

BY-LAWS OF THE KENT COUNTY 4-H HORSE LEADERS ASSOCIATION

ARTICLE I

- A) NAME: Kent County 4-H Horse Leaders Association
- B) PURPOSE: The goal of 4-H, regardless of the project, is the development of our youth. In particular, we aim to:
- i) Increase their knowledge of the project area.
 - ii) Provide engaging and interesting activities.
 - iii) Develop compassionate youth.
 - iv) Set the policy for the project.
 - v) Provide leadership for the 4-H horse project ("horse" depicts all equine).

The rules stated below are invoked for the sole purpose of achieving the above goals, conducted with the MSU Extension and Michigan State University.

ARTICLE II

- A) GOVERNING BODY: The governing body shall be the Executive Committee. The Executive Committee shall consist of a President, two (2) Vice Presidents, Secretary, Treasurer and Horse Superintendent (this position is appointed by the Kent County Youth Fair Board). A County 4-H Youth Staff Person will act as an advisor to both the group at large and to the Executive Committee.
- B) AUTHORITY: The Association shall have general control over all officers and committees, and may for good cause, declare an office vacant. The Association shall set such policies and standing committees as needed in governing the Kent County 4-H Horse Project.
- C) MEETINGS: The regular Association meetings shall be held on the first (1st) Thursday of each month to conduct official business. A quorum shall be one-quarter of currently registered 4-H horse clubs. There shall be one vote per club. A leader, teen leader or parent may cast the club vote.
- D) OFFICERS AND EXECUTIVE COMMITTEE:
- i) The Association shall elect all officers. Any member of the Kent County 4-H Horse Leaders Association is eligible to hold office in the Association.
 - (a) PRESIDENT: The President shall be the project chairman and will preside at the Association meetings. The term of office shall be two (2) years.
 - (b) VICE PRESIDENT: The two (2) Vice Presidents shall be assistant project chairmen. In the absence of the President, either Vice President shall preside over the Association meetings, or otherwise act as project leader. The term of office shall be two (2) years. The two (2) Vice Presidents shall be elected so they serve staggered terms.
 - (c) SECRETARY: The Secretary is required to keep all records of membership, record and preserve minutes of meetings, make required reports, and all such duties usually pertaining to the office. The term of office shall be two (2) years.
 - (d) TREASURER: The Treasurer shall have custody of all funds, and make an accounting of same to the Association at all meetings. A financial statement shall be prepared at the end of the fiscal year, and presented at the November meeting. The term of office shall be two (2) years.
 - ii) ELECTIONS: Elections will take place at the November meeting. Nominations shall be presented at the October meeting. The Association will accept nominations from the floor at the November meeting before the election. (Amended 10/2000) Nominees must present a biography in writing if nominated at the October meeting, or verbally if nominated from the floor at the November meeting.
 - (a) If an EC member is unable to complete their term, the EC will appoint a replacement and the replacement will serve in that position until the next November. At that point there will be an election to complete the remainder of the term. This will preserve the intended rotation. (Amended 11/2011)
 - (b) The EC will announce, at the regular monthly association meeting that a position is vacant. Information will be included in the monthly meeting minutes of the duties of the office and asking that interested parties contact the EC through email, by the 1st of the following month if they are interested in being appointed to the position.
 - 1) If no one contacts the EC within the state time period the EC will at the next monthly meeting ask for a volunteer. If no one volunteers the EC will begin contacting membership to fill the position.

- 2) A position will not be vacant more than 60 days after the initial announcement.
 - 3) If the vacancy occurs 60 days prior to the Kent County Youth Fair, the EC will have the power to appoint someone to fill the remaining term of the position.
 - 4) If the vacancy occurs 60 days prior to the November elections, the position will remain vacant until the November election.
- iii) **MANDATORY ATTENDANCE FOR OFFICERS:** Officers and members of the Executive Committee who miss two (2) meetings in a row will have the absenteeism reviewed by the Executive Committee. Executive Committee will decide and administer any action, if deemed necessary.

ARTICLE III

- A) **STANDING COMMITTEES:** Standing committees shall be decided by volunteer basis at the October meeting. The Chairman shall be decided by popular vote at the November meeting. Each September the Chairmen of each committee shall present an end of the year written or verbal report of their activities, recommendations, and proposed budget for the upcoming year. It is recommended that a member of each committee, preferably the Chairman assist the committee the following year as an advisor.
- i) Committees will meet and discuss suggestions and concerns brought to their attention.
 - ii) Committees that serve under a parent committee will send proposals to the parent committee.
 - (1) The parent committee will propose changes to their area to the membership at the regular monthly meetings.
 - iii) Membership will vote on the approval of the proposed changes.

ARTICLE IV

- A) **QUALIFICATION FOR MEMBERSHIP:** Any person who is a Kent County 4-H Horse Project Leader is a member of the Kent County 4-H Horse Leaders Association.

ARTICLE V

- A) **ASSETS AND FINANCE:** The Association may acquire such funds as deemed necessary to carry out the purpose of the Association.
- B) **HANDLING OF FUNDS:**
- i) The treasurer shall determine a maximum amount of money to be retained in a checking account to handle month-to-month expenses. Excess funds shall be placed in an interest-bearing savings account.
 - ii) All bills are to be paid upon receipt of an invoice or receipt.
 - iii) Authorized signatures will be of the Treasurer and the President for the purpose of signing checks, savings accounts, and all other investments. Only one (1) signature will be necessary on checks.
 - iv) Expenses less than \$500.00 need approval from the Treasurer and one other EC member.
 - v) Expenses between \$501.00 and \$2,000.00 need entire EC approval.
 - vi) Expenses over \$2,001.00-EC shall make a recommendation to the Horse Leaders. The Horse Leaders would need to vote to approve.
 - vii) All standard operating expenses for Fair, KFNO shows, and pre-approved budget expenses are exempt from above policy.
 - viii) Each committee must submit a budget to the EC for approval by the October meeting. The EC shall submit the upcoming year's budget by the December meeting.
 - ix) NSF Policy – Individuals who bounce checks will be listed on the Treasurers report and a list will be supplied to the KFNO committee. Checks will not be accepted from them until the following 4-H year. Bank fees will be passed on to the person who wrote the check. (Amended 11/2011)
 - x) A budget will be presented by the EC on or before the January regular monthly meeting for approval by the association membership.

ARTICLE VI

- A) The Kent County 4-H Horse Leaders Association will not be responsible for any injuries to its 4-H members or spectators during any of its activities.

ARTICLE VII

- A) **AMENDMENTS AND RESOLUTIONS:**
- i) **AMENDMENTS:** These By-Laws may be changed or amended by a 2/3 vote of the registered 4-H horse clubs present. Proposed amendments shall be presented to the Association membership by the October meeting and will be voted on at the November meeting.

ARTICLE VIII

- A) **ADOPTION:** These By-Laws shall be effective immediately upon adoption, April 5, 1979. By-Laws Committee: Kip Brunson, Phyllis Chesebro, and Mary Richardson.
- B) **COMPLIANCE:** All members agree to comply with the By-Laws of the Association. No member shall be absolved from the observance of the By-Laws on the plea he/she has not received a copy of them.

ARTICLE IX

- A) **MANDATORY ATTENDANCE:** 4-H Horse Leaders (or club representative) must attend a minimum of 3 meetings from September through February; and a minimum of 3 meetings from March to August. 4-H Horse Leaders (or club representative) must attend a minimum of 6 meetings from September through August to be considered in good standing. Only clubs in good standing will have voting privileges. (approved 11/2008)
- B) New Clubs must attend mandatory orientation unless the key leader has been active the previous two (2) years.

KENT COUNTY YOUTH FAIR HORSE & PONY PROJECT REQUIREMENTS & RECOMMENDATIONS

A) GENERAL REQUIREMENTS

- 1) All exhibitors must be properly registered with the MSU Extension Office. Enrollment deadline is May 1. The primary or an intended project animal must be declared by the May leader meeting of the current fair year. (See B5 for further details.)
- 2) To complete a 4-H project, a member must enroll properly and do all work in this project. All exhibitors must show in Fitting and Showing to complete his/her project year, and is required of all delegates to the State 4-H Horse Show. In the event of unusual circumstances, which cause the exhibitor to be unable to complete the project as outlined above, the year's completion certificate may still be presented after consideration by the Executive Committee and the exhibitor's club leader. Programs within the Horse Project which do not require the care and showing of a horse, but do qualify for a completion certificate include:
 - (a) Horse Judging
 - (b) Public Speaking
 - (c) Horse Bowl
 - (d) Demonstrations
 - (e) Handicapped Riding (participation and volunteer work)
 - (f) Horse Science
 - (g) Hippology
 - (h) Vet Science
 - (i) Horseless Project
- 3) In addition, all youth shall complete, with a minimum of 80% correct (in each of the areas - written, dismounted, & mounted), the requirements for their designated level book of the Kent County 4-H KEEP Project prior to their participation in the Fair. It is the leader's discretion as to what level of completion is necessary.
- 4) Each member exhibiting a horse/pony is also required to complete the Kent County 4-H Horse and Pony Project Record Book which is to be submitted in July (date determined in spring) prior to Fair.
- 5) An Extension Staff Person will act in an advisory capacity to help clarify any phase of the 4-H Horse Program.
- 6) Rules of the Horse Project and overall week of Fair will be reviewed each year at the first (1st) meeting following fair. Proposed rule changes may be submitted by any key leader or club to the Executive Committee by the October meeting. Rule changes to the Horse Project Requirements shall be presented to the Association membership at the October meeting and will be voted on at the November meeting. Proposed rule changes need 2/3 vote of the leaders present to pass: one vote per club). Refer to Article II, Section C of the By-Laws of the Kent County 4-H Horse Leaders Association. (11-03)
- 7) ALL 4-H HORSE CLUBS ARE EXPECTED TO BE REPRESENTED AT THE MONTHLY HORSE LEADER MEETINGS. Ignorance and/or disagreement with any rules and regulation changes in their absence do not free them from obligation to follow these rules. It is the duty of each leader to seek out necessary information to properly carry out his/her commitment. See Article IX of the By-Laws for attendance requirements.

B) FAIR REQUIREMENTS

- 1) All members are subject to the rules and regulations and subsequent changes as defined by the Michigan Department of Agriculture, the Kent County Youth Agricultural Association (also known as Kent County Fair Board) and the Kent County 4-H Horse Leaders Association. Any violation may mean forfeiture of points, premiums, and/or awards, in addition to possibly being banned from all further competition in the Horse and/or all project areas.
- 2) All exhibitors and leaders in the horse division are expected to be familiar with the following specific rules and the project requirements given in the 4-H project material available at the MSU Extension Office.
- 3) It is required that each club must submit a completed "class entry" form at a specified deadline for each member who intends to participate at the Kent County Youth Fair. This form must include the exhibitor's name, "showing" age, and club information, as well as the breed of project animal, and the classes to be entered at the fair. (A member's "showing" age will be determined by their age as of January 1 of the current Fair year; youth may participate from ages of 9 through 19.)

- 4) All Jumping riders must be evaluated by a specified deadline per the Jump Rating Guidelines.
- 5) All exhibitors must declare a project animal. It is required that the appropriate information be completed on the "Declaration of Project Animal" form. This form must be completed and returned to the address indicated (MSU Extension Office) by May 1 (OR May leader meeting) of the current project year.
 - (a) The project animal can be owned by the exhibitor or borrowed from someone else as long as the exhibitor has had the major responsibility of caring for and working with these project animals since May 1 of the current project year. The emphasis is not on where the animal comes from...but rather the time and effort the youth puts into his/her project animal.
 - (b) No other exhibitor may declare the same project animal. Explorers are the only exception.
 - (c) While the project animals need not be declared until May 1, it is strongly recommended that any new animals be purchased or arranged for much earlier in order for the member to determine suitability and soundness, and allow time for a replacement if that should become necessary.
 - (d) Alternate Horse: A member may submit documentation to change from their project animal to an alternate project animal for the following reasons: death, illness/injury or safety of the primary project animal.
 - (i) Documentation for illness/injury of primary project animal is a veterinary evaluation with complete diagnosis of illness or injury.
 - (ii) Safety documentation will include a letter from the 4-H Leader AND a letter from a parent explaining the safety issue and what has been done to solve the issue.
 - (iii) All change requests will be handled by a member of the EC. After approval paperwork will be forwarded to show secretary to update the records.
- 6) Exhibitors will exhibit only one (1) animal - a foal, pony, or horse.
- 7) No stallions over eight (8) months of age on the first (1st) day of fair will be permitted at fair.
- 8) Horse ages are determined as of January 1, except for the variation in item B5 above.
- 9) It is required that all project horses be tested for EIA (Equine Infectious Anemia) – Coggin's Test and be immunized with a minimum Tetanus, Eastern/Western Encephalomyelitis, Rabies and West Nile. It is also recommended that the project horses be immunized against influenza and Potomac Horse Fever at least 12 weeks prior to fair time. (After the initial injection, only a booster is necessary.) For rhinopneumonitis and strangles (equine distemper), please consult your veterinarian. All horses should be dewormed regularly.
- 10) A registered horse/pony is defined as a breed or color listed in show classes, or if not listed, as a horse/pony registered in a breed recognized by the United States Equestrian Federation. This definition is to include any horse/pony issued a registration number, regardless of the party named on the registration papers. A bill of sale or receipt can verify ownership if necessary. This definition shall include any horse/pony with a pending application or transfer of registry.
 - (a) A grade horse/pony is defined as a horse/pony that has never been issued a registration number with a breed or color association.
 - (b) A junior horse is defined as five (5) years old or under. A junior horse is not considered a pony regardless of size.
- 11) A double registered horse can be shown in either BREED, but must remain in the CHOSEN BREED for the entire fair. (11-03)
- 12) Junior horse must show in junior classes when they are offered.
- 13) Animals 56" (inches) and under, which are over five (5) years of age, may be shown in pony classes. However, any registered pony has the option of showing in their appropriate breed division as long as they remain in the chosen division for the entire fair.
- 14) All ponies of questionable height must be measured prior to class entry and 1/2" will be deducted from the measured height if the pony has shoes on.
- 15) All project animals must submit evidence of required immunizations and NEGATIVE Coggin's Test (EIA) in Project Record Book. Either the Vet Statement (receipt) OR if given by member or parent, the Serial Number on the vial will be considered PROOF of evidence. After entering the fairgrounds, horses may not leave without permission of Superintendent and Fair Board. *Exception Early Release (4-01)

- 16) Premiums will be paid on the exhibitor's Fitting and Showing and Horse and Pony Record Book. One Fitting and Showing class is required and is an opportunity for each exhibitor to show his/her skills in the areas of horse care and horse knowledge. Exhibitors present their project animal, so the judge may evaluate the condition and "fitness" of the animal, etc. The judges will be instructed to take into consideration the age, level, and number of years the exhibitor has been in the Horse Project when asking specific questions taken from the following publications: Horses & Horsemanship, Horse Science, and the 4-H Horse & Pony Project Show Rules & Regulations.
 - 17) All horses must be under supervision during the fair, except during sleeping hours. The leader's name, trailer lot number or telephone number must be on display at club locations in the barns and at campsites. These tags are given out in packets - BE SURE to post them!
 - 18) Club leaders are responsible for the cleanliness of their stall areas during and after fair. All stall areas must be completely free of decorations, manure, etc., before leaving the grounds at release time. If an inspection by the Barn Captain, Executive Committee, or Horse Superintendent reveals unclean conditions, the offending club will receive the lowest priority for stalls at the next year's fair, and a club fine of \$15.00 per dirty stall may be assessed. In addition, the Fair Board has the authority to withhold all premiums.
 - 19) When stall reservations have been made and the horse withdrawn prior to or during fair, the stall must remain empty unless other arrangements have been made with the Barn Committee and Horse Superintendent.
 - 20) No exhibitors will be allowed to sleep in the barn.
 - 21) A club leader from each barn or tent will be appointed by the Horse Superintendent to act as Barn Captain. Barn Captains must know the location of the fuse boxes for lighting and should have a good flashlight and a sharp knife available.
 - 22) All members and visitors are to be out of the horse barns at closing time, 10:30 p.m. each night. Barn Captains and members of the Executive Committee will have authorized identification for after hours.
 - 23) All barn and tent decorations are subject to the regulations set forth by the Horse Superintendent and the Fair Board.
 - 24) No artificial devices or medical aids are to be used in a class on a horse or pony.
 - 25) All medical or special attention horses are to be registered with the Barn Captain and the Horse Superintendent.
 - 26) The project animal may only be ridden by the youth exhibitor while on the fairgrounds, unless for safety reasons. Horses are to be ridden in a properly fitted bridle in designated areas only.
 - 27) Safety headgear meeting the specifications of ASTM/SEI is required for all hunt seat, gymkhana classes, schooling, and bareback riders. (Refer to general rule #23 of the 4-H Horse and Pony Project Rules and regulations.)
 - 28) All exhibits will be released per the time determined by the Kent County Youth Fair. Stalls must be cleaned and decorations removed prior to leaving the fairgrounds. (See B19) All bedding should be removed from the barn and aisles. Any trash is to be deposited in the dumpsters. The Fair Board has the right to withhold premiums if these rules are not complied with.
 - 29) Removal of any exhibit prior to the published release time and without prior approval will mean forfeiture of premium money, ribbons, and trophies in all project areas. (See the following Kent County Youth Fair - Early Release Policy as published in the fair premium book.)
- C) The following procedures have been established to approve the early release of live animals only and for the following reasons:
- 1) Deemed by a veterinarian to be seriously sick or injured.
 - 2) Shows signs of unnecessary meanness or unruliness which could jeopardize the safety of the exhibitor, other exhibitors, or spectators.
 - 3) The exhibitor is a member of a livestock, breed, or horseman's association and is in competition for points and meets the conditions below:
 - (a) He/she must be in good standing in their 4-H club

- (b) Must submit a letter of request to the project superintendent by July 1st
 - (c) The request must be accompanied by a letter from the show or point secretary of the association indicating the current status of the individual's point standings
 - (d) Must produce a show bill from the livestock, breed, or horse show involved, with the signature, date, and telephone number of the show secretary.
- 4) In other events deemed beneficial by the project superintendent and one (1) Fair Board member. Also must meet the conditions of (a and b above) and must produce proof of attendance at the specific event.
- D) Approval of early release will follow the procedures outlined:
- 1) Approval will be in writing prior to the first (1st) day of fair
 - 2) Approval will be given jointly by the project superintendent, an executive member of the developmental committee, and a Fair Board member
 - 3) The secretary of the developmental committee will keep copies of all early releases to be reviewed after the fair and which may be submitted to the Fair Board upon request
 - 4) In emergency situations that require an early release of the project animal, approval must be obtained from three (3) persons consisting of the project superintendent, a representative of the developmental committee, and the Fair Board.
 - 5) Approved early releases of project animals shall be no earlier than 7:00 p.m. Friday evening, except in the case of medical emergency or dangerous animals.
- E) If, at any time, the process above is disputed, the parties involved should refer to the grievance policy in the fair book.

GENERAL RULES FOR THE KENT EQUINE EDUCATIONAL PROGRAM (KEEP)

- A. Prior to Fair:
1. All members shall complete a project book according to their 4-H age.
 2. It will be at the leader's discretion which KEEP Skill Requirement division/level the member should complete.
 3. A first (1st) year member will begin at the KEEP division/level their club leader believes is appropriate for the member's age and skills.
 4. Once a division/level has been obtained and shown in at the Fair, the member cannot compete at a lower division/level.
 5. Second (2nd) through eleventh (11th) year members may move up multiple KEEP divisions/levels in one year. The member must complete all dismounted requirements for all divisions/levels in between.
 6. A score of 80% must be achieved on both the dismounted and mounted sections of the KEEP Skill Requirements.
 7. For all levels, the member must use his/her project horse to demonstrate the mounted abilities. If the project horse is lame at the time of evaluation, the member may complete the requirements using a different horse. If the member's project horse is a miniature horse or unbroken, the member may complete the requirement using a different horse.
 8. A qualified Kent County 4-H Leader may evaluate his/her own club for all divisions/levels.
 9. Leaders also have the option of asking another 4-H Leader or an approved evaluator for assistance.
 10. Evaluations may be done at any location.
 11. Horsemaster division requires the member to be evaluated by two (2) leaders. One (1) may be the member's club leader; the other leader must not be affiliated with the member's club and must be from the approved evaluator's list. The member's score will be an average of the two (2) scores given by the leaders.
 12. It shall be the responsibility of each leader to see that all evaluation score sheets are turned in by the posted deadline date.
- B. Scoring of Horsemaster division books
1. All Horsemaster division requirements will be turned in by the posted deadline each year.
 2. All Horsemaster division requirements will be scored by a minimum of 3 committee members to eliminate bias, with no committee member scoring a member of their own club.
 3. The member's score will be an average of the three (3) scores given by the leaders.
- C. At Fair:
1. Members shall show only in the division/level that he/she has attained (according to the official record.)
 2. All members will receive a completion ribbon for each division/level completed in any given year. These ribbons will be awarded upon completion of the Fitting & Showing class at fair.
 3. Fair classes with "level" designations shall be set up, regulated, and judged in accordance with the standards of that level.
 4. All division/level completion ribbons should be displayed on the member's stall at fair. Lost ribbons will not be replaced.
 5. A member may show in any class within his/her division/level.
 - a. See Horse Project Requirements and Recommendations B3b for jumping guidelines.
- D. The KEEP Divisions and levels are in the following order from lowest to highest achievement:
- 1) Novice Division
 - a) Walk Trot Level-mounted and dismounted skills.
 - b) Intermediate Level- mounted and dismounted skills.
 - c) Advanced Level- mounted and dismounted skills.
 - 2) Junior Division
 - a) Intermediate Level-mounted and dismounted skills.
 - b) Advanced Level-mounted and dismounted skills.
 - 3) Senior Division
 - a) Intermediate Level-mounted and dismounted skills.
 - b) Advanced Level-mounted and dismounted skills.
 - 4) Horsemaster Division-book, mounted and dismounted skills.

HORSE CLUB SAFETY RULES AND RECOMMENDATIONS

1. Horses must be led by lead rope or reins to and from riding areas whether mounted or not. No one may be mounted in the barns.(rev. 99)
2. No smoking in or around barns.
3. A red ribbon is to be tied in the tail of any horse known to kick. The responsible leader is to furnish a sign stating the purpose of the ribbon at each end of the barn. A sign must also be posted near the stall of any horse known to bite.
4. Crowding, climbing or leaning on the arena fence and gates or placing feet under the arena fence is prohibited.
5. Walking horses on or tying to the porch of the entry booth is prohibited as is tying to the bulletin board, split rail and chain link fences, bleachers, wash rack, or faucets.
6. No pets, bikes, or remote controlled toys of any kind are to be in the areas designated for horses.
7. Dogs are not allowed on fairgrounds per Fair Board.
8. No bare feet or open toed shoes in the barn and horse areas. Proper footwear is to be worn at all times.
9. See dress code for additional guidelines (at end of this document).
10. The project animal may only be ridden by the youth exhibitor while on the fairgrounds. Horses are to be ridden in a properly fitting bridle in designated areas only. Absolutely no horses will be allowed on the hill or on the road to the Treatment Plant.
11. All stall decorations must be fire resistant. To provide a margin of safety for pedestrians and backing horses, any type of fence must be a minimum of 12 feet from a stall entrance. Adequate head clearance and aisle width must be maintained and free of known safety hazards. Also, dividers between clubs are prohibited.
12. NO NAILS OR SCREWS may be used in stalls! (Tie wraps/wire ties are allowed)
13. Horse/pony must be groomed and tacked inside the box stall. Tack changes at arena are allowed.
14. Do not tie to the inside or outside of the stall gate.
15. Horses tacked up may not be left unattended in stalls.
16. Horses in box stall must have a halter on or readily available. Lead ropes must be at the entrance of each stall.
17. Hay bags and water buckets must be high enough so that the horse/pony cannot catch a foot in them even when empty. It is recommended that they be removed from the stall after feeding.
18. Barn tools (wheelbarrows, rakes, shovels, pitchforks, etc.) are to be stored in a safe place when not in use.
19. It is recommended that all tack and equipment be returned to your campsite or secured under lock & key.
20. The make-up ring is for use of those warming up for the next class only, not for lengthy exercise sessions.
21. A clear traffic area must be maintained between the exercise arena and the end of the Wittenbach Barn to allow for emergency vehicles.
22. Lunging with halter on is allowed only in fenced-in areas prior to use by riders OR in round pen if available on grounds. No free lunging allowed.
23. Properly fitting safety headgear meeting the specification of ASTM/SEI is required for all hunt seat, gymkhana, and bareback (schooling and classes). Safety headgear of any riding style will be allowed and is encouraged in all classes.
24. All medical or special attention horses are to be registered with the barn captain and the horse superintendent.
25. All exhibitors and visitors are to be out of the barns at closing time, 10:30 PM each night. Barn Captains, members of the Executive Committee, and the Horse Superintendent will have authorized identification for after hours.
26. Barn captains should have a good flashlight and a sharp knife available.
27. Discretion must be used on club barn duty assignments with younger members. A buddy system using teen members is recommended.

28. NO HORSE PLAY! Remember, horsemanship is a responsibility; a good horseman takes care to keep his animals and himself safe. TAKE TIME FOR SAFETY.
29. For all Speed classes, horses must be mounted when entering the ring. No assistance to either horse or rider is permitted past the arena gate. After completing the course a rider **must** dismount and lead the animal from the arena unless prior arrangements have been made with a Speed Committee member. Failure to do so will result in disqualification. Mounted riders should stay clear of the exit gate to allow the dismounted rider to safely exit the arena.
30. Exercise and Warm Up Ring Rules
- * Ring Supervisor may dismiss for any rules violation.
 - * Boots are required – no bare feet, sandals, tennis, etc.
 - * Bridles are required – no riding with just halters.
 - * Riding double is NOT allowed.
 - * Only exhibitors may ride.
 - * Hunt seat riders are required to wear approved helmets.
 - * Bareback riders are required to wear approved helmets.
 - * No running horses in the exercise ring.
 - * Appropriate behavior and language are required at all times.
 - * Behave in a safe and respectful manner.
 - * Sit appropriately on your horse.
31. Courtesy and common sense must be used at all times.
32. If necessary, disciplinary action will be taken which can mean forfeiture of points, premiums, and/or awards, in addition to being banned from further competition and/or the fairgrounds. Problems that cannot be resolved shall follow the grievance procedure outlined in the fair book.

Dress Code for Kent County 4-H Horse Project Area

(Approved 2010 by Kent County 4-H Horse Leaders)

This dress code applies to all horse project area functions that include but are not limited to the KFNO Shows, Jumping Clinic and the Kent County Youth Fair.

1. The following dress code applies to all 4-H members and their families:

- a. No clothing promoting alcohol, tobacco, drugs, profanity, sex or any other negative connotations.
- b. All undergarments (bras, sport bras, camisoles/cammies, underwear, boxer shorts, etc) must be covered up.
- c. No clothing with excessively large holes or tears (includes shirts, pants and shorts). This includes shirts torn down the sides.
- d. All shorts must have a minimum of a 2" inseam.
- e. Everyone must wear shirts!
- f. No flip-flops, sandals, open-toed, crocs (or knock-offs) are to be worn in AND around the barns and around the horse traffic areas.

2. Consequences of not adhering to the dress code:

- a. 1st violation – a warning will be given to offender to change and/or cover-up.
- b. 2nd violation – The Kent County Horse Leader's Executive Committee will ask the offender to leave the grounds.

3. The following footwear code applies to all 4-H members (age 5-19) handling an equine:

- a. 4-H members must always wear boots/riding shoes designed for horseback riding when handling or riding at 4-H events. Tennis shoes are not acceptable.
- b. Handling a horse includes but not limited to leading, riding, bathing, & cleaning stalls.
- c. Per the 2006 Horse and Pony Project Show Rules and Regulations
http://4h.msue.msu.edu/resources/mi_4h_horse_show_rules

The following is a copy of an email written to explain why the 4-H leaders worked to design a dress code:

Image and professionalism; when I was first hired as an account manager for my first sales job, I was instructed that we were to wear suits or minimum of dress coat on all sales calls. I possibly would have worn a polo shirt and khakis, if the choice were left up to me. But being young and knowing that the owner and my boss probably knew what worked and the expectations of my clients better than I; I did as instructed. It wasn't till a year or so later that a customer commented on a competitor of mine who was dressed casually and didn't seem to take the same pride in which I did. Until then I wasn't aware of customer's perception because I never asked them "if they thought I was dressed professional or impressive". It took someone much wiser than I with many more years of experience in the business to teach me a lesson that only later I realized the importance. As leaders and parents, this is our job. Other considerations are the depth of our program; we cater to 5 years of age to 19 years of age. The older members are responsible for setting examples for the younger. They are expected to mentor the younger kids without any rewards. Our audience and sponsors can range from toddlers all the way to senior citizens. When they donate, volunteer or simply watch, it's our responsibility to project an image that all involved see the value of youth programs, equestrian programs and mentor-ship programs. Without their support or funding, we/you and all youth will not have a show/fair or 4H program. So if we seem like old fogies (some are) it's because we are responsible for pleasing a wide spectrum of people. Some wouldn't mind but some might find a particular piece of clothing offensive and decide to remove their child, support or donation from the program.

Next is 4H. 4H is a program that is too often assumed permanent. If you are aware, then I am proud of you for paying attention and caring about a program that has served you all these years. If not, let me say that the staff in our own county has been dramatically reduced. It is in no way permanent. In this economy and the condition of our state, it's in fact, very vulnerable. So when the state looks at programs, expense and opportunities it can eliminate to reduce costs, we want to give them every reason to think twice or even three times about eliminating something that is wholesome and pure and helps bring our youth up with morale's and ethics.

Lastly is your and other youth's safety. We, as leaders and parents, want to protect you physically as well as mentally. If any one of us didn't care, we wouldn't work so many hours and as hard as we do for 4H. So being that we care, we can be over-bearing leaders and parents, but ones who try with ever last bit of energy to prevent you and your fellow youth from being stalked, disrespected or even verbally abused. We want to make sure nobody calls a member of our program a derogatory name: insulting your integrity or honor. These are things as parents and leaders we have seen with more years on this earth than you. We want to spare you (as youth) the pain we have seen others who simply didn't know the outcome of a simple clothing choice. Lastly, you have a responsibility as a mentor, as a member in an organization that has given you so much and as a young woman to portray an image that reflects what all these volunteers, parents and leaders work so hard to portray.