

STATE AG JUDGING
COMMITTEE

HANDBOOK



Extension - 4-H Youth
Development



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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/regional, and state levels with Area/regional being defined as Purdue Extension regions corresponding with the Area/regional map.

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.

Committee 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 Assistant Directors, 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
- Indiana FFA Assistant Directors in the Indiana Department of Agriculture responsible for state contests
- One Extension Educator from each Purdue Extension region
- One Agriculture Science and Business teacher/FFA Advisor from each Purdue Extension region

Ex Officio Members

- Indiana FFA Executive Director, or their designee
- 4-H Youth Development Program Leader, or their designee

Meeting Attendance

Meetings will be in September and March. 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 state meeting.

Voting procedure

Items that come up between 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/regional and will serve a two-year term. Even numbered Area/regionals will be elected/appointed in even years and odd numbered in odd years.

Rule Change Deadlines

Effective Date	State Contest Dates	Discussion & Approval
January 1	January 1-June 30	Annual September meeting
July 1	July 1-December 31	Annual March meeting

Committee Structure

A Chair (or Co-Chairs), 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, or Co-Chairs 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, or Co-Chairs, Vice Chair, and Secretary will occur annually at the September meeting. Additional meetings may be deemed necessary by the Chair, or Co-Chairs, 4-H Program Leader, FFA Executive Director, or FFA Assistant Director.

Agendas for the annual meeting must be distributed 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.

Sub-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 & FFA Assistant Director responsible for that contest. It is suggested that the contest committee consist of both Extension Educators and Agriculture Science and Business teachers. Subcommittee members do not have to be state committee members. Each subcommittee should present an estimated budget for that contest at the bi-annual meetings. Subcommittees are:

Crops	Dairy Cattle	Milk Quality & Products	Entomology
Forestry	Horse & Pony	Horticulture	Livestock Skillathon
Livestock	Meat Evaluation	Poultry & Eggs	Soils
Wildlife Habitat Education	Handbook	Professional Development	-----

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

Committee Expectations & Rules

- 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.

Committee Members		
4-H Area/regional	4-H Educator	FFA Advisor
Area 1	Jill Andrews-Richards	Cassie Wallpe
Area 2	Taylor Chastain	Anna Abbott
Area 3	Mitch Wagoner	Myia Bromm
Area 5	Christie Jacob	Janna Morgan
Area 6	Ashley Alexander	Emily Burris
Area 7	Julie Wilson	Gabe Nobbe
Area 8	Heather Smith	Jim Wildermuth
Area 9	Emily Ade	Erin Gilley
Area 10	Robert Kelly	Lynnette Markley
Area 11	Matt Dice	Jamie Earnhart
Title		Member
Indiana 4-H Youth Development Specialist		Courtney Stierwalt
Indiana 4-H Youth Development Specialist		Cara Harbison
Indiana FFA Executive Director		Tami Ketchen
Indiana FFA Assistant Director		Amanda Mullins
Indiana 4-H Program Leader		Dr. Casey Mull

CDE Responsibilities	
State 4-H Staff	State FFA Staff
- Provide leadership to each 4-H/FFA CDE - Courtney Stierwalt: Meat, Horse, Livestock, Skillathon, Crops, Forestry, and Entomology - Tony Carrell: Milk Quality and Products, Wildlife, Dairy, Horticulture, Soils, Crops, Forestry, and Entomology - Cara Harbison: Consumer Decision Making, Poultry, Crops, Forestry and Entomology - Coordinate development of the 4-H/FFA Ag CDE Handbook - Posting the 4-H/FFA Ag CDE Handbook on the web site - Publicity - Organization of Extension Educators to coordinate	- Provide leadership to each 4-H/FFA CDE - Coordinate development of the 4-H/FFA Ag CDE Handbook - State awards - Distribution of rule changes and pertinent information to Agriculture Education Instructors - Eligibility confirmation, coach background checks, required waivers and related follow-up for state and Area/regional events - Event set-up and arrangements - Tabulation - Evaluation - Manpower from coaches and state FFA officers - Publicity

county, Area/regional, and state level CDE programs 6. Pre-registration and related follow-up for state, and Area/regional events 7. Event registration at each site 8. Tabulation 9. Evaluation 10. Entry information for respective national 4-H contests	11. Entry information for respective national FFA contests
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Progression

A. Area/regional Event

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

B. 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.

C. 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 region 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. Eligibility requirements are determined by the national event. It is the coach's responsibility to ensure all contestants are eligible.
4. 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.

<u>Mail</u>	<u>Email</u>
Purdue University State 4-H Office 615 Mitch Daniels Blvd. West Lafayette, IN 47907	dickerso@purdue.edu charbi@purdue.edu AMullins1@isda.in.gov

Registrations

- Area/regional & State Contests:
 - FFA declared teams will need to be registered on the FFA Portal by the FFA Advisor. 4-H declared teams will need to be registered on 4-H Online by the approved volunteer coach.
 - If there is an Area/regional qualifying event, the Area/regional contest coordinator will submit a list of state qualifying teams and individuals to the state event coordinator.
 - Whichever division you choose to register your team in at the Area/regional level will be the division that your team will compete in at the state & national level.
 - Any accommodations for students need to be made aware during registration. These may include but not limited to:

- Dietary restrictions, allergies for those contests involving food, use of an electronic device for medical purposes, disabilities, educational accommodations, etc.
- 4-H team accommodations will need to be made on 4-H online when you register your team.
- FFA team accommodations will need to be made by filling out the accommodations form located on the FFA Website.

Substitutions

1. Each Area/regional event chairperson shall designate and certify a first alternate team and individual in each appropriate event.
2. If any certified team notifies the State 4-H & FFA Staff that they do not intend to participate in the state event (at least three business days prior to the state contest), the alternate team will be notified of their eligibility to enter the state competition.
3. Each team may be allowed to add (if originally a team of 3) or substitute one member from the Area/regional contest to the state contest and one 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.
4. Substitutes must meet all other state guidelines including being from the same local organization.
5. Substitutes may or may not have competed in the county or Area/regional event.
6. 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 & Details

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

<u>CDE</u> <u>*Click the Link to go to the website for info</u>	<u>When</u>	<u>Where</u>	<u>Registration Amount Per Contestant</u>	<u>Teams Advancing From Area/regional Contest</u> <u>*See A. below*</u>	<u>Junior Division @ State</u>	<u>Contest Coordinator</u>
Consumer Decision Making	Mid-February	Purdue University	\$15.00	No Area/regional Qualifier	NO	Cara Harbison
Crops	Second Saturday in December	Stewart Center, Purdue University	\$15.00	Senior- 6 teams Junior- 2 teams	YES	Amanda Mullins
Forestry	Second Saturday in December	Stewart Center, Purdue University	\$15.00	Senior- 6 teams Junior- 2 teams	YES	Courtney Stierwalt
Entomology	Second Saturday in December	Stewart Center, Purdue University	\$15.00	Senior- 6 teams Junior- 2 teams	YES	Cara Harbison
Dairy Judging	June	Indiana Holstein Association Show	\$30.00	No Area/regional Qualifier	YES	Amanda Mullins
Horse Judging	Second Saturday in April	Hendricks County Fairgrounds	\$30.00	No Area/regional Qualifier	YES	Courtney Stierwalt Amanda Mullins
Horticulture	September	Horticulture Dept. Purdue University	\$15.00	No Area/regional Qualifier	YES	Cara Harbison
Livestock Judging	1st Saturday in May	Boone County Fairgrounds	\$30.00	Area/regional Qualifier	YES	Amanda Mullins Courtney Stierwalt
Livestock Skillathon	Late September/ Early October	ASREC Farm Machine Shed, Purdue Farm	\$20.00	Senior- 5 teams Junior- 2 teams	YES	Amanda Mullins Courtney Stierwalt
Meats Judging	Mid-February	Creighton & Lily Halls, Purdue University	\$25.00	No Area/regional Qualifier	YES	Amanda Mullins Courtney Stierwalt

Milk Quality & Products	Mid-February	Creighton & Lily Halls, Purdue University	\$15.00	No Area/regional Qualifier	YES	Amanda Mullins
Soils Judging	October	Selected Indiana County.	\$25.00	Senior-6 teams Junior- 2 teams *See B Below*	YES	Amanda Mullins
Poultry Judging	First Saturday in May	Boone County Fairgrounds	\$30.00	No Area/regional Qualifier	YES	Cara Harbison Amanda Mullins
Wildlife-State	Second Saturday in May	Wright Center (Martell)	\$25.00	Area/regional Qualifier	YES	Amanda Mullins
Wildlife-Regional	Second Saturday in April	3 Area/regional Sites	\$15.00	See D Below Junior team added.	YES	Amanda Mullins

****Team and individual registration for state qualifying competitive events is submitted by the Area/regional or Area/regional contest coordinator. Team and individual registration for non-qualifying state competitive events is submitted by the coach at least two weeks prior to the contest, using a registration system and instructions provided by the contest coordinator. Team and individual registration for non-qualifying state competitive events received after the registration deadline will pay double the registration fee.**

- A. The state Junior contests are not divided (4-H/FFA). Therefore, only 2 teams advance to the state contest.
- B. The top 6 “Non-Masters” teams from each Area/regional contest, plus any “Master” teams who place in the top 6 overall at the Area/regional contest. An additional team may be added to the number advancing for each team from that Area/regional that qualified for the national event the prior year. No entity (FFA Chapter or 4-H group) shall advance more than 2 senior FFA teams and 2 senior 4-H teams from the Area/regional to the state contest.
- C. Wildlife: The top 3 teams from each qualifying Area/regional contest (North, Central, & South), plus the next 3 high scoring teams, for a maximum of 12 teams.
- D. Each team representing a Area/regional must have participated in their respective Area/regional CDE contest by having fully completed the CDE of all classes.
 - i. If a Area/regional contest included both 4-H and FFA teams, but both divisions were not represented by the teams qualifying for the state contest, the Area/regional chairperson may add an additional state qualifying team to represent the missing division (4-H or FFA).
 - ii. For State Horticulture, Horse and Pony, Meat, Milk Quality, and Poultry CDEs, the state events are invitational. Refer to respective contest rules for division designations and number of eligible teams.

Individuals

1. The top five participants in the junior and senior categories at the Area/regional 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/regional level) from each Area/regional contest will qualify for the state contest, in addition to the state qualifying teams.
 - Livestock Skillathon & Wildlife are team based events. Only teams will advance and no individuals will advance.
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 the Area/regional 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/regional contest may participate at the state contest, regardless of whether the top five individuals includes both 4-H and FFA members.

Eligibility

1. The division is defined as either 4-H or FFA. Some events include a Junior Division. At the time of the Area/regional or state contest FFA contestants must be a current active FFA member and 4-H contestants must be currently enrolled in Indiana 4-H. The Indiana 4-H program year is October 1-September 30. FFA Membership is from August 1-July 31. See 4-H enrollment policy regarding CDE participation below.
2. 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. Any contestant (excluding those on 4-H and FFA Soils teams) who has represented Indiana at the designated National Contest is ineligible to compete again on a team in the same division of that same contest at the Area/regional 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/regional.
5. 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.
6. 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/regional contests but they must be entered for state competition through the Area/regional chairperson.
7. 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.
8. 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.

<u>Team Designation & Grade in School</u>	
<u>4-H Eligibility</u>	<u>FFA Eligibility</u>
A team listed as a 4-H team must be made up entirely of actively enrolled 4-H members. ○ A school-based junior or senior 4-H team must include participants enrolled at the same school. Online learning schools cannot participate as a school-based 4-H team. ○ A community club-based junior or senior 4-H team must include participants enrolled in the same 4-H club. ○ A county-based junior or senior 4-H team must include participants enrolled in the same 4-H county. A junior team cannot consist of both 4-H members and FFA members, they must be from the same entity. ○ Any 4-H team and coach must be approved by their county 4-H Youth Development Educator. ○ It is an expectation that there is only <u>one</u> coordinated judging unit per county. This judging unit shall be approved by the County 4-H Extension Educator. (ie Lincoln County 4-H Livestock Judging Team, this encompasses <u>any</u> and <u>all</u> youth that are Lincoln County 4-H members that would like to participate in Livestock Judging. All members must meet the requirements outlined in the Team Designation- 4-H Eligibility section of the Ag Judging Handbook.)	A team listed as an FFA team must be made up entirely of actively enrolled FFA members from the same FFA Chapter. ○ 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 5th- 8th grade. A team cannot consist of both 4-H members and FFA members, they must be from the same entity. ○ Senior FFA teams must be made up of members who originate from the same FFA chapter and be enrolled in 5th to 12th grades.
<u>Contestants' Grade in School</u>	
<u>4-H Eligibility</u>	<u>FFA Eligibility</u>
● Youth may become 4-H members when they enter the third (3rd) 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 their 4-H membership will judge as juniors, <u>UNLESS</u> their coach enters them in the senior division. (See below) ● Those in 9th grade and above, regardless of 4-H membership will judge as seniors. ● If a junior 4-H member (8th grade and below) chooses or is placed on a Senior 4-H team (team made up of members in 9th grade and above), the junior member (8th grade and below) will judge under the Senior FFA criteria for the respective event. ● 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 31st.	● Youth may become FFA members when they enter 5th grade. ● They may continue membership through grade 12. ● Contestants in the Junior & Senior FFA divisions must be actively enrolled in agriculture education courses AND be a dues paying, rostered FFA member. ● Those FFA members in the 5th-8th grade, regardless of their FFA membership will judge as juniors, <u>UNLESS</u> their coach enters them in the senior division. (See below) ● Those in 9th grade and above, regardless of FFA membership, will judge as seniors. ● If a junior FFA member (5th- 8th grade) chooses or is placed on a Senior FFA team (team made up of members in 9th grade and above), the junior member (5th-8th grade) will judge under the Senior FFA criteria for the respective event. ● 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 31st.

1. Division designation must be made during registration and cannot be changed.
2. A team or an individual may register in only one county for a specific career development activity.
3. Area/regional teams and individuals must be certified by the Extension person representing the region on the State Ag. CDE Committee, in order to be eligible for the Area/regional and state contest.
4. In determining the correct Extension area/region 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/regional in which the team will judge. Online learning schools will be determined by their home-based county designation.
5. 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.
6. 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/regional, or state contest after September 1 following high school graduation. For exception, see 4-H Program Policies and Procedures.
7. 4-H or FFA members who have participated in any formal post-secondary training in CDE are not eligible for the Area/regional or state Ag CDE events

4-H Enrollment Policy Regarding CDE Participation

The Indiana 4-H Youth Development Program year is October 1 – September 30, annually. Enrollment is for a period of one program year. Youth must enroll/re-enroll annually. Adult volunteers, including those coaching a 4-H CDE team or individual, must enroll/re-enroll annually and be approved by their county 4-H Youth Development Educator.

With soils, horticulture, livestock skillathon, contests occurring at the end of one 4-H program year and beginning the next youth and coaches competing in the 4-H division must show active membership in the year that is just ending. All coaches will need to be a volunteer. If not an approved coach, please contact your county extension office. This statement does not apply to a 4-H coach who's county 4-H Youth Development Educator has provided notification their volunteer appointment has been terminated or will not be renewed.

For all other contests youth and coaches competing in the 4-H division must be in active or pending status by submitting enrollment electronically through 4HOnline or paper through their county office, prior to the contest day.

Technically, if a team competes at the Area/regional event and it is discovered after the event that one member of that team was not enrolled in 4-H, then that team should be disqualified because all members of that team did not meet 4-H team eligibility requirements. Likewise, if an ag teacher has someone competing on an FFA team that is not on their FFA membership roster, then that FFA team should be disqualified. If the coach of a 4-H team is not an approved 4-H volunteer, then that team should also be disqualified.

Payment/Cancellation/Late Fee Policy – Effective September 7, 2022

<u>Payment</u>	Checks are made payable to Purdue University. Payment is expected day of contest. A school purchase order can be presented or notification that a check is coming will suffice. Receipts will be available to all who desire written documentation for payment of registration fees. 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.
<u>Cancellation</u>	The state and Area/regional contest coordinator will provide a registration confirmation to coaches as soon as possible following the registration deadline or last Area/regional qualifying event, along with a deadline to submit changes or cancellations. After this time, substitutions will be allowed day

	of contest as outlined in the state ag judging handbook and payment in full will be required for all registered participants.
<u>Late Fee Policy</u>	A \$25.00 late fee will be assessed to any school or 4-H club failing to submit full payment within 30 days following the contest. Any school or 4-H club with an outstanding balance due 60 days after the contest will not be allowed to register for any further state career development events until their outstanding balance has been paid in full. **Each region is subject to their own policies for registration fees and penalties.**

<u>Coach Certification</u>	
<u>4-H Coach</u>	<u>FFA Coach/Teachers as Coaches</u>
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 on a yearly basis. This includes 4-H coaches of CDE contests. To become an official 4-H volunteer the adult must contact their local 4-H 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 Area/regional and state CDE contests and the team will be disqualified.	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. It is required that all coaches and chaperones (including parents), must fill out and pass the state and national sex offender check completed by the region Ag Judging Committee representative.

<u>Event Coordination</u>

Group Leaders

- Coaches are expected to assist as a group leader or other duties as assigned by contest coordinator.
- **Coaches**
 - Coaches are expected to assist with the contest, but contest coordinators are not to be coaching a team or individuals.
- **Late or Early Teams Competing**
 - The event chairperson shall determine if teams arriving late or teams needing to compete early are allowed to compete.
- **Number of Events a Contestant May Enter**
 - A contestant may compete in only one event at the state level on a given day.
 - Only those teams or individuals certified by the Area/regional chairperson will be allowed to participate in the Area/regional and state CDE events.
- **Selection of Judges**
 - Final selection of state event judges rests with the Extension Specialist and FFA Assistant Director in charge.

Awards

All events except Soils, Wildlife Habitat

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 vinyl banner. Each of these team members 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, will be awarded a vinyl banner. Top 10 individuals will be awarded ribbons with placing designations.

Additions/Exceptions

3. Soils: Soils awards are itemized with the Soils information in this publication.
4. Wildlife Habitat: Team vinyl banners are presented to the top five 4-H teams and the top five FFA teams as well as 4-H & FFA individuals ribbons and banners.
5. Dairy, Horse and Pony, and Livestock: The top teams in the chart above 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.

Contest Results

Unless otherwise noted in advance or announced by the contest coordinator, results will be available in a reasonable time following the contest with awards presented the same day if possible. Contest results will be published to an online site determined by the contest coordinator. Area/regional contest results will become final at 4:00 pm, Eastern Time, the next business day after results are published. State contest results will become final at 4:00 pm, Eastern Time, the next business day after results are published. Errors must be reported by 4:00 pm the first business day after contest results have been released, and contest officials will have 2 business days to investigate and correct the error. No award changes or additional awards will be provided after results are final.

- When posting contest results, do not publish the answers until other Area/regionals have finished their contests.

Code of Ethics

Contestants, Coaches, Staff, Other Adults

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

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, smartwatches, earbuds or other electronic devices are forbidden, unless approved as accommodations prior to the contest (i.e. glucose monitor). The event chairperson may disqualify any participant violating this rule. It is strongly recommended that contestants do not have any electronic devices on them during the event.
3. Incorrectly or incompletely marked, or missing scoring sheets will result in a zero score.
4. Contestant to Contestant Cheating

- a. First (1st) offense noticed by a 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.
 - b. 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 disqualify the contestant and the coach will be notified. Further action may be taken based on the situation.
 - c. A committee of 4-H/FFA administration shall convene to review the situation, especially in virtual events without group leaders. Upon review, additional consequences may be imposed.
 - d. Potential consequences include:
 - i. A letter will be sent to either school administration or county 4-H extension educator explaining the situation.
 - ii. Each individual student cheating is removed from the entire event and receives a score of zero.
 - iii. Other as necessary.
5. Contestant to Coach Cheating
- a. First (1st) offense – the participant and coach will receive a verbal warning from the group leader/event coordinator. The group leader/event coordinator will ask the participant for his/her number.
 - b. Second (2nd) offense – same as 5.b
 - c. A committee of 4-H/FFA administration shall convene to review the situation, especially in virtual events without group leaders. Upon review, additional consequences may be imposed.
 - d. Potential consequences include:
 - i. A letter will be sent to either school administration or county 4-H extension educator explaining the situation.
 - ii. Each individual student cheating is removed from the entire event and receives a score of zero.
 - iii. Other as necessary.
6. Advisor or Coach Cheating
- a. First (1st) offense – The teams of the coach will be disqualified and their volunteer status will be revoked.
 - b. Second (2nd) offense- The coach and the organization will not be able to compete in any CDE events for one year.
 - c. A committee of 4-H/FFA administration shall convene to review the situation, especially in virtual events without group leaders. Upon review, additional consequences may be imposed.
 - d. Potential consequences include:
 - i. A letter will be sent to either school administration and/or county 4-H extension educator explaining the situation.
 - ii. Other as necessary.
7. 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.
8. Violations 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, including suspension. 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.

<u>Grievance Procedures & Policy</u>

1. Grievances not settled by the event chairperson must be submitted in writing within 24 hours of the results being released.
2. All grievances related to Area/regional contests will be acted upon by the Area/regional grievance committee. The FFA and 4-H rep from a given Area/regional will co-chair the Area/regional grievance committee. They will appoint two additional Ag Teachers, two additional 4-H Educators, and another unbiased adult, all unrelated to the situation, to serve on the committee. Decisions from the Area/regional grievance committee are final and may not be appealed to the state grievance committee.

3. All grievances 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, two Extension Educators, and another unbiased adult, all unrelated to the situation (appointed by the chairperson of the State Ag CDE Committee). Decisions from the state grievance committee are final.

<u>4-H Grievance Link</u>	<u>FFA Grievance Link</u>
https://extension.purdue.edu/4-H/about/policies-and-procedures/4-4-h-project-and-competitive-events-guidelines.html	https://inffa.org/docs/sidemodules/26982_INFFA_GrievancePolicy%20(1)_78310.pdf

Rule Interpretations

The 4-H & FFA staff has authority to make last minute decisions regarding registration, eligibility, and rule interpretations.

For additional information and/or assistance:

<u>4-H Contact Information</u>	<u>FFA Contact Information</u>
Courtney Stierwalt- dickerso@purdue.edu Cara Harbison- charbi@purdue.edu 4-H State Office Number: 765-494-8435	Amanda Mullins- amullins1@isda.in.gov 317-517-1454

Importance of Career Development Event Participation

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:

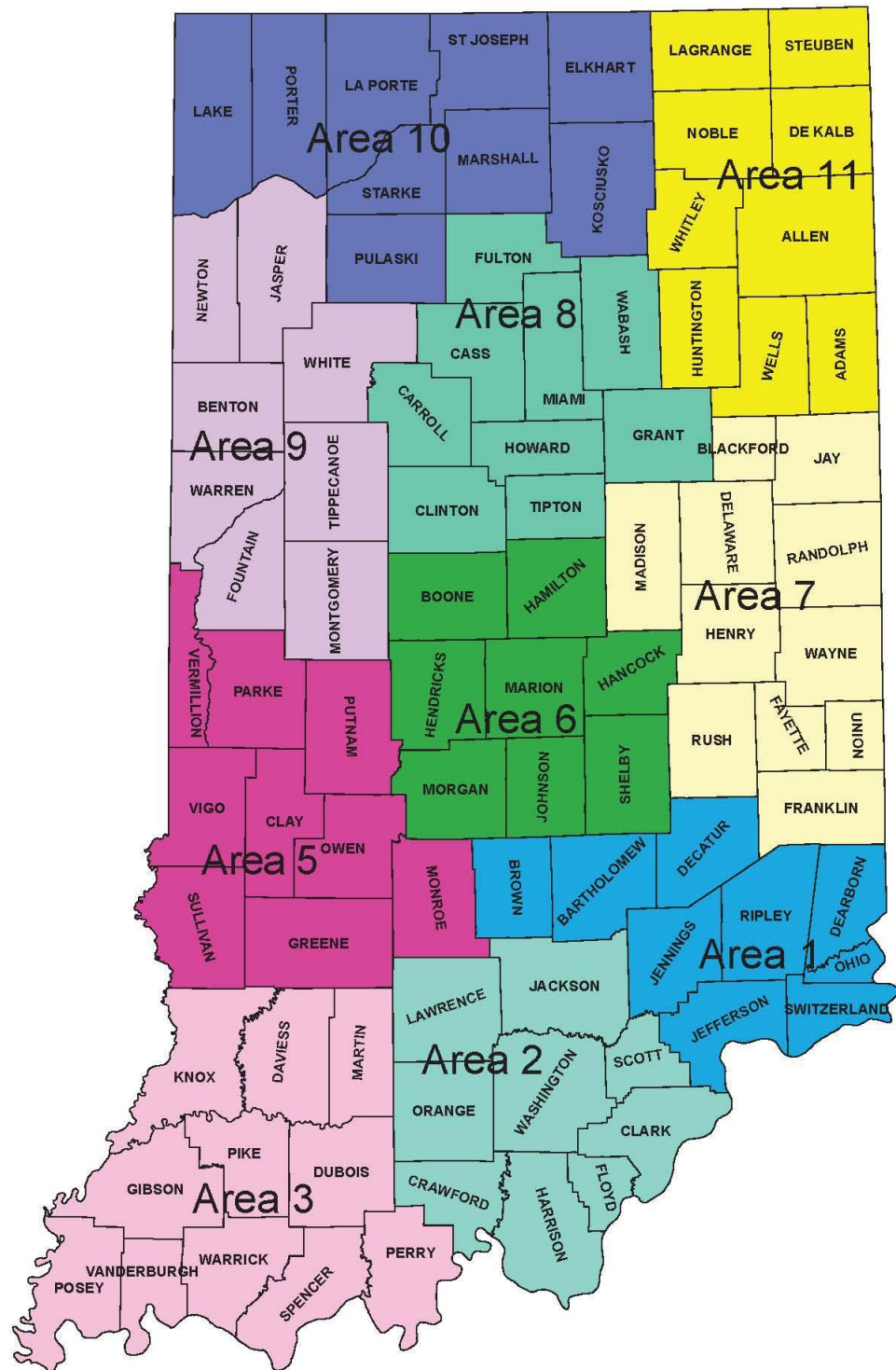
1. Learning to evaluate traits of economic importance and making sound, logical decisions.
2. Learning to accurately describe and compare animals, specimens, samples, land sites, etc., with proper and accepted terminology.
3. Learning to establish and defend conclusions.
4. Learning to speak and present 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."

Map of Purdue Extension Areas



Date: 2/1/2023

Indiana 4-H/FFA Region Map Effective August 2025

INDIANA - Counties

