

Policy # 7.03	Refer to Policy #
4-H Alberta Project Event Policy The 4-H Alberta program strives to ensure the safety of all event participants at all project events. Project events are opportunities for project members to gather in one location, whether virtual or in-person, to learn more about, compete in classes and share experiences with others in their project area and expand exposure to the variety of 4-H projects. Invitational, Interclub or Provincial 4-H project events must comply with minimum event standards and procedures as outlined below.	1.01, 2.01, 6.11, 9.05
	Approved
	September 2015
	Review Date
	July 2016

Minimum Event Standards and Procedures

- To adhere to current 4-H Alberta program operating rules and regulations.
- 4-H Alberta project events are sanctioned, administered and conducted by the 4-H Branch with the support of the 4-H Council of Alberta and the 4-H Foundation of Alberta. Yearly an ad-hoc event committee consisting of 4-H volunteers, alumni or members is recruited to plan and run the event(s).

Chaperones

- Each club, which enters participants in a project event, must provide a minimum of one (1) adult chaperone for every ten (10) participants.

Acceptable 4-H Invitational Project Events

- 4-H Alberta sanctions the following events as approved 4-H project events:
 - ❖ Multi Species Judging;
 - ❖ Livestock Project Shows;
 - ❖ Equine Projects Shows or Events;
- All applicable rules and guidelines for each project event can be found in the specific 4-H project manual available from 4-H Alberta. All rules must be strictly obeyed.
- To add a project event to the list of acceptable 4-H project events, a proposal must be submitted to 4-H Alberta with the appropriate rules, guidelines and safety precautions for review. The review process can take up to one (1) year.
 - ❖ If the proposal is approved, the event will be added to the list of Acceptable 4-H Project Events.
 - ❖ 4-H Alberta reserves the right to reject the proposal or to recommend changes to the proposal for re-submission.
 - ❖ 4-H Alberta will notify the proposal's contact person in writing with the decision and follow-up action.

Minimum Safety Requirements

- Event organizer(s) must:

- ❖ Designate a qualified first aid person to be present at all times.
- ❖ Have a first aid kit stocked and readily available. (The type of the first aid kit must be suitable to the type of event.)
- ❖ Post the emergency contact numbers for local ambulance and hospital.
- ❖ Ensure facilities and equipment are safe.
- ❖ Ensure that all event rules and regulations are followed and enforced.
- ❖ Provide a detailed report to the 4-H Council of Alberta in the event of any accident. (Refer to the Appendix of the 4-H Alberta Program Policies & Procedures for an Incident Report Form.)

Participant Requirements

- Participants entering any project event must be a registered 4-H member in good standing from a 4-H club that offers the project.
- Members entering any project specific class/event must use the project animal or item on which they have kept project records for the current club year. The exception is multi species judging.
- 4-H age categories apply unless event skill levels are used.
- Participants are responsible for reading and understanding current 4-H project or event rules.
- Members entering an equine show or event must, upon request, provide a copy of highest 4-H horsemanship level achieved, signed and dated by a certified instructor or project leader.
- Members entering a livestock show must, upon request, provide a proof of ownership and project completion, signed and dated by a certified club leader.
- Participants are expected to abide by the # 1.02 4-H Alberta Code of Conduct Policy. Failure to do so will result in disqualification from the entire event.

Event Committee Requirements

- The host club/4-H entity is responsible for ensuring the safety and well being of all participants, spectators, officials and animals.
- The committee must ensure:
 - ❖ Eligibility of all participants.
 - ❖ Humane treatment of animals at all times. Violation will result in disqualification and/or removal of any person who inhumanely treats any animal.
 - ❖ All animals, prior to participating in the event, are in good health and are sound.
- The committee is responsible for:
 - ❖ Disqualifying or removing any participant from the event and/or class if they are not in control of the animal used, or show incompetence in the event.
 - ❖ Removing any person found to be interfering with or harassing any judge or official.
 - ❖ Establishing a process to accept for discussion and decision any complaints/grievances/appeals, received within thirty (30) minutes of the infraction containing two (2) signatures from someone

other than the complainant or the complainant's immediate family.

To Create a New 4-H Alberta Project Event

The proposing committee must present a comprehensive proposal to 4-H Alberta for consideration and approval.

- The proposed project event must adhere to the basic rules of operation specific to the 4-H project involved.
- Event Committee's can make project rules more strict but cannot make the rules less strict than 4-H Alberta rules and guidelines already in place.
- Comprehensive cost recovery budgeting must be in place. Any sponsorship affiliation must be coordinated and approved by the 4-H Foundation of Alberta.
- Prospective provincial events must be open to the entire 4-H membership. Invitational events, which have limited enrollment, must clearly outline criteria used to select participants.
- Prospective provincial project events must form a trial year ad-hoc operating committee with participating members from all 4-H regions offering said project, plus a 4-H Branch staff representative.
- Comprehensive evaluations of project events must be conducted in order to assess the program and make improvements for future years.
- If a project event committee wishes to change an existing operating venue, a comprehensive tendering process must be employed.