leaders as necessary to serve as well. Term limit is 3 years, with the option of 1 year more, and then 1 years break before additional terms.
- Article VI: Meetings: There shall be a minimum of six meetings of the committee held each year.
- Article VII: Amendments: It shall require a two-thirds membership vote of the members present at any regular meeting to amend this constitution.

**BY-LAWS:**

- Article I: Election of Officers: The officers shall be elected by ballot at the October meeting each year.
- Article II: Duties of the Officers:
- a. President will preside at all meetings of the committee and have in mind at all times the best interests of the committee. The president may call special meetings.
  - b. Vice President will perform the duties of the president when the president is absent.
  - c. Secretary will keep a record (minutes) of all proceedings of the committee, shall act as the correspondent in matters pertaining to the business of the committee and shall keep in contact with 4-H Horse project members by email or other method to inform them of Horse Committee news.
  - d. Treasurer will receive and take care of all money belonging to the committee and shall pay out at the order of the president, after each committee action. And keep an accurate report of all receipts and expenditures.
- Article III: Committees: Committees standing and special will be appointed by the president as needed.
- Article IV: Meetings: The regular meeting of the committee shall take place on the third Monday night of each month at 6:00 PM in exhibit building 4 at the fairgrounds or another regularly scheduled day of the month that works best for the committee. Special meetings can be called by the President with the consent of the leaders.
- Article V: Elections: A majority vote will constitute an election.
- Article VI: Quorum: A Quorum will be a majority of the membership. A quorum is needed to hold an official business meeting.
- Article VII: Order of Business: The order of business for regular meetings shall be as follows: Call to order, roll call, reading and approval of minutes, reading of communications, reports of officers, reports of committees, unfinished business, new business, announcements, adjournment of business meeting.
- Article VIII: If a vacancy occurs during the year, members will vote on a replacement.
- Article IX: Amendments: These By-laws may be amended by a majority vote of the members present at any regular meeting.
- Article X: Compensation and Conflicts of Interest:
- All persons associated with this chartered group are volunteers.
  - No adult or youth will use their position with 4-H or the knowledge gained from their position in 4-H for personal financial benefit.
- Article XI: Whistleblowers Protection: To maintain the highest standards of conduct and ethics, the Gallatin County 4-H program will investigate any suspected fraudulent or dishonest use or misuse of resources. Any allegations of dishonesty will be handled with sensitivity, discretion, and confidentiality to the extent allowed for by law. The 4-H organization will use its best efforts to protect whistleblowers against retaliation.
- Article XII: Document retention and destruction: The following procedures for the retention and destruction of Records will be as follows:
- |                     |           |
|---------------------|-----------|
| ● Charter           | Permanent |
| ● By-Laws           | Permanent |
| ● EIN Paperwork     | Permanent |
| ● 990 Tax Returns   | 7 years   |
| ● Annual and Audits | 7 years   |
| ● Bank Records      | 3 years   |



- Donor Records and Acknowledgement Letters 3 years
- Grant Paperwork 3 years after completion
- Minutes 3 years
- Correspondence 3 years
- Yearly Program Records 3 years

Copies of all permanent records will be kept on file at the local Extension office. The Extension offices in collaboration with the organizational leaders are the designated persons to identify the records that have met their required retention time and will oversee the destruction. All destruction will be by shredding.

Article XIII: Dissolution: If this chartered group disbands, ALL ASSETS, and committee materials will be turned over to the County Extension Office.

Article XIII: Organization: This club is organized exclusively for educational and charitable purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article XIV: Use of Earnings: No part of the net earnings of this club shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that this club shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this constitution.

Article XV: Limited Activities: No substantial part of this club's activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Article XVI: Other Activities: Notwithstanding any other provisions of this constitution, this club shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article XVII: Dissolution: Upon dissolution, this club's assets shall be distributed to [insert name of county] extension or Montana 4-H Foundation or its successor, provided that this entity is recognized under § 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. If this entity is not so recognized, this club's assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state Montana 4-H Foundation, Inc. or local government, for a public purpose. Any such asset not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the country in which the principal office of the club is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

*Montana State University Extension encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of special accommodations or have questions about the physical access provided, please contact the Gallatin County Extension Office and/or a member of the Horse Committee in advance of your participation or visit.*

*The U.S. Department of Agriculture (USDA), Montana State University and the Montana State University Extension Service prohibit discrimination in all of their programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital and family status. Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Jeff Bader, Director of Extension, Extension Service, Montana State University, Bozeman, MT 59717*