

# 4-H Horsemanship School, 2017

Two 4-H Horsemanship schools will be held at **UF Horse Teaching Unit**. The weeks will be discipline specific. The week of **June 5<sup>th</sup> – 9<sup>th</sup>** will focus on Western riding while the week of **June 12<sup>th</sup> – 16<sup>th</sup>**, the focus will be English riding. Participants will receive concentrated instruction in beginning, intermediate, and advanced levels of English and Western Horsemanship. Participants will spend approximately six (6) hours each day with their horses and the major emphasis will be on horsemanship, your chosen discipline, trail riding and showmanship at halter. Additional instruction will be given on selection and management topics as well as advanced subjects such as reining, roping, dressage, jumping, etc., as interest and experience demands. Safety will be emphasized at all times! Participants will be required to wear helmets during instruction and when around horses.

## Registration Fee

\$525.00 for youth and \$325.00 for adult chaperones. Fees cover four nights lodging in Hume Hall, 13 meals, snacks (during riding sessions, and afternoon & evening recreation), over 25 hours of instruction (mounted & classroom), transportation to and from campus, t-shirt, stall and bedding, and 4H insurance. Members from counties traveling without a chaperone will be assessed an additional \$65.00 to cover one fifth of the chaperone fee of the chaperone you are assigned.

After May 29 this fee is non-refundable except by written certification from the doctor or veterinarian of illness or injury to the participant or horse, or required attendance at summer school which would prevent participation in the Horsemanship School (initial deposit will not be refunded, as that person's dorm fee will have to be paid to UF whether he/she participates or not).

See more details in the "Application/Registration Procedures" section.

## Arrival/Departure/Required Paperwork to Bring

Participants should arrive at the UF Horse Teaching Unit between 9:00 am and 11:00 am on Monday.

Arrangements should be made for all participants to **depart before 3:00pm Friday**.

Participants will be required to bring:

- ❖ Florida 4-H Participation Form (adult chaperones also)
- ❖ Signed Statement of Risk (adult chaperones also)
- ❖ Horse Health Form (Preparing your horse for Horsemanship School)
- ❖ Negative Coggins Test (within last 12 months)

**YOU WILL NOT BE PERMITTED TO STAY WITHOUT THESE DOCUMENTS!**

## PARTICIPANT INFORMATION

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4-H Horsemanship School is 5 days of concentrated courses in Western and English Horsemanship. Riders are grouped with others of similar ability and assigned an instructor to teach according to the participant's interests and abilities. Selection of competent instructors for the Horsemanship Schools is a top priority.

### Age of Participant

4-H Horsemanship School is open to any person between the ages of 11 - 18 years old as of Sept. 1 of the current 4-H program year, enrolled in 4-H through their County Extension 4-H Office. Members must be able to manage and care for their horse and tack without assistance. Participants are expected to clean their stalls and care for their horse.

### Health of Animals

All horses should be properly immunized, preferably under the supervision of a veterinarian, before coming to horsemanship school. Vaccinations should include influenza (flu-vac), tetanus, West Nile Virus, Eastern & Western Encephalitis (EEE, WEE, WNV), and Rhinopneumonitis (Rhino-immune). It is recommended that all animals be vaccinated **30 days prior** to school. Do not vaccinate a few days before school because the injections will not provide immediate immunity. Temperature should be taken prior to leaving home. It may be checked at school and any horse with a seriously elevated temperature will be isolated and sent home. Proof of a Negative EIA (Coggins) test within the past 12 months must be shown. Horses should be dewormed and accustomed to dry feed for 30 days prior to arrival at school. Horses should have their feet trimmed and/or shod 1 to 2 weeks prior to arrival at school. If done earlier than 2 weeks the horses' feet may be too long by the time of arrival at school. If done later than 1 week the horses' feet may get tender. In either case use of the horse may be limited.

IF FARRIER OR VETERINARY SERVICES ARE NEEDED DURING THE SCHOOL, PARTICIPANTS MUST PAY ALL EXPENSES INCURRED.

### Horse Activities

Horses must be kept in their stalls and all riding will be under the direction of instructors. Riding without supervision will not be permitted. Supervised trail rides away from the arenas may be taken during the week. Members must use geldings and mares. **No stallions permitted.**

### Tack

All tack should be clean, safe, in good condition and properly fit the horse.

## Insurance

Members will be partially covered by American Income Life's accident and hospitalization policy during the five day period. Members should carry their own insurance on horses and tack.

## Horse Preparation

**Horses should be conditioned to work five (5) to six (6) hours per day.** Horses that are not physically prepared for the strenuous exercise usually have a larger number of digestive disturbances and leg problems. **Therefore, you and your horse should come prepared to WORK and PLAY.** Horses that do not tie, do not perform well in group riding situations, or are untrained are not good candidates for horsemanship school. You do not have to own the horse you bring to horsemanship school.

## CHECK IN PROCEDURE – Monday, 9:00 am – 11:00 am

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1. Upon arrival at the Horse Teaching Unit, present paperwork to staff.
2. Present Florida 4-H Participation Form and Statement of Risk. **Participants will not be accepted without these forms.**
3. Submit Horse Health Form and certificate of negative Coggins Test for horse (Horses may not be unloaded before checked. No staff will on duty before 8:30 am)
4. Stall assignment and instructions will be provided by staff.
5. Unload and stow horses and equipment in appropriate locations as directed.
6. Trailers may be left in designated areas for the week.
7. Parents should transfer personal items to luggage trailer and staff will take participants to dormitory for check-in after lunch.

## CHECK OUT PROCEDURES – Friday

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### Dorm, 7:30 am – 8:30 am

1. Pack all personal belongings and load in trailer.
2. Have dorm room inspected by school staff or chaperone.

### Horse/Final check-out, 1:00 pm – 3:00 pm

1. Strip stalls and pack tack.
2. Return keys, check out with school director, collect any forms needed.
3. When parents arrive, have stall inspected, and load horse.
4. All participants must be picked up by 3:00 pm.

## APPLICATION & REGISTRATION PROCEDURES

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The maximum number of participants per week is 20. If requests exceed available spots, groups providing chaperones will have priority. Additional participants will be selected by a random draw.

### 1. Wednesday, May 10, 9am

**Application to attend is due by online submission by May 10, 9:00 am (ET). A refundable *deposit* will be due with the application – \$150 for youth, \$65 for chaperones.** See the website for the Eventbrite link. Adults who want to chaperone should use the same form. If you miss the registration deadline, please email your request to Wendy DeVito ([wtaylor@ufl.edu](mailto:wtaylor@ufl.edu)) and we will accommodate you if there is space.

### 2. Friday, May 12

**Applicants will be notified of their selection status no later than Friday, May 12th** (but more likely by Wednesday evening or Thursday). This notification will be sent to the email submitted in the application, so please use an account that is monitored regularly. More detailed instructions will be sent to participants with notification. County Agents will be copied in these communications.

### 3. Wednesday, May 17

**Accepted participants must reply to the above notification email by Wednesday, May 17 to confirm participation or to “pass” on being accepted.** Anyone who chooses not to go forward with registering (chooses not to attend) for any reason, will have the \$150 deposit refunded, as long as we received written (email) notice by May 17.

### 4. Friday, May 19

**Formal invoices will be sent to each county**, and copied to the participants, which contain the total due from that county, and the breakdown of how the total was reached. Total fees for youth are \$525, and for adults are \$325, but the amounts already paid as deposit will be subtracted from those fees. Youth with no chaperone from their county will have \$65 added to cover partial expenses of an out-of-county chaperone. Similarly, some chaperones will have \$65 deducted from their fees for supervising out-of-county youth. The State Office will use the week from May 12 to May 19 to confirm the chaperone arrangements.

After the invoices are sent, and before final payment is due at UF, youth may cancel for any reason and not owe the balance of their \$525 fee. However, they will still owe any chaperone fees due and the \$150 deposit will not be refunded (unless another youth is waiting to take that spot).

### 5. Monday, May 29

**Payment from each county covering all of that county's participants is due in the Animal Sciences office by Monday, May 29.** Checks should be written to "Florida 4-H Foundation". Those counties interested in paying with a credit card via PayPal should email [wtaylor@ufl.edu](mailto:wtaylor@ufl.edu) for instructions. Counties may set their own protocols and deadlines for collecting payment from participants.

### 6. Cancellations after May 29

After May 29, refunds for cancellations will only be considered with a doctor or vet notice which preclude that youth or horse from participating. Once rooming lists are sent to UF for the dorms, we **MUST** pay for all reservations. Therefore, even with a doctor/vet explanation, neither the initial \$150 deposit (basically the dorm fee) nor any extra chaperone fee owed will be refunded.

## DORMITORY POLICIES, SCHOOL PROCEDURES, AND SECURITY

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The dormitory provides a location for several important components of the total learning experience. Adults in charge can utilize the time participants spend in the dormitory to address the individual's interpersonal or social needs as well as provide participants with time for rest and relaxation. There is a commons area with tables and chairs for group socializing and consuming snacks, if desired.

Participants need adequate time for rest and relaxation so that active participation in the planned program can be maintained throughout the week. Dormitory policies are formulated to remind all participants to respect the needs of others and to also respect the facilities. Adults in charge can use the dormitory time to remind participants of this citizenship ideal: "act with intelligent concern for self and others."

The dormitory also provides a location where all registered participants can be accounted for on a daily basis. Adults in charge should remind participants that while they may make responsible decisions about their personal safety and welfare during the week, we cannot guarantee that the facility or surrounding community is safe at all times. Therefore, curfew and evening check-in are provided daily to be sure that everyone is accounted for and safe.

### Dormitory Policies

- ❖ All participants and adults will be housed in **Hume** dormitory.
- ❖ Youth must not leave the dormitory unless accompanied by a chaperone.
- ❖ Participants will not consume food or drink in the dormitory rooms.
- ❖ Participants will maintain their personal belongings in an orderly fashion.
- ❖ Participants will not handle or discharge fire extinguisher except for its intended use.
- ❖ Participants will maintain quiet hours from curfew until dawn.
- ❖ Participants will vacate the dormitory each morning to participate in scheduled programs. If participants are ill, the adult in charge will notify the Camp Director.

### Housing Arrangements

All participants and chaperones will be housed in Hume residence hall on campus, two people per room with two rooms per bathroom. Dorm assignments will be made by the director and should be accepted without requesting changes.

Participants **must** be prepared to cooperate with the adult leader assigned to their group and assist with assigned duties and activities. Failure to do so could result in participant being sent home. Agents will be notified. Parents will be responsible for transportation of participant and horse in the case of expulsion from the program.

## Evening Dormitory Security

Dormitory doors will remain secured at all times. No one should leave their assigned room after curfew. Girls will not be allowed in boys rooms and boys will not be allowed in girls rooms.

## Telephone messages

In case of night-time emergencies, the Hume 24 hour desk number is 352-392-6011.

**Dr. TenBroeck's** cell phone number for emergency contact is: **(352) 494-6177**

## Cell Phones

Members may bring cell phones to school but will be allowed to use them only during specified times and for emergencies. Cell phones should remain in lockers during all instruction times. Internet (WiFi) service is not available in the dorms but is available at the Horse Teaching Unit.

## Meal Service

Most days breakfast and lunch will be taken at Gator Dining. Meal hours are listed in the program. This is a cafeteria setting so participants can choose what they would like to eat. Dinner will typically be served at the Horse Teaching Unit. Vegetarian/vegan options are available with prior notification. Snacks and drinks are provided during ride times, afternoon recreation and evening recreation. There is NO NEED to bring snacks for the dormitory. If you do, they must be consumed in the commons area. No eating in the dorm rooms and no food stored in the dorm rooms.

## Transportation During the School

Transportation to and from the HTU/dormitory will be provided by our staff in the form of 15 passenger vans. Youth Participants may not drive cars for the duration of the school, on or off the campus. Chaperone vehicles will remain parked at the Horse Teaching Unit overnight.

## Recreation and Educational Programs

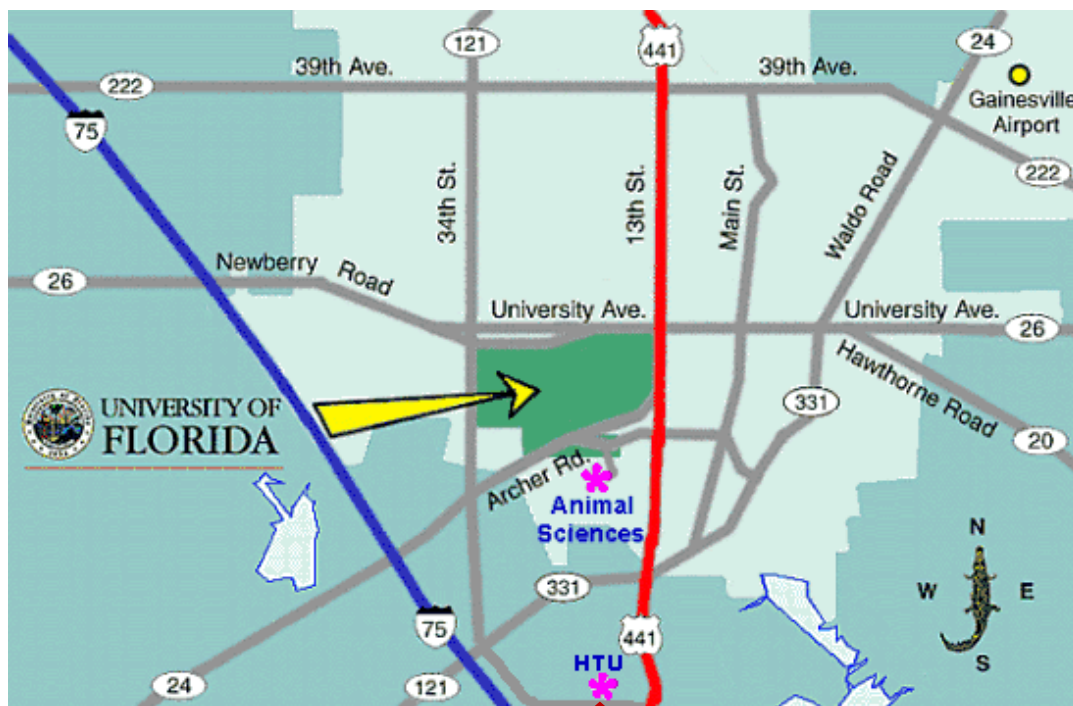
Each afternoon and evening there will be organized recreation and educational programs. Possible activities include swimming, field trips, games, campus tours, etc. Participants will be informed ahead of time in order to dress appropriately. Classroom lectures and demonstrations will be provided on various horse utilization topics by UF faculty and staff and invited guests.

## DRIVING DIRECTIONS TO THE HORSE TEACHING UNIT

1034 SW 63 Avenue, Gainesville, FL 32608

**From I-75 North or South:** Take exit 382, Williston Road, and travel east to the first traffic light. Turn right (south) on SW 34th Street and proceed approximately 2 miles. (You will pass the Farm Bureau Building, go around a curve to the left, then about another mile.) The entrance to the farm is on the left and has a small blue "University of Florida - Horse Teaching Unit" sign in front. The driveway runs between two private homes and the covered arena is straight ahead. Drive past the parking lot and stop beside the arena at the check-in area.

**From 441 North or South:** west on SW 63 Ave. beside Prairie Dental Clinic. This will be the southernmost road intersecting 441 after crossing Payne's Prairie (or the last road before the Prairie if coming from the north). The farm is about 0.3 miles west of 441 on the right and has a small blue "University of Florida - Horse Teaching Unit" sign in front. The driveway runs between two private homes and the covered arena is straight ahead. Drive past the parking lot and stop beside the arena at the check-in area.



Horsemanship  
School Location

## CHECKLIST FOR NEEDS AT HORSEMANSHIP SCHOOL

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### Participants Must Provide...

#### For Horse:

- \_\_\_\_\_ 2 water buckets with two-headed snaps, 5 gallon capacity
- \_\_\_\_\_ Salt brick or loose salt
- \_\_\_\_\_ 1 feed bucket
- \_\_\_\_\_ Feed for 5 days - **packaged into individual servings (zip lock bags) and labeled for day/meal/horse name.** Consider splitting the daily ration into 3 feedings rather than 2.
- \_\_\_\_\_ Hay for 5 days - 3 to 4 bales
- \_\_\_\_\_ 1 saddle that fits you AND your horse. Have this checked if you aren't sure.
- \_\_\_\_\_ Bridles and additional bits. All campers should come with a snaffle bit they can use.
- \_\_\_\_\_ Halter and strong tie rope
- \_\_\_\_\_ 2 saddle blankets "washed"
- \_\_\_\_\_ Brushes and curry combs, hook pick, any medications commonly used
- \_\_\_\_\_ Insect repellent (fly wipe, etc.)
- \_\_\_\_\_ **NEGATIVE COGGINS TEST WITHIN 12 MONTHS!**
- \_\_\_\_\_ Horse health form

**NOTE: Pitch forks, wheelbarrows, muck buckets, stall mats, shavings, hoses and fans are provided and will not need to be brought from home.**

#### For Member:

- \_\_\_\_\_ Florida 4-H Participation Form
- \_\_\_\_\_ At least 5 pairs of long pants and shirts with sleeves. You may not ride in tank tops.
- \_\_\_\_\_ Helmet - All members must wear helmets when riding
- \_\_\_\_\_ Bed linens (oversized twin bunk-beds), pillow, towels and washcloths
- \_\_\_\_\_ Play clothes - shorts, T-shirt, tennis shoes, modest swim suit, etc.
- \_\_\_\_\_ Sun Block/lotion and insect repellent
- \_\_\_\_\_ Alarm clock and watch
- \_\_\_\_\_ Soap, shampoo, and other personal hygiene items
- \_\_\_\_\_ Boots - (you will be required to wear boots while riding)
- \_\_\_\_\_ Signed Statement of Risk form

\*\* You will only need to bring money if you wish to buy extra t-shirts (\$10.00), souvenirs at the Florida Bookstore, or participate in optional bowling or other Reitz Union activities. There will be few opportunities to spend money and we will not be responsible for loss of money. In addition to meals in the dining hall and at the HTU, drinks and snacks will be available all day and into the evening so no money is needed for vending machines.

\*\* The only jewelry you should bring would be a watch and perhaps simple post ear rings. This is all the jewelry that should be worn during riding and recreation activities.