

## ***Timelines/Duties for County Personnel***

### **2023 Arizona State 4-H Horse Show SCHEDULE OF EVENTS**

Navajo County Fairgrounds

#### **Friday, October 20, 2023**

9:00 a.m. English

#### **Saturday, October 21, 2023**

9:00 a.m. Western

After Western - Ranch Horse

6:00 p.m. Family Fun Night BBQ / Walk-in Movie Night

#### **Sunday, October 22, 2023**

9:00 a.m. Roping

10:30 a.m. Gymkhana (starts one hour after roping is complete, but *not before* 10:30 a.m.)

***Ranch Sorting Show will be held on November 18<sup>th</sup> @ 10am  
at Rockin-A-Ranch, Queen Creek AZ***

### **2023 Arizona State 4-H Horse Show AGENT HELP/ASSISTANCE & CHAIRS**

If you have any questions that your 4-H agent/staff may not have the answer for, please do not hesitate to call the Arizona State 4-H Horse Committee Officer Team:

<b>AZ State Horse Show Advisory Committee</b>			
Chair	Kerry Officer /Maricopa	480-993-7580	<a href="mailto:kerry.officer@gmail.com">kerry.officer@gmail.com</a>
State 4-H	Betsy Greene/State	603-930-6574	<a href="mailto:betsygreene@arizona.edu">betsygreene@arizona.edu</a>

#### **Agent Responsibilities**

As an agent you are responsible for getting the registration information into the qualifier's hands and finalizing their registration and county tasks outlined below.

#### **Important Agent/County Deadlines**

- **ASAP** – Distribute member packet to qualifiers.
- **ASAP** - Email County qualifier lists to [kerry.officer@gmail.com](mailto:kerry.officer@gmail.com) and [betsygreene@arizona.edu](mailto:betsygreene@arizona.edu)
- Midnight Sep 23, 2023 – Submit county representatives list to [kerry.officer@gmail.com](mailto:kerry.officer@gmail.com) and [betsygreene@arizona.edu](mailto:betsygreene@arizona.edu)
- **midnight Oct 6, 2023** - 4-H Member Show Registration Deadline
- **midnight Oct 9, 2023** – Review any registration issues with Show Operations (Kerry) and agree upon any Alternate propagation (if needed)

### **Important Tasks You Need to Do**

- Review in detail *this* “Agent Packet”
- Review in detail the “Qualifier Packet”
- Determine your qualifiers and alternates and provide the list of qualifiers to Kerry Officer at [kerry.officer@gmail.com](mailto:kerry.officer@gmail.com) (cc [betsygreene@arizona.edu](mailto:betsygreene@arizona.edu)) **ASAP, but by 9/23**
- Determine your County Representatives and email to Kerry Officer at [kerry.officer@gmail.com](mailto:kerry.officer@gmail.com) (cc [betsygreene@arizona.edu](mailto:betsygreene@arizona.edu)) **by 9/23**
- Send Qualifier packet link to all qualified members and remind them of the **Oct 6, 2023** entry deadline. **Strongly encourage early registration** because we need both youth and financial commitment to make this show happen. All forms are located on State 4-H Page <https://extension.arizona.edu/4h/horse>
- Ensure you are getting enough volunteers signed up for your County (remember, for every 3 youth from your county competing on a given day, there needs to be a volunteer on that day to help).

### **2023 County Qualifier Numbers**

- Reminder these *Qualifiers are based on the 2022-2023 year*. **Not** this new year.
- This show is meant for more Advanced qualifiers, please don't send beginners just because there is space. Every year we have run into safety issues since most beginners are not skilled enough to ride in 25-30 person classes safely.
- Performance Classes – **CHANGE THIS YEAR**
  - All counties can send up to **8 qualifiers** and **4 alternates** per class.
  - **Remind your alternates to SIGN UP** – there is no charge for class fee for alternates. If they see a fee, they are signing up for the wrong class. They will not get moved into vacancy if not signed up as an alternate by Oct 6.
- Ranch Sorting Classes – **CHANGE THIS YEAR**
  - ALL counties can send up to 12 teams total.
  - \*\*\* Members are allowed to enter on **five (5)** teams with different partners. They cannot be with same partner more than once.
  - Open teams will be filled by voluntary draw of members qualified from each county at the state 4-H horse show, if desired. If a draw is desired, please ensure DRAW is entered in for the partner's name.
    - **REMINDER: Draws count toward your county teams but are not guaranteed to happen.**

IMPORTANT: Alternates **must** be registered as an alternate in that class in the case they can get moved from alternate to exhibitor should a space arise. The show committee will promote starting 10/7 up until day of the show.

***All members must have completed their entries online by midnight, October 6<sup>th</sup>.***

**\*\*\* Members are paying online or mailing payments directly to the Committee for more accurate payment-to-class reconciliation.**

### **Fair Entry Reports to see Approved Entries**

County enrollment reports will be sent out on 10/7 for review. Any adjustments or changes will be done against the county qualifier report that must be provided by 9/23. Adjustments will be shared with the county agent by 10/9 for final approval.

### **FAQ / Things we see go wrong**

- Members sign up for more classes than they qualified in. We will review registrations and compare to qualifier list and reject those entries in those classes NOT listed/approved on the county qualifier list.
- Alternates signed up for the real class - NOT the Alternate version of the class (which is \$0)
- Credit Card or Check rejected – show committee will alert you of this
- *“I can no longer go, can I get a refund”*. We cannot process refunds, if they have alternates, best to have the alternate pay the other county member they are replacing.
- Member says they are an alternate and on the county qualifier list but did NOT sign up on Fair Entry. This means they will not be allowed to fill a vacancy. **They MUST be registered for all eligible classes (regular or alternate) in Fair entry upon close of registration (Oct 6 at midnight) or the slot will go unfilled.**

Thank you for getting all this information out to your members as soon as possible. We look forward to a great show with your help.

## **VOLUNTEERS**

### **Adult Volunteer County Quota Reminder for the Arizona State 4-H Horse Show:**

**One (1) adult volunteer position for every three (3) members entered** in the state horse show on *the given day that they are showing*.

*Example: If Maricopa has 8 youth showing, they will need 3 adult volunteers... But, if only 3 youth show in English, one volunteer is needed on English day. If all show in Western/Ranch Riding/Trail Day, 3 Maricopa adult volunteers are needed for that day. If 4 show in Gymkhana, 2 Maricopa adult volunteers are needed that day. It can be the same 3 adult volunteers across the weekend, or broken down into more people, as long as things are covered on each day.*

Volunteer positions **must be filled by October 6, 2023** or entries will be pulled from prospective counties with no refund.

For additional questions regarding specific volunteer positions, please contact Kerry Officer at 480-993-7580 or [kerry.officer@gmail.com](mailto:kerry.officer@gmail.com). See previous page for a complete list of Arizona State 4-H Horse Committee Officer Team and their contact information.

**Please sign up for your volunteer spots choices by October 6, 2023**

<https://www.signupgenius.com/go/70a0a4aabaa2aa13-20221#/>

There are many positions available for volunteering. Please note your first choice, second choice that you are willing to volunteer in the "My Comment" box. Our best effort will be made to place you in the position you requested. Positions may change without notice. Thank you for volunteering!

You can contact Kerry below with any questions or issues.

Kerry Officer  
480-993-7580  
[kerry.officer@gmail.com](mailto:kerry.officer@gmail.com)

**The committee will be providing a report back to you with the list of volunteers signed up and identifying if there is a county shortage per quota.**

## **COUNTY REPS**

These are to serve on any grievance committee should an issue arise where rules or conduct are in question. They should be well known of the rules in the NEW rulebook and the discipline.

Please provide the following

<b>Discipline</b>	<b>Member Name</b>	<b>Email</b>	<b>Mobile Phone#</b>
English			
Western			
Ranch Sorting			
Roping			
Gymkhana			

<p style="text-align: center;"><b>2023 Arizona State 4-H Horse Show COUNTY REPRESENTATIVE JOB DESCRIPTION</b></p>
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This person will be the liaison between all individuals from their county and the Event Superintendents. If someone from your county has a problem or issue that needs to be addressed, they need to first see their County Representative, who will then approach either the Event Superintendent or a member of the AZ State 4-H Horse Committee.

Some of the expectations of the County Representative are:

- Be present onsite for the duration of the event(s) you are designated for.
- Act as a liaison between your county qualifiers and show staff regarding questions, concerns, etc.
- Serve on the grievance committee if necessary regarding an issue(s) during the event(s) for which you are the representative.
- Make sure your county qualifiers are following the rules of the show and the rules of conduct.
- You are a certified 4-H Leader in your county or a parent who has signed up as a resource volunteer and also signed behavioral guidelines in your respective county. All county representatives are expected to follow behavioral guidelines and the Arizona 4-H Code of Conduct.
- Check in with the AZ State Horse Committee members working at the show so you may get to know them and get any other additional information.