Risk Management Procedures for Volunteers, Staff, & Members
Minnesota 4-H Shooting Sports & Wildlife State & County Programs

1. Minnesota 4-H Volunteer Leader procedures and policies followed.

All instruction must be done under the supervision of a Minnesota 4-H Certified Shooting Sports & Wildlife Leader. To be a Minnesota 4-H Certified Shooting Sports & Wildlife Leader, an individual must have:

- surpassed membership age (one year past high school), or, if acting as a chaperone, must be at least 21 years of age. Chaperones are necessary for any 4-H sponsored event held "off-site", such as tours, field trips or camping events.
- completed the MN 4-H Leader application forms. These forms must be signed, approved, and on file in the Extension Office. Work closely with the 4-H Youth Development Program staff person in each county to meet state and local guidelines for volunteer leaders.
- completed a Minnesota 4-H Certified Shooting Sports & Wildlife Leader Training discipline training, to become a certified instructor in the local county program.

2. Waiver of liability/Parental permission form

All youth participating in the 4-H Shooting Sports & Wildlife Program enroll as follows:

- The 4-H member and a parent or guardian must read and sign the 4-H Member Enrollment form prior to beginning project meetings. The certified instructor or county coordinator must ensure that all members have the forms signed before participation. Forms are to be turned into the 4-H Program Staff and kept in a permanent file in the Extension Office.
  - A copy is also to be kept on hand at all shooting sports events/activities/meetings by the certified project leader. These should be retained in a safe manner, as the data is confidential. The leader and all assistants should review the health statements and familiarize themselves with any special medical needs or concerns of the 4-H members. If possible, discuss with the parents procedures that should be followed in the case of an incident.
  - Parent/Guardian must sign the consent to use or discharge air guns and .22 pistols. This form must indicate the parent/guardian approval for their child to use the specified equipment throughout the program year while involved in the 4-H Shooting Sports program.
  - Those attending the MN 4-H Shooting Sports & Wildlife Invitational will be asked to sign this form again.

3. Supervision of 4-H Youth
In every case, at least two screened volunteers and/or staff must be present at 4-H events.

- The supervision ratio for 4-H activities and events is 1 adult to every 10 teen members. A lower ratio is recommended if you are working with younger children or the youth are online with live fire.
- When working with youth, there are times it will be necessary to help with equipment or position equipment properly and, as a result, contact will be made with the child. Before doing so, advise the child what you intend to do and confirm that this is acceptable.

4. Accident insurance

Each county program must take out special accident insurance coverage on all members and leaders including Shooting Sports members and leaders.

- The annual “year” plan offered by specialty insurance companies is suggested. Many are available at $1 per member/leader per year.
- If guests will be attending an event/activity, it is necessary to complete a “special activity” insurance plan that will provide accident insurance in the event that an incident occurs.
- All shooting sports leaders should know the policy number(s) for the policy(ies) and procedures required. A copy of the policy should be kept with the certified leader or county coordinator and the original kept in the Extension Office.

5. Emergency Plan

An emergency plan of action should be written and followed for each training site and/or activity; sample plan included with this document. This plan should consider:

- Potential risks analyzed and procedures planned
- Minor incidents/first aid - who treats or determines procedure
- Access to emergency medical treatment (telephone on site, phone numbers to call, transportation, etc.)
- Two-deep leadership (at least two screened adults on hand) who both know the plan and procedures
- Natural catastrophe procedure (fire, tornado, lightning, etc.)
- Missing person: in the event that someone would wander off or disappear during a program

A Red Cross First Aid Kit should be on-site at all events/activities/meetings, and when disciplines are held at other sites or in different areas of the same facility, a first aid kit should also be on-site.

6. Incident Report

A “4-H Event/Activity Incident Report” must be completed for any incident that occurs. Incidents include, but are not limited to, illness, injuries, lost/stolen valuables, accidents, property damage, safety or other rule violations. Other issues of concern may also merit an Incident Report. All incidents should be reported to the 4-H Program Staff person immediately. The written report must be kept on file at the Extension Office. Extension staff should take appropriate action and advise the State 4-H Office.
Risk Management Plan
Event: 4-H Shooting Sports & Wildlife

In every situation, youth safety is the primary concern.

An emergency involves danger and immediate potential of serious personal harm or property loss. When the danger is eliminated, the emergency is over. A situation may contain elements of danger or a dangerous condition but, until there is immediate potential of serious personal harm or property loss, it is not an emergency.

EMERGENCY PHONE NUMBERS
Extension Educator, 4-H Youth Development:
4-H Program Coordinator/Director:
Extension Office:
County 4-H Shooting Sports Coordinator:

STEPS IN AN EMERGENCY:

1. 911
2. Parents
3. 4-H REE/PC/PD
4. Participant Update
5. Local Office
6. Location Staff
7. Documentation

All questions regarding the situation are to be directed to the 4-H supervisors. 4-H volunteers are not at liberty to discuss the situation with anyone other then their 4-H supervisors.

IN CASES OF:
Fire or Severe Weather
- Keep Calm
- All participants should report to the designated area.
- Knowledge of event should be reported to Volunteer/Staff Member immediately.
- Participants must stay in the designated area until released by Volunteer/Staff in charge.
- Once in the designated meeting area, each volunteer/staff will account for each participant under their supervision and report their findings to a 4-H staff person who then reports to the event director.

Missing Person
- Alert the adult in charge immediately with information (description and last known location) about the missing person.
- Adult in charge will do a search of the immediate area and if person is not found, contact the missing person’s parents and/or emergency contact.
- Adult in charge will contact the authorities with a detailed description of the missing person and last known location.

First Aid
- Make sure Red Cross first aid kit is at site at all times.
- Use gloves for any type of first aid treatment
- Always look at Member Information & Authorization Statement before administering any Medications.
- Fill out accident/incident form after helping the person