

Risk Management Procedures for Illinois 4-H Shooting Sports County Programs (Attachment B)

Approved - September, 2009

The health and safety of youth and adults is of utmost priority for any 4-H event or activity. 4-H staff and volunteers often work with other people and organizations as they plan and conduct events and activities, so they are an important aspect of the 4-H experience. When these events/activities occur, however, there are many unexpected things that can happen to the participants, spectators, the properties and even the reputation of 4-H. Risk management is the process used to protect assets by minimizing the potential for negative outcomes.

1. State 4-H Volunteer procedures and policies followed:

- University of Illinois 4-H Volunteer application forms completed, signed, and approved and on file in the local Extension Office and a copy on file with the State Shooting Sports Coordinator. Completed and approved Illinois Department of Child and Family Services Form (CANTS) and Conviction Information Name Check Request Form (ISP) on file in local Extension office. The Shooting Sports State Coordinator is to receive a dated notice of those volunteers who have been approved. All instruction must be done under the supervision of an Illinois Certified 4-H Shooting Sports Leader. Volunteers are to work closely with the local 4-H staff or County Director to meet state and local guidelines for the volunteer leaders. Counties are to develop and maintain a database for all adult 4-H Certified Shooting Sports volunteers.

2. Agreement and Acknowledgement of Risk Form:

- All 4-H members enrolled in the Shooting Sports projects are to have a parent or guardian read and sign the Illinois 4-H Shooting Sports Agreement and Acknowledgement of Risk Form (**attachment B4**) before beginning any project meeting. The certified instructor or county coordinator must confirm that all members have the forms signed before participation. Completed forms are to be turned in to the county 4-H staff member or County Director and kept on file.

3. **Health Statement – Parent Medical Consent form**

- All Illinois 4-H Shooting Sports members/parents are to complete and sign and date the standardized University of Illinois Extension 4-H Program Youth Emergency Medical Information Form prior to participation in 4-H Shooting Sports. A copy must be given to the County 4-H staff member or County Director and kept on file in the Extension office. **The original is to be kept on hand at all shooting sports events/activities/meetings by the certified project/discipline leader. These forms are to be kept confidential in accordance with the Medical Privacy Statement.** The leader and all assistants should study the health statement and familiarize themselves with any special medical needs or problems of the 4-H members. Discuss with parents any procedures that should be followed in the case of an emergency.

4. **Accident Insurance**

- Each county program is highly encouraged to take the year-long accident insurance coverage on all Shooting Sports members – unless the county already participates in this program for all members. The accident insurance is available for \$1.00 per year per participant. All shooting sports volunteers should know the policy number and understand procedures of the policy. A copy of the policy should be kept with the certified leader and the original filed in the local Extension office.

5. **Additional Insurance Coverage**

- Each 4-H member/participant will be assessed a \$1.00 per year premium from the University's underwriter. Individual 4-H Shooting Sports Clubs will be responsible for recording and updating each 4-H member/participant. 4-H Clubs will provide the list to the County Coordinators who will then forward the forms and premiums to the State 4-H Shooting Sports Coordinator. *(A new Illinois 4-H Shooting Sports member/insurance form is in the process of development, September, 2009)*

6. **Risk Management Activity Plan**

- The Certified 4-H Shooting Sports Volunteer and/or the Assistant Volunteer Adult Leader, in the specific discipline, will review and complete the Risk Management Activity Plan for each shooting activity that is held. **(attachment B5)**

7. **Emergency Plans/Procedures:**

An emergency plan of action should be written and followed for each training, shooting site or activity. This plan should consider risk management strategies to

protect participants, the public, property/equipment, and perpetuation of the program. Some strategies may include the following:

- **First Aid Kit** – First Aid Kits will be available at all training activities. These kits can be made available to parents/guardians to take care of minor injuries such as cuts and scrapes.
- **Equipment Safety Check** – Equipment safety checks will be handled by the appropriate Certified 4-H Instructor, according to discipline. Equipment will be checked to ensure functioning safety mechanisms, to make certain they are unloaded and in full working order. The individuals inspecting equipment will also ensure that the firearm or bow used is in alignment with shooting sports rules if applicable.
- **Handling Equipment** – All firearms or bows will be handled in accordance with the guidelines for safety established by the National Rifle Association and the Illinois Department of Natural Resources, Office of Law Enforcement. These guidelines are as follows:
 1. Treat every firearm or bow as if it were loaded
 2. Always point the muzzle of a firearm or arrow in a bow in a safe direction (i.e. away from people or at any target not for shooting purposes)
 3. Keep the safety on until ready to fire.
 4. Never point at anything you do not intend to shoot
 5. All equipment will remain cased until the participants' time to shoot. Those individuals not complying with this rule can result in disqualification from the event.
- **Lost Child** – If a youth or child is missing whether a participant or non-participant, an automatic cease fire will be called on ALL ranges. A search of each range, restrooms, clubhouse and parking area will be conducted. If the missing child is not located a larger search of the surrounding site area will be conducted. Local emergency officials may need to be contacted. Once the child is located, the activity may proceed.
- **Misfire on the range** – If there is misfire on the range, whether firearm or bow, the range commander will decide how to best handle the situation. Failure to follow safety guidelines will result in disqualification and possible termination from the Shooting Sports program.
- **Weather** – Before the day of the scheduled activity the site will be evaluated for possible bad weather.
 1. **Rain** – Depending on the amount of rain, firing may continue at the discretion of the range officer. Cease-fire on ranges will occur if rain is too heavy to proceed. Once competition is halted for rain, the range may be reopened at the range officer's discretion.
 2. **Thunder and Lightning** – “If you hear it ,CLEAR it.” It is impossible to have thunder without lightening, even if you do not see it. When thunder is heard or lightening spotted, all outdoor ranges will be cleared

and participants will move to safe shelter until it is determined that it is safe to resume the activities. Safe return is established when 20 minutes of no thunder or lightning has occurred.

3. **Tornado** – If a tornado watch or warning is issued by the weather service, all participants and observers will be encouraged to seek shelter in designated areas. Cancellation may result if weather persists.
- **Incident Report** – An **Incident/Accident Investigation Form** should be completed for any accident. Incidents include but are not limited to illness, injuries, lost/stolen valuables, accidents, property damage, safety or other rule violations. All incidents should be reported to the County Coordinator and local Extension Staff person immediately. The written report should be kept on file at the Extension Office and a copy forwarded to the Regional Director, Office of Risk Management and the State Shooting Sports Coordinator. The State 4-H Office should be advised of the outcome/s.
 - **Site Stipulations and Insurance** –
 1. Each club's ranges and equipment must meet current range safety guidelines established by the state of Illinois and the National Rifle Association. For example, range distances, berm design, and functioning equipment.
 2. Ranges must have their own liability insurance. University of Illinois has liability insurances for its 4-H volunteers who have been through the volunteer selection process and the Illinois Certified 4-H Shooting Sports training. This insurance assists volunteer leaders in the event of a lawsuit filed against them in conjunction with their role as a 4-H volunteer.
 3. Each site that hosts a 4-H Shooting Sports activity assumes its own liability coverage for the event.
 4. When using facilities owned by private organizations for Shooting Sports activities, the organization may require a signed agreement or certificate of liability coverage before approval is granted to use the facilities. If there is a contract or agreement to be signed, this must go to the University of Illinois Extension fiscal office for signatures. **NOTE:** 4-H Youth Development staff members or volunteers are not authorized to enter into contractual agreements on behalf of the University. This includes signing contracts.

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