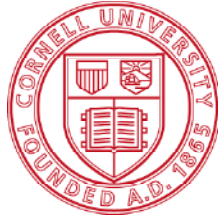


Approved by 4-H Horse PAC & 4-H Program Committee 4/09 for printing and distribution to members enrolled in the 4-H Horse Program.



Cornell University
Cooperative Extension

Sullivan County

Sullivan County 4-H Youth Development Program 4-H Horse Rule Book 2009



The Sullivan County 4-H Horse Rule Book is a supplement to the New York State 4-H Horse Educational Events Rule Book & the New York State 4-H Horse Show Rule Book. State Rule Books may be purchased at cost from the Sullivan County 4-H Youth Development Program in late spring each year. Questions about information in this booklet should first be directed to your 4-H Club Leader, then contact the 4-H Youth Development Program Office if you still have questions. Suggestions for future improvement of the Sullivan County 4-H Horse Rule Book should be directed to the 4-H Horse PAC or the Sullivan County 4-H Office in the form of a motion no later than September 1st of any year.

Sullivan County 4-H Horse Rule Book 2005, with excerpts from NYS 4-H Horse Program Cloverbud Policy and Procedure, 6/2003, and Sullivan County 4-H Youth Development Program Guide & Policy Handbook 1/2004

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SULLIVAN COUNTY 2009 YOUTH HORSE EXHIBITOR CHECKLIST

_____ May 3	4-H Horse PAC Spring Clinic & Evaluations (required to move up from Cloverbud to Junior rider, Junior rider to Senior rider.)
_____ June 1	Registration of All 2009 Project Animal Entries and Registration for 4-H Youth Horse Qualifying Show due to the 4-H Office.
_____ June 13	4-H Youth Qualifying Horse Show, and Open Show Town of Thompson Park. Horse health and paperwork, 4-H Horse Record Books and helmets must be checked upon show entry.
_____ July 1	Standardbred Trip to Historic Track/Museum
_____ August 11	Sullivan County Youth Fair Set-Up Day, Grahamsville Fairgrounds
_____ August 12	Sullivan County Youth Fair Still Exhibit Evaluation, Grahamsville Fairgrounds
_____ August 15	4-H Fun Horse Show, Grahamsville Fairgrounds
_____ August 13-16	Sullivan County Youth Fair, Grahamsville Fairgrounds
_____ Aug. 27-Sept. 7	New York State Fair, Syracuse
_____ September 15	Record Books & other Achievement Night paperwork must be submitted by 4:30pm
_____ October 11	Gymkhana, Town of Thompson Park
_____ November 8	4-H Achievement Day

To exhibit your horse at 4-H clinics or shows you must:

- Have a current negative coggins test and a current rabies certificate for each horse or pony.
- Have a signed release form.
- Wear an approved ASTM 1163-SEI helmet and appropriate attire.

These can be submitted to the 4-H office and kept on file for the show season.

NEW YORK STATE 4-H HORSE PROGRAM 2009 SCHEDULE

May 2 - Animal Crackers – Horse and Poultry this year – Cornell University

May 20 - NYS 4-H Horse In-service Program – Cornell University

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SULLIVAN COUNTY 4-H HORSE PROGRAM ADVISORY COMMITTEE
COMMITTEE BY-LAWS

NAME

This organization shall be officially known and conduct business as the Sullivan County 4-H Horse Program Advisory Committee. (PAC). This PAC is a sub-committee of the 4-H Program Committee.

OBJECTIVE

The primary objective of this committee shall be to ensure all events conducted at the county level are compatible with the objectives of the 4-H Youth Development Program, and are designed and conducted in a positive manner to be of maximum benefit to 4-H horse project members.

The general function of the Committee shall be to develop, organize, promote and supervise county level events associated with the 4-H horse project.

Specific responsibilities include an annual review of all events including all rules and procedures governing these events. Also, the review of procedures to be used in selecting contestants to officially represent 4-H in recognized New York State 4-H events, and the addition of new or different educational events.

MEMBERSHIP

The Committee shall consist of two types of members; voting and non-voting.

A. Voting members- must be present to vote unless other arrangements have been made with the 4-H office prior to the meeting. One alternate vote will be allowed if regular voting members cannot attend. Alternate voters will not vote if regular voting members are present at meetings. The alternate voter must be named at the first meeting of the year and will not be switched.

1. Two (2) adult representatives from each of the 4-H Horse Clubs. Plus one alternate.
2. Two (2) adult representatives for all enrolled independent members. Plus one alternate.
3. One (1) youth (12 and over) representative from each of the above groups. Plus one alternate.
4. One appointed representative from the 4-H Program Committee.

B. Non-voting members

1. 4-H Educators
2. Any interested adult or youth (4-H or non) concerned with healthy educational discoveries for Sullivan County 4-H horse youth. Members must be willing to share their knowledge, expertise, and skills.

OFFICERS

Officers are appointed on an annual basis, (January - December) unless an election is otherwise warranted. Officers must attend at least 75% of the PAC meetings. The Officers of the Committee shall consist of a chairperson, vice-chairperson, a recording secretary, a treasurer, and the 4-H Youth Horse PAC President. Officers, except for the chairperson other than in cases of tie breaking, may be voting or nonvoting members. These officers, and designated 4-H educator shall constitute an "Executive Committee" with authority limited to interpretations of rules, the imposition of temporary rules when formal action cannot be taken, the calling of meetings and the rejection of entries which fail to meet the requirements as published and established. A simple majority of the Executive Committee members present shall be adequate to conduct business.

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DUTIES OF ELECTED OFFICERS

The Chair shall preside and maintain order over all meetings of the Committee, be an ex-officio member of all PAC meetings and subcommittees, and, with the Executive Committee will call at least two regular meetings of the Committee each year and as many additional meetings as necessary.

The Vice-chair shall resume duties of the Chair in the absence of the Chairperson.

The recording secretary (or assistant secretary) shall record and distribute to the members a written record of each meeting including a list of members present, reports of all subcommittees, and all motions placed before the membership and the disposition of these motions. Minutes of the previous meeting should be submitted to the 4-H Educator(s) no later than seven (7) days from conclusion of meeting. The minutes will be reviewed/edited and then forwarded to all members of the Executive Committee, voting members, and voting alternates via e-mail within seven (7) days of receipt by the 4-H Educators.

The treasurer has charge of all money taken in by the PAC and shall keep an accurate record of all money received and all money paid out. The treasurer shall report at each meeting receipts, debits and account balances. The treasurer is authorized to pay money out of accounts as voted by the PAC. The treasurer will submit a financial report and materials for an annual audit. The treasurer is responsible for PAC money until a successor is appointed or elected. An annual budget will be prepared and reviewed at the last meeting of the calendar year.

The 4-H Youth Horse PAC President is responsible for presenting the 4-H Youth Horse PAC minutes to the Horse PAC, presenting the Horse PAC minutes to the 4-H Youth Horse PAC, and being the voice of the 4-H Horse Program youth.

MEETINGS

To be held the third Wednesday at least two times per year and more frequently as needed.

A simple majority of votes of members present will be required to enact business.

An agenda of action as determined by the chairperson or educators, including all items from the 4-H Youth Horse PAC minutes, for each meeting shall be reviewed by the 4-h Educator(s) seven (7) days prior to the scheduled meeting. The 4-H Educator(s) will be review/edit and then distribute to the Executive Committee, voting members, and voting alternates via e-mail three (3) days prior to the meeting.

All changes in rules and procedures enacted will become effective as of January 1, unless they can be construed to reflect on the safety of the 4-H participants.

4-H Youth Members enrolled in the Horse/Pony project area are encouraged to join the 4-H Youth Horse PAC. This group will elect officers equal to the 4-H Horse PAC, meet one week prior to the regularly scheduled 4-H Horse PAC meetings, and become the driving force behind the Sullivan County 4-H Youth Development Horse Program with the support and guidance of the Program Committee, 4-H Educators, and 4-H Horse PAC.

The 4-H Youth Horse PAC shall consist of all 4-H youth enrolled in the Horse/Pony project area, 4-H Educators, a 4-H Program Committee representative, and an adult volunteer to act as a neutral third party. The function of the adult volunteer is only to take minutes from an objective point of view.

All actions of the Committee are subject to approval by the 4-H Program Committee. The PAC Committee may not take action other than to recommend change relative to any overall 4-H policy established by the 4-H program committee.

Horse PAC will not order any ribbons or trophies until the current supply is used.

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SUBCOMMITTEES

Subcommittees will be responsible for planning, organizing, executing, evaluating their program and submitting a budget report (if required). Subcommittees are formed voluntarily from PAC members and other adults and youth. It shall be the responsibility of the Subcommittee to work closely with the Executive Committee in all aspects of their official duties.

Subcommittees may include, but shall not be limited to:

- A. Public Presentations/Horse Communications
- B. Drill Team
- C. Open Horse Shows and Clinics
- D. Youth Clinics and Fair Shows
- E. Fund Raising
- F. Horse Royalty
- G. Record Books
- H. Trail Ride
- I. Education: including, but not limited to Horse Bowl, Hippology, and Horse Judging

AMENDMENTS

These By-Laws may be amended or revised by a majority vote of the members present.

SULLIVAN COUNTY 4-H HORSE RULE BOOK

I. GENERAL RULES:

WHO MAY BECOME A 4-H HORSE MEMBER:

Any youth of appropriate age may enroll in a 4-H horse project. Members must become 5 years old by January 1 of the club year and be enrolled in Kindergarten/Elementary School. A member is ineligible for membership if he or she turns 19 years of age before January 1 of the 4-H club year. Members enrolled in College are encouraged to join collegiate 4-H.

II. 4-H GENERAL HORSE SHOW RULES

Procedures

1. All tack and equipment shall be of appropriate design, well fitted and indicate proper care. Improper, poorly cared for, poorly fitted and unsafe tack shall be penalized as prescribed or at the judge's discretion. Silver and new equipment shall not count over a good working outfit in good condition.
2. A fall in the arena for whatever reason will result in immediate disqualification. A fall will have occurred when an equine's shoulder touches the ground or when a rider comes in contact with the ground except as in the execution of a required and traditional dismount.
3. Any equine not following the pattern required in any class, including the specified gaits, may be disqualified as specifically prescribed or, in the absence of specific guidelines, at the judge's discretion.
4. Unless there is an official veterinarian available, the judge has the authority to dismiss from any class or from the show, any horse judged to be unsound, apparently carrying a disease, or in a condition which would preclude appropriate or safe performance.
5. The judge, ring master, show chair or horse show superintendent may dismiss from any class, the show or the grounds, any exhibitor or observer who: is cruel and physically or verbally abusive of a horse or youth, fails to follow or obey instruction, is unable to maintain control of an unruly or inadequately trained equine, or fails to cooperate with show management or other exhibitors. A kicking horse shall have a red ribbon tied to their tail for all to see.

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6. The decisions of the judge(s) are final and represent a non-protestable expression of individual preference, unless a decision is alleged to be in violation of rules.
7. In case of ties, a judge may require additional work, but contestants other than in Gymkhana cannot be required to repeat an entire performance.
8. Mandatory for State Fair Qualifying Show: A judge or show chair shall have the authority to inspect all tack and equipment before each division and require the removal, replacement, or alteration of any piece of equipment deemed to be unsafe, inappropriate for a 4-H show or which would give the equine or the exhibitor an unfair advantage.
9. Classes larger than the ring can safely accommodate may be split. Classes with less than 4 horses may be combined.
10. No exhibitor shall be asked or permitted to perform any maneuver or execute any part of a class routine on or with an equine other than their project horse.
11. In classes where whips and crops are permitted or required, exhibitors must use great discretion. Whips and crops are **not** permitted in 4-H Gymkhana events.
12. No patterns or courses will be used that will jeopardize the safety of the equine or the exhibitor. All patterns and courses for classes other than those contained in the rule book are to be posted at a reasonable time prior to the start of that class and there is to be no variation from the posted pattern or course.
13. Following events to be held at Town of Thompson Rings (unless otherwise discussed and voted upon): Spring Clinic, Youth Qualifying Show, Open Shows, Gymkhana Shows. Other ground schools/education clinics, trail rides, tack auctions, and Grahamsville Fair Show to be held at locations determined by the Horse PAC and/or 4-H Educators.
14. All 4-H Youth horse members must volunteer at least three (3) hours per year at any Horse PAC related function (show, clinic, tack auction, fund raiser, etc) to be eligible to benefit from the money raised for Educational Trips and events. Volunteers are encouraged to contact the event chairperson to sign up at the event in which they wish to help at.

Supervision and Conduct

1. Protests are to be lodged with the show chair prior to the beginning of the next event or class. The show chair will then determine the necessity of approaching the judge through the ring steward.
2. No parent, coach, visitor, or exhibitor may approach, question, or direct public comment to or about the judge. During judging, observers must not engage in conversation or in any way distract the judge. Violations will be handled on an individual basis by the Show Committee and in extreme cases, the Sullivan County 4-H Horse PAC and/or 4-H Educators.
3. Conduct unbecoming of a parent, supervisor, or exhibitor will be subject to immediate disciplinary action and possible dismissal from the show grounds and/or 4-H program.
4. No coaching from ringside while class is being judged.
5. No one other than exhibitors may ride, school, or train an equine entered in the show while on the show grounds. If a youth is having a problem with an equine, please talk with the Horse Show Chairperson and/or 4-H Educator.

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6. All youth and volunteers will maintain a positive and cooperative attitude when working with both youth and 4-H staff. Staff and/or Program Committee will handle all complaints. Volunteers who are rude and negative on a continuous basis may be asked to leave 4-H Horse activities either temporarily or permanently.
7. The rules developed for each specific division will take precedence over general rules of the seat you may be riding if there is any variation.

Rules

1. Health Requirements: All entries must have a copy of EIA (negative coggins test) conducted during the current calendar year or the preceding calendar year. Evidence of this test must be available at all times for inspection.
2. Rabies vaccines are to be given at least 2 weeks prior to show or within one year of dated veterinarian certificate.
3. Exhibitors bring their own grain, hay and cleaning equipment. Each exhibitor must clean up the grounds and/or barn after their project horse.
4. The Youth Spring Clinic is mandatory for all youth who wish to participate in the Youth Qualifying Show.
5. Exhibitors' numbers will be provided at the show grounds or may be provided by exhibitor, and must appear on the exhibitor before they enter the show ring. A gymkhana exhibitor's number may be tied on to the saddle.
6. Members must submit 4-H Project Animal Record Books at each 4-H State Fair Qualifying Show to participate. Horse Record Books must be completed through June 1st of the project year.
7. Nomination for State Fair must be made on the official forms, which will be supplied the morning of the qualifying show, and returned to show management by noon of show day. Changes must be approved by 4-H Educator.
8. The 4-H Youth Qualifying show will be judged by the Dual Merit (Danish) Group Award System. Members are judged on their individual performance, NOT against each other. Groups will be "Excellent" Blue Ribbons, "Good" Red Ribbons, "Worthy" White Ribbons.
9. It is required that all youth entering the Youth Qualifying show will enter Fitting and Showmanship for each division that they are riding in or forfeit their awards and will result in disqualification for NY State Fair.
10. Adults may assist entry by holding the horse, checking equipment only when necessary. It is strongly urged that members cooperate with and help each other. This will be accounted for when determining nominations for the Mary Lewis Sportsmanship Award!
11. Exhibitors should make every effort to be properly attired for the divisions in which they were entered, according to the NY State 4-H Horse Rule Book, in w/t, Jr., or Sr. but allowed with discretion in open classes. In cases of ties, appropriate attire may determine placing.
 - Appropriate Heeled boots are required.
 - Approved ASTM1163-SEI helmet is required by anyone mounted or when longeing
 - Chaps are not allowed in equitation classes.
12. No dogs are permitted near the rings. If dogs are on show premises, they must be leashed and provided shelter and water at all times. Anyone in violation will be asked to leave.
13. Three minute call before classes are closed.
14. Please scratch classes in morning or as soon as possible.

Sullivan County 4-H Horse Rule Book 2005, with excerpts from NYS 4-H Horse Program Cloverbud Policy and Procedure, 6/2003, and Sullivan County 4-H Youth Development Program Guide & Policy Handbook 1/2004

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15. No person shall be allowed in the ring during the time of judging except those having duties to perform.
16. The high point trophies or day end awards, if given, will be based on a point system and will be ridden off in case of a tie. Championships are based on one horse/one rider combination.
17. Trailers, vans and other vehicles must be parked in designated areas and never directly in front of the rings.
18. Refer to New York State Horse Rule Book for more information, for State Fair Shows.
19. The 4-H Youth Horse Clinic is a learning experience. With the exception of approved helmets and boots, show attire is optional. Training aids may be used at the discretion of the clinic instructor.
20. Warming up and exercising horses for all riders should be held in the practice ring, not in parking area.
21. Walk/Trot/Jog Rule Any exhibitor who has entered and been judged in any walk-trot canter class may not enter the walk-trot division. It is recommended that youth move on to another division. *All exercising is to be done at Walk/Trot or Walk/Jog. If observed cantering/loping at a show/clinic/etc., rider must move up to W/T/C division.*
22. The Walk/Trot/Jog- or Junior/Senior Division may be combined/split if warranted by the number of entries. There must be four or more in one age class or division (Western/English) class to split the class.
 - a) A Junior is 13 and under as of January 1st of current year.
 - b) A Senior is 14 and over as of January 1st of current year.
23. It is required that each county association utilize the “NYS Horse Program Riding Level Evaluation Form,” for any youth, including Cloverbuds, that will be riding a horse in county sponsored programs and events; such as clinics, exhibitions, or shows. Tests will be given at the first clinic/show of the season. Cloverbuds must participate in the evaluation in order to ride in future events. It is recommended that a three-person committee be established to perform the riding level evaluation of the youth. It is recommended that the committee consist of 3 individuals with suitable horse and riding experience to perform the evaluation. It is suggested that this committee consist of a 4-H Leader, a parent of a 4-H youth, and an instructor when possible; other possible combinations to be determined by the county Cooperative Extension Association or Educator. A child may not be evaluated by their own parent or guardian. Parental permission should be documented in writing by signature and date on the form. The form should be signed and dated by the evaluation committee. Recommendation: A certified riding instructor to be used. Sullivan County offers 2 opportunities to complete a Levels Evaluation Test approximately 4-6 weeks apart.
24. 4-H members must have attended at least 50% of their 4-H Club meetings during the current year to participate in the Sullivan County 4-H Youth Qualifying Youth Show or Sullivan County Youth Fair event.

III. HORSE OWNERSHIP AND LEASING:

- A. Members may own their own horse, use a family member’s horse or lease a horse. To participate in a horse project, a member does not need to own a horse. A horseless horse project does not include riding events.
 1. Members who have their own horse, or are using the horse of a family member must have a completed horse certificate on file in the 4-H office by June 1st of the project year. Exhibitors may register a maximum of three project horses per year and may show only three at the youth show. Exhibitors may only stable one horse in the barn (space permitting) at the fairgrounds. Family members sharing a horse must follow rule 2. b) below

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2. The following applies to Members who are leasing their horse:
 - a) A lease form is required in addition to the 4-H horse certificate. The Horse Certificate must be on file in the 4-H office by June 1st of the project year. These are available from the 4-H office.
 - b) A member may lease only one horse as a 4-H project horse per year. 2 members may lease the same horse if the following criteria are met and agreed upon.
 1. The two members leasing the horse must each have separate paperwork in the office by the May 15th deadline.
 2. The two members must show in different age or riding divisions, or the animal will not be eligible for 4-H exhibition.
Examples: Western vs. English
Senior vs. Walk/Trot
 3. If two members are leasing the same horse, only one of those two members are eligible to exhibit at State Fair in the 4-H Division for Sullivan County.
 4. Members may own and lease project horses. Only one horse may be leased and a maximum of three total project horses may be registered and shown.

IV. HELMETS:

All youth participating in 4-H Horse activities shall wear a properly fitted and secured, officially approved protective helmet at all times when mounted on an equine or seated in a vehicle being pulled by one or more equine, and while working a horse on longline. The helmet must be presented for inspection at check-in or when receiving exhibitor numbers. A number will not be issued if the helmet is not officially approved. It is the responsibility of the exhibitor to provide proof of approval. Members will be disqualified from events if helmets are not worn. Helmet with ASTM 1163-SEI Certification are required, no exceptions will be allowed.

V. RECORD BOOKS:

Record books are important for members to keep if they want to qualify for County, District or State Awards. Records must be submitted to compete in the Youth Show and are used in selecting winners of county honors and awards.

VI. AWARDS:

- A. **Horse Barnsmanship Award** - open to any youth exhibiting horses in the horse barn. Criteria: Quality & Quantity of work, team work, sportsmanship, & consideration of others. Voting takes place on Sunday of the Youth Fair. Awarded at Achievement Day. Each Horse exhibitor may vote at the Youth Fair.
- B. **The Sullivan County 4-H Horse PAC Horsemanship Award** – This will be given annually at Achievement Day to a 4-H youth who exhibits the most improved horsemanship. **HORSEMANSHIP:** The knowledge of horses, care of and handling. The ability and skill of the rider to perform desired commands of the horse.
- C. **The Mary Lewis Sportsmanship Award** – This award will be given annually at Achievement Day to a 4-H youth horse member who has exhibited sportsmanship at horse related events. Award Criteria: Helpfulness, politeness, participation, and an overall good attitude.

Nomination forms will only be available at 4-H Horse PAC shows and events. Youth may nominate a fellow 4-H member who they feel possessed these positive qualities at that particular event. Only youth who attend that particular event may be nominated at that event, and only youth who are at that

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event may nominate others. Only forms handed in at the end of that event will be counted. Youth may not vote for him or herself.

Nominations will not be accepted from parents or from youth members who nominated themselves.

C. Horse PAC Award – Any club with two or more members with horses stabling in the horse barn or two or more individuals not in the same club/two or more independent members stabling horses in the horse barn for the entire fair are eligible for this annual award. Judging will run from Friday after 8:00 a.m. to Sunday at 2:00 pm at SC Youth Fair. Award is presented at Achievement Night. Form to be returned to Club at Achievement Day.

Award Criteria:

- 1. Overall Appearance 20
- 2. Cleanliness/Neatness 10
- 3. Youth Attitude 20
- 4. Educational Display 30
- 5. Youth Participation 20

Total: 100

HORSE PAC AWARD

Club	Y O U T H	Overall Appearance (20)	Cleanliness/ Neatness (10)	Youth Attitudes (20)	Youth Participation (20)	Education Display (30)
	1					
	2					
	3					
	4					
	1					
	2					
	3					
	4					

D. Horse Royalty – This will consist of a King, Queen and 2 members of the court (either male or female or any combination). This award will be given annually at the Sullivan County 4-H Youth Horse Qualifying Show.

1. Eligibility: Open to all Sullivan County 4-H youth who meet the following criteria:
 - i. A member in good standing for the Sullivan County Horse Program for at least 2 years
 - ii. An active member in the horse program, showing in at least 2 4-H shows/clinics per year (with a horse)
 - iii. Active in youth PAC
 - iv. Queen &/or King must be 13 years old
 - v. Princess/Prince must be 9-13 years old
 - vi. While holding court you or a member of your court must attend the following
 1. Spring Clinic
 2. Youth Show
 3. Youth Fair
 4. Achievement Day
 5. Any other horse related activities throughout the year

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2. Application Process:
 - i. Submit letter of interest by May 15th
 - ii. Submit record book and scrapbook by May 15th
 - iii. Be interviewed in June by the Horse Royalty Panel, panelists include one 4-H member selected by the Youth Horse PAC.

3. Award Criteria: Grading based on a scale of 0 – 100.
 - i. Activities (submit record book and scrapbook) – 20 pts.
 1. Participation
 2. Participation in mounted activities
 3. Achievement
 4. Leadership
 5. Initiative
 - ii. Poise / Presence – 10 pts.
 - iii. Personality – 10 pts.
 - iv. Personal Appearance – 10 pts.
 - v. Knowledge About Horses and 4-H – 40 pts.
 1. A listing of topics that may be discussed will be provided to each applicant upon receipt of letter of interest.
 - vi. Presentation on how applicant will promote 4-H/Horse Program (one minute) – 10 pts

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SULLIVAN COUNTY 4-H SAMPLE LEASE AGREEMENT

I. Purpose of the Lease Program

- A. To provide youth with the opportunity of participating in the educational aspects of the 4-H livestock/animal program, including showing, exhibiting or project work when one or more of the following conditions exist:
1. The youth does not have the financial ability to buy an animal.
 2. The youth does not have the proper facilities to raise an animal.
 3. The youth has an animal, but it is unable to be used (i.e. lameness, pregnancy, too young, etc.).
 4. The youth has an animal, but it is not appropriate for the educational experience the youth wishes to obtain. (The local Extension Educator with appropriate county animal advisory committee, if one is present, will determine if the situation meets this purpose.)

II. Rules for Lessors (Owners) of Animals to 4-H Youth

- A. The lessor, hereby referred to as “owner” of the animal, relinquishes all rights to train the animal, and the lessee has priority right to show the animal during the term of the lease. If the lessee had the animal at a show, the owner could compete in a class at that show. Potential owners should not lease animals they want to show on a regular basis during the term of the lease.
- B. The owner may not take the animal back prior to the end of the lease unless the youth is neglecting or abusing the animal, or the youth agrees to return the animal.
- C. The owner should have the youth sign whatever agreements they decide upon in regard to care of the animal, subject to review and approval of the 4-H Program Committee with guidance from the appropriate program advisory committee for that species. No agreement will supersede the terms of this contract.
- D. The owner will allow the lessee to transport and show the animal in 4-H, Open or Breed Shows.
- E. Owner will keep record of hours lessee works with animals. Signature of approval by owner will be required to verify lessee’s compliance with hourly compliance: large livestock/30 hours and small livestock/15 hours by July 20th, with evidence of continued work with animal through completion of the Sullivan County Youth Fair. Failure of lessee to comply will result in an incomplete project and non-admittance to fair.

III. Rules for Lessees

- A. The lessee is responsible for the care of the animal in whatever manner decided upon by them and the owner. However, this should include major responsibility and performance by the lessee for this care.
- B. The lessee will be responsible to write up an agreement in consultation with the owner to cover who is responsible for expenses of care of the animal and who is liable in case of injury or death of the animal. Both owner and lessee must sign it and a copy of that agreement will be attached to this contract agreement.
- C. Showing expenses will be the responsibility of the lessee.
- D. The lessee is responsible to take this complete contract to Cornell Cooperative Extension, 4-H by May 15th of the project year to make it valid.
- E. More than one animal per species may be leased for a project, however only one leased animal per species will be exhibited or shown at the Sullivan County Youth Fair.

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SPECIES: _____ **DATE:** _____

Name of Animal: _____

_____ *Date Animal Born* _____ *Registry/Breed*

_____ *Name of Sire* _____ *Name of Dam*

_____ *Registration Number* _____ *Tattoos-Right Ear* _____ *Tattoos-Left Ear*

_____ *Ear Tags – Right Ear* _____ *Ear Tags – Left Ear*

This contract is entered into by:

Lessor/Owner: _____

Address: _____

Phone(H): _____ **(w):** _____

_____ *Signature of Owner* _____ *Date*

As of _____, this animal has been cared for by the 4-Her and is officially designated as his/her 4-H project animal.

_____ *Name of 4-H Member* _____ *Name of Parent/Guardian*

Address _____ *Address* _____

Phone (H) _____ *(W)* _____

_____ *Member's Signature* _____ *Parent/Guardian Signature*

Name of Club Leader _____ *Name of 4-H Educator* _____

Address _____ *Address* _____

Phone: _____ *Phone:* _____

_____ *Club Leader's Signature* _____ *4-H Educator's Signature*

Approved by 4-H Horse PAC & 4-H Program Committee 4/09 for printing and distribution to members enrolled in the 4-H Horse Program.

~ 4-H MEMBER CODE OF CONDUCT ~

Standards of expected behavior are established by the 4-H Youth Development Program Committee and will be shared by Cornell Cooperative Extension staff, volunteers, or chaperones with all youth participating in 4-H events. These behaviors are shared with all youth participating in the events by CCE Educators or the adult-in-charge prior to the event. This will establish a clear understanding of expectations among the individuals involved. Procedures for establishing understanding of expectations, managing discipline and consequences, or inappropriate behavior are also outlined in this code of conduct. Chaperones at any 4-H event will be enforcing the 4-H Member Code of Conduct.

Expected Behavior:

1. All participants are expected to be responsive to the reasonable requests of the adult in charge.
2. All participants are expected to participate in all planned programs, to be on time, and to follow through on assigned tasks/responsibilities in a manner that insures the safety, well-being, and quality of the educational experience for self and others.
3. All participants will act in a mature, responsible manner, recognizing they are role models for others and are representing themselves and the Sullivan County 4-H Youth Development Program.
4. All participants will be dressed appropriately for the event. Dress will depend on the event. Information given prior to the event will state the type of clothing that is appropriate.
5. All participants will be considerate and courteous of all youth and adults and their property.
6. All participants will respect the rights and opinions of others, realizing that an individual's customs and traditions may be different from their own.
7. All participants must refrain from the possession and/or use of illegal drugs, tobacco products, or alcoholic beverages, firearms and/or other weapons at all times. (Firearms are permitted for use by youth enrolled in the 4-H Shooting Sports program when supervised by a trained adult volunteer in an approved 4-H Educational session.)
8. All participants must refrain from romantic displays, sexual activities, harassment and hazing either in public or private situations. These actions will not be tolerated.

Procedures for Sharing and Managing Expected Behavior:

1. All youth and adult participants, including parents and guardians, will receive a copy of the 4-H Member Code of Conduct. Enrollment in the 4-H Program signifies that the enrolled youth recognizes and agrees to abide by the 4-H Member Code of Conduct at all 4-H events & activities.
2. Prior to all overnight programs, an orientation will be conducted by the CCE Educator or adult-in-charge. All adults involved (leaders/chaperones) and youth participants plus a parent/guardian of each youth should be in attendance. Expected behavior and resulting consequences of misbehavior will be shared verbally and/or in writing.
3. Trained and supportive adult chaperones will be assigned for all 4-H events. If the chaperone is not a CCE staff member, training for chaperones will be provided. Training will include, but is not limited to, review of authority, responsibility, due process, guidelines and emergency procedures.
4. A 4-H Member Code of Conduct, including agreed upon behavior expectations and consequences, will be required by youth participants and their parent/guardian at events.

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~ 4-H MEMBER CODE OF CONDUCT (continued) ~

Regarding disciplinary action: a witness must submit, within 30 days of knowledge of an issue, a written and signed statement of the incident before action will be taken by the 4-H Office or 4-H Youth Development Program Committee.

Consequences: Any of the following may be used, depending on severity of the situation. Each severe case will be reviewed by the 4-H Program Committee designated subcommittee.

1. In mild cases, a warning will be given.
2. Able to remain at event but possibly barred from a future event.
3. Loss of premiums if applicable.
4. Sent home from event at family's expense, followed by a Review Board consisting of individual, 4-H Program Committee designated subcommittee, and individual's parents/guardians.

RELEASING MEMBERS FROM A 4-H PROJECT

Each committee that has developed specific written rules must supply a copy of those materials to each enrolled 4-H project member's 4-H Club. These must not conflict with policies and procedures set forth by the 4-H Program Committee or CCE Board of Directors. If a member, volunteer, or other party in attendance breaks specific rules or guidelines, disciplinary action will be taken.

VIOLENCE OR EXTREME BEHAVIOR

If a 4-H Member is engaged in a "PROHIBITED" behavior (see #7 of 4-H Member Code of Conduct) they will be immediately suspended from the 4-H Program and the act will be reviewed by the 4-H Youth Development Program designated Subcommittee. Based on the severity of the situation, the 4-H member may be permanently dismissed from the 4-H Program. The 4-H Program Committee designated subcommittee will make a final decision on 4-H Membership based on review of the situation.

RELEASING MEMBERS FROM 4-H YOUTH DEVELOPMENT PROGRAM

1. 4-H Membership Is Not Permanent - Must Remain in Good Standing - While membership with the Sullivan County 4-H Youth Development Program is no cost, it costs a considerable amount in public funds and much time and effort to serve each 4-H member. With rapid expansion of program and extension of youth programs to new audiences, it is increasingly important not to waste time and money on those who are interfering in any way with the progress of the overall educational program.
2. Canceling of Membership - This shall be decided by the 4-H Youth Development Program Committee and carried out by the Cornell Cooperative Extension 4-H Educator.

Any 4-H Member that has concerns about this 4-H Member Code of Conduct should contact the 4-H Youth Development Program Office immediately!

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~ 4-H LEADER POLICIES ~

4-H LEADER ROLES

There are many leadership opportunities in 4-H and you should identify yourself in the proper capacity. Below are the general categories in which most 4-H leaders can identify themselves. Read through them and determine the one which most nearly describes your position.

4-H Club Organizational Leader: Responsible for the 4-H Club and all of its activities.

Reports directly to the 4-H Office. We recommend that each club have an Assistant Club Leader to assist the 4-H Club Organizational Leader in general routine, teach projects, etc.

Project Leader: These leaders teach a certain subject matter project which may be of short duration. They may or may not be affiliated with a 4-H Club.

Activity Leader: Assumes the leadership of a 4-H Activity and may or may not be affiliated with a 4-H Club.

Program Advisory Committee Member: A person who serves on one of the 4-H Program Advisory Committees. They may or may not serve as an officer for a PAC.

Junior Leader: An older 4-H member (13 and older) who assists an adult 4-H Club Leader in carrying out the 4-H Program. Junior Leaders MUST be a part of a 4-H Club.

All Cornell Cooperative Extension (CCE) Volunteers are required to accept and adhere to the following standards of behavior when engaged in CCE volunteer activities.

To maintain a responsible relationship with Cornell Cooperative Extension, I will:

- Respect and adhere to CCE rules, policies and guidelines that relate to volunteer activity and the program I serve;
- Execute CCE business in an ethical manner;
- Preserve the confidentiality of information about program participants and CCE internal affairs that have been entrusted to me;
- Refrain from using my CCE volunteer status for personal or business financial gain;
- Fulfill my assigned volunteer duties, including completing of required records or reports, in a timely manner;
- Use time wisely and work cooperatively with Extension staff and other volunteers;
- Participate in required training programs and use the recommended policies and procedures;
- Accept supervision and support from Extension staff and/or management volunteers;
- Refrain from the acceptance of compensation for 4-H Youth Development Program or other CCE instruction, judging, or evaluation or other volunteer activities or work.

To maintain a respectful relationship with individuals encountered as a volunteer, I will:

- Respect and uphold the rights and dignity of all staff, other volunteers and all individuals who participate in CCE programs recognizing that people's values, beliefs, customs, and strengths differ from my own;
- Encourage participation of & respect for individuals of diverse backgrounds, cultures, & perspectives;
- Commit no illegal or abusive act;

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~ 4-H LEADER POLICIES (continued) ~

To maintain a safe and healthful environment for program participants I will:

- Follow child protection guidelines;
- Refrain from the use of alcohol and inappropriate language, especially in the presence of minors and never attend or participate in a CCE activity or event under the influence of alcohol or controlled substances;
- Use tobacco products only where legally permitted and refrain from the use of tobacco products while conducting or assisting in any CCE program or in other group situations that may glamorize such use in the eyes of young people;
- Bring no firearm to any CCE program except when essential to the purpose of the program (exceptions are limited to the 4-H Shooting Sports Program);
- Use any potentially dangerous item in accordance with the safety procedures prescribed;
- Report all unsafe conditions and accidents to professional Extension staff as soon as possible and no later than 48 hours following such awareness of condition or accident;
- Handle all animals, machinery, equipment, vehicles or other CCE property that has been entrusted to me in a safe and responsible manner; observe all state and federal laws with respect to power equipment and minors;
- Report suspected cases of abuse of children, animals, CCE staff, or other CCE resources to the 4-H Youth Development Program Coordinator or the CCE Executive Director as soon as possible.

**Regarding disciplinary action, a witness must submit, within 30 days of knowledge of an issue, a written and signed statement of the incident before action will be taken by the 4-H Office or 4-H Youth Development Program Committee.

Consequences (Any of the following may be used, depending on severity of the situation. Each severe case will be reviewed by the 4-H Youth Development Program Committee designated subcommittee).

1. In mild cases, a verbal warning will be given.
2. Asked to leave the premises.
3. Released as a CCE Volunteer.

4-H VOLUNTEER DEFINITIONS

The 4-H Youth Development Program utilizes the experience and knowledge of dedicated 4-H adult volunteers, parents of 4-H members, and other interested community members. Volunteers are asked to spend considerable time choosing the roles and responsibilities that they would like to assume as a part of Sullivan County's 4-H Youth Development Program. All volunteers must adhere to the CCE Volunteer Code of Conduct and respect all expectations of 4-H Volunteers noted in this handbook and in other materials as they apply to special events or activities.

~ To offer free help: to do charitable or helpful work without receiving pay for it

~ To do something by choice: to perform or offer to perform work of your own free will

~ Somebody acting without legal obligation: somebody who performs an act or participates in a transaction without being legally bound to do so and without expecting to be paid

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~ 4-H PROGRAM ADVISORY COMMITTEES... PAC's ~

Sullivan County 4-H Advisory Committee members are appointed/approved annually by the 4-H Program Committee, based on recommendation of PAC membership and Extension Staff. Individuals interested in serving on a committee should contact the 4-H Office by September 30. Committee meetings are public meetings but visitors are asked to call in advance to be put on the agenda if they wish to speak as a part of Public Forum. Committee Chairs may use Executive Session to discuss highly sensitive matters. Motions and voting must occur in public session.

DUTIES OF 4-H PROGRAM ADVISORY COMMITTEE MEMBERS

- Serve as project instructors and advisors;
- Create a set of project guidelines for 4-H members to follow. Any potential rule changes must be submitted to the 4-H Youth Development Program Committee for review before becoming a rule;
- Enforce the project guidelines set forth by the committee;
- Coordinate 4-H shows and educational activities for 4-H members in their project area;
- Encourage 4-H members to take advantage of county-wide awards and incentive programs;
- Utilize fun, hands-on educational activities for 4-H members to participate in;
- Address conflicts within the program fairly. (Refer to 4-H Member and CCE Volunteer Codes of Conduct);
- Approach all 4-H activities with a “positive youth development” state of mind;
- Provide equitable evaluation to all youth in the project;

COMMUNICATION WITH 4-H YOUTH DEVELOPMENT OFFICE

The following information must be submitted to the 4-H Youth Development Program Office within two weeks of their occurrence/receipt:

- Complete and accurate minutes from every 4-H Program Advisory Committee Meeting
- Meeting Attendance Lists
- Monies Received by 4-H Advisory Committee Members as PAC representatives
- Receipts for reimbursement of items utilized to carry out the function of the PAC
- Correspondence to be filed with the meeting’s minutes

The following items must be submitted to the 4-H Office by the corresponding deadlines:

- 4-H Newsletter Articles – due 10th of each month
- Sullivan County Youth Fair Ribbon Order request for Youth Fair – due Feb. 15th
- Sullivan County Youth Fair request for trophies and other awards – due April 15th
- Sullivan County Youth Fair Book change suggestions – due April 15th

PROGRAM ADVISORY COMMITTEE MEMBER ATTENDANCE

If a 4-H Program Advisory Committee Member misses three meetings in a row without notification, his/her name may be removed from the committee with 4-H Staff and 4-H Program Committee Approval.

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~ 4-H ANIMAL PROJECTS ~

1. All 4-H Animal Science Project Animals must be registered with the Sullivan County 4-H Office no later than June 1st of the 4-H Year. Entries sent through the mail must be postmarked no later than June 1st. Entries must be hand-delivered to the 4-H Office by 4:30pm on June 1st if June 1st falls on a Monday, Tuesday, Wednesday, Thursday, or Friday. In a year that June 1st falls on a Saturday or Sunday, completed paperwork that is hand-delivered must be received and confirmed no later than 4:30pm on the Friday before June 1st.
2. The Sullivan County Fair Planning Team will secure compensation for judges for 4-H Shows and Contests at the County Fair, and will only sponsor one 4-H show per animal species. 4-H Shows and Contests scheduled outside the fair week must charge a project fee or conduct a fundraising effort to pay for judges for these events. 4-H Program Advisory Committees will have the opportunity to generate a list of approved judges by reviewing resumes or background information. 4-H PAC members, 4-H members, and relatives of 4-H members are not permitted to contact judges prior to the 4-H event unless at a 4-H Office event. On the day of the event, the judge can only be spoken to in the presence of the show manager and/or a 4-H Educator. The objective of this policy is to provide equitable competition for all 4-H members and to keep 4-H members, their families and 4-H Program Advisory Committee members above suspicion.
3. Any person, of any age, who rides an equine as part of a Sullivan County 4-H Horse Show, Clinic, or Event is required to wear an approved helmet while mounted – THIS IS A STATE REQUIREMENT. No exceptions to this rule at the club, county, regional or state level.
4. Members must care for and maintain the health of their project animal. They are expected to keep feeding, health and/or production records.
5. Members must submit 4-H Project Animal Record Books at each 4-H State Fair Qualifying animal show to participate and receive premiums. Horse Record Books must be complete through June 1st of the project year. All other 4-H Project Animal Records must be completed through August 1st of the current project year.
6. Members are encouraged to complete 4-H Project Records & submit them to the Sullivan County 4-H Office by September 15th to be considered for Achievement Day Special Awards/4-H Club Awards.
7. All project participants must register their intent to participate in an animal project by June 1st. Project entries that are used for more than one year MUST be registered each year.
8. Project animals that are not properly cared for at the Sullivan County Youth Fair or Sullivan County 4-H Horse Qualifying Show will result in disciplinary action that may include that the animal, the 4-H member, or 4-H Club is dropped from the 4-H project.
9. Members are expected to exhibit appropriate behavior at all time. Failure to do so may result in your dismissal from a project and/or the 4-H Program. (Refer to Codes of Conduct)
10. Participation by the 4-H Members and their project animal in the Sullivan County Youth Fair is strongly encouraged but it is not a requirement for project completion.
11. Animal project participants must be enrolled members in good standing in a 4-H Club, Sullivan County FFA Program, or as an Individual 4-H Member.
12. All 4-H animal science projects have a 4-H Project Rule Book and/or guidelines published in the Sullivan County Youth Fair Book updated annually that designates the specific rules for the specific project. Project guidelines must be met to complete the animal project each year.
13. General lease: to use another individual's animal for the 4-H Project Year, you must submit a lease agreement in writing to the 4-H Office attached to required project animal paperwork due May 15th. Lease agreements must be signed by both parties, and guarantee that the animal for which the lease is drawn will be available to be shown at the Sullivan County Youth Fair. A sample lease agreement may be obtained from the 4-H Office.