



*Changes and additions to meet the needs of the unit may be made and must be approved by the county 4-H YDP staff and county director prior to the unit approval.*

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**Item I  
Rationale & Goals**

The purposes of this 4-H project shall be:

- A. To enhance development of youth self-confidence, character and personal growth through safe, educational involvement in shooting sports.
- B. To promote the highest standards of safety, sportsmanship, and ethical behavior.
- C. To teach safe and responsible use of firearms or archery equipment including sound decision-making, self-discipline, and respect for others.
- D. To strengthen families through participation in life-long recreational activities.

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**Item II  
Project Eligibility**

Youth must be 9 years of age by December 31 of the program year and may continue in the program until the end of the calendar year in which they become 19 years of age.

The project members will enroll in the discipline that they will be participating in on the 4hOnline system.

Participants must be safety minded and respectful of other project members and leaders. Failure to follow safety practices is cause for denial of program participation.

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**Item III  
Supervision**

- A. The project will be led by a 4-H volunteer who: is 21 years of age or older, enrolled in the program, has completed volunteer screening, and who is certified in the discipline s/he wishes to instruct.
- B. At least two adult volunteers must be present at each project meeting. The Project Leader and/or Assistant Leader must be in attendance at all meetings. When two 4-H adult volunteers cannot be at the meeting, one 4-H adult volunteer and another adult at least 21 years old or 4-H staff member must be present instead.
- C. Parents/guardians who are dropping off youth should wait until two adult volunteers are present before leaving their child(ren) at a meeting. They must arrive to pick up their children 15 minutes before the scheduled meeting adjournment. Parents are expected to abide by all University of



California 4H YDP policies and core values.

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**Item IV  
Documentation**

- A. National 4-H Shooting Sports Curriculum is the established material for training and will be used in all disciplines.
- B. Written lesson plans outlining what is to be covered at each lesson shall be maintained.
- C. All participants, parents, and guests will sign in on an established activity log at each meeting.
- D. Current Youth and Adult Treatment Authorization and Health History Forms will be available for all participants.
- E. UCANR Incident Report Forms will be used to document any incidents, including injuries, property damage, or near-misses, and will be submitted to 4-H YDP staff. Incident Report forms will be available in printed form at all meetings and are available online at: <http://ucanr.org/incidentreport>

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**Article V  
Safety Issues**

- A. All black powder, pistol, rifle, shotgun participants, coaches and spectators on or near the firing line will utilize **eye protection** meeting ANSI Standard Z87.1.
- B. All black powder, small bore pistol, small bore rifle, shotgun participants, coaches and spectators on or near the firing line will utilize **ear protection**.
- C. Anyone on the firing line is required to wear shoes that completely cover their feet – no sandals or open-toed shoes.
- D. Only factory loaded ammunition is used at 4-H shooting sports events.
- E. Targets which make use of or are composed of live ammunition, explosive or combustible chemicals/substances, or pressurized containers are never to be used at any 4-H event or activity.
- F. The use of any humanoid shaped target is inappropriate and prohibited at 4-H shooting sports activities.
- G. A Range Safety Officer will monitor and control activities at the firing line and participants will shoot only when the Range Safety Officer has declared



- the area to be safe and ready. All participants must follow the instructions of the Rang Safety Officer.
- H. Different Shooting Sports disciplines will have additional safety procedures appropriate for the specific activities and hazards.

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**Article VI  
Facility**

- A. A UCANR use agreement will be secured prior to using any facility or range. Volunteers may not sign a use agreement on behalf of UCANR or 4-H.
- B. Range and safety rules must be posted.
- C. Safety inspections of range facilities and equipment will be performed by the Project Leader on a regular schedule and annotated in the range log.
- D. The range must have a land line telephone or cell service available.
- E. Drinking water will be available for participants and guests.
- F. Restroom facilities must be available with a hand wash station.

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**Article VII  
Emergency Response**

- A. The Project Leader will verify that Emergency Medical Service personnel have access to and knowledge of the facility.
- B. First aid kits and trained personnel must be available on site.
- C. A site-specific emergency plan for each individual range will be prepared to cover: range accidents, parental notification in emergencies, lost child, or any other concerns specific to the area.

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**Article VII  
Nondiscrimination Statement**

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities on the basis of race, color, national origin, religion, sex, gender, gender



expression, gender identity, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as well as state military and naval service. This policy is intended to be consistent with the provisions of applicable state and federal laws and University policies.

University policy also prohibits retaliation against any employee or person in any of its programs or activities for bringing a complaint of discrimination or harassment pursuant to this policy. This policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or to any of its programs or activities.

In addition, it is the policy of the University and ANR to undertake affirmative action, consistent with its obligations as a Federal contractor, for minorities and women, for persons with disabilities, and for covered veterans. The University commits itself to apply every good faith effort to achieve prompt and full utilization of minorities and women in all segments of its workforce where deficiencies exist. These efforts conform to all current legal and regulatory requirements, and are consistent with University standards of quality and excellence.

In conformance with Federal regulations, written affirmative action plans shall be prepared and maintained by each campus of the University, including the Division of Agriculture and Natural Resources. Such plans shall be reviewed and approved by the Office of the President and the Office of the General Counsel before they are officially promulgated.

Inquiries regarding the University's nondiscrimination policies may be directed to Linda Marie Manton, Affirmative Action Contact, University of California, Davis, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1318.



The \_\_\_\_\_ 4-H club of \_\_\_\_\_ County affirms and complies with this University of California policy.

\_\_\_\_\_  
4-H Project Leader

\_\_\_\_\_  
Community 4-H Club Leader

\_\_\_\_\_  
4H YDP Staff

\_\_\_\_\_  
County Director

This risk management plan was adopted \_\_\_\_\_, 20\_\_\_\_.



