



# MARYLAND 4-H HORSE PROGRAM



## Horsemanship Standards

4H 292-Revised 2009

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# The Maryland 4-H Horsemanship Standards



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The Maryland 4-H Horsemanship Standards contained herein supersedes all previous editions of 4-H publication #292 and is effective as of January 1, 2006. Please check the Maryland 4-H Horse Program website ([www.4horse.umd.edu](http://www.4horse.umd.edu)) for any updates to this document.

Please direct all inquiries to: Maryland 4-H Center, 8020 Greenmead Drive, College Park, MD 20740, Ph: 301-314-9070; Fax: 301-314-7146.

The Maryland 4-H Horsemanship Standards were developed by A. Burk, Ph.D. and R. Cosden, and approved by the Maryland 4-H Animal Science Curriculum Committee, October 2005.

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## **I. Overview**

The Maryland 4-H Horsemanship Standards are designed to help 4-H members progressively develop horsemanship skills throughout their participation in the Maryland 4-H Horse Project. The Standards have been developed to foster learning for individuals that may or may not have access to horses on a regular basis and for those that ride English or Western disciplines.

The Horsemanship Standards are divided into Knowledge, English Riding, English Riding – Jumping and Western Riding Standards each containing six levels. The Knowledge Standards are designed to help members develop proper horse management and husbandry skills. The Knowledge Standards (K1-K6) are adapted to both English and Western Disciplines, but are not all-inclusive. The Knowledge Standards do not require the 4-H member to utilize a live animal. The Riding Standards encourage members to become safe, effective, and confident riders with a sound knowledge of equipment and tack. The Riding Standards are specific to English-on the flat or non-jumping (ER1-ER6), English-jumping (ERJ1-ERJ6), or Western (WR1-WR6) disciplines. Members must have access to a horse either by owning, leasing, borrowing, or sharing a horse to participate in the Riding Standards. While not required, members are encouraged to become familiar with all disciplines. While it is realized that not every 4-H member would want to master all levels, all members are encouraged to complete the first two levels of the Knowledge and Riding Standards so that they may become familiar with the basics of horse safety, care, and riding. Also, certain levels may be required for participation in state 4-H horse programs and events, including the state fair horse show.

Level achievement will be completed by participation in tests conducted by approved examiners. These tests will be held at the club or county level for Levels 1 and 2, at the county, regional or state level for Levels 3 and 4, and at the state level for Levels 5 and 6.

All 4-H members should be given the opportunity to participate in the Horsemanship Standards, but the decision to participate is strictly that of the 4-H member's and is not mandatory.

Maryland 4-H will offer educational opportunities to UME staff, volunteers, and 4-H members to educate them about the Maryland 4-H Horsemanship Standards.

Copies of the Horsemanship Standards materials will be available online on the Maryland 4-H Horse Program website and in limited quantities in hard copy at the County Extension Offices. Copies of written tests and answer keys will be distributed to County Extension offices by the Maryland 4-H State office.

UME volunteer leaders will be responsible to distribute the Horsemanship Standards materials to 4-H members participating in the Maryland 4-H Horse Project. They should also assist 4-H members in becoming knowledgeable and skillful in the areas covered in each level through various learning activities including talks by invited speakers, study sessions, learning activities, and educational clinics on a variety of topics. However, it is the full responsibility of the 4-H member to study, practice, and master the skills required for the Horsemanship Standards before participating in a testing.

## **II. References and Resource Materials**

Educational resource materials will be made available as references without expressed or implied warranty or endorsement and are not intended to be either restrictive or all-inclusive. Study guides are available for Knowledge Levels, which include suggested references (see page 18). Other resources to assist 4-H members prepare for the Horsemanship Standards tests will be available online on the Maryland 4-H Horse Program website.

## **III. Maryland 4-H Horsemanship Standards Advisory Committee**

The Maryland 4-H State Horsemanship Standards Advisory Committee will consist of approved testers and UME staff and faculty. The Horsemanship Standards Committee should meet at least once a year to evaluate the success of the program and to make recommendations to the Maryland 4-H State Office if changes become necessary.

## **IV. General Requirements**

1. Each 4-H member must start out at Level 1, regardless of age or previous experience, and they must pass all Levels in sequential order. (Note: 4-Hers who have passed any level in the old 4-H Horse and Pony Performance Levels do not need to retest at those levels within the Horsemanship Standards program. Instead, they may continue on to the next level within the Horsemanship Standards program with the understanding that they are responsible to learn any new material in the Horsemanship Standards preceding levels that may have not been covered in the preceding levels of the old 4-H Horse and Pony Performance Levels.)
2. All 4-H members attempting the Horsemanship Standards must carry a Maryland 4-H Horse Project filed with their County Extension Office.
3. A horse may be owned, borrowed, or leased for the testing, but may not be shared by two (2) individuals at a testing unless permission is obtained from the examiner conducting the testing, at least one week prior to the testing.
4. A 4-H member's Knowledge Level may exceed their Riding Level at any time; this is to allow participation in the program for 4-H members that do not own or have easy access to a horse.
5. A 4-Hers Riding Level may not exceed their Knowledge Level by more than one level; this is to ensure that the 4-Hers management and husbandry skills are developed in addition to their riding skills. A 4-H member must pass Knowledge Level 2 before their Riding Level can exceed their Knowledge Level. For example: A 4-H member who has passed their Knowledge Level 3 can test through Riding Level 4 before they would have to test for Knowledge Level 4 in order to take Riding Level 5.

6. The Riding and Knowledge Standards are separate tests and must be administered separately, at different times. However, they may be administered on the same day. Each riding testing should be completed in its entirety in one day. However, for Knowledge Levels 1 - 4, the oral practical and written portions may be administered on different days if deemed necessary. Multiple levels beyond level 2 should not be tested on the same day (i.e. A 4-Her cannot test for Riding Level 3 on the same day they tested for Riding Level 2; however Levels 1 and 2 can be tested on the same day).
7. The Knowledge Standards testing will consist of a written test and an oral practicum. Written tests will be provided by the Maryland 4-H State Office to the County Extension Office. To ensure that the information covered in the written tests will not be covered again by the examiners during the oral practicum, the information covered on the tests will be listed on the study guides and in a separate section on the Knowledge testing sheet. Candidates should be given at least 45 minutes to complete the written examination. More specific details on the Knowledge Standards testing requirements can be found starting on page 18.
8. The Riding Standards testing will be based on a specific riding discipline and also includes a Stable Management Section. Candidates may choose to complete the English-on the flat (non-jumping) (ER1-ER6), English-jumping (ERJ1-ERJ6), or Western (WR1-WR6). Riders may be tested individually or as a part of a group. More specific details on the Riding Standards testing requirements can be found starting on page 44.
9. Candidates can meet their Dressage test requirements for the English Riding Levels 3 or higher by scoring a 60% or higher on the required test ridden at a dressage show judged by a USDF L judge or higher (r, R, S, or O). A copy of the candidate's completed test must be provided to the examiner at the time of testing. In addition or as a substitution, the candidate may choose to complete the required Dressage test at the testing and be evaluated by the examiner for successful completion of the maneuvers required.

#### **Levels 1 & 2:**

1. A 4-H member may be tested at their home riding stable by an approved examiner that may be their instructor or trainer.
2. Levels 1 and 2 may be taken at the same time and location.
3. It is recognized that the English (Riding or Jumping) and Western Riding Levels 1 and 2 are similar with the exception of the tack used. Therefore, a candidate who passed either Levels 1 or 2 in either discipline may change to the other discipline for Level 3. However, once Level 3 is passed in a particular discipline, the candidate must test within that discipline in sequential order. An example would be a candidate who passed WR1, ER2, and then WR3, and WR4. If a candidate chose to, they may attempt to pass all Levels within all disciplines, but each Level must be passed in sequential order within each discipline.

**Levels 3 & 4:**

1. Testings are countywide with locations and times to be announced by the County Extension Office.
2. Each county is responsible for arranging an approved examiner to administer the test.
3. No family members or instructors/trainers of a 4-H member will be allowed to serve as their Horsemanship Standards examiners for Levels 3 and 4.
4. A 4-H member may attend a Horsemanship Standards testing in a county other than their own, with approval from the examiner within the host county that is conducting the testing.
5. It is suggested that one month must pass between a 4-H member testing for Level 4 after passing Level 3. This is to encourage the 4-H member to practice and train for the next level testing.

**Levels 5 and 6:**

1. Levels 5 and 6 are coordinated and held at the state level. Dates and locations will be set at the beginning of the calendar year by the State 4-H Office.
2. No family members or instructors/trainers of a 4-H member will be allowed to serve as their Horsemanship Standards examiners for Levels 5 and 6. There will be at least two examiners and an Impartial Observer designated by the State 4-H office at each testing.
3. The 4-H member must provide all tack and equipment for all testing requirements (i.e. lunging and bandaging), in addition to providing a suitable horse.
4. It is suggested that two months must pass between a 4-H member's testing for Level 5 after passing Level 4 and testing for Level 6 after passing Level 5. This is to encourage the 4-H member to practice and train for the next level testing.
5. Registration for Level 5 and 6 testing will be made available online at the Maryland 4-H Horse Program website. A 4-H member can only be tested for one riding discipline on the day of testing and must indicate that discipline on the registration form, however a 4-H member may test for both Knowledge and Riding on the same day

<b>V. Scoring the Test</b>
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1. A 4-H must meet or exceed standards for all sections tested to pass that Level.
2. A 4-H member is considered to have "not passed" a section if they did not meet the standard for that section.

3. If a 4-H member does not pass one or two sections of either a Riding or Knowledge Level, the examiner may allow them to retest only the areas that were not passed after spending at least one (1) month learning the needed skills or knowledge. The retest must be scheduled between the examiner that performed the original testing and the 4-H member and must occur within 3 months of the original testing date.
4. If a 4-H member does not pass three or more sections of the material tested they can retest the entire level after at least one (1) month of study and preparation. Remember that if you need to retest, you should work and practice more and try again. Retesting of an entire level does not have to be done with the same examiner that performed the original testing.
5. Examiners must document reasons why the 4-Her did not meet expectations on the examination test sheets and discuss the decision with the candidate at the testing. All examiner comments and test sheets should be copied and mailed to the County Extension Office and 4-H member upon completion of a testing. The County Extension Office should enter this data in the Maryland 4-H Enrollment System by the end of the year deadline.
6. When a level is passed, the 4-H member will receive a Certificate of Achievement. In addition, 4-H members who pass Level 3 and above, in its entirety (knowledge and riding) or just riding will be recognized at a state 4-H event. 4-H members who complete only the Knowledge levels will be recognized at a state 4-H event once all 6 Knowledge Levels are completed.

## **VI. Responsibilities of the 4-H Member**

1. A 4-Her can request testing information for the club, county, or state level by contacting the appropriate club, county, or state leader and indicating which Level and what discipline they will be riding if requesting a Riding test
2. Provide proof of preceding level completion through one of the following:
  - a. A completed Performance Level Book at a preceding level or verification from the County Extension Office (for 4-H members “grandfathered” into program) **or**,
  - b. A copy of a passing test sheet from an approved examiner at the preceding level **or**,
  - c. A copy of their Certificate of Achievement from the previous level
3. Each 4-H member will be required to pay a testing participation fee for each test taken (excluding levels 1 & 2 knowledge and riding and level 3 riding). There will be a separate fee for both the knowledge and riding test taken at each level. The testing participation fee schedule and guidelines can be found on the Maryland 4-H Horse Program website. Checks should be made out to the “Maryland 4-H Foundation” and paid in full prior to the day of the testing to whoever is collecting registrations and/or the examiner who you are scheduled to test with.

4. Provide safe, appropriate, and correctly fitting tack and attire for horse and rider. (Note: Any unsafe or unsuitable tack or attire may be grounds for dismissal from testing at the examiners discretion and no refunds will be provided.)
5. Bring an appropriate horse to the testing for Riding Standards testing. The conditioned mount(s) must be capable of completing appropriate levels. Horses that the examiners consider unsafe for the rider or others will be excused from the testing and no refunds will be provided.
6. Know ahead of time, all equipment needed for testing as issued by the examiner and provide it the day of the testing.
7. Come prepared to discuss and/or demonstrate any and all of the study requirements and be willing to accept constructive criticism and or suggestion with an open mind.
8. Acknowledge that the examiner has full authority to pass or not pass any candidate at the testing and that the examiner's decision is final.

## **VII. Responsibilities of the Examiner**

### **The examiner must:**

1. Be a University of Maryland Extension (UME) volunteer. Each volunteer must submit a signed Examiner Volunteer Status Form to verify that they are a UME volunteer in good standing. (Please note that there is one form for Levels 1-3 and another form for levels 4-6.)
2. Attend a 4-H Horsemanship Standards Training. Dates and locations will be set at the beginning of the calendar year by the State 4-H Office.
3. Take the necessary certification tests for each level and be approved by the Maryland State 4-H Office as an approved examiner. This approval will be on file with the County Extension Office.
  - a. Levels 1 and 2 are a combined open book written test separated into a Knowledge written test and a Riding written test.
  - b. Level 3 is an open book written test separated into a Knowledge Test and a Riding Test
  - c. Knowledge Levels 4-6 are closed book written tests. Riding Levels 4-6 are in the form of a testing in front of a review committee. The testing sheet for the Riding testing is available for review on the Maryland 4-H Horse Program website. Dates and locations will be set at the beginning of the calendar year by the State 4-H Office.

4. Examiners are required to attend an advisory meeting once every 2 years in order to keep their examiner status. This is to ensure that the examiner stays current with rules and regulations within the program.
5. Be familiar with all aspects of the 4-H Horsemanship Standards and subject material.
6. Act as a role model for 4-H members including:
  - a. Dressing appropriately.
  - b. Utilizing and following all safety equipment and guidelines.
  - c. Acting professionally and diplomatically at all times.
7. Be prepared to demonstrate correct techniques when asked by a candidate.
8. Establish communication and rules with parents and 4-H members at the onset of a testing.
9. Insist upon good sportsmanship and safety at all times.
10. Be sensitive to young people and able to conduct the test in a positive, educational framework. They should make notes of positive and negative critiques as well as share those with the candidates in a kind, positive, and well-communicated way. Examiners should notify candidates when they have not met a requirement and provide the candidate with one more additional opportunity to meet that requirement. Candidates that have not met requirements on three or more sections of a test may be given the option by the examiner to go on or discontinue the testing.
11. Understand that the safety of 4-H members, examiners, horses and all others involved with the Horsemanship Standards is of primary importance at all times. Any activity or practice posing a threat to the safety of those involved may result in dismissal from the testing at the discretion of the examiner.
12. Each 4-H member will be required to pay a testing participation fee for each test taken (excluding levels 1 & 2 knowledge and riding and level 3 riding). There will be a separate fee for both the knowledge and riding test taken at each level. The testing participation fee schedule and guidelines can be found on the Maryland 4-H Horse Program website. Checks should be made out to the "Maryland 4-H Foundation" and paid in full prior to the day of the testing to whoever is collecting registrations and/or the examiner who you are scheduled to test with. Examiners conducting the testing will be responsible for submitting payments to the State 4-H Office and should initial the bottom of each testing sheet indicating the payment was received.

**As examiners it is your responsibility to:**

1. Excuse/disqualify any unsafe or unsuitable horses or tack from the testing, with an explanation to the candidate.
2. Excuse/disqualify any 4-H members or parents acting in an unsafe or unsportsmanlike manner.
3. Ensure the overall safety of riding areas, jump courses, and weather conditions. No riding is permissible during thunderstorms, excessive rain, unsafe footing, or other extreme circumstances.
4. Cancel a testing should the facilities or weather prove to be unsafe.
5. Provide written comments on test sheets, including reasons why a candidate may have been dismissed, to the 4-Her as well as the County Extension Office.
6. Examiner must know how to use the Impartial Observer (IO) for Levels 5 & 6. The Impartial Observer should be introduced to examiners, candidates and onlookers and be present during the entire testing.

**Additional comments for examiners:**

1. The examiner's decision is final and will be adhered to at the testing.
2. Understand that testings can be highly stressful for horses and 4-H members and be aware of signs of distress, overriding, or overfacing by horses and riders.
3. Written and oral comments should be balanced between positive and negative. Give 4-H members points on which they need to improve on or note when a 4-H member exceeds expectations.
4. Parents and 4-H members may disagree with your evaluation. Give explanations for why a 4-H member was excused or marked down on the testing sheet and reinforce it with a verbal explanation.
5. If testing a 4-H member from another county, it is the responsibility of the examiner to check with other examiners and club leaders of the 4-H member's county in order to find out why they are testing out of county.
6. The Impartial Observer (IO) must be an individual familiar with the requirements of the relevant Standard, and with testing procedures and philosophy. The function of the Impartial Observer is as follows:
  - a. To watch the conduct of the test and note any unusual circumstances regarding horses, facilities, weather conditions, schedule, etc., which might affect one or more candidates.

- b. To encourage a positive and friendly atmosphere.
- c. To explain the order of the test to parents other observers.
- d. To act as a buffer between parents, spectators, and Examiners who are under the obligation of completing the test on schedule.
- e. To gather information from parents during the testing, and listen to any expression of negative feelings.
- f. To report impartially on the conduct and circumstances of the test, on the candidate/examiner/spectator relationship, and the overall atmosphere of the test.
- g. Comments that are overheard about an individual candidate's progress are strictly confidential and are not to be discussed with anyone during or after the testing.

### **VIII. Reasons to Excuse a Horse or Rider From a Testing**

#### **Horse**

- 1. Obvious unsoundness of leg or wind.
- 2. Unsuitability (i.e. unsafe or dangerous to spectators, other riders or horses at testing).
- 3. Overfaced by the nature of the testing (especially young or green horses).
- 4. Unconditioned or otherwise physically strained by work required at the Level being tested.

#### **Rider**

- 1. Injury or illness while unmounted or mounted that impairs the ability to safely control a mount.
- 2. Obvious disregard for safety or welfare of horse.
- 3. Excessive use of natural aids or corrections using artificial aids.
- 4. Disregard for or refusal of examiners instructions or requests.
- 5. Unsportsmanlike behavior at any time.

#### **Tack**

- 1. Lack of an approved ASTM–SEI safety helmet or an improperly fitting helmet.
- 2. Lack of safe and appropriate riding apparel including long pants, sleeved shirt, and hard soled, heeled riding boots.
- 3. Tack that is in poor condition including, but not limited to frayed stitching, cracking leather, or rotting.
- 4. Inappropriately fitting tack that cannot be corrected at the testing through the use of a hole punch or replacement of leathers or other pieces of equipment.

## **IX. How to Organize Horsemanship Standards Testing**

**Knowledge Standards Testing** – Testing for the Knowledge Standards will consist of a written exam provided by the Maryland 4-H State Office or County Extension Office, an oral practical, and identification of equipment, feed, and/or other knowledge requirements.

**Riding Standards Testing** – Testing for the Riding Standards consists of presentation of horse and rider, riding exam, oral practical, identification of equipment, and handling or demonstration involving horses where appropriate.

**Contact an Approved Examiner** – A list of approved examiners may be obtained from the Maryland 4-H Office or online ([www.4horse.umd.edu](http://www.4horse.umd.edu)) or from the County Extension Office. The examiner need not be from the county that is hosting the testing. Please contact examiners as early as possible to allow for scheduling. If a large testing is being scheduled, please consider contacting multiple examiners if you have the facilities to run multiple testings at one time.

**Determine A Testing Location and Date** – Finding an appropriate facility for the Standards testing and prep clinic is one of the most important aspects of organization. Knowledge Tests do not require horses to be present and can therefore be taken at any location that has a quiet environment for written tests and practical knowledge to be demonstrated. Several considerations for Riding Tests should be made including:

- ◆ Parking availability and space for trailers and unloading
- ◆ Flat areas for riding on the flat, over fences, and/or lunging (these may include outdoor or indoor rings)
- ◆ Footing suitability and fencing conditions
- ◆ Availability of jumps, cavaletti, and/or ground poles
- ◆ Area and seating for written exams and discussion
- ◆ Bathroom facilities and water availability
- ◆ Overall safety of facility (no holes, foreign objects, etc)
- ◆ Weather conditions and forecast (Heat Index, Temperature, Humidity, Availability of Shade)

Also note that if a private facility is used the owners may require additional release forms or paperwork to be completed.

**Get Tests from County Office** –The County Extension Offices will have the most updated written tests and keys for the Knowledge Standards available upon request. Request how many copies you will need of each test ahead of time. No electronic files will be sent to you. Tests will be sent via hard-copy only.

**Paperwork** – UME Health Forms and Releases must be signed and turned in for all participants (riding or not) and be available to the volunteer in charge. Accident/Incident Guidelines and Report Forms should also be readily available and can be found online at [www.maryland4h.org](http://www.maryland4h.org) . Additionally, if a private facility is used, participants may need to complete additional releases, paperwork, or horse health requirements (i.e. required vaccinations, Health Certificate, etc.). 4-H

members are reminded that when transporting horses anywhere in the state of Maryland they are required to carry proof of a negative Coggins test (Equine Infectious Anemia test) and a Self-Certification of Health, and will be asked to produce it at the testing.

**Provide Volunteers** – This is a vital aspect of the testing as it will be necessary to move jumps or set up courses, etc. Volunteers will be needed to direct traffic, run a food stand, help the examiner, or hold/supervise horses and 4-H members. The examiner cannot be everywhere at once, so it is suggested to have a Testing Organizer that can take care of paperwork, check in and answer any questions that people may have. Volunteers may be 4-H parents or leaders.

**Food/Water** - Organizers should also make arrangements for lunch or food if the testing runs all day. It can be suggested that 4-H members bring their own food or that food will be provided. Water in coolers or other fluids should be made available to 4-H members by the organizing person/club/county and should be available all day.

**Spectators/Pets** – Parents, family members, non-testing 4-H members, and other spectators should be encouraged to watch the testing. Dogs and other animals (including horses that are not being ridden in the testing) should not be allowed on the grounds unless they are stabled there. If a testing is held at a private facility please adhere to any additional requests made by the owners.

**Safety** – Safety is of the utmost importance. It is the examiner's responsibility upon arrival to ensure that the facilities are adequate and safe. If for any reason the facilities or weather are not sufficient, the examiner may cancel the testing. All 4-H members are expected to adhere to the Maryland 4-H Horse Show Rule Book safety guidelines and other conduct rules. Helmets and appropriate attire must be worn at all times when mounted. There will be a safety inspection at the beginning of the testing for all 4-H members. Additionally, if any 4-H member or spectator is observed acting in an unsafe manner it should be reported to the examiner. Ignoring safety guidelines will be grounds for dismissal from the testing. Consider securing an EMT or nurse for onsite first aid or having someone who is first aid and CPR certified.

**Preparation Clinic** – If possible, plan a “mock” testing or prep clinic several weeks in advance of the actual testing for 4-H members to demonstrate their knowledge and to give them sufficient time to work on any weak skill or knowledge areas. Prep clinics may be subject oriented (ex. bandaging or jumping) or may be run exactly as a real testing would. Local UME volunteers or horse club leaders may run prep clinics.

**Specific Equipment Required by Levels** – Some Knowledge and Riding Levels require that 4-H members identify such specific things as horse colors, breeds, conformation faults, pieces of tack, blankets, etc. Discuss and arrange with the examiner the sources and person responsible for bringing such objects.

**Candidates with Disabilities** – In the event that a 4-H member has a disability, parents and approved examiners must discuss the needs of the 4-H member and all attempts to meet the special needs of the candidate should be done in accordance with the University of Maryland Extension policy.

## **X. Rider Turnout Checklist**

1. As you prepare for the testing day make sure you have all of the necessary equipment and appointments required for the Level you are attempting. You may borrow equipment to be tested, but it must be arranged beforehand. Any borrowed equipment or horses are the responsibility of the candidate during the testing.
2. All tack and apparel should be clean, safe, and well-fitted. Boots and tack should be cleaned and polished. Take pride in your appearance!
3. Hair should be neatly kept and out of the way.
4. No excessive jewelry or dangling earrings shall be allowed for safety reasons.

## **XI. Required Apparel (unless otherwise noted)**

1. ASTM-SEI approved riding helmet (English or Western)
2. Collared, sleeved shirt (long sleeve, polo, or traditional riding shirt with stock tie/collar and pin)
3. Jodhpurs, breeches, or jeans
4. Chaps (Optional)
5. Gloves (Optional)
6. Belt
7. Hard soled, heeled riding boots (Field, dress, paddock, roping, or cowboy)
8. Spurs (optional)
9. Hair net (optional)
10. Proof of passing previous Horsemanship Standards Level or old 4-H Horse and Pony Performance Levels.
11. A copy of the candidate's completed test Dressage Test with a score of 60% or higher by a rated dressage judge, if necessary.
12. UME Health Form (on file with the county)

## **XII. Horse Turnout Checklist**

Horses or ponies should be well conditioned and groomed appropriately for whatever discipline they are being ridden in. Clipping or braiding is not necessary at the lower levels, although it would enhance the appearance of the horse. Check the study guide to be sure all necessary equipment has been accounted for.

### **All Riding Levels Should Have Prepared:**

1. Halter
2. Lead rope or shank
3. Grooming tools and kit (hoof pick, mane and tail comb, curry comb, variety of brushes, wipe cloth)
4. Fly spray or mask when appropriate

5. Saddle
6. Saddle Pad
7. Girth
8. Bridle
9. Any other boots, pads, or gear necessary for safety
10. Proof of a negative Coggins test for all horses being ridden by 4-H member

**In addition to these basics, the Levels (riding only) listed below will also need:**

**Level 3-**

1. Level 3 –Two (2) Protective Boots (may be splint, ankle, bell, or other)
2. Horse Blanket (could be provided)

**Level 4–**

1. Stable bandage materials for one bandage (padding, wraps, and fasteners)

**Level 5 –**

1. Shipping bandage materials for one bandage (padding, wraps, and fasteners)
2. Lunging Equipment (may include cavesson, lunge line, lunge whip, boots)
3. Shipping Equipment (may include shipping boots or wraps, halter padding, head bumper, tail wrap, blanket, etc. as deemed necessary for safety)

**Level 6 –**

1. Stable and shipping bandage materials, and tail wrap
2. Lunging Equipment (may include cavesson, lunge line, lunge whip, boots, side reins)

<b>XIII. Examiner’s Checklist</b>
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**1. Facilities -**

- a. Are emergency numbers and information posted or available?
- b. Does the riding area have sufficient footing and space for the movements required?
- c. Is the facility overall safe and appropriate?

**2. Introduction and Orientation –**

- a. Introduce yourself and your qualifications.
- b. Have 4-H members introduce themselves and give a brief background.
- c. Verify 4-H member eligibility and negative Coggins test for each horse.
- d. Explain the test schedule.
- e. Go over the expectations and rules, emphasizing safety.
- f. Note any potential hazards or facility rules (ex. The facility does not allow photography, the bathroom sink doesn’t work, etc.)
- g. Introduce Impartial Observer (IO) or Test Organizer, if used, and explain their role(s).

3. **Turnout and Safety Inspection –**
  - a. Are all helmets ASTM-SEI approved?
  - b. Do all helmets fit properly?
  - c. Is the 4-H member neat and appropriately dressed?
  - d. Is the tack clean and in good condition, not showing signs of disrepair or rot?
  - e. Does the tack fit the horse and is it appropriate for the discipline?
  - f. Does the horse appear fit and well cared for?
  - g. Is the horse sound?
  
4. **Riding and Knowledge Work –**
  - a. Are all 4-H members safety conscious and sportsmanlike?
  - b. Do the horses appear suitable and prepared for the work?
  - c. Is the horse sound?
  - d. Do any 4-H members appear to be having difficulty/challenges with the work that is being asked of them?
  - e. Do the 4-H members meet the Standards as listed on test sheets?

<b>XIV. Bandaging and Lunging Guidelines</b>
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**Bandaging –**

1. 4-H members should have enough material to bandage at least one (1) leg.
2. If flannel is used, the nap goes to the inside, and the backing to the outside
3. Fasteners should go on the outside of the leg, and may be Velcro or pins, pins should not be placed across tendon area and should point down, not up.
4. Materials may be borrowed, but it is up to the 4-H member to provide them at the testing.
5. Stable bandages should have long enough wraps (Recommended: 18 in. horse, 16 in. pony) and padding (knee to ergot plus one inch) and have thick enough padding to prevent tendon bowing.
6. Shipping bandages should touch the ground, have long enough wraps (Recommended: 24 in. horse, 22 in. pony) and enough padding to cover from behind the knee or below the hock to the bulbs of the heel.
7. All wrapping should apply even pressure and show solid technique.
8. Examiner should not see any pulling across the tendons.
9. A 4-H member should not sit on the ground or kneel behind while wrapping.

**Lunging –**

1. The 4-H member should be dressed appropriately, including gloves and helmet. The horse's safety should be taken into consideration and protective boots or polo wraps are suggested.
2. Note the 4-H member's use of voice (tone, clarity, and timing).
3. Note whip control and usage (triangle maintained and direction as needed) also note that the 4-H member tucks the whip under the arm during changes of direction.
4. Note the body position of the 4-H member (may pivot or parallel lunge). The taking-up of slack as necessary, correct hand position and grip, corrections made as necessary, body positioned correctly in reference to horse.

5. A 4-H member should utilize the space provided and be aware of time spent going each direction, as well as be considerate of age or training level of horse.
6. Horse should be suitable for lunging and maintain pace and way of going as asked.

## **XV. Safety Guidelines**

1. A completed UME Health form, should be on file at the County Extension Office for each participating 4-H member.
2. A 4-H Code of Conduct form should be on file at the County Extension Office for each participating 4-H member.
3. Examiner should complete safety checklists and ensure facilities and 4-H members meet all safety requirements.
4. Should an accident occur, prompt attention should be paid and all procedures followed including the completion of an accident/incident report form (available online at [www.maryland4h.org](http://www.maryland4h.org)).
5. It is recommended that an EMT or nurse should be available on the facility grounds.
6. The weather should be monitored for approaching storms or unsafe conditions.

### **Should a fall occur:**

1. Make sure the 4-H member is not hurt before he or she gets up. If you do not have first aid training, wait until a trained person can check him or her out.
2. Take plenty of time before the 4-H member remounts. Assess the condition of 4-H member, horse, and tack.
3. Discuss the cause of the fall and prevention of other falls.
4. Notify the 4-H member's parent of the incident and consult with parent, if necessary, regarding continuing the testing.
5. Complete an accident/incident report form.