

In-Gate Attendant Guide for 4-H Horse Classes

1. Read and sign the Volunteer Agreement form
2. Attire should be appropriate for the ring (clean and neat.) Boots or hard-soled shoes are preferred. Sandals are not allowed.
3. Be familiar with show procedure and etiquette.
4. Obtain the necessary supplies from the show office. You will need a clipboard, pencils, class-sheets, and a radio.
5. Assemble the classes promptly. Make sure they are ready to enter the arena when called.
6. On each class-sheet, check off exhibitors that are present. Cross off the names of those who do not appear.
7. Relay to the show office any changes to the class.
8. If an exhibitor's name does not appear on the class-sheet, do not let that exhibitor enter the ring until you have checked with the show office.
9. When the judge or ring steward indicates, open the gate and let the exhibitors enter. Close the gate when all exhibitors are in the ring.
10. **Gate holds should be strictly enforced.** There is a standard one-minute gate hold unless prior arrangements have been made with the show office.
11. Watch for hazardous situations around the gate area and handle accordingly. Particularly, do not allow dogs or children in strollers near the gate area.
12. Do not let other contestants come up to watch classes at the gate.
13. Monitor spectators to make sure they are not disturbing the class and that they are not providing any instruction to the exhibitors. Report any problems to the show office.
14. Any time the gate is open, be prepared to close it if a horse gets loose.
15. When done, return all class-sheets and supplies to the show office.

THANK YOU FOR HELPING!