GATE 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. Report to volunteer table at least 20 minutes before the first class is scheduled to start. Obtain your supplies (badge, clipboard, pencils, and gate sheets) from the volunteer coordinator.

3. Attire should be clean and neat. Boots or hard-soled shoes are preferred.

4. Exhibitors should come to you to check in for their class. When they check in let them know how much time they have before their class begins and ask them to stay in the general area. If an exhibitor does not check in, you should have his or her name and number announced over the PA system by someone in the livestock office.

5. You are responsible for opening and closing the gate as needed for each class to enter and exit the arena.

6. Let the judge and clerk know when all exhibitors are present for the next class. Class does not start until all exhibitors are accounted for.

7. If an exhibitor has scratched or been moved to another class, indicate this on the gate sheet.

8. The clerk will give the completed score sheets to you after the class is over. A runner will pick up the score sheets and corresponding gate sheet at the end of each class.

9. After judging is complete, return supplies to the volunteer coordinator or livestock office.

10. Watch for hazardous situations around the gate area and handle accordingly. Report any problems with spectators (interference, coaching, etc.) to the livestock office.

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