

4-H Quebec Provincial and General Activity Policies

As adopted by the Board of Directors February 6, 2009

Policy: All 4-H participants (members, organizers, staff, volunteers) are responsible for the safety of participants as well as their physical, emotional and mental well being at the 4-H activities.

Policy: All 4-H staff, leaders and chaperones will complete the process defined in the 4-H Quebec Volunteer Screening Policies.

STAFF:

- Responsible for clearly communicating all rules and regulations at the beginning of all provincial activities.
- Must be available during provincial and jointly organized activities for decision-making purposes.
- Always have emergency numbers and medical release forms on hand, be aware of nearby medical facilities.
- Ensure rules and regulations are followed and take disciplinary action if needed. Notify parents and Board of Directors in severe cases.

CHAPERONES:

- Must be approved by the Executive Director, Executive Committee and/or the Organizers of the activity.
- For National programs and activities must meet the age limits and requirements established by the Canadian 4-H Council.
- For Provincial programs and activities must be a minimum of 16 years of age. At least one chaperone or staff person at the activity should be the age of majority.
- Must be available for the duration of the event unless special arrangements have been made with the Executive Director in advance.
- If ill and unable to attend any portion of the activity, arrange for another chaperone to take responsibility for your wards, and report this to the Executive Director.
- Participate in program activities as needed.
- Should be identified and accessible to 4-H participants and staff. Coordinates for where the chaperone is staying and cell phone number if applicable should be provided to their wards as well as provincial staff so that the chaperone may be contacted between structured activities if the need arises.
- Should be able to verify the whereabouts of their wards when called upon.
- Should assist and support staff in decision-making and implementation, except in cases involving conflict of interest.

- Shall be aware of and follow provincial policies and procedures as well as those for the given activity and communicate them to participants as needed.
- Maintain control that is acceptable to the event.
- Manage and work to resolve conflicts among youth.
- Shall endeavour to remediate to the best of their abilities situations where rules were not followed and shall inform staff of these situations.
- Should report emergencies and any conduct issues to Executive Director.
- Should be supportive of each and every youth.
- Should act as a positive role model at all times with all participants.
- Keep confidential and sensitive information confidential. Protect the integrity of the people concerned.
- Each club must have at least one chaperone, preferably who is not a participant, present at Provincial Rally.

VOLUNTEER LEADERS:

- Become familiar with the 4-H mission and objectives
- Make sure your clubs have written constitutions. A constitution should be given to the member's family at the start of the 4-H year.
- Information and regulations affecting a member should be given to the member's family at the start of the 4-H year.
- Ensure that your club elects an executive and club leaders annually.
- Keep confidential and sensitive information confidential. Protect the integrity of the people concerned.
- Follow the 4-H Policies as determined by Quebec 4-H.

Policy: Possession and/or use of alcoholic beverages by participants is forbidden. This policy also applies to participants and chaperones who are of legal age.

Disciplinary Action:

- If alcohol is found, the offender will be asked to dispose of it in the presence of at least two organizers/chaperones.
- Participants will be expelled (without reimbursement) from the activity and suspended from attending the following year.
- The participant's parent or legal guardian will be contacted if the participant is not of legal age.

Policy: Possession and/or use of illegal drugs or inhalants is forbidden.

Disciplinary Action:

- The police may be contacted and/or the offender will be asked to dispose of it in the presence of at least two organizers/chaperones.
- Participants will be expelled (without reimbursement) from the activity and suspended from attending the following year.
- The participant's parent or legal guardian will be contacted if the participant is not of legal age.

Policy: Smoking during formal sessions is not permitted, nor is it permitted in barns or arenas being used at the time. Smoking will be permitted in designated areas for those of legal age, during free time only.

Billeting Guidelines

BILLETTEE (the person who is being billeted):

1. Billeting is **MANDATORY** for **ALL PROVINCIAL 4-H activities** unless the participant is over the age of majority or a parental waiver is signed.
2. Youth being billeted are the responsibility of the host family.
3. Maintaining the privacy of the 4-H participant/host family is important. No person shall disregard another's privacy, including personal belongings, accommodation or hygiene facilities.

BILETORS (the host family):

1. To provide a safe environment and the following:
 - a) adequate sleeping space;
 - b) adequate hygiene facilities;
 - c) access to food;
 - d) transportation to and from the activity if required.
2. Youth being billeted are the responsibility of the host family.
3. Maintaining the privacy of the 4-H participant/host family is important. No person shall disregard another's privacy, including personal belongings, accommodation or hygiene facilities.