



MISSOURI 4-H SPORTFISHING PROGRAM STATE PLAN

The Missouri 4-H Sportfishing Program is a youth development program that provides hands-on learning experiences for youth and adult audiences interested in fishing and aquatic resource stewardship. It teaches fishing skills, conservation, ethical knowledge, aquatic ecology, tackle crafting and much, much more. Adult volunteers are certified to work with youth. Curriculum and materials provide subject matter content as well as teaching and learning tools.

The Missouri 4-H Sportfishing Program follows the guidelines established by the National 4-H Sportfishing Committee.

This program is built upon the following foundation:

- Comprehensive content encompassing all of the following:
 - Angling Skills
 - Tackle Craft
 - People and Fish (ethics, fisheries, etc.)
 - Aquatic Ecology
- Focused on positive youth development;
- Required certification of volunteer leaders;
- Mentoring relationship between adult/youth.

VISION STATEMENT

To develop life skills in young people and adults while educating them to exercise leadership and support for responsible recreational fishing and stewardship of aquatic resources.

MISSOURI 4-H MISSION STATEMENT

To create environments in which young people are valued, contributing members of their community.

MISSOURI 4-H SPORTFISHING PROGRAM GOALS

All goals of the Missouri 4-H Sportfishing Program must be consistent with the objectives, goals, and guidelines of the Missouri 4-H Youth Development Program. Specific goals include, but are not limited to:

- To enable youth to develop leadership, self-confidence, personal discipline, critical thinking, and other life skills.
- To provide youth training in fishing skills, equipment and safety;
- To foster appreciation, understanding, and commitment to natural resources stewardship;
- To provide knowledge of the ecological and social base of fisheries management;
- To foster responsible fishing behavior; and
- To enable volunteer leaders to become effective mentors and role models.

PROGRAM ADMINISTRATION

Primary responsibility for the Missouri 4-H Sportfishing Program shall be delegated to the State Coordinator by the Director of Missouri 4-H Youth Development Programs. The State Advisory Committee (if applicable) will provide direction, guidance, and suggestions to the State Coordinator. Final authority, however, rests with the Program Director of Missouri 4-H.

OVERVIEW

The Missouri 4-H Sportfishing Program is comprised of four interrelated disciplines: angling skills, tackle craft, people and fish, and aquatic ecology. The individuals interested in being certified as sportfishing project leaders and working with youth in sportfishing projects, are the most important component of the Missouri 4-H Sportfishing Program. Through this project, in addition to content and skills of the sportfishing interrelated disciplines, certified leaders will help youth participants in:

- Developing a sense of safety and structure;
- Developing a sense of belonging, acceptance, and ownership;
- Developing a sense of self-worth;
- Experiencing new situations;
- Developing a significant relationship with others; and
- Developing a personal set of values and ethics.

Responsibilities of Sportfishing Team members include:

- Understanding and communicating the mission and goals of the Missouri 4-H Sportfishing Program;
- Participating in sportfishing project planning;
- Teaching discipline-specific topics;
- Assisting other team members in implementing the 4-H sportfishing program; and
- Working directly with youth in their own community to maintain a youth focus.

PARTNERSHIPS

In addition to 4-H/MU Extension, the following groups are involved in the program:

- Missouri Department of Conservation (main outside sponsor)
- Bass Pro Shops
- University of Missouri School of Natural Resources

Past Partners have included:

- Department of Natural Resources
- Missouri B.A.S.S. Federation

- Conservation Federation of Missouri/Stream Teams

CURRICULUM

National 4-H Sportfishing Curriculum books x3 and leader guide.

Additional leader materials:

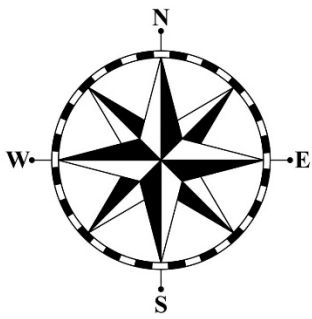
Missouri Department of Conservation - An Introduction to Fishing, Introduction to Missouri Fishes, Discover Nature Fishing Guide, posters;

National Sportfishing workshop curriculum (with adaptations to Missouri 4-H Sportfishing environment and ecosystem) - Angling Skills, Tackle Craft, Aquatic Ecology, and People & Fish.

RISK MANAGEMENT PLANNING

1. Develop and implement standard risk management policy for all sportfishing programs.
2. Liability Insurance – University of Missouri Extension provides liability insurance to certified and properly enrolled 4-H volunteers conducting 4-H programs – including Sportfishing.
3. The safety of the youth must be the highest priority of the adult leader. The leader must make participants aware of surroundings, local hazards (e.g., snakes in the area, insects in the area, and poisonous plants in the area) and all appropriate safety precautions.
4. Risk management will be included as part of every leader certification program.

Originally drafted by: The Missouri 4-H Sportfishing Team; May 3-9, 1998 National 4-H Sportfishing Program South Regional Instructor Training Workshop; Palacios, TX; Revised – 5/01, 3/02, 10/19



THE SPORTFISHING ETHICAL COMPASS

YOUR GUIDE TO GOOD CONDUCT IN THE NATURAL ENVIRONMENT

The Ethical Compass for the 4-H Sportfishing program was created to encourage the use of sound principles and ethical practices that govern sportfishing. Just as a magnetic compass helps us find our way and maintain a desired direction, the following Sportfishing Ethical Compass questions will help us discover for ourselves if a practice or action is right or wrong – ethical or unethical.

1. *Is it legal?*

The minimum standard for ethical conduct is to follow the law.

Ethical: Following Missouri Department of Conservation fishing rules about which fish you can take.

Unethical: Fishing without a license when one is required.

2. *Can you tell anyone the complete truth of your actions?*

If you have to lie in order to cover up your actions, they probably are unethical.

Ethical: Stop fishing after you have reached the legal limits.

Unethical: Having a friend take one of your fish because you exceeded the limit.

3. *Will your action benefit the natural world?*

If we want to continue fishing in the future, we must protect the natural world today.

Ethical: Leave the fishing area in better condition than when you arrived.

Unethical: Leaving trash behind and polluting the fish habitat.

4. *Will your action benefit the tradition of fishing?*

Fishing is a right. If we are not responsible, we may lose that right or have it drastically restricted.

Ethical: Release the large fish because its population is threatened.

Unethical: Bragging to others about how you can get around fishing rules.

5. *Would you be proud of your action if it was reported in the local newspaper?*

If you would be publicly embarrassed by something you said or did in private, it probably isn't ethical.

Ethical: Working with friends to improve the habitat of a lake.

Unethical: Using fishing methods that are against the law.

6. *Would you be proud if your parents witnessed your actions?*

You don't usually hide things from your parents or other adults unless you know that you are wrong.

Ethical: Teach someone less fortunate than yourself the correct way to fish.

Unethical: Trespass on private property to fish without permission.

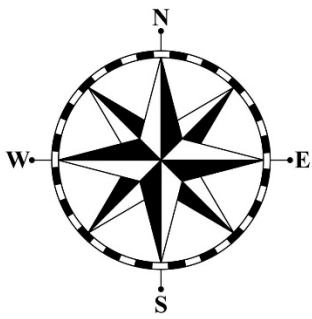
7. *Will your action have a positive impact on others?*

If you want to be a good leader, you have to set a positive example for others to follow.

Ethical: Be polite and allow plenty of space between yourself and other people fishing.

Unethical: Throw rocks in a lake or stream and interfere with the fishing of others.

If any of these questions are answered no, the practice is probably unethical.



THE SPORTFISHING ETHICAL COMPASS

ACTIVITY GUIDE FOR LEADERS

The Ethical Compass for the 4-H Sportfishing program was created to instruct members on the sound principles and practices that govern the sport. The program is not intended to impose philosophical beliefs on members, but to help them address the variety of questions and circumstances they might encounter while fishing. Just as a magnetic compass helps us find our way and maintain a desired direction, the following Sportfishing Ethical Compass questions will help us discover for ourselves if a practice or action is right or wrong – ethical or unethical.

The seven Sportfishing Ethical Compass questions encourage thinking about the ethical nature of our choices without prescribing answers for all of those choices. Answers are more meaningful if they come from the members themselves. There are several ways you can communicate these Sportfishing Ethical Compass questions to youth and adults involved in the 4-H Sportfishing project.

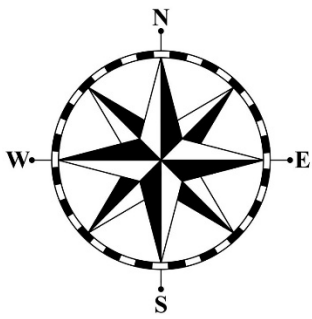
Materials Needed:

Sportfishing Ethical Compass questions (and/or cards); Pre-determined dilemmas; Red/Green paper cards

Activity:

1. Distribute the Sportfishing Ethical Compass cards to members of your club or project group.
2. Discussion - After the seven Sportfishing Ethical Compass questions are presented, give an example of an ethical dilemma and practice using the questions in thought-provoking ways to discuss the issue. The objective with this method would be to have the participants arrive at their own conclusions about the practice or action with direction and guidance of a mentor. Be prepared to guide the discussion according to the principles outlined in the Ethical Compass.
3. Have several of the ethical situations shown as examples on the Ethical Compass page (or other examples you come up with) on paper either ready to read or show. Assign the participants two cards, one red, one green (cutting construction paper works great). As you reveal the dilemma to the participants have them close their eyes and raise which paper they feel best describes the example. Green for ethical, red for unethical. Have the participants open their eyes and discuss why they chose what they chose, following the questions from Ethical Compass. Probe to see if they are able to change the dilemma presented to make it the opposite answer.

The objective is to give the audience some simple tools they can use in the future to arrive at an ethical answer as they face the many ethical dilemmas that arise – both at the fishing hole or in everyday life.



THE SPORTFISHING ETHICAL COMPASS

ETHICAL COMPASS CARDS

Members can use the Sportfishing Ethical Compass card in a variety of ways. Here are some suggestions:

1. Provide a card for every member of your club or project group. Encourage the posting of the cards in prominent places such as ...
 - Inside the lid of their tackle box;
 - On the dashboard of the boat;
 - On the sun visor of the family vehicle;
 - On a refrigerator door.
2. Have 4-H members distribute copies of the card as a 4-H Sportfishing project promotional effort to friends who fish and to members of local sportfishing clubs and organizations.
3. Have members make Ethical Compass posters for distribution to appropriate place in their community, such as fishing license vendors, schools, and other public bulletin boards.
4. Use the cards as a handout when teaching Sportfishing Ethical Compass material.
5. Impress upon members the advantages of keeping a copy of the card in their wallet for future reference when ethical dilemmas arise.

SPORTFISHING ETHICAL COMPASS

Ask yourself the following questions when considering whether an action is ethical or unethical.

1. Is the action legal?
2. Can you tell anyone the complete truth of your actions?
3. Will the action benefit the natural world?
4. Will the action benefit the tradition of fishing?
5. Would you be proud if the act was reported in your local newspaper?
6. Would you be proud if your parents (or kids) witnessed your actions?
7. Will your actions have a positive effect on others?

If any of these questions is answered no, the practice is probably unethical!



Developed by the Idaho 4-H Sportfishing Project; Adapted for the Missouri 4-H Sportfishing Project

SPORTFISHING ETHICAL COMPASS

The Missouri 4-H Sportfishing Project is more than fishing!

The four major components taught in the project are:

1. Angling Skills
2. Tackle Crafting
3. Aquatic Ecology
4. People & Fish

For more information about the Sportfishing Project contact the 4-H Center for Youth Development (573) 882-9359



Developed by the Idaho 4-H Sportfishing Project; Adapted for the Missouri 4-H Sportfishing Project



RISK MANAGEMENT

RISK MANAGEMENT DEFINITIONS

These are working definitions, not extensive legal descriptions of the terms, and that the standards may vary from one state or region to another. Working with university counsel or risk management staff to understand these terms is strongly recommended.

Risk: An act or phenomenon which has probability of causing negative outcomes.

Risk Management: Protecting assets by minimizing the potential for negative outcomes.

Liability: Being responsible or accountable.

Negligence: Failure to uphold responsibility.

To prove negligence:

- Duty of care
- Breach of duty
- Injury occurred
- Reasonable connection between 2 & 3.

Assets: Things of value held by an individual or organization.

There are two types of assets:

- Tangible – Current (cash, stock) and fixed (land, facilities)
- Intangible – trust, reputation, character, integrity

Arbitrary and capricious: Behaving in a manner in which a reasonable person would not Behave.

Reasonable and prudent: Behaving in a manner equal to or greater than the standard set by a person with training and experience in the field.



RISK MANAGEMENT

FOUR MAJOR STEPS OF RISK MANAGEMENT EFFORTS

There are four major steps of a Risk Management effort. These steps include:

- 1. Identification of the risks involved*
- 2. Analysis of the risk*
- 3. Evaluation of the risk, and*
- 4. Treatment of the risk, or how we chose to deal with the risks of a program.*

Identification

In life there are very few, if any activities that don't carry some kind of risk with it. The Center for Disease Control and Prevention (CDC) reports that a quarter million people in the United States each year are injured in their own bathroom. So the chance of no risk is a rare thing. About the only place with no risk or stress is when you are 6 feet under.

Now, consider the Missouri 4-H Sportfishing Program, where we have sharp pointy hooks with kids launching them from a pole. Is there any risk involved here? The answer is yes!

Analysis

Now, let's analyze the risk at hand. Is sportfishing a high risk or low risk activity? The answer to that question is --- It depends!

If done with adequate supervision, vetted curriculum, and qualified volunteers to provide oversight to the program, then, yes, it can be a very low risk endeavor.

Evaluation

In the evaluation phase of the risk management assessment model we must determine the severity and frequency of a risk.

For example, if one 4-H member in 10,000 gets a paper cut each year from completing their 4-H record book, that would be an example of a risk of low severity and low frequency. Probably a risk we would be willing to live with.

If, on the other hand, we had a chain saw juggling project in 4-H, that would be a great example of an activity that would be High severity and high frequency.

In reality, most of the risks involved with the 4-H Sportfishing Program are of low frequency but POTENTIALLY High severity. So, how do we handle these risks?

Treatment

The treatment of the risks that are identified can be thought of as, "How do we choose to address or handle the risk in our program?" In the chain saw juggling example, we would just choose to completely avoid the risk by not engaging in that activity. In the case of the record book induced

paper cut we would choose to retain that risk because of the low severity and low frequency of the risk.

The most absolute certain way to AVOID a risk in this program is to not have the program. And you know what – if we don't do a good job of risk management – that's exactly what a university administrator could recommend as the preferred method of managing the potential risks of the 4-H Sportfishing Program.

If you agree that completely avoiding the risk associated with sportfishing is not a desirable options, than we choose to RETAIN the risk. That means we are willing to put up with some level of risk because there is naturally some level of inherent risk in just about everything we do in 4-H. There is risk involved with working with youth. There are risks involved managing a volunteer-led youth development program. Ad there are certainly risks involved when you consider that this is a program that uses sharp, pointed hooks – in the hands of kids.

Since we are choosing to retain the risk in providing this program, there are ways that we can REDUCE the risks that we have retained.

We can reduce risk by knowing and following the State and National 4-H Sportfishing minimum standards.

We can reduce risk by following Missouri's best management practices and 4-H policies.

We can reduce the risk by requiring leaders to become familiar with risk management as part of the leader certification process.

We can reduce risk through our educational approaches.

The Missouri 4-H Sportfishing Program utilizes many methods to reduce the risk of this valuable youth development program.

Once we have decided to retain and reduce said risk, we can also SHARE the risk. An example is when we purchase supplemental health insurance and supplemental accidence insurance for 4-H members. In the case of injury, the cost of medical treatment can be shared with an insurance company. Plus that simple act also conveys that the youth's best interest is our main concern.

OTHER ELEMENTS TO CONSIDER WHEN RISK PLANNING

- I. Staffing/Supervision**
 - A. Recruitment & Application Process
 - B. Age Requirements/experience
 - C. Certification
 - D. Training
 - E. Supervision
 - F. Adult/youth Ratio

II. Insurance Issues

- A. Waivers
- B. Health History/Parental Permission
- C. Accident/Injury/Medical Insurance
- D. Liability Insurance
- E. Vehicle Insurance
- F. Equipment Insurance
- G. Facility Insurance

III. Emergency Procedures

- A. Transportation/Emergency Vehicle
- B. Communication/P.R.
- C. First Aid
- D. Parental Notification

Separate plan for each situation

- a. Hook injury
- b. Lost child
- c. Falling in/Drowning
- d. Rabid animal/Toxic stings or bites
- e. Flood/Fire/Tornado/Lightning/White caps
- f. Boating or car accident
- g. Cuts
- h. Sunburn
- i. Dehydration and hyper-thermic problems
- j. Hypothermia
- k. Etc.

IV. Equipment

- A. Safety Check Procedures
- B. Handling
- C. Proper Storage
- D. Transportation

V. Facility/Location

- A. Safety Inspection
- B. Safety Procedures (off-limits areas, PFDs, spacing of anglers, etc.)
- C. Insurance
- D. Leases /Contracts



RECOMMENDED RISK MANAGEMENT PROCEDURES

MISSOURI 4-H SPORTFISHING MINIMUMS FOR LOCAL PROGRAMS

1) Standard Safety Procedures for Sportfishing activities

- A minimum of 2 supervising adults must always be present when working with youth.
- Youth to Adult ratio, 3.5:1 – No more than 3.5 youth per adult.
- Fisherpersons *will always* wear a billed cap/hat and glasses (for hook protection).
- Supervising adult is to keep youth within a distance appropriate for easy observation and access.
- First Aid kit on hand.
- Life Jacket policy
 - Youth will always wear an approved PFD when on a boat.
 - PFD required when wading in water
 - PFD required when fishing at sites with swift current, steep banks, other hazardous conditions.

Supervising adult must use wise judgment in protecting the personal safety of his/her youth members.

2) All Missouri 4-H volunteer application, screening, and orientation procedures and policies followed.

Volunteer application forms completed, signed, approved, and on file in the Extension Office for all Certified Leaders, Assistant Instructors, Junior Leaders. All instruction must be done under the supervision of a Missouri 4-H Certified Sportfishing Leader. Sportfishing certification does not automatically qualify a volunteer to lead a 4-h Sportfishing program. They must also pass the annual screening process and must complete the Missouri Volunteer Orientation requirement. Work closely with the 4-H Youth Development Program staff person in each county to meet state and local guidelines for volunteer leaders.

3) Youth Enrollment

All youth must be properly enrolled as a Missouri 4-H member and the appropriate membership dues paid. Each member should complete enrollment in 4-H Online unless other arrangements have been made to use paper enrollment with their county office.

4) Waiver of liability/Parental permission

All 4-H members enrolled in the Sportfishing projects/programs are to have parent or guardian read and sign the waiver of liability before beginning actual fishing experiences within the sportfishing project. This liability form is an option during yearly enrollment in 4-H Online. If a

parent didn't sign this option during enrollment they can work with their county to get this corrected in 4-H Online. The certified instructor or county coordinator must ascertain that all members have liability signed before participation.

5) Health Statement – Parent Medical Consent form

All 4-H Sportfishing member/parents are to complete during enrollment in 4-H Online the Health Statement/Parent Consent Form prior to participation in fishing experiences. This can be modified online at any time. If needed, paper copies can be made available from the county extension office. Leaders do not need to obtain copies of health forms as long as they are staying within their county. *If a leader is traveling outside of their county with project members they need to work with their county 4-H staff to get printouts of member health forms to take with them.* Discuss with the parents procedures that should be followed in the case of an incident.

6) Accident insurance

All current active members of 4-H are covered by insurance. Additional insurance is available for purchase through American Income Life to cover non-members (during events, etc.). Leaders should know the policy number and procedures required. A copy of the policy should be kept with the certified leader and the original kept in the Extension Center.

7) Emergency Plan

An emergency plan of action should be *written* and followed for each site and/or activity. This plan should consider:

- *Potential risks analyzed and procedures planned
- *Minor incidents/first aid - who treats or determines procedure - first aid kit
- *Access to emergency medical treatment - telephone on site - phone numbers to call - transportation - location/directions to nearest facility - written directions to give to emergency personnel - ETA
- *Two-deep leadership – at least 2 adults on hand – both know the plan and procedures
- *Natural catastrophe procedure – fire, tornado, lightning, etc.

8) Incident Report

4-H Event/Activity Incident Report (LG811) should be completed for any incident. Incidents include but are not limited to: illness, injuries, lost/stolen valuables, accidents, property damage, safety or rule violations. Other issues of concern may also merit an Incident Report. All incidents should be reported to the county Coordinator and Extension Youth Staff person

immediately. The written report should be kept on file at the Extension Center. Extension staff should take appropriate action and advise the State 4-H Office and the University of Missouri, Department of Risk & Insurance Management as deemed fitting.

RISK CHECKLIST FOR EVENTS AND ACTIVITIES

Many events and activities provide the opportunity for youth to participate in out-of-county or extended learning experiences beyond the project/instructional meeting. To make sure you have covered the bases for a good experience, check this list:

- Gained approval of appropriate Extension Administrators and local 4-H management groups
- Ensured volunteer drivers have necessary proof of insurance coverage
- Communicated plans to all involved with the activity
- Oriented delegates and parents
- Developed emergency plans and communicated them to all involved
- Reviewed Code of Conduct and consequences of breaking it with youth and parents
- Purchased accident/injury insurance and have claim forms available
- Medical treatment forms available and accessible if required
- Volunteers have a job description, or reviewed their roles and responsibilities



FIRST AID KIT

RECOMMENDED

- First Aid Manual (comprehensive, easy-to-follow, covering the basics)
- Sunscreen
- Rolled gauze & gauze pads (various sizes)
- Adhesive/medical tape
- Compress bandages
- Antibiotic ointment
- Cortisone cream
- Acetaminophen, ibuprofen, or aspirin
- Sharp scissors
- Tweezers and a needle
- Triangular bandage and 3 large safety pins
- Disposable cold packs
- Two pairs of disposable non-latex gloves
- Antihistamine
- Caladryl lotion
- Mosquito repellent
- Telfa pads (to cover burns)
- Flashlight
- Thermometer
- Needle-nose pliers with wire cutter
- Sharp folding knife
- Two packets of moleskin
- Silver mylar blanket (to retain body heat for person in shock)
- Female personal hygiene (tampons, pads)
- Soap/hand sanitizer

U.S. National Poison Control Center 1-800-222-1222



4-H Event/Activity Incident Report

4-H Center for Youth Development

This report is to be used by organization/club leaders, project leaders, activity leaders and resource leaders and event/activity coordinators to document facts and actions regarding participants or staff who may become ill, are injured, who may break the rules, who have lost valuables or who might have an additional issue of concern.

Please file this fully completed and signed incident report with the event/activity coordinator and appropriate 4-H youth specialist.

Participant's name	Time of incident	Date
Person reporting	Nature of incident	
Witnessed by (other adults consulted or involved)		
Identify the nature of the incident or problem		
Observations by others regarding the incident:		

Action(s) taken (in order, detailed description)
If parents were contacted, describe conversation, noting names, date and time
Disposition of Problem
Medical treatment that may have been necessary

Date (month, day, year)	Signature of Person Filing Report
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Date (month, day, year)	Signature of Witness/Reviewer
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Date (month, day, year)	Signature of Participant
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