

VIRGINIA 4-H SHOOTING EDUCATION PROGRAM POLICIES AND PROCEDURES

**As approved by the Virginia Shooting Education Council (Last Revised (1-14-07)
and the Virginia 4-H Leadership Council (Last Approved Spring of 2007)**

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Virginia 4-H Shooting Education Program Policies and Procedures

1. Situation Statement: (Last Changed 1-29-05)

The Virginia 4-H Shooting Education Program is a part of the 4-H Natural Resources and Environmental Education Curriculum area. The program is based on the National 4-H Shooting Sports Program, and encompasses instructional disciplines such as rifle, archery, shotgun, advanced shotgun, muzzleloading, pistol, hunting and reloading. Training is also provided in the coordinator discipline. Instructors trained in this discipline are responsible for overall coordination of the program on the state and local level. Instructor certification is offered in each discipline by State 4-H Training Team Members (Instructor Trainers) who are certified at National or Regional Workshops to teach instructors.

Because of the risk of liability, appropriate certification is required of all instructors who will be operating a range. Certification by other certifying organizations as identified later will also be recognized.

2. Program Objectives: (Last Changed 1-29-05)

The Virginia 4-H Shooting Education Program strives to enable young people, their parents, and adult volunteers to become responsible, self-directed and productive members of society. Everyone must understand the goals and objectives of the program in order to manage or present it properly. These goals and objectives are consistent with the goals and objectives of the 4-H program.

The specific goals and objectives of the Virginia 4-H Shooting Education Program are identical to the goals of the national program. These include:

1. To encourage participation in natural resources and related natural science programs by exposing participants to the content through target shooting, hunting, and related educational activities.
2. To enhance development of self-concept, character and personal growth through safe, educational and socially acceptable involvement in shooting activities.
3. To teach safe and responsible use of firearms and archery equipment including sound decision making, self-discipline and concentration.
4. To promote the highest standards of safety, sportsmanship and ethical behavior.
5. To expose participants to the broad array of vocational and life-long vocational

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activities related to shooting.

6. To strengthen families through participation in life-long recreational activities.
7. To complement and enhance the impact of existing safety, shooting, and hunter education programs using experiential educational methods and progressive development of skills and abilities.

3. Program Administration: (Last Changed 1-29-05)

The program will be administered by the State 4-H Shooting Education Council, under the guidance of the State 4-H Shooting Education Coordinator. The council will meet at least annually to review programs, activities, and policies and develop the annual plan of action for the year. Other meetings of the committee may be scheduled by the Shooting Education Coordinator or the chairman of the council as needed.

4. Instructor Program

4.a. Instructor Requirements: (Last Changed 1-29-05)

In order to conduct any class in which guns or archery equipment will be handled or to operate a live fire range the club must have present in a supervisory role,

1. A certified instructor in the appropriate discipline, and,
2. An individual who has completed general 4-H training as described in section 4.d.3 either;
 - a. In a VASE 4-H instructor general session as described in section 4.d.3, or,
 - b. A 4-H extension agent, or,
 - c. A person who has been through the training outlined in section 4.d.3 as documented by a 4-H extension agent.

For example, NRA certified rifle instructors by themselves may not conduct live fire or hands on training. However, if the NRA instructor is accompanied by a 4-H Extension Agent or a VASE certified 4-H instructor in any discipline, including coordinator, then the instruction or live fire session is acceptable. A VASE certified 4-H instructor has the training to fulfill both a. and b. above and may conduct live fire or hands on training.

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4.b. Disciplines and Instructor Certifying Organizations: (Last Changed 9-17-05)

Ideally, instructors will be certified through a VASE instructor training workshop.

The program recognizes discipline instructor and coaching credentials issued by the following organizations:

Virginia 4-H Shooting Education Council (VASE)
Virginia Department of Game and Inland Fisheries (VDGIF)
National Rifle Association (NRA)
National Archery Association (NAA)
National Muzzle Loading Rifle Association (NMLRA)
National Sporting Clays Association (NSCA)
National Reloading Manufacturers Association (NRMA)
National Skeet Shooting Association (NSSA)
Amateur Trap Shooting Association (ATA)
National 4-H Shooting Sports Program – Shooting Education Instructor (NSEI)

- | | |
|-----------------|---|
| - Rifle | VASE, NRA, VDGIF**, NSEI |
| - Shotgun | VASE, NRA, ATA, NSCA, NSSA, VDGIF**, NSEI |
| - Muzzleloading | VASE, NRA, VDGIF**, NSEI |
| - Archery | VASE, NAA, VDGIF**, NSEI |
| - Reloading | VASE, NRA, NRMA, NSEI |
| - Hunting | VASE, VDGIF, NSEI |
| - Pistol | VASE, NRA, VDGIF**, NSEI |
| - Coordinator | VASE, NSEI |

*Note ** VDGIF certification is accepted if the instructor has the 12 hour range operations training and the 4 hour advanced training in that specific discipline. An exception is the Hunting Discipline, which involves no live firing or handling of firearms.*

Certification under the Hunting or Coordinator discipline does not authorize the instructor to handle firearms or conduct live firing. For example, if a hunting instructor wants to conduct training involving the handling or live firing of guns or archery equipment a certified instructor for the type of firing done must be present and in a supervisory role. For example, a hunting instructor and a rifle instructor are both needed to conduct hunting instruction which involves instruction with rifles. This can be the same individual.

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4.c. 4-H Instructor Certification (VASE Certification): (Last Changed 2-4-06)

In order to be certified as a 4-H Instructor in any discipline, the following requirements must be met:

1. Must be at least 21 years of age at the time of certification.
2. Must successfully complete a training session approved by the Virginia Shooting Education Council or the Virginia 4-H Shooting Education Coordinator.
3. Must be enrolled as a 4-H Volunteer.
4. Must sign the instructor code of ethics.

4.d. Using Other Instructor Credentials to Obtain VASE 4-H Instructor Status: (Last Changed 2-4-06)

Instructors who have non-VASE credentials listed in the “Disciplines and Instructor Certifying Organizations” list can use those credentials to obtain Virginia 4-H Instructor status by doing the following:

1. Attend at least one VASE instructor certification workshop 4 hour “General Session”, or,
2. Receive ~~4 hours of~~ training on the “General Session” criteria through a County 4-H Extension agent or by other means as approved by the Virginia Shooting Education Council. **This training is generally considered to take a minimum of 4 hours.**

3.

Virginia 4-H Shooting Education Instructor Certification General Session Criteria

- A. General 4-H Policies and Procedures
- B. 4-H Risk Management Policies and Procedures
- C. 4-H Shooting Education Risk Management Scenarios
- D. Mock 4-H Shooting Education Club Meeting
- E. Positive Youth Development
- F. Ages & Stages
- G. Life Skills
- H. Virginia 4-H Shooting Education Policies and Procedures

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- I. Instructor Code of Conduct
 - J. Kids-n-Guns Position Statement
 - K. Purchasing of Firearms, Equipment and Supplies for 4-H Shooting Education Clubs
4. Submit to the State Coordinator the following.
- a. Copies of certification card(s) or document(s) from non-VASE organization.
 - b. Signed copy of the instructor's code of ethics.
 - c. Proof of "General Session" training, by;
 - i. Copy of VASE certification, or,
 - ii. Letter from Agent or other VASE source testifying that "General Session" training criteria have been met.
 - d. Processing fee \$10 per certification.

4.e. Associate Instructors: (Last Changed 1-29-05)

Associate Instructors must be at least 18 years old at the time of certification. Associate Instructors may have supervisory responsibilities over any specific aspect of the program including operating a range if that specific task is approved by a certified instructor or senior camp staff (for example a 4-H center program director). When an Associate Instructor reaches the age of 21, he/she may apply to the Virginia 4-H Shooting Education Council to have his/her Associate Instructor status upgraded to instructor status.

Special Note: Associate Pistol Instructors who have not reached their 21st birthday may not take a supervisory role in **rimfire or centerfire pistol** instruction or range operation.

4.f. Apprentice Instructors: (Last Changed 1-29-05)

Apprentice instructors must be at least 16 years old at the time of certification. Apprentice Instructors may assist with any aspect of the program, but may not operate a range unless under the direct supervision of a certified instructor. When an apprentice instructor reaches the age of 18, he/she may apply to the Virginia 4-H Shooting Education Council to have his/her apprentice instructor status upgraded to associate status. When an apprentice instructor reaches the age of 21 he/she may apply to the Virginia 4-H Shooting Education Council to have his/her apprentice instructor status upgraded to instructor status.

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4.g. Instructor Code of Ethics: (Last Changed 1-29-05)

A complete 4-H shooting education 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 education 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 Education Instructor or Volunteer:

- I will respect the participants, volunteers and property associated with the 4-H shooting education program.
- I will set a good example as a mentor and role model for 4-H shooting education youth and volunteer leaders.
- I will conduct myself and my 4-H shooting education program in a professional and ethical manner.
- I will strive to be knowledgeable of the life skills embodied in the 4-H shooting education 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 education program regardless of gender, origin, ability, achievement or conviction.

4.h. Removal of Instructor for Cause: (Last Changed 1-29-05)

At any meeting of the Council, any instructor may be removed from the program or have instructor credentials removed for cause, including, but not limited to conduct that is not in keeping with the purpose of the 4-H Shooting Education Program or violation of the code of ethics. The member against whom such action is proposed to be taken shall be informed in writing of the charges against him/her at least thirty days before the date of such meeting. The notice shall be included in the meeting notices to the members and at such meeting, opportunity shall be given him/her to present witnesses and be there in person or by counsel to answer thereto and disprove such charges.

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4.i. Suspension of Instructor for Cause: (Last Changed 1-29-05)

At any time the 4-H State Coordinator may suspend the instructor privileges of any instructor for any action deemed in direct violation of the Virginia 4-H shooting Education purposes or objectives. Such suspension shall stay in effect until such time as acted upon by the Council or suspension removed by the 4-H Shooting Education Coordinator. The State Coordinator must notify suspended instructors in writing. A suspended instructor may appeal their suspension at a Council meeting.

4.j. Removing Inactive Instructor Credentials: (Last Changed 2-4-06)

The State Shooting Education Coordinator *must* remove any instructor from the active list if it is determined that that instructor has been inactive for a period of three years. To become a certified instructor again the individual must comply with the certification procedures and policies listed in section 4.

4.k. Minimum Standards for Conducting an Instructor Training Workshop (Last Changed 2-4-06)

Instructor Certification Workshops must:

- Be approved by the Virginia Shooting Education Council or by the State Shooting Education Coordinator
- Be conducted by an active training team member,
- use 4-H training materials,
- be conducted in a way that is consistent with these materials,
- be conducted in a way that is consistent with guidelines set forth in the National Instructor Training Workshop,
- have at least 10 hours of shooting discipline instruction,
- have at least 4 hours of general session instruction,
- contain a written knowledge test,
- contain an observation of teaching conducted using standardized instruments,
- have participants sign and then collect and turn into the State Coordinator the 4-H Shooting Sports Code of Ethics,

4.l. Instructor Recertification (Last Changed 2-4-06)

Instructors must complete a recertification every 10 years. Effective date 10-1-

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2006.

4.m. Instructor Trainer Certification (Last Changed 2-4-06)

Instructor trainers must:

- Successfully complete a 4-H National Training Workshop in the discipline they become an instructor trainer in,
- Be evaluated by the VASE at least once every three years using the “National 4-H Shooting Sports Instructor Evaluation Instrument” when it becomes available.

5. Age Policy: (Last Changed 1-29-05)

Youth participants in the Virginia 4-H Shooting Education Program must be at least 9 years old and no older than 19 by the 4-H calendar and policies.

6. Training Requirements for Youth Participating in Major Events: (Last Changed 1-29-05)

Youth wishing to participate in any of the 4-H major events, such as the State Shoot, District Shoot or Virginia 4-H BB/Air Rifle Competition must have completed the training and experience outlined in the Portfolio for the disciplines they plan to participate in.

7. Open Barrel Indicators: (Last Changed 9-17-05)

Open barrel indicators are brightly colored devices which are inserted in the chamber of a gun and protrude past the muzzle so that the indicator can be observed protruding from the chamber and the muzzle. Open barrel indicators indicate that the gun is unloaded and the barrel is unobstructed. Open barrel indicators will be used by all clubs and at all 4-H shooting events where the firing of non-muzzleloading rifles or pistols is involved. It is expected that range rules will make installation of open barrel indicators mandatory when guns are required to be unloaded with actions open.

8. Eye and Ear Protection: (Last Changed 1-29-05)

Eye protection is required of all individuals who are in close proximity of any shooting activity (excluding archery). Ear protection is required of all individuals

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who are in close proximity of any firearm shooting activity.

9. Concealed Carry or Personal Protection Firearms: (Last Changed 1-29-05)

It is highly recommended that personal defense firearms, such as concealed carry pistols, not be brought into a 4-H meeting or event. Personal defense style shooting shall not be conducted at 4-H meetings or events.

10. Combative Style Shooting or Targets: (Last Changed 1-29-05)

The purpose of the 4-H Shooting Education Program is to promote youth development through the safe and responsible use of archery equipment, firearms and guns. Pointing any type of bow or gun at any human or human resembling target is inappropriate and potentially dangerous. This provision is designed to prohibit activities such as paintball, and shooting at pictures of people or silhouettes of people.

11. Fiduciary Policy: (Last Changed 2-19-05)

All 4-H monies and equipment must be managed in a way which follows the Virginia 4-H Fiduciary Policy as outlined in section 3.12 of the “Virginia Cooperative Extension, 4-H Handbook and Policy Guidelines” which can be found at www.ext.vt.edu/vce/4h/handbook/policy.html#3.12.

12. Policy on Use of Reloaded (Handloaded) Ammunition: (Last Changed 1-29-05)

The use of reloaded ammunition is permitted in the 4-H Shooting Sports Program only under the following conditions:

- 1) Shooters may only use:
 - a) factory ammunition, or,
 - b) reloads provided by their parents or guardians, or,
 - c) reloads assembled by the shooter under the direct supervision of a certified reloading instructor.
- 2) The shooter shall be responsible for the safety of his or her loads, including the safety of others on the range;
- 3) The ammunition must exhibit that appropriate care was taken and inspection

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performed, including being boxed and properly labeled;

- 4) All reloaded ammunition is subject to random inspection at the request of any range official or match director at any time and may be rejected at the discretion of the range official or match director.

13. Policy for Selecting Teams and Coaches of Record Representing the Virginia 4-H Shooting Education Program (Last Revised 11-23-06)

In order for any team to represent the Virginia 4-H Shooting Education Program, the team, coach and related activities must be approved by the Virginia 4-H Shooting Education Council.

13.a. Virginia 4-H Teams composed of members of only one club representing Virginia at Events

Team selection shall be based on the results of the state shoot or other state level 4-H match (designated by the Council as appropriate for that event) prior to the match in question.

The club will select the coach(s) of record. The coach(s) must be a 4-H certified instructor in the discipline(s) involved.

13.b. Selecting the Coach of Record For Teams With Members From More Than One Club

A 4-H certified instructor in the discipline(s) involved may apply to the council no less than 3 months before and no more than 12 months before a match or event to serve as a coach of record for the team.

If more than one instructor applies for the same discipline and event, the Council will choose the coach of record by closed ballot. If no instructor steps forward in the specified time, the State Coordinator may designate or appoint a coach.

Prospective coaches must submit to the Council information on the proposed team and event. Items to be included:

- ❑ Description of the events.
- ❑ Qualifications of the coach.
- ❑ Equipment required for the event.
- ❑ Planned activities for the development of the team.
- ❑ Proposed estimated budget for the team.

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It is also recommended, but not required, that the team coach have competition experience in the events that they will be coaching.

13.c. Team Coach Responsibilities

- ❑ The Team Coach will select the team members per these and any other established guidelines and be responsible for overseeing all aspects of traveling to and from and participating in the event.
- ❑ The Team Coach will submit to the Council the list of team members, coaches and other volunteers and the method used for selecting the team members. This will detail who was invited to participate and who accepted and who declined.
- ❑ It is recommended that the coach form a team of volunteers to help with logistical, operational, and fund raising responsibilities. The Team Coach may delegate, but will have the responsibility of overseeing all aspects of preparing for the event.
- ❑ After event takes place, the coach must provide a written “after action” report to the Council and their local agent.

13.d. Team Selection Process For Teams With Members From More Than One Club.

The coach of record will select team members by the highest scores at the State Shoot or other designated qualifying event. The coach of record will send a written invitation form to the highest scoring shooters to join the team. In the case where one of the highest scoring shooters declines to participate on the state team the next highest shooter will be invited, and so on, going down the ranking until a team and alternate have been selected. When feasible, prospective team members should be contacted within 30 days after the qualifying shoot. The 4-H member’s County 4-H Agent will be sent copies of all materials sent to prospective *members and team* members. In the case where this process does not yield a complete team, the coach of record shall make a recommendation to the Council.

13.e. Funding and Fund Raising for State Teams

There may or may not be funds available from the Council for sending team(s) to events or other team expenses. The Council must approve the expense of Virginia 4-H Shooting Education Program funds. The team (coaches, members, and families) is ultimately responsible to raise the funds necessary for participation in the event and related preparation activities.

13.f. General Guidelines

All adults traveling with the Virginia team must sign and adhere to the Code of

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Conduct for Virginia 4-H Programs/Events and the “Standards of Behavior for Virginia 4-H Volunteers”. The team leadership must consist of a minimum of two adults.

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Appendix: A

Virginia 4-H Shooting Team Invitation to Join Team

This section to be filled out by Team Coach

This is an invitation for _____ to compete as a member of the team listed below in the events and disciplines listed:

Team: _____

Events: _____

Disciplines: _____

Coach of Record: _____

Instructions: Send completed application with all attachments to: Jinx Baney Extension Agent, 4H Youth Development, Brunswick County Extension Office, 100-A Tobacco Street, Lawrenceville VA 23868.

Please return this form and all attachments no later than _____.

Applicant Agreement: I agree to show exemplary sportsmanship, behavior and hospitality, and agree to represent the Virginia 4-H Shooting Education Program in the most positive manner possible. I further agree to abide by any and all behavioral, dress and other guidelines in the Code of Conduct for Virginia 4-H. I acknowledge that I will be competing in the events in the discipline(s) listed above and agree to train and participate in them. I will familiarize myself with match bulletins and other materials pertaining to the conduct of the match as provided by the team coach.

Applicant: _____ Date: _____

Shirt/blouse/vest size _____ Cap or hat size _____

Parent Approval: We (I) grant my permission for our (my) above named child/ward to participate on the Virginia 4-H Shooting Education Team for competition in the above named match and event(s)/discipline(s). We (I) will support him/her in fulfilling the responsibilities associated with this activity including the training and use of firearms in the above listed disciplines. We (I) understand that there may be some expense (travel, match fees, etc.) associated with this activity.

Parent: _____ Date: _____

Parent: _____ Date: _____

We certify that the above named 4-H'er is enrolled, active and in good standing in our 4-H shooting education club and county 4-H program. We support his/her application for a position on this state 4-H Shooting Education Team.

4-H Club Leader Signature _____ Date: _____

Extension Agent Signature _____ Date: _____

Please attach:

- Notarized Health forms with coach's name and address added to provide for out of town medical treatment.
- Virginia Standardized Code of Conduct
- 4-H Media Release Form