



Learn To Do By Doing

4-H Nova Scotia

Program Policies and Procedures
Manual

Approved: October 15, 2016

4-H Nova Scotia Policies and Procedures Preface

The purpose of this handbook is to provide operating policies and procedures for the 4-H Nova Scotia programs. This document also sets out standards and guidelines to assure that 4-H Nova Scotia continues providing the excellence for which it is historically known.

The handbook applies to all volunteers, staff, and youth associated with the 4-H Nova Scotia Program. Where noted, reference material and more detailed information will be included in appendices or can be obtained from web sources identified. Applicable information may also exist in other program handbooks, manuals or websites.

4-H Staff and Volunteers have prepared this book for the protection of leaders and members participating in 4-H events.

4-H Nova Scotia Program Policies and Procedures Table of Contents

Preface

Overview of 4-H Program in Nova Scotia

1. Members

- Policy # 1.01 4-H Nova Scotia Club Member Policy
- Policy # 1.02 4-H Nova Scotia Member Code of Conduct Policy
- Policy # 1.03 4-H Nova Scotia Underage Youth (Cloverbud) Policy

2. Leaders

- Policy # 2.01 4-H Nova Scotia Volunteer Leader Policy
- Policy # 2.02 4-H Nova Scotia Leader Code of Conduct Policy
- Policy # 2.03 4-H Nova Scotia Leader Screening Policy

3. Clubs

- Policy # 3.01 4-H Nova Scotia Clubs Policy
- Policy # 3.02 4-H Nova Scotia Provincial Membership Fee Policy

4. Councils

- Policy # 4.01 4-H Nova Scotia Councils & Committee Member Code of Conduct and Ethics Policy
- Policy # 4.02 4-H Nova Scotia Councils & Committee Interaction and Communications Policy
- Policy # 4.03 4-H Nova Scotia Council Fee Policy

5. Projects

- Policy # 5.01 4-H Nova Scotia New Project Policy

6. Administration

- Policy # 6.01 4-H Nova Scotia Insurance Policy

7. Crisis Management

- Policy # 7.01 4-H Nova Scotia Crisis Management Policy
- Policy # 7.02 4-H Nova Scotia Exclusion Policy
- Policy # 7.03 4-H Nova Scotia Health & Safety Policy

Overview of 4-H Program in Nova Scotia

4-H in Canada had its beginnings in Roland, Manitoba in 1913 as a community-based organization dedicated to the growth and development of rural youth. Today's program continues to serve primarily rural communities. The first 4-H club in Nova Scotia formed in 1922 in Heatherton, Antigonish County.

4-H is open to youth between the ages of 9 and 21 years old as of January 1st of the current year. Youth interested in joining 4-H who have passed their 7th birthday, and have not yet reached their 9th birthday may join as a Cloverbud, and while they are not yet full 4-H members they may take part in all club related 4-H activities, with the exception of competitions. 4-H focuses on developing well rounded, responsible and independent citizens. Members and leaders participate in technical skill development, club projects (many related to agriculture) as well as other fun club activities like camping, public speaking, travel, conferences and much more. .

The 4-H program in Nova Scotia is administered by 4-H Nova Scotia in partnership with the Nova Scotia Department of Agriculture. Please see the 4-H Nova Scotia website for more information on the history and structure of 4-H in the province, novascotia4h.ca . National programs and services are provided by the national coordinating body, 4-H Canada. For more information on 4-H Canada please go to their website 4-h-canada.ca.

4-H Nova Scotia membership policies require that all 4-H members abide by an established Code of Conduct. In all 4-H activities, members, leaders, and parents are expected to follow all rules and regulations as outlined by 4-H staff or volunteers responsible for the specific program or activity. In this manual certain standards and guidelines are identified for use to assure that 4-H has consistency in protecting the rights of 4-H members and others. When attending, participating or acting on behalf of the 4-H program, all persons are expected to conduct themselves in accordance with accepted standards of social behavior. This is, at a minimum, to respect the rights of others and refrain from conduct which may be injurious to the 4-H program. The standards and procedures set forth in this handbook are minimum standards. If there is a violation of behavior expectations, it can result in limited program participation.

4-H Nova Scotia Glossary of Terms

Term	Definition
4-H Adult Volunteer	An adult who is nineteen (19) years of age or older who provides assistance with registered 4-H leaders without pay in support of 4-H activities at the club level of the 4-H Nova Scotia organization.
4-H Club	An organized group of Nova Scotia youth, age 7 to 21, registered with the 4-H Nova Scotia program, who meet to complete a 4-H project(s) and develop communication, citizenship and group skills.
4-H Club Year	The official 4-H year in Nova Scotia is from November 1 st to October 31 st .
4-H Family	Collective description of the contributing participants in the 4-H Nova Scotia program and includes the clubs, councils, leaders, members, sponsors and volunteers.
General 4-H Leader	The registered 4-H leader responsible to lead the 4-H club through its organizational component. Many clubs have more than one general leader who share responsibilities.
4-H Leader	A volunteer adult who is registered with the 4-H Nova Scotia program through a registered 4-H club or recognized 4-H council. This individual has a designated position in a club or council and has been approved through the 4-H Nova Scotia Program Volunteer Leader screening process.
4-H Member	The 4-H Nova Scotia program is open to youth who have reached their ninth birthday and have not reached their twenty-first birthday on or before January 1st of the current club year. Members must complete the basic member expectations to receive credit for the 4-H year and be eligible to attend provincial programs.
4-H Staff	4-H staff are paid employees of 4-H Nova Scotia.
4-H Project	Planned work in an area of interest to the 4-H member, guided by a project leader, aimed at objectives that can be attained and measured, and summarized on record sheets. There is a designated list of official 4-H Nova Scotia projects. New projects are introduced on a trial basis and later are granted official project status if warranted. An official project is one with 15 project completions in at least 3 counties each year in a two year period.
Achievement Day	An opportunity to celebrate and show what the members have learned over the course of the project. Each club will decide how to best do this in order to suit their project and the 4-H club goals. Participation in the club's achievement day is a basic member expectation.
By-Laws	A rule adopted by a club, county council or the 4-H Nova Scotia Council within the organization's constitution and included for the benefit of governance of the organization's membership and/or the regulation of the organization's affairs. A standard template can be found at the NS Registry of Joint Stocks website. www.rjsc.ca

4-H Nova Scotia Council	<p>The governing body of 4-H in Nova Scotia. The Council consists of two representatives from each county who together elect a Board of Directors who manage the yearly business of the 4-H program.</p> <p>4-H Nova Scotia Council (registered name) is a registered charitable organization under the federal Income Tax Act, operating in Nova Scotia under the Registry of Joint Stock Companies</p>
4-H Nova Scotia Board of Directors	<p>The Board of Directors is made up of:</p> <ul style="list-style-type: none"> • Officers – President, Past President, 1st Vice President, 2nd Vice President, Secretary, Treasurer • Directors from – Valley, Cape Breton, South Shore, Central, Eastern, Western • 4-H Host • 4-H Hostess • Atlantic 4-H Committee Representative • Youth Advisory Council Representative (National) • Executive Director – Ex-officio • Provincial 4-H Coordinator – Ex-officio <p>The Board of Directors of 4-H Nova Scotia is responsible for the overall governance of the affairs of the corporation and ultimately accountable to the Members of the Council.</p>
4-H Canada	<p>4-H Canada is the national governing body for 4-H in Canada. National staff handle the planning, implementation, and management of national programs, events, campaigns, scholarships, grants, and more. 4-H Canada provides: leadership & sub-committees (e.g. Screening), branding, national resource network, national opportunities for Nova Scotia 4H members and volunteers.</p>
Agriculture Leadership Coordinators	<p>Employees of the Nova Scotia Department of Agriculture who give support and guidance to leaders and members of 4-H clubs in Nova Scotia. They provide experience of different aspects of the 4-H program, and act as resource persons.</p>
Cloverbud	<p>Cloverbuds are members who are 7-8 years old as of January 1st of the year registered. Cloverbuds can take part in all aspects of the 4-H program with the exception of competitions.</p>

POLICY # 1.01	Refer to Policy #
4-H Nova Scotia Club Member Policy Membership in 4-H Nova Scotia is open to youth who have reached their seventh (7th) birthday and have not reached their twenty-first (21st) birthday on or before January 1 st of the current club year. The 4-H Nova Scotia club year is from November 1 st to October 31 st . Members are required to abide by the minimum expectations in order to receive credit for the 4-H year and to be eligible to attend provincial programs.	1.03
	Approved
	Approved Oct 15, 2016
	Review date:
	October 2016

Minimum expectations for members include, but are not restricted to the following:

- Register in a minimum of one project and complete the project requirements as stated in the project newsletter

Each 4-H member must meet the minimum member expectations for the 4-H year, and follow the constitution and/or policies of the club in which they are registered as a 4-H member.

If a member does not meet the minimum member expectations, as outlined, they will:

- Not be granted credit for the 4-H year.
- Not be refunded their registration fee.
- Not be eligible to participate and compete in any events past achievement day of the current 4-H year.

If a member does not meet or does not follow requirements for a specific project(s) they are enrolled in, they will:

Not be eligible for any project awards at club level in that project for the current year.

- Not be eligible to enter any project class beyond the club level in that project for the current 4-H year.
- In the case of a market project, not be entitled to exhibit or sell the project animal at the 4-H NS Show for the current 4-H year.

A 4-H member will participate for the entire membership year in one of the following categories for provincially planned project work:

- *Cloverbud* at least seven (7) years of age on or before January 1st of the 4-H year.
- *Junior* at least nine (9) years of age on or before January 1st of the 4-H year and not more than thirteen (13) years of age on or before January 1st of the 4-H year.
- *Senior* at least fourteen (14) years of age on or before January 1st of the 4-H year and not more than twenty-one (21) years of age on or before January 1st of the 4-H

year.

Please note that member age categories are different for members participating in public speaking or demonstration competitions:

- *Junior* at least nine (9) years of age on or before January 1st of the 4-H year and not more than twelve (12) years of age on or before January 1st of the 4-H year.
- *Intermediate* at least thirteen (13) years of age on or before January 1st of the 4-H year and not more than fifteen (15) years of age on or before January 1st of the 4-H year.
- *Senior* at least sixteen (16) years of age on or before January 1st of the 4-H year and not more than twenty-one (21) years of age on or before January 1st of the 4-H year.

If a planning committee at an event wishes to use other categories than the established Cloverbud, Junior, Intermediate, or Senior for a planned event, they must use alternate names for the categories.

The 4-H Nova Scotia Council will not issue refunds of the Provincial 4-H Membership Fee for members for any reason.

POLICY # 1.02	Refer to Policy #
4-H Nova Scotia Member Code of Conduct Policy This Code of Conduct policy applies to all 4-H Nova Scotia members.	6.01, 8.03
	Approved
	Pending Approval
	Review date:
	Oct 2016

4-H Nova Scotia Code of Conduct

The 4-H program encourages leaders, develops strong citizens and opens the door to many career choices

Our motto is: “Learn to do by doing”. Members are expected to complete project requirements on their own. Parents are encouraged to coach or lend a hand if necessary, but **members** **must** do their own work.

All 4-H Nova Scotia events are alcohol and drug free.

Please keep cell phone use to a minimum when at meetings.

4-H members and leaders will conduct themselves in a courteous and respectful manner. They will exhibit good sportsmanship and be positive role models.

Respect the judges’ opinions and knowledge. Learn from the experience of being judged.

4-H members and leaders will recognize that abuse by physical means or through communication, real or perceived, are not acceptable behaviors. Profane language will not be tolerated.

Remember that leaders are volunteers. Please respect the time that they are giving. Always try to thank them.

**Non-observance of these guidelines may result in disciplinary action determined by the 4-H Nova Scotia Council

POLICY # 1.03

4-H Nova Scotia Cloverbud Policy

- Cloverbuds are welcome in the 4-H program
- Cloverbuds members cannot compete beyond club level.
- 7 and 8 year old Cloverbud members must pay the provincial registration fee
- Liability insurance coverage is for 7 and 8 years olds.
- No youth under the age of 7 on January 1st of the current 4-H year are permitted to be registered as a Cloverbud.

4-H Nova Scotia Cloverbud Guidelines

Who is a Cloverbud?

Cloverbuds are children who wish to participate in the 4-H program who have reached the age of 7 but have not met the minimum age requirement of 9 years old by January 1st to register as an official 4-H member.

Overview

Our youngest 4-H members aren't quite ready to participate in many of the project areas and/or activities that older members can, but there's still plenty for them to do in 4-H, starting with fun!

The emphasis is on participation, learning and teamwork; not competition. They might learn about nutrition while helping to prepare simple snacks, plant seeds and learn what to do to help them grow, or help with animal grooming and feeding. It is important that 7 to 8-year-olds be involved in activities where the risk of failure is minimized and the opportunity to experience success is maximized. The 4-H Cloverbud membership provides opportunities for exploration and active learning in a non-competitive environment. By offering a wide variety of activities and experiences, it helps encourage children to explore and think about the world around them.

Having Cloverbud members can provide opportunities for older members to mentor and help a younger 4-H member to be successful, and start laying the groundwork for their future "career" as a 4-H member.

With Cloverbuds, safety comes first, and all activities should be developmentally appropriate for this age group.

Participation in 4-H Activities

Cloverbud members may participate in most projects available through 4-H Nova Scotia. It is important that a leader, parent, adult or senior member be with Cloverbud members while they participate in 4-H activities at all levels. The recommended ratio is one adult or senior member for every six children. Some activities may require a higher ratio of adults to children.

Cloverbuds may participate in non-competitive, age-appropriate activities that are designed for this age group, with the safety of the Cloverbud member top priority.

4-H Cloverbud events and activities shall not be designed or structured as peer competitions. Peer competition is defined as two or more individuals or groups working to achieve an outcome where one individual or group is declared the winner or finishes in first place. A 4-H or 4-H–sponsored event is one that uses the name of the event and the 4-H name and emblem in promoting the event. Examples of competitive events include judging contests, exhibits, shows and other performance activities. While Cloverbud members are encouraged to take part in these activities, it is important to remember that they are doing so as a learning experience only and they will not be judged.

Exhibitions are open to participation for Cloverbuds, but for exhibit only. Members can exhibit work completed in their Cloverbud clubs or groups. It is important to make sure that it is non-competitive and equal recognition is given to all participants. Cloverbud members can be given advice or tips on how to improve their exhibit or work.

POLICY # 2.01

4-H Nova Scotia Volunteer Leader Policy

Volunteer 4-H leaders have the primary responsibility to work with youth through the club year and support the mission of the 4-H Nova Scotia Program. A general club leader supports and leads the club through its organizational work. A project leader teaches 4-H members technical knowledge and skills related to specific project areas.

- To be recognized as a 4-H volunteer leader (general, assistant or project), a leader must submit their name, address, etc. with the clubs' annual registration form and complete the requirements as outlined in the 4-H Nova Scotia Leader Screening Process Policy # 2.03.
- 4-H volunteer leader must be at least nineteen (19) years of age.
- A person cannot be registered as both a 4-H member and an adult leader in the same club year.
- Leaders may not be paid by the specific club or council or committee with which they volunteer.

POLICY # 2.02

4-H Nova Scotia Leader Code of Conduct Policy

This Code of Conduct Policy applies to all 4-H Nova Scotia Program leaders involved with 4-H clubs, Regions, County Councils, and the 4-H Nova Scotia Council. These are general rules of conduct necessary to provide a high standard of service.

Each 4-H Leader is expected to conduct himself/herself towards others in the following manner:

- Speak and act with respect and dignity to all participants of any activity within the 4-H community and its supporters.
- To the best of their ability, promote the motto "Learn to Do by Doing" and the philosophies of the 4-H program they represent.
- Respect the confidential nature of information regarding specific council or 4-H program affairs that they may have access to (until such time as the information may become public within the established processes in the 4-H Nova Scotia organization).
- Not use their position of trust for personal advantage or profit /gain.
- Accept their duty to know their responsibilities thoroughly. 4-H Leaders are expected to take part in learning opportunities available to them.
- Refrain from making unauthorized representation to the outside bodies in the name of the 4-H program/4-H Nova Scotia Council.
- Ensure that outside interests do not jeopardize their judgment or competence.

POLICY # 2.03

4-H Nova Scotia Volunteer Screening Policy

The 4-H Nova Scotia Program welcomes volunteers and endeavors to protect its members by providing a safe environment in which young people can learn and grow.

Background

All 4-H volunteers must undertake and pass the screening process set out in this policy. The 4-H Nova Scotia Staff must screen all 4-H Volunteers as per the policy.

Policy

All 4-H leaders must be screened before they may work alone with 4-H members. (This does not apply to parents working solely with their own children.)

Volunteers who are not screened are considered to be on probation. Probation refers to the period of time that a 4-H volunteer works with a club or committee while his/her screening application is being processed. Leaders on probation are **NOT** allowed unsupervised access to 4-H members. Another screened leader **MUST** work with them at all times.

Please ensure Criminal Record Check (CRC) and Child Abuse Registry (CAR) are completed within a 6 month period. If the required forms (CRC) and (CAR) are not within that timeframe, volunteers will be required to get an updated version. If a volunteer is required to get fingerprints and the process is delayed, please contact the 4-H Nova Scotia office.

Every potential new 4-H Volunteer must complete an application package and submit it to the provincial 4-H Office by January 15th of the relevant screening year.

Volunteers must provide the original copy of the Child Abuse Registry check. The volunteer will receive it in the mail. Copies, scans or faxes are not acceptable. The 4-H Nova Scotia office must receive the original.

Until the screening process is complete volunteers may NOT be permitted to meet with 4-H members without a screened 4-H NS volunteer present at all times. The process must be completed within six months of registration or the volunteer will NOT be permitted to meet with members as a leader under any circumstances until the process is complete.

If potential volunteers do not complete the screening process, the volunteer will receive a reminder via email or call, a letter of reminder and then a letter to inform him/her that he/she is not permitted to represent 4-H in a leadership/chaperone/screened volunteer role.

New 4-H volunteer application packages must include:

- Nova Scotia Volunteer Screening Application Form
- A police record check with vulnerable sector check
- Child Abuse Register Check
- Three letters of reference

Renewing 4-H volunteer application packages must include:

- Nova Scotia Volunteer Screening Application Form
- A police record check with vulnerable sector check
- Child Abuse Register Check

Screening and Selection

It is the responsibility of the 4-H Nova Scotia Office to ensure 4-H volunteers satisfy the requirements for becoming a 4-H volunteer.

For all aspects of the screening and selection process, the determination of whether an applicant or an existing 4-H volunteer has completed all parts of the screening process at the discretion of 4-H Nova Scotia staff.

All screened volunteers will receive a volunteer card and will repeat the process after five years. All cards will indicate the expiry date.

Once the expiry date has passed, the volunteer is no longer screened. It is important to begin the rescreening process two months prior to the date of expiry. This will avoid periods where screening has lapsed and will allow for a smooth transition from one screening period to the next.

POLICY # 3.01

4-H Nova Scotia Clubs Policy

Each 4-H club in Nova Scotia is an independent entity and is responsible for governing themselves within the policies and procedures established by the 4-H Nova Scotia Council

4-H Club Year: The 4-H Nova Scotia Club year is from November 1st to October 31st. Clubs may choose to register prior to November 1st, and in some cases have previous year activities after October 31st.

Registration & Provincial Membership Fee: All clubs must submit an accurate and complete registration form and full payment of membership fees by December 1st of the current club year.

- 4-H clubs are required to update the club registration and pay any applicable fees during the club year, if any changes are made after the submitted club registration.
- A club must be registered before supplies/resources are issued and to ensure that 4-H liability insurance is in effect. (Refer to: 4-H Nova Scotia Insurance policy # 8.04) Members may not participate in any club, county, provincial or national 4-H programs until the membership fee is paid to their club.

Provincial Residence: The 4-H club leader, club contact and a majority of the club members must be residents of Nova Scotia.

Membership:

- A 4-H club should have a minimum of five (5) members.
- Each club is considered a private club. The club has the right to control the make-up of its membership providing that the club follows the age requirements of the 4-H program and does not contravene any human rights issues.

Club Activities: It is suggested that a club have a minimum of three (3) business meetings throughout the club year.

- Clubs must endeavor to conduct business meetings using parliamentary procedures, which requires that only 4-H members move, second and vote on motions.
- Each club is to provide an opportunity for members to complete their communication activity.
- Each club must participate in an achievement day during the club year.

Projects: Only those projects advertised by the 4-H Nova Scotia Program are recognized as official projects. 4-H project materials and resources are only made available to registered 4-H participants. Senior members wishing to develop a new project are encouraged to participate in the Self Determined Project.

Club Executive: The 4-H club executive must be elected from the 4-H membership (youth members).

- The executive must include, but is not limited to: president, vice-president, secretary, treasurer and a club reporter

County Council Representation:

- All senior members and leaders are eligible, and encouraged to represent the club at each County Council Meeting.

Leadership:

- Each club must have at least one (1) adult leader. Additional leaders are usually needed to assist with projects and activities.

POLICY # 3.02

4-H Nova Scotia Provincial Membership Fee Policy

Youth who register with 4-H Nova Scotia must pay the predetermined Provincial 4-H Membership Fee each year they register as a member or a Cloverbud.

Background:

- The 4-H Membership Fee is used to cover the costs of developing and printing educational and club reference materials, develop and deliver provincial member and leader programs, the costs of insurance and fees to 4-H Canada and to run provincial competitions and events.

Procedures:

- The 4-H Nova Scotia Council sets the Provincial 4-H Membership Fee at the annual general meeting. If the provincial membership fee is increased, notification will be communicated as soon as possible following the meeting that the decision is made.
- Counties must send the Provincial 4-H Membership Fee for each registered 4-H member in full to the Provincial 4-H office before December 1st of the club year.

POLICY # 4.01

4-H Nova Scotia Council & Board Member Code of Conduct and Ethics Policy

The 4-H Nova Scotia Council and their respective committee members have an important role to play in the positive image of the 4-H Nova Scotia Program. This policy applies to members of all 4-H Councils and committees of 4-H Nova Scotia.

All Committee members must follow and sign the Leader Code of Conduct.

POLICY # 4.02

4-H Nova Scotia Council & Committee Interaction and Communications Policy

The 4-H program derives its strength from staff and volunteers working together to plan, implement, and evaluate programs and other opportunities for 4-H participants.

Committees are encouraged to plan events, and establish effective rules and regulations for their events.

The **4-H Nova Scotia Council** will establish all written communications for the 4-H Nova Scotia program.

POLICY 5.01

4-H Nova Scotia Project Requirement Policy

All 4-H Nova Scotia members registered in a project must follow the project requirements as set out by the 4-H Nova Scotia Program.

4-H Member Requirements:

To complete their project, and display it at an Achievement Day. Achievement Day allows members to display their project work to the public and have their projects evaluated non-competitively. Project completion at Achievement Day is based on the following system:

A Green project completion sticker will be given to a member who has completed:	A Silver project completion sticker will be given to a member who has completed:	A Gold project completion sticker will be given to a member who has completed:
Record Sheet and Project Work	Record Sheet and Project Work	Record Sheet and Project Work
Plus one of : - Communications or - Club Contribution or - Judging	Plus two of : - Communications and/or - Club Contribution and/or - Judging	Plus all three : - Communications and - Club Contribution and - Judging

* County Councils of 4-H clubs may add requirements at their discretion.

Here is an explanation of these 5 components:

Record Sheet - Each member must complete a satisfactory record sheet. It should be neat, accurate, concise and complete. If necessary, members may add an extra page to record extra meetings and activities you attended.

Project Work - Each member's project work will be evaluated on the projects and whether or not all the requirements are met. A 1st, 2nd, or 3rd place ribbon will be given for project work.

Communication - Members who participate in public speaking and/or demonstrations at club level will receive recognition on their Achievement Day Certificate.

Club Contribution - This is evaluated by the member=s project and general leaders during the year. This takes into consideration such things as attendance at meetings and events, attitude, effort, cooperation and self-expression. A 4-H member should participate in their club as much as possible. Members who have completed club contribution will receive recognition on their Achievement Day certificate. Each club can set their own standards for club contribution and should make members aware of this standard upon registration.

Judging - Members compare four (4) items related to their project, place them from best to worst and give reasons for their placing. The local 4-H office has the "You Be the Judge" resource box available on loan to 4-H leaders.

Project Rules and Guidelines:

- Project specific newsletters will be made available online or from General Leaders early in the current 4-H year. Newsletters will have the current and up-to-date project rules, requirements, and regulations for that project. It is the responsibility of each 4-H member to be aware of the contents of their specific project newsletter. **The current 4-H project newsletters take precedence over all other reference materials and resources.**

POLICY 6.01

4-H Nova Scotia Insurance Policy

Insurance for the 4-H Nova Scotia Program will be purchased on behalf of the 4-H Nova Scotia program.

Each Year 4-H Nova Scotia purchases a comprehensive general liability insurance policy through 4-H Canada. This insurance policy is designed to provide coverage for registered 4-H leaders and members.

Further information is available from 4-H Nova Scotia.

POLICY 7.01

4-H Nova Scotia Crisis Management Policy

The Crisis Management Plan is a process for 4-H partners in Nova Scotia to follow where there is a high profile situation that requires immediate action. As each crisis is different, this is a framework that will allow for appropriate flexibility in dealing with any serious event.

Examples of a crisis include:

- A death or a serious injury of a 4-H member, leader, volunteer or any other person at a 4-H function.
- Any issue that might be reported to the media that will reflect negatively on the 4-H program.
- A situation where there might be an inappropriate use of funds
- Any accusations of abuse of any kind.
- Any situation that requires staff to complete and file an incident report form.

When a crisis happens:

1. Contact the 4-H Nova Scotia Executive Director, or your regional ALC at the first reasonable opportunity.
2. Provide details of the incident, any action taken, and if appropriate a copy of any media coverage.
3. Complete an incident report as soon as possible, and maintain documentation of all related actions. These are available from the 4-H Nova Scotia office or your regional ALC.
4. Refer any media calls to the 4-H Nova Scotia Executive Director.

The 4-H Nova Scotia Executive Director has the role of:

- Being the first point of contact for the department, media, staff, and council
- Implementing a Crisis Strategy
- Working with the 4-H Nova Scotia Council President
- Contacting 4-H Canada regarding any crisis

POLICY 7.02

4-H Nova Scotia Exclusion Policy

The 4-H organization at all levels has the responsibility to ensure the safety and general welfare of 4-H members under its jurisdiction. Individual clubs decide who may be members and leaders in their club. Youth and/or adults may be excluded from club participation if past and/or present behaviors are deemed by the majority of the club/provincial leadership to be detrimental to the group or the provincial 4-H program.

Definition:

Club Leadership Team - Adult volunteers or leaders in the 4-H club.

The club leadership team has the responsibility to:

- Ensure that the needs, safety and general welfare of 4-H members under its jurisdiction is considered and respected.
- Ensure that the best interests of all 4-H members as a group are duly considered.
- Expel or disallow the involvement of an individual whom they deem to be detrimental to be associated with the group.

Each 4-H club has the right to control the make-up of its membership providing that they follow the age requirements of the 4-H program, do not contravene any rights issues, and have, in place, by-laws within their constitution that deals with the issue of eligibility or expulsion from their club. Club policies may not be in opposition of 4H Nova Scotia policies or with the law. It is expected that most issues will be dealt with at the club level, but circumstances may require assistance from county council or the Executive Director of 4-H Nova Scotia.

If a 4-H member or adult is to be excluded from participation in a 4-H Club, the leadership team must:

- If possible, present alternatives, probationary period, or options for changed behaviors.
- Consult with the Executive Director of 4-H Nova Scotia before action is taken.

- Consider facts, observed behaviors and effects the situation will have on the club and its membership.
- Meet with the youth or adult in question to clarify issues and concerns (if meeting with a youth, their parent(s)/guardian(s) must be present). Document all information discussed during the meeting.
- Clearly document expectations of involvement and details of misconduct.
- Explore all reasonable alternatives.
- Meet as a group to make a majority decision. If a youth or parent is to be excluded, be very clear whom you are excluding and why. Document details relating to the exclusion.
- Document decisions and plan of action.
- Implement the plan of action - preferably in person or via registered mail.
- Keep all documentation relating to the exclusion for 5 years with the highest level of authority that makes the decision. For example, if a club makes the decision to exclude someone, then the club general leader should keep that information. If a county or province makes the decision to exclude someone, then the county council president or the provincial 4-H office would keep the information.
- Report the decision to the 4-H Nova Scotia Board of Directors through the Executive Director.

A club can only take action for itself and the decision of the club is restricted to that specific club. Please keep in mind that this policy is meant to guide clubs through difficult situations.

POLICY 7.03

4-H Nova Scotia Alcohol, Illegal Drug and Tobacco Policy

4-H Leaders, parents and senior members who have reached 19 years of age may not consume or possess alcohol at a 4-H event where underage 4-H members are present. This includes club, county and provincial events. Smoking is only permitted in designated areas at all 4-H Nova Scotia events.

Procedures:

1. Anyone found to be under the influence of alcohol or illegal drugs and behaving inappropriately or causing a disruption at a 4-H Nova Scotia function will be asked to leave. If the participant cannot be convinced to leave peacefully, the police may be asked to intervene.
2. If underage drinking or illicit drugs and use of such are found, this is a legal matter and police will be contacted to intervene.
 - Two (2) volunteers will remain with the offender(s) and illegal drugs/inhalants until the police arrive.
 - Once the police are involved, they are responsible for determining how the situation will be handled.
3. **Parent(s)/Guardian(s) of minors must be notified and informed of the situation and the proposed disciplinary action.**

Participants will be required to leave the function at their expense. A 4-H Incident Form must be completed. Forms are as attached.

Non 4-H Participants at 4-H Programs:

At any 4-H event, where there is a non-participant present that is not abiding by rules and behaviors expectations for the event, that individual will be asked to leave the event.

Disciplinary Action:

In situations where the police are not involved, the event organizers will determine the action to be taken. These are the ***recommended (minimum) disciplinary***

procedures:

4. If any participant violates this alcohol, illegal drugs policy at any 4-H event targeted to 4-H members, the participant will be removed from the activity/event at their expense.
 - a. In the case of a member participant, their parent(s)/guardian(s) will be contacted to come and take them home.
 - b. If any participant is intoxicated and/or exhibiting signs of impaired faculties, they will remain at the event until someone arrives to take them home.
 - c. The incident report will be sent to the 4-H Nova Scotia Provincial office.
 - d. A copy of 4-H Incident Form will be kept on file with the 4-H Nova Scotia Provincial office.

5. Consequences:

- a. The violating 4-H member will receive no credit for the 4-H event where the violation occurred. This includes removal of points from county standing earned by the member at 4-H Provincial Show.
- b. There will be no portion of the fees that will be refundable.
- c. Penalty – 4-H Nova Scotia reserves the right to suspend a member, leader or parent who has violated this policy for up to one year.