

# SAN CARLOS-EATON HILLS 4-H CLUB

## FARM RULES

*The purpose of this farm is to allow members to learn by doing, to learn responsibility, acquire knowledge, and to show at fair.*

The San Carlos-Eaton Hills 4-H Farm and equipment is for all club members, you in the present, and those in the future. Therefore, it must be kept up and maintained.

### **Members**

1. To have an animal at the farm, members must meet project age requirements, and be a member in good club standing. To be in good standing, members must attend 80% of the club's general and project meetings and have turned in a completed record book from the prior year.
2. All members must be in a small animal project 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 Community Leaders, Farm Boss and Farm Manager.
3. Members must be accompanied by an adult resource leader or project leader, when visiting, feeding or working on the Farm. 4-H liability insurance provides coverage only in the event there is an adult resource leader present. At least two adult 4H resource leaders are required when at the Farm with minors whose parents are not present.
4. Smoking, drug use, and the consumption of alcoholic beverages are prohibited; this prohibition is strictly enforced on all San Mateo County Farms.
5. Proper attire must be worn while at the Farm: short pants, sandals, and bare feet will not be permitted due to the dangers of injury and disease.
6. 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.
7. Current Pen Fees are:  
\$10 per large animal (Goats, Pigs, Lambs)  
\$10 up to 6 Chickens  
\$10 up to 2 Turkeys

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### **Farm: General**

1. Farm hours are from 6:30AM to 8:00PM daily. Exceptions must be cleared through Farm Manager and Farm Boss.
2. Main gate is to be kept closed at all times. The gate lock combination must not be disclosed to *any* non-4-H youth or adult.
3. 4H members may not house animals except bees on the farm prior to March 1<sup>st</sup> without written permission from the Farm Manager and Farm Boss.
4. Animals are not to be handled or fed without owner's permission.
5. All animals must be removed from Farm by two weeks after San Mateo County Fair ends. Any animals remaining on the Farm after this deadline will be removed and sold, and the net proceeds will be deposited in the Club's Farm account. Short-term exceptions may be made for a sick animal, an animal that did not make weight at the fair or other special circumstances with the written permission of the Farm Boss and Farm Manager.
6. Non-fair animal projects at the farm require prior approval of the Farm Manager, Farm Boss and the club's Community Leaders.

7. All members and adults must respect Farm neighbors. Drive and park responsibly / park facing downhill. Do not block driveways or access to driveways. Keep early morning noise (yelling, slamming car doors etc.) to a minimum.
8. The Farm Committee consists of San Carlos 4H Farm Manager, Farm Boss, Farm Project Leaders, Jr/Teen Farm Animal project leaders, and appointed members.
9. The Farm Committee, Farm Manager, and Farm Boss will handle farm issues. If the issue cannot be settled at local level, member/committee will ask for assistance from the County Farm Committee. These rules may be changed, with the exception of County rules, if written notification is given to the Farm Committee. Any rule change will be discussed at the Farm Committee and will then be brought to the general membership for discussion and voted upon at general meeting.
10. A fire extinguisher in good working order will be at the Farm at all times.

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### **Visitors (Non-4-H Youth and Adults)**

1. Visitors are permitted on the Farm only if two Adult Resource Leaders or Project Leaders are present.
2. Visitors are not permitted inside any animal pen.
3. No non-4-H youth or adult may feed an animal or have access to the Farm gate lock combination.
4. Visitors must wear appropriate attire while at the Farm: short pants, sandals, and bare feet will not be permitted due to the dangers of injury and disease.

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### **Farm Usage: Pens**

1. Farm request for animal pen(s) must be submitted in writing on Farm Request Form to the Farm Manager, Farm Boss and Project Leader, before the animal arrives. The Farm Manager and Farm Boss establish the number of animals a single member may maintain at the Farm.
2. A one time per animal pen fee may be assessed. The Farm Manager and the Farm Committee will determine the pen fee amount, if any. Any required pen fee shall be submitted to the Project leader, Farm Manager or Farm Boss.
3. A voucher system may be used. In essence, monthly fees may be required to house animals at the farm and the fees are offset by voucher credit, If a member is given three written warnings (clearly identified as formal warnings) then that member will not receive voucher credit and will be liable for that month's fee.
4. A livestock feeding and care schedule (part of the annual project report form) must be developed with and approved by the Project Leader before placement of an animal on the Farm. A feeding/care schedule will be posted and maintained at the Farm by the project leader, and the project leader must approve any schedule changes.
5. Pen allocations will be given priority to farm club members and then to other clubs' members. The Farm Manager and Farm Boss establish all pen allocations.
6. Animals may not be placed on the Farm until (1) the member and parent have signed and submitted a Farm Use Request; (2) the Farm Use Request is approved by the project leader, Farm Manager and Farm Boss and the County Farm Committee; and (3) the member and parent have signed the San Carlos-Eaton Hills Farm Rules and the San Mateo County Farm Rules and paid any required farm fees.
7. The Farm Manager and Farm Boss will assign members available pens and cages once rules 1-6 above are met.
8. Project leaders must give the Farm Manager and Farm Boss at least one-week advance notice of

animals' arrival at the Farm.

9. The Farm will have a quarantine pen available for sick animals. A member must remove an animal as soon as the project leader determines the quarantined animal is healthy.

10. All animals must be kept in their pens (no use of common areas) for one week upon arrival at the farm to prevent spread of infection and to guarantee a healthy animal.

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### **Farm Usage: Feeding and Care of Animals**

1. Animals are not to be fed anything but proper feed.

2. Members are personally responsible for the daily care and feeding of their animals. Substitute feeding for a member's occasional, sporadic absences MUST be arranged through the project leader. Clean water and removal of manure waste from pens and common areas is to be done daily. All grain feed is to be stored in a closed, rat/vermin-proof container. Manure waste must be either composted properly or removed from the farm weekly.

3. Vacations/Extended Absences. Participation in a Farm-based animal project requires a substantial time commitment by a member and the member's family.

(a) A member may arrange temporary coverage for a planned absence. Absences require the project leader's approval of a written feeding and cleaning schedule prior to the animal(s) arrival on the farm. In addition, with prior notice to the project leader of at least one day, a member may be absent occasionally on a feeding/cleaning evening/day.

(b) Prior to any extended absence, a member is required to (1) purchase enough feed and bedding for the amount of time the member will be absent; (2) secure the agreement of other project members to feed and care for the member's animal(s). Extra farm duty to make up for the absence will be required before and/or after a member's extended absence.

(c) Members must provide the project leader with a signed form containing contact information and instructions on what steps should be taken if their animals should need medical attention.

(d) Members must provide "vacation coverage" for other members as directed by the project leader.

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### **Farm Usage:**

1. The Farm Committee makes decisions on space availability.

2. Space for market animals takes precedence over space for non-market animals.

3. The farm is intended for seasonal animal housing. The San Carlos/Eaton Hills Farm is not suitable for year round breeding projects.

4. Offspring of breeding animals must be used as market animals or removed by the end of the San Mateo County Fair.

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### **Routine Farm Maintenance and Clean-Up/Work Days**

1. There will be workdays scheduled prior to and after each season's activity. Project members and at least one parent are required to participate in these workdays.

2. Members and parents are expected to participate in farm fundraising and assist in farm repairs, as needed and requested by the Farm Manager and Farm Boss

3. Pens must be kept on a regular cleaning schedule. Pens with straw must be stripped of all bedding every two weeks. Remove soiled/wet shavings as needed, and as directed by the project leader, Farm

Manager or Farm Boss.

4. All tools and equipment, including, hoses, shovels, rakes, etc. are to be cleaned and put away after use daily.
5. Privately owned tools and equipment are the total responsibility of the individual and are not covered under the University of California insurance policy.
6. No additions or modifications to the structures on this Farm will be made without prior approval of the Farm Manager and Farm Boss.
7. Upon removal of an animal from the Farm, it is the responsibility of the member/parent to clean, disinfect, and repair any damage done to the pen to the satisfaction of the Farm Manager and Farm Boss
8. Members and parents must promptly inform the Farm Manager or Farm Boss of any needed repairs.

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**Violation of Rules**

1. Members not following rules will be subject to ejection from the Farm. Members who are ejected from the Farm will not be permitted to show their animals at the San Mateo County Fair.
2. The Farm Manager will notify members and parents by the following process:
  - a. Verbal notification
  - b. Written notification. Copy signed by member, parent, and Farm Manager will be submitted to County Farm Management Committee.
  - c. Issue resolved by County Farm Committee.
3. In the event there is a dispute, members may present their cause for discussion before the County Farm Committee for review/discussion. This committee will make the final decision.

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I have read the San Carlos-Eaton Hills 4H Farm Rules, which include the San Mateo County Farm Rules and agree to follow the rules.

Member's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date\_\_\_\_\_

Fees paid\_\_\_\_\_

San Carlos-Eaton Hills Farm Rules- Adopted: March 2011  
Club President: Rebecca Lewit  
Farm Manager: Scot Marsters  
Farm Boss: Eric Grimsby