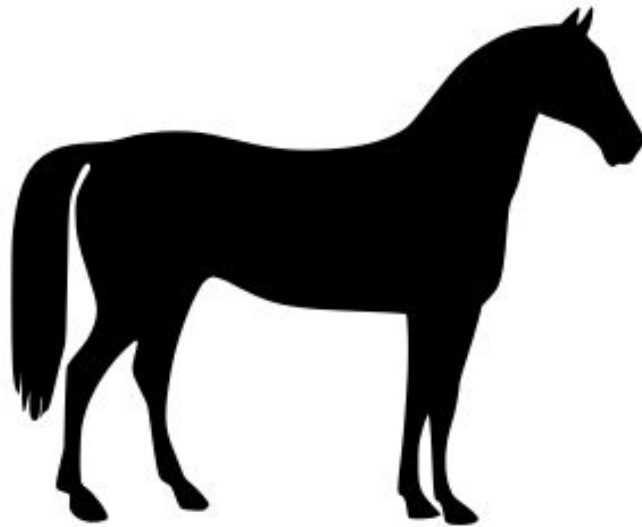


JCHP Handbook



Jefferson County Horse and Pony Project
Wisconsin 4-H

JCHP HANDBOOK TABLE OF CONTENTS

- I. GENERAL INFORMATION
 - 1. ORGANIZATION
 - 2. CONTACT INFORMATION
 - 3. MONTHLY MEETINGS
 - 4. COMMITTEE MEETINGS
 - 5. POINT CARDS
 - 6. EDUCATIONAL OPPORTUNITIES
 - 7. FUNDRAISERS
 - 8. SERVICE OPPORTUNITIES
 - 9. HORSELESS HORSE PROGRAM

- II. SAFETY, HORSE WELFARE AND RIDING

- III. SAFETY CERTIFICATION

- IV. 4-H CODE OF CONDUCT

- V. HELPFUL LINKS – PAGE 9

I. GENERAL INFORMATION: The Jefferson County 4-H Horse & Pony Project is commonly referred to as JCHP

1. JCHP is organized and functions under the Jefferson County Leaders Association. Members enroll (or re-enroll) through their general clubs and join the Horse or Horseless Horse Project.

- JCHP has its own Constitution and Bylaws, maintains its own treasury, holds regular membership meetings, and holds monthly committee meetings to plan and oversee operation of the project.

2. To reach the committee, email JCHPChair@gmail.com or contact the UW Extension Office.

3. MONTHLY COUNTYWIDE MEETINGS

Watch the 4-H newsletter and Facebook page (Jefferson County 4-H Horse & Pony Project) for specific dates, times, and locations. Countywide Project meetings are held the 3rd Tuesday of each month, unless otherwise indicated, at the Jefferson County Fair Park or UW Extension office, with the exception of July (County Fair) and August (Banquet). Meetings are not held in September, November or December.

- Members are encouraged to attend all meetings to keep up to date.
- Members are required to attend **1/3** of our meetings to qualify for year end awards.
- For the most current schedule of time, location and meeting details, go to our Facebook page.
- Awards Banquet – An annual awards banquet is held each August. This counts as the Monthly Countywide Project meeting for August

4. COMMITTEE MEETINGS:

- Serve as the main business meeting for the project.
- Held the 1st Thursday of each month @ 7pm at the UW Extension Center
- January meeting is a Zoom meeting, potentially starting earlier than 7pm

All are welcome to attend.

5. POINT CARDS: We ask each member to participate in our point card program. Everything on the point card is worth 1 point and the top point earners will be invited to join a trip that will be offered the following year.

- Each member has the opportunity to earn a trip with the points from their point card. The extension office is in charge of the point cards. The JCHP board and extension office plan the trip.
- Members need to bring their cards to each meeting/activity. There will be extra cards available if a member forgets their card.
- The card must be signed by an adult committee member or adult designee at the conclusion of each meeting or activity. Once the member has completed the card, it can be turned in to the UW Extension Office. It is recommended that members turn in their card as soon as they have it completed.

- There is a drop box outside the UW Extension Office, but be aware that cards **MUST** be received prior to 4pm to be considered received on that day. **Cards are due no later than 4pm on August 15th.**

**** Educational point card runs from September 1 through August 15. ****

All completed events require signatures

A. Any adult Board member or staff at the extension office may sign the point card.

- Pre-Approved events require a printed name or signature of the event coordinator or equivalent.
- If you are attending an event and are unable to obtain a signature, you may include a copy of your registration form. These items must be attached to your point card when turned in.

B. A parent or youth signature will not be accepted.

6. EDUCATIONAL OPPORTUNITIES (CONTINGENT UPON VOLUNTEER LEADERS):

Schedules, times and information will be available on our Facebook page as opportunities approach.

- **Horse Education:** a variety of horse-related topics are discussed. Members who attend regularly can participate in state level competitions such as: Horse Bowl, Hippology and Judging, along with various other competitions. For more information, please see:
- **Hippology Contest:** a fun event, testing members' horse knowledge; awards are given. There are also competitions at the state level.
- **Poster/ Speech/ Photo/Art Contest:** artwork, photography, posters, creative writing, individual or group demonstrations and speeches are presented and judged; awards are given.
- **Judging Contest:** opportunity to judge and place Halter, English Pleasure and Western Pleasure classes. Contestant class placings are compared to the judge's placings in the same way as national, state and other competitions. Awards are given.
- **Monday Night Riding Lessons:** Monday nights beginning in April and running through August, at the county fairgrounds. Lessons begin at 6:30pm. Participants must show the original negative EIA (Coggins) test the first time they come with their horse and supply a copy to be kept on file. Riders will be required to wear a helmet, long pants and boots with a cut out heel.
- **Drill Team Practice:** Monday nights beginning in April and running through August, at the county fairgrounds. Practice begins at 5:30pm. Participants must show the original negative EIA (Coggins) test the first time they come with their horse and supply a copy to be kept on file. Riders will be required to wear a helmet, long pants and boots with a cut out heel.
- **May Clinic:** JCHP offers a free clinic to all members Sunday of Memorial Day weekend. Every year the topic changes. Info will be emailed out and posted to our Facebook page.
- **Spring vaccination clinic:** A local veterinarian offers their services at a discounted price to JCHP members only. This info will be emailed out to our members.

7. FUNDRAISERS- (CONTINGENT UPON VOLUNTEER LEADERS)

- Cheese Sale
- Tack Sale – Held in January at the Jefferson County Fair Park Activity Center
- May Open Show and Clinic – Memorial Day weekend at the Jefferson County Fair Park
- May Show Sponsorships – Members solicit sponsors to help defray the cost of awards; this can be used as a fundraiser.

8. SERVICE OPPORTUNITIES - (CONTINGENT UPON VOLUNTEER LEADERS)

JCHP offers its members several opportunities for personal growth and service:

- Equine Ambassador Program: <https://sites.google.com/site/jchporg/home/ambassador;>
- Sub-Committees: <https://sites.google.com/site/jchporg/home>
- Scholarship: <https://drive.google.com/open?id=0B99aAAMQNWSHNDIBbmhhMXZpR2M>
- Awards Banquet: <https://sites.google.com/site/jchporg/home/jchp-banquet>
- Other Opportunities: [https://sites.google.com/site/jchporg/home/how-you-can-help.](https://sites.google.com/site/jchporg/home/how-you-can-help)

9. HORSELESS HORSE

This program is for youth who have interest in horses, but know little or nothing about them and do not have access to a horse. It allows youth to learn basic information about horses, work together with other members of the project, gives varying amounts of horse contact and allows them to participate in project activities.

<https://sites.google.com/site/jchporg/home/jchp-calendar>

Members demonstrate their learning by participating in educational contests during Countywide Project meetings, Jefferson County Fair, WI State 4-H Horse Expo and other events. For more information go to: <https://sites.google.com/site/jchporg/home>.

When possible, horseless horse program members are paired with a “buddy” - a horse project member - with an opportunity for sharing and exhibiting that member’s horse at the county fair.

IV. SAFETY, HORSE WELFARE AND RIDING SKILLS

4-H Safety Rules and Regulation

A. Overview

These policies and safety requirements apply to ALL youth and adults participating in 4-H horse-related projects, activities and events, including, but not limited to Horseless Horse, clinics, shows, fairs, parades, open-houses, and petting-zoos. Specific events, fairs, facilities, and local 4-H programs may have additional guidelines.

B. General Safety Rules

- Youth must be in 3rd grade or higher to participate.
- The handler, rider or driver must have control over their horse during 4-H sponsored activities or events.
- No intact male horses (stallions) are allowed
- No bareback riding or riding double
- No Team Penning classes/activities
- No horse may be left unattended when out of the stall or trailer.
- Leave at least one horse length between animals.
- When holding a horse in hand, make turns to the right when more than ninety degrees.

C. Required Participant Safety Attire

- SEI approved helmets, with harness fastened, must be worn at all times when mounted or driving.
- Close-toed shoes or boots are required when near a horse.
- Clothing appropriate for the activity which will protect the participants from the elements surrounding the event.
- Boots with a cut out heel must be worn when mounted.

D. Required Safety Tack and Appointments

- Horse tack and appointments appropriate to the activity are required.
- A saddle is required when mounted, which fits horse and rider with stirrups, girth or cinch properly attached.
- Appropriate headgear with reins attached are required when riding or driving a horse. Halters and tie-downs alone are not approved headgear for riding or driving a horse. See WI 4-H Horse Association rules for additional headgear guidelines.
- **Twisted wire snaffle bits are prohibited.**
- Adjustments to tack for a valid medical reason are permitted with written permission from a veterinarian or physician, provided lead volunteers or staff are notified, and approved, prior to participation.

E. Animal Welfare and Safety

- Horses or Ponies must be serviceably sound and must not show evidence of broken wind (respiratory issues – COPD) or impairment of vision in both eyes.
- Coggins/Premise ID records for the open event must be maintained by the host organization for **five years** in compliance with Wisconsin law.
- Equine animals from within Wisconsin need documentation of a negative EIA (Coggins) test done within the previous 12 months, which clearly identifies the animal by complete description, digital photographs, or an approved microchip (if a reader is available).
- Wisconsin Premise ID should be written on the top of the coggins record for each horse.
- Health certificates for out of state horses should be maintained with show records.

Please visit DATCP for more details:

https://datcp.wi.gov/Pages/Programs_Services/HorseOtherEquineMvmt.aspx

F. 4-H Horse Project Concussion and Head Injury Policy

Wisconsin 4-H will annually distribute the 4-H Horse Project concussion and head injury information via the online enrollment system to:

- Every 4-H volunteer who is enrolled in the 4-H Horse Project
- Every 4-H member/parent that participates in the 4-H Horse Project
- Every youth/parent that participates in the 4-H Horse Program

No youth may participate in the 4-H Horse Project unless the youth and parent agrees to and signs the 4-H Horse Project Concussion Agreement. Forms will be signed annually at the start of each program year or upon entry of a youth into the 4-H Horse Project via the online enrollment system or paper registration.

All 4-H Horse project volunteers will annually agree to and sign the 4-H Horse Project Concussion Policy Acknowledgement Form via the online enrollment system or paper registration before they are approved to hold 4-H Horse Project riding or driving programs/activities.

The supervising 4-H volunteer will immediately remove a participant from the 4-H Horse Project riding or driving project/activity if the 4-H volunteer determines that the 4-H member/participant exhibits signs, symptoms, or behavior consistent with a concussion or head injury –OR– the 4-H member/participant was separated from their horse and hit their head or their head was struck.

A youth who has been removed from the 4-H Horse Program riding or driving program/activity related to a suspected and/or confirmed concussion or head injury –OR– the 4-H member/participant was separated from their horse and hit their head or their head was struck **may not** participate in any 4-H Horse riding or driving activities until he or she is evaluated by a health care provider and **receives a written clearance** to participate in the project/activity from the health care provider.

Records shall be kept in the local Extension Office of all participants removed from a 4-H Horse project/activity for suspected and/or confirmed concussions and corresponding written clearances provided by health care providers to return to the 4-H Horse project/activity.

KNOW YOUR CONCUSSION ABCs

Assess the situation Be alert for signs and symptoms Contact a health care provider



Wisconsin Concussion Fact Sheet for Athletes

What is a concussion?

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Concussions can occur during practices or games in any sport or recreational activity.

What are the signs and symptoms of a concussion?

Unlike a broken arm, you can't see a concussion. Most concussions occur without loss of consciousness. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how you are feeling, if symptoms are getting worse, or if you just "don't feel right." If you think you or a teammate may have a concussion, it is important to tell someone.

COMMON SYMPTOMS OF A CONCUSSION:

Tell someone if you see a teammate with any of these symptoms:

- Appears dazed or stunned
- Forgets sports plays
- Is confused about assignment or position
- Moves clumsily
- Answers questions slowly
- Repeats questions
- Can't recall events prior to the hit, bump, or fall
- Can't recall events after the hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes

Tell someone if you feel any of the following:

Thinking/Remembering:

- Difficulty thinking clearly
- Difficulty concentrating or remembering
- Feeling more slowed down
- Feeling sluggish, hazy, foggy, or groggy

Physical:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise
- Numbness or tingling
- Does not "feel right"

Emotional:

- Irritable
- Sad
- More emotional than usual
- Nervous

Changes in your normal sleep patterns.



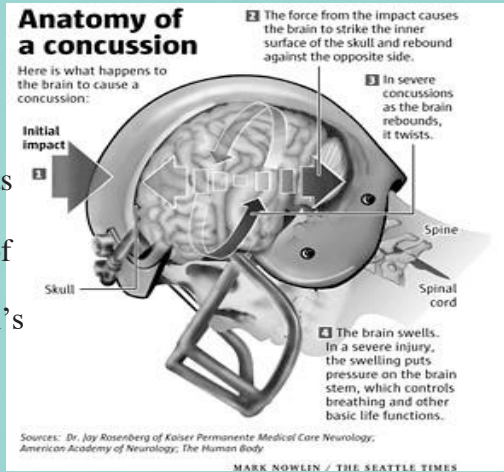
Materials adapted from the U.S. Department of Health and Human Services Centers for Disease Control and Prevention



WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION



- *Wear the equipment for each and make sure it fits
- *Follow the rules of sport and the coach's for
- *Use proper



If you have a suspected concussion you should NEVER return to sports or recreational activities on the same day the injury occurred. You should not return to activities until you are symptom-free and a health care provider experienced in managing concussion provides written clearance allowing return to activity. This means, until permitted, not returning to:

- Physical Education (PE) class,
- Sports conditioning, weight lifting, practices and games, or
- Physical activity at recess.

What should you do if you think you have a concussion?

1. Tell your coaches and parents right away. Never ignore a bump or blow to the head even if you feel fine. If you experience symptoms of a concussion, you should immediately remove yourself from practice/play. Tell your coach right away if you think you or one of your teammates might have a concussion.
2. Get evaluated by a health care provider. A health care provider experienced in evaluating for concussion can determine if you have a concussion, help guide management and safe return to normal activities, including school (concentration and learning) and physical activity. If you have been removed from a youth athletic activity because of a suspected or confirmed concussion or head injury you may not participate again until evaluated by a health care provider and you receive written clearance to return to activity. You must provide this written clearance to your coach.
3. Give yourself time to get better. You have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a repeat concussion. It is important to rest until you receive written clearance from a health care provider to return to practice and play.

Why should you tell someone about your symptoms?

1. Your chances of sustaining a life altering injury are greatly increased if you aren't fully recovered from a concussion or head injury.
2. Practicing/playing with concussion symptoms can prolong your recovery.
3. Practicing/playing with a concussion can increase your chances of getting another concussion.
4. Telling someone could save your life or the life of a teammate!

Tell your

Tell your teachers if you have suffered a concussion or head injury. Concussions often impair school performance. In order to properly rest, many students often need to miss a few days of school immediately following a concussion. When you return to school after a concussion you may need to:

- Take rest breaks as needed,
- Spend fewer hours at school,
- Have more time allowed to take tests or complete assignments,
- Suspend your physical activity (PE class and/or recess)
- Suspend your extracurricular activities (band, choir, dance, etc)
- Reduce time spent reading, writing, or on the computer.



To learn more about concussions, www.cdc.gov/Concussion; www.wiaa.wi.org; www.nfhs.org

In addition to following all the applicable Wisconsin 4-H Horse Policies, 4-H members may participate in **Horseless Horse** activities if they meet the following criteria:

- A Horseless Horse activity participant is defined as a 4-H member who does not have one-on-one access to a horse. Neither they nor their family currently own, manage, or lease a horse.
- All Horseless Horse activity participants must follow all 4-H Horse Project rules.
- Youth members must be in 3rd grade or older to be a Horseless Horse participant.
- The horseless horse participant must be an enrolled 4-H member; it is the goal of the program to pair them with an enrolled 4-H youth member or 4-H horse project volunteer who is sharing their horse, supervised by an active 4-H horse project volunteer.
- Pairing of horseless horse members and volunteers is the responsibility of the persons involved in forming the agreement.
- Two horseless horse project members may not work with or show the same horse.
- The buddy may not be a sibling that resides in the same household.
- The 4-H adult horse or horseless horse volunteer leader must be present during all horseless horse activities and may not be alone with one youth at any time.
- Horseless Horse participants are expected to work with the horse owner, 4-H Horse project leader to learn about the horse, groom, clean up, tack, ride, etc. The horseless horse members are also encouraged to participate in horse project activities.
- A member may change from a horseless horse buddy relationship to managerial, but the same horse may not be managed, leased, or owned by two members.
- Horseless horse participants are not allowed to lope or canter in 4-H sponsored events/activities.
- Horseless horse participants may not be required to compete in contests or commit to multi-year participation.

In addition to 4-H sponsored educational events and activities 4-H Horseless Horse project members may participate in:

- Horseless Horse showmanship classes
- Horseless Horse walk/trot classes
- Horseless Horse in-hand trail classes

4-H Horseless Horse Buddy and/or volunteer will:

- Provide expectations to the Horseless Horse participant focused on how to work together in order to create a positive experience for all parties.
- Determine if and when the Horseless Horse member is prepared to show in-hand "or walk-trot" classes.
- Will not collect fees regarding the normal care and upkeep of the horse (feed, farrier, vet, etc.) charged to horseless horse 4-H participants by the club, county, buddy or owner. If any fees for the normal care of the horse are charged to the 4-H participant, this arrangement would be considered a managerial or leased project animal rather than a Horseless Horse activity.

Wisconsin Equine Activity Statute

895.481 Civil liability exemption; equine activities.

(1) In this section:

- (a) "Equine" means a donkey, hinny, horse, mule or pony.
- (b) "Equine activity" means any of the following:

1. Shows, fairs, competitions, performances or parades that involve any breeds of equines and any equine disciplines, including combined training, competitive trail riding, cutting, dressage, driving, endurance trail riding, english or western performance riding, grand prix jumping, horse racing, hunter and jumper shows, hunting, polo, pulling, rodeos, 3-day events and western games.
2. Equine training or teaching.
3. Boarding of equines.
4. Riding, inspecting or evaluating an equine belonging to another, regardless of whether the owner of the equine receives monetary or other consideration for the use of the equine or permits the riding, inspection or evaluation of the equine.
5. Riding, training or driving an equine or being a passenger on an equine.
- 5a. Equine-assisted learning.
- 5b. Equine-assisted psychotherapy.
6. Riding, training or driving a vehicle pulled by an equine or being a passenger on a vehicle pulled by an equine.
7. Assisting in the medical treatment of an equine.
8. Shoeing of an equine.
9. Assisting a person participating in an activity listed in subds. 1. to 8.

(c) "Equine activity sponsor" means a person, whether operating for profit or nonprofit, who organizes or provides the facilities for an equine activity, including owners or operators of arenas, clubs, fairs, schools, stables and therapeutic riding programs.

(d) "Equine professional" means a person engaged for compensation in the rental of equines or equine equipment or tack or in the instruction of a person in the riding or driving of an equine or in being a passenger upon an equine.

(e) "Inherent risk of equine activities" means a danger or condition that is an integral part of equine activities, including all of the following:

1. The propensity of an equine to behave in a way that may result in injury or death to a person on or near it.
2. The unpredictability of an equine's reaction to a sound, movement or unfamiliar object, person or animal.
3. A collision with an object or another animal.
4. The potential for a person participating in an equine activity to act in a negligent manner, to fail to control the equine or to not act within his or her ability.
5. Natural hazards, including surface and subsurface conditions.

(f) "Property" means real property and buildings, structures and improvements on the real property.

(g) "Spectator" means a person who attends or watches an equine activity but does not participate in the equine activity or perform any act or omission related to the equine activity that contributes to the injury or death of a participant in the equine activity.

(2) Except as provided in subs. (3) and (6), a person, including an equine activity sponsor or an equine professional, is immune from civil liability for acts or omissions related to his or her participation in equine activities if a person participating in the equine activity is injured or killed as the result of an inherent risk of equine activities.

(3) The immunity under sub. (2) does not apply if the person seeking immunity does any of the following:

(a) Provides equipment or tack that he or she knew or should have known was faulty and the faulty equipment or tack causes the injury or death.

(b) Provides an equine to a person and fails to make a reasonable effort to determine the ability of the person to engage safely in an equine activity or to safely manage the particular equine provided based on the person's representations of his or her ability.

(c) Fails to conspicuously post warning signs of a dangerous inconspicuous condition known to him or her on the property that he or she owns, leases, rents or is otherwise in lawful control of or possession.

(d) Acts in a willful or wanton disregard for the safety of the person.

(e) Intentionally causes the injury or death.

(3a) A person whose only involvement in an equine activity is as a spectator shall not be considered to be participating in the equine activity.

(4) Every equine professional shall post and maintain signs in a clearly visible location on or near stables, corrals or arenas owned, operated or controlled by the equine professional. The signs shall be white with black lettering, each letter a minimum of one inch in height, and shall contain the following notice: "Notice: A person who is engaged for compensation in the rental of equines or equine equipment or tack or in the instruction of a person in the riding or driving of an equine or in being a passenger upon an equine is not liable for the injury or death of a person involved in equine activities resulting from the inherent risks of equine activities, as defined in section 895.481 (1) (e) of the Wisconsin Statutes."

(5) If an equine professional uses a written contract for the rental of equines or equine equipment or tack or for the instruction of a person in the riding, driving or being a passenger upon an equine, the contract shall contain the notice set forth in sub. (4) in clearly readable bold print of not less than the same size as the print used in the remainder of the contract.

(6) This section does not limit the liability of a person under any applicable products liability laws.

(7) This section does not limit the immunity created under s. 895.52.

History: 1995 a. 256; 2015 a. 66.

The application of this section is not limited to equine professionals. The exception to immunity under sub. (3) (a) for faulty equipment did not apply when no connection between the equipment and the plaintiff's injuries was shown. *Kangas v. Perry*, 2000 WI App 234, 239 Wis. 2d 392, 620 N.W.2d 429, 00-0001.

"Provides an equine" in sub. (3) (b) means to make available for use an equine that the provider either owns or controls and does not encompass an equine previously sold or given to the individual claiming damages. *Barritt v. Lowe*, 2003 WI App 185, 266 Wis. 2d 863, 669 N.W.2d 189, 03-0034.

A person asserting that the person has immunity because the person was "riding," as an "equine activity," at the time of the injury-producing accident need not show that the person was on the

back of a horse at the moment of the accident. The statute is worded in terms of immunity for acts or omissions "related to" participation in an equine activity and not only for the act of the activity itself. *Hellen v. Hellen*, 2013 WI App 69, 348 Wis. 2d 223, 831 N.W.2d 430, 12-1916.

While it is true that a person who already owns or controls an equine can participate in an equine activity without being provided with an equine, in order for a person who does not own or control an equine to participate in an equine activity, someone must provide an equine within the meaning of sub. (3) (b). It is immaterial whether the person who allegedly provides the equine retains sole or primary control of the equine. *Hellen v. Hellen*, 2013 WI App 69, 348 Wis. 2d 223, 831 N.W.2d 430, 12-1916.

The exception under sub. (3) (b) centers on the assessment by a provider of a horse of a rider's abilities based on the rider's representations of his or her ability. The exception does not abrogate immunity for a provider's negligent management of a horse, and the exception does not require an actual demonstration of riding ability or a test ride. *Dilley v. Holiday Acres Properties, Inc.*, 905 F.3d 508 (2018).

Under *Barritt*, 2003 WI App 185, "providing an equine," for purposes of the exception under sub. (3) (b), means that the defendant owns or controls the equine in question and makes it available for the plaintiff's use. A riding instructor does not "provide" a horse owned by the riding student merely by exercising control over the riding lesson. *Dilley v. Holiday Acres Properties, Inc.*, 905 F.3d 508 (2018).

III. SAFETY CERTIFICATION

Requirements

Each new horse you plan to exhibit must pass Safety Certification Level 1 and/or Level 2 with an approved Safety Testing Leader. Certification will be offered at Monday night riding lessons and at horse project clinics. If you are unable to attend these safety certification sessions, arrangements **must** be made with a Safety Testing Leader. Safety testing must be administered off the horse's home property to be considered a valid test. ***If there is a question about the ability of an exhibitor to safely control their horse, members may be asked to retake a test, even if they passed the test previously.*** Safety certifications with a horse will remain valid from year to year unless a retake is requested by a Leader.

Safety testing must be completed 1 week prior to the Fair.

The JCHP Committee will keep a contact list of certified Safety Testing Leaders.

Horse Welfare Test

Name_____

Date_____

Instructor_____

Date_____

Instructor(s)/Evaluator(s)/Horse Leader(s) - Please Initial & Date

General Knowledge

1. Watch YouTube video, "Every Time Every Ride"

What did this video stress about safety?

2. Tie a hay net: What height should it be placed for your horse?
3. Tack cleaning: Name 2 reasons for cleaning tack & what you would use
4. How to warm up your horse: Why is it important? How is it done?
5. Name one reason for "Cooling Out" your horse after exercise. Why is it important? How is it done?
6. How to condition your horse - Explain LSD
7. Riding stretches for humans: Why should you always stretch before riding?
8. Coggins test: What is it? Why test? How often?
*Always keep with your horse when traveling!
9. First aid for the horse: Name 5 things you should carry in a first aid kit for your horse.
10. Leg protection: What parts of the horse's legs are protected by shipping bandages?
Splint boots? Bell boots?
11. Temp, Pulse & Respiration: What are normal? How do you determine your horse's respiration?
12. Saddle Fit: How can you tell if your saddle is a proper fit for your horse?

Jefferson County Exhibitors planning on entering horses at fair:

Name the 5 things you need to bring with you to provide to the superintendent *before unloading* your horse at FAIR.

Horse Safety Checklist-Unmounted

Name _____ Date _____

Instructor _____ Date _____

Instructor(s)/Evaluator(s)/Horse Leader(s) - Please initial & Date

Safe Horse Handling Basics

1. Approaching the horse: Blind zones: Where are they on a horse?
2. Rope Safety: How do you correctly hold the lead rope?
3. Haltering & correct halter fit: Describe. What should you never do when haltering a horse?
4. How to release a horse into a stall: Describe how? Which direction should the horse be facing?
5. Leading the horse: From what side do you lead your horse & what is the proper position?
6. Tying the horse: When tied, what length should the rope be & at what level?
7. Quick release knot: Demonstrate. When do you use this?
8. Picking up feet: Explain how. Which direction are you facing?
9. Safe riding attire: What is safe riding attire for all riders?
10. Safe tack: What do you always do before getting on?
Stretched-out holes, cracks, dry rot, and broken stitches are all signs of what?

Saddling & Bridling

1. Saddling the horse: What should you do after tightening the girth?
2. Adjust stirrup length from the ground: What is a good way to judge the length of the stirrups even before getting on?
3. Bridling the horse: Where do you stand when bridling the horse?
4. When untacking: What part do you take off first?

Emergencies

Name _____ Date _____

Emergency questions list (To be completed at a meeting)

1. In the arena at clinics, camp or fair: If a rider falls off what do you do?
2. Loose horse on grounds: What do you do?
3. Explain Emergency stopping (circling, one rein): When do you use this?

Instructor(s)/Evaluator(s)/Horse Leader(s) Sign & Date:

Name _____ Date _____

Horse Checklist Mounted - Beginner

Name _____ Date _____

Please check: _____ Western _____ English

(please initial and date line before each skill when the member successfully demonstrates the skill)

_____ Pre-ride safety check (All parts of bridle & saddle fit and stirrup length adjusted checked)

_____ Mount & Dismount (With help if needed)

_____ Emergency dismount (Explain when do you use this & what direction to land)

_____ Correct hand position/holds reins correctly

_____ Correct body position in the saddle

_____ Walk your horse

_____ Stop your horse

_____ Turn your horse

_____ Reverse Direction

_____ Trot your horse

_____ Back your horse

_____ Stay on the rail

_____ Begin learning natural aids (seat, hands, legs, voice)

_____ English Riders begin posting the trot

Instructor's Comments: (Please use back if needed)

Horse Checklist Mounted - Intermediate

Name _____ Date _____

Please check: _____ Western _____ English

(please initial and date line before each skill when the member successfully demonstrates the skill)

- _____ Beginner Checklist Complete
- _____ Mount & Dismount correctly
- _____ Drop stirrups & pick them back up at the walk
- _____ Drop stirrups & pick them back up at the trot
- _____ Correct body position at all three gaits
- _____ Correct hand position at all three gaits
- _____ Use leg aids to help in turns
- _____ Circles (small & large in both directions)
- _____ Lope/Canter & pick up correct lead
- _____ Back your horse 4 steps
- _____ Begin working on reversing direction with turn on haunches
- _____ Continue using natural aids (seat, hands, legs & voice)
- _____ Begin working with patterns

Additional Items for English Riders:

- _____ Post the trot on the correct diagonal
- _____ Shorten & lengthen stirrups from the saddle

Jumping requirements:

- _____ Be able to ride the 2-point
- _____ Have a balanced seat
- _____ Correct releases

Instructor's Comments: (Please use back if needed)

Horse Checklist Mounted - Advanced

Name _____ Date _____

Please check: _____ Western _____ English

(please initial and date line before each skill when the member successfully demonstrates the skill)

_____ Beginner & Intermediate Checklist Complete

_____ Trot without stirrups

_____ Lope/Canter from the walk

_____ Simple lead changes

_____ Turn on the haunches

_____ Turn on the forehand

_____ Side passing

_____ Shorten & lengthen strides at the walk & trot

_____ Flying lead changes

_____ Patterns

Additional requirements for English riders:

_____ Post the trot without stirrups

_____ Hand Gallop

Jumping requirements:

_____ Balanced seat

_____ Ride the 2-point

_____ Correct Releases

Instructor's Comments: (Please use back if needed)

IV. 4-H Code of Conduct

Wisconsin 4-H Youth Development Code of Conduct

As a 4-H participant, I will:

- Be curious to learn.
- Be respectful to self and others.
- Work to positively resolve problems or differences.
- Accept guidance from Extension volunteers and staff.
- Follow program rules, curfews, dress codes, policies, and rules of the facility being used.
- Use appropriate language, exhibit good sportsmanship, and be a positive role model.
- Comply with local, state and federal laws.
- Abstain from use of alcohol, illicit drugs, and tobacco during any 4-H program, activity or educational experience.
 - Fully participate in scheduled activities and orientations.
 - Respect others' property and privacy rights.
 - Abstain from child abuse (physical, sexual, emotional and neglect), harassment, hazing and bullying.
 - Refrain from all sexual activity/contact during any 4-H program, activity or educational experience.
 - Accept personal responsibility for behavior including any financial damage.
 - Follow safety rules.

Consequences for violating any part of this Code of Conduct may include, but are not limited to:

- Removal from leadership positions held.
- Removal from participation in the event in which the Code of Conduct has been violated (at the individual's expense).
 - Forfeiture or repayment of financial support for the event.
 - Sanctions on participation in future 4-H events.
 - Suspension of membership.
 - Dismissal from 4-H.

Prior to reinstatement of membership, the individual must:

- Present a signed statement of apology to the Jefferson County UW-Extension Office.
- Reimburse the Jefferson County UW-Extension office/program for monies received towards awards, trips, or other activities if the violation occurs before or during the event.
- A second infraction will result in permanent dismissal from all Jefferson County UW-Extension programs.

Source: <https://4h.extension.wisc.edu/files/2021/07/Wisconsin-4-H-Youth-Development-Code-of-Conduct.pdf>

V. HELPFUL LINKS

- Jefferson County Horse and Pony Project
 - <http://www.jchp.org/>

- Jefferson County UW-Extension, 4-H Youth Development
 - <http://jefferson.uwex.edu/4-h-youth-development/>

- Jefferson County UW-Extension, Horse Project
 - <http://jefferson.uwex.edu/4-h-youth-development/horse-and-pony/>

- Jefferson County Fair
 - <http://www.jcfairpark.com/p/268>

- Wisconsin 4-H Horse Association
 - <http://fyi.uwex.edu/wi4haganimalscience/horse/>

- Premise ID #:
<http://www.wiid.org>
This site includes information on the ID and its purpose.

