



State Ag Judging Committee Handbook

Updated February 2024



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, 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 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 Director in the Indiana Department of Agriculture 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 – 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 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 to 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

Effective Date	State Contest Dates	Discussion and Approval
January 1	January 1 – June 30	Annual September meeting: discussion and approval
July 1	July 1 – December 31	March meeting: discussion and approval

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 in September each year. Additional meetings may be held in March and 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. Subcommittee members do not have to be state committee members. 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 ensure 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, January 1, 2018

Committee Members

Area	4-H Educator	FFA Advisor
Area 1	Jill Andrews-Richards	Greg Curlin
Area 2	Taylor Chastain	Anna Hall
Area 3	Mitch Wagoner	Myia Bromm
Area 5	Mark Evans	Janna Oxford
Area 6	Heather Dougherty	Diana Arellano
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
Indiana 4-H Youth Development Specialist		Tony Carrell
Indiana 4-H Youth Development Specialist		Courtney Stierwalt
Indiana 4-H Youth Development Specialist		Cara Harbison
Indiana FFA Assistant Director		Amanda Mullins
Indiana FFA Assistant Director		Erin Padgett
Indiana FFA Assistant Director		Skylar Clingan
Indiana FFA Executive Director		Tami Ketchen
Indiana 4-H Program Leader		Dr. Casey Mull

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. Courtney Stierwalt: Meat, Horse, Livestock, Skillathon, Crops, Forestry, and Entomology
 - b. Tony Carrell: Milk Quality and Products, Wildlife, Dairy, Horticulture, Soils, Crops, Forestry, and Entomology
 - c. Cara Harbison: Consumer Decision Making, Poultry, 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 site
4. Publicity
5. Organization of Extension Educators to coordinate county, area and state level CDE programs
6. Pre-registration and related follow-up for state and area events
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. Eligibility confirmation, coach sex offender checks, required waivers and related follow-up for state and area events

6. Event set-up and arrangements
7. Tabulation
8. Evaluation
9. Manpower from coaches and state FFA officers
10. Publicity
11. Entry information for respective national FFA contests

Progression

A. 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.

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

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.

Mail
Purdue University
State 4-H Office
615 W. State Street
West Lafayette, IN 47907

Fax
765-494-5876

Email
dickerso@purdue.edu or
tcarrell@purdue.edu
charbi@purdue.edu

Substitutions

1. Each area 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 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.

3. 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.
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 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

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

CDE	When	Where
Crops, Entomology, Forestry	Second Saturday in December	Stewart Center, Purdue
Milk Quality, Meat	February	Creighton and Lilly Halls, Purdue
Dairy	June	Indiana Holstein Association Show
Horse & Pony	April	Hendricks County Fairgrounds
Horticulture	September	Horticulture, Purdue
Livestock	Third Saturday in May	Tippecanoe County 4-H Fairgrounds
Poultry	Second Saturday in May	County Fairgrounds near Purdue
Skillathon	Third/Forth Saturday in September	ASREC Machine Shed
Soils	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

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

Effective August 1, 2023 - \$20.00 per contestant if lunch is included, \$15.00 per contestant if no lunch provided. Livestock and Horse and Pony registration is \$30.00 per contestant and includes lunch. Meat Evaluation registration is \$25.00 per contestant and does not include lunch.

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

Team and individual registration for state qualifying competitive events is submitted by the area 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.

Contest registration fees are outlined in the state ag judging handbook. The state contest coordinator will provide a registration confirmation to coaches as soon as possible following the registration deadline or last area 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.

Checks are made payable to Purdue University. Payment is expected day of contest. A school purchase order can be presented or notification that check is coming will suffice. 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.

Refund requests must be submitted in writing to the contest coordinator and will be considered on a case-by-case situation. Any refund must be approved by the state ag judging committee officers.

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.

Eligibility

1. Division is defined as either 4-H or FFA. Some events include a Junior Division. At the time of the area 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. See 4-H enrollment policy regarding CDE participation below.
2. Contests are defined as Crops, Dairy, Milk Quality and Products, 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.
5. Any contestant (excluding those on 4-H and FFA Soils teams) who has represented Indiana at the designated 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 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 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, meat evaluation, and milk quality and products 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, or be in pending enrollment status for the new program year. Pending status means they have submitted enrollment electronically through 4-H Online or paper enrollment to the county Purdue Extension office prior to the contest day. 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 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.

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.

NOTE – It is suggested FFA advisors and 4-H coaches refrain from coordinating or being involved in setting up competitive events, if at all possible. Likewise, contest coordinators should refrain from asking coaches that have competitors in that contest, if at all possible.

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

CDE with Qualifying Contests		
Contest	Senior Teams	Junior Teams^A
Crops	6	2
Entomology	6	2
Forestry	6	2
Skillathon	3	2
Soils	6 ^B	2
Wildlife Habitat Education	See D	-
Invitational CDE		
Any team may compete in the following state CDE		
Horse and Pony	Horticulture	Meat
Poultry	Dairy Cattle	Milk Quality
Livestock (limited to 2 4-H teams, 2 FFA teams, and 2 Questions teams)	Consumer Decision Making	

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

^BThe top 6 "Non-Masters" teams from each area contest, plus any "Masters" teams who place in the top 6 overall at the area contest. An additional team may be added to the number advancing for each team from that area 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 for the area to the state contest.

^PThe top 3 teams from each qualifying regional contest (north, central and south), plus the next three high scoring teams, for a maximum of 12 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, Horse and Pony, Livestock, Meat, Milk Quality, and Poultry CDEs, the state events are invitational. Refer to respective contest rules for division designations and number of eligible teams.
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 from the same FFA Chapter.
 - a) 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.
 - b) 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. See FFA Eligibility regarding a coach placing a 7th or 8th grader on a senior team.
2. A team listed as a 4-H team must be made up entirely of actively enrolled 4-H members.
 - a) 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.
 - b) A community club-based junior or senior 4-H team must include participants enrolled in the same 4-H club.
 - c) A county-based junior or senior 4-H team must include participants enrolled in the same 4-H county.
 - d) Any 4-H team and coach must be approved by their county 4-H Youth Development Educator.
3. Division designation must be made during registration and cannot be changed.
4. A team or an individual may register in only one county for a specific career development activity.
5. 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.
6. 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. Online learning schools will be determined by their home-based county designation.
7. 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. 4-H Eligibility:
 - 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, **UNLESS** 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.
2. FFA Eligibility:
 - Youth may become FFA members when they enter 7th or 8th 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 7th & 8th grade, regardless of their FFA membership will judge as juniors, **UNLESS** 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 (7th or 8th grade) chooses or is placed on a Senior FFA team (team made up of members in 9th grade and above), the junior member (7th or 8th grade) will judge under the Senior FFA criteria for the respective event.
 - Some schools may offer agriculture classes to 6th grade students as they are part of their school, however, National FFA does not recognize 6th grade students as FFA members. If these students wish to compete in the contests, they will need to be an active 4-H member and compete as a 4-H member on a 4-H team.
 3. 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.
 4. 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.
 5. 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.
 - 6.

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 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 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.
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, 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.

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 same day. Contest results will be published to an online site determined by the contest coordinator. Area 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. No award changes or additional awards will be provided after results are final.

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, smartwatches 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. Contestant to Contestant Cheating
 - a. 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.
 - 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 score the class as zero and sign the participant's card. Further action may be taken based on 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.
6. 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 1.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.
7. Advisor or 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. Further action may be taken based on situation.
 - b. 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.
 - c. Potential consequences include:
 - i. A letter will be sent to either school administration or county 4-H extension educator explaining the situation.
 - ii. All members from the same chapter or 4-H club will be removed from the individual event and receive a score of zero.
 - iii. Other as necessary.
8. 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.

9. 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.

Grievance Procedures

1. Grievances not settled by the event chairperson must be submitted in writing within one week following the event.
2. All grievances related to area contests will be acted upon by the area grievance committee. The FFA and 4-H rep from a given area will co-chair the area 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 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.

Rule Interpretations

The event chairperson, in consultation with FFA administration, has authority to make last minute decisions regarding registration, eligibility, and rule interpretations.

Opportunities Beyond Indiana

Some events provide national level competitions and experiences. Consult individual CDE rules to see if national opportunities are available, and if state representation is restricted to a certain number of teams. Indiana 4-H, Indiana FFA, and Purdue University do not provide national contest sponsorship funding.

For additional information and/or assistance, 4-H teams contact Tony Carrell, Courtney Stierwalt or Cara Harbison 765-494-8435 and FFA teams contact Amanda Mullins, amullins1@isda.in.gov.

Map of Purdue Extension Areas

