



Jefferson County H & P PROJECT HANDBOOK



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Introduction

Dear 4-H Horse and Pony Project Member, Leader, and Parent: This handbook should serve as a reference and guide in dealing with your project. It contains up-to-date information on expectations and requirements relative to the project, and county fair participation. Please review it carefully and store it in your permanent files for future reference. You will be expected to perform according to these guidelines when participating in countywide events.

2008 – 2009 Jefferson County 4-H Horse and Pony Committee Members

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WEBSITE ADDRESS

Further information is available on our web site (www.JCHP.org), or by contacting any of the Horse and Pony Committee members listed above. All required forms are available on this site along with pertinent information and any schedule changes.

Forms required by May 1st to your Horse and Pony leader, JCHP A, JCHP B, and JCHP C and Coggins copy. If you and your Horse and Pony leader have questions, please contact a committee leader. If you are not sure who your leader is, please contact a Horse and Pony Project committee member or UW-Extension.

The forms and participation requirements apply to FFA exhibitors also.

For State 4-H information go to <http://www.uwex.edu/ces/4h/onlinpro/horses.cfm> . You can download Equestrian guidelines, show booklets, clinics, scholarships, etc.

REQUIREMENTS

ENROLLMENT

You must be correctly enrolled in the Horse & Pony Project through your local 4-H club by March 1st in order to exhibit at that year's Fair. Exceptions WILL NOT be made **due to UW-Extension policy**. You may still join 4-H and the Horse and Pony Project after that date, but you will not be able to exhibit at the Fair that year. If you are not sure of your enrollment status, you may phone the UWEX office at 920-674-7295.

ATTENDANCE

There are project attendance requirements in order to be eligible to exhibit a horse at the Fair. These requirements are listed in this handbook and on the exhibitor requirement agreement (JCHP A) and are adhered to.

****Attend two Countywide meetings (signing myself in), AND**

****Ride at one Monday night riding lesson, OR **Participate in one educational event:**
Educational events provided by the Jefferson County Horse and Pony Project (JCHP) are: Horse Education Nights (Tuesdays starting in January), Hippology (Feb), Speech/Demonstration/Photography/Poster (March), Spring Workshop (normally a Saturday in April), Drill Team, Judging (May).

If you wish educational event credit you MUST participate in the educational event, *not just attend.*

Monthly Countywide Meetings: Are held the 3rd Tuesday of each month, except for July, and December. The November meeting is the annual awards banquet with date to be determined yearly.

You must attend **and** sign in:

At least two (2) monthly meetings by the 3rd Tuesday in June.

Educational Events: The county offers the following events: Monday night riding lessons (with your horse), drill team practices, education nights, Hippology, poster, speech, demonstration, workshop and judging.. If you have questions or are not sure when these events are held, please contact a committee member or coach.

Attendance at educational events will be taken. Please make sure you check in.

A minimum of one (1) county educational event by the 3rd Tuesday in June.

Attending countywide meetings that include educational events will only count towards one of the requirements (not as two). You must participate in the educational event in order for it to count.

There are additional educational opportunities outside of the horse and pony project. We encourage youth to take advantage of these opportunities to further their knowledge.

If by March 1st of the project year you feel you may not be able to meet these requirements, you must immediately notify the Horse and Pony Project committee **in writing prior to the March Committee meeting. Failure to do so may result in your being ineligible for exhibit at county fair.**

PARTICIPATION

In order to support the ongoing education of our project members, and to assist with costs relating to the County Fair and Fair Park improvements, the Horse and Pony Project uses the following fund raisers:

Cheese sale (each Fall), tack sale (Jan.), and open show (May).

Members are **expected** to participate in these fundraisers and to assist with the stall set-up night (April), the weekly stall cleaning nights throughout the summer.

Sponsorships are also needed to help support the open show and non-premium classes at the Jefferson County Jr. Fair.

EVENTS AND ACTIVITIES

All events and activities are open to all 4-H members.

If you want credit for attending make sure that you are checking in with the adult in charge of the event/activity!

Spring Workshop: Held on a Saturday in April at the UW-Extension office. This provides project information for new members as well as returning members.

Drill Team: Held on Monday nights, mid April through August. Riding begins at 6:00 p.m. Additionally, team members may participate at local competitions and clinics, and put on a demonstration at the County Fair. Further information about participation will be available on the website, and at practices.

Riding Lessons: Held on Monday nights, from late April through September. On a rotating schedule, lessons will focus on western (stock seat) riding, hunt (english) riding, gymkhana (speed) and trail. Showmanship is practiced after each lesson. Lessons begin at 7:00 p.m., **there will be a minimal fee per student**, and groups are usually divided into two skill levels. Participants will need to provide a current calendar year negative EIA (Coggins) test the first time they come with their horse. Riders will be required to wear helmets and boots with a cut out heel.

Education Nights: Held on Tuesday nights, January through August. Skills in Hippology, horse bowl, judging, and team problems are practiced. Groups are usually divided into two skill levels.

Competitions: Educational competitions are available at local, state and national levels. Team members may participate at state competitions and qualify for national competitions.

DEADLINES

Please read carefully.

Failure to meet a Horse & Pony Project deadline will result in your ineligibility to exhibit at County Fair!

Remember, all attendance requirements MUST be met by the 3rd Tuesday in June.

1. By **May 1st** the following forms are required to be submitted by ALL 4-H members planning on exhibiting a horse at the fair to their local H&P Leader (or general leader if there is no H&P Leader). **FFA members have until June 1st to submit this paperwork to the UW-Extension office. All these forms are available on the website, www.jchp.org**

- JCHP-A Exhibitor Requirement Agreement.
- JCHP-B Horse ID sheet **
- JCHP-C Health Certificate (vaccination verification) or detailed dated bill from Veterinarian.

Negative EIA (Coggins) test result.

*** If a member is in 6th grade or over and planning on exhibiting a horse at a state show (Hunter/Jump, Expo or Gymkhana) **3** coggins copies are REQUIRED to be submitted by the May 1st deadline. If under 6th grade or not planning on exhibiting a horse at a state show, only **1** copy of coggins is required. ***

2. By the Friday before Memorial Day, the project leader is required to submit the above referenced paperwork, along with a JCHP-D (recap of fair ID sheets) form to the Extension office.

**See section on "IDENTIFYING (ID-ing) YOUR HORSE." No ID sheets will be accepted after May 1st identification deadline. (1 sheet per horse per member)

IDENTIFYING (ID-ing) YOUR HORSE

Projects must be under the care of the exhibitor by May 1st of the exhibit year.

1. Project animals must be identified in order to be entered at the County Fair. All 4-H project animals must be identified on or before May 1st of the current year, using the ID sheet, or copies of the ID sheet, provided on the website. You may identify up to five (5) horses/ponies that meet care requirement but only one (1) of those five animals may be shown at the Fair.
2. Different members from the same family may show the same horse at Fair. Exhibitors must however be in different age groups or disciplines. **Showmanship is still mandatory for each family member.** If sharing a horse each member must submit the following paperwork per horse: JCHP-A, JCHP-B, JCHP-C and coggins.
3.) For each horse ID'ed one (1) copy of a current negative Coggins (dated between January 1st and May 1st of the current year) must be submitted. Exhibitors in 6th grade or higher, if planning on exhibiting a horse at ANY state show (Hunt/Jump, Expo or Gymkhana) must submit three (3) copies of a negative coggins for each horse ID'ed.
4. Each horse ID'ed must submit JCHP-C which is proof of the following vaccinations (Eastern and Western Encephalomyelitis, Equine Influenza and Tetanus).
5. If you are considering exhibiting in pony classes at the Fair, your pony **must** be measured at the Jefferson County fairgrounds prior to showing at fair. Ponies must be 56" and under. Mini-horses must be ID'ed as ponies.
6. HORSELESS HORSE MEMBERS MUST SUBMIT **ONE JCHP-A AND AN ID SHEET (JCHP-B) ON THE HORSE THEY WILL SHOW AT THE FAIR.** Horseless Horse members may only show an animal properly identified by their buddy AND the Horseless Horse member. Horseless horse members may have a back-up buddy, but must submit ID sheets (JCHP-B) for both buddies/horses.

MANAGERIAL HORSE MEMBERS

Project members who exhibit a horse they borrow or lease are called managerial. Managerial youth and horses are treated and enter the same classes as horses owned by the member.

HORSELESS HORSE PROGRAM

1. This program matches the Horseless Horse member (a member who does not have his or her own horse) with an experienced member (Buddy) who is willing to share the horse throughout the project year. The Horseless Horse member and Buddy must share the same horse if they exhibit at Fair. The Horseless Horse exhibitor will only be allowed to enter the designated Horseless Horse premium classes. It is the responsibility of the Buddy and Horseless Horse member to coordinate working together throughout the project year. Anyone interested in this program should contact a Committee member for more information.
2. Horseless Horse members may only show an animal properly identified by their buddy. Horseless horse members **MUST SUBMIT ID SHEETS FOR SHOWING AT THE FAIR**. See the #6 under "IDENTIFYING (ID-ing) YOUR HORSE."
3. All Horseless Horse members must meet attendance requirements outlined under "ATTENDANCE" in order to be eligible to show a horse at the Fair.

OTHER EQUINE OPPORTUNITIES

Scholarship: Members in Grades 12 and 13, are eligible to apply for an annual Scholarship to be awarded by the Horse and Pony Project Committee. Applications will be available in the spring and are due to the **extension office** by **Third Tuesday in June**. The winner will be announced at the County Fair. See application for further information.

Participation Points: Project members should annually keep a record of their Horse and Pony Project activity participation. The points will be accumulated from August of each year through July (ending with County Fair). Forms for compiling participation points can be found on the web site (www.JCHP.org). Forms are due to the Horse and Pony Project committee no later than the **August County** meeting. The top point earners for the year will be recognized at the annual Horse and Pony Project banquet. Each point has the value of \$1.00, and members can use these points to be reimbursed for horse related cost. To receive reimbursement, the member must submit a receipt for a horse related purchase/cost to the treasurer. Reimbursement for any accumulated points in the final year of membership must be submitted to the Treasurer before the end of December of **that calendar year**. The maximum payout in each 4-H year (August-July) is \$100 per member.

Awards Banquet: An annual awards banquet is held each November. Several awards are given out, which may include the following awards selected by the H&P Committee – Most Improved Member (Youth), and Horse Person of the Year (Adult) for a person who volunteered a lot. Also, a Sportsmanship award will be selected by the project members. Other awards to be given out are **but not limited to:** Top Cheese Sales (from previous year), Perfect Attendance (at monthly county meetings), Top Point Earner and Most Class Sponsorships received.

JEFFERSON COUNTY JUNIOR FAIR

All Horse and Pony Project exhibitors must comply with the requirements of: The State of Wisconsin Jr. Fair, Jefferson County Fair, Horse and Pony Project and the WI 4-H Horse Association rules. Fair will be held in July. See Department 6 of Junior Fair Book for more information.

1. ELIGIBILITY

A. You must be a member of a Jefferson County 4-H Club and have satisfactorily met general club requirements, all Horse & Pony Project requirements and all deadlines. See separate sections on "ATTENDANCE REQUIREMENTS", "PARTICIPATION REQUIREMENTS", and "DEADLINES" for further details.

B. **FFA** members in good standing are also eligible to show for premiums at the Jefferson County Junior Fair. The following criteria apply:

- 1) FFA members must be properly enrolled through their chapter headquarters.
- 2) FFA members are required to attend countywide meetings and clinics. See attendance requirements on page 2-3.
- 3) FFA members are responsible for correctly entering their premium classes at the County Fair. Assistance may be obtained by calling a Committee member.
- 4) FFA members must adhere to the age level guidelines as set forth by the Fair Board when entering premium classes at the Fair.
- 5) FFA members must submit ID sheets and other paperwork by June 1 (see sections on "DEADLINES" and "IDENTIFYING (ID-ing) YOUR HORSE").
- 6) FFA members are required to use appropriate safety equipment at all 4-H sponsored functions and the County Fair. This includes SEI-approved equestrian helmets, boots with definite heel and appropriate tack.
- 7) FFA members are not eligible to exhibit or participate in any State 4-H events (i.e. Drill teams, Education, etc.).

ENTRY

All State of Wisconsin mandatory health regulations apply. See State, County & District Fairs rules and regulations of animal health in the front portion of the Fair book.

All Premium entries must be made by the Fair entry cut-off date. Members may enter horse (educational) classes in addition to a maximum of 5 premium (riding) classes. Exhibitors should **check ALL fair entry tags** immediately upon receipt. All requests for changes and/or corrections MUST be made at the Fair office **before July 1st**. Registration for non-premium entries can be made during Fair at the Horse and Pony Project committee office in the barn.

Showmanship

Showmanship is mandatory for all exhibitors. It is recommended that members follow the showmanship procedure as outlined in the Wisconsin State 4-H Horse Expo Rules for the current year. The county fair judge will be instructed to follow these showmanship rules. Exhibitors should be at the gate and lined up ready to show when their class is called. In addition to the State qualifying showmanship classes, we offer a non-qualifying premium showmanship class.

Walk/Trot Classes

Members entering walk/trot classes MAY enter premium gymkhana classes and fun classes but will NOT be allowed to canter.

Horseless Horse Classes

Horseless Horse members must exhibit in Horseless Horse premium classes and may exhibit in walk/trot non-premium classes. Horseless Horse members not exhibiting an animal at the Fair, may still exhibit in educational classes described in the Junior Fair Book.

HERDSMANSHIP/STALL DECORATIONS

Stalls may be decorated between 8 a.m. Monday through 12 noon on Tuesday, and **MUST** remain in place until after 5 p.m. Sunday of Fair week. Climbing, pounding, etc. in front of or above the horses is not allowed after 12 noon on Tuesday through 5 p.m. Sunday. Decorations are not allowed in OR above the aisles. No decorations or equipment (i.e. Saddle racks, chairs, etc.) are allowed to excessively protrude from stalls into aisle ways. An emergency contact card **must** be visibly placed on each stall. We encourage Project Leaders to emphasize these guidelines to their members. Herdsmanship judging will be held from **10 a.m. to 10 p.m. on Thursday and 8 a.m. to 6 p.m. on Friday of Fair week**. We offer a small and large club category. The Fair Sub-Committee will assign the judges. Score sheets will be available after placings are announced.

FAIR ARRIVAL REQUIREMENTS

A certificate of vaccination of 4 in 1 (Equine Influenza, Tetanus, Eastern & Western Encephalomyelitis) and negative coggins result shall be on record (JCHP-C). Such blood tests and vaccinations shall be completed prior to the May 1st deadline. The project animal must be in a good state of health and not showing evidence of any contagious or infectious disease. Horses found to be infected with contagious disease (verified by a vet) will need to be removed from the Fair Park.

FAIR CHECK-IN

Horses may begin arriving on the fairgrounds at noon, and must be checked in by 8 p.m. on the Tuesday of Fair week. Equine arriving at the fair park, may **not be unloaded** until they have been checked in at the entry table. **Original documentation** of a negative Coggins must be shown at the check-in table. All ponies must be measured at fair prior to exhibiting in ANY classes.

STALL ASSIGNMENTS

The Sub-Committee will make stall assignments by club, based on entries provided by the Fair Office. Draft horses will be stabled in the draft horse barn. **If clubs have less horses come to fair than the number of stalls assigned, the extra stalls become unassigned stalls.** Unassigned stalls are NOT to be used or decorated without H&P committee approval. Exhibitors must furnish all equipment as well as hay, feed and bedding. Shavings may be available on grounds for purchase during the fair.

BARN AND GROUND RULES

For safety, closed-toed **shoes** are required when around your horse, (no sandals or flip-flops). Any non-therapeutic substance used as a stimulant, depressant, tranquilizer or sedative for the purpose of altering a horse or pony's show ring performance is prohibited. Failure to comply will result in disqualification from exhibiting.

Barn aisles **must** be kept clear of grooming equipment, tack, chairs, etc. unless being currently used or occupied.

General Conduct: It is expected that exhibitors will be on time for the start of each class, enter the ring at the gait indicated, watch the ring steward for directions, be alert for a posted pattern, verbal instruction, or cue from either the ring steward or judge.

Members must show in all premium classes entered. Dropping premium classes requires a vet excuse and/or committee approval. Any requests to drop a class should be made a minimum of one hour prior to the start of the class.

Members involved in the MAP (Meat Animal Project) who anticipate a scheduling conflict between the sale of their MAP project and the showing of their horse/pony project are required to notify both the UW-Extension MAP representative and the JCHP Chair by Thursday of fair week.

No one may approach the judge before or during the show. Technical questions should be directed to the ring steward or if they are not available, to the show office.

Professional grooms or trainers are not allowed to work with or groom the horses in the Fair Park for compensation.

No coaching is allowed from the rail.

Lunging: Will only be permitted in the outdoor and indoor arenas. Exhibitors may have assistance when lunging, but the exhibitor **MUST** be present. **Boots are recommended.**

RIDING RULES

Horses cannot be ridden, driven, or schooled by anyone other than the exhibitor during Fair week. SEI/ASTM approved helmet (with the strap fastened), boots (with a cut out heel) and long pants **must** be worn and a bridle used when mounted or driving.

NO MOUNTED RIDERS ARE ALLOWED OUTSIDE OF THE ARENA'S. The **ONLY** exception to this is when lined up ready to enter a class during the fair show. Upon completion of a class, riders are required to dismount their animals as soon as they exit the arena.

As a courtesy, as a warning to other exhibitors, we request a red ribbon in the tail of horses that kick and green ribbons in the forelock of a horse that bites.

Riding Classes:

See Wisconsin 4-H Horse Project Equestrian Guidelines for specific class rules.

<http://www.uwex.edu/ces/4h/onlinpro/horses.cfm> Bits or bosals are required in all riding classes. Mechanical hackamores are optional in speed classes. Long sleeves and long pants are required when exhibiting in premium classes.

ALL classes may be split for judging purposes at the committee's discretion. However, only 6 premium placings will be paid for each lot number. If you feel a class should be split please contact a committee member.

Trail Classes:

Two attempts per obstacle will be allowed. Score sheets will be available after class placings are announced.

Driving Classes:

Whips are required and must be held in the driver's hand. Drivers 5th grade and under may have an adult ride along.

State Expo & Gymkhana Entries (animal AND educational):

1. You must have been in the sixth grade or higher as of January 1 of the current year AND you must qualify at the County Fair to take a horse to the State 4-H Horse Expo. Qualifying is achieved by receiving a blue ribbon (Danish or Regular) in a premium class.

2. You do NOT have to qualify for State Gymkhana.

3. All members enrolled in the Horse & Pony Project, the Horseless Horse Project, or the Clothes Horse Project may participate at the State 4-H Horse Expo in the educational divisions of clothes horse, judging, poster, photography, art, speaking and/or demonstration, model horse and drawing and painting, etc. You need not have shown at the county level to participate in a State educational event (with the exception of Horse Quiz Bowl, where you need to be on the qualifying team).

All entries for State Expo and/or State Gymkhana **must** be turned in to the Horse and Pony Committee by **6:00 p.m.** of Fair Sunday. Entries **MUST** include the following: **Premise ID#**, payment for all classes entered and the following signatures: 1) Entrant, 2) Parent or Guardian, 3) Club Leader (or a Horse and Pony Committee member).

END OF FAIR CHECKOUT

Stall decorations must remain in place until 5:00 pm on Sunday. All stalls must be cleaned prior to leaving the fair grounds. **Horses may not be loaded until after 6 p.m. on Sunday evening of fair week.** Any alternate arrangements must be pre-approved in writing by the Horse and Pony Project committee who may then present the situation to the Jefferson County Fair Board for their approval.

Failure to follow any part of these rules may result in the loss of premiums and/or discipline by the committee. The Horse and Pony Project Committee/Superintendent will handle disputes on an individual basis, and the decision will be final.

SAFETY is of supreme importance at all times. Project members should demonstrate good judgment, common sense, and adherence to the rules. Do not try to show a horse that you cannot control.

Approved H&P committee 11/08 project approved 11/08