

Jackson County 4-H Horse Council Policies and Procedures

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HORSE COUNCIL CALENDAR

SUBJECT TO CHANGE

Month	Tasks to be Done at Monthly Meeting
January	<ul style="list-style-type: none"> • HC - Set camp cleanup dates. • HC - Rose City and Benefit Show - show bills offered for approval. • HC/CC - Set budget for clinic, mini-clinic, and spring clean-up. • CC/HC - Sign up volunteers to assist with Hippology. • Need to vote for Constitution and Bylaws changes if not done before now.
February	<ul style="list-style-type: none"> • HC - Remind leaders to encourage families to sign up to work the required number of time slots for Rose City Shows and Achievement as soon as forms are available online. • L - Remind families that working a Rose City show and Achievement is a requirement. • S - As dates become available for events, they will be posted online.
March	<ul style="list-style-type: none"> • L - Encourage members to return Clinic registrations and to attend the event. • L - Encourage members to participate in spring clean-up at Camp McGregor. • HC/L - Remind families to get Coggins test.
April	<ul style="list-style-type: none"> • HC/L - Remind all members that Horse and Pony Project Registration forms, copy of current negative Coggins report and State Show applications MUST be submitted to Project Superintendent NO LATER THAN May 1st to be eligible to attend state show and/or fair. (Mailed forms MUST be postmarked no later than April 20). • L - Remind members that they are expected to attend Achievement in June. • L - Remind families that it is a requirement to work the required number of time slots for Rose City Shows and Achievement.
May	<ul style="list-style-type: none"> • HC - Achievement show bill offered for approval. • CC/HC - Sign up volunteers to assist with Achievement. • L - Encourage members to return their Achievement entries early. A leader's signature is required. Please check for accuracy. • L - Remind members to get fair entries in. • L - Remind members who are planning to attend fair to fill out fair class interest survey that will be available at announcer's booth at Achievement. The survey is expected to be turned in by end of Achievement.
June	<ul style="list-style-type: none"> • HC/L - If members 12 years old and younger with less than 3 years in the Horse and Pony project want to be considered for special permission to attend Fair if stalls are available, the leader MUST submit a letter to the Project Superintendent PRIOR to June Horse Council Meeting. The Horse Council will vote on applications at the June Meeting. • HC - Ring I members MUST ask for approval of special circumstances to ride in Ring II for achievement. • L - Attend achievement to encourage your members. • L - Remind members who are planning to attend fair to fill out fair class interest survey that will be available at announcer's booth at Achievement. The survey is expected to be turned in by end of Achievement.
July	<ul style="list-style-type: none"> • HC - Ring I members MUST ask for approval of special circumstances to ride in Ring II for Fair. • HC - Fair show bill offered for approval.

August	<ul style="list-style-type: none"> • Jackson County Fair • L - County Award nominations are due.
September	<ul style="list-style-type: none"> • HC - Budget approval for Rose City Awards Banquet. • HC - Nomination of new officers.
October	<ul style="list-style-type: none"> • HC - Election of new officers. • HC - Set all show dates. • HC - Set date and call for committee for financial audit.
November	<ul style="list-style-type: none"> • CC - Clinic surveys online. • L - Encourage members to return clinic surveys so that classes will reflect their interests. • HC/CC - Set budget for tack sale.
December	<ul style="list-style-type: none"> • HC/CC - Suggestions for mini-clinic, clinic, Rose City Show bill, Achievement and Benefit show bill submitted. • HC/CC - Set Budgets for Rose City, Benefit Show and Achievement. • L - Remind members that Hippology questions are available online. • L - Encourage members to take the Hippology Test. • CC - Report on financial audit.

HC – Horse Council

L – Leader

CC – Committee Chair

S – Secretary

4-H HORSE AND PONY PROJECT MEMBERSHIP

1. 4-H membership age requirements will concur with those set forth by the state guidelines.
2. Age is determined by the age a member is on January 1st of the current year.
3. Membership in the 4-H Horse and Pony Project is open to new members until May 1 of the current year.
4. Members are encouraged to join a local club of their choice in October.
5. To receive credit for a year in the Jackson County 4-H Horse Project, current members should join a club by November 15, and have their participation fee and membership on file at the county 4-H office no later than December 1. [4H online enrolment must be completed by December 1st by members and/ or families.](#)
6. Residence in Jackson County is not required; however, no one may be a member in two or more counties simultaneously in the same project.
7. One project animal per member. The exception being fair, members may sign up another project to take to the fair. Paperwork for the second project is due May 1st.
 - a. [For exceptions see fair and Achievement for miniature horse rules and allowances.](#)
8. Members **MUST** declare their project animal by turning in a horse certificate, negative coggins report and state show application (*if applicable*) to the Project Co-Superintendent NO LATER THAN May 1 of the current project year. (If mailed, the envelope **MUST** be postmarked NO LATER THAN April 20. Members **MUST** submit a picture of their project every odd year except for new member/horse having to submit a picture for the current year and each subsequent odd year.
9. Second year members and up may elect a mare and her current foal as their project with their leader's approval.
10. No stallions other than weanlings are allowed as projects.
11. Members will meet the requirements of their local clubs for completion credit.
12. Members are expected to participate in Achievement.
13. Members may participate in the following activities:

Benefit Show	Hippology Test	Rose City Horse Shows
Camp Clean up	Horse Bowl	Proud Equestrian Program
Clinic	Horse Judging	Speed Show
County Achievement	Horse Royalty Competition	4-H State Horse Show
Exploration Days	State workshops	Tack Sale
Jackson County Fair	Public Speaking	Volunteering
Monthly 4-H Horse Council Meetings	Rose City Banquet	Horse Record Notebook Division at Jackson County Fair

14. The use of alcohol, tobacco, and drugs is prohibited for 4-H members at any 4-H function. Alcoholic beverages are prohibited at all 4-H functions regardless of age.
15. Any member currently enrolled in another county may transfer to the Jackson County 4-H Horse and Pony Project, upon verification by the extension office where currently enrolled. The Horse Council will determine eligibility to participate in State

Show as a delegate, fair, or other programs after evaluating the member's participation in the prior county.

16. Mandatory Statue – Rose City

- a. All 4-H horse/horseless families shall provide workers for time slots at Rose City Shows of their choice. Number of slots required to work will be determined by family enrollment. The time slots will be divided equally among all families.
 - i. Information will be available on the Horse Council Web site <https://www.canr.msu.edu/jackson/4-h/jackson-co-4-h-horse> council early in the year.
 - ii. Information and acknowledgement forms will be sent to all families with an explanation on the horse council requirement for members and their family as well as how sign up will occur.
 - iii. Upon signing this form, the family acknowledges responsibility and consequences as set forth in this article. This form will be due May 1 to Co-Superintendents.

Consequences:

A fine of \$100, MUST be paid within 30 days. Failure to pay will result in the 4-H member 'exclusion from the 4-H Horse program for one (1) year from December 1 to November 30 of the following year.

17. 18. Mandatory Statue – Achievement

- a. All 4-H horse/horseless families shall provide workers for time slots at Achievement Number of slots required to work will be determined by family enrollment. The time slots will be divided equally among all families.

Consequences:

A fine of \$100 MUST be paid within 30 days. Failure to pay will result in the 4-H member 's exclusion from the 4-H Horse program for one (1) year from December 1 to November 30 of the following year.

18. Mandatory Statue – Sponsor Donations

- a. All 4-H horse/horseless members must sell at least \$40 in sponsor donations with a maximum of \$100 for families with 3 or more members for the 4-H Horse Program and Rose City Shows. This is another way we are supporting the 4-H Horse Program.

Consequences:

- i. You will be required to pay a \$40 fee for failing to sell your sponsor donations. This amount will be due on May 1st.
- ii. Failure to comply with above consequence paying the \$40 fee means the 4-H member will be excluded from any 4-H Sponsored Horse/Horseless program activity for the rest of the current year and from the 4-H Horse program for one (1) year from December 1 to November 30 of the following year until you pay the \$40 owed for the prior year.

19. Procedure for Problem solving:

- a. Put complaint in writing and submit to 4-H Leader
- b. Put complaint in writing and submit to both Co-superintendents.
- c. Put complaint in writing and submit to your County Youth Educator

- d. Should there be a need to go any further the County Youth Educator will help with suggestions as to your next step.

ACHIEVEMENT

Purpose:

1. To develop leadership skills, self-reliance, and sportsmanship.
2. To experience the pride and responsibility of owning a horse or pony and to learn care, feeding, management and health of the horse/pony.
3. To learn skills in horsemanship.
4. To increase knowledge of safety precautions.
5. To provide an opportunity to compete at the county level.
6. To provide a venue for selecting Jackson County State Show delegates.

Eligibility:

1. Achievement Days are open to any 4-H Horse/Pony project member who is officially enrolled in Jackson County, Michigan, 4-H.
2. Only ONE (1) Saddle horse and ONE (1) Miniature Project may be shown at achievements if signed up by the May 1st Deadline
 - a. Members are allowed to show in a saddle hors and miniature divisions
3. Members eligible for State Show age 12 years old and older showing a saddle horse and 11 years and older if showing a miniature horse are encouraged to ride in Ring I and accumulate points for State Show Delegate.
4. 1st year or 12 years old or younger, or those with little ring experience are encouraged to ride in Ring II.
5. Ring II age should be twelve and under unless given special permission by the Horse council at the May meeting.
6. Ring II members placing 1, 2 or 3 in either English or Western Equitation or Ranchmanship class **MUST** advance 1 riding level per year. The Horse Council **MUST** approve exceptions at the May meeting.

Responsibilities:

1. Any exception to eligibility 4 or 5 above **MUST** be done by 4-H member in person or writing, with horse leaders support, at the May Horse Council meeting.
2. All Horse/Pony members are expected to ride at Achievement.
3. Members **MUST** have their leaders sign their Achievement entry forms.
4. Members **MUST** return them to the Achievement Committee as soon as possible.
5. All 4-H Horse/Horseless families **MUST** sign up to work time slot(s) at Achievement.

Procedures:

1. ALL entries **MUST** be signed by the member's leader. Leaders are responsible for placing member in their appropriate level of Achievement. Controversial cases should be brought to the attention of the Horse Council at the June meeting.
2. All judges' decisions are final.
3. 3.Age divisions will be determined by the Achievement show committee and will be determined on the number of entries for each age group and the level of experience of the member. Age divisions may change year to year depending on

- the number of members, their ages, their experience level, and families sharing horses. Changes will be communicated to club leaders prior to the event.
4. Members **MUST** enter the Showmanship class and the Equitation class (on the flat) for each division entered. When competing for State Show Delegate under the Western Division, you **MUST** show in 2 required classes (Showmanship and Equitation) plus 2 traditional western classes (western pleasure, Jr./Sr. horse pleasure, western riding, reining or trail). When competing for State Show Delegate under the Contesting Division, you **MUST** show the two (2) required classes (Showmanship and Equitation) plus two (2) traditional contesting classes (barrels, flag, poles, etc.) When competing for State Show Delegate under the Ranch Division, you **MUST** show the two (2) required classes (Showmanship and Ranchmanship) plus two (2) traditional ranch classes (pleasure, riding, trail, reining, etc.)
 5. Members in Ring I may enter six English, six Western , six Ranch and six Contesting classes. If the show bill is combined, the number of classes allowed will be designated.
 6. Ring II members may enter six classes. These members are not eligible to compete for State Show. Riders riding in Ring II will be designated novice, novice trot, novice canter and beginner.
 7. High Point and Reserve Achievement Awards will be presented to the two members of each age group who have accumulated the most placing points plus rating points in each division. In the event of a tie, the showmanship class will break the tie. If the tie remains, equitation (on the flat) placing will be used. In both areas, considerations will be given to the number in the class. Up to six classes will count towards High Point.
 8. Points will be awarded according to the same scale as shown under the State Show delegate point system.
 9. Showmanship and Equitation (on the flat) Honors Classes will be held for the members in Ring I who place first, second, or third in their age division in the above classes. Showmanship and Equitation (on the flat) Contesting Honors Classes will be held for the members in Ring I who place first, second, or third in their contesting age division in the above classes.
 10. After May 1st members, who under unavoidable circumstances, **MUST** switch project animals may be allowed to ride for Achievement Award points if:
 - a. They submit the request in writing to the Horse Council.
 - b. Horse Council approves the request by a majority vote of member's present at a regular meeting.
 - c. Member and leader or parent(s) attend at the meeting in question.
 - d. Requests submitted later than the last business meeting prior to Achievement will be approved by a majority of the Achievement committee and co-superintendents.
 - e. Upon approval, a new horse certificate, negative coggins, and picture **MUST** be turned in.
 - f. Completing this process will still make you eligible for State 4-H Horse Show delegate status.
 - g. Must show changed new project and qualify at the Jackson County 4-H Achievement show(s).

- h. Youth must show the project you qualified for Michigan 4-H State Show at said show.
- 11. The Achievement committee has the right to combine or split classes if necessary to keep class sizes equal. If classes are split, each split will be treated as a class with ribbons and point awarded and entry in the Honors Classes. Splits will be communicated to club leaders.

Mandatory Statue – Achievement

- 1. All 4-H horse/horseless families shall provide workers for time slots at Achievement Number of slots required to work will be determined by family enrollment. The time slots will be divided equally among all families.
- 2. Consequences:
A fine of \$100, MUST be paid within 30 days. Failure to pay will result in the 4-H member 's exclusion from the 4-H Horse program for one (1) year from December 1 to November 30 of the following year.

**ACHIEVEMENT DAYS
Additional Information**

- 1. Exhibitors, please remember Achievement Days are not a regular horse show, nor is it time to try something new. These days are for you to show what you and your project have achieved this 4-H year. It is suggested that you limit your performance classes to you and your animal's ability.
- 2. Use rules of **courtesy** and **good sportsmanship**. Win without bragging and lose without complaining.
- 3. All contestants in each division are automatically entered in Showmanship and equitation classes for each division.
- 4. Jr. Horse is considered any animal 5 years old and under.
- 5. Sr. Horse is considered any animal 6 years and older.

DIVISIONS

- Western – Ring 1 (age division, eligible for State Show)
- Western – Ring 2 (beginners with little or no showing experience)
- Ranch – Ring 1 (age division, eligible for State Show)
- Ranch – Ring 2 (beginners with little or no showing experience)
- Contesting Ring 1 – (**requires cantering**, also eligible for State Show)
- Contesting Ring 2 – (beginners with little or no showing experience)
- English – Ring 1 (age division, eligible for State Show)
- English – Ring 2 (beginners with little or no showing experience)
- Miniature Horse- Ring 1 & 2 (all miniature horse exhibitors)
- Cloverbud – Ages 5 to 7 (noncompetitive classes)

All persons showing in Ring 2 and Cloverbud are not eligible to qualify for State Show Delegate status.

DESCRIPTION OF RING DIVISIONS

Cloverbud – Lead Line

5 to 6 years old

Not eligible for Cloverbud Walk/Trot. Approved helmet **MUST** be worn. Members **MUST** be led by an adult volunteer or parent. This is a noncompetitive division and judged as such.

Cloverbud – Walk/Trot

7 years old

Not eligible for Lead Line. Approved helmet **MUST** be worn. An adult volunteer or parent **MUST** be present in the ring while members are in the ring. This is a noncompetitive division and judged as such.

Ring 1 – Intermediate, Junior, and Senior

Any year member (8 years old and older)

Person with two or more years of show experience, usually with some formal training, knows and can execute cue patterns if requested. Age divisions will be similar to an open show. Members 13 years old and older are eligible for State Show Delegate status.

Ring 2 – Beginner Walk/Trot

1st year members (8 years old and older)

Basic knowledge of hand/leg positions, little or no showing experience. These members are eligible to ride in walk/trot unless rider/horse combination has been cantering at other shows. Class splits will be determined by the amount of entries and ages.

Ring 2 – Novice Trot

2nd year and over members (8 years old and older)

8 to 12 years old with some show experience. If you placed 1st, 2nd, or 3rd in Equitation at the previous year's achievement you **MUST** move up to the Ring II Novice Canter Division or your age division in Ring I. If you are 13 years or older you **MUST** move up to Ring II Novice Canter Division or your age division in Ring I after 1 year in Novice Trot. Class splits will be determined by the amount of entries and ages.

Ring 2 – Novice Canter

Any year member (8 years old and older)

Beginner at cantering, some show experience. 8 to 12 years old are allowed to remain in this division. If you placed 1st, 2nd, or 3rd in Equitation at the previous year's achievement, you **MUST** move up to your age division in Ring I. 13 years and older are only allowed 1 year in this division. **NOT ALLOWED TO RIDE IN JUMPING, REINING, WESTERN, RANCH OR ENGLISH RIDING CLASSES.**

Ring 2 – Novice Walk/Trot

Any year member (12 years old and older)

Horses requirements: Age 5 and under, unable to canter under saddle (never shown at the canter) or older horses that have NO show experience at the canter.

These horses should not have been shown at the canter at any other show. There will be no crossover from this division to the Beginner or Novice Trot divisions. A novice horse is eligible for this division for a maximum of 2 years.

Ring 2 – Exceptions

You are allowed to request an exception to the above rules. You, a parent, and your leader, together, **MUST** attend the May 4-H Horse Council meetings and present your case in order to stay in the walk/trot divisions. A letter from your doctor may be needed to explain your ability limitations. Controversial cases should be brought to the attention of the Horse Council at the June meeting.

AWARDS

(County Level)

1. All members completing a year (see Horse and Pony Project Membership #5) in the Horse/Pony Project are eligible to receive a 4-H pin and certificate-This is the responsibility of the individual's club and leader.
2. County award medals will be given to a few individuals 12 years of age or older who have shown outstanding all-around achievement in more than one area such as leadership, participation, sportsmanship. 4-H leaders may nominate any deserving 4-H member through the county office.
2. Members nominated for county awards become eligible for awards presented by the 4-H Council.. Members who are not nominated by their leaders cannot be considered for these great awards.

Note: County Awards is currently suspended will be applicable when and if the awards has become active again this will be applicable.

BENEFIT SHOW

Examples: Benefit, Speed, Training, Clinic, Mini-clinic, Hunter Jumper

Purpose:

1. To give the youth in our county the opportunity to show competitively with youth in the surrounding counties.
2. To give the youth in our county the opportunity to learn what is involved in running a horse show (Example, hiring judges, set up show bill, order ribbons/trophies, getting workers for show, etc.)
1. To serve as a fund-raising experience, as the proceeds are turned over to the Horse Council to offset the cost of achievement, clinic and other costs as considered by the Horse Council.

Procedures:

1. December: Suggestions for changes in the show bill should be made at the Horse Council meeting.

CLINIC

Purpose:

1. To give qualified instruction to the youth in our county so that they can actively compete with youth in other Equestrian events.
2. To give such instruction at a reasonable fee so that all youth in our county should be able to afford qualified instruction.

Eligibility:

1. Open to any youth of Jackson County who has an official membership on file at the 4-H office.

Procedures:

1. In January, members can find a Clinic survey Horse Council Web Site. The results of the survey are used to determine the classes offered at Clinic. Encourage ALL members to respond so that the classes offered will reflect their interests.
2. In March all members will receive a Clinic notice. Encourage everyone to attend and to return forms on time so that plans may be completed.
3. Clinic is held in May.
4. If space is available could be open to public for a fee to fill all spots.

CLINIC (MINI)

Same as Clinic

Purpose:

1. To give qualified instruction to the youth in our county so that they can actively compete with youth in other Equestrian events.
2. To give such instruction at a reasonable fee so that all youth in our county should be able to afford qualified instruction.

Eligibility:

1. Open to any youth of Jackson County who has an official membership on file at the 4-H office.

Procedures:

1. In January, members can find a Clinic survey Horse Council Web Site. The results of the survey are used to determine the classes offered at Clinic. Encourage ALL members to respond so that the classes offered will reflect their interests.
2. One to two months prior, all members will receive information on the Mini-Clinic. Encourage everyone to attend and to return forms on time so that events for mini clinic may be planned.
3. Mini-Clinic may be held in late winter or early spring.
5. If space is available could be open to public for a fee to fill all spots.

FAIR

Purpose:

1. To foster inter-club friendships.
2. To give 4-H Horse/Pony Project members a different environment in which to compete.
3. To encourage teamwork. (Club barn awards/Team Event)
4. To have FUN!

Eligibility:

1. Member **MUST** be properly enrolled with the 4-H Jackson County MSU Extension office.
2. Member's Horse/Pony Project Certificate and negative Coggins report **MUST** be received by the Project Superintendent(s) NO LATER THAN May 1st.
3. Member **MUST** be 13 years of age or have been registered in the Horse/Pony Project for three years.
4. Members will be taken on a first come, first served basis according to the space allotted to 4-H horses by the Fair Board and considering enrollment, horse certificate, negative coggins and leader approval. Safety should be a primary consideration.
5. If members meeting the above criteria do not fill all available stalls, enrolled members who are 8 to 12 years old may be allowed to participate with their horses in the 4-H Horse/Pony division at fair. These members' leader(s) **MUST** submit a written letter requesting permission for this privilege to the Horse Council no later than June 1, turned into the superintendent(s).
6. The selection process will be as follows:
 - a. Previous attendance at fair in the Horse/Pony project.
 - b. Age (according to birth date, oldest to youngest)
7. If eligibility requirements have not been met, member will NOT be assigned a stall in the 4-H barn even if the member has registered at the Fair Office.
Members will be permitted to bring a saddle horse and miniature horse to fair to compete in both divisions.
8. Second project will be permitted as long as the horse barn has not been filled.
9. All second projects entered in fair must be shown by the youth entered them as a second project in at least 1 (one) 4-H class while at the fair.
 - a. If animals are not shown at the fair in at least 1 4H class the exhibitor will forfeit their fair premiums and eligibility to participate in the fair the following year

Responsibilities:

1. Members **MUST** complete their own entries on Fair entry or entry system the fair is using by required deadline.
2. Members **MUST** have their stall clean every morning by 11 am. Stalls **MUST** be kept clean throughout the day. Mid-week your stall should be thoroughly stripped, and fresh bedding put down. Any violation could result in a \$50 fine and not being allowed to come to fair in the future.

3. Members 13 years and under **MUST** have a parent adult or guardian in attendance while on fairgrounds unless prior arrangements are made in writing and 4-H leader is notified and approves.
4. All stalls **MUST** be thoroughly cleaned out at the end of the Fair. This means all manure and bedding is to be stripped to the dirt. This **MUST** be done by 3 p.m. on Sunday. Individual members will be billed a \$100 fine if the stall is not stripped and there is a possibility you will not be allowed to attend the fair in the future.

Procedures:

1. Members can access a Fair class survey form with their Achievement papers online and at the County Achievement. Survey **MUST** be turned into entry booth by end of Achievement or Fair Superintendent.
 - a. If you do not have Internet access, you can pick up your achievement papers at the Extension Office or phone a superintendent to have one sent to you.
2. The co-superintendents will fill all stalls available with the best fit according to size of clubs.
3. Clubs may decorate their stalls the week before Fair. There are two barn awards given at the end of Fair week (small club and large club).
4. The winning clubs shall have their choice of stall assignments the next year at fair with the large club choosing first and the small club second.
5. Club size designation to be determined by co-superintendents after fair check-in so that there will be an equal member of large and small clubs if at all possible.
7. During fair week should a 4-H member fail to keep their stall clean a concerned parent or leader may report it to one of the co-superintendents. They will monitor the stall, and should the need arise he/she will ticket the stall giving a 1st warning that the stall needs to be cleaned, should a second warning be necessary the co-superintendent will ticket the stall again. If the problem still continues the co-superintendents will either clean the stall themselves or have someone, do it for them and the 4-H member will be fine a \$100 stall cleaning fee.
8. It is recommended that you show in the division that you sign up for (i.e.: walk/trot, walk/trot/canter) Exceptions can be made with prior horse council approval.
9. Members participating in a water fight will be sent home, along with their animal.
10. All Families attending fair in the 4H horse program shall volunteer during 4H horse activities/Shows
 - a. Number of slots will be determined by the committee by the number of Families Signed up to attend the fair

Consequences:

Premium can be withheld form exhibitor.

AUCTION BASKET

Purpose:

1. To foster the community out reach of our horse program
2. To enhance the horse members overall fair experience
3. To provide opportunity for horse youth to reach out and learn pivotal life skills

To qualify to participate in the basket:

The following are required to receive monies from the auctioning of the basket

- 1) Must show at the current year's Jackson Co Fair and/or the Jackson Co Achievement show.
- 2) Must complete their Sponsor Obligation
- 3) Must Complete the Hippology Test
- 4) Must donate to the basket, (please refer to the Years Theam for items)
- 5) Must help with the Auction Luncheon before the Auction, set up, serving, and clean up. Whatever is asked for by the auction committee.
- 6) Must be present at the time of the basket auction

*Special accommodations can be brought to Horse Council at the June and/or July Horse Council meetings

The following are not required but highly suggested:

1. Advertise the basket
2. Solicit buyers for the basket
3. Additional assistance after the auction or during the auction
4. Completing Thank You Cards

Consequences:

Member may not be eligible to receive portion of the basket proceeds generated by the sale for the basket.

*Any Exceptions shall be Brought before the superintendents prior to the auction.

HIPPOLOGY

Purpose:

1. To provide “horseless” and horse/pony project members with an activity.
2. To encourage members and their leaders to engage in increasing their horse knowledge on a year-round basis.
3. To recognize all members who are working to increase their knowledge of horses and their proper care and training.

Eligibility:

1. Any member who is properly registered with the Jackson County 4-H MSU Extension Office.
2. There will be four age divisions for the written test.

5-7 Cloverbud	10-15 questions
8-11	25 questions
12-15	50 questions
16-19	50 questions

Procedures:

- 1) The written test is administered at the Extension Office. Test date TBA.
- 2) A committee consisting of a minimum of three (3) volunteers who will:
 - a) create study guides.
 - b) create tests.
 - c) administer tests.
 - d) score tests – *best practice is to not score tests of club members.
- 3) All participants are recognized and presented with ribbon /awards during Fair week.
- 4) The members earning the top two scores in each age division will be presented with Champion and Reserve Champion awards sponsored by the Horse Council. The members placing to 10 will receive ribbons/awards sponsored by the Horse Council.
- 5) All members are asked to wear show clothes for the ceremony. Those members,
- 6) who do not show horses should dress appropriately for a recognition ceremony.

JACKSON COUNTY 4-H HORSE & PONY PROJECT HIPPOLOGY RESOURCE LIST

1. Pledge & Motto
2. 4-H Horse & Pony Project Show Rules & Regulations – Revised 2022 (large edition)
3. Horse & Horsemanship (only 1 per family)
4. Horse Science (only 1 per family)
5. 4-H Horse Judging Guide
6. The External Parasites of Horses
7. The Practical Guide to Equine Internal Parasites & De-wormers
8. Truck and Trailering Guide
9. EIA Pamphlet
10. Potomac Horse Fever Pamphlet
11. Rabies Pamphlet

12. Rhinopneumonitis Pamphlet
13. Sleeping Sickness Pamphlet
14. Strangles Pamphlet
15. Colic Pamphlet - AAEP 2005
16. EPM Pamphlet – AAEP 2005
17. Equine Influenza Pamphlet – AAEP 2005
18. Equine Gastric Ulcers – AAEP 2003
19. Emergency Preparedness – AAEP 2005
20. Equine Insurance – AAEP 2005
21. Immunizations – AAEP 2005
22. Hay Quality & Nutrition – AAEP 2003
23. What to Expect when Owning a Horse – AAEP
24. Lyme Disease Related Disorders – Pfizer 2000
25. Tick Borne Diseases (small card) – Michigan Lyme Disease Assoc.
26. Trace Mineralized Salt Blocks – Equine Edge ADM Alliance 2002
27. Manure Management, One Horse or A Hundred – MSUE #1 to #6 in series
28. Equine Dental Care, Questions and Answers – Equine Dental Services

Resource materials can be accessed at www.jacksoncounty4horsecouncil.com under the Hippology tab.

EXCEPTION

Horse and Horsemanship and Horse Science Books

Only 1 of each book is allowed per family.

They are available for purchase through the 4-H Sourcebook catalog.

ROYAL HORSE AMBASSADORSHIP

Purpose:

1. To help promote the 4-H horse project in our county.
2. To honor 4-H members who have put forth effort in promoting the 4-H project in our county.

Eligibility:

1. **MUST** have current membership on file in the 4-H office.
2. **MUST** submit Horse and Pony project registration by May 1st.
3. Members chosen for recognition one year are not eligible the following year.

Royal Court:

According to age division by points the top two of each age division are chosen regardless of gender.

Age Divisions:

1. ~~13~~ years and younger for Jr. Ambassador
2. ~~14~~ years and older for Sr Ambassador

Ambassadorship Placing

In order to recognize individuals for their overall accomplishments and to place individuals fairly on the ~~royalty~~ ambassador court the following table has been established based on an overall accumulation of points. ~~Royalty~~ Ambassador placing will be announced as positions based on the highest points earned

Selection Process:

Members who meet the eligibility requirements are awarded points on the following basis: **(must have points in all the first 4 categories to qualify)**

1. Volunteer hours: 2 points for each hour worked, unlimited 4-H hours, with a maximum of 25 outside hours plus 10 percent of any hours over 25 hours is allowed.
2. Hippology Test: 1 point for each correct answer for those members who are 13 or older and 2 points for each correct answer for those members who are 12 years or younger. (50-question test for older group and 25-question test for younger group). Members will earn an additional 25% of correct answers earned at the stations.
3. Achievement: points will be awarded for showmanship and equitation, a member riding in more than one division will be awarded points from his/her best division.
4. Sponsors: For each \$40 of sponsor donations, you will be given 1 point.

Additional Points may be earned in the following:

1. Horse Bowl: Participants receive 1 point for every meeting attended with an additional 10 points for competing at the Michigan 4-H Equine Educational Contests.

2. Horse Judging: Participants receive 1 point for every meeting attended with an additional 10 points for competing at the Michigan 4-H and FFA Horse Judging Contest.

Expectations:

1. **MUST** help organize and ride in opening ceremony for the Championship class at the Jackson County Fair.
2. **MUST** attend Rose City Banquet and Awards Ceremony to help with checking people in at the door, selling raffle tickets, announcing winners, and passing out the awards to the winners.
3. Crown next year's Ambassador Court at the Jackson County Fair.
4. **MUST** help with one of the following: Benefit show, Speed show, Clinic/mini-clinic, Camp cleanup, or Tack sale the following year.

ROSE CITY HORSE SHOW CIRCUIT

Purpose:

1. To give the youth of our county a place to compete with their horses.
2. To give the youth of our county the opportunity to learn what is involved in putting together and running a horse show (i.e., hiring judges, ordering ribbons, procuring workers, etc.).
3. To raise funds to pay for instructors for Clinic, to help offset the cost of Achievement, Fair, and other activities that are Horse Council related in which our youth participate.
4. To bring family and friends together to support our 4-H horse youth program.

Procedures:

1. The Awards Banquet budget is set in January.
2. Suggestions for changes to the show bill will be considered at the December Horse Council meeting.
3. The show bill will be submitted for final approval at the January Horse Council meeting.
4. Major concerns about the facility **MUST** go through one of the Project Superintendents. The show coordinator can handle minor concerns directly.

Responsibilities:

- 1) All 4-H horse/horseless families shall provide workers for time slots at Rose City Shows of their choice. The number of slots required to work will be determined by family enrollment. The time slots will be divided equally among all families.
 - a) Information will be available on the Horse Council Web site <https://www.canr.msu.edu/jackson/4-h/jackson-co-4-h-horse> council early in the year.
 - b) Information and acknowledgement forms will be sent to all families with an explanation on the horse council requirement for members and their family as well as how sign up will occur.
 - c) Upon signing this form, the family acknowledges responsibility and consequences as set forth in this article. This form will be due May 1 to Co-Superintendents.

Consequences:

A fine of \$100, MUST be paid within 30 days. Failure to pay will result in the 4-H member's exclusion from the 4-H Horse program for one (1) year from December 1 to November 30 of the following year.

SPONSOR DONATION

Purpose:

To provide funds for 4-H Horse functions, to help offset the cost of these functions.

Responsibility:

1. All 4-H horse/horseless members **MUST** sell at least \$40 in sponsor donations with a maximum of \$100 for families with 3 or more members for the 4-H Horse Program and Rose City Shows. This is another way we are supporting the 4-H Horse Program.
2. For each **\$40** of sponsor donations, you will be given 1 point.

Consequences:

1. You will be required to pay a \$40 fee for failing to sell your sponsor donations. This amount will be due on May 1st.
2. Failure to comply with above consequence paying the \$40 fee means the 4-H member will be excluded from any 4-H Sponsored Horse/Horseless program activity for the rest of the current year and from the 4-H Horse program for one (1) year from December 1 to November 30 of the following year until you pay the \$40 owed for the prior year.

STATE 4-H HORSE SHOW DELEGATE SELECTION PROCESS

Purpose:

To select delegates to represent Jackson County at the State 4-H Horse Show.

Eligibility:

1. Members **MUST** have submitted a horse project certificate with a picture if applicable to the Project Superintendent **NO LATER THAN** May 1. Mailed form should be postmarked **NO LATER THAN** April 20.
2. Members **MUST** have submitted a copy of the current Coggins Test **NO LATER THAN** May 1. Mailed form should be postmarked **NO LATER THAN** April 20.
3. Members **MUST** submit a state show application **NO LATER THAN** May 1st. Mailed form should be postmarked **NO LATER THAN** April 20.
4. State Show delegates **MUST** pay their \$65 fee with application due on May 1. Fees may increase depending on State Show fee requirements. If you qualify for State show this will apply towards your State Show fees and if you don't qualify you will be reimbursed the fee. Alternates fees will be held until the second Monday after State Show.
5. Members **MUST** take the current years Hippology test.
6. Age requirements will concur with those set by the state which are 12 years and older.
7. Members **MUST** be officially reenrolled by December 1 and new enrollments by May 1 with membership papers filed in the Jackson County 4-H office.
8. A member may qualify at achievement to represent Jackson County at the State Horse show with the same project animal for a maximum of 2 years in the Western Division, 2 years in the English, 2 years in the Ranch Division and 2 years in the Contesting Division.
9. Determination of eligibility will be the responsibility of the Project Superintendents.
10. Point accumulations will be the responsibility of the Achievement committee.
11. A member may qualify for the mini state show as well as their light horse if all above requirements are met.

Procedures

Using the Jackson County 4-H Achievement Days, points are accumulated for your best four out of six classes in the English, Western, Ranch and/or Contesting Divisions. Members **MUST** enter the showmanship class and the equitation (on the flat) class for each division entered. Points are also earned by taking the Hippology test and working as a volunteer in the horse/pony program.

POINT SYSTEM FOR STATE SHOW DELEGATE AND ACHIEVEMENT

Achievement

A member may earn a maximum of 128 points in each division entered. Points are awarded in each class according to the following scale.

PLACING POINTS

First place.....20 points
Second place...18 points
Third place.....16 points
Fourth place.... 14 points
Fifth place.....12 points
Sixth place.....10 points
Seventh place... 8 points
Eighth place..... 6 points
Ninth place..... 4 points
Tenth place..... 2 points

RATING POINTS

A rating.....10 points
B rating..... 5 points
C rating..... 0 points

HONORS CLASS

Champion.....4 points
Reserve.....2 points

Hippology Test

A member may earn a maximum of 10 points from taking a written test on horse knowledge. The point scale for the test will be as follows:

50-45 correct answers.....10 points
44-40 correct answers..... 8 points
39-35 correct answers..... 6 points
34-30 correct answers..... 4 points
29-25 correct answers..... 2 points

Volunteer Hours

A member may earn 1 point for each hour worked up to a maximum of 10 points.

Delegate Selection:

1. Achievement points will be accumulated from each registered member's best 4 classes in each division entered. The member will receive an A or B rating in Showmanship and in the Equitation (on the flat) class. Points will be totaled by adding rating points and placing points. Champion and reserve points are added to the total of the four best classes.
2. Riders may enter up to 6 classes in each division, two of which **MUST** be Showmanship and Equitation (on the flat).
3. Points may be accumulated in all classes unless otherwise indicated on the show bill.
4. The number of delegates is determined by MSU based on our project enrollment. State Show representation will be determined on a percentage basis utilizing the

number of members showing in each division who have completed the pre-registration requirements set forth by the 4-H Horse Council and Extension Office.

Example:

Number of delegates assigned by MSU = 7

Total number of registered members showing at Achievement in all divisions = 40
(some members may be counted more than once if they enter multiple divisions)

Number of Western Riders = 18	$18/40 = .45$	$.45 \times 7 = 3.15$
Number of English Riders = 10	$10/40 = .25$	$.25 \times 7 = 1.75$
Number of Ranch Riders = 8	$8/40 = .2$	$.25 \times 7 = 1.4$
Number of Contesting Riders = 2	$2/40 = .05$	$.05 \times 7 = .35$

In this example we would send 3 Western delegates, 2 English delegates, 1 Ranch delegates and 1 Contesting delegate.

5. In the case of a tie for last place of a possible delegate group, both members will go through the selection process.
6. If a member chooses NOT to attend the State Show as a delegate, he/she is asked to notify the Achievement Committee early on the day of Achievement so that an alternate can go.
10. Western, English, Ranch and Contesting scores will be calculated separately. A member's hippology test points and volunteer points are added to his/her score for each division entered.
11. A member may represent Jackson County with the same project animal a maximum of two years in the Western division, two years in the English division, two years in the English division, and two years in the Contesting division.
12. Should a rider earn delegate status in more than one division, the rider's highest rank (1st, 2nd, 3rd, etc. placing) will determine his/her division? EXCEPTION: A rider will not move from a delegate position to an alternate position based on ranking.
13. If a rider holds the same rank in more than one division, the first alternate by rank with the greater number of years in the 4-H Horse Project will be allowed to represent his/her division and the rider whose name appeared in both divisions will represent the opposite division. If the first ranking alternates from Western, English, Ranch and Contesting have an equal number of years in 4-H, the older rider (4-H age) will move up to delegate status.
14. In the event there is a tie for the lowest ranking delegate, the tie will be broken by giving delegate status to:
 - a. The member with the highest equitation score.
 - b. The member with the most years in the 4-H horse project.
 - c. The member who is oldest.
15. State Show delegates **MUST** pay their \$65 fee with application due on May 1. If you qualify for State show this will apply towards your State Show fees and if you don't qualify you will be reimbursed the fee. Alternates fees will be held until the second Monday after State Show.

TACK SALE

Purpose:

1. To give the youth in our county the opportunity to earn points for their volunteer hours for state show and Ambassador.
2. To give the youth in our county the opportunity to learn what is involved in setting up and running a fund-raising event.
3. All proceeds are turned over to the Horse Council to offset the cost of achievement, clinic and other costs as considered by the Horse Council.
4. To give the youth in our County a place to find used show clothing/tack at a reasonable price and to sell outgrown show clothes/tack at a reasonable price.

Procedures:

1. Set up a budget to be approved by the Horse Council at November meeting.
2. Set up and distribute all flyers to tack stores and possible vendors.
3. Set up a place for the event.
4. Rent or get tables and chairs donated for the event.
5. Get a food booth organized.
6. Get all club members to donate items for the bake sale and door prize. (1 volunteer point for each)
7. Get youth to volunteer to work at setting up and taking down. (1 volunteer point for each hour worked.)

TRACTOR & EQUIPMENT

Ford-Ferguson Tractor

Purpose:

1. For the use at the Camp McGregor horse arena and grounds.
2. Identify the authorized operators of the tractor.
3. Identify the maintenance of the tractor.

Tractor:

Identification: 1946 Ford-Ferguson 2N, Serial Number 9N215067

Ownership: The above tractor is the sole property and responsibility of the Jackson County Horse Council.

Implements:

1. One Spike Tooth Drag
2. One Spring Tooth Drag
3. One 3-point, 4ft Blade
4. Wagon home made with carboy water tanks 250 Gal each x2

Procedures:

1. The tractor will be used by 4-H at the various events held at Camp McGregor. Any other uses will require the prior approval of the Horse Council. A log of the hours and use for the tractor will be kept in the Horse arena office/announcer's booth and completed by the operator at that time.
2. Maintenance, normal maintenance will be based on the hours used (based on the log) and on a yearly cycle yearly maintenance should take place before the show season, preferably at the spring cleanup if possible. Examples of normal maintenance are adding oil, transmission fluid, anti-freeze and grease all fittings. All of the priors should be done prior the operation of the tractor.
3. Operation of the tractor shall ONLY be by authorized adults, which have been approved by the Horse Council. A list of authorized adult operators shall be on file at the Jackson County Extension office with the 4-H educator and that the office/announcer's booth at Camp McGregor.
4. There must be more than one (1) approved person(s) able to operated any equipment and must maintain a list of individuals to updated annually and approved by the horse council no later than the April Horse Council meeting.

Trailer:

Identification:

VOLUNTEER HOURS

Purpose:

1. To encourage the youth in our county to volunteer
2. To develop leadership skills and self-reliance
3. To encourage teamwork
4. To give youth in our county the opportunity to accumulate points toward the State Show delegate and Horse [Ambassador](#)

Eligibility:

1. Open to any youth of Jackson County who has an official membership on file at the 4-H Jackson County MSU extension office.
2. To be considered a 4-H event the organization needs to contact the MSU extension office and speak with the Youth Educator requesting volunteers from the 4-H extension office. The office will verify that the organization is advertising that volunteers on the grounds are from the 4-H. (May need to ask for proof) If the organization meets the requirements, then the extension office would send a post to the Jackson County Connections and Facebook page and the Jackson County 4-H horse Council web page to all 4-H members giving all youth the same opportunity to volunteer.
3. If a member or organization they are working for receives compensation the house must be approved by horse council
 - a. If a member is volunteering and their 4h horse club receives compensation, volunteer house shall not be doubled
 - b. If a member is volunteering and their 4h horse club receives compensation, volunteer hours will count towards non 4H hours

Responsibilities:

1. It is the RESPONSIBILITY of the member to sign in at events to receive proper credit.
2. Volunteer hours **MUST** be turned in by the last day of Achievement.
3. Volunteer hours **MUST** be turned in within 60 days of each occurrence.
 - a. [Any hours prior to Achievement and Achievement hours must be turned in by July 15th if they have not met the 60 day requirement, in order to be counted for the current year ambassador, any hours dated prior to Achievement that were turned in after July 15th will not carry over to the following year](#)
4. Hours will not be accepted at the Extension office.
5. [Each member must turn in a form each time they turn in hours, do not put multiple members on one form.](#)
6. Members should make copies of hours for proof of hours.
7. Youth are responsible to check hours by the end of Achievement to be sure they are right and have proof of these hours.
 - a. [A final Report will be out 1 week prior to fair to be reviewed with any and all additional hours prior to the last day of Achievement.](#)
8. If there is any discrepancy, they **MUST** be brought to the July Horse Council meeting.
9. 25 maximum outside 4-H with a 10% of all hours over 25 non-4-H hours are allowed.

Volunteer opportunities listed on next page

Volunteer Opportunities

1. A member may earn unlimited points by helping with the following 4-H sponsored events:

Benefit Show	Hunter-Jumper Show
4-H Horse Council Speed Show	Clean Up Day
Rose City Banquet: <ul style="list-style-type: none"> • Homemade baked goods/passing dishes <ul style="list-style-type: none"> ○ Passing dish will count as 12 servings or individual items (i.e. cookies min of 12) ○ Hrs worked – 1 pt per hr worked ○ 1 pt for each door donation 	Tack Sale: <ul style="list-style-type: none"> • Homemade baked goods/passing dishes <ul style="list-style-type: none"> ○ Passing dish will count as 12 servings or individual items (i.e. cookies min of 12) ○ Hrs worked – 1 pt per hr worked ○ 1 pt for each door donation
4-H Food Booth at Fair	Prizes for Awards Banquet
1 point for each 4-H Council meeting you attend: Horse Council & 4-H Council	Others to be announced - Per Council Approval
Clinic	Learning Fair
Achievement	Paws and Claws
Prizes for Rose City giveaways	
Michigan 4-H Equine Educational Contests*	Michigan 4-H and FFA Horse Judging Contest*
*Participants receive 1 point for every meeting attended and an additional 10 points for competing in the event	Sitting Tall*PEP - 10 hours a month can be earned caring for a Proud Equestrian Program horse may count towards the 25 non 4-H function hours.

2. A member may help prepare for events or help at the event when he/she is not in class or showing. It is the RESPONSIBILITY of the member to sign in and out at events to receive proper credit.

Consequences:

Hours will not be accepted or used.