



# 4-H Shooting Sports

*Learn By Doing*

## Policies and Procedures

### Risk Management

#### Recommended Management Procedures – Iowa 4-H Shooting Sports County Programs

**1. State 4-H volunteer leader procedures and policies followed.**

Leader application forms completed, signed, approved, and on file in the Extension Office for all Certified Leaders. All instruction must be done under the supervision of an Iowa 4-H Certified SESS Leader. Work closely with the 4-H Youth Development Program staff person in each county to meet state and local guidelines for volunteer leaders.

**2. Waiver of Liability/Parental permission form**

All 4-H members enrolled in the Shooting Sports projects are to have parent or guardian read and sign the Shooting Sports waiver before beginning project meetings. The certified instructor or county coordinator must ascertain that all members have the forms signed before participation. Forms are to be turned into the Youth Specialist or CYC and kept in a permanent file in the Extension Office.

**3. Medical Information/Release Form**

All 4-H Shooting Sports members/parents are to complete and sign the standardized ISUE *Iowa 4-H Medical Information/Release Form* prior to participation in 4-H Shooting Sports. The original of the form should be given to the county extension office to be kept on file. ***The copy is to be kept on hand at all shooting sports events/ activities/ meetings by the certified project leader.*** The leader and all assistants should study the health statements and familiarize themselves with any special medical needs or problems of the 4-H members. Discuss with the parents procedures that should be followed in the case of an incident.

**4. Accident insurance**

Each county program should take out special accident insurance coverage on SESS members. The “year” plan offered by specialty insurance companies is suggested. Many are available at \$1 per member per year. All shooting sports leaders should know the policy number and procedures required. A copy of the policy should be kept with the certified leader 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. This plan should consider:

- Potential risks analyzed and procedures planned
- Minor incidents/first aid - who treats or determines procedure (first aid kit)
- Access to emergency medical treatment (telephone on site, phone numbers to call, transportation, etc.)
- Two-deep leadership (at least two adults on hand) both know the plan and procedures
- Natural catastrophe procedure (fire, tornado, lightning, etc.)
- All media contact needs to be directed to the County Extension Directors.

## **6. Incident Report**

A “4-H Event/Activity Incident Report” should be completed for any incident. 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 County Coordinator and Extension Youth Staff person immediately. The written report should be kept on file at the Extension Office. Extension staff should take appropriate action and advise the State 4-H Office.