

# Wisconsin 4-H Shooting Sports

*Staff Guidelines for the County Program*

*October 8, 2008*

## **4-H Shooting Sports**

The primary focus of the 4-H Youth Development Program is human growth and development. Shooting Sports is one of the projects in which youth may participate during their 4-H experience.

If youth progress and demonstrate an interest in competition, there are options for them at the county, district, state, and national levels. However, competition is not the primary focus of the program.

## **4-H Shooting Sports Policies**

### **4-H Members**

4-H Shooting Sports programs are available to youth from third grade through the year following high school. 4-H youth must be 12 years of age to operate any powder-burning firearm. This includes but is not limited to .22 handgun or rifle, muzzle-loading handgun or rifle, or shotgun.

### **Project Enrollment**

Youth who are third grade and above may enroll in the following Shooting Sports projects in Wisconsin 4-H:

- Basic Archery
- Basic Air Pistol (.177)
- Basic Rifle (.177 air rifle)
- Basic Hunting

Youth who are 12 years of age and above may enroll in the following Shooting Sports projects in Wisconsin 4-H:

- Basic Archery
- Basic Pistol (.177 air pistol and .22 pistol)
- Basic Rifle (.177 air rifle and .22 rifle)
- Basic Hunting
- Basic Shotgun
- Basic Muzzleloading

## **4-H Shooting Sports Leaders**

### **Accountability**

Most Wisconsin 4-H Shooting Sports leaders help provide leadership for the county 4-H Shooting Sports project. These leaders are accountable to the County 4-H Youth Development Staff as are any other county 4-H volunteer leaders. Some Wisconsin 4-H Shooting Sports leaders are also members of the Wisconsin 4-H Shooting Sports State Training Team and have responsibilities for certification of 4-H Shooting Sports leaders in the state. Members of this training team are accountable to the Wisconsin 4-H Shooting Sports State Coordinator regarding certification issues and are accountable to

the County 4-H Youth Development Staff regarding issues relating to the county 4-H Shooting Sports project. Any issues regarding safety protocol should be documented.

### **Responsibilities**

Youth may participate in an organized 4-H Shooting Sports activity **only** if a certified 4-H Shooting Sports Leader is present and providing supervision. The 4-H Shooting Sports certified leader must have certification in the shooting discipline in which the youth is participating.

The Shooting Sports Leader must have completed the 4-H Volunteer Youth Protection process and be currently recognized as a 4-H volunteer leader. (See <http://www.uwex.edu/ces/4h/resources/policies/index.cfm>, and <http://www.uwex.edu/ces/4h/resources/mgt/index.cfm>)

Certification in the discipline consists of successfully completing a minimum of a 12-hour discipline certification training sponsored by Wisconsin 4-H Shooting Sports, regardless of the volunteer's background and training. Instructors must evaluate each individual to determine if the individual appears capable of safely leading a 4-H Shooting Sports discipline specific activity before certification is granted. The objectives of each certification workshop include the following:

- Goals of 4-H Shooting Sports program
- The role of 4-H Youth Development in Shooting Sports
- Techniques in teaching youth
- Safety
- Methods of engaging youth in each discipline

There are eight areas of adult volunteer certification in Wisconsin 4-H Shooting Sports:

- Archery
- Air Rifle/.22 Rifle
- Air Pistol/.22 Pistol
- Shotgun
- Muzzleloading
- Reloading
- Wildlife Ecology/Hunting
- Coordinator

Leaders may supervise only in the disciplines in which they are certified. At least one leader must be certified in each discipline offered. The certified leader must be present and "on the line" at each event. For example, an Archery-certified leader could only supervise youth in the Archery program. The Archery certification would not allow her/him to supervise in Shotgun or Rifle. She/He could, however, assist a certified leader in Shotgun or Rifle.

- Review Wisconsin 4-H Shooting Sports Policies at:  
<http://4h.uwex.edu/resources/policies/documents/WI4HYouthDevelPolicies.pdf>
- 4-H volunteer leaders working with the Shooting Sports program are subject to the same guidelines as other 4-H leaders -- see Youth Protection section at:  
<http://4h.uwex.edu/resources/policies/documents/WI4HYouthDevelPolicies.pdf>
- Certification workshops are offered annually in locations throughout the state. The workshops are listed on the Shooting Sports webpage at:  
<http://www.uwex.edu/ces/4h/onlinpro/shooting/index.cfm#events>
- For a list of certified shooting sports leaders by county, contact Tom Carpenter at [tom.carpenter@ces.uwex.edu](mailto:tom.carpenter@ces.uwex.edu) . The list will include the discipline in which leaders were certified, but it does not mean that they have been approved through the Volunteer Orientation process. That will need to be verified through county records.

### **Risk Management**

The safety of 4-H program participants is of primary concern. Risk management is about anticipating and recognizing risks in events and activities.

- Review Wisconsin 4-H risk management information at  
<http://www.uwsa.edu/oslp/rm/forms/index.htm>
- For each activity and event, review and complete the **Risk Management Checklist** located at <http://4h.uwex.edu/resources/mgt/risk.cfm> . In addition, because of areas of risk unique to Shooting Sports, the 4-H Shooting Sports Risk Management Checklist (page 6) should also be reviewed and completed when planning events and activities.
- Risk Management Forms  
Forms for the following can be found by searching for the title on the UW System web page at <http://www.uwsa.edu/oslp/rm/forms/index.htm>
  - Field Trip Waiver (under subheading Liability )
  - General Incident Report (under subheading Liability)
  - Consent for Medical Administration and Treatment (under subheading Camps and Clinics) NOTE: Part I of this form can be adapted by substituting “Shooting Sports Activities” for “Camp”, and by eliminating the “consent for medical administration portion” of the form

### **Insurance**

Adequate insurance is important for the Wisconsin 4-H Shooting Sports program. Consult with county department head or county insurance contact regarding liability insurance for Shooting Sports programs and to inquire if secondary liability insurance is in place for volunteers. 4-H Leaders Organizations are encouraged to take out accident

insurance\* on members and volunteer leaders and secondary liability for volunteers if coverage of this nature is not available through the county.

Please note that there will be local protocols in assuring that insurance is in place for 4-H events. For example, it may be necessary to submit an annual 4-H calendar to the county insurance contact and notify them of any recently scheduled events to assure liability coverage is in place. Consult with the county department head and/or county insurance contact to understand local procedures.

- \*Accident insurance is available from the American Income Life Insurance Company for Shooting Sports. The company offers low-cost annual and per-day plans. Their website is: <http://www.americanincomelife.com/4h2.htm>

Property insurance should be considered if the local program owns equipment. It would be appropriate for the county Leaders Association to hold a policy covering shooting sports equipment along with other 4-H property.

### **Facility Agreements**

When using facilities owned by private organizations for Shooting Sports activities, the organization may require a signed agreement or certificate of insurance before approval is granted to use the facilities.

**Note:** 4-H Youth Development staff members are not authorized to enter into contractual agreements on behalf of the University. This includes signing contracts.

For information about identifying the proper signatory, refer to

<http://http://www.uwex.edu/ces/4h/resources/mgt/documents/RiskManagementFrequentlyAskedQuestions12-05.pdf>.

A Certificate of Insurance, if requested by partners, should be provided through the county insurance contact.

- Conduct a safety inspection of the facility. Document safety concerns with buildings, grounds and equipment which may need correcting prior to youth activities.

### **Equipment and Equipment Storage**

Whether or not a county program purchases its own equipment will depend on circumstances and the focus of the program. If equipment is purchased, it needs to be **inventoried annually** in the same way as other 4-H equipment. The 4-H Shooting Sports County Equipment Inventory form is available at

<http://www.uwex.edu/ces/4h/onlinepro/shooting/documents/EquipTransCounty.pdf>

If equipment is disposed of in any given year, it should be documented on the inventory form and transferred to the County 4-H Youth Development Staff member with responsibilities for the 4-H Shooting Sports project. 4-H Shooting Sports equipment transactions are required to be transparent with an appropriate paper trail.

It is necessary that Shooting Sports equipment be stored in a secure location (locked) with minimum access to the equipment. A written check-out process must be established and followed. It is not recommended that firearms, archery and ammunition be stored in the 4-H office. One option is to negotiate a storage agreement with a local sportsman's or gun club. It is recommended the equipment be stored in a locked cabinet. If shooting sports equipment is stored in a county facility that should be arranged through county administration.

Do not assume that storage facilities will have insurance coverage for your equipment. Property insurance should be considered if the local program owns equipment. Any loss of equipment should be reported to the police for an investigation.

### **Financial Management**

The 4-H Shooting Sports organizations are subject to the same fund-raising and financial guidelines as are other 4-H entities at the county, district, or state level. One option for handling Shooting Sports monies is to deposit funds with the county 4-H Leaders Organization, if that fits within the county program structure. A segregated account can provide individualized accounting, while eliminating the need for duplicate treasuries.

Any funds raised for a specific purpose must be used for only that purpose. For example, if fundraising was conducted for a 2007 tri-county shoot, any remaining funds should be used as start-up funds for the same or similar shooting sports event in 2008. All county 4-H monies are accountable to the local county 4-H staff member and should be audited annually in the same way as other 4-H entities. As with other 4-H funds, no more than one year's annual budget should be retained.

- Review state 4-H financial guidelines and policies at:  
<http://www.uwex.edu/ces/4h/resources/mgt/financial.cfm>

If the 4-H Shooting Sports project has a separate account, they would now have to be chartered and follow the renewal process for that charter annually. The new documents are located at: <http://www.uwex.edu/ces/4h/resources/mgt/club.cfm> . This would make them in compliance with the updated Wisconsin 4-H policies.

### **4-H Name and Emblem**

A 4-H Shooting Sports entity in your county program is subject to the same federal regulations regarding the use of the 4-H name and emblem as are 4-H clubs and leaders organizations.

- Documents regarding the 4-H Name and Emblem are available at  
<http://www.uwex.edu/ces/4h/resources/policies/symbols.cfm>

## Shooting Sports Risk Management Check List

For each activity and event, review and complete the **Risk Management Checklist** located at <http://4h.uwex.edu/resources/mgt/risk.cfm>

In addition, there are areas of risk unique to Shooting Sports. The following checklist should be reviewed and completed in addition to the checklist mentioned above.

- A written lesson plan for each shooting sports project meeting is on file in the Extension office, as part of the annual education plan. A sample annual education plan including written lesson plans is posted at ([www.coming soon!](#))
- Each shooter must have the following forms on file: parental waiver and medical. Counties may also require a code of conduct. These files should be on site at each shooting sports activity, project meeting, and event.
- Each 4-H member has been properly oriented on general facility safety, range etiquette, and proper firearm and archery handling practices, depending on their discipline. A written lesson plan of this orientation is on file at the Extension office along with the Annual Educational Plan ([www.coming soon!](#))
- Only authorized persons are allowed at the shooting line, and the waiting area. This includes ONLY instructors and 4-H project members participating in the event.
- There is a procedure for orienting newly certified instructors to expectations, range rules, and range commands.
- Equipment is cleaned, safety-checked and stored properly after each activity or event.
- 4-H volunteer leaders are readily identifiable by their range officer gear (i.e., blaze orange vests and/or hats).
- At least one 4-H adult volunteer, certified in the discipline and enrolled as a 4-H leader, is on the line at all times.
- Specific discipline rules and commands are posted on-site, and reviewed at each event (next four pages)
- Hearing protection is required for .22, shotgun, or muzzle- loading.
- Eye protection is required for all disciplines except archery (and wildlife).
- Safety procedure is followed in retrieving arrows. Participants walk to target first, retrieve arrows starting at the top and working down. Arrows on the floor are retrieved as the group walks back to the line.

## **Sample County 4-H Shotgun Safety Rules**

1. Follow the instructions of the range officer.
2. Treat all guns as if they are loaded.
3. Always point the muzzle in a safe direction.
4. Be sure of your target and what is beyond it.
5. Always keep your finger off the trigger until ready to shoot.
6. Always keep the gun unloaded until ready to use.
7. Be sure the barrel and action are clear.
8. Use correct ammunition for your firearm.
9. Learn the mechanical and handling characteristics of the firearm you are using.
10. Never point a firearm at anything you do not wish to shoot.
11. Never climb a tree, fence, or jump a ditch with a loaded firearm.
12. Never shoot at a flat hard surface or water.
13. Shoot only with the knowledge and approval of your parents.
14. Safety glasses and hearing protection must be worn when shooting or near the firing line.
15. If you have a misfire, keep the muzzle pointed down range and hold for 30 seconds before ejecting the shell.
16. If you have a squib load, make sure you inspect the barrel before loading another round to ensure it isn't blocked.
17. Follow all safety rules of the range where you are shooting and practice good sportsmanship and etiquette.

## Sample County 4-H Air Rifle Safety Rules

1. Treat all guns as if they are loaded.
2. Always point the muzzle in a safe direction.
3. Be sure of your target and what is beyond it.
4. Always keep your finger off the trigger until ready to shoot.
5. Always keep the firearm unloaded until ready to shoot.
6. Be sure the barrel and action are clear.
7. Use the correct ammunition for your firearm.
8. Learn the mechanical and handling characteristics of the firearm you are using.
9. Never point a firearm at anything you don't wish to shoot.
10. Never climb a tree, fence, or jump a ditch with a loaded firearm.
11. Never shoot at flat hard surfaces or water.
12. Shoot only with the knowledge and approval of your parents.
13. Do not pick up pellets or bb's from the floor when on the firing line.
14. Safety glasses must be worn when shooting or near the firing line.
15. Follow commands as directed by the range commander:
  - **“BOLT OPEN-----SAFETY ON”**
  - **“CHARGE”**
  - **“LOADER LOAD”**
  - **“BOLT FORWARD-----SAFETY OFF**
  - **“AIM AND FIRE”**
  - **“BOLT OPEN-----SAFETY ON”**

## Sample County 4-H Archery Safety Rules

Archery is lots fun, but the fun can quickly turn into tragedy unless every archer observes some common sense rules.

Before you even think about using your bow, learn these rules and make up your mind to follow them every time you hold a bow. Remember, most accidents are the result of carelessness and thoughtlessness.

As an archer, you must learn and practice these few simple rules:

1. **Follow the instructions of the range commander.** Give attention and listen to the range commander. Ask questions if you do not understand what is said.
2. **Always use proper safety equipment,** including an arm guard, finger tab or glove. A leader will ask the youth to reposition their safety equipment to prevent injury if the equipment is incorrectly positioned. If still incorrect the leader will ask the youth if the leader can reposition the equipment.
3. **Always use arrows of the proper length for you.** Arrows that are too short can cause injuries.
4. **Always inspect your equipment before shooting,** damaged equipment should be repaired or replaced to avoid injuries. Replace the bowstring whenever it becomes worn.
5. **Wear snug fitting clothes, tie back long hair, remove large earrings, and clear off any pins or remove anything from chest pockets.**
6. **Always aim and shoot only at definite target:** never shoot just for the sake of shooting. Always be sure you know what your target is and that it is safe to shoot. If you're not sure, take a closer look, if you are still not sure, do not shoot.
7. **Always be sure the area around and behind your target is clear before you shoot.** Never shoot if there is a chance your arrow may ricochet from the target or another object and hit someone.
8. **POINT, DRAW, and AIM your arrow only in the direction of your target.** The arrow must always be pointed (aimed) in a proper, safe shooting position. A leader will ask the youth to change their shooting position if their stance is incorrect. If it is still incorrect the leader will ask the youth if the leader can reposition the archer.
9. **Never "DRYFIRE" your bow.** Always have an arrow on the string when shooting the bow. DRYFIRING: shooting a bow without an arrow, can seriously damage a bow

10. **Always walk, never run, on the archery range.** If you run, you might accidentally cross in front of another archer, step on arrows lying on the ground, or trip and fall into the target and be injured by arrows sticking out of it.
11. **Shoot only with the knowledge and approval of your parents.**
12. **Follow the whistle commands given by the range commander.** If you are not familiar with the whistle commands ask the range commander to give verbal commands with the whistle blasts until you are familiar with them.

**WHISTLE: TWO BLASTS**

VERBAL: "Archers to the shooting line."

Meaning: Pick up the bow and move into position on the shooting line.  
Do not pick up the arrows.

**WHISTLE: ONE BLAST**

VERBAL: "Begin Shooting"

Meaning: Archers may take the arrows out of the quivers and begin shooting.

**WHISTLE: THREE BLASTS**

VERBAL: "Walk forward and get your arrows,"

Meaning: Archers have completed shooting. All archers have set their bows down and are standing behind the waiting line. They may now go forward to the target line and pull their arrows.

**WHISTLE: FOUR OR MORE BLASTS (series of blasts)**

VERBAL: "STOP, STOP, STOP, STOP" or CEASE FIRE"

Meaning: Immediately let down and put arrows back in the quiver, and step back behind the waiting line.

There is an emergency on the range.

References: N.A.A. Rules of Target Shooting; N.A.A. Instructor Manual; N.A.A. Junior Olympic Archery Development Program; Archery merit badge pamphlet, Boy Scouts of America