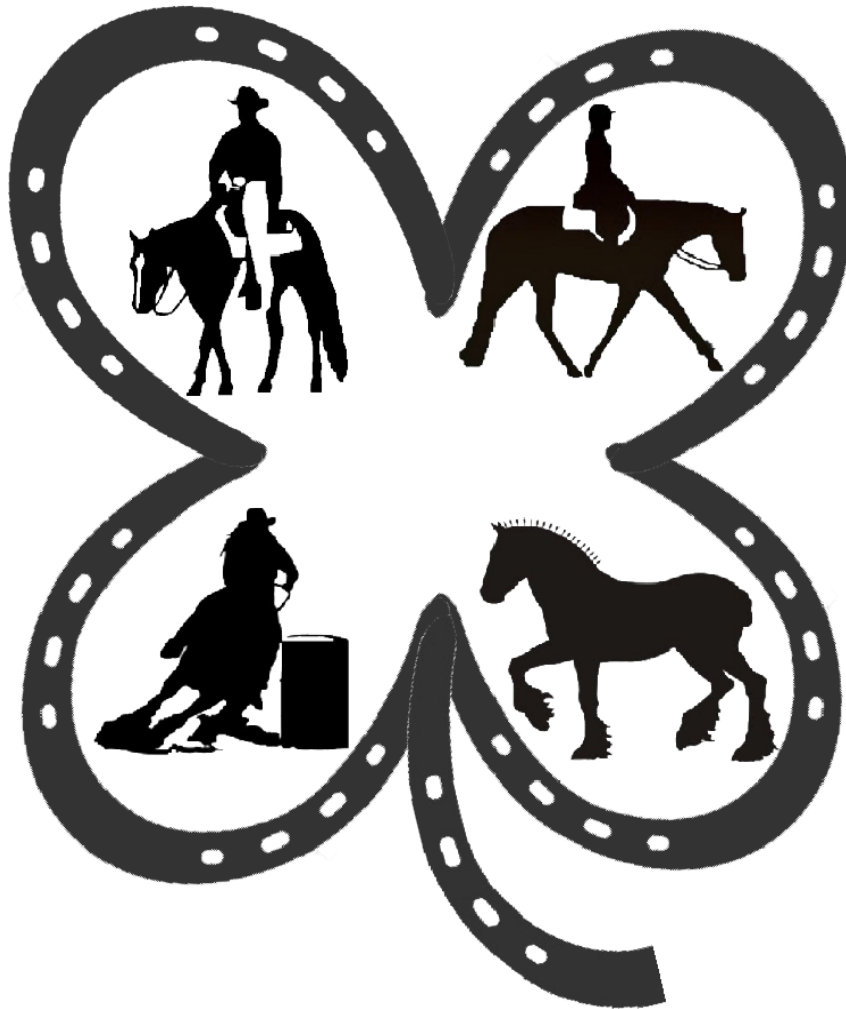


# Kewaunee County 4-H Horse & Pony and Horseless Horse Project Guidebook



Design created by Lexy Nowak

**2022-2023**



**Extension**  
UNIVERSITY OF WISCONSIN-MADISON  
KEWAUNEE COUNTY



## Welcome 4-H horse project members and families,

This is a guidebook to help lead you through the Kewaunee County Horse & Pony Project.

We need your help! The organization cannot function without volunteers. Parents are encouraged to be present and help at all activities. Project Leaders and chairpersons must be a Trained Adult Leader.

The adult leader training program is provided through Kewaunee County UW-Madison Extension.

# YOUR HORSE PROJECT CHECKLIST

**Keep this section for your reference**

## I have:

\_\_\_\_\_ Enrolled in a 4-H club and the 4-H Horse Project by October deadline. (New members must enroll by February 1<sup>st</sup> of the exhibit year.)

\_\_\_\_\_ Met the requirements of my local 4-H club and followed the rules of conduct signed at enrollment. (Please note that local 4-H club meetings and 4-H Horse Project meetings are not one in the same.)

\_\_\_\_\_ A current negative Coggins (Equine Infections Anemia) test for my horse. Test is valid for 12 months from the date of the blood draw. (Bring original and a legible copy with 4-H members' name and Premise ID number written on the top of form to turn in at the event.) Coggins forms will be maintained by the event for 5 years in compliance with Wisconsin Law.

\_\_\_\_\_ Premises ID number for the location of where my horse is housed. **Premise registration is mandatory in Wisconsin** (there is no fee to register). To register go to [www.wiid.org](http://www.wiid.org)

\_\_\_\_\_ Meet all sign-up deadlines for clinics, county fair, and state 4-H events

\_\_\_\_\_ I understand that the requirements set forth by the Kewaunee County 4-H Horse & Pony and Horseless Horse Project must be met to be considered a member in good standing and to represent the Kewaunee County 4-H Horse & Pony and Horseless Horse Project at any County Fair, District, or State Event.

# OFFICER & COMMITTEE LIST

4-H Youth Development Educator – Contact Mariah Vandertie, 920-388-7185  
University of Wisconsin-Madison, Division of Extension, Kewaunee County

## Youth Officers

**President:** Anna Pravechek

**Vice-President:** Charley Anderson

**Secretary:** Faith Kustka

**Treasurer:** Jenna Kalcik

**Sergeant at Arms:** Ella Siegmund

**Northeast District Youth:** Faith Kustka

**Adult Co-Chairs:** Nancy LaCrosse: (920) 255-3421, Liz Simonar: (920) 536-0072  
Morgan Schleis (920) 323-5752

**Communication:** [kc4horseandpony@gmail.com](mailto:kc4horseandpony@gmail.com)

## **Committees:**

**Project Committee: This includes the following: Budget & Audit, Calendar, Christmas Party, Fundraising, and Guide Book**

Margaret & Amy Halverson, Stacy Stepanek, Nancy LaCrosse, Jenna Kalcik, Zach Burgess, Joe & Linda Pribek, Liz Simonar, Morgan Schleis

**Horse Committee: This includes the following: Clinics & Field Trips, Day Camp, Drill Team, Horse Show, Practice Nights, and All Around Program**

Stacy Stepanek, Amy Halverson, Addisyn Burgess, Lindsay Beyer, Morgan Schleis, Jaidyn & Braelyn Petermann, Sara Anderson

**Educational Committee: This includes the following: Model Horse, Speeches & Demo, Horse Bowl, Hippology, Horse Judging, Art, Team Problems Creative Communication (poster, display, and scrapbooking)**

Stacy Stepanek, Amy Halverson, Morgan Schleis, Kim Jacobs, Kaylee & Michele List, Olivia Simonar-Wochos & Liz Simonar, Allison & Nancy LaCrosse, LuAnn Naze

# Kewaunee County 4-H Horse & Pony and Horseless Horse Project All Around Form

NAME \_\_\_\_\_ YEAR \_\_\_\_\_ GRADE \_\_\_\_\_

Please list the date/s you participated for EACH Kewaunee County 4-H Horse & Pony and Horseless Horse Project Official Calendar event.

**Horse Project Meetings:**

\_\_\_\_\_

**Horse Project Fundraisers:**

\_\_\_\_\_

**Horse Project Practice Nights:**

\_\_\_\_\_

**Horse Project Clinics:**

\_\_\_\_\_

**Horse Project Day Camp:**

\_\_\_\_\_

**Horse Project Service:** (Stall Set up/take down, Clinic & Practice setup/take down Flower planting/or watering)

\_\_\_\_\_

**Horse Project Educational Horse:**

\_\_\_\_\_

**Model Horse:**

\_\_\_\_\_

**Essay Question to determine any tie scores: What was the highlight of your 4-H horse project year?**

Minimum 100 words - Maximum 250 words.

Youth officers & Adult Co-Chairs to read the essays.

Completed form to be turned in to Nancy LaCrosse - E2767 Nuclear Rd, Kewaunee, WI 54216.

Deadline: September 1st.

# **Wisconsin 4-H Policy**

## **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 3<sup>rd</sup> 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 cut out 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](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.

## **County Level Opportunities:**

**Clinics:** A clinician is hired to work with youth on a specific discipline (from beginner to advanced). Examples of clinic topics may be Gymkhana, Dressage, Horsemanship/Equitation, Trail, Showmanship.

**Day Camp:** A day spent at the fairgrounds with your horse. Open to all currently enrolled Kewaunee County 4-H Horse & Pony Project members with learning opportunities from beginners to advanced.

**Education:** Education committee, see page 2 of committees. Coaches will work with individual youth and teams to prepare for State education contests.

**Horseless Horse:** If you don't own a horse, you can team up with someone who does. You'll be able to participate in project activities and exhibit in special classes at the county fair.

**Kewaunee County 4-H Horse Project Scholarships:** 2 (Two) - Two Hundred and Fifty Dollar (\$250.00) scholarships will be available to high school seniors or first year of college attendees who are graduating from the horse project. Scholarship may be received by members more than once.

**Model Horse:** Learn while showing model horses. Opportunities to learn about horse breeds, correct conformation, anatomy, how to make proper tack, equipment and clothing, set up class patterns, and understand the rules for horse shows.

**Mounted Drill Team:** An equestrian drill team is a group of horses and riders performing choreographed maneuvers to music. Drill teams are intended to entertain, show sportsmanship, horsemanship, teamwork, and dedication. Drill team performances take place during the county fair.

**Practice Nights:** Held at the fairgrounds on posted dates. They are open to all Kewaunee County 4-H Horse & Pony Project members to practice your riding skills and prepare for the fair and state 4-H shows. Practice nights are led by 4-H trained adult volunteer leaders and/or experienced 4-H youth members. **Practice nights will be 2 hours, the first hour will be instruction and the second hour will be open riding of your choice.** Two adult leaders must be present at all times which includes unloading and loading of animals. **Assigned practice night leaders to be at the fairgrounds no later than 30 minutes prior to start time.**

## **State Level Opportunities:**

**Wisconsin 4-H Horse Association:** all enrolled 4-H Horse & Pony project adult leaders are automatically members of the association.

**Wisconsin 4-H Youth Horse Association:** all youth enrolled in Wisconsin 4-H Horse & Pony project and the Horseless Project are automatically members of the association and constitute the voting body.

See the [\*\*WI 4-H Horse Association Handbook\*\*](#) for more information

# KEWAUNEE COUNTY 4-H HORSE & PONY AND HORSELESS HORSE PROJECT SPORTSMANSHIP AWARD NOMINATION FORM

Sportsmanship mainly refers to virtues such as fairness, self-control, courage, and persistence, and has been associated with interpersonal concepts of treating others and being treated fairly, maintaining self-control if dealing with others, and respect for both authority and opponents. (Wikipedia)

While choosing a youth, think of someone who:

- Puts others before themselves
- Exhibits a sportsman-like attitude
- Is a good role model and sets a good example for younger and older members to follow
- Puts other people's feelings before their own
- Is helpful to others and to the project
- Uses the horse project to grow as a person and as a 4-H member
- Shares their knowledge with others
- Accepts wins/losses with dignity and respect
- Is enthusiastic, honest, and helpful

**\* It's not whether you win or lose \* \* it's how you play the game. \***

Name of Nominee: \_\_\_\_\_ Grade: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

The Nominee has displayed good Sportsmanship in the following ways:

---

---

---

The Nominee has shared their time and talents in the following manner:

---

---

---

Please share a description of this person's sportsmanship characteristics:

---

---

---

**Please place nomination in the box at any horse project function.**

Please note: Kewaunee County will choose one member from all nominations to forward for the state award.

Recipient can only receive this award once.



**KEWAUNEE COUNTY 4-H HORSE & PONY  
AND HORSELESS HORSE PROJECT:  
MEMBER IN GOOD STANDING REQUIREMENTS  
2022-2023 4-H Year**

**All Members (Educational and Live Horse Members)**

To be considered a member in good standing and represent the Kewaunee County 4-H Horse & Pony and Horseless Horse Project at the Kewaunee County Fair and at any District or State event you must meet the requirements of your local club and abide by the rules of conduct agreed to at enrollment. **Club requirements must be met by May 30th and will apply to events held June 1st or later.**

**WHEN SHOWING A LIVE HORSE:**

You must have the original current negative coggins form (and a legible copy with exhibitor's name and Wisconsin premise ID for the location where your horse is stabled written on the top of form to be turned in to the event). This document will be maintained by the organization hosting the event for 5 years, in compliance with Wisconsin law.

**The following requirements must also be met: attendance at 2 horse project meetings, participate in 1 fundraiser, 2hrs of project service, and participate in 1 practice night or clinic.**

**WHEN SHOWING EDUCATIONAL HORSE PROJECTS:**

**The following requirements must also be met: Attendance at 2 horse project meetings, and participate in 1 fundraiser. Project service is not required but is certainly welcome and appreciated.**

**PLEASE NOTE:**

Parents and guardians are always highly encouraged to attend 4-H meetings, activities, and events with their children. **Youth working with their horse must have an adult present who is responsible for them as well as their horse.**

# KEWAUNEE COUNTY 4-H HORSE & PONY AND HORSELESS HORSE PROJECT: MEMBER IN GOOD STANDING REQUIREMENTS FORM

2022-2023 4-H Year.

MEMBER NAME \_\_\_\_\_

## **All Members (Educational and Live Horse Members):**

To be considered a member in good standing and represent the Kewaunee County 4-H Horse & Pony and Horseless Horse Project at the Kewaunee County Fair and at any District or State event you must meet the requirements of your local club and abide by the rules of conduct agreed to at enrollment. Club requirements must be met by May 30th and will apply to events held June 1st or later.

I certify that this member has met the local club requirements to be considered a member in good standing.  
(Club requirements must be met by May 30 and will apply to events held June 1 or later.)

\_\_\_\_\_  
Signature of Club Leader

\_\_\_\_\_  
Date

## **WHEN SHOWING A LIVE HORSE:**

You must have the original current negative coggins form (and a legible copy with exhibitor's name and Wisconsin premise ID for the location where your horse is stabled written on the top of form to be turned in to the event).

**The following requirements must also be met: attendance at 2 horse project meetings, participate in 1 fundraiser, 2 hrs of project service, and participate in 1 practice night or clinic.**

## **WHEN SHOWING EDUCATIONAL HORSE PROJECTS:**

**The following requirements must also be met: attendance at 2 horse project meetings and participate in 1 fundraiser. Project service is not required but is certainly welcome and appreciated.**

I certify that I have met the Kewaunee County 4-H Horse & Pony and Horseless Horse requirements for showing a live horse or educational horse project.

\_\_\_\_\_  
Signature of 4-H Horse Project Member

\_\_\_\_\_  
Date

## **Send this completed form by June 1st to Horse Project Co-Chair:**

Nancy LaCrosse      E-mail: mnpjalacrosse@tds.net      Phone: 920-255-3421  
E2767 Nuclear Road  
Kewaunee, WI 54216

# Kewaunee County 4-H Horse & Pony and Horseless Horse Project Constitution and Bylaws

## CONSTITUTION

Revised 2022/23

### ARTICLE I NAME

Section 1: Kewaunee County 4-H Horse & Pony and Horseless Horse Project.

### ARTICLE II PURPOSE

Section 1: To plan, promote and implement educational programs in the area of horse science for the youth and their leaders.

Section 2: To assist in the development of educational activities in horse science that will enhance the growth and development of youth.

Section 3: To develop leadership skills for our youth by giving them responsibility and guidance.

### ARTICLE III MEMBERSHIP

Section 1: A project member must be in third grade and may continue in 4-H through the 4-H year following their graduation from high school not to extend beyond the age of 19 at the time of enrollment. Kindergarten, first and second graders can only be enrolled in the Cloverbud project and are not eligible to show live animals.

Section 2: Open to any youth within grade parameter – regardless of that person’s race, color, creed, religion, sex, national origin, pregnancy, disability, ancestry, sexual orientation, marital or parental status.

Section 3: The following requirements must be met to hold a 4-H charter and be recognized as a 4-H project committee in Kewaunee County, Wisconsin:

#### Project Name

- Five or more youth from at least three families
- Adult leadership that has been approved through the Youth Protection Program
- Educational plan that includes business, community service, education, and recreation/socialization which meets the purposes of the 4-H program. See charter renewal
- Youth involvement in leadership and decision-making
- Meet on a continuing basis
- Have written operating guidelines, bylaws or constitution approved by members to govern the project
- Complete the 4-H Annual charter Renewal packet that includes critical communication, legal, financial and educational accountability requirements. This is submitted to the county UW-Madison Extension office by the designated date.

### ARTICLE IV ADULT CHAIRPERSONS

Section 1: There shall be no less than 2 adult trained 4-H volunteer leaders serving as adult co-chairs.

### ARTICLE V YOUTH OFFICERS

Section 1: Officers shall be President, Vice President, Secretary, Treasurer, and Sergeant-at-Arms.

- ARTICLE VI AMENDMENTS  
 Section 1: The constitution may be amended by a simple majority vote. Any proposed changes to the constitution need to be discussed at a meeting, sent to all members to review, and cannot be voted on until the next regular meeting.
- ARTICLE VII PROJECT LEADERSHIP  
 Section 1: The project shall be under the direction and guidance of local trained 4-H volunteer horse project leader(s). Open to all adults regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, and pregnancy, marital or parental status. All adult chairpersons, committee heads and project leaders are required to participate in the Wisconsin 4-H Youth Protection Program.
- ARTICLE VIII DISSOLUTION CLAUSE  
 Section 1: Upon dissolution of the Kewaunee County 4-H Horse & Pony Project, any assets must be turned over to the Kewaunee County 4-H Adult Leaders Association.

## **BY-LAWS**

**Revised 2022/23**

- ARTICLE I ELECTION OF YOUTH OFFICERS  
 Section 1: Nominations will be accepted from the floor during the election portion of the meeting. Youth members may nominate themselves. A majority of youth members present shall elect each officer.
- Section 2: The election of officers shall be held annually at the fall project meeting.
- Section 3: All youth members are eligible to vote. In instance of a tie, the President's vote will break the tie.
- Section 4: All terms are for one year and may not be served for more than two consecutive terms in the same office.
- Section 6: In the event that a youth officer won't be able to attend regular scheduled meeting, youth must notify one of the adult co-chairs before the meeting. If officer has two (2) consecutive unexcused absences from regular scheduled meetings, their position will be filled by special election held at next regular scheduled meeting. **Unexcused absence is defined as no prior notification of an absence from the meeting.**
- ARTICLE II ADULT CO-CHAIRS & COMMITTEE HEADS  
 Section 1: Trained Adult 4-H Leaders may volunteer to fill the roles of co-chairs and committee heads.
- Section 2: All terms shall be for one year.
- Section 3: All adult chairpersons and project leaders are required to participate in the Wisconsin 4-H Youth Protection Program.
- Section 4: Adult co-chair shall act as the adult treasurer and shall collect and promptly deposit all funds in the 4-H Horse & Pony Project account, pay bills and keep all financial records. Expenditures not included in the budget must have the horse & pony project membership approval.**

ARTICLE III DUTIES OF YOUTH OFFICERS, CHAIRS' & COMMITTEE CHAIRS

Section 1: **President:** shall preside at all regular and special meetings with the assistance of the adult co-chairs and perform such other duties as deemed necessary to the office. Create the agenda with the assistance of adult co-chair. **Give assistance to the adult co-chair in creating the meeting agenda.**

Section 2: **Vice President:** shall preside in the absence of the President and assume the duties of the president during his/ her absence. In addition, he/she shall maintain the attendance sheet for each meeting and obtain youth signatures.

Section 3: **Secretary:** shall keep complete minutes of all meetings and submit copies to the UW Madison Division of Extension Kewaunee County Office so that they may be updated on the county website and adult co-chairs within ONE week of meeting. Also, the secretary is responsible for correspondence including submission of articles to Foghorn with approval of co-chair(s).

Section 4: **Treasurer:** The treasurer shall **present the monthly report at all regularly scheduled meetings.**

Section 5: **Sergeant At Arms:** shall create a welcoming environment and keep order at the meetings.

Section 6: **N.E. District Representatives:** shall attend fall district and State Youth Board meetings and report back to the membership.

Section 7: **Adult Co-chairs:** shall provide guidance to youth officers, committees and project members. Co-chairs shall also assist with management of the meetings, help to create and approve agendas, write articles, attend clinics, meetings, activities and events.

Section 8: **Youth Officers and Adult Co-Chairs:** attend Teen Leaders/Adult Leaders Association meetings as appropriate, complete the annual charter renewal forms, assist budget committee, keep an accurate record of bills and expenses, have all records audited on an annual basis.

Section 9: **Committee Chairs:** shall help to plan and coordinate the job or event of his or her particular committee with the assistance of adult co-chairs. Shall ensure all committee members are involved and notified of meetings.

ARTICLE IV REGULAR MEETINGS

Section 1: Meetings shall be held on specific dates as outlined in the Kewaunee County 4-H Horse & Pony Project calendar. Members will be notified of date changes.

ARTICLE V: QUORUM

Section 1: A quorum for transaction of business shall be a minimum of ten (10) youth.

ARTICLE VI: PROJECT YEAR

Section 1: The 4-H year runs from October 1<sup>st</sup>-September 30<sup>th</sup>.

ARTICLE VII RULES OF ORDER

Section 1: Robert's Rules of Order shall govern the meetings of the Kewaunee County 4-H Horse & Pony Project.

## ARTICLE VIII: PROJECT CHARTER RENEWAL

Section 1: Annually, complete the 4-H Annual charter Renewal packet that includes critical communication, legal, financial and educational accountability requirements. This is submitted to the Kewaunee County UW-Madison Division of Extension office by the designated date.

Revisions – Jan. 2021, Article IV, Section 2, Adult Treasurer removed

Revisions - Nov. 2022, CONSTITUTION: Article V, Section 1, Historian removed ; BYLAWS: Article 1, Section 6: removed by phone. Added: Unexcused absence is defined as no prior notification of an absence from the meeting. Article II, Section 3 removed committee members, Section 4 added, Adult co-chair shall act as adult treasurer and shall collect and properly deposit all finds in the 4-H Horse and Pony Project account, pay bills and keep all financial records. Expenditures not included in the budget must have the horse & pony project membership approval. ; Article III, Section 1, added "Give assistance to the adult co-chair in creating the meeting agenda. Section 4, Treasurer, removed shall collect and promptly deposit all funds in the 4-H Horse & Pony project account, pay bills and keep all financial records including forms in the treasurer book, submit written monthly report to adult co-chairs at regular scheduled meetings. Expenditures not included in the budget must have horse project membership approval.. Added " present the monthly report at all regularly scheduled meetings; Section 6 Historian removed. .