



## 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>.

<b>Event / Program Name:</b> 4-H Horse Club Achievement Day	
<b>Type of event:</b> Achievement day	
<b>Start date/time:</b> 27-May-2021 08:00 AM	<b>Number of nights:</b> 0
<b>End date/time:</b> 27-May-2021 05:00 PM	
<b>Province:</b> 4-H Alberta	<b>Area/County/Region:</b> XYZ
<b>Club(s) Attending:</b> XYZ Horse 4-H Club	
<p><b>Overview of event/program:</b>  Families will arrive between 8:00 and 8:30.  Horses will be 'stalled' at the individual family trailers, spaced 20 feet apart to allow for physical distancing and room for the movement of horses.</p> <p>Horse show will be held in the ag barn. Only those involved in the class currently underway will be in the building - ie 6 members participating, 6 parents, judge, ring steward, announcer, and two gate people (one also acting as tack steward and one also acting as ribbon presenter) for a total of 17 people in building. The gate people will be the project leader and general leader. Bathrooms are available in a completely separate part of the building through a separate doorway. Washrooms will be sanitized once an hour. All entrances to the building, except the door into the washrooms, and the main overhead door leading to the show ring will remain locked to entrance from the outside so that numbers in the building can be controlled. Two volunteers will be at the main gates (only one open) to the grounds in 1 hour shifts to control entrance and complete COVID screening and attendance lists.</p> <p>9:00 am: Opening remarks, pledge, review of the rules, emergency procedures and location of muster point will be shared to group outside via wireless sound system.</p> <p>9:30 - ~5:00 : Show classes  There are 15 level 1-3 riders who will be split into three classes of 5. These classes will be based on years in 4-H and we will award a 1-3A winner, 1-3B winner, and 1-3C winner with no championship class.  There are 6 level 4-7 riders that will be in a separate class.  There will be one class of 5 Cleaver Kids.  We'll have showmanship and grooming, and two riding classes for each age group – one judged, one fun class.</p> <p>Masks must be worn by all in attendance, though members will be allowed to remove their mask when they enter the show ring (mounted), for safety reasons. Sanitizer will be available at both doors, the announcer stand, and in the washrooms.</p>	
<b>Location(s):</b> Anytown community ag barn	
<b>Activity Type:</b> Animals & Agriculture	<b>Planned Activities:</b> Horse - light
<p><b>Youth need to bring:</b>  Horse  All tack, feed, and water needed for their project animal throughout the day  Mask(s)  Appropriate show clothing and footwear  Own food for the day</p>	

## Program Supervision

<b>Number of supervisors:</b> 6	<b>Number of youth expected:</b> 26
<b>Overall adult : youth ratio:</b> 1 : 4.3	<b>Age of youth:</b> 6-8 yrs, 9+, 15+
<b>Ratio complies with policy:</b> Yes	<b>First aider:</b> J. Smith and D. Rhodes
<b>Names of supervisors:</b> J. Smith (TL) M. Smith (TL) T. Jones (TL) R. Jones (TL) L. Page (TL) D. Rhodes (TL) + 24 parents volunteers	

## Youth Safety

<b>Describe supervision plan throughout the event/program:</b> The general and project leader will be at the show ring (as gate people) throughout the show. Each member will also have at least one parent present at the show ring while showing. The remaining four club leaders will circulate around the grounds in case individual members/families need assistance.  All families will have at least one parent in attendance throughout the day.	
<b>4-H Organized Transportation:</b> No	
<b>Details:</b>	
<b>4-H Organized Overnight Accommodations:</b> No	<b>Type of accommodations:</b>
<b>Details:</b>	

## Risk Management

<b>Risk assessment of activities:</b> horses - nipping, having foot stepped on, falling off: safety has been taught throughout the year to minimize risk 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	
<b>Emergency response plan:</b> Arena is only 2 blocks from the hospital and one from the ambulance 'barn' so 911 is an option if emergency is serious. For all other issues, first aid will be administered on site and/or parents will take member to clinic. First aider will be one of the gate people so will be ringside in case of an accident in the ring.	
<b>Are you using any third-party service providers or vendors:</b> No	<b>Is a certificate of insurance required?:</b> No

## Budget

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

**Activity Leaders****Organizer**

• <b>All youth have completed event/program registration following provincial guidelines:</b> Yes
• <b>Health and emergency contact information will be on hand during the event for all youth and adult in attendance:</b> Yes
• <b>Leader contact information, and program, transportation, and accommodation plans will be shared with youth and guardians:</b> Yes
• <b>The program/event has been planned to comply with 4-H in Canada Youth Safety policies:</b> Yes
• <b>The program/event has been planned to comply with Public Health Policies:</b> Yes
<b>Signature of Organizer:</b> J. Smith <b>Date:</b> 03-May-2021 12:08 PM (EDT)

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