Presenters

• Tim Beck, Indiana Hunter Education Coordinator
• Natalie Carroll, Professor and Extension Faculty
• Chris Clark, Indiana Hunter Education Coordinator
• Steve McKinley, 4-H Extension Specialist
Steve – during this program we will share some standards that have been established for all County 4-H Shooting Sports Programs in Indiana. Additionally, we’ll include practices that we would recommend you incorporate into your local program to help it operate most effectively and efficiently, all designed for the safety and well-being of our 4-H members and 4-H volunteers!
Tim & Chris

a. An introduction to safe and responsible handling of firearms and archery equipment.
b. Teach safety, ethics, concentration, self-discipline, self-confidence, goal-setting, decision-making, and courtesy.
c. Personal growth and positive youth development
d. Teach young people how to safely and appropriately handle firearms and archery equipment.
Natalie & Steve

a. Individuals who wish to volunteer with the 4-H Shooting Sports program will first complete the 4-H Volunteer Application and Screening process under the direction of the 4-H Youth Development Extension Educator.

b. Following approval as a 4-H Volunteer, the individual may register to attend a 4-H Shooting Sports Instructor Workshop in order to be certified to volunteer with the 4-H Shooting Sports program.

c. Shooting range time with 4-H members for each discipline must be under the on-site supervision of an Indiana 4-H Certified Shooting Sports Instructor (who is certified to teach in that specific discipline).

d. Associate Shooting Sports instructors who have been approved as a 4-H Volunteer may assist a 4-H Certified Shooting Sports instructor on a shooting range. Associate Shooting Sports Instructors and other 4-H Adult Volunteers must be under the direct supervision of an Indiana 4-H Certified Shooting Sports Instructor while engaged in any activity which involves the use of firearms and/or archery equipment. No additional certification is required for this position, beyond the successful completion of the official 4-H Volunteer application and screening process.

e. At least 2 Certified Shooting Sports Instructors are to be present at all 4-H Shooting Sports events before the first 4-H member arrives and until after the
last 4-H member leaves.
Natalie & Steve

a. Individuals may begin the process to become a 4-H Volunteer and Certified Shooting Sports Instructor once they have completed their 4-H eligibility.

b. Each individual has different skills, abilities, and maturity level. Some 18 year old adults may be ready to serve as a volunteer immediately; some may not. The 4-H Youth Development Extension Educator, in consultation with their 4-H Shooting Sports Coordinator, will determine the suitability of an individual for a volunteer role with the 4-H Shooting Sports program.

c. It is recommended that a new volunteer (regardless of age) start as an assistant instructor prior to assuming a more significant leadership role such as county coordinator.
Recertification of 4-H Shooting Sports Instructors

Coordinators recertified every 5 years

Required for those who discontinue their volunteer service and later return

Recommended every few years for discipline instructors to receive updates on current program

Natalie & Steve

a. The County 4-H Shooting Sports Coordinators will be recertified every 5 years by participating in a webinar led by the State 4-H Office. (In 2016, this will be held on Wednesday, September 21, 6:30-8 p.m.)

b. 4-H Shooting Sports Instructors who have discontinued their volunteer service for at least one year and who wish to return will complete the 4-H Volunteer Application and Screening process again before returning.

c. 4-H Shooting Sports opportunities and guidelines have changed significantly over the years. 4-H Shooting Sports Certified Discipline Instructors are encouraged to attend a certification workshop again to be updated on the policies and procedures of the 4-H Shooting Sports program.
Steve, Tim & Chris

a. Provide education on the safe and appropriate handling of firearms and archery equipment for 4-H members.

b. Roles beyond these are beyond the scope and responsibility of the 4-H Shooting Sports program and its volunteers.

c. Individuals may choose to support programs such as Hunter’s Education; organizations such as the Friends of the NRA; or present programs to groups of youth outside of the 4-H program, but if they do, they would be doing so as individuals beyond and separate from their volunteer duties within the Shooting Sports program.
Natalie

a. Arranging for or conducting hunting activities are NOT a part of Indiana 4-H Shooting Sports.

b. Simulated combat sports are PROHIBITED in 4-H Shooting Sports, including, but not limited to: pointing any type of gun including paint ball guns, air-soft guns, laser guns, laser paint-ball, archery tag bows and arrows, or sighting devices at any person or any humanoid shaped target.

c. The following types of reactive targets are prohibited in 4-H Shooting Sports: those that make use of or are composed of (1) live ammunition, (2) explosives, chemicals or flammable substances, or (3) pressurized containers.
Natalie

a. Tree Climbing and Tree Stands - Tree climbing and activities involving tree stands must be taught by Outdoor Skills discipline instructors who have received training from the State 4-H Shooting Sports team.

b. Factory manufactured ammunition - Cartridges and shells must be purchased from authorized manufacturers who apply industry standards in the manufacturing and loading process.

c. Teaching and using firearm reloads (cartridges and shells) is prohibited in 4-H Shooting Sports educational activities.
Fund Raising

Follow state and federal guidelines

Appropriate use of 4-H Name & Emblem

No games of chance

Apply for grants with Educator guidance

Steve

a. Funds must be raised according to state and federal guidelines and in line with the guidance for the use of the 4-H Name & Emblem
   i. Games of chance are NOT permitted (e.g., Raffles, Bingos, Drawings)
   ii. 4-H Name & Emblem must be used correctly (as directed by the County 4-H Youth Extension Educator)

b. Grants
   i. May be sought with the guidance of the 4-H Youth Extension Educator.
   ii. Proof of the 4-H Shooting Sports organization’s tax exempt status may be obtained by the 4-H Youth Extension Educator from the State 4-H Office.
   iii. Friends of the NRA is typically a good source of funds for local 4-H Shooting Sports groups.
Steve

a. Reporting of financial accounts
   i. 4-H Club Treasurer’s report shared at each meeting
   ii. Annual report due to Extension Office according to established schedule (typically after the end of the calendar year)
   iii. Financial review/audit conducted every 4-5 years (or each time the financial officer changes)

b. IRS Filing
   i. e-Postcard filed annually by May 15 in order to maintain federal tax exempt status
   ii. Directions provided by State 4-H Office through County 4-H Educator in February/March annually
Natalie, Tim, & Chris

a. Local 4-H Shooting Sports programs may choose to offer an annual safety meeting.

b. If the local 4-H Shooting Sports program chooses to require a safety meeting, the following considerations must be met:
   i. Local 4-H Shooting Sports programs may choose who is required to attend the safety meeting (e.g., all first year members; all 4-H Shooting Sports members, etc.) and how frequently each member must complete the required safety meeting (e.g., each person successfully completes the safety meeting annually; once you’ve successfully completed a safety training, you do not need to repeat it, etc.).
   ii. An agenda outlining the safety aspects of the meeting, and estimated time to be spent on each topic, must be approved by the 4-H Educator prior to the meeting. (NOTE: an educationally-appropriate length for a safety meeting is no longer than 60-90 minutes.)
   iii. The meeting should be offered at multiple times.
   iv. The information for the meeting should be available in multiple formats.
Natalie, Tim, & Chris

a. The Indiana Department of Natural Resources (IDNR) Hunter Education (HE) Course may be offered to 4-H Shooting Sports members, but participation in HE may not be required of the members. An individual who has successfully completed the HE course does not have to repeat it annually. The following options are available for the HE course.
   i. Course offered by the IDNR (in person).
   ii. Online Indiana HE course offered by the IDNR. This option is available only to students 12 years old and older.

b. If a 4-H Shooting Sports member voluntarily completes the IDNR HE program, the local 4-H Shooting Sports program may accept proof of HE completion instead of asking the member to also attend and complete the required 4-H Shooting Sports safety meeting.
Natalie & Steve

a. Inventory must be kept by both the County 4-H Youth Extension Educator and Certified 4-H Shooting Sports Coordinator and should include:
   i. Equipment – specify make, model, and caliber/gauge, serial number (if available), purchase date, purchaser, account, check number and authorization, where purchased, location of equipment, and purchase price.
   ii. Ammunition – year end summary of ammunition in stock and needs for the next 4-H year (to be ordered)
   iii. Other – eye and ear protection; traps; any other equipment of value

b. Purchase
   i. Through the 4-H Shooting Sports Club, by an official representative of the 4-H Shooting Sports Club, with letter on official Purdue Extension letterhead. (See [http://www.ydae.purdue.edu/natural_resources/shooting_sports/Instructor%20Resources.html](http://www.ydae.purdue.edu/natural_resources/shooting_sports/Instructor%20Resources.html) for additional guidance.)

c. Storage
   i. Options to consider – available space, convenience, security
   ii. Accessibility/safety
Natalie & Steve

a. Insurance
   i. Purchased locally
   ii. Purdue University does not provide coverage for damage to and replacement of county-owned equipment. Insurance coverage of 4-H Shooting Sports equipment is the responsibility of the 4-H Shooting Sports program or the county 4-H Council.
   iii. Owner of property on which equipment is stored needs to be aware of the equipment and ensure that the owner’s insurance coverage is adequate.
   iv. An insurance audit is recommended every 2-3 years.

b. Lending/borrowing equipment
   i. Be sure that both groups have insurance coverage for equipment
   ii. Maintain inventory location
   iii. Consider written agreement identifying how lost/damaged equipment will be replaced
Thank you for your continued support of 4-H Shooting Sports in Indiana!!

- Resources available on Indiana 4-H Website: Volunteers – Shooting Sports Instructor
- url: http://www.ydae.purdue.edu/natural_resources/shooting_sports/

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You can find the most current information relevant to your role as a 4-H Shooting Sports Volunteer on the Indiana 4-H website, located under the Volunteers tab. Click on “Shooting Sports Instructor” to find the resources you can use with your 4-H members.

We thank you for viewing this 4-H Shooting Sports Program Update, and thank you for your continued support of 4-H Shooting Sports in Indiana!