

**Ring Clerk 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. **Do not discuss or comment on any horse or exhibitor with the judge.** Say nothing that might influence the judge. Limited conversation is preferred while you are in the ring.
5. Do not repeat any comments made by the judge. Leave what you see and hear in the ring.
6. If judges need to confer, stay away until they are done.
7. Give no instructions or comment to any exhibitor unless given to the entire class or unless directed to do so by the judge.
8. Obtain clipboard, pencils, and appropriate scoresheets from the show office before judging begins.
9. Write the number of each exhibitor on the top of the scoresheet. (This may be done as exhibitors enter the arena or as they do their patterns depending on the judge's preference.)
10. Circle the appropriate age division at the top of the scoresheet.
11. Write the Judge's comments on the scoresheets. If in doubt on a comment, ask for clarification.
12. Follow orders as directed by the judge. Check with the show chairman on any abnormal situation.
13. Write the judge's score on the scoresheet and indicate whether the score in a blue, red, or white ribbon.
14. Have the judge initial each scoresheet.
15. After judging is completed for a class, give the scoresheets to the announcer.
16. When you are done, return all materials to the show office

**THANK YOU FOR HELPING!**

**Blue 85+**  
**Red 70-84**  
**White 69-**