

## 4-H Alberta Screening and Training Requirements by Role

| Role in 4-H Alberta   |  |  |   |                                      |  |  |
|---|--|--|---|--------------------------------------|--|--|
|   | <b>Trained Leaders,<br/>4-H staff, YAC</b><br>Ages 18+<br><br>Youth Leaders who are 18+ and who meet all of the requirements below may also fall into this category.<br><br><b>A</b> | <b>Screened volunteers,<br/>Overnight chaperones</b><br><br>Ages 18+<br><br><b>B</b> | <b>Non-screened guests</b><br><br>supporters, parents, judges, presenters, etc.<br><br><b>C</b> | <b>Board members</b><br><br><b>D</b> | <b>Youth Leaders</b><br><br>Current and Previous Senior Members (Ages 15-25) who have successfully completed the Youth Leadership Experience and Development (YLEAD) course.<br><br><b>E</b> | <b>Youth in a club leadership role</b><br><br>assist with the program at club meetings<br><br><b>F</b> |
| <b>Screening</b>  |  |  |   |                                      |  |  |
| Application   | ✓<br>(3)   | ✓<br>(3)   |   | ✓<br>(3)                             | Ages 18+<br>(3)  |  |
| Interview   | ✓<br>(3)   | ✓<br>(3)   |   | ✓<br>(3)                             | ✓<br>(3)   |  |
| Reference checks  | ✓<br>(3)   | ✓<br>(3)   |   | ✓<br>(3)                             | Ages 18+<br>(3)  |  |
| Vulnerable Sector Check (completed by police services, approved by staff) | ✓<br>(3)   | ✓<br>(3)   |   | ✓<br>(3)                             | Ages 18+<br>(3)  |  |
| 4-H in Canada Code of Conduct (acknowledged annually)                     | ✓  | ✓  | ✓   | ✓                                    | ✓  | ✓  |

✓ is an initial requirement (3) renewals are required every three years Ages 18+ is a requirement for anyone aged 18 or older

|  | <b>Trained leader,<br/>4-H staff, YAC<br/>Ages 18+</b><br><br>Youth Leaders who are 18+ and who meet all of the requirements below may also fall into this category.<br><br><b>A</b> | <b>Screened volunteers,<br/>Overnight chaperones</b><br><br>Ages 18+<br><br><b>B</b> | <b>Non-screened guests</b><br><br>supporters, parents, judges, presenters, etc.<br><br><b>C</b> | <b>Board members</b><br><br><b>D</b> | <b>Youth Leaders</b><br><br>Current and Previous Senior Members (Ages 15-25) who have successfully completed the Youth Leadership Experience and Development (YLEAD) course.<br><br><b>E</b> | <b>Youth in a club leadership role</b><br><br>assist with the program at club meetings<br><br><b>F</b> |
|--|--|--|---|--------------------------------------|--|--|
|--|--|--|---|--------------------------------------|--|--|

## Training

|   |                        |   |   |   |              |   |
|---|------------------------|---|---|---|--------------|---|
| Provincial 4-H Training                               | ✓<br>(ongoing updates) |   |   |   | ✓<br>(YLEAD) |   |
| Child Protection Training (Commit to Kids)            | ✓<br>(3 - refresher)   |   |   |   |              |   |
| Youth Safety Training                                 | ✓                      |   |   |   | ✓            |   |
| Event / Position Training (at each event or new role) | ✓                      | ✓ | ✓ | ✓ | ✓            | ✓ |
| Governance Training                                   |                        |   |   | ✓ |              |   |

## Supervision

|   |  |                             |  |  |  |  |
|---|--|-----------------------------|--|--|--|--|
| Youth Supervision Policy requirements (Rule of Two) | Additional "A" or "B" role must be present | An "A" role must be present | Must be with an "A" and another "A" or "B" | Must be with an "A" and another "A" or "B" | Must be with an "A" and another "A" or "B"                 | Must be with an "A" and another "A" or "B" |
| Counts toward programming supervision ratio?        | Yes  | Yes                         | Yes – role explained to youth              | Yes – role explained to youth              | Yes – may supervise younger youth. Role explained to youth | No – role explained to youth               |

✓ is an initial requirement (3) renewals are required every three years

|  | <b>Trained leader,<br/>4-H staff, YAC<br/>Ages 18+</b><br><br>Youth Leaders who are 18+ and who meet all of the requirements below may also fall into this category.<br><br><b>A</b> | <b>Screened volunteers,<br/>Overnight chaperones</b><br><br>Ages 18+<br><br><b>B</b> | <b>Non-screened guests</b><br><br>supporters, parents, judges, presenters, etc.<br><br><b>C</b> | <b>Board members</b><br><br><b>D</b> | <b>Youth Leaders</b><br><br>Current and Previous Senior Members (Ages 15-25) who have successfully completed the Youth Leadership Experience and Development (YLEAD) course.<br><br><b>E</b> | <b>Youth in a club leadership role</b><br><br>assist with the program at club meetings<br><br><b>F</b> |
|--|--|--|---|--------------------------------------|--|--|
|--|--|--|---|--------------------------------------|--|--|

## Responsibilities

|                                    |   |   |  |  |  |  |
|------------------------------------|---|---|--|--|--|--|
| Adherence to Supervision Policy    | ✓ | ✓ |  |  | ✓  |  |
| First aid and emergency management | ✓ |   |  |  |  |  |
| Incident reporting                 | ✓ |   |  |  | Report all incidents to the "A" role present |  |
| Program planning                   | ✓ |   |  |  | ✓  | ✓  |
| Direct instruction to youth        | ✓ | ✓ | Only with trained leaders or screened volunteers present | Only with trained leaders or screened volunteers present | ✓  | Only with trained leaders or screened volunteers present |

✓ is an initial requirement