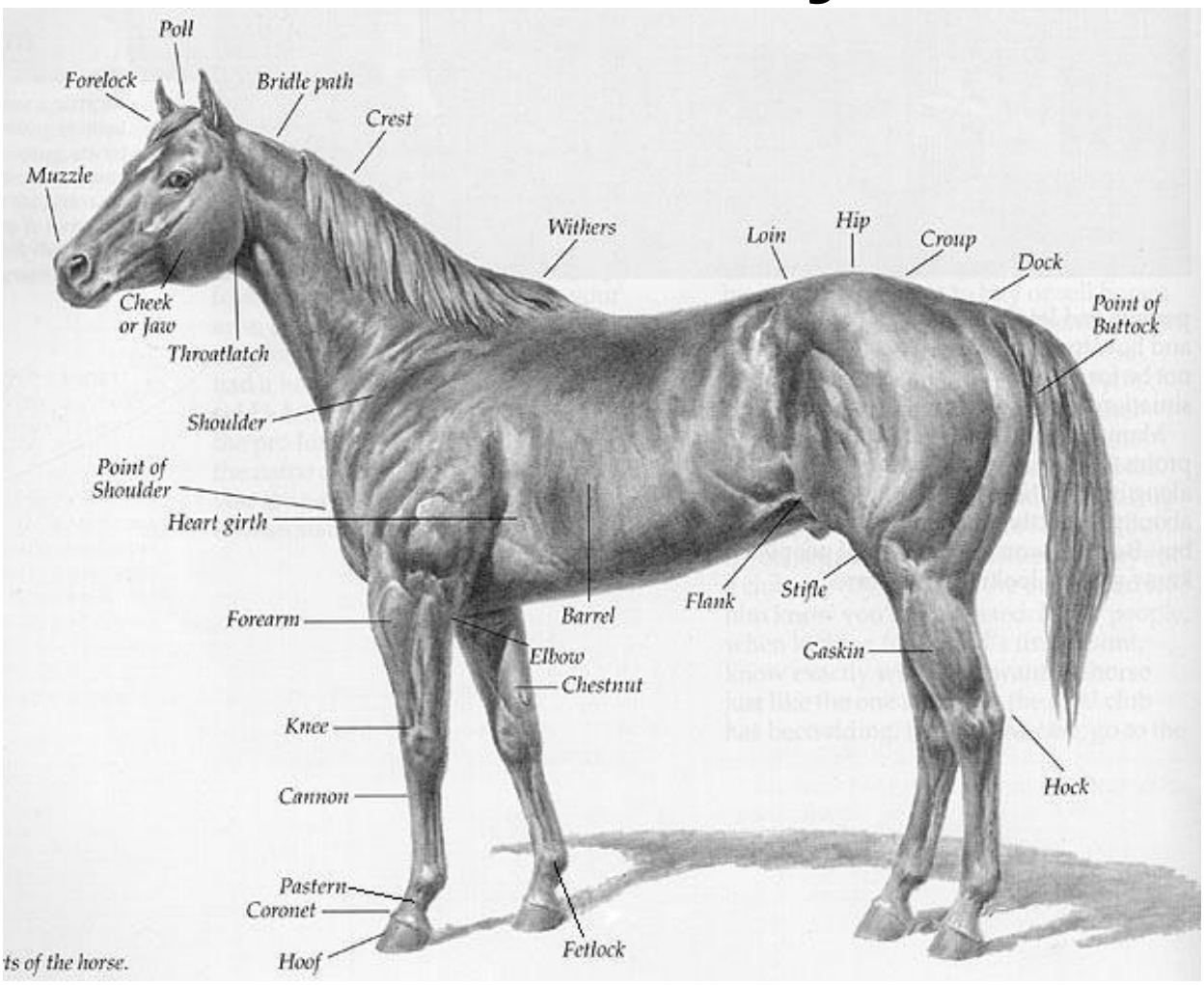
Gallatin County 4-H



Horse Policy Manual

Rules & Regulations For the 4-H year 2026-2027 (Updated October 2026)

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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.gallatincounty4hhorse.com. This information is intended to supplement, not replace, the information provided for 4-H Horse Project members from the State of Montana at Horse- Montana 4H - Montana State University Extension. 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 be sure and check your email before hauling for any 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.

Gallatin County Horse Committee: http://www.gallatincounty4hhorse.com gc4hhorse@gmail.com
Gallatin County 4-H Extension Office: 406-582-3280 gallatin@montana.edu
Junior Committee Member Applications are being accepted! Jr. Horse Committee Member Application

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

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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

To facilitate the development of Gallatin County Youth by providing 4H equine experiences which promote the welfare and betterment of members, their horses, and the community.

PURPOSE OF THE HORSE COMMITTEE

1. To establish Gallatin County Horse Project Policies.
2. To plan and implement educational opportunities.
3. To plan and implement assessments and keep records.
4. To plan and implement the Gallatin County 4-H Horse show.
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. Improve horsemanship knowledge and skills by through riding workshops, informational seminars, and practice time.
2. Develop leadership, responsibility, initiative, self-reliance and good sportsmanship.
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3. Learn the knowledge and skills necessary for good horse husbandry.
4. Develop knowledge of safety precautions to prevent injuries to self, others and their animals.
5. Learn about proper tack and equipment and how to care for it.
6. Learn to set and work to achieve both short and long term goals.
7. Learn to accept the results of your work and how to use these in planning and managing your next goal.
8. Develop patience, cooperation, decision-making ability, and public speaking skills by offering opportunities to instruct peers.
9. Prepare members for the county and state horse show competitions.
10. Promote 4-H and the 4-H Horse Program.

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 I–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**

WORKING RANCH HORSE (WRH)

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

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

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 (C2M)

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 (GH)

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 horse for this project, it may not receive professional training unless you (member) are personally involved in that training. At the beginning of each 4-H year, your green horse will be assessed, by a 4-H horse leader, into the appropriate level.

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

GREEN HORSE INDEPENDENT STUDY

This project was created to facilitate members who do not fit directly into the Colt to Maturity or the Green Horse programs. It allows non-traditional young, green horses, or members to participate in workshops and compete at fair in an appropriate level for Danish placings only. If interested in this project, please reach out to the C2M/GH project leader.

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 horse project.

MATERIALS: 4-H Horse Careers Manual, 5255

PACKING

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 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. Members may enroll in this project simultaneously with any other horse project.

MATERIALS: 4-H Horse Driving Project Manual, 5252 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 horse project. This project is designed for the 4-H member to work (through their 4-H career) towards acquiring the skills of a successful judge.

MATERIALS: New Mexico 4-H Horse Judging Manual, NM200R48

HORSE SHOWING

This project teaches you to select, train and maintain your horse(s) for showing. This project will help you become an adept and knowledgeable horse-person. It will also help you learn to plan and conduct shows and clinics. Members may enroll in this project simultaneously with any other 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

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

GALLATIN TWISTERS DRILL TEAM

Twisters is a horse drill team that provides expanded horse opportunities.

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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 NileVirus (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. Check the State 4-H webpage for what vaccinations they require for the State 4-H Horse Shows. Montana State 4-H Horse Shows Information

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.

FEES & FUNDRAISING POLICY

*In order to continue to offer quality workshops, shows, facilities, and awards:

1. The general horse project fee will be determined each year dependent upon evaluation of resources and costs.
2. Independent projects such as WRH, C2M/GH, etc. may also require yearly fees.
3. The Horse Committee does not want fees to be a barrier to participation for any member. If fees create a hardship for your family, please email the Horse Committee at gc4Hhorse@gmail.com to discuss alternatives.
4. Fundraising is also an essential part of our Horse Projects. We ask all members to assist with fundraising through 4H opportunities.
5. Should someone offer to sponsor you or the horse project in general their donation is tax deductible.
    a. Form for sponsorship: Charitable Donation Receipt - GCHC .pdf

PARTICIPATION IN CLINICS, SHOWS, and CLUBS

1. Any breed or type of equine may be used for any horse project.
2. Stallions may not come to workshops or be shown in any class. Exceptions may be made for yearling and under.
3. Clinics will be offered by the Horse Committee and Project Leaders to help members develop their skills and meet their assessment goals.
4. Clinic topics will vary but will include general Horsemanship on the ground and mounted as well as other class and project related topics.
5. Gallatin County 4-H horse project members will have an opportunity to demonstrate their skills at the Gallatin County 4-H Horse Show, which occurs each year before or during the Big Sky Country State Fair.
6. Clinic Participation:

Horsemanship Project:

- To be eligible to compete in any classes at Fair, members must participate in a **minimum of three (3) 4-H riding clinics.**

- **Any horse that will be exhibited at fair must have attended and been ridden in at least one clinic.**
- The 3 workshop requirement can be met by any Gallatin County 4-H horse sponsored workshop including Horsemanship, Working Ranch Horse, Jumping/Dressage, Colt/Green Horse, Reining, or Twisters Drill team riding practices. .
- Horseless clinics are encouraged but do not count toward the 3 riding clinic requirement.

***In addition to the overall clinic requirements, the individual projects below have requirements for the participating members to be eligible to compete at the 4-H Horse Show in that particular project:

Working Ranch Horse Project: (Requirements to compete at county fair).

ALL RIDERS AND ALL HORSES NEED TO ATTEND ONE CLINIC WITH LIVE CATTLE.

- **FEE:** One time Cattle fee. * SEE GCHC INFO SHEET for current fee.
- Level 1:
  - 3 WRH Clinics at least 1 on cattle
  - At least 3 Horsemanship clinics for members in Horsemanship Levels 1 and 2.
  - All first year Level 1 WRH members must attend two of these horsemanship clinics before attending a WRH Clinic.
- Level 2:
  - Completion of WRH Level 1 and Horsemanship Level 2
  - 3 WRH Clinics, at least 1 on cattle
- Level 3:
  - Completion of WRH Level 2 and Horsemanship Level 3
  - 3 WRH clinics, at least 1 on cattle
- Level 4:
  - Completion of WRH Level 3 and Horsemanship Level 3
  - 3 WRH clinics, at least 1 on cattle

*LEVEL 3-4 PARTICIPANTS CAN SUBSTITUTE CLINIC DAY WORKING COWS FOR VERIFIED FIELD DAYS WORKING CATTLE. *Need to send photo or video proof to project leader

Jumping Project:

- 2 jumping clinics required to compete at fair for horsemanship levels 1-3
- 1 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:

- 2 colt to maturity/green horse clinics required to compete at Fair.

Driving Project:

- For attendance requirements check in with the project leader

Twister's Drill Team:

- To be determined by project 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 requirements.**

7. 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.
8. To attend a Horsemanship clinic, you need to sign up 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 on the Required Paperwork Google Form before you sign up.
9. 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 Horseless clinic, unless otherwise specified/approved by the Horse Committee or project leader in advance of the clinic date.
10. Although encouraged, participation in Fair is not required to complete the horse project. To enter the 4-H State Horse Show, however, 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.

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 opportunities 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.
    - There may be exceptions to this. A member can petition the Gallatin County 4-H Horse Committee if they believe they have a circumstance that deems an exception.

CODE OF ETHICS

1. If at any 4-H Horse Project 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 her/his horse and is an endangerment to herself/himself or others, committee personnel will assist that 4-H member in gaining control of the 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, hay, etc. 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 4-H rules.
8. Violation of any of these rules may be grounds for the dismissal of individuals or groups. Infractions will be dealt with 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 4-H 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
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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 and stories 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 ~ Walk/Trot), 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

Project Specific Classes

In addition to the above general classes, the following classes will be open to 4-H members who are enrolled in the project and have met the project specific 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. Pattern - with cow work for Levels 2-4 (may include box, drive, fence turns, circling, roping)
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 Working Ranch Horse, 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 cleaning their horse(s) stall(s) and providing them with fresh water and feed during the fair by 9:00 a.m. and 9:00 p.m. respectively.
5. Water hoses are to be put away when not in use.
6. No two horses may remain unattended in any one stall at any one time.
7. Due to safety hazards, horses cannot be ridden in the barns at the Gallatin County Fairgrounds**.**
8. Riding double will not be allowed.
9. Only horses entered in a horse project are allowed to stall in the horse barn.
10. No bicycles or camping allowed in the barns.
11. No riding in a halter.
12. 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.
13. 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.
14. 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 the care of the member from June 1 of the yearling year through the completion of the five-year project.
15. After June 1st 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)**.** 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.
16. 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.
17. No person other than the exhibitors and show officials will be allowed in the ring while the show is in progress.
18. 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.
19. The judge's decision in all classes shall be final.
20. 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.
21. 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.
22. 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.
23. 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 5th year may enter in English or Western Level 7.
24. 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.).
25. 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
26. 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.).

27. Horses may be used by more than one rider as long as neither the horse or rider competes against himself.
28. Breaking Pattern is considered a fault and not disqualification in all classes.
29. Be prepared for your class.
30. Unsafe or unapproved equipment or clothing will be reason to keep you on the ground.
31. All tie breakers for classes will be in a manner determined by the judge prior to the class beginning. In the event of a tie for High Point awards, both members will be given an award.

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SECTION 5: POLICY CHANGES AND DISPUTES

1. The Gallatin County 4-H Horse Program Policy Manual will be reviewed each fall by the Horse Committee.. Any proposed 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. Votes can be held via phone or email.

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. *****

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: Mission: To facilitate the development of Gallatin County Youth by providing 4H equine experiences which promote the welfare and betterment of members, their horses, and the community.

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 monthly or as needed to accomplish purposes. 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 accessible at the local Extension office. The Extension Agent 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 Gallatin 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