DOOR COUNTY 4-H
HORSE & PONY PROJECT
2014 HANDBOOK
Dear Horse & Pony Project Members, Leaders and Parents:

On behalf of the 4-H Horse and Pony Project, I would like to welcome you to the 2013-14 4-H year in the Horse & Pony Project! This year will definitely be a very exciting and busy year in the project and there will be many great opportunities for you to have fun, learn a lot and meet many great people! A special welcome is extended to all first year members and their families, along with our new first year leaders; we hope this handbook will help you with some of the basic information.

Within the pages of this handbook you will find a tremendous amount of resources, created just for you! The Horse & Pony Project works extra hard to make sure that you have everything you may need to be successful in this project! Make sure to read this handbook, as well as the bi-monthly “Shore to Shore” 4-H Newsletter, which contains important meeting reminders and announcements for all 4-H members.

“Learning by Doing” is the 4-H motto, and this handbook will definitely help you do that! The project plans meetings, workshops, clinics, drill team activities, shows and trail rides to help you learn by doing! The more you get involved, the more you will learn and the more fun you will have!

Volunteering is a major part of the Horse & Pony Project. Extra help is always needed at shows, clinics, workshops and other events that the project is involved in! No volunteer effort is too small! There are opportunities for both youth and adults to get involved! They meet the second Tuesday of every month at 7:00 p.m. at the Government Center. Interested members, parents and leaders are always welcome at the project meetings!

I look forward to the upcoming year in the 4-H program, and hope you do too! If you are new to the group, feel free to ask questions! The Horse & Pony Project is very willing to help and want to make sure that you have a great year in the Horse & Pony Project!

Best wishes for a great year!

Dawn VandeVoort
4-H Youth Development Agent

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**4-H MOTTO**

To Make the Best Better!

**4-H PLEDGE**

I Pledge ...

- My Head to clearer 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!

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State guidelines are available at the Extension office.
WHAT’S INSIDE THIS HANDBOOK?

It is very important that you read this handbook, since it contains deadlines, rules and other information you must know to make your project year successful. If you have questions about something, or need more information, you should contact one of the Project members as soon as possible!

You are responsible to know the rules, regulations and deadlines, and follow and understand them! In addition to this handbook, you should always check the Shore-To-Shore for new project information!
PROJECT OFFICERS

Project members are volunteers who serve as resources and planners for annual events. We also develop policies, procedures and guidelines for Horse & Pony Project members. We are always willing and eager to hear suggestions from members for events, policies and more. Please contact one of the following officers if you have questions, or attend our monthly Project meetings.

Bonnie Smith, Chair.................... 743-2539
Amanda Zastrow, Vice-Chair......... 559-9103
Shelly Wolfgram-Zager, Secretary. 495-4588
Wendy Woldt, Treasurer ............... 493-1705

INFORMATIONAL RESOURCES

Your 4-H Leaders and Horse & Pony Project members are great resources to help you get started! If you have questions, never hesitate to give them a call!

Don’t forget about the Internet or our website, www.doorcounty4hhorseandpony.webs.com. If you have access, there is a world of great information out there for you. Learn about breeds, training your horse, what bit is best for your horse, how to fit a saddle and a million more things. If you don’t know how to get started, give a Project member a call.....members can share the good sites they’ve found with others.

There is a resource library that is available at the UW Extension Office. A complete list is available on our website, www.doorcounty4hhorseandpony.webs.com

You can also learn a lot from some of the good magazines published. Wisconsin Horseman’s News will tell you everything that is happening in the horse world in Wisconsin, plus it often has some good articles on training. Western Horseman, Equus, Horse Illustrated are also a few other good magazines that will be able to expand your horse world. Check at the bookstore for other magazines.

Remember that the best way to learn is to practice and to participate in clinics and ASK QUESTIONS!

EXPECTED BEHAVIOR

The 4-H Horse & Pony Project is dedicated to safe and fun horseback riding and competition. We stress the importance of following rules set forth in this handbook, both for your safety and the safety of others. Infractions of the rules should be brought to the attention of a project member or event chair as soon as possible for action. By working together, we can make this the best year ever.

I HAVE A QUESTION, WHO CAN I CALL?

You are always welcome to call one of the Project members for information or answers to your questions. The Extension Office is also a great resource for you too!
WHO IS THE HORSE & PONY PROJECT?

The Project is open to anyone interested, including our youth members!

The 4-H Horse & Pony Project is a group of adult and youth volunteers interested in giving Door County youth the opportunities to develop new friendships, build leadership skills and develop self-esteem while learning how to improve their horsemanship skills.

Anyone in 4-H can join the Project and become a part of the activity planning. The meetings are held monthly and are very informative since this is where all of the events of the year are decided and planned.

Some of the duties of the project involve contacting judges, selecting scholarship recipients and year-end awards. They are also in charge of planning shows and scheduling events and clinics.

The Project also develops policies, procedures and guidelines for the 4-H Horse & Pony members and activities.

One of the hardest jobs every year is to find volunteers to help at our fundraisers, clinics and shows. Many of these duties are very easy and don’t take much time, but are vital to the success of the event. If you don’t have the time to serve on a committee, but want to have an impact on this project and help make it a success, you can volunteer to help in other ways! The Project needs your help!

The members of the Project hope you have a better understanding of the Project function and hope you plan to attend the meetings in the near future. Your thoughts, suggestions and new ideas are always needed and appreciated, so the Project can continue to improve the Project and better serve our members.

Meetings normally are scheduled the second Tuesday of the month at 7:00 pm.

MISSION STATEMENT

“The mission of the Door County 4-H Horse & Pony Project is to develop leadership, sportsmanship, and horsemanship in its members by offering opportunities such as clinics, lessons and shows which allow members to learn more about the care and training of horses and ponies. The project will always emphasize safety both in riding and in ground work, and the goals of adults and youth working together will always be emphasized.”

WHY SHOULD I GO TO CLINICS?

Clinics aren’t just for those who show. In fact, they are for all horse people that want to have the best horse possible! It doesn’t matter what you do with your horse, but it is important that you are safe around your horse. There is nothing worse than having a horse that won’t cross a puddle or spooks at everything.

There are many ways to get your horse doing new things, but not all of them are safe or correct. The clinicians we schedule are skilled in training and have safe teaching methods. When you go to a clinic, you get hands on training and a chance to ask questions. Being there is better than learning from a book or video. All levels can learn!

IMPORTANT
THINGS TO PACK
FOR A SHOW

REQUIRED
Coggins (copy)
Helmet
Boots
Saddle
Saddle Pad
Bridle
Show Clothes
Riding Boots
Halter (plus 1 extra)
Lead rope (plus 1 extra)

SUGGESTED
Brushes/Grooming Tools
Extra Cinch/Girth
Fly Spray
Hoof Pick
Water Bucket
Manure Fork
Hay/Feed
First Aid Supplies
Remember to check your tires, trailer lights, gas tank, etc.!
HOW DO I GET MY HORSE TO AN EVENT??

Every year we try to address the problem of getting our project members and their horses to our events. We understand not everyone has a trailer or a neighbor they can borrow one from. If you are one of these members, we have some suggestions that may help!

First, you must be sure that your horse or pony trailers well. If you’re not sure, you should ask someone to help you; someone that has trailering experience and experience hauling a horse (do this long before the event).

Then, you should attend some of our events as a spectator to get to know members who have trailers, and who may be able to help you. Many of our members may be willing to help if they have advance notice.

Always check to see what (or if) they charge for hauling your horse, and make sure your horse hauls in their style of trailer (walk-in, stock, etc.). You don’t want to make them late for an event because you didn’t check this out ahead of time.

The most important part of getting a ride to an event is letting, as many people know as possible that you are looking for help. That way, the word gets out to everybody!

Once you get your horse to the event, it is your responsibility to take care of your animal and get it prepared. Remember that your ride has things to do too. If you have never done any of this before, we suggest you help someone first to see what is involved.

WHAT DO I NEED TO TAKE MY HORSE TO AN EVENT?

First of all, you ALWAYS need your Coggins papers and Premise ID#. You must bring a copy to leave with the event organizers. This is a state law for all horse events. Your Coggins papers must be updated each year (please don’t wait until the last minute to take care of this). Make enough copies of your Coggins to last you all season. If the show is a two-day show, you need a copy for each show!

Proper tack for yourself and your horse are required. Prepare a checklist (see page 5 for a suggested list) for yourself so you don’t forget anything. 4-Hers and all riders are required to wear a helmet at all 4-H events.

Parents must sign a waiver for their child for every event. 4-H members cannot participate without it.

Make sure you have your tack, brushes, hoof pick, first aid supplies, water buckets, and forks, etc., to clean up your area. It is a good idea to bring extra equipment with you in case something breaks.

Remember, the most important thing you can bring along is a good attitude. Riding your horse is fun! Keep a good attitude about how you are doing, how your horse is performing, and learn from your mistakes.

Don’t forget: ✓ Coggins ✓ Premise ID #

HOW DO I HELP MY HORSE BE READY TO LEAVE HOME??

The best way to get your horse ready for a show or clinic is to practice at home first. If you’re not sure what your horse will do when he’s not with his buddies at home, take him somewhere new that you are comfortable with. Always start slow and introduce new things carefully so neither of you get hurt. Make sure you have an adult there to help you.

Try to think of what your horse will see and experience at the shows and clinics, and try to expose him to these at home. Use your imagination to recreate this environment. It will help you get ready as well!

Don’t wait until a week before the event to do this. It takes your horse a long time to get used to new and scary things. The more you do with your horse, the better prepared you’ll both be!

Last, but not least, attend the clinics and ask a lot of questions!!!
WHEN I COMPETE...

☆ I have a performance goal.....never a “to only beat someone else” goal,
☆ I respect and learn from other competitors more skilled than myself,
☆ I don’t criticize other competitors, officials or judges, I do my best, and I have fun,
☆ I stay home if I can’t follow the above rules!

SET GOALS

A great way to have a good year is to set personal goals for you and your horse. Make sure your goals are achievable, and that you take the time to work towards them throughout the year. You’ll find a goal setting sheet in your Record Book. Use it to achieve your goals!

DRILL TEAM

Drill Team is a part of the Horse & Pony Project. All 4-H members, plus other horse owners, are invited to be a part of the team. Drill Team is a whole lot of fun, plus you improve your riding and horsemanship skills just by being involved!

Members and leaders are required to use appropriate safety equipment. Equipment includes SEI approved helmets, boots with definite riding heel and appropriate tack.

Basic horsemanship skills are necessary, and a commitment to being at all of the practices and performances is a must!

Drill Team practice normally begins in early spring, and the teams meet for practice every Wednesday at the Fair Park. The Drill Team members also perform in events like the Maifest Parade, Kettle Moraine Competition, Carlsville Days and S.H.O.W. Competition at the Fair.

To participate, you should have a good handle on your horse’s behavior and you must be willing to practice in areas you and/or your horse need work on. If you are interested in joining the Drill Team, contact Faye Bley 920-495-9207
**SAFETY FIRST**

**Steps to a proper dismount:**
1. Bring the horse to a complete stop.
2. Holding the reins in your left hand put both hands on the saddle horn or pommel.
3. Stand up in the stirrups.
4. Swing your right leg over the horse’s rump. As you bring your leg over, move your right hand from the horn/pommel to the cantle, or back of the saddle.
5. Pause while balancing on your hands, and kick your left foot free of the stirrup.
6. Push lightly away from the horse and drop to the ground.

_And......_

The main reason anyone goes horseback riding is to have fun! If you find yourself not enjoying it, stop, ask why and try to make it better.

Your horse is a member of your herd, so getting to know his personality is very important. Don't push him to do something he feels uncomfortable with, but help him become comfortable by being patient and understanding.

Be careful. Wear protective gear such as a helmet and long pants for protection in case of a fall. Always treat a horse with respect. Never abuse a horse, and never let a horse abuse you. If you are unsure, stop what you're doing and ask an adult!

_Horses are powerful animals. Again, be careful and ask questions!_
TRAIL MANNERS

Most trail accidents are preventable. Observation of some tried and true trail manners can make the ride more pleasant and much less dangerous.

• First of all, make sure someone knows you are going riding, and when you should arrive back!

• Don’t take unsafe or untrained horses on a group ride. These horses should be conditioned with experienced horses and riders before being subjected to a larger group.

• Check your gear before the ride. Make sure it is correct and complete. (This goes for your horse, too.)

• Arrive at the appointed meeting place on time. Late starts are stressful. If you can’t make it or are going to be late, let someone know.

• For longer rides, particularly in wooded areas, pack water and a bright colored lightweight jacket.

• Someone on the ride should pack a first aid kit (for horse and rider), and a bag to place trash.

• Always have a “trail boss”. Larger groups should also have a drag rider. These should be experienced horsepersons who can assist less experienced riders and horses, if necessary.

• Use the “buddy system”. Always be willing to lend a hand if needed, and ask for help if you need it.

• Horses that kick should be flagged with a red tail ribbon to remind other riders to keep back.

• Never start until all riders are mounted up and ready to go.

• On the trail, never pass the trail boss. This is the cause of many a rider getting lost.

• Leave at least one horse length between you and the horse in front; two lengths at a trot. Ride side-by-side only when the path is sufficiently wide so that horses won’t try to nip or bump each other.

• If you or your horse are having trouble, allow more space in front and behind. If necessary, ask the trail boss to stop the group to allow you to work out the problem.

• Stay on the designated trail or road. Many areas are now closed to equestrians because poorly mannered riders have allowed their horses onto fields, into orchards and other areas “sensitive” to the property owners. RESPECT PRIVATE PROPERTY!

• Never disturb livestock. Herding someone else’s livestock without permission is known as “worrying” and is illegal.

• Never ride away from or leave a dismounted rider on the trail.

• Leave gates open or closed as you found them.

• Use “gate manners”; don’t ride away from the gatekeeper until the gate is secured and the gatekeeper can join you.

• At a stream, pond, or water tank, wait until all horses have had a chance to drink before riding away.

• Some horses have trouble crossing streams. Give them space!

• Tell the rider in front that you wish to pass so that he/she can correctly handle his/her horse as you come up, or advise you if he/she is having any problems.

• Don’t let your horse scratch on or nuzzle other horses or riders. Aside from being annoying and starting horse disputes, this is a frequent cause of “hung up” and broken headgear.

• Never mount your horse from downhill. It’s easier and safer to get on when your horse is a little below you on the hill.

• Never gallop away from the group. Coordinate “fast” work with the other riders so no one’s horse gets “juiced up”.

• In camp, tie all horses. Most horses won’t stand long while hobbled, and they, along with loose horses, can cause numerous problems.
GREAT EXPECTATIONS SCHOLARSHIP PROGRAM

Great Expectations is a non-profit organization created to give educational benefits to individuals or organizations interested in equine advancement. Great Expectations is overseen by a Board of Trustees consisting of 4-H youth members, the President of the Door County 4-H Horse & Pony Project, and individuals designated by the funding source. The Treasurer of the Door County 4-H Horse & Pony Project is a non-voting member.

APPLICATIONS ARE AVAILABLE AT THE UW EXTENSION OFFICE
PROJECT REQUIREMENTS & RULES OF ENTRY FOR FAIR

In order to show at the fair, the following requirements MUST be met:

1. All project members MUST be enrolled in the 4-H Horse & Pony Project. Re-enrolling members MUST be enrolled by November 20 each year. New members may enroll in the project up to April 1 each year (in order to show at the Fair). Enrollment exceptions will NOT be made after these dates. If you are not sure of your enrollment status, you may phone the UWEX office at 746-2260. Enrollment begins October 1st each year.

2. Properly enrolled members of 4-H clubs in Door County who have satisfactorily met local club requirements, who are in 3rd Grade through the next 4-H year following their graduation from high school, are eligible to compete for fair premiums. FFA or FHA members must meet requirements as outlined (available at the UWEX office).

3. All project animals to be shown at the Fair must be identified not later than July 1st of the exhibit year, using the ID sheet found in your record book. Separate ID sheets are required for each animal. All ID sheets must contain one clear, colored photograph in order to be accepted. A copy of registration papers must be included for any registered animal. ID sheets must be turned in with your Junior Fair registration to the Extension Office by July 1st of the exhibit year. You may ID any number of horses you choose, but horse(s) to be shown at the Fair must be designated on your Fair Entry form. A maximum of 3 horses may be shown at the Fair (2 pleasure, 1 gymkhana - only one horse per class is allowed).

4. Members planning to exhibit at the Fair are responsible for correctly completing their fair entry forms for premium classes. THERE ARE NO EXCEPTIONS; NO CHANGES WILL BE ALLOWED for incorrect or late entries. Adult leaders may assist you in correctly entering for the Fair. Members are responsible for getting their own Fair entries to their local club leader for signature by the date specified by the general leader. Fair entry forms and ID sheets are due to the UWEX office no later than July 1st. No late entries are accepted.

5. The member’s current Grade of the exhibit year will be used through the project year.

6. All members are responsible for following the rules and regulations contained in the Door County Fair Premium rules (see page 13 of this handbook) for participation in Junior Fair Pleasure and Gymkhana Shows.

7. Exhibits must be brought to the Fair according to the schedule posted in the Junior Fair division of the Premium List. See separate departments for definite rules.

8. All exhibitors must check in their exhibits/animals at the appropriate area by 6:00 pm on Thursday of the Fair. Exhibitors are responsible for the care of their animal and equipment at all times. Exhibits must be checked in by the department superintendent for requirements; proper entry tags and exhibit numbers.

9. Exhibits in the Junior Fair shall be a result of the exhibitor’s own labor in the project in which he/she is regularly enrolled. Those exhibits must be completed at the specific time.

10. Junior Fair exhibits must comply with the animal health requirements as outlined in the Fair Premium lists and rules and regulations.

11. When properly pre-registered, a 4-H horse/pony may be shown in Open Pleasure classes by handlers other than the assigned 4-H exhibitor for that animal (example – animal can be shown by family member or friend). A 4-H exhibitor may not show their exhibit animal in open classes.

12. The Judge may dismiss any animal they feel is endangering the safety of persons or other animals.

13. Stalls will be assigned by Superintendent. Priority of stall assignments will be given to those members who were active during the current project year through participation and volunteerism. Additional criteria, including seniority, horse temperament, family situations, distance from the fairgrounds, will be taken into consideration when determining stall assignments. The Fair Superintendent will announce stall assignments at the Fair meeting. Exhibitors must furnish all equipment, bedding (paper bedding not allowed), hay and feed. Equipment available from 4-H includes wheelbarrows, brooms, rake and fork. Please list any special requests or concerns regarding stall assignments on your Fair Entry Form. Stall assignment may not be changed without the Superintendents approval. Only one horse per stall (unless approved by Superintendent during an emergency). If stalls are available open class riders can request an open stall.
14. No cross-entering between walk-trot and canter classes allowed.

15. No riding in the arena is allowed without adult supervision.

16. During the Fair, horses may be ridden or driven in the arena, ready ring or designated warm-up area only. Horses must be fully tacked and led between riding areas and to and from the barn. Equipment must be properly secured and fastened at all times. Riders must be wearing proper boots, helmets and long pants.

17. Horses may be ridden by 4-H member showing the animal, or his/her immediate family only. Exceptions will be allowed by prior approval of the Horse & Pony Project or Superintendent.

18. We require our 4-Her’s and adults to be safety conscious at all times. 4-H members and adults are required to use appropriate safety equipment at all 4-H sponsored functions. Equipment includes: SEI approved helmets, boot with definite riding heel, and appropriate tack. 4-Hers mounted without helmet, appropriate boot/shoe and bridle may be referred to the project for disciplinary action and will be disqualified from the class. All riders must use a helmet with a chinstrap securely fastened when mounted. Helmets must be worn when mounted or when driving your animal - no exceptions!

19. Horses should have water available at all times. Buckets should be hanging in stalls with a rope bucket hanger that will be supplied.

20. No tack, feed, or horses will be allowed in the barn before Tuesday of the Fair week.

21. Horses may be excused from staying at the Fair grounds for the entire Fair only in cases of illness or injury with a Veterinarian’s excuse; and/or by a majority ruling of the Horse & Pony Project or Fair Horse Superintendent.

22. Horse barns will be open to spectators from 8:00 am to 10:00 pm during the Fair. All stalls must be cleaned by 10:00 am and remain clean throughout the day.

23. All feed, hay, bedding, and equipment must be stored in trailers, tack room or designated tack/hay stalls. A minimal number of chairs will be allowed in the aisles. Remember that the safety of the animals and pedestrians in the aisle is critical.

24. Exhibitors are responsible for getting their exhibits from the Fair grounds on Sunday evening of the Fair, between 4:00 pm and 6:00 pm. Superintendents will assume no responsibility for exhibits left after these hours. Early removal of exhibits/animals may result in loss of premium money and may lose eligibility to participate in State Expo or State Gymkhana. Exceptions must be approved by the Superintendent in advance of the Fair.

25. Dress code as outline in the state 4-H Gymkhana guidelines will be enforced at the Fair Gymkhana show. Western shirt with cuffs buttoned and tucked in, western pants, belts, etc. Full guidelines available at the Extension Office.

26. No horse may be turned loose in the arena at any time.
FAIR PREMIUM RULES•JUNIOR FAIR
(as listed in the 2014 Fair Premium List)
DEPARTMENT 6-J HORSES & PONIES

- All exhibitors are required to serve two (2) hours of volunteer work of your choice at the Junior Fair Pleasure Show, Trail Classes or Gymkhana Show at the Door County Fair. Please put your choice(s) on the form included with your Junior Fair Entry Form. If no choice(s) are listed, the Horse & Pony Superintendent will assign them to you.
- If your horse is staying in the horse barn at the fairgrounds, you are also required to serve two (2) hours of barn duty. This information will be included in your Fair folders, which will be distributed at the Fair Meeting.

1. 4-H members using the same project animal can enter that animal only in one entry number per class.
2. Maximum of two animals (horse or pony) per member, not including Gymkhana animal.
3. These animals need not be owned or raised by exhibitor, but must be the animal they have worked with in their project. An ID sheet, as to which animal they will use for the project, must be turned into the Extension Office by July 1st. A veterinarian certificate must be provided if a different animal must be used for the fair.
4. An exhibitor can exhibit only one animal in an item number for a premium.
5. All equine are required to have proof of a negative Coggins test conducted within the calendar year of exhibition. A copy of the certificate must be given and kept on file with the Fair, either at registration or on entry day. Horses and ponies entering this department must be in good general health. Vaccinations are recommended. In case of questions, the veterinarian will be called at owner’s expense. If the animal is judged to be ill or in poor condition by the veterinarian, the animal will be disqualified and owner will be asked to remove it from the grounds.
6. Junior Fair and Open animals will be allowed in the horse barn during the Fair. Please note, on entry form, any special requirements for stabling your horse. These will be taken into consideration for stall assignments.
7. Any animal 56” or under will be considered a pony and must compete in pony classes and cannot compete in any horse classes. Any animal over 56” will be considered a horse and must compete in horse classes and cannot compete in any pony classes. Any animal registered with a Horse Breed Association must show in horse classes. Miniature horses will be shown in pony classes for safety reasons. Ponies will be measured if height is questioned.
8. You may request a 3-minute tack change between classes. Please request your tack change on your entry form and at announcers' booth the day of the show. Emergency tack changes must be made one class prior to change and will be announced. If you are scratching any or all classes -- have the courtesy to contact the superintendent as soon as possible in writing.
9. Exhibitor’s horse/pony must be exhibited the entire length of the Fair, as stated in General Definition and Statements, unless Rule 6 applies. Exhibitor’s early departure requests must be made before the beginning of the Fair to the Jr. Fair Horse & Pony Superintendent.
10. Grade of member as of January 1 of exhibit year.
11. Proper attire (including saddle) and boots with appropriate heel must be worn. SEI approved helmets/caps (with chin strap securely fastened) REQUIRED TO BE WORN AT ALL TIMES, for all riders/drivers, no matter what class, and during exercising.
12. Classes include mares and geldings unless otherwise specified. NO stallions born prior to January 1 of exhibit year can be shown. Foals must stay in barn during the show and must be supervised at all times while mare is being shown.
13. Exhibitors entering horseless walk-trot classes may not enter canter classes; and vice versa.
14. There will be no combining of classes (unless requested by the Judge).
15. All rules covered in the Handbook will be enforced.

Fair ribbons for 1st-4th placing, NO trophies.

No cross entering between regular classes, walk-trot and horseless.

"Exhibitors at the Fair may receive assistance only from 4-H members, 4-H leaders, immediate family members, or the horse's owner."
GENERAL RULES FOR SHOWS & CLINICS
(Other than Fair)

1. The Youth Kickoff Show and the Fall Fun Show are intended to be more relaxed shows...rules regarding proper tack, helmets and boots will be strictly enforced, but others, such as proper dress and strict adherence to patterns may not. It will be left to the discretion of the show chair to determine if a pattern, especially for younger riders, will be declared proper. We encourage families to make a fun day at the shows, with everyone giving the events a try!

2. The July Gymkhana Show will strictly follow the State 4-H Guidelines. Ask for a Gymkhana rulebook at the Extension Office.

3. All 4-H members are responsible for knowing and following all rules and regulations contained in this handbook.

4. A copy of current negative Coggins Test report along with Premise ID must be presented prior to all events (copy stays with event chair). By state law, no horse will be allowed to participate in any 4-H event without a negative Coggins Test report.

5. We require our 4-H members and adults to be safety conscious at all times. 4-H members and adults are required to use appropriate safety equipment in all 4-H sponsored functions, including SEI approved helmet, shoe/boot with definite riding heel, and appropriate tack. 4-H horses and ponies must be ridden with proper equipment at all times. (Bridle and proper tack — no lead ropes and halters). Equipment must be properly secured and complete at all times.

6. Exercise your horse in the arena, warm-up area or designated areas only. Extreme caution should be used to avoid accidents with other horses, cars or pedestrians. No racing or galloping allowed. Horses may not be ridden inside the barn. No riding on the soccer fields.

7. An adult member of the Horse & Pony Project, Judge, or Event Chair may dismiss any animal they feel is endangering the safety of persons or other animals.

8. No horse may be turned loose in the arena at any time, unless required for a specific class (i.e. - bribe your horse).

9. Lunging should occur with safety in mind, away from people and traffic.

10. For safety and courtesy, always allow yourself and your neighbor plenty of room. Leave at least one horse or pony length between animals, both in circling the ring and in line-up.

11. Any horse with kicking tendencies must have a red ribbon in its tail at all times. Horses exhibiting dangerous behavior may be excused at the show chair's discretion.

12. You MUST clean your stall and any area where you were stationed prior to leaving the event. The Horse Project is billed by the County Parks Department for any clean-up required, so all participants must clean up after themselves. A $10 refundable grounds fee will be charged with registration and returned upon inspection of grounds/stall at all shows. All manure is to be taken from the Fairgrounds.

13. Stallions born prior to January 1 of the current exhibit year will not be allowed at any 4-H sponsored event, unless shown by an adult handler (age 18+).

14. The Project highly recommends that the rider’s skill level be matched to his/her horse for everyone’s safety.

SCHOLARSHIPS

The 4-H Horse & Pony Project has raised funds for our scholarship program since 1999. As proceeds are available, scholarships will be awarded to qualifying active Horse & Pony Project members for post-secondary education (full-time status required). Members may apply more than one year, but may receive the scholarship only once. All scholarship applications are due March 1, and award is paid out in January.

In addition to the local Scholarship, the State 4-H Horse Council awards an annual scholarship to a 4-H Horse & Pony Project member for continuing education. Contact the UWEX office for additional information. Deadline is normally August 15 of each year.
There are a great many other ways for you to learn outside of our Project. Instructors and trainers are in our area and clinics are held throughout summer.

Check the Shore-To-Shore for up-to-date information on upcoming events!

Earn your varsity letter!

RIDING AWARDS

Not everyone shows his/her horse or pony. Many 4-H members just love the time they spend with their horse at home, grooming, practicing and trail riding. The Project recognizes our members for the hours they put into their horses each year. 4-Hers are eligible for a “Varsity Letter” for the first 100 hours they ride on their horses. The second 100 hours earns a horse medal, and each additional 100 hours earns the member a varsity bar! See how many bars you can get on your letter! A great way to be rewarded for your hard work! Visit the Extension Office to get your letter!

RECORD BOOK

Each Project member should keep track of his/her horse records using the Horse & Pony Project Record Book, available at www.doorchounty4hhorseandpony.webs.com or http://door.uwex.edu/4-h-youth-development/. In this book, you can record the time you spend with your horse, medical records, farrier records, 4-H activities and expenses. This book is used from April 1 through the Fair. Anyone wishing to receive funding to participate in the State Expo, State Gymkhana, State Dressage or State Fair is required to submit a completed project record book at or before the special meeting on Tuesday following the Fair. Record books will be judged at the end of the year and will be eligible for Record Book awards. Books will be judged on content, clarity, and accuracy. Three awards will be given at year-end, one for Youth (Grades 3-6), one for Junior (Grades 7-9), and one for Senior (Grades 10-13).

YEAR-END AWARDS

Each year, the Project recognizes its members for their hard work, dedication, and assistance to the program. At the end of the season, the Project will grant awards for the following:

- Perseverance
- Youth Volunteer
- Achievement
- Improvement
- Sportsmanship
- Horseless Horse Award
- Project Record Book

Your suggestions for award winners are always welcome!
All registrations will be approved, signed and sent to the State Office through the UWEX Office. The State Office will not accept individual entries.

Personal fundraising to attend these events is not allowed; funds may be raised which support all participants. All fundraising efforts must be approved by the Horse & Pony Project and the UWEX Agent prior to the start of fundraising.

Partial funding from the Horse & Pony Project is available to State Exhibitors. Exhibitors must adhere to the following requirements:

- Attend at least two (2) Horse & Pony Project meetings prior to the Fair. College students must attend one (1) meeting prior to the Fair (during the current 4-H year).
- Sixteen (16) hours of volunteer work of your choice at a show, clinic, fair or workday. College students must volunteer eight (8) hours (hours must be recorded on Volunteer Hours-Record Sheet; form is available on our website, www.doorcounty4hhorseandpony.webs.com).
- Exhibit their animal at the Fair, and follow all Fair rules.
- Complete and turn in all registration information, funding requests, volunteer hours and Project Record Books on or before Tuesday, August 6th (see requirements below).

A special meeting will be held on Tuesday, August 5th, 6:00 p.m. (location TBA), for those who need to turn in forms, funding requests and record books.

Members will...
- turn in completed Expo and/or Gymkhana forms
- turn in completed Volunteer Hours-Record Sheet
- turn in completed Record Books

Funding is available to those riders who participate by showing their animal in the Expo, Gymkhana, Dressage or State Fair (funding will be issued after the events). Record Books are available at www.doorcounty4hhorseandpony.webs.com or http://door.uwex.edu/4-h-youth-development/

If any of these requirements are not met, funding from the Horse & Pony Project will not be given. Additional funding may be available through the 4-H Adult Leaders Board.
**State General Gymkhana Rules**

1. Safety is of utmost importance.
2. All classes will be run with a closed gate.
3. Horses may not run until entirely past the entry gate.
4. No reruns are permitted for equipment failure.
5. Use of whips, bats, ropes, reins, etc., forward of the cinch is not permitted. Over & Under whips are NOT allowed.
6. In the event of a tie, the contestant declared the winner in the run off must rerun the pattern within two (2) seconds of his original time or the runoff must be held again.
7. Any rider with equipment that the show chair or judge considers unduly severe or unsafe, or using equipment in a severe or unsafe manner, may be disqualified.
8. Any exhibitor displaying unsportsmanlike conduct (including improper language) may be disqualified.
9. A person(s) designated by the show chair will be at the arena and observing while the Gymkhana event is being run. One of these will be designated as the official judge and will have final say in the interpretation of the Gymkhana rules.
10. Each contestant will be called three (3) times by name/number (in the hole, on deck, up). The contestant will have 30 seconds to enter the arena after the last call. Contestants must start their run within 30 seconds after entering the arena.
11. No handlers, to help contestant, are permitted in the arena unless there is an emergency situation.

**Timing**

1. These are timed events and the goal is to compete the course in the fastest time.
2. In Gymkhana classes, the class starts when the horse/pony crosses the timer line, and stops when the horse/pony crosses the timer line on their return.
3. An electric timer will be used and is official, unless the timer defects.
4. A rerun will be given in Gymkhana classes for timer failure providing a qualified pattern is run. Only one rerun is given (unless timer fails). The reruns will take place at the end of the class. If the contestant disqualifies during the rerun, no additional runs are given.
5. If the electric timer cannot be repaired and a class has been partially timed by the electric timer, the class will be rerun and all contestants timed by three (3) stop watches. The official time being the middle time (i.e. if times of 18.0, 18.5, and 18.7 seconds were read, the 18.5 time will be official. If two or three times are identical, then they will be official.) The three people running the stop watches will be designated by the show chair.
6. Pylons of some sort will be used to indicate starting and finishing lines.
7. The suggested minimum distance from timing line to entrance end of arena shall be 30' for safety in stopping.
The 7 standard 4-H Gymkhana patterns are:
- Cloverleaf Barrels
- Keyhole
- Midwest Flag
- Speed & Action
- Plug
- Pole Bending
- LT Special

Additional 4-H Gymkhana pattern is chosen by the County hosting the annual State Gymkhana event, and may change every two years.
EXPLANATION OF PLEASURE CLASSES

**Halter Class:** Horses and ponies are to be led with proper equipment for English or Western attire. Judging will be on the conformation and condition of the horse. The horse, not the exhibitor, is being judged. The ringmaster will give you pattern directions for showing. Judging is based on the foal's conformation improvement over the mare's conformation. Saddles are not used in this class.

**Showmanship:** Horses and ponies are to be led with a halter and lead or bridle, whichever is appropriate for the particular breed. Judging will be on the availability of the exhibitor to show his/her horse and the grooming and training of the horse. Emphasis is on the exhibitor and what the exhibitor has accomplished. Saddles are not used in this class.

**English Horsemanship:** Judging is based on the rider. Horses will walk, trot and canter, going both ways of the arena, and back two lengths. Riders may be requested to dismount and mount, to start on either lead at a canter. Exhibitors may be asked questions pertaining to the horse and equipment. The horse may be shown either saddleseat or huntseat with the appropriate attire and equipment for either, but no combination of the two with either attire or equipment.

**English Pleasure:** Judging routine is the same as English Horsemanship, but will be based on the performance and manners of the horse.

**Western Horsemanship (or Stockseat Equitation):** Judging is based on the rider. Horses will walk, trot (jog), and lope (canter), going both ways of the arena, and back willingly. Riders may be requested to dismount and mount, to start on either lead at a lope, and to execute other tasks to demonstrate control. Exhibitors may be asked questions pertaining to the horse and tack. Judging will be based on the performance of the rider and his/her ability to control the horse. Western attire and tack required.

**Western Pleasure:** Class routine is the same as for Western Horsemanship. Judging will be on the performance of the horse and his manners.

**Horseless Horse:** Open to Horseless Horse project members only. Class routine and judging is the same as regular classes. Walk and trot only.

**Working Pattern Class - Driving:** Judging is based on the ability of the exhibitor to properly control the horse or pony safely harnessed to a cart or four wheeled vehicle, and on the performance, willingness and manners of the horse or pony. The animal will be shown both ways of the arena at a walk, slow trot, and extended trot and it must stand quietly and back readily.

**Working Pattern Classes:** Pattern will be posted prior to the start of the class. All horses will be ridden through a series of patterns using all gaits.

**Bareback Equitation:** Judges the same as Western and English horsemanship.

**Hunter Hack:** Is a type of English pleasure class where exhibitors in Hunt seat tack and attire perform on the flat at a walk, trot, canter and hand gallop, and then jump two low fences. Hunter hacks are scored on their manners, gait, and conformation, as well as their ability to jump with an even arc and stride over the center of the fences. Points are taken off for excessive speed or slowness, breaking gait or failing to take a gait when called for, carrying the head too high or low, taking the wrong lead at the trot, the rider being on the wrong diagonal at the trot, the horse nosing out or flexing behind the vertical, and stumbling.

For additional information, stop at the UW-Extension Office for the State Expo guidelines.
Article 1 – Name and Purpose
Section 1 The name of this organization shall be the Door County 4-H Horse and Pony Project.
Section 2 The Project is established to provide opportunities to individuals, helping them experience and develop equine care and skills. It has been shown that individuals who participate in these opportunities develop positive self-esteem and learn responsibility.

Article 2 – Membership
Section 1 Membership consists of Adult 4-H leader registered at the Door County UW-Extension Office. Youth 4-H members in good standing with their 4-H Club, and be enrolled in 4-H Horse and Pony Projects, including Horseless Projects.
Section 2 Project members and Governing Board members shall not be paid for their services to and on behalf of the organization.

Article 3 – Governing Board
Section 1 There shall be a Governing Board whose responsibilities are to manage, decide, and vote on the budget, expenditures, business, activities, programs and affairs of the organization, to act on policy decisions which must be made on behalf of the organization, and to ensure that the purpose of the Project is carried out.
Section 2 The Governing Board shall consist of five adult members who are elected by the Membership (see Article 6 Election of Officers) and shall serve as Chair, Vice-Chair, Secretary, Treasurer and Member-at-Large of the Governing Board. The Governing Board shall also consist of the Chair, Vice Chair, Secretary, and Treasurer of the Youth Horse and Pony Project of Door County, as duly elected by that organization.
Section 3 Officers of this organization’s Governing Board shall be the Chair, Vice-Chair, Secretary, Treasurer and Member-at-Large. Newly elected officers will begin their term in December of election year. Their term of service shall be two years.
Section 4 The 4-H Youth Development Educator serves as a non-voting ex-officio member of the Governing Board.

Article 4 – Duties of the Officers
Section 1 Chair – shall preside at all meetings of the organization and shall ensure that the decisions of the organization are executed. Prepare and distribute an agenda for all meetings. The Chair will also sit on the Great Expectations Committee.
Section 2 Vice Chair – shall preside over the meeting in the Chair’s absence and will be responsible for record keeping of 4-H Youth State Funding; and collecting information on participation in educational activities and volunteer hours.
Section 3 Secretary – shall keep minutes of all meetings, and shall ensure that the official records of the organization are safe and accurate, report at all meetings, turn in a copy of the minutes to the 4-H Extension Office and submit all news and postings to the Shore-to-Shore in a timely manner.
Section 4 Treasurer – shall receive and care for all monetary assets of the Project and shall pay all bills as authorized by the Governing Board. Shall turn in a treasurer’s report and bank statement monthly and submit audit annually to the Extension Office, as required. The Treasurer will sit on the Great Expectations Scholarship Board of Trustees as an ex-officio member. Treasurer must be at least 21 years of age. Signors of all checks shall be the Treasurer and one other officer of the Governing Board.
Section 5 The fiscal year shall run from October 1st to September 30th of each year, concurrent with the 4-H fiscal year.

Article 5 – Compliance
Section 1 The Project will operate in compliance with applicable USDA and UW-Extension 4-H Youth Development program policies, including, but not limited to membership, safety and leader eligibility policies.

Article 6 – Election of Officers
Section 1 Officers of the Governing Board shall be adult Members, and shall be nominated by any Member in good standing at the October meeting, which will be the month for reorganization and budget review. Election of the Officers from among the nominees will be held at the November meeting, all Members in good standing present at that meeting may vote for Officers. Terms of office shall be two years. The elections shall be held on alternating years. Chair and Secretary will be voted in on even years, Vice Chair, Treasurer and Member-at-Large will be voted in on odd years. No officer may serve more than two consecutive terms of office in a specific Officer position.
Section 2 Vacancies in officer positions may be filled as needed by the organization throughout the year. Such officers shall be nominated by the members of the Governing Board, or by any Member, and elected by a majority vote of all Members present at any meeting, and shall serve the remaining term of the office.

Article 7 – Committees and Task Forces
Section 1 The Governing Board may, by majority vote at any meeting, establish or dissolve Ad-Hoc committees or Task Forces as deemed necessary to carry out the business of the Project. Such Ad-Hoc Committees and Task Forces may be established for a term of no more than 12 months, at which time they are deemed dissolved, until otherwise recharged by a majority vote of the Governing Board.
Section 2 These standing committees are set as part of the by-laws.
• The Scholarship Trust Fund Committee - The function of the Scholarship Trust Fund Committee is to advise the 4-H Horse and Pony Project in matters relating to the Trust. The Scholarship Trust Fund Committee shall consist of 3 members, 2 of which are on all financial documentation, plus current 4-H Horse and Pony Chairperson, and must follow Rules governing trust in the Declaration of the Door County 4-H Horse and Pony Project Trust Fund.
• **The Finance Committee** - monitors the funds of the organization, recommends investments, and develops a budget annually. The Finance Committee will consist of the Governing Board Chair and Treasurer and at least two members-at-large.

• **Fair Committee** - will consist of not less than three members or more than five whose duties will be to oversee the needs of the members during the fair. “*Such as watering of arena, repairs to barn, act as Superintendent, etc.*” Attend Fair Board meetings to convey our needs and will report back to the organization. At least one member shall attend the Fair Board meetings.

• **Great Expectations Committee** – will consist of two youth Horse and Pony members designated by the funding source, plus the Governing Board Chair and Treasurer.

• **Drill Team Committee** – operates as an entity of the Horse and Pony Project, but will manage its own financial affairs, business, and activities.

**Article 8 - Meetings**

**Section 1** The Governing Board shall meet not less than eight times per year, and shall hold its regular meetings on a specified date each month as determined by the Governing Board (i.e. – second Tuesday of each month).

**Section 2** The Governing Board Chairperson shall preside over all meetings, and Roberts Rules of Order shall be used in the conduct of meetings.

**Section 3** Location of the meeting will be the Door County Government Center, unless otherwise designated by the Chair or other officer. All agendas will reflect location of the meetings.

**Section 4** A quorum at any given regular or announced special meeting shall constitute 51% of Governing Board members. At least two Officers must be present.

**Section 5** The Chairperson, at his or her own discretion may call an emergency meeting of the Governing Board, and provide an agenda sent out to all Governing Board members and as many Members as is practical, at least 48 hours in advance of the emergency meeting. Any Member may request an emergency meeting of the Governing Board. Such request must be made directly to the Governing Board Chairperson.

**Article 9 - Amendments**

**Section 1** These by-laws may be amended annually and go into effect April 1st of each year by a majority all Members present at the meeting. Notice, listing the changes, must be given at a previous meeting or by notification by mail one week prior to next meeting, regarding all changes to the by-laws.

**Article 10 - Dissolution**

**Section 1** Upon dissolution of the Project, any assets remaining shall be conveyed to the Door County 4-H Leaders Association. If one does not exist, any remaining assets shall be conveyed to a 4-H Youth Development program.