



EXTENSION  
College of Agriculture,  
Biotechnology & Natural Resources

# University of Nevada, Reno Extension 4-H Youth Development

## State 4-H Handbook and Policy Guidelines 2019-2020

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*This document is intended to be operational guide and an important reference to help Extension faculty, staff, volunteers, and youth accomplish the 4-H mission and uphold the values of the Nevada 4-H Youth Development Program as they work with youth and families. The contents will be regularly reviewed to ensure its relevance and accuracy in meeting the needs of Extension faculty, staff, and volunteers. From time to time, changes and/or additions may be made, however these changes will be communicated with staff when they occur.*

**It is important to note that the policies included in this Policy Handbook supplant any other Nevada state 4-H policies or guidelines otherwise printed or stated which may disagree or conflict with those included in this handbook.**

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# Section 1

# Introduction

# Introduction

Welcome to the world of 4-H Youth Development. This handbook expresses the policies and procedures for the administration of the University of Nevada, Reno, Extension 4-H Youth Development Program. The 4-H Policy Handbook is a guide for the management of the 4-H Youth Development Program in Nevada. Please note: Neither this handbook, nor the policies and procedures contained herein, creates any expressed or implied right to be a 4-H member, volunteer or otherwise participate in the 4-H Youth Development Program.

## *Overview*

Polices are created to provide a consistent framework for the program and to ensure that 4-H Youth Development programming and outreach efforts are consistent, fair, and legal. To properly maintain program continuity and operate as efficiently as possible, it takes a great deal of structure and many procedures. As such, the State 4-H Policy Handbook is designed as a resource for all Extension faculty, staff, and volunteers working with the 4-H Youth Development Program. It was developed with the input from 4-H members, volunteer leaders and Extension staff.

## *Application*

- A. The policies and procedures in all sections of this handbook apply to program activities under the direct purview of the Extension Director and Associate Dean for Engagement and the State 4-H Youth Development Program Director. These policies cover state-wide programming, county programming, and statewide activities and events.
- B. This handbook applies to all administrators, faculty, county extension educators, county program managers, community based instructors, 4-H program coordinators, advisory groups, volunteers, and youth associated with the Nevada 4-H Youth Development Program.
- C. The following policies and procedures clarify the roles and responsibilities of all persons associated with youth development programs conducted as part of the University of Nevada 4-H Youth Development program. All 4-H clubs and affiliates are subject to the authority of University of Nevada, Reno Extension. All participants, including members at all levels, parents, volunteers, and all 4-H clubs and affiliates, agree to conduct their programs and manage their affairs in accordance with these policies.
- D. A county may have policies that are more restrictive, but not less restrictive. The State 4-H Youth Development Program Director should be notified of any policies that differ from the State 4-H policies and may disapprove a non-conforming policy if she or he determines that it does not positively advance the mission, philosophy, or goals of the 4-H Youth Development Program or is contrary to law. A request to waive any of these policies or procedures must be directed in writing to the State 4-H Youth Development Program Director.

## *Content*

- A. The contents of this handbook will be used to set forth policies and procedures that are specific to the program.
- B. Information in this handbook is applicable to all aspects of the Nevada 4-H Youth Development program until superseded by revisions approved and distributed by the State 4-H Youth Development Program Director.

### ***Policy Interpretation Procedure***

- A. The 4-H Youth Development Program is a non-formal education program planned and conducted at the county level in compliance with the policies, guidelines, and standards for 4-H activities and events outlined in this handbook.
- B. The policies in this handbook are designed to ensure that ethical decision making based on the agreed upon ethical values of integrity, excellence, accountability, and respect is utilized when enforcing the policies, procedures, and guidelines.
- C. It is strongly encouraged that local policies are in writing and kept at the county office.
- D. Policy changes must be publicized widely throughout the county and state.

### ***Policy Development and Review Process***

- A. When a 4-H Policy issue is presented to the State 4-H Office, it will be referred to the State 4-H Youth Development Program Director. The policy will be reviewed by the State 4-H Policy and Procedure Committee, UNCE Administration, and UNR Legal.
- B. Revisions to this handbook are established after careful review and analysis. The State 4-H Youth Development Director will make all final decisions on policy and procedure modifications. All changes will take effect on October 1 of the new 4-H year.
- C. Handbook sections will be reviewed and revised on a regular basis with approved revisions posted on the Nevada 4-H website.





# Section 2

# General Information

# General Information

## *Statement of Purpose for Nevada 4-H Youth Development*

*The University of Nevada, Reno Extension 4-H Youth Development is an age-appropriate, positive youth development program that helps shape future leaders and innovators through research-driven, hands-on learning activities with a focus on academic and career readiness.*

## **4-H Year**

The 4-H year is from October 1 of the current calendar year to September 30 of the following calendar year.

## **4-H Educational Philosophy**

The phrase “Learning by Doing” sums up the educational philosophy of the 4-H program. Young people learn best when they are involved in their learning.

## **4-H Pledge**

The pledge tells what 4-H is about. The 4-H goal is the four-fold development of youth: Head, Heart, Hands and Health. The pledge was adopted by the delegates of the 1927 National 4-H Club Camp in Washington, D.C. State club leaders voted for and adopted the pledge for universal use. The phrase “and my world” was added in 1973. The saying of the pledge has a prominent place in 4-H activities, at regular 4-H meetings, achievement days and other club events.

*I Pledge my Head to clearer thinking,  
my Heart to greater loyalty,  
my Hands to larger service,  
and my Health to better living,  
for my club, my community, my country,  
and my world.*

## **4-H Motto**

The motto “To Make the Best Better” is intended to inspire young people to continue to learn and grow, to make their best efforts better through participating in educational experiences.

## **4-H Emblem**

The official 4-H emblem consists of a green four-leaf clover with stem and the letter "H" in white or gold on each leaflet. The 4-H emblem shown most nearly reflects that which is described in the 4-H name and emblem law and is thus recommended for use nationwide. The four-leaf clover with stem and the letter "H" in white or gold on each leaflet may also appear, if necessary, in other colors and still be considered the official 4-H emblem. For example, when it is not possible to use the color green for the emblem, as in printing on fabric, plaques, and trophies, other colors may be used.

## ***Use of 4-H Name and Emblem***

When the 4-H Emblem is used, the following wording (exactly as printed below) will be displayed to the right of the base of the stem and under the lower right leaf: 18 U.S.C. 707. The ONLY exception will be when the wording "18 U.S.C. 707" becomes too small to be legible. In computer generated samples, it appears that as long as the 4-H Emblem is at least 3/4 inch in size, the writing is legible. Once the 4-H Emblem is a size of .5 inch or smaller, the writing is probably not going to be legible. When large versions of the 4-H Emblem are used (e.g., T-shirts, poster, and banners), the statement can be somewhat smaller in proportion to the Emblem. In these cases, the following guidelines will be used:

- On printed material use an asterisk at the same location (to the right of the base of the stem and under the lower right leaf), and place the statement "18 U.S.C. 707" in a prominent place on the page.
- On packaged items (e.g., lapel pins and jewelry) place the statement on the outside package.

When used, the 4-H Club name and emblem shall be given a position of prominence. It is not permissible to superimpose any letter, design, or object on the 4-H emblem or to alter its shape in audiovisuals, on stationery over which a letter is written or typed, certificates, publications, etc.

Any use of the 4-H name and emblem is forbidden if it exploits the 4-H program, its volunteer leaders, or 4-H youth participants or the United States Department of Agriculture, Extension Services of the Land-Grant Universities, or their employees. Also, the 4-H name and emblem cannot be used to imply endorsement of commercial firms, products, or services.

Authorization for use of the 4-H name and emblem by Nevada 4-H Clubs or Affiliates must be obtained through the chartering process. An official 4-H Club Charter or Letter of Authorization issued by the State 4-H Office, must be on file at the State Office and the County Office.

Commercial vendors, private organizations, or other entities need to contact either the local Extension Service office or the University of Nevada, Reno Extension 4-H Youth Development Office to determine what steps they need to take to use the 4-H Name and Emblem. Anyone wishing to use the 4-H Name and Emblem in a way that extends beyond an individual state 4-H program must seek authorization from 4-H National Headquarters at USDA.

To view the entire 4-H Name and Emblem Guidelines visit the National 4-H Headquarters Web Site: (<https://nifa.usda.gov/4-h-name-and-emblem>)

## ***Terms of Authorization***

There must be some form of a written agreement, memorandum of understanding, or a contract between the individual, organization, institution, or group to whom authorization has been granted to use the 4-H name and emblem and the designated persons responsible for granting authorization at the appropriate level of geographic jurisdiction.

## ***4-H Club Emblem Fraudulently Used***

The 4-H Name and Emblem is a federal mark with protections and standards that exceed that of trademarks and copyrights. Using the 4-H Name and Emblem requires proper authorization. Anyone engaging in unauthorized use or misuse of the 4-H Name and Emblem may be subject to federal prosecution. This section shall not make unlawful the use of any such emblem, sign, insignia, or words which was lawful on the date of enactment of this title. Title 18, U. S. C. 707, June 25, 1948. See 4-H Name and Emblem policy on

<https://nifa.usda.gov/4-h-name-and-emblem>

The Four H's  
The foundation of 4-H learning

*Head*—managing & thinking

*Heart*—relating & caring

*Hands*—giving & working

*Health*—being & living



# Section 3

# Membership and Enrollment

# Membership and Enrollment

## *General Eligibility*

Nevada 4-H is the premier youth development program of the University of Nevada, Reno Extension is committed to the University's Affirmative Action Plan, the Equal Employment Opportunity Policy and all Civil Rights mandates from the United States Department of Agriculture (USDA). We support fair and equitable consideration and treatment in all aspects of employment and educational programs for all persons without regard to race, color, religion, sex, age, national origin, political or union affiliation, marital status, sexual orientation or disability. The 4-H Youth Development program is open to all youth ages 5 to 18 years of age.

All Extension employees and volunteers are responsible for treating each other and program participants with the utmost respect and cooperation assuring that equal opportunities are made available to all and that our programs and work environment is free of unlawful discrimination, harassment or prohibited personnel practices.

If any employee or volunteer either experiences or witnesses conduct that may be inconsistent with either the University's or the USDA's Civil Rights Policies as stated herein must immediately notify their supervisor or the Statewide Human Resources and Affirmative Action Officer, the University's Affirmative Action Office or the UNCE Civil Rights and Compliance Officer. All Area Directors, department heads and supervisors are charged with ensuring that the workplace and programs are free from discrimination or retaliatory behavior toward any individual.

All employees and volunteers are encouraged to work together in a spirit of mutual respect, cooperation and understanding of each other's' differences.

The purpose of this policy is to ensure the 4-H clubs are as inclusive and diverse as possible. All youth participating in 4-H should have the same opportunity to equal training in 4-H work. All 4-H work should be conducted by paid Extension faculty/staff or trained/certified volunteers in such a manner that the Extension organization would not be criticized for any unfair or unequal treatment, including the selection of winners.

Children of Extension personnel enrolled in the 4-H club program are eligible to compete in all 4-H programs and activities and are, therefore, eligible for all county, district, state, and national awards. However, if there is deemed a conflict of interest, the Extension employee will recuse themselves when their child is involved.

## *4-H Membership & Enrollment*

**4-H has an OPEN MEMBERSHIP policy, which means a child can join 4-H at any time during the year. However, there may be local deadlines that must be met to participate in specific 4-H activities or events (e.g., fairs, camps, etc.).**

4-H membership is only offered through one of the University of Nevada, Reno Extension's 17 county 4-H programs. A youth becomes a "4-H member" when the youth either completes an individual enrollment form through 4-H Online or is included in a group enrollment form, which must be on file in the county Extension office.

4-H membership is based upon the age of the child on January 1 of the 4-H year (October 1 to September 30). A child must be between ages 5 to 19 (inclusive) on January 1 of the 4-H year. Membership expires each year

on September 30<sup>th</sup>. A 4-H member must renew their membership each year to continue in the program. Until the membership is renewed after October 1<sup>st</sup> of the current year, the member is considered inactive.

Youth and volunteer enrollment information shall be maintained on the state-approved electronic enrollment system. Work with your local County Extension Office to enroll into the local 4-H program through this system.

Marriage and/or parenthood shall not disqualify individuals from 4-H membership and participation, provided other requirements are met.

### ***Membership in Another County or State***

A youth participates in 4-H by belonging to a 4-H club, or any recognized unit of 4-H participation, usually in their county of residence. Nevada 4-H policies do, however, allow youth to participate in 4-H in another county, or state, as long as they are not participating in the same 4-H project in more than one location at a time. For example, a youth living part of the year with each parent may participate in 4-H at both locations as long as it is not simultaneous. Youth are encouraged to enroll in the county in which they reside as their primary county. Approval by the county 4-H faculty or staff in both locations is required for multi-county enrollments.

### ***4-H Age Categories and Guidelines***

The age of a 4-H Member is determined by how old they are on January 1 of the 4-H Club Year (October 1 to September 30). For clarification purposes, three examples are detailed below.

- A child turns 14 years old in November. This means the youth was 13 years old when the 4-H Club Year started on October 1, but it also means the youth is 14 years old on January 1 of the 4-H Year (Oct 1 to Sept 30). Therefore, this child is considered as 14 and is a Senior Member throughout the 4-H Club Year.
- A child turns 14 years old in February. This means the youth was 13 years old when the 4-H Club Year started on October 1, but it also means the youth is 13 years old on January 1 of the 4-H Year (Oct 1 to Sept 30). Therefore, this child is considered as 13 and is an Intermediate Member throughout the 4-H Club Year.
- A child turns 11 years old in March. This means the youth was 10 years old when the 4-H Club Year started on October 1, but it also means the youth is 10 years old on January 1 of the 4-H Year (Oct 1 to Sept 30). Therefore, this child is considered as 10 and is a Junior Member throughout the 4-H Club Year.

Based on the determination process and examples outlined above, the age categories for Nevada 4-H are defined as listed below:

Cloverbud	5 to 8 Years Old
Junior	9 to 10 Years Old
Intermediate	11 to 13 Years Old
Senior	14 to 19 Years Old

## ***Nevada 4-H Cloverbud Policy***

The Nevada 4-H Program follows the National 4-H Cloverbud Policy (<https://nifa.usda.gov/sites/default/files/resource/K-3rd%20Grade%20Programs%20in%204-H.pdf>) and that policy states the age of 4-H Cloverbuds shall be 5 to 8 years old. The age of the child is based on their age on January 1 of the 4-H Club Year (October 1 to September 30).

The National 4-H Cloverbud Policy states that 4-H Cloverbuds should participate in educationally-suitable activities and developmentally-appropriate activities. The focus of the 4-H Cloverbud Program is the positive growth of young children through their exploration of a variety of project areas because it is developmentally-appropriate for their young age. The National 4-H Cloverbud Policy also specifically states that they are not allowed to participate in competitions with their projects (animals, art, baking, nature, etc) because it is not developmentally-appropriate for their age.

However, it is also known that children of 4-H Cloverbud Age have an attraction to animals and this attraction serves an educational purpose. Therefore, 4-H Cloverbuds can have an educational experience with animals if it is done in the following manner:

1. If it is a one-time and non-competitive event where there is no formal judging such as contestant ranking, age classes, etc. If the same award such as colorful rosettes, rainbow ribbons, or similar award is received by all participants.
2. If it is an educationally-appropriate experience and a developmentally-appropriate experience. For example, the youth learn about animals in a fun, safe, and entertaining way that does not involve competition.
3. If it is supervised by an adult and/or teen leader in a one-to-six ratio - including the adult/teen leader leading the animal with appropriate safety equipment/gear (based on the animal species). For example, a lamb should wear a halter and a child should wear appropriate clothing/equipment when necessary for safety.
4. If large animals (such as horses, beef, dairy, and/or swine) are used in an event, the animal must be appropriate in size and personality to that of the Cloverbud member and there should be a 1:1 ratio with youth to adult.

These animal policies are for the safety of the 4-H Cloverbud member and the public at the public exhibition. The developmental ability and the maturity level of the exhibitor and the unpredictable behavior of animals determine this policy. Extension personnel may determine that a Cloverbud member is unsafe with animals and may limit their participation with animal projects.

4-H Cloverbud aged youth are NOT allowed to participate in any shooting sports events or activities.

If a local 4-H Club or county 4-H program meets the above criteria, it can sponsor 4-H Cloverbud activities. Any local 4-H Club or County 4-H Program that do not meet these criteria must discontinue the activity until the proper adjustments are made to their guidelines. This policy must be adhered to if a club or county wishes to continue using the 4-H Name and Emblem.

### ***Membership Implications for Fairs and Events***

Extension and 4-H does not always set policy for eligibility for youth exhibitors for county, area, or state fairs or competitions (example: Nevada Junior Livestock Show). However, it is the recommendation as Youth Development Professionals that the age for youth exhibitors coincide with the official age of 4-H competition

(ages 9 to 19). This is suggested, especially for area/regional or state fairs/events and preferably county fairs/events as well. If county fairs do allow younger youth (ages 5-8) to exhibit, it is recommended that the recognition (ribbons, small trophies, etc.) be identical. Research indicates that this age group's comprehension of competition or judging one over the other is limited and maybe harmful to the development of a positive self-esteem.

## ***4-H Membership***

4-H membership is only offered through one of the University of Nevada, Reno Extension's 19 county 4-H programs. A youth becomes a "4-H member" when the youth either completes an individual enrollment form through 4honline.com or is included in a group enrollment form, such as NV Extension Youth Group Enrollment Form, which must be on file in the county Extension office. A youth participates in 4-H by belonging to a 4-H club or any recognized unit of membership (see Types of 4-H Membership) in the county(s) where they have declared their membership.

Marriage and parenthood are not barriers to 4-H club membership or participation provided age requirements are met. If a 4-H member is married or becomes emancipated, parental consent forms are not required to be obtained as they are not considered a minor under Nevada law NRS 129.080 to 129.140.

## ***Types of 4-H Membership***

Any youth who is recorded by Extension as participating in one of the following recognized delivery modes is considered a 4-H member. A youth who is accepted as a 4-H member is entitled to all rights and privileges of membership in connection with 4-H.

### *Club-Based Programs:*

The 4-H Club program is just one delivery mode for 4-H Youth Development programs in Nevada and across the nation. The definition of a 4-H Club is an organized group of youth who meet regularly with adult volunteers or staff for a progressive series of educational experiences.

4-H Clubs and affiliates must be chartered through the county extension office and must meet the minimum criteria for a 4-H Charter Club listed below. Official 4-H Clubs and affiliates have the authority to use the 4-H Name and Emblem. To be enrolled as an official chartered club, the following criteria must be met:

#### Regular 4-H Club

- Must have five members from no fewer than three families
- Must be organized with a youth-led leadership structure
- Must meet six or more hours per year
- Must be supervised by one or more certified 4-H volunteers
- Use approved research/evidence-based 4-H curriculum

#### Family Club and Independent Members

- Must have fewer than five members enrolled or fewer than three families enrolled
- Must be organized with a youth-led in leadership structure
- Must meet six or more times per year
- Must be supervised by one or more certified 4-H volunteers.
- Use approved research/evidence-based 4-H curriculum



For some youth, exposure to 4-H experiences and learning materials comes through activities conducted either within their family or as independent members. While 4-H encourages participation in club settings to promote friendships, leadership, citizenship and opportunities to interact with other youth and adults, for some youth, this is not always possible.

4-H Clubs can be organized in different ways:

- **Community Club-** A 4-H Community Club is a way for youth to get involved with peers and learn new skills. This type of club involves members of a variety of ages and interests. A 4-H Community Club usually holds meetings monthly throughout the year. Members can be a part of a project group within the Community Club that meets at other times to explore the specific project interests of the group. There are usually multiple projects within a community club. Community clubs are usually formed within geographic areas, schools or housing communities.
- **Project Club-**4-H Project Clubs offer one project area (from the list of projects) to work within through multiple learning experiences and activities. The 4-H project club is an ideal way to expand membership and to create interest in new project areas.
- **In-School Club-**meeting during school hours but have a youth-led leadership structure and planned activities beyond school enrichment.
- **Afterschool Clubs-**are organized in formal afterschool programs and have youth-led leadership opportunities and planned activities.
- **Military Clubs-**are organized by the Armed Forces, often on military installations and principally for military dependents.

*Special Interest/Short Term Based Programs:*

Groups of youth meeting for a high-quality educational experience that involves direct teaching by extension staff or trained volunteers, including teachers. Program is not part of the school curriculum and not restricted to members of 4-H clubs. Multiple-day meetings, for example on college campuses, should be reported as short-term programs.

*School Based Programs:*

A school-based program is a cooperative effort between a school and the University of Nevada, Reno Extension. This may be a public, private, or home school environment. Members participate in an educational program planned and coordinated by Extension staff in cooperation with school officials to supplement and compliment the school curriculum. The school enrichment project is taught by a teacher, Extension staff, or volunteer and should consist of multiple learning experiences. School enrichment can build a relationship between the school system and Extension that will lead to the formation of a 4-H club. There must be a 4-H Youth Group Enrollment Form or similar documentation kept on file in the county Extension Office for these programs. The group enrollment information must be entered into the 4-H electronic enrollment system before the end of the 4-H year.

*Camping Based Programs:*

Youth taking part in an Extension-planned educational experience of group living.

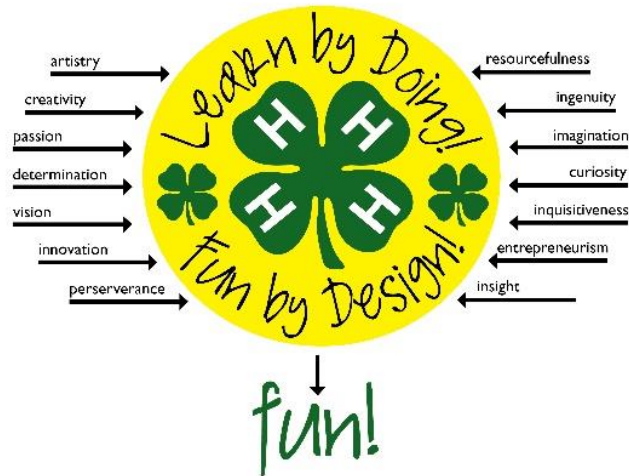
- *Overnight camping* includes being away from home at least one night (resident, primitive, or travel camping) and not restricted to members of organized 4-H clubs. Examples are: county 4-H camps, state 4-H camp conducted at the 4-H Center, Teen Leader Conference, Forestry/Wildlife Camp, etc.
- *Day camping* consists of multiple-day programs, with youth returning home each evening.

*Afterschool Based Programs:*

Educational programs offered to youth outside of school hours, usually in a school or other community center and incorporating 4-H curricula. The primary purpose is to provide care for youth while parents are working or unavailable. (Youth who are members of 4-H clubs in school age child care settings are considered members of “organized 4-H clubs”.)

*Individual Enrollment Based Programs*

Planned learning which occurs independent of a formal group setting such as a club, as an individual, paired, or family learning effort. Self-directed but under the direction of a certified adult volunteer. Examples include self-study, home study courses, mentoring or shadowing with an “expert,” and whole families learning together.



# Section 4

# 4-H Clubs

# 4-H Clubs

## *What is a 4-H Club?*

Because of the key role clubs play in 4-H delivery, it is important to have a clear definition and understanding of the functions of a 4-H club. The goals and structure of 4-H clubs vary according to the needs of the members. Some clubs focus on one project (or one project at a time) that the entire membership experiences together at the club meeting (project club). Some clubs offer a selection of projects delivered through project meetings held at times outside the regular club meeting. Some clubs have a singular focus such as project club, or they target a specific audience such as military clubs (youth whose parents are in the military), afterschool clubs or home school clubs (youth who are home schooled). However, there are components and characteristics that are common to all 4-H clubs and these commonalities provide the definition of a 4-H club described below. These are the minimum requirements of all 4-H clubs to support a quality 4-H club experience. Please note the local Extension office may include additional requirements for 4-H clubs in their county.

4-H clubs are organized groups of youth who have a youth-led leadership structure (example: club officers) and are supported by trained, certified adult volunteer leaders. The 4-H club conducts meetings and educational activities throughout the year — holding six or more official meetings annually, and with a membership of a minimum of five members. Club meetings typically include the conducting of some business by the officers, an educational program and a team building or recreational activity. The club frequently includes opportunities for leadership and community service/service learning. It may meet in any location and is authorized through the county and state to use the 4-H name and emblem. Youth ages 5-19 (as of January 1 of the current year) are eligible to be members.

In summary a 4-H Club:

- Is an organized group of a minimum of five youth from three different families.
- Has a planned meeting calendar that meets a minimum of six times throughout the year. Club meetings should include experiential learning during the club year.
- Is advised by trained, certified volunteer leaders.
- Have a youth-led leadership structure. Officers must be actively engaged in conducting meetings.
- Should meet in any accessible location.
- Includes opportunities to learn skills through a variety of project experiences.
- Offers opportunities for leadership and citizenship/community service.
- Use approved research/evidence based 4-H curriculum.

## *Naming of Clubs*

- Must be specific
- Foster the character-building purpose of 4-H
- Not imply exclusivity
- Not be religious or secular in any manner
- Not be offensive or violate copyright regulations
- Not be offensive, demeaning or discriminatory in any manner
- Not violate any federal or state copyright laws

## ***Types of 4-H Clubs***

### **Community Clubs**

These clubs typically meet in the evenings or on weekends and offer multiple learning experiences and activities. A Community club is the multi-project club that meets regularly to conduct business meetings, address county 4-H requests and community issues, provide an educational program presentation or activity and offer a selection of projects delivered through project meetings held at times outside the regular club meeting. These clubs require the selection of a youth-led leadership model (example: electing club officers) and are advised by two non-related trained volunteer leaders. This format provides a wider choice of learning experiences for the 4-H member but requires more leaders for the additional project meetings and is generally more complicated to manage. Youth can enroll in one or more project areas in a multi-project community club.

### **Project Clubs**

These clubs typically meet in the evenings or on weekends and offer one project area (from the list in the Participation section of the 4HOnline enrollment process) to work within through multiple learning experiences and activities. These clubs that meet regularly (minimum of six meetings), conduct a business meeting, address any county 4-H requests and community issues and then focus on one project that the entire membership experiences together are referred to as project clubs. These clubs are less complicated in structure and thus easier to start. Members are encouraged to do a community service/service learning project during the 4-H year. All project clubs require at least two designated non-related trained volunteer leaders.

### **SPIN (Special Interest) Project Experience**

These clubs provide groups of youth meeting for a short term experience (few weeks to a few months) with a focus on a specific area, during a specified time frame. Youth are actively involved in planning and coordinating activities, part of an educational experience advised by trained, certified volunteer leaders. These “high-impact” experiences will be flexible and focus on specific activities and skill development related to the chosen special area of interest. These groups will have the flexibility to provide positive youth development and adult mentorship through varying time frames giving both youth and leaders more flexibility in when and how long they meet. Characteristics of the SPIN Project Groups might include:

1. Taking the programming to the participants by meeting where it is convenient for them.
2. Offering five to six sequential learning experiences – at least two hours of education.
3. A flexible and variable time frame for projects or activities, such as meeting once a week for six weeks, twice a week for three weeks or twice a month for three months.
4. Offering different curriculum/project-material levels ranging from beginner to advanced.
5. A smaller youth-to-adult ratio so more leaders and volunteers can serve as mentors.

### **Afterschool Clubs (4-H Afterschool Clubs)**

Afterschool clubs have a youth-led leadership structure, meet a minimum of 6 times and have planned activities. Providing experiences for young people that address healthy development is the goal of 4-H. 4-H Afterschool is designed to combine the resources of 4-H and the Extension system with community/school-based organizations that provide out-of-school programs that address community needs. The Afterschool 4-H club operates within the structure of the community/school-based organization that sponsors the out-of-school program. Club members participate in community service and project activities. Club meetings include conducting business by officers, educational programs, and group or recreational activities, and may vary by site.

## **Military 4-H Clubs**

Military 4-H Clubs are organized by the Armed Forces, often on military installations, and principally for military dependents. Military 4-H Clubs provide a "slice of home" for Military youth wherever they live. Clubs organized on a military installation are only open to youth whose parents are stationed at that installation or serving as military contractors at that installation. If the club is organized in a community, then military and non-military youth may participate. These clubs must elect officers, meet a minimum of six times and be advised by two non-related trained volunteer leaders.

## **In-School Clubs**

An In-school Club meets during school hours, has officers, meets a minimum of six times a year with planned activities beyond school enrichment. These clubs operate much the same as community clubs, but a teacher may serve in the role of club leader. In-School Clubs provide the opportunity to reach more of your county's potential audience (youth 9-19), to build a relationship with the county school system, and demonstrate how 4-H can add to the current academic learning.

## ***Factors that Help Determine a Quality County 4-H Program***

The following factors should be considered as a whole in determining a quality county 4-H program:

- Number of 4-H members in long-term 4-H clubs or groups in the county.
- Number of 4-H members in school enrichment or other short-term programs in the county.
- Potential 4-H members (number of youth ages 5-19).
- Number of 4-H'ers being reached per staff member.
- Age of 4-H members. The number of older 4-H'ers involved might be a real key to quality of program being offered.
- Leader/member ratio.
- Types of 4-H clubs. The number of 4-H'ers involved in organized clubs is a real key to quality of program being offered.
- Geographic distribution of community clubs within county.
- Number of County/State Honor Clubs.
- Community Service – 4-H'ers and volunteers are involved in meaningful community service.
- Participation in club, county, district and state activities by leaders and members.
- Record books completed for judging at county and/or state levels.
- Leader training program – kinds of training and number of training sessions.
- Number of new leaders recruited – efforts towards recruiting.
- Number of volunteers completing core competency training.
- Youth as Partners – number of youth serving in decision-making roles.
- Programs planned in advance and continuously evaluated.
- A county 4-H foundation or a citizen's committee of some sort to help with funding.
- New, innovative ideas tried (both successful and unsuccessful).
- Growth.
- Positive image of 4-H in county.
- Public or citizen awareness of 4-H program – how the program is marketed.
- Professional employees' attitude toward their work.

## **Starting a 4-H Club**

### **4-H Club Chartering**

The University of Nevada, Reno Extension is committed to protecting at the highest level our 4-H program, its members, the name/emblem and image in Nevada and the country. This protection comes through the commitment and requirement for all 4-H clubs to have current charters and understand the value of those charters.

A Nevada 4-H charter provides official recognition to a club of their affiliation with the Nevada 4-H Youth Development Program and tax exempt status as an official unit of the University of Nevada, Reno Extension. They also have permission to use the 4-H name and emblem within the guidelines.

### **Requirements of Chartering**

4-H Entities need to fill out the following documents and forward to County Office:

- Chartering Application
- Charter Official Requirements
- Charter, Constitution & Bylaws
- Annual Program Plan Example
- 4-H Meeting Outline Example

### **Process for Chartering a 4-H Club**

Below are the steps for completing the chartering process:

1. 4-H Club leader will submit the documents listed above to the County Extension Office.
2. After review by the County UNCE/4-H Office, a copy of Application and Official Requirements shall be forwarded to State 4-H Office.
3. State 4-H Office approval of official charter document is signed by UNCE Extension Director, State 4-H Program Director then forwarded to County for designated County official signature.
4. Copies of all documents are retained in State and County office. 4-H Clubs will receive original copy of their official club charter.
5. Only 4-H Entities that are Chartered will be permitted to use 4-H Name & Emblem.

### **Terminating a 4-H Club Charter**

Reasons to pull a charter may include, but are not limited to:

- Unlawful discriminatory practices.
- Not submitting required county paperwork including club reports, annual financial reports, member enrollment forms, and volunteer applications.
- Club leadership not attending volunteer training and workshops, if required by county.
- Practices that are not considered youth developmentally appropriate.

The following steps should be taken:

- The County Extension Staff should meet with the club leader and outline the concerns and follow up in writing. Give a defined period of time to remedy the situation.
- If it becomes necessary to move forward with pulling the charter, the process is:
  - a. Create a timeline with dates that meetings were held to discuss concerns.
  - b. Assemble all written correspondence sent to club leadership regarding expectations and defined times to remedy the concerns.

- c. Outline a plan to support the existing club members i.e: Club and project opportunities to which the youth may transfer their membership.
- d. Contact the Area Director for counsel. Forward supporting documentation for their review.
- e. Contact State 4-H Program Director at State 4-H Office for charter to be pulled.
- f. Follow-up with letter to club leadership and membership indicating the club has been dissolved. Letters to youth should include a summary of other club opportunities in the county.

For copies of the required documents to submit an official Club Charter application, go to

<https://www.unce.unr.edu/4H/about/policies>





# **Section 5**

# **4-H Club**

# **Financial**

# **Management**

# Nevada 4-H Financial Guidelines

## ***4-H Club Money***

Most 4-H Clubs raise money to support club activities through the collection of dues or holding specific fundraisers. Because 4-H is an educational non-profit organization authorized through USDA and the University of Nevada, Reno, there are several procedures must be followed when working with a club treasury. The key point to remember is the ability to show and prove proper accountability.

*End of the Year Financial Report:* Nevada 4-H policy requires that all 4-H clubs and/or affiliates submit the 4-H Annual Financial Reporting Form to account for the dollars raised in the name of 4-H across the state. This report is due to each county office on or before December 1<sup>st</sup> of the current calendar year and the counties must submit those forms to the State Office by December 31<sup>st</sup>. The 4-H Annual Financial Reporting Form can be found on the Nevada 4-H Website at [www.unce.unr.edu/4-h](http://www.unce.unr.edu/4-h).

## ***Nevada 4-H Financial Guidelines***

A 4-H Entity, as used in this section, is defined as a 4-H club, council, and/or affiliated group. The following guidelines apply to any Nevada 4-H entity.

- A bank account, at a federally recognized banking institution (FDIC member) MUST be opened if the 4-H entity handles any money (program fees, dues, fundraisers, community service donations, etc.).
- The fiscal accounting year runs from October 1 to September 30
- All financial accounts are listed with an Employee Identification Number (EIN). Be sure that the checking and savings accounts for your group are NOT under the Social Security Number of the any leader or member. If the 4-H entity does not have an EIN, the club should apply online at [www.irs.gov](http://www.irs.gov). Click on publications and Forms SS-4.
- Two signatures are encouraged on all checks and they have to be certified/screened volunteers and/or members from different families.
- All bank accounts should have the county UNCE office as the resident address. Bank statements shall be provided to the local UNCE Extension office on a regular basis, if they are not mailed directly to the UNCE office. Each county will determine how often they should be provided.
- Obtain a duplicate receipt book for receipting all money and donations (cash and non-cash).
- Encourage a yearly budget (approved by the 4-H Entity). This should be sent to the local county UNCE office by December 1<sup>st</sup> of each club year.
- Money should be deposited within 72 hours of receiving into proper account. Checks should be endorsed properly, according to the bank standards.
- Monthly reconciliation of bank statements must be completed and signed off by the 4-H Entity Treasurer and an adult leader (if the 4-H entity is a 4-H club, teen council, etc.). Some county 4-H programs will have a form to use for this. Financial reports should be given at the regular meetings of the 4-H entity.
- All payments should be approved by the membership of the 4-H entity and a receipt should be attached to the payment request form. Any payment request that is not included in the yearly budget must be approved by the membership prior to the purchase.
- If a 4-H entity wishes to conduct a fundraiser, they must submit a fundraiser approval form (found in the Appendix) to the county office by the deadline set by the county.

## ***4-H Entities End of the Year Financial Report***

All 4-H entities must conduct an end of year/audit of financial records. This process should include the treasurer, an adult volunteer leader, and another reviewer, none of whom can be related. The 4-H Annual Financial Reporting Form must be completed and submitted to the county UNCE office by December 1<sup>st</sup> of each year, along with a copy of the last month's bank statement. The county UNCE office must submit all 4-H entities forms to the State Office by December 31<sup>st</sup> of each year.

## ***Fundraising***

In seeking private support for 4-H programs through fundraising, State and local Extension officials must insure that the funds are given and used in accordance with Title 7 of the Code of Federal Regulations, section 8 and USDA Guidelines pertaining to the 4-H Program. Critical elements of these regulations and guidelines include;

- Fundraising programs using the 4-H Name and Emblem may be carried out for specific educational purposes. Such fundraising programs and use of the 4-H Name and Emblem on or associated with products and services for such purposes **MUST HAVE** approval of (the) appropriate Extension office (local, county, state or national level).
- All moneys received from 4-H fundraising programs, except those necessary to pay reasonable expenses, **MUST BE** expended to further the 4-H educational programs.
- Private support moneys should be:
  - Given and used for priority educational purposes
  - Accounted for efficiently and fully
- There **MUST BE** a definite plan to account for funds raised prior to authorization. Such a plan should be within the policy guidelines of the state for handling funds.
- In connection with 4-H fundraising purposes, the following disclaimer statement must be used on products or services offered for sale "A portion of the sales price of this product or service will be used to promote 4-H educational programs. No endorsement of the product or service by 4-H is implied or intended."
- Any use of the 4-H Name and Emblem is forbidden if that use misrepresents the 4-H, adult volunteers, members, USDA/NIFA, Cooperative Extension, land-grant institutions, or their employees.

## ***Sale of Products by 4-H Clubs***

4-H entities may secure private funds to support their goals and activities through fundraising such as the sale of items. These groups must report their plans to the local Extension staff (by completing the Fundraising Request Form). This is necessary to ensure compliance with Federal laws pertaining to the "Use of the 4-H Name and Emblem." 4-H may not be viewed as endorsing any particular company or product. It is the responsibility of the 4-H entity to follow Nevada state laws in obtaining any required licenses or permits (this includes any raffles).

### **Local and State Sales Taxes**

Handling local and state sales taxes is the responsibility of the 4-H entity selling the item.

## ***Sales Tax Exemption:***

4-H clubs and affiliates are required to pay sales tax on goods they buy for their own use and to collect tax when selling goods. The only 4-H groups that are sales tax exempt are those who receive their funding from taxpayer dollars (county, state or federally appropriated funds). Individual clubs and affiliates (leader's councils, etc.) are not exempt from paying sales tax in Nevada. The IRS tax exemption applies only to income tax. To find out

how to pay sales tax on any items that are sold by the 4-H club/council, go to the State of Nevada Department of Taxation website at <https://tax.nv.gov/Forms/salesAndUseTaxForms/>

### ***Grants***

Adult volunteers, members, clubs and/or affiliates may not apply for or receive grants without permission of the Extension Educator (or authorized Extension 4-H Professional) or State 4-H Office.

### ***Financial Accountability***

Any monies acquired using the 4-H name or emblem are considered public funds. All Nevada 4-H clubs and affiliates must fully comply with all financial procedures set forth in this document; failure to do so may result in their suspension or termination. Violators may be subject to criminal prosecution

### ***Club Assets***

Any 4-H club that handles money or acquires material assets should have a clearly defined and known procedure for disposing of the funds or assets if the club should disband. Money or assets acquired in the name of 4-H must be used to benefit 4-H even if the original club disbands. Disbursement among the members and/or volunteers of the club is not acceptable, nor is transfer of the funds to a non-4-H group. Some appropriate options include:

- Donate to County 4-H Council
- Donate to University of Nevada, Reno Extension 4-H Youth Development
- Donate to another 4-H Club or affiliate
- Sponsor a 4-H award.



# Section 6

# 4-H Volunteer Management

# 4-H Volunteer Management

## *Volunteers*

Volunteers are the key to success for the 4-H Youth Development Program. They provide the much needed energy, skills, and resources that make our 4-H program a positive development experience for young people. Many of the 4-H volunteers are involved directly with 4-H members. They provide the caring adult experience that 4-H has become known for over the years. 4-H volunteers provide knowledge and skills to develop the young people into responsible and productive adults. Volunteers provide the guidance to the local and county 4-H program. They work with their County Extension personnel on planning, implementing, and evaluating the 4-H program and activities.

County 4-H program volunteers are those persons who work on behalf of the 4-H program at the county level and who are not paid for their services. Volunteers can be divided into two categories, either direct or indirect involvement with the 4-H members. Direct volunteering involves adults working closely with youth after having completed the 4-H Child Protection and Application Policy (background checks and training). In direct volunteers encompasses supporting the 4-H program through fund raising, judging, serving as committee member, donating, and supporting the 4-H program.

There are three types of 4-H Volunteers:

**Direct Volunteer** - Adult or teen with authority to independently plan and conduct educational experiences for youth OR volunteer whose position puts them in close, ongoing, interactions with youth. *Direct volunteers are required to complete the Volunteer Application and Screening Process.* **Examples:** Club Leader, County-Wide Leader, Project Leader, Camp Counselor, and/or Event/Overnight Chaperone.

**Episodic Volunteer** - Volunteer helping with a single "episode" or activity, usually with a registered volunteer present. *Episodic volunteers are NOT required to complete the Volunteer Application and Screening Process.* **Examples:** Judge or Superintendent at Fairs, Workshop Presenter, and/or Guest Speaker.

**Indirect Volunteer** - Volunteer who works with the Extension 4-H program, but not directly with youth. *Indirect Volunteers are NOT required to complete the Volunteer Application and Screening Process.* **Examples:** 4-H Expansion and Review Boards, Fair Board, and Extension Advisory Board.

## *Types of 4-H Club Leadership-Direct*

The 4-H Club leadership consists of adults that have enrolled in 4-H Online and been approved as 4-H Volunteers. These volunteers work together to establish, support, and maintain a 4-H Club. These trained volunteers serve in one of the following leadership roles:

**Organizational Volunteer:** This person has enrolled in 4-H Online and completed the 4-H Volunteer Application process. The "Club Volunteer" is the person responsible for the club program development process, the organization and guidance of club officers, communication of club meetings and activities, and delegation of responsibilities to other volunteers, families and adults. Organizational volunteers communicate with and follow the guidance of their County Extension personnel and State 4-H Program.

**4-H Project Volunteer:** This person has enrolled in 4-H Online and completed the 4-H Volunteer Application process. This person is responsible for the club development process, assisting the Club Organizational Volunteer, communicating activities, and working with other volunteers. The 4-H Project Volunteer guides 4-H members in setting project goals and conducting “Learn by Doing” experiences that help them reach their goals. A 4-H Club may have several project volunteers depending on the interests of the members.

Responsibilities for both Organizational and Project Volunteers may be:

Commit to young people and their growth in all areas: Be dedicated to youth and be sensitive to their abilities and needs.

- Help members learn decision-making, problem solving, self-responsibility, accountability, communication, goal-setting, and career exploration skills in project work
- Encourage youth leadership through the use of committees, demonstrations, teen leadership, and individual guidance
- Encourage youth to learn and experiment with new ideas, techniques, and skills
- Provide feedback to members-letting them know when they are doing a good job, assisting them when they need to improve, and praising them for the progress they make
- Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities

Provide a safe environment for all youth

- Follow the guidelines and policies of the University of Nevada, Reno Extension and the national, state, and county 4-H program.
- Role model appropriate behavior (i.e., be considerate of others, accept diversity in others, do not consume or be under the influence of alcohol/drugs or use tobacco during 4-H activities, show a high level of integrity)

Coordinate project activities (meetings, work sessions, demonstrations, educational tours, etc.)

- Attend club meetings and activities, or if unable to attend, make arrangements for other trained volunteer to oversee activities
- Recruit new members and seek assistance from the UNCE 4-H staff in designing and distributing flyers, writing news releases, etc.
- Recruit project and activity volunteers when needed
- Guide the club in setting goals, planning, and carrying out activities
- Assist the club in evaluating activities and implementing changes when needed
- Read 4-H newsletters and information from UNCE and share with members, parents, and other volunteers
- Inform members and parents of project requirements and deadlines in a timely manner
- Welcome parents’ ideas, activities, and project assistance, cooperation, support and attendance at 4-H activities

Work closely with county UNCE 4-H staff regarding learning activities and materials; problems; and participation in county, area, state, and national events.

- Attend Leaders Council and/or other volunteer meetings and program planning sessions or send a 4-H teen leader, member, parent, or other adult to represent your club
- Collect enrollment forms and/or encourage 4-H enrollment yearly (through 4-H Online) and other information needed by UNCE, adhering to deadlines.
- Keep UNCE 4-H staff informed of club activities
- Inform UNCE 4-H staff of fundraising plans before implementation
- Complete a minimum of two volunteer trainings per year

**4-H Teen Leader:** 4-H Teen Leaders are older 4-H members (at least 13 years old as of January 1) who are ready to assume leadership responsibility. Teen leaders must be enrolled in the teen leader project. Youth, under age 13, who wish to assist leaders may do so at the discretion of the adult volunteer and UNCE 4-H staff. By assuming limited leadership roles, (i.e. committee chair, club officer, etc.) prior to age 13, 4-H members are being prepared for future leadership roles with added responsibility.

A teen leader may:

- Lead or facilitate a club business meeting
- Teach or demonstrate a project related skill
- Mentor younger members with project work in areas in which they are knowledgeable
- Plan, organize, and evaluate club activities and/or county-wide events and activities
- Serve as a clerk or chairperson of a contest
- Help members with exhibits, judging, training, demonstrations, etc.
- Organize a service to community project in which the club can participate
- Improve effective leadership skills under the direction of the adult volunteer as outlined in the teen leader project record and curriculum.

**4-H Resource Volunteer:** 4-H Resource Volunteers are screened and trained volunteers who are not leading a club and have knowledge in a specific project or event and may be utilized as resources to the program. Becoming a Resource Volunteer or middle manager allows individuals the opportunity to job shadow and/or update employability skills. Resource volunteers can help a club grow and expand and provide additional learning opportunities to youth. Responsibilities of resource leaders might include:

- Serving as a contact person for new leaders to help them organize their club, provide support and orientation (mentoring)
- Recruiting and placing potential members in 4-H clubs
- Assisting in the recruiting, training, and mentoring of 4-H volunteers
- Provide county and area-wide training and coordination in members' portfolios, demonstrations, public speaking, judging, etc.
- Coordinating county-wide fundraising activities
- Serving as a selection community members or a contest judge
- Appearing as a guest speaker or teaching a specific skill at a club meeting or activity
- Working with UNCE staff in chairing or conducting countywide and area-wide programs, events, and contests



- Assisting UNCE Staff in whatever manner is appropriate to enable the staff to expand or improve the 4-H program.

Under the direction of the UNCE 4-H personnel, each county a list of individuals who are willing to aid leaders in various ways (teach a specific skill, help setup for events, share specific project knowledge, etc.).

### ***Volunteer Job Descriptions***

A job description on each of the positions involving volunteer leaders can be attained from your County Extension Office. There are sample position descriptions in the Appendix.

### ***Training for 4-H Volunteer Leaders***

Effective volunteer leader training is essential for growth, maintenance and sustainability of the 4-H Program. The State 4-H Program requires training at the county, area, and/or state levels through face-to-face, group meetings, online, and individual study for volunteer leaders. A minimum of two trainings per year are required by all 4-H volunteers (except resource volunteers). These trainings include identified skills and competencies that volunteers will need in order to effectively deliver 4-H youth development programs and activities. Volunteers failing to secure the required two annual trainings may be suspended or dismissed from their leadership responsibilities.

All 4-H Volunteers are required to complete the Child Protection training, as outlined by UNR, annually. Completing this training will count as one of the two required trainings per year. Those training modules are:

State of Nevada Department of Child and Family Services Video:

[http://www.youtube.com/watch?feature=player\\_embedded&v=ygVvaCLzYR0](http://www.youtube.com/watch?feature=player_embedded&v=ygVvaCLzYR0)

UNR Information Packet on Reporting Child Abuse and Neglect

Resources for training:

VRKC <https://4-h.org/professionals/professional-development/volunteer-development>

Positive Youth Development Principles

***Special Certifications and Training:*** Volunteers for select roles or positions (i.e. Shooting Sports Instructors) will be required to attend certification training. All 4-H volunteer leaders are highly encouraged to attend programs and/or receive additional training that will help them become a successful volunteer. Additional required training may arise as new programs and situations arise.

### ***4-H Direct Volunteer Leader Requirements***

Annual complete the Nevada 4-H Online enrollment process.

Complete the UNR Child Protection Training Requirements

Complete a minimum of 2 leader training per year

### ***Liability Considerations for Volunteers***

Federal and state legislation provides some protection for volunteers for non-profit organizations and government agencies. A person who performs volunteer service under the direct supervision and control of and for the benefit of the NSHE is considered an employee and is entitled to defense and indemnification under the NSHE's self-insured liability program provided their acts are not wanton or malicious. This includes 4-H Youth

Development volunteers, as long as they are working within their position description. Additional information can be found at <http://www.bcn-nshe.org/hr/wcrm/riskmanagement/liability/#volunteers>

### ***Youth Protection Screening Determination Checklist***

If your volunteer answers “Yes” to any of the following statements, they need to be enrolled in 4HOnline and complete the UNCE Child Protection and Fingerprinting Policy:

1. I have contact with youth in a one-on-one situation.
2. I participate as a volunteer more than three times per year.
3. I transport youth to activities and/or events.
4. I serve as a volunteer for overnight activities and events.
5. I go into schools and work with youth in a group setting and represent 4-H and the University of Nevada, Reno Extension Service.
6. I train and meet with youth in a project group.
7. I am a Club Leader or assist with a club as a second Adult Leader.
8. I am a shooting sports trained / certified volunteer.

If your volunteer answers “No” to all of the above statements, but “Yes” to any of the following statements, they do NOT have to be processed through the Extension Service Child Protection and Fingerprinting process:

1. I raise money only.
2. I only judge once a year at the county level.
3. I only assist with the awards program.
4. I pour punch and serve cookies at banquets no more than three times a year.
5. I serve on the County and/or State 4-H Advisory Council only.
6. I serve on the County 4-H Foundation Board only (if county has one).
7. I only attend 4-H activities as a parent, relative or friend of 4-H.

### ***Youth Protection Procedure for Direct Volunteers***

Every Direct 4-H Volunteer is required to go through the Extension Service’s Child Protection and Fingerprinting Process at initial enrollment and again every six years. The components of the Child Protection and Fingerprinting Screening Process include:

1. Complete the UNCE 4-H Volunteer Application-including providing contact information for 3 personal references.
2. Get fingerprints completed by the designated UNCE location. County will submit those fingerprints to proper authority for processing.
3. Before fingerprinting is done, potential volunteers must complete the following Child Protection training requirements (must be completed annually after the initial year):
  - a. Watch the video from State of Nevada Department of Child and Family Services  
[http://www.youtube.com/watch?feature=player\\_embedded&v=ygVvaCLzYR0](http://www.youtube.com/watch?feature=player_embedded&v=ygVvaCLzYR0)
    1. Sign and date a certification of completing this part of the training
  - b. Read the Information packet from UNR regarding Reporting Child Abuse and Neglect. Can get copy from County Extension Office.
    1. Sign and date a certification of completion
4. While waiting for fingerprint results to return, potential volunteers will complete the following Child Protection training requirements (steps are completed every six years):

- a. Complete the four 4-H Orientation Modules (topics include Volunteer Roles and Relationships, You Can Create a Safe and Inclusive Environment, You can Promote Positive Youth Development, and You can Help Young People Learn by Doing). Completion certificates will be placed in permanent file. Volunteers will be required to complete these modules every 6 years. These can be found at the following website:

<https://learn.canvas.net/enroll/TT3BJC>

- b. All first year volunteers will complete the Child Abuse Recognition and Reporting Self Study Guide that is provided by their local extension office. This step will be repeated every 6 years.

If there is a volunteer with a break in service of one year or more will be required to complete the entire process (including fingerprinting).

### ***Being a 4-H Volunteer***

While volunteerism is crucial to the success of 4-H, it is a privilege, not a right to be a 4-H volunteer. Volunteers are expected to adhere to the University of Nevada, Reno Extension 4-H Volunteer Code of Conduct, located in the Appendix of this document. Volunteers maybe dismissed from service at any time, for any or no reason.

### ***Volunteer Termination/Suspension***

Volunteers are expected to abide by the same university policies and regulations that govern the actions of employees, including but not limited to those of ethical behavior, confidentiality, financial responsibility, and drug and alcohol use. A volunteer assignment can be terminated at the discretion of the institution and/or county Extension 4-H Youth Development personnel and/or Extension Educator without notice or cause.

Any violations of the Volunteer Code of Conduct will be handled at the county level by the Extension Educator and 4-H personnel, in consultation with the Area Director and/or State 4-H Program Director. The State 4-H Program Director shall be notified of any disciplinary actions against a 4-H volunteer.



# Section 7

## Risk

# Management for Clubs and Volunteers

# **RISK MANAGEMENT FOR CLUBS AND VOLUNTEERS**

## ***What is Risk?***

It is any act or phenomenon which has probability of causing a negative outcome or negative outcomes.

## ***What is Risk Management?***

It is the actions or course of action taken to protect assets or life by minimizing the potential for negative outcome or negative outcomes.

## ***Why is Risk Management Important?***

It is important because it reduces the chance of a negative outcome (such as injury) to program participants and it supports positive action taken by whomever or whatever is liable for the program.

For example: a club, group, or planning committee anticipates potential risks and plans ways to manage and minimize them.

## ***What is Liable/Liability?***

It is being responsible or accountable for the outcome or outcomes (positive or negative).

## ***What is Managing Risk?***

Managing/controlling risk is considered as having four options:

- Avoidance...choosing not to take on the risk (simply not doing/conducting the program or event)
- Assume...choosing to accept the risk (deciding to conduct the program or event)
- Reduce...choosing to do the program/event but also analyzing and considering the risks involved with the program/event and taking actions to lower the probability of negative outcome or negative outcomes
- Transfer...choosing to do the program/event but finding a way to shift the risk or at least some of the risk to another party (ie, obtaining and providing insurance coverage for the activity)

## ***What is a Risk Management Plan?***

A good Risk Management Plan will involve a combination of the four options listed in the previous section and it will address specific situations that might be encountered during the program or event; these include, but are not limited to:

- Rationale & Goals...what you want to do, why you want to do, where the program intends go/influence
- Lesson Plan...each activity should have a written lesson plan outlining the event and what will occur
- Personnel Policies...how are individuals selected and trained to assist with the activity
- Job Descriptions...what is the responsibility of each individual selected and trained to assist with the event

- Supervision...what level of supervision is required, whose responsibility is it, authority level of each helper
- Inspections...was all equipment safety checked, was the facility checked for safety
- First Aid...First Aid Kits (and trained personnel if deemed necessary) should be onsite at all times
- Emergency Plan...who will do what should an emergency occur, where are emergency phone numbers
- Records...keep accurate, thorough, and up-to-date records of everything pertaining to the activity

### ***What is the Risk Management Process?***

The Risk Management Process involves three aspects or phases:

- Phase 1...identify the potential areas of risk and evaluate these potential risk areas in terms of the most severe or most likely to have/cause a negative outcome or negatives outcomes. These are the areas that need the most attention when striving to reduce the risk of a negative outcome such as an injury.
- Phase 2...identify the managing/controlling risk options (avoidance, assume, reduce, or transfer) to use in order to have less negative outcomes; consider safety issues (such as possible falls, cuts, etc.), consider financial issues (such as resources, time, dollars, etc.), and communicate this information to everyone who needs to know.
- Phase 3...continually monitor and evaluate the Risk Management Plan implemented and make changes or adjustments as needed in order to reduce risks.

### ***What is the Nevada 4-H Risk Management Process?***

UNR and Nevada 4-H has developed five documents (including this one) to help clubs, groups, or committees formulate a Risk Management Plan. These documents are available on the Nevada 4-H Website and they are free downloads

<http://www.unce.unr.edu/4H/about/policies/>

- “Risk Management & The 4-H Club Program”
- “Description of 4-H Risk Management Forms”...provides a quick reference/overview of the forms
- “4-H Risk Management Checklist”...a simple and easy-to-use form that covers:
  - Activity/Event Planning
  - Facilities
  - Medical/First Aid
  - Emergency
  - Transportation (will not be needed for many activities)
  - Overnight (will not be needed for many activities)
- “Notice Of Injury Or Occupational Disease”...to be used when reporting an incidence involving UNR Employees (paid or unpaid). This should be used for an incidence involving UNCE/4-H Employees and 4-H Volunteer Leaders.
- “Potential Liability Incident Report”...to be used when reporting an incidence involving Non-UNR Employees (paid or unpaid). This should be used for an incidence involving youth, parents, spectators, and so on who were attending the event or activity.

## ***Risk Management – 4-H Checklist Form***

- This Risk Management (RM) Form is provided by Nevada 4-H as a tool to utilize to verify that appropriate actions have been undertaken to ensure risks associated with a 4-H Activity have been considered and minimized.
- The RM Checklist should be used prior to the 4-H Activity and each item should be considered. After completing the Form, it should be signed by the appropriate person(s).
- If an Incident Report is required, it can be written using information from the RM Checklist and a copy of the RM Checklist should be attached to Incident Report.
- If an Incident Report is required, make sure the appropriate Incident Report Form is used.
  - “Notice Of Injury Or Occupational Disease”...This Form should be used when the incident involves a UNR Employee (paid or unpaid). This should be used for an incidence involving UNCE/4-H Employees and 4-H Volunteer Leaders.
  - “Potential “Potential Liability Incident Report”...to be used when reporting an incidence involving Non-UNR Employees (paid or unpaid). This should be used for an incidence involving youth, parents, spectators, and so on who were attending the event or activity.

## ***Risk Management – “Notice Of Injury Or Occupational Disease”***

- This Risk Management Form is to be used to document incidents at 4-H Activities and the 4-H Checklist should be attached to this report because it tends to relate to most incidents.
- Since this RM Form is used to document an incident, it can be used as a “Witness Statement”.
- Proper documentation of incidents will provide recordable facts for later recall and may lessen liability.
- Since this form is for UNR Employees (paid or unpaid), it will typically be used for documentation of medical situations such as cuts, falls, fainting, trips to emergency room, and so on.
- The “original” of this report should be sent AS SOON AS POSSIBLE to the appropriate UNR/Extension/4-H Office.
- A copy of this report should be kept by the appropriate and respective County/Area/State Offices.
- A copy of this report should be kept by the employee (paid or unpaid).
- County personnel should report all incidents to their direct supervisor and to the State 4-H Office within 24 hours of the incident.
- UNR requires that all records be kept for three years.

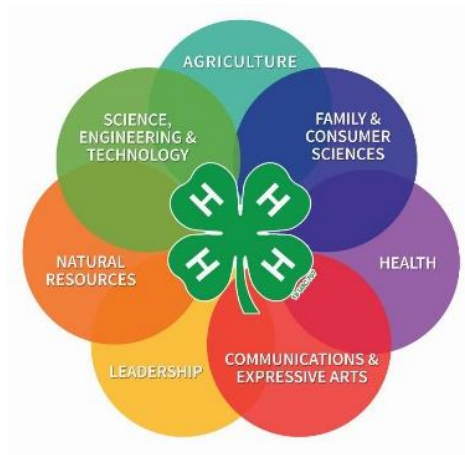
## ***Risk Management – “Potential Liability Incident Report”***

- This Risk Management Form is to be used to document incidents at 4-H Activities and the 4-H Checklist should be attached to this report because it tends to relate to most incidents.
- This RM Form can be used to document the following, but is not limited to the following:
  - Illness
  - Injury
  - Emergency Situation
- Since this RM Form is used to document an incident, it can be used as a “Witness Statement”.
- Proper documentation of incidents will provide recordable facts for later recall and may lessen liability.
- It asks for a brief synopsis of the activity and this should include adults assisting with the activity.
- Any forms utilized for the activity (transportation form, overnight form, etc.) should be attached.

- The “original” of this report should be sent AS SOON AS POSSIBLE to:  
     Claims Manager  
     Office of the Attorney General  
     100 North Carson Street  
     Carson City, NV 89701-4717
- A Faxed Copy of this report should be sent AS SOON AS POSSIBLE to:  
     BCN Risk Management  
     775-784-4363  
     Or  
     BCS Risk Management  
     702-895-4690
- A copy of this report should be kept by the person responsible for the activity and a copy should be kept in the respective UNCE/4-H County Office or UNCE/4-H State Office.
- County personnel should report all incidents to their direct supervisor and to the State 4-H Office within 24 hours of the incident.
- UNR requires that all records be kept for three years.

For copies of the Activities Checklist, Employee (paid/unpaid) Incident Report, and Non-Employee Incident Report form, go to <https://www.unce.unr.edu/4H/about/policies>





# Section 8

# 4-H Program Management

# 4-H PROGRAM MANAGEMENT

## *What is University of Nevada, Reno Extension?*

University of Nevada, Reno Extension extends the educational resources and research-based information of the University of Nevada, Reno to the local community. The office and staff are sponsored by a unique partnership formed by the United States Department of Agriculture, the State of Nevada, and local county governments. In addition to 4-H programs, Extension offers educational support in the areas of agriculture and natural resources, parenting, family financial management, nutrition, food safety and preservation, community economic development, and home horticulture.

## *What is the “chain of command” within 4-H?*

Any 4-H activity or event falls within the oversight of the University of Nevada, Reno Extension. The Extension Director has the overall responsibility for all Extension-related activity. The State 4-H Youth Development program is under the direction of the State 4-H Program Director. All 4-H activities are under the guidance of one or more county 4-H staff persons. As the paid staff of UNCE, these individuals have ultimate responsibility for the decisions, programs and activities that occur under the 4-H name. It is the responsibility of paid staff to ensure that programs and activities operate within the guidelines, policies and procedures of the University of Nevada, Reno and UNCE. At times, it may be necessary for staff to deny a request made by volunteers for some type of program or overturn a decision made by volunteer advisory groups because the decision is not in compliance with a university or Extension policy.

## *What can the 4-H staff do for me?*

A 4-H staff person’s responsibilities are divided into two main responsibility areas, education and program management.

### Education

In this role, 4-H staff may lead workshops and trainings for club members, youth groups, volunteers and schools. We also meet one on one and in small groups to provide training and educational resources from UNCE and other research-based universities and organizations. Areas in which staff can offer educational assistance include:

- Sharing ideas for community service projects.
- Advising clubs and groups about fund-raising.
- Providing and researching additional educational resources.
- Helping individuals design a new educational program for youth.
- Providing training to start a new 4-H club.

### Program management

County 4-H staff are ultimately responsible for all 4-H programming that occurs in the county. We work with and through volunteers, community members, youth, teachers and others to develop and implement programs and activities that promote positive youth development. 4-H teen and adult volunteers evaluate the needs of their own clubs and groups, and they help carry out 4-H programs. Volunteers and community members also help identify new program needs within their communities that 4-H might address.

### ***When should I contact a 4-H staff person?***

The 4-H staff is always available and willing to talk with you about your volunteer role and about questions or concerns you may have regarding the work you are doing with 4-H members. Feel free to contact us any time you have questions or if you need suggestions and ideas for educational resources to use with programs. There are times, however, when it is necessary to contact a 4-H staff person immediately. These include when:

- Someone is injured while participating in a 4-H activity.
- Behavioral problems or discipline issues arise in your club or group.
- Concerns arise about discrimination.
- You or someone else raise concerns or questions about financial management or mismanagement of funds.
- You are having personality conflicts or disagreement with other volunteers in the club or group.
- There are parental-behavior concerns within your club or group.

### ***If a problem occurs, can I get help?***

4-H staff persons are always available to explore options and solutions to problems. This can be done by phone but is usually done best in a face-to-face meeting. A brief discussion can often provide several valuable alternatives to questions or problems. In the case of personality conflicts between adult and teen volunteers, the 4-H staff person encourages volunteers to sit down and discuss things with each other before contacting the Extension Office. If this does not resolve the problem, do not hesitate to call the office.



# **Section 9:**

# **4-H Activities**

# **and Events**

# 4-H ACTIVITIES AND EVENTS

## *4-H Transportation Policy*

It is the responsibility of the parents or guardians of 4-H youth to provide transportation to and from all 4-H activities and events. University of Nevada, Reno Extension faculty and staff are not responsible for nor should they arrange transportation for youth (e.g., telling a youth he or she must ride in a certain vehicle. Members may not transport other persons during a 4-H event.

### 4-H Traveling in Private Automobiles:

In some cases, and dependent on location, it may be necessary for smaller groups to travel in private automobiles, i.e. cars, vans, SUV's. In the event where parents, guardians and/or faculty and staff are providing transportation to and from a 4-H state event, they must adhere to the safety guidelines set forth below.

Operating privately owned vehicles: Privately owned vehicles must be covered for at least state minimum liability limits. Auto liability is the responsibility of the vehicle owner and will be primary if an accident occurs. Passengers in privately owned vehicles may be covered through the owner's policy, depending on the coverage maintained by the owner. There is no insurance coverage through the University of Nevada, Reno for auto liability or passengers.

### 4-H Arranges Public Transportation to 4-H Events

For all National 4-H Events and some State 4-H Events, the University of Nevada, Reno Extension 4-H Youth Development Office will arrange and oversee public transportation arrangements - trains, buses, and/or commercial airlines - to and from events. Because commercial chartered companies are held to higher safety standards with periodic inspections and approved health and safety policies, 4-H requires all youth and chaperones participating in State, National and International events to use the transportation arranged by the state for the said event. To review the requirements outlined for chartered transportation carriers, please visit the Federal Motor Carrier Safety Administration (FMCSA ) at: <https://www.fmcsa .dot.gov/>.

Operating vehicles owned by the University of Nevada: Drivers of state-owned (university) vehicles are restricted to university employees, volunteers or contractors approved by the applicable appointing authority. Each driver must have and maintain a valid Nevada driver's license unless they are a student employee who retains his home address in another state or an employee whose primary residence is in another state and who have and maintain a valid driver's license in said state. It is required to complete the University of Nevada approved defensive driving class if a faculty, staff, and/or volunteer are driving a university owned or state owned vehicle, For complete UNR's Vehicle Use Policy, go to <https://www.unr.edu/administrative-manual/5000-5999-general-university-services/university-services/5100-vehicle-use-policy>

### Safety guidelines for all vehicles

1. No 15-passenger vans may be used to transport 4-H youth
2. Seatbelts are required to be worn by all occupants while vehicle is in motion
3. All drivers must have a valid driver's license that has not been suspended for any reason. Drivers must be currently licensed and at least 18 years of age. Youth member exception: when traveling to a local event, a youth member at least 16 years old may drive, subject to the following:
  - a. Must have at least 6 months' worth of driving experience as a licensed driver (time accumulated under a learner's permit is not counted)
  - b. Have a clear driver's record with no violations or accidents
  - c. Must not transport any other persons to/from 4-H activities.

- d. Vehicle keys may be turned in to the Event Coordinator upon arriving to the event (Event Coordinator will return keys on the final day of the event).
  - e. Obtain parent and/or legal guardian’s signed permission form to be turned into the county or state office within 5 business days of the event.
4. All drivers must obey driving laws, including the speed limit (and allow for road conditions).
  5. Drivers must not operate vehicle using hand-held cell phones or text while driving. A hands free device may be used sparingly and only when necessary
  6. Drivers will be well rested, and driving time will not exceed more than 8 hours per day, with sufficient breaks.
  7. Drivers will not allow any alcohol or drugs in the vehicle, or drive under the influence of any drugs or alcohol.
  8. Drivers will report any incidents or accidents to the local County Extension Office within 24 hours of incident (or timeframe outlined in UNR Vehicle Use Policy).

### ***4-H Chaperone Policy***

Providing a safe environment for youth is our greatest responsibility, any adult independently supervising youth at overnight 4-H sponsored events (locally, area or statewide) must meet the following minimum criteria:

- Be a certified Nevada 4-H Volunteer
- Successfully pass the UNCE background screening
- Have a signed Nevada 4-H Code of Conduct
- Attend a corresponding event orientation, if offered
- Have a signed position description outlining their duties

Event management may have additional specific requirements. Chaperones for overnight 4-H events must be at least the age of majority for Statewide events and not be enrolled 4-H members. The age of majority is the legally defined age at which a person is considered an adult. The age of majority is defined by state law, NRS 129.080 to 129.140, which is 18 in Nevada. Active engagement within the club or local 4-H program is preferred. Chaperones must be at least 25 years old for national events.

The State 4-H Director will appoint all adult chaperones to national 4-H events and/or contests that Nevada youth attend. The county 4-H professional staff (Extension Educator and/or Community Based Instructor) shall appoint all adult chaperones to statewide and/or county events that have county representatives.

University of Nevada, Reno Extension 4-H Youth Development recommends the following adult to child ratios when planning and implementing 4-H programs:

<b>Youth ages</b>	<b>Daytime/Evening</b>	<b>Overnight</b>
5 – 8 (Cloverbud)	1:10	1:5
9 – 12 Years Old	1:16	1:8
13 – 18 Years Old	1:28	1:10

Other programs (Examples: Capital Days and Discover Your Future) may have specific policies about chaperones. Program organizers should review program information for current chaperone requirements. For any activities, organizers are required to provide sufficient levels of age-appropriate supervision.

## ***Youth/Adult Housing***

Youth can be housed with a parent and/or legal guardian at overnight 4-H events (except overnight camping activities) as long as the parent and/or legal guardians have successfully completed the University of Nevada, Reno Extension 4-H Youth Development Volunteer Application and Certification Process. Chaperones at 4-H overnight events are responsible for serving as role models for youth and for guiding youth behavior. Only adult chaperones and youth of the same gender can be housed together. An unrelated youth and adult must never share a bed. At overnight camping situations, there should be two adults per cabin or housing unit.

## ***4-H Overnight Lodging Permission***

At the request of the state or county UNCE Extension staff, a 4-H Overnight Lodging Permission Form may be used whenever a 4-H event includes an overnight stay as part of the program and the program registration form does not include overnight permission. Events where an overnight stay is part of the registration (example: Discover Your Future, Area 4-H Summer Camps, Capital Days, etc.) do not require use of this form. Failure to utilize this form by the group conducting the event may result in sanctions that could include probation of the group, disbandment of the group, revocation of the 4-H Charter, etc.

See Appendix for a copy of the 4-H Overnight Lodging Permission Form.

## ***4-H Dress Code***

These guidelines will be used for all State level 4-H events and activities. However, please read each event's guidelines, as there may be exceptions for certain events. Also check with your county 4-H personnel to determine dress code for county level 4-H events and activities. Counties may choose to be more specific in their dress code.

## ***Nevada 4-H Official Dress Attire***

The official Nevada 4-H Dress Attire is:

- Plain white, sleeved, collared, with full front button-up or snap shirt:
  - No Polo Shirts
  - Shirts are to be tucked into pants
  - Long sleeves are required for Livestock and Horse project areas
  - Shirts are to fit the individual appropriately (i.e. No tight, low-cut, bare midriff, and/or spaghetti strap shirts)
- A green 4-H collar, tie, or scarf around the neck
- Pants must be appropriate for project area and event:
  - Dark blue or black long pants are acceptable for most project areas
  - Dairy Cattle and Dairy Goat Showmanship require white long pants
  - Dog Showmanship allows black skirts that are at or below the knee
  - Pants are to fit the individual appropriately (i.e. No waistband on pants should be below the hip and No exposed undergarments)
- Belts for pants are suggested but are not mandatory:
  - EXCEPTION: Horse project areas - participant must have a belt when pants have belt loops
- Shoes must be appropriate for project area and event:
  - Closed-toe shoes are required for all project areas
  - Shooting Sports project area require closed-toe shoes that are at least ankle-high

- Livestock and Horse project areas require closed-toe boot-like shoes:
- Mounted Horse project areas require boots that state “Approved for Riding” on the boot box, require heeled boots of at least a ¾-inch heel, and must have boots with a minimum of a 6-inch top
- Torn and/or ripped clothing is not acceptable

The Nevada official 4-H attire for county and state 4-H events may be more specific and will be stated as such in their rules and guidelines. For competitive events, no contestant shall wear any clothing, hats, pins, or badges that will in any way show advertisement and/or reveal his/her identity. Inappropriate attire may result in not being allowed to participate in the event or lowering of points and/or placings for an event.

### ***General Dress Code Guidelines (where Nevada Official 4-H Attire isn't required)***

Responsibility for grooming and the appearance of each 4-H participant rests with the individual 4-H'er, parents, volunteers, and Extension staff. It is the philosophy of the University of Nevada, Reno Extension 4-H Youth Development Program that proper dress and good grooming contribute to good citizenship.

It is the Nevada 4-H Youth Development Program's responsibility to ensure that participants' appearance does not jeopardize individual health and safety, nor that of others, and does not interfere or create disruptions during 4-H activities and events. To ensure that health standards, safety conditions, and proper educational process are maintained, the following grooming guidelines apply to all state 4-H activities and events:

- General appearance should be neat and clean.
- No clothes deemed inappropriate or anything that alludes to violations of the 4-H Code of Conduct (see list of inappropriate clothing items).
- Hats, hoods, caps, and visors should be worn respectfully and should be removed for meeting, workshops, meals, flag-raising, pledges, and when asked.
- No bare feet.
- Closed-toed shoes are required at all times for livestock, equine, and shooting sports events.
- Swimming (for all water recreation)-swimsuits for men-swim trunks only (no shorts, cut-off pants, or Speedos). Swimsuits for women-one piece swimsuits are recommended, however, two-piece suits are allowed as long as they are modestly cut. No string, thong, or crochet suits will be allowed. Swimsuits may only be worn while in designated swimming area (or going to and from designated swimming area).
- 4-H Members should dress appropriately for the occasion. It is the responsibility of all 4-H Youth, Volunteers, and paid staff to hold 4-H Members accountable for appropriate dress. Event leaders may ask individuals to modify their clothing selection if standards of decency in appearance are not met.

Items that are inappropriate for any 4-H event or activity:

- Shorts must be mid-thigh length. No cut-off shorts or short-shorts allowed.
- Blouse straps must be at least 1" wide
- No spaghetti straps, halter or tube tops
- No cut-off or muscle shirts
- No offensive or inappropriate language, graphics, or logo t-shirts
- No holes in clothing (shirts or pants/shorts)
- No pajamas (except inside sleeping rooms)
- No low cut pants or shirts
- Items of clothing which expose bare midriffs, bare chests, undergarments, or that are transparent (see-through) are prohibited.



Here are examples of appropriate attire for different dress categories:

- Relaxed:
  - Your choice, as long as it follows the general guidelines
- Casual:
  - Jeans, khaki's
  - T-shirts
  - Sneakers, flip flops (if appropriate)
- Business Casual:
  - Khaki shorts, slacks, skirts, capris
  - Polo's, shirts with collars (no ties), blouses
  - Flats or low heeled shoes, western boots
  - Sports jacket for boys is optional
  - Denim must be dark, pressed, and clean. Only skirts and jeans are allowed
  - No tennis shoes or flip flops
  - No spaghetti straps or strapless dresses/tops unless worn with a jacket or sweater, t-shirts
  - No hats
- Professional:
  - Matching suit jacket and skirt/slacks
  - Tie for boys
  - Dress shoes, sandals as appropriate, dress shoes with socks for boys
  - Dresses, skirts, blouses
  - If pants/skirts have belt loops, belt is recommended
  - No Denim
  - No tennis shoes or flip flops, hats, spaghetti straps or strapless dresses/tops unless worn with a jacket or sweater.
- Formal:
  - Suits with ties for boys
  - Strapless or spaghetti strap dresses for formal or banquet attire are acceptable
  - Dress shoes, sandals as appropriate, dress shoes with socks for boys
  - No backless, low-cut, or exposed midriff dresses
  - No tennis shoes or flip flops, denim or hats

These are general guidelines that should be observed at all state 4-H activities and events. Other guidelines for specific events may be issued if warranted.

### ***4-H Member Participation at National Events/Contests***

Nevada 4-H youth and adults shall attend the following contests, when they qualify at state level:

- Shooting Sports: National 4-H Shooting Sports Championship
- Livestock Contests:
  - Judging: Western National 4-H Roundup
  - Quiz Bowl: Western National 4-H Roundup
  - Skill-a-Thon: NAILE (unless Western National 4-H Roundup implements one in 2021)
- Horse Contests (judging, quiz bowl, and hippology): Western National 4-H Roundup
- All other contests: Western National 4-H Roundup (unless contest is not offered-then permission must be obtained from State 4-H Director to attend a specific contest).

Age and eligibility requirements vary slightly according to the National 4-H Contest/Event being addressed and considered. Therefore, the specific rules for each national event and national contest should be reviewed very carefully when considering participation. However, there are basics that seem applicable to all national events and contests; such as the age requirement being 14 for national contests and national events, such as national events (National 4-H Congress, National 4-H Conference, National 4-H Citizenship Focus, etc.) not requiring qualification at the state level, and such as national contests (Judging, Public Speaking, Demonstrations, Clothing, Consumer Ed, Parli-Pro, etc.) requiring qualification at the state level.

National Contests also have a subject matter requirement to ensure fairness for all contestants. Three examples of this are provided below, but this concept applies to all National 4-H Contests.

- National 4-H Shooting Sports Contest: otherwise eligible shooters who are members of organized collegiate or military teams or collegiate or military shooting clubs receiving coaching are not eligible for 4-H shooting events. Active participation in other matches or receiving general or specialized instruction in shooting camps, training programs or similar activities (such as Junior Olympic Shooting Programs; Olympic Training Center Shooting Camps; and state, national, or international matches) does not disqualify any shooter otherwise qualified from participation in the 4-H shooting sports event.
- National 4-H Horse Judging/Hippology/Demonstration/Speaking/Quiz Bowl Contests: no 4-H member who has taken post-high school Animal Science, Livestock Judging, Horse Judging, or related subject courses may enter. In addition, any member who has competed in a National Level 4-H Horse Contest (judging, hippology, public speaking, quiz bowl, etc.) will be ineligible to compete in that same contest for a second time and is ineligible at the State Level as a member of a county team. If that member wishes to compete and is considered eligible after the county elimination contests, special arrangements can be made for that member to judge as an individual at the State Contest. However, it is encouraged for this member become a junior coach for county teams and become involved in other aspects of the judging program.
- National 4-H Livestock Judging/Livestock Skill-a-Thon/Livestock/Quiz Bowl Contests: no 4-H member who has taken post-high school Animal Science, Livestock Judging, Horse Judging, or related subject courses may enter. In addition, any member who has competed in a National Level 4-H Livestock Contest (judging, skill-a-thon, quiz bowl, etc.) will be ineligible to compete in that same contest for a second time and is ineligible at the State Level as a member of a county team. If that member wishes to compete and is considered eligible after the county elimination contests, special arrangements can be made for that member to judge as an individual at the State Contest. However, it is encouraged for this member become a junior coach for county teams and become involved in other aspects of the judging program.



# Section 10

# 4-H Code of Conduct

# 4-H CODE OF CONDUCT

## *Youth and Parent Code of Conduct*

The 4-H Code of Conduct for youth and parents will be used as official document for dealing with infractions by 4-H members and potentially parents.

The primary goal of the Nevada 4-H Youth Development program is to build character in youth while participating in 4-H. Unethical behavior including, but not limited to, dishonesty by lying, immoral actions, deception or omission in conjunction with any 4-H activity/event will not be tolerated. Violating this Code of Conduct shall be grounds for action up to or including immediate removal from the 4-H Youth Development activity/program. Decisions regarding immediate removal or expulsion will be made by the county Extension 4-H Youth Development Personnel in conjunction with the Extension Educator and notification to the State 4-H Youth Development Director.

If a delegate attending an out-of-state event violates either the state Code of Conduct or the event Code of Conduct, the chaperone should contact the member's county Extension Educator and 4-H personnel to discuss the issue. Together, they will determine if the member should be sent home by airplane or other appropriate means of transportation at the parent's expense. The State 4-H Program Director must be notified of any actions.

## *Volunteer Code of Conduct*

The Volunteer Code of Conduct will be used as an official document for dealing with infractions by 4-H volunteers. Unethical behaviors including, but not limited to, dishonesty by lying, immoral actions, deception or omission in conjunction with any 4-H activity or event will not be tolerated. Violating this Volunteer Code of Conduct may result into corrective actions, which may include suspension and/or terminating the volunteer from the program.

Any violations of the Volunteer Code of Conduct will be handled at the county level by the Extension Educator and 4-H personnel, in consultation with the Area Director and/or State 4-H Program Director. The State 4-H Program Director shall be notified of any disciplinary actions against a 4-H volunteer.



**University of Nevada, Reno Extension 4-H Youth Development  
Code of Conduct**

*In order to ensure that University of Nevada, Reno Extension (referred to as Extension from this point on) 4-H Youth Development programs provide positive environments for all individuals to learn and grow, all participants, including but not limited to youth, volunteers, parents, spectators, and Extension personnel agree to abide by these expectations of behavior, while participating in any 4-H Youth Development activities:*

- Represent Extension 4-H Youth Development with professionalism, dignity and pride, and be responsible for conducting themselves with courtesy and appropriate behavior. All participants, volunteers, and parents will conduct themselves in a respectful manner, exhibit good sportsmanship, and be a positive role model.
- Display respect and courtesy for Extension staff, volunteers, program participants, visitors, clients and property.
- Respect and follow all county and state 4-H Youth Development Policies and Procedures.
- Inform Extension personnel of any incidents that may violate 4-H policies.
- Promote and support 4-H Youth Development in developing effective local, county, state and national programs.
- Provide a safe environment by not harming youth or adults in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions. Any actions, such as conviction for child abuse or neglect, violent crimes, unethical behavior, substance abuse, verbal abuse, physical abuse, mismanagement of 4-H funds, or other serious offenses will not be tolerated.
- The distribution, dispensation, possession, or use of illegal drugs, controlled substances, alcohol, and tobacco (including vaping) by youth or adults at any 4-H Youth Development activity is strictly prohibited. If needed, law enforcement may be contacted.
- Use of vulgar or inappropriate language is not allowed at 4-H Youth Development activities.
- Solicitation of gratuities, gifts or bequests for personal or professional benefit is not allowed.
- Treat animals humanely and all participants must abide by National Show Ring Code of Ethics and provide appropriate and ethical animal care.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with youth and adults participating in 4-H Youth Development programs.
- Ensure that 4-H participants are not required to purchase materials, equipment, animals or services from any specific places of business.
- Comply with all applicable laws of the city, county, and state of residence and/or location of 4-H activity.
- Respect the privacy of persons served by the organization and hold in confidence sensitive, private and personal information.
- Handle all concerns regarding 4-H program management within the University of Nevada, Reno Extension system structure. All issues should be handled at the local level whenever possible.
- Keep personal opinions and actions separate from those made as a representative of this organization. 4-H Youth Development promotes teaching youth “how to think” not “what to think.”
- Discrimination is not allowed on the basis of age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion. and, in accordance with University policy.

Violating this Code of Conduct shall be grounds for action up to or including immediate removal from the 4-H Youth Development activity/program. Decisions regarding immediate removal or expulsion will be made by the county Extension 4-H Youth Development Personnel in conjunction with the Extension Educator and notification to the State 4-H Youth Development Director.

*As a parent, I understand that my child and myself must adhere to this Code of Conduct and that there are consequences for non-compliance or willful disregard. I will assist and support youth in their efforts to adhere to the Code of Conduct.*

Parent/Legal Guardian #1 Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian #2 Signature \_\_\_\_\_ Date \_\_\_\_\_

**I have read, understand and agree to abide by this Code of Conduct. I also understand there are consequences for non-compliance or willful disregard.**

Member’s Printed Name: \_\_\_\_\_ Date \_\_\_\_\_

Member’s Signature \_\_\_\_\_

# University of Nevada, Reno Extension 4-H Volunteer Code of Conduct\*

Revised 10/18

*As a University of Nevada, Reno Extension 4-H Volunteer, I will:*

- Represent Extension 4-H Youth Development with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behavior.
- Follow through and complete accepted tasks.
- Conduct myself in a respectful manner, exhibit good sporting conduct, and be a positive role model.
- Seek training for my volunteer role by participating in meetings, self-study, or other training opportunities to help me work more effectively with appropriate audiences.
- Display respect and courtesy for Extension employees, other volunteers, program participants, visitors, clients and property.
- Provide a safe environment by not harming youth or adults in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions. Any actions, such as conviction of child abuse or neglect, violent crimes, unethical behavior, substance abuse, verbal abuse, physical abuse, mismanagement of 4-H funds, or other serious offenses will not be tolerated.
- Ensure that 4-H participants are not required to purchase materials, equipment, animals or services from any specific places of business.
- Comply with all applicable laws of the city, county, and state of residence and/or location of 4-H activity.
- Handle all concerns regarding the 4-H Youth Development program management within the University of Nevada, Reno Extension system structure. All issues should be handled at the local level whenever possible.
- Respect the privacy of persons served by the organization and hold in confidence sensitive, private and personal information. (Reports of child abuse or neglect will be handled as per Nevada State law and Extension policy.)
- Inform Extension personnel of any incidents that may violate 4-H policies, as well as progress, concerns and problems within the program(s) in which I participate.
- Work cooperatively as a team member with Extension personnel and other Extension volunteers.
- Respect and follow all county and state 4-H Youth Development policies and procedures and program expectations.
- Keep personal opinions and actions separate from those made as a representative of this organization.
- Avoid conduct, both on and off duty, that would jeopardize program effectiveness.
- Promote and support Extension in developing effective local, county, state and national programs.

*And, as a Nevada Extension Volunteer, I will not:*

- Use vulgar or inappropriate language.
- Solicit gratuities, gifts or bequests for personal or professional benefit.
- Distribute, dispense, be in possession, or use illegal drugs, controlled substances, alcohol, or tobacco (including vaping).
- Discriminate on the basis of age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion, and, in accordance with University policy.

Volunteer's Printed Name: \_\_\_\_\_

Volunteer's Signature \_\_\_\_\_ Date \_\_\_\_\_

*The University of Nevada, Reno is committed to providing a place of work and learning free of discrimination on the basis of a person's age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion. Where discrimination is found to have occurred, the University will act to stop the discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible.*



I pledge my HEAD to clearer thinking  
My HEART to greater loyalty,  
My HANDS to larger service, and  
My HEALTH to better living,  
for my club, my community, my country and my world.

# Section 11

## Health Statement, Medical Information, and Insurance for Activities

# HEALTH STATEMENT & MEDICAL INFORMATION FOR ACTIVITIES

## *Health Statement and Parents' Release*

Youth applying for and participating in any county, area, state, or national 4-H activities and events should be currently enrolled in 4HOnline and must have updated the member health and medical form, indicated agreement to the 4-H Code of Conduct, signed the assumption of risk form, and completed the section on the photo/video/audio/quote/name/town release agreement. Hard copies of these forms may also be completed and kept on file in the County Office (if the event and/or activity allows non-members to attend). 4-H activity/event coordinators or adults providing transportation must have in their possession a copy of the Member Health and Medical Form for all youths involved in the activity or being transported. This can be a printout from 4HOnline or the completed hard-copy form. Parents of youth participating in 4-H activities and events should be made aware that, if a medical situation arises, youth who do not have a signed health and medical form may be refused medical attention unless contact can be made with a parent and/or guardian.

## *Medical Insurance Procedures*

**Club Events:** When it is deemed necessary, it is the responsibility of the 4-H Club to arrange for and purchase insurance from 4-H club funds for a club activity to cover medical expenses, within limits, for accidental bodily injuries that may occur en route to, from, or during a club activity. Special activity coverage is extended to enrolled 4-H members, guests, adult volunteers, and parents. The club may want to consider an annual "blanket coverage" policy for each enrolled 4-H member, but this policy does not cover youth under age 5.

**County Events:** It is the responsibility of the county Extension faculty to arrange for and purchase insurance from county 4-H funds for **county** wide 4-H events to cover medical expenses, within limits, for accidental bodily injuries that may occur in route to, from, or during the **county** 4-H event. Special activity coverage is extended to enrolled 4-H members, guests, adult volunteers and parents. The county may want to consider an annual "blanket coverage" policy for each enrolled 4-H club member, but this policy does not cover youth under age 5.

Extension faculty and staff should not be included in this policy since they are covered under a separate employee policy.

**Area and State Events:** The State 4-H Events Coordinator will prepare a list of area, state, and national 4-H events to be covered by insurance purchased through the University of Nevada, Reno Extension Service from the specific event fees.

Some statewide "special events" which are not conducted by the State 4-H Office should have county coverage for participation. (For example, the Nevada Junior Livestock Show.)

**Insurance Company:** Because of past favorable experience with prompt claim processing, **American Income Life** is the preferred company for our insurance for Area and State events. Their "plan option 3", which is the selected coverage, is \$0.30 / day / person (all non-Extension employees) for the maximum coverage available. Claims for regular 4-H events are limited to \$5,000 per injury. Special limits apply for horse events and winter sports events. See the policy for these limits.



Annual "blanket coverage" for club or county events is available but is limited to enrolled 4-H members, age 5-19, only. It is the parents' responsibility to provide the primary health/medical insurance for their child; this is a supplemental policy only.

<https://www.ailife.com/SpecialRiskDivision/4H-Extension>

### ***Procedures in case of injury or illness***

In case of injury or illness of a participant in a 4-H activity, the following procedures should be followed. The person in charge of the activity or event should:

1. Get appropriate medical care for the patient.
2. Supply the care giver (hospital, doctor, etc.) with the insurance number.
3. Notify the county Extension Educator and/or 4-H personnel from the county of the patient. Ask the Extension Educator and/or 4-H personnel to notify the parents or appropriate family member.
4. Notify the parents if the county Extension personnel cannot be reached.
5. If it the injury or illness happens at an area or state event, notify the State 4-H Youth Development Program Director, who should notify the state events coordinator in charge of insurance.
6. Request that the person receiving care keep the event coordinator informed through the county Extension office of any continuing care as a result of the injury or illness.

Remember, the 4-H Youth Development Office uses Plan Option 3 unless the event includes horses.



# Section 12

# Civil Rights and Sexual Harassment Information

# 4-H CIVIL RIGHTS AND SEXUAL HARRASSMENT INFORMATION

## *University of Nevada, Reno Extension Civil Rights Statement*

University of Nevada, Reno Extension is committed to the University's Affirmative Action Plan and the Equal Employment Opportunity Policy and all Civil Rights mandates from the United States Department of Agriculture (USDA). We support fair and equitable consideration and treatment in all aspects of employment and educational programs for all persons without regard to race, color, religion, sex, age, national origin, political or union affiliation, marital status, sexual orientation or disability.

All Extension employees and volunteers are responsible for treating each other and program participants with the utmost respect and cooperation assuring that equal opportunities are made available to all and that our programs and work environment is free of unlawful discrimination, harassment or prohibited personnel practices.

If any employee or volunteer either experiences or witnesses conduct that may be inconsistent with either the University's or the USDA's Civil Rights Policies as stated herein must immediately notify their supervisor or the Statewide Human Resources and Affirmative Action Officer, the University's Affirmative Action Office or the Dean and Director. All Area Directors, Department Heads and supervisors are charged with ensuring that the workplace and programs are free from discrimination or retaliatory behavior toward any individual.

All employees and volunteers are encouraged to work together in a spirit of mutual respect, cooperation and understanding of each other's' differences.

## *Equal Employment Opportunity Statement:*

The University is committed to providing a place of work and learning free of discrimination on the basis of a person's age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion. Where discrimination is found to have occurred, the University will act to stop the discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible.

## *Policy Against Discrimination and Sexual Harassment*

Effective May 2003, Revised June 2017

Board of Regents Handbook: Title 4, Chapter 8, Section 13

Introduction: This policy is divided into four parts. Section A states the NSHE policy against discrimination. Section B states the NSHE policy against sexual harassment, training requirements, and sexual harassment definition and examples. Section C describes the remedies and interim measures that are available. Section D contains the complaint and investigation procedure for discrimination and sexual harassment complaints. These procedures are in addition to disciplinary complaints brought against professional employees or students under Title 2, Chapter 6, Chapter 8 or Chapter 10 of the NSHE Code (or if applicable, institution student codes of conduct), or against classified employees under the Nevada Administrative Code Chapter 284 or Desert

Research Institute Technologists under the Technologists Manual. However, information gathered as part of the complaint process may be used in connection with disciplinary proceedings.

For full Policy Against Discrimination and Sexual Harassment, go to

<https://www.unr.edu/eotix/policy-against-discrimination-and-sexual-harassment>

### ***Filing Discrimination and/or Sexual Harassment Complaint***

If a 4-H member, volunteer, parent, or paid personnel feels they need to file a complaint to the University, please go to the following website:

<https://nevada.formstack.com/forms/reportingdiscriminationorsexualharassment>

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a person's age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion. Where discrimination is found to have occurred, the NSHE will act to stop the discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible. The complete policy is available on the website: <http://www.unr.edu/eotix/policy-against-discrimination-and-sexual-harassment>.

The form is to report matters of discrimination and/or sexual harassment. If you need to file a complaint of sexual misconduct, please visit our website and file out the complaint form: <http://www.unr.edu/eotix/sexual-misconduct>.



# **Section 13**

# **Other Rules and**

# **Guidelines**

# OTHER RULES AND GUIDELINES

## *4-H Privacy and Information Sharing Guidelines*

The policy of the Nevada 4-H Program is to not release any information about anyone (youth or adult) involved with the 4-H Program. To maintain the safety and well-being of all those involved in the 4-H Program, all information must be kept confidential.

The information obtained from individuals (youth or adult) via enrollment, activity participation, program attendance, or any other method is only for use within the Nevada 4-H Program. This information is not to be shared or distributed with any individual, agency, group, association, etc. unless written permission is received from the individual whose information is being publicized or is being provided to another individual, agency, group, association, etc.

If an attendance/participation list for an activity (program, event, camp, or whatever) is to be shared and distributed to all attendees (even though this is typically done to facilitate communication and interaction among attendees, which enhances the activity), written permission must be obtained from each individual before his/her name and other information (phone number, email address, etc.) is included on the list. This permission can be included as part of the registration form or obtained through another method.

If photographs, videos, audio, etc. are to be used at the activity (program, event, camp, or whatever), written permission must be obtained from each individual before his/her picture can be utilized (such as posting on a website or appearing in a news article). Nevada 4-H has a form designed for this purpose; it is called “4-H Photo/Audio/Video/Quote/Name/Town Release Form”.

If a possible conflict arises, such as Child Protection Services or the Police requesting information on someone involved in the 4-H Program, and the request is a matter of safety; this privacy of information can be waived. However, before a waiver is granted, the legitimacy of the agency or organization seeking the information must be verified. This validation and legitimacy must be in writing and signed by a representative of the agency or organization and signed by UNCE/4-H Personnel providing the requested information. The written agreement must also state the exact information being provided to the agency or organization.

## *4-H Social Media and Club Website Policy*

Nevada 4-H clubs are invited to have their club web pages linked to, from the state 4-H website (<http://unce.unr.edu/4h>) and Four\*H\*Web (<http://4-h.org/fourhweb/>). This is offered to give 4-H clubs an opportunity to showcase the work of its members, to promote 4-H and to offer a means of communicating with the public about the activities of your club. It is an opportunity for your members to explore web page creation and social media communication.

Social media contains powerful communication tools that can be of great benefit to forwarding the mission and the message of University of Nevada, Reno Extension 4-H Youth Development. These tools can also have a significant impact on organizational, professional and personal reputations. University of Nevada, Reno Extension recognizes that social media sites, such as Facebook, LinkedIn, Twitter, YouTube, etc., and individual web pages, weblogs, or blogs, can be effective tools for exchanging information and raising the visibility of the 4-H Program.

The first step in determining whether to create a new social media account is to determine if it will be a positive enhancement to your educational programming, research project or instruction, and if it will help to reach your intended audience. Other questions to ask include: Will this tool allow me to expand that audience? What information would I convey? How do I get that information out now? Will I or someone else have the time necessary to maintain the social media account?

Therefore, volunteers are permitted and encouraged to contribute appropriate content about 4-H and their club. However, there are a number of rules and guidelines when posting information about the 4-H program on official and club social media sites, blogs, and other forms of user-generated media. The use should be for the benefit of the University of Nevada, Reno Extension 4-H Youth Development. The use should also be consistent with the nature of official 4-H business or be approved by the volunteer's County 4-H Professional. For a complete list of UNCE social media policies, go to:

<https://www.unce.unr.edu/employees/policies/general/socialmedia.asp>

***Nevada 4-H Guidelines to Follow (Complete list located on Extension website and can be obtained from local Extension Office)***

Link to list of approved social media sites for Extension: <http://www.unce.unr.edu/news/social/>

- Be a currently enrolled 4-H club/volunteer/member in Nevada.
- Have an email contact for the 4-H volunteer homepage or site creator/administrator.
- Have current date displayed to insure the content is up-to-date. Examples: include the date of the page's development or revision; the page's expiration date when appropriate; or current calendar items.
- Do not include last names, email addresses, telephone numbers or other identifiers that would allow the viewing public to make contact with members.
- The social media account must always carry the University's current Affirmative Action/Equal Employment Opportunity Statement or a link to it. Also include the copyright, Trade or Brand Disclaimer and Special Needs Statements on any social content that, if distributed in print, would require those statements.
- Students or volunteers who manage social media sites must do so only under the supervision of a Extension faculty or staff member, and that faculty/staff member must be listed as an additional administrator of the social media account and have access to it. If/When issues arise, the Web & Social Media Communications Specialist will work with the faculty/staff member whose responsibility it is to work with his/her volunteers. The Web & Social Media Communications Specialist will be an additional account administrator on all CABNR-UNCE-NAES social media accounts, but will only make changes on accounts after many attempts to contact the faculty/staff administrator or in extreme/emergency situations.
- Nevada 4-H club websites or social media sites shall not be used for:
  - Supporting, establishing, or conducting any private business operation or commercial activity;
  - Conducting personal activities unrelated to 4-H educational purposes;
  - Violating University of Nevada, Reno Extension's policy of prohibiting of discrimination on the basis of a person's age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.

- Intentionally disseminating, accessing, or providing a hyperlink to obscenity, as that term is defined by the law;
- Respect copyright and fair use. When posting, employees and volunteers must be mindful of the copyright and intellectual property rights of others and of the University. (thus, information technology and network users who do not hold the copyright on a work must have permission to publish information, graphics, cartoons, holographs, or other material, or the publication must be otherwise permitted under copyright law); For more information on UNR copyright guidelines go to: <https://www.unr.edu/copyright>
- Violating trademark law;
- Violating any federal, state, or local law;
- Copying of software in violation of a license or when copying is not authorized.
- Personal versus professional use. Volunteers' personal social networking sites should remain personal in nature and should not be used for 4-H related purposes.
- Do not use the UNR, UNCE, or 4-H name to promote a cause, or political party, candidate, or non-UNR-affiliated product.

## **Getting Started**

If you want to create a new social media account for your University-related work, here are the steps to follow:

1. Talk about your plan to use social media with your supervisor and others, as appropriate. If you are a student or volunteer, get approval from the appropriate faculty/ staff member. If you are unsure about who that is, contact the Web & Social Media Communications Specialist for help.
2. Designate an administrator for the new social media account. The administrator will be responsible for maintaining and overseeing account content and responding to account notifications.
3. Fill out the Social Media Form, and email it to the Web & Social Media Communications Specialist, who will review the form and offer guidance and helpful suggestions. This form is located on the State 4-H Website.
4. Blogs must be hosted on the College's or Unit's server; the Web & Social Media Communications Specialist will set that up for you. For other social channels, you will set up the new account. The Web & Social Media Communications Specialist will be available to answer questions and troubleshoot.
5. Adhere to the University's Social Media Policy. This policy can be found on the UNR website ([www.unr.edu](http://www.unr.edu))
6. Use the Social Media Accessibility Cheat Sheet to make sure your social media content is accessible for people with disabilities.

## ***Social Speech Is Free Speech***

The 1st Amendment provides a lot of protection for those commenting on social media, and University social media accounts are public forums created by a public entity. So, on those sites, we must be viewpoint neutral, and we must not pre-screen comments or delete, hide or ban comments or users.

In special cases, we may be able to take things down. Before doing so, we must contact the appropriate people, such as the UNR Police Department and the Title IX office. And, we need to document the situation. If you think you may have a special case, immediately contact the your local Extension personnel who will consult with the Web & Social Media Communications Specialist.



## ***Policies & Procedures Are Subject to Change***

These Social Media Policies & Procedures are subject to change, in accordance with University policy, direction from leadership and the ever-evolving world of social media. When significant changes are made, UNCE faculty and staff will be notified and they will pass this information on to the volunteers.

## ***Individual Club Web Pages***

Individual Club Web Pages. Individual clubs may create Web pages and other electronic publications that provide information relevant to that individual club's role in 4-H. The work on individual Web pages and electronic publications represents the work of individual clubs, volunteer and members who created them, and they are not intended to represent Nevada 4-H. As such, University of Nevada, Reno Extension bears no responsibility for the content of individual Web pages. They are the responsibility of their developers. University of Nevada, Reno Extension will however, hold the club volunteer responsible for misuse of the University of Nevada, Reno Extension 4-H name and emblem or for identifying a social media page as a 4-H page.

There are social media best practices posted on the State 4-H Website at [www.unce.unr.edu/4H](http://www.unce.unr.edu/4H)



# Section 14

# 4-H Shooting Sports Policies and Procedures

# **NEVADA 4-H SHOOTING SPORTS PROGRAM POLICIES AND PROCEDURES**

## **(Administration, Organization, & Operation)**

### ***Purpose of Document***

Guidance for the 4-H Shooting Sports program is provided to the 4-H National Headquarters and to the states through the National 4-H Shooting Sports Committee. This committee gives guidance and policy related to national rules, curriculum, and standards. This makes it one of the most highly organized of 4-H Programs within our system. Given the nature of 4-H Shooting Sports, it is important that safety be the primary consideration. It is necessary, therefore, for State 4-H Shooting Sports Programs to be well organized and administered to insure safety and consistency with national guidelines and policies.

This document outlines the guidance and policies for administering the 4-H Shooting Sports Program in Nevada. It is intended to provide a framework for the administration, organization, and operation of the 4-H Shooting Sports Program in Nevada. As necessary, however, *it may be changed*. Also, additional and/or more specific policy documents may be developed, or added to this document as appendices.

### ***Program Objectives***

The Nevada 4-H Shooting Sports Program is intended to utilize shooting sports as a vehicle for personal growth and development in the youth participating in the program. The overall intent is for developing important life skills (decision-making, leadership, citizenship, caring, etc.) in young people; helping them to become responsible, happy, and productive members of society.

The program strives “to make every child a winner” with personal development for young people and their leaders as the real objective. Competition can teach many valuable lessons, however competitive shooting at the local, county, area, state, or national level is *not* the primary goal of the Nevada 4-H Shooting Sports Program. Appropriate recognition such as records books and awards are also used to inspire and reward 4-H Shooting Sports Project participants.

Specific objectives of the Nevada 4-H Shooting Sports Program include:

1. To provide a safe, controlled environment for the learning of safe and responsible use of firearms and archery equipment, including promotion of the highest standards of safety, sportsmanship and ethical behavior.
2. To develop life skills in youth, including: self-confidence, decision making, communications, concern for community, and inquiring minds.
3. To encourage participation in natural resources and related science programs.
4. To reach as many youths as possible.
5. To provide positive learning opportunities and competition, for participants who desire to compete, through self-competition and competition with others.
6. To expose participants to the broad array of careers and life-long vocational activities related to shooting sports, as well as related recreational activities.

7. To strengthen families through participation in life-long recreational activities.
8. To help participants and their families cope with the dangers that put youth at risk, including unhealthy competition, stress/anxiety, abuse, self harm, and substance abuse.

### ***Program Administration***

The Nevada 4-H Shooting Sports Program is a part of the overall Nevada 4-H Program. The Nevada 4-H Program is the Extension Youth Program of the University of Nevada, Reno Extension (UNCE) and is administered by UNCE. The Nevada 4-H Program operates under the policies/direction of the University of Nevada-Reno (UNR) and under the policies/direction of the US Department of Agriculture's National Institute of Food and Agriculture (USDA-NIFA).

Within UNCE, the Nevada 4-H Shooting Sports Program operates under the guidance and direction of the UNCE State 4-H Shooting Sports Coordinator who has overall responsibility for all aspects of the Nevada 4-H Shootings Sports Program and the UNCE State 4-H Program Director who has overall guidance and responsibility for all aspects of the Nevada 4-H Program. The State 4-H Program Leader may also serve as the Nevada 4-H Shooting Sports Coordinator or may designate another member of the UNCE faculty or staff to serve as the State 4-H Shooting Sports Coordinator for Nevada.

### **Nevada State 4-H Shooting Sports Coordinator**

The Nevada State 4-H Shooting Sports Coordinator serves as a non-voting member of the 4-H Shooting Sports Advisory Committee. This person also chairs the 4-H Shooting Sports Advisory Committee and represents UNCE/UNR/USDA-NIFA in administering the program.

Program administration includes, but is not limited to:

- Administering the overall program.
- Developing, conducting, and promoting statewide activities.
- Planning, developing, scheduling, and coordinating training programs for instructors and volunteers.
- Developing informational and promotional materials for use in the program.
- Identifying/obtaining funding sources; developing/obtaining equipment, resources, and supplies; and administering the Nevada State 4-H Shooting Sports Program/Budget/Funds (not county programs/budgets/funds).
- Approving the certification and re-certification of instructors.
- Developing program goals and action plans.

The Nevada State 4-H Shooting Sports Coordinator is expected to attend National 4-H Shooting Sports Coordinator Training as soon as feasible to become Nationally Certified as a "Coordinator".

### **State 4-H Shooting Sports Advisory Committee**

The State 4-H Shooting Sports Advisory Committees provide leadership and offer insight, review and input to the Statewide 4-H Program Director for the operation and management of the 4-H Shooting Sports Youth Development Program.

There will be 2 UNCE representatives (faculty and/or staff), 4 adult volunteers, and 2 youth representatives

from the two areas (Northern Area and Southern Area) plus nationally certified 4-H Shooting Sports instructors, that make up the State 4-H Shooting Sports Advisory Committee. The State 4-H Program Director, State 4-H Shooting Sports Coordinator, and State 4-H Shooting Sports Volunteer Coordinator will serve as ex-officio members on the committee.

Representatives on the State 4-H Shooting Sports Advisory Committee will be selected through an application process once a year. Selection is based on ensuring a diverse representation of 4-H YDP delivery modes, geographic locations, program experience and stakeholder representation. The State 4-H Youth Development Office will contact county 4-H Extension Staff before appointment of applicants.

#### Committee Responsibilities

- Terms are up to 3 year terms for adult volunteers and UNCE representatives. The term for youth representatives will be up to 2 years. Members of the State 4-H Shooting Sports Advisory Committee may only serve two consecutive terms
- Work with State 4-H Program Director (or designee) to plan, coordinate and implement statewide 4-H shooting sports educational programs (including instructor certification).
- Work with State 4-H Program Director (or designee) to plan, coordinate, and implement statewide 4-H shooting sports events.
- Annually review State 4-H Shooting Sports policies and procedures to make recommendations for change to the Nevada 4-H Policy and Procedures committee.
- Attend regularly scheduled meetings of the State 4-H Shooting Sports Advisory Committee (up to 4 per year).
- Committees meet throughout the year, through face-to-face meetings, conference calls, and email communications in order to conduct committee business.

Volunteers on the State 4-H Shooting Sports committee must follow the same application procedure and reference checks as any other Nevada 4-H Volunteer Leader in the Nevada 4-H Program. Please see the Nevada 4-H Website (<http://www.unce.unr.edu/4H/volunteers/involved>) for specific details and information.

Youth representatives must be active 4-H Club Members and participants in the Nevada 4-H Shooting Sports Program.

On the recommendation of the 4-H Shooting Sports Advisory Committee or the Nevada State 4-H Shooting Sports Program Coordinator and with approval of the Nevada 4-H Program Leader (or their designee), additional members may be added to the State 4-H Shooting Sports Advisory Committee as deemed necessary and appropriate for the benefit and enhancement of the program.

Members of the State 4-H Shooting Sports Advisory Committee may be removed by the State 4-H Shooting Sports Coordinator and/or State 4-H Program Director for lack of committee meeting attendance, lack of event/activity participation, violations of 4-H Shooting Sports Policy, or the violation of other Federal, University, or 4-H Policies. The State 4-H Shooting Sports Advisory Committee may also recommend and advise UNCE on the removal of members.

In the event of a resignation, removal, other reason for a committee member leaving the committee; a replacement member for the remainder of the term shall be made by the respective group this member was representing. This appointment (regardless of length of remaining term) shall be considered as his/her first

term. This person may seek a second term, but they are subject to the same requirements as other committee members such as no committee member shall be allowed to serve more than two consecutive terms. However, it is permissible to “sit-out” a term(s) and then be re- selected to serve on the committee as long as it is not for more than two consecutive terms.

### Selection & Duties of Nevada State 4-H Shooting Sports Volunteer Coordinator

State 4-H Shooting Sports Volunteer Coordinator is appointed by the Statewide 4-H Director.

#### Responsibilities include:

- Convening and facilitating committee meetings
- Ensuring the committee fulfills its charge
- Reviewing and providing feedback on candidates for their committee
- Developing an annual budget, which is approved by the Statewide 4-H Director
- Sharing committee work with all program stakeholders
- The State 4-H Shooting Sports Volunteer Coordinator is expected to attend National 4-H Shooting Sports Training as soon as feasible to become Nationally Certified as a “Coordinator”.

The person selected to serve as the Nevada State 4-H Shooting Sports Volunteer Coordinator serves as an “at large” member of the Nevada 4-H Shooting Sports Advisory Committee. This person is “at large” because they represent Nevada 4-H (not just one of the UNCE/4-H Areas) and this is why they has a non-voting role on the committee. This person is subject to the same conditions and expectations as all other members of the committee such as not being allowed to serve more than two consecutive terms on the State 4-H Shooting Sports Advisory Committee. However, it is permissible to “sit-out” a term(s) and then be re-selected as the Nevada State 4-H Shooting Sports Volunteer Coordinator as long as it is not for more than two consecutive terms.

If the person selected to serve as the Nevada State 4-H Shooting Sports Volunteer Coordinator was a member of the committee, a replacement member for the remainder of the term shall be made by the respective group this member was representing and this appointment (regardless of length of remaining term) shall be considered as their first term. This person may seek a second term, but they are subject to the same requirements as other committee members such as no committee member shall be allowed to serve more than two consecutive terms. However, it is permissible to “sit- out” a term(s) and then be re-selected to serve on the committee as long as it is not for more than two consecutive terms.

In the event of a resignation, removal, other reason of the State 4-H Shooting Sports Volunteer Coordinator leaving the committee; a replacement shall be named by the State 4-H Program Director and this appointment (regardless of length of remaining term) shall be considered as their first term. This person may seek a second term, but they are subject to the same requirements as other committee members such as no committee member shall be allowed to serve more than two consecutive terms. However, it is permissible to “sit-out” a term(s) and then be re-selected to serve on the committee as long as it is not for more than two consecutive terms.

### Area or County 4-H Shooting Sports Advisory Committees

Individual Counties or UNCE Areas may organize their own Area or County 4-H Shooting Sports Advisory Committees depending upon their interest and participation in 4-H Shooting Sports. Any such committees will

follow all Nevada 4-H Shooting Sports Policies and all Nevada 4-H Youth Development Policies, and will be organized under the direction and guidance of the appropriate UNCE Area or County 4-H Faculty/Staff.

All Local, County, and Area 4-H Shooting Sports Programs must only use instructors who have been trained and certified through the Nevada 4-H Shooting Sports Program or the National 4-H Shooting Sports Program, and follow all policies, guidelines and requirements of the Nevada 4-H Shooting Sports Program.

### ***Minimum Standards & Best Management Practices of a 4-H Shooting Sports Program (As Established by the National 4-H Shooting Sports Committee)***

The following minimum standards are not negotiable. A state level 4-H program with an active 4-H Shooting Sports component is advised to adopt and adhere to these standards at the state and county level. Should an injury occur in a state due to the disregard of any of these minimum standards, the potential negative legal/liability ramifications for a land-grant university system could be significant.

1. The National 4-H Shooting Sports Curriculum is the established adult teaching curriculum for training adults to teach youth the shooting sports within the 4-H program.
2. All instructors accept and abide by the National 4-H Shooting Sports Code of Ethics.
3. State, County, and Club level 4-H Shooting Sports Programs will have written risk management plans which includes items such as emergency response and preparedness, insurance, safe storage of firearms and ammunition, state-level reloading policies, etc.
4. All certified 4-H shooting sports instructors are a minimum of 21 years of age and have completed a state level 4-H shooting sports workshop in the specific discipline they will be teaching.
5. State level 4-H Shooting Sports Instructor certification workshops provide a minimum of twelve (12) hours of instruction; including a minimum of nine (9) hours instruction in each specific discipline and a minimum of three (3) hours instruction in teaching youth development, life skills, and risk management. It is preferable and recommended that state level certification workshops provide fifteen (15) hours of instruction composed of twelve (12) hours of discipline instruction and three (3) hours of teaching positive youth development, life skills and risk management.
6. To maintain certification as a 4-H shooting sports Level I or Level II instructor, one must teach or assist in instruction within the discipline certified at least once every three (3) years.
7. Only factory ammunition is used at 4-H shooting sports competitive events.
8. Regarding simulated combat sports including but not limited to, paintball guns, air-soft, laser guns, archery tag. Pointing any type of gun including paint ball guns, air-soft guns, laser guns, laser paint-ball, archery tag bows & arrows or sighting devices at any person or any humanoid shaped target is inappropriate in any 4-H program activity.
9. Reactive Targets - Targets which make use of or are composed of (1) live ammunition, (2) explosives, chemicals or flammable substances, or (3) pressurized containers are never to be used at any 4-H event or activity.
10. Cloverbud age youth are not allowed to participate in any shooting sports activity that includes the handling or live-fire of any air-guns, firearms, or archery equipment.
11. All 4-H Shooting Sports functions (events, meetings, club practices, etc.) which include the handling or use of firearms or archery equipment requires the **physical presence and constant supervision** of at least one adult 4-H Shooting Sports instructor who is currently certified in that respective discipline(s).

### ***Nevada Minimum Standards***

The Nevada 4-H Youth Development Shooting Sports program has adopted minimum standards but maybe more stringent than the national minimum standards.

1. *Curriculum:* The Nevada 4-H Shooting Sports Program is based on the National 4-H Shooting Sports Program. As a result, it uses the national curriculum and must follow national standards. Any modifications or changes to the national curriculum or standards must be recommended by the State 4-H Shooting Sports Advisory Committee or by the Nevada State 4-H Shooting Sports Coordinator and approved by the Nevada 4-H Program Leader.

Just because there is a National 4-H Shooting Sports Curriculum in other disciplines does not mean that it must be allowed in the Nevada 4-H Shooting Sports Program. The disciplines offered in Nevada and any modifications, deletions, or additions to disciplines must be recommended by the State 4-H Shooting Sports Advisory Committee or by the Nevada State 4-H Shooting Sports Coordinator and approved by the Nevada 4-H Program Leader. Some may also require approval from higher administration at UNCE and/or UNR.

Shooting Sports Curricula for instructors should not generally be distributed to anyone except certified instructors, those being trained by certified instructors, UNCE Faculty or Staff (whether certified or not), and members of the State 4-H Shooting Sports Advisory Committee or any of its subcommittees. The Nevada 4-H Shooting Sports Coordinator shall determine when it is appropriate.

The Nevada 4-H Shooting Sports Program is not open as an individual or “independent” 4-H project. It should be taught as a group activity, or in sessions such as camp, special interest club, etc. Individual activity does not lend itself to insuring proper safety or meeting instructional standards.

The only currently approved and authorized Nevada 4-H Shooting Sports disciplines are:

- Archery
  - Barebow Limited Class – limited to equipment and accessories with a combined Manufacturer’s Suggestion Retail Price (MSRP) of a designated dollar amount or less taken to the line.
  - Free-Style Unlimited Class – the cost of the equipment and accessories taken to the line may exceed the Manufacturer’s Suggested Retail Price (MSRP) designated for the Barebow Limited Class and there is no top limit.
- Air Pistol
  - Limited Class – the purchase price of air pistols cannot exceed the Manufacturer’s Suggested Retail Price (MSRP) of a designated dollar amount or less taken to the line and must be the caliber established for Air Pistol.
  - Unlimited Class – the cost of the equipment taken to the line may exceed the Manufacturer’s Suggested Retail Price (MSRP) designated for the Limited Class and there is no top limit.
- Air Rifle
  - Limited Class – limited to sporting grade air rifles with a Manufacturer’s Suggested Retail Price (MSRP) of a designated dollar amount or less taken to the line.
  - Unlimited Class – the cost of the equipment taken to the line may exceed the Manufacturer’s Suggested Retail Price (MSRP) designated for the Limited Class and there is no top limit.
- .22 Rifle



- Limited Class – Shooters are limited to equipment with iron sites (open or aperture) and with a Manufacturer’s Suggested Retail Price (MSRP) of \$600.00 or less taken to the line.
  - Unlimited Class: Shooters may use equipment with a Manufacturer’s Suggested Retail Price (MSRP) of more than \$600.00 and there is no top limit to the price.22 rifle
  - .22 Pistol
    - Limited Class – Shooters are limited to equipment with iron sites (open or aperture) and with a Manufacturer’s Suggested Retail Price (MSRP) of \$600.00 or less taken to the line.
    - Unlimited Class: Shooters may use equipment with a Manufacturer’s Suggested Retail Price (MSRP) of more than \$600.00 and there is no top limit to the price.22 pistol
  - Muzzleloader
    - Any safe muzzleloading rifle of a single-barrel design; in any caliber established for use in the contest; with a flintlock, a caplock, or in-line ignition; and equipped with metallic sights or their equivalent may be used at the State 4-H Shooting Match.
    - Powder charges are limited to the recommended/established grain guidelines or black powder or its volumetric equivalent of a black powder substitute.
  - Shotgun
    - Any shotgun of 12 Gauge or smaller is permitted.
    - Shotguns with a release trigger may not be used.
    - Semi-Automatic Shotguns are not permitted unless it is equipped with a shell catcher.
    - Interchangeable Choke Tubes are permitted. However, the choke tube cannot be changed after the competition begins.
    - Shotguns with ported barrels or similar devices are permitted.
    - Ammunition requirements are also established for most events and those regulations for that specific event shall be followed.
  - Hunting
    - Teaches hunting ethics.
    - Teaches shooting ethics.
    - Teaches land management and conservation.
2. *Code of Ethics:* Nevada 4-H Shooting Sports Instructors must abide by and follow the National 4-H Shooting Sports Code of Ethics and the Nevada 4-H Code of Conduct. See Appendix for copy of both documents.
3. *Risk Management Plans:* All Nevada 4-H Shooting Sports clubs are required to submit a written 4-H Shooting Sports Risk Management plan by December 1<sup>st</sup> to the County Extension Office. A copy of the risk management plan is due to the State 4-H Shooting Sports Coordinator by December 15<sup>th</sup>.

Policies related to the elements of the Risk Management plan include the following:

Eye, Ear, and Foot Protection:

- Eye Protection: Adequate eye protection (shooting glasses, safety glasses or safety goggles, or hardened prescription glasses) is required for all participants in Muzzle Loading, Pistol, Rifle, and Shotgun disciplines. This includes Hunting and Western Heritage live fire events. Such protection is strongly advised for archery events as well. Coaches or spectators on or near firing lines are subject to the same requirements.

- Ear Protection: Adequate ear protection is required for all participants in Muzzle Loading, Pistol, Rifle, and Shotgun disciplines. This includes Hunting and Western Heritage live fire events. Where electronic hearing protection is used, it may not include radio or similar broadcasts as background noise, since that could interfere with range commands. Such protection is strongly advised for archery events as well. Coaches or spectators on or near firing lines are subject to the same requirements.
- Footwear - Any participant while on the shooting line or shooting in any outdoor shooting event is required to wear shoes that completely cover their feet. Examples of footwear that are not acceptable include, but not limited to: sandals, clogs, crocks, flip-flops, and bare feet.

### Storage & Transportation (Compliance)

The following are policies and procedures related to the inventory control, storage and transportation of 4-H Shooting Sports equipment in Nevada.

#### *Inventory Control*

- Inventory list of equipment will be maintained by the Extension Educators in local Extension office and provided to Police Services annually for all of the local groups and county programs. Counties will use the Equipment Checkout form that is located in the Appendix of this document.
- All club, county, and state 4-H Shooting Sports equipment must be purchased through the BNC Purchasing Department and shall not be purchased without UNCE Fiscal Officer approval and reviewed by Police Services.
- The County Extension Educator (or designee) will be in charge of doing a physical inventory for each club and/or county program of the shooting sports equipment (firearms, air rifles, air pistols, bows/arrows, etc.) and check that inventory list against the BNC Purchasing Inventory list. They will be responsible for submitting the final inventory list to the UNCE Fiscal Officer and Police Services (with a copy submitted to the State 4-H Office), by December 15<sup>th</sup> of each year.
- Any new equipment purchased or donated to a club, county and/or state 4-H Shooting Sports program must be immediately reported in writing with 30 days to the UNCE Fiscal Officer to be included on the inventory list and must be included in any subsequent inventory lists.
- All 4-H Shooting Sports firearms, air rifles, muzzleloaders, bows, air pistols, and shotguns must have an UNR inventory sticker adhered to it, and those serial numbers must be submitted each year with the inventory.
- Any missing 4-H Shooting Sports equipment must be reported by the Extension Educator within 24 hours of the discovery of it missing to University Police Services, and to local law enforcement where applicable. It must also be reported to the UNCE Fiscal Officer.
- The Director of Extension and the Assistant Vice President for Police Services have the authority to remove 4-H Shooting Sports Program equipment from any 4-H Shooting Sports club or instructor, based on lack of safety practices, inadequate storage and transportation safeguards, concerns about inventory control, inadequate emphasis on positive youth development, or other reasons based on professional judgment.

#### *Storage of Firearms & Muzzle loading Equipment*

- Letter of request must go to the UNR President if storage is on Extension property. County

Extension employees need to contact the State 4-H Program Director for this letter of request.

- 4-H shooting sports equipment that is stored on University property must have approval of University Police Services prior to purchase. University Police Services must be contacted and they must approve in writing the location and storage arrangements of any and all 4-H Shooting Sports equipment stored on University property.
- All Firearms will be stored unloaded in a commercial firearm safe with an open bolt or open bore indicator when not in use.
- All gun safes shall be secured in a locked storage area, following local statutory requirements, if applicable. If no local laws apply, suitable locations include local law enforcement department firearm storage, storage closet or room with limited access, etc., upon approval by Police Services.
- Keys and combinations shall be available only to certified instructors, county coordinators, and state coordinators. Extension staff responsible for the 4-H Shooting Sports Program in the county/state shall also have access to all program equipment.

#### *Storage of Air Guns*

- Air guns will be stored in gun cases that can be locked and stored in a storage room accessible only to instructors, county coordinator and state coordinator.
- Keys to the storage area should only be available to instructors, county coordinator and state coordinator. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.

#### *Storage of Archery Equipment*

- Archery equipment will be stored in a locked closet or room accessible only to instructors, county coordinator or state coordinator.
- Doors shall be double locked and the key shall only be available to instructors, county coordinator and state coordinator. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.

#### *Ammunition*

- All ammunition, shotgun shells, rifle shells, pistol shells, powder, caps, BB's and pellets will be stored separate from the guns which use them.
- Access to the ammunition shall have accessed only by instructors, county coordinator or state coordinator. Extension staff responsible for the 4-H Shooting Sports program in the county/state shall also have access to all program equipment.
- Ammunition shall be stored in a closet or room where there are at least two separate locks on the door.

#### *Transportation of Equipment*

- All applicable local, state and federal laws are to be followed when transporting firearms, ammunition and other 4-H Shooting Sports program equipment and supplies. Only licensed individuals age 20 or older are permitted to drive vehicles transporting 4-H Shooting Sports equipment.

- When transporting firearms, air guns, ammunition and muzzle loading guns, the transporter shall have the guns in locked hard cases with gun locks on each gun (either a trigger style gunlock or a cable style gun lock).
- Equipment shall be transported in such a way that the equipment cannot be seen from outside the vehicle. Some examples of concealment include transporting in the vehicle's trunk, in a locked trailer, beneath a pick-up truck bed topper, etc. The vehicle shall not be left unattended when equipment is being transported.

4. *Instructor Certification & Roles* - Safety issues and concerns will always be paramount and the first consideration in any and all 4-H Shooting Sports Activities, Events, or Programs. Instructor certification will follow requirements established by the National 4-H Shooting Sports Committee. Any additions or changes in instructor certification requirements must be recommended by the State 4-H Shooting Sports Advisory Committee and/or by the Nevada State 4-H Shooting Sports Coordinator and approved by the Nevada State 4-H Program Leader. Some may also require approval from higher administration at UNCE and/or UNR.

The Nevada 4-H Shooting Sports Program requires the use of 4-H Trained/Certified Instructors (national, regional, or state) at the county level (in the appropriate discipline) to operate a live-fire range or to conduct any class in which firearms (including air rifles, air pistols, and/or muzzleloaders) or archery equipment are handled. In order to be certified as a 4-H Shooting Sports Instructor in any discipline, the following requirements must be met:

- State 4-H Shooting Sports Instructors - must attend a National 4-H Shooting Sports Training/Certification Workshop, complete the entire workshop, be recommended for certification by the National 4-H Shooting Sports Discipline Training Counselor/Instructor, and pass a national written test. State 4-H Shooting Sports Instructors can train County Instructors, Assistant Instructors, and Junior Leader/Teen Leader Instructors. State 4-H Shooting Sports Instructors must be at least 21 years of age and they must follow the same application procedure and reference checks as any other Nevada 4-H Volunteer Leader in the Nevada 4-H Program, which means they become unpaid employees of UNR and are subject to all rules, policies, code of conduct, and protections (such as liability) of all UNR Employees.
- County 4-H Shooting Sports Instructors – must be trained and certified by State 4-H Shooting Sports Instructors. They must attend a State 4-H Shooting Sports Training & Certification Workshop, complete the entire workshop, be recommended for certification by the Discipline Training Instructor, and pass a state written test. The County 4-H Shooting Sports Instructor is responsible for training youth in a Nevada 4-H Shooting Sports Project Club. County 4-H Shooting Sports Instructors must at least 21 years of age and can train Assistant Instructors. County 4-H Instructors must follow the same application procedure and reference checks as any other Nevada 4-H Volunteer Leader in the Nevada 4-H Program, which means they become unpaid employees of UNR and are subject to all rules, policies, code of conduct, and protections (such as liability) of all UNR Employees.
- In order to maintain certification, a County 4-H Shooting Sports Instructor must assist/teach with a County Level 4-H Shooting Sports Training of 4-H Members at least once every three years or re-attend an instructor training/certification (state training/certification), which will re-certify the instructor for the previous Shooting Sports Discipline and certify for the new Shooting Sports Discipline.

- Assistant 4-H Shooting Sports Instructors – must be older than the highest age of 4-H Club Members. As a result, he/she must be at least 20 years of age. He/she must have been a Junior Leader/Teen Leader Shooting Sports Instructor. Assistant 4-H Shooting Sports Instructors can only instruct youth under the direct supervision of a 4-H Shooting Sports State Instructor or a 4-H Shooting Sports County Instructor. As a result, Assistant 4-H Shooting Sports Instructors can only instruct when a 4-H Shooting Sports State Instructor or a 4-H Shooting Sports County Instructor is present. Assistant 4-H Shooting Sports Instructors are not to be in charge of live-fire. It is highly recommended that Assistant 4-H Shooting Sports instructors attend a state 4-H shooting sports training.

Assistant 4-H Shooting Sports Instructors must follow the same application procedure and reference checks as any other Nevada 4-H Volunteer Leader in the Nevada 4-H Program, which means they become unpaid employees of UNR and are subject to all rules, policies, code of conduct, and protections (such as liability) of all UNR Employees.

The main purpose for having “Assistant 4-H Shooting Sports Instructors” is to provide a bridge for “Junior Leader/Teen Leader 4-H Shooting Sports Instructors” to continue their Shooting Sports Leadership Role into adulthood when his/her time as a 4-H Member is concluded. This is believed to be a very important step in keeping and developing future instructors and/or leaders for the Nevada 4-H Shooting Sports Program.

- Junior Leader/Teen Leader 4-H Shooting Sports Instructors – minimum of 14 years of age and must be a 4-H Member who is active in the 4-H Shooting Sports Program. He/she may provide training and instruction to other youth under the direction supervision of a State 4-H Shooting Sports Instructor or a County 4-H Shooting Sports Instructor. As a result, Junior Leader/Teen Leader 4-H Shooting Sports Instructors can only instruct when a 4-H Shooting Sports State Instructor or a 4-H Shooting Sports County Instructor is present. Additionally, they must have demonstrated their skill for three years in the specific 4-H Shooting Sports Discipline in which they are instructing and completed the appropriate instructor certification. They are not to be in charge of live-fire.

The requirements to be a Junior Leader/Teen Leader 4-H Shooting Sports Instructor are the same as those to become a County 4-H Shooting Sports Instructor; which means the 4-H Member must attend a State 4-H Shooting Sports Training & Certification Workshop, complete the entire workshop, be recommended for certification by the Discipline Training Instructor, and pass a state written test.

Participation in National 4-H Shooting Sports Training/Certification Workshops requires a written application and approval through the County UNCE 4-H Faculty and/or Staff and then to the Nevada State 4-H Shooting Sports Coordinator for final approval. Participation in State 4-H Shooting Sports Training and Certification Workshops requires a written application and approval of the UNCE 4-H Faculty and/or Staff.

State Instructor Training and Certification sessions are administered and sanctioned through the Nevada State 4-H Office and the Nevada State 4-H Shooting Sports Advisory Committee. A minimum

of fifteen hours of instruction in discipline instruction, use of National 4-H Shooting Sports Curriculum, Range and Firearm Safety, Risk Management, Teaching Methods, Youth Development Principles, and 4-H Program Management will be taught at Nevada State 4-H Shooting Sports Instructor Trainings/Certifications. Nationally 4-H Trained and Certified Shooting Sports Instructors are also eligible to conduct county level shooting sports programs.

Instructors can only provide training and instruction in those shooting sports disciplines in which they have been certified. (For example, an instructor appropriately certified in rifle cannot provide training or instruction in air pistol.) County 4-H Shooting Sports Instructors must be trained and certified in the discipline (rifle, shotgun, pistol, muzzleloader, archery, and hunting) that they are teaching at the county level. State Instructors must be trained and certified at a National or Regional 4-H Shooting Sports training in the discipline (rifle, shotgun, pistol, muzzleloader, archery, and hunting) that they are teaching at the state or regional level.

It is also recommended to have training in First Aid and CPR (or higher level training such as EMT, LPN, RN, DR, etc.). If this training is not held by the instructor, it is permissible for someone else at the Shooting Sports Activity to have this training.

At least one UNCE Faculty and/or Staff in each county with a 4-H Shooting Sports Program should receive training as a County Instructor in at least one shooting sports discipline (Coordinator Training and Certification is recommended as the first discipline to become certified in). UNCE Faculty and/or Staff serving on the State 4-H Shooting Sports Advisory Committee are also expected to at least receive training as a County Instructor in at least one shooting sports discipline.

Policies for implementing and conducting instructor training and certification should be developed by the State 4-H Shooting Sports Advisory Committee and/or by the Nevada State 4-H Shooting Sports Coordinator and approved by the Nevada 4-H Program Leader. Some may also require approval from higher administration at UNCE and/or UNR.

*Safety issues and concerns will always be paramount and the first consideration in any and all 4-H Shooting Sports Activities, Events, or Programs.*

5. *Instructor Training:* Nevada 4-H Shooting Sports State Level trainings (to certify county instructors) will include a minimum of 9 hours of discipline training by a nationally certified 4-H Shooting Sports instructor and 3 hours of youth development/risk management training. The youth development/risk management training can be done either in-person or via technology (with the approval of the State 4-H Shooting Sports Coordinator).
6. *Maintaining Certification for Instructors:* To maintain certification as a 4-H shooting sports Level I or Level II instructor, one must teach or assist in instruction within the discipline certified at least once every three (3) years.
7. *Ammunition:* Nevada 4-H Shooting Sports program follows national guidelines regarding the use of only factory ammunition for our events. There are opportunities throughout the year for clubs to purchase ammunition at a reduced rate-contact the State 4-H Shooting Sports Coordinator for that information.

8. *Simulated Combat Sports*: Nevada 4-H Shooting Sports follows all national standards regarding the prohibiting of activities that include simulated combat sports including but not limited to, paintball guns, air-soft, laser guns, archery tag. Pointing any type of gun including paint ball guns, air-soft guns, laser guns, laser paint-ball, archery tag bows & arrows or sighting devices at any person or any humanoid shaped target.
9. *Reactive Targets*: Reactive targets which make use of or are composed of (1) live ammunition, (2) explosives, chemicals or flammable substances, or (3) pressurized containers are never to be used at any Nevada 4-H event or activity.
10. *Youth in 4-H Shooting Sports*:
  - A 4-H Shooting Sports Instructor has the right to refuse any participant from the shooting sports activity in the interest of safety for the participant and others in the program.
  - Instructors are encouraged to identify strategies to accommodate youth / adults with disabilities.
  - 4-H Shooting Sports Programs are open to all youth 9 years of age or older (as of Jan. 1 of the current year) without regard to race, color, sex, handicap, religion, age or national origin.
  - Note that age eligibility for National 4-H Shooting Sports Events are determined by the National 4-H Shooting Sports Committee and may be different than that of states. 4-H Cloverbud (age 5-8) are not eligible for any aspect of 4-H shooting sports programs as these are not age appropriate activities
  - Cloverbud aged youth are not allowed to participate in any shooting sports activity that includes the handling or live-fire of any air-guns, firearms, or archery equipment.

### ***Development of 4-H Shooting Sports Program Funds***

The 4-H Shooting Sports Advisory Committee will work with University of Nevada, Reno Extension State 4-H Program Leader, Development Director, and State 4-H Shooting Sports Coordinator in funding efforts throughout the state.

County groups are encouraged to seek and utilize local resources in support of their programs and activities. Funds raised in counties for support of their local programs remain in that county/club for their use. All local fund raising efforts require the approval of their Extension Educator. If the Extension Educator believes local in-county fund raising efforts may potentially conflict with fund raising for the overall program, they will contact the State 4-H Shooting Sports Coordinator for further guidance.

It is important that county fund raising efforts do not conflict with area and/or state efforts to secure funding from existing or potential area, state and/or national sponsors. When county groups are seeking funds or resources from organizations or groups *outside* of their county, the proposal must be submitted through the County Extension Educator to the State 4-H Shooting Sports Coordinator for review and consideration. In consultation with the State 4-H Program Leader, the State 4-H Shooting Sports Coordinator can:

- a. approve the county submitting the proposal as an individual proposal solely for their county program.
- b. develop a cooperative agreement with the county to include their county's proposed needs in a combined state proposal for the overall program.

Any funding or grant proposals submitted by area groups must have the approval of their UNCE Area Director and be submitted to the Nevada State 4-H Shooting Sports Coordinator. In consultation with the State 4-H

Program Leader, the Nevada State 4-H Shooting Sports Coordinator can:

- a. approve the area submitting the proposal as an individual proposal solely for their county program.
- b. develop a cooperative agreement with the area group to include their area's proposed needs in a combined state proposal for the overall program.

Specific guidelines for using State 4-H Shooting Sports funds for the overall program (not county funds) will be developed by the 4-H Shooting Sports Advisory Committee and the Nevada State 4-H Shooting Sports Coordinator. Priorities for state fund raising and use of such funds will be determined by the State 4-H Program Leader and UNCE Development Director with advisement from the 4-H Shooting Sports Advisory Committee and the Nevada State 4-H Shooting Sports Coordinator.

Funds raised for the 4-H Shooting Sports program by any entity will be managed in accordance with UNR, UNCE, and 4-H Policies.

### ***The Future & Change***

This document outlines basic guidance and policies for administering the 4-H Shooting Sports Program in Nevada.

The Nevada State 4-H Program Leader, the Nevada State 4-H Shooting Sports Coordinator, and the State 4-H Shooting Sports Advisory Committee will work together to develop any other implementing, operational, organizational, or programmatic policies, rules and guidelines that might be necessary for the safe and successful operation of the 4-H Shooting Sports Program in Nevada. This also includes making any changes or modifications in this document necessary to better support the Nevada 4-H Shooting Sports Program as it grows and develops over time.

All changes to this document shall be communicated from the Nevada State 4-H Shooting Sports Coordinator to the Nevada 4-H Shooting Sports Advisory Committee and to the UNCE 4-H Faculty and/or Staff throughout Nevada. Unless it is deemed necessary for safety reasons or dictated from National 4-H; all changes shall become effective following the approval of the change.





# **Section 15:**

# **4-H Livestock**

# **Contest Rules**

# **and Regulations**

# 4-H STATE LIVESTOCK CONTESTS

## *Purpose*

The ability to recognize and interpret visual differences between livestock animals and to understand livestock production/management practices. These are valuable skills for 4-H Club Members to learn, comprehend, and utilize.

The purposes of the Nevada State 4-H Livestock Judging Contest, the Nevada State 4-H Livestock Skill-A-Thon Contest and the Nevada State 4-H Livestock Quiz Bowl are two-fold: subject matter education and life skills development.

- To encourage 4-H Members to learn modern livestock evaluation methods and to select the appropriate livestock for a defined production purpose.
- For 4-H Members to demonstrate their skills, abilities and knowledge pertaining to livestock breeds, livestock equipment, livestock production/management, meat judging and identification, as well as livestock feeds and nutrition.
- To help youth learn the techniques of logical, accurate decision making; to recognize the reasons for their decisions; and to develop the ability to orally express their thoughts.
- To encourage 4-H Members to assume responsibility for their decisions and actions.
- To encourage 4-H Members to establish goals and determine a course of action which will assist them in accomplishing those goals.
- To assist youth career awareness, career possibilities and career guidance.
- To provide youth with opportunities to initiate and enhance life skill development.
- To provide a competitive setting where attitudes of friendliness and fairness prevail.
- To develop teamwork skills among 4-H Members.

## *Eligibility*

The Nevada State 4-H Livestock Judging Contest, the Nevada State 4-H Livestock Skill-A-Thon Contest and the Nevada State 4-H Livestock Quiz Bowl Contest are open to all County 4-H Programs throughout Nevada. All contestants must be active Nevada 4-H members. All 4-H Club Members are eligible but must compete as team. Counties are encouraged to send as many teams and individuals as they wish for each age division. Contestants can enter as an individual or as a team. If they enter individually then a team of 4 will be made by officials on a first come first serve basis. **NOTE:** Only teams of Senior 4-H members are eligible to compete for National Contests.

No 4-H member who has taken post-high school Animal Science, Livestock Judging or related subject courses may enter. In addition, any member who has competed in a National Level 4-H Livestock Judging Contest or a National Level 4-H Skill-A-Thon Contest will be ineligible to compete in the same contest on the State Level. However, the member is encouraged to become a junior coach for the county clubs and become involved in other aspects of the program.

**\*Addendum:** Youth who have competed in a National 4-H Contest may be a *practice participant* in the same contest at the State 4-H event. A *practice participant's* scores will not be considered for the State 4-H Contest awards and placings.

For Judging and Skill-A-Thon, each County 4-H Program may enter as many eligible teams as they wish. For Quiz Bowl, each County 4-H Program may enter only one (1) team of four (4) or five (5) contestants per age category. One team member will be designated as alternate if five (5) are entered. **NOTE:** Only teams of Senior 4-H members are eligible to compete for National Contests. Age category classifications are as follows:

**Junior Age Requirements:** 9 & 10 years of age on January 1, of the current year  
**Intermediate Age Requirements:** 11 - 13 years of age on January 1, of the current year  
**Senior Age Requirements:** 14 - 19 years of age on January 1, of the current year

The selection of eligible teams is the responsibility of County 4-H/Extension Staff. Counties are allowed to partner with other counties in order to create a full team of four (4) or five (5).

### *Contest Assistance*

Each county entering either of these contests may be asked to provide at least two individuals and two back-up individuals to assist with the operation of the contest. The individuals will serve as:

**Livestock Handlers:** individuals will handle livestock for showing or demonstration purposes, if needed (preferably have owners of livestock and staff as the animal handlers).

**Group Leaders:** individuals keep track of youth in their group, make sure there is no talking between contestants, and review score sheets/cards to make sure names and/or numbers are on all score sheets/cards that are turned in. The name and/or number will be highlighted by the group leader to indicate score sheets/cards have been received.

**Station Coordinators:** individuals make sure there is no talking between contestants, help maintain flow between stations, and answer any questions that contestants may have for the station (should be staff only).

**Time Keepers:** individuals manage time and instruct contest coordinator and/or contestants of start and finish for specific time frames (with the exception of Quiz Bowl, the coordinator of the Livestock Judging and Skill-A-Thon should be the time keepers).

Quiz Bowl - The timekeeper will monitor elapsed time for each timed event and will indicate to the moderator when time has expired. The timekeeper or the moderator will handle the controls of game equipment, depending on the set-up of the equipment (should be staff).

**Score Keepers:** individuals use keys/answer sheets to grade score sheets/cards.

Quiz Bowl - One or two scorekeepers will keep a running score on each match. One score keeper will maintain scores visible to the moderator and contestants, and if possible, the viewing audience. If a second scorer is available, he/she will maintain a written record of all scoring transactions. It is recommended to have two score keepers (should be State Staff).

**Other Tasks:** when necessary, individuals may be asked to do different tasks not mentioned above. Instructions will be given on how to complete tasks.

Names and complete addresses of these individuals are considered part of the entry. The eligibility of contestants/volunteers is the responsibility of County 4-H Extension Staff.

## ***Dress***

All contestants are expected to wear the official Nevada 4-H Uniform (white shirt, green tie, closed toed shoes and appropriate pants) at the State 4-H Livestock Judging, State 4-H Livestock Skill-A-Thon & State 4-H Livestock Quiz Bowl Contests. No contestant shall wear any clothing, pins, or badges that will in any way reveal his identity or the county which he/she represents. No hats are to be worn during the contests.

## ***Teaching and Study Materials***

Teaching materials for the State 4-H Livestock Judging Contest and the State 4-H Livestock Skill-A-Thon Contest are available in publication/print format and PowerPoint format from the Nevada 4-H Website (<http://www.unce.unr.edu/4H/programs/stem/animals/>).

A small percentage of questions may be based on current events in the beef, sheep and swine industries. Study major issues that has affected the livestock industry in many ways such as: animal diseases, exports, animal ID, environmental issues, and regulatory changes. The following on-line resources will be used to develop these questions:

1. American Sheep Industry Association website at: [www.sheepusa.org](http://www.sheepusa.org)
2. National Cattlemen's Beef Association website at: <http://www.beefusa.org/>
3. National Pork Board website at: [www.porkboard.org/](http://www.porkboard.org/)
4. Pork Magazine (questions related to current industry issues) website at: [www.porkmag.com](http://www.porkmag.com)
5. Beef Magazine (questions related to current industry issues,) website at: [www.beef-mag.com](http://www.beef-mag.com)
6. Youth for the Quality Care of Animals [yqca.org](http://yqca.org)

## ***Grievance***

A protest/grievance must be filed by a contestant (not a parent, leader, etc.). It must be made in writing, and it must be accompanied by a deposit of \$50.00, which will be forfeited if the grievance is not sustained. Grievances must state plainly the cause of complaint or appeal, with specific charges and recital of the facts relied upon or the rule violated. It must also name any witnesses and the contact information from whom ever information is to be obtained.

Any protest/grievance ***must be filed by a contestant*** (not a parent, leader, etc.). It must be made within *one hour of the time of the action or questioned incident and turned into contest officials*. All decisions of the contest officials shall be final.

## ***Scoring***

All contestants will be scored as a team and will consist of four (4) people per group maximum and three (3) people per group minimum. The top three scores are counted.

## ***Contest Breakdown***

### Livestock Judging

Class Judging (up to 8 classes)	10 minutes
Interval between classes	2 minutes
Break before Reasons Classes	15 minutes
Reasons (Each contestant)	2 minutes MAX

### Livestock Skill-A-Thon

#### Identification Stations (Breeds, Equipment, etc.)

Junior	11 minutes
Intermediate	13 minutes
Senior	15 minutes

#### Group Stations (QA, Breeding Scenarios, etc.)

Junior	16 minutes
Intermediate	18 minutes
Senior	20 minutes

### Quiz Bowl

#### Phase One (One-on-One Phase)

Contestants must buzz in within **10 seconds** after the question is read

Contestants must begin answer within **5 seconds** after being acknowledged

After an incorrect answer, opposing team must answer within **5 seconds** after the question is offered.

#### Phase Two (Team Phase)

Team captain must begin answer within **10 seconds** after the question is read

After an incorrect answer, opposing team captain must answer within **10 seconds** after the question is offered.

#### Phase Three (Regular/Toss Up/Bonus Phase)

Contestant must buzz in within **10 seconds** after the question is read

Contestant must begin answer within **5 seconds** after being acknowledged

Bonus Question-Team captain must begin answer within **10 seconds** after the question is read

## ***Livestock Judging Contest Regulations***

Decisions and placings of contest officials and management are final. All placings, as announced, are final. Tie-breakers will be resolved with highest reasons score. There will be an educational exhibitor meeting to teach contestants how to fill out a judging card and how to give reasons.

### Classes

The Livestock Judging Contest will include both market and breeding classes of all four species (beef, sheep, swine and goat) with oral reasons on four classes for seniors, three for intermediates and two for juniors. Along with visual appraisal, the contest may also include performance records\* classes. The specifics of each class will be announced on the day of the contest and may be changed subject to animal availability. Contestants will have 10 minutes to judge each class with a 2-minute interval between each class.

- \* **Performance criteria, when used shall be based on standards developed and used by: the Beef Improvement Federation; the Sheep Industry Development Program, Inc.; the National Swine Improvement Federation; and the United States Boer Goat Association.**

## **Reasons**

Each placing class will have four head, and contestants should rank the livestock from best to poorest making sure to consider all information provided about the class. The livestock will be numbered 1, 2, 3, or 4 within a class, and in order from left to right as viewed from the rear (if held or tied). Contestants should assume animals are all of equal age and place them on visual appraisal, unless evaluation data and/or production information is provided. After the judging of each class is completed, the contestant's scoring cards will be turned in to the group leader. A correct placing receives a score of 50 points.

The specific classes chosen for reasons will be announced at the beginning of the contest. 4-H members should be trained and encouraged to take notes on reasons classes. They should bring a clean notebook (no writing). They may use the notes they take during the contest to study; however, using them while actually giving reasons may lower the reason's score.

A set of reasons should last no longer than **two (2) minutes**, and the official, at his or her discretion, may ask the 4-H member questions concerning the class. Each set of reasons will be scored, ranging from 0 to 50 points, will be dependent upon these factors (in approximately this order of importance):

1. accuracy
2. organization of thoughts, completeness and conciseness
3. manner of presentation (articulation, mannerisms, appearance)

4-H members are not expected to be professional speakers in order to score well and no specific "style" of giving reasons will be preferred unless it contributes to accuracy, organization and mannerisms. However, an organized format is often helpful to 4-H members in giving reasons.

Contestants will start the rotation for giving reasons **15 minutes after the end of the last class**. The reasons order will be via a "random sort" and a general area will be assigned for contestants, that they will not be able to leave or talk to anyone else in, except for officials, during the duration of the reasons aspect of the State 4-H Livestock Judging Contest (if applicable, seats will be assigned for each contestant. Contestants are expected to sit in their assigned seat, which will be in reasons order). Family members, coaches and spectators are not permitted in the designated reason prep area. After a contestant has given their last set of reasons, they will be permitted to leave the reasons sitting area (after they clean up around their seat).

## ***Livestock Skill-A-Thon Contest Regulations***

Decisions and placings of contest officials and management are final. All placings, as announced, are final. Tie-breakers will be resolved with highest Meat Identification class score.

The following is a list of common Skill-A-Thon classes. Please note that actual classes may deviate from this list in an effort to keep current with a rapidly changing livestock industry. The contest is not limited to the following classes; therefore, point totals may vary as well.

Some aspects of the Skill-A-Thon Contest are conducted on an individual basis and will be scored as such. Individual components of the contest may consist of any of these categories:

**Classes competed as an individual:**

- 1. Livestock Equipment Identification:** (100 possible points) Identify, from a provided list, the proper name and use for pieces of equipment used in livestock production.
- 2. Livestock Breed Identification:** (50 possible points) Identify livestock (beef cattle, swine, sheep and goat) breeds from photographs or pictures. Contestants must also match breeds with the most appropriate description supplied.
- 3. Livestock Feed Identification:** (50 possible points) Identify, from a provided list, the feeds provided used in the livestock industry.
- 4. Retail Meat Cut Identification:** (100 possible points) Identify, from a provided list, the uniformly accepted name of beef, pork, lamb, and veal retail cuts on display including the species and the retail cut.
- 5. Hay and/or Wool Judging Class:** (100 possible points) Rank a class of four hay and/or wool samples with analysis information.
- 6. Quality Assurance Exercise:** (50 possible points) Demonstrate how to read a medicine label, calculate withdrawal times, complete a treatment record, and make responsible management decisions regarding quality assurance.
- 7. Quiz:** (50 possible points) Complete a 25 question multiple choice and true/false quiz concerning the complete livestock industry.

**Total possible individual points = 500-600**

Seniors will have 15 minutes for every set of Identification tables.

Intermediates will have 13 minutes for every set of Identification tables.

Juniors will have 11 minutes for every set of Identification tables.

Some aspects of the Skill-A-Thon Contest are conducted on a group basis. In these aspects of the contest, the individuals work as a group to solve the problem, answer the question, or derive the appropriate solution. Each group member receives the same score for this part of the contest. Group components of the contest may consist of any of these categories:

**Classes completed as a group:**

**There will be a designated area for groups to collaborate.**

- 1. Quality Assurance Exercise:** (100 possible points) Demonstrate how to read an animal health product label, calculate dosage rates and withdrawal times, complete a treatment record, be familiar with administration routes, animal identification and restraint methods, and make responsible management decisions regarding quality assurance. (This may involve live animals depending on availability.)

**2. Meat & Carcass Evaluation:** (125 possible points) Rank one (1) class of four similar retail cuts (50 possible points). Evaluate photos of a carcass and also price carcasses using a grid (75 possible points).

**3. Animal Breeding Scenario and Exercise:** (100 possible points) Group members will evaluate a breeding/marketing animal scenario and make animal selection/marketing decisions based upon performance/visual data to rank breeding animals or market them for use within the situation.

**4. Evaluation of Performance & Marketing Information:** (100 possible points) Evaluate performance information on a group of livestock and then use the information given to make the best marketing decisions.

**5. Livestock Feeding:** (100 possible points) identify the proper name for livestock feeds and identify each corresponding nutrient group. Feed samples and lists of feed names and nutrient groups will be provided. Utilizing feed ingredients given, formulate a ration for a group of livestock.

**Possible point total for team classes = 100-600**

Seniors will have 20 minutes for their group activity.

Intermediates will have 18 minutes for their group activity.

Juniors will have 16 minutes for their group activity.

Contestants may take notes during the contest. However, no prepared notes or printed material may be used by contestants during the contest.

Study guides will be sent out to all contestants 30 days prior to the contest.

It is the responsibility of the contestants to be in the appointed place at the times designated by contest officials.

### ***Livestock Quiz Bowl Contest Regulations***

A team will consist of four members, plus one alternate. An alternate can be substituted at the conclusion of any phase in a round. No substitutions are allowed within a phase, unless the moderator deems that an individual cannot continue on in competition. Recommended procedure for Quiz Bowl team member substitution is as follows:

1. Each team may name an alternate and the alternate is expected to attend all rounds of competition in which their team participates.
2. If an alternate enters play, he/she must remain in the contest for the rest of that phase.
3. Substitution during the contest needs to be approved by the moderator. In the event that a four-member team enters the competition and one member is unable to continue the competition and there is no designated alternate, the resulting three-member team will be allowed to continue; however, they will forfeit the Phase I questions directed toward the fourth team member



## Officials

1. **Moderator:** The moderator assumes complete direction of the contest, asks all questions, designates contestants to answer questions, accepts or rejects all answers as guided by the judge(s), and may seek interpretation of questions and answers from the judges or contestants. The moderator should be knowledgeable in QuizBowl procedures, guidelines, and regulations.
2. **Judge:** A judge can be anyone with a strong background in the subject matter of the QuizBowl. The judge will accept or reject any question and/or answer and have the option of explaining the answer. The judge(s) may ask for clarification from a contestant. When possible, at least two judges should be used for QuizBowls covering multiple species.
3. **Time Keeper:** The timekeeper will monitor elapsed time for each timed event and will indicate to the moderator when time has expired. The timekeeper or the moderator will handle the controls of game equipment, depending on the set-up of the equipment.
4. **Score Keeper:** One or two scorekeepers will keep a running score on each match. One score keeper will maintain scores visible to the moderator and contestants, and if possible, the viewing audience. If a second scorer is available, he/she will maintain a written record of all scoring transactions. It is recommended to have two score keepers.

## General Rules

1. Teams will be notified prior to the Quiz Bowl when and where they should report.
2. **Team Captain:** A team captain is designated and should be seated nearest the moderator, who is positioned between the two teams. Contestants will wear nametags. The captain will remain the captain throughout the contest and will always be seated closest to the moderator. Other team members may change their seating order between matches.
3. **Viewing:** Contestants cannot view matches until their team has been eliminated from competition. After their team has been eliminated, contestants may view matches, but must remain quiet throughout the event. While the contest is in progress, there shall be no conferring between contestants or between a contestant and anyone else except as directed by the contest management. Contestants will not be allowed to carry electronic devices while participating in the contest. This includes mobile phones, pagers, PDA's, and other device capable of transmitting information. Contestants may be **suspended** from the contest for talking or collaborating during the contest, carrying a device during the contest, for infringement of any of the stated rules, or for conduct unbecoming a 4-H Member. **Contestants may also be suspended if their parents, coaches and spectators are talking, making eye contact or attempting to give contestants answers. Parents, coaches and spectators must stay silent and still during the duration of the contest or they will be removed from the audience.**
  - a. **Suspension** will result in being asked to leave the event premises and complete removal from the contest.
  - b. The individual will not be allowed to represent Nevada at any regional or national level livestock judging contest.
4. **Contest Equipment:** Each contestant will be given the opportunity to test the proper functioning of game equipment.

5. **Timeouts:** Team members, coach, moderator, judges, scorers, or Quiz Bowl committee members may call for a timeout for clarification of rules, scoring, question and/or answer, or to allow for unexpected problems. Timeouts may be called only after a question has been answered and before the start of the next question.
6. **Protests:** When a protest is raised, the moderator will call timeout. The moderator and judge(s) will consider the protest. In all cases, the decision of the moderator and judge(s) is final.
  - a. Only one member of a team or the coach of a team may make a protest of a question or an answer, and then only at the time a particular question is read or the answer given. Once the moderator has begun the next question, the protest is not valid.
  - b. If a protest is sustained, the moderator will take one of the following actions as deemed appropriate:
    - i. If a question is protested before an answer is given and the protest sustained, the moderator will discard the question. No loss or gain of points for either team.
    - ii. If an answer is protested (either correct or incorrect), at least one of the judges and the moderator, or two judges, will determine the validity of the protest. Points will be added or subtracted as appropriate.
    - iii. If a question is protested after an answer is given (correct or incorrect), at least one judge and the moderator, or two judges, will determine the validity of the protest question. The question may be discarded at no loss of points or the question may be allowed with the appropriate gain or loss of points as in the situation above.
    - iv. Abuse of protest provisions may result in one or more of the following: Dismissal of the team coach from the contest area; dismissal or replacement of the team member; dismissal of the entire team with forfeiture of any points or ranking.
    - v. **Spectators, parents and visitors may not protest any question, answer or procedure during the course of play.** They may, however, submit in writing to the contest officials any suggestions, complaints or protests at the conclusion of the contest.
7. **No source of information is infallible.** There may at times be answers given to questions, which are in agreement with recommended sources, which are in fact erroneous. Every effort shall be made to eliminate these questions, but in the event of such occurrences, the judges and moderator may challenge the answer to the question, and if there is unanimous agreement, may elect to accept only the correct answer or to discard the question with no loss or gain of points to either team.
8. **Team coaches** may bring resource materials into the contest room. In the event of a protest, a team member or the coach of the team will have two minutes to use these reference materials to clarify the protest.
9. **Ties:** If both teams are tied at the end of a match, the moderator will read a series of three regular questions and a toss-up questions until the tie is broken. Scoring, timing, and opportunities for opposing team to answer incorrect questions during the tie-breaker will follow normal game play for toss up questions (Phase 3).
10. **Aids and Materials:** Teams may not use any prepared aids or other resource materials during a match. This includes pens, pencils, notepaper, scratch paper and calculators.
11. **Final Score:** Once the moderator has declared a winner based on the total team point accumulation, there shall be no protests.

## Method of Quiz Bowl Competition

1. Order of teams will be drawn at random. A bye system will be used if an odd number of teams enter. The number of teams participating and the time allowed for the contest will determine the exact procedure followed.
2. Whenever time and space permit, a double elimination procedure will be used. Typically, if eight teams or fewer are entered, a double elimination procedure will be used.
3. If a team member buzzes in to answer the question before the moderator has finished reading the question, and they get it wrong, the moderator will finish reading it in its entirety to the other person/team so they have the complete opportunity to answer.
4. Each match will consist of three phases as described below. In all phases, only the first answer given is accepted and will be ruled as correct or incorrect.
5. **Phase One: One-on-One Phase**
  - a. Phase One will consist of eight (8) questions. Each question shall be addressed to contestants in the same seat position, beginning with contestants in seat 1, followed by seat 2, 3, and 4. The contestant to buzz in first and acknowledged by the moderator earns the opportunity to answer the question. Contestants must buzz in within 10 seconds of the question being read.
  - b. Correct answers are worth 10 points, with no deductions for incorrect answers. Answering before being acknowledged by the moderator will result in a 5-point deduction.
  - c. No teammate assistance may be offered or received in this phase.
  - d. In the event of an incorrect answer, the individual in the same seat on the opposing team will have the opportunity to answer after buzzing in and being acknowledged by the moderator. The question will not be re-read. The individual must buzz in within 5 seconds of being offered the question by the moderator.
  - e. The moderator will read the correct answer if incorrect or no answers are given.
6. **Phase Two: Team Phase**
  - a. Phase Two will consist of eight (8) questions. Each team will be asked four questions each on alternating basis.
  - b. Correct answers are worth 10 points, with no deductions for incorrect answers. Answering before being acknowledged by the moderator will result in a 5-point deduction.
  - c. The team will be allowed to discuss questions prior to answering, but only the team captain can report the answer. If anyone other than the team captain answers, no points will be awarded.
  - d. Answers must be started within 10 seconds after the question is read.
  - e. When a team fails to answer the question in the allotted time or answers the question incorrectly, the moderator shall offer the question to the opposing team, without re-reading it.
    - i. The opposing team may discuss the question and shall have 10 seconds (from the time the moderator offers the question) to begin an answer to the question.
    - ii. Correct answers are worth 10 points, with no deductions for incorrect answers. Answering before being acknowledged by the moderator will result in a 5-point deduction.
    - iii. This team may only begin discussing the question after it is offered to them by the moderator (not while the team originally asked the question is discussing it).
  - f. Only the team captain may report the answer.

g. The moderator will read the correct answer if incorrect or no answers are given.

7. **Phase Three: Regular/Toss Up / Bonus Phase**

a. Phase Three will consist of 3 regular questions and a toss-up with a bonus questions with a total of sixteen (16) questions.

b. Regular/Toss Up Questions:

i. Any team member from either team may buzz in to answer a toss-up question. Contestants must buzz in within 10 seconds of the question being read.

i. The individual will have 5 seconds to begin their answer after being acknowledged by the moderator or will lose 5 points.

ii. Correct answers are worth 15 points. Incorrect or incomplete answers will result in a 5-point deduction. Answering before being acknowledged by the moderator will result in a 5-point deduction.

c. Bonus Questions:

i. If a team correctly answers a toss-up question that has a bonus attached, the team will have an opportunity to answer a bonus question.

1. If a team fails to answer the toss-up question, *the BONUS question WILL NOT carry forward to the next question.*

ii. The team may discuss bonus questions prior to answering, but only the team captain can report the answer. If anyone other than the team captain answers, no points will be awarded.

iii. Answers must be started within 10 seconds after the question is read (starting an answer after the 10-second buzzer goes off is not acceptable).

iii. When a team fails to answer the question in the allotted time or answer the question incorrectly, the question will NOT be offered to the opposing team.

d. Phase Three Scoring:

i. Toss up questions are worth 15 points each, with a 5-point deduction for incorrect or incomplete answers.

ii. Bonus questions are worth 15 points each, with no deduction for an incorrect answer.

**Scoring**

Phase 1:

- |                                                                      |              |
|----------------------------------------------------------------------|--------------|
| A. Correct Answer                                                    | +10 Pts      |
| B. Incorrect, incomplete, or failing to respond within allotted time | No Deduction |
| C. Answering a question before being acknowledged by the moderator   | - 5 Pts      |

Phase 2:

- |                                                                      |              |
|----------------------------------------------------------------------|--------------|
| A. Correct Answer                                                    | +10 Pts      |
| B. Incorrect, incomplete, or failing to respond within allotted time | No Deduction |
| C. Answering a question before being acknowledged by the moderator   | - 5 Pts      |

Phase 3:

*Toss Up*

- |                                                                      |         |
|----------------------------------------------------------------------|---------|
| A. Correct Answer                                                    | +15 Pts |
| B. Incorrect, incomplete, or failing to respond within allotted time | - 5 Pts |
| C. Answering a question before being acknowledged by the moderator   | - 5 Pts |

*Bonus*

- |                   |         |
|-------------------|---------|
| A. Correct Answer | +15 Pts |
|-------------------|---------|

B. Incorrect, incomplete, or failing to respond within allotted time No Deduction  
Sudden Death Round (Only in case of a tie following match conclusion):

A. Correct Answer +1 Pts

B. Incorrect, incomplete, or failing to respond within allotted time -1 Pts

1. Pre-mature buzzing: When the buzzer is pushed before the question is completely read, the moderator will stop reading and that person must answer the question after being acknowledged. The judge(s) will not ask for clarification of answers in these instances. Answers must be complete and correct. In the event that a multiple choice question must be answered before all the possible answers have been read, the contestant's answer must match the moderator's correct answer exactly, either by letter choice, or by the corresponding wording of the correct letter.
2. If the individual/team answers incorrectly, the question will be read entirely for the other individual/team to have a fair chance to respond.
3. Both teams buzz at the same time: If the equipment allows a member of each team to buzz in at the same time or locks out all team members because they hit the button at the same time, and the moderator cannot determine which team member buzzed first, the question will be discarded and a new one will be selected by the judges.
4. The score of both teams will be announced at the conclusion of each phase.
5. The judge(s) may ask for clarification of answers.

## ***Suspension from State Livestock Contests***

While the contest is in progress and during the individual aspects of the contest, there shall be no conferring between contestants or between a contestant and anyone else except as directed by the contest management. Contestants will not be allowed to carry electronic devices while participating in the contest. This includes mobile phones, pagers, PDA's, and other device capable of transmitting information.

Contestants may be suspended from the contest for talking or collaborating during the contest or during individual components of the contest, carrying a device during the contest, for infringement of any of the stated rules, or for conduct unbecoming a 4-H Member.

- Suspension will result in being asked to leave the event premises and complete removal from the contest.
- The individual will not be allowed to represent Nevada at any regional or national level livestock contest.

## ***Awards***

Plaques, trophies, ribbons, and other similar awards will be presented to individual and team winners in each of the three age categories (junior, intermediate, and senior) in each of the contests.

As decided by the Nevada 4-H Animal Science Committee, the top Senior Team contestants in the State 4-H Livestock Judging, Skill-A-Thon & Quiz Bowl Contest will be eligible to compete at designated National Livestock 4-H Contests as a member of the Nevada 4-H Team. The chaperone for this trip will be determined by the State 4-H Director and 4-H Staff Person from the county of the top Senior Team. The state-winning livestock judging team and quiz bowl will participate in the Western National 4-H Roundup and the state-winning livestock skill-a-thon team will participate in the NAILE contest. Special permission is needed from the State 4-H Director to change the designated national contest.

## ***Appreciation***

The UNCE 4-H Youth Development Program partners with 4-H UNCE County personnel to present and conduct these contests for the benefit of all participants. Please honor and continue the positive relationship between all 4-H and UNCE Staff by always putting your "best foot forward". This includes respecting fellow competitors, officials, equipment, and facilities.

Please take the time to offer a "thank you" to everyone that worked together and very hard to present an educational and positive event for each participant.



# **Section 16:**

# **4-H Equine**

# **Policies and**

# **Procedures**

# 4-H EQUINE POLICIES AND PROCEDURES

## *Safety Helmet Policy:*

University of Nevada, Reno Extension (UNCE) requires all participants (mounted or unmounted) in any 4-H Horse activity, sponsored by 4-H or organized by 4-H, to wear a properly fitted ASTM-SEI rated helmet. The helmet must have a harness that is properly fitted, secured and buckled, anytime while riding or handling a horse at the 4-H sanctioned event. The 4-H member must inspect the helmet regularly and to the manufacturer's recommended guidelines. Defective or damaged helmets must be replaced with a helmet that passes inspection.

Activities that require a helmet include:

- Leading or tying a horse
- Riding a horse any time during a 4-H Horse event; including but not limited to clinics, workshops and shows
- 4-H member handling or riding someone else's horse

Anyone under the age of 19 who is not a 4-H member will also be required to wear a helmet if they are handling or riding a horse during a 4-H sanctioned event. Adult volunteers are encouraged to wear helmets while riding and handling a horse.

The safety helmet rule is for the protection of the exhibitor/rider and a necessary risk management tool for maintaining a safe environment in all aspects of club meetings, activities, and contests. The safety of participants and volunteers is a top priority of UNCE.





# **Section 17:**

# **4-H Dog Show**

# **Policies and**

# **Procedures**

# NEVADA STATE 4-H DOG SHOW RULES

## ***GENERAL RULES***

**Introduction:** These guidelines establish a set of uniform practices and procedure for conducting 4-H Dog Show in Nevada. The use of the name and emblem of 4-H is regulated by federal law. Only activities or programs under the supervision of the University of Nevada, Reno Extension (UNCE) may use the name and emblem of 4-H. Therefore, any Nevada 4-H Dog Show must be approved from county, district, or state UNCE.

**Purpose:** To offer youth the opportunity to demonstrate skills and knowledge acquired in dog training and dog care. It also offers a learning experience and person development opportunity for participating 4-H Club Members.

**Eligibility:** If a youth is eligible to be in the Nevada 4-H Club Program, then he/she is eligible for enrollment in the Nevada 4-H Dog Project. The eligibility remains in effect as long as he/she complies with guidelines of the program.

As long as the club member is properly enrolled in the Nevada 4-H Club Program and in the Nevada 4-H Dog Project, he/she is afforded all offerings on a fair and equal basis (if he/she complies with guidelines of the program).

**Educational Opportunities:** Each year, there will be several educational dog clinics and workshops for club members, parents, and leaders conducted throughout Nevada. It is recommended for the club member to contact his/her local 4-H Club Leader and County 4-H/Extension Office to obtain details pertaining to his/her respective local/county educational opportunities.

4-H Club Members are encouraged to attend activities and any other activity that will help them grow and develop with their dog project. Additionally, if desired, members are encouraged to seek individual instruction.

## ***DOG PROJECT SHOW CLASSES:***

There are many classes that may be offered at various dog shows/dog events. The classes listed within this publication provide many opportunities for club members to demonstrate the skills and abilities he/she has learned. Other classes also offer the opportunity for club members to demonstrate these same skills.

As a result, and in an effort to have continuity in the State 4-H Program, only the classes listed within this publication will be used at the state level. However, local or county shows may offer classes not listed within this publication, as long as those classes utilize the same skill set on the part of the 4-H Club Members. Remember, safety must be of an utmost priority, so only classes that utilize the same skill set as required by the classes listed within this publication are permitted.

## ***DRESS AND EQUIPMENT GUIDELINES:***

DRESS	Member	White shirt or blouse (long sleeve or short sleeve), solid dark pants or skirt, and green tie (any kind).
-------	--------	-----------------------------------------------------------------------------------------------------------

Dog Dogs in the obedience and rally ring must wear well- fitting plain buckle or slip collars. Slip collars of an appropriate single length of leather, fabric, or chain with two rings (one on each end) are acceptable. Fancy collars, special training collars, or collars that are either too tight or so large that they hang down unreasonably in front of the dogs are not permitted. Nothing shall be hanging from collars.

Agility dogs must wear a well fitted plain buckle collar. No slip collars.

Guide dogs shall be in appropriate collar.

Showmanship requires a show lead, and it must be appropriate to breed.

### ***ELIGIBILITY FOR STATE 4-H DOG SHOW***

To participate in Nevada State 4-H Dog Show, members must be between the ages of 9-19 as of January 1 of the current year. All Nevada 4-H members enrolled in the Dog Care and Training program are eligible to compete in the State 4-H Dog Show.

Any dog, mix or pure breed, is eligible as long as the dog is clearly a 4-H Project Dog and this dog is not a danger to himself, any other dog, 4-H Club Member, or any other person.

### ***QUALIFYING SCORES:***

If a county conducts a qualifying show, then a 4-H member needs a qualifying score to attend state competition. At this time a blue award is qualifying. If a qualifying show is not conducted by the 4-H Club Member's respective county, then the 4-H Club Member has no qualifying requirement.

### ***SHOW RULES:***

1. All ties will be resolved by a run-off.
2. Entries not signed by the 4-H/Extension Representative and the parent or guardian will not be accepted.
3. It is the responsibility of exhibitor to check-in with the Ring Steward at the start of show.
4. All dogs must be on a lead or otherwise confined at all times when not in the show arena. Loose dogs may be disqualified.
5. Exhibitors will be held responsible for keeping premises clean and must keep dogs under control and away from other exhibits.
6. Dogs not entered in competition are not permitted in the show area.
7. Any dog that attempts to attack any person or another dog may be disqualified.
8. Bitches in season are not permitted to compete at any level (county, regional, or state).
9. All participants must be on the grounds during the show hours or until ALL awards are given out. If a participant cannot stay on the grounds for the duration of show hours or until awards are done the participant must make prior arrangements with their local extension and 4-H staff. No awards will be mailed.
10. Questions or complaints must be registered with the show chairperson prior to the completion of the show and must be in writing and accompanied by a \$50 deposit which will be forfeited if the grievance is not sustained.

## **AWARDS:**

The Danish System of placing is a rating of blue, red, or white awards. All individuals in the approach are judged in comparison with a standard as opposed to comparison with others in a class. The standard for each is established by the characteristics of the “ideal” of that class and division.

## **OBEDIENCE RULES**

### **SHOWING RULES & SCORING:**

No bait may be used in the obedience ring.

Blue Award in obedience is a qualifying score of 170 or above. A qualifying score in obedience must be made up of at least half the points in each exercise for that class.

Red Award in obedience is for a score less than 170 and above 149. White Award in obedience is for a score of 149 or less.

#### **Additionally:**

From all the Blue Awards in each class, a Champion and Reserve Champion MAY be chosen.

### **OBEDIENCE CLASS DESCRIPTION AND DIVISIONS:**

NOTES: A helpful hint for deciding classes is as follows: All classes are divided into two divisions (A & B) except the Utility Class.

1. Division A is for the dog and/or 4-H member that has not been trained in the class before.
2. Division B is for the dog and/or 4-H member that has trained in the class before.

Any 4-H member receiving a blue ribbon at a qualifying show in one classification must move to the next level for competition at the following year's county show. Members can show indefinitely in Open B.

ONCE A 4-H MEMBER HAS COMPETED IN THE NEXT HIGHER LEVEL OF TRAINING THEY MAY NOT RETURN TO A LOWER CLASS OF COMPETITION WITH THE SAME DOG.

4-H'ers may compete in only ONE obedience class per dog at the qualifying and state shows. 4-H'ers may carry more than one dog but not in the same class.

The following is a clarification of the classes:

**Sub-Novice:** All exercises are on lead: (1) Heel, (2) Figure 8, (3) Stand For Examination, (4) Recall, (5) Sit Stay, and (6) Down Stay

**Sub-Novice A:** For beginning members with beginning dogs (not previously trained). One year only in this classification.

**Sub-Novice B:** For members who have not passed Sub-Novice A and who are not yet ready to move to the next level.

For members starting with a second dog.

For members using a dog trained by someone else.

**Novice:** Only the first Heeling Exercise and the Figure 8 are on lead. Stand For Examination, the second Heeling Pattern, and Recall are off lead, as are the Long Sit and Long Down.

**Novice A:** For members & dogs just completing Sub-novice A or B.

**Novice B:** For members who have not passed Novice A and who are not yet ready to move to the next level.

For member starting with second dog.

For member using a dog trained by someone else.

**Graduate Novice:** The Heeling Pattern is done off lead. Moving Stand For Examination and the Drop On Recall are off lead, as are the Dumbbell Recall, Recall Over High Jump, and Long Down.

**Graduate Novice A:** For members & dogs just completing Novice A & B.

**Graduate Novice B:** For members who have not passed Graduate A and who are not yet ready to move to the next level.

For members using a second dog in 4-H.

For members using a dog trained by someone else.

**Open** All exercises are off lead. The exercises are Heeling, Figure 8, Drop On Recall, Retrieve On Flat, Retrieve Over High Jump, Broad Jump, Long Sit, and Long Down.

**Open A:** For members or dogs just completing Graduate Novice.

**Open B:** For members who have not passed Open A and who are not yet ready to move to the next level.

For members using a second dog in 4-H or for members using a dog trained by someone else.

A 4-H member may stay in Open B as long as they wish.

**Utility:** The exercises are Signal Exercise, Scent Discrimination (leather and metal), Directed Retrieve, Directed Jumping, and Group Examination; all off lead. At this time all Utility Dogs compete together.

A 4-H Club Member may skip over levels as they go (i.e. going directly into Novice or skipping from Novice to Open.) However, DO NOT let members go BACK after progressing forward as this discourages beginners and puts too much emphasis on awards. If 4-H Club Members have shown in AKC competition, they MUST enter the same level in 4-H competition.

### ***Obedience Scoring Guidelines for Judges***

For example: A dog may be on the long sits and downs and get up half-way through the exercise. In this case the suggestion would be to award one-half of the points given for that exercise. We give this example to help the judges understand that they are judging youth, and to please judge in an encouraging and fair manner. However, if there is any disrupting behavior by the dog in the sits and downs, the handler will be asked to return to the dog and stand quietly with it until the end of the exercise.

# SAMPLE OBEDIENCE JUDGE'S WORKSHEET

(Guide for Judge's Use ONLY – May be modified, as desired.)

DATE: \_\_\_\_\_

CLASS: **REGINNER NOVICE**

(A or B) DOG NO: \_\_\_\_\_

TRIAL: \_\_\_\_\_

BREED: \_\_\_\_\_

Points need not be given. NQ may be

(Note: If a dog receives a non-qualifying score for any exercise, (NQ) should be recorded in points lost column. Total score out in Total Score column.)

	Max. Points	Points Lost	NET SCORE	EXERCISE	NON-QUALIFYING (NQ)	QUALIFYING
Heeling Fig. 8			40			Heeling Fig. 8 <input type="checkbox"/> No change of pace <input type="checkbox"/> Fast <input type="checkbox"/> Improper heel position <input type="checkbox"/> Occasional tight leash <input type="checkbox"/> Eoring <input type="checkbox"/> Crowding <input type="checkbox"/> Lagging <input type="checkbox"/> Sniffing <input type="checkbox"/> Extra command to
HEEL ON LEASH			40			Unmanageable Unqualified Heeling Handler continually Arrants pace to dog Constant trailing Leash or guiding Heel No sit Brisk Hand
FIGURE 8			40			Heeling Fig. 8 No change of pace Fast Improper heel position Occasional tight leash Eoring Crowding Lagging Sniffing Extra command to
STAND			40			Stands or lies down Stands or lies down before handler returns Minor white or black Forced into position Handler error
RECALL			40			Didn't come on second command or signal Slow response Failure to come directly to handler Failure to make eye contact on recall
NQ				MAX SUB-TOTAL		200
MAXIMUM POINTS	200			MISC. PENALTY	⇒	
TOTAL NET SCORE						TOTAL

Notes:











## ***SHOWMANSHIP RULES***

In this class the exhibitor is judged on how well the dog is shown to the judge using the techniques of conformation (conformation itself is not considered). The dog is also judged on its response to the 4-H member. Condition and grooming are considered a part of showmanship.

The showmanship class is divided into three age divisions (based on the age of the 4-H Club Member, not the age of the dog).

JUNIOR:	9 and 10 years of age as of January 1 of the current 4-H Club Year (October 1 to September 30)
INTERMEDIATE:	11, 12 and 13 years of age as of January 1 of the current 4-H Club Year (October 1 to September 30)
SENIOR:	14-19 years of age as of January 1 of the current 4-H Club Year (October 1 to September 30)

Bait MAY be used in the showmanship ring, if the judge allows it.

While this show is not operated strictly according to AKC regulations, they are used as a guide in developing the show.

Blue award in showmanship is a qualifying score of 80 or above.

If there is no qualifying event, eligibility can be determined by participating in a neighboring County show or by participating in an AKC match. These alternatives or other alternatives are at the discretion of Extension Staff.

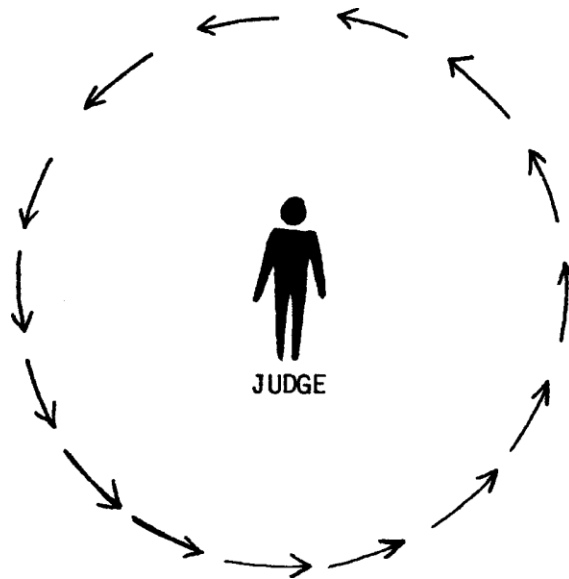
From all the Blue Awards in each class a Grand Champion and Reserve Champion MAY be chosen.

An Extension Representative must sign the entry form, certifying qualification(s).

**GAITING PATTERNS:  
For Showmanship Class**

Judges use a variety of terms when requesting a pattern for the dog and 4-H member. This document attempts to provide all the terms for 4-H dog club members so that they will be familiar with them, and to provide our judges with the preferred terms used for 4-H Judging Contests.

**GENERAL GAITING PATTERN:  
Dogs on the left side of the 4-H Club Members**



**Tips for the 4-H Member:**

Learn from observation. If you can go to several matches or shows and observe what happens inside the show ring. Pay special attention to grooming where necessary and notice how the dog most like yours in coat and conformation is handled. Do not observe just one person. Look carefully for those 4-H members you feel are doing the best job in the ring.

## OUT AND BACK PATTERN:

Also called straight down and back, or down and back

The out and back may be used as a pattern by itself, or the judge may ask for it in addition to another pattern.

The name describes the action. Move straight out, turn to the right at the end of the ring and move straight back ending in front of the judge.

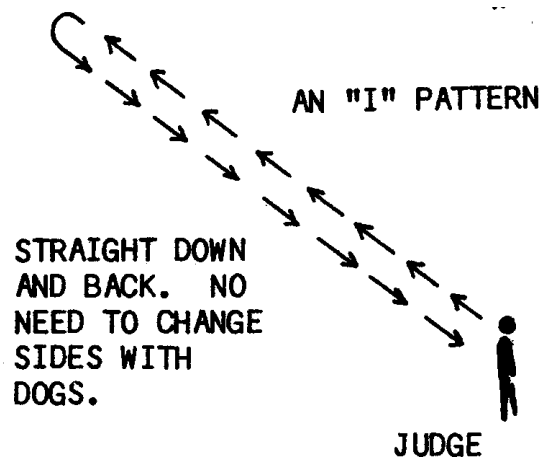
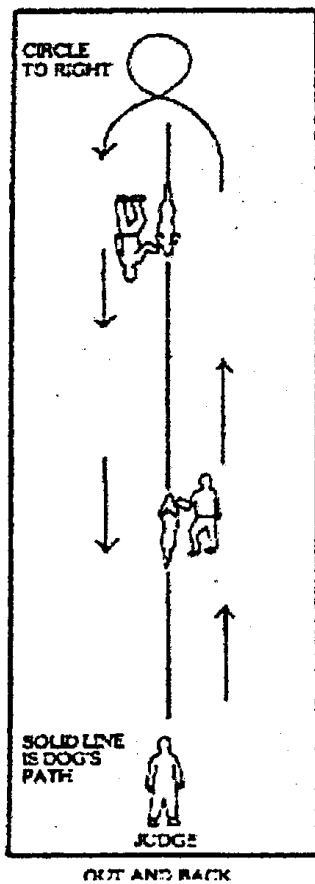
The judge will indicate which variation you will use.

Variations:

1. Move out to the end of the ring, switch hands, and return with the dog leash in the right hand. Complete the pattern by ending in front of the judge.
2. Move out to the end of the ring, make a sharp right turn, and move straight back ending in front of the judge.
3. Move out to the end of the ring, make a sharp left turn, and move straight back ending in front of the judge.

## OUT AND BACK:

Either diagram being correct



## TRIANGLE PATTERN:

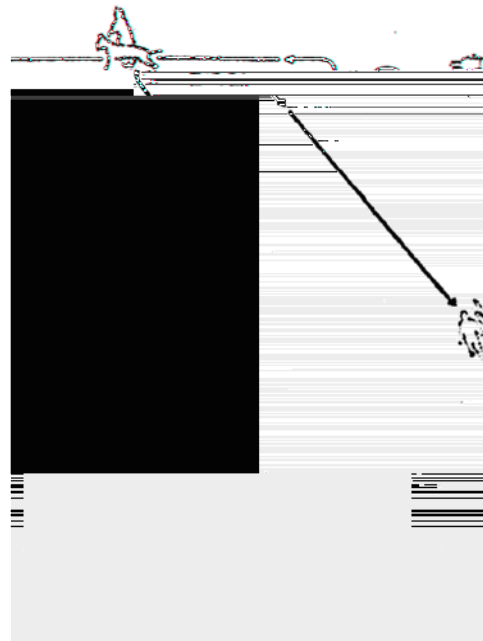
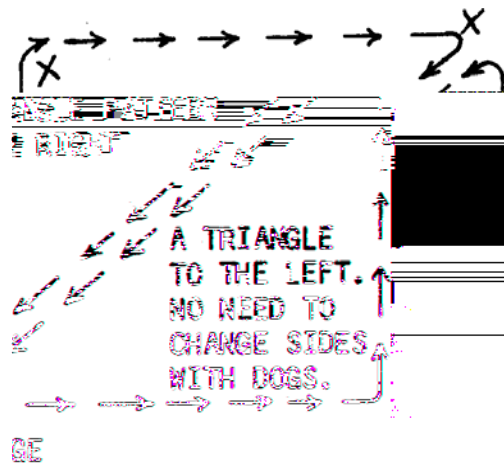
### Triangle to the right, to triangle to the left

The triangle pattern is the most frequently used. Handlers should learn to execute it smoothly. At an AKC show it is estimated that a judge spends an average of two and one-half minutes viewing each individual dog. For individual gaiting, keep your dog between you and the judge at all times.

1. Move in a straight line away from the judge to the boundary of the ring.
2. Make a left turn and gait in a straight line to the next boundary of the ring.
3. Circle to the right and return on the diagonal to end in front of the judge. Stop your dog about two feet in front of the judge.

#### Variations:

1. When reaching the second boundary of the triangle, make a left turn and return on the diagonal to end in front of the judge.



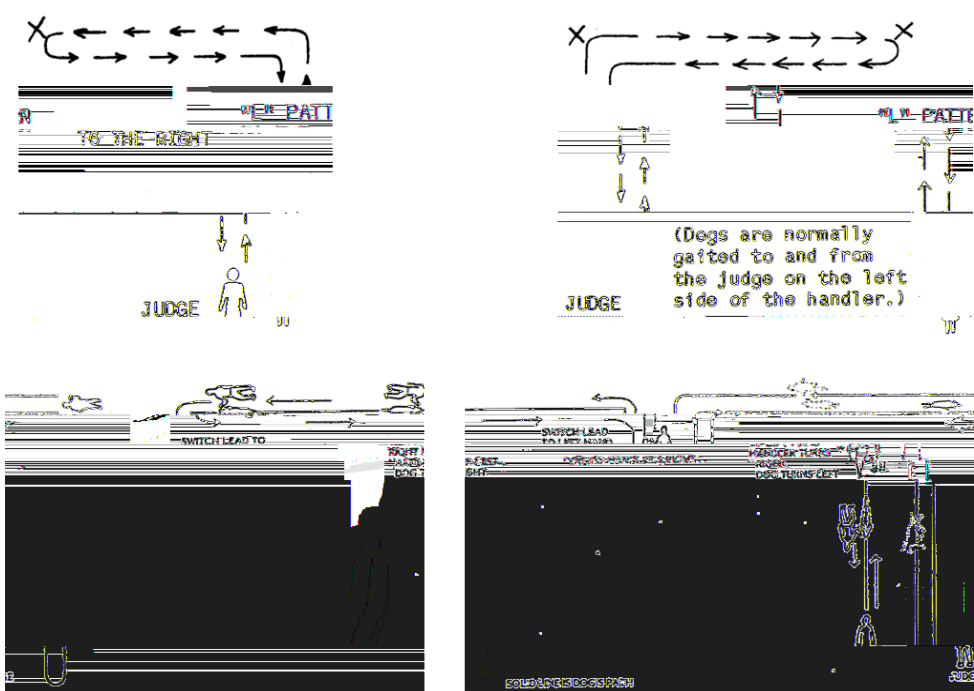
## “L” PATTERN

The L pattern is usually used when the ring is large enough to show a dog's movement gracefully. Changing the lead, and the dog, from left, to right, and back to left side again enables the judge to have a continuous view of the dog.

1. Move away from the judge with the dog on handler's left side.
2. Make a left turn at the first boundary.
3. Move the lead to your right hand as you reach the second boundary.
4. At the second boundary turn the dog toward you as you turn left. Move back toward the first boundary. The dog is now gaiting on your right side, and you have the lead in your right hand.
5. Move the lead to your left hand as you reach the first boundary again, turn the dog toward you as you make a right turn. Move straight toward the judge. The dog is now gaiting on your left side again, and you have the lead in your left hand.

### Variations:

1. The L pattern may be executed keeping the dog on the left side. Remember that your body will be obstructing the judge's view of the dog during one whole leg of the L pattern in this version.









## ***Guide Dog Obedience***

1. HEELING: Heeling for a guide dog should be forging slightly ahead of the exhibitor's left side with no sits upon halting.
2. STAND FOR EXAM: The exhibitor may remain at the dog's side during the entire exercise.
3. RECALL: The come fore and the finish should be one continuous movement with no sit in front. The dog should come around to the exhibitor's left side and stand in the heel position.
4. SITS AND DOWNS: These exercises should be performed in the same way as a Sub-Novice 4-H Member, leaving the dog and moving six feet away on lead.
5. ENTER A CRATE: The exhibitor to remain close to the dog during the exercise.

## ***Guide Dog Showmanship***

Same as Dog Care Showmanship except that dog is gaited at fast walk and proper leash and collar includes buckle collar and leather lead, and may include Haiti or Gentle Leader head collar, plus a slip collar. The buckle collar is not to be removed.

### ***Awards for Showmanship:***

The Danish system of placing is a rating of blue, red, or white awards. All individuals in this approach are judged in comparison with a standard as opposed to comparison with others in a class. The standard for each is established by the characteristics of the "ideal" of that class and division.

Showmanship Classes:

80 - 100	Blue Ribbon
60-79	Red Ribbon
Under 59	White Ribbon

Additionally:

- From all the Blue Awards in each class a Champion and Reserve Champion MAY be chosen.
- The Champion from each age division in Showmanship will compete for overall showmanship awards.
- The highest overall score in obedience will be awarded a Rosette Ribbon.

## ***Agility Rules***

### **WHAT IS AGILITY?**

Patterned after equestrian show jumping, dog agility combines the elements of a dog's agility, briskness, confidence, and a 4-H Member's control over an obstacle course designed for dogs. It is a fun sport with great spectator appeal.

### **PURPOSE:**

1. Add new members and maintain established members in the dog project.
2. Provide positive motivational training methods and interactions with the dog.

3. Enhance a working relationship between the dog and 4-H Member.
4. Promote good sportsmanship and citizenship.
5. Promote a better-rounded 4-H Member/dog team.
6. Add confidence to both dog and 4-H Member.

### **SAFETY RULES:**

Because the safety of both dogs and 4-H Members is of paramount importance, the following rules will be enforced.

1. Dog and 4-H Member must qualify at county event with a blue ribbon to enter same class at the Nevada State 4-H Dog Show.
2. Dogs must be a minimum of 15 months old to begin agility competition. It is recommended that larger breeds be at least 18 months old. This is because for most breeds the growth plates in the bones are still developing until the average age of fourteen months – even later for large breeds.
3. No dog with a physical or mental condition that would significantly impair their performance may participate. Some examples of these include (but are not limited to) hip dysplasia, disc problems, severely slipped stifles, shoulder problems, overweight, or advancing age.
  - i. All 4-H Members are strongly encouraged to consult their veterinarian before beginning agility training.
  - ii. A judge or the county trainer at county events will have the authority to stop the performance of any dog whose soundness they question.
4. Dogs that show signs of aggression toward humans or other dogs will not be permitted to participate.
5. In order to advance to the next higher class level, 4-H Members must earn a blue ribbon in a competition setting (county, regional, or state 4-H show). A Dog/4-H Member Team receiving a blue ribbon must advance to the next level the following year.
6. Bitches in season are not permitted to compete at any level (county, regional, or state).
7. Agility competitions must be performed on a level, shock absorbent surface that provides good footing for the take-off and landing of jumps. Outdoors on short grass is the ideal. A fully matted or carpeted area may provide an acceptable alternative, and dirt is acceptable. The judge will inspect the area to be used, and if it is unacceptable, will request a different location. In extreme cases, the show may need to be canceled. The use of a completely fenced area is encouraged, but not required.
8. A familiarization period will be allowed prior to setting up the course at all county, regional, and state events. This will be done under the supervision of the ring crew. In Beginner and Elementary classes, it will consist of walking over each contact obstacle, each tunnel, the pause table, and a maximum of two jumps. In the Intermediate and Senior classes, all contact obstacles, tire, and weave poles are allowed. Other obstacles may be included at the judge's discretion. Each 4-H Member may take obstacles one time through. This is not a training session.
9. A supervised warm-up area consisting of only a single jump will be provided in a specified area outside the ring. No obstacle or jump shall be permitted elsewhere on the show grounds for training, warm-up or other preparatory purposes.
10. Judges will inspect all equipment prior to beginning the show, and may modify the requirements to the extent necessary to eliminate any piece of unsafe equipment. All agility jumps must be of the type that have a displaceable bar or plank.

### **ADDITIONAL RULES:**

1. Training aides and treats are not permitted on the course during familiarization or competition. A plain, flat, self-fitting buckle or clip/quick release collar with no tags or other attachments must

be used. Training collars, pinch collars, electronic collars, head halters, and fancy collars are not permitted. No slip leads, slip collars, or choke chains may be used during familiarization or competition.

2. 4-H Members may not jump over the jumps with their dogs.
3. 4-H Members may not touch their dogs or an obstacle while running the course.
4. Poor sportsmanship will not be tolerated. Any 4-H Member exhibiting poor sportsmanship such as swearing, yelling at their dog, excessive corrections, complaints about other exhibitors, or the judge, etc., will be eliminated, receiving no ribbon.
5. Beginners using a leash must hold it at all times except when the dog is going through a tunnel. After each tunnel, the leash must be picked up before the next obstacle is executed. A six-foot leash is recommended.
6. A dog unable to complete the course for any reason (including leaving the ring, ceasing to work for a significant period of time as defined by the judge, being out of control, etc.), will receive a white ribbon.
7. Any dog refusing an obstacle for the third time will be asked by the judge to go on to the next obstacle. Anyone not obeying the judge's order will be eliminated, receiving no ribbon.
8. 4-H members may use voice commands, signals, or both. 4-H Members are encouraged to talk or cheer their dogs through the course. There is no penalty for multiple commands or verbal encouragement, but all must be in the spirit of good sportsmanship.
9. Any dog fouling the ring during competition – once they have entered the ring to run their course – will be eliminated, receiving no ribbon. Vinegar, or some other odor-neutralizing substitute, should be on hand to clean fouled equipment. Fouled equipment may be removed from the course at the judge's discretion, and all dogs running the course previously may, at the judge's discretion, be required to re-run the course again.
10. Jump heights area as follows:

<u>Dog's Height</u>	<u>Height of Jump</u>	<u>Jump Width</u>
11" or less	8"	16"
Over 14" to 18"	12"	24"
Over 18" to 24"	16"	32"
Beginner & Elementary - over 24"	20"	40"
Novice & Open - over 24"	24"	48"

11. All dogs are to be measured at check-in to insure they are entered in the correct class. The measurement is to be taken at the withers.
12. All courses must have clearly designated starts and finishes. All obstacles must be sequentially numbered with numbered cones or some other moveable system. The numbers must be a minimum of 4" tall.
13. The minimum ring size is at least 100' x 100' (4 times obedience ring) or 80' x 120' (or larger) is recommended.
14. Obstacles on the course should be spaced approximately 18' apart. In no case shall obstacles be spaced any closer than 12' apart.
15. A 4-H Member may show as many dogs in agility as he/she is carrying in his/her 4-H Dog Project. However, each dog can only be entered and shown in one agility class.

## ***AGILITY CLASSES:***

## AGILITY CLASSES OFFERED AT STATE LEVEL:

It should be noted that this list of classes is for Nevada State 4-H Shows and it does not prevent a county from offering a pre-agility class or game classes at county level shows. If such classes are offered at invitational shows, a description must be included on your flyer.

### CLASS DESCRIPTIONS /REQUIREMENTS:

#### Beginner:

1. This is a simple "S" shaped, "O" shaped, or "U" (horseshoe) shaped course.
2. The following obstacles are used:
  - a. A-frame (8' apex at 3'6", 9' apex at 4'6")
  - b. Pause table at 8", 12", 16" (dog in down position for five cumulative seconds)
  - c. Pipe tunnel
  - d. Closed tunnel
  - e. Six hurdles
3. The standard course time is 60 seconds (1½ yards per second, 90 yards = 60 seconds).
4. All dogs will be shown on leash, wearing flat collars.
5. Member's dog must show at this level until achieving a blue ribbon at county competition and then must advance to the next level the following year.

#### Elementary:

1. This is a simple "O", "D", "S", or "U" (horseshoe) course.
2. The following obstacles are used:
  - a. A-frame (8' apex at 4', 9' apex at 4'6")
  - b. Pause table at 8", 12", 16" (dog in down position for five cumulative seconds)
  - c. Pipe tunnel
  - d. Closed tunnel
  - e. Dog walk
  - f. Tire jump
  - g. Six hurdles
3. The standard course time is 60 seconds (1 ½ yards per second, 90 yards = 60 seconds.)
4. All dogs must be shown off leash. Dog must wear a flat collar.
5. Member's dog must show at this level until achieving a blue ribbon in county competition and then must advance to the next level the following year.

#### Novice:

1. This course is slightly more challenging than a Figure 8.
2. The following obstacles are used:
  - a. A-frame (8' apex at 4' 9' apex at 4' 6")
  - b. Pause table at 12" for dogs jumping 6" or 12", and at 24" for dogs jumping 18" or 24" (dog in a down position for five consecutive seconds)
  - c. Pipe tunnel (one to two depending on availability)
  - d. Closed tunnel
  - e. Dog walk (at elevation of 4')
  - f. Tire jump
  - g. Long jump
  - h. See saw
  - i. Four to six hurdles

3. The standard course time is 2 yards per second (100 yards = 50 seconds, 120 yards = 60 seconds).
4. All dogs must be shown off leash. All dogs must wear a flat collar.
5. Member's dog must show at this level until achieving a blue ribbon in county competition and then must advance to the next level the following year.

### **Open:**

1. This course is slightly more challenging than a Figure 8.
2. The following obstacles are used:
  - a. A-frame (8' = 4'11" apex, 9' = 5'6" apex)
  - b. Pause tables are 12" for dogs jumping 6" or 12", and at 24" for dogs jumping 18" or 24" (dog in a down position for five consecutive seconds)
  - c. Pipe tunnel (one to two depending on availability)
  - d. Closed tunnel
  - e. Dog walk (at elevation of 4')
  - f. Tire jump
  - g. Long jump
  - h. Six weave poles
  - i. See saw - 24" at apex is standard
  - j. Four to six hurdles
3. Dogs must be shown with flat collar and run off leash.
4. The standard course time will be: 120 yards = 60 seconds, 150 yards = 75 seconds
5. Member's may compete at this level indefinitely.

More advanced classes are not offered at this time. However, if needed, they may be considered at a future date.

## ***Agility Requirements, Scoring and Rewards***

### **OBSTACLE PERFORMANCE REQUIREMENTS:**

#### **A-frame**

The dog must touch the safety zone while ascending the up ramp in the direction designated by the judge, cross over the apex and descend the down ramp, touching the safety contact zone before leaving the obstacle.

#### **Closed Tunnel**

The dog must enter the rigid 24" opening to the tunnel and burrow through the collapsed portion of the tunnel.

#### **Open Tunnel**

The dog must enter the 24" opening to the tunnel in the direction designated by the judge and exit the other end of the tunnel.

#### **Pause Table**

The dog must jump onto the table and assume the down or sit position for a period of five seconds. The judge will count the seconds out loud, commencing when the dog has fully assumed the down position. If the dog leaves the table, or gets up before the five seconds are over, the 4-H Member will instruct the dog to resume that position. In the Beginner and Elementary Levels, an interrupted count is re-started from the point it was interrupted. In the Intermediate and Senior Levels, an interrupted count will be re-started from the beginning.

#### **Hurdles**

The dog must jump over the hurdle in the direction designated by the judge, crossing between the hurdle's two supports and over the pole or planks without knocking off the top bar or plank.

### **Dog Walk**

The dog must touch the safety contact zone while ascending the ramp in the direction designated by the judge, traverse the cross plank, and descend the other ramp (touching safety contact zone).

### **Tire Jump**

The dog must jump through the 24" tire in the direction designated by the judge. A dog may touch the tire with its feet.

### **Weave Poles**

The dog must weave in and out in a continuous motion down the complete line of poles. The dog begins by passing on the right side of the first pole crossing the line of poles between pole number 1 & 2, then pass the left side of pole number 2, then crossing the line of poles between 2 & 3, and continuing in a sequence down the complete line of poles. A 4-H member/dog team must correct for any missed poles, and fully complete the weaving pattern.

### **Broad Jump**

The dog must jump over the planks without touching them, crossing between the front corner marker poles in the direction designated by the judge, clear the span of the planks and exit between the back corner marker poles.

### **See Saw**

The dog must touch the safety contact zone while ascending the see saw, cross the plank's pivot point, causing the see saw to tilt to the ground on the other end, and descend the remainder of the plank (touching the safety contact zone before leaving the plank). The plank shall touch the ground prior to the dog leaving the plank. The dog must be in control of the plank.

### **SCORING:**

#### **Standard Faults – charged at five faults:**

1. Wrong course – Taking an obstacle in the wrong order or going the wrong direction over an obstacle (including back-weaving three or more weave poles). All four paws of the dog must be committed to an obstacle to be charged with this fault.
2. On and off the table – Charged for the first occurrence only.
3. Knocking a bar off a hurdle – Applies whether it was the dog, the 4-H Club Member, or the leash that knocked the bar down.
4. Touching the dog – Incidental touches expected.
5. Missed contact zone – Yellow zone.
6. Dog steps on or walks over the long jump.
7. Tugging on the leash – five faults per occurrence, to elimination if it is severe or constant.
8. Outside help or interference – Such as someone telling the 4-H member which obstacle is next, any commands or cues to the dog, etc. Five faults up to elimination, depending on severity.
9. 4-H Club Member touching any obstacle intentionally.
10. 4-H Member jumps over the jump with the dog – Charged for each occurrence.
11. Dog goes in the wrong direction or between the tire and the frame.
12. Anticipation of table count – Dog gets off before the judge finished saying the word "go".
13. Failure to pick up leash – After a tunnel and before the next obstacle is performed.

#### **Major Faults – charged at 20 faults:**

1. Omitting any obstacle – Includes being told by the judge to omit the obstacle because of the four paw safety rule. It also includes such things as the 4-H member omitting an obstacle by choice or by error, or crossing the finish line before the last obstacle is completed correctly.
2. Three refusals of a single obstacle.
3. Uncorrected improper entry to weave poles.
4. Failing to correct a skipped weave pole.

5. Bailing off the see saw – Before it tips down and touches the ground.
6. Bailing off the dog walk – Before beginning the descending plank.
7. Failure to correct on pause table – For any dog that jumps off before the beginning of the word "go".

**Elimination and automatic white ribbon:**

1. Constant tugging on the leash
2. Dog who stops working or leaves the ring
3. Dog out of control
4. An extreme amount of outside help
5. An excessive amount of touching the obstacles or the dog

**Elimination and no ribbon:**

1. Poor sportsmanship – including, but not limited to: swearing, treating a dog harshly, complaining about judges or other exhibitors, using treats in the ring, failure to omit and go on to the next obstacle when instructed to do so by the judge.
2. Abuse of dogs anywhere on the show grounds.
3. A dog that attacks or threatens to attack a human or another dog.
4. Fouling the course.

**Time Faults:**

1. Each class level has a specified time limit within which the course must be completed (standard course time).
2. The timer will time each performance to .01 of a second.
3. Any time beyond this allotted time is considered a time fault and will be penalized on a one fault per one-second basis (or fraction).
4. No bonus points are added for completing the course faster than required.

**Final Score:**

1. Course and time faults (measured to .01 seconds) are added together.
2. The lowest total is the winner.
3. In the case of a tie, the dog with the faster time is the winner.
4. Run-offs should rarely be necessary. If they are required however, both dogs will re-run the entire course, and the original scores will not be changed.

**Ribbons and Awards:**

1. A Blue Ribbon is awarded for 10 faults or less.
2. A Red Ribbon is awarded for 11 faults to 20 faults.
3. A White Ribbon is awarded for 21 faults or more.

# NEVADA 4-H DOG AGILITY SCORE SHEET

CLASS: \_\_\_\_\_ EXHIBITOR NUMBER: \_\_\_\_\_

BREED: \_\_\_\_\_

Dog's Time: \_\_\_\_\_

Standard Course Time: \_\_\_\_\_

Time Faults: \_\_\_\_\_

Standard Faults (5 each): \_\_\_\_\_

Major Faults (20 each): \_\_\_\_\_

**TOTAL FAULTS:** \_\_\_\_\_

- 10 faults or less = Blue
- 11-20 faults = Red
- 21 faults or more = White

**COMMENTS:**



## ***RALLY RULES***

### What is Rally?

Rally is a sport in which the dog and handler complete a course that has been designed by the rally judge (10-20 signs per course depending on class level). The judge tells the handler to begin, and the dog and handler proceed at their own pace through a course of designated stations. Each station has a sign providing instructions regarding the next skill that is to be performed. Scoring is not as rigorous as traditional obedience.

The team (meaning dog and handler) moves continuously at a brisk, but normal pace with the dog under control within a 2-foot area at the handlers left side. Unlimited communication from the handler to the dog is to be encouraged and not penalized. Handlers are permitted to talk, praise and or clap their hands. Handlers are not permitted to touch the dog, make physical corrections, or intimidate dog.

### Space Requirements:

The required minimum area for rally is 40 x 50 feet, however 40 x 80 feet is recommended. Ground surface should be suitable surface as used in traditional obedience classes.

### Familiarization Time

A 15-minute walk-through is allowed for handlers without their dogs.

### Scores and Awards

Times will be used only to break ties for Champion and Reserve Champion. Any 4-H member receiving a blue ribbon at a qualifying show in one classification must move to the next level for competition at the following year's county show. Members can show indefinitely in Advanced Rally B.

**ONCE A 4-H MEMBER HAS COMPETED IN THE NEXT HIGHER LEVEL OF TRAINING THEY MAY NOT RETURN TO A LOWER CLASS OF COMPETITION WITH THE SAME DOG.**

4-H'ers may compete in only ONE Rally class per dog at the qualifying and state shows. 4-H'ers may carry more than one dog but not in the same class.

Starts with 100 points  
70-100 points is blue award  
50-69 points is red award  
Less than 50 points is white award

### ***Rally Classes***

**SUB RALLY:** All stations are on lead. There will be between 10-15 stations, with start and finish not to count.

Sub-Rally A: For beginning members with beginning dogs (not previously trained). One year only in this classification.

Sub-Rally B: For members who have not passed Sub Rally A and who are not yet ready to move to the next level.  
For members starting with a second dog.  
For members using a dog trained by someone else.

**NOVICE RALLY:** All stations are on lead. There will be between 10-17 stations, with start and finish not to count.

Novice Rally A: For Members who have not been at this level and just completing Sub Rally A or B.

Novice Rally B: For members who have not passed Sub Rally A and who are not yet ready to move to the next level.  
For members starting with a second dog.  
For members using a dog trained by someone else.

**ADVANCED RALLY:** All stations are off lead. There is one required in this advanced level. There will be between 12-17 stations, with start and finish not to count.

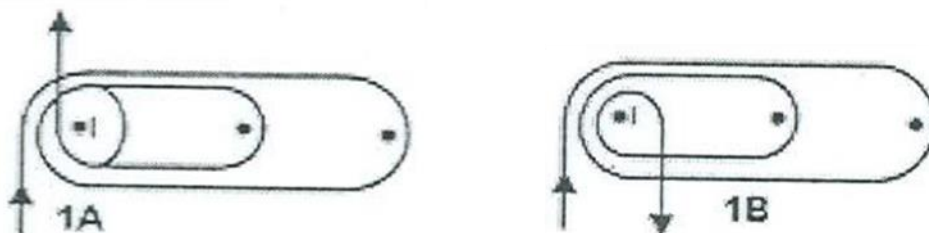
Advanced Rally A: For Members who have not been at this level and just completing Novice Rally A or B.

Advanced Rally B: For members who have not passed Sub Rally A and who are not yet ready to move to the next level.  
For members starting with a second dog.  
For members using a dog trained by someone else.

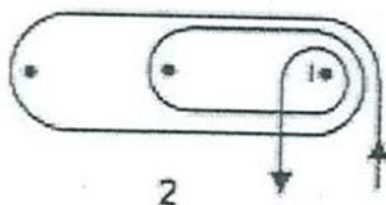
#### **RALLY SIGNS:**

1. **Start:** Indicates the beginning of the course.
2. **Finish:** Indicates the end of the course and timing stops.
3. **Halt-Sit:** While heeling, the handler halts and the dog comes to a sit in heel position. The team then moves forward toward the next exercise sign with the dog in heel position.
4. **Halt-Sit-Down:** While heeling, the handler halts and the dog comes to a sit. The handler then commands the dog to down, followed by the command to heel forward from the down position.
5. **Right Turn:** Performed as a 90 degree turn to the right, as in traditional obedience.
6. **Left Turn:** Performed as a 90 degree turn to the left, as in traditional obedience.
7. **About Turn Right:** While heeling, the team makes a 180 degree about turn to the handler's right.
8. **About "U" Turn:** While heeling, the team makes a 180 degree about turn to the handler's left.
9. **270 Right Turn:** While heeling, the team makes a 270 degree turn to the handler's right. 270 degree turns are performed as a tight circle, but not around the exercise sign.
10. **270 Left Turn:** While heeling, the team makes a 270 degree turn to the handler's left. 270 degree turns are performed as a tight circle, but not around the exercise sign.
11. **360 Right Turn:** While heeling, the team makes a 360 degree turn to the handler's right. 360 degree turns are performed as a tight circle, but not around the exercise sign.
12. **360 Left Turn:** While heeling, the team makes a 360 degree turn to the handler's left. 360 degree turns are performed as a tight circle, but not around the exercise sign.
13. **Call Front-Finish Right-Forward:** While heeling, the handler stops the forward motion and calls the dog to the front position (dog sits in front and faces the handler). The handler may take several steps backward as the dog turns and moves to sit in the front position. The second part of the exercise directs the handler to move forward while commanding the dog to change from the front position to the handler's right, around behind the handler and to heel position, as the handler continues forward. The dog does not sit before moving forward in heel position with the handler.

14. **Call Front-Finish Left-Forward:** While heeling, the handler stops the forward motion and calls the dog to the front position (dog sits in front and faces the handler). The handler may take several steps backward as the dog turns and moves to the sit in the front position. The second part of the exercise directs the handler to move forward while commanding the dog to change from the front position to the handler's left and moving to heel position, as the handler continues forward. The dog does not sit before moving forward in heel position with the handler.
15. **Call Front-Finish Right-Halt:** While heeling, the handler stops the forward motion and calls the dog to the front position (dog sits in front and faces the handler). The handler may take several steps backward as the dog turns and moves to sit in the front position. The second part is the finish to the right, where the dog must return to heel position by moving around the right side of the handler. Dog must sit in heel position before moving forward with handler.
16. **Call Front-Finish Left-Halt:** While heeling, the handler stops the forward motion and calls the dog to the front position (dog sits in front and faces the handler). The handler may take several steps backward as the dog turns and moves to a sit in the front position. The second part is the finish to the left, where the dog must move to the handlers left and sit in heel position. Dog must sit in the heel position before moving forward in heel position with the handler.
17. **Slow Pace:** Dog and handler must slow down noticeably. This must be followed by a normal pace, unless it is the last station in the class.
18. **Fast Pace:** Dog and handler must speed up noticeably. This must be followed by a normal pace, unless it is the last station in the class.
19. **Normal Pace:** Dog and handler must move forward, walking briskly and naturally.
20. **Moving Side Step Right:** While heeling, the handler takes one step diagonally to the right and continues moving forward along the newly established line. The dog maintains heel position. The exercise may be performed just past the exercise sign.
21. **Spiral Right-Dog Outside:** This exercise requires three pylons or posts placed in a straight line with spaces between them of approximately six to eight feet. Spiral Right indicates the handler must turn to the right when moving around each pylon or post. This places the dog on the outside of the turns (See 1A and 1B). The exercise sign is placed near or on the first pylon or post where the spiral is started.



22. **Spiral Left-Dog Inside:** This exercise requires three pylons or posts placed in a straight line with spaces between them approximately six to eight feet. Spiral Left indicates that the handler must turn to the left when moving around each pylon or post. This places the dog on the inside of the turns (See 2). The exercise sign is placed near or on the first pylon or post where the spiral is started.



23. **Straight Figure 8 Weave Twice:** This exercise requires four obstacles (pylons, posts or people) placed in a straight line with spaces between them of approximately six to eight feet. The exercise sign is placed near or on the first obstacle where the exercise is started. Entry into the weaving pattern is with the first obstacle at the dog/handler left side.
24. **Serpentine Weave Once:** This exercise requires four obstacles (pylons, posts or people) placed in a straight line with spaces between them of approximately six to eight feet. The exercise sign is placed near or on the first obstacle where the exercise is started. Entry into the weaving is with the first obstacle at the dog/handler's left side. It should be noted that in this exercise, the team does not weave back through the obstacles as they do in the Straight Figure 8.
25. **Halt 1, 2, 3 Steps Forward:** The team halts with the dog sitting in heel position to begin the exercise. The handler takes one step forward with the dog maintaining heel position, and halts. The dog sits when the handler halts. This is followed by two steps forward- halt, and three steps forward halt with the dog heeling each time the handler moves forward, and sitting each time the handler halts.
26. **Call Front 1, 2, 3 Steps Backward:** While heeling, the handler stops the forward motion and calls the dog to the front position (dog sits in front and faces the handler). The handler may take several steps backward as the dog turns and moves to a sit in the front position. With the dog in the front position, the handler takes one step backward and halts. The dog moves with the handler and sits in the front position as the handler halts. This is followed by the handler taking two steps backward and a halt, and three steps backward and a halt. Each time, the dog moves with the handler to the front position and sits as the handler halts. The handler then commands the dog to resume heel position as the team moves forward toward the next station.
27. **Moving Down:** While moving with the dog in heel position, the handler commands the dog to drop to a down position, as the handler pauses next to the dog. Once the dog is completely in the down position, the handler moves forward commanding the dog to heel from the down position.
28. **Halt-Fast Forward From Sit:** With the dog sitting in heel position, the handler commands the dog to heel and immediately moves forward at a fast pace. This must be followed by normal pace, unless it is the last station in the class.
29. **Left About Turn:** While moving with the dog in heel position, the handler makes an about turn to the left, while at the same time, the dog must move around the handler to the right and to heel position. The dog does not sit before moving forward in heel position with the handler.
30. **Halt-Walk Around Dog:** With the dog sitting in heel position, the handler commands the dog to stay, then proceeds to walk around the dog to the left, returning to heel position. The handler must pause in the heel position before moving forward to the next station.
31. **Halt-Down-Walk Around Dog:** With dog sitting in heel position, the handler commands the dog to down and to stay, then proceeds to walk around the dog to the left, returning to heel position. The handler must pause in heel position before moving forward to the next station. The dog heels forward from the down position.
32. **Send over Jump – Handler Passes by:** The dog must clear the jump on the first attempt in the proper direction without stopping, while the handler passes by without stopping.
33. **HALT – Stand – Walk Around:** While heeling, the handler halts and the dog sits. The dog must then stand and stay while the handler walks around behind the dog, returns to heel position and pauses. The dog and handler then heel forward. The handler may move forward with the dog to stand it. In the Intermediate and Advanced classes, the handler may touch the dog to stand it. In the Excellent and Master classes the handler may not touch the dog to stand it. (Stationary)
34. **Offset Figure 8:** This sign requires two pylons spaced about 6-8 feet apart. The Figure 8 may be entered with the pylons on either the left or the right side. The dog and handler will perform a complete Figure 8 together around the pylons, crossing the center line three times without

disturbing the distractions. The distractions will be securely covered containers with tempting dog treats or dog safe toys may be used in place of dog treats.

35. **Right Turn – Dog Circles Right – Forward:** While heeling, the handler turns right and the dog circle around the handler to the right returning to heel position and heeling forward. The handler may pause as needed.

# 4-H RALLY SCORE SHEET

Date \_\_\_\_\_ Judge \_\_\_\_\_

Judge's Worksheet

Sub A B      Nov A B      Adv A B

Arm Band # \_\_\_\_\_ Breed \_\_\_\_\_

1			11		
2			12		
3			13		
4			14		
5			15		
6			16		
7			17		
8			18		
9			19		
10			20		

<p><b><u>1 Point each occurrence:</u></b></p> <p>Tight Leash          Dog interfering with handler's forward motion          Poor sits          Slow, delay, or resistance to respond          Touching or ticking a jump, pylon, post or person    Out of position</p>	<p><b><u>10 Points each occurrence:</u></b></p> <p>Incorrectly performed station          Hitting a jump          handler error</p>
	<p><b><u>1 to 10 Point Deduction:</u></b></p> <p>Lack of Teamwork</p>
<p><b><u>3 Points each occurrence:</u></b></p> <p>Repeat of a Station          Pylon/post knocked over (figure 8, serpentine, spiral)          Lack of control          Loud command or intimidating signal          Excessive barking          Handler error</p>	<p><b><u>Non-Qualifying (NQ) scores shall be given for:</u></b></p> <p>Minimum requirements not met          Dog unmanageable          Station not attempted          Consistently tight lead          Substantially out of position/not completing the Honor exercise          Eliminates in the ring during judging          Bar knocked off the uprights/using a jump as an aid in going over          Handler error</p>

**Perfect Score 100**      70 or above - Blue      50 - 69 - Red      49 or less - White

Total points deducted: \_\_\_\_\_      Final Score: \_\_\_\_\_      Time: \_\_\_\_\_



# Section 18

# Appendices

**NEVADA 4-H**  
**4-H Transportation/Overnight Travel Permission Form**  
**(Approved/Revised; October 2018)**

This Form is to be used whenever a 4-H Event includes transportation and/or overnight travel as part of the program (ie; travel for field trip or ski trip, to/from a County/State/National Event, or any other event whose registration does not include travel permission). Failure to utilize this Form by the group (4-H Project Club, 4-H Community Club, 4-H County Program, etc.) responsible for transportation to/from the event may result in sanctions that could include probation of the group, disbandment of the group, revocation of the 4-H Charter, and so on.

Name of Participant (Youth, Parent, Leader, Etc): \_\_\_\_\_

Name of Event Location(s) of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Please list any “special” or “unusual” riding requirements for the above named Event Participant (ie; must sit in back seat, may not ride with a certain person, requires medication at a certain time, etc).

Acceptable behavior for this activity includes the following, but is not limited to this list:

- Shall follow all applicable laws regarding riding in a motor vehicle (especially seat-belt laws).
- Shall respect all people traveling with (youth and adult) and shall respect the vehicle(s) riding in.
- Shall never jump from seat to seat and shall never be disruptive to the driver.
- Shall follow all directions provided by the driver.
- Shall dress appropriately by not wearing offensive clothing or revealing clothing.
- Follow directions/guidance of UNCE/4-H Staff and support the UNCE/4-H supervising this event.
- If a 4-H Member, I realize and remember my agreed to *4-H Commitment to Excellence/Code of Conduct* (or its equivalent document), indicating for me to always represent 4-H in a responsible, positive, and healthy manner.
- I also understand that riding in a motor vehicle may result in personal injury or death from wrecks, collisions, or other acts caused by driver, other drivers, riders, animals, objects, etc.

Participation in Events such as this activity is a privilege and this privilege can be revoked at any time for failure to comply with the above stated conditions or for other actions and speech displaying improper conduct or creating unsafe situations for Participants and/or other Attendees. The sanctions imposed may include expulsion from the Event (at parent’s expense) and/or expulsion from County/State 4-H Program(s).

*By signing this Form, I acknowledge reading the above information and agree to its contents as well as understanding the overall intent and purpose of the contents of this Form.*

Signature of Participant (Youth, Parent, Leader, etc.): \_\_\_\_\_

Signature of Parent/Guardian (if Participant is under 18): \_\_\_\_\_

Print Name of Parent/Guardian (if Participant is under 18): \_\_\_\_\_

Date: \_\_\_\_\_



## 4-H Fundraising Approval Form

All 4-H fundraising activities need **prior** approval from the county 4-H Professional. Fundraising includes and is not limited to acquisition of funds through activities and events of the 4-H club/affiliate such as selling or auctioning items or services, applying for grants, seeking donations, or receiving money in any way.

Return this form for approval to your UNCE County Extension Office at least 2 weeks prior to any fundraising activity (or by county deadline). Please attach additional pages as needed. Work with the county 4-H Professional for any fundraiser that requires a Facility Use Agreement and Certificate of Liability for the facility hosting the event.

4-H Club/Affiliate Name: \_\_\_\_\_ Date: \_\_\_\_\_

4-H Club/Affiliate EIN: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of fundraising:

- Selling or auctioning items or services
- Donation or sponsorship
- Grant
- Other (please describe) \_\_\_\_\_

Estimated Income: \_\_\_\_\_

Estimated Expenses: \_\_\_\_\_

Net Estimated Income: \_\_\_\_\_

Date of fundraising activity: \_\_\_\_\_

Date club/affiliate membership voted and approved the fundraising (anticipated) income and expenses budget:

\_\_\_\_\_

Date all income and expenses will be reported in writing to the club/affiliate membership: \_\_\_\_\_

---

1. Describe the purpose of the fundraiser, how the funds will be used.
  
2. Describe how the 4-H Name and Emblem will be used.
  
3. Name and address of facility hosting the fundraising event (if applicable) or location:
  
4. Describe an outline of the activity, including any products or services to be sold or auctioned.

5. If applying for a grant, please complete the following four questions, otherwise skip to number 6.

- a. What organization are you applying to for the grant?
- b. What will the funds be used for?
- c. How much funding are you applying for?
- d. What is the estimated award date?

6. Is this fundraiser in support of an outside group or organization? (check one) Yes  No   
*(If yes, please answer the following questions. If no, skip to confirmation statement and signatures.)*

- a. What group or organization will this fundraiser benefit?
- b. How will this fundraiser benefit the group or organization?
- c. Please describe how you determined what the needs of the group or organization are.
- d. What are you planning to do with the items or money collected in support of this group or organization?

---

By signing this document, we confirm the accuracy of the information provided. We understand and agree to follow all National 4-H and State 4-H fundraising procedures and guidelines. We understand that if grant money is direct through the University of Nevada, Reno Extension and/or University of Nevada System of Higher Education, applicable fees will be deducted and the individual applying for the grant is responsible for all follow up reporting and meeting criteria of the grant. (You may request a copy of the 4-H fundraising procedures and guidelines from the Extension office if you do not already have a copy.)

4-H Club/Affiliate President <i>(print)</i>	Signature	Date
---------------------------------------------	-----------	------

4-H Adult Volunteer <i>(print)</i>	Signature	Date
------------------------------------	-----------	------

Approved by:

County 4-H Professional <i>(print)</i>	Signature	Date
----------------------------------------	-----------	------

\*Note to 4-H Professional: If this is a request to apply for a grant, please forward a copy of this form to the State 4-H Office once you have approved it.

October, 2018



# EQUIPMENT CHECK-OUT FORM

*This policy applies to all firearms and equipment which is property of the \_\_\_\_\_ County 4-H Program*

**CONDITIONS (By initialing each item, I acknowledge that I have read and understand each condition):**

- \_\_\_\_\_ 1. Only currently enrolled, \_\_\_\_\_ County, Nevada 4-H Volunteer Leaders who are certified as 4-H Shooting Sports Instructors may check out firearms and equipment. Further, leaders must be certified in the specific discipline relating to the equipment. Teen leaders may not check out equipment.
- \_\_\_\_\_ 2. The individual listed below assumes total responsibility for the equipment until it is returned. If equipment is lost or stolen, then the \_\_\_\_\_ County 4-H Coordinator (Contact Information Below) must be contacted immediately. Leaders may be required to purchase replacement equipment if found to be negligent.
- \_\_\_\_\_ 3. Firearms and equipment are only to be used for official 4-H activities and events.
- \_\_\_\_\_ 4. When not in use, firearms must be unloaded, cleaned, and locked with firearm safety devices (FSD) properly installed. Firearms must be inaccessible at all times to children and unauthorized adults.
- \_\_\_\_\_ 5. Equipment may not be altered without written consent of the \_\_\_\_\_ County 4-H Program.
- \_\_\_\_\_ 6. Equipment may be transported only by the individual listed below. Firearms must be transported with FSDs properly installed, cased, and out of sight.
- \_\_\_\_\_ 7. Firearms must be returned thoroughly clean and in the same condition that they were when checked out. Any damage will be the responsibility of the individual who checked out the equipment. Normal wear is allowable. Upon return, respective maintenance logs should be completed.
- \_\_\_\_\_ 8. At \_\_\_\_\_ County 4-H activities should be conducted strictly under the safety guidelines listed in the current 4-H Shooting Sports Guide for each discipline. These standards apply to all youth and adult participants.
- \_\_\_\_\_ 9. A copy of my current Driver's License is attached to this form (required only for Volunteers)

Equipment Type (Air Rifle, BB, Shotgun, Muzzleloader, Air Pistol, Rifle, Bow, Arrows)	Caliber/Gauge	Manufacturer	Serial Number	Check Out		Check In	
				Date/Initial Leader	Date/Initial 4-H Staff	Date/Initial Volunteer	Date/Initial 4-H Staff

(Attach additional page if needed)

**As the party responsible for this equipment, I have read and agree to strictly adhere to the above-listed conditions.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**If Volunteer Check-Out, signature/date of Responsible 4-H Staff:**

\_\_\_\_\_  
4-H Personnel Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
4-H Personnel's Telephone Number



## National 4-H Shooting Sports Code of Ethics

A complete 4-H shooting sports program must convey life skills development and be presented in a way that is safe, technically competent, and helps to instill 4-H values in participants through teaching and example. Certified shooting sports instructors and volunteers must be cognizant of their role as a moral and ethical mentor, as well as teacher to youth and adults in their state and community.

As a 4-H Shooting Sports Instructor or Volunteer:

- I will respect the participants, volunteers and property associated with the 4-H shooting sports program.
- I will set a good example as a mentor and role model for 4-H shooting sports youth and volunteer leaders.
- I will conduct myself and my 4-H shooting sports program in a professional and ethical manner.
- I will strive to be knowledgeable of the life skills embodied in the 4-H shooting sports program and aid positively in the development of youth through adherence to those principles.
- I will strive to be technically competent in the subject matter I teach and adhere to the national 4-H shooting sports guidelines and curriculum.

I will respect the dignity of each participant in the 4-H shooting sports program regardless of gender, origin, ability, achievement or conviction.



### **Volunteer Leader Position Description Example: Club and/or Project Volunteer Leader**

<b>Position:</b>	4-H Club and/or Project Volunteer Leader
<b>Supervisor:</b>	4-H Extension Faculty and/or Staff or 4-H Volunteer
<b>Purpose:</b>	Provides overall 4-H club leadership. Also coordinates members, parents and involves other leaders. The 4-H club organizational volunteer leader communicates with other volunteers, county 4-H staff member, club members and 4-H'ers' parents and families to maintain smooth operation of the club. Support youth, volunteers and county 4-H staff members in conducting meaningful, educational experiences to help youth grow and reach their fullest potential. 4-H Club Organizational Volunteer Leaders can be an individual, a team or a group of people that have specific roles that fulfill the 4-H Club Organizational Volunteer Leader responsibilities. Team members can be a youth-adult partnership.
<b>Benefits of Position:</b>	Satisfaction, recognition, opportunity to share and teach others valued skills. Limited time commitment
<b>Major Duties:</b>	Major duties include: <ol style="list-style-type: none"><li>1. Commit to young people and their growth in all areas. Be dedicated to youth and be sensitive to their abilities and needs.<ul style="list-style-type: none"><li>• Help members gain life skills such as decision making, problem solving, self-responsibility, accountability, communication, goal setting, citizenship, caring relationships, leadership, healthy lifestyle choices and career exploration skills in project work.</li><li>• Encourage youth leadership through committees, demonstrations, junior leadership and individual guidance.</li><li>• Encourage youth to learn and experiment with new ideas, techniques and skills.</li><li>• Provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve. Praise youth for the progress they make.</li><li>• Inform and encourage members, parents and other volunteers to actively participate in 4-H opportunities.</li></ul></li><li>2. Provide a safe environment for all youth.<ul style="list-style-type: none"><li>• Follow all guidelines and policies of University of Nevada, Reno Extension, the Nevada State 4-H program and the county 4-H program.</li></ul></li></ol>

3. Coordinate project activities (meetings, work sessions, demonstrations, educational tours).
  - Attend club meetings and activities. If unable to attend, make arrangements for another trained 4-H volunteer to oversee activities.
  - Recruit new members, including underserved youth, when the club has openings. Seek assistance from the county 4-H staff member in designing and distributing fliers, writing news releases, etc.
  - Recruit project and activity leaders when needed.
  - Guide the club in setting goals, planning and carrying out activities.
  - Assist the club in evaluating activities and implementing changes when needed.
  - Read 4-H newsletters and information from Extension and share with members, parents and other volunteers.
  - Inform members and parents of project requirements and deadlines.
  - Welcome parents' ideas, activity and project assistance, cooperation, support and attendance at 4-H activities.
4. Work closely with the county Extension staff regarding learning activities and materials, problems and participation in county, area, state and national events.
  - Attend monthly leaders' council meetings and other program planning sessions or send a 4-H teen leader, adult leader, member or parent to represent your club.
  - Collect enrollment and other information needed by Extension and adhere to deadlines.
  - Keep county 4-H staff member informed of club activities.
  - Inform county 4-H staff member of fundraising plans before implementation.
  - Participate in one or more volunteer development opportunities each year.
  - Submit year-end financial and other reports to Extension by the deadline.

**Skills Needed:**

Sincere interest in working with youth and adults in the community. Ability to communicate with youth and adults. Ability to resolve conflict positively and constructively. Ability to organize, plan, delegate responsibility and carry out assignments. Time to carry out the club leader role. Willingness to seek out resources and information. Positive role model for youth. Motivate and foster positive self esteem, decision making, problem solving, responsibility, leadership, career exploration and other life skills in youth.

**Term:**

1 year minimum, but leaders are encouraged to serve for several consecutive years.

**Time Involved:**

Average of one hour of planning time for every one hour of club activity. Two hours each month to attend Leaders' Council meetings or additional training. Additional time may be committed at the discretion of the individual.

**Training:**

Club Organizational Volunteer Leaders must be certified, accepted 4-H volunteers, completing the 4-H volunteer application process, UNCE 4-H Child Protection Policy requirements, etc.

**Extension Office Privileges:** Extension provides leader training and offers subject matter training upon request; 4-H manuals, pamphlets, audio-visual aids, resource library, newsletters, and other resource materials including names of project resource people and information on national and state leaders' forums and training sessions. Resource volunteer leaders are available to offer subject matter assistance and share past experiences as a 4-H leader.

**Agreement:**

*I have read the above job description and agree to carry out the responsibilities described therein.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

*I have discussed the volunteer responsibilities and staff support with the above signed volunteer. The Extension office and 4-H staff will provide assistance as indicated.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

This form should be returned to 4-H staff at your local Extension office

The University of Nevada, Reno is committed to providing a place of work and learning free of discrimination on the basis of a person's age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion. Where discrimination is found to have occurred, the University will act to stop the discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible.



### **Volunteer Leader Position Description Example: Project Volunteer Leader**

<b>Position:</b>	4-H Project Volunteer Leader
<b>Supervisor:</b>	4-H Extension Faculty and/or Staff or 4-H Club Organizational Volunteer Leader
<b>Purpose:</b>	Enrich 4-H members' lives through positive youth development activities.
<b>Benefits of Position:</b>	Opportunities to: <ul style="list-style-type: none"><li>• Build relationships and make a difference by working with youth, parents, volunteers and staff.</li><li>• Learn organizational, communication, leadership, and project-related skills.</li><li>• Gain personal satisfaction.</li><li>• Develop lifelong friendships with youth, parents, volunteers, and staff.</li><li>• Respond to community and civic needs.</li><li>• Expand knowledge and skills through training opportunities.</li></ul>
<b>Major Duties:</b>	Major duties include: <ul style="list-style-type: none"><li>• Provide a variety of 4-H project related learning experiences, including:<ul style="list-style-type: none"><li>○ Coordinate and conduct educational activities related to project areas.</li><li>○ Monitor progress towards project completion.</li><li>○ Prepare members for judging, Skill-A-Thon, and exhibition</li><li>○ Informing members of project requirements, deadlines, and events &amp; activities.</li><li>○ Provide constructive feedback to members, parents, and families.</li></ul></li><li>• Advise members in coordinating/conducting club activities, including:<ul style="list-style-type: none"><li>○ Community service, fund raising, club trips &amp; tours, recreational activities, achievement programs, promotional activities, parent's night and others.</li></ul></li><li>• Promote 4-H opportunities in your club and local community, including:<ul style="list-style-type: none"><li>○ Encourage 4-H members' and parents' interest and participation.</li><li>○ Invite parents' ideas, cooperation, support and attendance at 4-H activities.</li><li>○ Recruit new members when the club has openings.</li><li>○ Inform members of county 4-H events &amp; activities.</li></ul></li><li>• Actively participate as a volunteer by:<ul style="list-style-type: none"><li>○ Follow University of Nevada, Reno Extension 4-H Youth Development guidelines and policies.</li><li>○ Attending all (or most) of the club meetings and activities.</li><li>○ Read 4-H mailings and access information from the 4-H web to keep members, parents and/or other volunteers informed.</li><li>○ Participate in volunteer development opportunities.</li></ul></li></ul>



**Skills Needed:** Enthusiastic attitude; a passionate interest to support youth; a willingness to be a positive role model and good example for youth; and ability to delegate tasks and responsibilities; the initiative to find resources and materials; organizational abilities; effective communication skills.

**Term:** 1 year minimum, but leaders are encouraged to serve for several consecutive years.

**Time Involved:** Time requirements will vary, but will need to include time to prepare for and hold regularly scheduled project meetings, assist with youth and parent recruitment, attendance at scheduled trainings, fair, and other types of events and activities. Additional time may be committed at the discretion of the individual.

**Training:** Club Project Volunteer Leaders must be certified, accepted 4-H volunteers, completing the 4-H volunteer application process, UNCE 4-H Child Protection Policy requirements, etc. Additional volunteer leader training maybe required and/or offered through the UNCE offices.

**Extension Office Privileges:** Extension provides leader training and offers subject matter training upon request; 4-H manuals, pamphlets, audio-visual aids, resource library, newsletters, and other resource materials including names of project resource people and information on national and state leaders' forums and training sessions. Resource volunteer leaders are available to offer subject matter assistance and share past experiences as a 4-H leader.

**Agreement:**

*I have read the above job description and agree to carry out the responsibilities described therein.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

*I have discussed the volunteer responsibilities and staff support with the above signed volunteer. The Extension office and 4-H staff will provide assistance as indicated.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

This form should be returned to 4-H staff at your local Extension office

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## Volunteer Position Description Example: Adult Camp Chaperone

<b>Position:</b>	Adult Camp Chaperone
<b>Supervisor:</b>	University of Nevada, Reno Extension Personnel, Camp Director
<b>Purpose:</b>	The Adult Volunteer-Chaperone works in partnership with youth camp staff who develop and deliver activities in a camp setting. The Adult Volunteer-Chaperone is also responsible for the safety and well-being of campers.
<b>Benefits of Position:</b>	Hands-on experience working with both teenagers and elementary school-aged students. Opportunity to be part of a fun week!
<b>Major Duties:</b>	Major duties might include: <ol style="list-style-type: none"><li>1. Attend the mandatory Chaperone Orientation.</li><li>2. Partner with Extension 4-H staff and teen counselors to oversee camp activities.</li><li>3. Assist Extension 4-H staff and teen counselors with campers.</li><li>4. Responsible for safety and well-being of campers.</li><li>5. Assist Extension 4-H staff and teen counselors with delivery of program activities if needed, including craft, kitchen, and nature.</li><li>6. Help with additional camp jobs and duties, as needed.</li><li>7. Supervise campers in cabin groups, including in the cabins at night.</li><li>8. Participate in program evaluation.</li></ol>
<b>Skills Needed:</b>	Must be a certified and accepted 4-H volunteer. Desire and ability to work with teenagers and children, providing feedback, encouragement, and coaching. Strong communication and interpersonal skills. Basic organizational skills.
<b>Term:</b>	One week during the summer at 4-H camp and camp orientation.
<b>Time Involved:</b>	Up to 7 days of attending 4-H camp and 2-6 hours of 4-H Orientation and training.
<b>Training:</b>	Provided by the Extension Office. Must have completed the UNCE 4-H Child Protection policy requirements, including training and fingerprinting.

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## Volunteer Position Description Example: Adult Leader Councils and Committees

<b>Position:</b>	Adult Leader Councils and Committees
<b>Supervisor:</b>	University of Nevada, Reno Extension Personnel, 4-H Council/Committee Chair.
<b>Purpose:</b>	Support the activities of Leader's Council and/or committee for ongoing learning, 4-H fundraising, scholarships, workshop presentations, and projects agreed upon by the organization.
<b>Benefits of Position:</b>	Expand your leadership skills. Enjoy learning from the experiences of other leaders. Know that you are continuing to support youth development.
<b>Major Duties:</b>	Major duties might include:  1. (Depends on the position on the council or committee)
<b>Skills Needed:</b>	Organization. Effective Communication. Teaching. Meeting leadership. Money management.
<b>Term:</b>	One to three years, depending on the position.
<b>Time Involved:</b>	Monthly meetings. Possibly additional planning or work-meetings. Meetings are generally 2 hours at a time.
<b>Training:</b>	Provided by the Extension Office and the Council or Committee in which you are involved. Some scholarships maybe available to leaders to assist in payment for training, workshops and certifications.
<b>Extension Office Privileges:</b>	Educator coaching, referrals, project materials, necessary forms, audiovisuals, newsletters, and training.

### As a result of this position, we would like to see:

Inspired, well-informed, and skilled leaders who are able to support ongoing professional and youth development in Nevada.

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**Volunteer Leader Position Description Example: Resource Volunteer, Event Speaker, or Teacher**

- Position:** Resource Volunteer Leader, Event Speaker, or Teacher
- Supervisor:** 4-H Extension Faculty and/or Staff or 4-H Volunteer
- Purpose:** Enhance the 4-H Program on a short-term basis by providing training and education for members and volunteer leaders in a needed skill and/or competency.
- Benefits of Position:** Satisfaction, recognition, opportunity to share and teach others valued skills. Limited time commitment
- Major Duties:** The major duties may include:
1. Teach a specific lesson to, or conduct a short-term special interest program for 4-H members and/or volunteer leaders.
  2. Familiarize yourself with the purpose of 4-H programs and the guidelines for the program or event originating the request.
  3. Learn basic information about the audience, i.e.: ages, numbers involved, interests, etc.
  4. Follow through with the agreed upon responsibility, evaluate and share the effectiveness of the presentation.
- Skills Needed:** Skills and knowledge related to the requested area of help. Awareness of written resource materials and career opportunities related to the topic. Interest in and ability to work with 4-H members and volunteer leaders.
- Term:** Varies according to the request. Usually once during the year. Could be up to 3 to 4 times per year.
- Time Involved:** Varies; maybe one time or spread over a period of several weeks.
- Training:** Orientation to the program goals. UNR Child Protection training is required.
- Extension Office Privileges:** Limited Duplication of any materials needed for handouts.
- As a result of this position, we would like to see:**  
4-H members and or volunteers who can demonstrate application of this skill and information in the context of the related project. Members and volunteers who are able to teach others and share what they have learned.

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## **Volunteer Leader Position Description Example: Camp Resource Volunteer**

<b>Position:</b>	Camp Resource Leader
<b>Supervisor:</b>	Camp Director, 4-H Extension Faculty and/or Staff
<b>Purpose:</b>	To teach a new skill to youth during a 4-H camp experience.
<b>Benefits of Position:</b>	Satisfaction from seeing youth learn and practice new skills. Recognition. Opportunity to share skills and to enhance your personal ability to teach.
<b>Major Duties:</b>	<p>The major duties may include:</p> <ol style="list-style-type: none"><li>1. Gather and prepare written resource materials; become familiar with the purpose and goals of the 4-H camping program.</li><li>2. Emphasize practicing and teaching activity and safety skills.</li><li>3. Relate all camp activities to learning a lifelong recreation skill.</li><li>4. Encourage and model cooperation and respect.</li><li>5. Increase the competency and skills of 4-H camp counselors by having them help with workshop instruction. Enable them to demonstrate and teach skills to campers.</li><li>6. Prepare to model and teach counselors teaching and safety skills for teaching campers. Find out what you can about the skills and knowledge of counselors beforehand.</li></ol>
<b>Skills Needed:</b>	Ability to teach specific skills; for example, canoeing, archery, crafts, games, water safety, and general safety skills. Interest in youth and some knowledge of youth development principles. Enthusiasm for the outdoors and value of recreation to lifelong learning.
<b>Term:</b>	Annual, renewable
<b>Time Involved:</b>	Approximately 3 hours per day for two days of camp on-site training, plus training the 4-H camp counselors to help. In addition, preparation time will be needed. Varies by county and camp needs.
<b>Training:</b>	Camp program and goals provided at orientation during on-site training. UNR Child Protection training is required.
<b>Extension Office Privileges:</b>	Duplication of any materials needed for handouts.
<b>As a result of this position, we would like to see:</b>	Cooperation and respect shown by counselors and campers during workshops and camp. Enthusiasm and safety of campers. Teen counselors who can demonstrate the skills they are expected to teach others through helping with workshop instruction.



## **Volunteer Leader Position Description Example: 4-H Judge at Fairs and Events**

<b>Position:</b>	4-H Judge at Fairs or Events
<b>Supervisor:</b>	4-H Extension Faculty and/or Staff, Fair Board or Event Council, or Planning Committee Member.
<b>Purpose:</b>	To interview youth (5 to 19 years of age) about their projects, skills, and/or learning. To provide helpful critiques to youth so that they can feel good about their work and themselves to help them continue on a path of lifelong learning.
<b>Benefits of Position:</b>	To share your knowledge with 4-H youth and to guide the leaders of tomorrow. To see the results of inspiring confidence in youth. Limited time commitment.
<b>Major Duties:</b>	The major duties may include: <ol style="list-style-type: none"><li>1. Know relevant 4-H project requirements and apply them to the project(s) being judged.</li><li>2. Know about the project areas to be judged so you can ask good interview questions.</li><li>3. Communicate project successes and suggestions clearly and with care.</li><li>4. Work with superintendents on the award giving process.</li></ol>
<b>Skills Needed:</b>	Effective and caring communication. Discernment when awarding ribbons and prizes. Project specific knowledge.
<b>Term:</b>	One event or many events, based on your agreement with the supervisor.
<b>Time Involved:</b>	Typically, 4 to 8 hours and any prep-time you invest.
<b>Training:</b>	Pre-event judges training offered by the Extension Office. UNR Child Protection training is required.
<b>Extension Office Privileges:</b>	Duplication of handouts and judging forms. Ribbons and awards are provided by the Extension Office for 4-H organized and sanctioned events.
<b>As a result of this position, we would like to see:</b>	Youth will know what they did well and where they can continue to improve.

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