

# Backcountry Horsemen of California



## BCHC Youth Program Leadership Manual

This program is designed to give BCHC youth members the opportunity to take part in fun activities and projects

Discover \* Create \* Compete



Help BCHC youth develop self-esteem and the social and leadership skills necessary to become future leaders within the Backcountry Horsemen organization



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### **Unit Youth Leader**

Becoming a Unit Youth Leader is the most important role for the future of Backcountry Horsemen.

The Unit Youth Leader provides the support system. You help Youth Activity Leaders select and prepare for activities and projects every month. It's important that Activity Leaders and youth members stay continuously involved by being active to stimulate growth through participation.

The Unit Youth Leader will keep youth member registration/permission forms on file and provide a copy of each one to the BCHC Vice President of Youth Education. This form includes Code of Conduct for Youth, permission to use photos from BCHC events and activities and parent permission for a child to participate in the program. The contact information is used to provide calendars of events and awards notifications.

The Unit Youth Leader will also collect and submit Project Completion Forms to the BCHC VP of Youth Education. In order for youth participants to receive achievement medallions and awards Project Completion Forms must be signed by the Activity Leader, given to the Unit Youth Leader and submitted collectively. Medallions will be sent to the Unit Youth Leader to present at your unit meeting. In the absence of an Activity Leader, parents may submit the Project Completion Form directly to the Unit Youth Leader.

As Unit Youth Leader you may apply for financial grants and seek donations to pay for educational materials. Reach out to businesses by providing BCHC's non-profit number obtained by contacting the BCHC Treasurer. Most large corporations such as Hobby Lobby, Michaels, Tractor Supply, and Walmart have budgets from which they can donate inventory to nonprofits. You can request specific materials or ask for gift cards for a budgeted project. BCHC and BCHA both have education grant money available by submitting an application. BCHA applications are time sensitive whereas BCHC's may be submitted year around.

The Unit Youth Leader should also keep the unit informed at meetings on upcoming projects, achievements, news, fun activities or events. This helps keep everyone connected.



### **Youth Activity Leaders:**

The role of a Youth Activity Leader is one of leadership.

This position plays an important role in helping BCHC youth develop self-esteem and the social and leadership skills necessary in becoming future leaders of the organization. They also bring a fun element to unit families and entice future members to join BCHC.

Youth Activity Leaders organize the actual activity/project by coordinating time, date and place, providing instructions and materials, and assisting youth in completing the activity/project.

Depending on the number of youth per unit and difficulty level of projects, you may need several Youth Activity Leaders coordinating efforts for different age groups. You may also find projects/activities that fit a wide range of age groups working together, sharing materials but needing multiple project leaders to assist them in accomplishing their goal.

Possible activities could include crafting, creative arts, cooking, packing, public service and trail work projects, etc., depending upon age and interest of unit youth members.

Youth Activity Leaders should encourage youth members in keeping a notebook or binder. It could consist of: Youth Activity Leader contact information references, handout materials, and items for commemorative purposes. This creates a memorable token as something to look back on and aids with the member's journey, experiences and growth throughout the years. It is a really fun thing to have!

Photograph the project's progression at multiple stages. Once the project is completed take a photo of the participant with their project and attach the photo to the Project Competition Form. These photos can be used in BCHC's State Newsletter and also be placed on the BCHC website as examples for other units to follow.

In the absence of a Unit Activity Leader, a parent may do all activities and projects on an individual basis with their child and submit the Project Completion Form to the Unit Youth Leader.



### **Leader Requirements**

The Unit Youth Leader and Activity Leader(s) must be over the age of 18 and possess the Youth Volunteer Card. To obtain this card you must successfully go through both background check and Mandated Reporting Certification as well as remain in good membership standing in BCHC. At no time may your membership lapse. It is a requirement of the California Department of Justice that you must be a member of BCHC to remain on their monitoring list while participating in the youth program. If your membership lapses for any reason, you must reapply for your Live Scan background check in order to be placed back on the DOJ monitoring list and back into the BCHC Youth Program.

### **Applying for your Youth Volunteer Program card instructions:**

1. Print the BCIA 8016 Live Scan Application form. (Available from the BCHC website only: [https:// bchcalifornia.org](https://bchcalifornia.org) youth tab)
2. Fill out Applicant Information section only.
3. Go to <https://oag.ca.gov/fingerprints/locations> to find the Live Scan location nearest you. (The applicant is responsible for any Live Scan fees.)
4. After completing the fingerprinting process, email your name, unit, mailing address (if different than one submitted on application), application date and ATI number (located at the bottom of the Live Scan application form) to [bchc\\_cor@yahoo.com](mailto:bchc_cor@yahoo.com). Allow 7-21 days for a U.S. mail response.
5. It is required by the DOJ that you mail The original BICA form to the COR
6. Obtain the California Mandated Reporter Certificate by completing the online course at <https://mandatedreporterca/training/volunteers> and submit the certificate number to the BCHC VP of Youth Education.

If you have any questions regarding the background check process **prior** to submitting, you may contact the BCHC Custodian of Records (COR) by email at [bchc\\_cor@bchcalifornia.org](mailto:bchc_cor@bchcalifornia.org). Once your request for the report has been submitted, state law prohibits the COR from communicating any information regarding the content of the report.



### **Youth Member Program Registration**

Each youth participant must register by filling out the BCHC Youth Program Permission Form including both parent and child signatures. This form is to be kept on file by the Unit Youth Leader during the youth's participation in the program. The need for the form includes: unit, age of child to determine which age group they are competing in, contact information for upcoming youth events, permission to use photographs and a statement that each participant understands the Code of Conduct required while participating in BCHC youth events and activities. A copy of the form is to be sent to the BCHC VP of Youth Education to qualify for the awards program.



Example of the individual achievement award

# **BCHC Youth Activities' Policy**

## **General Considerations:**

1. **Youth participating in BCHC events must be members at the time of the event.**
2. Helmets must be worn by all 17 and under youth any time they are mounted.
3. Utilize teachers, 4-H leaders, church group leaders and others who have experience working with youth as teachers and/or chaperones.
4. The nature of the youth activity determines the maximum number of youth participants. If riding on the trail, youth group size should not exceed 10. On the trail, there should be a minimum of 3 adult chaperones accompanying the youth group. In campground and other areas, the ratio of youth to chaperones should be a minimum of 4:1.
5. If youth group is of mixed gender, always have chaperones of both genders present.
6. Create a detailed schedule. Keep participants busy; don't allow too much "free time". Education topics may involve Leave No Trace, packing skills, basic care of horse/mule, care & maintenance of tack & equipment, etc. Select age appropriate topics and focus on safety.
7. ***It is mandatory that members as defined in the Background Check Requirement Policy 1019-1 obtain a BCHC Youth Volunteer Program Card. To receive this card you must submit for the fingerprint and background check clearance. Contact the BCHC Custodian of Records (COR) by email for information. If you violate any part of this youth policy your card will be revoked. Sponsoring Unit will determine who pays for fingerprinting & background check.***

## **Background Check Approval Process:**

Background checks will be considered approved if applicant meets the following criteria as determined by the BCHC-COR:

1. Is not now on Megan's Law list
2. Is not a registered Sex Offender
3. Has not had a conviction for Domestic Violence in the last 5 years

## **Adult Participants: Chaperones and committee members shall conduct themselves in an appropriate and professional manner at all times.**

1. Refrain from physical contact with youth. (Side hugs, High 5's & Fist Bumps are allowed.)
2. Do not consume alcohol or smoke during any specified youth activity.
3. Do not be alone with one youth.
4. Never leave a single youth attending BCHC events unsupervised.
5. Do not allow a young (9 and under) youth to be alone with an older (15 and up) youth. (Unless, of course, they are related.)
6. Use appropriate language. Refrain from using slanderous terms, profanity, suggestive comments, or harsh words. Be politically correct and be sensitive to gender/sexual orientation/ethnicity, etc.
7. Do not address youth with pet names such as "honey," "sweetie," "darling."
8. Address students with respect; do not talk down to minors.

9. Do not administer any medications by way of oral, injections, inhaler or smoke to yourself in the presence of a minor unless it is a health emergency.
10. Teach by example: Use “please” and “thank you”, model good manners and be considerate of others.

### **Stock Considerations:**

1. Stock being used by adult members must be experienced, calm and broke. (Don't bring young or new stock to youth events!)
2. It is highly recommended that stock being ridden by youth be provided by a pack station (“dude” horses).
3. If youth ride their own stock, it would be ideal to have a pre-trip stock event in an arena to assess the abilities of the horse and rider prior to a trip out on the trail.

### **Overnight Trips:**

1. 3-4 same gender youths per tent. Keep age range as close as possible. Do not have a 9 year old sharing a tent with a 17 year old. (unless they are siblings)
2. If someone needs to use the restroom in the middle of the night, they need to wake up someone else in the tent. If there are only 3, they all need to get up and go to the restroom. If there are 4; then 2 can go and 2 can stay.
3. Designate gender specific tent areas; boys stay out of girls' area and vice-versa.
4. Youth participants should never be alone or unsupervised at BCHC events. (Youth should stay with a partner/group, remain inside camp boundary, walk to the restroom in two's/three's, etc...)
5. Adults are never to be alone with a minor.
6. Refrain from physical contact with youth. (side hugs, fist bumps, hi 5's ok!)
7. Adult chaperones should be in own tent/cot close to youth tents to provide supervision in the case of an incident during the night.
8. Be sure to have all medical information, insurance information, any required medications and treatment release forms available should you need them at any time. Keep the above information in a secure area.
9. Remind participants to practice LNT; for their safety and the sake of the wildlife; participants should not have any food items, perfume, candy, gum or scented lotions in their tents.
10. If in an area with no cell phone reception: It is strongly recommended that someone have a SPOT or SAT phone available during the youth event should you need to call help in the event of an emergency.

### **Liability & Medical Release Forms:**

Go to <http://www.bchcalifornia.org/> to find liability and medical release forms, as well as other related forms you may need in holding a youth event.



# PARENT PERMISSION FORM

For BCHC Youth Program



## Backcountry Horsemen of California

13061 Rosedale Hwy Suite G, Box 217 Bakersfield, CA 93314

Parent/Legal Guardian Name			
Primary Phone		Email	
Youth Members Name		DOB	Gender
Address		City	Zip Unit
Alternate Emergency Contact Person			Phone Number

### BCHC PARENT PERMISSION AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT FOR MINORS

I, the undersigned parent/person having legal custody/guardianship of the above said minor, give permission for the minor to participate in BCHC. The minor is physically able and mentally prepared to participate in all activities as described in the announcement for the program. In consideration of said minor being permitted to enter Backcountry Horsemen of California activities ("BCHC") for observation, use of equipment, or participation in any event of the above in any program, I, on behalf of myself as parent or guardian, hereby:

- Acknowledge that (i) I have read this document, (ii) I have knowledge of the types of activities and equipment that the above named minor may participate in, (iii) I accept them as being safe and reasonably suited for the purposes intended and (iv) I voluntarily sign this document.
- Except for **BCHC's** gross negligence or willful misconduct I release the **BCHC**, its directors, officers and volunteers (collectively "Releasees") from all liability to me or the above said minor, for any loss or damage to property or livestock, or injury or death to person, whether said damage or injury results from conditions arising out of or in connection with **BCHC** programs or activities. **BCHC** shall not be liable for any damages arising from any act or neglect of any other member, participating in **BCHC** programs or activities. I agree that the above said minor assumes full responsibility for, and risk of, bodily injury, death or property damage.
- I agree not to sue Releasees for any loss, damage, injury or death described above. I will indemnify, protect, defend and hold harmless the **BCHC** and its Releasees from and against any and all claims and/or damages, liens, judgments, penalties, attorneys' and consultants' fees, expenses and/or liabilities arising out of, involving, or in connection with, the **BCHC** membership or participation in **BCHC** programs by me, the above said minor or any other person. If any action or proceeding is brought against **BCHC** by reason of any of the foregoing matters, I shall upon notice defend the same at my expense by counsel reasonably satisfactory to **BCHC** and **BCHC** shall cooperate with me in such defense. **BCHC** need not have first paid any such claim in order to be defended or indemnified.
- I do hereby authorize \_\_\_\_\_ (family member) as agent for the minor, to consent with respect to said minor, to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment, and hospital care which is deemed advisable by, and is to be rendered under general or special supervision of, any physician and surgeon licensed under the provisions of the California Medical Practice Act on the medical staff of any hospital, whether such diagnosis or treatment is rendered at the office of the physician or at the hospital. I understand that the **BCHC** is not responsible for costs incurred for medical care. I intend this document to be as broad and inclusive as is permitted by the laws of the State of California; if any portion hereof is held invalid, I agree the balance shall continue in full force and effect.

Parent/Guardian Signature

Date

## Waiver/Consent

I, \_\_\_\_\_ give my permission to the Backcountry Horsemen of California \_\_\_\_\_ Unit (BCHC) to use a picture or other likeness of any of my children, listed above specifically, \_\_\_\_\_, in the

BCHC's general publicity, website, social media, newsletters and campaign materials.

Parent/Legal Guardian Signature	Date
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### BCHC YOUTH PROGRAM MEMBER CODE OF CONDUCT

The Backcountry Horsemen of California (BCHC) is dedicated to providing a safe and welcoming environment for all its members. The BCHC is an organization open to all people with the exception of Tier III Sex offenders. We welcome and value individuals of all ages, race, ethnicities, religions, genders, abilities, and financial circumstances.

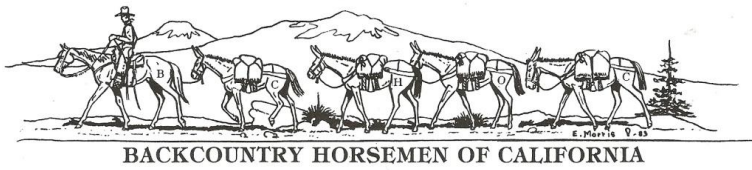
To promote safety, all individuals are asked to act appropriately and follow the rules/guidelines at all times within our facility or when participating in our programs. We expect persons using the equipment to act maturely, to behave responsibly, and to respect the rights and dignity of others. Anyone who witnesses behavior that goes against this code of conduct is encouraged to report the behavior to the BCHC member in charge immediately. The following actions listed below are behaviors considered inappropriate in our programs, and therefore are not allowed. Please note this is not an exhaustive list.

- Using or possessing illegal chemicals (drugs) at any BCHC sponsored programs
- Smoking or vaping by minors
- Carrying a concealed weapon or any device or object that may be used as a weapon or to harm another person are not allowed by any minor.
- Harassment or intimidation by words, gestures, body language, or any type of menacing behavior
- Physical contact with another person in an angry, aggressive, or threatening way
- Verbally abusive or offensive behavior-including angry or vulgar language, swearing name-calling or shouting
- Sexually explicit conversation and behavior
- Any sexual contact with another person
- Inappropriate, immodest, or sexually revealing attire
- Theft or behavior that results in the loss or destruction of property
- Unauthorized photography or videos of members or participants

Suspension or termination of BCHC Youth member's privileges may result if the BCHC Executive Board of Directors, with the input from the member's unit, decides that the Code of Conduct has been disregarded or violated.

By signing this Release Form-Minor, the Parent/Legal Guardian and Youth Member certify that they have read and agree to all terms and conditions listed herein:

Parent/Legal Guardian Signature	Date
Responsible Party For Minor Signature	Date



## BCHC Youth Achievement Program Completion Form

Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Participant's Name: \_\_\_\_\_

Age: \_\_\_\_\_

Description of Project/Activity: \_\_\_\_\_

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Project/Activity Leader's signature verifying completion.

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Parent may sign in the absence of a Project/Activity Leader

Attach photo of project/activity and give to the Unit Youth Leader

This information will be submitted to the BCHC VP of Youth Education and entered into the annual achievement award competition.