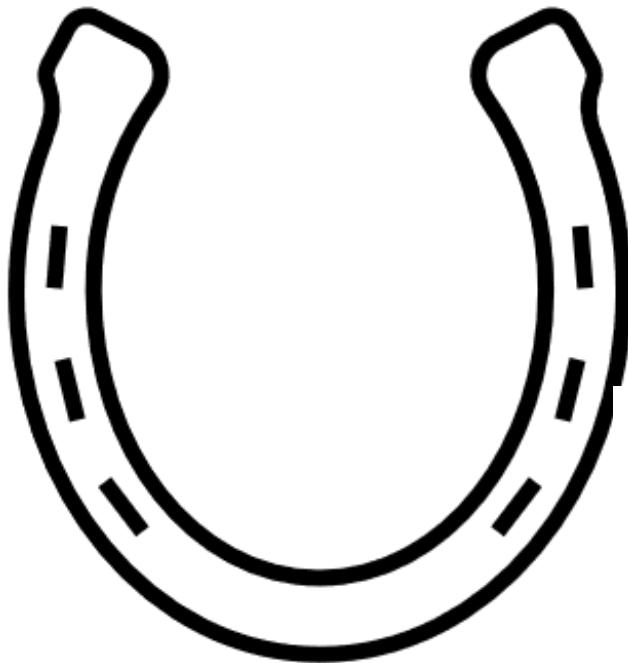


Waupaca County 4-H

Horse and Pony Project



Rules & Guidelines

2026



Welcome to the Waupaca County Horse & Pony Project

The purpose of this packet is to provide you with information, inform you of important deadlines, rules, and guidelines, and answer commonly asked questions. Once you and your parents have read this packet, you must complete the Acknowledgement Form and the Waiver and Release forms and submit those to the [Member Envelope](#) before bringing your equine to a work night.

MISSION

The mission of the Waupaca County Horse and Pony Project is to provide opportunities for members to develop life skills and to learn about proper equine care and foundational horseback riding techniques and skills.

BASIC INFORMATION

First, you don't need to own an equine to participate! Areas of participation with and without an equine are described under the **"Opportunities"** section. Enrollment in the Horse project is open to anyone in grades 3 – 13; you must be a Waupaca County Youth Organization member. Anyone in Grade 3 or over may participate with an equine at the Fair. Your grade as of January 1st of the exhibit year determines which classes you may enter at the Fair. Please note that while youth can be a member of any Waupaca County Youth Organization, the Project is run through the Waupaca County 4-H Extension and thereby follows the rules and guidelines of 4-H. Since this is a 4-H sponsored project, any member from another organization, such as FFA or Scouts, is not covered by 4-H insurance.

HOW DO I PARTICIPATE?

New enrollments: Anyone enrolling in 4-H for the first time must be enrolled with the Waupaca County Extension Office by **February 1st** of the exhibit year to participate in the Fair and be eligible for awards. Non-4-H members must sign up through their organization by February 1st of the exhibit year.

Re-enrollments: Anyone re-enrolling in 4-H must enroll with the Waupaca County Extension Office each 4-H year (Sept. 1 – Aug. 31) by **November 15th**. Anyone re-enrolling after **November 15th** will not be eligible for Fair participation, though they can participate in worknights, clinics, and non-fair shows. Non-4-H members must sign up through their organization by **February 1st** of the exhibit year.

Your equine must also "enroll." By May 1st of the current exhibit year, all equines you may be able to show, or may even consider showing, at the Fair need to be registered with the Extension Office. If registration is not on file by May 1st you cannot show that equine at the Fair. A copy of the form **"WAUPACA COUNTY HORSE & PONY PROJECT EQUINE REGISTRATION (ID) FORM"** is also available on the extension website.

You must sign up for the Fair. Waupaca County Fair booklets will be available beginning in May online at <https://www.waupacacountyfair.com/fair-book/>. Entry forms must be completed online by early July. Watch your email for the exact deadline (typically on or around July 14th annually). This includes ALL 4-H, FFA, or enrolled organizations.

You will make your final decisions on classes for the Fair the week before the Fair at the Stall Set-up/Potluck/Sign-up day.

Coggins Test: The State of Wisconsin requires an annual negative Coggins test. A licensed veterinarian must perform this test to show that your equine does not carry the incurable disease of Equine Infectious Anemia. For the project, the Coggins test must be valid from May 1st through September 30th of the current year. The equine will not be allowed to unload if the Coggins test expires at any time during the above time frame. Any time your equine leaves home to go to an organized event, the original test paper must accompany you. A copy of a negative Coggins test for your equine must be on file with the WCH&PP Leader Panel before bringing your equine to a work night.

Vaccinations: All equines participating in the project must be in good health and vaccinated for Eastern and Western Encephalomyelitis, Tetanus, and Influenza [this vaccination can be administered in a combination shot]. These vaccinations can be purchased from your veterinarian or a retail outlet such as Fleet Farm. **Keep your receipts and packaging** as proof of purchase. No equines can be unloaded and participate in any 4-H event, including worknights and the fair until proof of vaccination is on file with the Leader Panel.

Premise ID: All exhibitors must have a Premises ID number from the property from which the equine is brought to the fairgrounds on worknights/clinics/shows. The Equine Registration Form, due May 1st, includes the Premises ID number. You cannot unload your equine on Fair Entry Day without a premises ID number. The website address is <http://www.wiid.org/livestock-premises-registration>, or you can call 1-888-808-1910.

What opportunities exist?

There are many areas of participation. Remember, you don't need to own an equine to participate. Following are brief descriptions of some of the opportunities available:

Waupaca County Horse and Pony Project (WCH&PP): Open to grades 3-13. You'll learn about care, management, grooming, parts of the animal, their equipment, etc., and receive assistance with equine-related activities. WCH&PP meetings will be scheduled and announced in the WCH&PP Newsletter.

Horseless Horse: You don't own an equine but team up with someone who does. You can participate in project activities and exhibit in Horseless Horse classes at the Fair. Let us know if you're interested in being a Horseless Horse member or a Horseless Horse "buddy." For more information, see the attached Horseless Horse forms.

Veterinary Science: Horse and Horseless Horse project members may also exhibit in the Horseless Horse classes listed under Veterinary Science which covers exploring an equine management topic, such as anatomy or diseases.

Clothes Horse: (as part of Veterinary Science) You may create any article that you or your equine can wear, along with other horse-related items.

Model Horse Show: Up to five lots, such as Western Pleasure, Halter, and Costume, will be available for this event.

Fair Horse Show: Horse Show classes include halter, showmanship, pleasure, equitation, horsemanship, trail classes, and driving.

Fun / Speed Show: This will be held on Saturday during the fair. It will include relay races and gymkhana events for exhibitors, parents, and leaders.

To exhibit the following at the Fair, you must also enroll in the corresponding 4-H project on your 4-H enrollment form. For non-4-H members, please consult your organization's guidelines for Fair enrollments.

Art: Apply your artistic talent within the Horse Project and create a drawing, painting, craft item, ceramic, etc.

Photography: Combine your love for equines with the camera and exhibit your work in several different categories, per Fair entry requirements.

Woodworking: You may build a saddle stand, jump, hat rack, etc.

Creative Writing: Write a short story (fact or fiction) or poetry as part of the Communications department

In addition to the above, the State 4-H Horse Association offers the following activities only for 4-H members. FFA and Scouts are not eligible.

- **Hippology (in May):** Learn to identify parts of the equines, markings, breeds, colors, or other knowledge related to horse science by matching pictures to definitions.
- **Horse Bowl (in May):** A team participation activity. Team members learn more in-depth information about equines in a quiz bowl format.
- **Area Animal Science Days: (June):** Hippology, Horse Judging, Posters, and other equine-related contests. A different county sponsors this event each year.
- **State Hunter & Dressage Show (June):** Classes include Cross Country, Dressage, and Stadium Jumping. Clinics will also be held. Registration is due in mid-May. Both the Key Leader and the Extension office must sign.
- **State Gymkhana (September):** Horse speed and game show held annually the first weekend after Labor Day. Registration is due in August. Both the Key Leader and the Extension office must sign.
- **State 4-H Horse Expo (September):** An annual event held during the third weekend in September at the State Fairgrounds in West Allis, WI. The youth must be a 4-H member. Sign up to compete by July 25, 2026. Both the Key Leader and the extension office will need to sign. Features several horse-related events, including:
 - **Horse Judging:** Develop and/or improve your ability to picture an ideal equine and recognize undesirable traits associated with judging horses. This event also can coincide with the Hippology that was offered in May. Teams from past Hippology groups can compete together if signed up and attend.
 - **Team Problems:** Teams of 3 - 4 youth analyze an equine-related problem and present an oral solution.
 - **Creative Writing/Scrapbooking:** Write a short story (fact or fiction) or poetry or tell a story by creating a scrapbook.
 - **Model Horse:** Members exhibit model horses in different classes – just like a real horse show
 - **State 4-H Horse Show [Expo]:** Grades 6-13
- **Wisconsin 4-H Horse Leaders Conference (November):** This statewide leadership conference for adults and teens is held during the second weekend in November and is sponsored by 4-H and UW Animal Sciences. The conference location alternates annually between U.W. Oshkosh and U.W. River Falls.

Additional information on State 4-H Horse events can be found at:

- <http://fyi.uwex.edu/wi4haganimalscience/statewide-events/>
- <http://fyi.uwex.edu/wi4haganimalscience/wi-4-h-horse-assn-handbook/>

What is the Project's organizational structure?

The Waupaca County Horse & Pony project is run by a Leader Panel consisting of adult volunteers and youth leaders within the county. A Key Leader coordinates the overall program. Other leaders are responsible for different aspects of the project, such as paperwork, worknights, and shows. Additionally, youth members are encouraged to participate in leader meetings to add input into the planning of the project year.

Regular Meetings:

County-wide horse project meetings are held during the first half of the year. This meeting combines business with educational sessions. Meeting notices are listed on the annual calendar and will be posted on the WCH&PP Facebook page. Emails will be sent as reminders/updates occasionally.

Worknights/Workdays: ****Worknights in May are for jumping only****

Starting on the **first Wednesday in May**, there is a worknight almost every Wednesday. Local equine volunteers and experienced equine enthusiasts will work with the youth to learn about proper equine care and foundational horseback riding techniques and skills during work nights. The worknights in May run from 6:30 to 8:00 p.m. Starting in June, they run from 6:00 to 8:00 p.m. There will be instructional support for at least the first hour, except for open work nights. After the instruction, the arena will be open for members to practice at their leisure. **YOU MUST BE PRESENT FOR HALF OF THE WORKNIGHT FOR IT TO COUNT TOWARDS YOUR REQUIREMENT.**

Shows/Clinics:

In addition to the county fair show, there will be several opportunities within the project to attend a clinic or participate in a project-run horse show. Show and clinic notices will appear on the annual calendar. You may also participate in an outside clinic for credit, but it must be preapproved through the Leader Panel first.

THE LEADER PANEL HAS THE RIGHT TO CANCEL WORK NIGHTS DUE TO SEVERE WEATHER IN THE AREA. If it is raining, the event will be held (and you may wish to bring a raincoat). The Leader Panel will announce cancellations on the private Facebook group page and/or via text app Remind if a cancellation is needed.

What if I choose not to show at the Fair?

Or if I buy my equine after the May 1st registration deadline?

- All WCH&PP members and their equines are welcome to participate in the Practice Show, clinics, and worknights regardless of whether they choose to be involved in the County Fair show. You are still welcome to attend and participate in the horse project even if you do not own an equine or do not plan on owning one. You can still be involved and gain knowledge by volunteering during these events.
- Should you choose not to attend the Fair but still want to participate in the other opportunities offered with your equine, you must show proof for the current year. Coggins and proof of required vaccinations as stated in the Guidebook. However, you do not need to ID your equine. **IDs are only required if you plan to show that equine at the fair.**
- If you purchase an equine after the ID deadline, you will not be able to show it at the Fair, but you will still be able to participate in the other activities scheduled for that year.
- Participating in worknights, clinics, and the Practice Show is a good way to expose yourself and your equine to new experiences. Hopefully, you will be excited to show what you and your equine have learned and be ready to show at the Fair. Even if you are not interested in ownership, you can still gain valuable knowledge and experience with equines by participating in events and volunteering.

WHAT ARE THE ELIGIBILITY REQUIREMENTS TO SHOW AT THE FAIR?

You must meet ALL the following to exhibit and show your equine at the Fair.

1. You must be a registered 4-H or recognized Waupaca County youth organization such as FFA, Boy Scouts or Girl Scouts (grade 3 – 13, as of January 1st) of the exhibit year. Since this is a 4-H sponsored project, any member from another organization, such as FFA or Scouts, is not covered by 4-H insurance.
2. You must sign the Rules Acknowledgement Form, the Injury and Damage Waiver Form, and the Health Form at the end of this packet and submit it to the Leader Panel before bringing your equine to a horse project event.
3. You must submit the Equine ID forms for your equine(s) to the leader panel by May 1st. On this form, you must fill in all the blanks, include a picture, and list your Premise ID#. This form is available at all meetings and on the website.
4. Horseless Horse Project members must submit the Horseless Horse Agreement form before May 31st. This form is provided at each monthly meeting and on the extension website.
5. You must pay the WCH&PP dues by July 15th. Dues are \$10 per member or \$15 per family (non-refundable).
6. You must satisfy the attendance requirements described below. *It is your responsibility to be sure you meet these requirements.*

Horse & Pony Project members:

- Attend four (4) Wednesday work nights with your equine. *Each equine attending the fair must participate in at least two worknights each*
- Attend one WCH&PP clinic, the Practice Show, or another clinic preapproved by the Leader Panel.
- Attend two monthly meetings (January – May)
- Volunteer at one for one hour at a WCH&PP event, activity (Rodeo food stand, beautification), clinic, or show. This includes working at the Midwest Horse Fair, in the 4-H youth tack sale, or at a State 4-H event/activity.
- Fundraise at least \$120 Individual/ \$200 Family in necessary funding (through sponsorship, food/candy sales, and/or paid volunteerism at the Midwestern Rodeo food stand) to meet the budgetary needs of operating the Project.

Horseless Horse Project members:

- Must attend three (3) Wednesday work nights and at least one WCHPP clinic, a preapproved clinic, or the Practice Show with an equine.
- Youth must attend two monthly meetings (January – May).
- Youth must volunteer for one hour at one WCH&PP event, activity (Rodeo Food stand/beautification), clinic, or show. This includes working at the Midwest Horse Fair, in the 4-H youth tack sale, or at a State 4-H event/activity.

Members in grade 13 must meet the same requirements as other project members.

Activities must occur from January 1st of the current year through August 19th, and all requirements must be completed by August 19th, 2026.

7. All members must fundraise or obtain at least \$120 per youth or \$200 Family. These fundraising/sponsorship activities are conducted to purchase ribbons, trophies, special/achievement awards and compensation to judges, clinicians & ring stewards. Funds are generated to help meet project expenses and are non-refundable.
 - a. All candy fundraisers are 50/50, so you must raise \$240 to make \$120 for the project (paid upfront).
 - b. Rodeo Popcorn stands to generate \$10/hr. for each volunteer towards a member/family after the first hour of volunteering requirements is met.
8. Coggins Records: Your equine must have a current negative Coggins test, valid from May 1st through September 30th of the current year. The equine name on the Coggins form must match the equine on the horse registration form. **This must be turned into the member's enveloped before bringing your equine to a horse project event.**
9. Vaccination Records: Your equine is required to be vaccinated as outlined in "Project Rules". A receipt from the veterinarian who administered the vaccinations or a receipt from the place of purchase and the packaging are needed if the vaccinations are self-administered. **This must be turned into the member's enveloped before bringing your equine to a horse project event.**
10. Each horse participating in horse project events could be susceptible to a body condition score test using the Henneke Body Condition Score Sheet. This will either be done by a vet visiting a horse project event or by a set of at least two members of the leader panel. It is up to the discretion of the leader panel to decide whether a horse can continue attending events.
11. You MUST attend the Potluck/Stall Set-Up/Sign-up meeting the Sunday before the Fair.
12. Fair eligibility requirements must be delivered to the WCH&PP Leader Panel by the Wednesday before the start of the Fair.
13. If special circumstances occur regarding any of the above eligibility requirements, you must submit your request for an exception in writing to:
Waupaca County 4-H Horse & Pony Project Leader Panel
c/o Penny Tank,
Waupaca County Extension Office,
811 Harding Street, Waupaca, WI 54981-2087
Phone: 715-258-6229 Fax: 715-258-6232
or emailed: penny.tank@wisc.edu
The Leader Panel will meet, consider your request, and notify you of the outcome. Exceptions may be granted only under extraordinary circumstances.

*Anyone enrolled in a non-4-H organization (FFA, Boy/Girl Scouts, or any Waupaca County Youth Organization) must follow all requirements, including attendance, fundraising, and equine registration to exhibit at the Fair. Since this is a 4-H sponsored project, any member from another organization, such as FFA or Scouts, is not covered by 4-H insurance. Non-4-H members are not eligible to show at the State Speed Show, State Hunter/Jumper/Dressage Show, or State 4-H Horse Expo Show. *

Additional Information

VOLUNTEERS

The organization cannot function without volunteers, and opportunities abound to contribute time and talent! You can be a “helper” or enroll as a 4-H project leader. If you are not signed up as a 4-H project leader, you are not covered by 4-H insurance.

RECORD BOOK

At the end of the 4-H year, 4-H members may submit a record book through their local club. This record book records their project work, goals, and achievements. The record book will be evaluated and is the basis for county achievement awards. A Top Horse Record Book Award will be given to a senior and a junior member.

RULES

A copy of the Waupaca County Horse & Pony Project Rules is attached. Please read these rules carefully as failure to follow the rules could result in dismissal from the program.

FORMS

The top five forms need to be handed in before the equine arrives at a work night.

- Waupaca County Horse & Pony Project Rules and Fair Rules
- Waupaca County Horse & Pony Project Equine Registration (ID) Form
- Rules Acknowledgment and Stall Agreement
- Health Form (Vaccinations)
- Coggins
- Agreement Assuming Risk of Injury or Damage Waiver and Release of Claims and Indemnity Agreement

YEAR-END AWARDS

Horse Person of the Year: The project member who works their equine consistently, is there almost every meeting/worknight, and is helping others to improve. The nominee cannot be a first-year member.

Rookie of the Year: The nominee must be a first-year project member who has improved the most.

4-H Spirit / States Sportsmanship Award: A project member involved in many different 4-H activities, including the county-wide horse project, volunteering, and helping others with equines.

Record Book Awards: Two awards are given, one for the top senior and one for the top junior. The awards are handed out in November on awards night after all the record books have been scored.

For more information, please contact:

UW-Extension, Penny Tank, Waupaca County 4-H Youth Program Advisor: 715-258-6229, penny.tank@wisc.edu

To receive text notifications and reminders related to the Horse Project via the mobile app Remind, please send a text to "81010" with the message "waupcohpp" or visit <https://www.remind.com/join/waupcohpp>.

Leaders are available via email at wchpp.leader@gmail.com, the Facebook Group at <https://www.facebook.com/groups/298758968427585>, and the Remind mobile app (see above).

Leader – Amber Curtis
Leader – Angela Keegan
Leader – Andy Huettl
Leader, Superintendent – Emily Huettl
Leader – Marcy Wentworth
Leader, Superintendent – Marcy Farkas
Leader – Mia Janke
Leader – Cheryle Schultz
Leader – Nicole (Nikki) Schachtschneider
Leader – Holly Marquardt
Leader, Treasurer – Ryan Marquardt
Leader, Secretary – Sara Timm
Leader, Katie Balthazor
Leader, Amanda Nollenberg
Leader, Faith Kehl
Leader, Michelle Krisher

All information contained is also available at: <http://waupaca.extension.wisc.edu/4-h-youth-development/4-h-program-topics/waupaca-county-4-h-horse-and-pony-project/>.

**WAUPACA COUNTY HORSE & PONY
PROJECT RULES**

1. Prior to participating in any Horse and Pony event or activity, the project member and one of their parents must sign the waiver form and the rules agreement and return them to the designated Key Leader.
2. Project dues, as established by the Leader Panel, must be paid by July 15th.
3. Equine Identification forms, including pictures, and Premises ID must be turned into the **member folder** by May 1st of the current year. No registrations after May 1st will be accepted. Each equine intended for exhibition at the fair needs one of these forms completed. If the equine is going to be used by more than one family member, only one form with all family members listed is required. Submit forms on all equine you would consider taking to the fair if for some reason your primary equine would not be able to participate in the Fair. Having another horse with an ID form will allow you to bring an equine to the Fair as a replacement.
4. All equine participating in the project must be in good health and have been vaccinated for the following: **Eastern, Western Encephalomyelitis, Tetanus, and Influenza [this shot can be administered in a combination shot]**. These vaccinations can be purchased from your veterinarian or a retail outlet such as Fleet Farm. The equine must have a negative Coggins test. Proof of a negative Coggins test and proof of vaccinations must be valid from May 1st through September 30th of the participating year. No equines will be allowed to be unloaded and participate in any horse project events until this information is on file with the Leader Panel. Equines must always be in good health. At any county event, any suspicious animals [those exhibiting symptoms of coughing, runny noses, unattended wounds, etc.] will be sent home.
5. When participating with your equine at the scheduled event the following rules apply:
 - a. Riding shoes or boots and pants must be worn when working with your equine.
 - b. When participating in mounted or driving 4-H sponsored events, both youth and adults must wear SEI-approved helmets.
 - c. Effective October 1st, 2015, a saddle (mounted) and bridle (mounted/cart) are required when riding or driving a horse. (WI 4-H Youth Development Policies/Safety/Section A/Number 6)
 - d. You must be using appropriate tack in good condition, subject to the Leader's discretion.
 - e. Proper ring etiquette must always be observed for your and your equines' safety, as well as that of the other exhibitors and their equines.
6. Do not let others ride your equine at WCH&PP events. WCH&PP members who have identified the equine, parents or leader panel members should be the only handlers. Younger brothers/sisters or friends can ride at home. At a WCH&PP event, 4-H project members are the only insured individuals. We as leaders must enforce this rule as it has been established for everyone's safety and liability purposes. Failure to follow this rule may disqualify the project member from any event, and the member and their animal will be sent home.
7. For the safety of our project members, only equines registered in the project [required vaccinations and negative Coggins] and being used by the member or registered leaders are allowed at project activities.
8. You must clean up all trash and recyclables and pick up all manure after activities such as work nights.
9. Foul language and disrespectful or unsportsmanlike behavior will not be tolerated. If this behavior is exhibited, you will be asked to leave the event.
10. Each member must meet the requirements set forth by the Leader Panel.
11. If a dispute arises, see the Key Leader. The members of the Leader Panel collectively decide what action to take when there is a dispute or problem. The Leader Panel members have the right to disqualify any member or parent from any county event or activity and remove them from such event or activity.

We have excellent facilities for our project. Area professionals and volunteers have been willing to give their time and talents to help with the project. We have a good reputation because we are organized, well-mannered, and show well-kept equines. We need to keep our facilities clean and orderly at all work nights/days, clinics/shows, and at the Fair.

WAUPACA COUNTY HORSE & PONY PROJECT

FAIR & STALL RULES

Before participation in the Horse and Pony Project Fair activities, the Fair Rules and Stall Agreement form must be signed by the project member and one of their parents [if the exhibitor is under 18] and returned to the designated Key Leader.

When participating with your equine at the Fair, the following rules apply:

- Equines must always have water. Two full buckets must be provided in the stalls overnight. Devise a way to keep the water pail from tipping.
- Equines must be fed regularly. If you cannot be there to feed hay and grain or clean your stall, please find a leader, parent, or another project member who will agree to do it for you. No one other than your parents, another project member, their parent, or a leader can assist you.
- Hay nets can be used while stalling; however, the holes can't be larger than 2" x 2", and they must be hung.
- A halter and lead must be attached to the stall door for emergencies. If a stall door latch is faulty, a lead line can be used to secure it. DO NOT place any locks on your stall doors.
- Aisles around your stalls must always be swept and orderly.
- No one, except for a parent, leader, or another project member, may provide grooming assistance at the Fair.
- Fair exhibitors cannot stay overnight with their animals for liability reasons. Parent volunteers are encouraged to stay overnight in the barns. Various Leader panel members stay at night for the safety of the animals.
- Valuables should not be kept in barns. Lock them in a vehicle or trailer or leave them at home.
- Hay, grain, tack, and other supplies must be stored in a vehicle or a horse trailer.
- If tack stalls are available, each club must keep them clean and orderly. Also, locks can be placed on the tack stalls.
- During the fair show, only exhibitors and their equines are allowed in the on-deck area warm-up ring or show ring, except for safety reasons; then, only a parent or leader may help.
- No one on the rail can provide verbal or nonverbal coaching to the exhibitors once they enter the show ring.
- Horse stalls will be judged on appearance and cleanliness.
- Stall decorations done by each club will be judged.
- No dogs

When participating in Fair Week activities with your equine, the following rules apply:

- Riding shoes, boots, and pants must be worn when working with your equine.
- When participating in mounted or driving 4-H-sponsored events, both children and adults must wear SEI-approved helmets.
- Effective October 1st, 2015, a saddle (mounted) and bridle (mounted/cart) are required when riding or driving a horse. (WI 4-H Youth Development Policies/Safety/Section A/Number 6)
- You must use appropriate tack in good condition, subject to the Leader's discretion.
- Proper ring etiquette must always be observed for your and your equine's safety and that of the other exhibitors and their equines.

If a dispute arises, see the Key Leader. The members of the Leader Panel collectively decide what action to take when there is a dispute or problem. The Leader Panel members have the right to disqualify any member or parent from any county event or activity and remove them from such event or activity due to not following the rules.