



# Virginia Cooperative Extension

Virginia Tech • Virginia State University

## 4-H Horse Shows and Clinics

### Process

- 1) Ensure that the managing volunteers have been enrolled in 4honline and are trained at the Unit level. VT liability coverage provides coverage for employees, and enrolled, oriented, trained volunteers while acting within the scope of their duties and responsibilities as a representative of Virginia Tech and Virginia Cooperative Extension.
- 2) Begin the event planning process at the Unit level with your Extension personnel
  - a. Refer to the [Survival Guide for 4-H Leaders](#) for planning an equine event.
  - b. Gather information needed for the event to include securing a date, location, and volunteer support.
  - c. Review the event Requirements below.
  - d. Notify Unit where event is being held, if out-of-Unit.
  - e. Submit the [Risk Management Planning Worksheet](#) to Unit.
- 3) Compose a draft event flyer and review it with Unit for approval.
- 4) Once Unit approves the draft, enter event information online using [Equine Event Request Qualtrics form](#), to include uploading draft flyer.
- 5) Unit requests a [Certificate of Insurance](#) if the event facility requires one, no less than two weeks prior to event.
- 6) Unit will check for discrepancies and flyer content, and inquire with District Horse Council Extension personnel or the 4-H Horse Program office with questions or guidance.
- 7) Corrections must be made before event information may be distributed to the public as a final flyer.
- 8) Send final flyer to 4-H Horse Program office for distribution if desired, or if event is open to Out-of-Unit participants.

### Requirements

- 1) 4-H participants and volunteers must be enrolled with verification complete prior to event.
- 2) All participants must have a current [Health History](#) form submitted to show management and wear their show number at all times while on grounds.
- 3) All Participants must sign [VT equine waiver](#) upon arrival. Unit may validate signed equine waivers online.
- 4) Youth participants not currently enrolled must also turn in a [4-H Code of Conduct](#) form upon check-in.
- 5) Youth participants not currently enrolled must turn in a signed [Open 4-H Horse Show or Clinic For Youth Participant\(s\) Not Currently Enrolled in 4-H](#) form upon check-in. Supervisors of these participants must remain with youth at the event for the duration.
- 6) Adult volunteers not enrolled with 4-H must complete the [One-Time Volunteer Form](#), to include clinicians, judges, etc. Professional officials are not covered under VT liability.
- 7) Adult participants not enrolled in 4-H must turn in a signed [4-H Adult Standard of Behavior](#) upon check-in.

- 8) Adult participants not currently enrolled must turn in a signed [Open 4-H Horse Show or Clinic For Adult Participant\(s\) Not Currently Enrolled in 4-H](#) form upon check-in.
- 9) Show management must verify [media release forms](#) for identifiable individual participants in photos they plan to use.
- 10) Event flyer must include language regarding 4-H age policy, helmet policy, no bareback riding, no double riding. See [Survival Guide for 4-H Leaders](#) for details.
- 11) Event flyer must include the VCE indicia, including the ADA statement
- 12) If show is partnering with other organizations for example, for the purpose of points to be held in a series of shows, or in sponsorships, flyers must include mentions of partnership by using the term PARTNER/PARTNERSHIP or SPONSOR/SPONSORSHIP to designate the relationship.
- 13) If event location requires waivers to be signed, it must be done at the facility and this waiver may not be included with the VCE event flyer.
- 14) Any digital media announcement regarding the event must refer to, or directly link to the event flyer.
- 15) The 4-H organizing event group must purchase special activity accidental/illness coverage and arranged for prior to the event. [Consider AIL for coverage.](#)
- 16) 4-H funds handling guidelines must be followed. Refer to the [VCE funds handling policies in the 4-H Treasurer's Record Book](#) or inquire with the Extension agent for more details.
- 17) Show management must follow the Commonwealth of Virginia requirements for hosting equine events. <https://law.lis.virginia.gov/admincodeexpand/title2/agency5/chapter70/>
- 18) Show management must follow any additional current VCE/VT requirements set forth for hosting events.
- 19) After event, return completed forms and other reports as necessary to Unit office for archiving.
- 20) If not all requirements stated above are met, Virginia Tech will not cover liability and the 4-H clover, 4-H name, and VCE forms may not be used. If the event is a fundraiser for 4-H, the only statement that may be used must include language of "Proceeds benefit..."

## Training & Support

- 1) Refer to the [Survival Guide for 4-H Leaders](#).
- 2) Trainings for equine event management may be held in various formats across the state (In-Service Extension Trainings, 4-H Adult Leader Conferences, Statewide Zoom 4-H Horse Program Trainings). Inquire with your Extension agent.
- 3) The District 4-H Horse Councils have identified Extension personnel who may advise and provide support as subject matter experts on risk management and event planning.
- 4) The state [4-H Horse Program](#) is available for support and answering questions.



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