

SOUTH SIMCOE 4-H POLICY

For All South Simcoe 4-H Association Clubs

The policies listed below have been agreed upon by the South Simcoe 4-H Association Directors.

These policies will be strictly adhered to by all South Simcoe 4-H members, volunteers and leaders to ensure consistency across South Simcoe for all 4-H clubs. If you have any questions about these policies, please contact South Simcoe 4-H Association for clarification.

4-H PROGRAM POLICIES

Our Association adheres to the policies within the 4-H Ontario Policy Manual. All 4-H participants must adhere to the policies within the 4-H Ontario Policy Manual which can be found online at <https://4-hontario.ca/about-4-h/policies/> or by contacting South Simcoe 4-H Association.

- 1) The 4-H program will be open to all youth in South Simcoe who are:
 - a) **4-H Member:** An individual between the ages of 9-21 prior to January 1st of the current calendar year, who have paid their membership fee and are a member in good standing.
 - b) **Cloverbud Participant:** An individual between the ages of 6-8 prior to January 1st of the current calendar year, who have paid their membership fee and are a member in good standing.
- 2) 4-H Clubs will be deemed active when the following criteria is met:
 - a) 4-H clubs are required to have a minimum of six (6) eligible members and two consistent and dedicated 4-H Ontario Volunteers in Good Standing involved in club leadership/activities. (As per 4-H Ontario policy O-M-03, it is not necessary for all members of one club to take the same project.) When only one of the consistent Volunteers in Good Standing is able to be present at a meeting, another Volunteer in Good Standing must be present for the full duration of that club meeting/activity so that the club leadership still consists of at least two Volunteers in Good Standing. The 4-H Ontario policy “Duty of Care” (B- BO-21 under Section 4.1.2) outlines how having two leaders present at all times mitigates the risk to youth and volunteers by providing Duty of Care and adequate supervision.
 - b) At least one of these 4-H Ontario Volunteers in Good Standing must be 22 years of age or older prior to January 1st of that current calendar year.
 - c) The club must be registered in the 4-H Ontario database immediately following the second meeting or after 4 hours of meeting time.
- 3) There must be a minimum of 12 hours of instruction/activity for each project.
- 4) As per 4-H Ontario policy O-M-08, a member will complete a 4-H project satisfactorily by:
 - a) participating in at least 2/3 of their own club meeting time; and
 - b) completing the project requirements to the satisfaction of the volunteer club leaders; and
 - c) taking part in an Achievement Program. (A participant will be allowed to attend the Achievement Program only if they have participated in at least 2/3 of the meeting time of their own club prior to the Achievement Program.)
- 5) The 4-H Ontario Participation Agreement must be completed and signed by all 4-H Ontario volunteers and participants (and their parent/guardian if not 18) prior to or at the first meeting of each project.
- 6) Club leaders need to notify the South Simcoe 4-H Association 60 days prior to their first proposed meeting date to ensure they are included in all Association communications and covered under 4-H Ontario requirements for insurance purposes.

- 7) Final membership lists for competitive livestock clubs must be submitted to the South Simcoe 4-H Association Membership Coordinator no later than the third (3rd) Friday in May of the current calendar year. Membership lists not submitted may be subject to unsuccessful completion of the project for leaders and members.
- 8) New 4-H clubs must be locally submitted by the South Simcoe 4-H Association, provincially approved or provincially developed.
- 9) 4-H resources are made available to the 4-H membership.
- 10) 4-H Ontario Resources, Policies and Club materials are available online at <https://4-hontario.ca/>.
- 11) Border hoppers (i.e., members who have not designated South Simcoe as their home Association) are welcome to become members in any clubs with no additional fee.

COMPETITIVE LIVESTOCK 4-H CLUBS

The 4-H Ontario Livestock Policy can be found in the 4-H Ontario Policy Manual under 4.2.3 Livestock Policies and more specifically, O-L-01 – 4-H Project Animals.

- 1) South Simcoe 4-H Association policy states that Project Animal Identification Forms (PAIF forms) must be entered into the 4-H Ontario section of AssistExpo by the third (3rd) Friday in May of the current year, in order to qualify for breed awards or participate in inter-county competition or at Provincial Shows. (Inter-county refers to 4-H clubs participating from more than one county/district at designated 4-H events or shows).
- 2) Substitution for livestock clubs project animals – There shall be absolutely no substitution of animals designated on the Project Animal Identification Form for multi-county, regional, provincial and/or national 4-H livestock events.
- 3) Sickness and Contagious Diseases – When a 4-H project dies, becomes sick, gets ringworm or any other contagious disease prior to a fair, the 4-H'er should contact their leader immediately. If the 4-H'er cannot show their project at their Achievement Day because of the above reasons, they will receive one (1) mark less than the lowest mark of the day in all confirmation classes for their project and they will be allowed to use another AssistExpo registered 4-H animal for their showmanship mark. They must participate in an Achievement Day in order to complete their club, but the 4-H member will not be able to move onto any multi-county, regional, provincial and/or national 4-H livestock events.
- 4) Every 4-H animal must have an ear tag in their ear by June 1 each year. The South Simcoe 4-H Association may verify or check a member's 4-H animal ear tag at any time. Leaders should check ear tags periodically over the course of the 4-H season so there are no issues at Achievement Days.
- 5) Any aggressive or abusive treatment of fellow participants or animals is unacceptable and will be subject to disciplinary action.
- 6) 4-H dairy project animals must be born on or after March 1st of the preceding year.
- 7) 4-H beef project animals must be born on or after January 1st of the preceding year.

- 8) The breakdown for marking to complete projects in competitive clubs will be:
- | | |
|----------------------|------------|
| Judging Competition | 200 |
| Showmanship | 200 |
| Conformation/Exhibit | 200 |
| Attendance | 200 |
| Total | 800 |
- 9) Signed judging sheets from Achievement Days must be submitted to South Simcoe 4-H Association within 48 hours of completion of the Achievement Day or by 5pm on the day of Marking Night, whichever comes first.
- 10) A 4-H member can make up a 4-H meeting to improve their attendance mark by attending another club's meeting of which they are not a member or at the volunteer leader's discretion. Members must request to attend another club meeting in advance. Confirmation of attendance at another club meeting is required.
- 11) Royal Agricultural Winter Fair (RAWF)
- RAWF CANADIAN 4-H DAIRY CLASSIC (Dairy) - To qualify to be on the dairy team, a 4-H member must complete a *South Simcoe Classic Entry Form for Dairy and Beef* and as a minimum, participate in a South Simcoe Achievement Day (Barrie Fair, Beeton Fair, or the Great Northern Exhibition) PLUS two additional shows of their choice that have conformation and showmanship results.
 - RAWF NATIONAL JUNIOR BEEF HEIFER SHOW (Beef) - To qualify to be on the beef team, a 4-H member must complete a *South Simcoe Classic Entry Form for Dairy and Beef* and as a minimum, participate in a South Simcoe Achievement Day (Barrie Fair, Beeton Fair, or the Great Northern Exhibition) PLUS two additional shows of their choice that have conformation and showmanship results.
 - Leaders who wish to be part of the selection process must attend two full Achievement Days. The rules and guidelines of the RAWF Classic Dairy and Beef Shows will be followed.
 - A South Simcoe 4-H Association Director who is not related to any of the dairy or beef team applicants will observe the team selection meeting to ensure all 4-H policies and procedures are being adhered to.

JUDGING COMPETITION

- The South Simcoe 4-H Association will provide a Judging Competition each year. It is mandatory that all competitive livestock club members attend and all lifeskill club members are encouraged to attend. Members receive their marks from this competition (or at a competition in another county if they are unable to attend South Simcoe's) for the club completion.
- If a 4-H member attends a Judging Competition in another county, they will not be eligible to win any South Simcoe Judging Competition Awards and they will not be considered for any top overall South Simcoe 4-H member/club awards that use a 4-H member's judging competition mark as criteria for winning the award or for consideration to participate on the RAWF Dairy and Beef teams
- Age categories for Judging Competition (as per 4-H Ontario guidelines) are as follows (as of January 1st of the current year):

Cloverbud	ages 6-8
Novice	9 and/or First Year Judging Member
Junior	ages 10 to 12
Intermediate	ages 13 to 15
Senior	ages 16 to 21

ACHIEVEMENT PROGRAMS (Competitive and Non-Competitive Clubs)

- 1) For competitive livestock clubs, 4-H achievement programs, if missed, must be made up in order for a 4-H member to be given project completion. If members are not able to attend their designated Achievement Day, they have to let their leader know as soon as possible. Members for livestock clubs must make up their Achievement Program at a South Simcoe Inter-Club 4-H Show (Beeton Fair, Barrie Fair or GNE in Collingwood), but may be ineligible to compete for trophies at this alternate Achievement Day. In situations where there is not another 4-H Inter-Club Show option, members may use an open show as their Achievement Day, upon discussion with their leaders (i.e., mini horse, poultry and rabbit). Members completing an alternate Achievement Program will still be eligible for consideration for any overall South Simcoe 4-H member/club awards.
- 2) For non-competitive clubs, 4-H achievement programs, if missed, must be made up in order for a 4-H member to be given project completion. An Achievement Program for non-competitive clubs can be made up in the following ways:
 - a) Participate in the Awards Banquet, at the discretion of their leader, at the completion of their project;
 - b) At the discretion of their leaders they can do a written or oral presentation, prepare an exhibit, display or video for presentation at a fair, school, library, etc.

CONFLICT RESOLUTION

- 1) If a conflict cannot be satisfactorily resolved between those involved, the complainant (volunteer, parent, member or supporter) should submit their grievance in writing to the South Simcoe 4-H Association Secretary.
- 2) Upon receipt of a written grievance, the South Simcoe 4-H Association will strike an investigation panel, with a minimum of two people plus the Secretary) to investigate the situation and bring recommendations for resolution forward.
- 3) The South Simcoe 4-H Association reserves the right to bring in unbiased individual(s) to help investigate/resolve the situation.
- 4) All correspondence will be documented and kept with the South Simcoe 4-H Association.
- 5) Any South Simcoe 4-H Association Director that has a family member involved in the conflict (either through blood relation or marriage) must absolve themselves from the situation and refrain from any involvement in the investigation or decision-making process.

FUNDRAISING AND ACCOUNTING PRACTICES

- 1) South Simcoe 4-H Association shall be informed of all fundraising and donation efforts pertaining to 4-H in South Simcoe. Funds received through fundraising or donation will be deposited into a restricted fund for that club by the South Simcoe 4-H Association.
- 2) All funds raised by a 4-H club shall be held in trust in a restricted fund for that club by the South Simcoe 4-H Association.
- 3) All restricted funds will be tracked separate from the Association's general funds and reported each month to the Board of Directors.
- 4) Should there be a balance in a club fund at such time it closes, all remaining monies will be transferred to the South Simcoe 4-H Association general funds.

- 5) Replacement cheques can be requested three (3) months after the date issued for the full amount of the original cheque less the stop payment fee charged by the financial institution.

SOCIAL MEDIA POLICY

- 1) All photos, comments and posts made should be 4-H appropriate, inclusive and respectful.
- 2) All photos published must be of safe activities (i.e., helmets in biking photos, lifejackets in water sports, etc.)
- 3) All members pictured in photos must have signed media consent (as per their signed Participant Agreement form).
- 4) 4-H Ontario brand standards in regards to logo, colours, etc., (as per brand standards policy O-W-03) must be followed at all times.
- 5) Clubs that create their own pages/social media channels must advise South Simcoe 4-H Association of their social media presence as well as who holds administrative permissions for each channel.

RESOLUTIONS

- 1) Written resolutions will be accepted by the membership for discussion at the Annual General Meeting or any other general meeting of the South Simcoe 4-H Association provided that they are received no later than 120 days prior to the Annual or general meeting. The South Simcoe 4-H Association will notify their intent to discuss the resolution(s) received no later than 30 days prior to the Annual General Meeting.

Proposed November 23, 1999

Proof - Dorothy & Sharon - November 30, 2001

Annual Meeting - February 5, 2002

Annual Meeting – January 26, 2006

Annual Meeting – January 25, 2007

Proposed November 11, 2013

Passed at Annual Meeting – January 23, 2014

Proposed December 2, 2019

Reviewed Annual Meeting -January 23, 2020

Passed by Board of Directors – February 10, 2020

Passed by the Board of Directors – September 11, 2023

APPENDIX
4-H VOLUNTEERS AND LEADERS SCREENING PROCESS
(as per 4-H Ontario Policy 4.1.3 - B-BSR-21 and 5.1 Appendix G)

- 1) Prior to acceptance as a **new** 4-H volunteer (in a Position of Trust) an applicant must complete the 4-H Ontario Volunteer Screening Process. The Volunteer Screening Process involves the following steps:
 1. Application
 2. Reference Checks
 3. Interview with local Association
 4. Complete a Vulnerable Sector check and submit to 4-H Ontario
 5. Complete Child Protection Training (as identified by the 4-H in Canada Youth Safety Policies).
 6. Complete a New Volunteer Orientation session
 7. Be recommended by their local Association
 8. Receive acceptance by 4-H Ontario
 9. Complete and sign the Annual Volunteer Participation Form.

To remain a Volunteer in Good Standing:

1. Complete a re-engagement learning opportunity every three years.
2. Submit a Police Record Check (also referred to as Criminal Matters and Judicial Check) every three years.
3. Complete Child Protection Training (as identified by the 4-H in Canada Youth Safety Policies) every three years.
4. Complete and sign the Annual Volunteer Participation Form.

All Volunteers must complete steps as outlined in the 4-H in Canada Youth Safety Policy B-CE-10.

- 2) The steps for an existing 4-H volunteer re-engagement are:
 - i) Attend or participate in a re-engagement learning opportunity every three (3) years. This can include local association's AGM, e-symposiums and web-based learning options offered by 4-H Ontario, 4-H Ontario volunteer conference workshops, regional volunteer symposiums and local association requested learning sessions based on topic as determined by the local association.
 - ii) Submit a police check every three (3) years. This is done online and an e-mail from 4-H Ontario will be sent two months in advance of the current policy check expiry.
- 3) A 4-H volunteer:
 - Familiarizes him/her with all aspects of the 4-H program.
 - Agrees to abide by all 4-H Ontario and South Simcoe 4-H Association policies.
 - Signs a Participation Agreement annually.
 - Co-ordinates activities by helping the 4-H members plan and implement meetings and events.
 - Communicates on a regular basis with 4-H members and their parents/guardian.
 - Attends 4-H activities, meetings and achievement programs.
 - Takes a sincere interest in the members and includes them in all club activities.
 - Is active in his/her local 4-H Association.
 - Evaluates the progress of the member, the club, the 4-H program and yourself as a volunteer.