

MODULE 4 – RISK MANAGEMENT: COVERING YOUR ASSETS

PRIMER FOR 4-H SHOOTING SPORTS INSTRUCTORS



**Promoting Positive Youth Development through
Comprehensive Education,
Life-Long Recreation, and
Healthy Competition**



National 4-H Shooting Sports



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Table of Contents

TOPIC	PAGE
Introduction	52
4-H members and Firearms: The Case for 4-H Shooting Sports	53
The National Minimum Standards for 4-H Shooting Sports	54
4-H Shooting Sports Code of Ethics	57
State Level Best Practices	58
The Risk Management Model and Legal Implications	59
4-H Shooting Sports Risk Management Model	60
Risk Management Plan	63
References	65

Introduction

On the Cover

The cover photo has a purpose. It reminds us that we regularly send a massive amount of lead and sharp pointy things down range. We must never forget the force, the power, and the deleterious potential of this activity in which half a million 4-H kids take part. Guiding 4-H members, parents, and other 4-H volunteer leaders through this process without injury or harm is your major responsibility as a 4-H Shooting Sports Instructor.

Overview of what will be covered in this module:

1. 4-H Members and Firearms: The Case for 4-H Shooting Sports
2. The National Minimum Standards for 4-H Shooting Sports
3. State Level Best Practices
4. Your Risk Management Plan
5. 4-H Shooting Sports Risk Management Model



4-H Members and Firearms: The Case for 4-H Shooting Sports¹



The Instructional Focus of 4-H Shooting Sports

1. Life Skill and Positive Youth Development (PYD)
2. Training Adults to Teach Kids
3. Teaching the First Shot
4. Safety
5. National 4-H Mission Mandates - Healthy Living, Citizenship, STEM



Safety Record of 4-H Shooting Sports²

1. Reach 338,621 4-H age youth per year (2014)
2. About half in short-term experiences, i.e. camps or fair
3. About half in long term community club experiences
4. The program began in 1980
5. More than 6 million youth have been reached
6. Four documented injuries requiring emergency medical attention (1980-2013)

Youth Sports Injury Data

Sport	2014 Total Annual Participation	Number of Injuries Annually (2013)	Injury Rate
Football	5,286,000	354,300	6.7%
Wrestling	805,000	38,900	4.8%
Basketball	9,694,000	359,300	3.7%
Softball	2,622,000	53,000	2.0%
Soccer	9,828,000	171,000	1.7%
Baseball	6,711,000	106,100	1.6%
Hockey	743,000	11,200	1.4%
Gymnastics	2,809,000	33,000	1.1%
4-H Shooting Sports	338,621*	0.12**	Less than 0.00004%

* 2014 enrollment

** 4 injuries from 1980 – 2013 * 6 Injuries in 38 Years

Youth Sports Injury Comparison



1. Soccer vs 4-H Shooting Sports
 - 42,500 times more likely to be injured
2. Football vs 4-H Shooting Sports
 - 167,500 times more likely to be injured
3. 4-H Shooting Sports is one of the safest activities for youth

Rationale for Introducing Youth to Firearms



1. Teach safe and responsible use of firearms
2. Significant adults in the life of a young person
3. Opportunity for quality family involvement
4. Positive peer groups for kids
5. Respect the power of firearms and archery equipment
6. Education that emphasizes respect of other people

The Goal of 4-H Shooting Sports

The goal is not to claim Olympic gold medals.....

But to create “Gold Medal” kids!

Suggested Reading:

Goodwin, J., White, D. J., & Sandlin, M. R. R. (2019). 4-H Members and Firearms: The Case for 4-H Shooting Sports. *Journal of Extension*, 57(1), Article 1COM2. Available at: from <https://joe.org/joe/2019february/comm2.php>

National 4-H Shooting Sports Minimum Standards³

NON-NEGOTIABLE

Developed by the National 4-H Shooting Sports Committee, Approved and Supported by the 4-H National Headquarters, These Items are Non-negotiable for State 4-H Shooting Sports Programs.

1. The **National 4-H Shooting Sports Curriculum** is the established adult teaching curriculum for training adults to teach youth the shooting sports within the 4-H program.
2. All instructors accept and abide by the **National 4-H Shooting Sports Code of Ethics**.
3. State, County, and Club level 4-H Shooting Sports Programs should have a **written risk management plan** which includes items such as emergency response and preparedness, insurance, safe storage of firearms and ammunition, etc.
4. All certified 4-H shooting sports instructors are a **minimum of 21 years of age** and have completed a state level 4-H shooting sports workshop in the specific discipline they will be teaching.
5. State level 4-H Shooting Sports Instructor certification workshops must provide a minimum of **twelve hours of instruction**; including a minimum of nine hours instruction in each specific discipline and a minimum of three hours instruction in teaching positive youth development, life skills, and risk management. It is preferable and recommended that state level certification workshops provide **fifteen hours of instruction** composed of twelve hours of discipline instruction and three (3) hours instruction in teaching positive youth development, life skills, and risk management.
6. To **maintain certification** as a 4-H shooting sports Level I or Level II instructor, one must teach or assist in instruction within the discipline certified at least once every three years. In addition: Level 1 Instructors – must be re-certified a minimum of every seven years. Re-certification could include any of the following, as determined by the State Coordinator: Continuing education credits, Updates to curriculum or state standards/requirements, Refresher course on curriculum, Attend a Level 1 training, Other options. Level 2 Instructors – Must be re-certified after a major revision of the curriculum, as determined by the National 4-H Shooting Sports Committee, or at the determination of the State Coordinator. Re-certification could include: Attend a Level 2 training, Attend an update training hosted by a Level 3 Instructor or a Level, 2 Instructor certified using the revised curriculum. Level 3 Instructors – Must be re-appointed annually by the National 4-H Shooting Sports Committee.
7. Only **factory ammunition** is used at 4-H shooting sports competitive events.

National 4-H Shooting Sports Minimum Standards

8. **Regarding simulated combat sports including but not limited to, paintball guns, air-soft, laser guns, archery tag.** Pointing any type of gun including paint ball guns, air-soft guns, laser guns, laser paint-ball, archery tag bows & arrows or sighting devices at any person or any humanoid shaped target is inappropriate in any 4-H program activity.
9. **Reactive Targets** – Targets which make use of or are composed of 1) live ammunition, 2) explosive; flammable; chemical substances, or 3) pressurized containers are to never be used at any 4-H program activity.
10. **Cloverbud** age 4-H youth are not allowed to participate in ANY live-fire activity involving firearms, air rifles, air pistols, or archery equipment.
11. All 4-H Shooting Sports functions (events, meetings, club practices, etc.) which include the handling or use of firearms or archery equipment requires the **physical presence and constant supervision** of at least one adult 4-H Shooting Sports instructor who is currently certified in that respective discipline(s).



National 4-H Shooting Sports Code of Ethics⁴

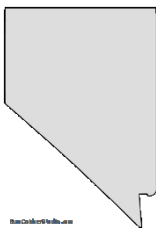
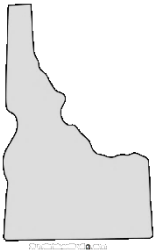
I will:

1. **Respect** all people and property,
2. Set a **good example** as a mentor and role model,
3. Conduct myself & the program in a **professional and ethical** manner,
4. Learn and implement the **Positive Youth Development** principles that guide the program,
5. Continue to expand my **competencies** in the subject matter I teach,
6. Adhere to the:
 - National 4-H shooting sports **curriculum**,
 - National minimum standards** of safety, and
 - State level best practices and policies**



National 4-H Shooting Sports – Best Practices³

Because of state-by-state variations in laws, university policies, and State 4-H Policies, the following list of Best Practices is offered for consideration in state level 4-H Shooting Sports Policies and Procedures.



1. Eye protection - Adequate eye protection is required for all participants in Muzzle Loading, Pistol, Rifle, and Shotgun disciplines. This includes Hunting and Western Heritage live fire events. Such protection is strongly advised for archery events as well. Coaches or spectators on or near the firing lines are subject to the same requirements.
2. Ear protection – Adequate ear protection is required for all participants Muzzle Loading, Pistol, Rifle, and Shotgun disciplines. This includes Hunting and Western Heritage live fire events. Coaches or spectators on or near the firing lines are subject to the same requirements.
3. Footwear – Open toed shoes of any kind are not recommended for the shooting line.
4. Inventory lists should be maintained by one individual. Sign-out and sign in processes will help keep track of equipment.
5. Only approved instructors should check out equipment.
6. Extension staff overseeing the program need to have access to equipment and all records.
7. Equipment inventory should be audited annually.
8. All firearms will be stored in a lockable cabinet or safe with open bolt and Clear Bore Indicator in place. All locked cabinets or safes should be in a secure, locked storage area. Keys and combinations should only be available to certified instructors and Extension staff.
9. The practice of storing and securing ammunition in a separate place from the firearm in which it will be used, creates a significant level of protection against an accidental discharge. And again multiple locks offer another layer of protection. And let us not forget the importance of proper transportation of this equipment.
10. Applicable local, state and federal laws are to be followed when transporting firearms. Only licensed drivers over 18 should transport 4-H Shooting Sports equipment. Transport firearms in locked cases. Transport equipment in a way that is not visible from outside the vehicle.
11. Instructors have the right to exclude someone from participation for safety reasons. Instructors should try to provide accommodations to those with disabilities
12. 4-H is open to anyone of appropriate age as determined by your state. 4-H Shooting Sports is not permitted for Cloverbud age youth.

The Risk Management Model and Legal Implications⁵

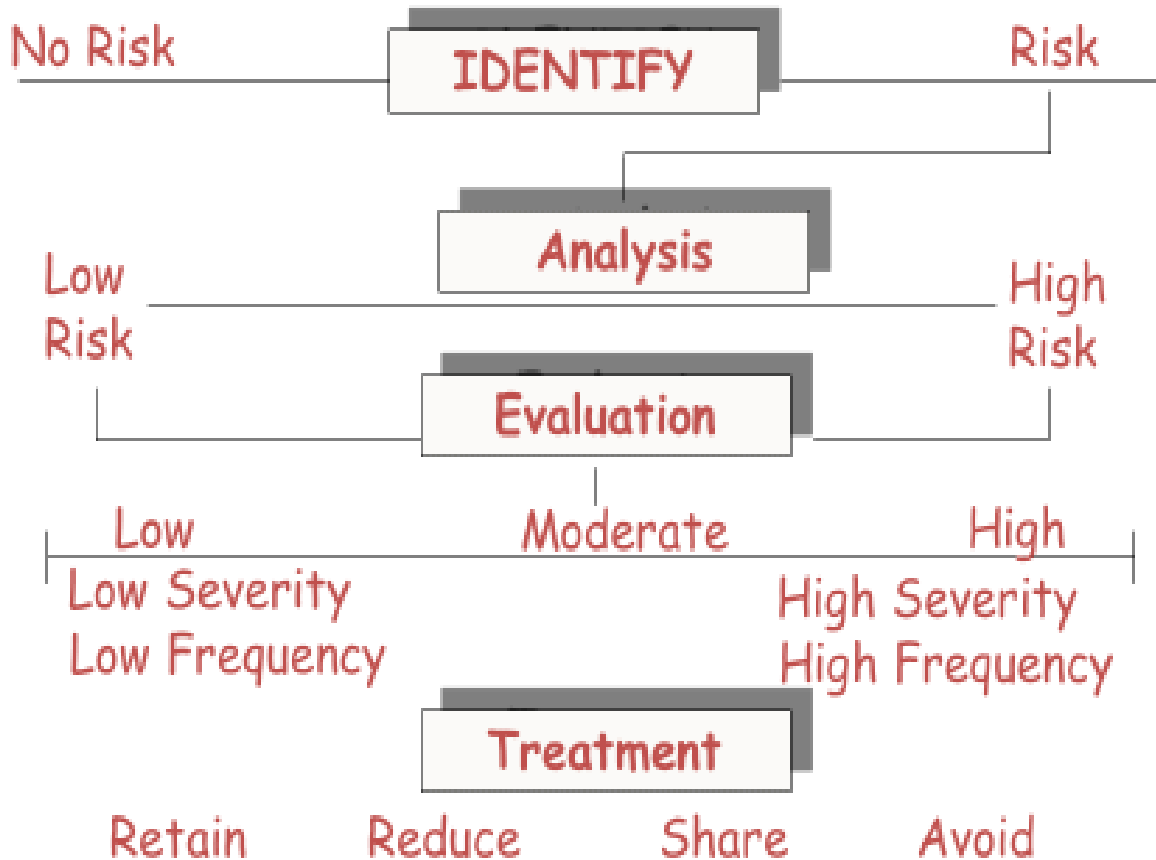
The Four Steps of the Risk Management Model



1. Identify Risk – There are no 100% Risk-free human activities. So know that there is a risk, then, identify the possible risks involved with an activity. Think outside the box and try to think of every wild, crazy, and unexpected thing that could happen which might harm someone.
2. Analyze Risk – After risks are identified, the next step is to analyze the risk to determine if it would be a low-risk activity or a high-risk activity.
3. Evaluate Risk – Further evaluation of the risk helps to identify both the severity and the frequency of the risk. When the severity and frequency characteristics of a risk are known, we can go to the final step of treating the risk.
4. Treatment of Risk – We have four choices in how we deal with a risk:
 - A. Avoid the risk. This means that we do not engage in the activity. This not an option if we conduct youth programs—remember nothing is risk free.
 - B. Retain the Risk. We make this choice by being involved with the activity.
 - C. Reduce the Risk. We do this by training our instructors, having risk management plans in place, etc.
 - D. Share or transfer the risk, with an insurance policy, as an example.

How Do You Manage Risk?

Risk Management Model



Pick a risk that might be associated with a 4-H shooting sports activity. Some examples might include:

1. paper cuts from completing the 4-H Record Book,
2. ricochet at an air gun range, and
3. accidental discharge of a shotgun while resting the barrel of the gun on the toe.

Then run the activity, a step at a time, through the risk management model above. Discuss ways that the risk associated with these three activities are treated.

What Does it All Mean?

1. You have a **duty** – You have a duty to:
 - A. Provide a **safe environment** for this program, and
 - B. Conduct activities in a **reasonable** and **prudent** manner.
2. **Reasonable and Prudent** – If someone is injured on your watch, a jury of your peers will be asked to assess your actions as to whether or not they were **reasonable** and **prudent**.
3. **Negligence** – The failure to perform a duty owed as a **reasonable** and **prudent** person would perform; with that failure resulting in a consequence of the breach of duty that should have been foreseen.
4. Elements of Proving **Negligence**
 - A. Duty Owed
 - B. Duty Breached
 - C. Actual Damages
 - D. Proximate Cause



Duties Owed by You

1. Properly plan the activity
2. Provide proper instruction
3. Explain the inherent risks
4. Monitor for injury
5. Provide safe equipment
6. Provide for proper emergency response
7. Maintain adequate records
8. Provide close supervision
9. Inspect, Inspect, Inspect!

This is a lot to remember....

Write it all down....

It is called your Risk Management Plan!



Your Risk Management Plan

There should be written and current risk management plans in place for any state, county/parish, or club level 4-H Shooting Sports activity or event.

Example items in a risk management plan:

1. Goals
2. Personnel/Volunteer Management Policies
3. Job Descriptions
4. Logs and Records – Attendance, injury, etc.
5. Supervision Procedures
6. Emergency Response Procedures
7. Equipment Care, Use, and Storage
8. And whatever else is needed in your situation

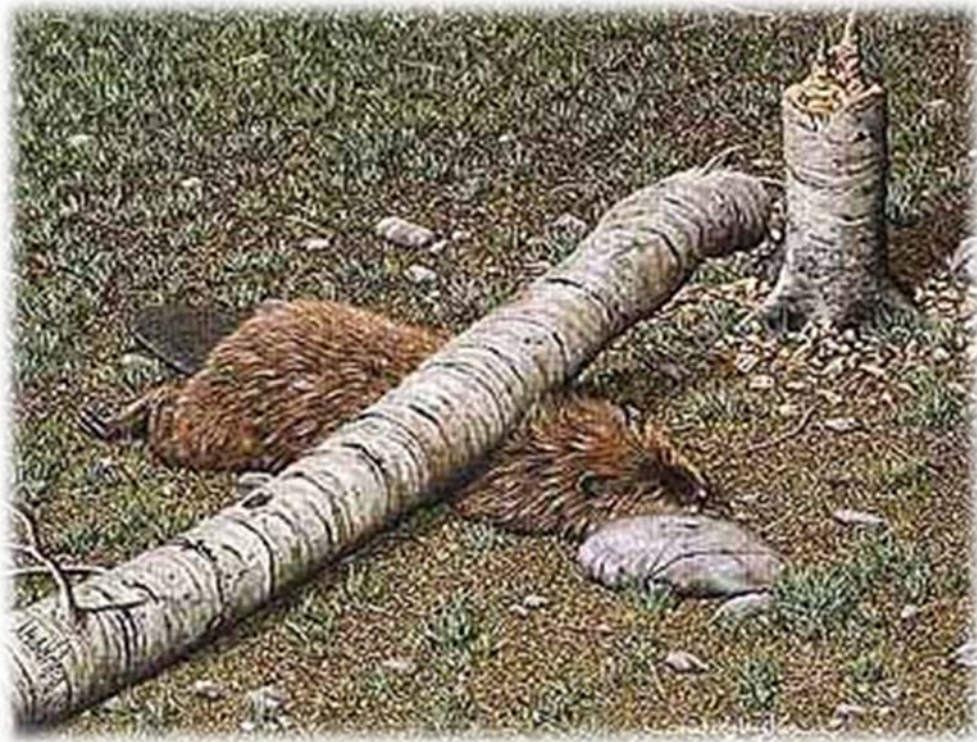
Example Risk Management Plans are available on the National 4-H Shooting Sports Website available at <http://4-hshootingsports.org/>

Download the Coordinator Workbook for more information on state plans and risk management plans available at <http://4-hshootingsports.org/>

So You Think There is Nothing to Worry About, Correct?

1. You've carefully thought out all the angles.
2. You've done it a thousand times.
3. It comes to you naturally.
4. You know what you are doing, it's what you've been trained to do your whole life
5. Nothing could possibly go wrong---correct??

Think Again!



Never let your guard down.

References

1. Goodwin, J. L., White, D. J., & Sandlin, M. (2018). 4-H Members and Firearms: The Case for 4-H Shooting Sports. *Journal of Extension*. In Press.
2. Arnold, C. (2017), National 4-H Shooting Sports Annual Report of Contacts/Reach, (2017), Report compiled annually by the National 4-H Shooting Sports Committee for internal use in donor/sponsor communications.
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5. National 4-H Shooting Sports Committee. (n.d.). *Risk management*. Retrieved from: http://w3.4-hshootingsports.org/risk_management.php