

La Crosse County 4-H



Horse Project



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Welcome to the La Crosse County 4-H Horse Project!

The purpose of this packet is to provide 4-H youth with information, deadlines, rules, guidelines, and answers to commonly asked questions. Keep in mind that you don't need to own a horse to participate! Use the checklist below to track your progress in the Project throughout the year.

Membership:

- Project members must be 4-H youth members in good standing in grades 3-13.

Enrollment:

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Member Enrollment (April 1st):

- To compete in any event (including the La Crosse Interstate Fair), project members must enroll or re-enroll themselves in 4HOnline (wi.4honline.com) by March 1st. Be sure to select one of the horse projects under the project selection tab in your profile. Available project selections include Horse (levels 1-5), Horseless Horse (levels 1-3), Draft Horse, and Model Horse. For details on each of these projects, view the online Project Guide at <https://counties.uwex.edu/lacrosse/files/2017/08/2017-2018-Project-Guide.pdf>. **Members can only be in 1 level of a project at a time and they cannot be in Horse and Horseless Horse at the same time.**
- Members must pay their club dues according to their club rules. Failure to pay your dues will make you a member NOT in good standing, and will affect your ability to participate in competitive events.

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Horse Enrollment (May 1st):

- Any and all horses that members are considering using for competition (including backup horses), must be registered with the UW-Extension office by May 1st. To register your horse(s), simply fill out the Horse Project Registration Form online at <https://counties.uwex.edu/lacrosse/files/2017/04/Horse-Project-Registration-Form.pdf> and submit it to the Office. One form is required for each horse. A Coggins test copy is NOT required with this registration. A sample of the form can be seen below. A full copy of the form can be found in Appendix A.



4-H HORSE PROJECT REGISTRATION FORM

Due to the La Crosse County UW-Extension office on or before 4:30 p.m. on May 1st.

This form must be submitted for each horse/pony you intend to show at the Fair.

FAILURE TO DO SO WILL ELIMINATE THE ANIMAL FROM SHOWING AT THE FAIR.

****Complete and file a separate form for ANY AND ALL HORSES YOU MAY CONSIDER showing at the Fair, including any backup horse in case of injury/illness.****

Horse Identification: Indicate all markings, scars, or brands on diagram below **OR** attach a color copy of your electronic Coggins test which has photos of your horse.

Member's Name: _____

Member's Grade as of January 1st: _____ Phone: _____

Email: _____

Address: _____

Date of ownership or management of animal: _____

If management, who owns the animal: _____

Breed: _____ Registered or Grade (**circle one**)

Foaling Date: _____ Mare or Gelding (**circle one**)

Body Color: _____ Height: _____

Registered Name of Animal: _____

Mane Tag or Nickname of Animal: _____

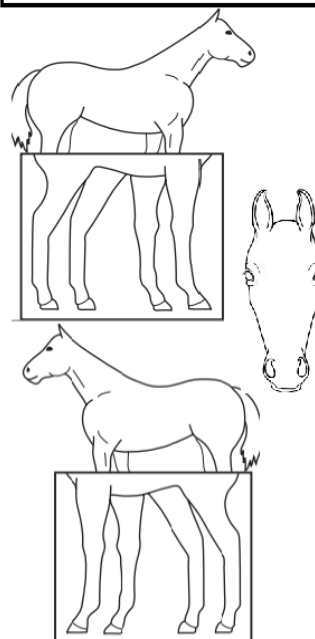
ACKNOWLEDGEMENT

We agree that all of the information on this form is correct. We agree that we have received the La Crosse County 4-H Horse Project Handbook. We understand the contents and agree to abide by the guidelines and rules as stated therein.

Member's Signature: _____ Date: _____

Parent or Guardian Signature: _____ Date: _____

La Crosse County UW-Extension Office | 212 6th St. N Suite 2200 | La Crosse, WI 54601



Organization:

Structure

- The officers of the Project are youth leaders assisted by adult advisors who all act under the guidance of UW-Extension 4-H Youth Development. Youth in grades 6+ are eligible to be voted into office. Duties include attending meetings and assisting with activities.



- A copy of the Organization's Operational Bylaws are available online at <https://counties.uwex.edu/lacrosse/files/2017/02/Approved-BYLAWS-2.20.2017-.pdf> and in Appendix B. Members are encouraged to read these annually.

Communications

Cloverline

- The official newsletter for La Crosse County 4-H is called the *Cloverline*. It is mailed to each 4-H family every month and contains all important Project dates, announcements, and meetings. It can also be viewed online at <https://lacrosse.uwex.edu/cloverline-newsletter/>.
- Project meetings, important documents, activities, registrations, and all things Horse Project are posted on the online Horse Project page at <https://lacrosse.uwex.edu/4-h-youth-development/4-h-projects/horse/>. Contact the La Crosse County UW-Extension office for more information.

La Crosse Interstate Fair:



Registration (*last Friday in June*):

- The La Crosse County Agricultural Society are the owners and operators of the La Crosse Interstate Fair. Registration for Fair entries must be done online beginning June 1st. All entries are due June 30th. For the Exhibitor Handbook, Premium Guide, and the link to online registration, visit the La Crosse County Fair website at <http://www.lacrosseinterstatefair.com/home>.
- All exhibitors must be enrolled in 4HOnline by March 1st in order to compete at the Fair ([see Member Enrollment, page 2](#)).

Coggins Testing:



Requirements

- The State of Wisconsin requires documentation of a negative EIA (Coggins) test done within the previous 12 months by a licensed veterinarian for each horse you plan to use in competition.
- The **HARD** copy of the original test must be present at each and every competitive event, including Fair. A **COPY** of the original test must be left at the site of each competitive event. *You must have both of these copies in order to participate that day.*

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 Horse Camp (May) as well as 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 it in the past. 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.
- A contact list of certified Safety Testing Leaders can be found in Appendix C.



Safety 1 Certification

- This certification enables the member to exhibit in ground classes only. A sample of the Safety 1 certification test can be seen below.

Safety I - Certification

LaCrosse County 4H Horse Project

Name Member: _____

Horse's Name: _____

Tying the horse safely.

Is the horse tied at eye level?

Is there 12-18" of rope between the knot & halter?

Is the halter safe?

Did the youth use a safety knot?

Leading the horse at a walk.

Is the youth on the correct side?

Is the youth on the side of the horse, between
the head and sholder?

Is the youth holding the lead rope properly?

Leading the horse at the trot.

Same as at walk.

Stop the horse & ask the horse to back at least two steps.

Is the youth to the side of the horse?

Does the youth check to see that nothing is behind
the horse?

Does the horse attempt to back up?

Safety 2 Certification

- This certification enables the member to exhibit in all ground and riding classes. Safety 1 must be completed before completing Safety 2. A sample of the Safety 2 certification test can be seen below.

Safety 1 - Certification

La Crosse County 4H Horse Project

Member Has Already Passed Safety 1 Certification

Name Member: _____

Horse's Name: _____

On Horseback:

Walk the horse from point A to point B.

Is the rider asking the horse correctly?

Does the horse respond?

Is the horse calm?

Trot the horse in a circle, either direction.

Is the horse willing? Calm?

Does the horse "steer"? Did they make a circle?

Does the rider have steady hands (not pulling)?

Stop the horse completely and stand for five seconds.

Do the horse and rider stop safely?

Does the horse stand still?

Back the horse at least two steps.

Does the horse try?

Is it agitated?

Is the rider safe?

Walk the horse in a figure 8 pattern between 2 markers.

Does the horse turn (guide) well?

Does the pair stay between the markers?

Clinic/Educational/Meetings:



Requirements (1 week before Fair):

- Each member must participate in a minimum of 3 events which include the following:
 - 1 Horse Project Meeting
 - 1 Clinic
 - 1 Activity of your choice: horse project meeting, clinic, horse bowl event participant, or drill team participant.
- The Project will provide various opportunities throughout the year, and information on these events will be announced in the [Cloverline](#), at meetings, and on the [Horse Project website](#). Most clinics are free and are an opportunity for members and their horse(s) to learn new skills, gain confidence, and “polish up”. It is strongly encouraged that members attend Horse Camp in May as their clinic/educational event.
- To get credit for attending a clinic/educational event, members must fill out the Horse Educational Clinic, Training, or Workshop form found online at https://lacrosse.uwex.edu/files/2015/02/Horse-Educational-Clinic_Training_Workshop-Form.pdf and in Appendix D and turn it in to the UW-Extension office within 30 days of attending and at least 1 week before Fair.
- Remember to bring your Coggins tests to any event! ([see Coggins Testing, page 3](#)).



Volunteering:

Expectations

- All Project members are expected to complete volunteer time during the course of the year. It is an **EXPECTATION** that **ALL** members participate in Fair Clean-Up Night (watch the [Cloverline](#)-date/time TBA!) It is encouraged that members also volunteer at Horse Camp in May.
- Volunteering at an event that is not a 4-H Horse Project event (i.e. POA, outside horse shows, WWHSA, etc.) cannot be done as a 4-H affiliate (a.k.a. member, leader, or parent) and will not be counted as fulfilling your Project volunteer requirement.
- Adult volunteers are essential to the Project. Adults that wish to serve, chaperone, or conduct business with the Project are required to become UW-Extension 4-H certified volunteers. Visit <https://counties.uwex.edu/lacrosse/volunteering/> to get started!

Conduct:

Safety Rules

- SEI approved helmets with harness fastened must be worn when mounted or driving on show grounds.
- Long pants are required when riding.
- Boots with hard sole and a cut-out heel are required.
- Clothing must be appropriate for the discipline in which you are participating.
- Exhibitor number must be visible at all times while you are competing.
- Only exhibitors may ride a horse.
- Horses may not be left saddled in their stalls.
- Horses may not be tied to trailers.
- Horses must have water at all times.
- Stalls and stall area must be kept tidy at all times.



Project Rules

- Cruelty or abuse of an animal will not be tolerated.
- Exhibitors will be on time when a class is called.
- Members will not try to show a horse until they are sure they can control it.
- Any act of discourtesy to a judge, show officials, or another exhibitor will be grounds for disqualification.
- Equines must be serviceably sound and must not show evidence of broken wind or impairment of vision in both eyes.
- HAVE FUN!

Event/Activity Planning:

Pre-Event

- For any Project activity or event (inc. fundraisers), the organizer(s) are required to fill out the Activity/Event Planning form online at <https://counties.uwex.edu/lacrosse/files/2017/03/4-H-Activity-Planning-Sheet-fillable.pdf>. The form should then be submitted to the Board for approval **BEFORE** the event.

Post-Event

- For any Project activity or event (inc. fundraisers), the organizer(s) are required to fill out the Activity/Event Report form online at <https://counties.uwex.edu/lacrosse/files/2016/11/4-H-Activity-Report-Sheet.pdf>. The form should then be submitted to the Board **AFTER** the event to be kept on file.

Fundraising

- The Project can, as a means of fundraising, provide food stand services to outside groups renting the La Crosse Interstate Fairgrounds. ***However, wording on the outside organization's marketing materials cannot reference 4-H in any manner.*** During the event, it can be announced that food is available at the 4-H Food Stand.

Record Books:



Expectations

- At the end of the 4-H year, members are **EXPECTED** to submit a Record Book. This is simply a record of your learning in the Project throughout the year, and can take on any format the member wishes (i.e. scrapbook, organized binder, media presentation, journal, etc.). Record Books are evaluated for county awards. For more information on how to complete a record book, visit <https://lacrosse.uwex.edu/4-h-youth-development/4-h-record-books/>. The Record Book deadline will be announced in the [Cloverline](#) and online.



Special Circumstances:

******If a member is unable to comply with any of the above eligibility requirements, a request for exception must be submitted in writing to:***

4-H Horse Project Executive Board
c/o La Crosse County UW-Extension Office
212 6th St. N Suite 2200
La Crosse, WI 54601

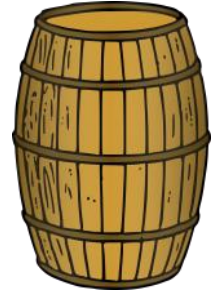
The Executive Board will meet, consider your request, and notify you of the outcome. Exceptions may be granted only under extraordinary circumstances.***

Gaming Division General Guidelines & Information

Conduct:

Rules

- Be on time when your name is called. If you are not to the show ring after your name has been called over the speaker 3 times, you will be disqualified.
- Get your horse into the arena in a timely manner. You have 1 minute to safely get your horse into the arena or you will be disqualified.
- All Classes will be run with a closed gate. Riders may not run their pattern until both gates are closed.
- No reruns are allowed unless the timer defects.
- Knocking a barrel/pole over will count as an infraction.
- For every infraction, 5 seconds will be added to your time.
- Any pattern that is not completed correctly will result in disqualification.
- You may not be entered in both a Beginner and Regular Class with the same horse.
- For more specifications of the rules and events and diagrams, refer to the State 4-H Rules & Guidelines at <https://fyi.uwex.edu/wi4haganimalscience/files/2017/12/2018-Gymkhana-Rules-Class-List.pdf>.
- If exhibitors lope in any Fair class, they cannot enter a walk/trot on the same horse during another class



Classes:

Barrel Race

- The barrel race is a cloverleaf pattern. The rider must run around the 1st barrel, cross to the 2nd barrel, ride to the 3rd barrel, and ride back across the timer between the 1st and 2nd barrel.

Texas Flag Race

- The rider must ride on the outside of the barrels, pick up the flag at the first barrel, ride around the 2nd barrel, and drop the flag off at the last barrel.

Pole Bending

- The rider must ride down to the last pole, weave, turn and weave back, and ride back across the timer.

Keyhole Race

- The rider must ride to the end of the arena, ride between 2 sets of poles, turn around, and ride back through the poles.

Plug Race

- The rider must ride to the end of the area, turn around the barrel, and ride back to the end of the arena.

LT Special

- The rider must ride to the end of the arena, turn around the inside of the 1st barrel, ride in a straight line to the 2nd barrel, turn around the 2nd barrel, and ride back through the barrels.

State Gymkhana (patterns will be enforced for speed events):

Grand & Reserve Champion Policy

- Members are not required to compete for Grand Champion and/or Reserve Champion. There will be a Grand and Reserve Champion awarded for each age group (grades 3-6, 7-9, 10-13). The following state events will be factored into awarding: Barrels, Poles, Texas Flag, Plug, Keyhole, and LT Special.
- Points awarded are dependent on how many people are competing for Grand and Reserve Champion in that age group, which will be decided at the beginning of the night. (Participants must run all 6 events to be eligible for Grand and Reserve). The total number of competitors will be the number of points awarded to 1st place. (e.g. if there are 5 competitors, 1st place gets 5 points, 2nd place gets 4 points, and so on).

- Individual placings will still occur in each event, but the top number of points for each event will be awarded to whomever places 1st within the riders competing for Grand and Reserve Champion.
- If a rider is running 2+ horses, they must indicate at the beginning of the night which horse they are competing for Grand and/or Reserve Champion with. The horse that is being ridden for Grand and Reserve Champion must be ridden before other horses are ran in that event.
- A tipped barrel or pole will result in 5 seconds being added to the competitor's time for that event.
- A missed flag in Texas Flag will result in disqualification and zero points for that event.
- If a pattern is broken, the rider will be disqualified and earn zero points for that event.
- In the event of a tie, 1 of the 6 events will be drawn from a hat and the rider who had the best time in that event will win. This drawing will be made prior to the beginning of the night.

Pleasure Division General Guidelines & Information

Conduct:

Rules

- Horses age 6 and older as of January 1st must be ridden one-handed in a curb bit. Horses age 5 and under may be ridden two-handed in a snaffle bit or a hackamore.
- If exhibitors lope in any Fair class, they cannot enter a walk/trot on the same horse during another class

Classes:

Driving

- Please visit <https://fyi.uwex.edu/wi4haganimalscience/files/2014/06/Equestrian-Guidelines-2.pdf> for detailed information and guidelines on Driving Class.

Halter

- Halter will be judged on a combination of balance, structural correctness, movement, breed, and muscling.

Equitation (English Equitation & Western Horsemanship)

- Equitation is the skill of the rider, using the correct form and aids (hands, legs, seat, weight, and voice) to produce the maximum performance of the horse.
- Suitability of animal, tack, and attire may affect the overall picture, however, the actions of the animal are not to be considered more important than the method used in obtaining the correct action called for by the rider.

Showmanship

- Showmanship will be judged on the exhibitor's ability to fit and show the horse at halter. The horse is merely a prop to show the ability and preparation of the exhibitor.
- The ideal showmanship performance consists of a poised, confident, neatly-attired exhibitor leading a well-groomed and conditioned horse.
- The horse should quickly and efficiently perform the requested patterns with smoothness and precision.
- Showmanship is not a halter class and will not be judged as such.

Pleasure (Western Pleasure & Hunter Under Saddle)

- The emphasis in judging is on the equine. The equine is shown at the requested gaits both ways of the ring. Judging is on the equine's manners, performance, and suitability as a pleasure mount.
- Equines should be obedient, alert, responsive, and move freely. Entries shall be penalized for being on the wrong lead. Contestants may be required to back in a straight line.

Trail

- Trail is open to Western, Hunter, or Saddle Seat style of riding. Exhibitor may show either horse or pony.
- Riders must ride their horse in accordance with specific disciplines (i.e. English riders must post to the trot, Western riders must use a curb bit and are not allowed to use 2 hands on the reins, etc.).

Western Riding

- Wisconsin 4-H Western Riding is a pattern class that should be ridden in a relaxed, controlled, fluid-moving pattern. The horse and rider should work as a team with light cues from the rider and a willing response from the horse.

Drill Team General Guidelines & Information

Conduct:

Rules

- Members must have joined the Drill Team prior to the January meeting in order to participate.
- Members must respect the team as a whole, the individual team members, and the coach(es) at all times.
- Members must take criticism as well as helpful tips seriously. These are to enhance learning.
- If a member intends to ride in performances at the La Crosse Interstate Fair, they are required to enroll and exhibit/compete in at least 1 class at Fair.
- Members must make every effort to attend all practices and competitions. Prior approval for missing 1 practice must be approved by a coach.



Horse Project Events & Opportunities

List of Activities:

Demonstration

- Members can demonstrate how to shine boots, prepare horse treats, how to handle a horse, or anything else they can think of that may be interesting and informative!

Hippology/Horse Bowl

- Learn to identify parts of the horse, markings, breeds, colors, and other knowledge related to horse science by matching pictures to definitions.
- Team members put Hippology education to use in early May at the State Horse Bowl, a team activity in a quiz bowl format.

Horseless Horse

- Members may not own a horse, but they can team up with someone who does! Horseless horse members will be able to participate in project activities and exhibit in special classes at the Fair. Let your leaders know if you're interested in being a horseless horse member or a "buddy".

Horse Shows

- Horse show activities include Halter, Showmanship, Pleasure, Equitation, Trail, Gymkhana, Driving, and Jumping classes.

Horse Camp (May)

- Come learn about horses, make friends, and fine tune those skills for free!

Model Horse

- Members exhibit model horses in different classes, just like a real horse show!

Mounted Drill Team

- Selected team members perform shows of choreographed patterns set to music.

Poster

- Exhibitors enter any creation they wish about horses per Fair entry requirements.

Speech

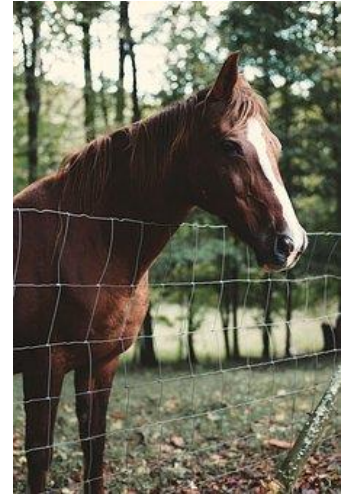
- Members choose a horse-related topic and write and orate a speech about it.

State Hunt & Dressage Show (June)

- Please visit <https://fyi.uwex.edu/wi4haganimalscience/files/2014/06/2018-Hunt-Dressage-Show-Rules-Class-List.pdf> for more information on the State Hunt & Dressage Show.

State 4-H Horse Expo (September)

- Creative Writing/Scrapbooking: Write a short story (fact or fiction) or poetry or tell a story by creating a scrapbook about equines.
- Horse Judging: Develop or improve ability to picture an ideal horse and recognize desirable traits.
- Photography/Drawing: Bring your masterpieces to the State Expo to compete for awards!
- State Gymkhana: There is also a separate State Gymkhana for speed riders!
- State Pleasure: Qualification is through the La Crosse Interstate Fair.
- Team Problems: Teams of 3-4 youth analyze an equine-related problem and present an oral solution.



****For even more Horse events & opportunities, visit <https://fyi.uwex.edu/wi4haganimalscience/horse/>****



An EEO/AA employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title VI, Title IX, and the Americans with Disabilities Act (ADA) requirements. Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of the program or activity for which it is needed. Please do so as early as possible prior to the program or activity so that proper arrangements can be made. Requests are kept confidential.

4-H HORSE PROJECT REGISTRATION FORM

Due to the La Crosse County UW-Extension office on or before **4:30 p.m. on May 1st.**

This form must be submitted for **each** horse/pony you intend to show at the Fair.

FAILURE TO DO SO WILL ELIMINATE THE ANIMAL FROM SHOWING AT THE FAIR.

****Complete and file a separate form for ANY AND ALL HORSES YOU MAY CONSIDER showing at the**

Fair, including any back up horse in case of injury/illness.**

Member's Name: _____

Member's Grade as of January 1st: _____ Phone: _____

Email: _____

Address: _____

Date of ownership or management of animal: _____

If management, who owns the animal: _____

Breed: _____ Registered or Grade (*circle one*)

Foaling Date: _____ Mare or Gelding (*circle one*)

Body Color: _____ Height: _____

Registered Name of Animal: _____

Mane, Tag, or Nickname of Animal: _____

ACKNOWLEDGEMENT

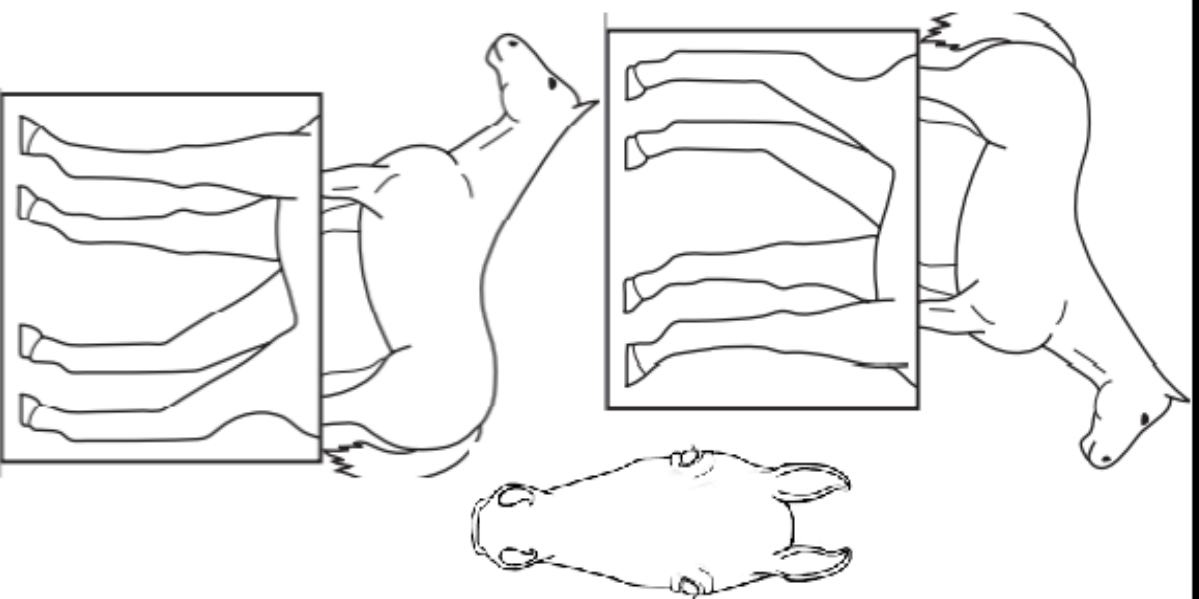
We agree that all of the information on this form is correct. We agree that we have received the La Crosse County 4-H Horse Project Handbook. We understand the contents and agree to abide by the guidelines and rules as stated therein.

Member's Signature: _____ Date: _____

Parent or Guardian Signature: _____ Date: _____

La Crosse County UW-Extension Office | 212 6th St. N Suite 2200 | La Crosse, WI 54601

Horse Identification: Indicate all markings, scars, or brands on diagram below **OR** attach a color copy of your electronic Coggins test which has photos of your horse.





BYLAWS

La Crosse County 4-H Horse and Pony Project

ARTICLE I Name

The name of this organization shall be La Crosse County 4-H Horse and Pony Project (hereinafter referred to as "4-H Horse Project").

ARTICLE I Purpose

The purpose of the 4-H Horse Project shall be to carry out the Wisconsin 4-H Vision and Mission by:

- A. Promoting 4-H Horse Project participation among 4-H youth members;
- B. Improving, fostering, promoting, and developing 4-H Horse Project educational programming;
- C. Providing education and leadership training to 4-H Horse Project members;
- D. Establishing policies;
- E. Providing financial support for county-wide 4-H Horse Project educational programming;
- F. Accepting funds for the advancement of 4-H Horse Project youth member educational activities, events or programs;
- G. Promoting the overall positive youth development philosophy of the 4-H program.

ARTICLE III Membership and Voting

Membership

Section 1 Membership is open to all youth and adults currently enrolled in the La Crosse County 4-H Horse Project, in accordance with Wisconsin State 4-H Policies and La Crosse County 4-H Policies.

Section 2 Membership or participation is in no way limited to or prohibited by virtue of a person's race, creed, physical ability, sexual orientation, gender, socioeconomic level, marital status or ethnic origin.

Section 3 Adults enrolled as Horse Project Leaders are mentors and advisors to the membership.

Voting

Section 1 All youth and adult leaders that meet the membership requirements.

Section 2 Voting will be conducted by a majority vote of the members present.

Section 3 At least 10 members must be present for business to occur.

ARTICLE IV Annual Charter and Organizational Structure

Section 1 The 4-H Horse Project is part of the Wisconsin 4-H program and, specifically, the La Crosse County 4-H program. As such, the policies and guidelines of both Wisconsin 4-H and the La Crosse county 4-H program apply to the 4-H Horse Project.

Section 2 The 4-H Horse Project must hold a 4-H charter and be recognized as a chartered group in La Crosse County, Wisconsin, in accordance with State 4-H policy.

Section 3 The 4-H Horse Project must annually complete the 4-H Charter Renewal Packet which includes critical communication, legal, financial and educational accountability requirements. This is submitted to the county UW-Extension office annually by the due date established by the 4-H Youth Development Staff. Failure to do so may result in the loss of the 4-H Charter and use of the 4-H Name and Emblem.

Section 4 Youth Member Board

- The Youth board shall consist of 9 Youth board members (they cannot serve consecutive terms in the same office except for representatives).

Attendance Policy

- The President, Vice-President, Secretary and Treasurer are required to be at 9 horse project meetings a year. If they will not be present, they must notify the Youth President and an Adult Advisor. The Adult Advisor will help determine if the absence is a valid excused absence.
 - The Representatives are required to be at 50% of the meetings.
 - Failure to do so will result in a warning e-mail with a follow up phone call. Failure to improve attendance will result in removal from office.
- **President**-one year term with a tie-breaker vote. (previously was serving as Vice-President, will become Past President the next year)
 - **Vice-President**- one year term, but 3 years in office (one year as Vice-President, moving into the role of President the following year and then onto Past President; required to be in at least 8th grade but not beyond 11th)
 - **Treasurer**- Two year term (elected in even years)
 - **Secretary**- Two year term (elected in odd years)
 - **Past President**-One year term with no vote-cannot be beyond their 13th grade or the age of 19 (requirement of Wisconsin 4-H)
 - **4 Representatives**- Drill team, Gymkhana/Gaming, Pleasure, Educational- One year term (multiple terms can be in succession). All representatives must be in grade 3 or above.
 - All youth board members, with the exceptions of President, Past President and Representatives, must be in at least 7th grade.

Section 5 Advisory Committee

- The Advisory committee shall consist of 3 Adults with voting privileges and 1 Adult Treasurer with no voting privilege.
- Adult Advisors volunteer for the position. The youth board will then discuss and select a "President Advisor" and Treasurer from the Advisory committee.
- Advisor terms are each one year (except for Treasurer, which is 2 years and alternates with the Youth Treasurer).
- Multiple terms can be in succession for each position.

Section 6 Board Elections

- Election of board members will occur annually in October.
 - Youth board members are elected and take office in January.
 - Those elected, along with continuing members, will begin preparing the annual calendar for presentation at the next meeting.
- Any vacancy occurring in these positions will be filled by special election held at a general meeting.
 - Should this still result in vacant positions, the Board will appoint someone to fill that vacancy term.

Section 7 Duties of Youth Board Members:

President

- Shall preside at all regular and special meetings of the 4-H Horse Project.
- An ex-officio member of all standing committees.
- Has the authority along with UW-Extension 4-H Youth Development Staff to call a special meeting of the board if a situation is deemed to warrant such a meeting.
- Appoints committees, sets monthly meetings, and prepare meeting agendas along with other board members.

Vice-President

- Should know the duties of the President and preside over meetings in the President's absence.

Secretary

- Keep an accurate record of proceedings of all meetings-recording any elections, appointed committees, financial decisions and other business brought forth before the unit/group/committee.
- Conduct roll call as requested by the president and record attendance.

- Stand and read minutes of the last meeting when called for.
- Make corrections to minutes.
- Read correspondence received and send correspondence as directed.
- Submit articles and information to UW-Extension for the County 4-H newsletter.

Treasurer

- Collect and deposit all funds in the 4-H Horse Project's account, pay bills, submit State and Federal tax reports as required and keep all financial records.
- Help prepare the annual budget.
- Submit a monthly detail report to the board members.
- Stand and read a treasurer's report summary since last meeting when called for.
- Sign off, along with the adult leader treasurer, on all funds dispersed and on verification of all funds received.
- Expenditures in excess of \$100 that are not in the budget, must be presented and voted on by the Youth Board prior to spending the money.
- Will follow 4-H policies as outlined in "Considering Expenditures of over \$500, Capital Equipment and Gifts." (Sept. 2010)

Representatives

- Shall serve as discipline liaisons to the board and represent their discipline at board meetings.
- Each shall give a report of their discipline at each meeting.

Section 8 Duties of Advisory Committee.

- Each Advisory Committee Member shall work closely with the youth.
- They shall attend all general meetings and board meetings.
- They shall give advice to the youth board as needed.

Treasurer

- Work closely with the youth treasurer to collect and deposit all funds in the 4-H Horse Project's account, pay bills, submit State and Federal tax reports as required and keep all financial records.
- Along with the youth treasurer, submit a monthly detail report to the board members.
- Assist the youth treasurer in preparing a treasurer's report summary since the last meeting.
- Sign off, along with the youth treasurer, on all funds dispersed and on verification of all funds received.
- Help the youth treasurer to obtain youth board approval prior to expenditures in excess of \$100.
- Assist the youth treasurer to follow the 4-H policies concerning \$500 or more expenditures.

Section 9 Executive Board

The Board shall consist of the 4-H Horse Project Youth Board and the Advisory Committee. The UW- Extension 4-H Youth Development Staff serve as ex-officio members without voting privileges.

The duties of the Executive Board shall be:

1. Recommend an annual county 4-H Horse Project calendar of educational programs, events and activities.
2. Transact necessary business in the intervals between general meetings and such other business as may be referred to it.
3. Review and prepare agendas for the general meetings.
4. Create standing and special committees.
5. Prepare and submit to the general meeting an annual budget.
6. Approve routine bills within limits of the budget and make purchases under the budget parameters without prior approval up to limits established by the general membership.
7. The Executive Board may not conduct business without a majority present.
8. All business transacted requires adoption by the majority of the executive board.

ARTICLE V

Standing Committees

- Section 1** The President shall have the authority to appoint committees for any purpose as deemed appropriate by the 4-H Horse Project or Executive Board.
- Section 2** All committees must have an adult leader providing oversight.
- Section 3** All committees must keep record of their meetings.
- Section 4** Each committee chairman must submit to the Executive Board and UW-Extension Office, an activity plan, which includes a financial report for any program, activity or event.
- Section 5** No committee can hold any event, activity, or program without an approved activity plan.
- Section 6** After an event, activity, or program, the committee must submit an activity evaluation including financial information within 30 days of the event to the Board and UW-Extension Office.

ARTICLE VI

Meetings

Meetings of the 4-H Horse Project will be held at least six (6) times per year. Additional meetings may be called by the Executive Youth Board. The purpose of these meetings is to conduct business and provide educational programs. The Youth Board President has the authority along with UW-Extension 4-H Youth Development Staff to call special meetings as they deem appropriate.

ARTICLE VII

Quorum

A quorum of at least ten (10) members of the 4-H Horse Project shall be required to conduct business.

ARTICLE VIII

Fiscal Year

The Fiscal year of the 4-H Horse Project shall be from July 1st-June 30th of each year.

ARTICLE IX

Dissolution Clause

Upon dissolution of the 4-H Horse Project any assets must be turned over to a recognized 4-H unit/group/committee, with the approval of the 4-H Leaders Association (as appropriate) and the county UW-Extension 4-H Youth Development Staff.

ARTICLE X

Amendments

The Bylaws shall be amended at any meeting by a majority vote of the members present. Notice must have been given at a previous meeting or through, but not limited to mail, email or website posting on the county UW-Extension website, at least 30 days prior to the vote.

4-H Horse Safety Testing Leaders

The people listed here are the 4-H Leaders that youth in need of safety testing need to contact. Be sure to be courteous of their schedules and make arrangement for testing well in advance.

Jessica Ahnen

608-487-1871 (Cell)

jessicamahnen@gmail.com

Carolyn Christopherson

608-799-0192 (Cell)

showstopper1642@yahoo.com

Gretchen Heilman

608-786-4345

608-780-5638 (Cell)

GEHEIL79@gmail.com

Nancy Wakefield

608-787-5628

608-780-6248 (Cell)

NAW1950@aol.com

Kris Cvikota

608-786-3489

608-792-3351 (Cell)

kris@webteam.net

Lise Graham

608-526-6711

608-792-9687 (Cell)

lisegraham@aol.com



Horse Educational Clinic/Training/Workshop Form

Use this form to receive credit for attending an event in order to fulfill exhibition requirement

Name: _____ Date: _____

First

Last

Email: _____ Phone #: _____

preferred method of contact (please circle one)

Email

Phone

Youth Organization Name (4-H club, FFA chapter, Girl Scout Troop, etc.): _____

How many years have you been active in Horse with this organization? _____

Name of educational clinic/training/workshop: _____

Address/Location: _____ Date: _____

Who was the host/sponsor of the workshop? _____

Did your horse attend with you? ☐ Yes ☐ No If so, name of that horse: _____

What were you hoping to learn at this clinic/training/workshop? (be specific)

What did you learn at this clinic/training/workshop? (be specific)

How will you apply what you learned to your project?

Would you recommend others to take this? (explain)

Participant Signature: _____ Date: _____

Mail completed form to: La Crosse County UW-Extension, 212 6th St N Suite 2200 La Crosse, WI 54601

For 4-H Staff or Fair Superintendent (circle one) Use

Date Reviewed ____ / ____ / ____

☐ Approved

Approved By: _____

☐ Denied Approval

Why? _____