

Shooting Sports Coordinator Recertification

Monday, December 2, 2024

**Dave Osborne, 4-H Extension Educator and State 4-H Shooting Sport
Coordinator**

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Jamie Morris, 4-H Extension Volunteer Specialist

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IN 4-H Shooting Sports Google Folder



<https://bit.ly/in4hshootingsports>

- Slides from Friday night instructor training
- Resources mentioned during section 1 and 2 of this training
- 4-H and Shooting Sports Quick Click Links document



<https://bit.ly/in4hshootingsportswb>

- Instructor training information
- Coordinator handbook
- Resources, documents and additional information



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Extension - 4-H Youth
Development



Indiana 4-H Basics



Indiana 4-H Mission and Vision

Indiana 4-H Mission:

- **The Indiana 4-H Youth Development mission is to provide real-life educational opportunities that develop young people who will have a positive impact in their communities and the world.**

Indiana 4-H Vision:

- **Indiana 4-H Youth Development strives to be the premier, community-based program empowering young people to reach their full potential.**



Indiana 4-H Structure



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Extension

Indiana



County



4-H Volunteers are an essential part of the 4-H Team!

<https://extension.purdue.edu/about/county-office.html>

4-H Volunteer



Volunteer Expectations



- Create a safe and welcoming environment for all youth.
- Abide by and enforce all state and national 4-H policies and procedures.
- Organize and delivery engaging and age-appropriate educational activities.
- Help spark youth's interests, help them learn and build life skills.

<https://www.facebook.com/photo?fbid=832244448940889&set=a.829927982505869>



Volunteer Qualifications/Requirements



<https://www.facebook.com/photo/?fbid=890449139787086&set=a.464929952339009>

- Annual enrollment and approval before assuming volunteer duties.
- Adhere to the 4-H Adult Behavioral Expectations.
- Coordinators and Instructors must be at least 21 years old and at least 4 years older than the oldest youth participant.
- Associate Instructors may be 18 years old and no longer a 4-H Member. Must work under the direct physical supervision of a certified 4-H Shooting Sports Instructor in the discipline until they are 21 years old as of October 1st.
- Respond to requests from the local 4-H Educator and/or Shooting Sports Coordinator in a timely fashion.



Volunteer Role Descriptions and Compliance Statements

New in 4-H Online this year!



VOLUNTEER ROLE DESCRIPTION
Indiana 4-H Youth Development Program
Cooperative Extension Service

ROLE TITLE:

- 4-H Associate Shooting Sports Instructor

TIME REQUIRED / DURATION OF APPOINTMENT:

- Approximately 2-6 hours a month

LOCATION:

- County based.

PURPOSE:

- Provide leadership for the Purdue Extension 4-H curriculum, sharing information about 4-H Program.
- Provide supervision of youth, volunteers and shooting sports opportunities.

RESPONSIBILITIES:

- Represent Purdue Extension and follow all 4-H guidelines and policies of the Program.
- Communicate with assigned supervisor in a timely fashion.
- Provide supervision to meet local needs.
- Create a safe and inclusive environment.
- Adhere, communicate, and enforce rules, policies and expectations with all youth and adults.
- Plan, organize, implement, and/or assist with activities, programs and events using risk management procedures and positive youth development strategies to support the 4-H mission mandate areas.
- Work and communicate with other 4-H adults as appropriate.
- Promote 4-H opportunities in the community and share community needs with the 4-H Program.
- Serve as a positive role model and establish a warm and supportive youth/adult partnership.
- Maintain accurate records and share with 4-H Educator and others as appropriate.
- Ensure all 4-H Shooting Sports disciplines and activities are adequately supervised, follow all shooting sports safety guidelines, and delivers a program based on positive youth development principles. (role specific)
- Maintain current range plans for each location where 4-H Shooting Sports activities are held. Provide a copy of each range plan to the County Extension Office. (role specific)
- Conduct an annual inventory of all firearms and archery equipment, ammunition, etc. and/or utilize a firearms check in/check out procedure. Provide a copy of the inventory list to the County Extension Office before the first shoot of the year. (role specific)
- Complete, or oversee the completion of, the annual financial report of 4-H Shooting Sports activities to the 4-H Extension Educator and the annual Form 990 filing with the IRS by May 15. (role specific)
- Additional duties as assigned by the County 4-H Educator (addendum to be executed by the County 4-H Educator if needed)

Extension - 4-H Youth Development



VOLUNTEER ROLE DESCRIPTION
Indiana 4-H Youth Development Program
Cooperative Extension Service

ROLE TITLE:

- 4-H Shooting Sports Instructor

TIME REQUIRED / DURATION OF APPOINTMENT:

- Approximately 2-6 hours a month depending on the number of events offered.

LOCATION:

- County based.

PURPOSE:

- Provide leadership for the Purdue Extension 4-H curriculum, sharing information about 4-H Program.
- Provide supervision of youth, volunteers and shooting sports opportunities in a timely fashion.

RESPONSIBILITIES:

- Represent Purdue Extension and the Indiana 4-H Program in a positive and professional manner.
- Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- Communicate with assigned supervisor in a timely fashion.
- Provide supervision to meet leadership and supervision expectations at all times and venues.
- Create a safe and inclusive environment for all participants at all times.
- Adhere, communicate, and enforce rules, policies and expectations with all youth and adults.
- Plan, organize, implement, and/or assist with activities, programs and events using risk management procedures and positive youth development strategies to support the 4-H mission mandate areas.
- Work and communicate with other 4-H adults as appropriate.
- Promote 4-H opportunities in the community and share community needs with the 4-H Program.
- Serve as a positive role model and establish a warm and supportive youth/adult partnership.
- Maintain accurate records and share with 4-H Educator and others as appropriate.
- Ensure all 4-H Shooting Sports disciplines and activities are adequately supervised, follow all shooting sports safety guidelines, and delivers a program based on positive youth development principles. (role specific)
- Maintain current range plans for each location where 4-H Shooting Sports activities are held. Provide a copy of each range plan to the County Extension Office. (role specific)
- Conduct an annual inventory of all firearms and archery equipment, ammunition, etc. and/or utilize a firearms check in/check out procedure. Provide a copy of the inventory list to the County Extension Office before the first shoot of the year. (role specific)
- Complete, or oversee the completion of, the annual financial report of 4-H Shooting Sports activities to the 4-H Extension Educator and the annual Form 990 filing with the IRS by May 15. (role specific)
- Additional duties as assigned by the County 4-H Educator (addendum to be executed by the County 4-H Educator if needed)

Extension - 4-H Youth Development



VOLUNTEER ROLE DESCRIPTION
Indiana 4-H Youth Development Program
Cooperative Extension Service

ROLE TITLE:

- 4-H Shooting Sports Coordinator

TIME REQUIRED / DURATION OF APPOINTMENT:

- Approximately 2-6 hours a month depending on the number of events offered. At least 1-2 hours a month for communication and management duties.

LOCATION:

- County based.

PURPOSE:

- Provide leadership for the Purdue Extension 4-H Program including educational opportunities in alignment with the 4-H curriculum, sharing information about the Purdue Extension and representing Purdue Extension and the Indiana 4-H Program.
- Provide supervision of youth, volunteers and helpers at Purdue Extension 4-H programs and events.
- Coordinate and manage the county 4-H Shooting Sports program, under the guidance of the County 4-H Extension Educator. (role specific)

RESPONSIBILITIES:

- Represent Purdue Extension and the Indiana 4-H Program in a positive and professional manner.
- Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- Communicate with assigned supervisor regularly. Report any concerns to assigned supervisor in a timely fashion.
- Provide supervision to meet leadership and supervision expectations at all times and venues.
- Create a safe and inclusive environment for all participants at all times.
- Adhere, communicate, and enforce rules, policies and expectations with all youth and adults.
- Plan, organize, implement, and/or assist with activities, programs and events using risk management procedures and positive youth development strategies to support the 4-H mission mandate areas.
- Work and communicate with other 4-H adults as appropriate.
- Promote 4-H opportunities in the community and share community needs with the 4-H Program.
- Serve as a positive role model and establish a warm and supportive youth/adult partnership.
- Maintain accurate records and share with 4-H Educator and others as appropriate.
- Ensure all 4-H Shooting Sports disciplines and activities are adequately supervised, follow all shooting sports safety guidelines, and delivers a program based on positive youth development principles. (role specific)
- Maintain current range plans for each location where 4-H Shooting Sports activities are held. Provide a copy of each range plan to the County Extension Office. (role specific)
- Conduct an annual inventory of all firearms and archery equipment, ammunition, etc. and/or utilize a firearms check in/check out procedure. Provide a copy of the inventory list to the County Extension Office before the first shoot of the year. (role specific)
- Complete, or oversee the completion of, the annual financial report of 4-H Shooting Sports activities to the 4-H Extension Educator and the annual Form 990 filing with the IRS by May 15. (role specific)
- Additional duties as assigned by the County 4-H Educator (addendum to be executed by the County 4-H Educator if needed)

Extension - 4-H Youth Development



Extension - 4-H Youth Development

Returning Volunteer Agreement

I acknowledge that Purdue is committed to maintaining an environment that recognizes the inherent worth and dignity of every person. Harassment at Purdue is unacceptable conduct and will not be tolerated.

I acknowledge and agree that I will not be considered an employee of Purdue University for purposes of state and federal wage and hour laws, and that my voluntary participation is without promise, expectation or receipt of compensation.

I understand that Purdue does not provide me with accident or medical insurance and is not responsible for any accident or medical expense incurred by me. Further, I understand that I am neither covered by Workers' Compensation nor entitled to employee benefits as a result of my voluntary affiliation.

I agree to abide by the University's policies and practices while volunteering my services to Purdue.

I understand to not disclose or discuss any confidential information obtained from the University, either during or after my volunteer work with Purdue.

I understand that Purdue shall have the right to release or discipline me as a volunteer at its sole discretion and without prior notice. I understand the terms and conditions of this agreement are valid for the duration of my volunteer status as so determined by Purdue. This agreement may be modified by Purdue as it deems necessary and, if so modified, I will be provided with notice of such modifications.

4-H Shooting Sports Compliance Statement

- An Indiana 4-H Certified Shooting Sports Instructor must directly supervise all 4-H Shooting Sports activities. If a program divides the members into groups for concurrent shooting sessions, groups must be under the on-site supervision of an Indiana 4-H Certified Shooting Sports Instructor. All shooting sports events must be held at an approved shooting range with a state approved range plan. Certified Shooting Sports Instructors are responsible for the proper storage and regular inventory of all firearms and ammunition.
- Adult volunteers who are primarily responsible for a concurrent session, which involves the use of firearms and/or archery equipment, must be Indiana 4-H Certified Shooting Sports Instructors in the discipline, which she/he is teaching.
- Associate Instructors and all remaining adult volunteers must be under the direct physical supervision of an Indiana 4-H Certified Shooting Sports Instructor while engaged in an activity which involves the use of firearms and/or archery equipment. All adult volunteers and youth engaged in the use of firearms and/or archery equipment must be supervised by a Certified Shooting Sports Instructor.

Purdue University is an equal opportunity/equal access/affirmative action institution.

I agree to read and understand the safety rules before shooting starts. All shooting sports events must be held at an approved shooting range with a state approved range plan. Certified Shooting Sports Instructors are responsible for the proper storage and regular inventory of all firearms and ammunition.

I agree to abide by the University's policies and practices while volunteering my services to Purdue.

I understand to not disclose or discuss any confidential information obtained from the University, either during or after my volunteer work with Purdue.

I agree to read and understand the safety rules before shooting starts. All shooting sports events must be held at an approved shooting range with a state approved range plan. Certified Shooting Sports Instructors are responsible for the proper storage and regular inventory of all firearms and ammunition.

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Extension - 4-H Youth Development



Indiana 4-H Volunteer Reminders



Contact your County 4-H Educator



- Prior to using the clover. (Name and Emblem usage)
- When preparing an event that includes food, is out of county or an overnight event. (Youth Protection)
- Prior to conducting a fundraiser. (Name and Emblem usage)
- For Inclusion and Accommodation support.
- If there are any adult or youth behavioral issues that need to be addresses. (Adult Behavioral Expectations and Youth Behavioral Expectations)
- For support/assistance with financial and other reporting requirements.



Supervision of Youth



National 4-H Flickr Photos

- Always have at least two (2) approved 4-H Volunteers with the group
- Adults should not be alone in a room (or car) with a 4-H member that is unrelated to them
- Ratio for adults: youth

Participant Age	Number of Staff	Day-Only Participants	Overnight Participants
<= 5 years	1	6	5
6-8 years	1	8	6
9-14 years	1	10	8
15-18 years	1	12	10



Risk Management and Insurance



<https://pdunow.com/wp-content/uploads/2021/08/Risk-Avoid-Transfer-Accept-600x400.jpg>

- **Liability** for employees & volunteers working within the scope of their duties – Purdue
- **Accident/injury** for 4-H members and approved volunteers – 4-H; Special Activities
- **Equipment and property** – County responsibility – what coverage do you have in place?
- **Auto** – Personal vehicle policy
- **Range** – Property owner, Purdue Certificate of Insurance



Accidents & Incidents



IN 4-H Flickr Photos

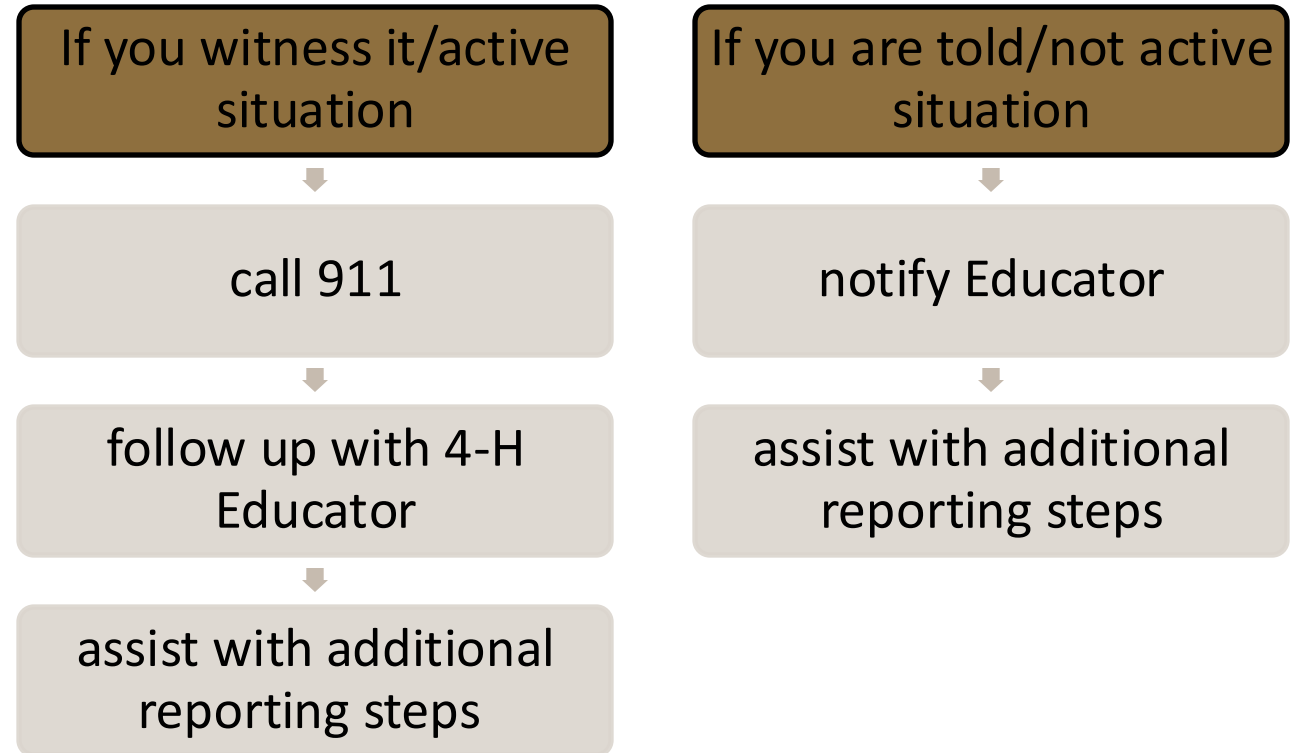
Accident- physical injury, medical emergency, illness
Incident- behavior, altercation, etc.

- Have a first aid kit at all 4-H meetings, activities and events (recommended)
- Have First Aid and CPR certified volunteers (optional)
- Provide (using Universal Precautions) or arrange medical care for accidents/injuries as needed
- Report accident/incident to 4-H Shooting Sports Coordinator and 4-H Extension Educator
- Assist in completion of Accident/Incident Report Form



Youth Protection and Reporting

- By state law, each adult is obligated to report suspected child abuse or neglect.
- Abuse- physical, emotional, sexual, etc.
 - Harm, manipulation, coercion, etc.
- Neglect- lack of care



Indiana 4-H Shooting Sports



Policy Statement

- All Indiana 4-H Shooting Sports programs must have a certified 4-H Shooting Sports Coordinator.
- All 4-H shooting activities must be directly supervised by a certified Indiana 4-H Shooting Sports Instructor, teaching in only the discipline in which he/she holds certification.

<https://extension.purdue.edu/4-H/volunteer/resources-and-development/shooting-sports-volunteer-resources.html>



4-H Meetings, Activities and Events



<https://www.facebook.com/media/set/?set=a.1024549884260413&type=3>

- Should be fun and educational
- Provide youth leadership roles
- Include year-round opportunities
- Review safety guidelines at *ALL* range meetings
- **One (1) safety meeting *may* be required in 4-H Shooting Sports.**
 - Safety meeting agenda must be approved, followed, and on file with Coordinator and 4-H Educator
 - Offer multiple dates and/or delivery options whenever possible



Policy Statement

Prohibited activities:

- Arranging or conducting hunting activities with 4-H members
- Tree climbing or activities involving tree stands
(instruction about this topic may be led by Outdoor Skills instructors)
- Reloading of firearm cartridges and shells
 - For safety reasons, cartridges and shells should be purchased from authorized manufacturers who apply industry standards in the manufacturing and loading process (except muzzleloaders, of course).
- Simulated combat sports
- Reactive targets



Certification Workshop

- Spring and Fall – all disciplines
- Spring and Fall – Coordinator training
- Ross Camp
- Coordinated by Indiana DNR and State 4-H Shooting Sports Instructors, <http://inhea.com/>
- Friday night through Sunday afternoon
 - Basics of 4-H, Shooting Sports, & teaching techniques
 - Discipline sessions
 - Practicums
 - Review and feedback
- **2025 Dates**
 - April 4-6, 2025
 - September 5-7, 2025



County Shooting Sports Programs

Coordinator and Educator Responsibilities



Coordinator Responsibilities

- Work closely with the county 4-H Youth Extension Educator.
- Coordinate the county 4-H Shooting Sports program.
- List all activities on the county *4-H Unit Activity Report Form*.
- Submit an annual financial report and have the finances audited every five years (and whenever there is a new treasurer).
- Complete the annual IRS filing requirements by May 15.
- Assist the 4-H Educator in keeping current documentation of **firearm inventory**, range plans, certified instructor list, member list.
 - Indiana 4-H Shooting Sports Inventory Worksheet completed annually by October 1 and updated throughout the year as needed.



4-H Youth Extension Educator Responsibilities

Guidance and
coordination of the
county 4-H
program

Working with the
State 4-H Office

Volunteer
screening,
references, and
placement

Sending potential
Shooting Sports
volunteers to
certification
workshops

Submitting required
compliance
statement and
range plans to the
State 4-H Office

Requests for
Certificate of
Insurance (RM 02)



Range Plans

- County 4-H Educator has access to all county range plans.
- Work with your County 4-H Educator to review current range plans and update as needed.
- Submit new ranges plans as needed prior to using a new range.
- <https://bit.ly/in4hshootingsportsweb>

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Office Use Only:
Range Plan Approval: _____
(signature)

(date)

RISK MANAGEMENT OFFICE

_____ County 4-H Shooting Sports Range

Our shooting sports range is located at: _____

The State 4-H Office must have a range layout for property used for 4-H shooting sports firearm and archery shooting. These layouts must be updated with the State 4-H Office any time there is a change to a range.

Sketch the shooting range, indicating which disciplines meet in which areas, and the general size of each area. If your shooting sports club shoots at more than one location copy this form and attach the location and range sketch for each.

Complete and forward to: 4-H Shooting Sports Education Coordinator
Department Youth Development and Agricultural Education
Agricultural Administration Building
615 W. State Street
West Lafayette, IN 47907-2053

Freehafer Hall of Administrative Services • 401 South Grant Street, West Lafayette, IN 47907-2024
(765) 494-1690 Fax: (765) 496-1338 www.purdue.edu/Risk_MGMT

Approval is required before a range is used.

Shooting Sports Inventory

- Complete and submit an inventory at the start and end of the shooting season.
- Equipment details, identification and location are required.
- County 4-H Educator may have additional requirements/requests.

Indiana 4-H Shooting Sports Inventory Worksheet

This worksheet is to be completed annually, and updated any time a change is made to the inventory. It is understood that expendable supplies fluctuate. Please report the amount of expendable supplies on hand one time per year. Submit the completed annual inventory by October 1 to the Purdue Extension County 4-H Extension Educator and 4-H Shooting Sports Coordinator. Separate worksheets may be completed for each discipline.

Name of County	Date Inventory Completed	Name of Person Completing Inventory	Role of Person Completing Inventory

I, _____, certify that the information contained in this inventory worksheet is accurate to the best of my
(printed name)

I (We) have reviewed the
best of my (our) knowledge

Signature _____
(County 4-H Shooting Sports Coordinator)

☐ Archery
☐ Muzzleloader (Black Powder)

4-H Shooting Sports Firearm and Archery Equipment Inventory

Item #	Make	Model and Caliber/Gauge	Serial Number	Purchase date	Purchaser	Where purchased/obtained	Purchase price	Account, Check Number
Example	Baretta	12 ga	14-13-046834-15	8/19/2017	Anna Glickson	K Mart	\$2,300.00	County Acct Check 452
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

(add additional sheet if needed)

	All receipts for firearms and equipment are on file at: (Include the purchaser's name and the serial numbers on the receipt.)	
	Yes	No
4-H Shooting Sports Coordinator	<input type="checkbox"/>	<input type="checkbox"/>
Purdue County Extension Office	<input type="checkbox"/>	<input type="checkbox"/>
Other (please describe)		



Equipment Storage

- Must be in a locked/secure location accessible only to approved and authorized 4-H Volunteers and 4-H Extension Educator.
- Common locations include:
 - locked safe/trailer on fairgrounds
 - range where 4-H Shooting Sports activities occur
 - local law enforcement facilities
 - approved 4-H Shooting Sports Volunteers' property
- ***IF*** firearms or other 4-H Shooting Sports equipment are stored at an approved 4-H Shooting Sports Volunteers' property, a letter listing the items that are stored there and certifying that the property owner's insurance company know about these items is required. (Template provided.)



Questions?

- **Dave Osborne, 4-H Extension Educator**

E-mail: osbornda@purdue.edu

Phone: (812) 689-6511

- **Jamie Morris, 4-H Extension Volunteer Specialist**

E-mail: morri688@purdue.edu

Phone: (765) 496-9154

Thank You!

