

Peace Region



CANADA
4-H Alberta

Peace Regional 4-H Council

Standards and Procedures

Last Revised November 7, 2020

Peace Regional 4-H Council **Standards** and Procedures

The following policies were passed on **November 7,2020** in Sexsmith, Alberta at the Peace Region 4-H Council Fall Meeting.

Unless otherwise stated, policies will be reviewed every other year at the Fall Annual Meeting.

For Peace Region Clubs with Equine Projects

Provincial 4-H Alberta Equine Project Policy #6.08 6.09 has been adopted as the Regional Horse Policy. Should there be a desire to have a Regional Horse Policy that is different than that of Provincial 4-H Alberta policy, then a Regional Horse Committee will need to be formed to create the policy.

Policy Revision or Additions

If your club has suggestions for any other items that you feel a policy should be written for, please contact the Peace Area Coordinator at **780-897-5255** or **marisa.mellon@4hab.com**

You may also contact the Peace Regional Chair, Cathy Botten at **bottenpsyc@telus.net** in writing to have your suggestion added to the meeting agenda.

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Peace Regional Expense Claim Form

Provincial Horse Policy (#6.08 6.09)

Policy # 1	
Mileage and Reimbursement	Approved
	October 2019
	Review Date
	Annually each Fall

Before providing any payment for mileage, reimbursement of fees, or any other expenses, receipts/reports must be provided to the regional treasurer via the regional 4-H office.

1. Mileage

- a) Mileage will be reimbursed at a rate of \$0.50 per kilometer for Provincial communications competitions.
- b) Mileage will be reimbursed at a rate of \$0.50 per kilometer for
 - i. Provincial programs that have no regionally or provincially arranged transportation already in place and reimbursement will be based on carpooling with a minimum of 3 members contingent upon the number of regional members attending. An adult, non GDL, (non-member) driver is required.
 - ii. Provincial committees that costs are not covered by 4-H Alberta.
- c) Mileage will be reimbursed at a rate of \$0.50 per kilometer for one car from each district for attendance at each annual Fall, **Winter**, Spring and Program Planning Meeting.

2. Reimbursement of Fees

- a) Fees will be paid for provincially awarded trips (i.e. Selections trips, judging team trips, hippology team trips, and leader's trips) to a maximum of \$150.00. The member must request this reimbursement by way of letter or expense form.
- b) National trips will be considered on an individual basis (i.e. Garfield Weston Exchange). The member must request this reimbursement by way of letter.
- c) Region will pay CIT fees if the member counsels at a Peace region camp and applies for the fee to be reimbursed.

3. Other costs covered by the regional council

- a) 4-H Council of Alberta Honorarium - \$75.00 per day
- b) Provincial Committees (elected representatives from Region) – Mileage + \$75.00 per day
 - i. If the amount provided by 4-H Alberta is less than \$0.50 per kilometer, the amount will be 'topped up' to \$0.50/km.

Policy # 2	
Communication Events	Approved
	November 2018
	Review Date
	Fall 2020

1. Each District is allowed 1 representative in each level (intermediate and senior) and category (public speaking and presentation).
2. Hosting
 - a) Rotates between districts
 - b) The regional presentations competition and the regional speaking competition will occur on the same day
 - c) Each district will be responsible for finding one speech and one presentation judge, as directed by the hosting committee. The hosting district will find all alternates.
 - d) The hosting district will handle the paper work, coffee, and lunch as needed.
3. Judges
 - a) The regional judges MUST have judged a 4-H communications competition previously.
 - b) The judges should receive a judge's package at least 2 weeks prior to competition and should be contacted at least once for any questions.
 - c) It should be explained that this is a formal competition and that one of the judges for each age level will be expected to make verbal comments to the competitors.
 - d) Provincial Communication Policy applies
4. Awards
 - a) All participants should receive a certificate.
 - b) 1st and 2nd place (both speaking and presentations) should receive awards worth a maximum value of \$30 for 1st and \$25 for 2nd.
5. Thank-You
 - a) A thank you should be presented to judges (including the alternates in attendance).
 - b) The timers, tellers, Master of Ceremonies, and impromptu coordinator should be given thank you as well unless they are a 4-H volunteer from the hosting district, in which case it is left to the discretion of the committee.

Policy # 3	
Diary Points In order to ensure consistency in 4-H diary entries	Approved
	October 2019
	Review Date
	Fall 2021

1. In order to claim points as a regional or district representative, members must be in attendance at each of the meetings held in the course of a year (2 or 3).
 - a) If the member is unable to attend a meeting, they must provide an alternate or they will not receive their points. The district/regional secretary/chair may be contacted to confirm attendance before diaries are signed by the leader.
 - b) If an alternate attends a meeting on behalf of the regular representative, both will receive diary points.
 - c) If a member, or their alternate, is unavoidably absent, a phone call to the chair, secretary, or regional specialist (as appropriate) is required.
2. Regional events with 4-H classes (ie. Beef Congress and Peace Country Classic) that are not organized by a 4-H Council, or the Peace area coordinator but promoted by 4-H will receive points under Regional project activities.

Replace with:

1. In order to claim points as a regional activity, the regional event must be sanctioned as a 4-H event. In order for an event to be deemed a Peace Region 4-H sanctioned event a minimum of one representative from the Peace Region executive must be a part of the event's organizing committee or board.

Policy # 4	
Regional Beef Rules <i>Revision in October 2019</i>	Approved
	November 2018
	Review Date
	Fall 2020

1. Replacement of animals because of death:
 - a) If the animal dies and is replaced by January 1st, the replacement animal will be eligible to compete in all classes.
 - b) If the animal dies and is replaced between January 1st and March 31st, the replacement animal will be eligible to compete in showmanship and grooming classes only, NOT conformation classes or rate of gain.
 - c) If the animal dies after March 31st, no replacement animal is allowed.
2. Replacement of animals because of unruliness:
 - a) At the leader group's discretion, an unruly animal may be replaced by January 1st and still be eligible to compete in all classes.
3. When members require assistance with their animals:
 - a) Humbugs and severe halters are not allowed at any 4-H events, with the exclusion of bull calves as part of cow/calf projects.
 - b) In the show ring on Achievement Day, members may receive help from another 4-H member only at the discretion of the show committee and will not be eligible for Showmanship class placings.
 - c) On Achievement Day, members will be disqualified from Showmanship and Grooming classes, at the discretion of the show committee, if nonmembers have assisted them in grooming and preparing their animal(s). This is not to be made a big deal of, the judge is to be informed quietly, not to consider that member and the member will be informed at the end of the show.
4. Neck ropes must be used in all stall areas at all 4-H events.
5. All 4-H projects must be dehorned and castrated by, and attend, the Club and/or District's weigh-in day.
6. Stubs must be blunt and less than 2" in length from the hair line.
7. All 4-H projects must be a calendar year calf and less than one year of age.
8. If a heifer project should calve before Achievement Day, she will be shown in the 2-year-old cow/calf class. The following year, she would show as a 3-year-old cow.
9. In cow/calf projects, cows that have no calf or a replacement calf at Achievement Day, will be eligible to compete in showmanship and grooming classes only, not conformation classes.
10. All 4-H market beef projects shown at 4-H show and sale events must be sold at that event.
11. All 4-H beef animals are tagged with the CCIA (RFID) number plus a regional 4-H tag at weigh-in; females may also be tattooed with a 4-H tattoo or purebred tattoo number.

Policy # 5	
Regional Horse Policy	Approved
	Review Date

The Peace Region has adopted the Provincial Horse Policy (#6.08 6.09) as their Regional Horse Policy, please see the appendix for a complete copy of this policy.

Policy # 6	
Regional Fees	Approved
	October 2019
	Review Date
	Annually each Fall

All regional fees are payable to the 'Peace Regional 4-H Council'.

1. Regional dues are to be received by the Regional 4-H Office for forwarding to the regional treasurer by Dec. 15th of each year.
 - a) Districts that have not submitted their fees by Dec. 15th will be considered as not in good standing with the region. As such, they will be ineligible to participate in the regional communications competitions, regional winter camp, Peace Regional 4-H Days, Frosty Fest, and any other regional 4-H activities that may occur throughout the year.
2. Fee amounts will be set at the Spring general meeting of the Regional 4-H Council for the following 4-H year.

Policy # 7.01	
Regional Representation on Provincial Committees	Approved
	October 2019
	Review Date
	Annually each Fall

1. Every three years the region elects adult representatives to sit on provincial committees as requested. **All representatives will be selected for a three year term for a maximum of 2 consecutive terms.** These representatives may include, but are not limited to:
 - a) Provincial Equine Advisory Committee (1)
 - b) Provincial Beef Advisory Committee (1)
 - c) Provincial Sheep Advisory Committee (1)
 - d) Provincial Small Animal, Life Skills, Technology, and Trade Advisory Committee (1)
 - e) Provincial Communications Committee (1 as requested)
 - f) Provincial Dairy Review Committee (1 as requested)
 - g) 4-H Council of Alberta - (1)
 - h) Provincial Exchange Committee (1)
 - i) Provincial Camp Representative (1 as requested)
 - j) Or other committees as required

Policy # 7.02	
Regional Committees	Approved
	October 2019
	Review Date
	Annually each Fall

District Representatives to Regional Committees

1. Adult representatives:
 - a) Each year the region asks districts to select adult representatives to sit on regional committees as needed. These representatives may include, but are not limited to:
 - i. Regional Beef Advisory Committee (1 per district)
 - ii. Regional Equine Advisory Committee (1 per district)
 - iii. Regional Sheep Advisory Committee (1 per district)
 - iv. Regional Small Animal, Life Skills, Technology, and Trade Committee (1 per district)
 - v. Regional Judging Committee (1 per district)
 - vi. Regional Communication Competition Committee (hosting district)
 - vii. Regional Scholarship & Bursary Selection Committee (1 per district for each, Scholarship and Bursary elected in spring meeting)
 - viii. Regional Programs Committee (i.e. Volunteers, Key Leaders, Ambassadors, Alumni and Regional Area Coordinator)
 - ix. Regional Camp Committee (1 per district)

2. Member Representatives:
 - a) Each year the region asks districts to select member representatives to sit on regional committees as needed. These representative may include, but are not limited to:
 - i. Regional Beef Advisory Committee (1 per district)
 - ii. Regional Equine Advisory Committee (1 per district)
 - iii. Regional Sheep Advisory Committee (1 per district)
 - iv. Regional Small Animal, Life Skills, Technology, and Trade Committee (1 per district)
 - v. Regional Judging Committee (1 per district)
 - vi. Regional Programs Committee (1 per district) (i.e. members, Key Members, Ambassadors)
 - vii. Regional Camp Committee (1 senior member per district)

Policy # 7.03	
Other Regional Positions	Approved
	October 2019
	Review Date
	Annually each Fall

1. One adult each year will be asked to sit as the 4-H representative on the Camp Artaban board.
2. The members who have been selected as Regional Ambassadors at Provincial 4-H Selections will:
 - a) Act as advisory members to the regional council executive committee.
 - b) Take on the promotion of each of the regional programs.
3. Each of the clubs in the region will be asked to submit a minimum of one name in the year of a regional casino. These names will be drawn from a hat until the casino positions have been filled.

Policy # 8	
Rotation for Hosting Regional Events	Approved
	October 2019
	Review Date
	Annually each Fall

All regional events follow a rotation schedule. This includes meetings, communication competitions, and programs.

2. Meetings

a) Fall Annual General Meeting (November) will be held each year. Hosting duties are arranged by districts and paid for by the region. Responsibility for hosting will rotate between the districts. Hosting duties are coffee & supplies, refreshments, set-up, and clean-up. Room arrangements will be made by the Regional 4-H Specialist.

b) The winter and spring meetings will be held in Fairview each year (as above).

Winter, 2020	Grande Prairie	Fall, 2022	Valleyview
Spring, 2020	Valleyview	Winter, 2023	MacKenzie
Fall, 2020	MacKenzie	Spring, 2023	Fort Vermilion
Winter, 2021	Fort Vermilion	Fall, 2023	East Peace
Spring, 2021	East Peace	Winter, 2024	North Peace
Fall, 2021	North Peace	Spring, 2024	Central Peace
Winter, 2022	Central Peace	Fall, 2024	Grande Prairie
Spring, 2022	Grande Prairie	Winter, 2025	Valleyview

3. Communication Competitions

a) Will rotate according to the rotation schedule:

2020 – Grande Prairie	2026 – Valleyview
2021 – MacKenzie	2027 – Grande Prairie
2022 – East Peace	2028 – MacKenzie
2023 – Central Peace	2029 – East Peace
2024 – North Peace	2030 – Central Peace
2025 – Fort Vermilion	2031 – North Peace

4. Programs

a) On occasion the region has the opportunity to host various workshops (i.e. Farm Safety, Livestock Handling, Judging). These workshops will be planned by an ad-hoc committee which includes representation from each district.

Policy # 10	
Regional Scholarships & Bursaries	Approved
	October 2019
	Review Date
	Fall 2021

1. The region will award 10 (ten) bursaries of \$150 each to be awarded yearly. Bursary winners will be selected by the regional committee. Monies will come out of general account. (See policy #7.02)
2. The region will provide funds, as necessary, to the **4-H Council of Alberta** to maintain scholarships, 4 (four) scholarships of \$1000 each to be awarded yearly. Scholarship winners will be selected by the regional committee according to the established selection criteria. (See policy #7.02)
3. Scholarships: 2 (two) scholarships of \$500 each to be awarded yearly, funded by **the 4-H Council of Alberta**. Scholarship winners will be chosen by the **4-H Council of Alberta Fund Development Committee**.
4. Occasionally, on an individual basis, the region will consider 'topping up' the amount needed to maintain the other scholarships, available through the 4-H Foundation of Alberta, that are available to the Peace Region exclusively.
5. The Region will continue to put at least 1/3 of monies raised from casinos into scholarship funds with the 4-H Foundation of Alberta.
6. The scholarship and bursary committee may award a scholarship (see #2) to a previous recipient if there are less than 4 (four) eligible applicants, provided they meet the requirements.

Policy # 11	
By-law Review	Approved
	October 2019
	Review Date
	Fall 2022

The Peace Regional 4-H Council Club By-laws will be reviewed every three years. The committee will be struck at the spring regional council meeting. Their recommendations will be mailed with the annual meeting agenda in the fall. The by-laws were last reviewed November 2019.

Policy # 12	
New Club Grant	Approved
	Fall 2018
	Review Date
	Fall 2020

New clubs in the region can apply for start-up funding by way of a letter to the Peace Regional Council.

A start up donation in the amount of \$250.00 will be provided by the regional treasurer.

Appendix:

Peace Regional Expense Claim Form

Provincial Horse Policy (#6.08 6.09)



Peace Region 4-H Expense Claim Form

Please print in ink

Make cheque payable to:

First name		Last name	
Mailing address		Town or city	
Postal code	Phone number		

Program Information:

Event	
Location	
Start date	End date

Expenses:

Vehicle Kilometres/Trip Total: _____

Meals (please attach original receipts) Total: \$ _____

Hotels (Please attach original receipts) Total: \$ _____

Other expenses (please list on back & attach) _____ (e.g. program fees, etc.)

Signature of Claimant

Date

Return within 30 days to:

Peace Regional 4-H Council

Nicole.Hornett@gov.ab.ca

(Mailed-in preferred)

**#1201, 10320-99th Street
Grande Prairie, Alberta T8V 6J4**

or
Fax: (780) 538-5288

For Treasurer / Specialist Use Only	
Mileage @ \$ _____ (up to \$0.50/km)	\$ _____
Meals	\$ _____
Hotels	\$ _____
Other	\$ _____
Total:	\$ _____
Paid on:	

Policy # 6.08 6.09	Refer to Policy #
4-H Alberta Equine Project Policy All projects involving an equine fall under the auspices of the Equine Project Policy. All 4-H members registered in the equine project must follow the requirements as set out by 4-H Alberta in consultation with the Provincial Equine Advisory Committee (PEAC).	1.01, 2.01,
	Approved
	July 2015
	Review Date
	July 2018

Definitions:

- Invitational 4-H Event- when one organization organizes the event and invites 4-H clubs to attend and participate. An invitational 4-H event must be organized or sanctioned by an approved 4-H entity.
- Interclub 4-H Event - when one or more 4-H clubs are involved in the organization and members of two or more clubs participate in the event.

4-H Equine Project Minimum Requirements

- A member must enroll in at least one (1) equine 4-H project and work on the assessments required for that project. Members work at their own pace. There is no time required for completion of each level. A member must register the projects that he/she will be working on during the 4-H year at the time the club registers (ex. Horsemanship, Rodeo, Ranch, Dressage, etc.).
- A member must have completed Horsemanship Level 3 (as certified by their club leader), prior to registering in any of the offered equine project options (such as jumping, reining, ranch, etc.).
- Members who wish to do non-mounted projects may replace mounted assessments with modified assessments appropriate to their project.

4-H Equine Helmet Requirement

- Effective October 1, 2011, a properly fitted ASTM/SEI (American Society for Testing and Materials Safety Equipment Institute) or BSI (British Standards Institution) approved equestrian helmet must be worn by:
 - all Horsemanship Level 1, 2 and 3 members while mounted and
 - all 4-H members born in 2000 and later while mounted.
- It is highly recommended that all other riders wear a properly fitted ASTM/SEI (American Society for Testing and Materials Safety Equipment Institute) or BSI (British Standards Institution) approved equestrian helmet.

Project Identification

- All equine project animals must be identified in their project record book(s) as required by the current Horse Record Book by January 1st of the current club year.

Project Animals

- Project Animal:** Equine project members can have only one project and one project animal, until Horsemanship Level 3 is completed. Once the member has graduated beyond Horsemanship Levels 1- 3, the member can have only one (1) animal per project option unless the project option has two

components which require significantly different horse skills (i.e. speed events and roping in the Rodeo Project, English and western in Horsemanship).

- ▶ Appropriate project records must be kept for a minimum of one hundred and eighty (180) days as per the 4-H Alberta equine record keeping guidelines for each animal.
- ▶ 4-H members are expected to provide the major part of the feeding, care, and management for their animals. (Check with your local club for clarification).
- ▶ Members or their immediate family are encouraged to own their project animal(s) or the member may borrow or lease project animal(s) utilizing a formal agreement which must be included in their animal's project record book.
- ▶ A member's 4-H project animal may be replaced for any of the following reasons with club's approval:
 - ▶ If a member's animal is deemed unsuitable or unsafe.
 - ▶ Animal medically unfit or long term unsoundness.
 - ▶ If a project animal dies.
- ▶ The member may be granted permission by the club to participate in their achievement day event with a substitute horse. The club may choose not to grant permission if a new animal of superior ability and training is substituted.
- ▶ **Stallions:** The use of stallions over one (1) year of age in 4-H projects is prohibited. Where testicles are not descended, members may present their yearling with an accompanying veterinarian certificate identifying this condition and the member assumes all risks and costs. Male 2 year olds must be castrated without exception.

Tranquilizers

- ▶ The use of tranquilizers on 4-H project animals immediately preceding or at any 4-H project event is prohibited. Any animal that is tranquilized cannot be shown at a 4-H event.
- ▶ Any participant or member of a participant's family can make a protest to a committee member responsible for the show regarding suspected use of a tranquilizer. The committee must deal with the protest immediately by contacting a veterinarian who will inspect/test the animal. If the animal is deemed to be tranquilized, the member will be required to pay the veterinarian costs. If the animal is deemed to be not tranquilized, the protester will pay the veterinarian costs incurred.

4-H Riding/Skill Levels

- ▶ These are defined by the assessments for each specific horsemanship or project option.

4-H Events

- ▶ Event organizers have the authority to remove dangerous, unsafe or unsound project animals from 4-H classes or events.
- ▶ Members are required to abide by event rules.
- ▶ Members must have completed Horsemanship Level 1, (as verified by their club leader), prior to competing in any equine 4-H rodeo events, and must use an equine for which they have maintained a project record book during the current 4-H year to compete in any equine event at any 4-H rodeo. Non-equine events are open to any 4-H member who can show proof of prior training for the event in which they wish to compete.

Achievement Day Event

- ▶ Each club shall hold an achievement day (suited to club goals). Clubs are responsible for the selection and adequate remuneration of achievement day officials.

Local, Invitational or Interclub Project Regulations

- ▶ In addition to these 4-H Alberta requirements there may be additional regulations from the local or interclub project committees. It is your responsibility to know these rules and regulations. The individual organizing committee is responsible for administration and enforcement of rules and regulations.

4-H Rodeos

Chaperones

Each club, which enters participants in the rodeo, must provide a minimum of one (1) adult chaperone for every ten (10) participants.

Minimum Safety Requirements

Organizer(s) must:

- ▶ Ensure that all rodeo and event rules and regulations are followed and enforced.
- ▶ Ensure all participants wear proper western attire.
- ▶ Ensure use of helmets, mouth guards and flak jackets (which are mandatory) in steer/cow riding.
Facemasks are highly recommended.

Participant Requirements

- ▶ Participants are responsible for reading and understanding current 4-H rodeo rules.
- ▶ Participants are responsible to supply their own safety equipment - helmet, flak jacket and mouth guard as required.
- ▶ Participants are expected to abide by the #1.01 4-H Alberta Code of Conduct Policy. Failure to do so will result in disqualification from the entire rodeo.

Rodeo Committee Requirements

The host club/4-H entity is responsible for ensuring the safety and well-being of all participants, spectators, officials and animals.

- ▶ A committee must be designated to ensure:
 - Eligibility of all participants.
 - Proper use and care of animals:
 - Humane treatment of animals at all times.
 - Disqualification of any participant using an animal that is obviously sore, lame, or injured in any way.
 - Disqualification and/or removal from an event or the entire rodeo, of any person who is abusive to any animal.
 - All animals prior to the event are in good health and are sound.
 - Disqualification or removal of any participant from the event if they are not in control of the animal used, or show incompetence in the event. The participant and animal may compete in subsequent events.

Removal from the entire rodeo, of any person found to be interfering with or harassing any judge or official.

A process is established to accept for discussion and decision any complaints/grievances/appeals, received within thirty (30) minutes of the infraction containing two (2) signatures from someone other than the complainant or the complainant's immediate family.

Acceptable 4-H Rodeo Events

4-H Alberta sanctions the following events as approved 4-H rodeo events. All applicable rules and guidelines for each event can be found in the 4-H Rodeo Manual available from the 4-H Branch. All rules must be strictly adhered to. Any additions to this list must be submitted to the 4-H Council of Alberta along with appropriate rules, guidelines, assessment tools and safety precautions for approval. Approval process can take up to one year. The events are as follows:

- Barrel Racing
- Keyhole Race
- Thread the Needle
- ! Break Away Roping
- Pole Bending
- ! Stake Race
- Big T Race
- Steer/Cow Riding
- ! Steer Daubing
- Team Roping
- ! Goat Tying

▶ Only the rodeo events included on the above list are approved/sanctioned by the 4-H Alberta. The 4-H program/ 4-H Council of Alberta will assume no responsibility for injuries or insurance claims relating to non-sanctioned events.

Regulation Violation Consequences:

Anyone violating any of the above requirements will not be able to participate at any 4-H event relating to that project area, during the remainder of the project year.