2019 NC State 4-H Horse Show Operating Procedures Guide

Congratulations on your achievement at your Qualifying 4-H Horse Show. Your performance has qualified you to participate at the State 4-H Horse Show in Raleigh on July 10-14, 2019, one of the largest youth shows in the United States. The four and one-half day state show will be held at the James B. Hunt, Jr. Horse Complex on the North Carolina State Fairgrounds. This guide is meant to provide specific information to help you complete your entries correctly and make necessary plans for a successful show.

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RULES

Exhibitors are responsible for knowing and following all show rules. This event is operating under the 4-H Code of Conduct and Disciplinary Procedure. You can obtain a copy of this form from your 4-H Agent. The form is a condition of participation in any North Carolina 4-H activity or program and should be maintained by the volunteer leader throughout the show. We strongly encourage you to review the 2019 version of the *NC 4-H Horse Program Rules and Regulations Manual* prior to arriving at the show and print off appropriate sections pertinent to the events of your interest. The manual is available on-line on the Equine Husbandry website. When reviewing rules and procedures, please pay particular attention to the following:

Forbidden Substances and Methods

The North Carolina 4-H Horse Program has adopted American Quarter Horse Association (AQHA) rules concerning drug use in horses during horse shows or classes exclusive to 4-H'ers. Exhibitors are responsible for being knowledgeable of and following the guidelines for drug use as prescribed in the current AQHA rulebook for that year. All groups sponsoring 4-H shows or 4-H classes reserve the right to have horses tested for drugs by a qualified veterinarian. In an effort to incorporate drug-testing procedures, there will be an administrative fee charged to **every** entry at the State 4-H Horse Show. **For current rules, either refer to the AQHA Handbook Showing Rules at** http://aqha.com/handbook **or call 1-806-376-4811.**

Class Conflicts and Gate Calls

The NC State Horse Show will operate on a similar schedule as in previous years. Although we are not anticipating class conflicts, you are still required to provide advance notification to show management of potential conflicts prior to the start of the next class. Show management will attempt to minimize potential conflicts by moving exhibitors up or down in the individual order-of-go. **The State 4-H Horse Advisory Council supports a "No Gate Call Policy." When time permits, announcers will, at their discretion, make announcements to update exhibitors in the paddock and barns areas concerning which classes are in the arena. However, it is the exhibitors' responsibility for being aware of which class is in the arena and when their class is entering the arena. As per previous years, there will be no class holds for tack changes.**

SUBMITTING ENTRY FORMS

Deadline

Please complete the State Show entry form in its entirety and return it to NCSU Extension Horse Husbandry postmarked by ten days after your qualifying show. No entries received at the State Office after this postmark date will be accepted. IN ACCORDANCE WITH THE STATE 4-H HORSE ADVISORY COUNCIL, ALL ENTRIES TO THE STATE SHOW MUST BE SUBMITTED IN ADVANCE. NO ENTRIES OR CLASS ADDITIONS WILL BE ACCEPTED AFTER THE APPROPRIATE POSTMARK DEADLINE OR DURING THE SHOW. There are NO extended deadlines on show entries.

- South, East & West Postmarked Deadline: May 15
- North Postmarked Deadline: May 30

Entries received by Extension Horse Husbandry after these postmark dates will not be accepted. Changes to entry forms will be honored if a mistake was made by show office staff only. Take the time, consult State Show rules, and utilize your county extension agent's knowledge to properly fill out your entry form.

Needed Information

- ❏ Enter Classes- *The State Show Entry Form will allow each exhibitor to pre-enter **all possible classes***. All exhibitors are encouraged to pre-enter all potential classes, especially if anticipating competing for high point awards. **No class adds are allowed at the show!**
- ❏ Stalls and Shavings- Exhibitors should list the total number of stalls needed (including tack stalls) on their class entry form. The stall fee does not include bedding. You are permitted to bring straw, sawdust or shavings from home. **Shredded paper is prohibited as a bedding source by the NC State Fairgrounds.** Exhibitors may pay for shavings in advance. **Pre-ordered shavings will be delivered to stalls ahead of time**. If you need additional shavings during the show, the Shavings Trailer is located at gate H4.
- ❏ Check for all fees made payable to "NCSU." Checks will be deposited prior to the show.
- ❏ Sign and date the waiver on the back of the entry form
- ❏ Copy of a current negative Coggins Test for Equine Infectious Anemia- The Coggins must have been taken within the last twelve months and valid through the last day of the show. Officials from the NCDA State Veterinarian's Office will be inspecting Coggins Tests on stall doors during the show. The horse's name that appears on the Coggins Test must be the same as that which appears on the entry form and on the Eligibility Card.
- ❏ Copy of 2019 NC 4-H Horse Program Eligibility Card.
    - *Pony entries must have a certified height recorded by a NC 4-H Horse Program certified measurer in 2019 (via either measurement at the qualifying show or permanent card). Pony heights, Short Stirrup Exhibitor Status and Little Britches Exhibitor Status must be recorded annually on your 4-H Horse eligibility card.*

Dressage

Dressage Division championships will include Dressage and Combined Training Championship Awards. In addition, special awards will be provided to the high scoring First Level, Training Level, Walk/Trot, Western, and Non Trotting Dressage Rides. ***Please note, in order to participate in a Combined Test at the 2019 State 4-H Horse Show, each exhibitor must successfully jump a complete course of working hunter fences at their respective qualifying show (placing is not a requirement).***

All Combined Tests and Dressage Classes are invitational and are not included on the State 4-H Horse Show General Entry Form. (Combined Tests and Dressage classes entered on the General Entry Form will not be processed). A Dressage Entry Form and check must be separately completed for all Dressage entries and **mailed to Extension Horse Husbandry, State 4-H Horse Show, NCSU, Box 7621, Raleigh, N.C. 27695** postmarked by June 9 to be accepted. No entries will be accepted beyond the June 9, 2019 deadline**. (Please note that the entry fee for combined training classes is $30.00).**
A copy of the *NC 4-H Horse Program Dressage Manual* has been forwarded to all district show managers for inclusion in District show packets. A copy of the manual is also available on the State Show page on the EHH website. Participants are advised that ***current*** USEF/USDF Test Patterns will be used for the 2019 North Carolina State 4-H Horse Show Dressage Division. Please review the amended rules and check-in procedures. Failure to adhere to the proper check-in procedures could result in disqualification. **Please note: The Dressage Test portion of the Combined Tests will be held on Thursday, July 11 and the Stadium Jumping portion of the Combined Tests classes will be held on Friday, July 12. The Combined Training Champion and Reserve Champion will be awarded following the conclusion the Stadium Jumping classes on Friday, July 12.**

REFUNDS

In accordance with the Advisory Council recommendation, no state show fees (including entry, stall, etc.) will be refunded if the amount is less than $25.00. Should a refund be needed, the appropriate forms are found on the State Show website.

SPONSORSHIPS AND ADVERTISEMENTS

A special award will be presented during the Opening Ceremony to the county 4-H Horse Program that sells the most sponsorships/ads. Advertising, sponsorship and vendor information can be found on the State 4-H Horse show page on the EHH website and also as a separate document in your qualifying packet. Parents and supporters are welcome to submit "Good Luck" ads for the show program. In addition, we are looking for class and division sponsors.

AWARDS

State Show awards will include a North Carolina 4-H Horse Program Show Champion Belt Buckle to the divisional champions, an embroidered stall front bag to the reserve champions and a show medallion to class winners. In addition, Southern Regional qualifying points and state show points will be awarded to horses and riders placing first through tenth depending upon the number of class entries in qualifying classes. Ten ribbons will be awarded for every class with ten or more entries.

STALL DECORATING CONTEST

The Stall Decorating Contest will return to the 2019 NC State 4-H Horse Show. There will be an entry form sent out with the county stall assignments (mid-June) that must be returned by June 30, indicating the stall numbers to be judged within a county delegation. The entire delegation does not have to participate. There will be a small, medium, and large division (based on the number of stalls in the group). The break down within divisions will be announced after entries have been received. Stalls must be ready to be judged on Friday morning at 8:00 AM and the winners will be announced at the opening ceremonies Friday night. Decorations should remain up through noon on Saturday. Stalls will be judged on the following criteria: 40% Neatness & Eye Appeal (Eye catching design and visual appeal); 30% Originality & Creativity (Exceptional use of creative ideas and originality to the design); 30% Craftsmanship (Well-constructed and neat materials). **For 2019, the stall decorating contest theme is "A Night at the Theater."**

CONSIGNMENT BOOTH

Clean out your closets, trailers and tack rooms! The 4-H Consignment Shop will be held during the State 4-H Horse Show. If you wish to consign items, a link to the online registration system will go out with your registration confirmation for the show and will also be available on the State Horse Show page on the website. There is a 20% consignment fee, which goes to the NC 4-H Horse Program Educational Events Fund to support the traveling teams that attend national competitions. **The Consignment Booth will be set up in the MD Barn, in between the Main and Covered Arenas.**

MOTEL ACCOMMODATIONS AND CAMPER INFORMATION

Motels

In accordance with State 4-H Horse Advisory Board recommendations, we have negotiated a reduced rate standard room with the following hotel. Holiday Inn & Suites : Raleigh-Cary (I-40 @Walnut St) 5630 Dillard Drive, Cary, North Carolina 27518 Double Rooms Available for $84.00 per night (plus tax). Link to book rooms online.

Campers

Camper hookups will be available at the fairgrounds on a first-come basis at $30.00/night. Reservations will not be accepted! Fees will be collected daily by the fairgrounds security force. Campers are not permitted to use stall electricity outlets. Thirty-nine full service camper hookup spaces with both electricity and water are located behind the covered outdoor arena against the chain link fence. Approximately twenty-five additional full service hookup spaces are located on top of the hill, and approximately twenty-five full service camper hookup spaces are located on the east side of the main arena across Youth Center Drive on the North Carolina State Fairgrounds. **For additional information, contact the Horse Complex Office at 919.839.4701.**

STALLS, CHECK-IN AND ARRIVAL

Stall Assignments

Stalls will be randomly drawn and assigned by county delegations prior to the State 4-H Horse Show. Stalls will be assigned starting with A Barn, Stall 1 through E Barn, Stall 100. Temporary stalls may also be assigned in F Barn if needed. If you have a specific stall request, we will **attempt** to honor it. **Please attach a note to your entry which details your specific request and why it is needed.** When county stall blocks have been determined, County 4-H Agents will receive a list of exhibitors and the number of stalls that were pre-ordered. The County Extension Agent will assign youth to stalls and complete the stall assignment chart prior June 15, 2019. Changes to stall assignments will not be made after June 20. Cancellations should be reported directly to EHH. Every exhibitor is encouraged to work with their volunteer leader and County Agent in securing their stall assignments and particular needs. EHH will randomly assign all stalls within county delegations that failed to respond by that date. CHANGES MUST BE APPROVED BY THE STATE OFFICE AFTER THE FINAL ASSIGNMENTS HAVE BEEN MADE.
Master stall assignments will be emailed to exhibitors and posted at the show and stall office.

Stalls/Check-In

Stalls will be available on Tuesday, July 9, at 12:00 p.m. through 7:00 p.m. Sunday, July 14. Please adjust your travel schedule to permit your arrival at or after 12:00 p.m. on Tuesday. **According to Advisory Council rules, anyone moving horses in before noon on Tuesday, July 9 without prior management approval will be charged a $50.00 fine**. ***Please be aware that per recommendation of the State 4-H Horse Advisory Council, no horses are allowed on the Hunt Horse Complex Show grounds that are not qualified/entered in the State 4-H Horse Show.*** Please report your approximate arrival time on the appropriate area on the show entry form. The sixty-five dollar ($65.00) stall fee covers the cost of the stall for the entire show period. **On Tuesday, the Main and Covered arenas will be closed. Lunging and hand-walking are permitted in outside rings, but no other schooling will be allowed.**

Arrival Procedures

1. ENTER THE SHOWGROUNDS THROUGH GATE H4. If you do not already know your stall assignment, stop at the Stall Check-In Office located adjacent to the Shavings Trailer and look at the posted stall assignments.
2. If/once you know your stall assignment, drive to your stall area.
3. Unload your horse(s) and take immediately back to the *COGGINS CHECK-IN STATION, WHICH WILL BE LOCATED AT GATE H4*, along with a copy of your current negative Coggins Test. Present your horse and Coggins Test for inspection and approval. **At Coggins check, if you have a digital or photo Coggins, you will need to provide a color copy.**
4. Obtain a signed form verifying your horse matches the information previously submitted on your entry form. Take the signed Coggins Check-In Form to the Show Office to obtain your entry packet including your back numbers. A Coggins Check-In Form is required to obtain your show packet. You must also have your show packet to sign up for schooling.

Stall Office Hours and Shavings Trailer staffing times will be posted. If you need assistance after hours, a phone number will be posted on the door that you can call for help. Shavings will not be sold or distributed during non-staffed times. Refer to the Event Schedule.

HORSE COMPLEX DETAILS

Map

If it is your first time to the Hunt Horse Complex, you might want to take a look at the aerial map of the facility that is posted on the State Show website, so you are familiar with the location of the barns, rings and entrance gate and stall and show offices.

2019 New Rules for the Hunt Horse Complex

- Horses should stay within the arenas, barns, rings and pads. Horses are not allowed in the paved parking lot or in the RV park.
- Washing or bathing of horses is to be done in designated wash areas only, located inside Barn B or outside between Barn B and middle ring.
- No overnight horses may be stabled in trailers or tied out.
- Horses are not allowed to be tied or led by any moving vehicle.
- Smoking and the use of electronic cigarettes (e-cigarettes or vaping) are prohibited in the main arena, dining and office areas and all barns.
- No nails, screws, staples or fixtures may be installed in any building including stalls.
- Skateboards, in-line skates, scooters and hoverboards may not be used anywhere on the grounds. **Due to past safety issues, BIKES are not permitted at the NC State 4-H Horse Show.**
- The use of drones or unmanned aircraft/vehicles are prohibited on all State Fair property including HHC.
- Speed limit may not exceed 5 mph in the horse complex and caution should be taken when driving near people and animals. **Every motorized or electric vehicle operator must have a valid driver's license and proof of insurance.**
- No power strips may be used in any HHC receptacle. In addition, all extension cords utilized must be grounded (3-prong) type. Improper cords pose a danger and may be confiscated.

SCHOOLING INFORMATION

A Schooling Schedule and General Information Handout is included in your horse show information packet. The handout describes the procedure for registering at the show for a designated schooling time. You are required to pre-register for

a daily schooling time when you arrive at the showgrounds (sign up starts Wednesday in the cafeteria). You will receive a duplicate set of back numbers. You are required to wear at least one OFFICIAL show back number during all schooling sessions (hand-written back numbers will not be accepted). Failure to follow this rule or the directions of a schooling supervisor may result in disqualification from the State Show. Please review the schooling supervisor requirements. Schooling supervisors have the authority to report any violations, disobedience or misbehavior to the Show Committee for disciplinary action. ***PLEASE BE ADVISED THAT WESTERN EXHIBITORS ARE REQUIRED TO DISPLAY THEIR EXHIBITOR NUMBERS ON BOTH SIDES OF THE SADDLE PAD WHEN SHOWING.*** **Please refer to the Schooling Handout for additional new rules pertaining to schooling during the State 4-H Horse Show.**

OPENING CEREMONIES

A special Opening Ceremony has been planned for Friday evening. The Opening Ceremony involves a parade in the main arena for 4-H'ers and Volunteer Leaders participating in the State 4-H Horse Show. **Opening Ceremony county write-ups have been eliminated**. Counties will be introduced starting with A and work to W in even years (reverse alphabet in odd years). 4-H'ers will stay in the ring until the completion of all county introductions. In addition, senior 4-H Horse Program Members who are aging out of 4-H will receive a special lapel pin. **Aging out 4-H members must be identified prior to the State 4-H Horse Show by their county (agent, volunteer leader, parent, etc.) to be eligible for a lapel pin**. If you are eligible for this award, please remind your volunteer leader, parent and/or agent to submit your name to Lori Stroud, llstroud@ncsu.edu. *Please note: NO ANIMALS ARE PERMITTED IN THE COUNTY DELEGATION DURING THE CEREMONY*. You will be organized into county groups twenty minutes prior to the start of the Opening Ceremony in the Covered Outdoor Arena and enter the arena on foot.

The Pleasure Pairs and Senior Versatility Class will be held approximately 15 minutes after the opening ceremony. If you are showing in Pleasure Pairs, **BOTH MEMBERS OF THE PAIR MUST ENTER THE CLASS ON THE ENTRY FORM**. A warm-up time will be provided in the covered arena for exhibitors entered in those classes. During opening ceremonies, presentations will be made to honor the Junior and Senior 4-H Sportsmanship and Candace Norman Outstanding Adult and Youth Service Award winners.

SOUTHERN REGIONALS

In accordance with 4-H Horse Program rules, the top **seventy** horses and exhibitors will be eligible to compete at the Southern Regional 4-H Horse Championships in Perry, Georgia on July 31-August 4, 2019.

2019 Southern Regional 4-H Horse Show entries will close **PROMPTLY AT 12:00 Noon at the State 4-H Horse Show Office on Sunday July 14, 2019. All entries must be submitted by this deadline and location. NO LATE ENTRIES WILL BE ACCEPTED BEYOND THE 12:00 Noon DEADLINE AND ENTRIES CANNOT BE MAILED TO THE EXTENSION HORSE HUSBANDRY OFFICE.** All 4-H members, regardless of participation at the State Show, including points earned, are eligible and encouraged to enter the Southern Regional 4-H Horse Show and must do so by the 12 noon deadline **whether they have or have not finished showing**. Due to Southern Regional entry deadlines, state show staff must process and calculate the NC Southern Regional entries throughout the afternoon of Sunday July 14, 2019. Priority will be given to entries according to rules listed in the *4-H Horse Program Rules and Regulations Manual*. If at the end of the show, the 4-H member no longer intends on showing at Southern Regionals or does not qualify, entries and checks will be returned. The Extension Horse Husbandry (EHH) office will officially enter exhibitors on Monday July 15, 2019. EHH must be notified of

any changes, scratches, or cancellations prior to 9:00 am on Monday July 15, 2019. All North Carolina Southern Regional delegation members will continue to receive the traditional NC 4-H Horse Program T-shirt at the event. In addition to those exhibitors that are eligible to compete in the divisions offered at the State 4-H Horse Show, one spot is reserved in the Southern Regionals delegation for a 4-H member that would like to compete in the Roping events. For more information on these opportunities, please consult rule I-E.2.a. on page 17 in the *Rules and Regulations Manual* or call or email Lori Stroud at the Extension Horse Husbandry Office (llstroud@ncsu.edu or 919.515.5788).