

Policy # 12.01 – Supervision of 4-H Member Residential Activities Beyond the Club	Refer to Policy #
<p>Alberta 4-H youth are offered a range of provincial, regional, and district activities, camps, seminars, workshops and conferences. These activities provide educational and social environments, which enable 4-H members to experience personal growth and development. All participants (youth and adults) are expected to follow all behaviour, program and facility rules and regulations.</p>	<p>9.04,7.01,7.02</p>
<p>All staff and volunteers who plan, chaperone and facilitate these events are committed to ensuring the safety and well being of the 4-H participants.</p>	<p>Approved</p>
<p>All participants have a mutual responsibility to ensure the safety of others and the success of the 4-H activity.</p>	<p>July 2010</p>
	<p>Review Date</p>
	<p>March 2013</p>

Definition

A residential activity is one where the program staff – whether paid or volunteer – are responsible for the supervision of all the members in attendance. Generally, at these programs, the members receive their room and board as part of the program registration fee. Programs where 4-H club leaders and parents are responsible for the supervision of the members from their club who are in attendance are not considered residential programs.

4-H Staff/Volunteer Behaviour Expectations

All permanent, seasonal and contract staff as well as program volunteers are expected to uphold the values, beliefs and rules of behaviour while working with clients of the 4-H program. Failure to adhere to the expectations set out will result in dismissal.

- Anyone who becomes aware of a situation that compromises the 4-H image must report the incident as required. Failure to do so will be considered to be a breach of conduct.
- No staff/volunteer shall be alone with a 4-H member (other than a direct family member) in any situation at a supervised activity.
- No staff/volunteer shall take alone, as a passenger in a vehicle, a 4-H member who is not their own son or daughter without expressed permission of a parent/guardian.
- Inappropriate language, stories, jokes etc. (anything that is offensive to any person) will not be tolerated.
- Program supplies and equipment are to be used exclusively for the program.
- Paper work, reports and evaluations must be submitted in a timely manner.
- While employed or acting as a program volunteer, staff and volunteers are governed by the rules for members as described in [Alberta 4-H Program Agreement Policy #7.01](#).

Program/Activity Director

All activities must name a program director who is responsible for planning the event to maximize the educational value and experience for all participants. The program director is responsible for the 4-H program or event, and the actions of the staff and volunteers. The program director will clearly communicate standardized policies, procedures and roles of staff and volunteers at planning meetings for 4-H events.

Acceptable Staff/ Delegate Ratio

At all events with male and female delegates, at least one (1) male and one (1) female staff or volunteer should be available at all times. The following ratios of “staff” and delegates must be maintained.

Residence Programs

9 to 14 years old – one (1) staff or counselor for every eight (8) delegates.

14 to 18 years old – one (1) staff or counselor for every twelve (12) delegates.

18 years old and older – one (1) staff or counselor for every twenty (20) delegates.

Wilderness/ Outdoor Programs

9 to 15 years old – one (1) staff or counselor for every six (6) delegates.

15 to 18 years old – one (1) staff or counselor for every eight (8) delegates.

18 years old and older – one (1) staff or counselor for every ten (10) delegates.

Acceptable ages of staff

Program Director - minimum twenty (20) years of age and three (3) "seasons" leadership experience.

Counselors - minimum sixteen (16) years of age.

Lifeguard - minimum eighteen (18) years of age and holds an NLS Certification.

First Aid Requirements

At least one (1) certified first aid person must be identified and form part of the “staff” team and is responsible for ensuring that:

- The contents for the first aid kit are appropriate for the program.
- Prompt first aid is available throughout the program.
- 4-H Accident Report Forms are completed and submitted to the appropriate person immediately following the program.
- In the event of a serious injury or the death of a program participant (member, leader, staff member, volunteer), the program director must immediately contact the 4-H and Agriculture Education Branch Head, Marguerite Stark at 1-403-948-8510 (business) or 1-403-230-8042 (residence) or 1-403-669-6202 (cell).

4-H Disciplinary Action Procedures

Sending members home from a 4-H program

If a delegates must be sent home from a 4-H event, the disciplinary action applies only to the program in question and does not affect a delegate's participation in future 4-H activities.

No-shows

Delegates who pre-register, but do not attend the event and do not let program staff know in advance are considered to be a no-show. Parents of no-shows are called at the start of the program to confirm non-attendance. Barring unforeseen circumstances and providing the registration fee is in place and forfeited, no further action will be taken.

Additional Rules at Programs

Program supervisors may request additional expectations of participants at events due to special circumstances. Once recorded these will be supported by the 4-H and Agriculture Education Branch.

Room Assignments

The program director will inform delegates that sleeping areas, rooms of the opposite sex, and areas not designated for mixed visiting are out of bounds. Participants must stay in the room they are assigned so they can be found if an emergency arises. If a delegate violates this rule, the program director will initiate follow-up action which may result in the offender being sent home at his or her own expense.

Leaving Premises

A 4-H member cannot leave the designated program area without the permission of a staff or volunteer. If a member needs to leave a program either for a period of time during the program or prior to its completion, a written request must be submitted by the parent/guardian to the program director. If a delegate violates this rule, the program director will initiate follow-up action which may result in the offender being sent home at his or her own expense.

Alcohol/ Illegal Drugs and Tobacco Products

As per [Policy 9.04](#), the Alberta 4-H program has a zero tolerance policy towards the use of alcohol, illegal drugs and tobacco products at any 4-H activity targeted at 4-H members.

Please Be Aware - Staff and volunteers cannot confiscate alcohol or tobacco products as they can be charged with theft. The substance must be given up voluntarily.

Personal Items

- Delegates are asked to turn in for safekeeping, any personal items that may cause disruption or injury to program participants. These items must be returned to their owner(s) at the end of the program.
 - ❖ If a delegate does not turn in personal items that may cause disruption or injury to program participants, staff will request that the delegate turn in the item at the time of discovery. These items must be returned to their owner(s) at the end of the program. If the delegate refuses to turn in the item, then the delegate will be sent home at his or her own expense.
- Delegates are asked to leave excessive or unnecessary valuables (large amounts of cash, jewelry, etc.) at home. A delegate who brings excessive or unnecessary valuables assumes all responsibility for any of their valuables that are lost or stolen.
 - ❖ At the beginning of any program, staff will ask the delegates to turn in any excessive or unnecessary valuables to be locked up. All items will be clearly labeled with the name of the delegate and placed in a secure area in the presence of the delegate and two (2) staff members. If the item is money, it will be sealed in a labeled envelope in the presence of the delegate and two (2) staff members before being locked up. At the end of the program all valuables must be returned to the owner(s). If a delegate does not ask staff to lock up any excessive or unnecessary valuables, then the delegate assumes all responsibility for any of their valuables that are lost or stolen.
- Delegates who bring music for dances are asked to ensure their CDs, tapes, portable stereos, etc. are clearly labeled with their name. These items are the responsibility of the delegate. If the delegate turns in items for safe keeping, then security of the items become the responsibility of the program staff until such time as the delegates receive the items back in their possession. When the delegate's items are returned the responsibility transfers back to the delegate.
 - ❖ If a delegate has a concern for the loss of their personal items (CDs, tapes, portable stereos, etc.), they can ask the program staff to secure these items in a safe place. All items will be clearly labeled with the name of the delegate and placed in a secure area in the presence of the delegate

and two (2) staff members. If the delegate wishes to use the item for an activity, the delegates must ask for them. When the delegate's items are returned they must look after them. At the end of the program all secured valuables must be returned to their proper owner(s).

Personal and Interpersonal Situations

Staff and volunteers will take reasonable steps to provide a secure and safe environment. The program director will inform delegates that behaviour that disrupts the effectiveness of the program will not be tolerated. In the event of abnormal personal or social behaviour, the program director, staff and volunteers will take appropriate action to ensure the safety and well being of all delegates.

- If delegate behaviour disrupts the program, the program director will initiate follow-up action. If the delegate fails to change his or her behaviour, after two (2) warnings, the delegate will be sent home at his or her own expense.

Vandalism

Vandalism when traveling to, from or while at a program is not tolerated.

- If vandalism occurs, the offender, if identified, will be responsible for the resulting fine and, or costs. Example: fire alarm pulled unnecessarily or property destruction. If the offender is not identified, costs may be shared among all delegates.

Curfews

A daily curfew will be established. The program director will inform delegates of the curfew. The time will be clearly announced and a room check will be conducted to ensure all delegates are accounted for.

- If a room search is to be conducted, staff should knock on the door first and request permission to enter. If permission is not granted, wait five (5) minutes, and request permission again to enter stating that you will enter within the next thirty (30) seconds.

Emergencies (Fire, etc.)

A residence and meeting room evacuation plan should be prepared. In the case of an emergency, the program director will inform all staff, volunteers and delegates of required safety procedures. This information will include the following: location of fire exits; location of fire extinguishers; meeting place for evacuees; head counts and roll call; emergency phone numbers for police, ambulance, hospital and fire; program director will contact Marguerite Stark, 4-H and Agriculture Education Branch Head at 403-948-8510 (office); 403-230-8042 (residence) or 403-669-6202 (cell) immediately in the case of emergencies.

Documentation

Document all that happens. (Refer to the Accident and Incident Report Form included in the Appendix)

- Complete Part **A** for all reports
- Complete Part **B** for Property Damage
- Complete Part **C** for **any injury requiring medical attention either during or following the event.**

Fax, scan and e-mail or mail as soon as possible to:

Marguerite Stark
Head 4-H and Agriculture Education Branch
 e-mail: marguerite.stark@gov.ab.ca **FAX: 403-948-2069**
Mail: 97 East Lake Ramp
AIRDRIE AB T4A 0C3

A. Identification: (owner of damaged property or name of person hurt)

Last Name		First name	
Mailing address			
Town or city		Postal code	
Phone number	Age	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Parent/ Guardian (if a minor)		Contact phone number if different from above	
Name of 4-H Event	Event Location	Person coordinating the event	
Date	Time of accident	a.m. or p.m.	Location of accident
Witness's name		Witness's name	
Mailing address		Mailing address	
Town or city		Town or city	

Witness report attached

Witness report attached

Briefly describe accident, the causes and the outcomes		
Outline action taken in detail.		
Identify follow-up action or problems.		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Signature</td> <td style="width: 30%;">Date</td> </tr> </table>	Signature	Date
Signature	Date	

Please turn over and complete

B. Property Damage report

Was another insurance provider notified? No Yes

If Yes – please provide policy information

C. Major accident, injury or illness information

Was a parent or other individual notified? No Yes

Was an ambulance called? No Yes

Name of ambulance service _____

Attendant name(s) _____

Was the participant taken to hospital? No Yes

If yes, by whom? _____

If ambulance was used does the family have coverage? No Yes

Name of hospital _____ Date _____

Attending Physician's name _____

Time _____ a.m. or p.m.

Was the participant sent home? No Yes

If yes, by whom? _____

Date _____ Time _____ a.m. or p.m.

Follow up by club leader or person responsible for event	
Other information or comments	
Name:	
Signature	Date

Personal information on this form is used for administration of the 4-H program under the authority of the *Freedom of Information and Protection of Privacy Act*. Information provided is protected under the *Freedom of Information and Protection of Privacy Act*. If you need more information, contact the provincial 4-H office at 780-422-4H4H (4444).