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**MEMORANDUM**

**TO:** Advisors of State FFA Horse Judging Teams

**FROM:** Jason Davis

**RE:** State FFA Horse Evaluation Career Development Event

**DATE:** January 7, 2019

The 2019 State FFA Horse Judging event will be held Saturday, April 13, 2019 at Martin Community College, in Williamston, NC in the equestrian facility-riding arena. The contest will be held in conjunction with the State 4-H Horse Judging contest. This is your pre-registration notification; please review these materials carefully and respond appropriately to ensure your students’ eligibility for this CDE.

It is critical that I receive your registration information in a timely manner. The number of participants significantly impacts planning.

**Please register by 5:00pm on Friday, April 5, 2019.** Note the following:

Registration for the event will be online through Judging Card.

1. To register, please follow these instructions:
2. Go to [www.JudgingCard.com](http://www.JudgingCard.com)
3. Click “Sign In” and enter your user name (the username is “NC” followed by your four-digit chapter number: “NC0001” for example) and password (The password has been preset to the same thing, with a capital “NC”)
4. Click “Update My Info” to add teachers and email addresses to the account.
5. Click “Event Registration & Information,” move the calendar to April and click on the April 13thevent.
6. Register for the event. You may then register your middle grades, junior and senior division teams as well as select the number of additional meals that you need. You will receive an invoice via email *after* the event.
7. **At 5:00pm on April 5, the site will close and no more registrations will be taken**.

This year we will use a two-sided scan form for the event, which will be provided. Our website, ncffa.org, also has sample scorecards for the event so you may download these forms to train your team. It is imperative that your students pay particular attention to the event announcer so they will use the correct part of the scorecard. We will continue to use the oral reason scorecards.

* Please provide all information requested including your email address.
* Provide names of contestants on your team.
* **Alternates are not allowed for this event**.
* **Substitutions are allowed**. If possible, please give at least 48 hours advance notice in order to conserve time at registration.
* Please make sure teams are registered in the appropriate division. (Middle Grades (Intermediate on JudgingCard), Junior, and Senior divisions-see the chapter guide to activities for participation guidelines.)
* **The** **registration** **fee is $20.00 per contestant. Additional meal tickets ($10) may be purchased for advisors and guests. Lunch will be provided on site and is included in the fee for students. Do not send money for the registration. Chapters will be invoiced after the event**. Advisors will be given meal tickets for all registrants at check in.

The following information will assist you in registering your students for this CDE:

1. **Dual Participation Ruling Change for those participating in both 4-H and FFA! Dual participation will only be allowed in the Senior division.** The change is necessitated by the fact that the Junior division for 4-H and FFA constitute a different age group and 4-H requires four (4) sets of oral reasons to our two (2) sets in FFA.
2. **You must identify your members who are participating both as FFA and 4-H by emailing me at** **jason\_davis@ncsu.edu** **before 5pm on April 5, 2019. Failure to do so before the registration deadline will forfeit a contestant’s opportunity to participate in both categories.**
3. **Attention Advisors! Students that plan to participate in both 4-H and FFA MUST pre-register with 4-H through their 4-H horse coach and Extension Horse Husbandry. In addition, students should make sure that their 4-H coach has checked that they entered in FFA on their form in order to ensure eligibility. Registration with FFA does not constitute registration with 4-H.**
4. Please make certain teams are registered in the appropriate division.

**Division Classifications:**

Middle Grades: Students enrolled in grades **6-8**

Junior Division: Students enrolled in grades **6-10**

Senior Division: Students enrolled in grades **6-12**

**Students participating in an inappropriate division will result in a total team disqualification.**

1. **The deadline for registration is Friday, April 5, 2019. We are sorry but we cannot accept late registrations.**
2. The Horse Judging CDE will consist of six to 11 classes with a minimum of three halter classes and three performance classes. The remaining classes will be determined by availability of horses. However, this may change due to the quality of the classes and the availability of the horses. Every effort will be made to secure quality horses so that there can be an equal distribution of halter and performance classes. This is a multiple breed event. Although the classes have not been confirmed, every attempt will be made to offer as much variety as possible. Classes will be selected from any of the light horse and heavy horse breeds.
3. Video classes may be required in the unlikely event that the availability of live horses becomes an issue. The following breeds will not be utilized: Half Arabians, National Show Horses, Three or Five Gaited Saddle Horses or the Working Hunter Over Fences.
4. **There will be two sets of oral reasons required for the Senior division of this event. The Middle Grades and Junior divisions will give two sets of oral reasons (one performance and one halter).** *Contestants who are competing in both 4-H and FFA will give their reasons to the 4-H judges.* **There will be no written test.**
5. FFA members with specific medical needs or dietary requirements that will affect their presentation and participation during the contest **must submit a written request from their parents prior to April 5.**
6. **No tobacco products are permitted.** *The NC FFA Tobacco Use Policy will also be in effect during this event. This means that tobacco products, Juuls, e-cigarettes, and vapes are not to be used at any time during any official FFA event.*
7. This is a good time to remind your students of the dress code, cell phone possession, and tobacco use/possession policy. Please review the requirements listed in the Chapter Guide for livestock in regards to student dress. Possession of a cell phone, iPod, Apple Watch, Fitbit, or other electronic device will result in a total team disqualification. Students are reminded to wear closed toe shoes for this event.
8. **Students should bring their own blank materials for taking notes on oral reasons.**
9. Do not send money to the event or by mail before the event. Your chapter will be invoiced for the **$20.00 per** **contestant** registration fee *after* the event,which includes a catered meal. Due to time constraints, contestants will need to eat the catered meal or bring a bag lunch. There will not be enough time for contestants to go off site for food. Chapters should indicate how many additional meals they will need on www.judgingcard.com for parents, advisors, bus drivers, etc. ***Remember as you complete the registration -- the lunch fee is non-refundable as we have to guarantee the number of meals in advance of the event***.

I am also including contact information for area hotels. Please make your reservation ASAP. You will need to mention you are with the State FFA Horse Judging CDE and want the State Employee/Government rate.

Please review the state career development event policies for cell phones, electronic devices, dress code, and tobacco use policy with your students prior to the event.

Below is a list of hotels in the Williamston area along with their phone numbers and standard room rates. Available rooms are not guaranteed so please make every effort to make your reservations early.

|  |  |
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| **Hotel** | **Rate** |
| **Days Inn Williamston**103 West BoulevardWilliamston, NC 27892(252) 508-9210 | $89.69 including taxState rate is available, you mustrequest it when makingyour reservations. |
| **EconoLodge**102 East BoulevardWilliamston, NC 27892(252) 792-8400 | $79.99 + tax |
| **Magnuson Hotel**101 East BoulevardWilliamston, NC 27892(252) 792-3184 | $75.00 + tax |
| **Holiday Inn Express Williamston**1071 Cantle CourtWilliamston, NC 27892(252) 799-0100 | $154.99 + tax |
| **Hampton Inn Williamston**1099 Hampton CourtWilliamston, NC 27892(252) 809-1100 | $109.00 + tax |

\* **if you can provide state employee id be sure and ask for the state government rate for substantial savings.**

**Coaches’ Meeting**

A coaches’ meeting is typically held the evening before the event. The location and time of this meeting will be provided later. Coaches will have time to make adjustments in pre-registrations, be given direction as to their responsibilities for the event, and receive pertinent information on the schedule and location of all phases of the event. The full complement of classes will be divulged at this time. Coaches should make every effort to attend this meeting regardless of their background and experience. **Registration material will be available at this meeting.**

The following website has some information you need to reference as you prepare your teams: <https://equinehusbandry.ces.ncsu.edu/>

There are two resources available from the above website that you might find helpful:

* *Teaching Youth an Equine Conformation Judging System* (PowerPoint presentation created by Dr. Bob Mowrey)
* *NC 4-H Horse Program Introductory Horse Judging Manual* (PowerPoint presentation created by Dr. Bob Mowrey). **A sample set of oral reasons can be found in the manual. Please observe that basic format as you teach your students to give oral reasons.**

Also, please review the Horse Judging rules in the State Guide to FFA Activities as you prepare for this Career Development Event.

JD

**Advisor Checklist**

To help things go smoothly during registration, please make sure you have completed the following prior to checking in:

☐ Signed waiver for each participant

☐ Two sharpened #2 pencils with erasers for each participant

☐ Blank scratch paper for each participant (clipboards provided by
 NCFFA)

☐ Review registration material and Chapter Guide

☐ Review scantron form with students for correct bubbling procedures

☐ Check dress code!

 ☐ No shorts

 ☐ Closed-toe shoes

 ☐ No cell phones

 ☐ No smart watches – Apple Watches, Fitbits, etc.

 ☐ No tobacco/vapes/Juuls

**On-Site Checklist/After Registration**

☐ Disperse and adhere name badges

☐ Review Scantron instructions with students (name, chapter #,

 contestant #, division, etc.)

☐ Disperse meal tickets

☐ Direct participants to assigned group