



San Juan County Leaders Council Constitution, By-Laws and Policy Manual





Table of Contents

Constitution and By-Laws of the 4-H Leaders Council 3

Article I - Name3

Article II - Objects and Purposes3

Article III - Membership3

Article IV - Officers and Duties3

Article V - Executive Committee4

Article VI - Committees5

Article VII - Meetings5

Article VIII - Nominations and Elections6

Article IX - Quorum6

Article X - Amendments6

Article XI - Beneficiary6

Leaders Council and General 4-H Policy 6

Purpose of 4-H Leaders Council in San Juan County:6

General Rules:7

Leaders Council8

Membership11

Clubs12

San Juan County Fair12

4-H Educational Activities Support Fund (EAS) and Endowment Policy13

Livestock Market Animal Auction Committee Guidelines and Policy 15

Mission:15

Committee Membership, Officers, and Duties:15

Duties of the Chair will be as follows:15

Duties if the Committee members will be as follows:15

Duties of the bookkeepers:16

Market Animal Auction Rules and Policy:16

Funding Sources and Expenses:16

Funding Educational Events:17

LMAAC SJC Fair Auction Turnback Profit Distribution18

4-H LIVESTOCK MARKET ANIMAL AUCTION 18

General Rules:18

4-H Horse Project Committee Guidelines and Policy 29

Deadlines:29

Horse Certificates:29

Project Horses:29

4-H Horse Replacement Request (Page 1 of 2)34

SAN JUAN COUNTY 4-H MEDAL PROGRAM 200736

4-H Equine State Qualifications Policy38



Constitution and By-Laws of the 4-H Leaders Council

Article I - Name

1. The name of this organization shall be the San Juan County 4-H Leaders Council.

Article II - Objects and Purposes

1. To promote and maintain a spirit of friendship and helpful cooperation between leaders from all parts of the county.
2. To develop ideas for expanding council programs in the county.
3. To give greater vision to the leaders so that they may stimulate youth involved in 4-H to their highest capability.
4. To promote leadership training.
5. To help determine policies in the presentation of club activities to the end that there shall be uniform presentation throughout the county in accord with state and national standards.

Article III - Membership

1. Active Membership:
Active membership shall consist of all currently enrolled adult and junior 4-H leaders
2. Ex-officio Membership:
Any member of the County Extension Office Staff shall hold ex-officio membership. They are entitled to the privileges of the floor but may not vote.
3. Honorary Membership:
Any organization actively sponsoring 4-H in their community, or any organization interested in the betterment of youth may be granted an honorary membership by majority vote of this said council. Such organizations may be represented by an individual member without a vote.

Article IV - Officers and Duties

1. The elected officers shall be President, Vice President, Secretary and Treasurer. The term of office shall be one year. Officers may be re-elected.
2. **President:** Shall preside at the meetings of County Council and Executive Update Committee. The President shall appoint committees with the approval of the Executive Committee, except for special committees; shall fill vacancies in office with approval of the Executive Committee.
3. **Vice-President:** Shall preside in the absence of the President. Shall, in case the President is unable to fulfill duties of the office, complete the term of the President. Also, any other duties the President might ask of them.



4. **Secretary:** Shall keep the minutes of the County Council; shall conduct any correspondence that is requested by the Executive Committee.
 - Leaders Council Secretary must include a section within the Leaders Council meeting minutes for “motions passed”, “actions to be taken”, and “motions tabled”.
5. **Treasurer:** Shall receive and manage all moneys generated by County 4-H activities. Shall keep up to date records of account balances, give suggestions on how moneys should be managed, write checks and receive and file current bank statements. Treasurer will provide a financial report as an attachment to be provided with all agenda and minute communications. Treasurer must be established as the primary signer on all said accounts. Treasurer shall turn over all books and records to the newly elected Treasurer. One Executive Officer shall be added to all accounts.
 - Treasurer will work with 4-H county personnel to ensure financial reports in January/February available at LC meeting for the following: Annual Endowment Report, Leaders Council and LMAAC year-end financial reports posted on the website with current LC minutes.
 - For the purposes of the Leaders Council, the LC treasurer will prepare and present a year-end financial report to the LC no later than the first LC meeting following the end of the financial year along with a budget proposal for the new 4-H year. The year-end report, in addition to following the guidelines in publication C1059E, will report and track income and expenses of the LC for all categories of dedicated funds and the general fund. Dedicated funds include monies and transactions arising from gifts or funds designated for a specific purpose by the donor or LC. The general fund includes all monies and transactions that are discretionary for the LC including proceeds from LC fund raising events and donations to LC that are not designated for a specific purpose. This report must be reviewed and approved by the LC before submission to the Extension Office. Any changes to the annual report by peer review or by the Extension Office will be reported back to the LC.
 - A LC debit card, if secured by the LC, shall be regarded and used with the same care and security as the LC checking account. All expenditures using the debit card must be authorized by the LC prior to use. The LC treasurer must retain a copy of all transactions and receipts. Authorized signers for the debit card will be the LC President and LC treasurer.

Article V - Executive Committee

1. The currently elected officers and the retiring President shall constitute the Executive Committee.
2. Duties: The Executive Committee shall confirm appointments of the President, including appointments to fill a vacancy in office; in an emergency, the Executive



Committee shall meet at the call of the President. All business transacted by the Executive Committee shall be reported to the County Leaders Council meetings and no action of the Executive Committee shall change the policy of the County Leaders Council.

3. The Executive Committee may make encumbrances payable by the Treasurer.

Article VI - Committees

1. The President shall appoint such committees as are deemed necessary for the proper functioning of the County Leaders Council.

Article VII - Meetings

1. Meetings shall be at the call of the President.
2. All Leaders Council meetings are open to the public. Guests will be welcomed and advised that they may speak during agenda time marked public comment with a preset time limit. Parents and youth members may attend Leaders Council meetings but do not have voting rights. Notification, location and zoom access will be posted on 4-H website
3. Themes for 4-H Leaders Council Meeting Schedule*

October/November

- Election of officers
- Annual report approval
- 4-h annual budget approval
- Lc committee appointments

January/February

- Changes or additions to LC policy impacting eligibility for fair

March/April

- Fair schedules

May/June

- Livestock weigh-in
- LC general meeting

August

- In person Fair meeting
 - Determine individual LC fair awards



September

- Set draft budget for coming 4-h year

*Additional LC meetings may be called to facilitate agenda items.

Article VIII - Nominations and Elections

1. Any currently enrolled 4-H leader shall be eligible to hold office.
2. Elections shall take place at the first meeting held after the new 4-H year begins.
3. The year shall be from October 1 to September 30.
4. Vacancies in office shall be filled by appointment of the President. A vacancy in the office of the President is filled by the Vice-President.

Article IX - Quorum

1. At least five members shall be present to conduct business.

Article X - Amendments

1. The provisions in the constitution may be amended at any meeting. A two-thirds vote shall be necessary to amend the constitution.
2. The by-laws may be amended at any meeting. A two-thirds vote shall be necessary to amend the by-laws.

Article XI - Beneficiary

1. In the event that the San Juan County Leaders Council should ever be dissolved, all remaining funds will be credited to the WSU Foundation; or in the event that the said foundation is unable or unwilling to accept the funds, they will be transferred to the National 4-H Foundation.

Leaders Council and General 4-H Policy

Purpose of 4-H Leaders Council in San Juan County:

The basic purpose of the volunteers who serve on 4-H Leaders' Councils is to meet the educational needs of the enrolled youth. They must determine what those needs are and how to best deliver programs to meet those needs. Throughout the state, volunteers work in partnership with Extension professionals to develop programs that best serve the changing needs of youth in their county or area.



In each county an Extension professional is ultimately responsible for the 4-H program. Consequently, all work and decisions of the 4-H Leaders' Councils are advisory to the 4-H professional.

If you are a 4-H Volunteer, Family 4-H leader or 4-H member, Council is important to YOU!

All 4-H leaders, parents, members (especially teens) are welcome to attend Leaders' Council meetings. Please encourage at least one leader, teen, or parent to represent your group (Club, Family or Special Interest Program) at Leaders Council meetings! It doesn't have to be the same person each time!

The Leaders Councils exist to help guide the local 4-H program efforts. The San Juan County 4-H Leaders' Council:

- provides financial help to teens and leaders to attend conferences, workshops, training, and forums
- manages the local 4-H Scholarship (EAS) program and awards (i.e. trophies, ribbons and County specific awards)
- provide input to Extension professional and local Fair Boards (San Juan County Fair) and can receive information from the Fair Boards to share back with leaders
- oversee and support (with help from the Extension Office) the Council sub-committees such as Large Market Animal Auction Committee (LMAAC), Horse Leaders, Know Your Government, actions committees, or county 4-H events, awards or achievement programs, State Fair participation, etc.
- approve and forward suggestions as an advisory group for 4-H policy changes to the WA State 4-H Leaders Council.

For more information on 4-H Roles and Responsibilities, please read: [The Organizational Structure of the Washington State University 2.28.24](#)

General Rules:

- Read and follow the WA State 4-H Youth Development Program Policy ([EM0758E](#)) available at Extension or WSU Publication website.
- Submit items, applications, fees, etc., according to the deadlines and guidelines found in the San Juan County Policy manual. These dates are available by calling the Extension Office.
- Deadlines for submitting items to Extension that fall on a Friday, Saturday, Sunday or holiday when the office is closed must be submitted on the last working day prior to the deadline date.



- Changes or revisions of the SJC 4-H Leaders Council Policy must be approved by two-thirds vote of the Leaders Council members. Motions to change, amend, or otherwise revise this document must be published on a meeting agenda and circulated to all SJC leaders at least 10 days prior to the meeting date.
- The following documents are all addendum to the San Juan County 4-H Leaders Council Policy Manual. These documents are reviewed and updated yearly:
 - 4-H Exhibitor Guide
 - EAS Application Form
 - EAS Follow-up Questionnaire
 - Keys and Pierre Franklin Awards of Merit
 - Harold Kjargaard Memorial
 - The San Juan County Leaders Council Leadership Award nomination forms

Leaders Council

- Leaders Council meeting procedures follow Roberts' Rules of Order.
- Read and follow the Constitution and By-Laws of the San Juan County 4-H Leaders Council, available at Extension.
- Leaders must be notified prior to consideration of changes in SJC 4-H Policy. Agenda items of this nature must be declared at least ten days prior to the meeting date.
- March 1st is the official date for notification to Extension and to all leaders for policy changes that will affect member eligibility for Fair and for completion of the 4-H year. The January meeting agenda should include policy review for changes to policy, rules, and regulations. Notification of such changes will be submitted by the Leaders Council to the Extension Office.
- All donations will be added to the 4-H discretionary funds of the Leaders Council account unless the donor designates the donation for a specific fund or purpose.

Committees

- All Leaders Council Committees, except action committees, must record meeting minutes and make them available to Leaders Council.
- All Leaders Council Committees must submit reports and recommendations to Leaders Council in a timely fashion or as directed by Leaders Council.
- All Leaders Council Committees must have general, project, or departmental recommendations approved through Leaders Council in order for official policy to be established.
- Policies, procedures, forms and waivers are available for the following committees at the Extension Office: College Scholarship, Educational Activity Scholarship, Record Book, Awards, Livestock Market Auction (LMAAC) and Horse



- Committees may disperse or collect funds as directed or approved by the Leaders Council.
 - If the committee’s purpose or actions involve the collection of fees, fund raising or other income or expenditures, the committee must submit an annual financial report to the Leaders Council by January 31st of each year.
 - Read and follow all guidelines in the WSU 4-H Youth Development Leaders’ Guide to the Treasurer’s Book: County Council Treasurer’s Handbook.
- The purpose of **action committees** is to perform a special task. They can be short, or long term. They are not required to keep minutes but are tasked with a specific duty and are expected to report or offer solution to the assignment within a certain time frame to the Leaders Council.
- It is the responsibility of standing and department committees to establish and review policy according to their established purpose(s).
 - A quorum is required.
 - Minutes need to be summarized with “motions passed”, “actions to be taken”, and “motions tabled”. Minutes are to be submitted to the LC and the committee members in a timely manner (within 30 days or prior to the next meeting, whichever comes first)
 - All committee members must be notified 10 days prior to the meeting when considering recommendations to change general, project or departmental policy with an agenda.
 - Recommendations for changes in general, project, or departmental policy must be submitted in a timely fashion (a minimum of 10 days) to the Leaders Council President for inclusion on the Leaders Council Agenda.
 - Recommendations for changes in general, project, or departmental policy or procedures that apply to the current year SJC Fair or completions of the 4-H year must be approved by Leaders Council prior to March 1st of that year.

Action Committees

- Action committees will be appointed by Leaders Council as needed. Currently these committees include:
 - **EAS - Educational Activity Support** - Approves, evaluates applications for funding for educational activities (camp fees, training opportunities, travel funds, college awards).
 - **Awards Committee** - Recognizes achievements, selects recipients, and organizes award ceremonies.
 - **Publicity Committee** - Promotes school events and news, manages marketing and social media. Events include: Children’s fair, Holiday markets, holiday parades



- **Fair Schedule & Intake Committee** - Manages scheduling and logistics for county fair, including Still Life Auction, Fair Schedule, Can the Sifting Committee be formed from this same group rather than as a separate committee?
- **Policy Committee** - Documents review and recommendations for local 4-H Policy / Procedures / Exhibitor Guide. (aka Documents Committee)
- **Health and Safety Committee** - Reviewing safety procedures across 4-H
- **Welcoming Committee/Membership Committee?** - Handles outreach and recruitment, welcoming new youth and volunteers. (Perhaps could combine this with publicity committee as an Publicity / Outreach Committee)
- **Leadership Development Committee** - Develops educational initiatives and volunteer training programs. This is for leadership development for both Youth and Volunteers. This group would also identify future club concepts, club leaders, and superintendents. GivePulse support volunteers to claim accounts and log volunteer hours.
 - **Sub-Committee - Student Leadership Committee** - Empowers students by providing leadership opportunities and decision-making roles within 4-H. (just an idea – not really thought out) *subcommittee in Leadership Development Committee above?
- **Ramblers** - 50+ years of history as a booster group in support of SJI 4-H activities.
- **Camp & Clinic Committee**
- **Communications Committee** - Hybrid meetings, multilingual publications, website design, flyers, brochures
- **Ad hoc committees** - Short-term committees formed as needed for one-off events: i.e. Camps (summer soccer, art camp, etc) or special events
- **DEI (Diversity, Equity, Inclusion)** - Promotes diversity and inclusion, ensuring equal opportunities and a welcoming environment for all. Balances opportunities across the islands.
- **Fundraising Committee** - Develops innovative strategies for fundraising to support 4-H club projects and activities
- **Nominations Committee** - Leadership succession planning, call for volunteers, collaborates with Leadership Development, succession planning, mentorship (past, present, nominee - three-year planning forward)
- **Audit committee** - To support club audits and other audits in 4H. Overview, organization, platform for work.

Department or Project Committees

- The following department/project committees are open to all 4-H project leaders within the respective project departments:



- Livestock or Large Animal
- Small Animal
- Horses
- Still Life

Standing Committees

- Livestock Market Animal Auction Committee: appointed annually, open to any large or small animal leader within any department eligible for the live auction; this includes Beef, Swine, Sheep, Goat, Poultry, and Rabbit.
- Still-Life Auction Committee: appointed annually; open to any still life project area leader.

Membership

Member Enrollment Deadlines:

- Enrolled 4-H Youth members and Certified 4-H Volunteers may enroll in 4-H Online October 1 through 9:59 PM on July 31 of the current 4-H year (also refer to separate requirements to participate in fair).

4-H Year-End Completion Requirements:

1. WSU WA State Policy 2022/23 5.4: Contact Hours are defined as being in direct contact (physical or virtual) with a WSU Extension staff member, Certified 4-H Volunteer, or other adults working with a collaborating agency in conjunction with WSU Extension personnel using 4-H, WSU or Washington State approved curriculum.
 - 4-H enrollment constitutes a minimum of six hours of contact throughout the 4-H year.
 - 4-H non-member participation must constitute a minimum of six contact hours to be counted on the ES237 report.
 - Utilizing WSU Extension based resources and/or curriculum is key to establishing the minimum number of hours, but hours can be met in multiple ways.
2. Submit a 4-H Permanent Record Book by the published deadline for evaluation by your leader.
3. Exhibit a poster, project or booth at the SJC Fair.
4. Present a demonstration within the club or group.
5. Participate in a community service project(s).

Suggested (not required):



1. Hold office in a local club.
2. Serve on a club or county committee.
3. Attend 4-H educational activities (i.e. camps, State Conference, N.W. Teen Rally, State Forum, Know Your Government Conference).

Membership Requirement:

4-H members in good standing: Enrolled members must be in at least one club and one project. Members may enroll in as many projects as they choose beyond the first required project. Members can do additional projects as long as they are enrolled in the project through 4-H online enrollment. (Reference WA State policy 4.9)

Clubs

- New 4-H Clubs may form at any time throughout the year: however, the following deadlines apply for clubs whose members wish to exhibit their project(s) at the SJC Fair or at the 4-H State Fair:
 - New animal project clubs must be established by March 1st of that year.
 - New still-life clubs must be established by June 1st of that year.

Financial Accounting

- Read and follow all guidelines in the 4-H Leader's Guide to Handling Funds in the 4-H Youth Development Program publication (C1059E).

Annual Re-Enrollment

- To re-enroll for the current 4-H year, existing clubs must:
 - Submit the WSU 4-H required Annual Treasury Report and Peer Review for the previous year to the Extension Office by the deadline December 31st of the current year.
 - Submit fees for insurance and membership along with a list of current, enrolled 4-H project leaders to the Extension Office by March 1st of the current year.

San Juan County Fair

- Members wishing to exhibit an animal project must enroll by March 1st of that year.
- Members wishing to exhibit still-life 4-H projects (non-animal) must enroll by June 1st of that year.



4-H Educational Activities Support Fund (EAS) and Endowment Policy

The goal of the San Juan County 4-H Leaders Council (LC) is to establish both Short Term and Long Term investments to support the Educational Activities Scholarship (EAS) program for members and leaders.

The objective is to support as many members and leaders as possible to as many approved events as possible. The amount of support and the events supported can vary from year to year and an overall budget will be reviewed annually.

Funding for approved events includes payment for registration fees and individual ferry fares. A per diem expense will be considered if appropriate. Per diem amount is not to exceed the General Services Administration (GSA) per-diem daily amount for lodging or transportation only.

Adult Chaperones are funded for events that require chaperones. Chaperones are not funded for WA State Fair or Whatcom County Youth Fair.

Ferry fare for animal transportation is not funded.

Total funding of any one event to be voted on and approved by the SJC Leader's Council prior to the event, at a regularly scheduled meeting basis.

Funded EAS events are:

- **Know Your Government:** A conference designed to empower youth and adults to engage in leadership, citizenship and life skills development. For teens in grade 9-12.
- **Northwest District Teen Rally:** For teens in grades 7th through 12th. Educational workshops to bring together 4-H youth from neighboring district counties. Youth and adults partner to coordinate, cooperate, and collaborate. District youth representatives for State Ambassadors and State 4-H Advisory are elected at the rallies.
- **Youth Leadership Conference:** For all 4-H youth. Second Saturday in December hosted at WSU Everett. Opportunity for all 4-H youth to learn leadership skills to help run 4-H youth meetings.
- **Summer Teen Conference:** Includes interactive and hands-on educational sessions. Features nationally known speakers, University staff and faculty members and 4-H members as presenters. For grade 8-12.
- **National Conference:** The National 4-H Conference is a working conference in which youth and adults--at the invitation of the Secretary of Agriculture--assist in the development of recommendations to help guide 4-H Youth Development Programs nationally and in their communities.



- **National Congress:** This program is built upon the belief that young people can be significant partners in addressing the issues that face our nation, especially those effecting our youth. National Congress is the pinnacle of the 4-H experience for many members.

EAS also provides funding for SJC youth to attend the Whatcom County Youth Fair and the Country Living Expo held in Skagit County.

The San Juan County Educational Activity Scholarship Endowment:

The Educational Activity Support Endowment fund was established by the SJC 4-H Leaders Council (LC) and is administered by the Washington State University Foundation. The purpose of the endowment is to offer long term financing for the LC's Educational Activity Support (EAS). The interest generated by the endowment is used by LC to finance the EAS program. These funds cannot legally be used for any other purpose under any circumstances.

All donations to the EAS endowment must be deposited into the San Juan County EAS Endowment through the Washington State University Foundation. Donors who wish to make a contribution should make checks payable to San Juan County 4-H Leaders Council and NOT directly to the 4-H WSU Foundation. The Leader's Council Treasurer will send endowment donations to the Washington State University Foundation and specify that they be to be deposited into the San Juan County EAS Endowment.

According to the Washington State University Foundation's Financial Policy, a portion of the quarterly interest distributions from the San Juan County EAS Endowment will be deposited into a non-interest bearing San Juan County EAS Expendable Account at the Foundation. The LC may request these funds as needed for EAS, or reinvest them into the endowment by vote at a scheduled LC meeting. Spending Priorities from the EAS Expendable account are set based on the origin and proportion of funds used to establish the EAS endowment. As a result, proceeds from the EAS Expendable Account will be used on an annual basis by the LC to fund scholarships in the following order of priority:

1. **Key's Family College Support Award:** \$500.00
2. **Pierre Franklin Memorial College Support Award:** \$200.00*
3. **San Juan County Fair 4-H High Point Award:** \$50.00
4. Any remaining funds may be used as needed for Member and Leader support for LC approved EAS events or re-deposited in the Endowment principal. Any revenues generated by this account in excess of monies required for the EAS program will be reinvested into the endowment principal.



*To bring the total **Pierre Franklin Memorial College Support Award** to \$1000.00, the LC Treasurer must request an additional \$800.00 from the Livestock Auction Committee each year prior to the printing of the Fair Book. If the Livestock Auction Committee does not provide the additional \$800.00, the award will be advertised at \$200.00 or an amount determined and approved by the LC.

Livestock Market Animal Auction Committee Guidelines and Policy

Mission:

- To plan and fulfill the annual market livestock auction at the San Juan County Fair.
- To develop opportunities for members to achieve maximum project fulfillment.

Committee Membership, Officers, and Duties:

1. Meetings are to be held on the Second Tuesday of each month, at the discretion of the Chairperson, with a minimum requirement of four meetings per calendar year.
2. Committee members: membership includes all leaders of a large or small animal that is eligible for this auction. Specifically: Beef, Swine, Sheep, Goat, Poultry and Rabbit. All eligible members are notified of meetings, and have access to agendas, minutes, and financial reports.
3. Chairperson is to be elected annually.
4. The Livestock Market Animal Auction Committee (LMAAC) is a standing committee of Leaders' Council. Meetings are held 4-6 times a year. Conference Call in, or video (zoom) is an option for attendance at these meetings. Members are allowed to vote by a show of hands, or verbally, either hybrid or in person. No proxy voting, no electronic or text voting.

Duties of the Chair will be as follows:

- Call the meetings and notify all committee members at least 1 week in advance.
- Prepare the agenda for the meetings and conduct the meetings.
- Submit recorded minutes from all meetings to the 4-H Coordinator and LC Secretary in a timely manner.
- Chairperson agrees to be in attendance for all of the following events: Pre – Fair Weigh in day, Fair Weigh In Day, and Auction Day.
- Chairperson will arrange for all slaughtering and butchering of animals after the auction.

Duties if the Committee members will be as follows:

- To arrange for photos of all livestock eligible for the Livestock Market Auction.



- Provide and maintain scales, sound system, and grooming equipment.
- Provide and maintain 4-H Arena, panels, bleachers and holding pens.
- Organize June weigh in day.
- Contract Auctioneer and organize volunteer bookkeeping staff.
- Assist Chairperson with weigh in days, the live auction and slaughter.
- Advertise, promote and market the livestock auction.
- Provide written recognition (thank you notes) to purchasers of turn back animals.

Duties of the bookkeepers:

- To record sales and collect funds from the sale of items at the auction and to record any other income.
- To deposit all funds within 30 days of receipt.
- To disperse checks for items sold to 4-H members within 30 days of sale.
- To disperse checks for payment of all approved purchases within 30 days of invoice.
- To submit state required Treasury Report to the Extension Office by November 15th annually.
- To submit annual income and expense report, including detail, to the LC Treasurer by January 1st annually.

Market Animal Auction Rules and Policy:

- All rules and policy concerning eligibility for participating in the auction and rules governing the auction will be in the SJC Fair Premium Book and reviewed annually prior to the January Leader's Council Meeting.
 - The "Intent to Sell" form must be turned in with the 4-H Entry Form on the published deadline.
 - The following three forms must be turned into the Auction Sifting Committee before the animal will be allowed to get on the scales for weighing on Tuesday of Fair week.
 1. "Quality Assurance Producer Affidavit and Health Record"
 2. "Animal Age Verification" and
 3. "County of Origin".
 - Once the animal has been weighed, passed the inspection by the Auction Sifting Committee and deemed eligible to be in the market class, a "Haul Tag" must be filled out immediately following being weighed and turned into the Auction Sifting Committee. All of these forms are required to be eligible to participate in the market auction.
- All policy, rules, and guidelines are subject to approval by SJC 4-H Leaders Council.

Funding Sources and Expenses:

- Funds can be from donations, gifts, and grants made specifically to the San Juan County Livestock Auction.



- Primary source of funding will be through the sale of auction turn back items and the 4% fee from the sale of member's items.
- A minimum balance of \$5,000 is to be kept in the treasury fund as working capital for the next year.
- Funding is used for capital improvements of 4-H Arena.
- To purchase and maintain scales, sound system, grooming equipment and other related equipment.
- To advertise and market the Livestock Auction.
- To pay all normal expenses of hiring auctioneer and related support persons.
- To secure slaughter and butchering services.

Funding Educational Events:

Introduction and Eligibility of Events/Activities: Funding for education is provided for registration expenses for advanced education on pre-approved and related subjects. Examples of such include workshops and courses in; sheep shearing, livestock judging, artificial insemination, butchering and other livestock related courses. The Whatcom County Youth Fair (WCYF) is a supported event for youth members only.

Application Process, Criteria and Follow up Reporting: Advanced Educational Events: The 4-H member or leader requesting funding is required to apply by filling out the Market Animal Auction Committee Scholarship Application before the event. A member or leader requesting funding will provide the committee with an accurate description of the event, how this event would help them to achieve their goals, and an accurate estimate of costs. A flyer of the event may be attached to the application with details.

After receiving funding for Advanced Educational Events from the committee, individuals are required to report in person, a concise evaluation of the event and how it helped them achieve their goals.

Arrangements should be made with the committee chair to report in person after the event at a scheduled meeting of the committee. Failure to report back to the committee will result in the individual being ineligible for future funding by the committee.

Whatcom County Youth Fair Funding: Financial support for attendance must be approved prior to attendance by filling out the Market Animal Auction Committee Scholarship Application before the event. Support not to exceed \$50 per livestock member and will be provided on a first come, first serve basis. Support is limited to the first 10 eligible youth members to apply prior to the event.



No follow up reporting in writing or in person is required to the committee for the Whatcom County Youth Fair event.

Checks will be made out to the applicants. This enables the committee treasurer to document recipients. Applications are to be mailed to the Extension Office where they will be directed to the committee for review. The Market Animal Auction Committee Scholarship funds are intended to support youth and volunteers actively enrolled in projects within the Livestock Market Auction.

LMAAC SJC Fair Auction Turnback Profit Distribution

In order to distribute funds to support Educational Activities Scholarship the following distribution is required of all turn-back funds in excess of \$6,000.

That 30% of the Net Revenue (Gross Revenue, less \$6,000.00), be payable to the San Juan County 4-H Leaders Council for the dedicated purpose of EAS support. Of which 50% of the total be specifically earmarked for the EAS Endowment Fund (through the state 4-H endowment) and 50% to fund the annual EAS scholarships for enrolled 4-H members and leaders. Payment to be made on or before October 1 following the SJC Fair.

4-H LIVESTOCK MARKET ANIMAL AUCTION

Date: Saturday of Fair Week

Auction Registration: 12:00 pm to 1:00 pm

Location: 4-H Livestock Arena, San Juan County Fairground Superintendent: Bill Shaw

General Rules:

Auction Purpose:

To provide an incentive to exhibit and sell quality market stock beef, sheep, swine, meat goats, poultry, poultry eggs and rabbits which have reached marketable weight and grade. The 4-H youth seller and the bidders and/or buyers are reminded that the prices paid to the seller on their animal may not, in fact, reflect a true market price at the time of the sale. It is the desire of the sponsors that the buyer of the animals featured in this sale will bid sufficiently to cover the individual Exhibitor's additional expenses incurred. *Any animal sold in the auction must be suitable for processing at the time of the sale.*



Sifting Committee:

The Livestock Market Animal Auction Committee (LMAAC) will form two sifting committees with a minimum of five members and be present at final weigh-in the Tuesday prior to fair from 6pm to 8pm for large animal (market beef, swine, lamb and meat goat) and at a predetermined time for small animal (poultry and rabbit). The committee will be made up the following two groups:

Large Animal Sifting Committee:

- Veterinarian (hired by SJC Fair)
- Livestock Auction Chair(s)
- Livestock Superintendent
- WSU Ext., County Director or 4H Faculty
- 4-H Livestock Volunteer from Livestock

Small Animal Sifting Committee:

- Veterinarian (hired by SJC Fair)
- Livestock Auction Chair(s)
- Poultry Superintendent
- Rabbit & Cavy Superintendent
- WSU Ext., County Director or 4H Faculty
- 4-H Livestock Volunteer from Small Animal

The purpose of the **Sifting Committee** is to review all market animals at the San Juan County Fair ensuring that the rules established by San Juan County Fair, 4-H, LMAAC, WSU, WSDA and USDA are followed to the best of the Sifting Committee's ability. Criteria for evaluation, will include but not limited to, health; medications; age; proper castration of wethers, swine and steers; weight; animal unruliness. The Sifting Committee will approve all animals for sale at auction. Any animal called into question will not be allowed entry into the fair until the Sifting Committee is given the appropriate time and resources to evaluate the animal and records. The committee reserves the right to disqualify an exhibitor from the Fair and 4-H auction for cause. Committee members must be knowledgeable of the rules and committed to following established rules without exception or preferential treatment of exhibitors.

The Sifting Committee will provide a **Sifting Checklist** for each species for entrance into the Livestock Market Animal Auction for each species including:

- Intent to Sell form – submit at early weigh-in or mail to WSU County Extension office, postmarked before June 1st
- Livestock Market Animal Auction Committee Memorandum– submit at early weigh-in or mail to WSU County Extension office, postmarked before June 1st



- Producer Affidavit and Quality Assurance Form (C1055E “pork”, C1054E “beef”, C1052E “lamb” C1051E “goat”) – turned in at final weigh-in Tuesday before fair 6pm-8pm to Auction Chairperson
- Official Sifting Committee Weight– collected by sifting committee at final weigh-in, Tuesday before fair 3pm to Auction Chairperson

Each seller must have a completed Sifting Checklist signed by the Livestock Superintendent (Poultry Superintendent and/or Rabbit & Cavy Superintendent for small animal) and Auction Chairman. The completed and signed Sifting Checklist will act as certification that the animal meets the Market Class Eligibility and will proceed to judging at the fair.

Livestock Market Animal Auction Committee has made every effort to make rules and regulations definite and clear. All exhibitors, parents/guardians and club leaders are responsible for the content included in the current year Fair 4-H Exhibitor Guide and the content of this document. The committee reserves the right to disqualify an exhibitor from the Fair and auction for cause. Questions about any of the rules or guidelines should first be directed to the LMAAC Chairperson(s). If an exhibitor, parent, or other volunteer has a grievance at the San Juan County Fair, they must follow the 4-H Resolution Procedures as outlined in the Fair 4-H Exhibitor Guide.

Eligibility for Auction:

1. Only market stock in official 4-H projects is eligible. Each exhibitor must be enrolled in 4-H and be actively caring for the animal(s) exhibited as a 4-H project. 4-H members must be enrolled as a member of San Juan County 4-H. Each 4-H member must follow the rules and regulations of 4-H, the San Juan County Fair and the San Juan County Livestock Market Animal Auction Committee. LMAAC reserves the right to review all actions and behavior of exhibitors and to disqualify the exhibitor from the auction sale for cause including a violation of General Fair or 4-H rules.
2. To be eligible for the auction sale, a certificate of INTENT TO SELL must be completed to be eligible for the sale. Forms must be completed at the EARLY WEIGH-IN DAY for beef, lamb, swine, and meat goats. If the exhibitor is granted an exception to attend the mandatory weigh-in from the LMAAC Chairman, all forms must be mailed, faxed or emailed to the WSU Extension office on or before the appropriate due date for each project. Poultry, eggs and rabbit intent to sell forms are due on the July enrollment date. INTENT TO SELL forms must be mailed, faxed or emailed to the WSU Extension office on or before the appropriate due date for each project. Copies of “Intent to Sell” certificates are available from the San Juan



County Extension office, the San County Fair office, and animal project leaders, or SJC 4-H Extension website.

3. A Livestock Animal Auction Committee MEMORANDUM OF UNDERSTANDING must be turned in with the INTENT TO SELL. 4-H exhibitor, parent or guardian and 4-H club leader must sign this form. The intent of the Memorandum is informational and outlines the criteria (Sifting Checklist) used by the sifting committee to approve an animal for sale at auction.
4. Exhibitors must turn in the following completed forms specific to the species offered for auction to the LMAAC Chairperson(s) on the Tuesday of fair at final weigh-in:
 - Producer Affidavit
 - . Producer Affidavit and Quality Assurance Form (C105_E)
 - All health records required to be maintained by 4-H exhibitor for the duration of the project ownership.
5. The Fair Veterinarian (Hired by San Juan County Fair) will inspect all classes of livestock and poultry (including horses, pet animals, pigeons, ducks, geese and turkeys), **before they are unloaded**, for infection or contagious diseases and ectoparasites. Exhibitors should be aware that ringworm, warts, pinkeye, strangles, contagious eczema, scabies, lice, mites, ticks, foot rot and fleas fall into this category. Decisions of the Veterinarian are final.
6. The Fair Veterinarian will be on the fairgrounds at specified days and times. Check with the department superintendent.
7. Showing Horned Animals: Refer to 4-H State Program Policy EM0758E.
 - All Market steers must be polled or dehorned; healed or re-growth must not extend more than two inches from the hairline. Horned breeding animals must have the horn tips covered as a safety precaution.
 - Horned, non-dairy goats or sheep may be exhibited in 4-H showmanship classes where animals are not exchanged between youth in the show ring. For a horned animal to be exhibited it must have its horn tips covered. If the sheep or non-dairy goat has scurs (horn regrowth), these scurs cannot exceed 1” in length without the horn tips being covered. Non-dairy horned goats and sheep may be shown in market and breeding classes but they must have horn tips covered as a safety precaution. A county may implement a more restrictive policy but not a less restrictive policy regarding the exhibition of horned sheep and goats. c. No dairy animals with horns are permitted except in the Junior Heifer Calf class. The definition of horns includes “scurs,” “nubbing,” or “stubs” that extend more than one inch beyond the skin. d. No horned dairy goat animals are allowed.
8. 4-H exhibitors will compete separately in the market classes in their species. The judge will designate one (1) Grand Champion and one (1) Reserve Champion for each species for 4-H respectively followed by the placing of each blue ribbon and red ribbon animal in each class in each species for 4-H respectively. The LMAAC



shall determine the sale order of all other animals in each species. All decisions and placing by the judge and the committee are final.

9. All 4-H Livestock Market Animal Auction animals must meet the ownership date requirement. Date of ownership is as follows:
 - Market Beef –March 1st.
 - Swine, lambs and meat goats –June 1st.
 - Poultry and rabbit ownership dates are 45 days before the fair.
10. All sheep and goats entered in the San Juan County 4-H Market Livestock Animal Auction at the San Juan County Fair shall be identified as per the **USDA-APHIS Scrapie Mandatory Identification Program**.
11. No cryptorchid male animals for market beef, swine, lamb or goat are allowed at auction.
12. 4-H members are to educate themselves on the Quality Assurance program for market beef, swine, lamb, meat goat, Pullet, laying hen, duck and rabbit projects. Club leaders will provide materials to their members or can be acquired from the WSU Extension Office.
13. Market Class Standards including minimum required weight and maximum weight for auction pricing:
 - **MARKET BEEF:** 950 lbs. minimum with no maximum. Market Beef may be heifers or steers. Desirable age of steers is less than 24 months. • Alternative Beef Breeds: 700 lbs. minimum and 1000 lbs. maximum. Defined as Dexter or Lowline Angus or other recognized small alternative beef animal. It must be no younger than 18 months and no older than 30 months.
 - **MARKET LAMBS:** 85 lbs. minimum and 160 lbs. maximum. Market lambs may be ewes or wethers born on or after December 1st of the year prior to fair exhibit year. No permanent teeth may be present. To qualify for the sale and all lamb must be slick shorn 7 days prior to final weigh in or wool must be less than 1/4".
 - **MARKET SWINE:** 200 lbs. minimum and 300 lbs. maximum. Market hogs may be gilts or barrows born on or after January 1st of the current fair exhibit year.
 - **MEAT GOATS:** 70 lbs. minimum and 120 lbs. maximum. Meat goats may be wethers or does born on or after December 1 of prior fair year. A meat goat will be defined to be at least 50% of the following meat breeds: Boer, Genemaster, Kiko, Kinder, Mytonic, Savanna, Spanish, Tennessee Meat Goat, Texmaster, Rangeland, Kalahari, Black Update Bengal and Verta. No permanent teeth may be present. Goats will be graded on weight, muscle tone, and overall condition.
 - **CHICKENS:** 3 lbs. minimum with no maximum and must not be over 9 weeks of age. Sold as a Trio of broilers of the same breed.
 - **RABBITS:** 3 lbs. minimum and 5.5 lbs. maximum. Market rabbits must not be over 10 weeks of age. Sold as a trio or fryers of the same meat breed
 - **PHEASANTS:** 1 lb. minimum and 3 lbs. maximum. and must not be over 18 weeks of age. Sold as a trio or broilers of the same meat breed



- **TURKEY:** 14 lb. minimum and 30 lbs. maximum and must not be over 24 weeks of age. Sold as a single turkey.
- **PULLET** Production Layers: no minimum weight sold by lot. Must be between 4 and 7 months of age. Sold as trio of same breed large fowl (duck or chicken) known for its high egg production.
- **Alternative Market Animal Project:** In an effort to encourage alternative animal projects, please submit a written proposal of appropriate eligibility requirements to the LMAAC prior to project commencement for consent/approval (examples could be: Quail, Squab, Heritage Breed Turkey, Ostrich etc.)

Auction Entry Regulations:

1. Only animals receiving a Grand Blue, Reserve Blue, Blue or Red Danish are eligible for sale at auction. White ribbon animals will **not** be allowed in the auction and may be sold by private treaty.
2. An exhibitor may enter one animal from Large animal (Market Beef, Market Swine, Market Lamb, Meat Goat,) **and** one exhibit from small animal (trio of layer pullets/ducks, broilers, turkey, pheasants, dozen eggs, or Meat Pen of 3 rabbits). An exhibitor may enter one **or** two Small Animal (any combination of 2 Small Animal department market products listed above). To qualify for two products, the exhibitor would need to satisfy club requirements for each animal.
3. Exhibitors **may not** withdraw their exhibits from the fair or auction after the final weigh-in on the Tuesday before Fair.
4. Exhibitors and/or others may not buy animals for return to the seller. An exhibitor cannot show auctioned animals at other fairs and/or sales.
5. No Animal will be sold without all of the required forms including *Intent to Sell* and signed *Memorandum of Understanding*.
6. Sellers of market beef at the final weigh-in must complete and hand in a hauling slip and bill of sale. Seller is required to be present at brand inspection by Washington State Brand Inspector.

Auction Tags:

Large animals must be tagged, banded, or tattooed prior to the fair. Tags will be available at the Spring weigh-in and Livestock Market Animal Auction Committee welcoming and information meeting. Large animals should be tagged before final weigh-in or during weigh-in.

Weigh-in:



1. Mandatory Early weigh-in will be held prior to June 15th of the given year. All beef, swine, lamb and meat goats are required to be weighed and tagged.
2. Sellers must be present at the early and final weigh-in to bring their animals to the scales. No proxies allowed without prior LMAAC chairperson approval in writing. Early weigh in is mandatory unless prior approval by LMAAC chairperson in writing.
3. Final weigh-in will be Tuesday 3pm prior to the start of the fair. Order of species will rotate from year to year, determined by the LMAAC. Market livestock, poultry and rabbit that do not meet minimum weights for sale at the Market Auction will be automatically entered into a feeder class listed under each department.
4. No animal will be weighed at the final weigh-in without a completed Market Health Record.
5. At the final weigh-in, sellers of market beef must complete and hand in a hauling slip and bill of sale to the LMAAC Chairperson. Seller is required to be present at brand inspection by Washington State Brand Inspector.
6. Scales used to weigh the animals will be inspected each year and accepted by the State of Washington.

Auction Regulations:

1. All market livestock; beef, swine, lamb, meat goat, poultry and rabbit entries must be properly finished at the time of sale. Livestock, poultry and rabbit entries judged unsuitable by the Sifting Committee or exhibitors that do not follow stated LMAAC rules for market will not be sold at the auction.
2. The LMAAC together with the judge shall determine the sale order of all auction animals in each type class. Large market animals, small market animals and eggs of 4-H exhibitors will sell together. The order of the sale of all market animals and eggs start with the Reserve Champions of all the species followed by the Grand Champions, then the Blue Ribbons (in order of placing by the judge) and lastly, the Red Ribbons (in the order of placing by the judge).
3. All sale lots will include large animal, small animal and eggs. The auction order will be as follows:
 - 1) Reserve Champions Market Class-Large animal, small animal then eggs
 - 2) Grand Champion Market Class – Large Animal, small animal then eggs
 - 3) High Blue Market Class -Large animal, small animal then eggs
 - 4) 2nd Blue Market Class -Large animal, small animal then eggs
 - 5) 3rd Blue Market Class -Large animal, small animal then eggs
 - 6) All Remaining Blue Market Class -Large animal, small animal then eggs
 - 7) High Red Market Class -Large animal, small animal then eggs
 - 8) 2nd Red Market Class -Large animal, small animal then eggs
 - 9) 3rd Red Market Class -Large animal, small animal then eggs
 - 10) All Remaining Red Market Class -Large animal, small animal then eggs



4. Sellers must be present to bring their animal(s) into the auction ring or it will not be sold. NO PROXIES ALLOWED. An exemption may be made for high school seniors leaving for college during the dates of the auction. A letter must be mailed to LMAAC Chairperson(s) prior to August 1st for APPROVAL of the LMAAC.
5. All weighed animals will be sold by the pound. Poultry, rabbits and eggs will be by lot.
6. All animals that weigh more than the maximum set by the Market Class Standards (see above) will be sold for the maximum weight of the market class and not the actual animal weight. Exception for market beef that has no maximum weight and will be sold by actual weight.
7. This is a terminal auction for all animals sold at San Juan County 4-H Livestock Market Animal Auction. If a buyer does not want the animal to be terminated, the buyer must request an exception in writing from the LMAAC Chairperson by 5pm the day of the auction and sale for approval. Exception for pullets (laying hens and ducks). All sales are final.
8. USDA requirements for withdrawal of feed additives and medications shall be Update followed. If the animal is condemned in the slaughter process for violation of these USDA requirements, it is the seller's responsibility to absorb the loss.

Auction Sale Payments to Seller:

1. A fee of .04% of the gross sale will be deducted from each animal. The fee will include the Washington State Brand Inspector fee and check off fee for all beef, hog and lamb.
2. Proceeds of the sale will be distributed to exhibitors or their assignors after payment has been received from the buyer. No payments will be made to the sellers/exhibitor until the the treasurer has collected all proceeds of the sale.
3. All sales not paid in full at time of sale will be assessed a 10% buyer's premium unless pre approved by LMAAC treasurer prior to start of auction. Cash, check and credit cards will be accepted as a form of payment.

Seller's Responsibilities:

1. Each exhibitor/seller assumes the responsibility for securing at least three (3) potential buyers/bidders for each animal to be sold.
2. Exhibitors/sellers of market steers must provide buyers with rope halters, which may or may not be returned to the exhibitor. This halter must be left on the steer in the barn.
3. Rabbit, Poultry, Pullet and egg sellers must contact buyer at time of sale or later to arrange delivery of live or processed animals or eggs. The seller must be prepared to slaughter, process and wrap rabbit or poultry, at the request of the buyer.



4. All exhibitors/sellers are required to care for their market animal until the animal leaves the fairgrounds or until livestock release time on Sunday.
5. Each Seller is responsible to recognize and appreciate the buyer by writing a letter expressing his/her appreciation to the buyer for participating in the auction and purchase of his/her animal. Club leaders must witness and notify LMAAC Treasurer that the seller has written a thank you to the buyer(s).
6. **Exception:** poultry, rabbits and dozen eggs will deliver poultry or rabbits to buyer alive, or arrangements will be made to clean and dress poultry or rabbits. Seller will make arrangements for delivery of a fresh dozen eggs to buyer.

Livestock Market Animal Auction Responsibilities:

1. The LMAAC will be responsible to provide each buyer with written cutting and wrapping choices for processing of purchased animals.

Buyer's Responsibilities:

1. Anyone wanting to purchase any of the market animals may do so by oral bid or proxy.
2. All sales are final.
3. This is a terminal auction for all animals sold at San Juan County 4-H Livestock Market Animal Auction. If a buyer does not want the animal to be terminated, the buyer must request an exception in writing from the LMAAC Chairperson by 5pm the day of the auction and sale for approval. Note exception for pullet and egg purchases under seller's responsibilities 6.
4. All animals sold at auction will go to a designated USDA approved slaughter facility. When a buyer requests the animal be processed for his own use, he/she takes possession of the processed carcass at the packinghouse. The cost of slaughter, processing and wrapping is the buyer's responsibility. If a buyer does not want the animal to be slaughtered, the buyer must request an exception from the LMAAC Chairperson for approval. Exception for pullets (laying hens and ducks).
5. Buyers may indicate at the time of purchase that they wish to "turn back" the purchased animal. The turned back animal will then be resold automatically at the Turn Back Auction at the end of the livestock auction. In this case, the buyer pays the full bid amount for the animal. The turn back buyer pays the Turn Back Auction bid amount for the animal. In the event that the Turn Back Auction bid price is higher than the "Auction" price, the seller will receive the greater of the two bid amounts.
6. Proceeds from the Turn Back Auction and any late payment fees will be deposited in the 4-H LMAAC Fund and used to support the cost of auction, hauling, slaughter, delivery, SJC 4-H member scholarships, market animal showmanship grooming equipment & supplies, youth recognition & awards, barn tools, auction supplies & equipment, market animal auction educational materials, stalls/panels equipment,



advertising & marketing and auction promotion and any other uses approved by the LMAAC.

7. All buyers should pre-register and receive a bidding number prior to auction.



Alternate Beef-Project Contract

4-H Members name: _____

Club Name: _____

Breed of Beef _____

Date _____

This contract must be on file with County 4-H Coordinator no later than 120 days prior to the fair.

To be eligible for the San Juan County Fair Livestock Market Animal Auction the alternative beef must be no younger than 18 months and no older than 30 months at time of sale.

Alternative beef is defined as being either a Dexter or Lowline Angus or other recognized small breed beef animal. Weight requirement at Fair Weigh In = 700 – 1000 pounds. All other rules for and eligibility concerning 4-H Market Animal Auction as published in the current years Premium Book are to be followed.

Youth Signature _____ Date _____



4-H Horse Project Committee Guidelines and Policy

Deadlines:

Enrollment for horse projects is on or before ***March 1st**. Enrollment forms, Insurance form, and 4-H Membership Enrollment fees due at Extension Office. This deadline must be met if member wants to show at San Juan County Fair in the 4-H division. Individual clubs may determine earlier deadlines in order to comply with above deadline.

Responsibility for submitting these forms and fees is the responsibility of the club Leader(s).

Horse Certificates:

Certificates to be in the 4-H Extension Office on or before ***May 15th by 3:00 pm or postmarked**. Individual clubs may determine earlier deadlines in order to comply with above deadline. Certificates may be signed each year if there are no changes.

The leaders will collect the original certificates, and forward these to the 4-H Extension Office by date specified (see Deadlines above). Each club is responsible to record and file the copies.

The 4-H office will compile a list of all Project Enrollments to include 4-H member linked to his/her horse's name identifying primary and substitute horses for each division (performance, western games, dressage) and any shared horses and forward list to club leaders by June 1st to allow for correction or to clarify any misinterpretations. The final list of Project Enrollments will go out to the leaders and the Horse Superintendent July 1st.

* If a deadline for submitting something to the Extension office falls on a Friday, Saturday, Sunday or holiday when the office is closed, please submit on the last working day before the deadline date (no exceptions).

Project Horses:

Primary and Substitute Horse(s):

The "primary project horse" must be identified on the Horse Certificate for each division (performance, western games, dressage) of participation. A member may also designate one "substitute secondary project horse" for each division and this must also be identified on the Horse Certificates.

Replacement Horse To replace the primary project horse:

In the case of severe injury or death, or unsafe behavior of the primary project horse, a 4-H member may switch to the designated secondary project horse (previously registered with the 4-H Extension Office). To request substitution for the primary project



horse, a Horse Replacement Form must be completed and submitted along with documentation (letter of explanation from your veterinarian) for approval to the 4-H Extension Coordinator, within 48 hours of the examining veterinarian's signature and prior to the 4-H event. The 4-H Coordinator will approve/deny the request and forward any change in status to the 4-H Leader and/or horse show manager or 4-H Horse Superintendent. The secondary horse may show at the county fair, but not at the state fair (Horse Contest Guide PNW 574, p. 5).

In case of denial, a written explanation will be given to the 4-H member and the member may submit an appeal. To appeal a substitution denial, the request must be submitted in writing to the 4-H Extension Office within 48 hours of notification of the denial. The request will be reviewed by the Horse Leaders Committee. If the denial is upheld, the member may file a grievance under 4-H county rules. A successful appeal may show at the county 4-H level, but will not be allowed to exhibit at state fair (Horse Contest Guide PNW 574, p. 5).

The member may request to substitute a safe and suitable non-project horse in cases where the member does not have a designated (Certified) secondary project horse or the designated secondary horse is ineligible. Non-project 4-H horse entrees may ride in 4-H classes and receive Danish ribbons at 4-H sponsored horse shows and at the county Fair, but are ineligible for Premium points, 4-H showmanship or 4-H equitation awards, or Grand or Reserve 4-H ribbons, and will not be allowed to exhibit at state fair. A Horse Replacement Request form must be filed with the Extension Office and, if approved, a Horse Certificate must be completed and filed with the 4-H Extension Office prior to showing the horse at a 4-H sponsored event.

In case of denial, see the above appeal process except that a successful appeal to use a non-project horse may show at the county 4-H level, but will not be allowed to exhibit at state fair. (Horse Contest Guide PNW 574, p. 5) and, at the county level, the member may receive Danish ribbons, but is ineligible for Grand or Reserve 4-H ribbons, 4-H Premium points, and 4-H showmanship or 4-H equitation awards.

Leased Horses

A lease agreement is permissible. The agreement must be filled in, signed & dated by all parties. A copy of the lease agreement will be attached to the completed original certificate and forwarded to the 4-H Extension Office by May 15th as described above. Leaders are responsible for having copies of leases and must be prepared to present them, if asked, at county or state fair.



Sharing of Project Horses

“A shared project animal is defined as only immediate family members or two non-family members sharing the same horse including care and training responsibilities (Page 4, PNW574). All shared horses must be identified on the Horse Certificate and a completed shared animal project form must be filed with the 4-H office by May 15th. Two 4-H members may not compete in the same class or lot (division) on the shared horse at an event. Shared horse project animals must be carefully cared for and monitored for over use and stress. Every effort must be taken to care for the project horse and protect against overuse.”

Care and Exhibition

4-H Contest Rules provide that “Only 4-H members may ride, groom, school, or handle a horse while on the show grounds.”(P.2, PNW574). At a 4-H sponsored Horse Show or San Juan County Fair, no one is allowed to ride a member’s project horse on the show grounds except the member unless it is a shared horse project. No exceptions. 4-H members may be assisted with horse care, grooming or handling their tack by other 4-H members. Non 4-H members, including family, may NOT groom, school, or handle a project horse while on the show grounds. The only exception is when safety is a factor; then, 4-H members may be assisted in handling their tack or project horse by a 4-H leader and/or parent. This rule will be strictly enforced such that, after a courtesy warning, repeated violation will result in dismissal of the horse from the class and/or show, by show management, the judge, or superintendent.

Project Records

Members must keep separate Project Records for each project horse enrolled (primary and substitutes).

Participation at SJCF:

To ride at the San Juan County Fair, all horse club members must **complete** their demonstration, community service, permanent record book review, 2/3 club meetings and any other specific club requirements no later than July 1st. Club leaders are responsible for tracking.

To verify registration entries for any 4-H horse classes at San Juan County Fair, Horse Club leaders must submit a list of qualified riders to the 4-H Horse Superintendent **no later than July 15th**. This list will include **rider’s name**, and for each division (Performance, Western Games, Dressage) the **name of the primary project horse** whether or not the project horse qualifies as a **Junior Horse** (5 years of age or younger) or **4-H Shared Horse Project**. If it’s a shared horse project, identify the members who share the horse.



Animal Health:

All horses must pass the San Juan County Fair vet check to exhibit at Fair (Check Fair schedule). The fair veterinarian is hired to ascertain that all horses (4-H, Open, and those used for demonstrations) are free from visible evidence of infectious, contagious disease and soundness issues. The vet(s) will then inform the Performance Superintendent, Western Games Superintendent and Judge of their findings. Decisions of the vet are final.

If your animal has a suspicious or irregular way of going or has had a recent accident where the injury or healing tissue are visible, a signed statement from your veterinarian would be helpful in correctly assessing condition and suitability of the animal to participate in the fair.

If an injury or unsoundness occurs inside the show arena, the Judge or a horse 4-H leader may request that the Horse Superintendent summon the Fair Veterinarian. The same will be followed for a horse outside the arena that develops an issue after vet check and may need to be excused from the fairgrounds. The Judge may dismiss any animal deemed unsound from the area.

Grievance Process:

In the event of a grievance, **4-H Resolution Procedure** will be followed. Refer to **4-H Exhibitor Guide - Exhibitor Guide**.

Points and Ribbons for Western Games at San Juan County Fair:

For each 4-H Western Game type class at the San Juan County Fair we award:

Points:

For each run of each Western Games type class, points for Blue, Red & White Danish times (5, 3, 1, respectively) according to times listed in the 4-H SJ County State Fair Equine Policy with Grand and Reserve points going to the fastest and second fastest Blue Danish times (10 and 8 points respectively).

Ribbons:

For each Western Games type class, the 4-H Grand and Reserve Ribbons be awarded only to the overall fastest and second fastest Blue Danish times considering all (three) runs.”

Trophy Return to San Juan County Fair:

Due to the difficulties of receiving and organizing trophies awarded for 4-H and Open classes at SJ County Fair, all perpetual trophies from the previous year must be **received at the Extension Office by the final date for Fair registration as published**



in the SJ County Fair 4-H Exhibitor Guide - Exhibitor Guide. If said trophy(s) is not returned by the published date, the holder of the trophy (last recipient) will **not be registered** for Fair. Furthermore, if the trophy is not returned, the holder will be **charged to replace the trophy**. 4-H and Open contestants that accept a trophy(s) at Fair assume this responsibility and agree to return the trophy by the required date and understand if they do not that they cannot register for Fair the year the trophy is due and will be charged and agree to pay a replacement fee. There will be reminders and 4-H Leaders are encouraged to facilitate trophy return, especially for Orcas and Lopez islands. Hardships will be referred to the Fair Grievance Committee.

Resources:

The 4-H Horse Project Manual PNW 587

Pacific Northwest 4-H Horse Contest Guide 4-H Horse Judging Manual PNW 575

American Horse Shows Association (AHSA)

Date approved by Horse leaders 11/06 Date Approved by Leaders Council 1-13-07

Update approved by Leaders Council 1/2008

Update approved by Leaders Council 1/2010

Update approved by Leaders Council 1/2011

Update approved by Leaders Council 2/2013

Update 2/2019* see minutes from 2/28/19 horse policy meeting



4-H Horse Replacement Request (Page 1 of 2)

In cases of severe injury, or death, or unsafe behavior of the project horse, a replacement may be considered. (Refer to the Pacific Northwest 4-H Horse Contest Guide pg.5).

Please complete the following information and submit to the Extension Office within 48 hours of the veterinary examine. If you any questions, please contact the 4-H Program Coordinator at (360) 378-4414.

Name of 4-H Member: _____

Phone: _____

Address: _____

4-H Club: _____

Name of horse to be replaced: _____ Horse Certificate

Name of substitute horse: _____

Horse Certificate * _____

Non-Project** _____

• A successful substitution of the secondary horse may show at the county 4-H level, but will not be allowed to exhibit at state fair.**An approved non-project horse may show at the county level in 4-H Classes and receive Danish ribbons, but is ineligible for Grand or Reserve 4-H ribbons, 4-H Premium points, and 4-H showmanship or 4-H equitation awards, and will not be allowed to exhibit at the State 4-H Fair.

Examining veterinary doctor: _____

Date of Exam: _____

Reason for replacement (Check the appropriate category):

Illness: ____ Injury: ____ Death: ____

Attach the letter from the examining veterinary describing the illness, severe injury or confirming death.

Veterinary Signature: _____

Phone Number: _____

Member's Signature: _____

Parent/Guardian Signature: _____

Leader Signature: _____



4-H Horse Replacement Request (Page 2 of 2)

To be considered for replacement, this form must be submitted to the Extension Office within 48 hours of the date of the veterinary exam. The date of the exam must be stated on the veterinary letter. You may mail, e-mail, Fax, or deliver this form and veterinary letter to the 4-H Project Coordinator. If you chose to mail this form and letter, the postmark must be within 48 hours of the examination date.

Attention: Jennifer Krembs and Kandi Calendra,

Date received _____

4-H Extension Office 221 Weber Way Suite LL, Friday Harbor WA 98250 Fax: 378-2187

Email to all:

sanjuan.4-h@wsu.edu, jennifer.krembs@wsu.edu, kandance.calendra@wsu.edu,
ingrid.gabriel@wsu.edu

Approved: Yes ___ No: ___ Signature: _____ Date: _____



SAN JUAN COUNTY 4-H MEDAL PROGRAM 2007

(Copies of current year test patterns available from Horse Club Leader or 4-H Extension Office)

PURPOSE:

The objective of the Equitation Medals Program is to challenge and reward outstanding 4-H Horse Program members to continue their pursuit of equitation excellence, leadership, sportsmanship, and responsibility.

DIVISIONS:

There shall be four divisions of Medal Program:

1. Bronze
2. Silver
3. Gold
4. Platinum

SEATS OR DISCIPLINES:

-Showmanship -Bareback -Hunt Seat -Equitation Over Fences -Stock Seat -Saddle Seat

AGE GROUPS:

-Senior -Intermediate

QUALIFYING CLASSES:

- Regular 4-H equitation classes awarding Danish Ribbons at any San Juan County Shows will be qualifying classes.
- Regular 4-H equitation classes at Fair will be qualifying classes.
- Regular 4-H equitation classes at approved 4-H Club sponsored Horse Shows in other counties in Washington State will be qualifying classes, if indicated in the Class List.

CLASS SIZE:

Medal participants will ride against a "Standard" with no minimum number of riders required. MEDALS AWARDED: There will be no maximum number of Medals awarded; however, no medals need be given. Medal Classes may be offered for one or both Divisions/ or for one or more Seats in any year as determined by the 4-H Show or Fair Management.



JUDGES:

It's recommended that 4-H judges familiar with Medals Program be used for judging Medal Classes. They will be required to write comments, which will be made available to the riders.

ELIGIBILITY FOR PARTICIPATION IN THE MEDALS PROGRAM:

- Must be a currently enrolled Intermediate or Senior member in San Juan County 4-H Horse Program.
- All members competing must ride her/his Project Horse to be eligible for a Medal.
- Medal riders must enter at least two other classes, regardless of seat, to be eligible to ride in Medal Classes for a total of three classes minimum.

QUALIFICATION FOR PARTICIPATION IN MEDAL COMPETITION:

- To be eligible for Bronze Medal Competition in any Class, a 4-H member must earn at least one Blue Danish Qualifying Ribbon in that class on a Project Horse, in approved Qualifying Classes. (e.g. For a member to be eligible to ride for a Bronze Medal in Hunt Seat, she/he must have previously earned at least one Blue Danish Ribbon in Hunt Seat Equitation.)
- Upon receipt of the qualifying Blue Danish Ribbon, a member will be become eligible for the Medals Program.
- Silver Medal Competition is only open to Bronze Medal Winners.
- Gold Medal Competition is only open to Silver Medal Winners.
- A member may win only one Bronze, one Silver Medal, and one Gold Medal in each Seat or Discipline and in each grade Division.
- A member may win as many Platinum Medals as she/he is capable of doing.
- A member may not compete for more than one Medal, in any one seat or Discipline, on the same day. (e.g. On the same day, you may compete for Bronze Medals or Bronze and Silver in Hunt Seat and Stock seat respectively, but not for Bronze and Silver Medals, or more than one Gold in Hunt Seat.)
- When a member changes project horses, the member will begin again to earn the required blue danish in order to be eligible for medals classes.
- When an Intermediate member graduates to the Senior Division she/he will begin again to earn the required one Blue Danish Ribbon to be eligible for Senior Bronze Medal Equitation Classes.

CLASS PROCEDURES:

- Individual performance shall be required in all Medal Classes.
- Patterns for the year for Bronze, Silver, and Gold Medals shall be available to contestants at the County Extension Office preferably by March 1st, or at least one month prior to the Medal Classes. A copy of the test pattern to be used for each medal must be given to the judge prior to the exhibitor's performance.



- A contestant who is “Off Course” will not receive a Medal. Definition of “Off -Course”
- Failure to complete any or all elements of a pattern in proper sequence, i.e. a simple lead change where a flying lead change is required, or leaving the designated boundaries of the arena.
- Pattern test options may be chosen from any combination of elements appropriate for test Division and Seat (For examples 4-H Horse Contest Guide p.15) including advanced movements or questions from 4-H Horse Project materials.
- Platinum Medal contestants will design their own test pattern using a combination of elements. The contestant needs to provide 2 copies of test, one for the judge and one for the grandstand. The pattern must be submitted in a timely fashion and approved by the testing Judge prior to riding the test. The pattern should highlight the talents and skills of the rider and horse and must demonstrate maneuvers of the gold standard.
- All 4-H rules applying to appropriate class dress, sportsmanship, treatment of horse, and tack apply to Medal Classes.

Approved by Horse Leaders 11-06, Leaders Council 1-13-07, Update Approved 2-2016

4-H Equine State Qualifications Policy

To Qualify for State:

To represent San Juan County at the 4-H State Fair, a 4-H member must be an Intermediate or Senior in good standing and have completed the mandatory SJ County requirements to complete the 4-H year including the following: participate in 2/3 of local club meetings or meetings with the leader or special interest group; submit a 4-H Permanent Record Book by the published deadline; present a demonstration; participate in a community service project(s); and exhibit at the SJ County Fair.

Participants shall be selected in this order: 1. Blue in Showmanship; Blue in a Type Class* 2. Blue in Showmanship; Red in a Type Class* 3. Red in Showmanship; Blue in a Type Class*

* Type Class other than Showmanship (i.e. equitation, trail or games)

Red/Red or White's do not qualify for State. State Qualifiers points will be totaled for all 4-H Type Classes. In the event of a tie, Showmanship Placing at the SJ County Fair will be the tiebreaker.

Gaming Showmanship, Performance Showmanship, and Dressage/Eq Over Fences Showmanship are separate divisions; they are not transferable. The Showmanship class will determine which division(s) the rider is trying to qualify for State Competition. To qualify for a division, the rider must designate a primary project horse for that



division on the 4-H Horse Certificate by the published deadline. The same horse may be designated as the primary horse in more than one division. In the event one rider qualifies for State in more than one division; they may attend two divisions at State. (New State Fair ruling in 2012)

For all 4-H classes, a qualified 4-H judge will be hired preferably from the 4-H State Horse Judges listing. Points will be posted daily at the Fair. Participants are equally responsible for checking their placing/points for accuracy and reporting any concerns to their Leader.

Qualifying Horse Shows:

SJC Equine registered 4-H Clubs may have State Qualifying Showmanship class' at their open horse shows, provided that the shows are held prior to the SJC Fair and that they have secured a 4-H State Qualified Judge. All participants would still be required to be in Showmanship at the San Juan County fair.

Dressage Test Scribes and Point Keepers:

Point keepers or Scribes will not be parents or close relatives of participants. For each type class, point keepers are responsible for recording the Danish color and equivalent points for each entrant from the judges or timers scoring card, posting Danish and point results in a timely manner for participants and leaders to review, and verifying Danish awards and total points with the SJ County 4-H State Fair Selection Committee. The Horse Leaders Committee will select Point Keepers.

Dressage Tests will be judged by a State Qualified 4-H Dressage Judge and administered at a location, date and time set each year by the Horse Leaders. Copies of Dressage test movements may be obtained from the United States Equestrian Federation. You may order movements on-line at www.usef.org. Original Dressage tests or copies will be kept by the point keepers and considered as the judge's scorecard. Point keepers will award Danish ribbons in Dressage on the same % basis as 4-H State Fair.

Current Type Classes as of March 2013:

Performance, Western Games, Dressage/Equitation over Fences Showmanship Showmanship Showmanship Bareback Western Equitation Two Barrel flags Dressage Bareback English Equitation Key Race Hunt Seat Hunt Seat Equitation Poles Dressage Seat (Danish pts only 1 – 5) Stock Seat Equitation Barrels Trail Idaho Figure 8 Saddle Seat Equitation International Flags Discipline Rail



Points for Type Classes:	4-H Dressage Qualifications:
Grand 10 Reserve Grand 8 Blue 5 Red 3 White 1	Blue: 58% and upward Red: 57.999% -50% White: 49.999% and lower

**2018
TIMES FOR RIBBON PLACINGS
WASHINGTON STATE 4-H FAIR
WESTERN GAMES SECTIONS**

INTERMEDIATES	RIBBON PLACING	SENIORS
TEXAS BARRELS		
17.200 OR LESS	BLUE	16.800 OR LESS
17.201 - 19.000	RED	16.801 - 17.900
19.901 OR MORE	WHITE	17.801 OR MORE
POLE BENDING		
26.100 OR LESS	BLUE	24.500 OR LESS
26.101 - 29.200	RED	24.501 - 27.300
29.201 OR MORE	WHITE	27.301 OR MORE
TWO BARREL FLAGS		
10.400 OR LESS	BLUE	9.800 OR LESS
10.401 - 12.900	RED	9.801 - 12.300
12.901 OR MORE	WHITE	12.301 OR MORE
IDAHO FIGURE 8		
21.100 OR LESS	BLUE	20.200 OR LESS
21.101 - 23.200	RED	20.201 - 21.700
23.201 OR MORE	WHITE	21.701 OR MORE
POLE KEY RACE		
10.500 OR LESS	BLUE	10.000 OR LESS
10.501 - 12.700	RED	10.001 - 11.600
12.701 OR MORE	WHITE	11.601 OR MORE
INTERNATIONAL FLAGS		
9.800 OR LESS	BLUE	9.400 OR LESS
9.801 - 11.200	RED	9.401 - 10.400
11.201 OR MORE	WHITE	10.401 OR MORE

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Valuable Partnership Agreement

C1000

A Valuable Partnership
Volunteers and the Washington State University Extension 4-H Youth Development Program

Name _____

Position _____ County _____

WSU Extension appreciates your commitment to share your knowledge and talents with 4-H youth and hope this experience will be fulfilling during the time you serve as a 4-H volunteer. Your satisfaction and progress in this position are important and therefore subject to periodic reviews. Thank you for teaming with WSU Extension to expand educational opportunities for all youth and adults. Please read the following expectations of participation and behavior and indicate your willingness to cooperate by signing at the end of this form.

The Washington State University Extension 4-H Youth Development Program agrees to:

- Provide a volunteer position description that lists specific duties.
• Respect volunteers as trusted partners in youth development.
• Share philosophy, mission, and goals of the 4-H Youth Development Program.
• Utilize, promote, and provide training in experiential education.
• Provide information on county, state, and federal policies that govern the 4-H Youth Development Program.
• Provide training and materials to facilitate the inclusion and participation of volunteers and youth from all backgrounds.
• Provide assistance, support, encouragement, supervision, and periodic evaluation.
• Identify approved curriculum and materials for projects and group organization.
• Provide ongoing training at the county level and information about volunteer opportunities beyond the county.
• Keep volunteers informed of events, programs, and opportunities for youth at the county, state, and national levels.
• Recognize volunteers for their contributions to the 4-H Youth Development Program.
• Resolve 4-H volunteer personnel issues.

As a 4-H Volunteer, I agree to:

- Perform the duties in my position description in a responsible and timely manner.
• Conduct myself in a courteous and respectful manner, exhibit good sportsmanship, and be a positive role model for all youth.
• Work cooperatively with WSU Extension staff, volunteers, parents, and members.
• Respect, adhere to, and enforce the rules, policies, and guidelines established for the 4-H Youth Development Program.
• Participate in and support 4-H Leaders' Councils and other advisory groups.
• Support and promote the 4-H Youth Development Program through 4-H clubs, schools, after-school programs, and other appropriate settings.
• Support and promote 4-H Youth Development opportunities and inform youth of county, state, and national programs.
• Promote the spirit of inclusion and welcome participation of volunteers and youth from all backgrounds.
• Follow the volunteer "Expectations of Behavior" that I have read and understand.





Washington State University Extension 4-H Youth Development Volunteer Expectations of Behavior

The primary purpose of these Expectations of Behavior is to insure the safety and well-being of all 4-H participants (i.e., members, their parents and families, staff and volunteers).

These expectations will guide volunteer behavior during involvement in the Washington State University Extension 4-H Youth Development Program. Just as it is a privilege for Washington State University to work with individuals who volunteer their time and energies to 4-H, a volunteer's involvement in 4-H is a privilege and a responsibility, not a right.

4-H Volunteers will:

- Treat others in a courteous, respectful manner and serve as a positive role model for youth.
- Accept supervision and work collaboratively with county 4-H staff while involved in the program.
- Abide by policies and guidelines of WSU Extension state and county 4-H programs.
- Make all reasonable effort to assure that 4-H youth programs are accessible to youth without regard to race, color, gender, national origin, religion, disability, or sexual orientation.
- Uphold an individual's right to dignity, self-development, and self-direction, will not abuse any 4-H participant by physical or verbal means, and will report such abuse, if observed.
- Refer to C1001, *Child Abuse: Information for WSU Faculty, Staff & Volunteers*, for child abuse information and reporting procedures.
- Keep county 4-H staff informed of any incidents that may violate 4-H policies or personal rights.
- Treat animals humanely and teach youth to properly care for animals.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner.
- Handle fundraising and finances in an ethical manner according to C1059E, *Leader's Guide to the Treasurer's Book*.
- NOT consume alcohol or illegal substances while responsible for youth in 4-H activities nor consume anything that will in any way impact your ability to work safely with youth.
- NOT require 4-H participants to purchase materials, equipment, animals, or services from any specific places of business.

I have read, understand, and agree to the expectations of participation and behavior as outlined in this agreement. I understand that I may terminate this appointment without prior notice. I understand and agree that any action on my part that contradicts any portion of this agreement is grounds for the immediate suspension and/or termination of my volunteer status with the Washington State University Extension 4-H Youth Development Program.

Signature of 4-H Volunteer

Date

Welcome to 4-H leadership, a wonderful opportunity for personal growth, satisfaction, and achievement.

Signature of Extension Educator/4-H Program Assistant

Date

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