

West Virginia 4-H Livestock Projects Guidelines
For
Extension Agents and County Program Leaders
March 2005

Attached are the West Virginia 4-H Guidelines for Livestock Projects developed by the Youth in Agriculture Team.

1. This document is intended for use by agents and county program leaders and not for general distribution to club members, general leaders, etc.
2. There is a short section of required policies - you should make sure your show is compliant with these policies.
3. Most of the document is recommended guidelines. They were not written to make everybody in the State the same or to cause you grief. They are recommendations only. If you are considering making some changes or starting a new program, this might be a useful reference. Otherwise, take them as recommendations and do what is best for your county program.

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WVU-ES Youth Livestock Program Goals: The Youth Livestock Program has three goals. The most important is to provide an opportunity for young people to develop good character and life skills. The other two goals are to provide an opportunity for exhibitors and their families to expand their knowledge of livestock production and management and to improve and enhance livestock production. The livestock production and exhibiting process consists of six components: selecting an animal, caring for, feeding and housing the animal, preparing the animal for show, showing the animal, selling the animal or placing it into production and record-keeping.

The following are the required policies and recommended guidelines for use by extension personnel, 4-H leaders, fair boards, and exposition committees in planning educational opportunities for youth.

Required Policies – These are required and must be followed for 4-H shows.

- A. WVU-ES TAIL DOCKING LENGTH FOR YOUTH SHOWS: This policy applies to 4-H and FFA breeding sheep and market lamb projects and the exhibition of these animals by youth at fairs and shows in West Virginia.

Youth as our livestock producers, are in a unique position. While 4-H and FFA livestock projects are a small part of the livestock industry, as a whole, they often are the “window” through which the public sees animal agriculture. It is essential that the view seen by the general public as a consumer is a positive one. The ethical treatment of animals and the elimination of unethical practices in the show ring are important to our youth programs and the entire livestock industry. The West Virginia 4-H Program and the West Virginia Association of Agricultural Educators Program Policy Committee of the FFA have discussed the practice of extreme or ultra-short docking of lambs’ tails. After extensive study of the matter, the following policy was adopted. The policy that applies to 4-H and FFA breeding sheep and market lamb projects and the exhibition of these animals by youths at fairs and shows in West Virginia is:

“Lambs born after January 1, 2002 will be accepted for exhibition only if tails are not docked shorter than the level of the distal end of the caudal tail fold. Lambs that are properly docked will have a minimum tail length of .7 inches at show, measured by the approved measurement device, which will be placed against the base of the tail and pinbones.”

If a market lamb and/or breeding sheep have been eliminated at an official check-in at a 4-H and/or FFA show, event/activity due to dock length as stated in our current policy they are ineligible for show in any future 4-H and/or FFA market lamb or breeding sheep shows, events, or activities.

To keep an accurate record and to be able to verify lambs, Extension personnel are asked to report all lambs disqualified and can now have the availability to check on lambs disqualified online. To view the WVU-ES Lamb Tail Violation Database, browse the WVU-ES Agriculture and Natural Resources Intranet Homepage (<http://intranet.ext.wvu.edu/centers/cagnrd.htm>) and click on the Lamb Tail graphic. (Note: A link to the database is also available in the ANR Intranet Forms section.) The database can be sorted to find violations by Animal ID as well as exhibitor name and instructions as well as support and policy information is linked through the application. Please note: To make the application most usable for agents across the state, please report the State Fair EID as the Primary ID Type whenever possible. Scrapie Tag information should be reported for the Secondary ID. Animals should be reported within 24 hours of being disqualified. Policy questions/comments should be directed to Jean Woloshuk, Jennifer Williams, or David Snively and database questions/comments should be directed to Wes Nugent.

Sheep producers and youth show officials support a change in youth (4-H and FFA) project and show rules. As organizations that promote educational programming with life skills attainment, it is prudent to exemplify ethical treatment of animals and utilize quality management practices.

Proper Use of the DeTail Device: With the lamb standing square, place the DeTail Device under the tail, with the tail contained in the trough. Ensure that the flange is in firm contact with the pin bones, the trough is firmly against the base of the tail, and the barrel of the device is held level. Use disinfectant on the device after measuring each sheep. If the end of the tail meets at least the edge of the 0.7-inch recessed line closest to the lamb, it is deemed to have met the minimum standard. This device should not be used as a guide for docking location. It is still advised to dock all lambs at the distal end of the caudal fold (American Veterinary Medical Association (AVMA), American Sheep Industry (ASI), etc).

Rule Enforcement Protocol: It is recommended that enforcement of the 0.7-inch minimum standard be done at the weigh-in of animals at the show by a three-person committee. One person should be designated to measure all lambs. If the initial measurement identifies a lamb as below the standard, the two other show officials will each make one measurement of the suspect animal. All three measurement officials must agree that the lamb is below the 0.7-inch minimum before the lamb is disqualified from exhibition.

For more information about the DeTail Device or background information about the lamb tail docking rule, visit the Web (<http://www.wvu.edu/~agexten/youth/tailbroch.pdf>). You may want to download and reproduce a copy of the **Use of the DeTail Device to Address the Tail Docking Issue in Show Lambs brochure** for your use.

- B. WVU-ES EQUINE HEADGEAR POLICY: On January 1, 1988, an equine headgear policy was instituted. It requires that all youth participants in any mounted 4-H horse activity or show in West Virginia must wear protective headgear that meets or surpasses current applicable American Society of Testing Materials (ASTM) standards with Safety Engineering Institute (SEI) certification. In addition, the harness must be secured whenever mounted. This rule applies to all 4-H-youth-sponsored trail rides, gymkhana, and organized shows. This policy applies to all 4-H youths and other youth participants in related mounted horse events at local, county, area, district, and state levels. All youth participants must wear and use safety headgear and other safety items in any 4-H event at any level without judge discrimination. It is recognized that in some instances, availability

or appropriate safety headgear for saddle seat and other style riding may be a problem. Judges will be instructed that suitability of safety headgear for a specific class is not to be a factor in placing that class.

The show manager, the show steward, and the county Extension agents, or their designated representative are authorized to inspect each hard hat.

If a member/youth turns up at the ring-gate without protective headgear, he/she will be refused entry to the class. Anyone caught riding outside the ring without a helmet may be disqualified from further participation in that particular show or event. The show superintendent, steward, or county Extension agent or designee will rule on any disputes regarding the use of hard hats.

URL: <http://www.wvu.edu/~exten/infores/pubs/fyres/2005%204-HProgram%20Philosophy%20and%20Policies.pdf>

C. WVU-ES Cloverbud (Pre 4-H membership) Policy:

1. The West Virginia University Extension Service cloverbud (pre 4-H members) policy states that an individual who will not reach his or her 9th birthday on or before September 30 of the current year is not eligible for club membership, project enrollment, 4-H competitive events, or resident camping. Cloverbud is a program for first- and second -grade youths and is not part of a 4-H'er's record when being considered for recognition.
2. Counties that program for pre-4-H age are encouraged to use family-based or separate group activities and learning experiences. Leaders should plan age appropriate activities. Groups should be small, (5-10 members). Consultation can be sought with state and county faculty responsible for youth development programming. It would be expected that at such activities the pre-4-H child would be accompanied by a parent or older sibling and would not be the responsibility of the 4-H leader or agent.
3. **Cloverbuds** is a pre-4-H program for first and second grade youths that became available during the 1992-93 club years. Many West Virginia counties offer a Cloverbud program. The Cloverbud curriculum is available through the 4-H Publication order form.

No Cloverbud youth should be involved in livestock projects as defined by the program policy stated above.

- D. All West Virginia Department of Agriculture (WVDA) animal exhibition health requirements must be followed. Contact the WVDA State Veterinarian at 304-558-2214 for a copy of the current requirements.
- E. The show must follow current WVDA and USDA requirements regarding identification of animals and premise identification. Contact the WVDA State Veterinarian at 304-558-2214 for a copy of the current requirements.
- F. If a sale is being conducted as part of the program, the sale must adhere to the following rules to comply with state laws that regulate the sale of livestock.
 - 1) Animals that are sold by weight must be weighed on scales that are certified by the

state.

- 2) Weighing must be done by a weighman licensed by the WVDA. To obtain a weighman's license, contact WVDA at 304-558-2210.

General Recommended Guidelines -These are not required, but are considered “best management practices” and are recommended practices (the first section applies to all livestock projects; separate sections for each of the market projects follow).

1. The show is encouraged to adopt the International Association of Fairs and Expositions National Code of Show Ring Ethics and exhibitors should sign an entry form which indicates they agree to the code. Appendix 2 is a sample which could be added to your youth entry form.

CODE OF SHOW RING ETHICS

Adopted From the International Association of Fairs & Expositions National Code of Show Ring Ethics

Exhibitors of animals at livestock shows shall at all times deport themselves with honesty and good sportsmanship. Their conduct in this competitive environment shall always reflect the highest standards of honor and dignity to promote the advancement of agricultural education. This code applies to junior as well as open class exhibitors who compete in structured classes of competition. This code applies to all livestock offered in any event at a livestock show. In addition to the “IAFE National Code of Show Ring Ethics,” fairs and livestock shows may have rules and regulations which they impose on the local, county, state, provincial and national levels. All youth leaders working with junior exhibitors are under an affirmative responsibility to do more than avoid improper conduct or questionable acts. Their moral values must be so certain and positive that those younger and more pliable will be influenced by their fine example. Owners, exhibitors, fitters, trainers and absolutely responsible persons who violate the code of ethics will forfeit premiums, awards, auction proceeds and shall be prohibited from future exhibition in accordance with the rules adopted by the respective fairs and livestock shows. Exhibitors who violate this code of ethics demean the integrity of all livestock exhibitors and should be prohibited from competition at all livestock shows in the United States and Canada. The following is a list of guidelines for all exhibitors and all livestock in competitive events:

1. All exhibitors must present, upon request of fair and livestock show officials, proof of ownership, length of ownership and age of all animals entered. Misrepresentation of ownership, age, or any facts relating thereto is prohibited.
2. Owners, exhibitors, fitters, trainers, or absolutely responsible persons shall provide animal health certificates from licensed veterinarians upon request by fair or livestock show officials.
3. Junior exhibitors are expected to care for and groom their animals while at fairs or livestock shows.
4. Animals shall be presented to show events where they will enter the food chain free of violative drug residues. The act of entering an animal in a livestock show is the giving of consent by the owner, exhibitor, fitter, trainer and/or absolutely responsible person for show management to obtain any specimens of urine, saliva, blood, or other substances from the animal to be used in testing. Animals not entered in an event which culminates with the animal entering the food chain shall not be administered drugs other than in accordance with applicable federal, state and provincial statutes, regulations and rules. Livestock shall not be exhibited if the drugs administered in accordance with federal, state and provincial statutes, regulations and rules affect the animal's performance or appearance at the event.

If the laboratory report on the chemical analysis of saliva, urine, blood, or other sample taken from livestock indicates the presence of forbidden drugs or medication, this shall be prima facie evidence such substance has been administered to the animal either internally or externally. It is presumed

that the sample of urine, saliva, blood, or other substance tested by the approved laboratory to which it is sent is the one taken from the animal in question, its integrity is preserved and all procedures of said collection and preservation, transfer to the laboratory and analysis of the sample are correct and accurate and the report received from the laboratory pertains to the sample taken from the animal in question and correctly reflects the condition of the animal at the time the sample was taken, with the burden on the owner, exhibitor, fitter, trainer, or absolutely responsible person to prove otherwise.

At any time after an animal arrives on fair or livestock show premises, all treatments involving the use of drugs and/or medications for the sole purpose of protecting the health of the animal shall be administered by a licensed veterinarian.

1. Any surgical procedure or injection of any foreign substance or drug or the external application of any substance (irritant, counterirritant, or similar substance) which could affect the animal's performance or alter its natural contour, conformation, or appearance, except external applications of substances to the hoofs or horns of animals which affect appearance only and except for surgical procedures performed by a duly licensed veterinarian for the sole purpose of protecting the health of the animal, is prohibited.
2. The use of showing and/or handling practices or devices such as striking animals to cause swelling, using electrical contrivance, or other similar practices are not acceptable and are prohibited.
3. Direct criticism or interference with the judge, fair or livestock show management, other exhibitors, breed representatives, or show officials before, during, or after the competitive event is prohibited. In the furtherance of their official duty, all judges, fair and livestock show management, or other show officials shall be treated with courtesy, cooperation and respect and no person shall direct abusive or threatening conduct toward them.
4. No owner, exhibitor, fitter, trainer, or absolutely responsible person shall conspire with another person or persons to intentionally violate this code of ethics or knowingly contribute or cooperate with another person or persons either by affirmative action or inaction to violate this code of ethics. Violation of this rule shall subject such individual to disciplinary action.
5. The application of this code of ethics provides for absolute responsibility for an animal's condition by an owner, exhibitor, fitter, trainer, or participant whether or not he or she was actually instrumental in or had actual knowledge of the treatment of the animal in contravention of this code of ethics.
6. The act of entering an animal is the giving of consent by the owner, exhibitor, fitter, trainer, or absolutely responsible person to have disciplinary action taken by the fair or livestock show for violation of this code of show ring ethics and any other rules of competition of the fair or livestock show without recourse against the fair or livestock show. The act of entering an animal is the giving of consent that any proceedings or disciplinary action taken by the fair or livestock show may be published with the name of the violator or violators in any publication of the International Association of Fairs and Expositions, including Fairs and Expositions and any special notices to members.
7. The act of entering of an animal in a fair or livestock show is the giving of verification by the owner, exhibitor, fitter, trainer, or absolutely responsible person that he or she has read the IAFE National Code of Show Ring Ethics and understands the consequences of and penalties provided for actions prohibited by the code. It is further a consent that any action which contravenes these rules and is also in violation of federal, state, or provincial statutes, regulations, or rules may be released to appropriate law enforcement authorities with jurisdiction over such infractions.

2. Dress Code for showmanship and animal placing classes should have the following as a minimum:

- * Closed toed, sturdy shoes (leather boots preferred).
- * Clean shirts/blouses and dark trousers (jeans will be acceptable).
- * All white is acceptable for dairy and goat shows.

- * No hats.
- * No tank tops, midriffs, or shorts.

1. It is acceptable to set project enrollment deadlines as a requirement to participate in specific events. If you chose to set a project enrollment deadline, March 1 is suggested, or earlier as dictated by project ownership deadlines. However, this does not prohibit an individual from joining 4-H after that deadline and participating in livestock projects with other exhibit options.
2. Consider the number of animals each exhibitor may sell. This will vary depending on barn space, number of youth involved, and available buyers.
3. If market animals (those raised for harvest) do not meet the specified weight requirements, it is strongly recommended the youth be allowed to show in showmanship.
4. Youth must exhibit their project animals unless there are extenuating circumstances, such as illness, death in family, or others, at the discretion of the show manager. If a substitute showman is allowed, it should be a project member of similar age.
5. If showmanship classes are offered, all youth with project animals must participate. Showmanship classes should be grouped by age of the youth, but not by gender. Youth must show their own project animals in showmanship.
6. Extension personnel are strongly encouraged to not provide the leadership for youth shows that allow youth under 4-H age to show livestock.
7. Youth should be made aware that market projects are food production projects and strict attention needs to be paid to quality assurance issues such as withholding times of medicated feeds, dewormers, and medications.
8. Project workshops, field days, etc., are encouraged as part of the total educational program.
9. If local guidelines and rules are used, youth with the projects affected should be provided written notification of project guidelines and rules. It is highly recommended to review guidelines at exhibitors meetings or workshops prior to the show.
10. A policy should be in place to handle protests. Basic elements include: timeliness, written, requiring a deposit, the procedure, notification, and who handles the protest. See Appendix 3 for a sample.
11. Market classes should be divided in classes by weight, after show weigh-in.

Market Steer Recommended Guidelines

1. Ownership of the animal should be a minimum of 150 days.
2. A date should be set for a weighing and tagging to establish ownership. The date would depend on your ownership requirement. It is also desirable to measure the hip height to determine the frame score and project ideal finished weight.
3. At show weigh-in, steers should weigh a minimum of 1000 lbs. If a maximum is to be set, 1350 lbs. is suggested.
4. Steers must be no older than 24 months of age at harvest and still have their first teeth.
5. The project animal must be a steer and must be properly castrated and healed prior to the show (should already be castrated at the initial tagging).
6. The steer must be properly dehorned and healed.
7. It is recommended that steers be shown in a “dry” show. This means no exhibitors, or individuals assisting exhibitors, shall be allowed to use products contained in or dispensed from aerosol cans on any animals at the show. You may consider requiring steers to be

skin clipped within 10 days of the show.

8. For safety reasons, youth should have 2 years experience in bovine projects (feeder calf, beef heifer, dairy), or be 14 years old before taking this project.

Market Hog Recommended Guidelines

1. Ownership of the animal should be a minimum of 90 days.
2. A date should be set for a weighing and tagging to establish ownership. The date would depend on your ownership requirement.
3. At show weigh-in, hogs should weigh a minimum of 215 lbs. and a maximum of 280 lbs.
4. Hogs must be born after January 1 of the current year.
5. Hogs may be gilts or barrows. Barrows must be properly castrated and healed prior to the show (should already be castrated at the initial tagging).
6. Hogs should not be skin clipped at the show.

Market Lamb Recommended Guidelines

1. Ownership of the animal should be a minimum of 75 days.
2. A date should be set for a weighing and tagging to establish ownership. The date would depend on your ownership requirement.
3. At show weigh-in, lambs should weigh a minimum of 100 lbs. and a maximum of 140 lbs.
4. Lambs must be born after January 1 of the current year.
5. Lambs may be ewes or wethers. Wethers must be properly castrated and healed prior to the show (should already be castrated at the initial tagging).
6. **Required** – The West Virginia tail docking rule, as listed in the required section, must be followed.
7. If horns are present, lambs must have horns tipped. No sharp points allowed.
8. Lambs must be skin clipped within ten days prior to the show.
9. Use of ice, ice packs, cold packs, cold compresses, wet towels, wet blankets, etc. internally or externally, is prohibited.

Market Goat Recommended Guidelines

1. Ownership of the animal should be a minimum of 75 days.
2. A date should be set for a weighing and tagging to establish ownership. The date would depend on your ownership requirement.
3. At show weigh-in, goats should weigh a minimum of 60 lbs. and a maximum of 120 lbs.
4. Goats must be born after January 1 of the current year. Goats must have kid teeth.
5. Goats may be does or wethers. Wethers must be properly castrated and healed prior to the show (should already be castrated at the initial tagging).
6. All goats must have horns tipped. No sharp points allowed.
7. Goats must be skin clipped within ten days prior to the show.

Market Rabbit Recommended Guidelines

1. The 4-H member must own the mother of the market pen, breed her, and raise the litter at their home.
2. All market pen rabbits should be between 10 and 12 weeks of age at the time of weigh-in at the show.
3. The pen of three rabbits should have a total pen weight between 12 and 18 pounds, meaning each rabbit must weigh 4 to 6 pounds. Only three rabbits will be weighed.
4. The 4-H member should show the mother of the market pen at the show in a breeding class.
5. All members must provide a list of rabbits, including breed, sex, and class to the extension office. All rabbits must be at the members' place of residence.
6. Market pen rabbits cannot be used for any other class.
7. Market rabbits should be sold as a "pen of rabbits," rather than by weight.

APPENDIX 1 - Lamb Docking Rule – Background Information

The ethical treatment of animals and the elimination of unethical practices in the show ring are important to our youth programs. The West Virginia 4-H Program and the West Virginia Association of Agricultural Educators Program Policy Committee of the FFA have discussed the practice of extreme or ultra-short docking of lambs' tails. This practice has been shown to contribute to an increased incidence of rectal prolapse, especially in lambs on finishing rations. After extensive study of the matter, the policy as stated on page 1 was adopted.

Other Information regarding the policy: Information About the DeTail Device: The DeTail Device is made from an injection molded plastic material. There are two recessed lines on the barrel or trough of the device. The lines are located 0.7 inch and 1.4 inches from the end of the barrel. The line closer to the end of the barrel (0.7 inch) is the minimum standard for the tail length of appropriately docked lambs, as determined by a 2004 five-state tail-docking study using 782 lambs. The second line (1.4 inches) is used in selection of lambs at weaning time. Based on data from the five-state study, if a lamb's tail measures 1.4 inches at weaning, the tail should measure at least 0.7 inch at market (99% confidence). The purpose of the 1.40-inch line is to encourage exhibitors and breeders to focus on an area closer to the average tail length of a lamb docked at the distal end of the caudal fold, and not push the envelope of the 0.7-inch line, which is the minimum standard.

Use of the DeTail Device Before the Show: It is recommended that exhibitors use the DeTail Device as they search for prospective show animals. If a lamb's tail does not measure 0.7 inch at weaning, purchasing the lamb for exhibition is not recommended. For lambs that measure between 0.7 and 1.4 inches at weaning, the closer the lamb is to the 1.4-inch mark, the more likely the lamb will measure at or greater than the 0.7-inch minimum standard at show time. Using the DeTail Device at initial weigh-in at the start of the project can identify animals that might have problems meeting the 0.7-inch minimum standard at show time. However, making the final official measurement at this time is not recommended because lambs could experience re-docking before show time.

Historical Information: Extreme tail docking and other unethical show ring practices, and the ramifications to youth programs, were identified in a 2000 M.S. Thesis at WVU entitled "Unethical Practices In Exhibiting Animals As Observed By West Virginia Extension Agents and High School Agriculture Teachers" by Jared Nestor. Evidence of the negative effect of extreme tail docking was presented by Dr. Keith Inskeep, WVU Professor Animal & Veterinary

Sciences, from data collected in 2000 from five university experiment stations (Iowa, Ohio-Columbus, Ohio-Wooster, Texas, and Wisconsin). These studies, coordinated by Dr. David Thomas of the University of Wisconsin-Madison, involved several breeds and crosses, and significant differences were observed. Lambs docked at the terminus of the caudal tail fold, as recommended by the American Veterinary Medical Association and the US Animal Health Association (n = 216 at three of the stations), had only a 1.9% incidence of rectal prolapse. Lambs docked midway between that point and attachment of the tail to the body (n = 300 at APPENDIX 1, continued - Lamb Docking Rule – Background Information three stations) had an incidence of prolapse of 4.7%. Lambs docked at the attachment of the tail to the body (n = 416 at five stations) had an incidence of 9.1%. Most of the lambs were finished on high-energy diets, typical of those for show ring lambs. In contrast, in one group of about 100 lambs finished on pasture, no prolapses were observed, regardless of tail length.

In an earlier study conducted by Harvey Windels and presented at the 1990 Minnesota Sheep and Lamb Feeders' Day, short (1/2 inch) vs long (3 inch) docks were compared in $\frac{3}{4}$ Suffolk, 1/8 Finn, 1/8 Targhee lambs on a high-energy, completely-mixed diet. Over a two-year period, rectal prolapse was observed in 23/288 short-docked lambs (8%), compared to 1/288 long-docked lambs. Year-to-year differences were observed; in 1998, only 2 lambs prolapsed, but in 1989, 21 lambs prolapsed.

Sheep producers and youth show officials support a change in youth (4-H and FFA) project and show rules. As organizations that promote educational programming with life skills attainment, it is prudent to exemplify ethical treatment of animals and utilize quality management practices.

URL: <http://www.wvu.edu/~agexten/youth/taildockg.pdf>

APPENDIX 2 - Sample Entry Form Which Acknowledges IAFE Code of Ethics

THIS ENTRY FORM IS NOT CONSIDERED COMPLETE UNTIL THE STATEMENT BELOW IS SIGNED.

EXHIBITOR ENTRY STATEMENT

I have read and understand, and agree and consent, to abide by the rules of competition, including the IAFE (International Association of Fairs and Expositions) National Code of Show Ring Ethics as stated in the Exhibitors' Guide of this event.

Exhibitor
(owner, exhibitor, fitter, trainer, or absolutely responsible person)

Date

Guardian or parent of the above Signature

Date

APPENDIX 3 - Sample Procedure for Handling Protests by Exhibitors

Protest Procedures for Exhibitors/Parents and/or Legal Guardians Filing Complaints Regarding Animal Exhibition at _____

It is the intent of the _____ County Junior Livestock Committee to provide an environment where all Junior exhibitors can display and show their animal projects to the best of their ability for judging by a contracted Judge.

An exhibitor or parents and/or legal guardian of an exhibitor seeing a violation of the show guidelines, may utilize the following procedure to file a protest.

The _____ County Junior Livestock Committee adopted the following procedure:

1. A protest regarding any of the Junior Shows is to be made to the Junior Show Chair(s) in writing, signed, and accompanied by a deposit of \$100.00 cash or certified check within (1) one hour after the conclusion of the show, which will be forfeited if protest is not sustained.
2. Any written protest will not reverse the decision that was made by the Judge, since he/she judged the class, as being sound and his/her word is final.
3. The written protest must state plainly the cause of the complaint or appeal of such protest. If the protester has witnesses to the complaint, they must be listed in the written protest.
4. Upon receiving the written protest, the Chair of the _____ County Junior Livestock Committee will contact the Chair(s) over that species on the committee to make them aware that the protest has been filed.
5. The _____ County Junior Livestock Committee shall take such steps as are necessary to properly and thoroughly review the complaint, including but not limited to conferring with a veterinarian if it is deemed appropriate, and shall respond to the complaint in writing within 30 days.
6. All parties subject to the written protest will be given written notification within (12) twelve hours upon the receipt of the protest.
7. The financial responsibility for the tests that need to be done will be the responsibility of the accused unless the test results do not support the accusation(s).
8. **If this written protest would involve the testing of blood and/or meat, which would cause the animal(s) to be withheld from going to sale until the test results can be determined and the results come back negative, the accuser(s) will be responsible for paying the cost of the tests and the average sale price the animal would have received had it been able to go to sale. Payment must be paid within (10) ten days of written notification of the committee's final decision.**
9. When the committee has made a decision, a written copy of that decision will be sent to all parties involved. The committee's decision is final.

EXHIBITORS PROTEST FORM

I (we) have filed a protest: Name(s)

Do you have any witness(es) to your protest?

Yes _____ No _____

If Yes, please list their names(s) below:

When and where did you see this alleged activity occur?

Location: _____

Time: _____

Date _____

Please state what you are protesting in the following space. If your protest involves a specific exhibitor/animal, clearly state the name of the exhibitor, the animal division, and the tag number:

EXHIBITORS PROTEST FORM, continued

I (we) have read the PROTEST PROCEDURES and understand that I (we) will be charged for all the expenses that are incurred if this accusation is found to be false.

Signature of Accuser(s):

Date: _____
Time _____

\$100.00 protest fee was collected by

Date: _____
Time _____

NOTE: \$100.00 protest fee will be returned to accuser(s) if accusation is found to be valid.

APPENDIX 3 - Sample Procedure for Handling Complaints by General Public

General Public's Procedure for Filing Complaints/Alleged Violations
Regarding Animal Exhibition at _____

It is the intent and desire of the _____ County Junior Livestock Committee to:

- (1) promote and ensure the humane treatment of all animals exhibited or used in connection with the Junior Shows, and
- (2) establish a procedure by which animals are exhibited or used at the Junior Shows; including but not limited to concerns with regard to their food, water, and shelter requirements.

The _____ County Junior Livestock Committee will thoroughly, promptly, and properly address any concerns in the following manner:

1. Any individual voicing a complaint/alleged violation with regard to the treatment of any animal on the fairgrounds shall be referred to the main livestock office. The nature of their alleged complaint must be submitted in writing.
2. The nature of the complaint shall be made known to a member of the _____ County Junior Livestock Committee as soon as possible, and, in any event, within 24 hours after receiving the complaint/alleged violation.
3. At least one member of the _____ County Junior Livestock Committee will make a physical inspection of the condition(s) giving rise to the written complaint within 24 hours after a complaint/alleged violation(s) has been filed. The committee member conducting the physical inspection of the condition(s) giving rise to the complaint will make written documentation of the inspection. If, after conducting a physical inspection, the committee member determines there is an immediate danger to the health and safety of the animal in question, that individual is empowered to take such steps as he or she deems to be reasonable and necessary to protect the health, welfare and safety of such animal, and shall immediately convene the remainder of the committee. If, in the opinion of the committee member conducting the physical inspection, there is no immediate danger to the health, welfare and safety of such animal or animals, then the full committee shall be convened as soon thereafter as reasonably possible.
4. The _____ County Junior Livestock Committee shall take such steps as are necessary to properly and thoroughly review the complaint, including but not limited to, conferring with a veterinarian if it is deemed appropriate, and shall respond to the complaint in writing within 30 days.

GENERAL COMPLAINT FORM

I (we) have filed a COMPLAINT:

Name(s): _____

Please state your complaint in the following space. If your complaint involves a specific exhibitor/animal, clearly state the name of the exhibitor, the animal division, and the tag number:

Signature: _____ Date: _____

Address: _____

INVESTIGATOR(S) FORM

I (we) have investigated a protest against the following individual(s):

Name of Exhibitor(s): _____

Animal Division: _____ Tag # _____

Investigator(s) _____

_____ Time: _____

Date: _____

Investigator(s) Report: