



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: 4-H XYZ District Horse and Woodworking 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
Club(s) Attending: Spurs & Reins 4-H Club, Saddles & Bits 4-H Club, Hoofbeat Trails 4-H Club	
Overview of event/program: Show will take place outside at the Nearton Rodeo Grounds Two show rings will be set up – one for trail (outside), and one for all other classes (inside); woodworking displays will be set-up in the same building as the indoor ring. All leaders are also parents. Spurs & Reins – 9 members (7 Level 1-3, 2 Level 4-7); 5 families (9 parents) = 18 people Saddles & Bits – 7 members (all Level 1-3); 5 families (10 parents) = 17 people Hoofbeat Trails – 8 members (all level 4-7); 4 families (6 parents) = 14 people 3 judges, 2 ring stewards, 2 announcers, 1 tack steward, 3 people to reset trail = 11 people Total 60 people Trail will be run as members are available, one at a time. No more than 5 leaders/parents/guardians will be allowed at ringside, in addition to the competing member's parent(s)/guardian(s) at one time. Stands are closed. One leader with first aid will remain at this ring throughout. Inside the barn, woodworking displays will be set up along far East wall for judging (2m apart). Judge will go through displays between 10:30 and 12:00 without disturbance. Parents and members are welcome to walk by and view displays after 12:00. Physical distancing is expected to be maintained. Show classes will be run by Horsemanship Level with the same group of members competing against one another throughout the day. (ie group will be maintained). Groups will be: Level 1-3: <ul style="list-style-type: none">- β (5 1st yr members)- π (4 jr)- Ω (4 int)- Σ (4 sr) Level 4-7: <ul style="list-style-type: none">- ∞ (5 int)- μ (5 sr) All horses will be stalled at their trailers with horses and members only entering the barn for their classes. Each member will be allowed one parent in the barn at the same time.	

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. Entry to the grounds will be restricted by only having one open gate. 2 volunteers, in shifts, will man the gate to ensure that COVID screening and attendance protocols are met. All gates will be signed that it is a closed event.

Masks must be worn by all in attendance, unless mounted in the ring. Sanitizer will be available at the port-a-potties, at the door, and at the announcer table.

A food truck has been hired for the day to be on site and provide meals.

Location(s):

Nearnton Rodeo Grounds

Activity Type: Animals & Agriculture

Planned Activities: horse-light, woodworking

Youth need to bring:

Project animal or display

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

Money for the food truck and/or their own food and drink

Program Supervision

Number of supervisors: 7	Number of youth expected: 24
Overall adult : youth ratio: 1 : 3.43	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 18 parent volunteers	

Youth Safety

Describe supervision plan throughout the event/program:	
Parents will be responsible for supervising their children while on the grounds. Most leaders will circulate to help members needing assistance and supervise in general. One first aider will remain at each show ring throughout the day.	
4-H Organized Transportation: No	
Details:	
4-H Organized Overnight Accommodations:	Type of accommodations:
No	
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 15 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 on the grounds.

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

• All youth have completed event/program registration following provincial guidelines: Yes

• Health and emergency contact information will be on hand during the event for all youth and adult in attendance: Yes

• Leader contact information, and program, transportation, and accommodation plans will be shared with youth and guardians: Yes

• The program/event has been planned to comply with 4-H in Canada Youth Safety policies: Yes

• 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