4-H Horse Show
Organizational Guide

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Table of Contents

The following information is intended as a guide and not as an all-inclusive manual. It is recommended that show managers obtain and be familiar with the Colorado 4-H Horse Rule Book and county 4-H rules and regulations governing horse shows.

Page

4-H Philosophy .......................................................................................................................... 3
  4-H Horse Project Goals ........................................................................................................ 3
  Use of the Name and Emblem of 4-H Club Work .............................................................. 3
  Horse Humane Policy Statement ......................................................................................... 4
  Protective Headgear Policy ................................................................................................. 4

Showing by Age vs. Showing by Level vs. a Combination ....................................................... 5

Arena Safety Issues ............................................................................................................... 7

Timetable ................................................................................................................................. 8

Summarized Timetable .......................................................................................................... 12

Job Assignment List .............................................................................................................. 13

Job Descriptions .................................................................................................................... 14

Equipment Checklist ............................................................................................................ 26

Computing High Point Scores ............................................................................................... 27

Sample Judge Contract .......................................................................................................... 29

Sample Show Bills ................................................................................................................ 30
  By Age & Level ..................................................................................................................... 30
  By Age ................................................................................................................................ 31
  By Level .............................................................................................................................. 32

Sample Pre-Registration ........................................................................................................ 33

Sample High Point Score Sheet ............................................................................................. 34
4-H Philosophy

4-H Horse Project Goals

(Excerpt from the Colorado State 4-H Horse Show Rule Book. The rule book provides uniform regulations and procedures for conducting 4-H horse activities in Colorado and should be used to govern a 4-H Horse Show.)

A major goal of the 4-H youth development program is to build and strengthen the youth’s character. Good sportsmanship is essential in 4-H Horse Project competition.

The 4-H Horse Project is designed to emphasize youth development. The program emphasis is on the rider and skills he or she has learned and applied. The horse is a vehicle used to reflect the knowledge and skill learned by the rider. The 4-H Horse Project is a learning experience.

The rules in the Colorado State 4-H Horse Show Rule Book encourage judging and competition that reflect the standards of skills and abilities in horsemanship emphasized by the Colorado 4-H Horse Program.

Remember:
- The 4-H member is more important than the project
- The 4-H member should be their own best exhibit
- A blue ribbon 4-Her with a red ribbon exhibit is more desirable than a red ribbon 4-Her with a blue ribbon exhibit.
- The 4-H motto “To Make the Best Better” implies 4-H members should continue to learn and grow and make their best efforts better through educational experiences!

Use of the Name and Emblem of 4-H Club Work

Federal law regulates use of the name and emblem of 4-H Club Work. This law states that only activities or programs under the supervision of Colorado State University Cooperative Extension may use the name and emblem of 4-H Club Work. Therefore, any local, county, district, area or state 4-H horse show must have the approval of Colorado State University Cooperative Extension through county, district or state personnel.

Show or events sponsored by other organizations or individuals, and shows that do not provide separate classes for 4-H members are not permitted to use the name and emblem of 4-H Club Work. In such cases, the title “Junior Horse Show” or a similar name should be used.
4-H shows are for youth 8 years of age and not yet 19 years old as of January 1 of the enrollment year. Classes, such as lead line for youth less than 8 years of age, cannot be offered at a 4-H show.

**Horse Humane Policy Statement**

It is the responsibility of every 4-H member to ensure that proper care is taken of their horse according to acceptable methods of good equine husbandry as set forth by Colorado State University Cooperative Extension and the Colorado Department of Agriculture. A healthy horse requires sufficient food, water, shelter and correct health care. Cruel and inhumane training methods are not appropriate in the Colorado 4-H Horse Program. Specific equine husbandry guidelines and humane training methods are provided in the Colorado 4-H Horse Project manual.

**Protective Headgear Policy**

A certified equestrian helmet with safety harness fastened in place is required in over fences classes. It is the responsibility of the parent or guardian of the 4-H member to see that the headgear worn complies with such standards and is in good condition. The state 4-H office encourages the use of safety helmets in all equine events. Protective headgear may be used in all classes and shall not be discriminated against.
Showing by Age vs. Showing by Level vs. a Combination

There are two different ways to put together a 4-H sanctioned show, by age or by level. The important thing is to be consistent and to review the show bill with volunteers and your judge prior to the show. Check with your County’s Extension Agent in charge of the horse project and/or a member of your horse advisory committee to see if there is a standard, required or preferred way of putting on a show in your county.

Showing by Age

Pros
- Historically, this is the most common way of putting together a horse show bill.
- Children compete only with those that are the same age as they are.
- Showing by age is the way all horse shows, outside of 4-H, are run since they do not have the level system in place.
- Age is easy to determine.
- If you are opening your show to the public, you will not have the confusion of letting those who have not “level tested” participate in your show.

Cons
- Beginning riders will be competing against advanced riders.
- Awards will be given to the most competitive member, making it difficult for beginning riders to get rewarded for their effort.
- The potential to get an overwhelming amount of participation in a certain age division is more likely. For example, if fifty 11-13 year olds show up, these classes will be extremely large and unwieldy to handle. Be prepared to break up classes into heats or sections.

Showing by Level

Pros
- Beginning riders will be competing against riders at their own levels.
- Awards will be given by advancement level instead of age, so members will have a greater chance of being rewarded for their hard work.
- Advanced riders will be pushed to do well since they will be competing against other advanced riders.
Cons

- This is a new way of putting together a show, so detailed explanations for parents and members will be needed.
- A Level 1 eight year old would end up riding against a Level 1 sixteen year old.
- You will need to know what level members are riding to ensure that they are placed in classes appropriately. Develop a plan to deal with this issue prior to show day.
- If you are opening your show to the public, you will have confusion regarding allowing those who have not “level tested” participate in your show and what class to place them in. These shows are not appropriate for the general public and should be limited to 4-H members only.

Showing by Age & Level

Pros

- The 4-H State Fair uses this method.
- Children compete only with those that are the same age as they are.
- Beginning riders will be competing against riders at their own levels.
- Awards will be given by advancement level and age, so members will have the greatest chance of being rewarded for their hard work.
- Advanced riders will be pushed to do well since they will be competing against other advanced riders.
- The potential to get an overwhelming amount of participation in a certain age division is less likely. For example, if there are fifty 11-13 year olds and fifteen are beginning riders, fifteen are Level 1 riders, ten are Level 2 riders and ten are Level 3 & 4 riders, you will be able to break classes down evenly into smaller classes.

Cons

- This is a new way of putting together a show; so detailed explanations for parents and members will be needed.
- You will need to know what level members are riding at as well as age to ensure that they are placed in classes appropriately. Develop a plan to deal with this issue prior to show day.
- If you are opening your show to the public, you will have confusion regarding allowing those who have not “level tested” participate in your show and what class to place them in. These shows are not appropriate for the general public and should be limited to 4-H members only.
Arena Safety Issues

Show management should consider the issue of arena safety when selecting a venue for their show. Show management must consider several factors such as the size of the show, condition of the arena and surrounding area, as well as minimizing dangers the day of the show.

The size of the show can affect the arena safety. Class size should be kept to a manageable level, depending on the size of the arena and experience of the youth. If classes become too large for the arena over crowding can occur. This is dangerous for the exhibitors and can make it more difficult on your judge to effectively evaluate the class. If the show management feels a class is going to be too large, it is appropriate to split it into heats or sections. The judge may then select several individuals from each heat to return for a final go. This is a common problem in classes where all contestants are in the arena at the same time and required to ride on the rail.

When considering facilities make sure they are in good repair. Gates, fences and other equipment should be in workable condition. If gates do not close properly or rails on the fence around the arena are loose or have pieces protruding, they can be hazardous to both horse and rider. Consider the condition of the footing in the arena. If arenas are too deep, footing will be hard on the horse’s ligaments and may not be appropriate for certain classes. If the arena is too compacted this may also be dangerous to the horse and not appropriate for certain classes. The area around the arena should also be considered. Be sure that the trailer parking area is free from debris and there is plenty of room. You may want to consider having some stalling available for those horses that cannot be trailer tied.

Show management should consider arena safety when hanging banners and signs. If they are to be hung, make sure they are secure, so they will not flap in the wind and cause horses to “spook.” If this is not possible, find a different location for them away from the arena. It is advisable to use weighted flags to minimize flapping and the chances a horse will react.

While showing, contestants should be reminded to leave space between them and other horses when leading and riding. Have the announcer ask riders to spread out into open spaces on the rail when they bunch up during a class. Remind riders to pass on the inside and not between the rail and other horses. Have red ribbon available, so riders who have horses that kick can tie it in the tail, to notify others of possible danger.

People should not run on foot or mounted during a horse show. People running on foot can scare horses both while in the class or outside of the arena. People on horses should not canter or trot their horse except in the designated warm-up area. When mounted, the horse should be saddled and in an appropriate bridle. Riding in a halter or
bareback should be discouraged at shows. It is not appropriate for riders to ride double at a horse show.
Timetable

As soon as possible

Set Date
In setting your event date, consider conflicts with other 4-H events and breed and color shows. Consult your county 4-H calendar for upcoming events. Gather your planning committee and assign responsibilities to the members. Start fundraising early to help determine your budget and entry fees. Large sponsors could be included on the show bill.

Minimum Recommended Time Table

4 months prior to show

Reserve Arena
Call early. Make sure the arena is in a suitable location and setting for the show. Confirm availability of lights, bathrooms, practice arena, trail class area, telephone, public address system, office area, parking area, gate, bridge, logs, rails, jumps, cones, barrels, chutes for cattle, special equipment, etc. Get a signed contract or letter stating the event date and the responsibilities of each party, i.e., arena will provide...or 4-H club will pay... including use of tractors to drag the arena before and during your show. You may want to check with your County Extension Office or breed associations for a sample contract and on liability issues.

Contract Judge or Judges
Select judge(s) (arena and trail, if necessary) from outside the County. This is recommended to minimize the chance that contestants are acquainted with the judge. A great place to look for qualified judges is on the CSU Equine Extension site found at www.equineextension.colostate.edu. Check on each judge’s suitability based on past performances and recommendations. Confirm judge’s fees ($100 to $150 is typical for 4-H, plus mileage and meals). Send judges the county and state rule books with important rules highlighted. Discuss appropriate judge attire. Confirm with the judge who will provide patterns, ring steward, etc. Write a letter or have the judge sign a contract confirming the details you have agreed upon (show date, where, fee, etc.). See the enclosed sample judge contract for ideas on how to create your own.

If the Judge is to provide patterns discuss whether or not you would like the patterns mailed to you before the show so that they may be copied and posted prior to the judge’s arrival or if you would just like the judge to bring patterns with them. Sometimes it is difficult for judges to develop a trail pattern in advance, as they are unfamiliar with the equipment available from show to show.
Proposed Show Bill
For 4-H classes available, see the Colorado 4-H Horse Rule Book. State 4-H rules mandate that no one under the age of eight may ride/handle a horse in a 4-H sponsored show. On the show bill, list the date, place, time, judge(s), fees, classes, show manager, contact phone number, show secretary, return address, “check payable to...” and additional helpful points of information such as water availability, parking, special rules, etc. A response time of a minimum of 21 days should be allowed for pre-registrations. Keep the show bill as simple as possible. See the enclosed example show bills. (If a sportsmanship award will be given, a committee should be appointed and criteria established before the show).

3 months prior to the show

Job Descriptions
Adults should hold the following assignments: Show manager, show secretary, office help, arena manager, trail and ring stewards, announcer and cleanup. In addition to these adults, you should also have a ribbon handler and at least two runners. You may also need a concession manager and a fundraising/donation coordinator. Brief each person on the job they’ve been assigned or volunteered for. It is best if you can give them written instructions about their responsibilities. Put experienced or trained people in key slots such as the in-gate, show secretary, ring and trail stewards and announcer.

Final Show Bill
It is beneficial to have a review committee look over your show bill. This committee should include someone who is familiar with state and county 4-H rules to be sure it is accurate, consistent, and compliant with those rules before printing.

The designated person on the planning committee should send out show bills to everyone who is eligible to show at your event. Furthermore, if the show is open to anyone, hang a poster and leave some extra flyers at your local feed stores to helpful advertise the show. Do not forget to drop some entry forms off at your County Extension Office for further distribution. If you would like to invite 4-H members from outside your county ask your Extension Office to help you facilitate distribution of the show bills to neighboring counties.

6 weeks prior to show

Order Ribbons
Most ribbon companies would like to have at least 4-6 weeks to prepare an order. Don’t put the date of the show on the ribbons if the leftover ribbons are to be used in the future. Order one set per class for placing at least first through
5th or 6th. No extra ribbons should be necessary, unless you anticipate splitting classes.

High point awards can be given in each age group/level/division competing at the show, e.g., Western, English, Level 1, Level 2, 10 & under, 11-13 etc. or whatever is appropriate for your show’s arrangement. Overall highpoint is optional at the discretion of show management. Reserve high point and other prizes can be given at the discretion of show management. Prizes including special awards should be listed on the show bill.

Order Special Prizes and Numbers
Try to get donations for prizes and contestant’s back numbers. Keep equivalent awards equal in value. Local feed stores are sometimes willing to donate back numbers.

4 weeks prior to show

Consult Materials and Equipment Checklist
Go through materials and equipment list included in this guide or make your own. Know what will be needed and where to find it.

Locate and Reserve Equipment
Test everything before using it. Know the patterns and equipment needed for each. Include some back-up rails, posts, cones etc., in case things change.

One week prior to show

Arena Manager
Check with arena manager one-week prior to show. Make sure everything is still OK and working. Find out who unlocks things, where the keys are kept, who to call if something is wrong and what particular hazards to avoid. Double-check the preparation for the arena – who will do it and how it will be done? Will modifications be available the day of the show?

Call judges and other key people to confirm and remind them of the event.

Review safety and emergency treatment procedures with your volunteers and show management. Determine who will be responsible to maintain control and contact medical professionals if needed.

Day before show

Arena Prepared
Check to see that the arena is prepared as agreed. Leave time for changes if necessary.

**Morning of show**

Start organizing the show office at least 2 hours prior to the start of the show. This gives you plenty of time to get yourself and staff organized and ready to go so that you can help your entrants in a calm, collected, professional manner.

Open the show office one and a half hours prior to the start of the show to take last minute entries (if allowed), make class adjustments, update class lists etc.

Set up the Trail Course

Set up the trail course before the show begins. Insist that no one ride the course prior to its opening. You may need to assign an observer to prevent this from happening. Check with the people assisting with the trail course. Check obstacles against those listed in the State 4-H Rule Book. Be sure to measure distances between and within obstacles, so if the course has to be reset, it will be the same for subsequent riders. Make sure there are no hazards for horses or riders. Be sure you have an experienced trail steward.

Post Trail Course, Showmanship and Riding Patterns

Make sure large, clear representations of the trail course and the riding and showmanship patterns are posted before the show begins. Do not forget to determine with your judge who will be responsible for what patterns and if they should have mailed the patterns to you ahead of time or bring them the morning of the show. Most judges will not want to arrive any earlier than they have to at the show grounds. Post informational signs regarding parking, water, office, etc. at least 2 hours before the show. Sometimes the informational signs can be posted the night before weather and conditions permitting.

**At the end of show**

Post Show Results

Post accurate information about the show placings and awards.

Clean Up the Area

Ask contestants to help by picking up after themselves. Be prepared to assign a clean-up crew to take care of clean-up after the show if it is not included in the facility contract.

Payment of Bills/Contracts

Determine in advance who is responsible for paying the bills associated with the show and see that all bills are given to the person responsible.
Summarized Timetable

Set date as early as possible

4 months prior to show (minimum)
- Reserve the arena.
- Contract the judge.
- Reserve any equipment needed.
- Contract for livestock (if necessary).
- Establish tentative budget to assist in determining entry fees to cover costs.
- Proposed show bill to appropriate review committee for approval.

3 months prior to show
- Send job descriptions to all helpers and people directly involved with the show.
- Bring final show bill to appropriate review committee for approval. (Always have your show bill looked over and proofed by people before distributing). Once approved distribute to perspective contestants as soon as possible.

6 weeks prior to event
- Order ribbons.
- Order special prizes and back numbers for contestants.

4 weeks prior to event
- Consult materials and equipment checklist.
- Locate and reserve equipment.

One week prior to event
- Contact the Arena Manager to review assignments.

Day before event
- Make sure the arena is prepared for show.

Day of the event
- Set up the trail course.
- Post signs for parking, show office, etc. and patterns at least one hour prior to the first class.

At the end of the show
- Post the show results.
- Pay bills.
- Clean up the arena (if not in the contract with the arena).
- Facilitate return of any borrowed equipment.
- Count, record and deposit earnings in the bank.
# Job Assignment List

**Show Date:**

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<th>Name</th>
<th>Phone</th>
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<td>Show Manager</td>
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<td>Show Secretary</td>
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<td>Office Help</td>
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<td>Arena Manager</td>
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<td>Trail Steward</td>
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<td>Arena Judge</td>
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<td>(for Show Manager Only)</td>
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<td>Trail Judge</td>
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<td>(for Show Manager Only)</td>
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<td>Awards Chairman</td>
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<td>Ribbon Handlers</td>
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<td>Clean up Chairman</td>
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<td>Concession Manager</td>
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<td>Fundraising Coordinator</td>
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# Show Manager

1. See checklists and timetable – The show manager is in charge of making sure all responsibilities are covered and taken care of.
2. Check frequently to confirm jobs are getting done. If they are not, follow up with someone to get it done.
3. Brief the judges before the show and be available to clarify rules if needed.
4. Acknowledge sponsors

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<thead>
<tr>
<th>Task Assigned to Whom</th>
<th>Follow up Date</th>
<th>Date Completed</th>
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Show Secretary and Office Help
Must Be Trained

Before the show:
1. Receive pre-entries and payments. Answer calls/questions regarding the show.
2. Check with the show manager that a cash box, receipts and other supplies will be available the day of the show for the show office.
3. Purchases or receives back numbers.
4. Arrange contestants’ numbers in blocks by age/entry classifications, i.e., 10 & under get numbers 1-49, 11-13 yrs old get 50-99, etc.
5. Assign specific people to handle registering specific ages.
6. List pre-registered rider’s names and classes entered by number on the back of their back entry number before show. To assist them in knowing what classes they are in.
7. Review Scoring. Have a scoring procedure well in mind. Use a scoring chart that works. (See section on Computing High Point Scores)
8. List pre-registered riders on the designed score sheet the night before.

During the show:
9. Arrive two hours early.
10. Two extra helpers are recommended in the show office when entries are being taken. They will assist with late registrations and class additions/scratches as well as contacting the announcer, ring steward and gate person when there are changes.
11. Make a list of the riders in each class for the office, for the announcer, for the ring steward and for the gate person.
12. Record placings during the show. It is strongly suggested that a second person double check the placings, as well as the math used, to determine high point.

After the show:
13. Count funds received and record. Give money to person making deposit.

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<th>Age/Level Division</th>
<th>Person in Charge of Registration</th>
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Arena Manager

1. Set up patterns properly for patterned classes.
2. Set up trail course (trail course should state distances between and within obstacles).
3. Bring a 100 ft. tape to measure courses.
4. Assist judge and steward should something need to be changed. Walk through the trail course with the judge and explain distances.
5. The arena manager should look over equipment including logs, jumps and all trail course materials before the show to be sure they are safe for horses and riders. Keep in mind that inexperienced riders will have more trouble.
6. If a course obstacle is brought to attention as a safety hazard (i.e. Jumps being too high), the arena manager should consult with the Show Manager and judges before any contestant attempts the course.
7. Arrange for cattle or goats if needed. Be sure that pens/roping boxes are in working operation before show begins. Ensure stock is being handled properly.
8. Talk with the local hospital and fire department to determine how an injury will be handled in case one occurs.
9. One person cannot be everywhere all the time. Use the following form to assign tasks to volunteers:

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**Announcer**

1. Main role – ensure that all announcements are made in a timely and polite manner. Check to be sure public address system is working.
2. Before the show – consult with the judge and ring steward on how things will be handled:
   a. Calling classes. Radios are recommended for communication between the announcer, ring steward and gate person.
   b. When the last gate call will be given before each class. Once the gate is closed, will late entrants be allowed?
   c. When to change gaits during a class.
   d. How placings will be announced and awards given out.
3. Keep in contact with the show office in case there is an addition or scratch to a class.
4. Work with show manager to announce safety concerns as well as other announcement throughout the day.
5. Use volunteers throughout the day to assist you in keeping in contact with the gate person and show office. Use the following form to record job assignments:

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**Gate Person**

1. Check with the show manager to see if you can bring in each new class on the heels of the previous class.
2. Use the class list to see if the classes are complete. Be sure to record any changes (additions/scratches). If scratches are made at the gate, inform the show office and announcers booth of the change. Additions should not be made at the gate.
3. Before each class, call out names or number to see if all riders are present and ready to enter the arena when the class is called.
4. Delay classes only in an emergency.
5. If there is a required delay or tack change, be sure announcer’s booth is informed so they can announce the delay. Tack changes should be limited to 2 minutes.
6. Give the same information to all contestants.
7. Keep spectators and exhibitors in previous or future classes away from the gate so that those needing to enter and exit the arena will have space.
8. Assist the ring steward in guiding horses in to the ring. Discuss with the ring steward how horses should enter before each new class begins (walk, jog/trot).
Ring Steward & Trail Steward

1. Assists the judge in all matters.
2. Communicates between the judge and the announcer.
3. Records placings and communicates them to the announcer.
4. Has a Colorado 4-H Rulebook in case the judge wants to look up a rule.
5. Watch for safety concerns during classes.

Trail steward only:
1. Work with the judge prior to opening the course to ensure everything is properly measured and marked.
2. When the course gets moved, during rides correct and re-measure the course before allowing another rider to enter.
**Arena & Trail Judge**

1. Hired for their services. Qualified to judge all of the classes the show is offering and familiar with the show structure prior to the show starting.
2. Familiar with the patterns being used for the show.
3. Have a Colorado 4-H Rule Book to review rules.
4. Know whether or not they are checking equipment and horse age requirements prior to the show beginning or if someone else is assigned these tasks.
5. Judge classes, record placings and sign judge’s card. Inform ring steward of placings.
6. Judges decisions are final.

**Trail judge only**
1. Measure the course prior to the first horse going through and make appropriate adjustments according to 4-H rules
Awards Chairman & Ribbon Handlers

1. Order awards well in advance to be sure the company will have enough time to get them done. (reference timetable)
2. Be aware that dating ribbons and other awards leaves any extra ones unusable. You may want to keep ribbons as simple as possible when ordering.
3. Work with your fundraising coordinator to see if anyone wants to donate special awards and how much money you have available.
4. In charge of making sure all ribbons and awards are made and ready to go on show date. Should check with the ribbon company to confirm awards will be ready on time.

Ribbon handlers only:
On the day of the show have several ribbon handlers that are at the gate to hand them out when a class is finished.

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Clean Up Chairman

1. In order to have the use of a facility again, you usually have to leave the grounds the way you found them.
2. Check with the arena manager to find out exactly what the expectations are in regards to clean up. (ie. Empty trash, clean out stalls, where to deposit manure, wash off bleachers, etc.)
3. Contact volunteers to get a commitment ahead of time. After a long show, parents are usually eager to load up and get home. If they have already committed to you, they are more likely to stay.

Volunteer Names

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Runners

1. Things often come up unexpectedly on show day and you need to be prepared.
2. Runners should be available at all times, either in person or on a walkie-talkie.
3. Things a runner might do include: taking placings from the ring steward to the announcer, bringing water to a judge, getting extra ribbons if there aren’t enough, etc.

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Concession Manager

1. Have enough cash to start with to make change.
2. Work with the show manager as to how many people may be attending and how much food to purchase. Always have enough to drink, people often get dehydrated at horse shows.
3. Have condiments and paper products available.
4. Keep a cash box during the show in a safe place.
5. Ask people to volunteer their time to assist in the concession stand.
6. Count and pack up extra supplies. Ask show manager where extra nonperishable supplies should be stored.
7. Compare how much money you have at the end with what you spent on food and your startup funds to determine how much you made on concessions.

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Fundraising Coordinator

1. Make a list of all the businesses that might support 4-H in your county.
2. Decide contact mode: letter or personal visit.
3. Work with the show manager to determine how much money you should spend on postage.
4. Have specific awards in mind for them to sponsor or have levels of sponsorship (i.e., Silver Level - $100, Gold Level - $200)
5. Have a list of past sponsors to show potential sponsors to indicate the community support for 4-H.
6. Come up with a way you can give them something in return. (ie. Announce their name over the intercom during the show, put up a banner on the arena, put their name in the local newspaper, etc.) Let them know ahead of time what benefit they will receive.
7. Always assure sponsors that 4-H is a non-profit 501(c)3 organization and any donation is tax deductible. You can get them a receipt from your local extension agent.
8. If you have other people assisting you, keep track of who they are contacting and when they did it on the chart below. As the coordinator you are accountable for the funds being handled properly.

<table>
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<tr>
<th>Donor</th>
<th>Contacted by:</th>
<th>Date, amount &amp; check number received</th>
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26
Equipment Checklist

Arena
- Tape Measure (100 ft minimum)
- Logs
- Standards
- Jump Cups
- Timing Flags
- Bridge
- Rails
- Paint
- Stake
- Rope
- Gate
- Other Trail items
- Tether
- Cattle
- Other stock
- Paint Dauber
- Hammer
- Cones
- Stop Watches
- Barrels
- Poles
- Flags
- Chalk or Lime
- Chalker

Office
- Numbers
- Safety pins
- Scissors
- Cash box – have start up cash available to make change ($1 bills, $5 bills)
- Note pads
- Clipboards (at least three – for announcer, ring steward & gate person)
- Ribbons & Awards
- Staple gun/Staples
- Paper clips
- Rubber bands
- Ruler
- Entry forms
- Poster board
- Calculators
- Pencils
- Markers (at least 3 colors)
- Score sheets
- Duct tape
- 4-H Rule Book
- Other Rule Books if needed – i.e. AQHA, APHA, AHSA
- Headsets/walkie talkies
- Batteries
Computing High Point Scores

There are several different ways to compute high points scores but the most important thing is to be consistent and to review the scoring procedure and have it written down before the show. Exhibitors and parents will want to know how high points are being calculated. Check with your County’s Extension Agent in charge of the horse project and/or a member of your horse advisory committee to see if there is a standard, required or preferred way of computing high point scores in your county. Here are two examples of how one might choose to compute high point scores.

**Method 1: Balanced**
Simply allocate a set number of points the contestant will receive in correlation to their placing in the class, for example: 1st place = 6 points, 2nd = 5 points, 3rd = 4 points, 4th = 3 points, 5th = 2 points and 6th = 1 point. In this method all classes have an equal number of points available.

**Method 2: Weighted**
When using this method the points for each class are weighted so that classes with more entries are worth more points. The rational is if a class has 15 riders there is more competition than in a class with only 3 riders. A simple example of this would be a class with 15 riders 1st place would receive 15 points, 2nd = 14 points, 3rd = 13, 4th = 12 points, 5th = 11 points, 6th = 10 points while the class with only 3 riders 1st would be worth 3 points, 2nd 2 points and 3rd 1 point.

A simple variations of this method could include setting it up so that classes with less than 10 riders would break down as in the balanced method 1st = 6, 2nd = 5 and so on while classes of more than 10 would be worth more; 1st = 10, 2nd = 9, 3rd = 8 and so on.

Other variations include for classes with 6 riders or less, no points would be awarded for the last place rider. Justification for this is that had there been enough participants to fill the class that the last place person may not have placed thus not receiving any points.

The weighted method helps insure that the horse and rider team is the most deserving and not just the team that enters the most classes.

**What Placings Count?**
Decide ahead of time whether or not you are going to keep track of scores for each horse and rider combination (in case one rider uses multiple horses) or if you will take points on just the rider, regardless of the number of horses used.
**Tabulation:**
High point tabulation is simple for English High Point just add together all the English judged classes for the age group/division. Whoever has the most points wins the High Point. The same process is used when figuring the Western High Points. It may be a good idea to tabulate showmanship into both categories. If you give a written test during the show, much like there is at the state fair, you could add the written test into each high point also. Showmanship and/or the written test can also be used as a tie breaker. It is important to decide what method you will use to break ties ahead of time.

Overall High Point tabulation is simply done by adding together all the English and Western points. The rider or horse and rider combination with the most points wins.

See the sample high point score sheet for an example of how to set up your own score sheet.
Sample Judge Contract

This agreement is entered into by and between ____________________________,
and the ________________________________________________________________
Judge’s Name 
Club/Organization Name

In consideration of the mutual promises made in this agreement and other valuable
consideration, the receipt and sufficiency of which is acknowledged, the Parties agree
as follows:

_________________________ promises to judge ____________________________’s
Judge’s name Club/Organization Name
4-H horse show to be held at the _______________________________
Place
on ___________________ and agrees to judge the complete show.
Show date

In exchange, the _________________________ offers as valuable consideration, lunch
Club/Organization Name
at the show and a $_______ judging fee. A check will be made payable to the judge at
Fee the conclusion of the show and will be considered payment in full.

_________________________
Judge’s Signature

Please give complete address and phone number where you can be reached during
business hours.

ADDRESS: ____________________________________________________________

CITY/STATE/ZIP: ______________________________________________________

PHONE NUMBER: HOME ___________________________________________________________________

                                   WORK ___________________________________________________________________

Please return to: Show Manager, 4-H Club
100 Somewhere Rd.
Nowhere, CO 11111
4-H Club
COUNTY FAIRGROUNDS
100 Somewhere Rd., Nowhere, CO 11111
Saturday JUNE 28, 2003
Overall High Point - Montana Silversmith Belt Buckles & Reserve Awards for all youth age groups (1 horse, 1 rider)

1____ Showmanship at Halter Level 1 8-10
2____ Showmanship at Halter Level 2 8-10
3____ Showmanship at Halter Level 1 11-13
4____ Showmanship at Halter Level 2 11-13
5____ Showmanship at Halter Level 3 11-13
6____ Showmanship at Halter Level 1 14-18
7____ Showmanship at Halter Level 2 14-18
8____ Showmanship at Halter Level 3 14-18
9____ Showmanship at Halter Level 4 14-18
10____ English Equitation Level 1 8-10
11____ English Equitation Level 2 8-10
12____ English Equitation Level 1 11-13
13____ English Equitation Level 2 11-13
14____ English Equitation Level 3 11-13
15____ English Equitation Level 1 14-18
16____ English Equitation Level 2 14-18
17____ English Equitation Level 3 14-18
18____ English Equitation Level 4 14-18
19____ English Riding Control Level 1 8-10
20____ English Riding Control Level 2 8-10
21____ English Riding Control Level 1 11-13
22____ English Riding Control Level 2 11-13
23____ English Riding Control Level 3 11-13
24____ English Riding Control Level 1 14-18
25____ English Riding Control Level 2 14-18
26____ English Riding Control Level 3 14-18
27____ English Riding Control Level 4 14-18
28____ Horsemanship Level 1 8-10
29____ Horsemanship Level 2 8-10
30____ Horsemanship Level 1 11-13
31____ Horsemanship Level 2 11-13
32____ Horsemanship Level 3 11-13
33____ Horsemanship Level 1 14-18
34____ Horsemanship Level 2 14-18
35____ Horsemanship Level 3 14-18
36____ Horsemanship Level 4 14-18
37____ Western Riding Level 1 8-10
38____ Western Riding Level 2 8-10
39____ Western Riding Level 1 11-13
40____ Western Riding Level 2 11-13
41____ Western Riding Level 3 11-13
42____ Western Riding Level 1 14-18
43____ Western Riding Level 2 14-18
44____ Western Riding Level 3 14-18
45____ Western Riding Level 4 14-18
46____ Reining Level 1 8-10
47____ Reining Level 2 8-10
48____ Reining Level 1 11-13
49____ Reining Level 2 11-13
50____ Reining Level 3 11-13
51____ Reining Level 1 14-18
52____ Reining Level 2 14-18
53____ Reining Level 3 14-18
54____ Reining Level 4 14-18

LUNCH BREAK IN BETWEEN ENGLISH & WESTERN CLASSES

***Ties on High Point are determined by Showmanship Score.
Showmanship can be done in either English or Western Attire.

Governed by the Colorado 4-H Rulebook. No Stallions or Dogs Allowed!
Office Charge: $5.00 (per horse and rider)
All Day Fee: $25.00 4-H
4-H member entry fee: $5.00/class (1horse, 1 rider)
Non 4-H member entry fee: $6.00/class
Registration: 7:30am
For more information call: (111) 111-1111

Show Starts: 8:30am
Ribbons 1st through 6th

NO REFUNDS

31
4-H Club  
County Fairgrounds  
100 Somewhere Rd., Nowhere, CO 11111  
SUNDAY, MAY 26 2003

Registration: 8:00 am  
Office Charge: $5.00 (one time only)
Show starts: 9:00 am  
Entry fee: $5.00 (per class)
All day fee $45.00 (1 horse, 1 rider)

Trail course will be open from 10:30am to 2:30am

Trophies for 1st place and ribbons for 2nd thru 6th,
High point and reserve high point awards for four age groups (one rider, one horse)

Governed by 4-H rules  
Arena judge: John Doe  
No refunds  
Trail judge: TBA

Show Schedule

1- Showmanship at Halter  8-10 *  20- Western Pleasure Jr. Horse  Open
2- Showmanship at Halter  11-13 *  21- Western Pleasure Sr. Horse  Open
3- Showmanship at Halter  14-18 *  22- Poles **  8-10 *
4- Showmanship at Halter  19 & over *  23- Poles **  11-13 *
5- Bareback Equitation  8-10 *  24- Poles **  14-18 *
6- Bareback Equitation  11-13 *  25- Poles **  19 & over *
7- Bareback Equitation  14-18 *  26- Barrels **  8-10 *
8- Bareback Equitation  19 & over *  27- Barrels **  11-13 *
9- English Equitation  8-10 *  28- Barrels **  14-18 *
10- English Equitation  11-13 *  29- Barrels **  19 & over *
11- English Equitation  14-18 *  30- Keyhole **  8-10 *
12- English Equitation  19 & over *  31- Keyhole **  11-13 *
13- Hunter Under Saddle Jr. Horse  Open  32- Keyhole **  14-18 *
14- Hunter Under Saddle Sr. Horse  Open  33- Keyhole **  19 & over *
15- Egg & Spoon (during lunch break)  Open  34- Trail - will be held from  8-10 *
16- Western Horsemanship  8-10 *  35- Trail  10:30am to 2:30pm  11-13 *
17- Western Horsemanship  11-13 *  36- Trail  14-18 *
18- Western Horsemanship  14-18 *  37- Trail  19 & over *
19- Western Horsemanship  19 & over *  * Counts For High Point
20- Western Horsemanship  14-18 *  ** Gymkhana events apply to high point only if you show in showmanship, western horsemanship, and trail.

~Jr. Horse is a horse 5 years or younger
~Sr. Horse is a horse 6 years or older

For more information call ~ (111) 111-1111
4-H Club
COUNTY FAIRGROUNDS
100 Somewhere Rd., Nowhere, CO 11111

Saturday JUNE 28, 2003

Overall High Point - Montana Silversmith Belt Buckles & Reserve Awards for all youth age groups (1 horse, 1 rider)

Show Schedule

1 Showmanship at Halter Level 1
2 Showmanship at Halter Level 2
3 Showmanship at Halter Level 3
4 Showmanship at Halter Level 4
5 English Equitation Level 1
6 English Equitation Level 2
7 English Equitation Level 3
8 English Equitation Level 4
9 English Riding Control Level 1
10 English Riding Control Level 2
11 English Riding Control Level 3
12 English Riding Control Level 4
13 Show Hack Level 1
14 Show Hack Level 2
15 Show Hack Level 3
16 Show Hack Level 4
17 Horsemanship Level 1
18 Horsemanship Level 2
19 Horsemanship Level 3
20 Horsemanship Level 4
21 Western Riding Level 1
22 Western Riding Level 2
23 Western Riding Level 3
24 Western Riding Level 4
25 Reining Level 1
26 Reining Level 2
27 Reining Level 3
28 Reining Level 4
29 Barrels Level 1
30 Barrels Level 2
31 Barrels Level 3
32 Barrels Level 4

LUNCH BREAK IN BETWEEN ENGLISH & WESTERN CLASSES

***Ties on High Point are determined by Showmanship Score.
Judge will provide feedback on Showmanship, a Western, and an English class.
Showmanship can be done in either English or Western Attire.

 Governed by the Colorado 4-H Rulebook. 
Office Charge: $5.00 (per horse and rider)
4-H member entry fee: $5.00/class

No Stallions or Dogs Allowed!
All Day Fee: $25.00 4-H (1 horse, 1 rider)
Non 4-H member entry fee: $6.00/class

Registration: 7:30am
For more information call: (111) 111-1111
Show Starts: 8:30am
Ribbons 1st through 6th

NO REFUNDS
EXPRESS CHECK IN!!! - NO WAITING IN LINE TO REGISTER SATURDAY MORNING!
Want to save time and the hassle of signing up for all of your classes when you really want to be warming up your horse or putting the finishing touches on your grooming job? YES? Then here’s the deal.... Fill out and sign the entry form below. Circle the classes on the other side that you want to enter. Mail your entry form with a check or money order made payable to:

4-H Club
c/o Show Secretary
100 Somewhere Rd.
Nowhere, CO 11111

Pre-entries must be received ten days prior to the show, so mail early. Sorry, we cannot be responsible for the U.S. Mail delays. You will receive a phone call to confirm receipt of your entry and then on show day, your packet will be all ready for you with a show # and ALL of your entry cards neatly filled out for you! There will be a special EXPRESS CHECK-IN table line, so there will be no waiting at the entry desk!

Sorry, but no refunds given unless the show is cancelled.

Name:______________________ Name of Horse:_____________________
Your phone number:_____________________________________________
Age Group:_____________
Contestant #:____________ (for office use only)

Express Check In Entry Form
(Don’t forget to circle the classes you want to enter on the other side!)

Total # of classes ____ X Cost/class ____ = $______
($5/class if 4-H member, $6/class if non-member)
OR
*5 classes for a 4-H member qualifies for all day fee $25.00

Office Fee = $5.00

TOTAL CHARGES $______

Paid by check #________________
High Point Score Sheet Sample

Age ____________________

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<th>Show.</th>
<th>Bback</th>
<th>Equit.</th>
<th>Control</th>
<th>Hack</th>
<th>Hship</th>
<th>Riding</th>
<th>Reining</th>
<th>Barrels</th>
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<th>Total</th>
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(For purposes of this publication this sample score sheet is in a portrait orientation. However, for practical purposes and to give yourself more space you will want to create a sheet like this in landscape orientation. You may also want to add a column to rank the total scores.)