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

Revised November 27, 2017

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. 

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 ehs.ucop.edu/away/# and send a copy to each member and coach.
• Be responsive to questions from coaches, chaperones, youth and parents.
• 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: 4h.ucanr.edu/Resources/Policies/Chapter9 including:
  o Complete Fundraising Approval Form 8.7 and submit to the State 4-H Office 4h.ucanr.edu/files/19878.pdf.
  o All funds raised are to be deposited into a 4-H club/unit or council account within 7 days.
  o All funds raised are to be used to support travel and participation in the national competitive event.
  o 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 (e.g. 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:
  o 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.
- 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.
- 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. See 4-H Policy Handbook, Chapter 9 - Financial Management: 4h.ucanr.edu/Resources/Policies/Chapter9 including:
  - All funds raised are to be deposited into a 4-H club/unit or council account within 7 days and 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.
- 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) and 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.
- Abide by the Parent/Adult Behavior Guidelines.

Questions may be addressed to:
DeAnn Tenhunfeld
Community Education Specialist 2 – Animal Science Education
UC ANR 4-H Youth Development Program
dtenhunfeld@ucanr.edu | (530) 750-1340