

Policy # 9.03	Refer to Policy #
Alberta 4-H 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 and/or event participation if past and/or present behaviors are deemed by the majority of the club or event leadership to be detrimental to the group.	
	Approved
	September 2015
	Review Date
	July 2017

Definition

Club Leadership Team – Adult volunteers who serve on the Parent Advisory Committee or as duly elected leaders in the 4-H club.

- The club/event leadership team - Adults who serve as volunteers responsible for planning and implementing an event for a club, interclub, district, region or Provincial event, has the responsibility to:
 - ❖ Ensure that the needs, safety and general welfare of 4-H members under its jurisdiction are 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 is considered a private club. A club has the right to control the make-up of its membership providing that it follows the age requirements of the 4-H program, does not contravene any human rights issues, and has by-laws within its constitution that deals with the issue of eligibility or expulsion from its club.
- A 4-H event is an event through which members and leaders may increase knowledge and skills. Participation is by invitation – verbal or written, by application, or by virtue of being involved at another level. The event organizers have the right to control the involvement of its participants providing they follow age requirements of the 4-H program, do not contravene any human rights issues, and have in place, rules and regulations within their event protocols that deals with the issue of eligibility or expulsion from the event.
- If a 4-H member or adult is to be excluded from participation in a 4-H club or event, the leadership team must:
 - ❖ Consult with their district 4-H key leader.
 - ❖ Consider facts, observed behaviours and effects the situation will have on the club/event and its membership/participation.
 - ❖ 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 who you are excluding and why. Document details relating to the exclusion.
 - ❖ If possible, present alternatives, probationary period or options for changed behaviours.
 - ❖ 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 seven 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 leader should keep that information. If a district makes the decision to exclude someone, then the district council president (or adult executive member if the president is a 4-H member) would keep the information.
 - ❖ Report the decision to your 4-H specialist.
- A club/event can only take action for itself and the decision of the club/event is restricted to that specific club/event.