

Dear 4-H Horse Court Applicant,

Thank you for showing interest in the future of the 4-H Horse Program. As a 4-H Horse Court Member you will have the opportunity to represent the Oakland County 4-H Horse Program at the county level.

4-H Horse Court is divided into two age divisions: Senior and Junior. There are six court positions, per age division, to be filled: King, Queen, Prince, Princess, Duke, and Duchess. Enclosed are instructions for creating your written applications. During the next few months, you will also take a written test, have an interview with the selection committee, and exhibit your equestrian skills at the 4-H Horse Court Show.

If you are selected, you will receive awards to recognize your hard work and accomplishments. Along with the privilege of being a Horse Court Member, you will have duties including collaborating with others to promote 4-H, sharing your knowledge and experience with 4-H youth, and working as a team to secure the future of the royalty program. Good Luck!



**MSU EXTENSION**  
**Oakland County**

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Sincerely,

The 2014-2015 4-H Horse Court

**Important Dates:**

Application postmarked on or before: Saturday, April 25, 2015

Test and Interview: Wednesday, May 13, 2015, 6:00 p.m.

4-H Horse Court Show: Saturday, May 23, 2015

Final 2013-14 4-H Horse Court Meeting: Wednesday, June 10, 2015

Oakland County Fair July 3-12, 2015

**If you are not available for the Test, Interview, 4-H Horse Court Show or Oakland County Fair, please do not submit an application.**

Incoming court members are encouraged to attend the final **2014-2015** 4-H Horse Court meeting in preparation for Fair.

If you have questions, please contact Mary Grace Schmid, **2014-2015 Senior 4-H Horse Court Queen at (248) 212-2592 or email at: [schmidmary16@gmail.com](mailto:schmidmary16@gmail.com)**

## **4-H Horse Court Application Instructions**

The first requirement of the 4-H Horse Court contest is to submit an application.

### **Please:**

- Use a clear report cover
- Print no larger than 14 point font and no smaller than 12 point font
- Include pages of creative endeavors (pictures, drawings, etc), but no more than two

Your application must include the following:

- Letter of recommendation from your 4-H club leader
- Participation contract
- Personal information
- Total number of pages should not exceed 12.

The application should include the following:

- A list of your horse related accomplishments and activities.
- A list of your 4-H activities not related to the horse project area.
- A list of your participation in areas outside of 4-H.
- What qualities you will bring to the 4-H horse court area this year and how will this benefit the 4-h horse project area?
- Why you think 4-H Horse Court is an important part of 4-H?
- In 400 words or less, include some background on you and your horse.

Applications need to be delivered to Debbie Morgan at Discovery Day (SOAC) or postmarked by April 25, 2015 and mailed to:

Debbie Morgan  
MSU Extension 4-H - Oakland County  
North Office Bldg. – Bldg. 26E  
1200 N Telegraph Road  
Pontiac Michigan 48341

### **Applicants must be willing to:**

- Be present for an interview with the selection committee.
- Take the written test. Junior test is based on Achievement Levels 1-3. The Senior test is based on Achievement Levels 1-6.
- Participate in the 4-H Horse Court Show. You will be judged on Fitting and Showing, Equitation, and Patterns in the seat of your choice.
- Attend the 2015 Oakland County Fair.

For more information, see the 4-H Horse Court Guidelines included at the end of this packet.

## **PERSONAL INFORMATION**

Name: \_\_\_\_\_ 4-H age: \_\_\_\_\_

4-H Club: \_\_\_\_\_ Birthday \_\_\_\_/\_\_\_\_/\_\_\_\_

Check one: \_\_\_\_\_ Senior (15 – 19 years of age)

\_\_\_\_\_ Junior (9-14 years of age)

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Member's Signature: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Club Leader's Signature: \_\_\_\_\_

## **Benefits of Being a 4-H Horse Court Member**

- Receiving recognition of your contribution by others who share your interest.
- The honor of working with certified judges as ringmasters and announcers.
- Opportunity to work with other horse people as a team, putting on demonstrations, clinics, and other activities.
- Opportunity for leadership and teambuilding experience, and other important life skills

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Debbie Morgan  
MSU Extension 4-H – Oakland County  
North Office Bldg. – Bldg. 26E  
1200 N Telegraph Road  
Pontiac Michigan 48341

# **Participation Contract**

## **As a 4-H Horse Court member you will be expected to:**

- Attend as many of 4-H Horse Court meetings and activities as possible (See attendance responsibilities under 4-H Horse Court Guidelines).
- Be dressed in proper attire when representing 4-H Horse Court.
- Help during the week of Fair when possible (ringmaster, announcer, gatekeeper, etc).
- Officiate opening ceremonies each morning (Monday-Sunday) during Fair.
- Host an activity during the week of Fair (parent fun show, bonfire, sing-along, etc.)
- Participate in state and local functions such as parades, State and Delegate Shows, Teen Leader workshops.
- Visit 4-H horse clubs and attend events to promote the horse project area and 4-H Horse Court (give a demonstration, clinic, project, etc.)
- Participate with 4-H Horse Court members in hosting a horse project by putting on a clinic or show at Discovery Day in May.
- Participate with 4-H Horse Court members and Horse Council in hosting the Equestrian Awards Ceremony.
- Have a thorough understanding of the 4-H Horse Court Guidelines.

**I have read the 4-H Horse Court Guidelines and, by signing below, I commit to following these rules and their deadlines. I also promise to follow through with my responsibilities as outlined above.**

**Member's Signature:** \_\_\_\_\_

**I have read the 4-H Horse Court Guidelines and by signing below I commit to assisting my son/daughter in following these rules, expectations and their deadlines. I also promise to oversee the activities of 4-H Horse Court, should my son/daughter be chosen.**

**Parent's Signature:** \_\_\_\_\_

# Horse Court Guidelines

## I. Eligibility

- A. Applicant must be enrolled in a Oakland County 4-H Horse Club and must complete an application, submit a written recommendation from your club leader with the application, take a written test, interview with a panel of judges, and compete in the designated 4-H Horse Court Horse Show in Horsemanship, Patterns, and Fitting & Showing.
  - 1. Junior Court – 4-H ages 9-14. Once selected, Junior King and Queen cannot apply again.
  - 2. Senior Court – 4-H ages 15-19. Once selected, Senior King and Queen cannot apply again.
  - 3. Senior Court consists of King, Queen, Prince, Princess, Duke, and Duchess. Junior Court consists of King, Queen, Prince, Princess, Duke, and Duchess. If there are not enough males to fill the King/Prince/Duke positions, the court will be rounded out with top scoring female applicants. This rule also applies in the case that there are not enough females. If there are not enough Senior applicants to fill all six positions, extra Junior court members will be allowed for a total of 12 members. Also applies in the case there are not enough Junior members.
  
- B. Horse
  - 1. Must be a project animal recorded on contestant's Fair Horse Verification form.
  - 2. Only one horse may be used at the 4-H Horse Court Show, i.e. cannot use *Horse One* for Showmanship and *Horse Two* for Pattern.
  
- C. Advisors
  - 1. The previous year Senior or Junior King and Queen are eligible for "Advisor" positions. These positions do not require application to the 4-H Horse Court contest.
  - 2. The Advisors may attend 4-H Horse Court meetings and activities and are responsible for assisting the incoming court as needed.

## II. Responsibilities

- A. As a 4-H representative, appropriate language and behavior is expected at all times.
- B. At Fair:
  - 1. Officiate opening ceremonies (pledges and announcements) each morning (Monday-Sunday)
  - 2. Participate in Opening Parade Ceremony the first Monday of Fair or an alternative date selected (if weather is inclement).
  - 3. Host an activity during Fair (parent fun show, bonfire, sing-along, etc)
  - 4. Help when possible (ringmaster, announcer, gatekeeper, etc).
- C. Monthly Meetings
  - 1. 4-H Horse Court meets on the second Wednesday of each month at 6:00 PM at Springfield Oaks Activity Center.
  - 2. Members may miss a maximum of two meetings without parent representation. An additional two meetings may be missed if a parent attends in the member's place.
- D. Reporting to 4-H Horse Council
  - 1. 4-H Horse Council meets on the Second Wednesday of each month at 7:00 p.m. A maximum of two court members will address 4-H Horse Council each month and present a report from the 4-H Horse Court meeting. This responsibility should rotate to include all 4-H Horse Court Members over the course of the year.
- E. Partake in activities such as: parades, demonstrations, fundraising, and securing sponsorships.
- F. Join in state and local functions such as State and Delegate Shows or Teen Leader Workshops.
- G. Visit 4-H clubs and attend events to promote the Horse Project Area and 4-H Horse Court (give demonstration, clinic, project, etc.)
- H. Help host a Horse Project by putting on a clinic or exhibit at 4-H Discovery Day.
- I. Help host the Oakland County Equestrian Awards ceremony.

### III. Incoming 4-H Horse Court Contest

- A. **4-H Horse Court members and their parents** are responsible for planning and carrying out the following year's incoming 4-H Horse Court contest.
- B. Application and cover letter
  - 1. Must be available by the Equestrian Awards ceremony and contain dates for application deadline, test and interview, and horse show date.
  - 2. Reserve facilities for test, interview, and riding classes.
- C. Test – same time and place as the interview
  - 1. Outgoing Senior King or Queen create the Senior written test. The test usually has 100 points. The outgoing Junior King/Queen create the Junior test. Both tests are **written with the supervision and approval of one Horse Council adult not personally involved with the contestants.**
  - 2. Senior test material is taken from Achievement Levels 1-6. Junior test material is taken from Achievement Levels 1-3.
  - 3. **Tests will be corrected by administering King/Queen with supervision and approval of one 4-H Horse Council adult not personally involved with the contestants.**
- D. Interview – same time and place as test
  - 1. Provide refreshments
  - 2. Each personal interview may last a maximum of ten minutes.
- E. Riding Competition
  - 1. Judged at the 4-H Horse Court Show by two or three judges.
  - 2. Pattern will be made by lead judge and will consist of maneuvers such as: turn on the hindquarters, circles, lead changes, figure eights, diagonals.
  - 3. 4-H Horse & Pony Project Show Rules and Regulations will apply.
- F. Awards & Prizes
  - 1. Designate a chairperson to order prizes:
    - a. Contact Fair Chairman of Trophy & Ribbons Committee to order ribbons, sashes, tiaras or belt buckles needed. (Belt buckles may need to be handled differently). Note: **Fair Board must approve cost of these awards before they are ordered.**
    - b. Tiaras or belt buckles for King, Queen, Princes, Princess, Duke, or Duchess. All court members receive a sash.
    - c. Order gifts for all volunteer judges (interview and show).

- d. First place ribbons for: application, test, interview, showmanship, horsemanship, and pattern high point winners.
  2. Contact 4-H Extension office to order plaques for incoming court
- G. Sponsorships & Fundraisers
1. Used primarily for recognition of incoming court.
  2. Every 4-H Horse Court member is requested to ask for donations of goods or cash from area merchants and businesses to be used for new 4-H Horse Court member's awards.
  3. Each Oakland County 4-H horse club may be asked for a donation.
  4. 4-H Horse Council allocates approximately \$400.00 in their budget towards 4-H Horse Court; receipts must be submitted to Horse Council Treasurer for reimbursement of expenses. No purchases are to be made without approval from 4-H Horse Council or the Fair Board (Ribbon & Trophy Chair).
  5. 4-H Horse Court will keep records of funds collected from contributions and fundraisers, which are deposited by the 4-H Horse Council treasurer.
- H. Thank you notes
1. Appoint one person to record name, address, type of donation, etc. of sponsors and make sure they are thanked in writing. Include parents and other volunteers who help run the contest.
- I. Secure Judges
1. Application Judges – 2 or 3 needed. Ideas: English teachers, professors, someone with a good understanding of grammar and composition, preferably with some knowledge of horses, 4-H, or showing.
  2. Interview Judges – 2 or 3 needed for each of the Senior and Junior division. Ideas: 4-H leaders or volunteers from other counties, veterinarian technician, veterinarian, farrier, breed organization member, business people with some knowledge of horses.
  3. Show Judges – 2 or 3 chosen with assistance from 4-H Horse Council from the Michigan 4-H Horse Judges List.
- J. Arrange Crowning Ceremony
1. Announce placings and crownings first day of Fair.
  2. Present plaques at closing ceremony of Fair.



## **IV. Parental Involvement**

- A. Parents of 4-H Horse Court members are responsible for overseeing the planning and carrying out of events and meetings, including arrangements and planning for the incoming 4-H Horse Court.

## **V. Dress Code and Colors**

- A. Casual – 4-H Horse Court polo shirt, khaki pants, western belt and buckle, western hat, crown and sash.
- B. Colors for stall decorations and occasions where color is representative: Senior Court will use green and silver; Junior Court will use blue and silver.

## **VI. Officers**

- A. Senior King and Queen will act as Co-Chairs.
- B. Senior Prince and Princess will act as Co-Vice-Chairs.
- C. Secretary – by election of court members
  - 1. Secretarial duties include taking minutes at meetings, sending out a newsletter each month (u.s. mail or e-mail) and creating a phone tree, if necessary.
- D. Treasurer – by election of court members
  - 1. Treasurer's duties include recording 4-H Horse Court income and expenditures and reporting to Horse Council for approval.

## **VII. Score Keeping**

- A. Applicants will be judged and receive points based on their placing in each of the following areas: Application, Written Test, Interview, and 4-H Horse Court Show (which included Showmanship, Horsemanship, and Pattern).
  - 1. Parents of Senior King/Queen (or other court parent whose child is not competing) should create and maintain a master form and keep running tallies of scores with envelopes for each applicant's papers and record all points from all six areas.
- B. Six categories include: Application, Interview, Test, Horsemanship, Showmanship, and Patterns.

- C. In the event of an overall tie, the tiebreaker will be based on the scores of the written tests. In the event of a tie in any category, the tiebreaker will be made by the lead judge in that category in both Senior and Junior areas. The Senior King and Queen should list the priority of questions; i.e. if there is a tie on the test then the person who had the first priority question correct is the winner. If both are correct on the first priority questions, then the second priority question is the tiebreaker, etc. if two contestants tie getting 100% on the test, then the Application score becomes the tiebreaker, then the Interview, then the Pattern, then the Horsemanship, then the Showmanship.
- D. The Senior and Junior Courts will each consist of the top six cumulative point earners in each division.
- E. All original scores should be placed in a notebook to be kept from year to year, passed down from Secretary to Secretary. All judges' cards should be kept in the notebook for one year.

### **VIII. 4-H Horse Council Liaison to 4-H Horse Court**

- A. One volunteer 4-H Horse Council member provides guidance and helps facilitate communication between 4-H Horse Court and Oakland County 4-H Horse Council.

## Application Process Checklist

### TASK

### COMPLETED?

APPLICATION (Not exceeding 12 pages, include listed below)	
Personal Information Page	
Participation Contract	
Letter of Recommendation	
List of Horse Related Accomplishments & Activities	
List of 4-H Activities Not Related to the Horse Project Area	
List of Participation in Areas Outside of 4-H	
Your Qualities & How They Will Benefit the Horse Project Area	
Why 4-H Horse Court is Important to 4-H	
Background Information on You & Your Horse (Not to exceed 400 words)	
Creative Pages (Not exceeding two)	
SUBMIT APPLICATION BY DUE DATE	
WRITTEN TEST	
RIDING TEST	