

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 Signed: _____

4-H Volunteer Job Description

- Position Title:** Assistant Instructor (Air Pistol/Rifle, Archery, Small Bore Pistol/Rifle, Shotgun, Blackpowder, Hunting and Wildlife)- 4-H Target Sports Program
- Time Commitment:** Length of service is one year. Renewable. Program ranges from 8-36 hours per year.
- Location:** Serve within the county/area.
- Type of Position:** Volunteer leader: no direct salary.
- Supervision:** Target sports discipline instructor and coordinator and Extension professional in charge of 4-H youth programs.
- General Purpose:** Assist the discipline instructor in teaching the knowledge and skills related to a specific discipline to 4-H members, age 9-19.

Specific Responsibilities:

1. Stress shooting safety.
2. Coach members on proper shooting techniques as directed by the discipline instructor.
3. Attend target sports club meetings and activities.
4. Participate in all additional training programs the local target sports committee decides to include: (i.e. Hunter Education, Red Cross First Aid, 4-H Leadership).
5. Complete equipment checklist at the beginning and end of each activity.
6. Assist with club program planning.
7. Insure that all activities follow the National 4-H Shooting Sports Curriculum.
8. Assist with the supervision of club members during all club activities.

Qualifications Required:

1. Minimum age 18
2. Ability to work with youth and adults.
3. Have an interest in shooting and some knowledge of target techniques.
4. Be familiar with 4-H objectives and philosophy and/or willing to learn about them.
5. Moral standards consistent with the 4-H philosophy.
6. Have no felony convictions.
7. Have no convictions for hunting or fishing violations in the last two years.

Support to be Provided:

1. 4-H target sports coordinator training workshop (20 hours minimum).
2. 4-H target sports curriculum handbook upon completion of the workshop.
3. Local volunteer training programs.

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.

Example of a Emergency Management Checklist

These checklist items should be considered the minimum to be included in your “Risk Management Plan”.

- Volunteer Leader Forms completed and signed?
- Waiver of liability forms signed and on file?
- Medical Consent forms completed, signed and on site?
- Emergency phone numbers posted:
 - Fire Department
 - Police Department
 - Hospital

- First Aid kit properly stocked and on site?
- Written directions available to give to emergency personnel?
- Telephone on site?
- Two deep leadership- At least two adults on site that know the plan and procedures?
- Are Range Operations and Safety Rules posted?
- Are Accident Reporting Forms on site?
- Equipment checklist completed?
- Site Inspection conducted prior to event starting?

4-H Volunteer Job Description

- Position Title:** Junior Leader (Air Pistol/Rifle, Archery, Small Bore Pistol/Rifle, Shotgun, Blackpowder, Hunting and Wildlife)- 4-H Target Sports Program
- Time Commitment:** Length of service is one year. Renewable. Program ranges from 8-36 hours per year.
- Location:** Serve within the county/area.
- Type of Position:** Junior leader: no direct salary.
- Supervision:** Target sports discipline instructor and coordinator and Extension professional in charge of 4-H youth programs.
- General Purpose:** Assist the discipline instructor in teaching the knowledge and skills related to a specific discipline to 4-H members, age 9-13.

Specific Responsibilities:

1. Stress shooting safety.
2. Coach members on proper shooting techniques as directed by the discipline instructor.
3. Attend target sports club meetings and activities.
4. Participate in all additional training programs the local target sports committee decides to include: (i.e. Hunter Education, Red Cross First Aid, 4-H Leadership).
5. Complete equipment checklist at the beginning and end of each activity.
6. All duties will be performed with the guidance of the club leader and Extension professional in charge of 4-H youth programs.
7. Assist with club program planning.
8. Assist with the supervision of club members during all club activities.

Qualifications Required:

1. Minimum age 15
2. Ability to work with youth and adults.
3. Have an interest in shooting and some knowledge of target techniques.
4. Be familiar with 4-H objectives and philosophy and/or willing to learn about them.
5. Moral standards consistent with the 4-H philosophy.
6. Have no felony convictions.
7. Have no convictions for hunting or fishing violations in the last two years.
8. Demonstrate a high level of competence in a selected discipline for at least one year.

Support to be Provided:

1. 4-H target sports curriculum handbook upon completion of the workshop.
2. Local volunteer training programs.

4-H MEDICAL RELEASE FOR NC 4-H SPONSORED EVENTS

2/99

PLEASE READ AND COMPLETE THE FOLLOWING FORM. THIS FORM MUST BE PRESENTED AT THE OFFICIAL REGISTRATION FOR THE 4-H SPONSORED EVENT BEING ATTENDED.

THIS RELEASE is entered on the date hereinafter mentioned by and between the State of North Carolina through the Department of 4-H Youth Development, North Carolina Cooperative Extension Service, College of Agriculture and Life Sciences, North Carolina State University and the parties, their names described hereinafter:

Medical Information

Known allergies to foods, drugs, insect stings or bites, etc.:

Special medical concerns or conditions that event supervisors should know about, including epilepsy, asthma, diabetes, previous injuries to bones/joints, etc.:

Medications currently being taken (dose and frequency):

Family physician:

Name _____ Area Code and Phone # _____

Address _____

The 4-H program purchases insurance for youth participants for many sponsored events. In some cases, this coverage will not pay for some medical expenses and it may be necessary to bill the family's insurance company.

Hospitalization Insurance Company _____

Hospitalization Insurance Policy _____

Company Address _____

Area Code and Phone Number _____

List special dietary needs:

Medical Release

On rare occasions, an emergency requiring hospitalization and/or surgery develops. As a general rule, anesthesia may not be administered to or operations performed upon a minor without written permission by his or her parents or guardians. Therefore, in order to prevent a dangerous delay, if an emergency does occur and we are unable to contact the parents or legal guardians immediately, the parent/guardian is asked to sign the release form below.

In the event of injury or illness to my son/daughter/ward, (name) _____ born (date), _____ I hereby authorize the 4-H representative to seek and secure such medical treatment as may be deemed necessary and, if recommended by an attending physician, the administration of an anesthetic or surgery.

Parent's/Guardian's signature _____ Date _____

Participant's Signature: _____ Date _____

Parent (s)/Guardian (s) may be reached at: Home _____ Work _____

Archery Safety Check List

- I. Always be sure that the path to the target and beyond is clear.
- II. Never point a drawn arrow at anything you do not intend to shoot.
- III. Always be certain that the target is clearly visible, safe to shoot and appropriate.
- IV. Always be aware of the danger areas at the end of the arrow and the tips of the limbs.
- V. Place an arrow on the string only when you are ready to take a shot.
- VI. Never use archery equipment while your mental ability is impaired.
- VII. Always exercise caution when retrieving arrows or removing them from a target.
- VIII. Always be sure that all archery tackle is in good working condition and free from damage before it is used.
 - A. Bow
 1. Limbs properly seated in riser.
 2. Limbs are free of cracks, and splits in laminations
 3. Riser free of cracks with proper arrow rest and grip
 - B. Bow strings
 1. No broken or frayed strands
 2. Servings and nocking point indicators are in good condition and secure
 3. Strings properly seated in string nocks
 - C. Arrows
 1. Nocks, points, and fletching secure and in good condition
 2. Shafts free of cracks and splinters and are not bent
 3. Spine of arrow is matched to the draw weight of the bow
 - D. Other equipment, Arm Guard, Finger Tabs, Quivers
 1. All safety equipment should be in good working condition
 2. Equipment should fit the archer and be properly worn
- IX. Secure or remove jewelry, clothing, and other items that might become entangled in bow string or other equipment.
- X. Know and obey all range safety rules

Bill of Rights for 4-H Members

Ronald A. Howard Jr.

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

¹ Adapted from *Coaching Young Athletes* by Martens, Christina, Harvey and Sharkey, Human Kinetics Publishers, Champaign, IL: after *Guidelines for Children's Sports* by Martens and Seefeldt, American Alliance of Health, Physical Education and Dance

² Professor and Extension Specialist, 4-H Youth Development, Texas Agricultural Extension Service

4-H Volunteer Job Description

Position Title:	Coordinator- 4-H Target Sports Program
Time Commitment:	Length of service is one year. Renewable. Three year commitment preferred.
Location:	Function from home and serve youth within the county/area.
Type of Position:	Volunteer middle manager; no direct salary
Supervision:	Extension professional in charge of 4-H youth programs.
General Purpose:	Be responsible for the overall coordination and management of the county/area 4-H target sports program.

Specific Responsibilities:

1. Coordinate planning and delivery of 4-H target sports program.
2. Schedule training, meetings, tours and service projects.
3. Communicate plans with members, parents, instructors, volunteers and Extension professional.
4. Recruit and supervise instructors and volunteers (adults/teens).
5. Develop resources such as cash, equipment and use of facilities.
6. Promote the 4-H target sports program.
7. Liaison with the local 4-H advisory committee and the Extension Service.

Qualifications Required:

1. Age 21 or older.
2. Ability to work with adults and delegate responsibility.
3. Have an interest in the development of youth and target sports.
4. State certification and re-certified and required.
5. Previous leadership experience.
6. Organizational, management, communication, public relations and marketing skills.
7. Knowledge of overall 4-H program and activities and/or willing to learn about them.
8. Knowledge of networking and collaborating.
9. Moral standards consistent with the 4-H philosophy.
10. Have no felony convictions.
11. Have no convictions for hunting or fishing violations in the last two years.

Support to be Provided:

1. 4-H target sports coordinator training workshop (20 hours minimum).
2. 4-H target sports curriculum handbook upon completion of the workshop.
3. Local volunteer training programs.

4-H Volunteer Job Description

- Position Title:** Discipline Instructor (Air Pistol/Rifle, Archery, Rifle, Shotgun, Blackpowder, Hunting and Wildlife, and Coordinator) 4-H Target Sports Program
- 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:** Serve within the county/area.
- Type of Position:** Volunteer leader; no direct salary
- Supervision:** Target 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 9-19.

Specific Responsibilities:

1. Stress shooting safety.
2. Coordinate activities with target sports coordinator.
3. Coach members on proper target techniques.
4. Attend all target 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 target 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. Insure that all activities follow the National 4-H Shooting Sports Curriculum.

Qualification Required:

1. Age 18 or older for all disciplines.
2. Ability to work with youth and adults.
3. Have an interest in target sports and some knowledge of shooting techniques.
4. State certification in specific discipline and re-certified 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 target sports coordinator training workshop (20 hours minimum).
2. 4-H target sports curriculum handbook upon completion on the workshop.
3. Local volunteer training programs.

Liability Waiver and Indemnification

I acknowledge that my participation in the 4-H Target Sports Program may involve risks including but not limited to “personal injury or death” and property damage. I assume responsibility for all risks. I indemnify and hold harmless North Carolina State University, its trustees, officers, employees, agents, including the staff and volunteers of the North Carolina 4-H Target Sports Program, from any liability arising from, or proximately caused by my participation in this program.

I further acknowledge that I have comprehensive health insurance coverage that will be in effect during the date(s) of the program. The insurance company is: _____
And my policy number is _____.

Printed name _____ Age _____

Signature _____ Date _____

IF PARTICIPANT IS LESS THAN 18 YEARS OF AGE:

I am fully aware of the risks that may be involved, and I consent to have my child participate in the aforementioned program. Insurance coverage is indicated above.

Parent/Guardian Printed name

Signature

Date