**National 4-H Shooting Sports Risk Management Plan**

***General Information***

A good **Risk Management Plan** will address specific situations that might be encountered during the program. These include, but are not limited to:

**RATIONALE and GOALS:** Simply, what you want to do, why you want to do it, and where you intend to go with the program; write it down.

**PERSONNEL POLICIES:** How you select individuals to assist the program should be spelled out.

* If your state has a volunteer application and selection program, include that in your plan.
* Establish and document required training for your personnel.
* Establish and document procedures of conduct for your personnel.
* There are never to be less than two instructors present at all times youth are present. Ex: **At no time will an instructor be alone with a student.**
* No instructor is allowed to provide transportation for a youth unless on a planned and authorized travel event.

**JOB DESCRIPTION:** Include a written job description for each of your trainers.

**RECORDS:** Keep accurate, thorough, up-to-date records of your training activities.

**SUPERVISION:** Establish in your written plan what levels of supervision are required, whose responsibility it is, and the extent of authority assigned to each supervising trainer.

**INSPECTIONS:** All equipment and sites should be inspected according to a written procedure (a checklist) on an established schedule.

**LESSON PLAN:** Each activity should have a written lesson plan outlining the activity and what will occur.

**EMERGENCY PLAN:** A written emergency plan should be included, outlining specific duties and actions to be taken in the event of an emergency or an injury. This would include the required youth and adult health forms.

**FIRST AID:** First aid kits and trained personnel should be on site at every activity.

**EQUAL OPPORTUNITY:** A written policy statement should be drafted and included in your plan indicating your adherence to the established equal opportunity policy of your State’s 4-H program.

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***Sample Risk Management Plans can be found under instructor resources on the National 4-H Shooting Sports website www.4-hshootingsports.org***

OUTLINE

1. Staffing/Supervision
   1. Training
   2. Certification
   3. Age requirements/Experience
   4. Adult/youth ratio
   5. Specific requirements (ie:VIP process)
2. Insurance Issues
   1. Waivers
   2. Health History/Parental Permission
   3. Liability/Vehicle Insurance
   4. Health Insurance
   5. Equipment Insurance
   6. Facility Insurance
   7. Leases
3. Emergencies Procedures
   1. Transportation/Emergency vehicle
   2. Communication/P.R.
   3. First Aid
   4. Parental Notification
   5. Separate Plan for each Situation
      1. Range Accident
      2. Lost Child
      3. Misfire
      4. Rabid Animal
      5. Flood/Fire/Tornado
      6. Vehicle Accident
      7. Other areas as specific to your activity
4. Equipment
   1. Safety Check Procedures/Maintenance
   2. Handling
   3. Proper Storage
   4. Transportation
   5. Parental permission to Use
5. Facility
   1. Safety Inspection
   2. Safety Procedures (signage, berms, safety zones, lines, etc.)
   3. Insurance
   4. Leases