



4-H in Canada - Activity Plan

For additional information on 4-H in Canada Youth Safety planning and procedures, please visit: <https://4-h-canada.ca/youth-safety>.

Event / Program Name: XYZ 4-H District Livestock Achievement Day	
Type of event: Achievement day	
Start date/time: 27-May-2021 08:00 AM	Number of nights: 0
End date/time: 27-May-2021 05:00 PM	
Province: 4-H Alberta	Area/County/Region: XYZ District
Club(s) Attending: Anytown 4-H Club, Nextown 4-H Club	
<p>Overview of event/program: Anytown 4-H Club – 9 members (2 jr, 4 int, 3 Sr); 5 families (9 parents); 2 additional leaders = 20 people Nextown 4-H Club – 11 members (4 jr, 2 int, 5 sr); 8 families (16 parents); no additional leaders = 27 people 2 judges, 1 ringman, 1 barn boss, 1 announcer, 1 ribbon presenter, 1 person on scale/gates = 7 people Total 54 people</p> <p>Arrival Anytown club 9:30, Newtown club 10:00. All in barns by 10:30.</p> <p>Animals will be weighed and taken into the barn and stalled by family group, with 3 metres between families. Show will start at 11:15 after judges are introduced and the pledge is recited.</p> <p>No wash rack access – animals are to arrive clean.</p> <p>4 weight classes (5/class) One championship class (4 1st place animals in ring with 2nd place animal from champion’s class entering only once champion has been determined) 1 class of junior showmanship (all members placed so clubs can determine club winners, as well as district winner) 1 class of intermediate showmanship (all members placed so clubs can determine club winners, as well as district winner) 2 classes of senior showmanship (1/club)</p> <p>Port-a-potties are the only available bathrooms. A hand wash station will be set up and sanitizer will be available as well. All will be cleaned and sanitized every hour. All doors to the building will either be locked for outside entry, or manned by volunteers to restrict access. All doors will be signed that it is a closed event.</p> <p>Masks must be worn by all in attendance at all times. Sanitizer will be available at the port-a-potties, at the door, and at the announcer table.</p> <p>Individual Subway orders taken 2 days prior. Ordered and delivered in labelled bags for distribution.</p>	
Location(s): Anytown community ag barn	
Activity Type: Animals & Agriculture	Planned Activities: livestock
Youth need to bring: Animal All equipment and feed needed for their project animal throughout the day, including pails and hoses for water	

Mask(s) Appropriate show clothing and footwear

Program Supervision

Number of supervisors: 7	Number of youth expected: 20
Overall adult : youth ratio: 1 : 2.86	Age of youth: 9+, 15+
Ratio complies with policy: Yes	First aider: J. Smith and D. Rhodes
Names of supervisors: J. Smith (TL) M. Smith (TL) T. Jones (TL) R. Jones (TL) L. Page (TL) D. Rhodes (TL) B. Page (SV) + up to 21 parent volunteers	

Youth Safety

Describe supervision plan throughout the event/program: Leaders will all be in the barn, circulating as well as assisting their own children, throughout the show. Each member will also have at least one parent present at the show ring while showing. Leaders without children will be ringside to ensure safety during show. All families will have at least one parent in attendance throughout the day.	
4-H Organized Transportation: No	
Details:	
4-H Organized Overnight Accommodations: No	Type of accommodations:
Details:	

Risk Management

Risk assessment of activities: livestock – getting away; being stepped on, knocked over, or pushed into rail: safety has been taught throughout the year to minimize risk, parent will be allowed in the ring with member if safety risk appears high or member is uncomfortable on own grounds - tripping (uneven ground): members will be cautioned to pay attention and not run around animals and vehicle lanes vehicle traffic - signs posted to keep speed under 20 km/hr on grounds; leaders will be directing traffic as families arrive, members will be told as they arrive to watch for traffic and moving horses, families will be cautioned as well	
Emergency response plan: 911 if emergency is serious. Ambulance and hospital are 25 minutes away. First aid will be administered on site if possible. First aider will be ringside throughout the show in case of an accident in the ring, and easy to find if incident somewhere else in the barn.	
Are you using any third-party service providers or vendors: No	Is a certificate of insurance required?: No

Budget

Budget for the event / program has been approved by the organizing club or regional council: Yes
Member costs have been communicated to families prior to event / program registration: Not Applicable
Funders and supporters will be acknowledged and required reporting completed: Yes

Activity Leaders

Organizer

<ul style="list-style-type: none">● All youth have completed event/program registration following provincial guidelines: Yes
<ul style="list-style-type: none">● Health and emergency contact information will be on hand during the event for all youth and adult in attendance: Yes
<ul style="list-style-type: none">● Leader contact information, and program, transportation, and accommodation plans will be shared with youth and guardians: Yes
<ul style="list-style-type: none">● The program/event has been planned to comply with 4-H in Canada Youth Safety policies: Yes
<ul style="list-style-type: none">● The program/event has been planned to comply with Public Health Policies: Yes
Signature of Organizer: J. Smith
Date: 03-May-2021 12:08 PM (EDT)

Admin Details Only	Case Number: 2021-05-00000077
Activity Plan Review Date: May 3, 2021	Activity Plan Approval Status: approved