SANTA CLARA COUNTY

4-H YOUTH DEVELOPMENT PROGRAM FARM POLICIES

Keeping animals on a 4-H Farm is a privilege, not a right.

100. 4-H FARM POLICIES

100-1 Policy

The Santa Clara County 4-H Farm Policies contained herein define the purpose of the 4-H farm and the roles and responsibilities of the following groups and individuals who use a 4-H farm: local 4-H farm managers, the County Ranch Committee, 4-H members, 4-H volunteers and 4-H parents.

100-2 Definition

A 4-H Farm is on public land and is a facility that may house horticultural plots and/or animals that are owned and raised by 4-H members. The purpose of the 4-H farm is for 4-H Project Leaders to:

a. Teach science-based 4-H projects to youth that include life skills, including but not limited to: record keeping, nurturing, letting go of animals, multiple specie management, conflict management, time management, single specie feed/care, herd management, medical care, and/or horticulture practices.

b. Provide experiential learning opportunities for 4-H members pertaining to raising animals and horticulture.

c. To provide opportunities to learn sustainable agricultural practices.

d. Provide opportunities for interacting with and educating the public and Positively represent the 4-H Youth Development Program.

In facilities that 4-H members raise animals that are not covered by the University of California’s liability insurance, 4-H members are not covered by accident insurance when they are at those sites unless it is part of a regularly scheduled project meeting or field trip and the 4-H project leader is present.

Revised December 12, 2011, Replaces September 1, 2009
100-3 Terms and Conditions to use 4-H Farms

Protection of youth is of utmost importance in the California 4-H YDP. Therefore, 4-H YDP staff, adult volunteers and members should adhere to these policies at all times:

a. There will be two (2) adult volunteers with members at all times.

b. In some occasions it may be impractical to have two (2) appointed adult volunteers present; in these situations there should be one (1) appointed adult volunteer and another adult or 4-H YDP staff member (one of which must be at least 21 years of age).

Use of the 4-H Farm:

c. Any 4-H member enrolled in a 4-H project that corresponds to the animal(s) that he/she is housing at the farm facility and is a member in good standing (regardless of club affiliation) has the privilege to use a 4-H Farm.

d. All animals must be owned by the youth member. Any exceptions must be approved by the 4-H Youth Development Advisor.

e. A 4-H Farm may be affiliated with a particular 4-H Club, however, the use of the farm may not be restricted to 4-H members of that club.

f. It is strongly recommended that 4-H families have liability coverage for the animals their children raise on the premises.

200 COUNTY RANCH COMMITTEE

200-1 Purpose

The County Ranch Committee provides direction and oversight to all farm managers and committees. The Santa Clara County 4-H Leaders Council and the 4-H Youth Development Advisor shall appoint the Ranch Committee Chair, in accordance with its by-laws.
200-2 Membership

Membership shall be composed of two 4-H members from each farm site, recommended by the Farm Manager; a farm manager from each farm, and the County Large and Small Animal Coordinators. 4-H Staff serves as an ex officio member of the committee.

200-3 Responsibilities

a. Perform annual visits to each Farm Site in the county to conduct operational reviews and safety inspections and make recommendations to the Farm Managers.

b. Shall have the authority to arbitrate all conflicts that are not resolved at the local farm level.

c. Shall work under the direction of the 4-H Youth Development Advisor to assist in the arbitration of all cases where the removal of animals, youth, or parents is warranted.

d. Shall review any written proposals for exceptions to these policies, ensure policies are continually relevant, and make policy recommendations to the 4-H Youth Development Advisor.

e. Will assist 4-H members in finding space at a 4-H farm. As specified in section 700 below.

300 FARM COMMITTEES

300-1 Purpose

Farm committees manage the use of facilities that are affiliated with the 4-H Youth Development Program and are covered by a certificate of insurance from the University of California.

300-2 Membership

The membership of each local farm committee will consist of the farm managers (appointed by the Club Leader(s)), Project leaders from any club that will teach at the facility, and at least one 4-H member from each of the Projects affiliated with that farm. There will be one local farm committee for each 4-H farm.
300-3 Responsibilities

The responsibilities of the Farm Committee are the following:

a. Will have meetings as frequently as is deemed appropriate for management of the farm. The meetings shall be held at least quarterly.

b. Shall be the first arbitrator of any conflicts that develop at the farm site with notification to the County Ranch Committee and all affected club leaders.

c. Will promptly respond to any illnesses or infections detected in any plants or animals located at the local farm. If necessary, the committee will attempt to identify the problem and classify it into one of the following four classes:
   
   i. May be communicable to humans
   
   ii. May be passed to other plants or animals
   
   iii. May be passed only to plants or animals of the same species
   
   iv. Confined to the infected plant/animal

   If a class 1 incident is suspected, the farm must be closed to all except to those with responsibilities for existing plants and animals. It must remain closed until a diagnosis, treatment plan, and quarantine schedule are received from either a plant pathologist or veterinarian. For class 2 or 3 incidents the committee will take immediate steps to isolate and contain sick plants or animals.

d. Will complete an incident report (http://ucanr.org/risk) and notify the County Ranch Committee of ongoing health and or safety concerns such as; illness, disease, and broken fences, as well as significant events, such as fire, animal deaths caused by disease processes, escaping animals etc.

e. Individual accidents (that may or should require medical attention) shall be reported directly to the 4H YDA by completing the Incident Report form. (http://ucanr.org/risk)

300-4 Decision Making

Meetings are open to all 4-H volunteers and members. However, final decisions will only be made by the members of the Farm Committee.
400 THE FARM MANAGER

This section outlines the selection and responsibilities of the 4-H Farm Manager(s).

400-1 Appointment of the Farm Manager(s)

A minimum of one farm manager (2 are ideal) shall be appointed bi-annually by the Community Club Leaders whose 4-H members use the farm, subject to confirmation by the 4-H YDA. To prevent conflict of interest the farm manager should not be the parent of a child that houses animals at the farm and should not be a relative of the club leader(s).

The farm manager is required to be a certified 4-H Volunteer and must complete the enrollment process and be appointed as a 4-H volunteer on an annual basis.

400-2 Responsibilities

The following are the responsibilities of the 4-H Farm Managers:

a. Develops an emergency procedure in consultation with the 4-H YDA and posts it in a visible and accessible place for all.

b. Annually require for all project leaders and members to participate in a mandatory training to learn of emergency procedures.

c. Annually require, with the project leaders and members, at least one work day each year to make repairs as needed to ensure farm safety.

d. Offer an annual ‘open to the public’ event that provides experiential learning activities in collaboration with 4-H volunteers and members.

e. Encourage parents to participate in farm activities by keeping the facility safe and pleasing to the public eye, and assisting the farm manager(s) when appropriate.

f. Ensure that animal pens/cages, vegetable plots, and common areas are kept clean and that waste is disposed of properly.

g. Ensure that a disinfection policy for vehicles and equipment that leave (to Fairs, shows, etc.) and come back to the site are developed and followed routinely.

h. Hold meetings for 4-H volunteers and members to ensure compliance with the farm and California 4-H Youth Development Program policies.
i. Manages any perceived difference of opinion, values and/or interests among 4-H volunteers and/or members.

j. Facilitate the procurement of University of California facility use agreements in collaboration with the UCCE County Director.

k. Ensure all farm agreements between 4-H members and 4-H farm are current.

l. Keep record of all outreach data and report it annually to the 4-H YDA.

m. Oversee farm security, safety, and maintenance in collaboration with 4-H volunteers and members.

n. Annually determine fees for use of the farm (i.e. utilities, maintenance and pen space) to meet the farms' budget, and submit to the County Ranch Committee. Note: Fees should cover all costs and provide a reserve fund to cover repairs and future needs.

o. Maintain financial records of all transactions in compliance with California 4-H Youth Development program policies.

p. Holds a current First Aid Certification. (Recommended)

500 4-H MEMBERS AND 4-H PROJECT LEADER RESPONSIBILITIES

This section outlines the responsibilities of 4-H members that house and raise animal(s) at a local farm facility. 4-H members shall:

a. Provide all care for their project plants and animal(s). Notify the Project Leader(s) and other Project members promptly whenever an animal or plant shows signs of infection, decline or sickness, as there is the possibility of the disease being passed to other plants, animals, or humans.

b. Be responsible for payment of his/her share of the cost of their project(s) and of farm operations.

c. Collaborate with the Farm Manager(s) and his/her Project Leader(s) to manage the farm use.

d. Communicate (in this order) with the 4-H member, the 4-H project leader, and/or the Farm Manager if there is a concern pertaining to the project or facility.
e. Abide by the 4-H code of conduct at all times.

f. Maintain a current signed farm agreement with the 4-H farm manager.

g. Remove their animals from the farm within 60 days or October 1st, which ever comes first when member ages out of 4-H program or is no longer living in Santa Clara County.

h. Study and adhere to the safety guidelines provided by the California 4-H Program: “Clover Safe Notes”: http://safety.ucanr.org/4h/ and California 4-H policies manual at www.ca4h.org

i. Complete an annual project report, including a financial summary, and provide a copy to the farm manager for use in the following year’s budget by August 30th of each year.

j. Ask his/her parents to perform his/her farm duties only in unusual circumstances (i.e. illness, school field trip); all such instances should be reported to the Farm Manager. If the 4-H member’s parents assume the member’s farm responsibilities excessively, the case will be reported to the Farm Manager and the County Ranch Committee who may recommend termination of the member’s privilege to use the farm.

k. Every member and their family must agree to abide by the animal raising policy guidelines set forth in the CA 4-H Policy Handbook, Chapter 11, Section XXV and included in Appendix A of this document.

This section outlines the responsibilities of 4-H Project Leaders that lead animal and/or horticultural projects at a local farm facility. 4-H Project Leaders shall:

l. Teach projects in a content area that an individual has subject matter expertise and utilize the experiential learning model (http://www.experientiallearning.ucdavis.edu/) to create opportunities for youth to develop skills, practical knowledge and wisdom through observing, doing, creating and reflecting.

m. Ensure that two 4-H volunteers are present at all meetings.

n. Involve experienced junior/teen leaders in teaching.

o. Give individual support as needed to project members.

p. Help members establish goals and plan for their project work.

q. Plan a sequence of learning experiences utilizing 4-H approved curriculum and resources so that the project appeals to beginners and more advanced learners.

Revised December 12, 2011, Replaces September 1, 2009
600  TERMS FOR HOUSING ANIMALS AT A 4-H FARM

This section outlines the terms and conditions of keeping animals at a 4-H farm facility.

   a. All animals must be owned/and or leased by 4-H youth members enrolled and participating in a 4-H animal project.

   b. 4-H members may have up to five (5) large livestock and/or six (6) small animals, if space allocation permits it, and up to a maximum of 11 animals per member at a 4-H farm facility. Any exceptions must be approved by the County Ranch Committee and the 4-H Youth Development Advisor. Refer to Appendix C for procedures to follow to request an exception.

   c. No large livestock intact males over 3 months of age allowed. The County Ranch Committee may permit an exception to this rule if special conditions and precautions are taken to insure that safety concerns are met.

   d. All pens will be constructed and maintained according to the minimum standards found for each species or type of animal as given in official 4-H Curricula, any National 4-H Publications, or national breed societies.

   e. Species on the farm may be limited by the civic authority, or farm rules.

   f. The entire farm facility shall be enclosed with a perimeter fence to protect the health and safety of the animals. All animal pens should be located at least two feet inside the perimeter fencing.

For bio-security purposes the following terms apply;

   g. Each pen will be designated to hold a certain species each year. These pens may be assigned to different species only if they are vacant for at least 30 days and are adequately disinfected and repaired during the fallow period.

   h. Animals must be assigned to a pen before they can be brought onto the farm; they may not be moved to a different pen without prior approval of the Project Leader and the Farm Manager(s).

   i. Each farm will have at least one quarantine pen; one for each animal species if possible.

   j. All pens will be disinfected thoroughly each time ALL the animals vacate the pen, and before any animals are returned.
k. Animals taken out for single day use (petting zoos, one day shows) do not need to be in quarantine if they have not been exposed to animals from other farms. All new animals arriving at the farm and those exposed to animals from other farms will be in a quarantine pen for a minimum of seven (7) days. Other quarantine options may be arranged at the discretion of the local farm manager(s) and as recommended by a veterinarian.

l. Each individual pen should be vacant for a minimum of three (3) weeks each year for cleaning, disinfecting, and repair at the discretion of the farm manager (Rotate your pens).

m. Pens will be kept clean. Animal waste shall be composted and reused; with the exception of swine manure which is to be picked up and disposed of according to local farm guidelines.

n. Members must agree to vaccinate any animal housed at the facility for the appropriate pathogens and infections as identified by a local Veterinarian or the UC School of Veterinary Medicine.

o. Members must agree to provide proof of a veterinarian inspection before the animal is allowed on the premises if requested by the Farm Manager.

700 PROCEDURES FOR THE ALLOCATION OF FARM SPACE

All 4-H members enrolled in animal projects in any 4-H club in Santa Clara County shall have the privilege to house/raise at least one animal at the farm. The following steps and timeline shall be followed in the allocation of space at each 4-H Farm in sequential order.

a. By November 1, each Farm Manager shall in collaboration with project leaders conduct an annual inventory of the available community (pen, cages, garden plots) and make determinations as to the use and capacity of all spaces. The Farm Manager shall communicate this information to the County Ranch Committee.

b. By December 1, 4-H Members will sign up for farm projects. For animal projects, a 4-H member shall also indicate the numbers of animals he/she intends to raise at a 4-H farm.

c. Project leaders will meet with the local Farm Committee to allocate space.
i. A series of allocation rounds should be used; on the first round each youth wanting to raise at least one animal will receive one slot. On the second round each youth wanting to raise two or more animals would receive a second slot; etc. up to the limits specified in Section 600(b).

ii. Repeat the process until all requests are allocated or a round is reached where the remaining requests are greater than the remaining spaces; at this point use a drawing or similar process to award the last slots.

iii. In the extreme case where there is not enough space to allow each youth a single animal, then a drawing or similar process would be used from the beginning.

iv. The project should implement some sharing of duties to give experience to any members who do not win a slot in the drawing(s). Note, however, that market animals should be tended by their owners in the last several months, as required by the Fair Livestock Auction process.

v. The parents of all members should be adequately informed of the time commitments involved and must indicate a willingness to provide the necessary support—especially with transportation to and from the Farm site.

700 CRITERIA

The following criteria shall be used by the 4-H Project leaders and the Farm Committee in determining the allocation of space at each farm:

a. Pre-existing animals of any age must each be counted as one animal for the new project year; if the 4-H member fails to receive an allocation of space for the new project year, the animal must be removed within 60 days.

b. Breeding Projects shall count each female and her expected offspring as a desire to have two animals for the 4-H Year.

c. The only breeding projects allowed for large animals are goats and sheep.

d. Horticulture Project Leaders will determine whether a garden plot is individually allocated to each member and/or assigned to a group.
800  CONFLICT MANAGEMENT

This section outlines the process to resolve conflict among 4-H members, 4-H Volunteers and/or 4-H Parents as it pertains to 4-H Farms.

a. Whenever possible, the conflict/issues should be resolved at the level where the conflict occurs e.g. 4-H members, 4-H volunteers.

b. When conflicts cannot be satisfactorily resolved at the initiating level, the conflict should be taken to the Project Leader for additional review. If the conflict is not resolved at this level then the Farm Manager will be asked to review the situation. The Club Leaders are the next level of review.

c. Decisions pertaining to animal neglect, abuse, or other negative concerns not resolved at the project level will be referred to the Farm Manager and Farm Committee first. If the situation is not resolved the County Ranch Committee shall intervene.

d. Peer review committees shall be formed if necessary to address member, volunteer, and/or parent concerns.

e. On some occasions a conflict may need to be taken to the county level for assistance or resolution. In those cases the individual or the parties should complete a County 4-H Complaint Form (see Appendix B) and submit to the County Ranch Committee for review. The County Ranch Committee will confer with the 4-H Youth Development Advisor/4-H Staff.

900  AUTHORITY

The 4-H YDP Advisor or the University of California Cooperative Extension County Director have the ultimate authority to interpret and implement all 4-H policies.

Violations of these policies may result in the recommendation from the UCCE County Director to request a 4-H member to remove his/her animal(s) from the 4-H Farm. Animals will be allowed up to 15 days to relocate.

Aged out members, those who have moved out of the County, and those in violation of these Farm Policies, and who have not removed their animals from the farm by the stated date, will be subject to forced removal and will be responsible for all fees incurred. Forced removal can only be authorized by the 4-H Youth Development Advisor and/or the UCCE County Director.

Revised December 12, 2011, Replaces September 1, 2009
Additionally, violations of these policies may result in termination, or non-reappointment of 4-H volunteers and/or termination of membership for youth.
Appendix A: CA 4-H Policy Handbook, Chapter 11, Section XXV

Introduction
Through non-formal educational experiences project members shall use 4-H animal science projects as a means to learn responsibility for the care and treatment of their animals. 4-H does not condone the mistreatment of animals; 4-H expects that all animals will be cared for and treated in a responsible manner. Through learning experiences, project members shall learn and use safe and accepted practices when handling and caring for their animals.

a. Food Animal Species:
4-H supports management practices for the proper care and treatment of food animals as developed through research and industry-tested practices outlined in resources such as the University of California, Cooperative Extension’s Animal Care Series [?] and the Federation of Animal Science Societies’ Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching. Based on the information put forth in these and other resources, species-specific guidelines will be developed.

b. Companion Animal Species:
4-H supports management practices for the proper care and treatment of companion animals as developed through research and industry-tested practices outlined in resources such as the American Veterinary Medical Association’s (AVMA) Animal Welfare Principles and the California Veterinary Medical Association’s (CVMA) Eight Principles of Animal Care and Use. (links)

Purpose

  c. Each 4-H YDP animal project shall include learning experiences appropriate to the species of animal, to ensure that members understand and practice the standards of proper care and treatment of animals.

  d. Educational materials shall be reviewed on a regular basis by a committee appointed through the state 4-H office to ensure that the content reflects current accepted animal care and handling practices.

Competition with Animals

  e. Fairs, shows, exhibitions and similar events involving 4-H YDP members and their animals shall be conducted according to UC accepted animal care standards. Special attention is needed for transportation, safe housing, adequate feed and water, ample space, proper handling, facility design, and proper management and showmanship.
Liability Insurance and Animal Ownership
UC does not provide liability coverage for injury or damage caused by animals. 4-H YDP staff should refer individuals or families desiring this type of insurance to their insurance agents. Insurance agents can also advise the policyholder about coverage that may already be provided through their existing tenant or homeowner insurance policy.
Appendix B: Santa Clara County 4-H Complaint Form

The person filing the report is the person that witnessed the incident.

SECTION I: Person Filing Report Form

Name: __________________________ Date of Incident: ________________

Address: ______________________________________________________________

Phone Number: (______) ___________________ 4-H Club: _______________________

SECTION II: Information Regarding Incident

Date and Time of Incident: __________________ Location: ___________________

Name of 4-H Activity: ____________________________________________________

Adult 4-H Event Coordinator/Supervisor: _________________________________

Was anyone physically injured during incident? Yes No

If YES was a 4-H Accident Claim Form completed? Yes No

Was an Incident Report Form completed? Yes No

Individuals involved in incident. (For each, circle Member/Volunteer or Other Person)

________________________________________  Member  Volunteer  Other

________________________________________  Member  Volunteer  Other

________________________________________  Member  Volunteer  Other

________________________________________  Member  Volunteer  Other

Were there other witnesses to this incident? Yes No

(If YES please list their names on the next page.)
Individuals who witnessed the incident. (For each, circle Member/Volunteer or Other Person)

__________________________________________ Member Volunteer Other
__________________________________________ Member Volunteer Other
__________________________________________ Member Volunteer Other
__________________________________________ Member Volunteer Other

SECTION III: Narrative

Please state in a sentence or two your complaint. Next, explain in detail what happened in the space below. Describe how you first tried to resolve the conflict with the person(s) directly. If that did not resolve your complaint, describe how you sought to address the complaint with the support of the farm manager and/or club leader(s). Use additional paper if necessary.

I certify that the information contained on this 4-H YDP County Complaint Form is true to the best of my knowledge.

__________________________________________

Name Signature
Appendix C: Procedures to Follow for Requests for Exception to Section 600(b):

Only youth members in good standing with their club who have demonstrated exceptional knowledge, expertise, and commitment to their chosen small animal or livestock project area may apply for Exception.

1. Youth Member seeking an Exception must first submit their Request for Exception in writing to their Local Farm Manager and County Species Chairperson for approval. The request must contain the following information:
   (a) Description of the nature of the Exception sought.
   (b) Description of project goals that facilitate the need for Exception.
   (c) Duration of time the Exception will need to be in place.
   (d) Description of how this Exception, if granted, would be of benefit to the project or club.
   (e) Breeding and Retention/Culling Plan that articulates the breeding goals for each animal; criteria/plans for retention of offspring and existing animals; and plans for culling of offspring or existing animals.

2. The Local Farm Manager and County Species Chairperson will seek the opinion of the requesting Youth Member’s Project Leadership. If the Local Farm Manager and County Species Chairperson approve the Youth Member’s Request for Exception, they both will need to prepare a Letter of Support of the Youth Member’s Request for Exemption for submission to the County Ranch Committee.

3. The Youth Member will submit their written Request for Exception and Letters of Support to the County Ranch Committee Chairperson for review at least ten days in advance of the next scheduled County Ranch Committee.

4. If the County Ranch Committee Chairperson finds the Request for Exception and Letters of Support complete and in order: the Chairperson will ask the Youth Member to prepare and make a presentation of their Request for Exemption to the County Ranch Committee.

5. The County Ranch Committee Chairperson will notify the Youth Member in writing of the Committee’s decision within ten days of the Youth Member making their presentation.

6. If the Request for Exception is approved, the County Ranch Committee Chairperson will prepare a Memorandum of Understanding defining the nature and duration of the Exception to be signed by the parties involved and the County 4-H Youth Development Advisor.