



4-H CDE Coach Expectations

4-H Youth competing in an organized career development event/judging contest must be coached and supervised by an approved 4-H adult volunteer. The following procedures are designed to help the 4-H CDE coach meet Purdue University youth protection compliance standards. Coaches serving in a dual role supervising both 4-H and FFA registered contestants and using school-owned vehicular transportation should consult with school administration to determine if 4-H contestants are covered by the school's liability insurance.

The following guidance is for practices, invitational or practice contests, area or region qualifying contests, state contests organized by Purdue Extension and Indiana FFA, and national contests.

Coach Requirements:

- Must be an approved 4-H volunteer in 4-H Online before holding any practices or attending any events.
- Become an Approved Driver with Purdue University if transporting youth.
 - [Driver Authorization Request Form \(RM01\)](#) must be approved (a process that typically takes 5-7 days).
 - Return completed form to your county 4-H educator using a secure system to protect personal information. Email is not a secure system. DO NOT submit this form directly to campus as indicated.

Coach Expectations:

- Communicate with the county 4-H educator...
 - the range of dates practices for a particular contest will occur.
 - any known practice locations where practices will occur for a particular contest. If locations are not determined early in the judging season, let the county 4-H educator know in advance of locations being secured and utilized so a certificate of liability insurance can be obtained, if requested by the property owner.
 - any contest dates and locations occurring outside the county, as additional safety measures are required.
- Complete Post Event reporting
 - After returning from an out-of-county or out-of-state event, or any other custodial event, the coach must work with the county 4-H educator so a post-event report can be completed with Purdue University youth protection in POMP-X (Protection of Minors Portal – Extension). This post-event report will include a record of attendance/participation and if any emergency, bullying or other reportable incidents occurred.
- Comply with Purdue University and 4-H [policies and guidelines](#) including [youth protection](#).

Travel and Overnight Requirements

- Ensure adequate supervision by approved 4-H volunteers by having at least two 4-H volunteers present at all times and maintaining a 1:10 adult to youth supervision ratio for ages 15-17. A 1:8 adult to youth supervision ratio is required for ages 9-14.
- Consult the county 4-H educator if a practice or contest requires an overnight or out-of-county trip. Allow 30+ days for trip management.
- Ensure anyone driving a vehicle transporting 4-H youth is an approved 4-H volunteer and an Approved Driver with Purdue University (RM01) must be approved (a process that typically takes 5-7 days).

- Follow all out-of-county and overnight trips requirements in which Purdue Extension is providing or coordinating transportation include:
 - at least two approved adult volunteers.
 - 1:10 adult to youth supervision ratio for ages 15-17, 1:8 for ages 9-14.
 - a current health form for every 4-H youth participant and adult volunteer when traveling out-of-county has been completed in 4-H Online and a printed copy kept by the lead coach while traveling.
 - event registration in 4-H Online
 - health forms collected and shared with trip leaders should an emergency situation arise, first aid be required, or over-the-counter medication be requested by the youth participant.
 - activity insurance secured
 - and the event registered with Purdue University youth protection in POMP-X by the County 4-H Educator. Event registration in POMP-X is to be completed at least 30 days prior to when the registration for the youth program opens.
 - Additional 4-H volunteer training, if required by the county 4-H educator.
 - ALL (American Income Life) Event Insurance
 - Purdue Extension Indiana 4-H Youth Development provides annual accident and injury insurance coverage for every 4-H youth participant and approved adult volunteer. This annual policy does not cover out-of-county or overnight events, so the 4-H coach will need to work with their county 4-H educator to obtain special activity insurance and determine how it is to be paid. Current premium rates are \$0.30 per person per day, with a minimum \$8.00 premium per event.
 - Purchasing activity insurance when participating in an area qualifying or state event is not required as this insurance is included in the registration fee (and purchased by the event coordinator), provided all travel is same day. If an overnight stay is included, additional activity insurance must be purchased for coverage of the additional day(s).

Contact the county 4-H educator with any questions. County educators should refer to the [Purdue Extension Youth Protection](#) guidance documents and instructions for the most up-to-date information and requirements.

Updated 3/20/25

4-H Volunteer Enrollment

2024 Volunteer Enrollment- A Three Step Process



Extension - 4-H Youth Development



4-H Coach Checklist



	<p>Complete the driver authorization form (RM01) and return to 4-H Educator allowing at least 5-7 business days for processing.,</p> <ul style="list-style-type: none"> • check the volunteer • list 4-H as the department • leave Organization Number and Department Contact blank. • leave PUID blank unless currently employed by Purdue or enrolled as a student. <p>For security reasons and to protect personal information provided on this form, it is best to deliver this form in-person to the county extension office, or use a secure electronic file delivery system.</p>
	<p>If other adults will be assisting, work with the county 4-H educator to determine if their involvement requires them enrolling as a 4-H volunteer or if completion of the Non-Purdue Extension Guest Presenter/Partner form will suffice. Advance communication with the county 4-H educator is necessary to allow time for someone to complete the volunteer application and the 4-H educator to complete the screening process and sex offender registry checks. Sex offender registry checks must also be completed for every non-Purdue guest presenter/partner.</p> <ul style="list-style-type: none"> • If the adult's only involvement will be setting up one judging practice and be in attendance during that judging practice, then a Non-Purdue Guest Presenter/Partner form is required. These individuals cannot be counted in supervision ratios and must be supervised by 4-H Volunteers. • If the adult will be assisting multiple times or will be traveling with or providing transportation, they must be an approved 4-H volunteer.
	<p>Communicate practice schedule with county 4-H educator and include:</p> <ul style="list-style-type: none"> • Youth and adults who will be participating • Frequency of practices • location of all practices • any contests the team will participate in prior to area or state events, • final date of this contest judging season,

	<ul style="list-style-type: none"> any other pertinent information.
	Ensure each 4-H member completes their 4-H Online event registration after being notified by the county 4-H educator the event has been created and is ready.
	Work with the county 4-H educator regarding youth protection compliance and to obtain activity insurance for any out-of-county or overnight experience, and discuss how this will be paid. Activity insurance is not required for travel to area qualifying or state events provided travel is same day.
	Notify the county 4-H educator as plans change throughout the judging season.
	Notify the county 4-H educator if any 4-H member registered for the judging event drops off or was dismissed from the team so it can be recorded in 4-H Online.

4-H Youth Development County Educator Checklist



	Verify each adult is an approved 4-H volunteer or has completed the Non-Purdue Guest Presenter/Partner form and you have completed the National and State Sex and Violent Offender Registry Checks prior to their participation at a judging practice. .
	Verify the coach has completed their 4-H Volunteer Enrollment including Program Director and Program Staff training included in 4-H Online.
	Submit completed driver authorization forms using the same process as other 4-H volunteers. Consult the Area Director for guidance.
	Provide the coach Non-Purdue Guest Presenter/Partner forms and discuss with them this forms intent, who must complete it, and the need for completed forms to be returned to the county extension office to allow 5-7 days for processing.
	Register the judging event with Purdue Youth Protection using POMP-X.
	Create a judging event in 4-H Online using the exact same naming convention used in POMP-X. Set up the registration type using the extended health form and initiate the registration for each 4-H member and adult volunteer participating. Provide instructions to the coach so they can ask participants to complete this registration process.
	Once all participants have registered, download health forms and provide a copy to the coach. Discuss with the coach the need to keep these in a secure location, have readily available when traveling with youth participants, and confidentiality expectations. Health forms should be returned to the county office at the conclusion of the judging season.
	Obtain AIL special activity insurance for any out-of-county or overnight experience, other than participating in area qualifying or state event that is same day travel.
	Discuss with the 4-H coach Purdue University policies and procedures including youth protection, and ensure the event is in compliance.