



Winnebago County
Horse and
Pony
HandBook
2023-2024

PROJECT MEMBER NAME _____

Parent Contact (email, phone & address) _____

CLUB NAME _____

Winnebago County 4-H Horse and Pony Project Guidelines

Purpose: The purpose of the Winnebago County 4-H Horse and Pony Project shall be to provide education in horse project areas, to promote 4-H activities and provide fellowship to its members.

Expectations:

- All members are expected to treat other members, leaders and their animals with proper respect and consideration.
- All members are responsible for knowing and following the rules and regulations as set forth here and in the Fair book.
- Active participation in county wide educational opportunities and fundraising events is encouraged!
- An adult (parent, relative, club or project leader) will accompany youth members younger than 12 to horse project activities.
- Agree to accept the expectations and other requirements as stated in this booklet.

UW Madison, Division of Extension, Winnebago County statement:

UW Madison, Division of Extension, Winnebago County has established the following Wisconsin 4-H Youth Development Code of Conduct for individuals participating in Winnebago County 4-H sponsored programs and representing UW Madison, Division of Extension programs while participating in outside events. Questions about the Wisconsin 4-H Youth Development Code of Conduct should be directed to the Winnebago County Extension Office.

Wisconsin 4-H Youth Development Code of Conduct

As a 4-H participant, I will:

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

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

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

Prior to reinstatement of membership, the individual must:

- Present a signed statement of apology to the Winnebago County UW-Extension Office.
- Reimburse the Winnebago County UW-Extension office/program for monies received towards awards, trips, or other activities if the violation occurs before or during the event.

A second infraction will result in permanent dismissal from all Winnebago County UW-Extension programs.

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

Requirements to show at the Winnebago County Fair:

To show at the Winnebago County Fair, you must meet the following requirements. In addition to these requirements, be aware that your individual clubs may have additional expectations to fulfill.

1. **Attend two monthly Winnebago County 4-H Horse and Pony Project general meetings.** Meetings are held the fourth Monday of the month at 7pm at the James P. Coughlin Center, 625 E. County Road Y, Oshkosh WI. We **do not** meet in August or December. Please like us on Facebook (Winnebago County Horse and Pony Project) for any schedule changes.
2. **Attend two educational opportunities sponsored by Winnebago County 4-H Horse and Pony Project.**
 - a. There will be Winnebago County 4-H Horse and Pony Project sponsored educational opportunities throughout the year. Find out about these by coming to the monthly project meetings, checking Facebook, and reading the 4-H News and Views. Always sign in at each event and have a board member sign this book to get credit.
 - b. As an additional option, youth may attend one non-4-H educational event and submit it as an educational opportunity (in addition to one 4-H educational opportunity). The youth must write a short essay for any non-4-H opportunity and present it at the monthly meeting no later than July. Also, youth members may be reimbursed up to \$50 per fiscal year for the cost of the non-4-H educational event. Please hand in your essay and receipt with the completed Educational Reimbursement Form provided in this booklet.

There are many educational events that take place in our county which are not 4-H sponsored. Know the difference! 4-H sponsored educational opportunities will be communicated at monthly meetings, on Facebook and in the 4-H News and Views.

3. Complete and submit the Fair Requirement Checklist by Monday, June 24, 2024.

Youth may submit these at the June monthly meeting or at the extension office. If you have requirements which will be fulfilled by the end of July, but not by the June deadline, please record them in the area on the checklist labeled “To be done”. The Achievement Committee will check these are completed before Fair. **Failure to complete requirements will have dire consequences.**

4. Support your project by helping with fundraising activities.

Each member is required to work a minimum of six volunteer hours at project fundraisers. Two of the six may be worked by a responsible adult. Children under 12 must be accompanied by a responsible adult. It is your responsibility to sign in at each event to get hours credited for your time. Dates and times for volunteer hours are communicated at monthly meetings, on Facebook and in the 4-H News and Views.

5. Complete and submit a Fair Horse Show Declaration form by Monday, June 24, 2024.

This form details the horse or pony which you plan to exhibit at the Winnebago County Fair. It is acceptable to submit two declaration forms, but you may only bring one horse/pony.

How do members stay in the know?

- Come to monthly Meetings on the 4th Monday of the month at 7pm. There are no meetings in August and December.
- Follow us on Facebook - Winnebago County Horse & Pony Project.
- Read the Winnebago County News and Views newsletter published every other month.
- Ask your board members questions!
- Take part in a committee!

Adult Board Members:

Marcia Anderson (2025) 920.379.0961

Lisa Behlman (2025) 920.410.9243

Stephanie Biro (2025) 920.378.0134

Avery Holmes (2025) 920.420.1076

Heather Macklin (2025) 630.334.0965

Heather Resop (2024) 920.410.5600

Makayla Ronk (2024) 920.594.0623

Wendy Stabler (2024) 920.843.0463

Youth Board Members:

Hailie Anderson (2024) 920.642.0379

Andrea Beck (2024) 920.312.6090

McKenah Biro (2024) 920.378.0132

Lilly Black (2024) 920.527.8525

Emily Hunter (2024) 920.289.1160

Kate Macklin (2025) 920.810.9724

Katelyn Resop (2024) 920.658.3212

Kat Skadahl (2023) 920.420.0077

Committees within the Winnebago County Horse and Pony Project:

Achievement: The achievement committee provides the Handbook containing rules and requirements of the Horse and Pony project members. This committee also makes sure everyone has fulfilled their requirements to show at Fair.

Engagement: The engagement committee is looking for ways to make our Horse and Pony project an even better and more inclusive opportunity for its youth. This committee is responsible for the lock-in and fun activities at Fair.

Educational Clinics: This committee researches, schedules and runs the educational clinic opportunities for the project members. For example, clinics might include: Equine Dental, Chiropractic, Saddleseat, Showing for Beginners, etc.

Horse Bowl/Horse Judging: Horse Bowl is an annual state-wide competition in which different counties compete against each other in a Jeopardy-type atmosphere in which all the questions are about horses. At practices before the competition members learn about subjects such as anatomy, tack, show rules, nutrition, genetics, disease, breeds, etc. If the team does well they may move on to a Regional or National competition.

Horse Show: This committee plans, schedules and is the main point of contact for local 4-H horse shows.

Mentorship Program: The mentorship program matches experienced Horse and Pony members with beginner members to guide them through their first Horse & Pony Project year.

Scholarship/Graduation: This committee determines scholarship winners of Horse and Pony Project members who are graduating from High School. They also provide gifts for all members graduating from 4-H.

Tack Sale/Autism Ride: This committee plans the tack sale, gets donations from businesses for raffles, and runs the food booth, as well as getting vendors lined up and vendor layout designed.

Autism Ride: This committee works with the Autism Society to identify how many horses and volunteers are needed and to schedule sessions.

Other Horse & Pony Project related activities available through 4-H:

Clothes Horse

This project is entered through your local club. Members sew items for the rider or horse and exhibit them at the Fair and other educational events. Items may also be exhibited at State events without qualifying at the County Fair.

Demonstrations/Speeches/Interpretive Reading

Following State guidelines, you may compete in the County, District, and State events using horse related topics. Top participants at the State level may qualify for Regional and National opportunities.

Drawing/Painting

Following State guidelines, members create horse related works of art which may be exhibited at Fair and other events. Items may also be exhibited at State events without qualifying at the County Fair.

Hippology

This is a timed event testing your knowledge of many horse related topics. Some topic examples are breeds, conformation, colors, markings, tack, anatomy, feed, etc. Hippology is scored both as individuals and county teams. Statewide competition is held annually. Top participants at the State level may qualify for Regional and National competition.

Horse Bowl

Members study and learn all about horse related topics and compete in a Jeopardy-type format. Meetings are held regularly to study and practice. Statewide competition is held annually. Horse Bowl is scored both as individuals and county teams. Top teams at the State level may qualify for Regional and National competition.

Horse Judging

Classes of four halter or riding horses are judged for conformation or performance. Scores are determined by comparing placings against placings of a panel of professional judges. Horse Judging is scored both as individuals and county teams. Top participants at the State level may qualify for Regional and National competition.

Horse Photography

Following State guidelines, you may demonstrate your ability with a camera shooting equine models, as well as horse related subjects. Items may also be exhibited at State events without qualifying at the County Fair.

Model Horse

Participants buy or build a horse model and compete against other participants in Halter, Showmanship, and Action classes. Shows are held at County, District, and State events.

Posters

Following State guidelines posters featuring horse related information can be entered at County, District, and State events. Items may also be exhibited at State events without qualifying at the County Fair.

Woodworking

Members demonstrate their ability to make horse related articles from wood. These items may be exhibited at County, District, and State events. Items may also be exhibited at State events without qualifying at the County Fair.

Important Note from the Winnebago County Fair Board and Horse and Pony

Fair Superintendent: If any youth 4-H project member wishes to participate in the Rodeo which takes place at the Winnebago County Fair, the youth project member is not allowed to use their declared Horse & Pony horse to participate in the rodeo. They may bring their separate rodeo horse in on the night of the rodeo and take it home again that night the same as any other rodeo participant.

Wisconsin 4-H Youth Development 4-H Project & 4-H Activity Policies:

All Wisconsin 4-H programs and activities must be supervised by a staff member or an adult, 18 years of age or older, who has completed the Youth Protection Program and is currently an enrolled 4-H volunteer. The primary purpose of this process is to ensure the safety and well-being of all participants (i.e., youth, their parents and families, volunteers and staff.)

A. Overview

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

B. General Safety Rules

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

C. Required Participant Safety Attire

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

D. Required Safety Tack and Appointments

Horse tack and appointments appropriate to the activity are required:

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

E. Animal Welfare and Safety

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

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

- Wisconsin 4-H will annually distribute the 4-H Horse Project concussion and head injury information via the online enrollment system to:
 - every 4-H volunteer who is enrolled in the 4-H Horse Project and
 - every 4-H member/parent that participates in the 4-H Horse Project and
 - every youth/parent that participates in the 4-H Horse Program
- No youth may participate in the 4-H Horse Project unless the youth and parent agrees to and signs the 4-H Horse Project Concussion Agreement. Forms will be signed annually at the start of each program year or upon entry of a youth into the 4-H Horse Project via the online enrollment system or paper registration.
- All 4-H Horse project volunteers will annually agree to and sign the 4-H Horse Project Concussion Policy Acknowledgement Form via the online enrollment system or paper registration before they are approved to hold 4-H Horse Project riding or driving programs/activities.
- The supervising 4-H volunteer will immediately remove a participant from the 4-H Horse Project riding or driving project/activity if the 4-H volunteer determines that the 4-H member/participant exhibits signs, symptoms, or behavior consistent with a concussion or head injury –OR– the 4-H member/participant was separated from their horse and hit their head or their head was struck.
- A youth who has been removed from the 4-H Horse Program riding or driving program/activity related to a suspected and/or confirmed concussion or head injury –OR– the 4-H member/participant was separated from their horse and hit their head or their head was struck may not participate in any 4-H Horse riding or driving activities until he or she is evaluated by a health care provider and receives a written clearance to participate in the project/activity from the health care provider.
- Records shall be kept in the local Extension Office of all participants removed from a 4-H Horse project/activity for suspected and/or confirmed concussions and corresponding written clearances provided by health care providers to return to the 4-H Horse project/activity.

Source: <https://4h.extension.wisc.edu/resources/wisconsin-4-h-policies/4-h-project-and-activity-policies/#horsepolicy>

Coggins Test

You must have a **negative Coggins test** from the current calendar year for your horse with you at all clinics, shows, open rides, and at the Fair.

You must also bring a copy of the **negative Coggins test** to leave with clinic, show, open ride, or Fair management.

Equine infectious anemia (EIA) is an infectious viral disease that attacks horses and other equines. The Coggins test is a blood test to determine whether the horse's blood contains EIA antibodies. Most events in the State of Wisconsin now require a negative Coggins Test before horses can participate.

Premise ID

If you are planning on bringing a horse to the Fair, you will be required to provide a **Premise Registration Number** from the premises which the horse came from. The Winnebago County Fair Association requires this number. This is part of the WI Premises Registration Act which requires anyone who keeps, houses, or co-mingles livestock to register their premises effective November 1, 2005.

If your horse is kept at your property, your parents/guardians should have applied for and received a premise number. If your horse is housed elsewhere, the premise owner should have applied and received a premise number.

A "premise" includes farms and hobby farms and any other location where livestock is kept. There is no charge for premises registration.

There are four ways to register premises:

1. Go to www.wild.org and click on the link for WLIC Premises Registration
2. Call WLIC at 1-888-808-1910 to request a registration form.
3. With your permission, a WLIC Agent may register on your behalf. For a list of WLIC Agents, visit www.wild.org.
4. Visit your county Farm Service Agency (FSA) office to pick up information and a premises registration form or use an FSA computer to register.

Explanation of Show Classes

Halter Class

Horses and ponies are to be led with proper equipment for English or Western attire. Judging will be on the conformation and condition of the horse. The horse, not the exhibitor is being judged. The ringmaster will give you pattern directions for showing.

Showmanship

Horse and ponies are led with a halter and lead or bridle whichever is appropriate to their breed. Judging will be on the ability of the exhibitor to show their horse and the grooming and training of the horse. Emphasis is on the exhibitor and what the exhibitor has accomplished. The judge may ask the individual exhibitor a question regarding anatomy of the horse, etc.

English Equitation

Judging is based on the rider. Horses will walk, trot, or appropriate other gait and canter both ways of the arena. Riders may be requested to dismount and remount, to start at either lead at a canter or for any other reasonable test of their horsemanship skill. Exhibitors may be asked questions pertaining to the horse and equipment. The horse may be shown either Saddleseat or Hunt seat with the appropriate attire and equipment for either, but no combination of the two.

English pleasure

The class routine is the same as English Horsemanship but judging will be based on the performance and manners of the horse.

Trail Class

The horse will be judged on manners, response to the rider, and attitude. Horse and rider will be expected to negotiate several obstacles meant to represent obstacles encountered on a trail. Class may be ridden in English or Western tack and attire, but not a combination of both.

Stockseat or Western Horsemanship

Judging is based on the rider. Horses will walk, trot, jog or appropriate other gait and lope both ways of the ring and back willingly. Riders may be requested to dismount and remount, to start on either lead at the lope and to execute other tasks to demonstrate control. Exhibitors may be asked questions pertaining to tack or the horse. Judging will be based on the performance of the rider and their horsemanship abilities. Western attire and tack are required.

Stockseat or Western Pleasure

Class routine is the same as for Stockseat Horsemanship. Judging will be on the performance of the horse and his manners.

Gymkhana/Speed Classes

Horses or ponies are ridden through a specific pattern with each class requiring a different pattern. Judging is based on the best time and correctly completing the pattern.

Reinsmanship

Judging is based on the ability of the exhibitor to properly control the horse or pony while safely harnessed to a two or four wheeled vehicle. The animal will be shown both ways of the ring, at a walk, trot and extended trot and will be expected to stand quietly and back readily. The judge may ask the exhibitor a pertinent question regarding equipment or the horse.

Driving

Class routine will be similar to that in Reinsmanship. Judging will be based on performance, willingness, and manners of the horse or pony.

Educational Reimbursement Request Form

Date of Request: _____

Youth Member Name: _____

Date of Educational Event: _____

Name of Educational Event: _____

Place of Educational Event: _____

Cost of Educational Event: _____

Total Amount Requested (not to exceed \$50 per fiscal year): _____

Winnebago County Fair Year: 2024

Date of Horse and Pony meeting at which the essay was presented: _____

Attached Flyer or Advertisement of Educational Event

Attached Copy of Presentation

Attached Copy of Receipt

Return completed form to adult Winnebago County 4-H Horse and Pony Board Project Treasurer

Horse and Pony Advisory Board use only:

Date request received: _____

Approved: _____

Date of check: _____

Check number: _____

New Member FAQ's

- Does it cost money to attend a 4-H clinic?
- No, 4-H sponsored clinics are free for our members and our fundraising pays for the clinicians

- Is our club responsible for bringing a raffle basket to the tack sale?
- In the past each club which had a number of Horse and Pony members was responsible to provide a basket, but the Tack Sale committee is currently reevaluating if we are going to continue doing Basket raffles.

- How does Fair week work? Do kids and parents still have barn duty, if so what about at night?
- An emailed invitation to Sign-up for overnight duty will come out close to Fair. Duty starts at 10pm and goes until 6am, but is broken up into 2 or 4 hour time slots.

- How do we find out what time kids can ride in the arena at the Fair?
- This and much more information is in the safety handbook that is handed out at the REQUIRED safety meeting on Tuesday night of Fair in the covered arena.

- Are we allowed to camp out in a horse trailer with living quarters at the Fair?
- This is a Fair Board question rather than Horse and Pony. A fee is probably required as it is a “camper”.

- When consigning tack at the tack sale, do consignors use tags supplied by 4-H?
- The Horse and Pony Project supplies the tags for the tack sale. These are handed out at H & P club meetings prior to the tack sale.

- After the tack sale is it same day payment or are checks mailed to the consignors later?
- Payment is made as quick as it can be calculated immediately following the tack sale OR you can put on your sheet to send a check which will be mailed out on Monday following the tack sale.

- What is involved in the mentorship program?
- This is a great program where an older youth is paired up with a new (not necessarily young) member. They work together and the older youth helps the new member understand what is required and how the Fair works.

- When do stall assignments/request occur?
- An email is to be sent to stallreservations@gmail.com to reserve stalls as soon as the show bill is released.

- If doing horseless horse, do we find someone to pair up with in order to walk/trot only?
- Yes, a Horse and Pony board member can help with this process

Fair Requirement Checklist - Due Monday, June 24, 2024

Meet the Following Requirements to show your horse at Fair:

Name: _____

Club: _____

Two 4-H Horse and Pony Sponsored Educational Events

Name of Educational Event	Date	Leader Signature
1. _____	_____	_____
2. _____	_____	_____

If To be done after June 24, 2024 but before Fair

1. _____
2. _____

6 hours of service at a Winnebago County 4-H Horse and Pony Project sponsored fundraiser or volunteer event. Please indicate the number of hours worked per entry and which were adult hours (maximum of 2 hours for adults). Youth and parent may work 4 hours maximum at the Tack Sale.)

Event Description and Date	Who Worked	Leader Signature
1 st hour _____	_____	_____
2 nd hour _____	_____	_____
3 rd hour _____	_____	_____
4 th hour _____	_____	_____
5 th hour _____	_____	_____
6 th hour _____	_____	_____

Attend Two Winnebago County 4-H Horse and Pony Planning Meetings

Date	Leader Signature
1. _____	_____
2. _____	_____

Horse Declaration Form- Due Monday, June 24, 2024

Premises registration number (list here) _____

Horse Declaration Form

You may declare two horses, form due
Monday, June 24, 2024
(May be turned in at the Project Meeting or at the Extension Office.)

Exhibitor's Name: _____

Exhibitor's grade in school _____

Exhibitor's Club _____

Exhibitor's Club horse leader _____

Parent email and phone number _____

Horse owner's email and phone number if different from parent _____

Premise ID Number _____

Horse's Name _____ Breed _____

Horse's Age _____ Horse's Color and Markings _____

Horse's Registration number and Association (if applicable) _____

Tattoo or Freeze Brand number (if applicable) _____

Attach a copy of current calendar year negative Coggins.

Attach a head shot of rider and a full body picture of horse.

Horse and Pony Accomplishments in Project year 2023-2024

Please take the time to fill out this form throughout the year. The Horse and Pony Board hopes this will help you set goals and see how you worked to accomplish them this year. Please also take the time to give us feedback at the end of the form so we can always be working to make the Horse and Pony Project better for you!

Horse and Pony Project Goals:

1. _____

2. _____

What do you plan on doing to help you achieve your goals?

Tell us about your horse:

Name: _____

Age: _____

Breed: _____

Do you own or lease? _____

Did you attend a veterinary appointment for your horse this year? YES/NO (circle one)

If yes, what did you learn from it? _____

What was your favorite clinic this year? _____

What was the best part about the clinic? _____

Circle any of the following you participated in this project year:

Horse and Pony Youth Board

4-H educational activity at the District or State level

Horse Bowl: Practices and Competition or Practices only

How many practices did you attend? _____

Horse Judging

Hippology at Horse Bowl and or at Fair

Job Shadowed in the equine industry

Midwest Horse Fair - Name of any presentation attended _____

Attended more than required # of Horse and Pony Meetings - Number attended _____

Served on a Committee - Name of Committee _____

Showed a horse at a horse show of any kind before Fair - Name of Horse Shows: _____

Horse and Pony Photography

Model Horse

Veterinarian appointment

Equine Dentist appointment

Farrier appointment

Volunteered more than minimum amount required.

Attended two 4-H Horse sponsored clinics - Clinic names: _____

Attended non-4-H sponsored Clinics - Clinic names: _____

Other, please list any other activities you participated in that may have helped you achieve your goals?

Your proudest or biggest accomplishment this year?

Did you meet your goals that you set at the beginning of the year? _____

Please explain why or why not _____

Next year I look forward to _____

Please take a minute to think about this project year and tell the Horse and Pony Board how we can improve the project for you!

Thank You!

Winnebago County 4-H Horse and Pony Board

Please turn in by Monday, September 23, 2024 to Extension Office, 625 E. County Rd. Y, Suite 600, Oshkosh, WI or bring to the September Horse and Pony monthly meeting.