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**Michigan 4-H Shooting Sports**

**Risk Management Plan**

***Club Name***

***County Name***

Date Adopted: \_\_\_\_\_\_\_\_\_\_\_\_

Shooting Sports Disciplines:

Archery\_\_\_ Hunting & Wildlife \_\_\_ Muzzleloader \_\_\_ Pistol\_\_\_\_ Rifle \_\_\_ Shotgun \_\_\_

Primary 4-H Shooting Sports Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assistant Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assistant Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County 4-H MSU Extension Staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The 4-H Shooting Sports Club Risk Management Plan is based on procedures and policies provided in the 4-H Shooting Sports Instructor workshop, the National 4-H Shooting Sports curriculum manual and supplemental handouts. **All shooting sports activities will strictly follow the policies, rules and guidelines set forth by Michigan 4-H Shooting Sports**. This completed plan should be reviewed annually by the club leaders, parents, and members.

**GOAL**:

The goal of all 4-H Youth Development programs is youth development. All project areas work toward developing skills youth need to be productive and positive adults in society. Decision making, teamwork, problem solving, being responsible and having high self-esteem are just a few of the many life skills 4-H helps to develop.

**OBJECTIVES**:

* Encourage participation in environmental and outdoor education programs by exposing youth to shooting, hunting and other related activities.
* Support youth in developing valuable conservation and natural resources related knowledge, skills and stewardship.
* Enhance development of self-concept, character and personal growth through safe, educational and socially acceptable involvement in shooting.
* Teach safe and responsible use of firearms and archery equipment.
* Promote the highest standards of safety, sportsmanship, ethical behavior, and conservation.
* Strengthen families through participation in lifelong recreational activities.
* Provide hands-on learning experiences.

**SUPERVISION**

* All 4-H Shooting Sports activities will be organized and conducted with at least one Michigan 4-H certified shooting sports leader present for each discipline being implemented.
* All 4-H shooting Sports leaders/volunteers will have completed the Michigan 4-H Volunteer Selection Process (VSP) prior to working with youth.

**RECORDS**

Only enrolled 4-H members ages 5-19 will participate in the activities of this club.

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4-H Shooting Sports Club insures that:

Youth do not participate in live fire until they have completed their:

1) 4-H member enrollment form

2) Official 4-H Health and Media Release form

3) Code of Conduct Form

Safe firearm handling lessons are taught prior to live fire. Youth who miss lessons in a sequence are required to make up the material before proceeding with new material.

**EQUIPMENT LOG**

An inventory log will be kept of all firearms, archery equipment and supporting materials.

The log will include:

(1) the date acquired

(2) the name of the custodian/caretaker

(3) the item, make, model, and serial number.

**EQUIPMENT STORAGE**

All firearms, archery equipment, ammunition and supporting material shall be stored in a secure, locked location. Access to this equipment and storage shall be limited to identified persons.

**HEALTH AND SAFETY**

1) Leaders will collect and confidentially review each participant’s **Media/Medical Release Form** along with a signed **Code of Conduct Form**. These original forms will be provided to the county 4-H/MSUE office and copies should be kept for club records. These forms should be present at each club activity or event.

2) Emergency phone numbers and information shall be readily available at all 4-H shooting sports events/functions.

A. Emergency Phone Numbers

Ambulance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sheriff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Poison Control Center\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Room\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Urgent Care Center\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person responsible to call:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes:

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

1. County 4-H staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. County MSU Extension: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. The parent(s) of the youth involved will be contacted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. State Coordinator – Nick Baumgart 715-889-4791 [baumga75@anr.msu.edu](mailto:baumga75@anr.msu.edu)

C. First-Aid

It is advisable to have one person with current 1st Aid and CPR certifications present at all club activities.

* A first-aid kit will be present at all club activities. Contact your Red Cross 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.

D. Safety Equipment

* Eye protection will be worn by all participants, leaders and observers whenever there is live fire.
* Rifle and shotgun participants, leaders and observes 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.

E. Minimization of Lead Exposure

No persons will eat or drink until washing hands after being on the range. If water is not available leaders will provide anti-bacterial moist towel-lets, water-less soap, or similar product for wiping hands once shooting has concluded.

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

**PROPERTY/FACILITY USE**

Written permission has been secured to use the facility for meetings and live fire exercises of this 4-H club.

Name:

Address:

Phone:

Contact Person:

Responsibility for the following items has been determined:

Drinking water:

Evacuation of the site in an emergency:

Fire extinguishers:

Garbage collection and removal:

Toilet facilities and maintenance:

Telephone/Emergency communications:

Utility (electricity, gas, water, telephone, sewage) Emergency shut down locations and procedures

**SITE HAZARDS**

A safety inspection of the range will be completed before the club meets for the first time each year and throughout the year as needed. Safety procedures (signage, berms, and safety lines) will be reviewed with the site owner. All hazards, both natural and man-made, will be identified and eliminated or reduced.

**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.

**MISSING PERSON(S)**

In the event that a person(s) become missing from an activity the following minimum steps will be taken (Use an additional sheet to explain a more detailed plan):

1. Determine number of people missing. Make note of the time.

2. Question those who saw person(s) last, were they alone or with someone?

3. A team of two people will search the immediate area.

4. Notify law enforcement officials.

5. Notice of county 4-H faculty.

6. Notify the parent(s) of the youth(s) involved.

7. While the search is taking place, the other youth and parents will remain as a group at the site or return home at the direction of the county 4-H staff or law enforcement officials.

**WEATHER AND ENVIRONMENTAL EFFECTS ON PROGRAM ACTIVITIES**

When the temperature goes above \_\_\_\_\_\_\_\_\_degrees, activities will be changed as follows:

When the temperature goes below \_\_\_\_\_\_\_\_\_degrees, activities will be changed as follows:

Additional weather or environmental conditions (i.e. thunderstorms) may affect program activities in our area and how the activities are carried out.

**DISASTER EMERGENCIES**

These may include, but are not limited to, severe weather, 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 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.