

# CALIFORNIA 4-H PARTICIPATION IN NATIONAL COMPETITIVE EVENTS ROLES AND RESPONSIBILITIES

*Revised July 1, 2016*

These roles and responsibilities outline expectations of the State 4-H Office, coaches, chaperones, youth, and parents/guardians with respect to participation in national competitive events. They also help ensure youth travel safely to/from national competitive events.

Participation in a National 4-H Competitive Event is governed by the national guidelines.

<http://www.nifa.usda.gov/resource/4-h-events>

## **State 4-H Office**

- Identify team members and select coaches for the national competitive event through a clear process of qualification or selection;
- Ensure 4-H members meet all criteria for participation in the national competitive event;
- Send out correspondence to the delegation with team member names, contact information and other event-related information;
- Notify the respective county 4-H staff of 4-H member and 4-H adult volunteer selection;
- Process and send travel funds to support the delegation to the 4-H county council of the coach;
- Designate a State 4-H Office staff liaison to serve as the point person for questions, issues and concerns that arise in preparation of or during the event;
- Complete the UC Travel Insurance at <http://www.uctravel.org/> and send a copy to each member and coach;
- Be responsive to questions from coaches, chaperones, youth and parents; and
- Maintain a record of all team travel arrangements.

## **Coach/Lead Chaperone**

- Represent the California 4-H Youth Development Program (YDP) at the national competitive event;
- Serve as the California 4-H team coach and lead chaperone;
- Maintain communication with State 4-H Office staff, chaperones, parents and team members;
- Prepare and coordinate team practices prior to the national competitive event;
- Assist the team with fund raising;
- Register the team for the national competitive event by the event deadline;
- **Financial Policies:** Follow all 4-H financial policies (see Chapter 9 of the California 4-H YDP Policy Handbook: [www.ca4h.org/Administration/Policies/Chapter9](http://www.ca4h.org/Administration/Policies/Chapter9)) including:
  - Complete Fundraising Approval Form 8.7 and submit to the State 4-H Office (<http://www.ca4h.org/files/19878.pdf>).
  - All funds raised are to be deposited into a 4-H club/unit or council account within 7 days.
  - All funds raised are to be used to support travel and participation in the national competitive event.
  - The 4-H unit or council should set up a separate account in the general ledger for the national competitive event so that separate accountability can be maintained over funds and expenditures.
- Determine how travel funds awarded by the State 4-H Office will be spent (i.e., hotel, travel, meals for the delegation, registration) and access funds through the county 4-H council.
- **Travel Arrangements:** Assure all travel arrangements for the delegation are made:

- Participating youth, coaches and chaperones may be from different counties. Coaches should communicate with families the desired flight details (such as arrival date/time and departure date/time on the return flight).
- For youth traveling to the destination alone they will meet up with the coaches and/or chaperones at an agreed upon date, time and location at the airport. On the return flight all youth will be accompanied by a chaperone to the airport.
- For youth traveling with a chaperone the chaperone's responsibilities begin upon meeting the youth at an agreed upon time, date and location.
- Clearly communicate in writing with parents, youth and chaperones where youth will be met by a chaperone.
- Communicate team's flight arrangements with the State 4-H Office staff liaison.
- Upon return ensure youth participants write a thank-you letter to the donor for travel funds awarded and send to the State 4-H Office; and
- All items under chaperones also apply to coaches.

### **Chaperones**

- Represent the California 4-H YDP at the national competitive event;
- Act as a chaperone for the entire delegation of 4-H members;
- Carry a signed 4-H Youth Medical Release and Health History Information form for each youth;
- Abide by, uphold and enforce the 4-H Adult Volunteer Code of Conduct/Responsibilities and Rights;
- Uphold and enforce the 4-H Member Code of Conduct;
- Establish group agreements with the delegation. This may include communication expectations (e.g., check-in times), curfew/lights-out and expected behavior; and
- Alert the coach/lead chaperone of any issues or concerns that arise.

### **Youth**

- Represent the California 4-H YDP at the national competitive event in a professional manner that reflects the dignity of California 4-H;
- Follow all 4-H financial policies (4-H Policy Handbook, Chapter 9: Financial Management – [www.ca4h.org/Administration/Policies/Chapter9](http://www.ca4h.org/Administration/Policies/Chapter9)), including:
  - All funds raised are to be deposited into a 4-H club/unit or council account within 7 days. ○ All funds raised are to be used to support travel and participation in the national competitive event.
  - The 4-H club/unit or council should set up a separate account in the general ledger for the national competitive event so that separate accountability can be maintained over funds and expenditures.
- Be a team player in all aspects of the event including preparation, team practices and fundraising;
- Abide by established group agreements;
- Abide by the 4-H Member Code of Conduct; and
- Role model through actions and words a respect for human dignity and an appreciation for people of all races, ethnicities, genders, religions, abilities, and sexual orientations.

### **Parents/Guardians**

- Make flight arrangements for your child(ren);
- Communicate flight arrangements with the coach. Please note: It may not be possible for your child(ren) to be accompanied by a chaperone on the flight; and
- Abide by the Parent/Adult Behavior Guidelines.

**Questions may be addressed to:**

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