

# State Ag Judging Committee Handbook

Table of Contents	Page
Collaborative Charter	1
Committee Members	4
Helping Tomorrow's Leaders Today!	4
CDE Responsibilities	5
Progression	6
CDE Locations	7
Registration Fees	8
Eligibility	8
Qualifying from Area to State Contest	9
Team Designation	11
Area and State Events	12
Awards	12
Code of Ethics	13
Disqualifications	13
Protest Procedures	14
Opportunities Beyond Indiana	15

## Career Development Event Collaborative Charter

### Background

Indiana 4-H Youth Development and Indiana FFA have a long standing history of partnering together to provide 4-H and FFA members with educational opportunities utilizing competitive career development events. These competitive educational events, more commonly known as Ag judging contests, are conducted at the county, area, and state levels with area being defined as Purdue Extension Areas.

### Purpose of Group

The purpose of the State Ag Judging Committee is to develop policies and procedures for each contest, provided these policies and procedures do not conflict with Indiana 4-H Youth Development or Indiana FFA overlying policies and procedures. It is important to note that this group serves in advisory capacity to both the Indiana 4-H Youth Development and Indiana FFA programs.

### Group Membership

Membership of the State Ag Judging Committee will be comprised of Purdue Extension 4-H Youth Development Specialists in the State 4-H Office, Purdue Extension Educators, Indiana Agriculture Science and Business teachers/FFA Advisors, the Indiana FFA Executive Director, and the Purdue Extension 4-H Youth Development Program Leader.

Voting Members – The following committee members shall have voting privileges:

- 4-H Youth Development Specialists in the State 4-H Office responsible for state contests
- One Extension Educator from each Purdue Extension Area
- One Agriculture Science and Business teacher/FFA Advisor from each Purdue Extension Area

### Ex Officio Members

- Indiana FFA Executive Director, or their designee

- 4-H Youth Development Program Leader, or their designee

Meeting Attendance – All meetings are open to the public, in particular any coach, contestant, or person with an interest in the Ag judging contests.

Quorum – A quorum consists of all voting members in attendance at the annual state meeting.

Voting procedure – Items that come up between annual meetings can be decided by an electronic vote of the committee.

Length of Term – The 4-H Youth Development Specialists serving on this committee will be appointed annually by the 4-H Program Leader. The Extension Educators and Agriculture Science and Business Teachers/FFA Advisors will be elected/appointed by their respective colleagues within their Purdue Extension Area and will serve a two-year term. Even numbered Areas will be elected/appointed in even years and odd numbered in odd years.

Constituent Representation

Each voting member is to base their discussion and vote as being representative of the group they are serving and should not allow their individual bias interfere with their duties as a member of this committee.

Responsibility of Team Members

Members of this committee are encouraged to attend all scheduled meetings. If a voting member is unable to attend he/she may delegate duties to a substitute who will attend that meeting. All members are encouraged to be prepared in advance of attending each meeting in order that time can be utilized effectively. At the conclusion of each meeting, members are expected to share any transacted business and a synopsis of the meeting with the respective group they serve. All members are expected to fully understand and abide by this collaborative charter and the operating procedures of this committee.

Rule Change Deadlines

<b>Effective Date</b>	<b>State Contest Dates</b>	<b>Discussion and Approval</b>
January 1	January 1 – June 30	Annual September meeting: discussion and approval
July 1	July 1 – December 31	Submitted by March 15; approved electronically

Group Structure

A Chair, Vice Chair, and Secretary will be elected from the voting membership by the voting members, with each serving a term of one-year. The Chair will be responsible for running the meetings in an orderly fashion and ensuring effective communication among committee members. The Vice Chair will run the meetings in the absence of the Chair and will assist the Chair as needed. While it is not mandatory, it is suggested that the Vice Chair assume the Chair position at the end of the term. The Secretary is responsible for documenting the business conducted at each meeting and sharing the minutes with committee members in a timely manner. A copy of the meeting minutes will be kept in each office of the 4-H Program Leader and the Indiana FFA Executive Director. Election of the Chair, Vice Chair, and Secretary will occur annually at the September meeting.

An annual meeting will be held on the second Thursday of September each year. Additional meetings may be held as deemed necessary by the Chair, 4-H Program Leader, or FFA Executive Director. Agendas for the annual meeting must be distributed a minimum of two weeks ahead of the proposed meeting date.

While it is ideal that business items be accepted through consensus, it may not always happen. In that case, business items will be carried forward and adopted with a majority vote in the affirmative.

### Committees

Each state contest will have a sub-committee that will be responsible for managing, evaluating, and visioning for that contest. Each state contest committee will be chaired by the 4-H Youth Development Specialist responsible for that contest. It is suggested that the contest committee consist of both Extension Educators and Agriculture Science and Business teachers. Each subcommittee should present an estimated budget for that contest at the annual meeting.

A Finance Committee will be comprised of the Chair, Vice-Chair, 4-H Program Leader, FFA Executive Director, one 4-H Specialist, one Extension Educator, and one Agriculture Science and Business teacher. This committee will be chaired by the Vice-Chair. The finance committee will be responsible for recommending state contest registration fees to insure solvency of the total Career Development Event program, knowing that some of the smaller contests may barely break-even. This committee will provide oversight of the funds in an account established at Purdue University. Any single expenditure over 10% of a CDE budget, or any single expenditure over \$5000 must be approved by the State Ag Judging Committee.

Other ad hoc committees may be appointed as needed by the Chair.

It is suggested that the Extension Educator and Agriculture Science and Business teacher from each Purdue Extension Area work jointly to conduct area level contests.

### Ground Rules/Roles

- A. Committee members will attend all meetings. If they are unable to attend, they will send an appropriate designee. Notify the chair of the designee if possible.
- B. Treat each other and the organizations represented in the meeting with respect at all times and put personal differences aside in the interest of a productive and successful meeting.
- C. Stick to the topics on the meeting agenda; be concise and not repetitive.
- D. Work as team players and share all relevant information. Focus on honesty with tactfulness.
- E. Ask if they do not understand.
- F. Openly voice any disagreement with other participants in the meetings, but do it in a positive way.
- G. Look for mutually beneficial solutions.
- H. Follow through on your commitments.
- I. Share information discussed in the meeting with the organizations / constituents represented.
- J. Encourage freethinking and share relevant information with the group. (There are no bad ideas.)
- K. Commit to issues in which you have an interest.

- L. Speak one at a time in meetings as recognized by the facilitator.
- M. Everyone will participate, but none will dominate.
- N. Focus on the issue/problem, not the person. (No personal attacks.)
- O. Agree that it is OK to disagree.
- P. Honor a two-minute time limit for statements and responses. (Do not monopolize airtime.)

Changes to This Collaborative Charter

This collaborative charter may be amended at any time with a majority vote in the affirmative during a scheduled meeting of this committee. Proposed amendments to this collaborative charter must be submitted to the Chair at least 30 days prior to the meeting and must be included in the agenda distributed to the voting members. This agenda must be distributed at least 14 days prior to the meeting.

Adopted, September 13, 2013

Revised, December 14, 2016

**Committee Members**

<b>Area</b>	<b>4-H Educator</b>	<b>FFA Advisor</b>
Area 1	Jill Andrews-Richards	Greg Curlin
Area 2	Megan Voyles	Archie Sauerheber
Area 3	Jane Ann Beard	Paul Steinmetz
Area 5	Mark Evans	
Area 6	Rena Sheldon	Diana Arellano
Area 7	Julie Elsbury	Gabe Nobbe
Area 8	Kris Goff	Roger Carr
Area 9	Anna Williams	Ron Wamsley
Area 10	Joan Grott/Robert Kelly	Kraig Bowers
Area 11	Amy Rumschlag	Jamie Earnhart
Indiana 4-H Youth Development Specialists		Tony Carrell and Aaron Fisher
Indiana FFA Executive Director		Tami Neighbors
Indiana 4-H Program Leader		Dr. Renee McKee

**HELPING TOMORROW'S LEADERS TODAY!**

Success in any field depends to a great degree on one's ability to make the right decision at the right time. The opportunities offered through Indiana's 4-H/FFA Career Development Events (CDEs) contribute to a young person's success by teaching them decision making skills and content matter knowledge.

Making decisions: Participants are taught to make decisions, based upon sound educational principles. These principles form the basis for applying judgment in the decision making process as a life skill. Evaluation forces one to make choices. Through continued practice, youth find that CDEs train the mind in sound reasoning. In a similar manner, CDEs train youth to apply principles in the process of making choices.

Applying content matter knowledge: Youth study a variety of disciplines including: agronomy, animal science, engineering and technology, entomology, forestry and natural resources, food science and horticulture. By comparing strengths and weaknesses youth experience a thought process that requires

their evaluation of multiple dimensions to arrive at a logical decision. There is no substitute for a mind trained to see all sides of a problem or an opportunity.

Being objective: A CDE experience teaches an individual the value of using principles. The experience gained in using acceptable principles in the appraisal of the differences between class specimens is at the very heart of the CDE experience.

The values of participating in 4-H/FFA CDEs include:

1. Learning to evaluate traits of economic importance and making sound, logical decisions.
2. Learning to accurately describe and compare animals, specimens, samples, land sites, etc., with proper and accepted terminology.
3. Learning to establish and defend conclusions.
4. Learning to speak and present ideas in a convincing manner.
5. Stimulating interest in agricultural commodities.
6. Improving the power of observation and memory development.
7. Building personal confidence and promoting team spirit.
8. Contributes to development of positive leadership skills.
9. Develops inquiring minds and teaches decision-making through real life participation.
10. Creates a positive impact on career decision making and major areas of study.

The skills of observation, analysis and communication are lifelong. Contestants in these career development events enjoy fellowship, fun, teamwork and the competitive spirit generated through a CDE experience.

CDEs are a natural for volunteers and for young people. Pick a subject, train a team, and join in on the action of helping tomorrow's leaders today! The Indiana career development events continue to grow and to prosper through teamwork, competition and the educational philosophy that "Judging is a method of teaching and a positive way of learning."

## **CDE Responsibilities**

### State 4-H Staff

1. Provide leadership to each CDE
  - a. Aaron Fisher: Meat, Horse, Livestock, Poultry, Skill-a-Thon, Crops, Forestry, and Entomology
  - b. Tony Carrell: Dairy Food, Wildlife, Dairy, Horticulture, Soils, Crops, Forestry, and Entomology
2. Coordinate development of the 4-H/FFA Ag CDE Handbook
3. Posting the 4-H/FFA Ag CDE Handbook on the WEB
4. Publicity
5. Organization of Extension Educators to coordinate county, area and state level CDE programs
6. Pre-registration and related follow-up
7. Event registration at each site
8. Tabulation
9. Evaluation
10. Entry information for respective national 4-H contests

### State FFA Staff

1. Coordinate development of the 4-H/FFA Ag CDE Handbook
2. State awards
3. State event donor support
4. Distribution of rule changes and pertinent information to Agriculture Education Instructors
5. Event set-up and arrangements
6. Evaluation
7. Manpower from coaches and state FFA officers
8. Publicity
9. Entry information for respective national FFA contests

## **Progression**

### **A. County Event**

1. County rules may be structured to provide for flexibility and unique county needs, but final selection of the representatives (winners) to the area must qualify under area rules.
2. Supervised by a county committee of Extension Educators and coaches.

### **B. Area Event**

1. Area rules may be developed to provide for flexibility and unique area needs, but final selection of the representatives (winners) to the state contest must qualify under the state guidelines.
2. Supervised by an area meeting of Extension Educators and coaches who plan and develop the event.

### **C. State Event**

1. State guidelines are published in 4-H 98, the 4-H/FFA Ag CDE Handbook.
2. Supervised by the State 4-H/FFA Ag CDE Committee.

### **D. National Event**

1. National rules are written for each individual event, and are unique to that particular event and are supervised by a national event committee.
2. An individual may enter a national 4-H competitive event in a specific program area only once, except in the case of exhibits. Participating members of a team entry are ineligible to enter the same event again as a part of another team.
3. The minimum requirements for eligibility to enter a national 4-H competitive event are:
  - a. All contestants must have passed their 14th birthday and must not have passed their 19th birthday prior to January 1 of the current year.
  - b. The contestant must be a member of 4-H during the current year.
  - c. The contestant(s) or team of contestants must be certified as the official state entry by the State Extension Director or by a person designated by the Director. The individual(s) or team may be selected by any procedure, which a state considers appropriate.
  - d. Contestants in national 4-H competitive events must not have participated in official post-secondary (university, college, junior college, or technical school) competitive events of a similar nature in the same subject matter area to be eligible for participation in National 4-H Competitive Events. Neither can he/she be a member of a post-secondary team undergoing training in preparation for an event.

- In the event no 4-H team can be fielded for the national contest from the teams that placed at the respective state contest, the state extension specialist in charge of the state CDE contest can put together an all-state team of individuals so that Indiana can have representation at a National Contest. This is ONLY to be used when no Indiana representative can be fielded for the national CDE contest from the teams who attended the respective state contest in that year.

Immediately following the Area Event

The Extension 4-H/FFA CDE Area Chairperson should (within 24 hours following the area contest), duplicate the signed, original registration forms and forward forms for all eligible area teams and individuals to the State 4-H Office. Retain a duplicate copy for the coach and one for the area records.

<u>Mail</u>	<u>Fax</u>	<u>Email</u>
Purdue University State 4-H Office 615 W. State Street West Lafayette, IN 47907	765-494-5876	<a href="mailto:aaronfisher@purdue.edu">aaronfisher@purdue.edu</a> or <a href="mailto:tcarell@purdue.edu">tcarell@purdue.edu</a>

Substitutions

- Each area event chairperson shall designate and certify a first alternate team in each appropriate event.
- If any certified team notifies the State 4-H Office that they do not intend to participate in the state event (at least three working days prior to the state contest), the alternate team will be notified of their eligibility to enter the state competition.
- Each team may substitute one member from the area contest to the state contest and one additional member from the state contest to the national contest. Please send this information as soon as possible (via phone or e-mail) to facilitate state contest registration.
- Substitutes must meet all other state guidelines including being from the same local organization.
- Substitutes may or may not have competed in the county or area event.
- Any changes or corrections concerning entries, team designation, or the name or age of a contestant should be reported to the contest superintendent at check-in time for the state event. Note that only one (1) change is allowed and notification of the state office (via phone or e-mail) is preferred to facilitate state check in at registration.

**CDE Locations**

The state contests are annually conducted at the following locations and dates. These could be changed when deemed necessary by the contest coordinator.

<b>CDE</b>	<b>When</b>	<b>Where</b>
Crops, Entomology, Forestry	Second Saturday in December	Stewart Center, Purdue
Dairy Foods, Meat	Third/Forth Saturday in September	Smith and Lilly Halls, Purdue
Dairy	Third Saturday in May	ASREC Dairy Unit
Horse & Pony	First Saturday in May	Hendricks County Fairgrounds
Horticulture	Third/Forth Saturday in September	Horticulture, Purdue
Livestock	Third Saturday in May	ASREC Machine Shed

Poultry	Third Saturday in May	Battle Ground Middle School
Skillathon	Third/Forth Saturday in September	ASREC Machine Shed
Soils	Third Saturday in October	Selected Indiana county
Wildlife Habitat – State	Second Saturday in May	Wright Center (Martell)
Wildlife Habitat – Regional	Second Saturday in April	3 Regional Sites

### Registration Fees – Effective: January 1, 2013

All coaches with individuals and/or teams eligible for the following State CDE Events must make a complete payment to Purdue University - CDE Account on the day of the event at the respective registration table.

\$17 per contestant (includes lunch): Soils, Wildlife Habitat, Horse & Pony, Dairy, Livestock and Meat

\$12 per contestant: Crops, Entomology, Forestry, Skillathon, Dairy Foods, Poultry and Horticulture

Receipts will be available to all who desire written documentation for payment of registration fees. Registration fees are non-refundable. Coaches are expected to pay for the number of contestants they enter. Coaches who do not pay for all entries will receive a statement of amount due from the State 4-H Office, and will need to clear their account before entering another team in a State CDE Event.

\*The Indiana State Fair Board provides \$3,000 annually to help offset costs of operating the state events and to help reduce the registration fees. The annual budget exceeds \$16,000 for the 14 State 4-H/FFA CDE contests.

### Eligibility

1. Division is defined as either 4-H or FFA.
2. Contests are defined as Crops, Dairy, Dairy Foods, Entomology, Forestry, Horse and Pony, Horticulture, Livestock, Meat, Poultry and Eggs, Soils, or Wildlife Habitat.
3. Senior individuals (not on teams) and all junior contestants may return in the same contest and/or division in subsequent years, regardless of their placing in the state contest.
4. If an individual has previously attended the State Fair sponsored Washington, D.C., trip, that person would not be eligible to take the trip a second time. The next individual in line would be awarded the trip.
5. Any contestant (excluding those on 4-H and FFA Soils teams) who has represented Indiana at the National Contest or has received state sponsored donor monies is ineligible to compete again on a team in the same division of that same contest at the county, area or state level, but may compete in the other division (4-H or FFA) in future years. These individuals may also compete in other 4-H/FFA CDE contests available in their area.
6. The following rules apply to previous winning soils CDE individuals and teams:
  - An individual (4-H or FFA) who has participated in the National Land CDE contest will be designated as a “master soil judge.”
  - Any team with a “master soil judge” will be designated a “master soil CDE team”. The team will retain the “master team” designation for the entire CDE season, no matter what individuals are substituted on or off of the team.
  - Masters teams can compete in the same division (4-H or FFA) more than one time.
  - **\*\*ALL masters’ teams are ineligible for the National Land CDE Contest in Oklahoma City, Oklahoma. They can compete in the Homesite Division only of the National Land CDE.**



- The 6 highest placing non masters teams in each area move onto the state contest, plus any masters teams in the top 6 overall at the area contest.
7. Members of state winning teams will have a standing invitation to compete as individuals in the same division of the same contest at future state CDE events, provided they meet the grade requirements for their respective division. These individuals will not be required to qualify at area contests but they must be entered for state competition through the area chairperson.
  8. If the alternate contestant on a state 4-H or FFA team does not judge at the national 4-H or FFA event, that individual may repeat in the same division of that state event in subsequent years, provided the contestant meets all other event requirements.
  9. In those categories where there is not a recognized national event, previous winning teams may return for competition provided the contestants meet all other event requirements.

4-H Coach Certification

4-H policy requires that all adults working with and training youth enrolled in 4-H must be an official, approved 4-H volunteer in the county in which that adult is working with the youth, in the county of membership for those youth. This includes 4-H coaches of CDE contests. To become an official 4-H volunteer the adult must:

- Complete the Indiana 4-H volunteer application
- Successfully complete the approved screening process
- Annually file a signed Adult Behavioral Expectations form with the county Extension Office

If a 4-H unit/school spans across multiple counties, then the adult volunteer/coach must be approved as a 4-H adult volunteer in one of those counties. Any person who is not already an official 4-H volunteer and wishes to coach a 4-H team in any of the CDE contests should contact their county Extension Educator and request information about the 4-H Adult Volunteer application and screening process. Coaches of 4-H teams that cannot be verified as being an approved 4-H adult volunteer will not be able to participate in the state CDE contests and the team will be disqualified prior to the contest.

Teachers as coaches

We know that school teachers have gone through a screening process most likely through their school; however, this process is not on our records and may not comply with the adult volunteer screening process as adopted by Purdue University’s Board of Trustees. Even when a school teacher is working with 4-H members as part of their regular school assignment, it is important for everyone to understand that they are essentially working in a dual role when designating their judging team as 4-H. When this happens, that teacher/coach is not only complying with their school policies and procedures, but also the policies and procedures of Indiana 4-H and Purdue University.

**Qualifying from Area to State Contest**

Teams

Contest	CDE with Qualifying Contests	
	Senior Teams	Junior Teams <sup>A</sup>
Crops	6	2
Dairy Cattle	5 for 15 teams or less 6 for 16-18 teams	-

	7 for 19-21 teams 1 more for each 3 additional teams	
Entomology	6	2
Forestry	6	2
Horse & Pony	4 <sup>C</sup>	2
Livestock	5 <sup>C</sup>	-
Soils	6 <sup>B</sup>	2
Wildlife Habitat Education	4/contest +2 <sup>D</sup>	-
<b>Invitational CDE</b>		
Any team may compete in the following state CDE		
Dairy Foods	Horticulture	Meat
Poultry	Skillathon	

<sup>A</sup>The state Junior contests are not divided (4-H/FFA). Therefore, only two teams advance to the state contest. Rule C2 (below) does not apply.

<sup>B</sup>The top 6 “Non-Masters” teams from each area contest, plus any “Masters” teams who place in the top 6 overall at the area contest.

<sup>C</sup>Areas with teams placing in the top 5 at the state contest in one year may send an additional team for each top 5 ranking team to the subsequent state contest. (Example: Area 4 has 2 teams in the top 5 at the state contest. So, they can send 6 teams (4+2) to the subsequent state contest.)

<sup>D</sup>The top 4 teams from each qualifying regional contest (north and south), plus the next two high scoring teams, for a total of 10 teams.

Each team representing an area must have participated in their respective area CDE contest by having fully completed the CDE of all classes.

1. If an area contest included both 4-H and FFA teams, but both divisions were not represented by the teams qualifying for the state contest, the area chairperson may add an additional state qualifying team to represent the missing division (4-H or FFA).
2. For State Horticulture, Meat, Poultry, and Skill-a-Thon CDE contests, the state events are invitational for both juniors and seniors. Hence, each county/school is not limited on the number of teams and/or individuals that may participate. For State Dairy Foods, see Dairy Foods CDE rules.
3. A Junior team that competes at the area contest and qualifies for State in a CDE that does not offer a junior division at State, would compete in the same senior division at the State Contest.

Individual

1. The top five participants in the junior and senior categories at the area contest may participate as individuals at the state contest, as long as the state contest offers a junior division. For those state contests that only offer a senior division, only the top five individuals (from the junior and senior divisions combined at the area level) from each area contest will qualify for the state contest, in addition to the state qualifying teams.
2. The top 5 individuals will qualify for the state contest even if they are not on a qualifying team. If the senior division of an area event includes both 4-H and FFA contestants, the top 5 contestants overall will qualify. If either 4-H or FFA is not represented in the top 5, then the highest placing individual from the one not represented in the top 5 would also qualify for the state contest.
3. If there is a junior division at the state contest, then the top five junior individuals from each area contest may participate at the state contest, regardless of whether the top five individuals includes both 4-H and FFA members.

### **Team Designation**

1. A team listed as an FFA team must be made up entirely of actively enrolled FFA members.
2. A team listed as a 4-H team must be made up entirely of actively enrolled 4-H members.
3. If all members of a team are active in both 4-H and FFA, they may be entered as either a 4-H or FFA team; however, team designation must be made at the time of registration for the area event or at registration for non-qualifying events. After this point, no changes will be permitted at either the area or state events.
4. A team or an individual may register in only one county for a specific career development activity.
5. The entire team must be made up of members of a local organization:
  - Junior FFA teams must be made up of members who originate from the school where they would normally attend and be Junior FFA members in the 7th or 8th grade.
  - Senior FFA teams must be made up of members who originate from the school where they would normally attend and all members be enrolled in 9th to 12th grades.
  - 4-H teams must be coached by an approved 4-H volunteer, and be comprised of 4-H members who originate from the county where they are enrolled in 4-H programming, or originate from the school where they are formally enrolled.
6. Area teams and individuals must be certified by the Extension person representing the area on the State Ag. CDE Committee, in order to be eligible for the state contest.
7. In determining the correct Extension area for FFA teams or 4-H teams originating from a school, the location of the administration office of the school corporation will determine the area in which the team will judge.
8. In all CDE contests, a team will consist of three or four members. The highest three scores will make up the team score. The team member with the fourth or lowest score will be considered the alternate member.

### **Contestants' Grade in School**

1. Youth may become 4-H members when they enter the third grade. They may continue membership through grade 12, with a maximum of ten years participation. Those 4-H members in the 8th grade and below, regardless of 4-H or FFA membership, will judge as juniors. Those in 9th grade and above, regardless of 4-H or FFA membership, will judge as seniors. If a junior 4-H member chooses to join a "senior" 4-H team, the junior will judge under senior 4-H criteria for the respective event (except in Horse and Pony CDE, where juniors are not allowed to judge on senior teams). Grade in school will be determined as of Sept. 1 for the academic school year of the CDE event. For CDE purposes, the academic school year is from September 1 through August 31.
2. Contestants in Senior FFA must be enrolled in a vocational agriculture program in grades 9 – 12.
3. All contestants must be enrolled in FFA or 4-H at the time of the respective CDE for the division in which they are competing. FFA and 4-H members cannot participate in any county, area, or state contest after September 1 following high school graduation. For exception, see 4-H Program Policies and Procedures.
4. 4-H or FFA members who have participated in any formal post-secondary training in CDE are not eligible for area or state Ag CDE events.
5. For national and invitational contests, participants must have passed their 14th birthday and must not have passed their 19th birthday prior to January 1st of the current year. Note: The National

Horticulture Event requires a minimum age of 15. Therefore, in some situations, the state committee may have to go to the second or third place team before an eligible team, on the basis of age, is obtained to represent Indiana at the national event.

## **Area and State Events**

### Group Leaders

1. Group Leaders shall attend an orientation meeting with the event chairperson prior to the event to learn their responsibilities, authority and procedures for dealing with potential problems.
2. Coaches are expected to assist as a group leader or other duties as assigned by contest coordinator.

### Late or Early Teams

1. The event chairperson shall determine if late or early teams are allowed to compete.

### Number of Events a Contestant May Enter

1. A contestant may compete in only one event at the state level on a given day.
2. Only those teams or individuals certified by the area chairperson will be allowed to participate in the state CDE events.

### Practice Judging

1. Judging for practice will not be allowed in any state event.
2. All coaches shall refrain from practice judging where the same animals will be used for an event for one month prior to the event. Disqualification by the event chairperson may result.
3. Soils coaches will also refrain from practice judging on the site where the event will be held as disqualification may result.

### Selection of Judges

Final selection of state event judges rests with the Extension Specialist in charge.

## **Awards**

### All events except Soils, Wildlife Habitat, and Dairy Foods

1. Team: The top five 4-H teams, the top five FFA teams, and the top five combined junior teams (in those state contest with a "Junior" division) will each be awarded a team plaque. Each of these team members and the coach will be awarded a team ribbon with the designated placing inscribed.
2. Individual: The top five 4-H individuals, top five FFA individuals, and the top five combined junior individuals in each event, overall, (in those state contests with a "Junior" division), will be awarded a plaque. Individuals six through ten will be awarded ribbons with placing designations.
3. Washington D.C. trip: One trip will be awarded annually to each of the highest placing individuals in crops, dairy, entomology, forestry, horse and pony, horticulture, poultry and eggs, livestock, meat, dairy foods, and soils CDE events. This annual trip is provided by the Indiana State Fair Board as a four-day educational trip to Washington, D.C. The trip will be conducted and chaperoned through the State 4-H Office at Purdue University.
4. Additional awards may be given as determined and obtained by the event chairperson.

### Additions/Exceptions

5. Soils: Soils awards are itemized with the Soils information in this publication.
6. Wildlife Habitat: Team plaques are presented to the top five 4-H teams and the top five FFA teams. No individual ribbons or plaques are presented.
7. Dairy Foods division Junior Consumer and Junior Production are kept separate.
8. Dairy, Horse and Pony, and Livestock: The top 3 to 6 teams in each division of the dairy, horse and pony, and livestock CDE contests will be given the opportunity to represent Indiana in national competition. The coach of these teams will be given the opportunity to choose which national contest their team will attend, in the order of their team's ranking in the state contest. For instance, the coach of the 1st place team will be given the first choice of the national contests, the coach of the second place team will choose second, etc.

## **Code of Ethics**

### Contestants

The use of alcohol, tobacco, tobacco-like products, or illegal drugs, by contestants at a contest site will be cause for immediate disqualification. Disqualification at a county or area contest will not result in an automatic disqualification from future contests.

### Coaches, Staff, Other Adults

The use of alcohol, tobacco, tobacco-like products, or illegal drugs will not be condoned under any circumstance, while in the presence of youth at a 4-H/FFA CDE event.

## **Disqualifications**

1. Falsifying information and/or attempting illegal return of a team and/or individual contestant, will result in a letter of reprimand being sent to each coach's respective school administration or Extension Educator by the event chairperson. A coach found guilty of violating this rule before advancing to the next contest level, shall have his/her team and/or individuals disqualified. If rule violation is found after an event, the coach shall be suspended from that respective event for one year.
2. Talking or receiving help from any source and the use of cell phones or other electronic devices are forbidden. The event chairperson may disqualify any participant violating this rule.
3. Incorrectly or incompletely marked, or missing scoring sheets will result in a zero score.
4. Livestock owned by Purdue University, or housed on Purdue property is strictly off limits to all coaches and contestants for one month prior to the state event. Contest officials and all livestock donors for state events are likewise off limits for the same period of time. Infractions of these rules shall result in disqualification.
5. When a contestant is observed talking, referring to notes of any kind or receiving help from any source during an event, the following procedures will be enforced:
  - a. Contestant to Contestant
    - i. First (1st) offense noticed by group leader - the participant(s) will receive a verbal warning from the group leader. The group leader will ask the participant to show their participant number. The group leader will duly note such number.
    - ii. Second (2nd) offense - the participant(s) will receive a zero (0) score on the class. The group leader will notify the event chairperson. The chairperson will score the class as zero and sign the participant's card.

- iii. Third (3rd) offense - the participant is disqualified from the contest by the chairperson.
  - b. Contestant to Coach (or vice versa)
    - i. First (1st) offense - the participant and coach will receive a verbal warning from the group leader. The group leader will ask the participant for his/her number.
    - ii. Second (2nd) offense - same as above in a. 2.
    - iii. Third (3rd) offense involving coach - the coach and his/her team are disqualified from the contest by the chairperson.
- 6. Following the CDE event, group leaders are to confer regarding warnings given to any contestants and/or coaches for rule violations. If any contestant/coach has received multiple warnings from group leaders, the above policy will hold, i.e., the class where the second warning was issued will be scored zero. The third warning will result in disqualification.

**Protest Procedures**

1. Protests not settled by the event chairperson must be processed in the following manner:
  - a. All protests must be submitted in writing within one week following the event and accompanied by \$25.00.
  - b. If the protest is upheld, the fee will be returned. If the protest is not upheld, the State 4-H/FFA Ag CDE Committee will retain the \$25.00 to help cover operating expenses.
2. All protests related to area contests will be acted upon by the area grievance committee. Protest decisions from the area grievance committee are final and may not be appealed to the state grievance committee.
3. All protests related to state contests will be acted upon by the state grievance committee. The state grievance committee will consist of the chairperson and secretary of the State 4-H/FFA Ag Committee, two agricultural teachers and two Extension Educators (appointed by the chairperson of the State Ag CDE Committee).

Rule Interpretations

The event chairperson and the grievance committee have authority to make last minute decisions regarding registration, eligibility, and rule interpretations

Terms and Conditions Violations

Violations of stated terms and conditions will be enforced at the point where documented evidence justifies such action. Contestant(s) may be disqualified, awards stripped, and/or the coach(es) reprimanded. Subsequently, awards will be given to the appropriate individual(s) and/or team(s). Full opportunity for due process will be incorporated into action where violations are noted.

**Opportunities Beyond Indiana**

Note: Coaches must designate a preference on respective national events within one week following the state event or be expected to participate as follows. Registration should be handled by the coach.

Contest	Qualifier	App. Date	Entry Due	Sponsor	Contact
---------	-----------	-----------	-----------	---------	---------

<b>Crops</b>					
National FFA Agronomy CDE	1 <sup>st</sup> FFA	4 <sup>th</sup> week Oct	Aug 15	No	Steve Hickey 317-407-7926
<b>Dairy</b>					
World Dairy Expo, Madison, WI <a href="http://www.world-dairy-expo.com">www.world-dairy-expo.com</a>	4-H & FFA	Sept 2-8		\$600 ISF	
National FFA Dairy CDE	FFA	Oct 19-20	July 8	\$400 ISF	Steve Hickey 317-407-7926
All-American Dairy Show, Harrisburg, PA <a href="mailto:aads@state.pa.us">aads@state.pa.us</a>	4-H & FFA	Sept 19	Sept 1	No	Judy Black 717-787-2905
NAILE, Louisville, KY <a href="http://www.livestockexpo.org">www.livestockexpo.org</a>	4-H & FFA	Nov 6	Oct 1	No	George Heersche 606-257-5987
Dairy Quiz Bowl, NAILE, <a href="http://www.kyfairexpo.org/livestock">www.kyfairexpo.org/livestock</a>		Nov 4	Oct 1	No	George Heersche 606-257-5987
<b>Dairy Foods</b>					
World Dairy Expo, Madison, WI <a href="http://www.world-dairy-expo.com">www.world-dairy-expo.com</a>	1 <sup>st</sup> 4-H	1 <sup>st</sup> week Oct	Aug 15		Tony Carrell 765-494-8435
National FFA Dairy Foods CDE	1 <sup>st</sup> FFA	4 <sup>th</sup> week Oct	Aug 15		Steve Hickey 317-407-7926
<b>Forestry</b>					
National 4-H Forestry Invitational, Weston, WV	1 <sup>st</sup> 4-H	Last week July	July 1	No	David Jackson, 814-355-4897 <a href="mailto:drk11@psu.edu">drk11@psu.edu</a>
<b>Horse and Pony</b>					
4-H: First Place team has first option. Selection of other contests goes sequentially by placing.					
Eastern National 4-H Roundup, Louisville, KY	4-H	First Sat Nov	Oct 1	\$600, IHC	Dr. Bob Mowrey 919-515-5784
National FFA Horse CDE	FFA	Oct 30-31	Aug 15	\$400, ISF	Steve Hickey 317-407-7926
Quarter Horse Congress Columbus, OH	4-H & FFA	Fourth Fri Oct	Oct 1	No	Dr. Robert Kline 614-292-6791
Arabian Nationals, Louisville, KY/Albuquerque, NM	4-H & FFA	Third weekend Oct	Oct 1	No	International Office 303-450-4774
AQHYA, Ft. Worth, TX	4-H & FFA	Second Thur Aug	July	No	Trigg Rentfro 806-376-4811
All other teams are open to select on an invitation basis from any of the following. Contact Dr. Mark Russell 765-494-7677					
Morgan Grand Nationals, Oklahoma City, OK		First Sat Oct			AMHA 802-985-4944
Pinto Atonal Youth Event		Third Sat June			PHAA 405-491-0111
National Appaloosa Event, Oklahoma City, OK		First Sun July			Keri Minden 208-882-5578
American Junior Paint Horse Event, Ft. Worth, TX		Third Fri July			Julie Skrabanek 817-439-3400
Walking Horse Celebration, Shelbyville, TN		Fourth Sat Aug			Dr. Dave Whitaker 615-898-2932
Indiana Morgan Classic, Indianapolis, IN		Last Thur Jun			Gayle Senger 317-758-6518
<b>Horticulture</b>					

NJHA Contest	1 <sup>st</sup> 4-H & FFA	Last weekend Oct	Noon day before	\$600, ISF*	Bill Wilder 260-244-7567
*To one 4-H team and one FFA team through the state NJHA delegation trip.					
<b>Livestock</b>					
First Place team has first option. Selection of other contests goes sequentially by placing.					
NAILE, Louisville, KY <a href="http://www.livestockexpo.org">www.livestockexpo.org</a>	4-H	Nov 17	Oct 1	\$600, ISF	
National FFA Livestock CDE	FFA	Oct 21-22	July 1	\$700, IFB	Steve Hickey 317-407-7926
American Royal, Kansas City, MO	4-H & FFA	Nov 1	Sept 1	No	Kevin Heikes 913-220-4375
National Western, Denver, CO <a href="http://www.nationalwestern.com">www.nationalwestern.com</a>	4-H & FFA	Jan 9	Dec 1	No	Shane Bedwell 970-491-8093
AKSARBEN, Omaha, NE	4-H	Sept 28	Sept 5	No	Dr. Bryan Reiling 402-472-8960
Keystone, Harrisburg, PA	4-H & FFA	Oct 3	Sept 21	No	Bob Mikesell 814-865-2987
Southeastern, Raleigh, NC	4-H & FFA	Oct 31	Oct 1	No	Brent Jennings 919-515-4467
<b>Meat</b>					
American Royal, Manhattan, KS <a href="http://www.americanroyal.com">www.americanroyal.com</a>	4-H	Oct 14	Sept 15	\$600, ISF	Jimmy Wise 918-827-2940
National FFA Meat CDE	FFA	Oct 27-28	July 9	No	Steve Hickey 317-407-7926
National Western, Denver, CO <a href="http://www.nationalwestern.com">www.nationalwestern.com</a>	4-H & FFA	Jan 8		No	Dr. John Scanga 970-491-6244
<b>Poultry</b>					
NAILE, Louisville, KY <a href="http://www.livestockexpo.org">www.livestockexpo.org</a>	1 <sup>st</sup> 4-H	Nov 18	Oct 18	\$600, ISF	Dr. Ken Koelkebeck 217-244-0195
National FFA Poultry CDE	1 <sup>st</sup> FFA	Oct 29	July 9	\$500, ISF	Steve Hickey 317-407-7926
<b>Soils</b>					
International Land CDE, Oklahoma City, OK <a href="http://www.landjudging.com">www.landjudging.com</a>	1-5 4-H & FFA	First week May	April 1	\$300, \$200, \$100	Charles Cox 405-744-5390
<b>Wildlife Habitat</b>					
National 4-H Wildlife	4-H	Late July	June 1	\$500 IN Wildlife Society	<a href="http://www.whep.org">www.whep.org</a>
National FFA Wildlife CDE	FFA	Oct			Steve Hickey 317-407-7926

For additional information and/or assistance, please contact: Aaron Fisher, [aaronfisher@purdue.edu](mailto:aaronfisher@purdue.edu), 765-494-8435