Arizona 4-H Shooting Sports Education
Policies and Procedures
Revised 01/06/07

4-H members, parents and leaders are responsible for understanding and following these policies.

✓ A 4-H member may only be enrolled in a 4-H Shooting Sports Education project if it is led by a 4-H Certified Shooting Sports Education volunteer. There is No Exception to this policy for a parent working with his or her own child. Only a certified 4-H Shooting Sports Education leader may lead any member in a 4-H Shooting Sports Education project.

✓ 4-H Leader Certification is required for volunteers in the Shooting Sports Education disciplines: air pistol, air rifle, archery, hunting, muzzleloading, shotgun, small bore rifle and pistol. No other certification or qualifications are acceptable as a substitute.

✓ This policy is subject to change as the Arizona 4-H Shooting Sports Education Program develops over time.

Safety Procedures

✓ Safety procedures and practice will be strictly adhered to and a volunteer leader/4-H member may be immediately expelled, without recourse, from the program as a result of horseplay, inattentiveness, inappropriate conduct, violation of safety rules or failure to follow a range officer’s directions.

✓ Safety must be the primary concern during all shooting activities. Eye protection is mandatory during all shooting activities except archery. Ear protection is mandatory during all shooting activities except archery, air rifle and air pistol. Only factory new ammunition or commercial reloaded ammunition should be used in 4-H activities.

✓ The purpose of the 4-H Shooting Sports Education Program is to promote youth development through safe and responsible use of archery equipment and firearms. Pointing any type of firearm, air gun, paintball gun, laser gun, laser sighting device or arrow at any person or any target resembling a person is inappropriate and dangerous. Any simulated combat game or other activity that allows or encourages participants to point or shoot any firearm, air gun, paintball gun, laser gun or laser sighting device at a person or a target resembling a person is unacceptable in an Arizona 4-H Shooting Sports Education Program.
Risk Management Procedures

- Work closely with the 4-H Youth Development Program Extension people in each county to meet state and county guidelines for volunteer leaders.

- All 4-H members enrolled in the Shooting Sports Education projects are to have a parent or guardian read and sign a Club Shooting Sports Education Waiver form before beginning project meetings. The certified instructor must ascertain that all members have the forms signed before participation. Forms are to be kept on file with the community club leader at each 4-H club and copies must be on hand at each event or project meeting.

- All 4-H Shooting Sports Education members/parents are to complete and sign a Club Emergency Medical Information Form. The original is to be kept on hand at all 4-H Shooting Sports Education events/activities/meetings by the certified project leader. The leaders should study the health requirements, if any, and familiarize themselves with any special medical needs or problems. Discuss with all leaders and parents procedures that should be followed in the case of an incident.

- Each club program should take out special accident insurance coverage on all leaders and 4-H members. The current year plan costs $1.00 per member and includes Shooting Sports Education activities at no additional cost. All Shooting Sports Education leaders should know the policy number and procedures required. A copy of the policy should be kept with the Emergency Medical Forms and the original kept with the Community Club Leader.

- An Emergency Plan of Action should be written and followed for each training site and/or activity. This plan should consider:
  a. Potential risks analyzed and procedures planned.
  b. Minor incident/first aid plan - Who treats or determines procedures and accounts for first aid kit, etc.
  c. Access to emergency medical treatment, telephone, phone numbers to call, transportation, etc.
  d. Two deep leadership who both know the plan and procedures.
  e. Natural catastrophic event procedure in case of fire, high water, lightening, etc.

- A 4-H Event/Activity Incident Report or Letter should be completed for any incident such as, but not limited to: illness, injuries, lost/stolen valuables, accidents, property damage, safety, and/or other rule violations. Other issues of concern may also merit a report. All incidents should be reported to the County Extension Agent responsible for Shooting Sports Education in that county. Extension staff will take appropriate action and advise the State 4-H Office and the University of Arizona Risk Management Department if necessary.

Leader Certification
4-H Leader Certification Policies
All Shooting Sports Education Volunteers must conform to the established policy and procedures for application and acceptance established for any volunteer leader by the Arizona 4-H Youth Development Program. Briefly, this would include but not be limited to:

✓ Application Submission – Applications must be approved, disapproved, or approved with modifications by the County Extension Office staff in your home county. Completed forms must be on file in the Extension Office for all Certified Leaders and Assistant Instructors. Resource Volunteers also have a form that must be completed and on file at the Extension Office.

✓ Any references, interviews, pictures and/or ID cards or badges must be completed along with a letter of acceptance from a county Extension Agent or Director.

✓ Background check must be performed.

✓ 4-H leaders must enroll annually through their county Cooperative Extension office.

✓ Official 4-H leader status and the approval of the county office of Cooperative Extension for all project activities are required, by federal and state statute, before the 4-H name and emblem are used in conjunction with an activity and before any liability protection may be initiated.

Arizona recognizes three levels of leadership in the 4-H Shooting Sports Education Program.

1. Certified Instructor.
   ✓ 18 years of age or older.
   ✓ Successfully completed the 4-H Shooting Sports Education Leader Certification Workshop conducted by the Arizona 4-H Shooting Sports Education Committee; instructors are certified only in the discipline in which they participate at a State Workshop.
   ✓ 4-H Shooting Sports Education Leader Certification meets all of the training and certification requirements set forth by the oversight committee, the University of Arizona Police Department (UAPD) and the Arizona Board of Regents (ABOR).

2. Junior Leader.
   ✓ 14 years of age or older.
   ✓ 4-H youth with 4-H Shooting Sports Education experience.
   ✓ Approved by the Certified Instructor.
   ✓ May assist adult volunteers in a variety of ways.
   ✓ Work with youth only under the direct supervision of a certified instructor.
   ✓ Successfully completed the 4-H Shooting Sports Education Leader Certification Workshop conducted by the Arizona 4-H Shooting Sports Education Committee.
   ✓ Work with 4-H members sharing time and expertise or provides services to the project.
   ✓ Work with youth only under the direct supervision of an instructor certified in that discipline.

   ➢ Example: A 4-H certified shotgun instructor CANNOT bring in an archery instructor to teach the 4-H members archery as the shotgun instructor may not be aware of specific 4-H disciple requirements in that disciple and therefore cannot adequately supervise the resource volunteer. A 4-H shotgun instructor can bring in a resource shotgun volunteer as they do know the specific 4-H disciple requirements.

Instructor Renewal Policy
   ✓ To keep certification valid, an instructor must teach or assist in teaching the shooting sports discipline course at least once every two years.

   ✓ Once certification lapses, (not teaching for two years) an instructor must repeat a 4-H Shooting Sports Education Leader Certification Workshop.

   ✓ Renewal will be required of all instructors when a program change requires an update or is deemed necessary by the State Coordinator.

Certification/Qualification
   ✓ 4-H Certification, achieved only by successful participation in a 4-H Shooting Sports Education Leader Certification Workshop is an absolute requirement for an instructor in the shooting disciplines. No other certifications or qualifications are accepted as a substitute. Just because you are an expert marksman does not mean you know how to work with kids. And just because you are a firearms instructor certified by another organization does not mean you know about 4-H philosophy and procedure. Each 4-H leader workshop includes youth development principles and concepts, risk management practices and program management in addition to shooting discipline training.

   ✓ 4-H instructor certification training is conducted by the State 4-H Youth Development Office and a designated State Instructor Training Team (Arizona 4-H Shooting Sports Education Committee). A record of certified Shooting Sports Education Instructors will be maintained in the State 4-H Youth Development Office at the University of Arizona.

   ✓ All Arizona 4-H Shooting Sports Education Volunteer Leaders must have successfully completed the 4-H instructor certification training for the discipline they are teaching.

   ✓ State 4-H Shooting Sports Education Leaders Certification Workshops will be scheduled as often as required/necessary each year at various locations.

   ✓ Participants are charged a registration fee covering workshop expenses for leader materials, supplies and facilities. The fee varies from workshop to workshop depending on the cost incurred. Special certification workshops may be conducted, on request, to accommodate special circumstances.