

San Bruno 4-H Club Rules

(Revised November 2014)

The San Bruno 4-H Club Rules shall be within the guidelines of the San Mateo County 4-H Farm Rules.

Code of Conduct

The San Bruno/South San Francisco 4-H Club provides a wide variety of enrichment activities with the ultimate goal of giving youth the skills they need to thrive and succeed throughout their lives. The following guidelines are intended to make everyone's experience in 4-H pleasurable, satisfying, and safe. They provide club members and their families with an outline of expectations and processes to avoid and resolve conflict. We believe that with a positive and challenging experience in 4-H our youth can develop into responsible adults and work towards their full potential.

Respect for Each Other and Property

Our farm, clubhouse, and facilities are our pride and joy! They are the embodiment of our club for the community and how we "advertise" our club to new members.

- Members should remember that it is an honor to be a club member and utilize the farm and club-room; it is everyone's job to help keep it looking its best.
 - o Clean up the area that you use for projects or farm work.
 - o If you see that something is a mess, tidy it up! Consider cleaning the courtyard, sweeping the leaves, picking up garbage, etc.
 - o Demonstrate generosity; jump in and help!
- Treat each person with respect and dignity.
- Model kindness, respect, and composure to those around you.

- Personal abuse and harassment of others, whether verbal, physical, emotional or sexual will not be tolerated. This includes gossip and talking about others in the club.
- We strive to quickly resolve any known conflicts by talking directly with members with whom you disagree.

Building a Community

1. Leaders: Whenever possible, make accommodations to include youth of all ages in your projects.
2. Members: Older and more experienced members, assist younger and less experienced members to achieve his or her goals.
3. Participate in club meetings, youth committees, and decision making processes.
4. Say Hi and be friendly to those you meet at the club.

Safety

1. For everyone's safety, observe all farm and club rules, and encourage safety at all times.
2. Illegal substances, tobacco products, or alcohol at any 4-H event or on any 4-H facility is prohibited.

If Disagreement Occurs

1. Stop and think. Talking about others leads nowhere and only creates division.
2. Talk and, most importantly, listen to those with whom you disagree. Do it sooner rather than later. Try, "I was wondering why . . . ", or "I'm not sure what you meant when you said . . ."
3. If you are unable to come to a resolution, connect with a member of the Steering Committee for assistance and mediation.

Report any conduct that violates this code or adversely affects the positive, kid-friendly environment of our club, to a member of the Steering Committee. Note that, in extreme cases, the Steering Committee reserves the right to revoke membership in the San Bruno/South San Francisco 4-H Club.

Club Meetings

1. Members must attend monthly general club meetings in order to participate in Fair or other County/State/National events or participate in animal care cooperatives on the San Bruno 4-H farm. Two absences are permitted.
2. Members must attend project meetings in order to participate in Fair, County/State/National events related to the project or to participate in small animal care co-ops at the San Bruno 4H farm. Two absences are permitted. Make ups will be determined by the Project Leader and be required after more than 2 absences
3. Members are expected to be cooperative and attentive during the project meetings. Disruptive behavior will not be allowed and can result in youth being dismissed from the meeting and from the project.

Club Service Days

Each spring and fall, all members participate in club service days. If you are unable to attend, members must inform the Farm Manager prior to the service day, and make arrangements to make up alternate arrangements. Personal responsibilities on the farm are not a replacement for attending a clean up day (i.e. cleaning pen, cleaning the yard on your scheduled week, or cleaning the chicken coop.)

Additional service days occur during the San Mateo County Fair. All 4-H Clubs in the County participate in Pen Pride (selling raffle tickets) and Cake Booth (selling cake). Both of these events provide income for club maintenance and activities.

Visitors to the Farm

Members are not permitted to bring casual visitors to the Farm. If a member wishes to bring a visitor, prior permission must be obtained from any two of the following: Farm Boss, Barn Boss, Community Leader, and Assistant Community Leader. If one of those people is the parent of the member, the parent may not be used as one of the two adults granting permission. Permission should also be sought for activities such as loading/unloading of animals.

Visitors are not allowed inside any animal pen or if any animals are out of their pens.

First time visitors must read the farm rules, and agree to abide by them.

Animals On the Farm

Having a rule for every eventuality at the farm is not possible. The Barn Boss and Farm Manager will meet with all members with animals on a regular basis to make sure that questions are answered, animals are properly cared for, and to help resolve any issues.

We welcome your ideas and suggestions on providing members with a positive and rewarding experience on the farm.

Application Process to Bring Animals On the Farm

1. Requests for each animal pen must be submitted using the County Farm Use Request Form, to the club steering committee each year by the announced deadline. The form will then be submitted to the San Mateo County Farm Management Committee with the club's recommendations
2. All members must have completed a small or large animal project on the San Bruno 4-H farm one year before getting a large animal. Exceptions will be considered on a case-by-case basis and will require approval of the club's Farm Boss and Farm Manager.
3. In order to apply for an animal pen for the next 4-H year, record books must be turned in on the date requested by the Community Leader. This applies to both Fair eligible animals and "cooperative-care" animals.

4. Approval is based upon the member's ability as reviewed by the club steering committee and the San Mateo County Farm Management Committee. Criteria for approval include:

- a) past behavior at the farm and Fair
- b) member's care of animals and farm cleanliness
- c) seniority in project and club.

5. The club steering committee may approve more than one pen per member, determined by space available. A member with more than one market lamb will need to place two lambs in one pen.

6. Only one breeding animal per member, per project (lamb, goat, etc.) is permitted. An exception may be made if space is available and member shows the ability to manage one additional breeding animal in a project.

7. When space allows, and with the approval of the Steering Committee and Project Leader, club members can create "cooperative-care" arrangements to care for an animal. One member must own the animal and all other rules apply. In order for these animals to be Fair Eligible the owner must provide the care for the animal for the days leading to Fair as follows: poultry, 60 days for show and 90 days for market, 60 days for sheep and goats. Notify your project leader, prior to switching care from cooperative care to Fair track care to change eligibility status.

8. Small animals (i.e. rabbits, chickens, turkeys) may be raised on the farm with the approval of the steering committee. Pens for the small animal(s) must be provided by the member raising that animal(s). The pens to be used for the small animal must be approved by the steering committee before it can be brought onto the farm. All farm rules will apply to all small animal project members using the farm (poultry, rabbits, etc.)

9. Project members are responsible for all costs and expenses associated with their animals, including, for example, but not limited to initial animal purchase cost, any pen fees, feed, hay, bedding materials, veterinarian bills, medicine, disposal of a dead animal, tools and equipment not provided by the Club.

10. To help cover the costs for water and farm upkeep, pen fees are to be paid each month an animal is housed at the farm. Fees will be collected

by the Treasurer (aided by the Community Leader) and should be paid at the General meeting each month. The Treasurer and Community Leader will keep a summary of pen fees and provide the member with a receipt for payment. Pen fees will vary depending on the species of animal:

\$8/month per steer

\$5/month per goat, sheep and pig

\$1/month per turkey

\$1/month per chicken (bantams or standards) and rabbit

Note: Offspring of breeding pairs kept at the farm are not assessed a pen fee for the first 90 days.

11. Farm access keys require a \$10 deposit. Replacement keys cost \$10. The Treasurer and Community Leader will keep a tally of key check-outs, collect deposits and provide receipts. When no longer needed, farm keys should be returned to the Treasurer and Community Leader. The member will be then reimbursed the initial \$10 deposit.

Removing Animals from the Farm

12. If for some reason a market animal remains at the farm after the competition for which it was obtained, it must be removed from the farm by August 31st of that year. Exceptions will be allowed only through approval by the club steering committee.

13. In the event that membership is revoked, and the member has animals on the farm, they will have 2 weeks to find other accommodation for the animal.

Animal Health and Safety Rules

14. Any animal coming onto the farm, either from a breeder or after showing, will be quarantined for at least one week (two weeks for sore mouth). To be released from quarantine, animals will be examined by the Project Leader and member/owner, and deemed healthy.

15. All livestock activity must be cleared with the Project Leader and appropriate Barn Boss, such as: a) an animal brought onto the farm, b) an

animal taken off the farm, c) an animal moved to a pen other than the one designated for that animal.

16. Steer pens are to be utilized only by steers or heifers. No calving is allowed.

17. Pen F in the steer yard is designated as the sick pen for any animal at the farm that is sick.

18. Proper attire must be worn while at the Farm: open-toe shoes and bare feet are not permitted due to the dangers of injury and disease.

19. Members who are not raising large animals are not allowed into either livestock yard without the permission of all the owners of animals that are out of their pens, and the permission of the adult in charge.

20. All beef must be halter broken prior to arrival at the farm.

21. Minimum age for beef ownership is 13 years old and in second year of beef project.

Animal Care

22. The owner of the animal on the San Bruno 4-H Farm is responsible for the care of his/her animal at all times. Care can be shared only in PRE-APPROVED cooperative-care arrangements of animals not eligible for fair.

23. Animals must be fed and watered twice a day, once in the morning prior to 9:00 a.m., and once in the evening, prior to 8:00 p. m. A twelve (12) hour time span between feedings is ideal. Deviation from set feeding times must be cleared in advance with the Project Leader.

24. If a member is sick and is unable to take care of the feeding, s/he may ask another member in the same project to feed for him or her.

25. In case of a planned absence, it is recommended that the member have the feed bagged and a feeding schedule provided. The Project Leader and Barn Boss must be notified prior to the absence.

26. Pens must be completely cleaned at least once a week to prevent animals from lying in dirty pens.

27. Manure is to be removed from steer and swine pens daily. During the summer members must either remove flops or cover them every morning, to help reduce the problem of flies.

28. Yard and pen waste is to be removed to manure pile as soon as cleaning is completed.

29. All animal pens are to be covered using an appropriate bedding (sawdust or straw). Bedding must be spot cleaned daily, and fully changed weekly.

30. Cleaning of water buckets and feed troughs is required daily.

31. Pens must be cleaned within 48 hours of when an animal is taken from the farm to be bred, to a fair, or removed from the farm, regardless of whether or not the animal will return within the same week. This means removal of all shavings, manure, and feed.

32. After an animal is removed from the farm and will not return, the member is to clean and disinfect the pen and to turn in farm keys within two weeks of leaving the farm.

33. Each member raising an animal for their second year must have a grooming stand (one per family). First year project members are allowed to use the club carding table after signing an agreement of responsibility.

34. Members should have their own tools labeled with their names.

Animal Health

35. Each member is required to pay for all medication used on their animal(s).

36. Each member must purchase their own animal thermometer.

37. The Project Leader and Barn Boss must be advised of any suspected illness and planned treatment.

38. Member must seek veterinary attention for animal when the Project Leader or Barn Boss advises.

39. Before administering medication, approval must be obtained from the Project Leader or a vet (project leader should be informed but should not supersede the opinion of a veterinarian).

40. In case of loss of an animal the member is entirely responsible for the removal of the animal carcass.

Animal Project Infraction Policy

When you are approved for a large animal you are considered by the Steering Committee to be a responsible, caring, mature young adult who is old enough to follow the rules of the San Bruno 4-H Club and realize you are caring for a living creature. Before you sign this set of farm rules, please be sure you understand your responsibilities and that your parents understand their responsibilities. An infraction of these rules can prevent you from housing an animal at the San Bruno 4-H farm and showing at fair. Failure to observe these rules will result in the following actions:

Per County rule #1: Farm Manager will give one (1) verbal warning to member and parent.

Per County rule #2: Second warning of same infraction will be written to member and parent. The written warning must be signed by all three parties (member, parent, and Farm Manager.) A copy will be submitted to the County Farm Management Committee.

If not resolved within 1 week of signed acknowledgment, member's animals will be subject to removal from farm.

The club will issue a verbal and written notice in case of a third infraction of the same rule. The member and parent or guardian will be requested to attend a club steering committee meeting to resolve the issue.

Per County rule: In the event there is a dispute in regards to an animal, not personal conduct, members may present their case for discussion

before the County Farm Management Committee for review/discussion. The final decision will be made by this committee.

Procedure to Amend the San Bruno/South San Francisco 4-H Club Rules

All rule changes must be approved by two-thirds vote of the Steering Committee and a two-thirds vote of members at a general meeting.

Please keep a copy of these farm rules for your reference. Return this page.

I HEREBY ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO COMPLY WITH THE SAN BRUNO/SOUTH SAN FRANCISCO 4-H CLUB CODE OF CONDUCT AND CLUB RULES.

Member signature: _____

DATE_____

Parent signature: _____

DATE_____