



4-H RISK MANAGEMENT & INSURANCE

All volunteers and youth taking part in 4-H activities should be properly registered as a 4-H leader or member within their local Extension unit. The University of Illinois provides liability coverage for enrolled adult volunteers who are conducting planned activities under authorization of the Extension Council. Having enrollments and program plans on file is valuable documentation in case of a claim. This insurance coverage for volunteers involved in 4-H has been purchased on an excess basis, that is, coverage applies after all other available insurance has been exhausted.

Description of Insurance Coverage:

A. Comprehensive General Liability - \$1,000,000 per occurrence

1. All University of Illinois Extension Council members and 4-H adult volunteers are additional insureds on a liability policy purchased to cover those sums of money that they become legally obligated to pay for bodily injury or property damage to others. The insurance company is not obligated to pay unless the University, council member or adult volunteer is held liable. Covered activities include those that are scheduled and supervised. The limit of liability per occurrence is \$1,000,000. The coverage includes coverage for premises and property damage liability; coverage for bodily injury; and products coverage (i.e., coverage in the event of food poisoning.)
2. Within the liability policy is a separate limit for medical expenses that will pay up to \$5,000 per person for medical expenses incurred by members of the public who may become injured, through no fault of Extension or Extension volunteers. Our commercial insurance carrier makes the determination if a payment will be made under this coverage section, and may do so to avoid potential litigation.

B. Automobile Liability Insurance - \$1,000,000

All Extension council members and 4-H adult volunteers are considered additional insureds while participating in scheduled and supervised University of Illinois Extension activities. This insurance is **excess** over other collectible personal auto liability insurance the person has. All council members and adult volunteers are expected to comply with state laws and maintain liability limits that meet or exceed the Illinois Financial Responsibility limits for owners/operators.

This insurance is liability coverage and does not provide coverage for physical damage to the council member's or adult volunteer's vehicle. **To illustrate:** A volunteer leader is driving his car on Extension business. He negligently rear-ends a farmer on a tractor and causes bodily injury to the farmer and property damage to the tractor. The farmer makes a claim against the leader's personal auto policy for damages. Assume his policy limits are the minimum required by the State - \$15,000 for damage to the property of others and \$20,000 for the injury to or death of one person. The farmer's medical bills exceed \$20,000 and the tractor requires more than \$15,000 in repairs.

Since the volunteer leader's personal auto liability limits are exhausted, this policy would **then** respond for the additional damages because the 4-H leader was found to be "at fault". As far as the 4-H leader's **own** automobile, his personal auto policy would pay subject to his own collision deductible. There would be **no** reimbursement from this policy for any of the damages related to the leader's own vehicle.

C. Miscellaneous Property - \$100,000 with \$250 deductible

On those occasions when equipment such as tractors or farm implements are loaned to the county councils for the purpose of conducting educational programs, there is coverage available for the direct loss of the equipment. The policy limit is \$100,000 and the per occurrence deductible is \$250. If you will be responsible for equipment with a higher value than this, you need to call University Office of Risk Management at 217/333-3113 to arrange for coverage in excess of the \$100,000 for the term required.

Horse Show Liability

Liability coverage is now available through the University Office of Risk Management from Country Companies for "gaming and jumping" classes frequently included in 4-H Horse Shows **for a charge of \$35.00 per day per event.**

The coverage for "jumping/gaming" classes is liability coverage as is our regular liability insurance. The "insureds" are the Unit council members and adult 4-H volunteers. This insurance protects these individuals from claims made against them because of their activities on our behalf. So if a spectator is injured and makes a negligence claim against the 4-H leader or group of 4-H volunteers, the policy will respond.

Our current liability policy, including the added coverage for "gaming and jumping" classes, does not contain primary accident insurance protection for the 4-H participants. We expect 4-H clubs or the appropriate U of I Extension Office to purchase "Special Activities" insurance to provide some level of accident insurance. The Office of Risk Management recommends that accident insurance be purchased on all youth involved in "gaming/jumping" classes or other situations involving similar level risk.

Equine Activity Liability Act

In 1995 the Illinois General Assembly passed the Equine Activity Liability Act to provide protection to individuals and organizations that sponsor activities that involve horses and other equines. The law requires that a specific warning be posted on the premises of the equine activity in a clearly visible location in one inch black letters worded as follows:

Warning

Under the Equine Activity Liability Act, each participant who engages in an Equine activity expressly assumes the risks of engaging in and legal responsibility for injury, loss or damage to person or property resulting from the risk of equine activities.

According to P.J. Kale, Office of Risk Management, neither the University liability policy for 4-H volunteers nor the added coverage for "gaming and jumping" classes protects an injured spectator unless they can make a case that their injury is directly attributable to our 4-H leader's negligence. This fact should be made clear to owners of arenas where 4-H horse shows are held. Owners of

such facilities should have premises liability insurance to protect them from a claim a spectator may have that is caused by the condition of the premises.

When property owners request evidence of liability insurance, certificates of insurance will be issued, upon request, for 4-H horse shows that contain "gaming and jumping" classes. For example, a fairground owner asks to be listed as an additional insured on our policy in respect to the horse "gaming or jumping" event(s). The certificate will clearly state (or an addendum will be attached) that the fairground is an additional insured on our policy, but only for the liability that incurs as a result of our activities. Our policy will not accept any liability that justifiably belongs with the horse show facility owners. The certificate will go on to state that our insurance will be excess, over other valid and collectible insurance. If the facility's owners will not accept a certificate with this "caveat," we have a problem.

The coverage for "jumping/gaming" classes can be obtained as follows:

1. The Extension office can complete the enrollment form found on the web at:

www.4-H.illinois.edu/staff/fieldstaff.html#riskmgt.

Indicate an appropriate University FOPAL number for the charge and mail the form to the University Office of Risk Management [528 E. Green, Suite 202, Champaign, IL 61820] to the attention of Nichole Jackson. Requests can also be e-mailed to ncjacksn@uillinois.edu. The fee is \$35.00 per day per event.

This form must be received by the Office of Risk Management at least one day prior to the day coverage is needed. If a certificate of insurance is required, that request must be made one week prior to the event. For more information, contact Nichole Jackson at the Office of Risk Management, telephone: 217/333-3113, e-mail: ncjacksn@uillinois.edu

Accident Insurance

Liability coverage is not meant to substitute for accident insurance. Special Activities coverage (for Accident & Illness) can be purchased for 4-H youth, adults, and volunteer leaders, participating in 4-H activities. It is designed to cover accidents and illness that may arise out of adult-supervised and Extension-sponsored activities. The coverage will pay **without regard to fault**. **The purchase is highly recommended.** Currently, one company underwrites special activities coverage for accident or illness:

American Income Life Insurance, Special Risks Division
P.O. Box 50158
Indianapolis, IN 46250
1-800-849-4820
<http://www.americanincomelife.com>

To purchase daily coverage, an application must be completed and sent **prior to the event** and payment made directly to the company **immediately after the event**. Premiums must be paid in a timely manner. The following should be noted when securing special activities insurance coverage from American Income Life Insurance:

1. Mail payment or complete internal check request immediately after the insured activity is over. If you have listed multiple dates on one form, mail payment after the last activity listed.
2. Do not wait to receive a past due notice before paying the premium
3. Review your insurance file regularly for unpaid coverage requests.

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Annual policies are acquired by submitting an application with a list of all members and leaders along with the premium at the beginning of each year. Claims must also be submitted to the company. Copies of the current application forms are available from American Income Life on their website (<http://www.americanincomelife.com>) by clicking on the section 4-H and Cooperative Extension Groups. Special Activities policies are available by the day or for all 4-H activities in a year. A chart on the following page provides a comparison of premiums and coverage.

Parent Informed Consent

One of the recommended risk management procedures for 4-H activities is securing consent forms from parents and guardians. The intent is to inform the parent or guardian of the (1) nature of the activity, (2) potential risks related to the activity and (3) efforts U of I Extension are taking to reduce the risks. The “parent” indicates his/her awareness of the planned activities and approves his/her child's participation.

A template for Permission to Participate Form for 4-H Horse Activities is included on the 4-H web site - www.4h.illinois.edu/staff/fieldstaff.html#riskmgt. Specifics for each planned activity should be added.

Parent consent forms should be developed for specific events and include the following information:

- 1) Description of the event/activity.
- 2) Description of the risks involved (be specific as possible).
- 3) Behavior expectations of participants.
- 4) Kinds of risk management strategies being planned by the organization to make the event safe and to care for participants in case of unavoidable harm.
- 5) Health information from the participants, authorization for emergency treatment and contact location for parents and alternative person(s). (If not provided elsewhere.)
- 6) Signatures of acceptance by the parent/guardian and the participant.
- 7) Rules for participants and agreements to follow them by the participant may also be included.

Photos and Video Release

See Section XVI – *Activities and Events*, in the Unit Management Handbook. It is important that we obtain signed releases for youth and adults in the 4-H youth development program. The release is printed on the 4-H individual enrollment form and should be signed annually.

Medical Information Forms

Youth and adult medical information forms are available on the Illinois 4-H web site. These should be completed as close to the event or activity as possible. The forms should be used for overnight trips as well as activities conducted away from the local county (where parents may not be easily accessible.)

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Incident/Accident Report Form

The incident/accident form should be completed and turned into the Extension office each time there is an incident/accident that cause harm or injury to a youth, volunteer, or staff member. Extension staff should send a copy of the form to their Regional Director. If the incident is serious, a copy of the report should be shared with the Office of Risk Management on campus. A copy of the Incident/Accident Report Form is included on the 4-H web site at –

www.4-H.illinois.edu/staff/fieldstaff.html#riskmgt.

4-H SPECIAL ACTIVITIES INSURANCE COMPARISON

American Income Life Special Activities Coverage for Accident or Illness – January 2005				
Does not Cover	Plan No. 1 \$1,000 medical & surgical treatment and hospital confinement; * \$300 dental*	Primary or Excess	Deductible (If any)	Other terms applicable
--Eyeglass replacement --Suicide --Aviation accidents --Pre-existing conditions --Hernia in any form --Any loss caused by or resulting from pregnancy --Staff employees covered under WC or covered under Medicare	Plan No. 2 \$2,000 medical & surgical treatment and hospital confinement; * \$400 dental* Plan No. 3 \$3,000 medical & surgical treatment and hospital confinement; * \$500 dental *Incurred within 52 weeks of the date of accident	Primary	-0-	Pays only at the Plan No. 1 benefit for accident involving horses or winter sports (skiing, tobogganing, bobsledding or tubing) Covers group travel to and from any Extension-sponsored activity as long as accompanied by an Adult Leader. The enroute day must be included in the number of days for which the insurance is applied.

American Income Life: Accident Insurance for 4-H Club Members – One Full Year – January 2005				
Does not Cover	Maximum Payable	Primary or Excess	Deductible (If any)	Other terms applicable
--Illness --Eyeglass replacement --Suicide --Aviation accidents --Hernia in any form --Losses covered under Medicare or any Worker's Compensation plan --Injuries sustained while: Skiing/sledding or tobogganing/tubing	\$2,500 medical and hospital expenses resulting from (covered) injuries; \$500 dental	Primary	-0-	All members must be insured; optional coverage for adult leaders

Certificates of Insurance

It is common for individuals or organizations that lease their facilities to request a certificate of insurance evidencing liability coverage. Certificates of insurance are issued by the insurance company agent and are requested through the Office of University Risk Management. Such requests should be directed to the University Office of Risk Management prior to using a facility or site for 4-H events. The form to use for requesting a Certificate of Insurance is included on the Illinois 4-H website - www.4-H.illinois.edu/staff/fieldstaff.html#riskmgt. Allow one week for processing of such requests.

There is no additional charge for the individual certificates of insurance; however, if an endorsement to the policy is required because of unusual or high-risk activity, an additional charge may be made.

Hold Harmless Agreements

State statutes prohibit the University of Illinois and its employees from signing agreements that contain 'hold harmless' or similar clauses. In many instances the Lessor will agree to waive the "hold harmless/indemnification" provisions if we agree to add the Lessor as an additional insured on the liability policy. In the event that the Lessor will not waive the hold harmless or similar clauses, the event must be changed to another location.

4-H **volunteers** are also prohibited from signing agreements that contain "hold harmless" or similar clauses.

Auto Insurance Issues for Volunteers

A. Personal and Rental Vehicles

Volunteers who may be using their personal vehicles on official University business must maintain at least the minimum personal auto liability insurance required by the Illinois Financial Responsibility Law. The minimum liability limits required for any one accident are:

- \$20,000 - Injury to or death of one person
- \$40,000 - Injury to or death of more than one person
- \$15,000 - Damage to the property of others

It is strongly recommended that volunteers check with their insurance agents/companies regarding their auto coverage prior to transporting people or materials in an official capacity. Agents should be able to provide volunteers a Certificate of Insurance showing the effective dates of coverage and limits. All volunteers will be asked to show a valid drivers license to assure that their license has not lapsed or been suspended and a copy of their insurance card.

Volunteers may operate rental vehicles for official University business. Volunteers are subject to the same restrictions and minimum insurance requirements as those required of employees. For more information related to the use of personal and rental motor vehicles for official university travel refer to:

www.obfs.uillinois.edu/manual/central_p/sec15-4.html

B. State Owned Vehicles

The State of Illinois' Department of Central Management Services (CMS) provides the auto liability insurance for state-owned vehicles. Their policy clearly states that state-owned vehicles are to be driven only by employees of the University, while performing their employment duties. The only individual at the University who may give permission to a non-employee to drive state-owned vehicles is the President and/or Chancellor. Further, the State does not provide medical coverage to passengers in state-owned vehicles; their presumption is the only individuals who will be riding as passengers are state employees, and therefore covered by Workers' Compensation insurance. For more information related to the of personal and rental motor vehicles for official university travel refer to:

www.obfs.uillinois.edu/manual/central_p/sec15-4.html

C. Bus Coverage:

Counties chartering bus transportation for 4-H travel may select only from those companies listed as approved by the University of Illinois Purchasing Division. The Office of Risk Management requires each bus company, engaged in business with the University, to have a Certificate of Insurance on file with Purchasing evidencing the required coverage. Bus companies must also sign a mutual agreement with the University relative to liability issues and maintenance of specific amounts of insurance coverage. The official listing of approved charter bus companies is available through the Transportation Section of U of I Purchasing Division or the ACES Administrative and Finance Office, 217/ 333-0001. The listing is also available on the web at

<http://www.obfs.uillinois.edu/obfshome.cfm?level=2&path=purchases&xmldata=charterbus>

A link is also available from the Illinois 4-H web site at:

www.4h.illinois.edu/staff/fieldstaff.html#riskmgt

Peoria Charter is the primary and Cavallo Bus Lines is the secondary preferred charter bus service provider for the University. The bus list was updated 4-09-08.

Risk Management Resources

(Available on the Illinois 4-H web site - <http://www.4-h.illinois.edu/staff/fieldstaff.html> under the Risk Management Section – as of 06/08)

- [4-H Horse: Permission to Participate](#)
- [4-H Horse: Info for Equine Events warning sign](#)
- [Photo and Video Release](#) (MS Word)
- [Risk Management Worksheet](#)
- [Risk Identification Analysis Worksheet](#)
- Liability Insurance Applications
 - [For Horse Gaming and Jumping Events](#)
- [Certificate of Insurance Request Form](#)
- [Youth Medical Form](#)

- [Youth Medical Form - Spanish](#)
- [Adult Medical Form](#)
- [Risk Management Strategies](#)
- [Child Safety Recommendations](#)
- [Overnight Housing Recommendations](#)
- [Blood-Borne Pathogens](#)
- Risk Management Plans
 - [Template](#) (MS Word)
 - [Sample: 4-H Fair - Kane County](#)
 - [Sample: 4-H Fair - Kane County Handout](#)
 - [Sample: 4-H Horse Clinic - Kendall County](#)
 - [Sample: 4-H Horse Show - South Suburban Cook County](#)
 - [Sample: Camp Clover](#)
 - [Sample: Cloverbud](#)
 - [Sample: Community Service Project](#)
 - [Sample: Day Camp](#)
 - [Sample: Generic Overnight Activity or Event](#)
- [Approved \(U of I\) Bus List](#)
 If above link doesn't work, <http://www.obfs.uillinois.edu>, then click on Purchases => Types of Purchase => Transportation => Charter Bus Services
 List of commercial transportation companies approved to work with the University of Illinois
- [4-H Special Activities Insurance Comparison](#)
 - American Income Life Insurance Company
 1-800-849-4820
www.americanincomelife.com (apply for coverage, request supplies or submit questions)
 - Acordia and Brotherhood Mutual no longer provide coverage for 4-H
- [Incident/Accident Investigation Form](#)
- [Informed Consent/Parental Release Form](#)
- [Youth Description for 4-H Trips](#)
- [Behavior Guidelines](#) (PDF) [Spanish translation](#) (PDF)
- [Code of Conduct for 4-H Events and Activities](#) (PDF)
- [Nonprofit Risk Management](#) web site provides reasonable, practical publications on a wide variety of topics related to risk management.

Summary

The University of Illinois protects its 4-H volunteers from liability they incur as a result of activities they perform on behalf of the University. When a situation arises where a volunteer is involved in, or has knowledge of, a situation where someone else has suffered bodily injury or property damage because of a U of I Extension activity, report it immediately. For further information, contact P.J. Kale or Tina McEllin at the U of I Office of Risk Management, phone: (217) 333-3113 or at pkale@uillinois.edu or tmcellin@uillinois.edu