

CALIFORNIA 4-H YOUTH DEVELOPMENT PROGRAM SHOOTING SPORTS

POLICIES & PROCEDURES

Revised May 31, 2003



Introduction

Situation Statement:

The California 4-H 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 Shooting Sports Program is a youth development education program. It uses the skills and disciplines of shooting to assist young people and their leaders 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 a Project Leader 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

Certification Requirements:

All Instructors, Trainers and Project Leaders in the Shooting Sports Program must be currently enrolled as 4-H Shooting Sports resource leaders in their respective counties, and must be certified by the California 4-H Shooting Sports Committee in each discipline they teach.

No person may be certified as an Instructor, Trainer or Project Leader until all of the following requirements are met:

1. Must be currently enrolled in the 4-H program and have completed the volunteer orientation and screening process at the local level.
2. Must be at least 21 years of age.
3. Must 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, page 3) and have completed the 4-H Shooting Sports Program Orientation.
4. Must have no felony convictions.
5. Must have no convictions for hunting, fishing or firearm related violations in the past 5 years.
6. Must demonstrate competency in instructing youth in Shooting Sports.
7. Must have submitted a completed Application for Certification to the State Shooting Sports Committee and have received approval.

Table 1 – Certifying Organizations

These agencies and organizations certify individuals in various disciplines. Individuals who have a current certification as listed below may be certified as a 4-H Project Leader in that discipline, provided they complete the California 4-H Shooting Sports Program Orientation, and are approved by the Shooting Sports Committee.

Certification	Archery	Hunting	Pistol	Rifle	Shotgun	Muzzle Loading Pistol	Muzzle Loading Rifle	Muzzle Loading Shotgun
California Dept. of Fish & Game 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							
National Archery Association 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 Project Leaders must complete the *California 4-H Shooting Sports Program Certification Application* located in the appendix of this document and return it, as well as all other required documents, to the State 4-H Office in order to receive certification as a California Shooting Sports Instructor, Trainer, or Project Leader.

Orientation Content:

The 4-H Shooting Sports Program Orientation will consist of the following:

1. Familiarization with the State Plan
2. 4-H Shooting Sports Program Objectives
3. Program content
4. How to use the 4-H Shooting Sports Guide
5. Reporting requirements, state and local
6. Teaching skills for youth leaders
7. Risk Management

4-H Shooting Sports Guide:

All Instructors, Trainers and Project Leaders are required to be familiar with and use the 4-H Shooting Sports Guide for their respective discipline. The Shooting Sports Guide contains the objectives of the 4-H Shooting Sports Program and lesson plans for each discipline.

County Approval:

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

State Committee

State 4-H Shooting Sports Committee

The California 4-H State Shooting Sports Committee will consist of:

1. The state 4-H Shooting Sports Program Coordinator, who will be responsible for coordinating all Shooting Sports events and trainings.
2. One member representing each discipline from each region of the state.
3. One University of California 4-H YDP staff member that will act as the liaison between the committee, the University and the State 4-H office, as well as the official record keeper.
4. Other members as designated by the state coordinator and approved by the committee.

The following shall be appointed from the committee by the coordinator:

1. There shall be an assistant state Shooting Sports coordinator appointed by the state coordinator.
2. There shall be a secretary appointed by the state coordinator.

Standing Committees

The following committees shall be appointed by the state coordinator:

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

Meetings

The state committee will meet at least once each year.

County Committees

Each county will be encouraged to develop a County Shooting Sports Committee modeled after the state committee.

Youth Membership Eligibility Criteria

Open Program

The Shooting Sports program is open to all 4-H members 9 years of age or older, or in the 4th grade. Participation in the Muzzle Loading discipline requires a minimum of one year of prior participation in another discipline.

Firearm Use Eligibility

Eligibility to use firearms, air guns, or archery equipment in the 4-H Shooting Sports program is subject to approval of the Project Leader. Approval is based on the member's ability to follow all instructions and safety rules.

Project Activity

The Shooting Sports program is a 4-H project listed as item 5-S on the California 4-H Enrollment Form. It may also be taught as a group project activity, or in sessions such as camp, special interest clubs, etc.

Intermediate Youth Leaders – Grades 6-8

Are trained and certified in specific disciplines to assist in the training of other youth members. Intermediate youth leaders may be utilized in the classroom, but not on shooting ranges.

Senior Youth Leaders – Grades 9+

Are trained and certified in specific disciplines to assist in the training of other youth members. Senior youth leaders may be utilized in the classroom as well as on the range.

Volunteer 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 Project Leader classes.
3. Are willing to make a three-year commitment to the California 4-H 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 Shooting Sports Instructor.
2. Are responsible for teaching regional and county Shooting Sports Project Leader classes.
3. Are willing to make a three-year commitment to the California 4-H Shooting Sports Program.

Project Leaders

1. Are required to be trained and certified in their discipline through participation in a Project Leader class conducted by a California 4-H Shooting Sports Instructor or Trainer, or possess a current certification in that discipline by an approved agency (see table 1, page 4), and have completed the California 4-H Shooting Sports program orientation.
2. Are trained and certified as a Project Leader in one or more of the following disciplines;
 - Archery
 - Hunting
 - Muzzle Loading / Black Powder
 - Pistol
 - Rifle
 - Shotgun
3. Can only lead projects in disciplines they are certified in.
4. Are responsible for developing and implementing Shooting Sports projects at regional and county levels.

Training Guidelines

Instruction Requirements

Trainer Class

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

- The 4-H Shooting Sports Program Orientation
- 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

It is expected that this class will take 15-20 hours to complete. The written exam should be passed with a 90%, and the participant will be expected to demonstrate the knowledge, skills and attitudes needed to be effective as a Shooting Sports Trainer.

Project Leader Class

All Project Leader 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;

- The 4-H Shooting Sports Program Orientation
- 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

It is expected that this class will take 10-15 hours to complete. The written exam should be passed with at least an 80%, and the participant will be expected to demonstrate the knowledge, skills and attitudes needed to be an effective Shooting Sports Project Leader.

Re-Certification

In order to maintain active status as Shooting Sports volunteers, 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 Shooting Sports Training Report to the State Shooting Sports secretary. 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 Chair of the Instructor Certification Standards Committee for review. If it becomes apparent that an Instructor or Trainer is not teaching effectively, at the request of the committee they may be required to re-certify in their discipline before they are allowed to continue teaching.

Appendix

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

Firearms & Ammunition Storage Policy

California Penal Code (CPC) section 12071 states that if a person under 18 years of age obtains a firearm from any premise that is in your custody or control, and uses it, resulting in injury, or carries it to a public place, you may be guilty of a misdemeanor or a felony unless you stored the firearm in a locked container or locked the firearm with a locking device to keep it from temporarily functioning.

It is the policy of the California 4-H shooting sports program that, when not in use, all firearms owned by 4-H units must be unloaded and stored either in a locked gun safe that meets the standards for gun safes adopted pursuant to section 12088.2 of the California Penal Code, or stored with a properly utilized firearm safety device (FSD) that is on the Department of Justice (DOJ) Roster of Firearm Safety Devices Certified for Sale. (The DOJ maintains a list of approved gun safes and FSD's. A copy of the DOJ regulatory gun safe standards and information on obtaining a list of approved FSD's is attached to this document.)

As defined by the Dangerous Weapons Control Law, section 12001;

a "firearm" means any device from which is expelled through a barrel a projectile by the force of any explosion or other form of combustion.

The term BB gun (or air rifle/pistol) means any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, CO2 pressure, or spring action.

In most circumstances, air guns are treated and handled the same as firearms. While the storage of air guns is not regulated like firearms, it is our policy that air guns, (rifles, pistols, BB guns), owned by California 4-H shooting sports groups be stored in a safe and appropriate manner that makes them inaccessible to unauthorized use. Storage options include standard gun safes, a "long gun safe" (this is a locking container designed to fully contain and secure a long gun but that does not meet the standards for gun safes, (As defined in 12087.6(c) of the CPC)), other locked box capable of the storage of air guns (available from some air gun companies), or in a storage area that is kept locked and is only accessible by authorized individuals.

All firearms and air guns owned by a 4-H unit must be uniquely identifiable or marked as 4-H property and a permanent record of inventory kept. If 4-H shooting sports equipment is stored at a leaders home, there will be a check out log on file at the county office to maintain a clear chain of custody. If a leader stores 4-H guns or other 4-H shooting sports equipment at their home, their signature on the equipment check out log is acknowledgement that they possess 4-H property that will and must be returned immediately at such time as they are no longer a shooting sports leader or the appropriate custodian of the guns. (A sample check out log is attached to this file.)

In any unit that owns air guns or firearms, the shooting sports leader will be responsible for keeping a maintenance log on each firearm or air gun. This log will document cleanings, inspections, repairs, acquisition and disposition (A copy of this log is attached).

All firearm ammunition will be kept in a locked box or location separate from firearms and inaccessible to unauthorized use.

In some communities, there are additional local laws regarding firearms that may apply. It is the responsibility of all shooting sports leaders to be aware of, and abide by, all applicable laws regarding the use of firearms and air guns in their community. Check with your local law enforcement agency.

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CODE OF ETHICS NATIONAL 4-H SHOOTING SPORTS PROGRAM



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.

Print Name

Signature

Date