Risk Management Procedures for Facility Use & Equipment
Minnesota 4-H Shooting Sports State & County Programs

1. Facility Use & Certificates of Insurance

Shooting sports activities often take place on property that is not owned by the University of Minnesota on behalf of the 4-H Youth Development Program. On non-University owned property, the following procedures must be followed.

- When using facilities that are used by others (such as a sportsmen’s club or trap range), it will be necessary to inspect the facility grounds for hazards prior to uses by the 4-H members.
- If a use agreement/contract is required for the use of the private or publicly owned facility (i.e. Sportsman’s Club), follow the standard University of Minnesota policies and procedures for University use of non-University facilities. A volunteer’s first step is to ask the facilities owner/manager if any documents are required for the use of the facility. If paperwork is required, the volunteer should notify the local 4-H program staff, asking for their assistance in completing the paperwork according to the stewardship practices for real estate and equipment.
- **Do not sign any agreements.** Only individuals who have been delegated authority may sign facility use agreements on behalf of the Regents of the University of Minnesota, 4-H Youth Development, County Shooting Sports Program.
- Many facilities require a certificate of insurance for use of their facilities. 4-H Program Staff can obtain a certificate of insurance from the University of Minnesota. You will need to provide:
  - Name and address of the organization requiring the certificate
  - Type of insurance and limits required (a copy of the insurance portion of the agreement may be submitted)
  - Date of the event
  - Contact person for the request (phone number and fax number)

2. Liability

- The liability release signed by members and parents/guardians as part of the MIAS form is intended to cover scheduled 4-H events regardless of where they are held and it is intended to operate for the benefit of 4-H generally, as well as paid and volunteer staff. As long as staff members (paid and volunteer) are acting in good faith and within their assigned role, they will be eligible for inclusion under University defense and indemnification. For details, you should refer to the Board of Regents Policy, Legal Defense & Indemnification of Employees.
• The vehicle owner is always responsible for their vehicle. The owners’ insurance follows the vehicle no matter who is driving.

• When pulling a trailer, it is important to remember that the insurance will follow the vehicle that is towing the trailer, no matter who owns the vehicles or who is driving, unless something else has been negotiated in the equipment lease agreement. An equipment lease agreement may only be signed by individuals with delegated authority by the University of Minnesota.

3. Equipment Ownership and Inventory
4-H Program staff shall maintain a written inventory of all equipment, including make, model, serial number and storage location.

• It is acceptable, but not recommended, for a trailer to be purchased for the storage and transportation of Shooting Sports equipment. This will be registered to the Regents of the University of Minnesota on behalf of the 4-H Program in the county. Include the make, model and serial number of the trailer on the equipment inventory form.

• For all firearms, attach to the equipment inventory record: a copy of the registration; invoice of purchase; and source of funding for the purchase of the firearm(s). This should be kept on file in the Extension Office.

• Each time equipment is purchased or disposed of, the inventory record should be updated. The inventory should be reviewed and updated annually by the 4-H Shooting Sports & Wildlife Coordinator and kept on file by the 4-H Program Staff.

4. Use of Equipment at Events, Activities and Meetings

• Equipment that is owned by the 4-H Shooting Sports program should be inspected by a professional gunsmith one time each year. This is necessary for the safety of the equipment and members using it.

• Equipment that is privately owned and brought to events/activities/meetings by members or leaders must be inspected by a 4-H Shooting Sports instructor each time prior to use. This is necessary for the safety of the equipment and members using it.

• The use of reloads is not acceptable in a 4-H program, unless done by a certified 4-H Shooting Sports Instructor.

5. Storage of Shooting Sports Equipment
Firearms and ammunition may be stored in places such as a Sheriff’s Office, local Sportsmen’s Club, or the Certified 4-H Shooting Sports Instructors home. Firearms and other equipment may also be stored in a locked trailer. Access to secure storage areas and to all keys and combination locks should be limited to authorized persons as determined by the 4-H Program Staff.

Storage of Firearms and Ammunition

• Ammunition and firearms must not be stored together. They must be in separate locations on the property.

• Firearms must be unloaded and the safety on.

• Firearms must be stored behind two locks. (i.e.: locked closet in a locked room). It is strongly recommended that trigger locks or locked cases be used.

Depending on the location for firearms storage, the Shooting Sports & Wildlife Program may want to follow these additional storage policies:

• Firearms shall be stored behind two deadbolt locks at all times, i.e.: In a locked vault or closet in a locked room.

• If a vault is used, it shall be secured to the building (wall or floor).

Storage of Archery Equipment
Archery equipment should be stored in a secure safe, chest, locker or similar area having environmental control over excessively high temperatures and away from sources of ozone or other oxidants.

Storage of Muzzle Loading (Black Powder) and Reloading Supplies
- Storage of all muzzle loading supplies must follow both fire code and manufacturer instructions.
- Percussion caps must be stored separately from both the firearms and black powder or its substitutes.
- Primers and powder supplies must be stored separately under both keys and combination locks.
- Powder supplies must be stored in their original containers in a cool, dry environment. Where amounts dictate, powder supplies should be housed in magazines as stipulated in fire codes.

Ammunition
- All ammunition and projectiles must be stored separately from firearms and air guns.
- Ammunition must be stored under cool, dry conditions with multiple key or combination lock access required.
- Access to ammunition must be limited to authorized persons.

6. Transportation of Shooting Sports Equipment (regardless of who owns the equipment or vehicle)

Transportation of Firearms and Ammunition
All state and local laws must be considered when transporting equipment. A person may not transport a firearm in a motor vehicle unless that firearm is:
- Unloaded and in a gun case expressly made to contain a firearm, and the case fully encloses the firearm by being zipped, snapped, buckled, tied, or otherwise fastened, and without any portion of the firearm exposed. Gun cases should be locked and secured so they are not readily visible from outside the vehicle; or
- Unloaded and in the closed trunk of a motor vehicle.
Vehicles transporting equipment must not be left unattended.

Transportation of Archery Equipment
Archery equipment is not considered to be a firearm under Minnesota law, but must be appropriately transported.
- Bows must either be unstrung, completely contained in a case, or in a closed trunk or rear portion of a vehicle not accessible by passengers.

7. Transportation of Firearms & Equipment at an event
- When a firearm is being transported to an event/practice session, it shall be carried to the range and away from the range, to and from a vehicle or other area, in a case, blanket case, box or other object that completely encases the firearm. Holsters are not acceptable cases.
- A firearm shall be transported and unloaded with the safety on and action open and kept in this condition until a command for “range is open” or other appropriate instruction is given.
- The firearm shall always be pointed in a safe direction, muzzle pointed straight up while carrying it into the range or shooting area and down range away from people from that point on.
- While a firearm is being transported to a range, it shall be under complete control of the person carrying it. It should not be touching or bumping the ground.
- The shooter shall keep the finger away from the trigger until ready to fire.

8. Purchase of Firearms
When a 4-H club, council or related group wishes to purchase a firearm for use in their 4-H Shooting Sports Program, these steps MUST be followed:
1. The county 4-H Program Staff member must write a memo on Extension letterhead (the name and address is required) stating that the firearm(s) is being acquired for the use of
the 4-H Shooting Sports education project and will be the property of that business entity. For example: “Mr. Shooting Sports is purchasing the following firearms:

a. Muzzleloader 1, specs...

b. Rifle 2, specs...

solely for the use of the 4-H shooting sports education project. These firearms will be the property of the ___ County 4-H Shooting Sports Program.”

2. The representative purchasing the firearms (Mr. Shooting Sports) must complete the required Firearms Transaction Record from the Bureau of Alcohol, Tobacco and Firearms (Form 4473). This form is provided by the seller and allows individuals to make a purchase under the Instructions to Transferee (buyer).

3. Note: Section 2 of Form 4473 states: When the transferee (buyer) of a firearm(s) is a corporation, company, association, partnership, or other such business entity, an officer authorized to act on behalf of the business must complete and sign Section A of the form and attach a written statement, executed under penalties of perjury, stating: A) that the firearm(s) is being acquired for the use of and will be the property of that business entity, and B) the name and address of that business entity.

Text from ATF Form 4473: Firearms Transaction Record
Note: Instructions to Transferee (buyer), #2. When the transferee (buyer) of a firearm(s) is a corporation, company, association, partnership, or other such business entity, an officer authorized to act on behalf of the business must complete and sign Section A of the form and attach a written statement, executed under penalties of perjury, stating:

A) that the firearm(s) is being acquired for the use of and will be the property of that business entity, and

B) the name and address of that business entity.

9. Disposal of Firearms
4-H Clubs, County Programs or the State 4-H Shooting Sports & Wildlife Training team that have firearms purchased by 4-H or with 4-H funds may not sell that equipment when it is no longer of use to the 4-H Shooting Sports & Wildlife Program. Procedures to follow include:

- Equipment must be turned over to the local Sheriff’s Department, Police Department, the University of Minnesota Police Department, or the Minnesota Department of Natural Resources. If equipment is being disposed of due to being broken or not repairable, the parts that are still usable by others may be used for repairs (such as a barrel, firing pin, etc.)

- Obtain a receipt from the group accepting the equipment indicating the following:
  - Date equipment was transferred to another group’s ownership
  - Serial number of the equipment
  - Description of the equipment
  - Group to whom the equipment was turned over
  - Name (printed) and signature of the person to whom the equipment was turned over
  - If a part was removed from the original firearm and given to the group, obtain a receipt for the part.

- Disposal of equipment should be noted on the 4-H Shooting Sports inventory and the receipt attached.

Office of General Council Review:
Reviewed and approved by Brian Slovut, Associate General Counsel, Office of General Counsel. March 2009.