

# MSU Extension Chippewa County 4-H Proud Equestrian Program 2015 Program Handbook

## Participant Safety

The physical and emotional safety and well-being of the youth participants at the Chippewa County 4-H PEP (Proud Equestrian Program) Program (generally referred to hereafter as “this program”) are high priorities for MSU Extension and Michigan State University. Please see the Michigan 4-H Youth Code of Conduct and Chippewa County PEP Program Rules for information on measures designed to keep MSU Extension youth participants safe while they’re at the event.

These conduct and safety policies and procedures meet or exceed the Michigan State University requirements regarding all programs involving minors on campus. More information about the policy is available at <http://www.hr.msu.edu/documents/uwidepolproc/youthprograms.htm>.

## Contact Information & Emergency Procedures

### Participant Cell Phones

If you bring a cell phone to this program, it is not allowed to be used while riding. Also, turn it off during meeting, class and session times so that you can participate fully and don’t disrupt the other participants. Please tell your family and friends to limit their calls and texts to you during the event so that you can make the most of your experience.

### If There’s an Emergency at Home

If an emergency arises at home while you’re attending this program, a message will be relayed to you and you can use a phone designated by the program staff to return the call. Emergency contact information follows: Cindy Koleski (Camp Director and Camp Nurse) (906) 440-3733; and/or Bob McCrory at (906) 440-0887.

### If There is a Medical Emergency During This Program

If you get sick or hurt during this program, notify – or have someone with you notify – the program staff. Your parent or guardian will be contacted immediately using the contact information on the Medical Treatment Authorization form you completed when you enrolled in 4-H (or registered for this program if you’re not a 4-H member). Messages will be left seeking a return call if there is no answer, and the next number will be called.

Depending on the medical concern, your parent or guardian will be asked to determine whether and what level of treatment will be sought during the program or if they wish to delay medical treatment or advice until you return home.

Medical care will be arranged as needed. There is a camp nurse, Cindy Koleski, on site for the program. The cost of treatment will be billed to you or your parent or guardian.

If you have to leave this program early for health or family emergency reasons, your parent or guardian is expected to arrange for timely pick up and to incur any related expenses. During the time between

when your parent or guardian is notified and he or she arrives with proper identification, you will be separated from program activities and remain under staff supervision.

## **Michigan 4-H Youth Code of Conduct & Chippewa County 4-H Proud Equestrian Program Rules**

This section outlines the Michigan 4-H Youth Code of Conduct and the Chippewa County 4-H Proud Equestrian Program Rules. (There is a slightly different version of the Code of Conduct for 4-H volunteers.) All participants, volunteers and staff members are expected to abide by the code of conduct, the event rules and all other MSU regulations in order to attend this program. You must read, sign and submit the Authorization Form with your Registration Form before you will be allowed to participate in the event.

If signed copies of your Michigan 4-H Code of Conduct, the Media Release and Medical Authorization Forms are already on file at your local MSU Extension office for this program year, you don't need to complete another set. (Please be sure to update the information on file as needed, however.) If you haven't submitted these forms to your local MSU Extension office yet, please do so. Your county 4-H staff will submit copies of these forms to the program organizers after event registration ends.

### **Michigan 4-H Youth Code of Conduct**

Participation in Michigan 4-H programs is subject to the observance of the program rules. Any participant who knowingly violates this code of conduct is subject to discipline, up to and including removal from the activity he or she is participating in (at his or her own expense) or from the entire county 4-H program. Determination of disciplinary action shall be done with input from the volunteers and staff overseeing the program or activity. Final decisions about discipline will be made by the MSU Extension staff. Michigan 4-H members will:

- Show respect for, and cooperate with, other members, volunteers and staff.
- Follow 4-H policies and procedures when participating in any 4-H-sponsored event.
- Under no circumstances, commit or threaten violence toward any individual, group or the program.
- Under no circumstances, possess, sell or consume alcohol, tobacco or any controlled substances at an MSU Extension 4-H youth activity or event.
- Under no circumstances, attend or participate in an MSU Extension 4-H youth activity or event under the influence of alcohol or controlled substances (including tobacco and electronic cigarettes).
- Under no circumstances, bring dangerous or unauthorized materials (such as fireworks, explosives, weapons or similar items) to an MSU Extension 4-H youth activity or event.
- Abstain from hazing, harassment or bullying of another participant, volunteer or staff member (either in face-to-face interactions, through social media or other communication venues), particularly when the behavior is based on a person's appearance, race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, veteran status or other protected category under the MSU Anti-Discrimination Policy.
- Not cheat or falsely represent efforts related to 4-H project activities.

# Chippewa County 4-H Proud Equestrian Program Event Rules

Participants at this program must agree to abide by the event-specific rules that follow.

## General Rules

- Actively participate in program offerings.
- Treat all areas of the facility and grounds with respect and pick up after yourself. Theft and vandalism are strictly prohibited. Repair costs for damage incurred to property will be billed to those responsible.
- Remember that you are responsible for your own belongings. Leave your valuables (such as expensive clothing and jewelry and electronic devices) at home. We recommend labeling your belongings with your name. If you lose anything, check with the Lost and Found station. MSU Extension is not responsible for any lost or missing items.
- Abstain from inappropriate sexual behavior including sexual harassment, sexual assault, sexual abuse, or intimate physical or sexual contact.
- Do not use cameras and other digital recording devices in locker rooms, restrooms, showers and other areas where privacy is expected.
- Do not leave the program grounds except for field trips arranged as part of the program under the supervision of event staff.
- Do not gamble for money or for any other items or behaviors.
- Dress appropriately for the program schedule. Unacceptable attire includes clothing that:
  - Exposes undergarments or excessively exposes the body (such as cropped, low-cut or extremely tight shirts, tube tops, short-shorts, excessively baggy or extreme low-rise pants).
  - Conveys a violent, offensive or obscene message or image.
  - Promotes use of an illegal substance.
- Wear shirts and shoes in eating areas. Wear swimsuits only for swimming and not as regular clothing. If wearing your swimsuit to and from the pool, cover it with an over garment or cover-up.
- For specific program rules and guidance, see the Chippewa County PEP (Proud Equestrian Program) Parent/Volunteer Handbook.

## Visitors

**Guests Who Aren't Event Participants** – Participants may not have visitors during this program who are not associated with the event.

# Consequences for Misbehavior

## Youth Participants

If you misbehave seriously enough during this program that your parent or guardian needs to be involved, they will be contacted either by you – while under the supervision of the event program staff – or directly by the program staff. Your parent or guardian will be informed of what has happened and what the follow-up action will be. The possible consequences include that you are:

- Given a second chance, with a clear understanding of the behavior expected from you.
- Dismissed immediately from the event at your parents or guardian's expense.
- Prohibited from participating in other MSU programs.
- Turned over to the appropriate law enforcement authority.

If you are dismissed early from this program, your parent or guardian is expected to arrange for timely pick up and to incur any related expenses. During the time between when your parent or guardian is notified and he or she arrives at the event location with proper identification, you will be separated from the program activities and remain under staff supervision. In extreme circumstances, you may be turned over to local authorities during the wait time before pick up occurs.

## Adult Participants

Disciplinary action can range from a discussion and verbal warning to immediate dismissal from the event. If inappropriate behavior continues after behavior expectations have been reviewed with the adult participant and a warning has been issued, the adult will be asked to leave the event immediately at his or her own expense and arrangement. The offending adult may also be prohibited from being involved with other MSU programs. If a law violation is involved, the adult will be turned over to the appropriate law enforcement authority.

The program coordinator will work with other staff as needed to find a replacement for the offending adult in his or her role at the event (such as instructor or chaperone).

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