

University of Idaho

State 4-H Shooting Sports Plan



Effective: October 1, 2015

University of Idaho 4-H Shooting Sports Plan

The purpose of this plan is to consolidate and clearly articulate state and national 4-H program requirements as they pertain to the Idaho 4-H Shooting Sports program. By adhering to these policies, we aim to insure a safe, supportive environment where youth and adult participants can acquire essential life skills. Wherever feasible, we will mirror the policies and procedures as set forth by the National 4-H Shooting Sports Committee to enhance programmatic continuity.

I. Situation Statement

The Idaho 4-H Shooting Sports program is dedicated to positive personal development of all youth and adult participants. Experiential education and related natural resource activities will serve as the mechanism to build essential life skills. Dynamic opportunities will help attract new participants and bolster involvement among existing members.

Our prevention education model emphasizes positive youth-adult interaction and peer leadership. The program can enhance quality family time and communications. By creating appropriate environments for caring relationships between youth and a significant adult, we significantly reduce several risk factors facing young people – helping them become productive, contributing members of our communities.

Utilizing National 4-H Shooting Sports program guidelines to enhance program continuity, the Idaho 4-H Shooting Sports program currently offers the archery, hunting, muzzle loading, pistol, rifle and shotgun disciplines. We are in the process of pilot-testing materials for inclusion of a western heritage option that would include western action shooting. Due to the complexity and potential liability, we do not support the reloading discipline, and strongly discourage individual counties from offering reloading as a “county only” project.

By adopting the National 4-H Shooting Sports curriculum, we are assured of high-quality educational resources that have been tested and refined over many years. Frequent reviews and appropriate revisions are made with expert input from instructors such as the National Rifle Association, National Archery Association, National Muzzleloading Rifle Association, hunter education teachers and university extension specialists.

Counties and local 4-H programs must utilize certified adult volunteers who have officially completed state-level (Level 1) training within each given discipline that they will be leading. An instructor meeting these requirements must always be present to supervise any “live fire” activities and conduct hands-on equipment or safety instruction. Failure to do so may result in loss of University of Idaho liability insurance coverage and/or additional sanctions as may be deemed appropriate by the Idaho 4-H Shooting Sports Coordinator and State 4-H Director.

While the Idaho 4-H Shooting Sports program has been able to acquire some training equipment, the geographical layout of our state makes it challenging to effectively share resources between districts. Limited financial resources has also hampered our ability to get a cadre of key volunteers to National trainings, which is critical in expanding our base of local 4-H Shooting Sports instructors. These factors ultimately impact our ability to grow the program and reach more of Idaho’s youth.

II. Program Objectives

In support of our national 4-H mission, the Idaho 4-H Shooting Sports program strives to enable youth, their parents and adult volunteers to become responsible, self-directed and productive members of society. It is essential that Extension personnel, volunteers, instructors and coaches understand, model and support the following practices, which include but are not limited to:

- Provide a physically and psychologically safe environment for learning safe, responsible ownership, use, storage and transportation of firearms and archery equipment.
- Encourage participation in natural resources/environmental education programs which enhance responsible stewardship as a result of exposure to shooting, hunting and related activities.
- Promote appropriate development of self-concept, character, communication and personal growth through safe, educational and socially acceptable involvement in shooting activities.
- Increase awareness of shooting sports as an educational, recreational and athletic sport; provide positive competitive opportunities for individuals choosing to participate.
- Encourage sound decision-making, self-discipline and concentration, while emphasizing the highest standards of responsibility, respect, safety, sportsmanship and ethical behavior.
- Complement and expand the impact of existing safety, shooter and hunter education programs using experiential learning methods and progressive development of skills and abilities.
- Strengthen families through involvement in constructive, life-long recreational activities.
- Establish/maintain a high-quality youth development program evidenced by dynamic partnerships, effective resource development, innovation and research-based quality instruction.

III. Program Philosophy and Standards

The following specifications shall constitute the basic expectations and minimum standards of performance for all Extension faculty, staff, volunteers and participants within the Idaho 4-H Shooting Sports program:

Instructors

- The National 4-H Shooting Sports curriculum shall be utilized when training adult instructors and in subsequent educational settings with 4-H youth participants. Each instructor agrees to abide by the National 4-H Shooting Sports Code of Ethics.
- Any person seeking to become a certified Idaho 4-H Shooting Sports instructor must be at least 21 years of age. They must apply and receive formal 4-H volunteer authorization from their respective county Extension office. In addition, they must fully participate in and successfully complete a state-sanctioned (Level 1) training within a given discipline, before providing sole leadership for said discipline within a county or club level 4-H Shooting Sports programs.
- Certification in multiple disciplines can be earned by successfully completing additional state-sanctioned (Level 1) trainings. The instructor for each class reserves the right to not pass a participant if they feel that person is not ready to fulfill those duties. For volunteers with multiple years of effective 4-H instruction within a given discipline, they may petition the Idaho 4-H Shooting Sports Coordinator to attend a National (Level 2) training and become a member of the state-level training team.

- All 4-H Shooting Sports instructors must teach or assist in instruction for each of their respective disciplines at least once every three (3) years to maintain certification for that given discipline. They must also participate in any required continuing education training when new materials or instructional methods are developed/released.
- Any individual who has not successfully completed a state-sanctioned (Level 1) training cannot provide live fire, hands-on or safety instruction without a certified Idaho 4-H Shooting Sports instructor within that given discipline present. Each instructor is responsible to insure their assistants are qualified to work with youth.
- The University of Idaho provides liability insurance for every currently enrolled, certified Idaho 4-H Shooting Sports instructor, provided they are operating within these program guidelines and have a signed volunteer job description on file with their respective county Extension office. Variance from these established procedures will void that instructor's liability coverage.

Safety

- Should a certified 4-H Shooting Sports instructor not be available for a group session where live-fire or hands-on instruction was planned, the session should be cancelled or modified so the session does not include live-fire or handling of firearms.
- The opportunity to use a firearm within the Idaho 4-H Shooting Sports program is subject to the certified instructor's approval to insure the well-being of all participants, spectators and general public - contingent upon the youth's ability to follow directions and adhere to all firearm safety rules. Within the Idaho 4-H Shooting Sports program, any device that emits a projectile shall be considered a firearm (including rifles, pistols, shotguns, bows, etc.).
- Adequate ear and eye protection shall be worn by all participants, volunteers, coaches and observers on or near the firing line during all hunting, muzzleloader, pistol, rifle and shotgun live fire activities. Eye protection should meet ANSI Z87.1 standards. If electronic hearing protection is used, it may not include radio or similar broadcasts as background noise, since that could interfere with hearing range commands.
- Eye protection is required for all participants, volunteers, coaches and observers on or near the firing line during all air pistol and air rifle live-fire activities. Eye protection may be required for archery participants, volunteers, coaches and observers if their range is near another live-fire hunting, muzzleloader, pistol, rifle, or shotgun range.
- All participants engaged in any shooting activity are required to wear shoes that completely cover their feet. Shoes with holes, perforations, or open tops, backs or sides are not permitted. Unacceptable footwear includes, but is not limited to: sandals, clogs, crocks, and flip-flops.
- The 4-H Shooting Sports program is designed to promote positive youth development through the safe and responsible use of firearms. Therefore, the pointing of any type of firearm (paintball, air-soft or laser guns, archery tag bows & arrows, laser sighting devices, etc.) at any person or humanoid-shaped target **is not an acceptable 4-H Shooting Sports activity.**
- Only factory manufactured ammunition is to be utilized at any Idaho 4-H Shooting Sports program and/or related activity.

Other Considerations

- Each 4-H Shooting Sports participant (youth and adult) must be properly enrolled through their respective county Extension office and have accident insurance coverage in place before handling firearms. Youth less than eight (8) years of age as of January 1st of the current 4-H year are ineligible to participate in the Idaho 4-H Shooting Sports program.

- The Idaho 4-H Shooting Sports program will be taught in a club, project or group setting (such as camps, retreats, etc.). It is not open for independent membership.

IV. Program Administration

The Idaho 4-H Shooting Sports Coordinator (within the University of Idaho 4-H Youth Development Office) will administer the program with input from the State 4-H Director and 4-H Shooting Sports advisory committee.

The advisory committee shall consist of one University of Idaho Extension staff representative from each of the four Extension 4-H districts plus one nationally certified (Level 2) instructor for each of the six disciplines (archery, hunting, muzzleloader, pistol/handgun, rifle and shotgun). The committee will meet quarterly, either in-person or electronically. Additional meetings may be called as deemed necessary by the Idaho 4-H Shooting Sports Coordinator.

The advisory committee will:

- Provide policy recommendations
- Create/update a consistent state-approved outline for counties to follow
- Conduct educational programs to train local (Level 1) 4-H Shooting Sports volunteers
- Develop program-related educational and informational materials
- Cultivate resource development opportunities in support of Idaho 4-H Shooting Sports
- Maintain files of 4-H instructor's certification status
- Cooperate/assist county Extension personnel with program oversight and operations
- Deliver orientation and volunteer trainings, within established parameters
- Provide leadership and support for all State 4-H Shooting Sports events, including:
 - o 4-H Shooting Sports instructor certification trainings
 - o State 4-H Archery Contest
 - o State 4-H Shotgun Match
 - o Other contests, events, activities or programs endorsed by Extension 4-H Administration

V. Instructor Certification Requirements

The University of Idaho 4-H Shooting Sports program requires the use of state-trained (Level 1) or nationally-trained (Level 2) instructors to conduct 4-H classes/programs related to archery, hunting, muzzleloader, pistol, rifle and/or shotgun. These certified instructors must always be present on and oversee any live-fire ranges and conduct classes in which firearms (including archery) are handled.

Three levels of leadership exist with the following conditions:

1. Instructor

- a. Must be at least 21 years of age, as of January 1st of the current 4-H year.
- b. Must have successfully completed all steps of the Idaho 4-H Volunteer certification process (including application, background check, protecting minors training, etc.) and be appointed as a current 4-H volunteer through their county extension office.
- c. Successfully complete state-sanctioned (Level 1) training and certification for each discipline in which they will be providing instruction. Reciprocal 4-H Shooting Sports

trainings are available with Montana, Nevada, Oregon and Washington; however, participants are responsible for insuring that written documentation for said training is submitted to the Idaho 4-H Shooting Sports Coordinator when attending trainings in another state.

2. Assistant Instructor

- a. Must be at least 18 years of age, as of January 1st of the current 4-H year.
- b. Must have at least one year of 4-H member experience in that Shooting Sports discipline, or have sufficient equivalent experience with the instructor's approval.
- c. Can only provide youth instruction under the direct supervision of the instructor and only provided that the certified instructor is physically present during the instruction.

3. Teen Volunteer

- a. Must be at least 14 years of age, as of January 1st of the current 4-H year.
- b. Must have the approval of the certified instructor.
- c. Can only assist under the direct supervision of the instructor and only provided that the certified instructor is physically present.
- d. Cannot be placed in charge of a live-fire range.

VI. Instructor Renewals/Annual Reauthorization

In accordance with Idaho 4-H policies, all instructors must annually re-enroll with their respective county Extension office, fulfil all applicable requirements and receive official 4-H volunteer authorization. In addition, instructors must meet these three (3) standards to retain their Level 1 certification:

1. Teach or assist in teaching a 4-H Shooting Sports course at least once every three years for each discipline in which they are certified.
2. Complete an annual activity report (*see Appendix A or access electronically via the Idaho 4-H Shooting Sports website, Forms & Resources tab*) detailing number of hours spent and number of participants trained in each certified discipline during the past 4-H program year (October 1 to September 30). Submit that report to the county extension office by November 15th.
3. Attend instructor update sessions when new state or national program materials, instructional methods or significant program changes occur, or as deemed necessary by the Idaho 4-H Shooting Sports Coordinator

Failure to meet these standards will result in loss of certification for each specific discipline (in cases where the instructor is certified in two or more disciplines) for which the aforementioned requirements are not met. Instructors will have to complete another applicable state-sanctioned Level 1 training for recertification, before teaching again within that specific discipline.

VII. Certified Instructor Duties & Responsibilities

While all extension 4-H volunteers sign a generic annual job description as a part of the 4-H enrollment process, the following is a reminder of specific duties for all Idaho 4-H Shooting Sports instructors:

1. Provide a safe, positive setting where you can provide basic instruction on proper shooting techniques while developing life skills. Incorporate appropriate science, technology, engineering, mathematics, natural resources, health and civic engagement.

2. While encouraging youth to do their best, remember that our 4-H objectives emphasize positive youth development over individual competitive results.
3. Encourage a parent/guardian to participate with each youth throughout the entire program.
4. Insure use of safe, properly maintained equipment, and use of ear and eye protection by all participants, leaders, coaches and by-standers in accordance with discipline requirements.
5. Maintain effective communication with extension 4-H personnel to insure compliance with all applicable state and county regulations and expectations.
6. Assist in recruitment of potential Idaho 4-H Shooting Sports instructors, and encourage other adult participants to enroll within the club/group as an assistant instructor.
7. Help guide youth in developing an annual 4-H Shooting Sports program and calendar of activities; insure this is distributed to all club participants and their families.
8. Keep current on certification requirements by teaching classes and attending instructor update workshops.
9. Maintain applicable Idaho 4-H Shooting Sports records and provide required reports to designated extension 4-H personnel by the established deadlines.
10. 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.
11. Instructors are encouraged to identify strategies which would safely accommodate youth and/or adults with disabilities, if possible.
12. Insure 4-H Shooting Sports program access to all youth ages 8 to 18 (as of January 1st) in compliance with Idaho 4-H policies and procedures. Cloverbuds are not eligible for participation in any aspect of the Idaho 4-H Shooting Sports program.

Any Idaho 4-H Shooting Sports instructor operating in an unsafe manner or failing to comply with the policies and standards set forth in this document are subject to dismissal from the 4-H program.

VIII. Instructor Training

1. All certified instructors will receive a copy of the current National 4-H Shooting Sports curriculum for their respective discipline, as a part of their state-sanctioned (Level1) training.
2. State-sanctioned (Level1) trainings will consist of a minimum of eight (8) hours of instruction within the respective discipline for which certification is sought, along with a minimum of three (3) hours of youth development and risk management training.
3. Instructional methodology for state-sanctioned (Level1) trainings will include: lesson outlines, hands-on learning, live-fire exercises, demonstrations, role playing, simulations, interactive lecture, visual aids and related exhibits.
4. Training sessions will incorporate principles of positive youth development, risk and program management, discipline and coaching education, plus opportunities for potential instructors to demonstrate and refine their teaching skills.

IX. Instructor Code of Ethics

The development of essential life skills and socially acceptable behaviors is at the very core of the 4-H program. As such, all certified Idaho 4-H Shooting Sports instructors are expected to support all aspects of the Idaho 4-H Policies and Procedures, and adhere to the National 4-H Shooting Sports Code of Ethics (see Appendix B).

In serving as a positive role model, certified instructors within clubs and/or special interest groups will encourage participation in club, county and state programs. Such actions shall include:

1. Complete all required enrollment and registration forms
2. Attend a majority of all project and club meetings (including learning the 4-H Pledge)

3. Give an project-related oral presentation (speech, demonstration or illustrated talk)
 4. Maintain all required 4-H member records
 5. Exhibit project skills at an extension-approved public venue
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Recommended Best Management Practices for Shooting Sports Equipment

It is important that all volunteers and Extension personnel connected to the Idaho 4-H Shooting Sports program serve as positive role models in the proper storage and use of all equipment. Demonstrating and requiring the safe and responsible handling of firearms, ammunition and archery equipment by all youth and adult participants is essential.

Equipment Inventory Control

1. Each group (club, county, district, state, etc.) that possesses 4-H Shooting Sports equipment is to maintain an inventory list of all items. An updated inventory list of club equipment should be submitted annually to their respective county Extension office by November 1st.
2. Only currently approved, certified 4-H Shooting Sports instructors shall be permitted to sign out equipment from respective club, county or district-controlled inventories, and only in those disciplines for which they are certified. Under no circumstances are these to be used for personal purposes.
3. A sign-out process should be established to track what equipment is checked out, by whom, when it is to be returned, along with a notation of any equipment that needs repair prior to being checked out again.
4. All firearms and archery equipment used for live fire should be inspected by the 4-H Shooting Sports instructor to verify safe working condition before use. If in question, the services of a certified gunsmith or technician should be employed.
5. State 4-H Shooting Sports equipment is only to be checked out to:
 - a. Respectively certified Level 2 instructors for the purpose of conducting state-sanctioned Level 1 volunteer instructor training (host county 4-H personnel can pick-up equipment for delivery to said instructors), or
 - b. County 4-H personnel who are conducting county or multi-county educational events for youth participants, under the direct supervision of a current Level 1 or Level 2 instructor certified in that given discipline.
6. Any lost, stolen or missing firearms and archery equipment must be reported to the local law enforcement agency with jurisdiction (police, sheriff, etc.) within 48 hours of the discovery. Once reported, notify the local 4-H personnel and state 4-H Shooting Sports Coordinator, along with the case number assigned.

Equipment Storage

1. All 4-H Shooting Sports equipment should be stored in a lockable metal closet which is secured to the floor and/or wall within the closet, or in a small fully enclosed closet with locking door.

2. Access to this secure storage should be limited to the designated certified volunteer in club settings or the appropriate 4-H personnel in county settings.
3. All firearms will be stored unloaded and separate from ammunition.

Ammunition

1. All ammunition (shotgun shells, pistol and rifle cartridges, powder, caps, BB's, pellets, etc.) will be kept in locked storage, separate from the guns in which they are used.
2. Only factory-loaded ammunition shall be used in the Idaho 4-H Shooting Sports program.
3. Access to this secure storage should be limited to the designated certified volunteer in club settings or the appropriate 4-H personnel in county settings.

Equipment Transport

1. All applicable local, state and federal laws are to be followed whenever transporting firearms, ammunition and other 4-H Shooting Sports equipment and supplies. Only currently licensed individuals, age 18 and over, are permitted to drive vehicles transporting said club, county and/or state-owned equipment.
2. All firearms (including muzzleloaders, pistols, rifles, air pistols, air rifles, etc.) should be transported in secure cases, with appropriate gun locks (trigger or cable) on each gun.
3. Equipment should be transported in a non-conspicuous manner such that it cannot be easily seen from outside the vehicle. The vehicle should not be left unattended when the equipment is being transported.

Individual Instructor Summary 4-H Shooting Sports Annual Demographics Report

Completed forms must be submitted annually by November 15th to the local Extension office where you are registered as a volunteer instructor.

{Please be sure to include the number of youth contacts and estimated hours of instruction for each discipline you hold a Level 1 or Level 2 certification in; if none, enter zero. For any disciplines that you are not certified in, please leave those rows blank. }

County: _____ Instructor: _____
 Address: _____
 E-mail: _____
 Report Year October 1, 20 _____ to September 30, 20 _____

Check here if no teaching contacts to report this year, but wish to stay on the active list of 4-H Shooting Sports instructors.

Please indicate the number of youth & instructor hours provided (by discipline) to your county 4-H Shooting Sports programs this year:

Shooting Discipline	4-H Clubs		Special Interest		Camps		Fairs		Other Events: (ex. Shooting Sports Trailer Promotions (at Cabela's, Field Days, Jakes, etc.))		Total 4-H members plus youth contacts by discipline
	Number of 4-H Members Enrolled Annually	Number of Instructor Hours	Number of 4-H Members Enrolled Annually	Number of Instructor Hours	Number of Youth Contacts	Number of Instructor Hours	Number of Youth Contacts	Number of Instructor Hours	Number of Youth Contacts	Number of Instructor Hours	
Archery											
Hunting/Wildlife											
Muzzleloader											
Pistol (air & .22 caliber)											
Rifle (air & .22 caliber)											
Shotgun											
Total											

Total number of members enrolled in 4-H Shooting Sports disciplines you led: _____

For Office Use Only:
 Date Received _____ Processed into County Summary _____

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.**