

Wisconsin 4-H Shooting Sports State Plan January 2020 Policies, Minimum Standards and Best Practices

Situation Statement

Welcome to the Wisconsin 4-H Shooting Sports program. By choosing to have this activity part of your county 4-H program, you will be offering skills that will last a lifetime. For your county to have a recognized 4-H shooting sports program, the steps of this plan are required.

The Wisconsin 4-H Shooting Sports program aligns with all minimum requirements of the National 4-H Shooting Sports program. Each Wisconsin county 4-H Shooting Sports project/club is given the latitude to enhance requirements as long as National program minimums are maintained.

Disciplines Available

Discipline certifications available for Wisconsin 4-H Shooting Sports are:

- Archery
- Air Rifle (.177 pellet, .177 BB)
- Air Pistol (.177 pellet, .177 BB)
- Coordinator
- Muzzleloader
- Shotgun
- .22 Pistol
- .22 Rifle

Program Objectives and Goals

The 4-H Shooting Sports Program strives to enable youth, their parents and adult volunteers to become responsible, self-directed and productive members of society. Extension staff, leaders, instructors and coaches 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 program transfers knowledge, skills and attitudes to develop human capital, using the subject matter and resources of the land-grant universities.

The specific goals and objectives of the 4-H Shooting Sports Program include, but are not limited to those listed below.

- To enhance the physical, cognitive, social and emotional development of youth through safe, educational, and socially acceptable involvement in a shooting related activity.
- To encourage understanding of our natural resources and the development of a personal environmental stewardship ethic by young people through participation in shooting, wildlife, and related activities.
- To teach safe and responsible use of firearms and archery equipment including sound decision-making, self-discipline and concentration.
- To promote the highest standards of safety, sportsmanship and ethical behavior.
- To strengthen families through participation in life-long recreational activities.
- 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.

Definition of Shooting Sports Volunteers

The following definitions are a reference point to provide clarification of the different level of shooting sports instructors.

- **Parent/Adult Volunteers:** Parents/adults may assist with minor tasks with approval from the Level 1 Instructor for that session. Parent or adult volunteers are not to run an active line.
- **Junior Leader:** Youth within the 4-H Shooting Sports program who have completed the club requirements along with obtaining club certified range leader approval. Junior Leaders only function under the direct supervision of a certified range leader and are not to run an active line.
- **Level 1 County 4-H Shooting Sports Instructors (Level 1 Instructors):** Shooting sports program volunteers who have been trained and certified in the discipline they are teaching at the county level. Once they have fulfilled all certification requirements sanctioned by the Wisconsin 4-H Shooting Sports Office, Level 1 Instructors are able to run an active line for that discipline.
- **Level 2 State 4-H Shooting Sports Instructors (Level 2 Instructors):** Level 2 Instructors are certified and trained at the National 4-H Shooting Sports workshop in the discipline they are teaching. These volunteers are the trainers for the Level 1 Instructor state certification workshops.

Administration

The program will be administered by the Director, Institute of Positive Youth Development, UW-Madison Division of Extension with guidance from the State 4-H Shooting Sports Coordinator and 4-H Shooting Sports Management Advisory Committee. Committee meetings will be held as deemed necessary by the State 4-H Shooting Sports Coordinator and the Committee.

The Shooting Sports Management Advisory Committee will assist in the following:

1. Develop and maintain the Wisconsin 4-H Shooting Sports Plan and Program.
2. Recommend policy and procedures.
3. Conduct educational activities to certify leaders.
4. As needed, assist Level 1 Instructors to attend a national shooting sports workshop to become Level 2 Instructors within the State Training Team members.
5. Utilize National 4-H Shooting Sports curriculum when teaching state certification workshops.
6. Create and publicize promotional material for the state program.

Any county 4-H Shooting Sports activities including club/project meetings where archery equipment/firearms will be used, **must** have a state 4-H instructor, certified within that discipline, present. Certified instructors will also fulfill the requirements of the county 4-H Office for club project leader enrollment.

Policies

- Shooting sports member age will be calculated using January 1 of the current 4-H year. This calculation date will hold true for Wisconsin 4-H club, project or participating in a county hosted state invitational event.
- 4-H Shooting Sports programs are available to youth from 3rd grade and at least 8 years old through the year following high school. Shooting Sports projects include archery, air pistol, .22 pistol, air rifle (.177 pellet,

.177 BB), .22 rifle, muzzleloader, and shotgun. 4-H youth must be 12 years of age to operate any powder-burning firearm. This includes .22 handgun or rifle, muzzleloader handgun or rifle, or shotgun. A county may adopt an older age limit, but in no case shall a county reduce the age limit set forth by state policy. It is strongly recommended all youth complete the Wisconsin DNR Hunter Safety Program.

- Youth may participate in an organized 4-H Shooting Sports activity where firearms and archery equipment are present, only if a Level 1 Instructor is present and providing direct supervision. The Level 1 Instructor must have a current certification in the discipline in the event or activity where youth are participating (e.g. air rifle practice – at least one of the certified leaders must be certified in the rifle discipline).
- 4-H Shooting Sports Level 1 Instructors must be at least 21 years old and must have successfully completed at least one 12-hour state-level 4-H leader training 4-H Shooting Sports certification workshop. 4-H Shooting Sports Level 1 Instructors must be certified in the discipline in which they are providing supervision.
- If an adult/parent volunteer is not certified, he/she cannot provide hands-on or safety instruction. A parent or adult volunteer may obtain certification in an additional discipline (archery, coordinator, air pistol, .22 pistol, muzzleloader, air rifle (.177 pellet, .177 BB), .22 rifle, and shotgun) by completing a state certification workshop provided by Level 2 Instructors. Level 1 Instructors are encouraged to upgrade skills via training with such organizations as the NRA, USA Archery, NASP and DNR. A rifle certification includes air and .22 rifle and a pistol certification includes air pistol and .22 pistol.
- All shooting sports leaders should incorporate Wildlife Ecology/Conservation into their projects via the shooting sports program. Wisconsin 4-H adult certifications follow the National 4-H Shooting Sports requirements.
- 4-H Shooting Sports Level 1 Instructors acquiring an additional certification may be eligible to add a discipline through an eight-hour certification option. If three years have not elapsed since attending a state-level 4-H certification workshop, volunteer shooting sports leaders are eligible for the eight-hour option. (See section on Adding a Certification)
- Junior Leaders do not need to be 4-H Shooting Sports certified, but must be in the presence and under the supervision of a 4-H Shooting Sports Level 1 Instructor who has certification in the shooting discipline in which the youth is participating.
- All Level 1 Instructors must currently be enrolled as a 4-H volunteer in a county. Completion of the Wisconsin 4-H Youth Development Youth Protection program is required for all 4-H Shooting Sports volunteer leaders. 4-H volunteer leader and member participation will be consistent with state and county guidelines.
- If a 4-H volunteer leader is acting in an unsafe manner or is in noncompliance with National, State or County 4-H volunteer leader standards, as outlined in the 4-H leader expectations, he or she is subject to removal.
- UW System firearms and weapons policy provides the following authorization on February 9, 2012. It allows staff and 4-H Shooting Sports volunteer leaders to conduct 4-H Shooting Sports programming: "As authorized by the Dean of Cooperative Extension, the carrying of firearms, air guns, bows and arrows is allowed by University of Wisconsin-Extension, Cooperative Extension Employees and 4-H Youth Development Shooting Sports Volunteers while acting in the scope of their duties and Wisconsin 4-H Youth Development Policy. We expect all guns for 4-H Shooting Sports to be carried openly in designated areas."

- Activities aligned with simulated combat sports including but not limited to, paintball guns, air-soft, laser guns, archery tag are not permitted in the 4-H program. UW-Madison Extension states, "The purpose of the 4-H Shooting Sports Program is to promote youth development through the safe and responsible use of archery equipment and firearms. Pointing any type of firearm including air guns, paintball guns, laser guns or laser sighting devices at any person or any humanoid or tombstone target is inappropriate and dangerous. Therefore, the Wisconsin 4-H Shooting Sports Committee is unequivocally opposed to such use in the 4-H Shooting Sports program."
- Reactive Targets- Targets which make use of or are composed of (1) live ammunition, (2) explosives, chemicals or flammable substances, or (3) pressurized containers are never to be used at any 4-H event or activity.
- Risk Management Plan: All counties are required to have a risk management plan in place for all shooting sports activities.
- Equipment Safety: All county shooting sports equipment should be routinely inspected for safety purposes. Private firearms/equipment used in 4-H activities and events should also be inspected prior to participation. The current shooting sports discipline instructor or his/her designee is responsible for equipment safety.

Leader Certification Requirements

The Wisconsin 4-H Shooting Sports Program has strict guidelines in place to become a certified leader. Individuals interested in becoming a certified instructor for the 4-H program, must be 21 years of age or older and 21 years of age at the time of certification training. Before participating in certification training, volunteers must complete the following requirements with their respective county UW-Extension Office:

1. Must have completed Volunteer in Preparation (VIP) training, which includes a completed background check.
2. Must be enrolled in 4-H Online as a volunteer 4-H leader.
3. Must complete the National Online training.

Interested volunteers must be successful in the following to complete the certified instructor requirements:

1. Attend and successfully complete a 12-hour Wisconsin 4-H Shooting Sports Certification Workshop which includes the National Online Training, county volunteer leader VIP training and discipline specific range training.
2. National Online Training and VIP training must be completed prior to attending the range training.
3. Successfully demonstrate competence evaluated by the State Training discipline instructor.

Once the county extension office has verified these precertification requirements, the interested volunteer can proceed with the certification registration process. The county 4-H staff/youth educator can assist the interested volunteer with information on when/where certification workshops will be held. Certification workshops are offered in the following disciplines: archery, coordinator, air rifle (.177 pellet, .177 BB), .22 rifle, air pistol, .22 pistol (.177 pellet, .177 BB), shotgun and muzzleloader.

Adding a Certification, Recertification, Training and Reporting

1. If you are not actively instructing in the 4-H Shooting Sports program for three (3) consecutive years you will no longer be considered an active instructor. To become active again, you will need to start the certification process over.
2. Recertification may be required if updates or policy changes occur.
3. Volunteers returning for an additional discipline need only attend the range training in their discipline of choice providing they have continued to teach in their certified discipline. If more than three (3) years have elapsed since last teaching, recertification is required. Only one discipline certification may be achieved at any one Wisconsin Shooting Sports Certification workshop.
4. A participant must attend the full certification sessions to complete training requirements. The State Training discipline instructor in each workshop reserves the right to not pass a person if he/she feels the candidate will not be a competent leader.
5. Volunteer 4-H Shooting Sports Leaders certified in other states must be approved by the State 4-H Shooting Sports Coordinator for working with youth in Wisconsin.
6. Certified Leaders and assistant leaders are encouraged to upgrade their skills via training with USA Archery, NASP Archery, NRA, DNR, etc.
7. In order to continue with a club or county program, certified leaders must re-enroll annually in the 4-H program. The 4-H year runs from October 1 of current year to September 30 of the next year.
8. Liability insurance is provided to every enrolled 4-H leader who is operating within Wisconsin 4-H Program Guidelines.
9. Annually instructors shall complete the report documenting their teaching.

Assistant Volunteer Leader and Youth Leader Requirements

1. Youth and adult assistant volunteer leaders (18yr & older) cannot provide hands-on or safety instruction without a certified leader present. In all cases it is the responsibility of the certified leader to make sure their assistants are qualified to work with youth in shooting sports.
2. Adult leaders who are currently enrolled may assist a certified instructor providing the certified instructor has approved the leader's ability to assist.

Duties & Responsibilities of Certified Leaders

1. Be familiar with 4-H Shooting Sports objectives, philosophy and Instructor Code of Ethics.
2. To provide basic instruction on proper shooting techniques. Develop and use lesson plans. Other available 4-H natural science curricula including wildlife should be incorporated into the classes.
3. Provide a positive shooting experience and help develop life skills.
4. To promote shooting safety.
5. Ear and eye protection will be worn by all participants, leaders and by-standers whenever there is live fire. Those observing live fire 20 feet or less behind all gun shooting lines must wear ear and eye protection. Since range facilities tend to be different, (indoor/outdoor) the certified instructor will have the responsibility for supervising his/her range and shooter/by-stander safety.
6. Attend competitions with interested members, or coordinate with another certified 4-H leader who is in charge or is attending a competition.

7. To keep updated and qualified by teaching classes and attending leader retraining sessions as they become available.
8. Help plan the yearly program.
9. Help secure facilities and equipment.
10. Recruit and train additional assistant leaders as needed.
11. Maintain class participation forms and report all data to County Extension Offices.
12. Maintain communication with County Youth Development Educator or Program Assistant.
13. If a leader is operating in an unsafe manner or is in noncompliance with the 4-H leader standards, they are subject to removal.

Competition

1. 4-H Competitive events are a functional part of the 4-H Shooting Sports programs; they are not the objective. Competition participation in shooting sports events is optional and individual. Competitive events are not the main focus of the program. Statewide Invitational 4-H competitions will be approved by the State Shooting Sports Committee.
2. Competitive state sanctioned events may include any or all disciplines: archery, air pistol, .22 pistol, air rifle (.177 pellet, .177 BB), .22 rifle, shotgun, muzzleloader and wildlife. Participation in the wildlife contest is required to be considered as a national qualifying event (NQE).
3. 4-H Shooting Sports competitive events may use rules of several governing bodies. Each competitive event has different rules generally based on safety regarding the physical facilities. Where NQE is concerned, scores are tabulated using a percentage at the end of the year to apply an equal state ranking across all State Invitational events hosted by a county.
4. Safety and Sportsmanship are paramount in 4-H Shooting Sports.

Suggested Best Management Practices

4-H Shooting Sports Equipment – Storage & Transportation

The National 4-H Shooting Sports program has established the following suggested guidelines. Counties are advised to develop this guidelines as part of their Risk Management Plan.

Inventory Control

1. Inventory list of equipment should be maintained by one individual in charge of equipment for the local group/county program/state program. A sign-out process will be used to record who/when/what/when returned.
2. Only approved, current instructors may sign out program equipment from inventory.
3. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment, the inventory list, and sign-out records.
4. Equipment inventory should be audited at least annually (or more often if requested) by local and/or state Extension personnel responsible for 4-H Shooting Sports program. The state Extension staff person responsible for 4-H Shooting Sports program has the ultimate authority to remove 4-H Shooting Sports program equipment from any 4-H Shooting Sports club or instructor based on lack of safety practices, inadequate storage and transportation safeguards, concerns about inventory control, inadequate emphasis on positive youth development, or other reasons based on professional judgment.

Storage of Firearms & Muzzleloading Equipment

1. All Firearms will be stored unloaded in a commercial firearm safe with an open bolt or open bore indicator when not in use.
2. All gun safes should be secured in a locked storage area, following local statutory requirements, if applicable. If no local laws apply, suitable locations include local law enforcement department firearm storage, storage closet or room with limited access, etc.
3. Keys and combinations should be available only to certified instructors, county coordinators, and state coordinators. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.

Storage of Air Guns

1. Air guns will be stored in gun cases that can be locked and stored in a storage room accessible only to instructors, county coordinator and state coordinator.
2. Keys to the storage area should only be available to instructors, county coordinator and state coordinator. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.

Storage of Archery Equipment

1. Archery equipment will be stored in a locked closet or room accessible only to instructors, county coordinator or state coordinator.
2. Doors should be double locked and key should only be available to instructors, county coordinator and state coordinator. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.

Ammunition

1. All ammunition, shotgun shells, rifle shells, pistol shells, powder, caps, BB's and pellets will be stored separate from the guns which use them.
2. Access to the ammunition should have access limited: the instructors, county coordinator or state coordinator. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.
3. Ammunition should be stored in a closet or room where there are at least two separate locks on the door.

Transportation of Equipment

1. All applicable local, state and federal laws are to be followed when transporting firearms, ammunition and other 4-H Shooting Sports program equipment and supplies. Only licensed individuals age 18 or older are permitted to drive vehicles transporting 4-H Shooting Sports equipment.
2. When transporting firearms, air guns, ammunition and muzzleloading guns, the transporter should have the guns in locked hard cases with gun locks on each gun (either a trigger style gunlock or a cable style gun lock).
3. Equipment should be transported in such a way that the equipment cannot be seen from outside the vehicle. Some examples of concealment include transporting in the vehicle's trunk, in a locked trailer, beneath a pick-up truck bed topper, etc. The vehicle should not be left unattended when equipment is being transported.

NATIONAL 4-H SHOOTING SPORTS CODE OF ETHICS

A complete 4-H Shooting Sports program must convey life skills development and be presented in such 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.