



NDSU | EXTENSION



2020-21

North Dakota Shooting Sports Risk Management

Policy and Risk Management Workbook



North Dakota 4-H Risk Management Plan Workbook

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4-H Shooting Sports Club Risk Management Plan Worksheet

Thank you for taking the time to develop this plan. This should be completed with your county extension office agent who works with shooting sports. It is very important to the safety of the participants and instructors that you have a clear thought out plan in the event that an emergency happens. It is best to have the risk management plan in a binder and present at all events. Everyone should be familiar with its contents. It is suggested that emergency service contact information be placed at the front of the book so it is more easily accessed.

TO START THE SHOOTING SPORTS YEAR

Thank for your service to our North Dakota's youth. September 1 is the beginning of the 4-H year. To start the year off right, an annual meeting should be held with all the shooting sports clubs and the person in your local extension office in your county who works with shooting sports. The items to be discussed should be the start time of activities, a calendar of events, a list of youth who will participate in your program, and identify any needs your club or activities may have. Everyone needs to be informed to keep enrollment up to date, identify times when youth who are not in 4-H participate, and to be able to coordinate promotion of the events.

Youth cannot participate in 4-H activities before enrollment or registration is completed.

Therefore, you will need to coordinate efforts with your agent to get your youth enrolled for the current year or registered for the event. Enrollment does not roll over and must be updated each 4-H year.

The 4-H Shooting Sports Club Risk Management Plan Worksheet is based on procedures and policies provided in the 4-H Shooting Sports Instructor Workshop, the National 4-H Leader Manual and Supplemental Handouts. The completed plan should be reviewed annually by the club leaders and the county Extension Agent and updated as needed. **A copy of this completed workbook should be filed in the County Extension office before the club begins activities.**

Date of Review _____

Club Name _____

County _____

1-PERSONNEL & SUPERVISION

A. Basic Instructor Certification Requirement: Shooting sports instructors must 18 years old in archery and air rifle, 21 in firearm disciplines, and be certified by attending a 4-H state training to conduct shooting sports activities. They must be certified in the discipline in which they work. Shooting sports instructors must also be approved 4-H volunteers. Certified instructors are to conduct instruction, run the range, manage other volunteers, and be in charge of risk management. Discipline certification period is 7 years for active instructors and two years for inactive volunteer renewals.

B. Volunteer certification: Any person working repeatedly with county shooting sports program must be an approved 4-H volunteer. They must have completed the ND 4-H volunteer application form (PB408), behavior expectations, and **MUST** to go through the NDSU Child Protection Screening process form (PB400). This must be renewed as required. Volunteers are expected to participate in any training requirements of local counties. Copies must be filed with local County Extension. **The 4-H volunteer should be registered on the 4-H Online system.**

C. Visitors/Presenters that are not 4-H volunteers must check in at the site. They are allowed to observe, help, or present in the presence and line of sight of 4-H staff and volunteers. They cannot run the range. They must be informed of NDSU policy and shooting sports rules etc. as appropriate. We are also responsible for their safety.

The 4-H Shooting Sports Instructors of this club/county are: (listed on Center for 4-H Youth Development website)

Name	discipline (s)	email or phone	year of cert.
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Name	discipline (s)	email or phone	year of cert.
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Name	discipline (s)	email or phone	year of cert.
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Name	discipline (s)	email or phone	year of cert.
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Name	discipline (s)	email or phone	year of cert.
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D. Supervision Ratios: 4-H Club Leaders/certified instructors/Extension Agents are to ensure that all 4-H Shooting Sports activities will be organized and conducted with a minimum of one certified instructor in a supervision role per 15 trained youth. A volunteer who is not certified or is not a 4-H volunteer cannot run the range or lead a group. Assisting volunteers must work with certified staff. The recommended adult to youth ratio for instruction is one to four with beginners and one to ten with juniors and seniors.

2-JOB DESCRIPTIONS

All volunteer instructors should receive a written volunteer position description and understand their responsibilities as a 4-H leader as outlined in the North Dakota Shooting Sports Plan. Job descriptions can be found at the ND 4-H SSP web site at: <http://www.ndsu.edu/4h/volunteers/> in the ND 4-H Shooting Sports Basics manual and attached forms. Instructors are expected to follow 4-H training procedures.

3- PARTICIPATION REQUIREMENTS, ELIGIBILITY, and RECORDS

- A.** Any youth ages 8 to 18 (September 1) can participate in the activities of a club. Youth 14 and over can qualify for national championships when their birthdate is after **January 1** of the same year as the event. The **Civil Rights Act of 1964** Extension volunteers and paid staff must not show discrimination in designing or delivering programs with respect to color, race, national origin, gender, religion, sexual orientation, or handicap. Programs must be equally accessible to anyone.
- B.** To maintain a positive club atmosphere, instructors are expected to maintain communication with parents and youth. Instructors are to use shared decision making in planning practice schedules and events. In shooting sports, our growing numbers may eventually require youth to qualify to participate in state events. Qualification in any shooting event should not penalize a youth for age, sex, or any other discriminatory issue. Generally, it is acceptable that a group of scoring activities proceeding the main event are used to determine qualification within an age division.

	<u>Minimum Age:</u>	<u>Age Divisions</u>		
For small bore rifle:	11 years old	Junior (11-13)		Senior (14-18)
For shotgun	11 years old	Junior (11-13)		Senior (14-18)
For black powder	11 years old	Junior (11-13)		Senior (14-18)
For archery and air rifle	8 years old	Beg (8-10)	Junior (11-13)	Senior (14-18)

We require that all youth take a hunter safety class before using firearms.

- C.** All 4-H youth and youth who are not in 4-H can participate in live fire when the following is completed:
 - 30 minutes archery/air rifle and 90 minutes for firearm of 4-H basic training session

- Completed registration or enrollment in 4-H
- D. 4-H Online Registration is the most efficient way to comply with 4-H requirements.** The 4-H Online website has check boxes for these forms. Parents who enroll their youth in 4-H must check these to be approved. Youth who are not in 4-H may be registered for an event as a short-term member and will also check these forms. Enrolled 4-H youth and other youth registration through 4-H Online once approved by the county have met these requirements. 4-H members need to update their enrollment in September of each year. Enrollment does not automatically extend. You will need to provide a list of youth in your club to your county office to verify that they have been updated before beginning any activities. The media release has an option that may or may not be checked. We cannot photograph youth without the release.
- E.** Events are 4-H sponsored when they are at your host site, when the extension/4-H office identifies as a partner or sponsoring agency, and when 4-H volunteers participate in the activity. 4-H policies must be followed by all participants. This includes youth who are not in 4-H.
- F.** The basic lesson plan taught at each session will follow established range procedure and teaching techniques in the 4-H National Shooting Sports Basic Manual, Risk Management, and the 4-H discipline or NASP training manual. Deviation from established procedures is not accepted.
- G.** Youth who miss basic lessons in a sequence are required to make up the material before proceeding with new material.

ACTIVITY LOG

The activity log is proof of attendance by youth and adults. It is the sole record that will be needed by the county or NDSU Extension Service should an insurance need or other incident arise. You will report attendance at the end of the year to your county agent. The county extension agent has required participation reports to complete each fall and which will help them complete the reports. These logs also provide information about lesson progression and are useful when instructors are alternating events. (see attachment)

Person responsible for checking activity logs: _____

EQUIPMENT LOG

When any equipment is provided to an enrolled 4-H club member for use in club activities, any 4-H leader, or the 4-H program, a log will be kept of the inspections and maintenance given to that equipment. Equipment should be inspected before and after each use. Damaged equipment should be discarded or removed from the activity. A note should be made in the equipment inspection log and repair made as feasible. **When in doubt – take it out!** Equipment that is brought by youth must be inspected by the instructor before being allowed to be used for the activity. (see attachment)

Person responsible for checking equipment logs: _____

4- EQUIPMENT STORAGE

For club or 4-H county owned equipment, the club/extension office will explicitly follow the procedures outlined in North Dakota 4-H Shooting Sports Plan under Storage of Firearms and Ammunition. Firearms and air rifles should be secured with a trigger lock and ECI (Empty Chamber Indicator) safe on, and stored in a locked cabinet. Ammunition should not be stored with the guns. Youth training should include instruction on equipment storage and what to do if you find a loaded gun.

Generally, our office building policies do not allow extension agents to store guns or ammunition. They will have to be stored at a club member's home or another site. A duplicate list with the serial number and a description of the firearm or equipment should be kept at the extension office. We recommend firearms are cleaned after each use. If you are using state loaned equipment, it is required and we appreciate receiving clean equipment back from the counties.

At events, firearms and other equipment should not be left unattended when not in use. Firearms should always have ECIs and trigger locks and be in a locked vehicle or storage before and after an event. Archery equipment, such as bows and arrows, throwing axes, etc. should also be put away when the activity is over to prevent unnecessary horseplay.

Person/s responsible for equipment storage and where is it stored:

Name	equipment	where
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5- HEALTH AND SAFETY

A. Official 4-H Health Form

During September for 4-H enrollment or before an event with youth who are not in 4-H, the county office will collect each participant's Health Statement on the Official 4-H North Dakota Health Statement Form, Assumption of Risk and Medical Release Form, and Code of Conduct Form at the time of enrollment/registration through written copy **or remind parents to update on 4-H Online Registration**. A copy of each youth's health form will be collected by the county office for your event/camp when you use the county extension office for event registration. Sharing of health information is limited to "as needed" according to NDSU policy. **A copy of each youth (PB 730) and adult (PB 728) participant's Official 4-H Health and Code of Conduct Form must be present at each activity or event.** If you have club practice, are hosting a match, or are traveling to a match or activity, the health form of the adults and youth must be with. The only exception is when adult guardians or parents are physically present. A cell phone or

phone and an emergency numbers list should be available at each event. Update records once a year or as needed.

The coach or activity organizer should review the health records for any special participant needs. Person in charge of health information is responsible to follow NDSU (PHI) (Protected Health Information) policies and procedures for minimum disclosure in NDSU HIPAA Policies and Procedure Section II, page 36. Any employee of NDSU Extension Service has confidential obligations.

Person responsible for current health forms:

B. First-Aid and Accident Reporting

The club leader or certified instructor is responsible.

- It is recommended that someone have current First Aid and CPR certification.
- A first-aid kit will be present at all club activities. Contact your county 4-H Agent for information on what to include in the kit.
- The first aid kit will be checked for supplies and re-stocked as needed at each club activity.
- You should know the location and someone may be trained to use an AED at your site.

Any youth or adult accidents or near misses are required to be reported to the local county office immediately and a report filed within 24 hours of the incident to the Center for 4-H Youth Development and NDSU Extension Service.

FORMS – Safety Office NDSU

<http://www.ndsu.edu/fileadmin/vpfa/forms/UPS0-IncidentReport.pdf> Employee

<http://www.ndsu.edu/fileadmin/vpfa/forms/UPS0-NonEmpIncidentReport.pdf> Others

<http://www.ndsu.edu/fileadmin/vpfa/forms/UPS0-NearMiss.pdf> Near Miss

Person responsible: _____

C. Medications

- We recommend that camp workers in day camps do not dispense medication unless absolutely necessary. Medication to youth must be documented by time, date, and dosage. It must be reported to the parent before releasing the child from the event.

Prescription Medication

- Prescription medication must come in original pharmacy container with a legible label in the participant's name.

D. Contagious Disease

Archery participants that arrive with fevers are not allowed to stay. Participants who develop fever and symptoms of sickness will require parental contact and removal from the event.

Safety Plan for Shooting Sports Practice



Communicable Disease Strategy

We are all aware of the voluntary choice to participate in this activity. North Dakota 4-H Shooting Sports Program will make accommodations to protect participants but cannot guarantee against being exposed to the virus. We require these strategies so everyone can feel safe to participate. In the GREEN status, we will be honoring face covering and social distancing to ensure a safe and healthy activity in adherence to local, state and federal recommendations.

4-H has a responsibility to follow state, national and university guidance and values the fourth H – Health to better living, as part of its pledge and creed, for the benefit of the individual and the community where the 4-H program is conducted.

Indoor practices are going to be longer as attendees will be spread across a longer time due to the separation required. Clubs may need more volunteers to supervise more sessions, multiple practice times in a week, or schedule alternating groups.

1. Safety, Health, & PPE Requirements

- IF YOU OR A FAMILY MEMBER ARE SICK FOR ANY REASON - PLEASE STAY HOME!**
- Everyone MUST WEAR A FACE COVERING WHILE PARTICIPATING in practice, an activity or match and ADHERE TO CURRENT PHYSICAL DISTANCING GUIDELINES while on the premises.** Thin face coverings do not provide adequate protection.
- Everyone will observe a six-foot distance as well, coaches will verbally instruct you as appropriate with “HANDS-OFF” instruction and rely on youth to make the adjustments. If someone attempts to approach closer than six feet, use the outstretched hand signal to back off. We are all still getting use to the new social distance.
- Limit the number of people at the activity. Family members who might accompany participants should be kept to only a necessary presence, such as instructional help or activity management.

- e. Have a list of attendees and schedule that they adhere to. It may be a good idea to have youth in the same positions each practice in case there is a need for tracing.
- f. Individuals must not co-mingle on the location or anywhere on the premises. Youth participants, instructors, and parents need to avoid unnecessary and close contact with others **and follow the face covering and physical distancing guidance.**
- g. In some cases, we are guests in the facilities. The use of those facilities may depend on our plan of how we conduct ourselves. Each shooting position and target will be a minimum of six feet apart. Coaches will need extra time on the range for target changes, wipe down of loaner equipment and target face, and shooting station (air rifle) between practice times. Beginner shooters with a helper may need more space. The use of facilities may be limited such as bring your own water and no bathroom use.
- h. The club or activity host will provide access to hand sanitizer and masks to use before, during, and after the activity. Clubs are not required to purchase all PPE necessary but to have it available if needed. The cost can be included in club fees.
- i. We are required to inform everyone that “NDSU Extension works with university officials responsible for monitoring the COVID-19 pandemic situation and determining guidelines this event will follow. Participation in face-to-face activities poses an unknown level of risk for participants. Conditions associated with the pandemic may result in postponement or cancellation of the activity.

Arrival/Departure Procedures:

- a. Youth should plan to arrive 10 minutes before practice or activity starts, bringing all necessary equipment in the facility with you including wearing PPE. When unpacking, youth must physically distance.
- b. When you have completed your practice session, loaner equipment (arrows, bows, guns) to be cleaned should be placed in a location away from other equipment. The shooter should not take more than a few minutes to do this. Other youth will pack up their equipment and leave. Youth and other adults should not linger at the site.

Consequences for not following healthy guidelines may mean suspension of our shooting sports program.

If there are questions, contact: Adrian.Biewer@ndsu.edu or Karla.Meikle@ndsu.edu.

E. Safety Equipment

The certified instructor in charge of the activity is responsible.

- Eye and hearing protection will be worn by all participants, leaders and observers whenever there is live fire.

- Rifle, black powder, and shotgun participants, leaders and observers will wear ear protection when there is live fire.
- Archery participants, leaders and observers will wear ear protection when the archery range is located near to a gun range when there is live fire.
- Caution tape must be put in areas that should be occupied during the event.
- Doors should be locked and signed in areas that should not be used at the event.
- Course or range set up should take into consideration normal grounds or building traffic patterns and avoid creating a hazard

Person responsible: _____

F. Minimization of Lead Exposure

It is suggested that no person eat or drink until washing hands after being on the range. Leaders will provide anti-bacterial moist towel-lets, water-less soap, or similar product for wiping hands once shooting has concluded. Latex gloves should be provided for handling of lead products by the instructor.

Shooting ranges should not be set up in a location that allows lead shot or rifle bullets to fall into water sources such as wetlands or rivers.

Person responsible: _____

G. Insurance Coverage

Accident Insurance. Most liability claims begin from people trying to recover medical expenses. Accident/medical insurance policies are available from American Income Life Insurance Company. Two types of coverage is available:

1. **Annual Accident Insurance.** This policy covers each registered or enrolled member (leaders also if registered) while participating in or attending regularly approved and supervised 4-H group activity. We require that all participants are registered or enrolled. **Shooting sports is covered in this option.** This is provided by the 4-H Center for Youth Development.
2. **Specialized Activities Insurance.** This is an optional policy with slightly higher coverage of youth and adults participating in adult supervised activities sponsored by NDSU Extension 4-H program at camps, conferences, fairs, tours and other events. Includes travel to and from the sponsored event. (\$.30 per person per event.) You can option to cover an activity (activity day or day camp) with this policy. **Youth not enrolled in 4-H are insured for that activity under this policy.**
3. **Host Site Insurance.** NDSU Extension Service provides liability insurance for the site that you are using for 4-H activities. This is granted without prior notice. Some groups may want proof of insurance. You may obtain a copy of certificate through extension.

For more information and benefits provided by **AmericanIncomeLife.com** or to purchase a policy, it is the responsibility of your local NDSU County Extension office. Policies can be purchased online.

Person responsible: _____

4. Liability Insurance for Volunteer Leaders

Volunteers receive protection under North Dakota law as do state employees. This policy is valid only when the 4-H volunteer leaders are listed as a leader/instructor in the local NDSU County Extension Office. The attorney for NDSU has stated that it appears that volunteers acting on behalf of a state agency would be covered in most liability cases. All volunteers and youth taking part in Extension youth program activities should be properly registered by their local Extension office. Having enrollment/registration forms, program plans, and activity logs on file is valuable documentation in case of a claim. University coverage and laws may change. The local extension office should be sure all who need insurance protection with the program are listed as a 4-H volunteer leader. This policy is in effect only at a 4-H sponsored activity.

This policy does cover all trained and certified 4-H shooting sports leaders; however, it requires that leaders must do everything possible to ensure a safe atmosphere and range. Additional coverage can be obtained from your insurance agent or shooting organization in which you meet membership requirements.

Person responsible: _____

H. Additional Health and Safety Notes Specific to Our Program or Site:

I. Youth Protection Policy

NDSU and OMK employees, staff and volunteers are advised to use a "hands off" approach to instruction and discipline. If you must touch a child, indicate what you are going to do, and ask permission in view of others.

Suspected Child Abuse or Neglect

Reporters mandated by state law are all paid Extension staff as well as most medical staff, school professionals, teachers and administrators, counselors, social workers, child care workers, law enforcement officers and clergy. Mandated reporters who suspect child abuse or

neglect and fail to report that suspicion can be charged with a class B misdemeanor. Extension volunteers are encouraged to report child abuse.

<http://www.ext.nodak.edu/4h/childprotection/Pubs/formj.pdf> Form for reporting

Drug, Alcohol, Vaping and Tobacco Policy

4-H volunteers are serving as mentors and role models during 4-H sponsored activities. A NO TOLERANCE policy exists during 4-H events. This includes before, during, and after an event while remaining on the event location.

Weapons Policy

Guns or other shooting sports equipment is not allowed at 4-H events that are not specifically identified as a shooting sports event for that discipline. Concealed permit holders are asked not to carry their firearms during 4-H events according to NDSU policy.

6-PROPERTY USE

- A. Written permission has been secured to use the (name/address) for meetings and live fire exercises of this 4-H club. Responsibility for the following items has been determined: You may be required to provide proof of liability/accident insurance coverage by NDSU.
- Drinking water/restrooms
 - Emergency evacuation plan of the site/storm shelter
 - Fire extinguisher(s) location
 - Garbage collection and removal
 - Toilet facilities and maintenance
 - Telephone/ Emergency communications/AED
 - Back up communications
 - Utility (electricity, gas, water) Emergency shutdown locations and procedures

Person responsible: _____

B. SITE HAZARDS

A safety inspection of the range will be completed by a certified instructor before the club meets or event is conducted. Safety procedures (signage, berms, and safety lines) will be reviewed with the site owner. All hazards, both natural and manmade, will be identified and eliminated or reduced.

Person responsible: _____

7-TRANSPORTATION

Club leaders and parents will follow county and state guidelines when volunteers provide transportation to 4-H club members as part of a 4-H club activity. Gender requirements must be met.

- Be sure an adult is not alone with a youth. (Rule of “3”)
- Be sure the vehicle has liability insurance. (a copy on file)
- Be sure a qualified licensed adult drives the vehicle. (copy on file)
- Do not use a 15 passenger van for public transportation.
- Carry a cell phone/survival gear
- Youth and volunteers must use safety belts.
- Be sure firearms are locked and cased. Bows are secure or cased.
- Non-passenger vehicles cannot be used for transportation

Person responsible: _____

8-DISASTER EMERGENCIES

A county plan exists: ____Yes ____No

The facility you plan to use for programming may be a disaster emergency center or the location you are at may have a designated gathering location. Disasters may include, but are not limited to, fire, explosion, lightening, wind storm, flood, landslide, earthquake, car accidents and terrorism or acts of war.

A separate disaster plan will be needed for some shooting sports situations, while others may be grouped as “Evacuation Emergencies”. Each disaster plan must explain how participants will be protected and include specific information on the individual(s) responsible for each action step. Action steps may include the plan for transportation, and the contact of emergency services, the 4-H Agent and parents. Attach additional sheets to address the situations relevant to your site. Attached are emergency plan examples that your county or club may use to build a plan that works for your situation.

WEATHER AND ENVIRONMENTAL EFFECTS ON PROGRAM ACTIVITIES

A county plan exists: ____Yes ____No – continue with the information below

- When the temperature goes above _____degrees, activities will be changed as follows:

-
- When the temperature or wind chill goes below _____degrees, activities will be changed as follows:

-
- Additional weather or environmental conditions (i.e. thunderstorms, snowstorms) that may affect program activities in our area and how the activities will be changed to deal with these events are :

- Where will you seek shelter? _____
- Do you have a weather alert radio and someone to monitor it? If not, what radio station can you listen to? _____
- Do you have emergency pick up plans if severe weather is predicted?
- Where will parents meet? _____
- When will you contact law enforcement to assess the weather situation?
- When will you suspend activities?
- What will you do with youth who have parents that work out of town
- How will you notify parents that you are suspending activities? Radio Station? _____ Who will Call Parents?

Person responsible:

MISSING PERSON(S)

A county plan exists: ___Yes ___No

Prevention:

- Use a buddy system – pair children up and they keep track of each other.
- Use name tags.

- Establish boundaries with the youth – areas they cannot leave.
- Youth must ask for permission to leave the group.

Protocol:

Implement Missing Child Plan

- ❑ Talk to their friends at the event for information about the missing youth. (Last whereabouts)
 - ❑ Form a search team
 - ❑ Establish a communication and coordination contact person for staff, parents, and law enforcement.
 - ❑ Search the facilities or area quickly. (Determine the child is missing.)
 - ❑ Notify parents that you are searching.
 - ❑ Hold youth under supervision in an activity.
- If child is missing-**
- ❑ Call Law Enforcement-be prepared to give a detailed description of the camper's physical appearance, dress, age, special precautions, etc.
 - ❑ Notify parents of results or actions they may need to take.

An incident report should be completed afterward.

Person responsible for coordination:

A report should be completed and given to the local county extension agent. The report will be needed for record for investigation, insurance, or review and evaluation of the procedure.

A. PROTOCOL IF A YOUTH NEEDS EMERGENCY MEDICAL CARE

Protocol:

- ❑ The person in charge of event or a First Aid/CPR certified volunteer is assigned to directly monitor the youth or adult until they can be transported to the hospital. You are to follow recommendations of hospital 911 staff or ambulance EMTs for the safety of the person. Someone must accompany the patient with health forms to hospital.

- ❑ A leader is assigned to call appropriate emergency services ambulance, law enforcement, and parents.
- ❑ The leader or volunteers ensure the safety and security of the other youth during this time.
- ❑ Supervising volunteer may leave hospital when parents arrive and they are not needed.
- ❑ A leader or volunteer will arrange transportation of volunteer and/or youth to return from hospital.

Complete Incident report and present to the local extension office.

PROTOCOL FOR DISPLAY OF VIOLENCE (VERBAL AND/OR PHYSICAL), INCLUDING THREATS BY A WEAPON / INJURY FROM A WEAPON

Protocol:

- ❑ Notify law enforcement of an unruly or dangerous person. Do not escalate the situation by threatening or confrontation. Move everyone away.
 - Be prepared to give description of person, weapon, and their location.
 - Address of location
 - Your and others situation
- ❑ Call emergency medical services
- ❑ If there is a victim of violence, assign a staff member or volunteer to monitor the victim.
- ❑ If the perpetrator leaves, lock down – do not allow other volunteers or youth to rush to the scene, lock or block entry to the facility or grounds to prevent re-entry by the perpetrator or exit by others. People should be moved from the scene in a safe way away from the perpetrator when possible.

In the event of a dangerous weapon, notification to the local law enforcement is first priority and must be made in the most time efficient way by the first person encountering the situation. You are to follow recommendations of the law enforcement agency.

Complete Incident report and present to the local extension office.

Emergency Contact Information

Have the first responders been notified in advance about club activities?

___ Yes ___ No

Address of our Activity _____

Emergency Phone Numbers

Ambulance _____

Fire _____

Sheriff _____

Poison Control Center _____

Emergency Room _____

Urgency Care Center _____

Building Supervisor _____

Person/s responsible to call:

1st _____ 2nd _____

Person/s responsible to call the parent(s) of the youth(s) involved:

In the event of any incident, accident, near miss or emergency immediately contact:

County Extension Agent:

(Name) (Office and home phone)
9B

Activity Log



Activity _____ **Date:** _____

Name of Participants _____

1. _____ 11. _____

- | | |
|-----|-----|
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |
| 5. | 15. |
| 6. | 16. |
| 7. | 17. |
| 8. | 18. |
| 9. | 19. |
| 10. | 20. |

Parents Present: _____

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

Activities Completed:

Health Forms ___ Yes First Aid Kit ___ Yes Risk Management Folder ___ Yes

Safety Check ___ Yes Signage ___ Yes

Were there any injuries? ___ Yes. If yes, complete incident report and give to local extension agent.

Instructor Signature: _____

(Attached additional sheets if needed)

POSITION TITLE: County Shooting Sports Instructor/Assistant

TIME COMMITMENT: Length of Service: 6 years Renewable. Program ranges from 8-100 hours/year.

LOCATION: Serve within _____ county and as needed at regional and state events.

TYPE OF POSITION: Volunteer leader or assistant; no direct salary.

SUPERVISOR: Shooting sports coordinator and Extension professional in charge of 4-H (youth) programs.

GENERAL PURPOSE: Be responsible for the overall teaching of knowledge and skills related to a specific discipline to 4-H members, ages 8-19.

SPECIFIC RESPONSIBILITIES:

1. Stress shooting safety.
2. Coach members on proper shooting techniques as trained by state 4-H requirements.
3. Attendance at shooting club meetings and activities is encouraged.
4. Participate in all additional training programs the local shooting sports committee decides to include (i.e., Hunter Education, Red Cross First Aid, 4-H Leadership).
5. Help plan the yearly program.
6. Actively encourage/recruit parents and members.
7. Encourage members to participate in other 4-H events and activities.
8. Coordinate activities with shooting sports coordinator.
9. Recruit volunteers as needed.
10. Inform Coordinator/County Extension Agent and help secure needed equipment and facilities.
11. Perform equipment inspection and maintenance.
12. Work within established risk management plan requirements.

QUALIFICATIONS REQUIRED:

1. Ability to work with youth.
2. Have an interest in shooting and some knowledge of shooting techniques.
3. Be familiar with 4-H objectives and philosophy and/or willing to learn about them.
4. Moral standards consistent with the 4-H philosophy.
5. Go through the NDSU Extension Service Child Protection Training.
6. Age 21 or older for all disciplines except archery which is 18 or older.
7. State certification in specific discipline and re-certified as required.

SUPPORT TO BE PROVIDED:

1. 4-H shooting sports coordinator training workshop (14 hours minimum).
2. 4-H shooting sports curriculum handbook upon completion of the workshop.
3. Local volunteer training programs.
4. Use of mobile training labs.
5. Access to equipment and ammunition discount programs.

To apply, contact the NDSU Extension Service 701-231-6184.