RISK MANAGEMENT ACTIVITY PLAN
For
Illinois 4-H Shooting Sports

Event_______________________________________Date____________________
Location_____________________________________________________________
Coordinator/Certified Volunteer___________________Phone_____________

FACILITIES

_____ Complete all necessary communications/costs/paperwork with site manager
_____ Have arrangements for liability insurance coverage confirmed if needed (rental or private property forms, etc.)
_____ Conduct safety inspection of site (building/s, range, lines, signage etc.)
_____ All facilities are accessible and exits are open and free
_____ Review emergency procedures and equipment used at site
_____ Be aware of other groups using site (if applicable)

TRANSPORTATION

_____ Check driver qualifications, age, and insurance – must be screened volunteers if driving
_____ Be familiar with U. of I Extension transportation policies and guidelines
_____ Meet with all drivers to go over planned route

STAFFING/SUPERVISION

_____ All disciplines (archery, shotgun and rifle) must have a current Certified screened, 4-H Shooting Sports volunteer teaching/supervising the activity
_____ Age of youth participating in the activity must meet the 4-H project guidelines
_____ Adult/youth ratio – 1 adult for every 10 youth. Assistant 4-H volunteers aged 19 or over may assist in the activity but cannot directly teach the activity.
_____ All 4-H volunteers must have been approved by their respective county Extension office and have completed all necessary paperwork (CANTS, IPS, etc.)

EMERGENCY

_____ Have signed participant (including adults) consent forms, health forms, insurance form number in a designated location, accessible by coordinator/adult volunteer
_____ Have emergency action plan in place known by all leaders
_____ Share emergency action plan with all participants
_____ Carry necessary first aid kit, cell phones and emergency road kit
_____ Identify certified First Aid person on site or on call
_____ Have incident/accident forms available
ACTIVITY OR EVENT

- Each participant has been properly oriented on general safety, range etiquette and proper firearm and archery handling practices
- Make sure that participants know how to handle equipment properly and safely
- Organize a tracking system (who’s present, check out system, location, emergency numbers)
- Equipment is checked for safety by Certified 4-H volunteer in the specific discipline
- Only authorized persons are allowed at the shooting line and the waiting area.
- 4-H volunteers are readily identifiable by their range officer gear (i.e., blaze orange vests and/or hats)
- Specific discipline rules and commands are posted on-site and reviewed at each event
- Hearing protection is required for .22 and shotgun
- Eye protection is required for all disciplines except archery
- Check distance from targets/open field/berm/objects. Etc.
- Appropriate footwear and clothing will be required for all participants and volunteers.

INSURANCE/HEALTH ISSUES

- Check and confirm that all participant/volunteer forms are on hand: Agreement and Acknowledgement of Risk form, U. of I. Extension 4-H Program Youth and Volunteer Emergency Medical Information forms, and a copy of Participants Accident Insurance Policy.
- Confirm that all participants have read and signed: U of I. Extension Code of Conduct for 4-H Events and Activities,