CLERK GUIDE FOR 4-H HORSE CLASSES

1. If you are not a currently enrolled 4-H Leader, you must read and sign the Oregon State University Conditions of Volunteer Service.

2. Dress appropriately for the ring. This includes long pants and boots or hard shoes, and your volunteer shirt. Turn cell phone off when in the ring.

3. Obtain supplies (badge, clipboards, pencils, score sheets, & ribbons) from the volunteer coordinator 15-20 minutes before the judging begins.

4. Be at the gate when class is entering and be prepared to write exhibitor number at the top, right hand corner, when the exhibitor is ready to start.

5. Make notes, as indicated by the judge only, on the appropriate score sheet. If in doubt on a comment by the judge then seek clarification from the judge immediately.

6. **Do not discuss or comment on any horse or exhibitor with the judge.** Do not say anything that might influence the judge. Limit conversation while in the ring. Do not repeat comments made by the judge. Leave what you see and hear in the ring.

7. Do not give instruction or comment to any exhibitor unless given to the whole class and directed by the judge.

8. Excuse yourself from the ring if your child is going to be an exhibitor in that ring. Obtain another clerk to take the entire class.

9. Watch for hazardous situations and conduct the class accordingly.

10. Follow orders as directed by the judge. Check with the superintendent on any abnormal situation(s).

11. Indicate on the score sheet whether scores indicate a blue, red, white, or participant (rainbow) ribbon. Refer to the breakdown of scores taped to the clipboard to reference award to be given.

12. Have the judge initial the score sheet in the bottom left corner.

13. Hand out ribbons, or ask one of the stewards to do this, as you call out the exhibitor’s numbers & award earned (i.e. #153 Blue).

14. Excuse the exhibitors from the ring after their numbers and awards have been announced.

15. Give completed score sheets to the gate person for pick up by office runner after class has been dismissed.

16. After judging is completed, return supplies to the volunteer coordinator or livestock office.