

Implementation Suggestions for 4-H Horse Safety Certification and ID

Safety Certification

1. Youth will be certified on each horse with which they plan to compete including receiving endorsements on each horse that correlates to events involving the associated skills.
 - a. Section 1- Completion by youth intending to compete with a horse. (Done one time.)
 - b. Section 2A- Completion by youth for classes not involving being mounted on the horse.
 - i. Examples: Showmanship, Halter
 - c. Section 2B- Completion by youth for classes involving being mounted.
 - i. Examples: Reining, Equitation
 - d. Section 3- Specific endorsements by youth for classes involving speed or external items.
 - i. Examples: Roping, Speed/Cattle, Trail, Jumping

Note: Safety Certification form will be used to verify this. These forms should be kept on file in the Extension Office. One for each horse.

Best Practices Thoughts

- All youth need to complete the certification process on every horse they will be utilizing in a 4-H sponsored or endorsed horse show. This includes youth that had previously passed off the prior horse levels 1 test.
- Counties that participated in the pilot program in 2007-2008 can “grandfather” in the members who completed the certification process during the year if they so choose.
- Existing official, raters would be eligible to certify youth but would need to be identified by their county 4-H educator in order to do so. It is highly recommended that all certified raters and key 4-H horse leaders participate in training before being identified to safety certify.
- A NEW volunteer that would like to certify youth for safety would enter a mentor relationship with an existing certifying 4-H horse volunteer. They would watch and practice with the mentor a couple of times and then COULD be approved by the 4-H Educator to be a certifying horse volunteer for their county program.

STEPS FOR VOLUNTEERS

When certifying a youth with a new horse or one that has never been certified:

1. Certify youth using certification form
 - a. This can be completed in a variety of venues:
 1. Leaders could complete these as youth attend riding practices
 2. Organize a time for youth to come to pass off if there is not a certified leader in their club.
2. Be sure a photo is attached to the form or provide a photo in electronic format to the Extension Office

Note: The certification process was designed to be more user friendly for leaders, parents and youth. It was not designed to create more work for everyone. Leaders should identify ways to complete this process in an existing conducive learning environment.

3. Volunteer 4-H horse leaders, which have been identified by the UW county 4-H educator, will administer the certification and include their name and initials along with the date for certifying of the sections. (Example from form below)

Evaluator's name:		Date:		Initials	
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4. Certifying 4-H horse leaders give a card to each youth with the name of each horse and the sections/endorsements approved for which they can compete. The card has room for up to 5 horses. If a youth has more horses than that, having more cards is acceptable. Cards can be obtained online under employee resources tabs and printed locally using Avery Labels 8371 as the template.



Wyoming 4-H Horse Safety Card

Member Name: _____

Horse Name	Sect 2-A	Sect 2-B	Rope	Speed	Trail	Jump
	Date					
	Ldr Initial					
	Date					
	Ldr Initial					

5. Turn in the certification form into the Extension Office (Be sure the top of each form is completed with the youth's and horse information)

When certifying a youth with a horse that- A) already has some certification completed from being a 2008 pilot county or, B) will add an endorsement next year, please:

1. Pass the youth off using a certification form - noting on the form that the previous sections of the form are already on file at the Extension Office. If you are not sure of what had been passed off it would be good to call the Extension Office and verify with them what they have on record.
2. Sign the youth's certification card for any endorsements
3. Turn the certification form into the Extension Office

STEPS FOR EXTENSION OFFICE

1. Share information and new guidelines/procedures with your office support staff
2. Identify who will be the key horse leaders for the county who will be appointed to certify youth.
3. Office prepares by gathering materials needed to implement program (possibly create leader tool kits)
4. Share the new program with the 4-H horse development committee (if county has one) and answer questions regarding the new program
5. Update the 4-H Council, field questions
6. Update the Fairboard, field questions
7. Share information with 4-H horse members and leaders. This could be done through direct mailings, conference calls, face-to-face meetings, etc. You should provide the information to all 4-H members and volunteers in some manner.
8. Facilitate training for key horse volunteer leaders:
 - Possible options for training:
 - *Via Adobe Connect Pro with a follow-up on management procedures and question answer time following on-line training
 - *Set-up county trainings that would be conducted by County 4-H Educator
 - * Set-up trainings that would be conducted by another 4-H Educator
9. Facilitate additional mentoring opportunities for key horse leaders that were not previous horse raters - this includes matching them with another leader that had been a rater to complete the mentoring portion of the training. They would have to pass youth off on certification forms two different times. The youth's certification forms would be labeled with both the mentor and the trainee's names.
10. Provide leaders with the tool kits needed to implement the program
11. Communicate back to your 4-H members what the guidelines for this year's fair will be - so there are no surprises at fair.

Office should to be prepared by:

1. Create two horse safety certification 3-ring notebooks with alphabetical sorters tabs. One notebook would be labeled active and one notebook would be labeled inactive.
2. Create tool kits for horse leaders.
3. Have on hand additional copies of the horse safety certification forms and youth certification cards.

Extension Office would:

1. Once the office receives a certification form from a leader, make sure it has a photo attached to it, if it is a new horse for that particular youth. If the youth is just adding additional endorsements for a horse a photo should already be on file. (If no photo is attached obtain one from the youth. If the leader provided you one in electronic format, print it off and attach it.)
2. Verify with the leader that they have signed the youth's certification card - if not contact youth to get this step completed.
3. Log the youth's completion of certification form on the Excel grid (this grid will serve as a backup and easy reference sheet to use when needed to see if a youth or horse has passed a certain certification at a glance)
4. File the certification form in the 3-ring notebook. (If a leader has just added endorsements to a form already on file – support staff could transfer the information onto the form on file already.)

SUPPORT NOTES

Notebook notes --

1. Horse certification forms will stay on file as long as the youth is 4-H age. This can be managed by utilizing two 3-ring notebooks. One notebook would be for horses that are currently being used by members (active notebook) and the second notebook (inactive notebook) would be for horses that are not currently being used, but the youth is still 4-H age. If a youth instructs the office they are no longer using a particular horse, the office would move their papers from the active book to the inactive book. This keeps the safety certification on file in case a youth comes back at a later point and wants to use that horse again. Also, do not remove the youth's information from Excel file unless the youth is too old for 4-H. When a youth comes back at a later point you will still have the information for the youth and/or horse on file via the Excel spreadsheet as well.
2. Every other year as a management practice the Extension Office could send a note to each youth to verify the horses the youth have certification forms on file for. This will continue a dialog between the Extension Office and 4-H member on what horses are certified for what. If a youth is no longer using a particular horse they could instruct the office to remove that horse's certification from the active 3-ring notebook, and move it into the inactive 3-ring notebook. (This would be a management step for the 3-ring notebook - do not remove the information from the Excel file until the youth is too old to be enrolled in 4-H as well.)

Leader Tool Kit notes --

1. Facilitate training opportunities for key horse leaders training
2. Provide leaders with tool kits containing:
 - Safety Certification forms
 - Youth certification cards
 - Youth safety card sleeves
 - Pencils
 - Clip boards
 - Camera (if a need)
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Fair Management notes --

Multiple riders using the same horse is a common practice in horse shows. In order to facilitate a smooth running of the show - show management should have in place guidelines on how to facilitate this practice which will make the show run smoothly and in a timely manner. It is critical that these guidelines need to be communicated with participants prior to the date of the show, so they know the consequences for the choices they make when entering classes.

This can be done by management implement restrictive rules. For example rules could limit the number of times a horse can be used in a particular event or in a particular age group. However, management can also put a more positive spin on the guidelines of the show by arranging facilities, judges, time, dates, etc with some guidelines to facilitate the operation of the show.

Example 1: If the show utilized two arenas operating at the same time, classes in one arena could be pattern classes that allow youth to transition in and out of them on a more flexible time frame, while the other arena could host classes that are non pattern in nature. If the judges that are hired understand how to score a pattern class it does not matter if a senior member completes a pattern, then a junior, then a senior and so on. They will be able to facilitate the placing of the classes based on their ability to give the riders a score.

Example 2: If the show only utilizes one arena then the show management would have to be prepared for possible tack changes. If they so desired a time limit could be set for the tack changes like the class will be held for 5 minutes to allow for tack changes and then it will proceed as scheduled.

No matter which avenue the show chooses, youth, parents and volunteers need to be educated on how the show will run and what implications will arise by youth choosing to use the same horse. It needs to be clearly communicated with the youth that choose to share a horse that they will need to make choices on what they will be able to participate in at the show, based on the guidelines established by the show management.

If your fair has a **high point horse award**, you may need to clarify how that award will be selected. In the ideal case, we would be awarding a high point youth for their overall horsemanship involvement and accomplishment at the competition instead of rewarding the horse. If you have a high point youth you could still assign a point value to their ribbon placing maybe only giving them one point value for each class. If your award is a high point horse you would need to make it a youth/horse combination to assign point values or only give the horse points for one class as well.

Examples of wording from other horse shows --

Exerts from horse show premiums book that show verbiage that can address more than one youth utilizing the same horse. These are only examples to help you develop the guidelines for your county fair. If you do not manage your 4-H horse show, you may still want to share these with your fair management.

PINTO CONGRESS

CLASS CONFLICT- All efforts will be made to re-arrange a working order or hold a class for an exhibitor or Pinto that is ACTUALLY in an arena showing at the same time they are supposed to be in another arena showing, as long as a Class Conflict Notification has been filed with the Paddock Master of EACH arena. Classes will not be held for any other reason. Please make every effort to quickly make your way to your next class as soon as you finish in one arena. Please keep the Paddock Master of EACH arena advised if your situation changes.

North Carolina State Horse Show

Exhibitors should have their entries ready for showing at least 30 minutes before scheduled time for showing them. When it is found that a class is being delayed by horses not ready to perform, the competition may be closed at the order of the Management, provided that warning is issued and exhibitors are given three (3) minutes in which to appear at the in-gate ready to participate. In classes in which horses compete collectively, after warning is issued, the in-gate must be closed two (2) minutes after the first horse enters the ring.

Illinois State Fair

An exhibitor will be limited to two (2) premiums in each individual class.

New Mexico

No more than two premiums will be awarded to a single exhibitor in any one class. In performance classes, an exhibitor may enter one or more horses except where prohibited by breed rules. Where exhibitors may enter multiple horses, payback will be made only to the top two placing animals owned by a single exhibitor. Should there be an unnecessary or embarrassing delay in bringing animals into the show ring; the superintendent may exclude such animals from competition.

Working Order

All working orders in preliminary and final classes will be decided or drawn by show management in accordance with official APHA rules and will be posted outside of the Horse Show Office no later than 10 p.m. the evening before the class. If you are entered in back-to-back classes and feel that this will cause a time constraint, you may inform the show office by 5 p.m. the day prior to the classes and request a change in the order of go to allow more time to prepare. If possible, show management will then adjust your working order. If you do not contact the show office prior to 5 p.m. the day before the classes in question, we will not be able to accommodate your request. Once working orders or cuts have been posted, changes will not be made unless approved by show management. Working orders may be altered at the show management's discretion. See Rule SC-185.I. Missing your working order is cause for disqualification.

Arena Gate Calls

All horses must be ready and waiting in the paddock so they may enter the show arena promptly when called. In classes in which an order of go has been posted, entries not entering the arena for judging in their posted order of go are considered to have missed their class and will not be allowed to enter the arena to compete. In classes in which a time limit has been given to enter the arena, entries not in the arena at the expiration of that time limit are considered to have missed their class and will not be allowed to enter the arena to compete. By action of the APHA Executive Committee, the time limit of final gate calls is one minute and this will be publicly announced. Late exhibitors will not be admitted into the arena once the gates have been closed and the judges have started to judge. See Rules SC-175.B and SC-185.C.

STAR OF TEXAS FAIR

No horse may be shown by more than one contestant in any one class, nor may any horse be shown in more than one age division in any one class. Stallions are not allowed in Youth or Novice classes.

Houston Livestock Show

Arena Promptness: Classes will be called according to the schedule printed in this Horse Show Exhibitor Handbook. All animals must be ready and waiting to enter the arena promptly. Animals will not be allowed to enter the arena after the gates are closed and the judge has started to work. Exhibitors are responsible for informing the gateman of tack changes or any other delay that may cause the exhibitor to be late and possibly miss his class.