India 4-H Shooting Sports
2019 Program Update

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Audience: County 4-H Shooting Sports Instructors and County 4-H Extension Educators

Standards for County 4-H Shooting Sports Programs

1. **Purpose of 4-H Shooting Sports**
   a. Teach young people how to safely and responsibly handle 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. Introduce youth to a lifetime sport and hobby.
   e. Note: Competition and competitive events are NOT a primary purpose of 4-H Shooting Sports.

2. **Certified Shooting Sports Instructors**
   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 as a 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 two (2) approved 4-H Volunteers 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.

3. **Minimum Age of Certified Shooting Sports Instructors**
   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 Associate Instructor prior to assuming a more significant volunteer leadership role.

4. Recertification of 4-H Shooting Sports Instructors & Coordinators
   a. Each County 4-H Shooting Sports Coordinator will be recertified every 5 years by participating in a webinar led by the State 4-H Office.
   b. 4-H Shooting Sports Instructors who have discontinued their volunteer service for one year or more and who wish to return as a volunteer must complete the 4-H Volunteer Application and Screening process before returning to the program as a Certified Instructor.
   c. 4-H Shooting Sports opportunities and guidelines have changed significantly over the years. 4-H Shooting Sports Certified Discipline Instructors are encouraged to be recertified periodically through a certification workshop so that they can receive updates on the policies and procedures of the Indiana 4-H Shooting Sports program. Individual county guidelines may require recertification.

5. Role of 4-H Shooting Sports Volunteers in the Community
   a. Provide education on the safe and responsible handling of firearms and archery equipment for 4-H members.
   b. Roles beyond providing education for 4-H members are outside of 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 4-H Shooting Sports program.
   d. Providing shooting opportunities for youth or adults who are NOT in the 4-H program is NOT a part of the role of the 4-H Volunteer.

6. 4-H Shooting Sports Policy Prohibitions
   a. Arranging for or conducting hunting activities is 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.
   d. 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.
   e. Factory manufactured ammunition - Cartridges and shells must be purchased from authorized manufacturers who apply industry standards in the manufacturing and loading process.
   f. Teaching and using firearm reloads (cartridges and shells) is prohibited in 4-H Shooting Sports educational activities.
   g. Modifications made to firearms can be made only if they:
      i. Enhance the youth’s shooting experience;
ii. Are inspected by a qualified individual; and
iii. Are documented regarding what was altered, when, and by whom and included in the 4-H Shooting Sports county records.
Examples: shortening of the stock of a shotgun to provide an appropriate fit for a youth member; adding a recoil pad to a firearm.

7. Fund Raising and Financial Accountability
   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. Conducting or being associated with a game of chance is NOT permitted (e.g., Raffles, Bingos, Drawings) according to Purdue Extension and Indiana 4-H Program policies. A game of chance is defined as risking money or other property for gain, contingent in whole or in part upon lot, chance, or the operation of a gambling device.
      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.
   c. Reporting of financial accounts
      i. The 4-H Club Treasurer’s report should be shared at each meeting.
      ii. An annual financial report is due to the Extension Office according to the established schedule (typically in January/February after the end of the fiscal year in December).
      iii. Financial review/audit will be conducted every 4-5 years (or each time the financial officer changes).
   d. IRS Filing
      i. An e-Postcard must be filed with the IRS annually by May 15 in order to maintain federal tax exempt status.
      ii. Filing guidance is provided by the State 4-H Office through County 4-H Educator in February/March annually.

8. Safety Meeting
   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 1st year members; all 4-H Shooting Sports members, etc.) and how frequently each member completes the required safety meeting (e.g., each person successfully completes the safety meeting annually; once you’ve successfully completed safety training, you do not need to repeat, 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 multiple times.

iv. The information for the meeting should be available in multiple formats (e.g., face-to-face, online, paper copies, etc.).

c. 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 (https://www.hunter-ed.com/indiana/).

   This option is available only to students 12 years old and older.

d. 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.

9. 4-H Shooting Sports Equipment

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) and copies of purchase receipts.

   iii. Other – eye and ear protection; traps; and 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 p. 25 of 4-H Shooting Sports Coordinator Handbook for more details.)

c. Storage

   i. Options to consider – available space, convenience, security

   ii. Accessibility/safety

d. 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.

e. Lending/borrowing equipment

   i. Be sure that both groups have insurance coverage for equipment.

   ii. Maintain inventory location.

   iii. Develop a written agreement to identify how to replace lost/damaged equipment.

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