





1/2016

## Introduction

### **History:**

The 4-H YDP shooting sports program has been around for years in many guises in California. Originally it might have occurred as an archery or rifle program at a 4-H summer camp. Or, it could have taken place as wildlife conservation or hunter education project led by a 4-H adult volunteer or staff member in an individual club or county.

However, the formal structuring of the 4-H YDP shooting sports program in California can find its roots in the early 1980s when three 4-H Youth Development Advisors traveled to Iowa State University in Ames, Iowa for one of the original National 4-H Shooting Sports Training Workshops. Bob McNulty of Sutter County, Wallace “Wally” Tyler of Shasta County, and Ben Waller of San Joaquin County were the first three Californians to serve as state instructors for shooting sports. Bob McNulty received his certification in shotgun. Wally Tyler was certified as a rifle instructor and Ben Waller was the archery instructor. They returned to their home counties and planned and implemented the first California 4-H YDP Shooting Sports Training Workshop in 1984 in Stockton. They trained 4-H adult volunteers and staff in the first version of the 4-H shooting sports curriculum. Newly hired Ken Willmarth, 4-H Youth Development Advisor, Stanislaus County, was one of the first California trained 4-H YDP staff members.

Wally Tyler and Carlee Longacre, 4-H Advisors from Shasta County, started the first state postal match in 1985. This is an annual event where targets are shot at the local level and mailed to a central location for scoring. It is still in existence after more than twenty years. In 1995, the program was reinforced when a delegation of seven volunteers and staff members traveled to Camp Rilea in Astoria, Oregon for the Western Regional Shooting Sports Workshop. The delegation included the following that were certified in their specific disciplines:

4-H adult volunteers:	James Atherstone – Stanislaus County, pistol instructor John Cooper – Sutter County, shotgun instructor David LaRue – San Luis Obispo County, hunting instructor Calvin Murphy – Sierra County, rifle instructor Raoul Salem – Santa Clara County, rifle instructor
4-H YDP staff:	John Borba – 4-H Program Representative, Tulare County, coordinator Andrez “Andy” Montiel – 4-H Youth Development Advisor, Imperial County, pistol instructor





This core group of adult volunteers and 4-H YDP staff designed the current California 4-H Shooting Sports Program and developed the program policies and procedures that govern the project. The work of this core group is carried on by a Shooting Sports Advisory Committee, as described on page 6 of this document.

## **Situation Statement**

The California 4-H YDP Shooting Sports Program provides instruction in the safe handling of firearms, air guns and archery equipment, develops self-confidence and leadership abilities in 4-H participants and instills an appreciation for conservation and wildlife.

## **Program Philosophy**

The 4-H YDP Shooting Sports Program utilizes the skills and disciplines of shooting to assist young people and their adult volunteers in attaining knowledge and developing essential life skills. The program follows a standardized format, lists program components and identifies clearly intended learning outcomes.

## **Program Objectives**

1. Identify, develop, and promote positive advocacy roles for youth to emulate as responsible stewards of our environment.
2. Promote the safe handling and storage of firearms.
3. Develop responsibility, sportsmanship, ethical behavior and respect for safe conduct of Shooting Sports activities and environmental stewardship.
4. Promote awareness and appreciation of the broad spectrum of Shooting Sports and related activities as life-long leisure and career opportunities for youth and families.
5. Implement and strengthen an adult volunteer and teen assistant leader certification program.
6. Expand 4-H membership and involve more volunteers.
7. Enhance family communications and quality time together.
8. Focus on youth audiences at risk and pilot models and methodologies tailored for specific audiences.
9. Create a quality youth development education program evidenced by partnerships that reflect resource development, program innovation, quality delivery of instruction, and access to research based knowledge.
10. Promote awareness of shooting and archery as athletic sports and provide youth with the knowledge, skills and desire to participate.





## **Certification Requirements**

All Instructors, Trainers and adult volunteers in the Shooting Sports Program must be currently enrolled as 4-H YDP Shooting Sports adult volunteers in their respective counties, and must be certified by the California 4-H YDP Shooting Sports Advisory Committee in each discipline they teach.

No person may be certified as an Instructor, Trainer or adult volunteer until the following requirements are met:

1. Currently enrolled in as a 4-H adult volunteer and have completed the adult volunteer orientation and screening process at the local level.
2. Be at least 21 years of age.
3. Have satisfactorily completed a discipline-specific National or State training session, or possess a current certification from an approved organization in the discipline being certified (see Table 1, below).
4. Have no felony convictions.
5. Have no convictions for hunting, fishing or firearm related violations in the past five (5) years.
6. Have no convictions or other restrictions that would prohibit owning, purchasing, receiving, possessing or having under custody or control any firearm.
7. Be able to demonstrate competency in instructing youth in Shooting Sports.
8. Must submit a completed Application for Certification to the California 4-H YDP Shooting Sports Advisory Committee and receive certification approval.

The following agencies and organizations certify individuals in various disciplines. Individuals who have a current certification as listed below may be certified as a 4-H adult volunteer in that discipline, provided they complete the county 4-H adult volunteer orientation and screening process and are approved by the California 4-H YDP Shooting Sports Advisory Committee.





1/2016

**Table 1 – Certifying Organizations**

Certification	Archery	Hunting	Pistol	Rifle	Shotgun	Muzzle Loading Pistol	Muzzle Loading Rifle	Muzzle Loading Shotgun
California Department of Fish & Wildlife Hunter Safety Instructors		X						
NRA Certified Instructors			X	X	X	X	X	X
NRA Certified Coaches			X	X	X			
National Muzzle Loading Rifle Association Instructor						X	X	X
National Field Archery Association Instructor	X							
USA Archery Level 2 Instructor	X							
National Bow Hunter Education Instructor	X							
4-H State or Regional Certified Instructor	X	X	X	X	X	X	X	X

### Certification Records

All 4-H Shooting Sports Instructors, Trainers and adult volunteers must complete the *California 4-H Shooting Sports Program Certification Application* located in the appendix of this manual and provide copies of all other required documents, to the State 4-H YDP Office in order to be certified as a California 4-H YDP Shooting Sports Instructor, Trainer, or adult volunteer.





## 4-H Shooting Sports Guide

All Instructors, Trainers and adult volunteers are required to be familiar with and use the 4-H Shooting Sports Guide for their respective discipline. The Shooting Sports Guide contains lesson plans that outline the objectives of each session, the roles for teen and junior leaders, and roles for parental involvement.

## County Approval

All Shooting Sports Instructors, Trainers and adult volunteers applying for certification must have the county 4-H YDP Staff sign their application and verify that the adult volunteer has completed the volunteer screening and orientation process.

## State 4-H YDP Shooting Sports Advisory Committee

The 4-H YDP Shooting Sports Advisory Committee is comprised of a representative group of 4-H members, adult volunteers, and 4-H YDP staff. The committee identifies, discusses and agrees on recommendations regarding their designated area of focus. Rotating terms of appointments are established by the committee. Membership recruitment is conducted annually as part of the State 4-H YDP advisory committee process. All Shooting Sports Advisory Committee members are appointed by the State 4-H YDP director.

The California 4-H YDP Shooting Sports Advisory Committee should consist of:

1. The State 4-H YDP Shooting Sports Program Coordinator, who is a University of California 4-H YDP staff member that serves as the liaison between the committee, the University, and the State 4-H YDP office and is responsible for all 4-H YDP Shooting Sports events and trainings.
2. One adult volunteer or 4-H YDP staff representing each discipline (archery, hunting, muzzle loading, pistol, rifle, shotgun).
3. Other adult volunteers as designated by the state coordinator and approved by the state 4-H YDP director.
4. Two (2) teen youth members.

The following shall be appointed from the committee by the 4-H YDP Shooting Sports coordinator:

1. An assistant California 4-H YDP Shooting Sports coordinator.
2. A secretary to maintain records.





## Focus Areas

The following focus areas shall be administered by the California 4-H YDP Shooting Sports Advisory committee:

1. Policy review and program administration.
2. Activities.
3. Instructor certification standards.
4. Resource development.

## Meetings

The California 4-H YDP Shooting Sports committee will meet at least once each year.

## County Committees

Each county will be encouraged to develop a County 4-H YDP Shooting Sports Committee modeled after the State 4-H YDP Shooting Sports Advisory Committee.

## Youth Membership Eligibility Criteria

### Open Program

The California 4-H YDP Shooting Sports Program is open to all 4-H members 9 years of age by December 31<sup>st</sup> of the program year.

Participation in the muzzle loading discipline requires a minimum of one (1) year of prior participation in another discipline.

### Firearm Use Eligibility

Use of firearms, air guns or archery equipment in the California 4-H YDP Shooting Sports Program is subject to approval of the adult volunteer in charge of the project. Approval is based on the member's ability to follow instructions and safety rules.

### Project Activity

The California 4-H YDP Shooting Sports program is a 4-H project and members enroll in the discipline that they will be participating in (e.g., Archery) in 4hOnline. It may also be taught as a group project activity, or in sessions such as camp, special interest programs, etc.





## **Junior Leaders (11-13 years of age) and Teen Leaders (14-19 years of age)**

Junior and Teen Leaders are allowed to participate in training and certification workshops along with adults. It is not mandatory for youth to attend a certification workshop to be a Junior or Teen Leader.

At the discretion of the Project Leader, Junior and Teen Leaders may assist in the classroom and/or on the range, in accordance with the “Roles for Teen and Junior Leaders” defined in the curriculum for each discipline.

## **Adult Volunteer Requirements and Definitions**

### **Instructors**

1. Are required to be trained and certified in their discipline through participation in an Instructor training conducted by the National 4-H Shooting Sports training team.
2. Are responsible for developing and implementing Shooting Sports Trainer and adult volunteer classes.
3. Are willing to make a three-year commitment to the California 4-H YDP Shooting Sports Program.

### **Trainers**

1. Are required to be trained and certified in their discipline through participation in a Trainer class conducted by a California 4-H YDP Shooting Sports Instructor.
2. Are responsible for teaching regional and county Shooting Sports adult volunteer classes.
3. Are willing to make a three-year commitment to the California 4-H YDP Shooting Sports Program.

### **Adult Volunteers**

1. Are required to be trained and certified in their discipline through participation in a county/regional adult volunteer training conducted by a California 4-H YDP Shooting Sports Instructor or Trainer, or possess a current certification in that discipline by an approved agency (see Table 1, page 5).
2. Are trained and certified as an adult volunteer in one or more of the following disciplines:
  - Archery
  - Hunting
  - Muzzle Loading
  - Pistol







1/2016

- Rifle
  - Shotgun
3. Can only lead projects in disciplines in which they are certified.
  4. Are responsible for developing and implementing Shooting Sports projects at regional and county levels.

## **Safety and Risk Management Requirements**

Instructors, trainers, and adult volunteers are responsible to report any incidents, such as unintentional discharge of firearms, or any injuries that occur in the course of shooting sports project meetings, events, etc., to ANR Risk & Safety Services using an Incident Report form (<http://ucanr.edu/incidentreport>). Instructors, trainers, and adult volunteers are encouraged to maintain first aid and CPR certification.

4-H events and activities are prohibited from using reactive targets. Reactive targets are targets which make use of or are composed of 1) live ammunition, 2) explosives, chemicals or flammable substances, or 3) pressurized containers.

## **Adult Supervision Policy**

Safety must be the overriding factor in determining the proper youth to adult ratio. As with all 4-H activities, there must be two or more adults present when working with 4-H members at all times regardless of the activity. It is required that at least one instructor with current 4-H Shooting Sports Instructor certification in the discipline for which they are providing leadership be present during any shooting activity. If, during a club meeting or any 4-H shooting sports activity, youth are divided into groups to go to separate areas/ranges, at least one adult with current Shooting Sports certification in the appropriate discipline must go with EACH group to their respective range along with the appropriate number of additional adults to meet the required supervision ratio.

Factors such as the experience level of the youth, experience of the instructor, equipment limitations, and the physical characteristics of the facility must all be considered when determining adequate supervision. When working with youth ages 9-19, the recommended youth to adult ratio should be no more than five youth to one adult on the firing line. Only the certified shooting sports adult or teen leader in the discipline may provide instruction or serve as the range master. Additional adults present are encouraged to assist in overseeing the safety of the youth while shooting firearms and/or archery. Non-certified adults must receive guidance from the instructor on how to properly supervise the youth on the firing line. Youth not on the firing line must be supervised per CA 4-H general adult supervision policy.

## **Training Guidelines and Instruction Requirements**





The California 4-H Shooting Sports Program and projects will adhere to all policies as outlined in the 4-H Policy Handbook and follow training guidelines and instruction requirements as outlined below.

## Trainer Class

All Trainer classes will be taught by a State or National 4-H Shooting Sports Instructor who is certified in the specific discipline being taught. Instruction will include:

- Discipline specific lesson plans from the 4-H Shooting Sports Guide.
- Range time to demonstrate competency both in using the appropriate firearms or other shooting sports equipment, and in effectively instructing youth and adults in their proper use.
- Practicum where the students have the opportunity to demonstrate classroom teaching skills.
- A written examination that covers the content of the class to demonstrate competency in the subject matter.

This class will take 15-20 hours to complete. The written exam must be passed with a 90%, and the participant will be expected to demonstrate the knowledge, skills and attitudes needed to be effective as a 4-H YDP Shooting Sports Trainer.

## Adult Volunteer

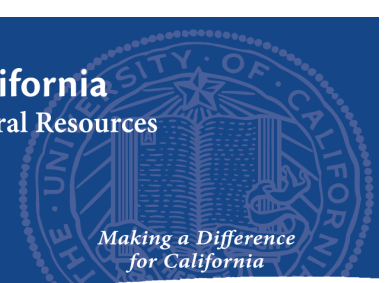
All adult volunteer classes will be taught by a State or National 4-H Instructor or Trainer who is certified in the specific discipline being taught. Instruction will include:

- Discipline specific lesson plans from the 4-H Shooting Sports Guide.
- Range time to demonstrate competency both in using the appropriate firearms or other shooting sports equipment, and in effectively instructing youth in their proper use.
- A written examination that covers the content of the class to demonstrate competency in the subject matter.

This class will take 10-15 hours to complete. The written exam must be passed with an 80%, and the participant will be expected to demonstrate the knowledge, skills and attitudes needed to be an effective 4-H YDP Shooting Sports adult volunteer.

## Re-Certification





In order to maintain active status as a Shooting Sports adult volunteer, individuals must stay actively involved in the Shooting Sports project. Those who have not actively taught within their discipline for more than 2 years will be required to be re-certified through 4-H or other approved training.

## **Quality Assurance**

At the end of each class taught, Instructors and Trainers will forward a 4-H YDP Shooting Sports Training Report to the State 4-H YDP Shooting Sports Coordinator. Each of the individuals trained will be asked to fill out a feedback form on their class and these forms will be forwarded to the state coordinator for review. If it becomes apparent that an Instructor or Trainer is not teaching effectively, at the request of the state coordinator they may be required to re-certify in their discipline before they are allowed to continue teaching.





## Appendices (separate documents)

1. Training Request and Registration Form
2. Application for Certification as a Shooting Sports Adult Volunteer
3. Shooting Sports Training Report
4. Course Evaluation Form
5. Firearms & Ammunition Storage and Transportation
6. Equipment Maintenance Log
7. Equipment Check-out Log
8. Code of Ethics

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/176836.doc>). Inquiries regarding ANR's nondiscrimination policies may be directed to Linda Marie Manton, Affirmative Action Contact, University of California, Davis, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1318.

