



Section Eight - Chaperone Guidelines

Job Description - 4-H Chaperone

Purpose:

- Adult volunteers who work with the 4-H program staff and other volunteers to provide direct supervision during a 4-H event and/or accompany members to 4-H activities that involve travel to and from the event.
- Chaperones may or may not be registered leaders but they MUST complete the Youth Protection Program screening.

Responsibilities:

- Must sign and abide by the M4HC Registered Volunteer Code of Conduct.
- Ensuring proper conduct of delegates (members)
- As an adult chaperone for a 4-H group, you are responsible for the 4-H youth in your charge at all times, for example:
 - while the group travels
 - during a hotel stay
 - while the youth are staying with host families
 - during tours and other recreational events, etc.
- Overseeing transportation of delegates to and from the program.
- Being aware of the events agenda, activities and guidelines and follow them.
- Dealing with problems that might arise during the program
- Assisting with the program as requested by the Program Director and sharing of responsibility with chaperone group (e.g. evening duty, recreation, leadership, etc.)
- Acting as facilitator or advisor for a group.
- Encouraging delegates to recognize program sponsors.
- Bringing your skills and experience to the 4-H program.
- Being a positive role model and leading by example.
- Being responsible for all members in your assigned group.
- May be asked to sit on a planning committee at area or provincial events



Requirements:

- Be at least 21 years of age. Persons between 15 and 21 are permitted to serve as chaperones provided they are under the supervision of a chaperone at least 21 years of age and are approved by the organizing committee.
- Have an approved YPP check.
- Read and sign the Registered Volunteer Code of Conduct
- If transporting youth, a valid drivers license and valid coverage for transporting passengers is required. In the case of a graduated license all rules must be followed.
- Positive, enthusiastic and honest.

Other Skills That are Helpful:

- Sense of humour and patience.
- Effective communication, organization, and interpersonal skills.
- Enjoys working with youth and has a sincere interest in their growth and development.
- Demonstrate flexibility, respect and acceptance for diverse youth.
- Able to motivate and communicate with youth while nurturing positive self-esteem, decision making, responsibility and leadership skills.
- A sincere interest in working with youth and other volunteers in an educational setting.
- Ability to handle crisis effectively and calmly.

Time Commitment:

- The duration of the 4-H activity that you have agreed to chaperone.
- Depending on the type of event there may be a possibility of a few hours of preparation before the event happens (e.g. conference calls with members, what do you need to take, gathering recreation activities to take with you, other responsibilities for the event, etc.)

Benefits:

- Fun!
- Enhance leadership, communication and organizational skills.
- Opportunity for leadership training, personal growth and travel.
- Opportunity to meet 4-H members, leaders and 4-H staff from across the country.

Codes of Conduct

Codes of Conduct for registered volunteers can be found on page 19 of Section Two - Protecting the 4-H Family. 4-H chaperones are required to review and sign the Code of Conduct.

Effective Chaperones:

- View youth as resources.
- Are caring and ensure safe environments.
- View rules as a way to help youth feel part of the group.
- Are flexible and responsive to changing needs.
- Delegate youth real work and responsibility.
- Help youth to develop interpersonal skills.
- Help youth to achieve a reliable basis for making informed decisions.
- Allow youth to express constructive curiosity and exploratory behaviour.
- Help youth find ways to be helpful to others.
- Help youth to become responsible citizens.
- Help youth to learn and follow a healthy lifestyle.



Guideline to Determine Chaperone Needs:

- A minimum of 2 adults are recommended to be present at all times with youth groups. In the case of an accident or emergency, one adult can supervise the members while the other adult addresses the problem. Where guidelines exist for specific activities or the use of specific types of equipment, those guidelines will be followed.

Program Setting	Ages 6-8	Ages 9-11	Ages 12+
	Ratio adult to youth (a minimum of 2 adults required at all times)		
Meetings or Other Low-risk Activities	1:8	1:10	1:16
One-Day Trips	1:8	1:8	1:10
Overnight Trips	1:6	1:8	1:10

- Swimming: 1 Certified Lifeguard per 25 youth is required or what ever is required by the facility. Swimming at a lake requires a lifeguard.
- Overnight Trips: If both male and female youth are attending, then at least 1 male and 1 female chaperone at least 21 years of age with a valid drivers license are required for the event.
- For some area, provincial and national events, male and female chaperones may not be required for each delegation with boys and girls. Chaperones may be shared among different areas and provinces to provide required chaperone coverage.

Before You Leave On A Trip

There are many things that can be done to ensure that you and your group will have a great experience.

- Make contact with host families, exchanges. event coordinators and other chaperones before the activity. Building a relationship before you leave helps to make the meeting time more comfortable and inviting. Also, early contact with your destination can help to solve or prevent any problems that may arise.
- As much as possible, begin building your own travel/event group's relationship. Not everyone may know each other, or at least not very well. Orientation sessions, activity planning meetings, fund-raising activities and other such activities provide plenty of opportunity to build positive group dynamics and friendships amongst your own travelling group and with the chaperone(s).

Dress Code

Guys		Girls	
<p>Casual</p> 	<ul style="list-style-type: none"> • Good jeans or khakis • Golf or T-shirt • Running shoes <p><u>No:</u></p> <ul style="list-style-type: none"> • Cut-offs or worn jeans with holes 	<ul style="list-style-type: none"> • Good jeans or khakis • Golf or T-shirt • Running shoes <p><u>No:</u></p> <ul style="list-style-type: none"> • Spaghetti straps, halter-tops or exposed midriffs • Leggings with short tops 	<p>Casual</p> 
<p>Conference-wear</p> 	<ul style="list-style-type: none"> • Dress pants or Dockers • Button down or polo shirts • Dress shoes or boots <p><u>No:</u></p> <ul style="list-style-type: none"> • Running shoes • T-shirts 	<ul style="list-style-type: none"> • Skirts, dress pants or slacks • Blouse or shirt • Dress shoes <p><u>No:</u></p> <ul style="list-style-type: none"> • Running shoes • T-shirts 	<p>Conference-wear</p> 
<p>Business</p> 	<ul style="list-style-type: none"> • Dress pants or Dockers • Jacket, shirt and tie or sweater • Dress shoes <p><u>No:</u></p> <ul style="list-style-type: none"> • Running shoes • T-shirts 	<ul style="list-style-type: none"> • Dresses, suits with skirts or dress pants • Blouses or dress shirt • Dress shoes <p><u>No:</u></p> <ul style="list-style-type: none"> • Denim clothing • Running shoes 	<p>Business</p> 

4-H Canada

Manitoba 4-H Council Policies

4-H Events

Youth participants in M4HC chaperoned events will complete a Member Event form that includes a waiver, photo release, medical information and permission to participate.

- Manitoba 4-H Council will use the Member Event Form for all events involving responsibility for chaperoning youth.
- The Member Event Form is to be made available to all clubs and councils.

Use of Alcohol or Drugs

Council is of the opinion that the possession and/or the consumption of alcohol or illegal drugs at 4-H coordinated events where minors are in attendance is unacceptable. Should infractions occur, Council recommends the following action:

- Parents will be notified and individual(s) may be sent home at his/her expense.
- For a person of legal age (where under-age persons are present) he/she will be asked to leave at his or her expense.
- Participants and their parents are to be informed of these guidelines prior to their attendance at 4-H events.

For a person of legal age (where no minors are present) responsible consumption of alcohol is acceptable.

Smoking

Smoking during formal sessions is not permitted. A procedure suitable to the program and facility should be established prior to the commencement of the program/session and communicated to all delegates.

Rooming

The M4HC shall use specific rooming guidelines for Manitoba 4-H Council sponsored events.

- A maximum of four delegates shall be assigned per room.
- There shall be adequate beds to allow for a maximum of two person per bed.
- Male and female delegates are to be in separate rooms (with the exception of spouses).
- Youth delegates and chaperones shall not be assigned the same hotel room.
- In extenuating circumstances, the rooming guidelines may be amended for a given event; pending attempted parent/guardian and/or participant (of legal age) permission.

Incident Report Form

The M4HC requests that incidents be reported.

- The report should be maintained and submitted as soon after the incident as possible.
- The report is to be submitted to the President Executive Director of the Manitoba 4-H Council and the Area Representative.
- The report should be maintained as confidential with the President Executive Director of the Manitoba 4-H Council and the RLS-Senior 4-H and Youth having the discretion to share when necessary with designated individuals.
- Incident report forms should be made available at all events and is available to download from the website.

Member Event Form

For members to participate in any 4-H event, parents/guardians must sign a Member Event Form if you are under 18.. See page 35 of Section Two - Protecting the 4-H Family.

Incident Report Form

An incident report form needs to be filled out should a situation arise (bodily injury or property damage to third party).

See page 33 of Section Two - Protecting the 4-H Family.



Working Alone With Youth

- Never put yourself in the position of working alone with a 4-H member when possible. Try to have two adults present when working with youth.
- Work in reasonable open spaces where others are welcome to enter, not behind closed or locked doors.
- If a 4-H member asks for help, meet where other people are present.
- Keep conversations friendly, but avoid sensitive personal issues. If being asked about a sensitive personal issue that needs to be dealt with immediately follow the rule above and inform the event coordinator.

Supervision and Safety

Always keep with you the important information about your travellers - medical records, description of special needs, important telephone numbers, hotel room numbers for all your delegates, schedules and contacts. Organize yourself so this information is with you at all times.

- Make sure all your delegates know how they can reach you; what telephone number to call, what hotel room you are in, the name and address of the host family you may be staying with, etc.
- During a hotel stay, check for fire escapes and other fire procedures for all delegates for whom you are responsible.
- Be conscious of the whereabouts of all your delegates at all times:
- Do frequent head counts while at hotels, on tours or at events
- Institute the buddy system for times when the group may be separated.
- Communicate with host families regarding curfews and expect all participants to respect these curfews.
- If transporting people in large vans (capacity - 12 or more passengers), Manitoba law requires a driver with a Class 4 license. Everyone must wear a seatbelt.
- When your 4-H travellers are together as a group, ask "how things are going?" Be sure, also, to talk to them individually or call them and ask how they are doing.

4-H Canada - Role and Responsibilities of Chaperones

Definition: A chaperone must ensure and protect the safety and well being of all the delegates during each aspect of the conference. The provincial chaperone is therefore responsible for making decisions regarding activities and incidents, both before, during and after the actual conference, especially as they relate to the delegates from their province (or those assigned to them).

Before the Conference

- Be part of the conference call with organizers, chaperones and YAC prior to the conference.
- Coordinate a call with all of your provincial delegates to discuss the upcoming conference and plan, based on the chaperone call.
- Be familiar with the “Delegate Handbook” and the conference program.
- Take appropriate measures to ensure participants’ security; note any medical conditions among provincial members.
- Be familiar with procedures for emergency situations, dealing with media, reporting disclosures of child abuse, etc.
- Register yourself online by the specified deadline.

During the Conference

- Chaperones are ultimately responsible for all of his/her delegates (and any others that may be assigned to them).
- Attend evening staff meetings and participate in evening room checks as required.
- Be familiar with how to help a youth member work through home sickness.
- Check in early during the conference with each delegate (individually and discretely) to assess their comfort level.
- Chaperones are responsible for ensuring that bullying does not take place. Conferences must be safe emotionally AND physically. All youth members have signed a Code of Conduct and it is the chaperone’s responsibility to ensure that it is upheld and respected.
- Determine what action is to be taken if a delegate breaches any of the program rules. If the delegate is returned home, fill out and Accident/Incident Report and give it to a 4-H Canada staff member within 12 hours of the incident.

After the Conference

- Complete and encourage your provincial members to complete the online evaluation ASAP.
- Encourage members to share the experience with their clubs and councils when they return home.

Issue Management Guidelines

As group chaperone, you will be required to make decisions regarding many issues throughout the course of the conference. You do have the support of the 4-H Canada staff that are on-site.

Chaperone Guidelines for 4-H Canada Programs

Chaperones:

- Chaperones can be club leaders in good standing and/or staff of provincial 4-H associations.
- Chaperones should be willing to commit to working long hours during conferences.
- 4-H Canada reserves the right to refuse chaperones who may not be considered appropriate for the role.
- Chaperones must adhere to the 4-H Canada Code of Conduct for Adults.
- Chaperones will participate in a teleconference prior to the conference to discuss the program, guidelines and expectations.
- No adult chaperone or staff should ever be alone in a room with a 4-H member.

Rooming guidelines:

- 4-H members share rooms in pairs during Conferences.
- Each member must have their own bed.
- 4-H members will be matched according to gender, age and as much as possible mixing provinces and geography.
- There is curfew set for members to be in their rooms (this will vary depending on schedule and activities).
- Room checks will be conducted by 4-H Canada staff and chaperones on a nightly basis.
- 4-H members are not to spend any time in the rooms of members of the opposite sex.
- Adults are not to enter the room of any 4-H youth member, unless they feel there is a member about to harm themselves or another member.
- Room checks are conducted by knocking on the door and seeing the 2 roommates in the room (through the doorway).

