



# Equine Policy Book

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# Kitsap County 4-H Equine Policy Book

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## Introduction

### Washington State 4-H Youth Development Program Policy

4-H is the youth development program of Washington State University Cooperative Extension. As the largest youth development organization in Washington, 4-H reaches over 90,000 young people. The 4-H Youth Development Program helps young people and adults put knowledge to work in all of Washington's 39 counties.

4-H teaches life skills that lead young people to become self-directing, positive, contributing members of our society. These life skills include positive self-esteem, effective communication, a sense of responsibility to oneself and one's community, sound decision making, and a strong sense of belonging. These skills give young people the tools necessary for successful adulthood.

The 4-H mission is not reached through one activity or event, but rather through a number of delivery methods that relate to the total concept of youth development. These methods include: leadership, public presentations, judging contests, record keeping, club work, project work, cross-cultural experiences, service learning, school enrichment, adventure learning, and special interest groups.

### Kitsap County 4-H Equine Project

The Kitsap County 4-H Equine Project is a quality project within Kitsap County that teaches life skills to young people. Life skills are taught through care and management of the animal, 4-H Equine club activities, record book work, skills checklists, clinics, Kitsap County Fair, and State Fair. 4-H Equine Project members are encouraged to participate in all of these activities. Those who are too young to participate in this large animal project or who do not have access to an animal are encouraged to participate in the Horseless Equine Project.

### 4-H Equine Project Organizational Chart – Page 40.

### Washington 4-H Ethics Statement

I will be worthy of trust, honor, and confidence.

I will respect all people, including myself.

I will be responsible, accountable, and self disciplined in the pursuit of excellence.

I will be just, fair, and open.

I will be caring in my relationships with others.

I am aware that my actions and decisions affect others, and will be a contributing and law-abiding citizen.

### Equine Leadership Team

The Equine Leadership Team consists of the Kitsap County 4-H Faculty/Staff, Kitsap County 4-H Council Liaison, Equine Project Director and Assistant Project Director, Treasurer, Secretary, 4-H Equine Fair Superintendent, Barn Manager, and Show Manager.

The Equine Leadership Team:

1. Meets prior to the 4-H Equine Project Committee meetings to set the agenda.
2. Presides over the 4-H Equine Project Committee meetings.
3. Provides guidance and leadership for the 4-H Equine Project.
4. Appoints the Assistant 4-H Equine Project Director, Assistant Barn Manager, Assistant Show Manager, Grounds Manager, Equipment Manager, Setup Manager, Awards Manager, and Skills Checklist Coordinator and announces appointments at the November Equine Project meeting.

### DEFINITIONS

1. Equine Project Director: Elected by the 4-H Equine Project Committee. Organizes and coordinates the county 4-H Equine Project.
  - A. Works closely with the 4-H Equine Fair Superintendent to determine needs of the program.
  - B. Works closely with the Kitsap County 4-H faculty.
  - C. Coordinates and facilitates Teen Superintendent Coordinator(s), Judging Coordinator, Knowledge Bowl Team Coordinator and Skills Checklist Coordinator.
2. Assistant Equine Project Director: Appointed by the 4-H Equine Leadership Team.
  - A. Assists the Equine Project Director.
  - B. Learns duties and the responsibilities of the Equine Project Director and would assume the position if the Equine Project Director was unable to complete the term.
  - C. Assists the 4-H Equine Fair Superintendent.
3. Secretary: Elected by the 4-H Equine Project Committee.
  - A. Takes minutes at all 4-H Equine Project meetings, **and** 4-H Equine Leadership Team meetings.
  - B. Transcribes minutes and distributes to the 4-H staff and the Equine Project members.
4. Treasurer: Appointed by the 4-H Equine Project Committee, **with approval of the County 4-H Educator**.
  - A. Maintains checking account and financial records for the 4-H Equine Project.
  - B. Gives a monthly financial report to the 4-H Equine Project Committee and to the 4-H County Council as requested.

- C. Writes checks to pay debts when approved by the 4-H Equine Project Committee.
  - D. Collects and deposits money in the 4-H Equine Project bank account as received.
  - E. Assists as requested in the annual audit of the books as per State 4-H Policy
  - F. Complies with the 4-H fund handling policies of Washington State University 4-H Youth Development Program.
  - G. Prepares an annual budget for approval at the November general meeting.
5. 4-H Equine Fair Superintendent: Elected by the 4-H Equine Project Committee.
- A. Coordinates and oversees Barn Manager, Show Manager, Awards Manager, Grounds Manager, Equipment Manager, and Setup Manager.
  - B. Assists the Show Manager.
  - C. Oversees and is ultimately responsible for barn assignments. Works closely with the Barn Manager to determine barn assignments.
  - D. Attends scheduled meetings of the Kitsap County Fair Board.
  - E. Makes final check before total points are posted.
6. Barn Manager: Under the direct supervision of the 4-H Equine Fair Superintendent and elected by the 4-H Equine Project Committee. The Barn Manager is responsible for:
- A. Overseeing Herdsmanship.
  - B. Overseeing and setting up exercise and lunging schedules.
  - C. Overseeing decorations.
  - D. Handling complaints or problems dealing with barn management and/or activities.
  - E. Overseeing final checkout.
  - F. Work with WSU staff to coordinate Mucky Monday.
  - G. Enforce all equine are un-blanketed from 9:00 a.m. - 9:30 p.m.
  - H. Oversee the maintenance of the road cleanliness.
  - I. Provides and posts Equine Facility Rules.
  - J. Works closely with the 4-H Equine Fair Superintendent to determine barn assignments.
7. Assistant Barn Manager: Under the direct supervision of the Barn Manager and appointed by the 4-H Equine Leadership Team. Assists the Barn Manager.
8. Show Manager: Under the direct supervision of the 4-H Equine Fair Superintendent and elected by the 4-H Equine Project Committee. The Show Manager is directly responsible for:

- A. Scheduling classes within guidelines of policies.
  - B. Arranging for volunteers for the show operation as needed.
  - C. Select Judges and see that the Judges understand the show procedures. Initiates contracts for Judges.
  - D. Oversees task lists for volunteers (Create, update, maintain).
  - E. Scheduling western games events within guidelines of policies.
  - F. Arranging for volunteers for the gaming operation as needed.
  - G. Secures and publicizes current State Qualifying times. Coordinates all arrangements with the Extension office.
  - H. See Attachment B: "How to put a horse show".
9. Assistant Show Manager: Under the direct supervision of the Show Manager and appointed by the 4-H Equine Leadership Team. The Assistant show Manager is directly responsible for:
- A. Oversees task lists for volunteers (Create, update, maintain).
10. Equipment Manager: Under the direct supervision of the 4-H Equine Superintendent and appointed by the 4-H Equine Leadership Team. The Equipment Manager is responsible for:
- A. Care and maintenance of 4-H Equine Project equipment.
  - B. Provides annual inventory to Leadership Team by October 1.
  - C. Checking equipment in and out.
11. Grounds Manager: Under the direct supervision of the 4-H Equine fair Superintendent and appointed by the 4-H Equine Leadership Team. The Grounds Manager is responsible for:
- A. Ensuring the arena is groomed and watered in preparation for each show or event.
  - B. Coordinating and scheduling appropriate equipment is on site as needed.
12. Awards Manager: Under the direct supervision of the 4-H Equine Fair Superintendent and appointed by the 4-H Equine Leadership Team. The Awards Manager is directly responsible for:
- A. Ordering ribbons and awards not supplied by Kitsap County Fair in communication with the 4-H Equine Fair Superintendent as to number and cost.
  - B. Coordinates with Kitsap County Council's Awards Committee for year end awards ceremony.
  - C. Responsible for obtaining fair ribbons supplied by Kitsap County Fair in communication with the 4-H Equine Fair Superintendent and/or 4-H agent.
  - D. Orders and maintains inventory of ribbons for Pre-Fair and Leader's Benefit Shows.

- E. See County website for list of awards and award criteria: <http://ext100.wsu.edu/kitsap/resources/4-h-awards/>

13. Skills Checklist Coordinator: Under direct supervision of the 4-H Equine Project Director and appointed by the Equine Leadership Team. The Skills Checklist Coordinator is directly responsible for:

- A. Communicating with the 4-H Equine Fair Superintendent and Club Leaders to identify which 4-H members need to accomplish a Skills Check.
- B. Assigns technicians to clubs to ensure youth members can meet the checklist deadline.
- C. Oversee a training program a minimum of every two years to ensure ample technicians are available and trained. Ensuring technicians are adequately trained.
- D. Ensure certificates of completion of training are provided to technicians, and their names recorded with the secretary.
- E. See Page 48 for checklists.

14. Education Coordinator: Under direct supervision of the 4-H Equine Project Director and appointed by the Equine Leadership Team. The Education Coordinator is directly responsible for:

- A. Maintaining the collection of books, videos and other educational materials in the 'library'.
- B. Provides annual inventory to Leadership Team by October 1.
- C. Proactively 'markets' available material to encourage club usage.
- D. Seeks to update and add to resources regularly.

15. Setup Manager: Under direct supervision of the 4-H Equine Fair Superintendent and appointed by the Equine Leadership Team. The Setup manager is directly responsible to:

- A. Secure, oversees and coordinate volunteers for course set up.
- B. Coordinate with Grounds Manager, Show Manager and Equipment Manager as needed.

16. Teen Superintendent: Under the direct supervision of the Teen Superintendent Coordinator(s).

- A. Minimum of five positions available; to be nominated by Club Leaders or self-applied.
- B. Oversees the Paddock Advisor Program.
- C. See Page 41 for additional requirements and duties.

17. Teen Superintendent Coordinator(s): Under the direct oversight of the 4-H Equine Project Director. The Teen Superintendent Coordinator(s) are responsible for:

- A. Supervises, mentors and advises Teen Superintendents.
- B. Oversees application and interview process, ensuring selections are spread across the clubs.

18. Council Liaison: Appointed by the Equine Project Committee.
- A. Attends scheduled meeting of the Kitsap County 4-H Council meetings as a representative of the 4-H Equine Program.
  - B. Provides information to the Equine committee meetings.
19. Equine Knowledge Bowl Coordinator: Under the direct oversight of the 4-H Equine Project Director. The Knowledge Bowl Coordinator is responsible for:
- A. Scheduling practice times and study material.
  - B. Facilitate team development, and entry at state competitions.
  - C. Ensuring we have the current educational resources available for team study sessions.
20. Judging Coordinator: Under the direct supervision of the 4-H Equine Project Director.
- A. Coordinates the scheduling of judgments.
  - B. Resupplies the judging box as needed.
  - C. Tabulates the judging scores, and informs the Equine Committee, members and Club Leaders.
  - D. Is the “Go To” person for information regarding Oral and Written reasons, and State Requirements.

### Committees

**Policy Committee**: The purpose of the Policy Committee is to interpret and clarify the existing policies of the 4-H Equine Project in Kitsap County. If policies are unclear and/or questioned, the interpretation by the Policy Committee will stand. If policies are in need of change, written proposals for changes shall first be submitted to the Policy Committee for review and discussion by the committee and changes submitted to the Equine Project Committee for acceptance or rejection by the first Equine project committee meeting in March. Certain policies may not go into effect until the following program year, depending on the overall impact to the 4-H Equine program. The 4-H youth faculty/staff will have the final authority on the implementation and changes. 4-H members and/or leaders can petition the Equine Policy Committee for exceptions to the rules and/or deadlines.

1. The Policy Committee shall consist of 3-5 members, the 4-H Equine Project Director, and 4-H faculty/staff.
2. The 4-H Equine Project Director and 4-H Faculty/staff will serve as ex-officio members. Term Limits - Each year members that have served for two years will be replaced. This will set up a rotation with new and old members each year. If a member is not actively participating in the duties of the Policy Committee, he/she may be replaced at any time during the year.
3. The Policy Committee shall meet in person under the direction of the 4-H youth agent/educator, unless time is a factor and decision is required immediately in which case the committee may meet via phone.
4. To petition the Equine Policy Committee, petitions are available in the Extension office. Once completed by the respective parties, petitions will be returned to the Extension office to be forwarded to the chair of the Equine Policy Committee.

***All petitions coming before the Equine policy committee shall remain confidential. Failure of any member of the policy committee to maintain confidentiality can result in removal from the committee.***

Process for submitting policy changes:

1. Must submit a written policy, electronically as a word document, to the Equine Policy Committee with rationale for the policy.
2. Must have 3 signatures from 4-H clubs—two of which must be from non family clubs.
3. Must identify which portion of the policy guide it will address.
4. Must be assured that the proposed policy item is not already stated or covered in another section of the county policy guide.
5. Cannot be in conflict with 4-H state policy, overall county policy, 4-H Equine Contest Guide, State Fair Policy. May be more restrictive but not less restrictive than county or state policy.
6. Submit to the Equine Policy Committee no later than the first week in November.
7. Once reviewed by the Equine Policy Committee, then it will be sent out electronically to the Equine committee as part of the agenda packet.
8. Once reviewed by the Equine Policy Committee, then it will be on the agenda for discussion as a “1<sup>st</sup> reading” at an Equine committee meeting no later than December.
9. At the next Equine project meeting—will be submitted as a “2<sup>nd</sup> and final reading” as an action item. All policies must be voted upon no later than the January meeting.

**Audit Committee:** The Treasurer's books for the prior 4-H year shall be audited in November by an audit committee of not less than two 4-H Equine Project Committee members appointed by the 4-H Equine Project Director.

**Leader's Benefit Show Committee:** A minimum group of 3-5 volunteers shall plan and coordinate the Leader's Benefit Show. Normally scheduled for July, it is the primary fundraiser for the Kitsap County 4-H Equine program. Both open and Danish system classes are offered. ***Advertising is key to its success.*** It frequently has a theme, and is filled with additional activities such as raffles, silent auction items and other fun events held either during the show or after hours. Camping is optional, and fees may apply for stalls and camping.

**Eligibility**

Only 4-H Club Project Leaders and members enrolled in the 4-H Equine Project are part of the 4-H Equine Project Committee and are eligible to vote and serve in office. Non-enrolled parents may serve on committees with leaders and members, but have no vote.

**Elections**

Elections take place in October and are conducted in accordance with Roberts Rules of Order. Nominations can be made any time prior to the October meeting. In order to be held, meeting attendance should have a quorum of 70 %. In the event that the quorum or nominee is not present, elections should be tabled until the next meeting where quorum and/or nominee is present.

**Term Limits**

Each year members that have served for two years will be replaced or up for re-election. This will set up a rotation with new and old members each year. Fair Superintendent position will serve for three years. At the time of term expiration, Fair Superintendent may apply for a possible one year extension. The extension year should be considered a transition year and preparations should be made accordingly.

**Voting**

At the annual elections in October, only members and leaders who were enrolled for the previous year are eligible to run for office and/or vote. If item is contrary to the mission or values of the 4-H Youth Development Program, 4-H Faculty/staff has veto power. Voting shall be based on the following scale:

<b>Club Size</b>	<b>Votes Allowed</b>
5 Youth Members	1 Leader; 1 Youth
6 - 10 Youth Members	1 Leader; 2 Youth
11 -20 Youth Members	1 Leader; 3 Youth
21 Youth Members and Above	1 Leader; 4 Youth

**Rules of Order:** All meetings of the Equine Project and Equine Project committee(s) shall be guided by the most current version of Roberts Rules of Order.

**4-H Equine Project - General Policies**

All policies have exceptions. If a question or a problem arises regarding any of the policies stated, please petition the Policy Committee in writing for review. However, no changes or exceptions can be made on rules and/or policies required by the State 4-H program.

Questions of policy shall be governed by the 4-H Equine Contest Guide, EM0758 Washington State 4-H Youth Development Program, PNW0488 Hunt Seat and Jumper Manual, EM4881 Harness Driving: Manual and Rules for Washington State, EM4715 Equines are Fun: The 4-H Horseless Horse Project, EM4874 4-H Equine Bowl Contest Rules, and Groom Squad Contest. Interpretations as related to the 4-H Equine Project will be finalized by the Policy Committee. Interpretations as related to County 4-H Policy and State 4-H Policy will be determined by the Kitsap County 4-H Faculty/Staff.

**Class Eligibility:** (as per EM0758 Washington State 4-H Youth Development Program Policy)

Membership in 4-H is limited to youths in kindergarten who have reached their 5th birthday before January 1 of the current 4-H year, through those in the 12th grade or who have not reached their 19th birthday before January 1 of the current 4-H year. Special Education youths older than 19 may enroll with approval of the county 4-H faculty/staff.

1. The following groups are identified for special programs and activity participation within the 4-H Youth Development Program.
  - a. Primary: K - 2nd grades
  - b. Junior: 3rd - 5th grades
  - c. Intermediate 6th - 8th grades
  - d. Senior 9th - 12th grades
2. Members must be in the 3rd grade and have reached their 8th birthday before January 1 of the current 4-H year to be eligible for enrollment in the Equine project.
3. Primary members may enroll in the Horseless Horse Project (GBHG). They can only participate in noncompetitive situations.
4. The county of residence is the primary county for 4-H enrollment. Youths are encouraged to enroll in their home county. A 4-H member cannot be enrolled in the same project in two different counties at the same time. Bordering counties may determine local guidelines for cross-county line enrollment.

#### **4-H Enrollment & Equine Certification Requirements:**

1. Members and leaders who were enrolled in the 4-H Equine Project the previous year must be re-enrolled by January 31st and Equine certificate(s) turned in by May 1<sup>st</sup> in order to show at the fair.
2. New members (not enrolled the previous year) must be enrolled by May 1<sup>st</sup> and have Equine certificates turned in by May 1<sup>st</sup> in order to be eligible to show at the fair.
3. Equine certificates must be turned in indicating your 4-H project(s). Members may only submit two Equine certificates per discipline, but must submit at least one Equine certificate at enrollment time indicating your 4-H Equine project(s). The purpose of this policy is set for enrolled project members to enroll in more, not limited Equine projects. This policy is not set to change the Equines that you take to fair, but to give more opportunity to enroll in more Equine projects.
4. Any exhibitor presenting an Equine requiring special accommodation (height, allergies, etc.) should provide appropriate documentation by veterinarian and submit needs and request in writing along with 4-H Equine Certificate due May 1<sup>st</sup> to the Extension office. Requests will be considered. *Specific accommodations are NOT guaranteed.*
5. The Equine certificate signifies that each Equine is under the daily care and management of the 4-H member from May 1<sup>st</sup> until the Kitsap County Fair and through state fair, if qualified. See "Project Animal Care and Management" for additional information and expectations.
6. Declaration of intent stating intended number of equine that exhibitor plans to use at Kitsap County Fair to be submitted by May 1st. This allows for adequate stall allocation.
7. Only seniors and intermediates will be allowed to bring up to 3 equine to Kitsap County Fair.

Each exhibitor is allowed a minimum of one (1) equine. Additional allotments will be based on stall availability and order of assignment. Allocation of 2<sup>nd</sup> equine stalls will be given to seniors, followed by intermediates. If available, 3<sup>rd</sup> equine stalls will be given to seniors first, followed by intermediates. Record books may be reviewed for thoroughness of record keeping for each animal, and used as a decision maker in the event there are more equine than number of available stalls.

8. Only 1 equine per discipline as follows:

- |             |          |                 |
|-------------|----------|-----------------|
| A. Training | B. Mini  | C. Sport Equine |
| D. Driving  | E. Games | F. Performance  |

### **Project Animal Care and Management**

Animals must be under the 4-H member's regular care and management for at least 90 days prior to the official county exhibit activity. For Kitsap County 4-H Equine members it has been in the past and will remain as May 1<sup>st</sup> for the Kitsap County Fair. [Washington State 4-H Program Policy Guide-EM0758].

The purpose of the 4-H Equine project is that the member learns responsibility for the care of the Equine. Care and management means feeding, exercising, and grooming of that Equine(s). If the Equine is stabled elsewhere, you must provide care and maintenance of your Equine. It is understood that the 4-H member is learning to train and ride the Equine and has responsibility for that Equine.

A member may borrow, rent, share, or lease an Equine for a project. A shared project animal is defined as only immediate family members or two non-family members sharing the same Equine, including care and training responsibilities. Members and parents must recognize that adjustments may need to be made to adapt to show conditions or schedules [PNW574 4-H Contest Guide, pg.4]. Two 4-H members may jointly care for and show one animal. These two 4-H members may not compete in the same class or lot at an event. [Washington State 4-H Program Policy Guide EM0758, pg.5 July 2009]

If the member is borrowing an Equine from May 1<sup>st</sup> through fair(s), there should be a signed lease indicating the agreement with the Equine's owner.

### **Background, Intent, and Expectations of the "4-H Care and Management Policies"**

There is an expectation that **only** the 4-H member(s) **will** personally **train their animal 90 days prior to the county designated event and state fair**. [PNW 574 4H Equine Contest Guide]. **For Kitsap County, this means from May 1st to the end of the 4-H year**. 4-H members may continue to take lessons as an Equine/rider team or as a rider.

There are very important distinctions between 4-H, open show and/or breed show activities.

One of the major distinctions is that in 4-H we are evaluating the work of the 4-H member with their project animal, not the work of professionals and/or other adults with that project animal. Another major distinction is the 4-H member's work is NOT judged as compared to other entrants. Rather, the work is judged against a standard using the Danish System.

If there are **specific** Equine behavioral issues for safety's sake (i.e. rearing, bucking, running off, etc), then the 4-H member should actively seek help from a trainer or other knowledgeable adult, What is not appropriate is for the 4-H member to seek training for non-safety issues (i.e. smoother transitions, correct headset, slower lope, etc) after May 1<sup>st</sup>.

However, it is appropriate to actively encourage older and/or more experienced 4-H members to be of assistance to younger or less experienced 4-H members in their training efforts.

In summary, it is the expectation and intent that trainers or other adults do not ride 4-H member's Equines after May 1<sup>st</sup>. An exception could be **limited and occasional use** of the project animal by other adults and/or family members for activities such as pleasure riding, community service activities, educational/demonstration activities, etc. Remember, the 4-H member has had an opportunity to seek training and/or help between October 1<sup>st</sup> and May 1<sup>st</sup>.

If there are specific safety issues, then a petition must be filed with the Equine Policy committee. Petitions are available in the Extension office and must be returned to the Extension office, and in turn forwarded to the Equine Project Committee Chair.

### **Medical Release**

Each 4-H Equine member/exhibitor shall have an approved WSU medical release form signed by a parent/guardian. The original medical release form shall be maintained by the main club leader. A copy of the member's/exhibitor's medical release form shall be on site at each 4-H Equine event (including shows, clinics, camps, fairs, etc.). Additional copies may be requested by event management at which time they shall be produced by the main club leader.

See Page 57.

### **Skills Checklist Process**

All first year 4-H Equine members OR any 4-H member who is showing a new Equine or transitioning for the first time from 2 to 3 gait classes at the current year must complete a basic skills checklist in order to participate at the Kitsap County Fair. Any member wishing to participate in *driving and/or jumping* for the first time must also do a specific skills checklist for those respective events.

A Skills Checklist Coordinator will manage the skills checklist process. A skill checklist may be given at any time between October 1 and May 1<sup>st</sup> of each 4-H program year by a trained skills technician. A skill checklist technician may not give members in his/her own group the skills test. All skills checklists must be completed by **May 1<sup>st</sup>** in order to be eligible to take an equine to fair.

1. The Equine certificate identifies who needs a skills checklist so the skills checklist coordinator will have the information.
2. The skills checklist coordinator will assign the technician(s) to that club and will let the main club leader know who their technician is. The technician will also know what club is assigned to them.
3. Once the technician is assigned, then it is the responsibility of the main club leader to communicate with the assigned technician to get the skills checklists scheduled.
4. Main club leaders will receive the appropriate skills checklist from the Checklist Coordinator and should complete their portion of the skills checklist prior to the technician coming to do the skills checklist.
5. Please do not wait until the last minute to get this done. All checklists should be scheduled no later than May 1<sup>st</sup>.
6. In the case of Appeals, the Skills checklist must be done prior to the Appeals Board Hearing.
7. All back up Equine must have a Skills Checklist completed in the event they may be used at the last minute.

8. The skills checklist technicians are trained 4-H volunteers who are volunteering their time beyond the club level, so please be timely and respectful when contacting the skills technician and honor their time commitment.
9. If there are concerns about the skill level of the 4-H member after the skills checklist has been completed, those concerns need to be directed to the Skills Checklist Coordinator (primary contact) or the Equine Project Director (secondary contact). Do not direct concerns to other 4-H leaders, parents, or skills technicians.
10. All the 4-H information required on the skills checklist can be found in the WSU 4-H Project and Publications Guide-EM2778.

A. Helpful links:

1. <http://extension.wsu.edu/4h/publications/animalscience/pages/project.aspx?PID=GBHA>
2. <http://4h.wsu.edu/em2778cd/pdf/EM4487E.pdf>
3. <https://pubs.wsu.edu/ItemDetail.aspx?ProductID=14990>

11. Skill level descriptions:

- A. **Novice:** Open to any Equine project member. The move to advanced level will be automatic when a member receives Grand or Reserve Champion in any novice classes at the Kitsap County fair. Does not apply to those members who change project animals. Bareback and training classes are exempt from this rule. It is strongly recommended those 4-H members who participate (on a regular basis) at "A" and "B" system shows, participate in advanced classes.
- B. **Advanced:** Open to and Equine project member who has advanced level skills in riding as determined by their 4-H leader, or received Grand or Reserve Champion at the Kitsap County Fair. State 4-H Fair placements for intermediate and senior age divisions are selected from this level only. If a member changes to a new equine, they may choose to go back to the novice level.

12. See page 48.

### **Equine Share Program**

The purpose of this program is to enable 4-H members that have no opportunity to own an Equine to participate in the 4-H Equine Project and the Kitsap County Fair. This program further provides the 4-H member a unique opportunity to teach and share with another 4-H member on a one-on-one basis.

1. Participants in this program must be both enrolled in the 4-H Equine program.
2. Each member must assume 50% of the care of the Equine being shared in this program.
3. Sharing members are encouraged to be in different age groups to avoid scheduling problems.
4. Enrollment and deadlines for Equine certificates and entries will be the same as with those 4-H members not in this share program.

A member may borrow, rent, share, or lease an Equine for a project. A shared project animal is defined as only immediate family members or two non family members sharing the same Equine, including care and training responsibilities. Members and parents must recognize that adjustments may need to be made to adapt to show conditions or schedules.

### **Horseless Equine Program (Horseless Horse)**

The purpose of this program is to enable 4-H members, 3<sup>rd</sup> grade and above, that have no access to an Equine to participate in the 4-H Equine Project and the Kitsap County Fair. Horseless Equine members are encouraged to be present and participate in the Kitsap County Fair with their other club members or by assisting the Barn Manager.

### **General Conduct** (EM0758 Washington State 4-H Youth Development Program Policy)

Washington state 4-H members, parents and families, professionals, and volunteers are expected to conduct themselves in a courteous, ethical, and respectful manner, and provide a positive role model for others. All are expected to respect, adhere to, and consistently enforce the rules, policies, and guidelines established by their individual county's 4-H program, the Washington State 4-H Youth Development Program, and Washington State University Extension.

Discrimination in the 4-H Youth Development program because of race, color, religion, national origin, gender, disability, or sexual orientation is contrary to law and to the purposes and policies of Extension, WSU, and the USDA. A Washington State University policy against discrimination applies to the 4H Youth Development program. WSU Extension 4H youth development has a responsibility, when requested, to make reasonable accommodations for persons with disabilities and ensure that its programs do not discriminate. WSU shares the responsibility in this effort with county, state, tribal, federal, and private partners.

Youth, parents, volunteers, and other adults will exercise ethical decision-making based on the agreed-upon values of trustworthiness, respect, responsibility, fairness, caring, and good citizenship.

### **Kitsap County 4-H Code of Conduct**

As a participant in 4-H events, you have the responsibility of representing all 4-H members to the public. Therefore, you are expected to conduct yourself in a manner that respects individual rights, safety, and property of others, and reflects favorably on your state, county, and club, as well as yourself. While you are attending 4-H events, you are expected to observe the following guidelines:

1. I will strive to strengthen my knowledge, abilities, and skills as well as develop my sense of responsibility and good character.
2. I will complete my own project work to the best of my ability.
3. I will be honest presenting myself and my projects.
4. I will read, understand and follow the rules of shows in which I participate and ask that my positive role models do the same: parent(s), guardian(s) and 4-H Leader(s).
5. I will seek to understand the positive and negative outcomes of my project work and to recognize my role in representing my work.
6. I am responsible for the proper and safe care of my project. If my project includes animals, I will provide safe, humane treatment of my animal. I will not be abusive, fraudulent or illegal with practices (fee, care, fitting, showing, training, etc.) to care for my animal. If my project involves food or food production, I will work my best to produce safe and wholesome food.
7. I will treat other 4-H member projects with the same respect and care I give my own.

8. I accept that failure to uphold this commitment could result in forfeiture of my right to participate in the Kitsap County 4-H Program.
9. See also Code of Conduct Page 47.

### **Penalties for Infraction**

Penalties May Include Any or All of the Following:

1. Sending the member home from the event.
2. Barring member from future 4-H events.
3. Assessing the member the cost of damages and repairs in the event of damage or destruction of property.
4. Releasing the member to the nearest law enforcement agency and/or the proper authorities.
5. Termination of 4-H membership.

The Code of Conduct shall be signed and dated yearly for by each member and parent at the time of registration for the program and/or event and returned to the designated person or the WSU Cooperative Extension Office. Member shall not be eligible to participate in the 4-H program/event unless his/her copy is on file. In addition, member may be required to sign a duplicate copy at the county fair to complete entry requirements.

When changes are made to the Kitsap County Code of Conduct, they shall automatically become a part of the 4-H Equine Project Policies. Kitsap County 4-H Equine members will turn in a signed Code of Conduct by May 1.

### **Violations and Disqualifications - Members**

Policy violations for all 4-H functions: A violation is an act not in the interest of the 4-H program and may result in disqualification. Violations include, but aren't limited to the following:

1. Misrepresentation of grade in school.
2. Assault upon any person or cruelty to an Equine at any 4-H function is forbidden and may result in the barring of the offender from any further participation in that event. Such cruelty or abuse includes, but isn't limited to:
  - a. Excessive use of bit, whip, bat, spurs, or other aids in stall, barn, paddock, grounds, or arena.
  - b. Striking the legs of animal or in front of the shoulder with any implement.
  - c. Use of any electrical device in schooling or showing.
  - d. Use of shackles or chains or wire training devices.
  - e. Improper use of any equipment.
  - f. Use of Equine against advice or instruction of veterinarian.
3. Unsportsmanlike conduct, dishonesty, intemperate language, or indecent or unbecoming behavior may result in disqualification from the entire event.

4. Alcohol, tobacco and/or drugs at a 4-H function will be grounds for dismissal from the function and/or 4-H program.

Individual violation of any rule:

1. Warning will be given to the child at the first violation.
2. Child's name will be turned into the 4-H Equine Leadership Team stating the violation and reason given.
3. Second violation will follow the same procedure as well as having the child and parent meet with at least 2 members of the 4-H Equine Leadership Team to discuss the violation.
4. Disciplinary action can be suspension from the county fair or other Equine related 4-H activities. Length of time to be determined by the 4-H Equine Leadership Team and the 4-H Faculty/Staff.
5. Disciplinary action may also result in loss of premiums at the county fair and loss of eligibility from the State Fair.

#### **Responsibility of Members, Parents, Families, Professionals and Volunteers:**

Washington State 4-H members, parents, and families, professionals, and volunteers are expected to conduct themselves in a courteous, ethical, and respectful manner, and provide a positive role model for others. All are expected to respect, adhere to, and consistently enforce the rules, policies, and guidelines established by their individual county's program, the Washington State 4-H Youth development program, and Washington State University Extension.

Youth, parents, volunteers, professionals, and other adults will exercise ethical decision making based on the agreed upon values of trustworthiness, respect, responsibility, fairness, caring, and good citizenship.

Working with youth in the WSU Extension 4-H Youth Development Program is a privilege. Volunteers are to be positive role models. Volunteers must sign, and are expected to abide by, the behavioral guidelines in C1000, "A Valuable Partnership". Volunteers serve at the pleasure of the University and may be dismissed at any time.

#### **Basic Equine Safety**

1. Stalled Equines must wear a halter. There must be a lead rope on the front of the stall for the benefit of an emergency removal.
2. Equines will not be tied to fences, rails, or stall doors at any time. Tie rings in stalls will be used.
3. Equines will not be tied by the bridle or via the stud chain at any time. Whenever an Equine is tied, it must be tied with a halter and lead rope.
4. Exhibitor may be mounted only when in the show ring or waiting in the paddock area to enter a class. An Equine must be led at a walk at all times unless directed by management.
5. Equines will travel from barn areas to arenas and back via the gravel and paved road. Equines are not allowed on the pathway or grass areas.
6. Equines shall not be ridden at any time with improper equipment. No halters will be used as bridles. Bailing twine is not acceptable in lieu of proper equipment.

7. Equines that kick must wear a red ribbon on their tail at all times. Equines that bite must wear a red ribbon on their forelock.
8. When mounted bareback or in the saddle, the rider must assume proper seat at all times. Bareback consent form must be signed and on file with the Equine Leadership Team. Proper boots and long pants are required.
9. When using a back cinch, the front cinch must be connected to the back cinch with a connector strap.
10. Equestrian Helmets (excerpted from EM0758 Washington State 4-H Youth Development Program Policy): All Washington 4-H members, leaders and non member youth participating in all equine projects and activities must wear ASTM/SEI approved headgear when riding or driving, the headgear must have a chin strap and be properly fitted. Additionally, all equestrians (including adults) are strongly encouraged to wear protective headgear at all times when riding or working around Equines.
11. Tie-downs must be run through a breast collar or appropriate safety strap.

***These policies are in effect from arrival/haul in until one hour after the 4-H event (i.e. shows, clinics, riding meetings, etc.) officially closes. At Fair, these policies are in effect from haul-in/vet check until close of fair on Sunday.***

### **FAIR - GENERAL POLICIES AND REGULATIONS**

These policies apply to all 4-H Equine exhibitors including Horseless Equine exhibitors and 4-H Equine exhibitors including those who participate in the Kitsap County Stampede as part of an official 4H activity. Those participating as part of the Kitsap County Stampede and not part of an official 4-H activity, do this at their own risk and are not under the management or oversight of the Kitsap County and/or WSU Extension programs. Violation of these policies may result in loss of fair premiums, ribbons, and/or state qualification.

**Exhibitor** refers to the owner or lessee of his/her 4-H Equine project as listed on the 4-H Equine Certificate. An **exhibitor** can also be a member of the Equine Share Program.

1. Exhibitor must be enrolled in the correct 4-H Equine project by *the appropriate deadline dates* as identified in the current year 4-H Projects and Publications guide-EM2778. First year members must be enrolled in "Beginning Horsemanship". Continuing members will enroll in "Horsemanship, Management, and Care Project".
2. All exhibitors must complete the Skills Checklist as required. Members approved for walk/trot only may NOT cross enter into canter classes.
3. Classes require pre-entry on Kitsap County Fair Show Entry Forms which are available from the 4-H Equine Fair Superintendent or from 4-H Leaders. These are due in the County Extension Office by the July 15. The July Equine Committee meeting may be scheduled in advance of this date and include an Ice Cream Social to facilitate the turn in of the forms, and allow review by the 4-H Equine Fair Superintendent.
4. At the time of entry, exhibitor must designate which project is intended for premium points.
5. All exhibitors **MUST** enter a Showmanship class for each equine.

6. Exhibitors must exhibit the Equine(s) entered on their Show Entry Form.
7. An up-to-date 4-H Record Book is required for Kitsap County 4-H club members to exhibit in the 4-H Equine Project at Kitsap County Fair. There are two options available to 4-H members to fulfill this requirement
  - a. Option A: Judged Record Book - An up-to-date record book with a completed entry form and exhibit tag can be entered for judging August 1st to the Extension office.
  - b. Option B: Non-Judged Record Book - An up-to-date record book will need to be turned in to either the Extension Office by August 1st.
  - c. For more information on Record Books, please see the Kitsap County 4-H website.
8. All exhibitors, including gamers, may enter Trail Class. However, it does not count for State Fair points for Western Games exhibitors.
9. Public Presentations are required for entry to the Kitsap County Fair. Check with Extension office for the date, time, and location.
10. Horseless Equine Exhibitors are encouraged to enter Herdsmanship, Equine Judging, and Groom Squad. These Classes require entry on Kitsap County Fair Show Entry Form.
11. The Danish system is the 4-H standard of judging.
12. Western Games – Follow policy located in PNW 574 4-H Equine Contest Guide
13. After Fair Clean-Up – Mucky Monday expectations will be directed and overseen by the Barn Manager.
14. Attend 2 judging's, 1 of which must be in Kitsap County (see Equine Judging Pg. 24).
15. Participation in 1 show. Minimum classes should be those to be shown at fair. Club leaders may have additional requirements.
16. Enter an Educational Display.

### **Cleanliness and Grooming of Equine**

1. All Equines will arrive at the fair bathed, trimmed and/or shod, and ready for show. No Equines shall be bathed after being vet checked and for the duration of fair.
2. Equine will be kept clean and groomed while at the fair.
3. All grooming and preparation of Equine is to be done in stall only.
4. An Equine shall not be barred from the show ring if unshod, but feet must be well trimmed. It is suggested that your Equine be trimmed or shod at least 2 weeks prior to the fair to avoid soreness of the Equine's feet.

### **Veterinarian Inspection**

In accordance with the Fair Policy, all Equines must undergo a vet check or medical inspection upon arrival at the Kitsap County Fairgrounds.

1. The check will be administered by the fair veterinarian assigned to the 4-H Equine Division.
2. The 4-H Equine Superintendent will recognize any veterinarian's decision to remove exhibit and will abide by all recommendations given by the vet.
3. Any Equine showing evidence of communicable disease after having been admitted to the fair shall be removed any time at the request of the Fair Veterinarian.
4. Any exhibitor presenting an Equine requiring special accommodation should provide appropriate documentation by veterinarian and submit needs and request in writing along with 4-H Equine Certificate due May 1<sup>st</sup> to the Extension office.
5. Any exhibitor (4-H or FFA) requesting removal of an Equine after show admittance (for health reasons) must have a Vet Certificate and the approval of the Kitsap County Fair Livestock Director, Kitsap County 4-H Staff, and the 4-H Equine Fair Superintendent.
6. Failure to comply will result in forfeiture of their premium and State Fair qualification.
7. An exhibitor may call a private veterinarian to the fairgrounds for services, but is held responsible for the contact and all financial charges incurred by the call.
8. It is strongly recommended that your Equine be vaccinated for Eastern and Western equine encephalomyelitis, influenza, and rhino pneumonitis at least 30 days prior to the fair and be of sound performance condition.

### **Animal Drug Use**

The 4-H Equine program does not condone the use of drugs, herbal compounds, or surgical procedures which affect an animal's conformation, appearance, natural performance, or in any way alters its natural color. Equines requiring any medication should be identified upon arrival at the 4-H Equine show office or registration area. Exhibitors should be prepared to present a valid prescription or written explanation, either or both to be signed by the animal's licensed veterinarian. Administration of all medication must be at all times in accordance with the specification and/or instructions given in the prescription. Liability for correct administration of the prescribed drug is the responsibility of the exhibitor's parent or legal guardian. The use of Phenylbutazone ("bute") in 4-H project Equines is acceptable when the drug is used with a veterinarian's prescription [4-H Equine Contest Guide-EB1974. ***Violation of the above stated drug rule will result in the loss of premiums, points, and/or removal from the fair/activity and/or the 4-H program.***

### **Volunteer Policy on Animal Disease Diagnosis and Treatment**

4-H volunteers, as representatives of the land grant university, are expected to act within the policies and guidelines of the 4-H youth development program. A 4-H animal science volunteer may educate members and their families in the normal course of their activities in the areas of animal care, production, and management. University volunteers are NOT to engage in activities that include the diagnosis or treatment of, or the direct administration of medications to project animals without authorization from a licensed veterinarian. A 4-H volunteer may exercise commonly accepted first aid skills/practices in emergency situations [from 4-H Contest Guide and Washington State 4-H Program Policy Guide].

### **Adult Assistance**

Adult assistance is needed and appreciated in any 4-H project. However, at the county fair, adults are not allowed to help the exhibitor with daily care, grooming, exercising, or showing of the Equine project. The adult assistance may

result in loss of premium and State Fair qualification of the exhibitor. Parents, leaders, or other adults are to assist their club or any 4-H exhibitor only as follows:

1. In case of an immediate emergency or physical limitation that may cause injury to exhibitor, animal, or general public.
2. In the administration of medication or first aid of the animal.
3. In preparing to check out of the fair on the final evening.

Adults in close proximity to Equines shall wear sturdy footwear, i.e. no sandals or flip flops. Adults working in the paddock or arena must wear long pants, sleeves, and sturdy footwear. Sturdy footwear is defined as riding boots, work boots, heels-down tennis shoes, leather tennis shoes. Parents, leaders and other adults are encouraged to assist with many jobs and responsibilities. This enables the show to function smoothly. Many jobs such as exercise supervisors, show announcers, gate announcer, etc. must be filled by adult volunteers. If you are interested, contact the Show Manager or Teen Superintendents.

**NOTE:** 4-H members may give assistance to or receive assistance from other 4-H members when needed. This is highly encouraged as it is a part of the learning process, while creating unity and cohesion among exhibitors.

### **Participating in Multiple Disciplines**

1. Exhibitors will be asked to select a preference for which discipline they would choose as their main qualification/participation discipline.
2. Exhibitors qualifying in a second (or more) discipline would qualify as “multiple-qualified” to the main and alternate qualifiers in that discipline with the “multiple-qualified” member being in line to go to state behind the lowest qualifying red ribbon showmanship score. “Multiple qualified” competitors will fall under the qualified alternates as long as the showmanship scores are all blue or red. This allows the opportunity for a variety of exhibitors while still allowing the county to fill its allocation numbers - a feat that can be difficult when competitors are only allowed one participation at state.
3. Qualification requirements and ties are still done in the same manner as before.

### **Out-of-County Exhibitors**

#### **Criteria for allowing out-of-county Equine exhibitors**

1. Space available: Following the receipt of July 15th Fair Entry Forms the 4-H Equine Leadership Team, with the advice of the Barn, Show, and Games Managers, will determine space available in the Equine barn for out of county exhibitors. Additional Equines for Kitsap County Exhibitors will be given priority over out of county exhibitors.
2. Selection of out-of-county exhibitors: Once available space has been determined, priority shall be given in the following order:
  - A. State qualifying classes that are not offered in the other county.
  - B. State qualifying classes that are offered in the other county, but there may be safety issues involved due to facilities.

C. Non-state qualifying classes that are not offered in the other county.

D. Non-state qualifying classes that are offered in the other county, but there may be safety issues involved due to facilities.

All other classes:

1. Within each criteria listed in number 2 above, there shall be additional criteria: First priority shall be given to exhibitors who exhibited at the prior year's Kitsap County Fair, assuming the exhibitor(s) followed Kitsap County 4-H Equine Project policies and rules. Refer to the fair premium book for further priorities.
2. Expectations of Out-of-County Exhibitors
  - A. Exhibitor must agree to follow Kitsap County 4-H Equine Project policies, procedures and rules.
  - B. Exhibitor must agree to exhibit in the 4-H Equine Barn and to exhibit for the entire duration of fair.
  - C. Out-of-county exhibitors may enter in any/all classes that Kitsap County Exhibitors may enter.
  - D. Out-of-county exhibitors are eligible for championship classes and all ribbons and premiums provided by the Kitsap County Fair.
  - E. Out-of-county entries do not affect Kitsap County State Fair allocations.

**Care to Share**- to make record of concerns and possible solutions for those things that arise in our program operations.

1. In writing.
2. The following are NOT negotiable:
  - a. Soundness of Equine as determined by judge or veterinarian.
  - b. Judges decision, unless in violation of the rules.
3. See Page 52.

**Incident Reports** – are to make record of issues with general safety of member, facility and/or conflict between individuals. Incident report Forms are available at the Show Office. The intent is to keep the reporting to the lowest level and allow for internal 4-H management. Reports will be given to the 4-H Equine Fair Superintendent or directly to the 4-H educator.

See Page 54.

**THE DANISH OR GROUP METHOD OF JUDGING**

The group method of judging has been developed to evaluate exhibits and meet the needs of the 4-H Youth Development Program. It is used almost exclusively in the program in Washington State and it is the accepted method in use throughout the 4-H Youth Program in the United States. The group method of judging is sometimes referred to as the "Danish System," or "Modified Danish System" of judging.

### ***What Is The Group Method?***

The Group Method is a method of evaluating entries or exhibits in a particular class or contest according to the standards developed for that class or contest. The entries, exhibits, or contestants are evaluated and arranged into groups for recognition of their achievement based upon how close the exhibit meets the pre-established standards.

### ***How Do You Use The Group Method?***

After evaluation of each item in the class, the entire class may be subdivided into four groups according to their own merit. All exhibits in this approach are judged in comparison with a standard as opposed to comparison with other exhibits in a class. The standard for each exhibit is established by the characteristics of the "ideal" product in each category. If the performance of 4-H members is being evaluated, due consideration of their age and/or development and experience must be taken into account.

#### **The three groupings are:**

**Excellent or Blue:** A blue is given to those entries or members who most nearly meet the standards established for the particular class or level of performance. Excellent does not indicate perfection, but is a wide grouping indicating a high degree of achievement toward the elements in the standards for the exhibit.

**Good or Red:** The second or red grouping indicates those exhibits or individuals who rank "good" in relation to the particular standards or expected achievement of the class or contest. Either the general level of the accomplishment is less than excellent or enough specific shortcomings are found to cause the placing to drop from "excellent" to "good".

**Fair or White:** The white grouping contains those exhibits or contestants who upon evaluation are found lacking and rate only average, acceptable, or satisfactory rating for the standards established.

**No Award or No Ribbon:** May be given if exhibits or individuals who for one reason or another fail to produce that level of achievement which can be reasonably expected in relation to the specific class or performance in which they are entered.

The difference between the Danish and Modified Danish system is the degrees of specificity in the number of exhibits distributed between the Blue, Red, White, and no award groups. In the Danish System exhibits are generally assigned an award based on a numerical score for blue, red, and white ribbons. Some projects have history of assigning different scores from the general rule. The scoring most often would be a blue ribbon score of 90-100; red ribbon would be 80-89; white ribbon would be 70-79; and no award or a participation ribbon for a score of 69 or below. When the Modified Danish System is employed, individual entries or contestants within each group are further ranked in relation to their relative standing within each group. There is strict adherence to a standard of characteristics used by the judge for a blue, red, or white ribbon.

### ***Why Is the Group Method Used in the 4-H Program?***

It provides recognition for the maximum number of 4-H members. We realize that recognition is a basic need of all young people (and adults, too) and that public recognition for achievement helps fulfill this basic need.

The Group Method or Danish System of evaluation recognizes the existence and allows for the relatively minor differences between two or more entries or performances of any two individuals or groups of individuals. The method promotes the educational objectives of 4-H and furthers the motto "Making the Best Better" by providing incentive for the maximum number of youth.

1. The group method attempts to distribute awards (ribbons, premiums, and public recognition) among the majority of those participating.
2. When the group method of judging is used, the following should be considered:
  - a. The exhibit should be judged against outlined 4-H project standards and applied equally to all participants, not against other items.
  - a. The exhibitor should not be judged, except in Fitting and Showing, Equine classes as Equitation Class, Fashion Revue, demonstrations, public presentations, etc.
  - b. The judge should not determine what members should make, grow, etc., or enter in the fair. This is a program decision!
  - c. The judge should not assume that a member has experience because of age; or if a person makes an error, they are inexperienced.
  - d. When selecting champions, the exhibit must be of blue ribbon quality and be the first and second best blue ribbon exhibits in the class.

### **Show - Divisions**

#### **Fitting and Showing Division**

1. All exhibitors must enter showmanship.
2. If exhibitor is showing up to three Equines, each will be shown in separate lots. If the exhibitor should qualify for championship classes with these Equines, he/she must choose the Equine with the highest fitting and showing score Equine for the championship class.
3. Showmanship classes, for all disciplines will be combined. (Performance, Western Games, Driving and Sport Equine).

#### **Equitation Division**

The equitation division is divided into distinct sections. Each section shall be judged individually. Each section shall include a walk/trot class. There shall be no cross entry with canter classes, except bareback.

1. Hunt Seat Equitation
2. Saddle Seat Equitation
3. Stock Seat Equitation
4. Bareback Equitation (Western or English)
5. Hunter Seat Equitation Over Fences
6. Dressage Equitation (No walk/trot)
7. Trail (Western or English)
8. Harness Driving Reinsmanship
9. Disciplined Rail (Western or English)

**Judging requirements:** Only the rider is judged in equitation classes. Therefore, any Equine that is suitable for a particular style of riding and is capable of performing the required class routine is acceptable. Stallions are prohibited. The equitation rider shall be judged on seat, hands, legs, and balance. However, he/she should be cautioned that the

response of Equine to rider will also be consideration of the judge. Temperament of the Equine to rider and attitude of rider may also be a consideration of the judge.

### **Pleasure Equine Division**

Each section shall include a walk/trot class. There shall be no cross entry with canter classes, with the exception of bareback. The pleasure Equine section includes:

1. Hunt Seat Pleasure
2. Saddle Seat Pleasure
3. Hunter Seat Pleasure Over Fences
4. Western Pleasure
5. Harness Driving Pleasure

**Judging Requirements:** Judging in pleasure classes is based on the performance of the Equine. It is imperative that the Equine give the distinct appearance that it is a pleasure to ride. To this end, all gaits must be performed with willingness and obvious ease, cadence, balance, and smoothness. Light contact with the Equine's mouth must be maintained at all gaits.

### **Western Games Advanced**

Each class shall be 3-gait.

Class list:

1. Pole Bending
2. Texas Barrel Race
3. Two Barrel Flag Race
4. Idaho Figure 8 Stake Race
5. Pole Key Race
6. International Flags

All exhibitors entered in Western Games may enter Trail. See PNW 4-H Equine Contest Guide for bit clarification. (Points awarded in Trail do not count toward State Fair Qualification). The equitation division is divided into distinct sections. Each section shall be judged individually. Each section shall include a walk/trot class. There shall be no cross entry with canter classes, with the exception of bareback.

### **Western Games Novice**

Each class shall be open to 3-gait and walk/trot.

Class list:

1. Pole Bending
2. Texas Barrel Race
3. Two Barrel Flag Race
4. Idaho Figure 8 & Stake Race
5. Pole Key race
6. International Flags

### **Miscellaneous Classes**

All exhibitors may also enter the following classes if they are offered: **Extreme Cowboy Race** and **Reining**. No points are offered at this time, and they do not count towards State qualification. Ribbons, however are awarded. Reining is for advanced Western riders only. Patterns will be posted at least one hour prior to class.

**Equine Judging** Exhibitors must judge one in-hand classes and a minimum of one riding class. Oral reasons are required for all members.

**Equine Knowledge Bowl** Equine Bowl is a quiz bowl which primary objective is to provide an opportunity for youths enrolled in 4-H Equine projects to demonstrate their knowledge of equine-related subject matter in a competitive setting where attitudes of friendliness and fairness prevail. Each county may enter one intermediate and/or one senior team with four or five contestants in each team. Counties may combine to form an intermediate and/or senior team. For other rules, see EM4874 State 4-H Equine Bowl Contest Rules.

**Costume Class** This class will be a fun class for the exhibitor and spectator alike. Let your imagination take over. Dress up your Equine and yourself and surprise everyone with what you come up with. The following rules and regulations will be followed:

1. This is a WALK only class.
2. No points or premiums awarded. The judge's opinion is final and cannot be protested.
3. An effort will be made to divide this class by Junior, Intermediate, and Senior. *If necessary, it can be combined.*
4. You must wear boots and helmets when mounted. Equine must be saddled if mounted.
5. The saddle must have stirrups.
6. Riding double is not permitted.

**Matched Pairs:** Pairs of Equines and riders will complete a class routine while riding in unison with each other. The following rules and regulations will be followed:

1. The exhibitors may ride English or Western. No bareback.
2. No points or premiums awarded.
3. Exhibitors must choose their partners from **their own** age classification.
4. The same rules and regulations to attire, tack, and class procedures will be followed as in the equitation class.

**Groom Squad (Seniors Only):** Ribbons and premiums are awarded. The purpose of this contest is not to see how clean you can get a dirty Equine. It is to provide 4-H youth an opportunity to demonstrate their ability to work together, safely groom and prepare an Equine for show using proper methods.

1. Eligibility
  - a. This contest is open to teams of three (3) made up of senior exhibitors. The top team of seniors will represent the county at State Fair.

- b. Members of the county Groom Squad may participate in the event at State Fair without being entered in other classes at the State 4-H division.
  - c. Teams may combine Senior and Intermediate exhibitors at county fair, but will not qualify for State Fair.
2. See publication Groom Squad Rules.

### **Show - General Policies and Ring Regulations**

1. These policies apply to all 4-H Equine exhibitors including Equineless Equine exhibitors and 4-H Equine exhibitors who participate in the Kitsap County Stampede (except while participating in Rodeo activities). Violation of these policies may result in loss of fair premiums, ribbons, and/or state qualification.
2. Show management reserves the right to combine any classes. Each age group will be judged separately, regardless.
3. Scratching from a class: Exhibitor and his/her leader should notify show management of the desire to scratch from any class, including championship classes and the reason or cause of the scratch, prior to the beginning of the day's events or not later than two classes prior to the class being scratched. 4-H Exhibitors Who Miss a Class or Lot shall be allowed to ride as long as the event is still set up as per their age division at the discretion of the judge. All exhibitors involved in the Kitsap County Stampede or any other event outside of the 4H Equine event must clear this with the 4-H Equine Superintendent one week prior to the Kitsap County Fair.
4. Members of the same family (or members enrolled in the Equine Share Program) that have only one Equine available, may jointly care for and show that animal. Each may show that Equine in their respective classes. Members and parents must recognize that adjustments may be needed under show conditions. For example, two members of the same family in the same class or competing for the same championship.
5. All classes will be announced with a first call, second call, and third call to the paddock area. Each call will be done in a timely manner and the first call on the first morning will be prior to the Judges orientation.
6. Equines shall be in the paddock area only when waiting to enter next class.
7. Paddock Appointment Check – All classes require that an official of the show check the appointments of the Equine and rider as each Equine enters the paddock area. The Paddock Adviser shall check all rules relating to the Equine, rider, and appointments in the paddock immediately prior to each class. She/he may have an assistant to help contestants with last minute needs in the paddock area.
8. Coaching - Exhibitors are not allowed to be coached while they are in the show ring. This will be strictly enforced. Spectators should maintain a 3 foot distance from arena for safety reasons.
9. Exhibitor numbers will be assigned and must be worn in the arena. The number must be securely attached to the exhibitors back, or worn on both sides of the saddle pad. Exhibitor is responsible for 2nd number.
10. To be shown and judged, an Equine must complete all class requirements and remain in the ring until excused by the judge. If an exhibitor leaves the show ring without the permission of the judge, the exhibitor will be disqualified from that class. If the exhibitor wishes to be excused from the ring before completion of the class, the judge's permission must be obtained through the Ring Steward prior to leaving the ring.

11. While the judge's decision is final, every exhibitor should have the opportunity to approach the judge to ask questions. This should be for educational purposes, not to dispute placing. The exhibitor should not approach the judge until after the final class of the day or as otherwise specified by the show committee. Meeting to be arranged through show management or 4-H Equine Fair Superintendent, either of whom should be present. A parent or leader may be present. The contestant should provide their exhibitor number and any score sheets they may have received, but photos or videos are not allowed. The contestant should expect discussion or explanation on how to improve. [2012-2015 Pacific Northwest 4H Equine Contest Guide, pg3 #9].
12. The arena is off limits to everyone except working show personnel or during an emergency [2012-2015 Pacific Northwest 4H Equine Contest Guide, pg 1 #8].
13. The Ring Steward will be selected from enrolled adults, members or volunteers for the purpose of sharing that educational experience with the equine project at large.
14. Time Out- An exhibitor is entitled to request suspension of judging for a period not to exceed five (5) minutes (but not more than once in a class) in order to repair, adjust or request equipment. The exhibitor must go to the center of the ring for such an emergency and request time out. Time shall be taken from the moment the exhibitor goes to the center of the ring. If at the expiration of five minutes, the repair or adjustment has not been made, the contestant will forfeit the class. The Ring Steward or Judge shall be responsible for timing.
15. Gate Hold:
  - a. If a gate hold is necessary for equipment change, this must be requested before the class is called to enter the arena. Delays may be penalized at the discretion of the judge [2012-2015 Pacific Northwest 4-H Equine Contest Guide, pg 2, #3 show protocol]
  - b. Exhibitors will inform show management of the need for a gate hold prior to the third call for the class. The timing of a five minute gate hold will begin when entries begin to move to the paddock or holding area.
16. Equines shall leave arena at a WALK in all classes. DO NOT stop at the arena exit. Walk directly to the stall after dismounting. Either dismount inside the arena or outside, but out of the way of other exhibitors leaving.
17. Walk Through: All 4-H Equine events involving non-standardized course with obstacle, the 4H Equine exhibitor will be allowed a "walk through" on foot prior to the riding event. This will only occur during a specific time prior to the event.

### **Paddock Advisor Program**

Purpose of the Paddock Advisor is:

1. A Youth led program to educate the exhibitor, leaders, and parents as to the proper dress and equipment for each class/or event
2. To give the exhibitor a chance to correct the possible oversight prior to entering the arena.
3. To work with the judge in checking for proper equipment and attire in the arena.
4. To help exhibitors, parents, and leaders follow the rules.

The Paddock Advisor will **NOT**:

1. Penalize an exhibitor for improper equipment
2. Force an exhibitor to change equipment.
3. Prevent an exhibitor from competing in a class/or event, except for the following which are not negotiable:
  - a. No helmet
  - b. No boots
  - c. Not having long pants
  - d. No chin strap except on English snaffle bits
  - e. No keeper strap between front and back cinch
  - f. Stirrup bar in Hunt Seat Equitation Over Fences must be down
  - g. Equipment in poor repair or that could break
4. Adjust equipment - this must be done by the 4-H exhibitor or by another 4-H exhibitor.

The Paddock Advisor **WILL** in the event they see improper equipment or attire:

1. Notify the exhibitor, leader, and/or parent of the improper equipment or attire.
2. Allow the exhibitor to return to their stall and correct the problem.
3. If there is not enough time before their class, the paddock advisor may offer one of the following:
  - a. Moving to the next lot *if* one is available
  - b. Allow a 5 minute gate hold
4. Allow the exhibitor to enter if they choose. Possible consequences of entering arena with improper equipment or attire:
  - a. Disqualification from the class
  - b. Automatic white ribbon and/or no score
  - c. Lower ribbon placing
  - d. Reduced points

**It will be up to the judge as to which of the consequences they wish to use, if they choose any.**

The Paddock Advisor Committee recommends:

1. Paddock advisor training sessions will be provided to educate the 4-H members, leaders, and parents of the 4-H rules regarding proper equipment and attire.
2. Those interested in being paddock advisors must be a senior 4-H member, must sign up and complete training, and successfully complete and respond to practical knowledge questions. They need to plan to be available to help at county 4-H events.

3. Paddock Advisors will be tested and trained periodically to keep updated on 4-H rule changes, both county and state.

### **Awards**

The Kitsap County Fair provides blue, red and white ribbons to be awarded for each class. Each exhibitor will receive a ribbon in each class according to the Danish rules of judging. Western Games exhibitors will receive awards according to their fastest time.

**Kitsap County Equine Achievement Program** : *The Advancement Program allows young people to work at their own pace and have opportunities for immediate success. As each skill is completed, the leader initials and dates the skill. When an individual has completed the skills for each step, he or she qualifies for an advancement certificate for that step.*

1. EM 2790 4-H member Advancement Checklist
2. EM 4869E 4-H Member Program Advancement Program Leader Guide

### **County Championship Classes**

#### **Performance**

The number of **Blue Ribbon** exhibitors in each age division premium class entitled to "Return to champion" shall be ***the high blue ribbon score of 94 points and above***. If a tie, then both will go to the championship.

Championship classes include the following premium classes:

- Showmanship
- Hunt Seat Equitation
- Saddle Seat Equitation
- Stock Seat Equitation
- Bareback Equitation
- Disciplined Rail
- Dressage Equitation

Exception: If only one lot is held for a particular class, the championships and placing may be awarded at the conclusion of the lot.

#### **Awards**

The Champion and Reserve rosettes and flat ribbons are provided by the Kitsap County Fair as their budget allows. The Championship placing is chosen solely at the discretion of the judge.

Ribbons for Western Games will be announced and given at the end of each run. Champion, reserve champion and other awards will be announced at a later time.

Championship classes are not paid premiums and are not connected to the state qualifying points.

#### **Western Games**

Walk/trot class blue ribbon winners are not eligible to return for championship classes.

1. Each exhibitor will run each event one (1) time.
2. County championships will be determined by the fastest Blue Ribbon times only in each event.

### Awards for Western Games

Reserve Champion and Champion rosettes and flat ribbons are provided by the Kitsap County Fair. The championship contestants and placing is chosen solely on event times.

Awards will be announced at the end of each event beginning with white, red, and blue ribbons, and Reserve Champion and Champion.

## State Fair Qualification

### Performance

Points are awarded to enable the selection of 4-H members who qualify for State Fair with their Equine project. Members with the most points are picked according to the number of state slots allocated to Kitsap County for the current year.

1. All blue ribbon winners in Showmanship will be eligible before red ribbon winners in Showmanship. Exception: Unless in second qualifying discipline see "Participating in Multiple Disciplines, Rule #1) White ribbons in Showmanship will **not** be eligible for State Fair **in any discipline** .
2. The highest scores in 3 state-offered riding classes (possible 100 points each), 2 of which must be equitation. *If pleasure classes are not offered, all three scores will be from Equitation classes.* Scores in walk/trot and novice classes are not eligible. Total possible points 300 points.
3. In the event of a tie, highest showmanship score will prevail. If the showmanship score is tied, the highest equitation score will be the tie breaker.

**Sport Equine** [*Dressage Test; Dressage Seat Equitation; Hunt Seat Equitation; and/or Hunt Seat Equitation Over Fences , as per current State Fair offerings*]

1. All blue ribbon winners in Showmanship will be eligible before red ribbon winners in Showmanship. White ribbons in Showmanship will not be eligible for State Fair in any discipline.
2. In this division category the classes offered include dressage test, dressage seat equitation, hunt seat equitation over fences and hunt seat equitation.
3. The individual's top 2 scores in dressage test, dressage seat equitation, hunt seat equitation over fences or hunt seat equitation will qualify for state fair.
4. White ribbons are not eligible for state fair competition.
5. In the event of a tie, highest showmanship score will prevail. If the showmanship score is tied, the Hunt seat equitation is scheduled in both dressage and performance divisions. This means that a hunt seat score will count towards what discipline/Equine the competitor rides. If the competitor rides multiple Equines this score counts to the Equine/discipline rode, since you cannot compete against yourself in the same class. If you ride your sport Equine, it counts for the sport Equine score. This score will count for BOTH disciplines in the event of a competitor riding a single Equine in both performance and discipline.

## **Western Games**

A total factored score is awarded to enable the selection of 4-H members who qualify for State Fair with their Equine project. Members with the highest total factored score are picked according to the number of state slots allocated to Kitsap County for the current year. Scores in walk/trot classes are not eligible.

1. All blue ribbon winners in Showmanship will be eligible before red ribbon winners in Showmanship. White ribbons in Showmanship will not be eligible for State Fair. State Fair qualification is determined by the more commonly known priority order of: Blue/Blue, Blue/Red, and Red/Blue with the first reference being the Showmanship score and the second applying to the fastest time run in any event. Unless in second qualifying discipline, see Participating in Multiple Disciplines, Rule #1.
2. An exhibitor's fastest run in each event is used in determining the factored score. Each exhibitor earns points in reverse order from the fastest time to the slowest time. For example, if there are 15 riders with times, the fastest time receives 15 points, the second fastest time receives 14 points, and so on until the slowest time receives one point. This process is followed for each event.

## **Equine Barn**

These policies apply to all 4-H Equine exhibitors including Equineless Equine exhibitors and 4-H Equine exhibitors who participate in the Rodeo. Violation of these policies may result in loss of fair premiums, ribbons, and/or state qualification.

## **Barn Rules**

Kitsap County 4-H Code of Conduct rules apply.

Barns will be assigned by the Barn Manager and the 4-H Equine Fair Superintendent.

1. Boots must be worn when entering a stall.
2. No dogs allowed.
3. No alcohol.
4. No drugs.
5. No smoking or chewing tobacco.
6. No abuse of animals.
7. Only the exhibitor may ride, school or handle his/her Equine (exceptions with Barn Manager Approval).
8. Only exhibitor can clean their own stalls after 9:00 a.m. during fair.
9. A visibly ill animal can be dismissed from participation by show personnel.
10. The Equine Leadership Team with the 4-H Agent may ask any member to leave the grounds if behavior is unacceptable.
11. No foul or vulgar language, verbal abuse, or obscene gestures will be tolerated.

12. Each exhibitor is responsible to inspect his/her stall before putting his/her Equine in to make sure it is secure and safe.
13. All Equines should have current vaccinations (see Vet Inspection).
14. Every Equine must have a halter on their horse, with lead hung properly on the stall.
15. Equine cannot be removed from the stall without permission from the Barn Manager, unless during scheduled exercise or going to warm-up prior to class.
16. Do not tie Equine to stall doors. An Equine must be supervised when it is tied.
17. All Equines when leaving or returning to stalls must have a "tailer" follow them. The tailer walks alongside while the exhibitor calls out "Equine (or Horse) coming through."
18. Stalls, Equines, aisle ways, and tack areas must be presentable to the public by 9:00 a.m. each day of the fair.
19. Equine may not be left in stall unattended when it is tacked up.
20. **Barns or stalls will not be modified without consent** from the Barn Manager, 4-H Equine Fair Superintendent and Kitsap County Fair Livestock Superintendent.

### **Exhibit Identification**

Stall identification cards will be furnished to each exhibitor and should be displayed on stall doors at all times. A telephone number or a means of reaching the exhibitor during barn closure at night must be written on the back side of the card.

### **Tailer Policy**

All Equines, when leaving or returning to stalls, must have a "tailer" follow them while 4-H exhibitor/handler calls out: "Equine (or Horse) coming through". The purpose of having a "tailer" is to prevent the public from following too close.

1. The 4-H exhibitor who is leading their Equine is responsible for making sure the aisle way is clear of the public and safe to proceed to their destination.
2. The "tailer" walks alongside the Equine, and each Equine needs to have their own "tailer".

### **Stalls**

1. Stalls are assigned on a club basis.
2. Assigned stalls can be readied anytime after assignments have been made.
3. Bedding is furnished by Kitsap County Fair.
4. Any problem experienced with assigned stalls after show opening, please speak to the Barn Manager.
5. Stall door must be secured when not in immediate use.

6. No stall door will be left open unless stall is being cleaned.
7. Stalls will be clean, odor free and attractive to the public at all times.
8. Cleaning will be done quickly, neatly and in an efficient fashion.
9. Proper cleaning tools should be used.

#### **Club Banner and Educational Display**

1. Each stall shall have an educational display.
2. Club identification must be present.

#### **Water and Feed**

1. Hay, water and grain are the responsibility of the exhibitor.
2. Feed in front of the Equine all the time is not required. However, a water bucket must be in use and containing water. Water is not required in the stall if the Equine is warm.
3. Water buckets are to be kept clean and secured so they cannot be tipped over.
4. Hay bags/nets or muck buckets are suggested for feeding hay. Hay bags should be hung properly so when empty the bottom of the hay bag does not hang below the Equine's chest.

#### **Cleanliness of the Barn Alley**

1. Alleyways must be kept clean and picked up of litter.
2. Chips or aisle way covering must be kept smooth and even for safe traveling. If aisle way becomes dusty, water it to hold down the dust.
3. Tack boxes and chairs may be placed in front of stall but cannot extend past 30 inches. Tack boxes and chairs must leave sufficient room for aisles to meet current ADA and/or fire codes. Boxes may have to be moved or removed in order to conform to these requirements.

#### **Tack Room**

1. Tack rooms will be kept clean, neat and very orderly.
2. All bridles, halters and accessories, if not put away out of sight, should be hung neatly.
3. After cleaning a stall, wheelbarrow will be emptied immediately and stored appropriately along with cleaning tools in designated area per Barn Manager and/or 4-H Equine Fair Superintendent.
4. Care should be taken to have equipment out of reach or locked up for security purposes.
5. Curtains cannot block view of tack room.
6. Every exhibitor must have on display one (1) saddle, pad and bridle per animal.

### **Fire Protection**

1. A fire drill will be reviewed by Show Management at the pre-fair orientation. All exhibitors, leaders and assistants will be notified.
2. The Barn Manager will be in charge of the fire drill.
3. All exhibitors, leaders and families or friends of 4-H exhibitors are encouraged to locate the fire extinguishers and/or hoses that are stationed throughout the Equine barn areas. All persons responsible for barn duty are to know where to get help in case of a fire.
4. A fire in or near the barn would be a catastrophe, but the possibility of a fire in a stable area such as the Equine barn is very real and precautions are never too much or too many.
5. Removing an Equine from a fire is a difficult task, therefore, exhibitor recognition and adherence to the fire rules will be greatly appreciated by the Show Management.
6. For safety purposes adults are asked to not smoke in the vicinity of the barn.
7. All exhibitors and others on herdsmanship duty will assemble in the lower arena for accountability during a fire drill. It is advisable to have a working roster to take along to the arena for headcount.

### **Exercise and Lunging**

1. Exercise will be at designated times in the warm-up arena or 4-H show arena when not being used for showing. Exhibitor must have permission to access exercise arenas at any time other than scheduled time.
2. Each Equine is required to be exercised at a minimum of one riding class plus one riding exercise per day. No exceptions will be made to the policy of a minimum of one riding class plus one riding exercise per day.
3. Equines not being shown in a riding or driving class on a given day are required to be exercised at both am and pm exercise periods.
4. Leaders are responsible for their exhibitors meeting this requirement. The Barn Manager is ultimately responsible for exercise.
5. Each exhibitor is expected to exercise his/her own Equine unless special arrangements are made with the leader or Barn Management.
6. Appropriate tack is required for exercise. (See exercise schedule).
7. No racing or running.
8. No riding double.
9. Equines must be cooled out thoroughly before returning to barn.
10. In case of an emergency that makes it necessary for a Equine to be walked, check with the Barn Office.
11. If space is available, hand walking is allowed beyond the required minimum exercise. Equines may be hand walked for exercise if space allows, and with leader's permission.
12. One adult per member while lunging, or club while exercising will be monitoring.

## **Herdsmanship**

Each individual exhibitor will be responsible to prepare his/her exhibit for each day prior to 9:00 a.m. This includes feeding, watering Equine, cleaning stall, cleaning and preparing aisle for the day, and general barn keeping duties as needed. After 9:00 a.m. the exhibitor will check his/her exhibit on an hourly basis performing any of the above duties that are required at the time. Each exhibitor will be responsible for "bedding down" his/her Equine which would include a clean stall, feed and water as needed. Remember, if you enter the stalls, proper barn attire must be worn.

### **Herdsmanship - General Policies and Regulations**

1. Person on duty must be dressed properly: shirt with sleeves, long pants, and boots.
2. One adult per club must be in the 4-H area at all times. Small clubs are encouraged to work together to meet requirements.
3. Parents may help exhibitors as needed on Tuesday and after release of exhibit on fair closing day. Clubs with parents helping during duration of fair may lose 50% of their score for the day. However, in the case of an emergency, an adult may assist until the situation is resolved.
4. Herdsmanship will be judged daily during the fair according to the following schedule:
  - 6:00 a.m. - 9:00 a.m.** Each member prepares exhibit for the day.
  - 9:00 a.m. - 6:00 p.m.** At least one exhibitor herdsman per club on duty.
  - 6:00 p.m. - 10:00 p.m.** At least one herdsman (senior exhibitor or adult) per club on duty.
  - 10:00 p.m.** Barn closed to all exhibitors and public.
5. Each exhibitor responsible for "bedding down" his/her Equine.
  - a. No blanketing Equines prior to 9:30 p.m.

### **Herdsmanship Judging**

1. Judging will be done on a club basis.
2. Herdsmanship Judges - No judge will be an active participant in the 4-H Equine Project. Each will be familiar with Equines, their care and barn safety. Each judge will use the criteria set outlined in these policies.
3. Basis for Scoring - Herdsmanship encourages better care and display in the 4-H Equine barn. Judges will examine the displays at least once a day, and may judge anytime from fair opening to closing. 4-H Equine exhibitors only are expected to perform duties of herdsmanhip. Herdsmanship performed by non-4-H members, or lack of herdsmanhip, can result in forfeit of all awards and premiums and/or removal from the fair for the member/club.

**Animals: 30 pts.** Arrangement, cleanliness and grooming, bedding, regularity of feeding and watering.

**Stalls and tack room: 20 pts.** Arrangement of equipment, supplies, orderliness and neatness.

**Overall appearance of club display: 10 pts.**

**Educational effect: 15 pts.**

**Exhibitors: 25 pts.** Appearance, attitude, courtesy, skill and 4-H identification.

**TOTAL: 100 points** Daily scores will be tallied and posted.

### **Release of Exhibits**

1. The 4-H Equine Division will release exhibits after close of fair on Sunday night, unless notified otherwise by Barn Management. No portion of exhibit may be removed prior to close of fair.
2. Any exhibitor leaving before the release time without proper authorization may therefore forfeit ribbons, premiums, and eligibility for the State Fair.
3. All stalls must be cleaned in accordance to Barn Management specification. No Equines or tack may be removed from the fairgrounds earlier than official release time.

### **4-H Equine Program Equipment Usage**

Requests for use for open shows need Equine Project Committee approval, and will be checked out through the Equipment Manager. Person responsible for checking out the timing equipment must be a currently enrolled 4-H leader.

### **All Other Equine Project Equipment**

Any and all 4-H Equine Project equipment may be checked out by a leader. The leader may be required to sign a form indicating that he/she is responsible for the condition and return of equipment. Equipment may be checked out one week prior to the show and must be returned within one week following their use.

*These policies compiled by the Policy Committee, and approved by Shannon Harkness- Kitsap County 4-H Youth Development Educator, in cooperation with and under the supervision of Jennifer Leach – Washington State 4-H Faculty and Equine Specialist. April 2014.*

*Extension programs and employment are available without discrimination. Evidence of noncompliance may be reported through your local Extension Office.*

# Kitsap County 4-H Equine Project

## LEADERSHIP TEAM ELECTED

### WSU Staff:

**Equine Project Director:** Assistant Equine Project Director: **Show Manager:**  
**Fair Superintendent:** **Secretary:** **Treasurer:** **Teen Superintendents:** **Barn Manager:**  
**Mentors:**

## LEADERSHIP POSITIONS APPOINTED

**Assistant Barn Manager:** **Assistant Show Manager:** **Awards Manager:** **Grounds Crew Managers:** **Set Up Crew Manager:**  
 (& Ribbons) **Equipment Manager:**

## COMMITTEES & Coordinators:

**Policy & Procedures Committee:** **Leader's Benefit Show Committee:** **Rummage Sale Committee:** **Judging Coordinator:** **Skills Check-List Coordinator:**

**Education Coordinator/  
 Knowledge Bowl:**



# Equine Project Teen Superintendents 20\_\_-20\_\_

Must submit application to the Teen Superintendent Coordinator by October 15<sup>th</sup>, 20\_\_

## Qualifications:

- Must be a Senior 4-H member enrolled in the Kitsap County Equine Project
- Must have at least one year prior fair experience
- Committed to attend and assist at a majority of the events listed below:

## Responsibilities:

### Clinics/ Judgings (at least two)-

- Help set up divisions, teach classes and assist younger and/ or novice members.
- Date and locations will be announced prior to each event.

### Equine Leader's Meetings (3<sup>rd</sup> Wednesday of every month)

- Present and Speak on subjects and material as requested.
- Vote on items.

### Pre-Fair & Leader's Benefit-

- Assist with set up of event and individual classes; help perform check in, scribing and other various jobs prior, during, and after the show.
- Help Junior and novice members with Fitting and Showing.

### Pizza Social (November)-

- Assist with set up and break-down of event.
- Help teach on 4-H material.
- Interact with other members to promote introductions and socialization throughout different clubs.

### Ice Cream Feed (July)

- Assist Equine Fair Superintendent and Equine President.
- Help set up and break down event.
- Speak on subjects as requested by Leadership Team.

### Super Saturday (August) and other work parties-

- Assist as needed and directed.
- Lead younger and novice members in cleaning areas of the barn as directed.
- Help others know what to do and help with other jobs.

**Monday and Tuesday of Fair week-**

- Hang posters/ decorate and prepare barns for fair.
- Help with vet check.
- Help with various jobs when asked and as needed.

**During week of Fair-**

- Fitting and showing for juniors/ new members.
- Help with various jobs when asked by leadership team.
- Help with the various classes/ activities (set-up & break-down).
- Help with herdsmanship.
- Pass out ribbons.
- Meet daily with Show Manager, Equine Fair Superintendent and/or Teen Superintendent Coordinator.
- Perform 'Walk Throughs' per schedule (visit other clubs and barns daily).
- Perform 'Paddock Advisor' duties (tack & attire check).
- Scribe for the judge if needed.
- Announcing when needed.

**Mucky Monday-**

- Check barns, notify superintendent if does not meet standards (stalls are clean, tack rooms and hallways are swept).

## Commitment

I, \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, agree that I will attend and assist with the events listed, as part of my job duties, as a teen superintendent of the Kitsap County Equine project. I will notify other my team members as well as the Teen Superintendent Coordinator if I'm unable to attend an event.

In addition to the above-listed duties, I agree to the following:

1. I will follow the rules of the Equine project and abide by the 4-H dress code.
2. I will present myself in a polite and respectful manner.
3. I will cooperate with the other 4-H members and help as much as possible.
4. I will notify my team and the Teen Superintendent Coordinator if unable to attend an event.
5. I will strive to set an example of maturity and responsibility by my attitudes and actions.

## Member

Signed by: \_\_\_\_\_

Print name: \_\_\_\_\_

## Parent/ Guardian

Signed by: \_\_\_\_\_

Print name: \_\_\_\_\_

## Contact information

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

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

Club Name: \_\_\_\_\_

Leader's Name: \_\_\_\_\_

# DECLARATION OF INTENT

## Of Equine Entry for Kitsap County Fair



This declaration is for the purpose of reserving 4-H stall allocations and for planning Fair class schedule. Final commitment is made in July when Fair Entries are turned in.

Each exhibitor is allowed a minimum of one (1) equine. Additional allotments will be based on stall availability and order of assignment. Allocation of 2<sup>nd</sup> equine stalls will be given to seniors, followed by intermediates. If available, 3<sup>rd</sup> equine stalls will be given to seniors first, followed by intermediates. Record books may be reviewed for thoroughness of record keeping for each animal, and used as a decision maker in the event there are more equine than number of available stalls.

Horse certificates will be submitted for each equine I intend on working with (primary and alternate), whether listed here or not.

Member Name: \_\_\_\_\_

Circle one: Junior / Intermediate / Senior . [ Jr = 1 equine. Int/Sr = up to 3 equine each]

Club Name: \_\_\_\_\_

Considerations: Height at withers/length; Mini; etc. \_\_\_\_\_

One equine may enter more than 1 discipline, but only one equine per discipline.

- A. Training    B. Mini    C. Sport Horse    D. Driving    E. Games    F. Performance

List in order of your preference:

1. Equine name: \_\_\_\_\_ Discipline: \_\_\_\_\_

2. Equine Name: \_\_\_\_\_ Discipline: \_\_\_\_\_

3. Equine Name: \_\_\_\_\_ Discipline: \_\_\_\_\_

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

				<b>INDIVIDUAL HORSE RECORD</b>
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Add this sheet to your regular 4-H Record Book. Keep all your records in one book.

\* Equine add sheet. Voted on and amended Oct. 15, 2014.

Complete one record for each project animal per year.

Name of Horse:		Date Born:	Age:
Breed:		Reg. No (if any):	
Identification:	Height	Weight	Sex:
Color:		Markings:	

Disposal Date:

Reason or Sold To:

**HEALTH RECORD:** Record all medicinal care administered by you or your veterinarian (immunizations, dewormings, drugs, surgery, breeding record, etc.).

Date	Type and amount	Date	Type and amount
	Tetanus		
	Influenza		
	Encephalomyelitis		
	Distemper		

**HOOF CARE RECORD:** Record shoeing's, trimmings, and any additional hoof care received. .

Date	Type and amount	Date	Type and amount

## RIDING/TRAINING RECORD

Month	Riding Hours	Comments	Training Hours	Comments
(example)	5	Club Trail Ride	12	Setup, right lead
Oct.				
Nov.				
Dec.				
Jan.				
Feb.				
Mar.				
Apr.				
May				
June				
July				
Aug.				
Sept.				
TOTAL				

This document is to be used in conjunction with the complete Kitsap County 4h Record Book.  
Voted on and amended by the 4h Equine Leaders Group. October 15, 2014.

## Youth Member Code of Conduct

1. I will strive to strengthen my knowledge, abilities, and skills as well as develop my sense of responsibility and good character.
2. I will complete my own project work to the best of my ability.
3. I will be honest presenting myself and my projects.
4. I will read, understand and follow the rules of shows in which I participate and ask that my positive role models do the same: parent(s), guardian(s) and 4-H Leader(s).
5. I will seek to understand the positive and negative outcomes of my project work and to recognize my role in representing my work.
6. I am responsible for the proper and safe care of my project. If my project includes animals, I will provide safe, humane treatment of my animal. I will not be abusive, fraudulent or illegal with practices (fee, care, fitting, showing, training, etc.) to care for my animal. If my project involves food or food production, I will work my best to produce safe and wholesome food.
7. I will treat other 4-H member projects with the same respect and care I give my own.
8. I accept that failure to uphold this commitment could result in forfeiture of my right to participate in the Kitsap County 4-H Program.

4-H Member's Name: \_\_\_\_\_  
**PRINT NAME**

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
**4-H Member**

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
**Parent/Guardian**

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
**4-H Leader**

*One copy of this document will be submitted by all 4-H Youth and kept on file at the WSU – Kitsap County 4-H Office. One copy will be placed in the 4-H member's Record Book.*

## 2013 Kitsap County 4-H Horsemanship Skills Checklist

### ***Club Leader to complete this section***

4-H Member Name: \_\_\_\_\_ Date: \_\_\_\_\_

Age Division:  Junior  Intermediate  Senior Number of years in 4-H horse project: \_\_\_\_\_  
 \_\_\_ New Member \_\_\_\_\_ Returning Member with new horse (must complete everything on page 2)

Club Name: \_\_\_\_\_

Horse's Name: \_\_\_\_\_

Requesting Approval In:  Walk/Trot Only  Western Games  
 Performance  
 Bareback [must be able to show competency & control when riding with saddle before being considered ready for bareback]

Leader's Signature\*: \_\_\_\_\_ Ldr. Phone: \_\_\_\_\_

\*Leader Signature certifies that this horse matches the horse certificate on file and that the leader is familiar with how the 4H member handles and rides the horse.

Leader's Preliminary Comments about horse and/or rider: **[MUST BE COMPLETED BY LEADER PRIOR TO SKILLS CHECKLIST EVALUATION-if this section is not completed—then the skills technician will not do the skills checklist]**

### ***Skills Technician to Complete Information Below***

Location and situation of evaluation: \_\_\_\_\_

**Next to each item....please check and date when it was passed. If the 4H member did not pass it...then don't check it off!!**

#### 4-H Knowledge

Recites 4-H Pledge  Knows 4-H Motto  Knows 4H Colors  Describes 4H Emblem

#### Horse Science Knowledge

Can explain basic aspects of health care, for example:

\_\_\_ Weight \_\_\_ Hoof Care \_\_\_ Parasite Control/Management \_\_\_ Coat Condition \_\_\_ Teeth

**Horsemanship and Safety Skills for both new 4H horse members and returning members with a new horse**

Ground Handling Skills

- Demonstrates approach and haltering horse-including proper halter adjustment
- Demonstrates correct leading of horse both near side and off side
- Demonstrates setting up horse for showmanship
- Demonstrates quartering system
- Demonstrates manager/quick release knot
- Demonstrates safely working around horse and knows danger zones
- Demonstrates proper grooming including correct use of grooming tools
- Demonstrates safe way to pick up feet and cleans feet
- Demonstrates proper way to saddle horse
- Demonstrates proper way to bridle horse
- Demonstrates safe mounting appropriate to size of rider
- Can respond to practical ground safety exercise

Riding Skills Related to Control, Transitions, and Seat\*

- Walking
- Jog/Trot
- Lope/Canter

\*Those in Western Games must also demonstrate horsemanship skills and control related to changes in speed and direction

Dismounting/Unsaddling/Unbridling

- Demonstrates safe dismounting appropriate to size of rider
- Demonstrates proper and safe unbridling of horse
- Demonstrates proper and safe unsaddling of horse

\*\*\*\*\*  
Arena Skills and Concepts: for new members only

- Can demonstrate and/or explain arena courtesy concepts
- Can demonstrate and/or explain how to handle working with multiple horses in an arena
- Can explain emergency arena procedures
- Can provide a correct response to an "arena scenario"

\*\*\*\*\*  
Technician Comments for identified risks/challenges for this horse and rider combination:

Other Comments (both positive and/or concerns):

Riding Division Approval:     Walk/Trot Only                       Western Games  
     Performance  
     Bareback

Skills Technician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Kitsap County 4-H Youth Program

# Hunt Seat Equitation Over Fences/Jumping

## SKILLS CHECKLIST

Name of Rider \_\_\_\_\_ Club Name \_\_\_\_\_ Date \_\_\_\_\_

Age: Jr. Int. Sr. (circle the correct age division)

Name of Horse \_\_\_\_\_ Breed \_\_\_\_\_ Color \_\_\_\_\_

### *RIDER:*

- Properly fitted ASTM/SEI approved helmet with strap engaged
- Has access to hunt seat attire: refer to 4-H horse publications
- Crop or bat (optional) – may not be longer than 3 feet
- Spurs (optional) – blunt unroweled and not over 3 inches long

### *SADDLE:*

- Jumping saddle or all-purpose which fits the horse and rider
- Has safety bars open for jumping
- Girth tight and in good repair for jumping
- Stirrup leathers in good condition
- Stirrup irons to be at least ½ inch wider than boot
- Billet straps and stitching in good repair
- Stirrup length set for rider's jump position (just above bottom of ankle bone)
- Saddle pad(s)

### *BRIDLE:*

- Leather in good repair
- Bit proper size – not too large or small – (1-2 wrinkles at corner of mouth)
- Correct bit as per 4-H rules – refer to 4-H horse publications
- Throat latch snug, not tight or loose
- Cavesson or drop nose band
- Closed reins with buckle
- Martingales and tie-downs (optional) – rein stops to be used with running martingale (prohibited in flat classes)
- Breast plate or breast collar (optional)

**RIDING:**

Demonstrates the following:

- Left and right diagonals and change of diagonal at the trot
- Left and right canter leads
- Two-point position at the trot
- Two-point position at the canter
- Hand gallop
- Hand position and/or crest release – unless using mane while jumping

Overall rider position:

- Legs: Heels down  
Ankles flexed and relaxed  
Stirrups correct length
- Two-point position – can hold it at walk trot and canter
- Crest release – reins short enough for contact
- Demonstrates correct basic riding position at the halt, walk, trot, and canter
- Demonstrates correct basic jump position at walk, trot, and canter
- Walk and trot over ground poles in jumping position
- Maintain jumping position at the trot on the flat and over ground poles
- Ride a simple jumping course of two obstacles of unrelated distances, not to exceed 36" in height. NOTE: State 4-H Fair course may include fences up to 36" (3 feet) in height.
- Ride with control, maintaining a reasonable secure position at the walk, trot, and canter, while developing balance and a steady position over fences
- Trot over ground poles, followed by a cross-rail

**DISTANCE:** (a combination of observation and discussion)

Have the rider discuss their approach to the jump with the examiner

- Too long
- Too short
- Just right
- Take off
- Position over fence
- Landing transitions
- General control, good hands and feet

Technician comments:

Approved for height(s):

- 12" – 18"
- 2' – 2'6"
- 2'7" – 3'

Technician signature \_\_\_\_\_ Date \_\_\_\_\_

**RESOURCES:**

Hunt Seat & Jumper Manual, PNW488  
Pacific Northwest 4-H Horse Contest Guide, October 1, 2013 to September 30, 2015

Developed by Cowlitz County 4-H Horse Program, 1990. Slight revision February 2013







## Description of Incident

(Use additional pages if necessary)

1. Sequence of activity (e.g., at end of the workshop, at the beginning of club meeting, during leisure time.) What had preceded in terms of type of activities?)
  
2. Location (e.g., where did the incident occur in the workshop/activity space in relation to instructor/supervisor and other participants?) A diagram is frequently helpful.
  
3. Just exactly what was the person involved doing and how did the incident occur? What was going on? Who was involved?
  
4. What could/should the injured person have done to have prevented the incident? (If appropriate, might ask the person involved what he/she could have done to prevent the injury.)
  
5. Action taken at time of incident:
  
6. Action taken as follow-up to incident:

### FOLLOW-UP REQUIRED:

Person(s) completing all or part of report:

Signature	Title	Date
Signature	Title	Date

Person completing Follow-Up of Report:

Signature	Title	Date
County 4-H Agent Signature		Date

## Incident Follow-Up Final Report

(Please submit this form within 30 days after incident is considered closed.)

County \_\_\_\_\_ Date of report \_\_\_\_\_

Club \_\_\_\_\_ Club Leader \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Date if incident \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Incident reported by \_\_\_\_\_ to 4-H office on \_\_\_\_\_  
method date

Written incident report submitted on \_\_\_\_\_

Emergency contact person \_\_\_\_\_

Brief re-cap of incident:

Follow-up information not previously reported:

Insurance settlement: \_\_\_\_\_

Suggestions for procedures that might help others handle, avoid, or minimize such an experience:

\_\_\_\_\_  
Signature of person completing form

\_\_\_\_\_  
Title

**EMERGENCY MEDICAL CONSENT – October 1, 2014-September 30, 2015**  
**Washington State University – Kitsap County 4-H Youth Development Program**

In an emergency requiring medical attention or a situation reasonably believed by Washington State University (WSU) authorized agents including 4-H staff to be an emergency; I authorize WSU and its authorized agents to obtain emergency medical care for my self (as an enrolled member or volunteer over 18) or my enrolled child. I will be responsible for any expenses incurred in so doing including but not limited to care by health care professionals, hospital care, and ambulance or other services. In addition, the health care provider has permission to obtain a copy of my child's health record from providers who treat my child and these providers may talk with the program's staff about my child's health status. **NOTE: Minors may consent to certain services in Washington.**

**I hold harmless and agree to indemnify Washington State University, its authorized agents and employees and the event staff from decisions to seek emergency treatment. I voluntarily sign this authorization in consideration for permission for my child to participate in the 4-H Youth Development Program. I have read it, and I understand its content and significance.**

**Health-Care Providers:**

Name of participant's primary doctor(s): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Name of dentist(s)/orthodontist(s): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Medical Alerts: \_\_\_\_\_  
 (severe allergies / life-threatening conditions / chronic illnesses)

**Medical Insurance Information:**

This participant is covered by family medical and/or hospital insurance  Yes  No

Primary Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Subscriber \_\_\_\_\_ Insurance Company Phone Number (\_\_\_\_) \_\_\_\_\_

Secondary Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Subscriber \_\_\_\_\_ Insurance Company Phone Number (\_\_\_\_) \_\_\_\_\_

Name of another person to contact in case of emergency if you are not available: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_