

**NEW YORK STATE 4-H HORSE
EDUCATION ADVISORY COMMITTEE
Operating Guidelines**

Revised June, 2016

Purpose

The New York State 4-H Horse Education Advisory Committee (NYS 4-H HEAC) provides guidance and support to the development and implementation of State level 4-H Horse programming and the overall direction and goals of the 4-H Horse Program in Cornell Cooperative Extension. The Animal Science Extension Horse Specialist shall serve as permanent Chair and will appoint a CCE 4-H professional as Vice-Chair. The 4-H HEAC provides input and guidance to a statewide 4-H Horse Leadership Team, led by the NYS 4-H Horse Extension Specialist in the Department of Animal Sciences at Cornell University. The committee works to ensure that all educational events conducted at the state level are compatible with the Mission, Vision and Values of the NYS 4-H Youth Development Program.

Specific focus areas for the committee include the following:

- An annual review of all events including all rules and procedures governing these events.
- Developing recommendations regarding the procedures to be used in selecting 4-H youth to represent New York 4-H in recognized National 4-H contests and events.
- Making recommendations about the continuation of existing events and/or the addition of new events.
- Working with 4-H Educators to ensure a highly participatory process regarding policy and program decisions and effective communication of decisions to all stakeholders.

NYS 4-H HEAC Makeup

The NYS 4-H HEAC is made up of enrolled 4-H volunteers representing County CCE Associations, the NYS State fair Horse Show Superintendent, and Extension professionals from CCE Associations, and faculty and staff at Cornell University.

The committee will consist of the following at a minimum:

1. Two representatives (one CCE 4-H volunteer and one CCE staff member) from each NYS 4-H horse region.
2. Two at-large members appointed by the NYS 4-H Extension Horse Specialist.

3. The New York State Fair Horse Show Superintendent.
4. The Chair or designee from any sub-committee established by the NYS 4-H HEAC.
5. The Cornell University Extension Specialist with 4-H Equine program responsibilities.
6. The State 4-H Program Leader, or designee from the State 4-H Office.
7. Teen 4-h member representatives selected by each 4-H Horse region.

The two regional representatives are to be selected by whatever means is determined by each 4-H Horse region. Regions are encouraged to select one representative from among the Cooperative Extension Staff (CCE) with 4-H horse responsibilities, and one from among the volunteer leaders.

Each 4-H region is also encouraged to appoint a teen representative to the 4-H HEAC. Teens will be selected by whatever means that is determined by each 4-H Horse region. Teens must be enrolled 4-H members and be at least 14 years of age but not more than 19 years of age.

The two At-Large Members shall be appointed by the Animal Science Extension Horse Specialist. The At-Large members are selected due to their expertise and/or affiliation with the NYS Horse industry.

NYS 4-H Horse Leadership Team (Makeup and Role)

The Leadership Team of the NYS 4-H HEAC, consisting of the Chair, Vice-Chair and the NYS Horse Show Superintendent, will make final decisions regarding all discussions and recommendations from the 4-H HEAC. In addition, the Leadership Team will also have the authority for final interpretations of the rules for State wide contests, the imposition of temporary rules when formal action cannot be taken, and the rejection of entries which fail to meet the requirements as published and established. The Leadership Team will also involve the appropriate 4-H HEAC committee chair in final decision making when the issue is related to the work of that committee.

The New York State 4-H Program Leader, or designee, will be consulted regarding all decisions that have the potential to impact overall 4-H Youth Development standards, policies, values, and risk management protocol. University risk management and Cornell Cooperative Extension risk management personnel should be included in all decisions related to risk, liability, EEO, EPO and other key policy areas.

Changes in the state level educational competitions (Horse Bowl, Horse Judging, Horse Communications, and Hippology) typically are dictated by the national competition. The leadership team will consult the Chairperson for that event before any decisions are made regarding rule changes at the state level.

Meeting Schedule

There shall be at least two (2) meetings of the 4-H HEAC each project year, one in the fall and one in the spring. Notice shall be sent to the members of the dates of these and any other meetings called by the Chair at least thirty (30) days prior to the meeting. The Chair will also ask for recommended agenda items from each region and the agenda will be developed based on this input and any additional issues recommended by the Leadership Team, or committee chairs. The agenda for each meeting will be sent to each member a minimum of 10 days prior to each meeting.

All changes in rules and procedures approved by the Leadership Team during or after the fall meeting will take effect as of the following January. Actions taken as a result of the spring meeting will become effective as of October 1. The only exception would be rules, policies and procedures that have the potential to impact on the safety of 4-H participants.

The NYS 4-H HEAC meetings are open to the entire NYS 4-H Horse community. All enrolled 4-H horse volunteers and CCE 4-H Educators are welcome to attend the meetings. Guests must inform the NYS 4-H Horse Extension Specialist at least two weeks in advance in order to guarantee that an adequate meeting space is available. Food and beverages will only be available for 4-H HEAC members.

4-H HEAC Committees

The NYS 4-H HEAC will have committees with responsibility for specific tasks and events. The HEAC will approve these working groups during statewide meetings, review their goals, and appoint a Chair for each committee. Additional committee membership is at the discretion of each Chair.

Committees include, but are not be limited to the following:

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| A. | Draft | J. | Cross-Divisional Classes |
| B. | Drill/Parade | K. | Horse Bowl |
| C. | Driving/Miniature | L. | Communications |
| D. | Western | M. | Hippology |
| E. | Hunt Seat | N. | Horse Judging |
| F. | Saddle Seat | O. | Fund Raising |
| G. | Dressage | P. | Media and Press |
| H. | Gymkhana | Q. | Public Relations |
| I. | Mounted Games | R. | Ranch Horse |

Chairs are responsible for the organization and supervision of their events at the state level, including obtaining all officials and the scheduling of all phases of the event. It shall be the responsibility of the Chairs to work closely with the 4-H HEAC Leadership Team in all aspects of their official duties.