

ASHE 4-H SHOOTING SPORTS CLUB



Risk Management Plan

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INTRODUCTION¹

4-H is the largest youth development organization in the nation and its focus is the development of youth as individuals as well as responsible and productive citizens. 4-H Shooting Sports teaches youth marksmanship, the safe and responsible use of firearms, the principles of hunting and archery, and much more. The activities of the program and the support of caring adult leaders provide young people with opportunities to develop life skills, self-worth, and conservation ethics.

The Ashe County 4-H Shooting Sports Club is open to youth ages 8-18 and involves the disciplines of shotgun, rifle, archery, muzzle loading, and air pistol. This club is operated through NC Cooperative Extension, Ashe County Center under the guidance of the 4-H Agent and delivered by instructors that have been certified by the NC 4-H Shooting Sports Coordinator, registered in the 4-H Online system, and endorsed as a volunteer through the N.C. Cooperative Extension background check process.

Location

Regular weekly meetings and club practices occur at the Ashe County Wildlife Club located at 3220 Big Peak Creek Road, Laurel Springs, NC 28644.

Inherent Risks of 4-H Shooting Sports:

- Hearing loss/damage
- Damage to the eyes (from mechanical failure at the chamber/ejected shells and casings)
- Minor burns from spent shells and casings
- Exposure to lead
- Hand injuries (pinches or jams while loading ammunition into the firearm)
- Scoping (due to recoil and eye being too close to the scope)
- Minor bruising and soreness around the shoulder due to recoil of higher caliber firearms
- Exposure to the elements (i.e. sunburn, bug bites, etc.)
- Injury or death due to negligence of participant or co-participant or equipment failure

Prior to participating in Ashe 4-H Shooting Sports Club, members and club volunteers must complete the 4-H Online Enrollment which includes all health forms, liability waivers, emergency contact info, etc. (Appendix A). Annual re-enrollments must be completed each year for returning participants. The Ashe 4-H Shooting Sports Club will take all reasonable efforts and care to ensure the safety and enjoyment of participants in the various shooting sports disciplines in order to achieve the safe, positive youth development goals of the program and 4-H.

¹Sourced from National 4-H Shooting Sports and NC 4-H Shooting Sports

SAFETY MEASURES²

Safety guidelines outlined by National 4-H Shooting Sports, NC 4-H Shooting Sports, and the Ashe County 4-H Shooting Sports Club shall be followed at all times by participants and instructors. The Ashe 4-H Shooting Sports Club shall maintain the following safety measures including pre-practice protocols, practice guidelines, PPE, and equipment storage.

Prior to Practice

1. All participants must fill out a weekly pre-practice sign up Google Form indicating which shooting discipline the participant intends to practice that week (Appendix B).
2. The lead club instructor shall print a copy of the pre-registration and bring it to the practice each week.
3. Prior to each practice, a safety inspection of the range will be completed by the club leader before the range is used by participants. All hazards, both natural and man-made, will be identified and eliminated or reduced (Appendix C).
4. Roll will be taken at the beginning of each practice and emergency contacts listed (Appendix D).

Practice Guidelines (In accordance with the NC 4-H Shooting Sports EAP)

Safety must be the number one priority of range personnel, club leaders, participants, and spectators. Standard accepted safety rules will be followed at all times in accordance with Ashe County Wildlife Club regulations in addition to NC 4-H Shooting Sports guidelines, and special safety considerations will be announced at the start of each practice. Club leaders and range staff may dismiss anyone from the range for unsafe behavior, and violations of safety protocols will result in dismissal from the Ashe 4-H Shooting Sports Club at the discretion of the club leaders and 4-H Agent.

1. All firearms must be cased until the Range Officer has given permission to the participant to remove their firearm. For archery participants, either arrows or bows must be cased at all times until the Range Officer has given permission to the participant to remove their equipment. Cases include hard cases (metal, plastic, etc.), soft cases, or gun socks.
2. Once permission has been given to remove equipment from its case, uncased firearms on the range must have the action open and empty with an open bolt indicator in place, except when on the firing line ready to fire. Arrows will not be knocked until on the firing line.

²Sourced from “Best Management Practices of a 4-H Shooting Sports Program” Internal Document

3. All firearm muzzles will be pointed and bows drawn in a safe direction and down range at all times.
4. All firearms with a safety device must have the safety on at all times except during a course of fire, or when an OBI is in place.
5. Participants will be required to provide their own ammunition for use. All ammunition will be controlled by the club coach.
6. Only one shell or cartridge will be loaded unless otherwise instructed by the Range Officer.
7. Participants must wear eye and ear protection while on the firing line.
8. Know and obey all range commands.
9. No electronic devices including cell phones will be allowed forward of the observation line, except for hearing protection and medically required devices.

SPECIAL RISKS AND CONSIDERATIONS

Due to the increased risk of eye injuries, hearing loss, exposure to lead and minor burns associated with 4-H Shooting Sports, the following PPE must be worn while actively participating. Additionally, due to the potential catastrophic impacts of firearm misuse, special care must be taken towards proper equipment storage and handling. The following guidelines *must* be followed at all times.

Personal Protective Equipment (PPE)

As a 4-H Shooting Sports Club, special considerations must be made to protect participants, club leaders/instructors, and spectators/parents. The following personal protective equipment must be worn by participants, instructors, and spectators at all times while on or near the firing lines. While youth are encouraged to bring their own eye and ear protection, the club will maintain extra PPE to be used by youth in the event that they forget their own. No club members will be allowed to participate without the following PPE:

1. Eye Protection: Adequate eye protection (shooting glasses, safety glasses or safety goggles, or hardened prescription glasses) 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 firing lines are subject to the same requirements.
2. Ear Protection: Adequate ear protection is required for all participants in Muzzle Loading, Pistol, Rifle, and Shotgun disciplines. This includes Hunting and Western Heritage live fire events. Where electronic hearing protection is used, it may not include radio or similar broadcasts as background noise, since that could interfere with range commands. Such protection is strongly advised for archery events as well. Coaches or spectators on or near firing lines are subject to the same requirements.
3. Footwear: Any participant while on the shooting line or shooting in any outdoor shooting events are required to wear shoes that completely cover their feet. Examples of footwear that are not acceptable include, but not limited to: sandals, clogs,

crocs, flip-flops, and bare feet.

4. Long sleeves: Long sleeves are recommended for participants to minimize risk of minor burns and injuries resulting from spent shells and casings.

Additionally the following guidelines will be followed in order to minimize lead exposure: No persons will eat or drink until washing hands after being on the range. If water is not available, the instructors will provide antibacterial moist towel-lets, waterless soap, or similar product for wiping hands once shooting has concluded.

Equipment Storage³

Proper equipment storage is a critical piece to the 4-H Shooting Sports Risk Management Plan as failure to properly store equipment can result in serious injury or death. The following guidelines must be followed at all times.

Inventory Control

1. Inventory list of equipment should be maintained by one individual in charge of equipment for the local group/county program/state program. A sign-out process will be used to record who/when/what/when returned.
2. Only approved, current instructors may sign out program equipment from inventory.
3. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment, the inventory list, and sign-out records.
4. Equipment inventory should be audited at least annually (or more often if requested) by local and/or state Extension personnel responsible for 4-H Shooting Sports program.

The State Extension staff person responsible for 4-H Shooting Sports program has the ultimate authority to remove 4-H Shooting Sports program equipment from any 4-H Shooting Sports club or instructor based on lack of safety practices, inadequate storage and transportation safeguards, concerns about inventory control, inadequate emphasis on positive youth development, or other reasons based on professional judgment.

Storage of Firearms & Muzzleloading Equipment

1. All Firearms will be stored unloaded in a commercial firearm safe with an open bolt or open bore indicator when not in use.
2. All gun safes should be secured in a locked storage area, following local statutory requirements, if applicable. If no local laws apply, suitable locations include local law enforcement department firearm storage, storage closet or room with limited access, etc.
3. Keys and combinations should be available only to certified instructors, county coordinators, and state coordinators. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.

³Sourced from “Best Management Practices of a 4-H Shooting Sports Program” Internal Document

Storage of Air Guns

1. Air guns will be stored in gun cases that can be locked and stored in a storage room accessible only to instructors, county coordinator and state coordinator.
2. Keys to the storage area should only be available to instructors, county coordinator and state coordinator. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.

Storage of Archery Equipment

1. Archery equipment will be stored in a locked closet or room accessible only to instructors, county coordinator or state coordinator.
2. Doors should be double locked, and a key should only be available to instructors, county coordinator and state coordinator. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.

Ammunition

1. All ammunition, shotgun shells, rifle shells, pistol shells, powder, caps, BB's and pellets will be stored separate from the guns which use them. Access to the ammunition should have access limited: the instructors, county coordinator or state coordinator. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.
2. Ammunition should be stored in a closet or room where there are at least two separate locks on the door.

Transportation of Equipment

1. All applicable local, state and federal laws are to be followed when transporting firearms, ammunition and other 4-H Shooting Sports program equipment and supplies. Only licensed individuals age 18 or older are permitted to drive vehicles transporting 4-H Shooting Sports equipment.
2. When transporting firearms, air guns, ammunition and muzzleloading guns, the transporter should have the guns in locked hard cases with gun locks on each gun (either a trigger style gun lock or a cable style gun lock).
3. Equipment should be transported in such a way that the equipment cannot be seen from outside the vehicle. Some examples of concealment include transporting in the vehicle's trunk, in a locked trailer, beneath a pick-up truck bed topper, etc. The vehicle should not be left unattended when equipment is being transported.

Youth & Adult Participation

1. A 4-H Shooting Sports Instructor has the right to refuse any participant from the shooting sports activity in the interest of safety for the participant and others in the program.
2. Instructors are encouraged to identify strategies to accommodate youth / adults with disabilities.
3. 4-H Shooting Sports Programs are open to all youth 8 years of age or older (as of Jan. 1 of the current year) without regard to race, color, sex, handicap, religion, age or national

origin. Each state Land Grant University determines 4-H maximum age eligibility. Note that age eligibility for National 4-H Shooting Sports Events are determined by the National 4-H Shooting Sports Committee and may be different than that of states. 4-H Clovers (age 5-7) are not eligible for any aspect of 4-H shooting sports programs as these are not age appropriate activities.

Purchasing Firearms

Firearm ownership by Ashe 4-H Shooting Sports Club is maintained by NC Cooperative Extension, Ashe County Center (NCCE-ACC). As such, no firearms shall be purchased without the express permission of NCCE-ACC and purchases of any shooting sports equipment will go through the office.

INCIDENT/ACCIDENT REPORTING

Any incidents or accidents should be recorded on the Injury Report Form located in Appendix E. A copy of this report should be turned in to the 4-H Agent within 24 hours of accident occurrence, and the 4-H Agent will forward this to the state 4-H Shooting Sports Coordinator. First aid should be administered and emergency personnel notified when necessary, and parents should be notified at the time of injury.

EMERGENCY ACTION PLAN⁴

Since all practices occur outdoors, observe the following guidelines given the situations listed below.

Tornadoes

- Stay alert to weather conditions. Practice will be canceled beforehand if severe weather (heavy rain, thunderstorms, wind, etc.) is forecasted.
- If severe weather occurs at practice, move indoors to Ashe County Wildlife Club Clubhouse.
- Club leaders should maintain the club roster at all times, and verify that all participants are present when moved inside.
- Stay away from windows and glass as well as materials and furniture that could fall.
- Provide first aid and notify emergency services as needed.

Fire and Smoke

- Evacuate area when fire or smoke is observed.
- Take attendance sheets and account for all participants.
- Tell participants and adults who are able to cover their mouths and noses to avoid smoke and heated gasses getting into their lungs.
- Help a person Stop, Drop, and Roll, if clothes catch on fire.
- Call 911.

⁴Sourced from North Carolina Child Care Health and Safety Resource Center and Department of Homeland Security

- Clear access for emergency vehicles.
- Report children and adults not accounted for to the firefighters.
- Provide first aid and reassure children as needed.
- Remain at designated safe meeting place until instructed by fire fighters that it is safe.

Earthquake

- Place all weapons on the ground with bolt action open and safety on.
- Move to the middle of the rifle range.
- Take attendance sheets and account for all participants.
- Notify emergency personnel if needed.

Missing Persons

- Start procedures to locate the person.
- Inform the club leader that the person is missing.
- Alert caregivers/teachers to account for children in their care.
- Notify the family.
- Notify law enforcement.
- Provide a photo of the person and all other information requested by law enforcement.
- Review activities before disappearance and retrace steps.
- Search the property (ranges, vehicles, clubhouse) for the person
- Notify family and law enforcement when person is found.

Chemical Leaks

- Evacuate to neighborhood evacuation site upwind of the gas odor if leak is outdoors or in the neighborhood.
- Take attendance sheets.
- Move children and adults to neighborhood evacuation site following evacuation route.
- Meet at designated safe meeting place.
- Call 911.
- Account for children and adults by checking attendance.
- Report children and adults not accounted for to the emergency responders.
- Provide first aid and reassure children as needed.
- Contact 4-H Agent if not on the premises.
- Notify families.
- Remain at evacuation site until instructed by emergency personnel that it is safe to return.

Bomb Threats

Written bomb threat

- Handle and touch a written bomb threat that is on paper as little as possible.
- Save a written bomb threat that is electronically transmitted: email, text message, etc.
- DO NOT respond.

- Call 911 and provide information about the threat.
- Contact facility director and 4-H Agent.

Phoned bomb threat

- Engage caller with bomb threat in conversation for as long as possible or until emergency responders arrive.
- Record caller's phone number and information on the Bomb Threat Information Form (Appendix F) to give to emergency responder.
- Tell designated staff to call 911, using a different phone line, and provide information about the threat.
- Contact facility director and 4-H Agent.

Evacuate to designated neighborhood site if instructed to do so by emergency personnel.

- Take attendance sheets.
- Secure all children and adults in vehicles.
- Account for all children and adults by checking attendance.
- Locate children or adults unaccounted for and secure them into a vehicle.
- Transport children and adults to designated safe meeting place (NCCE-ACC).

Meet at designated safe meeting place.

- Account for children and adults by checking attendance.
- Remain at safe meeting place site until instructed by emergency personnel that it is safe to return or when children have been reunited with their families.

Active Shooter

Evacuate

- If there is an accessible escape path, attempt to evacuate the premises.
- Have an escape route and plan in mind
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view

- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

If the active shooter is nearby:

- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., range barriers, outbuildings, in vehicles)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

TRAVEL POLICY

The Ashe 4-H Shooting Sports Club does not offer transportation for its participants to or from practices or competitions. Parents and/or guardians must provide this for their youth attending and must remain onsite throughout the duration of the practice or competition.

INSTRUCTION AND SUPERVISION⁵

The NC 4-H Shooting Sports program uses 4-H certified instructors to teach at all levels. Instructors are trained with a National 4-H based training system. Level One instructors are the county based club instructors trained on the state level to teach youth by Level Two instructors, who are nationally trained to teach adults.

⁵Sourced from the NC 4-H Shooting Sports Instructors/Leaders Training Document

North Carolina offers at least 2 instructor training workshops per year, one each in the spring and fall, at different locations across the state. Each program needs certified instructors in the disciplines that are offered. Clubs may have adult leaders that are not certified, they just have different job descriptions than the instructors. There are many shooting type certifications such as NRA, Hunter Ed, Archery, Law Enforcement, ect. Even with these certifications, 4-H instructors need to be 4-H certified to work with our program. Even though similar, our instruction methods focus on youth development.

Instructor Training

Instructor training shall consist of at least the following phases:

- Explanation of the program.
- Methods of Instruction
- Lesson outline and use of outline
- Instruction manual
- Various methods - actual experiences, demonstrations, role playing, lecture, class involvement, simulated experience, visual aids, exhibits, and hands-on.

Instructor Certification Requirements

The program requires the use of state 4-H certified instructors to conduct classes in the various disciplines (each which has its own certification): archery, hunting skills, shotgun, muzzle loading, pistol (air, .22), rifle (air, .22) and coordinator. Only one certification per discipline may be achieved at a state sponsored workshop. No person will be certified as an instructor until the following requirements are met:

- 21 years of age or older (must be 21 years of age on or before January 1 of the current year).
- Participants must attend all of the training sessions at a state sponsored workshop to become certified. The instructor in each class reserves the right not to certify a person if he/she feels the candidate will not be a competent instructor.

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- Any person certified by NRA or NAA who wishes to become a 4-H Shooting Sports instructor without taking the entire state 4-H Shooting Sports training is required to submit documentation to the state coordinator
 - Additional training may be required in youth development, 4-H philosophy, volunteerism, and risk management.
 - Have no felony convictions.
 - Have no convictions for hunting or fishing violations in the last two years.
- Duties of Certified Instructors
- To provide basic instruction to youth.
 - To report all youth trained to the County Extension Office who will make annual reports to the State 4-H Office or another designated representative.
 - To keep updated and qualified as certified instructors by teaching classes and attending instructor retraining sessions as they become available.
 - It is strongly suggested that all certified instructors and youth secure additional accident insurance.

- See 4-H Volunteer Job descriptions for more specifics

Re-certification and Adding Disciplines

- To keep up your certification as a Shooting Sports instructor you must teach or assist in teaching a class every two years. This requirement must be documented by completing and submitting the Youth Instruction
- Certification and Instructor Renewal Form.
- Once your certification lapses, you must repeat the training at an instructor certification workshop. Certified instructors shall attend a training workshop every 3-5 years.
- Renewal will be required of all instructors when new teaching materials become available
or when a program change is initiated by the North Carolina 4-H Shooting Sports Advisory Committee which requires an update.
- Certified, active instructors may attain additional discipline certification by participating and attending a training session specific for the discipline desired. Previously certified instructors are not required to participate in the general session.

All certified instructors will adhere to the National 4-H Shooting Sports Code of Ethics (below), Bill of Rights for 4-H Members (below), and all participants will follow the 4-H Code of Conduct.

NATIONAL 4-H SHOOTING SPORTS CODE OF ETHICS

A complete 4-H shooting sports program must convey life skills development and be presented in a way that is safe, technically competent, and helps to instill 4-H values in participants through teaching and example. Certified shooting sports instructors and volunteers must be cognizant of their role as a moral and ethical mentor, as well as teacher, to youth and adults in their state and community. As a 4-H Shooting Sports Instructor or Volunteer:

- I will respect the participants, volunteers and property associated with the 4-H shooting sports program.
- I will set a good example as a mentor and role model for 4-H shooting sports youth and volunteer leaders.
- I will conduct myself and my 4-H shooting sports program in a professional and ethical manner.
- I will strive to be knowledgeable of the life skills embodied in the 4-H shooting sports program and aid positively in the development of youth through adherence to those principles.
- I will strive to be technically competent in the subject matter I teach and adhere to the national 4-H shooting sports guidelines and curriculum.
- I will respect the dignity of each participant in the 4-H shooting sports program regardless of gender, origin, ability, achievement or conviction.

BILL OF RIGHTS FOR 4-H MEMBERS

The following statements are based upon a bill of rights for young athletes adopted by a team of sports psychologists as a standard for youth sports. They were adopted as foundation rights by

the National 4-H Shooting Sports Development Committee many years ago, and they remain at the core of that program. Every person participating in the 4-H Program has the right to:

- Participate in the 4-H program with equal standing
- Participate at a level commensurate with their maturity and ability
- Participate with the assistance of qualified adult leadership
- Participate as a child, not as an adult
- Participate in the decision-making and leadership of their 4-H program experiences
- Participate in safe, healthy and supportive environments
- Become properly prepared for participation in their selected 4-H activities
- Enjoy equal opportunity to strive for success
- Experience the opportunity to set and strive for personally defined goals and objectives
- Be treated with dignity and respect
- Have fun in their 4-H participation

In addition to the aforementioned instructor certifications, club leaders must also complete an annual performance evaluation with the 4-H Agent and complete the Minors on Campus Compliance certification which outlines supervision requirements of working with youth. Additionally, parents and/or guardians shall remain on-site throughout the duration of Ashe 4-H Shooting Sports programs or activities.

METHODS TO REDUCE ABUSE AND MOLESTATION CLAIMS⁶

In addition to the requirement of the club that parents shall remain onsite throughout the duration of 4-H Shooting Sports programs, the Club shall abide by the Minors on Campus REG 01.25.18 at all times. The conduct of programs outlined in this regulation include the following and club leaders will have documentation of this completed training annually in 4-HOnline.

Programs should follow best practices for the conduct of their Programs, including those set forth in training. Additionally, employees, contractors, and volunteers of the Program shall not (unless required by exigent circumstances):

- a) Have contact with Minors in seclusion; there should be two or more Covered Individuals present during activities when Minors are present;
- b) Enter a Minor's room, bathroom facility, or similar area when that Minor is staying overnight in University housing without another Covered Individual in attendance;
- c) Share accommodations with Minors with the exception of Minors' parents or guardians sharing accommodations with their own children;
- d) Engage in abusive conduct of any kind toward, or in the presence of a Minor;
- e) Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner, any Minor;

⁶Sourced from REG 01.25.18 - Programs that Involve the Participation of Minors

- f) Provide alcohol or illegal drugs to any Minor. Covered Individuals also must not provide prescription drugs or any medication to a Minor unless specifically authorized in writing by the parent or legal guardian as being required for the Minor's care. In case of emergency, individuals must call 9-1-1;
- g) Use a personal vehicle to transport a Minor;
- h) Use personal text, email or social media to communicate with Minors outside of the official program;
- i) Expose Minors to sexually explicit materials, such as pornography; or
- j) Engage in any other conduct deemed inappropriate by the Youth Programs Office.

REPORTING ALLEGATIONS OF INAPPROPRIATE BEHAVIOR

4.1 Consistent with N.C. Gen. Stat. §7B-301, all persons, including Covered Individuals, who have cause to suspect that any Minor has been abused or neglected must immediately report allegations of the abuse, neglect, or inappropriate behavior with Minors to the director of the Division of Social Services in the county where the Minor resides or is found. Programs may contact University Police to assist with the notification. The University requires the report also to be made to the Director of the Youth Programs Office. If there is an immediate safety related concern, Covered Individuals shall immediately contact University Police or local law enforcement.

4.2 No individuals making a good faith report of suspected abuse or neglect will be retaliated against in the terms and conditions of employment or participation in the educational program.

4.3 Programs may discontinue any Covered Individual's participation in a Program when an allegation of inappropriate conduct has been made against the individual until such allegation has been satisfactorily resolved or disciplinary action is taken.

AUTHORITY AND COMPLIANCE

The Youth Programs Office is charged with monitoring compliance with this regulation by all Programs and presenting training on best practices. Failure to comply with the requirements set forth in this regulation or any related campus policies and procedures may lead to sanctions or disciplinary action, including but not limited to, dismissal from the University, revocation of the opportunity to use University Property, issuance of a no-trespass notice, and/or suspension or termination of the Program.

EMPLOYMENT/VOLUNTEER GUIDELINES

4-H Volunteer Job Descriptions for NC Shooting Sports Program
4-H Volunteer Job Description: Discipline Instructor

Position Title: Discipline Instructor (Air Pistol/Rifle, Archery, Rifle, Shotgun, Muzzleloader, Hunting and Wildlife, and Coordinator)

Program: Ashe 4-H Shooting Sports Club

Time Commitment: Length of service is one year. Renewable. Three-year commitment preferred. Program ranges from 8-36 hours per year not including preparation time.

Location: Ashe County

Type of Position: Volunteer leader; no direct salary

Supervision: Shooting sports coordinator and Extension professional in charge of 4-H youth programs.

General Purpose: Be responsible for the overall teaching of knowledge and skills related to a specific discipline to 4-H members, ages 8-18.

Specific Responsibilities:

1. Stress shooting safety.
2. Coordinate activities with shooting sports coordinator.
3. Coach members on proper shooting sports techniques.
4. Attend all shooting sports club meetings and activities.
5. Recruit parents and members.
6. Inform Coordinator about and help secure needed equipment and facilities.
7. Participate in all additional training programs the local shooting sports committee decides to include (i.e. Hunter Education, Red Cross First Aid, and 4-H Leadership).
8. Help plan the yearly program.
9. Actively encourage and support members.
10. Encourage members to participate in other 4-H events and activities.
11. Complete equipment check-list at the beginning and end of each activity.
12. Secure a safe location for club activities.
13. Ensure that all activities follow the National 4-H Shooting Sports Curriculum.

Qualification Required:

1. Age 21 or older for all disciplines.
2. Ability to work with youth and adults.
3. Have an interest in shooting sports and some knowledge of shooting techniques.
4. State certification in specific discipline and re-certification when required.
5. Be familiar with 4-H objectives and philosophy and/or willing to learn about them.
6. Moral standards consistent with the 4-H philosophy, SS Ethics, NC 4-H Code of Ethics and 4-H Member Bill of Rights.
7. Have no felony convictions.
8. Have no convictions for hunting or fishing violations in the last two years.

Support to be provided:

1. 4-H shooting sports coordinator training workshop (12 hours minimum).
2. 4-H shooting sports curriculum handbook upon completion of the workshop.
3. Local volunteer training programs.

PARTICIPANT AGREEMENT FORM AND/OR PARENT/GUARDIAN WAIVER

Each participant must submit a 4-H Online Enrollment or Re-enrollment annually which includes the 4-H Liability Waiver found in Appendix A.

**NORTH CAROLINA 4-H YOUTH DEVELOPMENT PROGRAM
LIABILITY WAIVER, ASSUMPTION OF THE RISK, PHOTO & MEDIA RELEASE,
AND INDEMNIFICATION YOUTH AGREEMENT**

In consideration of NC State University and/or NC A&T State University allowing my minor child to participate in the North Carolina 4-H Program, (hereinafter "Program"), I, for myself and/or on behalf of the minor child listed below ("Minor"), agree as follows:

I affirm and acknowledge that the Minor is participating in the Program for their own personal benefit. I understand that the Minor will participate in recreational and other activities as part of the Program and that such activities have inherent dangers and physical risks. I understand and acknowledge that the inherent dangers and physical risks involved in these activities are such that no amount of care, caution, instruction or expertise can completely eliminate them. These dangers and risks include, but are not limited to, loss of or damage to personal property, strains, sprains, bruises, heat exhaustion, and other personal injuries, or even death, that could result from tripping, falling, contact with other individuals, and equipment failure, among other causes. I assume responsibility for all risks, known and unknown, involving the Minor's participation in the aforementioned activities, and I voluntarily authorize the Minor's participation in reliance upon my own judgment and knowledge of the Minor's experience and capabilities.

Additionally, I understand that the coronavirus ("COVID-19") has been declared a worldwide pandemic by the World Health Organization and has become more widespread, including within North Carolina. COVID-19 is very contagious and believed to be spread mainly from person-to-person contact. I understand and appreciate that there are known and potential dangers of utilizing the Program's facilities, services and programs, and I acknowledge that the use of these facilities and services may, despite the Program's reasonable efforts to mitigate the dangers, result in exposure to COVID-19, which could result in quarantine requirements, serious illness, disability and/or death. The Center for Disease Control and state and local health departments, are reviewing and updating their respective guidance on the pandemic and its impact nearly every day.

I represent that I am acting on my behalf or as the parent or legal guardian of the Minor and I have authority to enter this Agreement. I also represent that the Minor is in proper physical and other condition to participate in the Program. I understand that it is my sole responsibility to determine whether the Minor is sufficiently fit and healthy enough to participate in the Program, and if necessary, I will consult with the Minor's physician for appropriate guidance.

On behalf of myself and the Minor, I hereby agree to indemnify and hold harmless NC Cooperative Extension, NC State University, NC A&T State University, the NC 4-H Youth Development Program, and their trustees, officers, directors, employees and agents (the "Released Parties") from any liability, losses, costs, damages, claims or causes of action of any kind or nature whatsoever, and expenses, including attorneys' fees, arising from, resulting from, or relating in any way to the Minor's participation in the Program. I further agree that if, despite this Agreement, the Minor or anyone on the Minor's behalf, makes a claim against any of the Released Parties, I will indemnify, defend and hold harmless each of the Released Parties from any liabilities which may be incurred as a result of such claim.

I understand that the Minor and I are required to be familiar with and abide by the Program's rules and regulations, including the 4-H Code of Conduct and/or the NC 4-H Volunteer Standard of Behavior and any safety regulations established for the benefit of all participants. I accept sole responsibility for the conduct and actions of the Minor while they are participating in the Program.

I understand that this is a legal document which is binding on me, my heirs and assigns and on those who may claim by or through me. I am eighteen years of age or older, and have full capacity to enter into this agreement and do so voluntarily.

____ YES, I HAVE READ THIS AGREEMENT, I UNDERSTAND IT, AND I AGREE TO BE BOUND BY IT.

Signature of Parent/Guardian:

Date:

Printed Name:

Name of Minor:

North Carolina 4-H Photo & Media Release

I agree to allow NC Cooperative Extension, the 4-H Youth Development Program, NC State University, and/or NC A&T State University or their agents to photograph or record the Minor during the Program. I further agree that the Minor's image or likeness in photographs, videos, or audio may be used for educational or promotional purposes, including broadcasting or posting on the Internet. I agree that the use described herein may be without compensation to me or the Minor. On behalf of myself and the Minor, I waive any right to inspect or approve the finished electronic, photograph, or printed matter that may be used in conjunction with the printed matter now or in the future. I expressly release NC Cooperative Extension, North Carolina 4-H Youth Development, NC State University, NC A&T State University, their agents, employees, licensees and assigns from any and all claims which I or the Minor may have for invasion of privacy, right of publicity, defamation, copyright infringement, or any other causes of action arising out of the use, adaptation, reproduction, distribution, broadcast or exhibition of such recordings.

Check one:

____ I **agree** to photo/media use for any use described herein.

____ I **do not** agree to photo/media use for any use described herein.

I understand that this is a legal document which is binding on me, my heirs and assigns and on those who may claim by or through me. I am eighteen years of age or older, and have full capacity to enter into this agreement and do so voluntarily.

I HAVE READ THIS AGREEMENT, I UNDERSTAND IT, AND I AGREE TO BE BOUND BY IT.

Signature of Parent/Guardian:

Date:

Printed Name:

Name of Minor:

North Carolina 4-H Code of Conduct and Disciplinary Procedure

The NC 4-H Youth Development Program has established standards of conduct for all participants. It is the responsibility of the parent/legal guardian and the participant to review the Code of Conduct and Disciplinary Procedures.

I. Purpose and Application:

- A. The 4-H Code of Conduct is intended to foster safe face-to-face and online environments that are conducive to optimal learning and growth. Toward that end, youth participants are expected to behave in a way that respects the dignity, rights, and property of others, and that will not disrupt or interfere with 4-H program goals.
- B. This 4-H Code of Conduct and Disciplinary Procedure is a condition of participation in any North Carolina 4-H activities or programs.

II. Behaviors Prohibited at 4-H Program Activities:

- A. Possession, selling, and/or use of alcoholic beverages, tobacco products, and illegal drugs OR being present where individuals are using alcohol, tobacco products and/or any illegal substances
- B. Any kind of sexually related physical contact
- C. Bullying, harassing or using derogatory language towards another person or group of people is prohibited
- D. Harassment will not be tolerated. Hazing is prohibited. Cyberbullying is prohibited
- E. Recording, taking, sharing screenshots or images is prohibited unless directed to do so for Program purposes
- F. Sharing links or passwords for Programs or content is prohibited unless directed to do so for Program purposes
- G. Possession of weapons or firearms (except while participating in a 4-H Shooting Sports Event)
- H. Behavior that violates state or local laws
- I. Damage to property of others
- J. Theft, misuse or abuse of public or personal property
- K. Conduct that jeopardizes the safety of self or others
- L. Conduct that disrupts or interferes with 4-H programming
- M. Using Program content, contacts, images or video for personal use outside the scope of the Program
- N. Sharing personal information, email, or social media accounts with individuals outside the scope of the Program
- O. Leaving a program or facility without permission of parents or 4-H staff (including authorized volunteers)
- P. Inappropriate dress, including but not limited to clothing that is disruptive to the operations or goals of 4-H. Examples

may include, but are not limited to, clothing with negative or hateful language or symbols and shirts or pants that fail to appropriately fit or to cover a participant's body and undergarments. Clothing should meet the standards expected in public schools. Specific clothing requirements may be implemented where appropriate for a particular event.

III. Additional Basis for Disciplinary Action

County or State Extension personnel may impose discipline pursuant to Part IV below in cases of misconduct by current, former, or prospective 4-H participants if, in the judgment of 4-H personnel or their supervisors, the misconduct poses a potential risk to the 4-H program. This includes risks to the safety or well-being of others and risks to the effective functioning or integrity of 4-H. This applies regardless of whether the misconduct occurred during a 4-H activity or in a setting unrelated to 4-H activity.

IV. Disciplinary Procedures:

- A. Discipline may be imposed by any 4-H staff or Cooperative Extension Service employee who has oversight responsibility for 4-H activities.
- B. Unless immediate action is required, the following procedures should take place before imposing any adverse consequences:
 - 1) the accused participant shall be told the charge (which of the prohibited behaviors listed above he or she is accused of violating), and
 - 2) the accused participant is told what factual evidence supports the charge, and
 - 3) the accused participant has been given a chance to tell his/her side of the story.
- C. The 4-H staff person must be satisfied that the participant engaged in the prohibited behavior before imposing a sanction.
- D. Sanctions may include some or all of the following:
 - 1) Verbal warning
 - 2) Notification to parents
 - 3) Immediate removal from the activity
 - 4) Being placed on a behavior contract
 - 5) Referral to local law enforcement and/or juvenile court
 - 6) Program suspension and/or
 - 7) Expulsion from program
 - 8) Dismissed participants may not be eligible for a refund of any fees or expenses
 - 9) Other sanctions appropriate to the circumstances, as determined by 4-H.
- E. Appeals
 - 1) Disciplinary action for local or county-level events may be appealed to the County Director and or 4-H Agent. All appeals must in writing and must be received by the County Director and or 4-H Agent within 30 days of the disciplinary action. The County

Director and or 4-H Agent or designee shall review the appeal statement, any written response from the decision maker, and may review other relevant information. The County Director and or 4-H Agent shall send a written decision to the appellant, the 4-H staff member who made the initial decision, and Head of the State 4-H Youth Development Program. The County Director and or 4-H Agent's appeal decision shall constitute the final agency action unless the Head of the State 4-H Youth Development Program chooses to exercise further review.

2) Disciplinary action for regional or state-level events may be appealed to the Head of the State 4-H Youth Development Program, Cooperative Extension Service, Box 7655, NC State University, Raleigh NC 27695-7655; telephone (919) 513-3059. All appeals must in writing and must be received by the Head within 30 days of the disciplinary action. The State 4-H Youth Development Program Head or designee shall review the appeal statement, any written response from the decision maker, and may review other relevant information. The Head shall send a written decision to the appellant and the 4-H staff member who made the initial decision, and the Head's appeal decision shall constitute the final agency action.

F. Immediate action situations:

4-H or Extension staff may take immediate action to remove a participant from an activity and other action as needed, where there is an emergency situation or significant risk of continuing misconduct. In those cases, the immediate action is temporary discipline and the 4-H or Extension staff must arrange for the procedures in parts B, C, D, and E above as soon as possible but in no event longer than seven days from the temporary discipline.

Member Printed Name:

Signature of Member:

Printed Name of Parent/Guardian:

Signature of Parent/Guardian:

Date:

Appendix B

Ashe 4-H Shooting Sports

2022 Tuesday 6:30, Ashe County Wildlife Club

Email *

Valid email

This form is collecting emails. [Change settings](#)

First Name *

Short answer text

Last Name *

Short answer text

Phone Number *

Short answer text

Do you plan to attend the June 14th meeting? Rifle

Yes

No

Maybe

Appendix C

EVENT SAFETY INSPECTION CHECKLISTS

Walk through safety inspections should be carried out immediately prior to the event. More than one inspection may be needed during the event. Using this form, note all defects and also remove remedial action taken. This is not an exhaustive list and care should be taken to identify any other hazards associated with the activities at the event.

Event Title:	
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PRE-EVENT INSPECTION

(A Pre-event inspection should take place after site set-up is completed but before the site is opened to the public)

Location of Inspection:	
Inspection Date:	
Inspection Time:	
Person Carrying Out Inspection:	
Signature:	

Pre-Practice Checklist				DEFECTS NOTED	REMEDIAL ACTION TAKEN
1.	Are the ranges cleared of any hazards?	Yes	No		
2.	Have all equipment (firearms, ammunition, etc.) been checked for defects?	Yes	No		
3.	Is PPE readily accessible?	Yes	No		
4.	Is all equipment safely stored?	Yes	No		
5.	Are security precautions adequate?	Yes	No		
6.	Have adequate signs been provided?	Yes	No		
7.	Has vegetation been cut back, debris removed and the area been made safe?	Yes	No		
8.	Will the weather conditions created new hazards to be addressed?	Yes	No		

INSTRUCTOR'S ACCIDENT/ INCIDENT INVESTIGATION REPORT

Date of Report _____
Date of Accident/ Incident _____
Time of Accident/Incident _____
Location Accident/ Incident _____
Description of Event/ Incident _____

NAME OF PERSON(S) INVOLVED _____

ADDRESS _____

PARENT'S NAME (IF MINOR INVOLVED) _____

PHONE NUMBER FOR CONTACT PURPOSES _____

Was Injury Involved? Y/N _____
Type and Description of injury _____
Cause of injury: _____
Did participant: Receive medical treatment _____ Receive First Aid _____
Refuse treatment _____ ?
Describe details as to medical attention or actions taken _____

Attending Physician:
Name: _____
Name of Medical Facility: _____
Additional Investigative Comments (optional) _____

Instructors Signature: _____

Phone Number: _____ Date: _____

Extension Agent Signature _____ Date: _____

This form MUST be turned in to the County Extension Agent within 24 hours of the incident. Agent will forward form to NC 4-H Shooting Sports Coordinator.

Bomb Threat Information Form

Exact Time of Call: _____	Date of Call: _____			
Exact words of caller: _____				

QUESTIONS TO ASK:				
1. When is bomb going to explode? _____				
2. Where is the bomb? _____				
3. What does it look like? _____				
4. What kind of bomb is it? _____				
5. What will cause it to explode? _____				
6. Did you place the bomb? _____				
7. Why? _____				
8. Where are you calling from? _____				
9. What is your address? _____				
10. What is your name? _____				
DESCRIBE CALLER'S VOICE (circle)				
Male / Female	Approximate Age _____			
calm	disguised	nasal	angry	broken
stutter	slow	sincere	lisp	rapid
giggling	deep	crying	squeaky	excited
stressed	accent	loud	slurred	normal
THREAT LANGUAGE				
Well Spoken (educated)	Irrational	Message read or recorded		
foul / vulgar	Incoherent			
If voice is familiar, whom did it sound like? _____				
Were there any background noises? _____				
Remarks made by caller: _____				

Person receiving the call: _____				
Telephone Number/line call received: _____				