

SURVIVAL GUIDE

For 4-H  Horse Leaders

2008

406-130

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* 18 U.S.C. 707

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Produced by Communications and Marketing, College of Agriculture and Life Sciences,
Virginia Polytechnic Institute and State University

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VT/0508/W/406130

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SECTION I:
Introduction to 4-H



SECTION I: INTRODUCTION TO 4-H

A. The Virginia 4-H Mission

The Virginia 4-H mission is *to develop youth and adults working with those youth to realize their full potential – becoming effective, contributing citizens through participation in research-based, informal, hands-on educational experiences.*

B. 4-H Symbols

1. **Pledge:** Every member and leader should know and be able to recite the 4-H Pledge, which should be said after the Pledge of Allegiance to the Flag of the United States. The 4-H pledge is:
 - a. *I pledge my head to clear thinking, my heart to greater loyalty, my hands to larger service, and my health to better living, for my club, my community, my country, and my world.*
 - b. In saying the pledge, 4-H'ers raise their right hands to the foreheads when they say, "my head to clear thinking." They lower them to their hearts as they say, "my heart to greater loyalty." At the line, "my hands to larger service," they extend their hands, palms upwards. At the last line, they stand at attention with their hands at their sides.
2. **Motto:** The 4-H motto, "To Make the Best Better," should be the aim of every 4-H member and leader.
3. **Emblem:** The 4-H emblem is a four-leaf clover with the letter "H" on each leaf. The four H's represent the four-fold development of head, heart, hands, and health. (Note: The 4-H Symbol is protected under a special U.S. Copyright statute, 18 USC 707). The white in the 4-H emblem symbolizes "purity." The green, nature's most common color, represents "life, springtime, and youth." (*see Policies section for guidelines on using 4-H Name and Emblem*)



18 U.S.C. 707

C. Virginia 4-H Delivery Modes Matrix



Virginia 4-H Delivery Modes Matrix



DELIVERY MODE	DEFINITION/ Example	PURPOSES	AGE ELIGIBILITY	LONG OR SHORT TERM	OFFICERS	ENROLLMENT REQUIRED
Community 4-H Club	Organized group of youth, led by trained adults, with a planned program that is carried on throughout the year or most of the year with focus on a variety of self-chosen learning experiences and activities ; may meet in any location, has elected youth officers, and a set of rules approved by the membership to govern the club. Community 4-H clubs typically meet in the evenings or on weekends. <u>Examples:</u> Luckyville 4-H Club; Warriors 4-H Club; Busy Bees 4-H Club	<ul style="list-style-type: none"> Organized group of youth (9-18 years of age) who meet and learn about a variety of individual interest 4-H projects or subject matter areas. Foster and promote enthusiasm and support for participation in 4-H programs, events and activities within the club meeting as well as outside the local club. Foster and enhance the 4-H club meeting as an important learning experience for the youth, as well as for adults working with those youth. Encourage long-term involvement in 4-H for enhanced positive youth development. 	9-18	Long-Term	Yes	Yes
Project 4-H Club	Organized group of youth, led by trained adults, with a planned program that is carried on throughout the year or most of the year with focus on one project area ; may meet in any location, has elected youth officers, and a set of rules approved by the membership to govern the club. Project 4-H clubs typically meet in the evenings or on weekends. <u>Examples:</u> Bits and Bridle 4-H Horse Club; Snaps 4-H Photography 4-H Club; Theatrical Arts 4-H Club	<ul style="list-style-type: none"> Organized group of youth (9-18 years of age) who meet and learn about a specific 4-H project or subject matter area. Foster and promote enthusiasm and support for participation in 4-H programs, events and activities within the club meeting as well as outside the local club. Foster and enhance the 4-H club meeting as an important learning experience for the youth, as well as for adults working with those youth. Encourage long-term involvement in 4-H for enhanced positive youth development. 	9-18	Long-Term	Yes	Yes
In-School 4-H Club	Organized group of youth, led by trained adults, with a planned program that is carried on throughout the school year, or most of the school year, meets during school hours ; has elected youth officers, and a set of rules approved by the membership to govern the club. In-School 4-H clubs have planned activities beyond school enrichment. <u>Examples:</u> Centerville School 4-H Club; Mason Middle School 4-H Club; Luke H.S. 4-H Club	<ul style="list-style-type: none"> Organized group of youth (9-18 years of age) who meet and learn about a variety of common interest 4-H projects or subject matter areas, or a single area during school hours. Foster and promote enthusiasm and support for participation in 4-H programs, events and activities within the club meeting as well as outside the local club. Foster and enhance the 4-H club meeting as an important learning experience for the youth, as well as for adults working with those youth. Encourage long-term involvement in 4-H for enhanced positive youth development. 	9-18	Long-Term	Yes	Yes
After School 4-H Club	Organized group of youth, led by trained adults, with a planned program that usually meets outside of school hours (between the hours of 3-6 pm); has elected youth officers, and a set of rules approved by the membership to govern the club. After School 4-H clubs typically meet in a school or other community center and incorporate 4-H curricula outside of school hours. <u>Examples:</u> Thomasville 4-H Club; Williams Community 4-H Club; Finn's Center 4-H Club	<ul style="list-style-type: none"> Provide care, developmental and educational experiences for children and youth. Organized group of youth (9-18 years of age) who meet and learn about a variety of common interest 4-H projects or subject matter areas, or a single area, usually outside of school hours. Foster and promote enthusiasm and support for participation in 4-H programs, events and activities within the club meeting as well as outside the local club. Foster and enhance the 4-H club meeting as an important learning experience for the youth, as well as for adults working with those youth. Encourage long-term involvement in 4-H for enhanced positive youth development. 	9-18	Long-Term	Yes	Yes

DELIVERY MODE	DEFINITION/ Example	PURPOSES	AGE ELIGIBILITY	LONG OR SHORT TERM	OFFICERS	ENROLLMENT REQUIRED
Military 4-H Club	Organized group of youth, led by trained adults, organized by the Armed Forces, with a planned program that is carried on throughout the year or most of the year, has elected youth officers, and a set of rules approved by the membership to govern the club. Military 4-H clubs typically on military installations and are principally for military dependents. Examples: Ft. Lee 4-H Club; Ft. Monroe Mustangs 4-H Club; Ft. Story Science 4-H Club	<ul style="list-style-type: none"> The primary purpose is to provide developmental and educational experiences for children and youth whose parents are serving in the Armed Forces. Organized group of youth (9-18 years of age) who meet and learn about a variety of common interest 4-H projects or subject matter areas, or a single area. Foster and promote enthusiasm and support for participation in 4-H programs, events and activities. Foster and enhance 4-H as an important learning experience for youth, as well as for adults working with those youth. Encourage long-term involvement in 4-H for enhanced positive youth development. 	9-18	Long -Term	Yes	Yes
4-H School Enrichment	Organized group of youth receiving a sequence of learning experiences in cooperation with school officials during school hours to support the school curriculum. 4-H School Enrichment involves direct teaching by trained volunteers, including teachers, or by extension staff. Examples: Valley School 4-H; Mountain View 4-H	<ul style="list-style-type: none"> Enhance the relationship between 4-H and the school system. Provide non-formal education to complement formal education, leading to better educated youth. Enhance the subject matter area being studied. Introduce youth to 4-H, providing them a short term experience. Foster and promote enthusiasm and support for participation in 4-H program, events, and activities. Encourage long-term involvement in 4-H for enhanced positive youth development. 	9-18	Short-Term	No	Yes
4-H After School Program	Organized group program, led by trained adults, offered to youth outside of school hours (between 3-6 pm), typically in a school or other community center and incorporating 4-H curricula, but has no elected officers. 4-H After School Program may or may not meet in partnership with other youth serving groups such as Boys and Girls Clubs, YM/YWCA, 21st Century Learning Centers, etc. Examples: Diana After-School 4-H; Homeville 4-H; Jones 4-H	<ul style="list-style-type: none"> Organized group of youth (9-18 years of age) who meet and learn about a variety of common interest 4-H projects or subject matter areas, or a single area. Foster and promote enthusiasm and support for participation in 4-H programs, events and activities. Foster and enhance 4-H as an important learning experience for the youth, as well as for adults working with those youth. Encourage long-term involvement in 4-H for enhanced positive youth development. Serve as leaders to other youth-serving organizations with established after-school programs by facilitating training and providing support. 	9-18	Short-Term	No	Yes
4-H Special Interest Group	Organized group of youth meeting for a specific learning experience involving at least six contact hours. 4-H Special Interest Groups do not have elected officers, since they are short-term, and are not restricted to members of 4-H clubs. The program is not part of the school curriculum. Trained volunteers or Extension staff may conduct the teaching. Examples: Fire Safety 4-H; Hanson's Rescue First Aid 4-H; Blueville 4-H Bicycle	<ul style="list-style-type: none"> Introduce youth to 4-H, providing them a short-term experience. Introduce a subject matter to youth in a short time frame to create interest. Enhance participants knowledge and skills in a single subject matter area. Involve youth in an area of subject matter that promotes continued involvement in 4-H. Foster and promote enthusiasm and support for participation in 4-H programs, events and activities. 	9-18	Short-Term	No	Yes
4-H EFNEP/SCNEP (Expanded Food and Nutrition Education Program; Smart Choices Nutrition Education Program)	Organized group of youth (pre-school - 19 years of age) from limited resource families enrolled to receive a minimum of six (6) hours of nutrition education provided by trained adults and/or 4-H EFNEP/SCNEP Program Assistants Examples: Norman 4-H EFNEP; Healthy Foods 4-H; Living Healthy 4-H	<ul style="list-style-type: none"> Improve the dietary practices of youth participants. Expand the variety of food in their diet. Participants gain knowledge and skills needed for selecting healthy foods and snacks. Introduce participants to 4-H and encourage continued long-term involvement after the 4-H EFNEP experience ends. 	Pre-School to 18	Short-Term	No	Yes

DELIVERY MODE	DEFINITION/ Example	PURPOSES	AGE ELIGIBILITY	LONG OR SHORT TERM	OFFICERS	ENROLLMENT REQUIRED
Cloverbud 4-H Group	Organized group of youth ages 5-8 which emphasizes parent involvement and support. led by trained adults with focus on hands-on, learn-by-doing curriculum. Cloverbud 4-H groups conduct non-competitive activities , meet out of school, and as often as deemed by volunteer adults; no elected officers. Examples: Clover Cloverbud 4-H; Happy Cloverbud 4-H; Cluster 4-H Cloverbuds	<ul style="list-style-type: none"> Introduce youth to 4-H at an early age. Organized group of youth ages 5-8 which emphasizes parent/guardian involvement and support Focus on hands-on, learn by doing developmentally appropriate curriculum for the ages of 5-8. Participants are involved in non-competitive programs and activities, developing and progressing at their own speed. 	5-8	Short-Term	No	Yes
4-H Camping	Since 4-H camping is educationally focused , it is recognized as a delivery mode in Virginia. As defined by the American Camp Association (and as accepted by Virginia 4-H), organized camping is a sustained experience that provides a creative, recreational, and educational opportunity in group living in the out-of-doors. It utilizes trained leadership and the resources of natural surroundings to contribute to each camper's mental, physical, social, and spiritual growth" A 4-H camper is any youth who is registered for a 4-H sponsored residential or day camping event through the local Extension office, meets the age qualifications for the event, and is a participant in camp. Examples: Residential (overnight) 4-H Camp; Day 4-H Camp; District 4-H Camp; 4-H Cloverbud Camp	<ul style="list-style-type: none"> To provide educational, recreational, and social experiences in outdoor living away from home. To provide opportunities to meet, socially interact, and learn to get along with other people by living and participating together. To provide opportunities for youth to learn to take responsibility for their own decisions and actions. To provide new experiences for youth by exploring new interests, or by exposing them to new approaches to old interests, such as nature, aquatics, music, and other life skills that cannot be provided as effectively outside of a camp setting. To teach youth about citizenship, the importance of being a responsible citizen, and to provide opportunities to practice citizenship. To provide opportunities for developing leadership skills. To allow youth to discover special talents and to provide opportunities for developing these talents. To provide the opportunity for youth to have fun and to learn to create positive, enjoyable experiences individually and with others. To learn to meet individual and group responsibilities. To enrich the on-going 4-H club program and to encourage long-term involvement in unit 4-H clubs. 	5-18 <i>(Including Cloverbud Camp)</i>	Short-Term	No	Yes
4-H Instructional Media	Youth offered learning experiences through 4-H via broadcast, closed circuit television, satellite transmission, videotape replays of such series, and 4-H CDROM. Examples: Virtual Farm 4-H; Blue Skies 4-H; Virtual Forest 4-H	<ul style="list-style-type: none"> Provide opportunities for youth to learn through 4-H via broadcast or closed circuit television, including satellite transmission, videotape replays of this series, or CD Rom productions. Introduce youth to 4-H, providing them a short-term experience. Enhance participants' knowledge and skills in a subject matter area. Foster and promote enthusiasm and support for participation in 4-H. 	9-18	Short-Term	No	Yes
4-H Individual Study <i>(also known as "4-H Lone Member" or "4-H Lone Star")</i>	Planned learning that occurs independently of a formal group setting; self-directed, usually with limited adult involvement except for parents or mentors. Examples include self-study, home study courses, advanced placement courses, mentoring or shadowing with an "expert", and whole families learning together. The primary purpose of 4-H Individual Study is to involve youth who do not live near other youth and cannot belong to a 4-H club.	<ul style="list-style-type: none"> Self-directed, usually with limited adult involvement except for parent or mentor. Planned learning independent of a 4-H club or group. Provides opportunity for youth to be in 4-H when a club or group is not available, or who better function and learn alone. Examples include self-study, home study courses, and mentoring or shadowing with an "expert." Introduce youth to 4-H. 	9-18	Short-Term	No	Yes

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VIRGINIA STATE UNIVERSITY

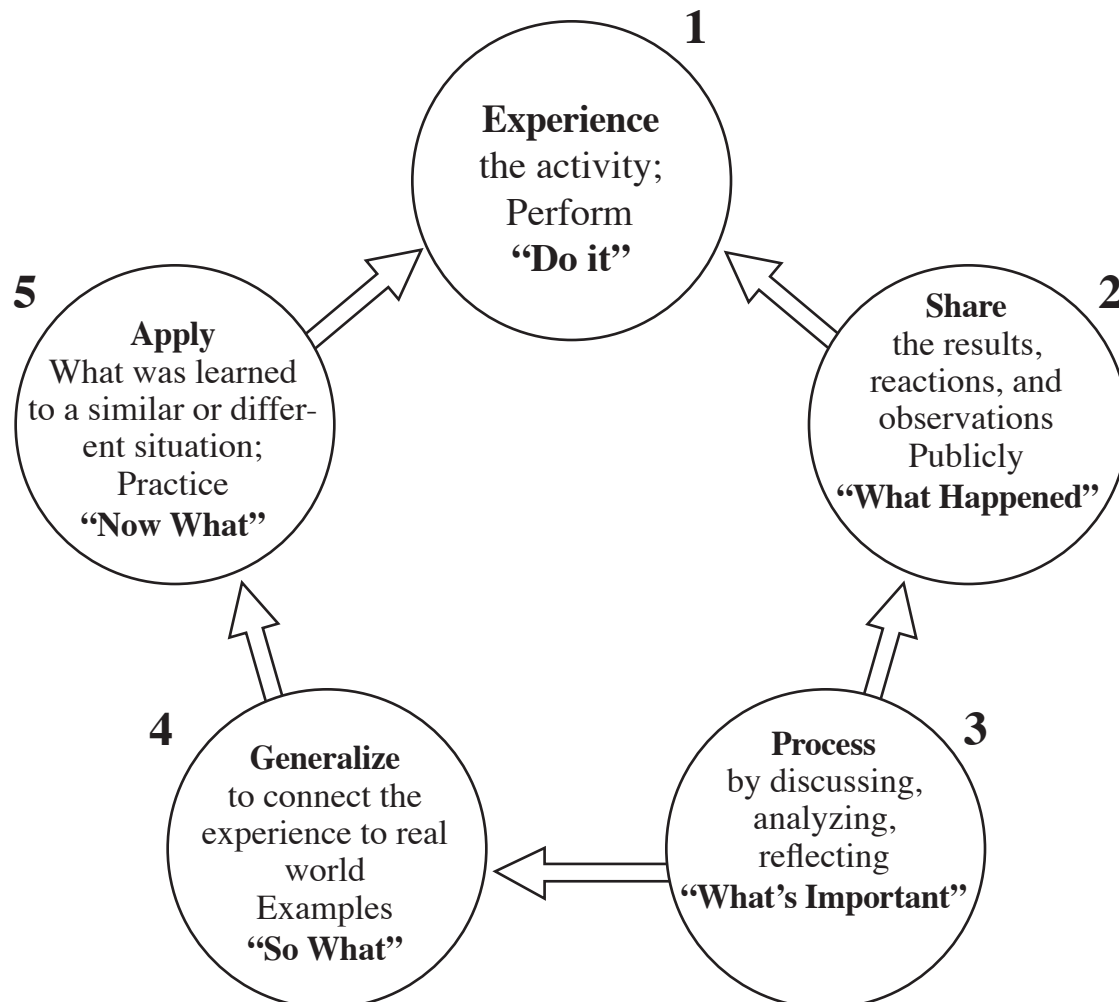
D. Experiential Learning Model

4-H uses the Experiential Model of learning as the primary format for education. This is often referred to as “Learning by Doing.” There are several key steps in the experiential learning model that take youth beyond simply participating or doing the event to ensure that the experience is a learning moment.

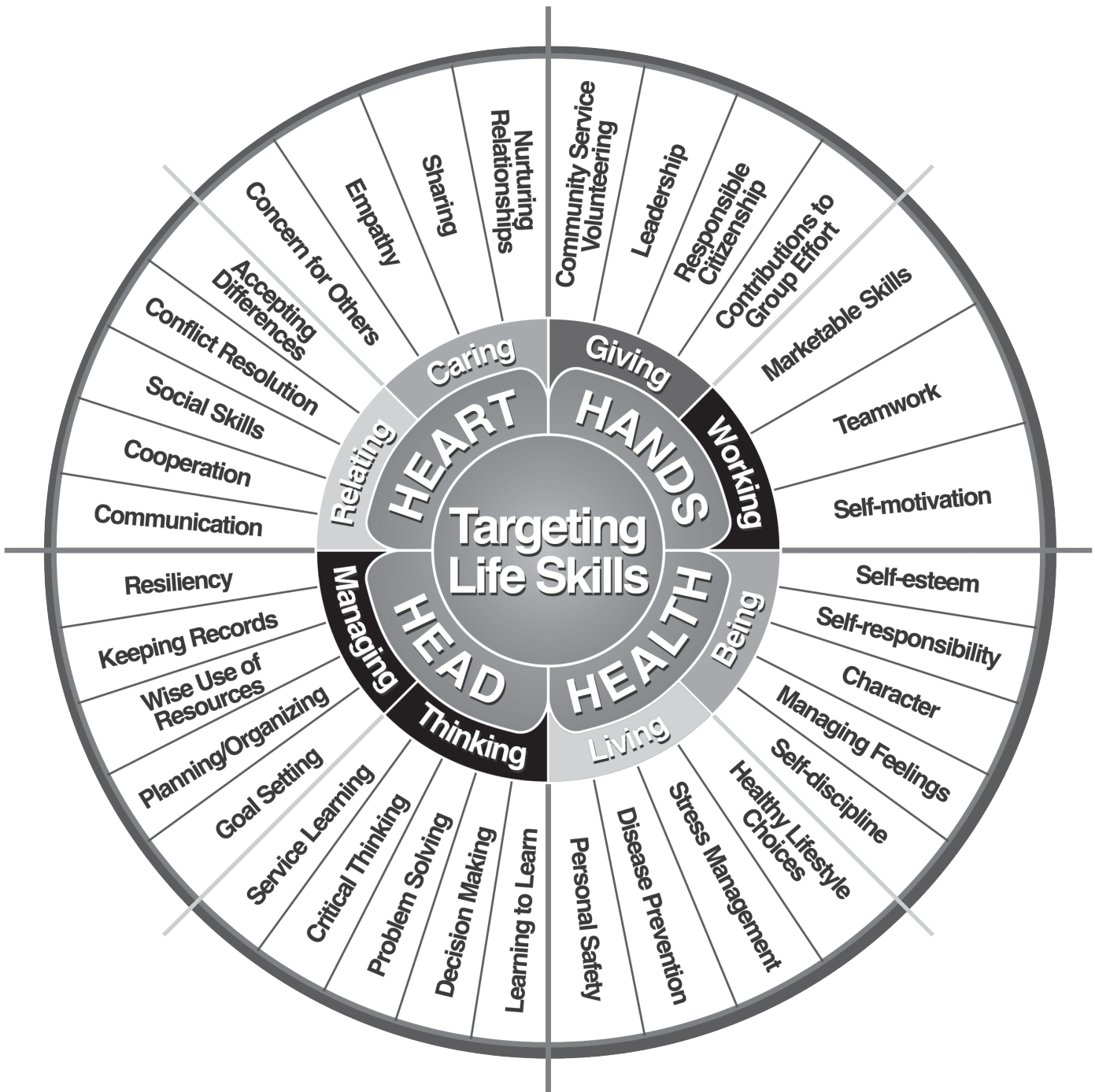
There are five main steps to the model.

1. **Experience** – the activity; Perform, “Do it”
2. **Share** – talk about what was experienced during the activity
3. **Process** – talk about what questions were created by doing the activity
4. **Generalize** – find general trends/common lessons learned – how does the experience apply to the “real world?”
5. **Apply** – discuss how the new information can be applied to everyday situations, or in the future.

Experiential Learning Model



E. Targeting Life Skills Model



Hendricks, P, Iowa State University, 1998

F. Awards and Recognition

1. **Danish System:** In 4-H, we use the Danish award system. In the Danish award system, blue, red, and white ribbons are awarded to designated groups. 4-H members are measured against a standard and not against each other. If all members do an excellent job, the judge can award all members a blue ribbon.
 - a. Blue Ribbon – Indicates that in the judge’s opinion the 4-H’er shows above average workmanship, knowledge, and effort in the project based on the judging criteria.
 - b. Red Ribbon – Indicates that in the judge’s opinion the 4-H’er shows expected or average workmanship, knowledge, and effort in the project based on the judging criteria.
 - c. White Ribbon – Indicates that in the judge’s opinion the 4-H’er shows below average workmanship, knowledge, and effort in the project based on the judging criteria.

2. **4-H All Stars**
 - a. 4-H All Stars is an honor/service organization. Membership in 4-H All Stars is the highest recognition that a Virginia 4-H’er can achieve. Virginia 4-H All Stars is service oriented, and volunteer operated.
 - b. Purpose of 4-H All Stars: To contribute to positive youth development through “service” to the 4-H program of which they are a part. The 4-H program becomes the springboard from which an All Star jumps to other areas of service to people throughout his/her lifetime. The 4-H All Star organization strives for a cooperative effort with the 4-H program in all areas.
 - c. Nomination Requirements:
 1. *Nominees shall:*
 - a. Have completed at least three (3) years of work as a 4-H member.
 - b. Be at least 15 years of age by January 1 of the initiation year.
 - c. Be an active 4-H member and no more than 19 years of age as of January 1 of the initiation year, or have been an active 4-H member and no more than 19 years of age as of January 1 of the preceding year.
 2. *Nominees shall also display the following qualities:*
 - a. Leadership ability.
 - b. Integrity of character, such as high moral standards, high goals, and positive attitudes.
 - c. Outstanding activities in both project and service activities, ability to work with others, interest in the 4-H program, and an interest in other organizations and activities for youth development.
 3. *Honorary Members:*
 - a. Each Extension unit may nominate three (3) adult volunteer leaders for consideration as honorary members of the Virginia Chapter of 4-H All Stars. Nominees must have rendered outstanding service to the 4-H program over a period of not less than seven (7) years. The selected nominees attend the State 4-H Congress following recommendation to be received into membership.

b. Nomination Process:

1. *Youth fill out All Star Application and turn into local Extension office in late November. Nomination form for Adult Honorary members is completed by the unit membership committee. Extension agent and three All Stars sign the form of the leaders selected for nomination.*
2. *Unit All Stars and Extension staff review applications and vote on applications with the required number of points.*
3. *Recommendations are sent to District Membership committee who review them. Honorary nominations are also submitted to the District Membership committee.*
4. *Recommendations are sent to State Committee.*
5. *Nominees are notified of acceptance or rejection.*
6. *Accepted nominees must participate in the Tapping Ceremony which is held during State 4-H congress at Virginia Tech to become a member.*

G. Role of County Agents and Volunteer Leaders

1. **County Extension Agents:** For every county or city there are one or more unit Extension agents. Extension Agents are hired into one of three basic categories:
 - a. Agriculture and Natural Resources
 - b. Family and Consumer Sciences
 - c. 4-H Youth Development
2. The unit **Extension staff**, under direction of the state and district Extension offices, supervises the county 4-H program. Their function includes the following:
 - a. Help groups of young people organize 4-H clubs.
 - b. Help recruit, and train leaders and help them to guide 4-H clubs.
 - c. Help arrange achievement days, camps, shows, and other county/regional 4-H events.
 - d. Extension Agents also cooperate with local 4-H horse projects by:
 1. Explaining 4-H club work to people in the community.
 2. Meeting with individuals/groups interested in organizing 4-H clubs.
 3. Providing information and material on the 4-H club program and the horse project.
 4. Visiting 4-H clubs.
 5. Helping clubs plan yearly programs.
 6. Assisting 4-H leaders, junior leaders, and officers in organizational and subject matter work.
 7. Assisting committees and leaders in planning the county 4-H program and directing events with the leaders and members

8. Keeping club members informed about the district and state 4-H events.
 9. Maintaining enrollments and verifying eligibility for district and state contests.
3. **Volunteer Leaders:** Each 4-H volunteer serves under the direction and leadership of the unit 4-H agent or 4-H program assistant in charge of the unit 4-H program. This applies to all volunteers guiding or assisting with any 4-H program in that unit. It is very important for each volunteer to complete and return to the local Extension Office, a volunteer Leader Enrollment Form each year. This form is available from the unit 4-H agent or 4-H program assistant in charge of the unit 4-H program. The 4-H agent will establish the guidelines for any 4-H club program and the volunteer is expected to abide by the 4-H policies and procedures. Volunteers are responsible for enrolling youth in 4-H and for collecting the enrollment forms with the local 4-H club/group, and turning these in to the unit 4-H agent or 4-H program assistant in charge of the unit 4-H programs.
4. Adult volunteer leaders are recruited by the Extension staff to organize and manage groups of young people. Horse club leaders have the opportunity to help youth develop new knowledge and skills. The horse project gives them special learning opportunities in animal care, outdoor activities, safety, and participation in group activities. Youth interact directly with members of the agricultural industry including trainers, owners, producers, etc. Club members will learn many things that will prepare them to assume places of leadership in the community.

The role of the volunteer leader includes the following:

1. Help members plan their own program.
2. Attend their club meetings.
3. Supervise the instruction/training of members.
4. Visit their homes to see how they are progressing.
5. Provide them with instruction and advise them on the care of their animals.
6. Accompany them to contests and events in and outside of the county.
7. Be tolerant, patient, and sympathetic in working with the club members.
8. Recognize work well done and encourage the youth to do even better.
9. Provide situations that will afford the club members larger responsibilities.
10. Recruit and organize other volunteers to assist in the management of the club (i.e. project leaders, competition coaches, etc.).
11. Be aware of and follow all 4-H policies and procedures.

SECTION II:

Introduction to the Virginia 4-H Horse Program



II. INTRODUCTION TO THE VIRGINIA 4-H HORSE PROGRAM

A. Objectives of the 4-H Horse Project

1. Develop leadership, initiative, self-reliance, sportsmanship, and other desirable traits of character.
2. Experience pride and responsibility of owning a horse or pony and receive training in its care, feeding, and general management.
3. Appreciate horseback riding as a healthy and wholesome form of recreation.
4. Develop skills in horsemanship, patience and understanding in handling horses and ponies.
5. Gain knowledge of safety precautions to prevent injuries to themselves, others, and their mounts.
6. Develop greater love for animals and a humane attitude towards them.
7. Prepare for citizenship responsibilities by working together in groups and supporting community horse activities.

B. Components of the VA 4-H Horse Program

1. Local Level:

- a. 4-H Clubs – youth enrolled in 4-H projects under the direction of volunteer leaders. Youth may be enrolled in multiple projects, not just horses, but must be enrolled in a 4-H horse project to participate in horse events and activities.

2. Unit Level:

- a. County Selection Committee – made up of representatives from each local horse club. Duties include developing local requirements for participation in district and state horse shows, reviewing show entries for completeness and eligibility of entrants and their animals. It is the duty of this committee to observe youth and their project animals to ensure suitability and safety for participation in 4-H events.
- b. County 4-H Extension Agent – provides support for local clubs and trains and assists volunteer leaders and club officers. Also, provides information and materials on 4-H club program and the horse project. Assists in planning county programs and events and informs clubs of local, district and state 4-H programs.

3. **District Level:**

- a. **District Horse Council** – made up of horse leaders from every unit within the district. The number of voting members and their selection is determined by organization bylaws. This group is responsible for planning and carrying out all district horse programs, including qualifying shows and knowledge competitions.

4. **State Level:**

- a. **State Horse Extension Specialist** – provides statewide leadership for youth equine Extension education programs.
- b. **State 4-H Horse Show Steering Committee** – made up of key staff volunteers of the State Horse Show. This group organizes the State 4-H Horse Show and is responsible for developing the rules, and overseeing all aspects of this event.
- c. **State 4-H Horse Project Advisory Committee** – consists of three persons from each district appointed by the District 4-H Horse Council, one of whom is generally their Extension advisor, and some at large and ex-officio members and the State Horse Extension Specialist. This group reviews all district activities and oversees and makes recommendations concerning state 4-H horse programs and contests.
- d. **Animal Science Curriculum Committee, Horse Subcommittee** – made up of interested volunteers and agents. This group reviews and updates all existing curriculum materials, develops new materials, and establishes competitive guidelines.

C. **Horse Website and Listserv**

1. **The Virginia 4-H Horse website is located at www.ext.vt.edu/resources/4h/horse/.** The website houses a wide variety of information including a calendar of events, information on state and district horse shows. Individuals should regularly check the website as updated information on shows, clinics, etc. is posted as it becomes available.
2. **Horse Listserv:** The Horse Listserv is used to communicate information about the 4-H Horse project across the state. Volunteers and youth are highly encouraged to subscribe to the listserv. The Virginia 4-H Horse website has a link to “Subscribe to the Horse Listserv.” Click on that link and enter your email address and push the subscribe button. You will be signed up for the Listserv and will begin getting messages.

D. **Role and Responsibilities of Selection Committee**

Every county unit is required to put together a Horse Selection Committee whose chair, along with the Extension agent, 4-H member, and parent, must sign all entries to the State 4-H Horse Show. Many districts also require the Selection Committee to review and sign off on all entries to the District Qualifying Shows.

Selection committees should be comprised of at least one volunteer from each horse club in the county plus a neutral knowledgeable horse person from the community who attends events where the 4-H horse project youth take part.

The duties and responsibilities of the Selection Committee (SC) are listed below. Please note that the various districts may have different procedures for their qualifying shows.

1. The SC shall meet with the agent for the purpose of reviewing all District/State Show entry forms prior to the deadline for mailing entries to the Show Secretary.
2. The SC shall review all entry forms for completeness and accuracy. Each entry is to include:
 - a. **A separate, completed entry form for each animal/exhibitor combination.** Check for appropriate signatures. Make sure exhibitor has entered only one division, and is entered in appropriate classes for age, size, and type of animal.
 - b. **Horse project registration:** Check to make sure that all horses to be entered have project registrations on file in the Extension office and that the animal is indeed the project of the member wishing to show it.
 - c. **Copy of measurement card:** While measurements may be completed at District Qualifying Shows, all project animals must be officially measured before entry in the State Show.
 - d. **Copy of negative coggins test taken within 12 months of show date.** These are required and are to be mailed with some of the District Show entry forms but are not mailed along with state entries. Youth will need to bring them to the State Show. Check to make sure name and description of animal on coggins matches exactly that of the animal on the entry form. If the coggins has not been drawn or reported by the time the entry is due into the Extension office, it may be presented at the gate the day of the show.
 - e. **Check for entry fees must be included with each separate entry.** The SC should make sure that all checks are made out in the right amount to the right party.
 - f. **Completed health history form and equine waiver.** Check for completeness and appropriate signatures.
3. If any entries are found to be incomplete, it is the responsibility of the SC to contact the exhibitor and resolve any problems before the date for submission of entries to the show secretary.
4. Where appropriateness of the mount for the skill level of the 4-H'er is in doubt, the Selection Committee may withhold their approval for entry. Safety is the primary concern here. The committee, along with the Extension agent, needs to discuss these safety concerns with the 4-H'er and the parents.
5. It is also the responsibility of the SC to determine whether entrants meet any additional requirements that may have been established by the counties from which they originate. Where requirements have not been met, the SC may also withhold its approval for entry. The SC must communicate clearly its reasons for doing so to the Extension agent, the 4-H'er, and the family.
6. After the SC has reviewed all entries, they must be presented to the agent for his or her signature and mailing. The agent should include a cover letter with a list of all the entries approved by the Selection Committee and submit it with the entries to the show secretary by the date specified in the show rules when required.

SECTION III: Projects



III. PROJECTS

A. 4-H Projects

4-H projects are designed to be in-depth educational experiences for youth. Youth can elect to conduct a variety of 4-H projects throughout the year. There are ten broad curriculum areas that projects fall into. Each curriculum area is overseen by a curriculum committee of Extension specialists, agents, and volunteers who work to design and prepare project materials for use throughout the state.

B. 4-H Curriculum Areas

1. Animal Science
2. Citizenship and Personal Development
3. Communications and Expressive Arts
4. Consumer and Family Sciences
5. Natural Resources and Environmental Education
6. Health, Nutrition, and Wellness
7. Jobs, Careers, and Economic Development
8. Plant and Soil Sciences
9. Science and Technology
10. Leadership

C. Horse Project Materials

1. Horse ownership is not required to participate in the 4-H Horse project. There is a series of horseless projects. In addition, there is a riding series for youth who have access to a project animal.
2. Project materials may be obtained through your local Extension Office. Many of these materials can also be found online at the Virginia 4-H Horse website (www.ext.vt.edu/resources/4h/horse/).
3. For a complete list of project materials available and their source, please turn to the resource section.

D. Horse Project Eligibility Form

All youth with a horse project are **required** to register their project animal with their Extension unit at the beginning of the project year (Oct. 1) and project records are required for all animals registered. See the form which follows. New project animals may be registered at anytime; however, all of those to be shown at the current years District or State 4-H shows must be recorded by **May 1**. Projects without change can roll over to subsequent years by just initialing, without additional paperwork required. Copies of these forms will be retained by the club leaders with originals filed in the Extension office.

The most recent version of the *4-H Project Horse Eligibility/Declaration*, Virginia Cooperative Extension publication 406-125, can be printed by going to the Horse Project website at www.ext.vt.edu/resources/4h/horse/, clicking on 4-H Horse Project Publications and scrolling down the page.

E. Horse Project Measurement Card

This card may be used as a permanent 4-H measurement card for horses over 5 years of age, and should be retained as a permanent record of your horse's official height.

This card is transferable with the horse if the project ownership changes.

Horses 5 years of age and under must be officially measured each year.

Ask your local Extension agent for copies of the Virginia 4-H Horse Project Measurement Card, Virginia Cooperative Extension publication 406-050.



Virginia 4-H Horse Project Measurement Card



Name of Horse _____ Year Foaled _____

Breed _____ Registration # _____

Color _____ Sex _____

Markings _____

This is to certify that this horse is officially measured at _____ hands.

Shod: With Pad Heel Flat Plate Unshod:

Heel: _____ inches Date: _____

Signed: _____

*18 U.S.C.707 USEF Steward Extension Agent 4-H Official

Use of Card

1. This card may be used as a permanent 4-H measurement card for horses over 5 years of age, and should be retained as a permanent record of your horse's official height.
2. This card is transferable with the horse if the project ownership changes.
3. Horses 5 years of age and under must be officially measured each year.

Virginia Cooperative Extension

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VIRGINIA STATE UNIVERSITY

406-050 Revised 2006

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County/Unit _____

4-H Project Horse Eligibility/Declaration

A signed copy of this form along with an original photograph of a side view of the horse with its head turned toward camera must be submitted for each project horse. It is the 4-H'er's responsibility to accurately complete and submit this form to the Extension agent by May 1 of each year. 4-H'ers not declaring their 4-H Project Horse(s) by May 1 of each year will be ineligible to exhibit their horse(s) at the District and State 4-H Horse Shows. The Extension agent will sign and date this form upon receipt, retain the original form, and provide copies to the 4-H member and the club leader.

Please Type or Print Neatly:

Club Information: Club Name: _____

Leader's Name: _____ Leader's Telephone: _____

Member Information: Name: _____ Date of Birth: _____

Address: _____

Parent/Guardian: _____ Phone Number: _____

Year member began 4-H Horse Project work in this county: _____

Other counties/states where you completed 4-H Horse Project work and year(s) enrolled: _____

Horse Information: Horse's Name: _____ Barn Name: _____

Breed: _____ Date Foaled: _____ Reg. No: _____

Horse is stabled at: _____

Official Measurement (needs to be updated if animal is age 5 or under): _____ Date Measured: _____

If the project animal is leased or owned by someone other than a family member, please have the owner read and sign below:

I give permission for the horse listed above and owned by me to be used as a 4-H project animal for the 4-H member also listed above. I understand that the project year runs from Oct. 1 through Sept. 30.

Signature of Owner: _____ Date: _____ Phone number: _____

Name and address of owner: _____

Color and Markings (see page 2 of this form)

The horse shown in the attached photograph and described on page 2 of this form is my project horse for the _____ 4-H year.* To the best of my knowledge the information provided is accurate and up to date.

4-H Member Signature: _____ Date: _____

Parent or Guardian Signature: _____ Date: _____

Leader Signature: _____ Date: _____

Extension Agent Signature: _____ Date: _____

**If all information is correct for subsequent years, this form does not need to be resubmitted. Just initial and date for new project year.*

www.ext.vt.edu



Produced by Communications and Marketing, College of Agriculture and Life Sciences,
Virginia Polytechnic Institute and State University

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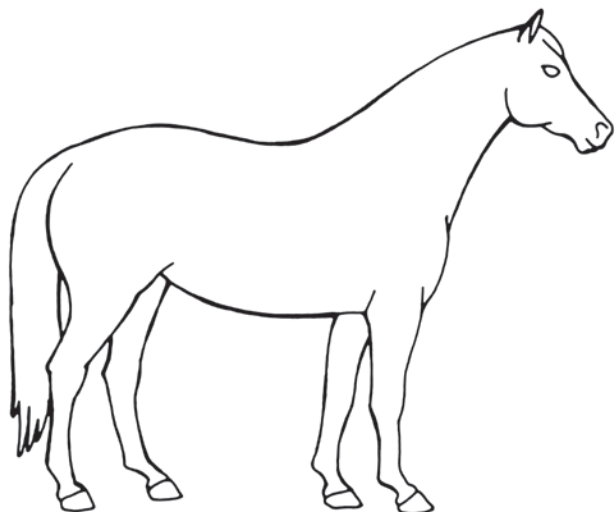


VIRGINIA STATE UNIVERSITY

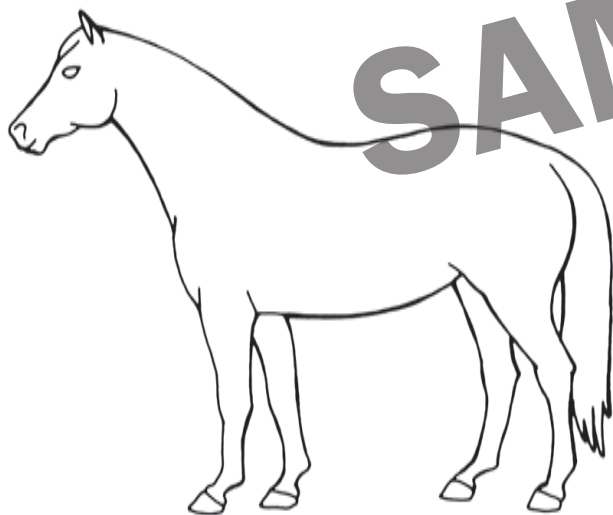
VT/0906/WI/406125

Draw in all markings and cowlicks.

_____ Check here if no markings

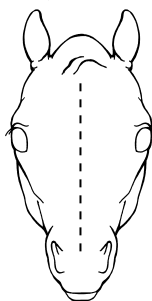


View from right side. Include all four leg markings.

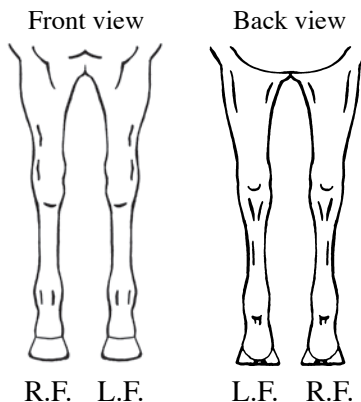


View from left side. Include all four leg markings.

Attach photo here.

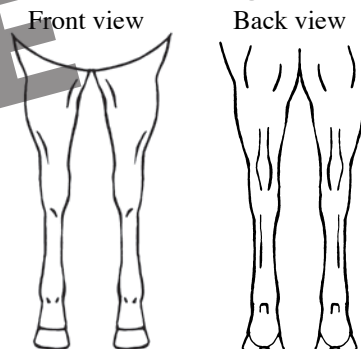


Forelegs



R.F. L.F. L.F. R.F.

Hind Legs



R.H. L.H. L.H. R.H.



Draw in snips

Color of body: _____
Color of mane and tail: _____
Dorsal Stripe? _____

SECTION IV: Contests and Events



IV. CONTESTS AND EVENTS

A. Hippology

1. **Objective:** The objective of this contest is to provide youth a friendly competitive setting to demonstrate the breadth of their knowledge and understanding of equine science and management, and in particular, the practical application of this knowledge and skill.
2. **Contest Specifics:**
 - a. The contest may consist of the following parts:
 1. Written Quiz (*usually multiple-choice, true/false, matching, etc.*)
 2. Stations/identification (*Equipment, Tack and Feeds – Slides and/or real items may be used*).
 3. Horse Judging (*may be picture, video, or classes of real horses*)
 4. Team Problems
 - b. Contestants may compete as individuals or as members of a three- or four-person team. In teams where there are 4 members, all will compete, but the member with the lowest score will automatically be declared the alternate.
 - c. Age Divisions:
 1. Juniors (9 to 13), Seniors (14 to 19)
 2. Senior 4-H age requirements for national contests are ages 14 to 18 prior to January 1 of the year that the youth participates in the national event.
 3. As there is a national competition in this area, the age of the youth is determined by their age on January 1 of the competition year.
3. **Contest Levels:**
 - a. Club
 - b. Unit (normally occurs first of the year)
 - c. District (normally occurs early spring)
 - d. State: Competition occurs mid-spring, location of contest to be determined by the Extension horse specialist.
 - e. Regional: Competition occurs at Southern Regional Championship. *Only those teams or individuals placing first and second at the state level may participate. If one or both of these teams cannot compete, the next highest placing team (2) may then represent the State of Virginia at this competition.*

- f. National: Competition occurs at the Eastern National 4-H Horse Roundup in November. *Only the first-place team at the state level may compete. Once a 4-H'er has competed at the Eastern National competition in a particular area he or she cannot participate in this competition area at any level again.*
- g. Other: Breed Association Youth Contests (i.e. Arabian Youth Nationals, etc.)

4. **Contest References:**

- a. Horses and Horsemanship, Horse Science (Juniors)
- b. Equine Science, Griffiths (Juniors – Seniors)
- c. The Horse (second edition), Evans, Borton, Hintz, and Van Vleck
- d. Horse Industry Handbook, American Youth Horse Council (AYHC)
- e. AYHC Leader Manual, AYHC
- f. Illustrated Dictionary of Equine Terms, New Horizons Education Center
- g. The Color Atlas of the Horse, Krainer, and McCracken
- h. Feeding and Care of the Horse (second edition), Lewis

B. Horse Bowl

1. **Objective:** The objective of Horse Bowl competition is to provide an opportunity for youth enrolled in 4-H Horse projects to demonstrate their knowledge of equine-related matters in a competitive setting, where attitudes of friendliness and fairness prevail. This quick-paced contest is played with buzzers and the first contestant to buzz in and answer the question correctly wins points for their team.
2. **Contest Specifics:**
 - a. Teams of four to five players compete against each other. The fifth player is designated as the alternate. Three types of questions are used: one-on-one questions (only two contestants may ring in for the chance to answer), open questions (any contestant seated may answer) and toss-up questions with bonus attached (any contestant may ring in to answer, if correct the team gets to confer on another bonus question).
 - b. Age Divisions
 1. Juniors (9 to 13), Seniors (14 to 19)
 2. Senior 4-H age requirements for national contests are ages 14 to 18 prior to January 1 of the year that the youth participates in the national event.
 3. As there is a national competition in this area, the age of the youth is determined by their age on January 1 of the competition year.
3. **Contest Levels:**
 - a. Club
 - b. Unit (normally occurs first of the year)

- c. District (normally occurs early spring)
- d. State: Competition occurs mid-spring, location to be determined by Extension horse specialist.
- e. Regional: Competition occurs at Southern Regional Championship. Only those teams or individuals placing first and second at State level may participate. If one or both of these teams cannot compete, the next highest placing team(s) may then represent the State of Virginia at this competition.
- f. National: Competition occurs at the Eastern National 4-H Horse Roundup in November. Only the first place team at the state level may compete. Once a 4-H'er has competed at the Eastern National competition in a particular area he or she cannot participate in this competition area at any level again.

4. **Contest References:**

- a. Horses and Horsemanship, Horse Science (Juniors)
- b. Equine Science, Griffiths (Juniors – Seniors)
- c. The Horse (second edition), Evans, Borton, Hintz, and Van Vleck
- d. Horse Industry Handbook, AYHC
- e. AYHC Leader Manual, AYHC
- f. Illustrated Dictionary of Equine Terms, New Horizons Education Center
- g. The Color Atlas of the Horse, Krainer, and McCracken
- h. Feeding and Care of the Horse (second edition), Lewis

5. **Equipment:** Buzzer sets may be purchased from: ZEECRAFT Tech., Shelp Rd., RR 2, Box 157-H, New Milford, PA 18834, (800) 662-7475, www.zeecraft.com.

C. Horse Judging

1. **Objective:** The objective of Horse Judging is to help 4-H members grow in their analytical decision making and communication skills. Judging is making a decision and telling why it was made. Contestants use their knowledge of horse confirmation and breed type to rank classes of four halter horses. They are also asked to rank four horses in performance classes according to current standards and United States Equestrian Federation (USEF), American Quarter Horse Association (AQHA), or other breed association rules. Seniors are asked to defend their placings by giving sets of oral reasons to official judges.
2. **Contest Specifics:**
 - a. Contestants may judge as individuals or as a part of a three- or four-person team. When the team has four members, the lowest score is dropped to determine the team score.
 - b. Age Divisions
 1. Juniors: Under 14 years old on Jan. 1 of current year.
 2. Seniors: Must be at least 14 years old on Jan. 1 of current year but not reached 19th birthday.

3. **Contest Levels:**

- a. District (Northern and Northwest alternate contests held each spring)
- b. Block and Bridle Contest (judging contest usually held the end of February each year with a clinic in November)
- c. State: (Time and location TBA) Top ten seniors at state go on to train and represent Virginia at selected national contests.
- d. Regional: Competition occurs at the Southern Regional Championship. Only two state teams are allowed to participate.
- e. National: Competition occurs at the Eastern National 4-H Horse Roundup in November. Team is chosen from those training and competing on the State Team.
- f. Breed Association Youth Contests: Visit the National Horse Judging Team Coaches Association website, www.nhjtca.org/, for a list of these and their dates.

4. **References:**

- a. *Virginia 4-H Horse Selection Manual*, Virginia Cooperative Extension publication 406-740
- b. Arabian Youth Judging Guide
- c. USEF Rulebook
- d. AQHA and other Breed Association judging standards and rulebooks
- e. See the National Horse Judging Team Coaches Association (NHJTCA) website for listing of manuals, videos, etc.
- f. Rules and guidelines for Eastern national Roundup Contests: www.4hroundup.com/contestrules.html

D. Presentations

1. **Objective:** The objective of the presentation program is to have 4-H members develop and improve skills, increase their knowledge, and learn to express themselves. Through this program 4-H'ers develop poise and confidence as well as earn recognition. Youth can do a presentation on any of the ten curriculum areas in 4-H. Presentations generally are done individually with the exception of the horse topic where 4-H'ers can elect to do the demonstration as a team. Note: presentations require visual aids. If there are no visual aids then it is a public speech, not a presentation.
2. **Contest Specifics:**
 - a. Two types: Individual Presentation
Team Presentation (This is a horse contest only)
 - b. Age Divisions
 1. Juniors (9-11), based on 4-H age
 2. Intermediates (12-13), based on 4-H age

3. Seniors (14-19), based on 4-H age

For national competition, contestants must be at least 14 years of age, but not have reached 19th birthday, as of Jan. 1 of the year in which the contest is held.

c. Time Limits:

1. Juniors, 2 to 5 minutes
2. Intermediates, 5 to 10 minutes
3. Seniors, 10 to 15 minutes
4. Regional and National Competition Time Limits:

Individual Presentations: 9 to 12 minutes

Team Presentations: 10 to 15 minutes

3. **Contest Levels:**

- a. Club
- b. Unit (normally occurs first of the year)
- c. District (normally occurs early spring)
- d. State: Competition occurs mid-spring, location to be determined by Extension horse specialist. (Youth must pre-qualify at unit or district level). Contest for juniors and seniors only.
- e. Regional: Competition occurs at the Southern Regional Championship. (Only those teams or individuals placing first and second at state level may participate. If one or both of these teams cannot compete, the next highest placing team(s) may then represent the State of Virginia at this competition)
- f. National: Competition occurs at the Eastern National 4-H Horse Roundup in November. (The highest placing individual and team in the horse presentation categories at the state competition may compete at the nationals)

4. **References:**

- a. *4-H Presentations Scoring Aid*, Virginia Cooperative Extension publication 388-062
- b. Rules and guidelines for Eastern National Roundup Competitions can be found at:
www.4hroundup.com/contestrules.html

E. Public Speaking

1. **Objective:** The objective of the public speaking program is to teach 4-H members how to “stand on their own two feet and get their ideas across to someone else.” Speeches give youth an opportunity to share ideas and knowledge with others. With this program, the 4-H’er learns to research, evaluate, and organize facts about a topic and deliver the speech.
2. **Contest Specifics:**
 - a. Age Divisions

1. Juniors (9 to 11), based on 4-H age
2. Intermediates (12 to 13), based on 4-H age
3. Seniors (14 to 19), based on 4-H age

For national competition, contestants must be at least 14 years of age, but not have reached their 19th birthday, as of Jan. 1 of the year in which the contest is held.

b. Time Limits:

1. Juniors, 3 to 6 minutes
2. Intermediates, 3 to 6 minutes
3. Seniors, 5 to 7 minutes
4. Regional and national time limit: 7 to 10 minutes

3. **Contest Levels:**

- a. Club
- b. Unit (normally held first of the year)
- c. District (normally held early spring)
- d. State: Competition occurs mid-spring, location to be determined by Extension horse specialist. (Youth must pre-qualify at unit or district level). Contest for juniors and seniors only.
- e. Regional: Competition occurs at the Southern Regional Championship. (Only those individuals placing first and second at State level may participate. If one or both of these individuals cannot compete, the next highest placing individual may then represent the State of Virginia at this competition.)
- f. National: Competition occurs at the Eastern National 4-H Horse Roundup in November. (The highest placing individual in the horse public speaking category at the state competition may compete at the nationals.)

4. **References:**

- a. *Express Yourself*, Virginia Cooperative Extension publication 388-028
- b. *Public Speaking Record Book*, Virginia Cooperative Extension publication 388-026
- c. *4-H Public Speaking Score Sheet*, Virginia Cooperative Extension publication 359-572

F. Share-the-Fun

1. **Objective:** The objective of the Share-the-Fun program is to help 4-H members develop poise and confidence through singing, dancing, playing musical instruments, drama, variety acts, or a combination. In Share-the-Fun, 4-H'ers learn skills in show production and they learn creative expression.

2. **Contest Specifics:**

a. Age Divisions:

1. Juniors (9 to 11), based on 4-H age
2. Intermediates (12 to 13), based on 4-H age
3. Seniors (14 to 19), based on 4-H age

b. Categories:

1. Vocal
2. Instrumental
3. Dance
4. Drama
5. Variety
6. Combination

c. Requirements;

1. Acts can only be a maximum of four minutes long
2. Maximum number of participants in one act is four

3. **Contest Levels:**

a. Club

b. Unit (*normally occurs in February/March*)

c. District (*normally occurs late April*)

d. State: Competition occurs at 4-H Congress in June (Seniors only and youth must pre-qualify at unit or district level)

4. **References:**

- a. *Express Yourself*, Virginia Cooperative Extension publication 388-028
- b. *Public Speaking Record Book*, Virginia Cooperative Extension publication 388-026
- c. *4-H Public Speaking Score Sheet*, Virginia Cooperative Extension publication 359-572

G. State 4-H Congress

1. **Objective:** State 4-H Congress is an opportunity for teens to participate in exhilarating workshops, project competitions, service learning, and special programs. Many of the state horse project competitions occur at State 4-H Congress. Winners of these competitions are eligible to represent Virginia 4-H at the regional and national horse contests.

2. **Event Specifics:**

- a. Dates: Normally held mid to late June, Monday-Thursday
- b. Ages: Ages 14 to 19, based on 4-H age
- c. Location: Virginia Tech Campus, Blacksburg
- d. Cost: Approximately \$135
- e. Application Deadline: Approximately first Friday in May
- f. Further Information at www.ext.vt.edu/resources/4h/congress/

H. Intermediate 4-H Congress

1. **Objective:** Intermediate 4-H Congress is a training ground for youth who want to be leaders in the 4-H program.
2. **Event Specifics:**
 - a. Dates: Normally mid July
 - b. Ages: Ages 12-13, based on 4-H age
 - c. Location: Virginia State University Campus, Petersburg, Va.
 - d. Cost: Approximately \$110
 - e. Application Deadline: Late May or early June
 - f. Further Information at www.ext.vt.edu/resources/4h/events/

I. Citizenship Washington Focus

1. **Objective:** Citizenship Washington Focus (CWF) is a fast-paced, hands on exposure to the seat of our federal government. The program includes workshops, tours of federal facilities, and visits with legislators.
2. **Event Specifics:**
 - a. Dates: Usually second or third week of July
 - b. Ages: Ages 15 to 19, based on 4-H age
 - c. Location: National 4-H Center, Chevy Chase, Md.
 - d. Cost: Approximately \$700
 - e. Application Deadline: Late March
 - f. Further information at www.ext.vt.edu/resources/4h/events/ or contact the state 4-H office, (540) 231-6371.

J. National 4-H Conference

1. **Objective:** As part of a team, 4-H members spend a week at the National 4-H Center where they make recommendations and suggest innovations that determine the future and character of the 4-H program. Up to six youth may be selected to represent Virginia.
2. **Events Specifics:**
 - a. Dates: Usually first full week of April
 - b. Ages: Ages 16 to 19, based on 4-H age
 - c. Location: National 4-H Center, Chevy Chase, Md.
 - d. Cost: Approximately \$800 (funded by State 4-H Office)
 - e. Deadline: Late March
 - f. Further information from state 4-H office, (540) 231-6371.

K. National 4-H Congress

1. **Objective:** This event is a highlight of one's involvement in 4-H and is a showcase of the 4-H experience.
2. **Event Specifics:**
 - a. Dates: Late November, day after Thanksgiving for 5 days
 - b. Location: Atlanta, GA or alternate locations as announced
 - c. Cost: Approximately \$450 (scholarships of approximately \$1,000 are provided for delegates)
 - d. Application Procedures and Deadline: Interested 4-H members may submit resumes of their 4-H experiences by an April deadline to be announced each year. Those considered for this honor are invited to an interview at State 4-H Congress as a part of the final selection process.
 - e. Further information at www.ext.vt.edu/resources/4h/events/ or contact the state 4-H office, (540) 231-6371.

L. Virginia 4-H Camping Programs

1. **Objective:** To have educational, recreational, and social experiences in outdoor living away from home. 4-H camping is cooperative group living in a natural environment that focuses on the individual's social, spiritual, mental, and physical development for both boys and girls. Since 4-H camping is educationally focused, it is recognized as a method by which to deliver 4-H programming. More information at www.ext.vt.edu/resources/4h/camping.html.
2. **Event Specifics:**
 - a. Eligibility: 4-H camp is open to any boy or girl in Virginia. Youth do not have to be 4-H members to attend 4-H camps.

- b. Ages: For junior residential camps, youth must reach their 9th birthday between October 1 and September 30 of the following year and they must not have reached their 14th birthday. Opportunities are also available for teens, 14 to 18 years of age to be trained and gain experience as 4-H camp counselors. Additionally, there are other opportunities for special interest 4-H camps (such as horse camps) that may include different age groups.
- c. Camping Centers: (Contact the centers or see their websites [access from www.ext.vt.edu/offices/] for the horse camp dates.)

Southwest Virginia 4-H Educational Center – Near Abingdon, Va.

Smith Mt. Lake 4-H Educational Center – Wirtz, Va.

Jamestown 4-H Educational Center – Williamsburg, Va.

Holiday Lake 4-H Educational Center – Near Appomattox, Va.

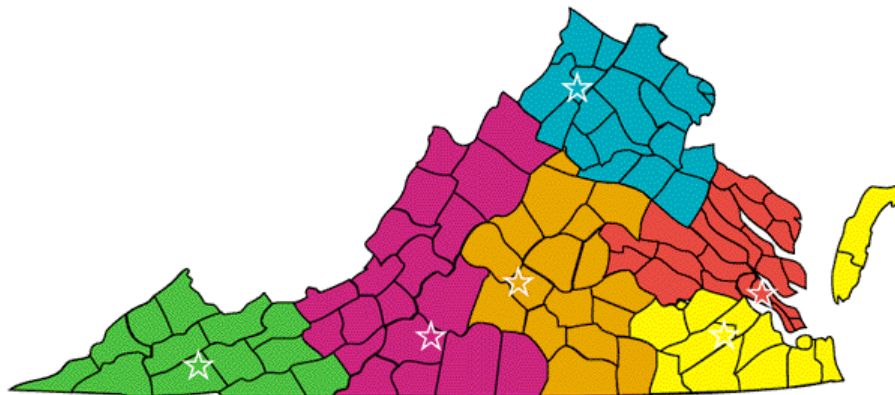
Northern Virginia 4-H Educational Center – Front Royal, Va.

Airfield 4-H Educational Center – Near Wakefield, Va.

4-H Educational Centers

Visit one of our 4-H Educational Centers...

Click on an area of the state to go to the 4-H Center which serves it or follow a link below.



★ [Airfield 4-H Educational Center, Wakefield, VA](#)

★ [Southwest Virginia 4-H Educational Center, Abingdon, VA](#)

★ [Northern Virginia 4-H Educational Center, Front Royal, VA](#)

★ [Holiday Lake 4-H Educational Center, Appomattox, VA](#)

★ [Jamestown 4-H Educational Center, Williamsburg, VA](#)

★ [W.E. Skelton 4-H Educational Conference Center at Smith Mt. Lake, Wirtz, VA](#)

M. Virginia 4-H State Competitive Events Guidelines Form

The latest version of the Virginia 4-H State Competitive Events Overview can be found at www.ext.vt.edu/resources/4h/horse/documents/horseeventsguidelines.pdf.

Kathleen Jamison, Ph.D., 4-H Curriculum and Learning, Revised 0306



M. VIRGINIA 4-H STATE COMPETITIVE EVENTS OVERVIEW



Curriculum Committee/Sub Committee: Animal Science/Horse
 Chair: _____ Date: _____

Event Name Contact Person	Eligibility Criteria: Requirements for Participation	Record Keeping System Required	Events Beyond The state Level and How to Qualify	Age Requirements	Point at Which Youth Are No Longer Eligible to Compete	Options for Participation Once Eligibility Has Expired	Awards / Recognition
HORSE PUBLIC SPEECH Celeste Crisman	Currently there is not a separate category for Horse Speeches at the State level. Seniors may enter the general public speaking contest at Congress. Juniors may compete at county or district levels.	Public speaking record book suggested.	Southern Regional Horse Championships. (Late July/early August). The two highest placing horse speech contestants may participate. The highest placing contestant is invited to compete at the National 4-H Roundup. (November)	At the state or higher level, each contestant must have passed his or her 14 th birthday and not have passed their 19 th birthday as of January 1 of the current year. Same as above.	a) fall outside the allowed age range. b) have previously competed in this contest area at the Eastern National Roundup.	Assist in training other 4-Hers. Helping with contests. Participation in other contests listed here.	State – Gold, Silver and Bronze medals to top three. Plaque to winner.
HORSE PRESENTATION Celeste Crisman	Contest conducted at State 4-H Congress for Seniors only. To compete at the State level, youth must have participated at county or district contest. Juniors may compete at county or district levels. Same as above.	Presentation record book suggested.	Southern Regional Horse Championships. The two highest placing horse speech contestants may participate. The highest placing contestant is invited to compete at the National 4-H Roundup.	Same as above.	Same as above.	Same as above.	State – Gold, Silver and Bronze medals to top three. Plaque to winner.
HORSE TEAM PRESENTATION Celeste Crisman	Same as above.	Presentation record book suggested.	Southern Regional horse Championships. The two highest placing teams may participate. The highest placing team is invited to compete at the National 4-H Roundup.	Same as above.	Same as above.	Same as above.	State – Gold, Silver and Bronze medals to top three teams. Plaques to winning team.
HIPPOLOGY Celeste Crisman	Seniors may compete as a part of a county team (3 or 4 members) at the State Contest. They need to have competed at a contest at a lower level. Both senior and junior teams may compete at lower level contests where offered by the various county units or districts.	None	Same as above.	Same as above.	Same as above.	Same as above.	State – Gold, Silver and Bronze medals to top three individuals and members of winning team. Plaque to individual and winning team.

Event Name Contact Person	Eligibility Criteria: Requirements for Participation	Record Keeping System Required	Events Beyond The state Level and How to Qualify	Age Requirements	Point at Which Youth Are No Longer Eligible to Compete	Options for Participation Once Eligibility Has Expired	Awards / Recognition
HORSE BOWL Celeste Crisman	Seniors may compete as a part of a county team (4 or 5 members) at the State Contest. They need to have competed at a contest at a lower level. Both senior and junior teams may compete at lower level contests where offered by the various county units or districts.	None.	Same as above.	Same as above.	Same as above.	Same as above.	Medals to high point individual and high point team members.
HORSE JUDGING Celeste Crisman	The State Judging Contest is open to county teams of 4-H youth. There is a Senior Division and a Junior Division. Seniors are required to prepare and present oral reasons. Both junior and senior contestants must have received training at clinic or competed at a lower level/district contest.	None.	The top ten senior individuals placing at the State Judging Contest are invited to train for the State team. These teams then compete at two or three of the following contests: Southern Regionals, AQHA World Show, Quarter Horse Congress, Paint Horse World, Arabian nationals. One of the teams may compete at ENR.	Same as above.	a) fall outside the allowed age range. b) 2 yr. participation limit c) have previously competed in this contest area at the Eastern National Roundup. d) has participated in an official judging competition beyond HS (Univ. college, Jr. college, or technical).	Same as above.	High Point Individual, Team and Coach receive plaques. Huff Cup (Perpetual) engraved with winning team.
HORSE SHOW Celeste Crisman, District show managers and State show steering committee	The State 4-H Horse Show is open to any bonafide 4-H member who has completed one full year and is enrolled in the second year of a 4-H horse project. They must submit an up to date 4-H Project Record Book plus the Horse project supplement, have qualified at a district show or participated in a qualifying clinic, and participated in one county, area, or state 4-H event other than the 4-H district show.	4-H Project Record Book plus Horse project supplement.	Southern Regional Horse Championships – 4-H members must submit an application to participate. Forty-two horse/rider combinations will be chosen to participate based on their performance at the preceding State Horse Show. Open to both juniors and seniors on horses or ponies. Those chosen must take an animal that they have before October 1 st . All age brackets are the age as of October 1 st of the current year. Senior eligibility terminates on Dec. 31 of the year the member has his/her 19 th birthday.	Jrs. must turn at least 10 during the 4-H year (before Sept. 30). The Jr. youth must not have reached his/her 14 th birthday during this 4-H year to ride in Junior division. Senior exhibitors are those 14 years of age or older before October 1 st . All age brackets are the age as of October 1 st of the current year. Senior eligibility terminates on Dec. 31 of the year the member has his/her 19 th birthday.	a) fall outside the allowed age range.	Assist by volunteering to help with the operation of the State Show.	Ribbons awarded for top 10 placings in each class, trophies also awarded for sponsored classes and champions.

Kathleen Jamison, Ph.D. 4-H Curriculum and Learning

Rev 0306

SECTION V: Horse Shows



V. HORSE SHOWS

A. Horse Show Rationale

1. 4-H members may be interested in showing and demonstrating their skill of working with horses.
2. Showing should not be over-emphasized. Remember that the 4-H horse project is an opportunity for youth to develop skills and patience working with horses.
3. Emphasis should be placed on:
 - a. Safety
 - b. Fitting and showmanship
 - c. Equitation
 - d. Stable management
 - e. Fun and sportsmanship
4. Members should learn the appropriate show techniques including:
 - a. Safety
 - b. Rules
 - c. Conduct
 - d. Stable management
 - e. Tack and attire

B. Horse Show Levels

1. Club/Local: Many clubs hold shows as fun educational events for their own members, or open, community shows as fundraisers. Be aware that the following guidelines must be followed whenever a 4-H club sponsors or manages its own show.
 - a. Notify and cooperate with your Extension agent if your club is hosting or sponsoring a show.
 - b. Be sure all appropriate risk-management and 4-H rules and procedures are followed. These are included in the Risk Management section.
 - c. Purchase appropriate insurance for the event. (See Risk Management section concerning individual 4-H member insurance as well as specific horse show insurance)
 - d. Work with someone who has experience in planning this type of event. A Horse Show Organization and Planning outline is included in this section.
 - e. Make sure you have the appropriate number of volunteers to manage the event efficiently and safely.

2. District Qualifying Shows and Clinics

- a. It is the duty of the District Horse Council to plan and oversee district qualifying shows and clinics.
- b. All animals shown at a qualifying event must be the project of the exhibitor and be registered appropriately as such by the 4-H'er with his or her Extension unit.
- c. It is the responsibility of the 4-H'er to obtain and follow the rules of the event they wish to attend and complete all necessary forms and submit them in a timely fashion.
- d. Out of District Competition: 4-H members may show/qualify at an event in another district upon receiving permission from the show secretary at least 30 days in advance.
- e. Secretaries or managers of shows and clinics must submit a list of all participants qualifying to the State Equine Specialist.

f. Qualifying Clinics

1. Those wishing to hold a qualifying clinic must submit an application to the district committee for approval. The application can be downloaded by going to www.ext.vt.edu/resources/4h/horse/districtqualifyingclinics/ and clicking on Application and Guidelines. Upon approval, these clinics will be listed on the horse program website along with contact information.
2. Qualifying clinics are advertised by the organizing group (i.e. county/agent/farm).
3. The manager of the qualifying event must send a list of all 4-H members and their project animals successfully completing the clinic to the State Equine Specialist.
4. The Virginia State 4-H Qualifying Clinics Youth Evaluation Form can be downloaded by going to www.ext.vt.edu/resources/4h/horse/districtqualifyingclinics/ and clicking on Qualifying Youth Evaluation Form.

g. Qualifying Shows

1. Each district may hold up to two qualifying shows.
2. Entries for district shows must be signed/approved by the unit 4-H agent in order to verify eligibility. Members desiring to show at an event not requiring pre-entry, must notify their leader and unit Extension personnel of their intent.
3. Management of the Qualifying Show must send a list of all entries (4-H member/horse combinations) successfully qualifying to the State Equine Specialist.

**APPLICATION FOR HOSTING
4-H QUALIFYING CLINICS**

Please complete and return to your District Horse Council
at least 6 weeks prior to scheduled events

County: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ E-mail Address: _____

Proposed Clinic Date: _____ Alternate Date(s): _____

Proposed Clinic Location: _____

Disciplines Covered at Clinic (Maximum of 2)

Western Hunter Saddleseat Dressage Driving Gymkhana Other

Does your facility have an outdoor riding arena?	YES	NO	If yes, how many?
Indoor arena?	YES	NO	
Adequate parking for trailers?	YES	NO	
Stalls for participants?	YES	NO	
Appropriate footing?	YES	NO	
Appropriate fencing?	YES	NO	
Safe warm-up area?	YES	NO	
Restrooms?	YES	NO	
Accessible water for horses	YES	NO	
Quick/easy access for rescue personnel	YES	NO	

Who will be your clinician(s)? Please list name and title:

- A. _____
- B. _____
- C. _____
- D. _____

Maximum number of participants in this clinic? _____

Minimum number of participants required to host this clinic? _____

What is your volunteer source to manage this clinic? _____

Attach a tentative agenda for your clinic and include the fees that you plan to charge participants.

Following are the minimum requirements that must be met to be considered to host a clinic.

1. The clinic must focus on at least one or no more than two of the following disciplines. Western, Hunter, Saddleseat, Dressage, Gymkhana, and Driving.
2. The clinic must provide the opportunity for each rider to ride for at least one hour with the clinician for each discipline.
3. The clinic MAY include a showmanship and/or trail component in which all youth may participate.
4. The clinic must include an opportunity for 4-H members to have their horses officially measured.
5. The clinic must provide the opportunity to practice those skills required to compete successfully in their respective division at the State 4-H Horse Show. For example a gymkhana clinic must give the riders the opportunity to run a barrel pattern, a pole bending pattern, and a keyhole pattern. Likewise, the hunter clinic must give riders the opportunity to ride on the flat at the walk, trot, and canter as well as the opportunity to ride over fences.
6. The clinic must provide feedback to each participant through the clinician on the following (suggested form available on website):
 - Tack
 - Attire
 - Riding ability (including equitation)
 - Suitability of horse to rider – In the event that a rider/horse combination is deemed unsafe or unprepared to participate in the State 4H Horse Show, the clinician must convey this to the participant and provide written and signed documentation to the clinic host. This information must then be given to that participant’s county 4-H Agent to share with their local selection committee prior to submitting State 4-H Horse Show entries.
7. Clinics **MUST** send a completed District Qualifying Youth Information Sheet electronically to Celeste Crisman at ccrisman@vt.edu within two (2) weeks following the clinic or show. **If this form is not received, youth are not qualified.**
8. Clinics must follow all VCE and Virginia 4-H Horse Program policies.
9. Clinics must have signed equine waivers from all participants, clinicians, and helpers (adults and youth). Clinics must also have completed health forms for all participants.
10. Clinic Information forms will be posted on the website. These forms must be completed and forwarded to your district horse council for clinic approval at least six weeks prior to clinic date (if possible). Approved clinic information will be sent to the State 4-H Calendar by the district horse council.

Deadline to Apply

June 15

Deadline to Host

July 8

(Dates may vary from year to year or per district requirements)

Virginia State 4H Qualifying Clinics Youth Evaluation Sheet

Clinic Name/Location: _____ Date: _____

Rider name: _____ County: _____ District: _____

	Needs Improvement	Acceptable
<u>Attire:</u>		
Fit	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate	<input type="checkbox"/>	<input type="checkbox"/>
<u>Tack:</u>		
Fit	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate	<input type="checkbox"/>	<input type="checkbox"/>

	Exceptional			Unacceptable	
	1	2	3	4	5
<u>Horse's Grooming:</u>					
<u>Conditioning:</u>					
<u>Performance:</u>					
<u>Preparedness to show:</u>					
<u>Appropriateness of horse to rider's skill level:</u>					
<u>Ability to keep horse under control and on task:</u>					
<u>Understanding of class routine:</u>					
<u>Understanding of rules and safety:</u>					

Comments: _____

Clinician Signature: _____

3. State 4-H Horse Show

- a. The State 4-H Horse Show is an opportunity for youth to showcase their knowledge and experience gained through the horse project. The State 4-H Horse Show is held at the Horse Center in Lexington in mid-September.
- b. Rulebook: The State 4-H Horse Show Rulebook is available for free on the 4-H Horse website at www.ext.vt.edu/resources/4h/horse/. Leaders, 4-H'ers, and parents can download and print out the rulebook.
- c. Eligibility: To be eligible to show at the State 4-H Horse Show, the youth must be bona fide 4-H members enrolled in at least their second year of a 4-H Horse project. Their animal must be registered as their project animal (by May 1) on which they are keeping a project record, and have been shown by the member and successfully qualified at a district qualifying event. In addition, they must have participated in one county, area, or state 4-H event other than the 4-H district show. The 4-H member must also meet any unit or district requirements for qualifying. Eligibility is ultimately determined at the unit level by the Selection Committee.
- d. Entry: Entry into the State 4-H Horse Show is a privilege, not a right. Entry may be limited due to facility and show staff constraints. See the State 4-H Horse Show Rulebook for specific entry rules and procedures.
- e. Volunteers: The State 4-H Horse Show relies upon a vast staff of volunteers. Without volunteers, the show would cease to exist. If you are interested in volunteering to help with the show, please contact Celeste Crisman, state youth horse Extension specialist.
- f. Hero Program: The "Horse Show Hero" program is designed to help meet the financial challenges of running the State 4-H Horse Show. 4-H'ers who wish to participate in the program solicit tax deductible donations from their friends, family, and businesses. 4-H members who solicit donations receive credit towards their entry fee and are also placed in a drawing for prizes. Specific information about the Hero Program can be found in the State 4-H Horse Show Rulebook.

4. Southern Regionals 4-H Horse Championships

The Southern Regional 4-H Horse Championships (SRC) has been an important component of the Virginia 4-H Horse Program for over 30 years. The SRC is a classic all-breed championship involving 13 states, including Virginia, Texas, Oklahoma, Louisiana, Mississippi, Arkansas, Kentucky, Florida, Georgia, Tennessee, Maryland, North Carolina, and South Carolina. Each year 42 horse/rider combinations from our state are selected to participate based on their performance at the previous Virginia State 4-H Horse and Pony Show. Those participating in the horse competitions must pay their own way although partial support may be provided locally or at the district level.

In addition, senior Virginia 4-H'ers may qualify to represent the state in the knowledge and communications contests, including Public Speaking, Team and Individual Presentations, Hippology, Horse Bowl, and Horse Judging. Two entries in each category are allowed from each state. They are the top winners from their respective state level contests. Entry fees, as well as limited expenses, for these contests are paid by Virginia Tech.

C. Horse Show Organization and Planning for Club Leaders

1. Preplanning – key to success

- a. Establish a committee of volunteers, youth, and Extension staff.
- b. Review all risk-management policies and safety considerations.
- c. Develop a prize list.
- d. Set a date, rain date, and facility location.
- e. Engage judges.
- f. Make arrangements for EMT or rescue squad presence.
- g. Purchase insurance.
- h. Order ribbons, awards/trophies, and back numbers.
- i. Advertise.

2. Appoint show staff, discuss responsibilities

- a. Manager
- b. Show secretary, assistants
- c. Ring managers/schooling manager
- d. Jump crew
- e. Ribbon marshals
- f. Judges' assistant, runner
- g. Traffic director/parking
- h. Gate people and coggins checkers
- i. Awards
- j. Emergency personnel
- k. Set-up/Clean-up crews

3. Obtain sponsors

- a. Make this the members' responsibility.
- b. Have the members send thank-you notes along with copy of program.

4. Print programs listing sponsors

5. Day before show (if possible)

- a. Set-up, prepare ring.
- b. Conduct safety check.
- c. Make sure necessary signage is in place.

6. Day of show

- a. Have a plan for inclement weather.
- b. Have personnel in place at least one and a half hours before announced start.
- c. Have show managers prepared to intervene where safety is an issue.
- d. Start on time.
- e. Stick to planned program as closely as possible.
- f. Clean-up show grounds.

D. Measurement of 4-H Horses and Ponies

1. All recorded project animals must be properly measured by a currently enrolled certified 4-H volunteer who has been trained by means of a state clinic, and approved by the Extension unit. The only exception to this is when the animal already has a permanent measurement card issued by the USEF or other recognized breed association (i.e. minis).
2. Each unit shall maintain a list of those qualified to measure project animals and make it available to the horse clubs in their unit. This list is also available online and may be downloaded from www.ext.vt.edu/resources/4h/horse/statehorseshow/documents/4-HCertifiedHorseMeasurers.pdf.
3. Animals 4 years old and under must be presented for measurement each year. Those 5 years and older will only need to be measured once. They will receive a permanent card that will stay with the animal and be its official measurement record for the rest of its life so long as it is not lost or shoeing status has not changed.
4. Procedure for measuring animals:
 - a. Use a flat surface and stand the animal square with poll level with the withers, measuring from the ground to the highest point of the withers.
 - b. Use the USEF approved Equistick or other aluminum measuring stick with a bubble level.
 - c. Measure the height of the heel. Note shoeing status.
 - d. Fill in all the required information and signature.
5. Heights and other information from a permanent USEF card may be transferred to an official 4-H card by any agent/official 4-H measurer without a new measurement made.
6. Certification of Volunteer 4-H Measurement Officials
 - a. New volunteers must be recommended for training by the agent of the unit in which they are enrolled.
 - b. Volunteers must complete a training clinic offered by the state. Agents will be notified of these training opportunities through the state listserv.
 - c. Volunteer Measurement Officials must be willing and available to measure animals throughout their county/area and at district events as called upon.

E. List of 4-H Certified Measurers

The most current list of 4-H certified horse measurers can be located at www.ext.vt.edu/resources/4h/horse/statehorseshow/documents/4-HCertifiedHorseMeasurers.pdf.

4-H Certified Measurers

NAME	COUNTY/DISTRICT	ADDRESS	PHONE/E-MAIL	DATE CERTIFIED
Gary Fox	Accomack/Southeast	33538 Watts Bay Dr. Wallops Island, VA 23337	(757) 894-0747 roxfox@highstream.net	Mar. 19, 2005 Sept. 20, 2007
Marie Fox	Accomack	33538 Watts Bay Dr. Wallops Island, VA 23337	(757) 894-0606 roxfox@highstream.net	Mar. 19, 2005 Sept. 20, 2007
Peggy Kellam	Accomack			Mar. 19, 2005
Donnie Matthews	Accomack	P.O. Box 25 Atlantic Rd. Assawoman, VA 23302	(757) 894-1690	Sept. 20, 2007
Jennifer Daly	Albemarle	4492 Catterton Rd. Free Union, VA 22940	(484) 996-3823	Sept. 20, 2007
Bertha Durbini	Albemarle/Northern	4522 Catterton Rd. Free Union, VA 22940	(434) 973-8755 berthadurbini@earthlink.net	Mar. 2000
Cynthia Kugler	Albemarle	7726 Albevanna Spring Rd. Scottsville, VA 24590	(434) 286-9042 ckugler@pngusa.net	Nov. 11, 2005
Amy Lamb	Albemarle	125 James River Rd. Scottsville, VA 24590	(434) 286-3759 wilmsnry@aol.com	Nov. 11, 2005
Jennifer Sulzberger	Albemarle	2938 Old Via Rd. Charlottesville, VA 22940	(434) 977-5339 jennifer@snee.com	Nov. 11, 2005
Carrie Swanson	Albemarle	460 Stagecoach Rd. Charlottesville, VA 22940	(434) 872-4580 cswanson@vt.edu	Nov. 11, 2005
Falon Saint James	Amelia/Central	11600 Sweathouse Creek Amelia, VA 23002	(804)561-0794	Apr. 2, 2006
Lynn Donnelly	Amelia	9080 Buttonwood Lane Amelia, VA 23002	(804)561-2699 lmdonnelly@email.com	Nov. 20, 2004
Sally Johnson	Amherst/Central	Amherst County Extension Office P.O. Box 580, 100 Goodwin St. Amherst, VA 24521	(434) 946-9365 kirvin@vt.edu	Sept. 14, 2006
Brandi Akers	Augusta/Northwest	649 Todd Rd. Mt. Sidney, VA 24467	(540) 607-0329 blbaylor@yahoo.com	Nov. 11, 2005
Debbi Crummet	Augusta	273 Salem Church Rd. Mt. Sidney, VA 24467	(540) 234-8600	Nov. 11, 2005
Faye Giles	Augusta	458 McKinley Rd. Middlebrook, VA 24459	(540) 887-8412 (W) (540) 245-5750 (H)	Apr. 2, 2006
Laura Vines	Augusta	1146 Lee Hwy Verona, VA 24482	(540) 248-0203	Nov. 11, 2005

NAME	COUNTY/DISTRICT	ADDRESS	PHONE/E-MAIL	DATE CERTIFIED
Sarah Sayre	Augusta	175 Mtn. Meadow Lane Churchville, VA 24421	(540) 337-6851	Apr. 2, 2006
Helen Matney	Buchanan	Rt. 2, Box 219A Grundy, VA 24614	(276) 935-7720	Sept. 20, 2007
Margaret Battiste	Campbell/Central	1119 Nicholee Lee Farm Lane Brookneal, VA 24528	(434) 376-5448 margaretbattiste@aol.com	Apr. 6, 2002
Peggy Johnson	Campbell	491 Rhonda Rd. Rustburg, VA 24588	(434) 907-0308 kpjohnson@msn.com	Apr. 2, 2006
Christine Thacker	Campbell	170 Kings Grant Rustburg, VA 22427	(434) 426-4205	Apr. 2, 2006
Suzanne Stepp	Caroline/Northern	2565 Buckner Rd. Rappahannock Acad., VA 22538	(804) 742-5223	Apr. 2, 2006
Toni Stinson	Caroline	17929 Locust Hill Rd. Bowling Green, VA 22427	(804) 633-0337	Apr. 2, 2006
Webb Flowers	Carroll/Southwest	605-6 Pine Street Hillsville, VA 24343	(276) 730-3113 webbf@vt.edu	Jan. 28, 2007
Marie Mings	Charlotte/Central	517 Trinity Rd. Keysville, VA 23947	434-696-1611 paintedpony649@earthlink.com	Jan. 28, 2007
J. H. Prescott	Charlotte	P.O. Box 128 Rice, VA 23966		Apr. 6, 2002
Don Tucker	Charlotte	P.O. Box 700 Charlotte Courthouse, VA 23923		Apr. 6, 2002
Diana Hedge	Chesapeake/Southeast	1105 Lenox Court Chesapeake, VA 23322	(757) 546-0727 dhedge@aol.com	Mar. 19, 2005 Sept. 20, 2007
Tonya Lamb	Chesapeake	2261 West Rd. Chesapeake, VA 23323	(757) 432-8037 tonyaandkids@juno.com	Jan. 28, 2007 Sept. 20, 2007
Susan Lampert	Chesapeake	1004 Head of River Rd. Chesapeake, VA 23322	(757) 432-0006	Sept. 20, 2007
Claudia Obrock	Chesapeake	310 Shea Drive Chesapeake, VA 23322	(757) 382-6444 cobrock@vt.edu	Apr. 6, 2002
Donna Twiford	Chesapeake	3609 Riverwood Cres Chesapeake, VA 23322	(757) 204-4277	Sept. 20, 2007
Margaret Hershberger	Chesterfield County/NE Jaime Strohacker, 4H Agent	Chesterfield Cooperative Extension P.O. Box 146, 6807 Mimms Loop Chesterfield, VA 23832	(804) 751-4401 jstroh@vt.edu	Sept. 14, 2006
Michele Schutt	Chesterfield	11800 Bundle Rd. Chesterfield, VA 23838	(804) 874-4248	Apr. 2, 2006

NAME	COUNTY/DISTRICT	ADDRESS	PHONE/E-MAIL	DATE CERTIFIED
Sally Farrell	Craig/Southwest	Rt. 1, Box 1260 New Castle, VA 24127	(540) 864-6850 (H) (540) 864-5812 (W)	Apr. 2, 2006
Margaret Burnker	Culpeper/Northern	11152 Old Stillhouse Rd. Boston, VA 22713	(540) 547-3129	Apr. 6, 2002
Roger Suder	Culpeper	351 Willow Lawn Dr. Culpeper, VA 22701	(540) 825-5556	Apr. 6, 2002
Julie Williamson	Culpeper	16325 Oakland Rd. Reva, VA 22755	(540) 547-3413 stepatatime@hughes.net	Mar. 2000
Sherry L. Channell	Dinwiddie /Southeast	13915 Boydton Plank Rd., P.O. Box 399 Dinwiddie, VA 23841-0399	(804) 469-4514 channell@vt.edu	Sept. 14, 2006
Mary Ann Liles	Dinwiddie	16107 Eppes Rd. Dewitt, VA 23846	(804)469-9192 thefiles@aol.com	Mar. 19, 2005
Becky Tilson	Dinwiddie	6517 Whitmore Rd. McKenney, VA 23872	(804) 478-5754 bhtilson@yahoo.com	Mar. 19, 2005
Pam Walter	Dinwiddie	9420 Hines Rd. Disputanta, VA 23842	(804) 605-2033 pamsponies@aol.com	Mar. 19, 2005
Stacey A. Daugherty	Fairfax/Northern	1140 Loudoun Dr. Haymarket, VA 20169		Apr. 6, 2002
Doug Harpole	Fauquier/Northern	24 Pelham St. Warrenton, VA 20186	(540) 341-7957	Apr. 6, 2002
Mary Hawley	Fauquier	Catlett, VA 22019	(540)788-9959 lucky4h@aol.com	July, 2004
Joleen Teets	Fauquier Doug Harpole			Sept. 14, 2006
Wendy McClanahan	Floyd/Southwest	5913 Alum Ridge Rd. Floyd, VA 24091	(540) 763-2111	Apr. 2, 2006
Jolene Underwood	Floyd	417 John Deere Rd. Floyd, VA 24091	(540) 789-7541	Apr. 2, 2006
Julie Walters	Fluvanna/Northern	Fluvanna County Extension Office PO Box 133, Palmyra, VA 22963	(434) 591-1950 jthomp75@vt.edu	Sept. 14, 2006
Kim Mayo	John Thompson, 4-H Agent	68 Ruritan Lake Rd. Scottsville, VA 24590	(434) 996-8308	Sept. 20, 2007
Kim Cook	Fluvanna			
Raymond Richards	Fluvanna	1795 Oliver Creek Rd. Troy, VA 22974	(434) 390-4564	Sept. 20, 2007
Lori Richardson	Fluvanna	210 Beechwood Lane Palmyra, VA 22963	(434) 589-6876	Sept. 20, 2007

NAME	COUNTY/DISTRICT	ADDRESS	PHONE/E-MAIL	DATE CERTIFIED
Mary Jo Shifflett	Fluvanna	340 E. Jack Jouett Rd. Louisa, VA 23093	(434) 996-4990	Sept. 20, 2007
Aileen Wills	Fluvanna	4048 Bybee's Church Rd. Palmyra, VA 22963	(434) 589-8488 four_oaks_farm@yahoo.com	Apr. 6, 2002
Chelsea Newman	Franklin/Central	1526 Colonial Tpk Rocky Mount, VA 24151	(540) 493-1309	Apr. 2, 2006
Julie Newman	Franklin	1526 Colonial Tpk Rocky Mount, VA 24151	(540) 224-5674	Apr. 2, 2006
Terrell Shaddix	Franklin	700 Masons Lane Ferrum, VA 24088	(540) 483-3887	Apr. 6, 2002
Stacie Cain	Frederick	363 Marple Rd. Winchester, VA 22603	(540) 678-4165	Sept. 20, 2007
Rose McDonald	Frederick	1085 Collinsville Rd. Cross Junction, VA 22625	(540) 888-3634	Sept. 20, 2007
Susan Pride	Frederick	1545 Collinsville Rd. Cross Junction, VA 22625	(540) 888-4493	Sept. 20, 2007
Debra Emerson	Gloucester/Northeast	4748 Piney Swamp Rd. Hayes, VA 23072	(804) 694-4450 mammaw35@hotmail.com	Jan. 28, 2007
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Dana Ward, 4-H Agent	Halifax/Central	Halifax County Extension Office PO Box 757, 171 South Main Street Halifax, VA 24558	(434) 476-2147 daward8@vt.edu	Sept. 14, 2006
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Shannon Lawson	Hanover	14326 Boondock Lane Montpelier, VA	(804) 883-3003	Apr. 6, 2002
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Melanie Georger	Isle of Wight	17100 Monument Circle, Suite B Isle of Wight, VA 23397	(757) 365-6256 mgoerger@vt.edu	Mar. 19, 2005
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Joanne Purks	King George	1511 Bloomsbury Rd. King George, VA 22485	(540) 775-7452 jeng4bp@aol.com	Nov. 11, 2005
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Sheila Ketron				
Cookie Ketron				
Cornelia G. Estep				
Judy White	Scott County/Southeast Patty Collier, 4-H Agent	Route 6, Box 542 Gate City, VA 24251	(276) 452-2772 pcollier@vt.edu	Sept. 14, 2006
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Jeff Hughey Janine Hughey	York	Yorktown, VA 23690	(757) 874-0410 4hmillenniumriders@verizon.net	Nov. 2004

Updated 10/1/07

F. Height Divisions as Specified by the Virginia State 4-H Rulebook

1. Hunter and Hunter Pleasure Ponies:
 - a. Small – 12.2 hands and under
 - b. Medium – over 12.2 hands but not exceeding 13.2
 - c. Large – over 13.2 hands but not exceeding 14.2 hands
2. Hunter Horses: over 14.2 hands
3. Hunter Pleasure Horses:
 - a. Small – over 14.2 hands but not exceeding 15.2 1/2 hands
 - b. Large – over 15.2 1/2 hands
4. English Pleasure, County Pleasure, and Other Gaited Horses:
 - a. Horses – over 14.2 hands
 - b. Ponies – not to exceed 14.2 hands
5. Western Division:
 - a. Horses – over 14.2 hands
 - b. Large Ponies – over 12.2 hands but not exceeding 14.2 hands
 - c. Small Ponies – 12.2 hands and under
6. Gymkhana Division:
 - a. Horses – over 14.2 hands
 - b. Large Ponies – over 12.2 hands but not exceeding 14.2 hands
 - c. Small Ponies – 12.2 hands and under

SECTION VI:
**4-H Policies and
Guidelines**



VI. 4-H POLICIES AND GUIDELINES

A. Charters

Virginia 4-H groups are required to apply for a 4-H Club Charter. A Charter certifies a group as an official Virginia 4-H entity that meets minimum requirements as set by the Virginia 4-H program. A 4-H group with a charter has the following privileges:

Authorization to use the 4-H name and emblem.

Inclusion under the Tax-Exemption Group ruling for 4-H.

Authorization to raise, allocate, and disburse funds in support of local 4-H programs, projects, and groups.

Club Charter qualifications and application procedures are described in **VCE publication 333-070**, “4-H Charters: Frequently Asked Questions.”

B. Guidelines for the Use of the 4-H Name and Emblem

See section 3.11 of the 4-H Policies and Guidelines Handbook www.ext.vt.edu/vce/4h/handbook/policy.html.

C. Civil Rights and Equal Opportunity

As a federally funded agency, Virginia Cooperative Extension (VCE) is required to comply with USDA Civil Rights nondiscrimination policies, rules, and regulations. A full list of these policies can be found at the following web site: www.ext.vt.edu/vce/policies/review.html.

D. 4-H Membership Definitions

A **4-H member** is any boy or girl, age 5 through 18 who enrolls and participates in a planned sequence of related learning experiences for a minimum of six (6) hours under the guidance of Extension-trained volunteers or Extension staff members.

A **4-H volunteer** is anyone beyond 4-H member age who completes a *Volunteer Enrollment Form* (and associated screenings), is accepted into the program, is trained, performs without compensation (or expectation of compensation) beyond possible reimbursement of out-of-pocket expenses, and performs specific tasks on behalf of the Virginia 4-H program.

E. 4-H Age Policy

1. Youth must turn the entry age during the 4-H year, October 1 through September 30. That is, youth who turn 5, 9, 12, and 14 between October 1 and September 30, participate in these respective categories:
 - a. Cloverbud 4-H Members: 5 through 8 year olds (See Age Considerations in Risk Management for information about Cloverbud participation pertaining to horses)
 - b. Junior 4-H members: 9 through 11 year olds

- c. Intermediate 4-H Members: 12 through 13 year olds
 - d. Senior 4-H Members: 14 through 18 year olds
2. Eligibility for 4-H membership terminates on December 31 of the year the member has his or her 19th birthday.
 3. Senior 4-H age requirements for national contests are ages 14 through 18 prior to January 1 of the year that the youth participates in the national event.
 4. For local and state competitive events in which there is a regional or national contest, the age guidelines of the regional or national contest shall apply. Those youth, born between January 1 and September 30, affected by this policy are allowed to participate in the next lower age category.

F. Enrollment Policies: Youth

Any youth who meets the qualifications of membership as defined above must complete a 4-H enrollment form annually. The *4-H Member Enrollment Form*, Virginia Cooperative Extension publication 388-002, may be ordered from the Extension Distribution Center or downloaded from www.ext.vt.edu/resources/4h/4hpubs/pdfs/388-002.pdf.

In addition to the enrollment form, the following must be completed by the member annually.

1. *Code of Conduct Form*, Virginia Cooperative Extension publication
2. *Health History Form*, Virginia Cooperative Extension publication 388-906
3. *Equine Waiver* (for clubs engaging in horse projects/activities), Virginia Cooperative Extension publication 388-054

All of these may be downloaded from: www.ext.vt.edu/resources/4h/4hpubs/generalmaterials.html#enrollment.

G. Enrollment Policies: Adult

Adults interested in serving as 4-H volunteer leaders must complete a 4-H application/enrollment form (Long or Short Form depending upon the position).

Volunteers who are involved in high-risk positions must complete a *4-H Volunteer Application/Enrollment Long Form VA-114*, Virginia Cooperative Extension publication 388-003.

A high-risk volunteer position is defined as a volunteer role that calls for the volunteer to work with vulnerable clientele (examples: youth, seniors, those with disabilities) without direct supervision. This also includes those positions where the volunteer will be asked to handle confidential information or manage funds. Examples of volunteer roles appropriate for the long form: 4-H club organizational leader, financial mentor volunteer, and after-school program volunteer.

Occasional or one time volunteers, collaborators, or donors (Short Form) when working in low-risk positions or performing their role along with and under constant supervision of the Extension staff or trained volunteer supervisor should complete the *One Time/Occasional Volunteer Application/Enrollment Short Form VA 114S*, Virginia Cooperative Extension publication 388-003. Examples of use of this form would be for a person who will be making a presentation to a group, assisting with a contest, or serving on Extension Leadership Councils.

Both of these forms can be ordered from the Extension Distribution Center or downloaded from www.ext.vt.edu/resources/4h/4hpubs/generalmaterials.html#enrollment.

Volunteers continuing in their same role from year to year need to complete a new enrollment form or update and sign previously completed forms yearly.

H. Age Considerations – Cloverbud Policy

1. Individuals involved in Cooperative Extension programs for youth under the age of 9 must follow specific guidelines covered by the Cloverbud Policy as adopted by the Virginia 4-H Leadership Council and Virginia Cooperative Extension on November 15, 1997. Basic Cloverbud guidelines are:
 - a. Approved 4-H Cloverbud curriculum can be implemented utilizing all 4-H delivery methods of club and enrichment programs. This includes Cloverbud clubs, after-school programs, day or residential camps, and with other groups such as recreation, day-care centers or churches, or as a home schooler. Cloverbuds may participate through 4-H Cloverbud clubs, subgroups of larger multi-age clubs, school enrichment programs, school-age child care, or special interest groups, depending on the needs and resources of the individual group and the unit's 4-H program.
 - b. Noncompetitive – There is no individual judging
 - c. Adult volunteer involvement/support
 - d. When Cloverbuds are involved in mixed-age clubs, groups, and/or functions, separate learning/educational experiences should be provided for Cloverbuds. 4-H Cloverbud members cannot participate in 4-H activities and events in which they are expected to control, solely care for, or otherwise manage large animals or any other animal which presents a safety risk. Large animals are defined as cattle, llamas, sheep, swine, horses, and ratites (ostrich, rhea, cassowary, emu, etc.).
 - e. Recognition is needed and desired. Cloverbuds' recognition should be directed towards the individual/group for: Participation, Collaboration.

I. Above Suspicion Policy

1. **Purpose:** To provide a safe and caring environment for youth and adults in all 4-H program situations. To protect both salaried and volunteer staff from situations that potentially could occur in any 4-H youth program, including camps, trips, and other events, where there **is potential for being accused of abuse.**
2. **Policy Segments:**
 - a. Volunteers, both teens and adults, as well as salaried staff, shall be screened prior to being selected to serve in a volunteer or salaried role in 4-H. Screening may include personal interviews, police background checks, and/or letters of recommendation as defined in volunteer guidelines.
 - b. Prior to the beginning of any 4-H event, all staff shall receive the information and instruction necessary to be made fully aware of the potential liability risks in the following areas:
 1. sexual harassment
 2. child molestation
 3. one-on-one situations
 4. physical, mental, and sexual abuse

- c. Room supervision: Youth in ALL rooms utilized for lodging shall be supervised and it is recommended that the following options be used:
1. In situations where it is necessary for adults to stay in the room with youth, there will be at least two or more adults.
 2. No adults in rooms with youth, however, supervision provided by adults or teen counselors in a nearby room.
 3. One teen counselor.
 4. Adults will provide guidance and support for teen counselors.
- d. It is recognized that there will be occasions where one-on-one situations are unavoidable. ALL supervisory staff, both salaried and volunteer, should, whenever possible, avoid such situations with youth.

J. 4-H Finance Policy

1. **Purpose:** A treasury for a 4-H club or organization is to provide funds to support the activities of members and adult volunteers in their pursuit of educational and community service goals. It is important that funds raised in the name of 4-H should be carefully managed in order to safeguard the positive image of our organization for future generations.
2. **Fundraising** should not be a 4-H group's major objective. Funds should be raised for specific purposes including community service projects and assisting youth who do not have resources to participate without financial help. Fundraising must be directed so the contributions are to 4-H and 4-H controls the disbursement of the funds.
3. **Ownership of funds:** All funds raised in the name of 4-H belong to 4-H, and not an individual or group of individuals. Because the givers of funds are allowed a tax deduction for their donation, it is imperative that the funds be used only for appropriate and authorized purposes. The Extension salaried staff member who is responsible for managing the unit (or other appropriate jurisdiction) 4-H program is ultimately accountable for the stewardship of funds raised within his or her jurisdiction.
4. **Handling Funds is a Teaching Opportunity for Children and Youth:** Teaching children and youth the proper way to handle funds is an important component of the 4-H experience. Youth should be involved as much as possible in all phases of fundraising under the supervision of an adult: setting goals, choosing projects, collection, accounting, and distribution of funds. Each club or organization should elect a treasurer and should follow the accounting guidelines listed in the *4-H Treasurer's Record Book*, Virginia Cooperative Extension publication 388-025. Adults should teach their 4-H members how to use committees to develop plans and how to use parliamentary procedure to make decisions.
5. **EIN:** Employer Identification Number. A number assigned to 4-H clubs and organizations by the IRS for the purpose of reporting income. An EIN is required to open a bank account and to report income (both taxable and nontaxable income) on IRS Form 990. Each 4-H club or organization must have its own EIN. You can apply for an EIN on the Web at sa.www4.irs.gov/sa_vign/newFormss4.do
6. **Bank Accounts:** 4-H funds should be kept in a financial institution in the name of the 4-H club or organization. When opening the account, the club or organization will be required to provide its Employer Identification Number (EIN). Extension agents or the State 4-H Foundation can offer

assistance in applying for an EIN. Volunteers should not use a social security number when opening the account or they will be personally liable for paying taxes on the account funds. Funds should not be kept in any individual's personal account.

- a. Clubs and organizations should require two signatures on checks in order to ensure safety of funds.
 - b. All 4-H clubs and organizations that have an average monthly balance of \$100 or more should have their funds in a financial institution. Money not placed in an account should be held in a secure location and detailed records of fund use should be maintained.
 - c. Work with the manager of your financial institution to establish an account that has no fees. This is especially important for small accounts with little activity. Monthly bank charge can use up an entire treasury in a short amount of time. Clubs and organizations that maintain a significant balance should use interest-bearing accounts whenever possible.
7. **Keeping Money Records:** It is the responsibility of all 4-H clubs and organizations to keep accurate records of all financial transactions.
- a. All money received and its source (income).
 - b. All money spent, to whom it was given and for what (expenses).
 - c. Reports at each meeting should include:
 1. The amount of money collected and its source.
 2. The amount of money expended since last meeting, to whom and for what the money was spent.
 3. The current balance in the treasury.
 4. The bills needing club or organization approval for payment.
 - d. The *4-H Treasurer's Record Book* should be used for record keeping, particularly by 4-H clubs, and submitted annually to the appropriate Extension salaried staff member for review. If the treasurer's book is not sufficient, clubs and organizations should submit similar documentation. Additionally, the Extension office must be informed of all accounts established in the name of 4-H and kept apprised of their status.
 - e. It is the duty of the 4-H club or organization treasurer to:
 1. Be prepared to provide an itemized account of funds at any time upon request of the members, leaders, or Extension agent.
 2. Pay money out of the treasury only as voted by the club or organization and/or as indicated in the club or organization's constitution and reflected in the minutes.
8. **Audit Committee:** All 4-H clubs and organizations must annually establish an audit committee to review their financial records. Guidelines for an audit committee are found in the treasurer's record book. Clubs and organizations that have \$25,000 or more in gross receipts account in their fiscal year must have a review or audit by an accounting professional and must file Form 990 with the Internal Review Service. Others who have large treasuries or a significant number of transactions per year should consider seeking professional help with auditing.

9. **Bonding:** All enrolled 4-H volunteers are bonded by the State of Virginia. If there exists any concern about the proper handling of funds the appropriate Extension staff members should be contacted immediately.
10. **4-H and Federal Income Tax Exemption:** Rulings issued to the Department of Agriculture by the Internal Revenue Service recognized that 4-H clubs and affiliated 4-H organizations authorized to use the 4-H and emblem were exempt from federal income tax under section 101(6) of the Internal Revenue Code of 1939, which corresponds to Section 501(c) (3) of the 1954 Code.

4-H organizations have an obligation to file the Annual Information Return (IRS Form 990) when gross receipts in their tax year normally exceed \$25,000. Gross income should be considered in its broadest term and include all receipts from gifts, donations, sale of goods, interest income, fees, dues, and so forth, without reduction for the cost of goods or assets sold or for expenses.

The Internal Revenue Service has assigned a Federal Income Tax group exemption number to 4-H which must be used by all 4-H organizations and affiliated groups when filing Form 990. This number is 2704. There is a federal fact sheet concerning federal tax exemption status available at www.national4-hheadquarters.gov/library/fs-tax_exempt_v11-07.pdf.

11. **State Sales Tax Exemption:**

Materials purchased for use by 4-H clubs are exempt from state sales tax.

Materials purchased for resale by 4-H clubs are exempt from state sales tax.

State form ST-13 should be used when purchasing products for use or resale by youth in 4-H clubs. This form is the official Certificate of Exemption to be used when making purchases of tangible personal property to avoid paying Virginia Sales and Use Tax. Other policies concerning this matter are found in Section 3.19.11 at www.ext.vt.edu/vce/4h/handbook/policy.html#3.6.2.

12. **Fundraising:** It is the goal of 4-H to project an image of a high quality, educational organization when selling a product, soliciting donations, or requesting in-kind support. We should avoid fundraising projects that contain poor-quality products or services, violate general community standards, or are inconsistent with a youth-oriented education program. Any individual or group soliciting funds, awards, or merchandise or selling materials, products (commercial or 4-H member made), or service in the name of 4-H shall do so only with the full knowledge and consent of the appropriate Extension staff member. It is the responsibility of the 4-H volunteer to acquire approval from the appropriate Extension staff member before initiating any fundraising activities.

Some examples of **appropriate** fundraising:

- a. Car washes
- b. Product sales (e.g. candy, nuts, flowers, gift items, bird houses, pizzas)
- c. Learn to earn projects
- d. Carnival or booth at fair
- e. Dues – if they do not keep any member from participating
- f. Donations for a specific activity

Some examples of **inappropriate** fundraising:

- a. Sale of a product that is inconsistent with the mission and image of 4-H
- b. Sale of products that are poor quality or in poor taste

Some examples of **appropriate** use of funds:

- a. Educational field trips
- b. Community service projects
- c. Member and leader recognition
- d. Scholarships to participate in 4-H activities (e.g. camp)
- e. Educational scholarships
- f. Donation to 4-H center or 4-H Foundation

Some examples of **inappropriate** use of funds:

- a. Expenditures that have not been approved or which do not comply with by-laws.
- b. Anything in which only a few members continually benefit.

13. **What to Do When a Club or Organization Disbands:** 4-H clubs and organizations that disband have several choices of how to distribute their leftover treasury. Organizational bylaws should provide guidance to the distribution of funds in the case that the group disbands. Members may vote to distribute their treasury to community charities, but they may not spend the funds on frivolous activities for the sole purpose of spending down the funds. Funds that are not distributed become the property of the 4-H program as determined by the appropriate Extension staff members. Volunteers should confer with Extension staff before disbursing funds.

Examples of acceptable distribution of funds:

- a. Donation to another 4-H club or organization
- b. Donation to local charities such as food banks, shelters, elementary schools
- c. Purchase of equipment for use by unit 4-H program or other 4-H clubs (e.g. flag sets, awards, project materials)
- d. Scholarship for needy youth to attend camp or other educational programs
- e. Donate to local 4-H center or State 4-H Foundation

Examples of unacceptable distribution of funds:

- a. Dividing the leftover funds among all the members
- b. Sponsoring a big party for all of the members for the purpose of using the funds
- c. Cash gifts to members, leaders, parents

14. **What to Do When There Is a Dispute:** The best way to avoid a dispute is to have a financial plan and to follow good accounting procedures. The plan should include an annual budget that outlines goals for raising and spending money and includes an annual audit. Members should vote to accept the budget at a regularly scheduled meeting.

If a dispute arises regarding the collection or distribution of funds, the adult volunteers or organizational leadership should first try to work out the problem. If that fails, they should seek

help from the appropriate Extension salaried staff member. They should provide appropriate documentation as well as details of the dispute. The Extension staff member is the steward of all 4-H funds in his or her unit and his or her decision will prevail.

15. **4-H and Federal Tax Deductions:** A 1973 ruling states that donors may deduct contributions to 4-H organizations. When any merchandise is purchased from a 4-H fund raiser, only the amount paid in excess of the fair market value of the item may be deducted as a charitable contribution. For example, if a cake is purchased at a 4-H auction for \$50.00 and the fair market value of \$8.00, the purchaser may claim \$42.00 as a charitable deduction. It is the responsibility of the purchaser to determine the fair market value of a product.

Raffle tickets may not be deducted as a contribution because raffles, like lotteries, are considered gambling by the IRS.

Generally, donations of property (e.g. real estate, art work, equipment) may be deducted as a contribution to the extent of its fair market value at the time of the gift. Again, it is the responsibility of the donor to determine the fair market value, not the 4-H organization. Extension salaried staff should only verify the receipt of the donation and not assign any value.

K. Donated Animals

1. The Virginia 4-H program has instituted a policy prohibiting the acceptance of animals of any kind in the name of 4-H. This policy includes both unit and state 4-H programs.
2. The Virginia 4-H program has instituted a policy prohibiting animals being leased in the name of 4-H. As it is with the donation of animals, lease agreements can be initiated between or among private individuals, but not in the name of 4-H.
3. **NOTE:** Anyone may donate an animal to a private citizen, even to a 4-H volunteer, but not in the name of 4-H. In essence, 4-H volunteers may take ownership of donated animals as private citizens, but not as a donation to 4-H. Youth may continue to use animals owned by other individuals or private groups in their projects; however, no animals will be owned in the name of 4-H.
4. **However, the proceeds of the sale of animals will be accepted.**

Examples:

- a. The person(s) sells the animal(s) through public auction or private treaty sale and donates the proceeds of that sale to the 4-H program, 4-H club, or 4-H event/activity of choice.
- b. An individual(s) purchases an animal at a 4-H sponsored auction and then donates the proceeds of the resale of that animal to the 4-H program, 4-H club, or 4-H event/activity of choice.
- c. In some cases, that animal may be resold during that same sale, while in others the animal may need to be taken to another sale facility (local auction) or sold privately. The 4-H program, 4-H club, or 4-H event/activity of choice does not actually take ownership of the animal in either situation. The individual who purchased the animal through the 4-H sale retains ownership, and thus all liability until the animal is resold. The owner of the animal will also need to make arrangements for the animal to be transported to the new sale facility, or sold privately if needed

(some locations may already have a seamless way for this to happen; therefore, the new owner would not be required to do much more than they are doing currently). Upon resale, the proceeds can then be given to the 4-H program, 4-H club, or 4-H event/activity of choice.

L. 4-H Animal Care Policy

1. Each 4-H animal project shall include learning experiences appropriate to the species of animal to assure that 4-H members understand and practice the standards of humane treatment of animals.
2. Educational materials will be reviewed periodically to assure that content reflects current knowledge of humane care practices.
3. Events such as greased pig contests, calf scramble contests, and other events for entertainment or that enable youth to randomly capture animals from a group or in a prize winning situations are not acceptable and will not be planned, supported, or approved for 4-H participation.
4. Fairs, shows, exhibitions, and similar events involving 4-H members with animals shall be conducted according to humane animal care standards. Because these activities take place away from the animal's familiar environment, special attention is needed for transportation, safe housing, adequate feed and water, ample space, humane handling, and good management and showmanship.
5. Any fair, show, exhibition, or similar event using the 4-H name or emblem or including identifiable 4-H participation shall have in place a plan for dealing with animal rights activities. This plan shall respect the democratic rights of people of different views while minimizing the possibility of harm to people and animals.

M. Participation in 4-H Therapeutic Riding

1. 4-H members ages of 5 through 8 may participate in 4-H therapeutic riding programs under the guidelines of an approved 4-H Cloverbud equestrian curriculum.
2. Therapeutic horseback riding brings together children with disabilities, horses, and caring volunteers, for the betterment of the children. In the process, the lives of everyone involved are enriched. Therapeutic riding, also known as Equine Assisted Therapy, Equine Facilitated Therapy, and Riding for the Disabled, is the use of the horse and equine-oriented activities to achieve a variety of therapeutic goals, including cognitive, physical, emotional, social, educational, and behavioral goals. Begun in Great Britain, it is practiced in some form in most countries of the world. 4-H programming includes therapeutic riding as a means by which to involve children with disabilities.

SECTION VII:
Risk Management



VII. RISK MANAGEMENT

A. Equine Risk Management

Sections 4.1 – 4.5 are policy requirements that must be met in order to hold a 4-H sanctioned equine event. While there may be many other requirement/forms necessary for enrollment as a 4-H member, the items below are equine specific and may be required in addition to standard enrollment requirements.

Any Equine activity, as with any other program sponsored by Cooperative Extension, must conform to the policies of Virginia Cooperative Extension as well as being approved as a sponsored activity by Cooperative Extension. Virginia Tech, as a land-grant university, has been delegated the responsibility by the federal government for implementation of the 4-H program. This use can be further delegated to volunteers by the 4-H professional in charge of the program for that unit when appropriate. However, a volunteer's approval to implement the 4-H program in their area can be revoked by Cooperative Extension for appropriate reasons such as failure to follow VCE or 4-H policies.

4.1 Equine Liability Waivers

Equine waivers are required for all individuals involved in an equine activity for Cooperative Extension. Waivers as outlined in the waiver form may be initiated on individuals for a period of a year. A new waiver may be required for each individual activity, as required by the sponsor.

4.2 Head Protection

Effective January 2, 2000, protective headgear is required for youth of 4-H age and younger in all mounted equine activities sponsored by Cooperative Extension. American Society for Testing and Materials (ASTM) certified protective headgear (including secured harness) for equestrian activities is required. It is highly recommended that adults participating in VCE sponsored equine activities wear protective headgear.

4.3 Age Considerations

Individuals under the age of 9 involved in Cooperative Extension programs must follow specific guidelines covered by the Cloverbud Policy as adopted by the Virginia 4-H Leadership Council and Virginia Cooperative Extension on November 15, 1997. Basic Cloverbud guidelines are:

4-H Cloverbuds – Audience: Boys and girls 5 through 8 years of age

1. Approved 4-H Cloverbud curriculum can be implemented utilizing all 4-H delivery methods of club and enrichment programs. This includes Cloverbud clubs, after-school programs, day or residential camps, and with other groups such as recreation, day-care centers or churches, or as a home schooler. Cloverbuds may participate through 4-H Cloverbud clubs, subgroups of larger multi-age clubs, school enrichment programs, school-age child care, or special interest groups, depending on the needs and resources of the individual group and the unit's 4-H program.
2. Noncompetitive
3. Adult volunteer involvement/support

4. When Cloverbuds are involved in mixed-age clubs, groups, and/or functions, separate learning/educational experiences should be provided for Cloverbuds.

Curriculum

1. The curriculum shall be determined by Educational Design Team as recommended by the respective Curriculum Component Committee or supervising agent.
2. 4-H Cloverbud members cannot participate in 4-H activities and events in which they are expected to control, solely care for, or otherwise manage large animals or any other animal that presents a safety risk. Large animals are defined as cattle llamas, sheep, swine, horses, and ratites (ostrich, rhea, cassowary, emu, etc.).

Recognition

1. Recognition is needed and desired. Cloverbuds' recognition should be directed towards the individual/group for:
 - a. Participation
 - b. Collaborative efforts
2. The Cloverbud program is a noncompetitive program. There is no judging.

4.4 Health History Forms

All 4-H youth are required to have an accurate, completed Health History Form on file. This form must be signed by the youth's parents/guardians. This form must be updated on a yearly basis. A separate health history form may be required for individual events.

4.5 Volunteers

All volunteers working on behalf of Virginia Tech through Virginia Cooperative Extension must be registered with the county office or event by completing the appropriate volunteer registration form. Generally speaking, long forms are required by volunteers who have direct supervisory responsibilities for youth. Short forms can be used whenever volunteers serve in roles that do not require them to have sole supervision for youth (for example, instructing a class or workshop in which other trained volunteers are supervising the youth or short term/one time volunteering at an equine event).

Additional Forms

1. Code of Conduct

A code of conduct form is required to be on file in the county office for each 4-H member participating in a 4-H sanctioned event. This form must be completed annually. *This form can be altered to add clauses that are specific to equine events and can be required separately for those events.*

2. Standards of Behavior for Volunteers Form

This code of conduct for adult volunteers is required to be on file in the county office for each 4-H volunteer supervising a 4-H sanctioned event. This form is completed annually.

3. Media Release Form

A shortened media statement can be added to entry forms to cover the release for a specific event.

4.6 Safety Checklists

Below are checklists of items to consider when planning a 4-H equine related event. These are designed to provide some guidance to ensure that reasonable and prudent efforts have been made to ensure 4-H youth and animal safety. The checklists that follow are not meant to be all inclusive. Further information can be obtained from the 4-H Horse Program leaders guide (which can be obtained through Cooperative Extension publications) or publications produced by insurers on providing a safe facility for hosting a public horse event (which can be obtained from those insurers or from the Office of Risk Management at Virginia Tech).

4.6.1 Horse Show Checklists

1. Entrance into, out of, and around the show ring and/or practice arenas should be well defined and controlled.
2. The areas designated for use by the horse show participants should be cleared of obvious hazards such as broken glass, trash piles, equipment not necessary for the running of the show, etc.
3. Farm equipment necessary for the running of the show should be parked away from locations of high animal traffic.
4. Appropriate signs should be placed in locations designated as off limits to the public or animals. No smoking, exit signs, etc. should be posted where necessary. Equine Limits of Liability signs are available from the Virginia Horse Council and can be posted if appropriate.
5. Designated parking areas should be marked. To the extent possible, the attending public should be kept separate from the participant areas.
6. Grounds, facilities, and show related equipment should be inspected for safety, good working order, and appropriateness of use by experienced horse show personnel associated with the function.
7. Extension cords or other electrical devices should be protected from breaks or pedestrians/equine (trip hazard). Electrical devices used with potential of coming in contact with water should be protected by a ground-fault protector circuit.
8. Adult volunteers with little equine experience should be counseled by show management on specific duties.
9. Fire extinguishers should be accessible on the premise with locations clearly marked as appropriate.
10. The rescue squad should be available and/or on call. First-aid facilities such as first-aid kits and qualified first-aid personnel should be provided if possible. Emergency numbers for humans and horses should be readily available from event staff and/or posted on the premises.
11. Inclement weather or final decisions on weather emergencies should be discussed and procedures for handling the problem established prior to the event.
12. All participants should be aware of the need for accidental health-care coverage.
13. Check well in advance with your local State Health Department office to conform to their requirements for serving food to the public. All food must be refrigerated appropriately and hot foods kept hot and cold foods kept cold.

14. Keep clear and concise records on any planning or work sessions related to the horse show.
15. Be aware of any mechanical equipment to be used such as golf carts. To the extent possible, confine the area in which they can operate. Drivers should be limited to those with a valid driver's license.
16. Maintain Emergency/Fire access lanes to all areas.
17. If dogs are allowed on the show grounds, they should be kept on a leash at all times.

4.6.2 Trail Ride Checklist

1. Review those applicable items in the checklist shown in Section 4.6.1.
2. Organizers of the trail ride should be familiar with the trail and its degree of difficulty. Although trail conditions can change unexpectedly, youth events should not be held on trails recognized as hazardous or difficult.
3. Review trail etiquette with participants and any idiosyncrasies relating to the temperament, experience, and training of any horse used in the trail ride.
4. Review with participants the trail to be ridden and any potential problem areas.
5. Ensure an appropriate ratio of riders to leaders is maintained. This is influenced by the experience level of the riders. The experience level of youth, 18 or under, should be disclosed by the parent or legal guardian.
6. Tack should be in safe working condition and fitted to the horse and rider.
7. All trail rides must conform to the Virginia Tech policies as outlined in sections 4.1-4.5 with respect to helmet requirements, age, waivers, Health History Forms, and volunteer registration.

4.6.3 Pony Ride Fundraiser Checklist

1. Review those applicable items in the checklist shows for Horse Shows and Trail Rides shown above.
2. Youth of Cloverbud age (4-H'ers and non 4-H'ers) can participate in pony rides to the extent that they are not in sole control of the horse (must be held by the person on the ground and utilize a side walker if appropriate).
3. No youth younger than 5 years of age may participate in a 4-H sponsored pony ride.
4. Mounting blocks used to mount the horse must be in good working condition and appropriate for the task to be undertaken.
5. All pony rides must conform to the Virginia Tech policies as outlined in sections 4.1-4.5 with respect to helmet requirements, age, waivers, Health History Forms, and volunteer registration.

B. Risk Management Emergency Card

The *Emergency Procedures* card, Virginia Cooperative Extension publication 490-101, was developed as a resource for staff and volunteers. It should be used to identify important emergency contacts and telephone numbers. Horse leaders should obtain these from their county agent and have them in their possession at all 4-H events.

EMERGENCY CONTACTS AND TELEPHONE NUMBERS	
First Contact: Risk Mgmt Office: 540-231-7439 Home:	
Supervisor: Name:	
Office:	Home:
University Relations: 540-231-5396	VT Legal Counsel: 540-231-6293
State Police: Cell Phone 477	State Police Local:
VT Police: 540-231-6411	Local Police:
<p>THESE PROCEDURES SHOULD ONLY BE FOLLOWED IN THE EVENT OF A FATALITY OR AN EMERGENCY WHICH INVOLVES SERIOUS INJURIES OR LIFE-THREATENING INCIDENTS.</p> <p>Information on how to handle incidents of a lesser nature, or on what forms to complete may be found in the Risk Management Information Guide for Virginia Cooperative Extension.</p> <p>The general switchboard number for Virginia Tech is: 540-231-4000</p> <p>VT000-1001/040-0101-000001</p>	

EMERGENCY PROCEDURES	
<p><i>Ensure all steps are followed in accidents resulting in serious injury and/or fatality and incidents that involve law enforcement and/or may result in litigation.</i></p> <ul style="list-style-type: none"> • Priority attention: care for injured; stabilize the situation. • Call 911 or police, ambulance and clergy as appropriate. • A responsible Cooperative Extension representative stays at the scene. • Make NO statements to anyone other than the police, a supervisor/unit coordinator, Virginia Tech Legal Counsel, Risk Mgmt, or University Relations. • Appropriate persons must immediately contact the parent, guardian or next of kin to the injured and inform them of the situation. • Contact your supervisor, unit coordinator and Risk Management ASAP. • Contact Virginia Tech Legal Counsel. • Immediately complete the Accident/Incident report and take notes: FACTS ONLY. • A copy of the report form can be found in the Risk Mgmt Guide. • Refer all media to University Relations. DO NOT MAKE ANY COMMENT! • Call Virginia Tech Police for assistance if you cannot reach emergency contacts. 	
<p>Virginia Tech Virginia Cooperative Extension Publication 490-101</p>	

C. Accident Report Form

If 4-H youth or adults, while participating in a 4-H program or event, experience serious illnesses, significant behavioral problems, or accidents involving injuries like fractured bones, chipped or broken teeth, extensive lacerations involving sutures, falls involving unconsciousness, dislocations, incidents involving water which require resuscitation, or any injury requiring a hospital stay, completion of the *Accident/Incident Report Form*, Virginia Cooperative Extension publication 388-034, is required. The form can be found at www.ext.vt.edu/vcel/policies/liabil~1.doc. A copy must be given to supervising agent.

Virginia Cooperative Extension 4-H Form	
<p>Accident/Incident Report <small>VERMONT COOPERATIVE EXTENSION SERVICE FOR RISK MANAGEMENT (490) RE-ACTED 06/15/10 2480 06/15/10 01 3482/01/04</small></p>	
Name of Responsible Officer:	Date of Report:
Name of Responsible Virginia Tech Representative:	Address:
Name of Injured Participant or Injured Person:	Age:
Name of Injured Participant or Injured Person:	Age:
Name of Parent or Guardian of Injured:	Address:
Name of Address of Witness (Each Witness Should Attach a Signed Statement of What Happened)	
1.	
2.	
3.	

Type of Incident:	<input type="checkbox"/> Behavioral <input type="checkbox"/> Accident <input type="checkbox"/> Illness <input type="checkbox"/> Other
Date of Incident/Event:	Hour _____ Day _____ Month _____ Year _____
Describe the Incident in Detail:	
Location of Incident and Program/Setting/Region and Program:	
What Activity Was the Injured Participant in at the Time of the Incident?:	
Describe any Equipment Involved in the Incident:	
Describe Emergency Procedures Followed as a Result of the Incident:	
<p>MEDICAL HISTORY OF INCIDENT</p> <p>Was the Person in Good Health? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> How? _____</p> <p>By Whom? _____ Title _____ When _____</p> <p>Response of Health Care Provider:</p>	
Where was Treatment Given? <input type="checkbox"/> In Location/Office <input type="checkbox"/> Doctor's Office <input type="checkbox"/> Hospital <input type="checkbox"/> Remote Site	
Describe Treatment Given:	

Treatment Given by Whom? _____	Date of Treatment _____
Was Injured Participant Injured or Damaged? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, Where _____	
Name of Hospital/Physician: _____	
Program of Injured at the Time of Report: _____	
Comments: _____	
Person Completing Report: _____ Signature _____	
Position: _____ Phone: _____ Fax: _____	
<p><small>THIS ACCIDENT/INCIDENT REPORT IS NOT REQUIRED FOR INCIDENTS SUCH AS SCRAPES, BRUISES, SPRAINS, ETC. THIS INCIDENT REPORT IS REQUIRED FOR SERIOUS INJURIES, SIGNIFICANT BEHAVIORAL PROBLEMS OR ACCIDENTS INVOLVING INJURIES LIKE FRACTURED BONES, CHIPPED OR BROKEN TEETH, EXTENSIVE LACERATIONS INVOLVING SUTURES, FALLS INVOLVING UNCONSCIOUSNESS, DISLOCATIONS, INCIDENTS INVOLVING WATER WHICH REQUIRE RESUSCITATION, OR ANY INJURY REQUIRING HOSPITAL STAY.</small></p> <p><small>THIS ACCIDENT/INCIDENT REPORT IS ALWAYS REQUIRED WHEN THE PROCEEDING OUTLINED ON THE EMERGENCY RESPONSE CARD AND CARRIED BY ALL COOPERATIVE EXTENSION REPRESENTATIVES AND INDIVIDUALS FOR WHOM THE FORM SHOULD BE FILLED (540-231-5844 AND MADE BY THE VIRGINIA TECH OFFICE OF RISK MANAGEMENT)</small></p>	

D. Insurance

Supplemental insurance for accidents and sickness is not required; however, it is strongly recommended. Accident insurance should be obtained for all children activities, when possible, and for other activities that cause the agent concern.

American Income Life Insurance Company is one company commonly used for supplemental insurance coverage for 4-H programs. They provide insurance for ANY youth or adult activity sponsored by the Cooperative Extension Service. Request coverage via the web at www.americanincomelife.com or call them at (800) 849-4820.

E. Blood-borne Pathogens

5.1 Blood-borne Pathogens and Post Exposure Plan

Definition: An exposure is: contact with any potentially infectious substance (such as blood or bodily fluids), through inhalation, needle sticks, contact with an open wound, non-intact skin, eyes or other mucus membrane. Please note that contact of blood or bodily fluids onto intact skin does not signify an exposure and should be disinfected as outlined below.

IF A POTENTIALLY INFECTIOUS AGENT COMES IN CONTACT WITH AN OPEN WOUND, BROKEN SKIN, OR A MUCUS MEMBRANE, YOU HAVE BEEN EXPOSED. IF YOU HAVE BEEN EXPOSED, YOU MUST CONTACT THE ENVIRONMENTAL HEALTH AND SAFETY OFFICE AT (540) 231-8751 FOR INSTRUCTIONS ON HOW TO PROCEED.

5.2 Blood-borne Pathogens - General

1. The following job classifications are those that hold a high occupational risk of exposure to blood or other potentially infectious materials:

None

2. The following job classifications are those which hold little or no risk of occupational exposure to blood or other potentially infectious materials:

Secretary

Volunteers

Extension Agents

Extension Specialists

Extension Administrators

Extension Technicians

Any other Extension personnel not listed

These guidelines are provided for the protection of Virginia Tech representatives.

3. All Virginia Cooperative Extension offices, both on and off campus, shall ensure that this document is made accessible to each employee and volunteer.

5.3 Blood-borne Pathogens and Cleaning and Disinfecting

1. All unit offices will use the items listed in the personal protection section to deal with cleaning and disinfecting.
2. Latex gloves shall be worn during any process of cleaning or disinfecting.
3. Personnel shall not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses during any process of cleaning or disinfecting.
4. For cleaning soiled areas, the fluids should be wiped up with the towel. The towel should be placed in the plastic bag. The containers of water and chlorine bleach should be mixed and this solution should be used to wipe down the soiled area. These towels should also be placed in the plastic bag along with the disposable latex gloves.
5. Personnel shall wash their hands and any other exposed skin as soon as possible after the removal of gloves. If personnel are away from a facility, these body areas shall be cleaned with a waterless, germicidal hand cleaner. As soon as feasible, whether at the station or medical facility, personnel shall wash these body areas with appropriate hand washing agents, (see section 5.4) followed by soap and water.
6. If a small area of clothing becomes contaminated, spot cleaning of the garment is appropriate. The spot cleaning procedure is as follows:
Squirt precleaner (such as Shout, Spray & Wash, or Liquid Tide) onto the spot once or twice.
Gently rub fabric together until light foam appears.

Rinse

5.4 Blood-borne Pathogens and Personal Protection

1. All offices shall provide the following personal protection equipment in a kit:

Disposable towels

Disposable latex gloves

Waterless medicated hand cleaner such as a germicidal hand wash

Small equal size bottles of water and chlorine bleach

Small plastic bag

If any part of a kit is used the entire kit must be disposed of

2. The kit or kits needed and listed above are to be assembled by each unit office. Most required items can be obtained from your local grocery or pharmacy. For the latest gloves and hand cleaners you may want to consult with your local supply company. All units are responsible for assembling their kits.
3. Disposable latex gloves shall be worn in all first-aid situations.
4. Personnel shall wash their hands and any other exposed skin as soon as possible after the removal of gloves. If personnel are away from a facility, these body areas shall be cleaned with a waterless, germicidal hand cleaner. As soon as feasible, whether at the station or medical facility, personnel shall wash these body areas with appropriate hand washing agents, followed by soap and water.
5. Personnel shall wash as listed above, or flush eyes or other mucus membranes with water immediately or as soon as possible following contact of these body areas with blood or other potentially infectious materials. If you have an exposure read section 5.1 and Post Exposure Plan.

F. Virginia Code for Equine Liability

CODE OF VIRGINIA

TITLE 3.1. AGRICULTURE, HORTICULTURE, AND FOOD CHAPTER 27.5. EQUINE ACTIVITY LIABILITY ACT

Va. Code Ann. § 3.1-796.130 (1994)

§ 3.1-796.130. Definitions

As used in this chapter, unless the context requires a different meaning.

“Directly engages in an equine activity” means a person who rides, trains, drives, or is a passenger upon an equine, whether mounted or unmounted, but does not mean a spectator at an equine activity or a person who participates in the equine activity but does not ride, train, drive, or ride as a passenger upon an equine.

“Equine” means a horse, pony, mule, donkey, or hinny.

“Equine activity” means (i) equine shows, fairs, competitions, performances, or parades that involve any or all breeds of equines and any of the equine disciplines, including, but not limited to, dressage, hunter and jumper horse shows, grand prix jumping, three-day events, combined training, rodeos, driving, pulling, cutting, polo, steeple chasing, endurance trail riding and western games, and hunting; (ii) equine training or teaching activities; (iii) boarding equines; (iv) riding, inspecting, or evaluating an equine belonging to another whether or not the owner has received some monetary consideration or other thing of value for the use of the equine or is permitting a prospective purchaser of the equine to ride, inspect, or evaluate the equine; and (v) rides, trips, hunts, or other equine activities of any type however informal or impromptu that are sponsored by an equine activity sponsor.

“Equine activity sponsor” means any person or his agent who, for profit or not for profit sponsors, organizes, or provides the facilities for an equine activity, including but not limited to pony clubs, 4-H clubs, hunt clubs, riding clubs, school- and college-sponsored classes and programs, therapeutic riding programs, and operators, instructors, and promoters of equine facilities, including but not limited to stables, clubhouses, ponyride strings, fairs, and arenas at which the activity is held.

“Equine professional” means a person or his agent engaged for compensation in (i) instructing a participant or renting to a participant an equine for the purpose of riding, driving, or being a passenger upon an equine or (ii) renting equipment or tack to a participant.

“Participant” means any person, whether amateur or professional, who directly engages in an equine activity, whether or not a fee is paid to participate in the equine activity.

§ 3.1-796.131. Horse racing excluded

The provisions of this chapter shall not apply to horse racing, as that term is defined by § 59.1-365.

§ 3.1-796.132. Liability limited; liability actions prohibited

A. Except as provided in § 3.1-796.133, an equine activity sponsor or an equine professional shall not be liable for an injury to or death of a participant engaged in an equine activity.

B. Except as provided in § 3.1-796.133, no participant or parent or guardian of a participant who has knowingly executed a waiver of his rights to sue or agrees to assume all risks specifically enumerated under this subsection may maintain an action against or recover from an equine activity sponsor or an equine professional for an injury to or the death of a participant engaged in an equine activity. The waiver shall give notice to the participant of the risks inherent in equine activities, including (i) the propensity of an equine to behave in dangerous ways which may result in injury to the participant; (ii) the inability to predict an equine’s reaction to sound, movements, objects, persons, or animals; and (iii) hazards of surface or subsurface conditions. The waiver shall remain valid unless expressly revoked by the participant or parent or guardian of a minor. In the case of school and college sponsored classes and programs, waivers executed by a participant or parent or guardian of a participant shall apply to all equine activities in which the participant is involved in the next succeeding twelve month period unless earlier expressly revoked in writing.

§ 3.1-796.133. Liability of equine activity sponsors, equine professionals

No provision of this chapter shall prevent or limit the liability of an equine activity sponsor or equine professional who:

1. Intentionally injures the participant;
2. Commits an act or omission that constitutes negligence for the safety of the participant and such act or omission caused the injury, unless such participant, parent or guardian has expressly assumed the risk causing the injury in accordance with subsection B of § 3.1-796.132; or
3. Knowingly provides faulty equipment or tack and such equipment or tack causes the injury or death of the participant.

HISTORY: 1991, C. 358.

SECTION VIII: Resources



VIII. RESOURCES

A. People

Included is a list of contacts and offices that may be of use to you in obtaining information about various aspects of the Cooperative Extension Horse Program in the state. The latest updated version of this list is at www.ext.vt.edu/resources/4h/horse/documents/DistrictHorseCouncilContacts.pdf.

1. Virginia Tech Personnel

State Equine Extension Specialist

Celeste C. Crisman
(540) 231-9162 or ccrisman@vt.edu

Agriculture and Natural Resources Agents with Equine Expertise

Extension Agent, ANR – Northern District

Carrie Swanson
(434) 872-4580 or cswanson@vt.edu

Extension Agent, ANR – Northwest District

Crystal Smith
(540) 635-4549 or csmith06@vt.edu

2. District Horse Council Contacts

Southwest District:

4-H Agent Representative

NeNe Estep
(276) 889-8056 or cestep@vt.edu

Northwest District:

4-H Agent Representative

Leslie Prillaman
(540) 772-7524 or lesliep@vt.edu

Central District:

4-H Agent Representative

Darla Marks
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B. Educational Materials

1. 4-H Horse Project Materials

- a. State Publications can be obtained through your local Extension Office. Many of these may be downloaded from the link provided on the Horse Program website www.ext.vt.edu/resources/4h/horse/index.html.
 1. *Virginia 4-H Horse Project, Junior Recordbook*, Virginia Cooperative Extension publication 406-122
 2. *Virginia 4-H Horse Project, Senior Recordbook*, Virginia Cooperative Extension publication 406-123
 3. *Horseless Horse Project Unit 1, Introduction to the Horse*, Virginia Cooperative Extension publication 406-120
 4. *Horseless Horse Project Unit 2, Horses Are Fun*, Virginia Cooperative Extension publication 406-105
 5. *Horseless Horse Project Unit 3, Horse & Horsemanship*, Virginia Cooperative Extension publication 406-093
 6. *Horseless Horse Project Unit 4, Horse Science*, Virginia Cooperative Extension publication 406-094
 7. *Virginia 4-H Horse Project Basic Horsemanship*, Virginia Cooperative Extension publication 406-053
 8. *Progressive Riding Series Unit 2, Novice*, Virginia Cooperative Extension publication 406-097
 9. *Progressive Riding Series Unit 3, Horseman*, Virginia Cooperative Extension publication 406-098
 10. *Progressive Riding Series Unit 4, Horsemaster*, Virginia Cooperative Extension publication 406-099
 11. *Virginia 4-H Horse Project Self-Determined Project*, Virginia Cooperative Extension publication 406-107
 12. *Virginia 4-H Horse Project Horse Business Project*, Virginia Cooperative Extension publication 406-104
 13. *Virginia 4-H Horse Selection Manual*, Virginia Cooperative Extension publication 406-740
 14. *Virginia 4-H Horse Program Leader's Guide*, Virginia Cooperative Extension publication 406-741
 15. Horse Learning Laboratory Kit containing activities and exercises about horses is available for loan from each Extension District.
- b. CCS Publications: National CCS Publications can be ordered through your Extension office or from www.n4hccs.org/. There is a cost for these materials.
 1. Horse 1 – Giddy Up & Go: Focuses on the basics and familiarizes youth with horses. Activities include horse body shop, designing the perfect horse, human cues, and group relay knot. Youth who may or may not have a horse or pony of their own will enjoy the learn-by-doing activities that explore breed identification, horse body parts, selection, grooming, saddling and bridling, design the perfect horse, safety, and equipment. (40 pages)
 2. Horse 2 – Head, Heart & Hooves: Youth learn horse behavior, detailed anatomy, and basic care practices for horses. Activities include pony up to the salad bar, body condition scoring, bad hair day, and long in the tooth. (40 pages)

3. Horse 3 – Stable Relationships: Keeping horses healthy and practicing basic care techniques are emphasized in this activity guide. (40 pages)
4. Horse 4 – Riding the Range: Beginning riding skills and everything youth need to know before they get on a horse for the first time are covered in this book. Some of the activities are round pen workout, bridle in a bucket, saddle up, where do you ride, and basic riding. (40 pages)
5. Horse 5 – Jumping to New Heights: Youth experience the ins and outs of a horse. Activities include quarter system, showmanship, self-rating sheets, goal selection, and winning isn't everything. (40 pages)
6. Horse Pattern: Youth will use the horse model made from the Horse Pattern to demonstrate many management and judging skills.
7. Horse – Group Activity Helper's Guide: The Helper's Guide provides supplemental materials that help volunteers facilitate learning situations for youth. Group activities are included to help youth develop essential life skills as they pursue their interest in riding and showing horses.

C. Club Organization Guidelines

These are some suggestions for structuring your club and organizing your club meetings.

1. Pick a central location and convenient time.
2. Planning Programs – Education
 - Be aware of ages, needs of members
 - Set goals and objectives and plan to achieve them
 - Make use of members and parent volunteers interests and abilities
 - Appoint a project leader, someone to direct educational activities
 - Organize and plan ahead
3. Committees – Divide the labor
 - Depending on size and interest, you may need committees: Program, social, community service, fundraising, horse show, field trips, etc.
4. Officers – Involve in planning and all decision making
 - Require officer training (provided by 4-H agent at county level)
5. Business portion of meeting – Have an agenda, keep short
6. Membership responsibilities – Make sure members and officers know what is expected of them.
7. Record Keeping – Stress the importance of this for members, officers, and club leaders at beginning of each year. Have members keep notebooks, boxes for complete project books, ribbons, and other awards.
8. Communications – Keep parents and members informed of all activities (can be done by calls from a club officer or monthly newsletter).

9. Finances

Specifics of 4-H Finance policy can be found at:

www.ext.vt.edu/vce/4h/handbook/policy.html

Identify goals

Create budgets

Plan fund-raisers

D. Guideline for Club Calendars

September Organizational Meeting – Plan Monthly Programs Establish Committees Election of Officers Distribute Enrollment and Other Forms Collect Project Books from Previous Year State 4-H Horse Show	March District Contest State Level Contest (late March or early April)
October Project Year Begins Introduce and Distribute New Project Materials Distribute Project Animal Registration Forms Enrollment Forms Are Due Office Training Fall Community Service Project Club Gymkhana or Fun Show	April District Qualifying Shows and Clinics Spring Community Service Project
November Block and Bridle Horse Judging Clinic Eastern National 4-H Horse Roundup County Awards – Recognition Program	May Horse Project Registration Deadline May 1 District Qualifying Shows and Clinics

<p>December</p> <p>Holiday Party</p> <p>Model Horse Show</p> <p>Holiday Community Service Project</p>	<p>June</p> <p>District Qualifying Shows and Clinics</p> <p>State 4-H Congress</p> <p>Camps</p>
<p>January</p> <p>Begin Hippology, Horse Judging, Horse Bowl</p> <p>Training Sessions</p> <p>Introduce Public Speaking, Presentations, Share-the-Fun</p> <p>County Contest</p>	<p>July</p> <p>State Horse Show Orientation Meeting</p> <p>State Horse Show Entries Due</p> <p>Camps</p>
<p>February</p> <p>Block & Bridle Horse Judging and Hippology Contest</p> <p>Club Member Presentations and Speeches</p> <p>District Contests</p>	<p>August</p> <p>Southern Regional Horse Championships</p> <p>Camps</p>

E. Horse Curriculum Topics for Teaching

1. Beginner Level:

Horse Parts

Horse Breeds

Horse Uses

Horse Colors – Identification of basic colors

Horse Markings

Horse Gaits

Hays and Grains – Identification

Safety in Handling and in the Environment of the Horse

Saddles and Bridles – Identification of types, parts

Grooming Aids – Use

Horse Equipment – Identification

Conformation

The Hoof and Hoof Care

2. **Intermediate Level:**

Breeds – Identification, history, and origins
Horse Colors – Variations and dilutions of the basic coat colors
Skeleton of the Horse
Blemishes and Unsoundnesses
Structural and Movement Defects
Performance Events – Tack, attire, rules
Tack and Training Equipment
Mouths, Teeth, and Bits
Foot Anatomy, Shoeing, and Farrier Equipment
Horse Facilities and Fencing
Reproductive System – Mare and stallion
The Digestive System
Feeds
The Normal Horse
Common Ailments of the Horse
Safety and First Aid

3. **Advanced:**

Breeds – Origins and history
Genetics of Colors
Performance Classes – Breed and USA equestrian rules
Systems of the Horse
Parasites and Diseases, Systems and Prevention
Nutrition
Stable and Pasture Management
Reproduction
Bits and Uses
Gait Defects
Anatomy Defects
Teeth and Aging

F. Ideas for Teaching the Horse Curriculum

1. Go out to the stable: use live horses to teach parts, colors, conformation, structure, breeds, blemishes and unsoundness, gaits, and vital signs. Go through the tack room and medicine cabinet. Stable management.
2. Use model horses: Have youth bring these to meeting. Discuss breeds, colors, uses, etc.
3. Contact Breed Associations: Have youth write to breed associations for information and share what they receive with the group.
4. Picture Judging Classes: Use pictures from breed magazines or stallion ads to make judging classes. Or take pictures of your own from local stables, horse show, etc.
5. Make flash cards: Use tack catalogues, breed magazines, photos. Play matching or memory games.
6. Assign topics for talks or presentations: Let the youth teach each other. Or have them take a chapter in *The Horse* and write horse bowl questions.
7. Create teaching stations: Involve the older youth in this. These can double as testing devices.
8. Make collections: Collect feed samples, tack, and equipment. Equipment relays.
9. Let the computer do the teaching: There are some excellent programs such as Multimedia Horses by Educational Insights, on Compendia! On Horses. These entertain as well as teach and quiz! Also there are wealth of Internet sites where you can go and download materials that you can use to teach.
10. Hold horseless horse shows: These are good for teaching rules of performance classes, learning patterns, judging.
11. Go to horse shows: This is an excellent place to practice judging.
12. Go to horse auctions: This is an excellent place to see blemishes and unsoundness! Take a camera along to make your own teaching slides.
13. Videos/Slides: Can be used to teach almost any topic.
14. Visit tack shops: Discuss uses, etc. of things you find there. Take a camera along here too.
15. Watch the farrier or a vet at work.
16. Use Horse Bowl game to reinforce learning!

G. References for Hippology and Horse Bowl for State, Regional and National Competition

1. Horses and Horsemanship and Horse Science, revised by Ray J. Antoniewicz, available through the National 4-H Council and Supply, www.4hmall.org
2. *The Horse*, 2nd Edition, J. Warren Evans, *et al.*, W.H. Freeman and Co., New York, 1990. Available through Barnes and Noble and selected bookstores. (There is a 3rd edition now available)

3. Horse Industry Handbook: A guide to Equine Care and Management, published by the American Youth Horse Council, available through the National 4-H Council and Supply Service.
4. AYHC Youth Leaders Manual, An American Youth Horse Council publication, www.ayhc.com/resources.htm
5. Illustrated Dictionary of Equine Terms, New Horizons Equine Education Center, Inc.
6. *The Coloring Atlas of Horse Anatomy*, Robert Kainer and Thomas McCracken, Alpine Publications, Inc., P.O. Box 7027, Loveland, CO 80537. Phone: (800) 777-7257.
7. *Feeding and Care of the Horse*, 2nd Edition, Lon D. Lewis, Williams and Wilkins, P.O. Box 1496, Baltimore, MD 21298-9724. Phone: (800) 638-0672.
8. State Line Tack Catalogue.

H. VA 4-H Horse Listserv

Horse leaders can subscribe and unsubscribe by clicking on the link found on the Horse Program website: www.ext.vt.edu/resources/4h/horse/index.html

I. Forms: These can be downloaded from the following sites:

1. 4-H Member: www.ext.vt.edu/resources/4h/4hpubs/generalmaterials.html
 - Enrollment
 - Health History Report
 - Code of Conduct
 - Media Release
2. Volunteers: www.ext.vt.edu/resources/4h/4hpubs/generalmaterials.html
 - Occasional Volunteer Enrollment
 - Full Volunteer Enrollment
 - Standards of Behavior
3. Horse Program Specific Forms: www.ext.vt.edu/resources/4h/horse/index.html
 - Equine Waiver
 - Horse Project Registration