

_____ County 4-H Program

4-H Shooting Sports, Risk Management Plan



Submitted by:

**_____
CSU Extension 4-H Agent**

Section 1: Introduction

A. _____ County 4-H Shooting Sports Program:

The sanctioning body for all 4-H Shooting Sports Shooting Events and Training Opportunities in _____ County shall be the:

Extension 4-H Youth Development Agent(s) responsible:
CSU Extension Office, _____ County

_____ – phone
_____ – fax
_____ – e-mail

B. Colorado 4-H Shooting Sports Program Goals and Objectives:

- Practice safe and responsible use of firearms and archery equipment.
- Learn and practice safe shooting sports techniques
- Develop leadership and citizenship abilities
- Develop positive relationships with family members.
- Develop self-discipline in various shooting skills.
- Learn sportsmanship and ethical behavior.
- Develop an appreciation for history and tradition of shooting sports.
- Appreciate shooting sports as a recreation or career.

Do the activity(s) meet the goals of the Colorado 4-H Shooting Sports Program Goals and Objectives? Please list examples of how these goals will be met:

C. Colorado 4-H Code of Conduct:

The Colorado 4-H Code of Conduct is in effect for all sanctioned _____ County 4-H Shooting Sports Shooting Events and Training Opportunities and participants are expected to abide by the stated rules for 4-H activities and events including, but not limited to the following:

1. Conduct themselves in a courteous, respectful manner, use appropriate language, exhibit honesty and good sportsmanship and act as a positive role model.
2. Learn and live by the principles of the 4-H Pledge, 4-H Motto and 4-H Slogan.

3. Adhere to program rules, curfews, dress code, policies and guidelines.
4. Abstain from illegal and immoral behaviors. Illegal drugs, alcohol or tobacco products are not allowed at any 4-H sponsored program, event or activity.
5. Fully participate in scheduled activities.
6. Respect other's property and privacy rights.
7. Respect the rights and authority of leaders, coaches, instructors, parents and Extension Agents.
8. Refrain from physical and verbal abuse.
9. Apply rules of safety to individuals, groups and property.
10. Accept personal responsibility for behavior.

Conduct not keeping with high 4-H standards will not be tolerated. Violation of the code will result in consequences to the participant. Consequences may include removal, at the individual's expense and without refund, from participation in an event, restitution or repayment of damages, sanctions on participation in future 4-H events, forfeiture of financial support for an event, removal from offices held and suspended for "minimum" of one year of participation in 4-H Shooting Sports program.

Have all participants reviewed and agreed to abide by the Colorado 4-H Code of Conduct and completed any necessary informed consent forms? **Yes / No**

If no, how do you plan to familiarize participants with the Colorado 4-H Code of Conduct?

Is there a supplemental insurance policy in place for your County 4-H activity(s) listed in this plan? **Yes / No** Please provide policy number: _____.

For any activity(s) that involve non 4-H members, event specific supplemental insurance should be purchased. Please provide policy number: _____.

The following items will be followed during all _____ County 4-H Shooting Sports Program sanctioned shooting events and training opportunities.

Section 2: General Operating Procedures

1. Have a current Colorado 4-H Event Plan complete and on file.
2. Refer to the current Colorado 4-H Youth Development Policies, Colorado 4-H Shooting Sports Leader Training Manual, and Colorado 4-H Shooting Sports State Championships Contest Rule Book.
3. Whenever firearms, archery or related equipment is being used, the Certified 4-H Volunteer must be immediately accessible and able to oversee the entire range. The Certified 4-H Volunteer must be alert to conditions that may be dangerous to shooters and take preventive action if necessary. Certified 4-H Volunteer supervision is required during all phases of the event or activity as well as while shooting.

4. All members participating in 4-H Shooting Sports projects must be able to demonstrate their understanding of safety procedures and to handle equipment safely. A participant enrolling in .22 Pistol or Western Heritage projects must have completed one year of 4-H Shooting Sports that includes live fire range experience with a firearm or air gun and complete a safety proficiency with the instructor prior to approval of enrollment in the project.
5. Instructors/coaches must be approved & enrolled 4-H volunteers, at least 21 years of age and hold a current Colorado State 4-H Shooting Sports Leader Certification in the discipline for which they plan to instruct in order to run a live-fire range. Instructors/coaches may request other adults, who are registered 4-H volunteers, to assist on the line provided they are familiar with all range safety rules and procedures (these adults **MAY NOT** run or oversee the shooting line).
6. Each shooting range must have available a first-aid kit including a cold pack or ice. In addition, a cell phone or two-way radio must be available to contact emergency services in case of an emergency or to contact range officials regarding safety hazards. If using a cell phone, the Certified 4-H Volunteer must exchange cell numbers with range managers.
7. Shooters participating at a “_____ County Sanctioned 4-H approved shooting sports activities” (or training opportunity where “live fire” is conducted) will be listed on a _____ County 4-H membership roster and or be able to present documentation (upon the request of shoot officials) of membership in 4-H for sponsored events where participation from outside the County is expected.
8. Any person participating at a Sanctioned 4-H Shooting Sports activity or event, must sign in and out of the range.
9. Shooting facilities used for a Sanctioned 4-H .22 Rifle, Air Rifle, .22 Pistol, Air Pistol, Shotgun, Muzzleloading, Western Heritage, or Archery Shooting Event or Training Opportunity will be used only during daylight hours or for the Event/Training designated shooting hours.
10. The Certified 4-H Volunteer in charge of the firing line is responsible for ensuring that firearms and range equipment is inspected before use. Broken or unsafe equipment shall not be used.
11. The Certified 4-H Volunteer will provide participants with an explanation of safety procedures and appropriate shooting techniques (as it relates to range safety) before shooting begins.
12. The Certified 4-H Volunteer running the line is responsible for supervising and monitoring safety procedures, facilities and equipment used during the 4-H event, activity or training.
13. The _____ County Extension Office will ensure that every participant in _____ County 4-H Shooting Sports has a current signed copy of the Informed Consent Form on file.

Section 3: Safety Considerations

This section provides general reminders to instructors/coaches running the line during a sanctioned _____ County 4-H .22 Rifle, Air Rifle, .22 Pistol, Air Pistol, Shotgun, Muzzleloading, Western Heritage or Archery Event or Training.

1. Be sure that all firearms, archery equipment and related equipment is correct for the event and is safe for shooters to use.
2. Ensure that all shooters have correct eye and ear protection and that it is being used while on the firing line.
3. Check components and equipment for safety, ensuring that: (All firearms/archery equipment and ammunition/arrows are subject to inspection at any time.)
 - a. Proper ammunition/arrow types are being used for the firearm/bow and for the event.
 - b. Appropriate accessories/equipment are being used and that they are safe.
4. Any equipment deemed unsafe or not meeting 4-H safety standards must be removed from the event.
5. Observe to ensure that all projectiles impact within range safety limits.
6. Call “CEASE FIRE” and make safe all firearms when anyone moves forward of the firing line or during any unsafe condition
7. Notify range/shoot officials of any safety infractions.
8. Ensure that all brass, paper and other debris is policed by shooters prior to leaving the line.
9. Ensure that all 4-H Volunteers and members are following all 4-H firearm and archery equipment handling procedures found in Colorado 4-H Youth Development Policies, Colorado 4-H Shooting Sports Leader Training Manual, and Colorado 4-H Shooting Sports State Championships Contest Rule Book.
10. Remind all shooters that SAFETY DEPENDS ON THEM! ALWAYS FOLLOW RANGE SAFETY RULES!

Section 4: 4-H Shooting Sports Participant Responsibilities

1. Follow all Range Rules as posted.
2. Obey all verbal instructions of the line officer and coaches.
3. Ensure range is clear before shooting.
4. Ensure the range is safe before going down range.
5. Cooperate with other shooters.
6. Ensure you wear eye, ear, and foot protection while on the range.
7. Do not handle firearms or archery equipment when people are down range.
8. When not in use, firearms and archery equipment are to be made safe, unloaded, cased with actions open and CBI's in place as appropriate. Firearms and archery equipment that are out of the case and on the firing line are to be made safe and have actions clear and/or open and pointed in a designated safe direction when not being fired.
9. The muzzle of the firearm or archery equipment shall always be pointed in a safe direction.
10. Each shot is to be an aimed, controlled shot.

11. Parents who bring young children are responsible for keeping them under their immediate and direct supervision at all times.
12. All participants must check in with the line officer before going on the line.
13. Participants will conduct themselves according to the Colorado 4-H Code of Conduct at all times and will be responsible for the conduct of any guests they bring.
14. All participants are responsible for their firearms and ammunition or archery equipment while at the range.
15. Only load firearms on the firing line after the line officer has given the command to load.
16. Do not point firearms or archery equipment at anything other than authorized targets.
17. Fire only at your own target.
18. Anyone may give the command “CEASE FIRE” if an unsafe condition exists.
19. Assist in policing the area of brass and any other debris.
20. For the duration of the event or activity, DO NOT CLIMB ON THE BERMS.
21. Horseplay is never allowed on the range.

Section 5: Targets

1. Only approved targets will be used for sanctioned shoots.
2. All targets, backers and target frames for sanctioned 4-H events and training will be arranged, supplied or secured by CSU Extension, _____ County. This includes equipment that is rented or utilized from individual range facilities.
 - a. Volunteers and leaders will keep the CSU Extension Office updated on condition of backers and target frames. A physical inspection should occur at a minimum of annually and before any event or practice.

_____ County 4-H Shooting Sports Range/Facility Information

(Fill out one form per location. Please check all disciplines that apply to that location. Contacts need to be specified per discipline below. Different locations need a separate form.)

___ Archery ___ Air Rifle ___ .22 Rifle ___ Air Pistol ___ .22 Pistol ___ Shotgun
___ Muzzleloading ___ Western Heritage ___ Hunting and Outdoor Skills

Location Name

Address

City, State Zip

GPS Coordinates (specify lat/long or UTM)

Certified Colorado 4-H Shooting Sports Volunteer Contact

Range/ Facility Contact

Emergency Response Procedures

The following information needs to be available to all participants and adults at each 4-H event or activity.

Emergency Communications:

Contact	Primary Phone	Dispatch Phone	Secondary Phone
EMS	911		
Police	911		
Sheriff	911		
Fire	911		
CSU Extension (County 4-H Agent/ Director)			

Immediate Response for Injuries or Illness

If it is determined by a Colorado 4-H Volunteer and/or youth's parents that an observed injury or illness requires EMS response, then the following procedures should be followed:

- Call a “CEASE FIRE” if the person is near the firing line or downrange. Ensure that all firearms are unloaded and clear.
- The Line Officer will nominate an adult to notify Dispatch Center using the nearest cell phone and provide the information listed above.
- The Line Officer will nominate an adult present to secure the scene and the injured person's gear.
- Elect an adult to call participants parents if they are not present at the activity.
- Dispatch a person to wait at the Range Entrance to guide EMS/authorities
- The Line Officer will nominate an adult to contact Local CSU Extension via secondary phone number, and the Range Contact.
- CSU Extension 4-H Agent will be responsible for notifying their County Extension Director, Area and/or Regional Extension Director, State 4-H Shooting Sports Specialist, and State 4-H Program Director.
- Complete CSU 4-H Incident Report form that is required for any incident.

Weather Related Incidents

1. The Certified 4-H Shooting Sports Volunteer is responsible for monitoring weather.
 - a. If you hear thunder within 30 seconds of seeing lightening, equipment needs to be made safe and then put up and participants need to seek shelter. Shooting may resume 30 minutes after the last sign of thunder.
<https://www.cdc.gov/nceh/features/lightning-safety/index.html>
 - b. Tornado
 - i. Watch - may still hold practice, watch for worsening weather conditions
 - ii. Warning - seek shelter immediately. Have plan in place ahead of time for safety of shooters.

Facility and Range Conditions

The Certified 4-H Shooting Sports Volunteer is responsible for monitoring the facility and range conditions

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- The Line Officer will nominate an adult to notify Dispatch Center using the nearest cell phone and provide the information listed above.
- The Line Officer will nominate an adult present to secure the scene and the injured person's gear.
- Elect an adult to call participants parents if they are not present at the activity.
- Dispatch a person to wait at the Range Entrance to guide EMS/authorities
- The Line Officer will nominate an adult to contact Local CSU Extension via secondary phone number, and the Range Contact.
- CSU Extension 4-H Agent will be responsible for notifying their County Extension Director, Area and/or Regional Extension Director, State 4-H Shooting Sports Specialist, and State 4-H Program Director.
- Complete CSU 4-H Incident Report form that is required for any incident.

Weather Related Incidents

8. The Certified 4-H Shooting Sports Volunteer is responsible for monitoring weather.
 - a. If you hear thunder within 30 seconds of seeing lightening, equipment needs to be made safe and then put up and participants need to seek shelter. Shooting may resume 30 minutes after the last sign of thunder.
<https://www.cdc.gov/nceh/features/lightning-safety/index.html>
 - b. Tornado
 - i. Watch - may still hold practice, watch for worsening weather conditions
 - ii. Warning - seek shelter immediately. Have plan in place ahead of time for safety of shooters.

Facility and Range Conditions

The Certified 4-H Shooting Sports Volunteer is responsible for monitoring the facility and range conditions

8. Monitor facility and range conditions prior to the start of the event or activity. Address any hazards or unsafe conditions with facility or range management immediately. Do not continue with event or activity until the unsafe conditions have been addressed. Communicate any unsafe facility or range conditions and/or changes to facilities/ranges to participants prior to the start of the activity.

_____ County 4-H Shooting Sports Range/Facility Information

(Fill out one form per location. Please check all disciplines that apply to that location. Contacts need to be specified per discipline below. Different locations need a separate form.)

___ Archery ___ Air Rifle ___ .22 Rifle ___ Air Pistol ___ .22 Pistol ___ Shotgun
___ Muzzleloading ___ Western Heritage ___ Hunting and Outdoor Skills

Location Name

Address

City, State Zip

GPS Coordinates (specify lat/long or UTM)

Certified Colorado 4-H Shooting Sports Volunteer Contact

Range/ Facility Contact

Emergency Response Procedures

The following information needs to be available to all participants and adults at each 4-H event or activity.

Emergency Communications:

Contact	Primary Phone	Dispatch Phone	Secondary Phone
EMS	911		
Police	911		
Sheriff	911		
Fire	911		
CSU Extension (County 4-H Agent/ Director)			

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