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**These policies are effective for the current 4-H year unless a revision is required due to an unforeseen safety concern.**

## **Colorado 4-H Youth Development Policies**

The 4-H program is conducted through the Land Grant University as part of the Extension outreach effort. The State 4-H Office, located on the Colorado State University campus, is responsible for statewide program management and leadership. The state office also sets statewide policies for 4-H. This publication is a summary of state level policies for the Colorado 4-H Youth Development Program.

The Colorado 4-H Program Director has final determination regarding any information contained in these policies and or matters not listed in these policies. Items that are not in the aforementioned policies and not in the spirit of 4-H Positive Youth Development are subject to review and maybe considered outside of the scope of 4-H.

**These policies are minimum requirements that apply to all 4-H programs. Counties may have stricter policies.**

## **Definitions:**

### **4-H Vision**

A world in which youth and adults learn, grow, and work together.

### **4-H Mission**

4-H empowers youth to reach their full potential by working and learning in partnership with caring adults.

### **4-H Member**

All youth activities in Extension are considered 4-H Youth Development. A 4-H Member is a youth who participates in any educational program or activity, regardless of delivery mode, delivered by Extension and/or receives Extension-based curriculum.

### **4-H Delivery Modes**

The following Delivery Modes include many of the various programs and activities used to engage youth in 4-H learning experiences.

- Enrollment, registration, and participation requirements will vary depending on the specific program and will be included in program announcements.
- Organized 4-H Clubs, including Community Clubs, In-School Clubs, After- School Clubs and Military Clubs
- School Enrichment Programs
- Afterschool Programs
- Special Interest/Short-Term Programs (SPIN)
- Camping Programs

### **4-H Enrollment**

The new 4-H year begins in October 1 and runs through September 30 of the following year. Enrollment is not required for some 4-H programs and events. However, community club members are required to officially enroll through 4-H Online each year to maintain membership. By enrolling, youth have the opportunity to participate in county, statewide, and national activities, and events. Youth have the opportunity to enroll in specific projects which they plan to complete throughout the year. Volunteers must also enroll though 4-H Online each year. While enrollment is open year-round to new community club members, returning members must re-enroll annually in order to participate. Some counties have earlier deadlines for re-enrollment and may have deadlines related to participation in county fairs and other events. Contact your local 4-H office for more information.

## **Statement of Non-Discrimination**

Colorado State University, U.S Department of Agriculture and Colorado counties cooperating. To simplify technical terminology, trade names or products and equipment occasionally will be used. No endorsement of product names is intended nor is criticism implied of products not mentioned.

Colorado State University Extension is an equal opportunity provider. Colorado State University does not discriminate on the basis of disability and is committed to providing reasonable accommodations. CSU's Office of Engagement and Extension ensures meaningful access and equal opportunities to participate to individuals whose first language is not English. <https://col.st/0WMJA>

Colorado State University Extension es un proveedor que ofrece igualdad de oportunidades. Colorado State University no discrimina por motivos de discapacidad y se compromete a proporcionar adaptaciones razonables. Office of Engagement and Extension de CSU garantiza acceso significativo e igualdad de oportunidades para participar a las personas quienes su primer idioma no es el inglés. <https://col.st/0WMJA>

## **Organization and Administration**

The Cooperative Extension System (CES) was established when the U.S. Congress passed the Smith-Lever Act in 1914. CES educational programs are centered in the land- grant university in each state. Major program areas are agriculture, family and consumer sciences, 4-H youth development, natural resources, and community development. Colorado State University is the land-grant institution responsible for the administration of the Extension program in Colorado. The State Extension director is ultimately responsible for the administration of all Extension programs. Administration of the 4-H program is delegated to the State 4-H Program Leader. Funding for CSU Extension faculty and support staff are provided by federal, state, and county sources.

## **4-H Name & Emblem**

The State 4-H office is responsible for any 4-H Name and Emblem authorizations that cross local jurisdictions. Local/county offices (through the delegation of the State 4-H office) are responsible for any 4-H Name and Emblem authorization limited to their county. All use of the name and emblem at the county level must be reviewed and approved by the county 4-H Specialist (including club names, club logos, t-shirts, and flyers etc.). Other uses must be authorized by the state 4-H Program Director. Any entity that wishes to use the 4-H Name and Emblem is required to enter into a charter agreement or a Memorandum of Understanding with the State 4-H office. For more information regarding the [4-H Name and Emblem please visit their website.](#)

## **4-H Age Requirements**

4-H age is the age of the individual on December 31 of the current 4-H year. The 4-H year runs from October 1 to September 30.

- Cloverbud: 5-7 years old
- Junior member: 8-10 years old
- Intermediate member: 11-13 years old
- Senior member: 14-18 years old
- Adult volunteer leader: 19+ years of age.
- Some volunteer leader positions require a minimum age of 21.

## **Requirements of 4-H Membership**

- Be of the appropriate 4-H age as listed previously.
- Commit to abiding by the 4-H Code of Conduct.
- Pay all applicable fees related to participation in 4-H programs and activities.

## **4-H Member Expectations**

In order to maintain active 4-H membership status all 4-H members must:

- Fully participate in an approved 4-H program or activity.
- Abide by the 4-H Code of Conduct ([including dress code.](#))

- Meet all established program or activity expectations and deadlines.
- Attend a majority of program or activity meetings.
- Meet any additional county level requirements.

#### **4-H Member Participation in County, State, District, Regional and National 4-H Events**

4-H members who meet all state expectations, shall be considered in “good standing.”

4-H members who do not meet state expectations, shall be deemed "not in good standing." Members who are "not in good standing" may not be eligible to participate or have limited participation in county and state 4-H programs and activities. The State 4-H Program Director will work with County 4-H Specialists to determine the appropriate consequences for those members who may be deemed "not in good standing." The Colorado 4-H Program Director has ultimate authority for determining 4-H membership status.

#### **4-H Member Event Participation:**

- Youth may attend a regional or national 4-H event/conference/contest only **once** per qualifying activity.
- Youth must be designated/approved as official participants by the State 4-H office.
- Youth must meet all individual event eligibility requirements.
- All participants at overnight 4-H events must update their health form and abide by the code of conduct.

### **Requirements of 4-H Adults**

#### **Adult/Parent Expectations**

Every Adult/Parent that participates or is actively involved in any 4-H activity or event is expected to act as a positive role model and abide by the following:

- Abide by the 4-H Code of Conduct
- Meet all established program or activity expectations and deadlines.
- Meet any additional state and county level requirements.

#### **4-H Volunteers**

Volunteers are the heart of the 4-H program. A volunteer serves in a multitude of roles. These range from working at the club level to leading other volunteers at the county, district, regional, or state level. Volunteers may lead a project, guide community service activity, support fundraising or serve as a chaperone. Formally organized groups of volunteers and Extension Specialists serve in advisory roles to administrators. Their counsel is sought in determining priorities and content for program development. They assist with carrying out the 4-H mission.

The purpose of the 4-H program is positive youth development. All decisions and actions carried out on behalf of the 4-H program should always keep this goal in mind. Negative or abusive treatment of youth, by staff or volunteers, will not be tolerated.

#### **All 4-H Volunteers will:**

- Complete a volunteer application through 4-H Online, including references.
- Complete the state 4-H volunteer orientation.
- Undergo a CSU background check.
- Re-enroll as a 4-H volunteer through 4-H Online on an annual basis. This includes:
  - Annual Appointment Agreement.
  - 4-H Code of Conduct ([including dress code.](#))
  - CSU Protection of Minors Policy
- All volunteers will comply with the 4-H Code of Conduct and the Annual Appointment Agreement.
- Volunteers that do not enroll in 4-H for one year or longer will be required to re-apply and complete all new volunteer requirements.
- All volunteers serve at the request of CSU Extension and that request can be withdrawn at any time for any or no reason.
- Volunteers will comply with federal, state, and local reporting and accountability requirements, including 501(c)3 non-profit, fiscal, EEO/Affirmative Action, etc.

- Authorized volunteers are protected from liability under the Governmental Immunity Act (24-10-101CRS et seq) and the Risk Management Act (24- 30-1502CRS et seq). Liability protection is provided only for actions within the scope of responsibility and if such actions are not willful and wanton. The performance of any “job” or in any position must be for the benefit of, at the request of, and under the supervision of the state.
- Transfer of a volunteer from one county to another requires approval from both counties.

**4-H Volunteer Expectations in Good Standing**

Participation in certain county, state regional and national events is limited to those 4-H volunteers who are in "good standing" with the State 4-H Program. This includes:

- Fully participate in an approved 4-H program or activity.
- Abide by the 4-H Code of Conduct and Annual Colorado 4-H Volunteer Appointment Agreement.
- Meet all established program or activity expectations and deadlines.
- Meeting any additional state and county level requirements.

4-H volunteers who do not meet county and state expectations, shall be considered "not in good standing." Volunteers who are "not in good standing" may not be eligible to participate or have limited participation in county and state 4-H programs and activities. The State 4-H Program Director will work with County 4-H Specialists to determine the appropriate consequences for those volunteers deemed “not in good standing”. The State 4-H Program Director has ultimate authority for determining 4-H volunteer status.

**4-H Chaperones**

- All chaperones must be 21+ years of age.
- Chaperones must be approved, enrolled volunteers, and must participate in chaperone training/orientation and are appointed by 4-H staff.
- Staffing (adult chaperones, specialists, etc.) of events will meet the following ratios:

Minimum		
Age of Youth	# Of Youth	Min # Of Adults
6-7	6	1
8-10	8	1
11-13	10	1
14+	12	1

**Child Protection**

A safe environment for learning is a priority for staff and volunteers working as partners in the 4-H program. All employees and volunteers are expected to abide by Colorado 4-H Safe Environment Best Practices, the 4-H Code of Conduct and the Code of Conduct for interacting with minors outlined in the CSU Protection of Minors policy. All employees, volunteers, and others acting on behalf of the University are required by the CSU Protection of Minors Policy to report actual or suspected abuse to their immediate supervisor and the State 4-H Program Director.

### **Alcohol/Drugs/Other Controlled Substances**

The Colorado 4-H Youth Development Program has no tolerance for the unlawful distribution, dispensation, possession or use of controlled substances, illegal drugs, alcohol, or tobacco products (including e-cigarettes, personal vaporizers, vaping devices, or ingestion of edible products) by youth or adults while participating in 4-H events and activities.

Individuals under the influence of drugs or medications that could impair their ability while attending or participating in 4-H programs, events or activities are prohibited. Searches of personal rooms, vehicles and belongings may occur, and law enforcement will be called if necessary.

### **Simulated Combat Sports Activities**

Simulated combat sport activities including but not limited to those that make use of paintball guns, air-soft laser guns, and archery tag equipment are prohibited in any 4-H program or activity.

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 and is not acceptable in any 4-H program or activity.

### **Organized 4-H Travel & Driving Policy**

Travel not associated with an organized event plan is the responsibility of the individual/s, including liability.

All 4-H organized travel included in any program or activity, must follow all applicable State of Colorado, CSU, CSU Extension 4-H, and county guidelines, policies and restrictions, and must be approved by CSU county 4-H staff.

Youth who drive to an event must receive permission from the 4-H County Specialist or adult in charge to continue use of the vehicle during the event.

All Event Plans must be submitted and communicated to 4-H staff and uploaded to 4-H Online, as appropriate.

- All drivers must follow State of Colorado laws, including but not limited to a valid driver's license, adequate insurance, and seat belt use.
- It is expected that any designated vehicle used to transport 4-H members is maintained so that it is "safe and reliable" for the conditions, weather, and distance in which it is to be driven.
- In the event of auto accidents involving either an employee or authorized volunteer, the individual's auto insurance is the primary coverage.

### **4-H Liability**

Liability protection afforded through Colorado State University is extended to Colorado 4-H members and volunteers in good standing who are working within the scope of their role. Liability protection covers only claims of damages.

### **4-H Supplemental Insurance**

American Income Life (AIL) 4-H Annual Accident member/volunteer supplemental health insurance can be purchased by the County 4-H Program. Purchase of the AIL annual policy is at the discretion of each County and is highly encouraged by the Colorado State 4-H Office. All Activity Accident Coverage be purchased for 4-H programs, events and activities that may include non-4-H members and non-4-H volunteer adults.

### **Incident and Accident Reporting**

All 4-H Staff and volunteers are expected to monitor for injury during all 4-H programs and activities. Incident report forms should be filled out at the time of the incident or accident. All forms are to be turned into the County 4-H Specialists. The incident or accident is then to be reported to the State 4-H Office and digital copies of the reports should be sent within 24 hours. Hard copies should remain on file in the County Extension Office for a minimum of 3 years. Anytime Emergency Medical Services or Law enforcement is called to a program or activity the County Specialist, County Director and State 4-H Program Director should be notified immediately. [Incident report form can be found here.](#)

## **The Following are Requirements for the 4-H Community Club Program**

### **4-H Community Club Member Requirements**

- Be of the appropriate 4-H age as listed previously.
- Enroll in 4-H via 4-H Online.
- Enroll in at least one (1) 4-H project per year.
- Sign a 4-H member Code of Conduct.
- Pay state and local 4-H fees.
- Complete any additional county level requirements.

### **4-H Project Completion Requirements**

- Participate in a 4-H related (subject matter or audience) demonstration or speech-arts presentation.
- Participate in a 4-H sponsored community service activity.
- Complete any additional county level requirements.
- Failure to do the above may result in a project being deemed incomplete.

### **Requirements for Receiving a USDA 4-H Club Charter**

Establishing a new 4-H club requires applying for a Charter. The requirements for receiving a charter include:

- Recommended membership of at least five (5) youth from at least two (2) different families.
- Have a local leader to guide the club.
- Have officers, an approved constitution, and bylaws.
- Have a written plan of activities and proposed budget.
- Hold regular meetings.

Applications are available on the State 4-H website and should be signed by the club leader, club president and County Specialist and submitted to the State 4-H Office.

The USDA 4-H charter, once issued, is valid for as long as the 4-H entity receiving the 4-H charters exists.

### **4-H Club/Group Annual State Chartering**

September 15<sup>th</sup>

All 4-H clubs/groups must be chartered annually by the Colorado State 4-H Office to be recognized as an authorized Colorado 4-H club/group. Required chartering documents include:

- Annual Charter Application in 4-H Online.
- Constitution and bylaws that indicate the club will comply with federal, state, and local requirements for non-profit, educational program status. The dissolution clause must indicate that the club/group assets, including money and equipment, shall become the property of the county 4-H program\*.
- Year-end financial report and bank statement.
- Annual review of club/group fund.
- Annual proposed budget.
- Annual plan of activities.
- Affirmative Action Report. Clubs are required by law to be open for membership to all youth of eligible age regardless of race, color, gender, national origin, or disability.
- Charters not submitted by the September 15th deadline will be dissolved.

\*May not be required each year, only when changes occur

### **Accommodations for Protected Classes**

When volunteer training is required (such as with 4-H shooting sports certification), Extension programs are required by law to reasonably accommodate protected classes. Example: If a volunteer cannot attend the required training on a Sunday because of religious reasons, we must make an accommodation for such a request. Scheduling conflicts with other meetings or activities do not rise to this level of accommodation.



## **Independent Membership**

The 4-H Youth Development Program is an opportunity for CSU Extension to provide an educational environment for the positive development of diverse youth to enable them to realize their full potential. The 4-H club is the foundation for this environment, and potential members are strongly encouraged to use all their resources to find a club compatible to their educational needs, life-skill development, and family situation. However, this may not always be possible.

The following set of criteria is used to determine candidacy of individual youth for independent membership in county 4-H Youth Development Programs. Each request for independent membership will be reviewed on an individual basis by professional staff members of the local CSU Extension office. In addition, county level 4-H programs can opt to not allow any independent memberships. Reasons for independent membership include but are not limited to:

- Living outside a 25-mile (one-way) driving distance of an existing 4-H club.
- Lack of transportation to 4-H club meetings due to personal circumstances (including parental health or the work schedules of parent(s) or guardian(s)).
- Personal safety or health of potential member.

## **Requirements for County 4-H Independent Members:**

- Submit application and written plan of work including learning objectives of what the member is to accomplish in his/her project work. The plan of work must include a community service project.
- Written reports will be required from the members on specific dates as set by the county program. An on-site visit may be conducted by a local CSU Extension Specialist with proper notification of the independent member.
- The independent member and his/her family will abide by all county and state 4-H Youth Development policies and rules applicable to members of the 4-H Youth Development organization.
- Independent memberships will be reviewed annually to determine whether conditions still exist to qualify the members for this membership classification.
- Members or families not abiding by these policies will forfeit the opportunity to participate as independent members in the specific county 4-H Youth Development Program.
- A parent or guardian must enroll as a 4-H Youth Development leader and participate in the county leader qualification program.

## **4-H Community Club Membership in a County Other than the County of Residence**

Youth participate in 4-H community clubs by belonging to a chartered 4-H club, usually in their county of residence. The following policy is observed when this is not the case: Any situations or circumstances not listed below must be reviewed for approval by the County Extension Staff and the State 4-H Director.

- Youth may participate as a 4-H member in only the county fair(s) in the county in which they are an enrolled 4-H member per enrollment year, and exhibit a given 4-H project in only one county per enrollment year.
- Membership can be transferred from one county to another only when the family moves, when the 4-H member lives part of the year in one county and part of the year in another county, or as other situations arise that merit special consideration deemed appropriate by the County 4-H Specialist(s) and Colorado State 4-H Program Director.
- Written approval by the county Extension offices in both counties is required to facilitate the transfer after the listed criteria have been reviewed by the County Specialists and approved. Copies of this approval should be issued to the members involved in the transfer or re-enrollment and retained in both County Extension Offices.
- When a situation exists that necessitates change of residence in mid-year, state and local 4-H fees will be addressed between the two counties cooperating to determine what fees will be required.
- Youth who are granted approval for membership in a county other than their county of residence may not transfer to or enroll in another county for a minimum of one 4-H year not including the year of transfer or enrollment.

- Should a county Extension program experience significant change that limits program delivery and opportunity, Extension office extended closure, or be under restrictions set forth by CSUE or the County, 4-H members residing in that county will not be allowed to join 4-H in another county unless they have been enrolled in another county's 4-H program prior to the significant change, closure or restriction of the Extension office in the county of their residence.

### **Cloverbuds Program Requirements**

It is neither the intent nor the objective of the 4-H Cloverbuds program to duplicate the 4-H member experiences that are designed for other youth, nor to create a "mini-4-H" concept. While the 4-H Cloverbuds program is a component of the overall 4-H Youth Development Program and 4-H Cloverbud members are recognized as 4-H members for the purposes of enrollment, they are considered to be in a special membership category regarding program and policy. As a result, the 4-H Cloverbuds program is fundamentally different from general membership in 4-H.

### **Purpose of the 4-H Cloverbuds Program:**

The overall purpose of the 4-H Cloverbuds program is to foster the development of life skills that are essential for the cognitive, social, emotional, and physical maturation of kindergarten through 3rd graders by providing a unique educational opportunity. Children in these grades are a distinct audience for 4-H, with unique learning characteristics and developmental needs that are different from older children and youth served through 4-H membership. As a result, the 4-H Cloverbuds program is designed with specific educational objectives and program policies focused on the 5-7-year-old child.

Participation, safety, personal development, learning, and fun are the highest priorities in providing 4-H Cloverbuds programs. The policies and guidelines for the Cloverbuds program outlined in this document seek to ensure that 4-H Cloverbuds members remain safe and have positive, developmentally appropriate experiences in 4-H. State and county programs that offer the 4-H Cloverbuds program are expected to utilize age-appropriate programmatic goals, policies, curriculum, and cooperation-based methods to give feedback and recognition.

### **Cloverbuds Youth and Shooting Sports**

Cloverbuds age youth and younger are not allowed to participate in any 4-H Shooting Sports activity which include rifle, pistol, shotgun, archery, muzzleloader, western heritage, or hunting disciplines.

### **Components of the Cloverbuds Program**

4-H Cloverbuds programs are activity-focused and not project-focused and built on cooperative learning, rather than competitive activities. 4-H Cloverbuds members participate in occasional, non-competitive, sampler-type, age-appropriate, properly supervised events or activities sponsored or conducted by 4-H groups. 4-H Cloverbuds members do not participate in the ongoing, planned series of activities.

The primary difference between a 4-H Cloverbuds activity and a 4-H project is that a Cloverbuds member engages in varied activities that focus on developing a specific skill or concept utilized in completing the activity rather than focusing on a long-term planned course of study in a specific project (subject) area. Within the 4-H program, exhibits are intended to showcase the culmination of a long-term project. As a result, 4-H Cloverbuds members should not have ongoing projects, of any kind, including animal projects, nor should they participate as competitive exhibitors with animals.

In general, the handling of animals (large or small) requires discipline and motor skills that have yet to be fully developed in most children ages 5-7. When coupled with the unpredictable behavior of animals, this does not provide an optimal safe educational environment.

4-H Cloverbuds members that have engaged in a group activity may exhibit or showcase in a noncompetitive event or can feature other items from their group activities. However, 4-H Cloverbuds members are not eligible to receive premium funds as a result of the exhibition. 4-H Cloverbuds members may receive participatory ribbons but may not receive regular competitive purple, blue, red, or white 4-H ribbons.

In addition to the educational focus, 4-H Cloverbuds programs also require additional adult supervision, and do not conduct formal business meetings or elect officers. 4-H Cloverbuds clubs handle their finances differently than 4-H clubs or older children, with most funding issues handled by adults.

### **Animal Project Related Policies**

Please note that violation of these requirements may result in disqualification of all livestock projects for that year.

#### **Animal Care and Housing**

All 4-H members with any market/breeding livestock, horse, dog, or cat projects are required sign the “Animal Care and Housing Form for Colorado 4-H Livestock Projects” when enrolling through their 4-H Online account. It is highly recommended that Colorado 4-H livestock project animals (beef, dairy cattle, sheep, swine, goat, poultry, rabbit, llama, and horse) have a premises registration with the Colorado Department of Agriculture. Lease agreements pertaining to 4-H Livestock & Horse projects are to be developed and agreed upon between the individuals outlined in the agreement. Colorado 4-H Specialists are not to be listed in the lease agreement and should remain as a non- participant in the development and completion of lease agreements.

#### **Helmet Policy for 4-H Horse Projects**

A certified equestrian helmet with safety harness fastened in place is required in over fences classes and gymkhana events, activities, and practice sessions. Gymkhana generally refers to horseback speed events (timed or un-timed) that do not use livestock. Events that usually fall in this category of events include, but are not limited to barrel racing, pole bending, keyhole race, stake race, rescue race, pony express race, etc. Events that are not intended to be included in the policy are events such as calf roping, team roping, goat tying, and team penning that may be timed but use livestock.

It is the responsibility of the parent or guardian of the 4-H member to see that the headgear worn complies with such standards and is in good condition. The State 4-H office encourages the use of ASTM certified/SEI approved safety helmets in all equine events. Protective headgear may be used in all classes and shall not be discriminated against.

Helmet use is encouraged in all 4-H horse activities. Counties may establish more stringent policies regarding helmet use.

#### **Colorado Animal Tampering Laws**

Compliance with all Colorado laws prohibiting tampering with or drugging of livestock and/or sale of adulterated meat is mandatory for any 4-H member and/or family member enrolled in a 4-H livestock project. If there is evidence of physical alteration of a project animal to fraudulently misrepresent that animal, illegal drug residue in an animal, or violation of the 4-H Code of Conduct, a member may be classified as a “member not in good standing.” If classified as a “member not in good standing” the member can be prohibited from exhibiting livestock or participating in out-of-county 4-H activities for up to one year.

#### **Colorado 4-H Animal Care and Meat Quality Assurance Program Requirements**

4-H members enrolling in any market and/or breeding livestock projects for the first time regardless of age, must attend a Colorado 4-H Meat Quality Assurance (MQA) program. A Colorado 4-H Meat Quality Assurance (MQA) program is considered to be either a training conducted using a Colorado 4-H MQA trailer or the Colorado 4-H MQA Power Point. All Colorado 4-H MQA programs must be conducted by the County 4-H Agent or approved designee.

4-H members will be required to attend a Colorado 4-H MQA program a minimum of twice during the course of their 4-H career – once as a junior and once again within one year after becoming a senior 4-H member. Members are encouraged to review the information and best practices found in the Colorado 4-H Meat Quality Assurance program annually.

It is highly recommended that Colorado 4-H MQA training be completed at least 45 days prior to the exhibition of project animals.

4-H members enrolled in market and/or breeding livestock projects will sign the Animal Care & Housing form, indicating their understanding of and compliance with the good production practices taught in the Colorado 4-H Meat Quality Assurance program. Consequences for failing to comply with the Animal Care & Housing standards/Rules of Competition/4-H Code of Conduct/Colorado 4-H Youth Development Policies may result in removal from all 4-H livestock projects for the member/family. The Animal Care & Housing form must be filed every time the member signs up for any market and/or breeding livestock project. The Colorado 4-H MQA program suggests that records be kept on file for twelve months following the sale of any project livestock.

The above-mentioned guidelines are minimum standards, and 4-H Specialists or 4-H livestock committees may require more Colorado 4-H MQA training as needed.

Additional quality assurance certifications may be required by fairs, shows and sales. It is the sole responsibility of each individual exhibitor to review fair, show and sale rules for events they plan to participate in or attend, and to comply with any additional certifications at their own expense.

For Example: Certifications such as the Youth for the Quality Care of Animals (YQCA) may be required by fairs, shows or sales. In such a situation, The Colorado 4-H MQA certification is not a substitute for any fair, show or sale's additional certification requirement.

### **Animal Identification**

- All market animals that are 4-H projects must be individually identified; i.e., ear tags or other identification.
- Other animal projects such as horse, dog, and breeding animals should ID via 4-H Online by established deadlines.

### **4-H Humane Animal Care Guidelines**

The [4-H Humane Animal Care](#) Guidelines will be reviewed and practiced by every person enrolled in or participating in 4-H animal projects.

### **Primary Care of 4-H Animal Projects**

4-H members will provide the primary and continuous care of their project animals from project beginning to completion (ownership period). Market swine, market sheep, and market goat projects recommend a minimum 60-day ownership period, and market steers a minimum 120-day ownership period. Random checks are recommended regarding the care and feeding of project animals during the ownership period. "Primary" care means there may be rare circumstances when the youth may not be able to provide the necessary care for the animal at a particular time, as in illness, short vacations, etc. On such occasions, another individual may be called upon to provide "secondary" care. Members are required to complete the animal care and housing document through 4-H Online.

### **Live Animal Selection for "Catch-it" Contests**

Colorado 4-H will not conduct any selection/qualification process involving live animals related to catch-it contests.

### **Certified Entries for Livestock Projects at State or National Livestock Shows**

Youth exhibiting animals as a 4-H member at state or national livestock shows must be enrolled and be in "good standing" (see 4-H member expectations) in the project at the county level.

## **Competitive Team Related Policies**

### **Combining Teams from More than One County**

Combining Senior team members from more than one county to form a team is not allowed at any state level contest EXCEPT as stated below:

- 4-H members from a county with no viable team program may combine with a county with a viable program. A viable team program is defined as one with a leader or coach willing to instruct and supervise team participants.
- Counties with viable team programs with fewer than four senior participants may combine teams.
- A “Declaration of Intent to Combine” must be presented to and be approved by the appropriate Colorado State University 4-H Youth Specialist by April 15 of the current year. Counties will not be allowed to combine if a declaration has not been presented and approved by the deadline.
- All intent to combine notices must be submitted annually.
- All coaches and 4-H Specialists of counties involved must approve and sign the “Declaration of Intent to Combine.”
- Counties must combine within defined areas or the county with the closest viable team program.
- All members from counties with non-viable teams must combine with the same outside county to participate with a viable team.

### **Substitution for National Contests**

Winning teams participating in a national contest must include at least two of the original qualifying team members. Substitute participants must have participated in the Colorado State 4-H qualifying event prior to the National contest for which they will be participating.

## **Colorado 4-H Shooting Sports Policies**

**All National 4-H Shooting Sports Minimum Standards and Best Practices will be followed. Colorado 4-H policies may be stricter than the National Standards and Best Practices.**

### **Colorado State 4-H Shooting Sports Rule Book**

The Colorado State 4-H Shooting Sports Championships Rule Book will be the primary resource used to determine 4-H appropriate courses of fire, equipment specifications, rules, etc. related to all 4-H Shooting Sports activities, programs, projects, and contests.

### **Colorado 4-H Shooting Sports Instructor Certification**

A county 4-H shooting sports instructor is an individual who has completed a 15-hour, State 4-H sanctioned shooting sports training and certification workshop. County instructors are eligible to conduct county level 4-H Shooting Sports programs only in the discipline in which they have been trained and must meet all recertification requirements. The Colorado 4-H Shooting Sports Program requires the use of trained and certified 4-H instructors at the county level to operate a live-fire range or to conduct any class in which firearms or archery equipment are handled. In order to be certified as a 4-H shooting sports instructor in any discipline (Rifle, Shotgun, Pistol, Muzzleloader, Archery, Hunting & Outdoor Skills, Western Heritage) the following requirements must be met:

### **County Level 4-H Leader Screening and Training**

All 4-H instructors and assistant instructors older than 4-H age must be screened, approved, trained, and appointed as a current 4-H leader through the local county Extension office before attending a State 4-H Shooting Sports training workshop.

### **State 4-H Shooting Sports Instructors**

All Instructors must successfully complete a 4-H Shooting Sports Instructor Training session administered by and/or sanctioned through the State 4-H office. Trainings will consist of a minimum of 15 hours of instruction in the use of National 4-H Shooting Sports curriculum, discipline instruction (rifle, shotgun, pistol, muzzleloader, hunting & outdoor skills, archery, and western heritage), safety, risk management, teaching methods, and 4-H program management.

## **Age Requirements**

Instructor: must be at least 21 years old

- **Level 1** County 4-H Shooting Sports instructors must be trained and certified in the discipline they are teaching at the county level.
- **Level 2** State 4-H Shooting Sports Instructors must be trained and certified at a National 4-H Shooting Sports workshop in the discipline they are teaching. Level 2 Instructors are selected at the discretion of the Colorado State 4-H Shooting Sports Specialist based on needs of the State program.

***Assistant Instructor:*** must be at least 18 years old, a 4-H member in a shooting sports discipline for a minimum of one year and have attended a state training. They can only instruct youth under the direct supervision of an instructor and only if the instructor is present during the instruction. An Assistant Instructor is not to be in charge of a live-fire range.

***Teen Leader:*** must be at least 14 years old, has leader approval, and have completed a state instructor training. Teen leaders only function under direct supervision of, and request of, a certified instructor who is present during the instruction. A teen leader is not to be in charge of a live-fire range.

## **Maintaining State 4-H Shooting Sports Certification**

To maintain certification all Level 1 County Instructors, Assistant Instructors and Teen Leaders must be enrolled volunteers or members and active in the discipline of certification two out of three consecutive years. If a certified individual is inactive for two consecutive years, then re-certification is required. All Level 1 County Instructors must recertify via a State 4-H approved recertification every 7 years per discipline.

## **Level 2 State 4-H Shooting Sports Instructor**

An individual who is a Level 2 has completed a 40-hour National 4-H Shooting Sports workshop. Level 2 State 4-H Shooting Sports Instructors are eligible to conduct 4-H Shooting Sports programs at the county level as well as train and certify instructors as part of the Level 2 State Instructor Team.

## **Assistance from Parents/Adults**

Parents/adults may be allowed to assist on the firing line with approval from the county Extension Specialist or the certified instructor in charge of the line. Parents/adults are encouraged to become enrolled and approved 4-H volunteers in the county in which they are assisting if they are helping on a regular basis. A Parent/Adult Assistant is not to be in charge of a live-fire range or to make physical contact. (Verbal assistance/instruction only)

## **Western Heritage Instructor Certification**

To become a certified Colorado Level 1 County 4-H Western Heritage project instructor, assistant instructor, or teen leader, approved and enrolled participants must have successfully completed a State 4-H Shooting Sports training in one of the disciplines in this project (Pistol, Rifle, Shotgun or Muzzleloader). Pre-requisite certification must take place prior to registering and participating in a Colorado 4-H Shooting Sports Western Heritage leader training. Pre-requisite (Pistol, Rifle, Shotgun or Muzzleloader) certification and Western Heritage certification may be completed in the same 4-H year.

## **Western Heritage Member Eligibility**

All 4-H members must be 9 years old as of the start of the current 4-H year. Members must have completed at least one project year of 4-H Shooting Sports that includes live fire range experience with a firearm or air gun. No handgun use will be permitted for 4-H members enrolled in the Western Heritage project who are not 12 years old as of the start of the current 4-H year. Members must be 12 years old as of the start of the current 4-H year to participate in the handgun portion of the Western Heritage project. Members must have written permission from a parent or legal guardian to participate in this project in compliance with the Gun Control Act of 1968 and the Youth Handgun Safety Act of 1994.

## **.22 Pistol Membership Eligibility**

All 4-H members must be 9 years old as of the start of the current 4-H year. Members must have at completed at least one project year of 4-H Shooting Sports that includes live fire range experience with a firearm or air gun. Members must have written permission from a parent or legal guardian to participate in this project in compliance with the Gun Control Act of 1968 and the Youth Handgun Safety Act of 1994.

## **Reactive Targets**

Targets which make use of, or are composed of live ammunition, explosive chemicals / substances or pressurized containers are never to be used at any 4-H event or activity.

## **Regarding Simulated Combat Sports**

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 or activity.

Simulated combat sport activities including but not limited to those that make use of paintball guns, air-soft guns, laser guns, and archery tag equipment are prohibited in any 4-H program or activity.

## **Open Carry**

The open carry of non-contest related firearms is highly discouraged at State 4-H Shooting Sports Events and Contests.

## **AR / Assault & Modular Platform & Primarily Tactical in design type firearms and air guns**

AR, Assault & Modular Platform and Primarily Tactical in design type firearms and air guns are not allowed in Colorado State 4-H Shooting Sports events and activities.

## **Remember**

The Colorado State 4-H Program Director has final determination regarding any information contained in these policies and or matters not listed in these policies. Items that are not in the aforementioned policies and not in the spirit of 4-H Positive Youth Development are subject to review and maybe considered outside of the scope of 4-H.

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