



CCE Clinton County 4-H Horse Program  
**Horse Level Safety Evaluation**  
 On-the-Ground Skills, Riding, and Driving



*The overall goal of the CCE Clinton County 4-H Horse Program is to provide a safe, positive, educational experience for 4-Hers and their horses.*

## Welcome!

Thank you for taking a leadership role in the 4-H Horse project! By participating in this training, you will learn more about 4-H Horse Safety Level Evaluations policies and procedures. The purpose of the Evaluation is to determine that a particular child is able to safely control a particular horse at a particular handling, riding, or driving level. All of us—youth and families, volunteers and staff—have to work together to make this a positive, successful experience. Thank you for all your help with the 4-H horse riding level evaluation process!

## Contents

Welcome!.....	1
4-H Riding Level Evaluator Job Description .....	2
Evaluation Procedures .....	3
Who evaluates?.....	3
Where and when do evaluations happen?.....	3
How are evaluations done? .....	3
Who needs to be evaluated? .....	4
Evaluation Tips .....	4
Mechanics of Evaluations .....	5
What a Riding Level Evaluation Might Look Like .....	5
4-H Horse Riding Evaluation Scenarios .....	6
Horse Safety Level Evaluation Tools .....	7
Ways to Say “Good for You” .....	8
Tips for Parents .....	8
Cooperative Extension Accident/Incident Report .....	9
Horse Level Safety Evaluation Form .....	11

# 4-H Riding Level Evaluator Job Description

**Purpose of Position:** A 4-H Riding Level Evaluator works in a team to determine that a particular child is able to safely control a particular horse at a particular handling, riding, or driving level. The Evaluator also provides informed guidance to 4-H members to continue work with their horse.

## **Responsibilities:**

- Abide by the Cornell Cooperative Extension (CCE) Volunteer Code of Conduct and follow CCE policies.
- Work with 4-H Club Leaders to set up Horse Safety Evaluations.
- Work with other 4-H Riding Level Evaluators to determine what level a youth-horse pair is able to work safely at for county 4-H programs
- Keep up to date on 4-H Horse Safety guidelines and policies
- Foster a positive, safe environment for Evaluation events and be prepared to respond to accidents and emergencies

**Expected Results:** 4-H members will have safe, positive, educational experiences with their horses.

## **Training and Support:**

- CCE Clinton County 4-H Evaluator Training (required)
- Shadow experienced 4-H Riding Level Evaluators
- This volunteer position is supervised by the CCE 4-H team
- The Extension Educator is ultimately responsible for the quality of 4-H programs and activities

**Reporting:** Report Riding Level Evaluations to the CCE Office before they occur. Return completed Clinton County 4-H Horse Program Safety Level Evaluation Forms to the CCE Office after Evaluations are completed. Accident/Incident Reports completed and returned to CCE Office as needed.

**Time Commitment:** A minimum of 2 hours per Evaluation event, depending on the number of youth and horse pairs. The number of Evaluations varies during the year. Evaluations are scheduled by negotiation between 4-H Riding Level Evaluators and 4-H Club Leaders.

## **Qualifications:**

- Enjoys working with youth and has a sincere interest in their growth and development
- Effective communication, organization and interpersonal skills
- Demonstrated experience and knowledge of youth safety while working with and riding horses.
- Demonstrated experience and knowledge of youth safety while working with and driving horses (to be eligible to evaluate driving experiences).
- Willingness and availability to attend training programs

**Background Screening Required:** Reference Check and Criminal Background Check

## **Benefits:**

- Offering youth an opportunity to advance horse knowledge
- Enhance personal leadership skills
- Build friendship with other volunteers
- Derive satisfaction from helping youth to reach their full potential

# Evaluation Procedures

## Who evaluates?

- 4-H Office will keep a list of current, approved evaluators.
- All approved evaluators can evaluate all riding levels. Driving evaluators will be noted as such.
- If someone is interested in becoming an evaluator, contact the Extension Office. They will be put on a waiting list and contact them when and if needed, to receive training.
- Potential evaluators will have demonstrated experience and knowledge of youth safety while working with and riding horses. Those eligible to evaluate driving will also have horse driving experience and knowledge.
- All evaluators must attend Clinton County Evaluator Training before they may evaluate in Clinton County. New evaluators should attend an evaluation as an observer before evaluating or evaluate on a team with experienced evaluators for their first evaluation.
- Leaders may choose their own team of 3 evaluators or may ask the office for advice if they don't know the people listed.
- A team of 3 evaluators are needed for each evaluation. The team will appoint one person to be the recorder for the team's responses. One form including all 3 evaluators' comments will be submitted to the 4-H office for each child evaluated.
- Parents or guardians may not evaluate their own family members.

## Where and when do evaluations happen?

- Whenever possible, try to conduct evaluations in the fall rather than rushing in the spring
- Leaders arrange their own evaluation events at the convenience of their evaluators
- Evaluations can occur in home rings or someone else's ring
- Evaluations can be conducted at open shows but not at 4-H sponsored programs
- Arrangements for the evaluations must be made by the Leader, not the Parent, before the event. Leaders should notify the Extension Office that an evaluation is going to occur before it happens.
- It is recommended that any riding activity be done in a "controlled environment." To ensure safety, a "controlled environment" should include a "contained riding area." "Contained" means that there should be some type of safe barrier if a horse gets loose. A fenced riding arena or indoor riding arena would be the ideal. Fencing should be safe for horse and rider. Arenas need not be expensive, just safe. The size of this designated area should be small enough that the adults working with the youth can assist a youth quickly, but big enough that more than one horse/youth rider and any side walkers can work in a safety zone far enough away that other horse/rider combinations are out of harms way (kicking, biting, bumping into, etc.).
- When evaluating Cloverbud riders:
  - Only Cloverbud riders should be in the ring
  - At least 4 knowledgeable adult spotters should be strategically placed on the corners with easy access to the youth. More spotters could be placed on straight line areas of the arena if needed.

## How are evaluations done?

- Evaluators will use: Clinton County 4-H Horse Program Safety Level Evaluation Form (most current version)
- No written tests, verbal questions only.
- Evaluations are not complete until they are turned into the 4-H office – please do this as soon as possible (within a week) of the evaluation. It is the responsibility of the recording evaluator to get the forms to the office. Members cannot ride in county events until their Evaluation Form is processed in the Extension Office.
- Evaluators need to get the forms from the office before the evaluation occurs
- Ensuring safety at all times is essential. Limit groups being evaluated to 3 people at one time.

## Who needs to be evaluated?

- Any child who wants to ride or drive in a county 4-H sponsored event
- Any child who wants to move up or down a riding level or has a new horse.
- Youth currently evaluated may continue at the same riding level without being re-evaluated each year.
- A child coming into Clinton County from another county may continue to ride at the level at which they were approved in their original county, but only once that office has provided appropriate paperwork to our office. That paperwork must be on file in our office.
- Children with special needs may require special arrangements. Check with the 4-H office before proceeding.

*Remember: The purpose of the evaluation is to determine that this particular child is able to safely control this particular horse at this particular level. When in doubt, rank the child at a lower level. We want the children to have a positive, confidence-building experience. It is better to err on the side of caution than to put the child at risk!*

## Evaluation Tips

- Smile throughout the evaluation! Try to put youth at ease. Be a good listener, make positive comments often, even when mistakes are made. End on a positive note!
- Tack should be appropriate for discipline (for example, rider intending to ride in a western pleasure class should ride one handed with a curb bit on a senior horse). Make it clear to youth wanting to go on to county and state levels that they need to know the bits, bridles and saddle requirements for the classes they plan to enter. They need to learn and follow state fair rules.
- When working with Cloverbuds keep their young age in mind. Tailor your speech to their level, treat them differently from older 4-Hers.
- Allow the youth to warm up their horse before evaluating. Let them tell you when they're ready.
- There are no additional evaluations for jumping or gymkhana. If you know the person you are evaluating is going to jump or enter gymkhana you can ask them to do some appropriate maneuvers during their evaluation, especially at advanced levels.
- Try to make the evaluation as real as possible. Include some distractions outside the ring, traffic, people, etc since that's what they'll experience at the fairgrounds. If the horse is evaluated at home and has rarely left home, it may act quite differently when it gets to the fair.
- During 4-H competitions, riders may not decide to move down a level, they must either ride at their level or scratch themselves from the class. Riders may choose to change their riding level, but need to be re-evaluated to do so.
- At all times be respectful of the youth, parents, leaders and each other. No belittling comments to anyone!!!
- Cloverbuds are 4-Hers in Kindergarten through 2nd grade.
- A Junior Horse is 5 years old or younger. All equines must be at least 2 years old. All equines used in ridden and driven activities must be 3 years of age or older.
- The horse's age is determined as of January 1st of the year foaled (for example, a horse foaled anytime in 2006 would be 1 year old on January 1, 2007).

# Mechanics of Evaluations

## What a Riding Level Evaluation Might Look Like

### Supplies

- Clipboard and pens for each recording evaluator, Riding Level Evaluation Form for each 4-Her being evaluated
- Evaluators can contact the Extension Office to get the necessary number of copies of the Riding Level Evaluation Form.

### To Begin

- Have rider and parent/guardian complete first page of the evaluation form. Make sure it has been signed by parent/guardian before you begin.
- All three evaluators work together as a team. Designate one person to be the recorder. Please complete only one Evaluation Form per 4-H youth-horse pair; this form should include all evaluators' comments.
- Ask questions. Be friendly and positive. Help the rider if necessary.
- Evaluators do not have to all stand together or in one place at all times. Move as necessary to observe.

### On the Ground Skills

- Check the riding area and surroundings for safety. Observe how the young person and the horse interact.
- Ground work should be done before riding.
- After the horse is out of the trailer or stall, let them lunge or walk the horse. Let the horse see and acclimate to the surroundings.
- Check the tack for fit and safety. Make sure the rider has a helmet and equestrian footwear with a heel.

### Riding/Driving

- Evaluate no more than 3 4-Hers in a group. If there are 3 young people, each evaluator will have a form and clipboard and will be the recorder for a particular rider. If there are more than 3 youth riding, split them into smaller groups (for example, 4 riders would be split into 2 groups of 2). If possible, try to avoid a solo evaluation.
- All 3 evaluators can start by standing together in the center.
- Give the 4-Hers time to warm up with their horse.
- If an evaluator notices something, ask the other evaluators to watch, too. Evaluators should discuss their observations with each other.
- Make sure the 4-Hers are in control of their horses.
- Follow the evaluation criteria for the level the young person is being evaluated at. On the form, use a check mark to show the youth has met requirements. Include comments as necessary. These can be what the rider did well, ways to improve, or concerns you may have.
- If a 4-Her or horse is not ready for the evaluation, reschedule as appropriate.

### Finishing Up

- While the kids are putting their horses away the evaluators have time to confer and finish their forms.
- All three evaluators need to agree on the results. As a group, you need to determine if a horse/rider combination is suitable for the riding level being evaluated for. A horse/rider combination may be placed at the level being evaluated or at a lower level as safety dictates. A horse may also be determined to be unsuitable for 4-H events.
- To complete the form, evaluators need to sign or initial it.
- The three evaluators can then talk to the 4-Her being evaluated, away from the group so they are the only one who can hear. Wait to talk to parents (if necessary) until after you've spoken with the youth individually. Keep comments positive. Give the youth helpful hints to improve their riding if you wish, but phrase them in a supportive way.
- To complete the evaluation, please return the form within one week of the evaluation date to the Extension Office to be processed. The Extension Office will then notify the rider that the evaluation is complete and at which level she or he is approved to ride.

## 4-H Horse Riding Evaluation Scenarios

As an evaluator, what would you do in the following situations?

The horse is feeling frisky and the child seems scared. You ask the child if she is scared and she says “yes.” You ask the child if she wants to ride this horse or pony today and she says “no,” but the parent is urging her to “be brave” or says “let’s just get this over with.”

What is some phrasing you could use to tell a child that she didn’t pass at the level she was hoping for?

What can you say to a difficult parent about the results of an evaluation? How do you talk with a parent who doesn’t agree with the evaluation? What do you say and in what setting? (Make sure you have privacy for this conversation.)

What if a horse spooks during the evaluation and throws the rider. Do you continue the evaluation or not? What if the child wants to continue? What if the child does not want to continue? Do you notify the 4-H Office about a child falling off a horse?

A child arrives at the evaluation without a helmet or boots.

There are only two trained evaluators present for a child’s evaluation.

A 4-H leader brings horse evaluation forms from last year and tells you to “just use these, it will be ok.”

A child is waiting at the fairgrounds for her riding evaluation and the evaluators are in a different location.

A horse arrives at the evaluation that is obviously not feeling well. How do you proceed?

Nothing is going right today for the 4-H member, parent and horse that just arrived late for the evaluation. What can you say as an evaluator to help this entire situation?

A 4-H member has been evaluated at the walk/trot level and has had a riding accident. The rider asks to ride at the leadline level because of being afraid from the accident. How do we handle this situation?

Safety is our #1 priority. Describe some unsafe situations you’ve seen and then describe appropriate and inappropriate ways to handle them.

# Horse Safety Level Evaluation Tools

## Ways to Say “Good for You”

- ☺ You really out-did yourself today.
- ☺ This kind of work pleases me very much.
- ☺ Congratulations!
- ☺ That’s right. Good for you.
- ☺ Terrific.
- ☺ I bet your Mom (Dad) would be proud to see the job you did on this.
- ☺ Beautiful.
- ☺ Good job.
- ☺ Excellent work.
- ☺ I appreciate your help.
- ☺ Very good. Will you show the group?
- ☺ Thank you for (sitting down, being quiet, getting right to work, etc.)
- ☺ That’s an interesting point of view.
- ☺ You’ve got it now.
- ☺ Nice going.
- ☺ Marvelous.
- ☺ You’re on the right track now.
- ☺ That’s top quality work.
- ☺ That’s really nice.
- ☺ Thank you very much.
- ☺ That’s an interesting way of looking at it.
- ☺ I like the way the group has settled down.
- ☺ Keep it up.
- ☺ Wow!
- ☺ That’s great.
- ☺ I like the way you’re working.
- ☺ Keep up the good work.
- ☺ I’m very proud of the way you worked (are working) today.
- ☺ Everyone’s working so hard.
- ☺ That’s quite an improvement.
- ☺ Much better.
- ☺ It’s a pleasure to be with you.
- ☺ What neat work.
- ☺ That looks like it’s going to be a great (report, project, talk, exhibit, etc.)
- ☺ It looks like you put a lot of work into this.
- ☺ That’s clever.
- ☺ Very creative.
- ☺ Very interesting.
- ☺ Good thinking.
- ☺ Now you’ve figured it out.
- ☺ That’s a good point.
- ☺ That’s a very good observation.
- ☺ That certainly is one way of looking at it.
- ☺ That’s coming along nicely.

## Tips for Parents

- Work with your club leader, riding instructor, and other experienced equine people to determine the best level for your child to try for. We are looking for a safe match between horse, rider, and level to insure the best possible learning experience for your child.
- Leaders arrange their own evaluation events at the convenience of their evaluators. Work with your club leader to schedule evaluations.
- Try to schedule evaluations in plenty of time for county events. Evaluators get extra busy just before major events such as Horse Camp, Fair, or the Fun Show.
- Be on time! Plan to be at the evaluation site and ready to ride a few minutes before the evaluation is scheduled to begin. Evaluators often have several youth to review at a time and your punctuality helps smooth this process.
- One form including all 3 evaluators’ comments will be submitted to the 4-H office for each child evaluated. You can get a copy of this form by contacting the Extension Office.
- At the end of the evaluation, the evaluators will speak with the 4-Her. Parents should wait outside the ring and away from this conversation while it occurs. If you have questions for the evaluator, please ask them politely after they are done talking with your child.
- Evaluations can be a stressful time for your child and the horse. Be supportive of the learning process. Ask your child about how they feel about how the evaluation went, what they liked and what they might do differently next time.
- Part of the evaluation process for youth is learning how to deal positively with constructive criticism (and this can be very difficult to do). Help your child learn from the suggestions evaluators give them.
- Remember, the evaluators want your child to do well. They are volunteers sharing their expertise to help young people learn more about an animal and activity they enjoy.
- If you have any concerns about the evaluation process, please contact the Extension Office

# Cooperative Extension Accident/Incident Report

(Use this form to report accidents/incidents involving employees, volunteers, 4-H'ers or the general public.)

## Page 1 of 2

**CCE Volunteers Note: please return this form to the CCE Clinton County Office. CCE Staff will send copies to necessary agencies.**

This form must be completed whenever there is an accident or incident. Complete this report within 24 hours of the accident/incident. The original should be kept in the association's files and copies sent to Extension Administration Financial, Human & Administrative Resources and to: **THE WOOD OFFICE, P.O. Box 4798, Ithaca, NY 14852 607-266-3303 FAX COPY IMMEDIATELY TO: 607-266-9663**

**For employee accident/incidents, complete a C-2 and mail it to The Wood Office even if there is no lost time from work or medical expenses at the time.**

*For accidents/incidents involving a 4-H'er in which s/he received medical attention, complete a 4-H Accident Insurance Form. The 4-H program/issue leader or executive director should make a **telephone** report within 24 hours of an accident to The Wood Office (607-266-3303). This must be done even if the injured individual has personal medical insurance. The Wood Office's answering service is in operation 24 hours a day, 7 days a week.*

### 1. Extension Information

County Clinton Phone 518-561-7450 Person to contact \_\_\_\_\_  
Address 6064 St Rt 22 Suite 5 City Plattsburgh State NY Zip 12901

### 2. Injured Person Information

\_\_\_\_ Employee \_\_\_\_ Volunteer \_\_\_\_ 4-H'er \_\_\_\_ General public (check appropriate)  
Name \_\_\_\_\_ Age \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Parent/Guardian's Name \_\_\_\_\_ Phone \_\_\_\_\_

### 3. The Accident

Date \_\_\_\_\_ Time \_\_\_\_\_  
Describe the accident. Include the location of the accident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Nature of injuries \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 4. Treatment

Emergency steps taken at scene in order of occurrence or treatment:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**5. VERY IMPORTANT**

Witness Information: Names, addresses, phone numbers of all witnesses

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

If more space is need please writer below or attach additional sheet(s).

Signatures:

Signature of injured person: \_\_\_\_\_ Date: \_\_\_\_\_

Name of person filing report: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# CCE Clinton County 4-H Horse Program

## Horse Level Safety Evaluation Form

### On-the-Ground Skills, Riding, and Driving



*The overall goal of the CCE Clinton County 4-H Horse Program is to provide a safe, positive, educational experience for 4-Hers and their horses.*

- This form needs to be used for all 4-H youth that have riding and/or driving experience and are being evaluated for CCE county-sponsored programs and events. Evaluation forms will be kept on file in county CCE/4-H offices.
- Riding and Driving Level Evaluation Committee consists of 3 individuals from the approved list available at the CCE Office. A child may not be evaluated by their parent.
- Youth wishing to change levels or horses must be re-evaluated.
- Youth must be evaluated on the horse they will be showing or using.
- This riding level evaluation form is not required for club activities.
- Any Cloverbud youth must have demonstrated their ability to ride safely to their Leader before they are to be involved in CCE county-sponsored programs and events. All Cloverbud policies apply (see Guide to 4-H Policies).

**4-Her's Name:** \_\_\_\_\_ **Age Group:** Senior (14-18 years old) Junior (8-13 years old) Cloverbud (in K-2<sup>nd</sup> grade)

**Address:** \_\_\_\_\_

**Club Name:** \_\_\_\_\_ **Club Leader(s):** \_\_\_\_\_

	Horse 1	Horse 2	Horse 3
<b>Barn Name</b>	_____	_____	_____
<b>Registered Name</b>	_____	_____	_____
<b>Current Level</b> (choose one)	<input type="checkbox"/> Ground Skills Only <input type="checkbox"/> Mini <input type="checkbox"/> Cloverbud Lead Line <input type="checkbox"/> Lead Line (ages 8-18) <input type="checkbox"/> Cloverbud Walk/Trot <input type="checkbox"/> Walk/Trot (ages 8-18) <input type="checkbox"/> Walk/Trot/Beg. Canter (8-18) <input type="checkbox"/> Walk/Trot/Canter (ages 8-18) <input type="checkbox"/> Driving Walk Only <input type="checkbox"/> Driving Walk/trot <input type="checkbox"/> Driving Walk/trot/ext. trot	<input type="checkbox"/> Ground Skills Only <input type="checkbox"/> Mini <input type="checkbox"/> Cloverbud Lead Line <input type="checkbox"/> Lead Line (ages 8-18) <input type="checkbox"/> Cloverbud Walk/Trot <input type="checkbox"/> Walk/Trot (ages 8-18) <input type="checkbox"/> Walk/Trot/Beg. Canter (8-18) <input type="checkbox"/> Walk/Trot/Canter (ages 8-18) <input type="checkbox"/> Driving Walk Only <input type="checkbox"/> Driving Walk/trot <input type="checkbox"/> Driving Walk/trot/ ext. trot	<input type="checkbox"/> Ground Skills Only <input type="checkbox"/> Mini <input type="checkbox"/> Cloverbud Lead Line <input type="checkbox"/> Lead Line (ages 8-18) <input type="checkbox"/> Cloverbud Walk/Trot <input type="checkbox"/> Walk/Trot (ages 8-18) <input type="checkbox"/> Walk/Trot/Beg. Canter (8-18) <input type="checkbox"/> Walk/Trot/Canter (ages 8-18) <input type="checkbox"/> Driving Walk Only <input type="checkbox"/> Driving Walk/trot <input type="checkbox"/> Driving Walk/trot/ ext. trot
<b>Level to be Evaluated on</b> (choose one)	<input type="checkbox"/> Ground Skills Only <input type="checkbox"/> Mini <input type="checkbox"/> Cloverbud Lead Line <input type="checkbox"/> Lead Line (ages 8-18) <input type="checkbox"/> Cloverbud Walk/Trot <input type="checkbox"/> Walk/Trot (ages 8-18) <input type="checkbox"/> Walk/Trot/Beg. Canter (8-18) <input type="checkbox"/> Walk/Trot/Canter (ages 8-18) <input type="checkbox"/> Driving Walk Only <input type="checkbox"/> Driving Walk/trot <input type="checkbox"/> Driving Walk/trot/ext. trot	<input type="checkbox"/> Ground Skills Only <input type="checkbox"/> Mini <input type="checkbox"/> Cloverbud Lead Line <input type="checkbox"/> Lead Line (ages 8-18) <input type="checkbox"/> Cloverbud Walk/Trot <input type="checkbox"/> Walk/Trot (ages 8-18) <input type="checkbox"/> Walk/Trot/Beg. Canter (8-18) <input type="checkbox"/> Walk/Trot/Canter (ages 8-18) <input type="checkbox"/> Driving Walk Only <input type="checkbox"/> Driving Walk/trot <input type="checkbox"/> Driving Walk/trot/ ext. trot	<input type="checkbox"/> Ground Skills Only <input type="checkbox"/> Mini <input type="checkbox"/> Cloverbud Lead Line <input type="checkbox"/> Lead Line (ages 8-18) <input type="checkbox"/> Cloverbud Walk/Trot <input type="checkbox"/> Walk/Trot (ages 8-18) <input type="checkbox"/> Walk/Trot/Beg. Canter (8-18) <input type="checkbox"/> Walk/Trot/Canter (ages 8-18) <input type="checkbox"/> Driving Walk Only <input type="checkbox"/> Driving Walk/trot <input type="checkbox"/> Driving Walk/trot/ ext. trot

Descriptions of Levels are on page 2. Cloverbuds may only ride at Lead Line and Walk/Trot levels. They may not drive.

**Parent/Guardian Signature**

**This is required for the evaluation to take place.** This signifies that the child and parent/guardian are interested in this child having a riding experience; and that the parent/guardian is giving their approval for this evaluation and for the child to ride a horse.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Horse Levels

## Ground Skills Only

Youth demonstrates safe “on the ground” skills around his/her horse but the team is not ready for a riding or driving experience. Youth at this level cannot qualify for State Fair.

### Mini

Youth demonstrates safe “on the ground” skills around his/her miniature horse. Junior and Senior youth at this level can qualify for State Fair.

### Lead Line

Youth can be Cloverbud or older. The child is mounted and led by a side walker, who is 18 years of age or older and has horse related experience. A properly fitted halter must be over the bridle and a lead line must be attached to the ring at the bottom of the halter, not on the side or to the bit. Youth must be capable of holding the reins in their hands. Cloverbuds will not be asked to back their horse. Youth at this level cannot qualify for State Fair.

### Walk/trot or Walk/jog

Youth can be Cloverbud or older. The child is mounted and can ride safely in walk/trot or walk/jog situations. Youth may or may not be expected to know their diagonals, depending upon the level ridden or class entered. Youth must be able to control their horse in a group setting and stop the horse safely. Youth will not be asked to back their horse. Separate events/classes must be held for Cloverbud youth. Youth at this level cannot qualify for State Fair.

### Walk/trot or jog/beginning canter or lope (diagonals count, leads do not)

This level is designed for youth that are not a Cloverbud, that have mastered the skills of walking, trotting or jogging, and cantering or loping the horse safely, but not the skill of asking for the correct lead at the canter. The youth must be able to control their horse in a group setting, stop the horse safely, and back the horse. Youth at this level cannot qualify for State Fair.

### Walk/trot or jog/canter or lope (diagonals and leads count)

This level is for youth that are not a Cloverbud. Youth must have mastered the skills of walking, trotting or jogging, and cantering or loping the horse safely. Youth must know their diagonals and be able to canter or lope the horse on the correct lead. The youth must be able to control their horse in a group setting, stop the horse safely, and back the horse. Youth at this level may be asked to do independent patterns or more complicated riding skills demonstrations, depending on the classes they enter. Youth at this level can qualify for State Fair.

### Driving Walk Only

This level is for youth that are not a Cloverbud. This level is for educational clinics only—not for 4-H shows. The child is driving with the assistance of a person riding in the cart, who is 18 years of age or older and has equine related experience. Youth must be capable of skillfully holding the reins in their hands. Youth will drive at the walk only. Headers will be required during line up (separate from the person riding in the cart). Youth will not be asked to back their equine. Youth at this level cannot qualify for State Fair.

### Driving Walk/trot

This level is for youth that are not a Cloverbud. The child is seated and can drive safely at the walk and trot. The youth will be asked to back their equine. The youth must be able to control their equine in a group setting. Headers will be required during line up. Youth at this level cannot qualify for State Fair.

### Driving Walk/trot/extended trot

This level is for youth that are not a Cloverbud. Youth must have mastered the skills of walking, trotting, and extending at the trot. The youth will be asked to back their equine. Youth at this level may be asked to do independent patterns or more complicated driving skills demonstrations, depending upon the classes they will enter. The youth must be able to control their equine in a group setting. Headers will be allowed during line up. Youth at this level can qualify for State Fair.

# On the Ground Skills

Youth must demonstrate safe on the ground skills around horses in order to be considered to have a riding experience.

**Ask the youth the following questions and record their response:**

Do you like horses?	Yes	No
Are you afraid of horses?	Yes	No
Are you afraid of this horse?	Yes	No
Have you learned to groom a horse?	Yes	No
Do you know how to safely work around a horse?	Yes	No
Do you want to learn to ride a horse?	Yes	No
Do you want to learn to ride this horse?	Yes	No

**Use the following scale to evaluate the youth's skills:**

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
not at all	little skill	fair amount of skill	good skills	excellent skills

*It is recommended that a youth score at least a 2 in all of the categories and a score of 3 or 4 in at least half of the categories on the evaluation form before the child is considered to be a candidate to ride a horse.*

**Does the youth:**

show the desire to learn to ride and/drive a horse?	1	2	3	4	5
demonstrate the ability to understand and follow instruction?	1	2	3	4	5
have an adequate attention span for riding/driving a horse and receiving lessons?	1	2	3	4	5
appear to have the muscle strength to maintain a proper riding position and hold their head in position when wearing a riding helmet?	1	2	3	4	5
demonstrate that they have adequate balance to stay in position when riding/driving the horse at the level being considered?	1	2	3	4	5
show respect for the horse and the fact that horses can hurt you?	1	2	3	4	5
show confidence when working around the horse?	1	2	3	4	5
show a relaxed attitude about being around the horse?	1	2	3	4	5
know that they must always wear a riding helmet when riding/driving a horse?	1	2	3	4	5
know that they must always wear equestrian footwear with a distinguishable heel when riding/driving a horse?	1	2	3	4	5
work safely around the horse?	1	2	3	4	5
work quietly around the horse, without being loud?	1	2	3	4	5
work softly around the horse, without quick and abrupt body movement?	1	2	3	4	5
know that they should mainly work around the left side of the horse?	1	2	3	4	5
know the left side from the right side of the horse?	1	2	3	4	5
know how to move around and behind the rear of the horse?	1	2	3	4	5
have the ability to lead a horse safely with adult assistance for Cloverbuds, without adult assistance for all other levels?	1	2	3	4	5
know how to brush the horse?	1	2	3	4	5

**For Cloverbuds Only**

Should this Cloverbud be considered to have a riding experience at this time (circle one)? Yes                      No

## Tack and Equipment

Is the tack safe for riding/driving?	Yes	No
Does the tack fit the horse properly?	Yes	No
Does the tack fit the child properly?	Yes	No
Does the child's helmet fit properly?	Yes	No
Is the child wearing equestrian footwear with a distinguishable heel?	Yes	No
For driving, does the child have the required gloves, whip, and lap robe?	Yes	No

## Riding/Driving

The horse/rider combination must be appropriate and the combination must be a safe match. The disposition of a suitable child's mount should be quiet, gentle, and of a calm nature. The level of training of the horse should be appropriate for the level of rider. The size and body type of the horse should also be considered when picking an appropriate mount for a child. Ideally the horse should be small enough that the child's legs are positioned under the child's body and at least half way down the side of the horse.

### Notes:

- Only evaluate the child at the gaits necessary for the level for which the child is seeking evaluation. Never ask a child to perform at a gait that you do not feel the child is capable of, regardless of the evaluation level.
- At least 1 of the 3 evaluators must have driving experience for driving evaluations.

Use the following scale to evaluate the youth's skills:

**0**                      **1**                      **2**                      **3**                      **4**  
 not at all      little skill      fair amount of skill      good skills      excellent skills

*It is recommended that a youth score at least a 2 in all of the categories and a score of 3 or 4 in at least half of the categories on the evaluation form before the child is considered to be a candidate to ride a horse.*

**Horse 1**

**Horse 2**

**Horse 3**

## Walk

Can the youth safely handle the horse at the walk?	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Does the youth stay in balance with the horse at the walk?	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Does the youth execute a safe and smooth transition to the walk?	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

## Trot/Jog

Can the youth safely handle the horse at the trot or jog?	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Does the youth stay in balance with the horse at the trot or jog?	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
If applicable, does the youth know their diagonals?	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Is the youth successful at riding on the correct diagonal?	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Does the youth execute a safe and smooth walk to trot or jog transition?	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

**Horse 1****Horse 2****Horse 3****Extended Trot***(driving only)*

Does the youth safely handle the equine at the extended trot?	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Does the youth stay in balance with the equine at the extended trot?	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Does the youth execute a safe and smooth transition to the extended trot? (don't ask for difficult transitions, keep this simple)	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

**Canter/Lope**

Does the youth safely handle the horse at the canter or lope?	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Does the youth stay in balance with the horse at the canter or lope?	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Does the youth know their leads?	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Is the youth successful at getting the horse on the correct lead both ways of the ring?	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Does the youth execute a safe and smooth transition to the canter or lope from the gait asked for? (don't ask for difficult transitions, keep this simple)	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

**Halt, Back, etc.**

Can the youth stop the horse safely and quickly?	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Can the youth back the horse safely? <i>(Leadline and Walk/trot or jog riders and Walk only drivers do not back their horse)</i>	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Does the youth remember to hold the reins/lines when mounting/dismounting?	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Does the youth know how to turn and stop smoothly?	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Does the youth maneuver the horse safely in horse traffic?	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

**Other comments about this youth's riding/driving evaluation:**

# Evaluation Conclusions

This youth has been evaluated and approved to ride at:

- Horse 1**
- Ground Skills Only
  - Mini
  - Cloverbud Lead Line
  - Lead Line (ages 8-18)
  - Cloverbud Walk/Trot
  - Walk/Trot (ages 8-18)
  - Walk/Trot/Beg. Canter (8-18)
  - Walk/Trot/Canter (ages 8-18)
  - Driving Walk Only
  - Driving Walk/trot
  - Driving Walk/trot/ext. trot

- Horse 2**
- Ground Skills Only
  - Mini
  - Cloverbud Lead Line
  - Lead Line (ages 8-18)
  - Cloverbud Walk/Trot
  - Walk/Trot (ages 8-18)
  - Walk/Trot/Beg. Canter (8-18)
  - Walk/Trot/Canter (ages 8-18)
  - Driving Walk Only
  - Driving Walk/trot
  - Driving Walk/trot/ ext. trot

- Horse 3**
- Ground Skills Only
  - Mini
  - Cloverbud Lead Line
  - Lead Line (ages 8-18)
  - Cloverbud Walk/Trot
  - Walk/Trot (ages 8-18)
  - Walk/Trot/Beg. Canter (8-18)
  - Walk/Trot/Canter (ages 8-18)
  - Driving Walk Only
  - Driving Walk/trot
  - Driving Walk/trot/ ext. trot

Or

- At this time, this horse/rider combination is not a suitable match.

- At this time, this horse/rider combination is not a suitable match.

- At this time, this horse/rider combination is not a suitable match.

## Feedback

Some suggestions for this youth to work on:

## Signatures

Date of Evaluation \_\_\_\_\_

**Remember to bring this to the CCE office!**

Evaluator(s) Name(s) or Initials

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Recommendations reviewed and accepted by:

CCE Educator's Signature \_\_\_\_\_ Date \_\_\_\_\_