



# 4-H Shooting Sports Club Risk Management Plan Checklist

## Enrollment and Startup

- Yearly start up meeting for agents and volunteer instructors to identify plans for participation and activity plan.
- Reminders to 4-H special interest/shooting sports club members to enroll.
- Parent/Club Meeting to discuss enrollment, activities, and the process for participation.

## Participation

- Ages: 8 and up for air rifle and archery. 12 and up with North Dakota Hunter Education certification for firearms.
- Attendance expectations can be set by your club.
- Youth and volunteers enrolled on 4-H Online.
- Participation in a public event such as a match, has the expectation and requirement that youth must have received training in that discipline prior to the event.
- Double check that youth and adults traveling to events have medical release forms with them.
- Office has a copy of driver's license and insurance for adults to transport youth.

## Public Events

- Registration should identify all participants including volunteers.
- 4-H sponsored events must have all youth complete waiver of liability, medical release, behavior expectations, and media release forms in 4-H possession.
- Participating adults should have completed health forms and behavior expectations.
- The promotion or acknowledgements of the event must clearly indicate that 4-H or your county is the sponsor or partner in the event.
- Instructors must be 4-H certified. Certification is valid for 6 years and then can be renewed.
- Purchase Special Event Insurance through American Income Life for shooting sports events.
- Shooting sports equipment should be put away when not in use on the range.
- All equipment must be safety inspected before the event.



# 4-H Shooting Sports

## Club Management Checklist

### Participation

- All club members are enrolled.
- Special Interest groups are enrolled.
- Agent and volunteers are informed about youth participation expectations and club activities. Yearly meeting is suggested.

### Activity Preparation

- Announcement of planned club activities through parent meeting and handouts.
- Inventory and safety inspection of equipment
- Range safety inspection.
- Health forms and emergency contacts are in a binder and on site.
- Emergency plans have been made and the youth informed.
- First aid kit and cell phone/phone onsite.

### Activity Monitoring

- Agent monitors site through parent/youth input and on site visit.
- Training sessions are held for new youth and refreshers for past members.
- Instructors follow safety procedures according to 4-H expectations.
- Youth are appropriately monitored and coached on their shooting and safety behavior.
- Appropriate discipline strategies for the level of behavior.
- All youth are treated equally.
- Attendance is kept.
- Youth and volunteers smile and enjoy themselves.
- Youth have input into the planned activities. Activities can change to keep youth interested.
- Time dedicated by volunteers is efficient and organized. Activities are not so long or organized to be burdensome to volunteers.
- Volunteers evaluate their yearly activities through youth, parents, and personal experience.