

# Welcome to the 4-H Shooting Sports Coordinator Recertification

**Wednesday, September 14, 2022**

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Dave Osborne, 4-H Extension Educator



## Agenda

- 4-H Shooting Sports Coordinator Policies/Handbook
- 4-H Shooting Sports exhibits
- Indiana 4-H Shooting Sports participation




## 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.




## 4-H Mission Areas

- Science
- Healthy Living
- Civic Engagement/Leadership



## Indiana 4-H Youth Development Strategy

- We will expand programming to reflect the population demographics, diverse needs and social conditions of Indiana as we strive for ongoing excellence in 4-H programs.
- We will expand volunteer recruitment strategies to recruit more diverse volunteers and provide all volunteers with meaningful development opportunities.
- We will work to develop skills in young people that will guide them to career interests and help them to be college ready.



## Indiana 4-H Shooting Sports Coordinator Handbook

4-H Policy and Procedures	Managing the County Program	Running Meetings
Instructor Resources	Youth Resources	Youth Educator Responsibilities



### Key Aspects of 4-H

1. Experience  
2. Share  
3. Process  
4. Generalize  
5. Apply

**Experiential Learning Model**

Plaffin, J.W., & Jones, J.E. "Reference Guide to Handbooks and Annals"  
© 1988 John Wiley & Sons, Inc.  
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Non-formal learning	Volunteers
Family Learning	Land Grant University
Delivery Methods	Positive Youth Development

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### 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
- 2023 dates: March 31 – April 2; September 8-10

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Handbook, pg. 7

### 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.

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Handbook, pg. 8

### 4-H Shooting Sports Objectives

- To promote the highest standards of safety, sportsmanship, and ethical behavior, including sound decision making.
- To enhance development of self-concept, character, and personal growth through safe, educational, and socially acceptable involvement in shooting activity.
- To teach safe and responsible use of firearms and archery equipment, self-discipline, and concentration.

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Handbook, pg. 9

### 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>

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Handbook, pg. 10 & 11

### 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

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Handbook, pg. 10 & 11, 15

## 4-H Volunteer Certification

- County** – Complete the Indiana 4-H Youth Development application/screening process and annual re-enrollment via 4-H Online; 4-H Educator will place volunteers in approved roles. **Must be an approved volunteer BEFORE participating in 4-H opportunities.**
- State** – Successful completion of the State 4-H Shooting Sports Certification Workshop – dates & registration at:   
<https://extension.purdue.edu/4-H/volunteer/resources-and-development/shooting-sports-volunteer-resources.html>




## Policy Statement: volunteer requirements

### Indiana 4-H Shooting Sports Certified Instructors

- Directly supervise activities for which they hold certification
- Responsible for teaching in only the discipline in which they are certified

### Associate Instructors


- May assist a certified instructor on the range
- Any individual who works with the 4-H program should complete the volunteer screening process



Handbook, pg. 11

## 4-H Shooting Sports Volunteer Roles

- Certified to instruct youth in grades 3-12 enrolled in 4-H
- Provide education on safe and responsible handling of firearms and archery equipment
- Public shoots permissible only if certain parameters are met
- Roles with Hunter's Education, NRA, etc. are outside of 4-H Volunteer responsibilities



Handbook, pg. 12-13


## Position Statement

Why does 4-H offer a shooting sports program?

Teaches self-confidence, personal discipline, responsibility, teamwork, and sportsmanship

Appeals to youth that may not be interested in other 4-H offerings

Teaches safe and ethical use of firearms



Handbook, pg. 14

## 4-H Shooting Sports Meetings

- 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


*Note: Hunter Education (IDNR) may be recommended, but may not be required*



Handbook, pg. 16 & 55-58

## 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)



Handbook, pg. 17, 106


### Insurance

- **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?


Handbook, pg. 27, 107


### Insurance


- **Auto** – Personal vehicle policy
- **Range** – Property owner, Purdue Certificate of Insurance


Handbook, pg. 27, 107

### Reporting Accidents/Incidents


- Arrange for appropriate medical care
- Report accident or incident to 4-H Shooting Sports Coordinator and 4-H Extension Educator
- Assist in completion of Accident/Incident Report Form (RM27)




Handbook, pg. 21

### Health Forms


- Health forms should not be collected unless 4-H members are going on a trip
- Shooting Sports instructors may not collect health information – it is the parents' responsibility to let instructors know about possible issues
- You can invite parents to share any information that they think is important for you to know (e.g. food allergies & allergies to bee stings)



### 4-H Volunteers


**\*\* Volunteers are the core of the county 4-H program \*\***

- All 4-H programs depend on the dedication, time, and involvement of volunteers
- 4-H Volunteers include: 4-H program and project volunteers and members of county Extension boards, county 4-H councils, county 4-H fair boards, and numerous other special support committees that provide support to the county program
- Shooting Sports: coordinator & discipline instructors


Handbook, pg. 17

### Adult Behavioral Expectations

- Basic expectations of 4-H Volunteers
- Signed annually
- Reaffirms your commitment to the program
- Includes a "Use of Vehicles for University Business" policy and personal liability waiver
- Authorizes annual review of the state and national sex offender registries for each volunteer
- References 3-tier training: 4-H Orientation; Minors Safety and Child Abuse Reporting; Cultural Awareness


Handbook, pg. 94-95

### 4-H Web site:

<https://extension.purdue.edu/4-H/projects/4-h-project-shooting-sports.html>

**Projects – Healthy Living – Shooting Sports**

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### Instructors & Educators Web site

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

- Workshop Dates
- Handbook
- Recertification
- Resources
- Risk Management
- State Shoot

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### Managing the County Program

- Accident/Incident Report Form
- Equipment – inventory, insurance, storage, purchases, transportation
- FAQs
- General Requirements & Suggestions
- Managing 4-H Club Funds
- Patches
- Project Completion & Exhibition

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Handbook, pg. 21-45

### Range Plans

- Current plan required for each range used in the program.
- Responsibility of the County 4-H Youth Extension Educator, but usually developed with the assistance of the Shooting Sports Coordinator and instructors.
- Educator and Coordinator should keep a copy.
- Used when a Certificate of Insurance is requested.

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Handbook, pg. 44

### 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.)

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Handbook, pg. 27-29

### 4-H Club Resources/Fundraising


- 4-H Club resources, equipment and funds belong to the 4-H Program and its members.**
- Grants can support club efforts – work with Extension Educator for details.**
- Fundraising must...**
  - have prior approval from the Extension Office
  - be expended to further the 4-H educational program
  - not exploit the 4-H program

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Handbook, pg. 30

### 4-H Club Resources/Fundraising

- Raffles, lotteries, or games of chance are **NOT** approved fundraising options.
- If the 4-H Shooting Sports club is dissolved, funds and equipment revert to the Purdue County Extension Office for future 4-H programming in the county.




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Handbook, pg. 30

### Supervision of Youth


- Always have at least two 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
- There is no set ratio for adult/youth because the best ratio depends upon:
  - The type of activity
  - Number of participants
  - Age of participants



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### Shooting Sports during a Pandemic


- Flexibility, adaptability, grace
- Hybrid model – virtual and in person options
- Safety plans – no longer required
- Interaction
- Communication
- Creativity




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### Running Meetings








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Handbook, pg. 47-59

### Instructor Resources

<ul style="list-style-type: none"> <li>• 4-H Opportunities</li> <li>• Bullying</li> <li>• Ages &amp; Stages</li> <li>• Real Colors Training</li> <li>• Eye Dominance</li> <li>• Does 4-H Make a Difference?</li> <li>• Essential Elements of 4-H</li> <li>• Experiential Learning</li> <li>• Family Involvement</li> <li>• How Do Questions Enhance Performance?</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting Activities</li> <li>• NRA &amp; NSSF</li> <li>• Non-Threatening, Hands-on Instruction</li> <li>• Participation of Fathers</li> <li>• Publications</li> <li>• Raising Responsible Youth</li> <li>• Shooters with Disabilities</li> <li>• Youth and Violence</li> <li>• Indiana 4-H Program Guidelines</li> </ul>
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Handbook, pg. 61-90

### Essential Elements of 4-H

<h4 style="margin: 0;">Belonging</h4> <ul style="list-style-type: none"> <li>• Positive relationship with a caring adult</li> <li>• An inclusive environment</li> <li>• A safe environment</li> </ul>	<h4 style="margin: 0;">Mastery</h4> <ul style="list-style-type: none"> <li>• Engagement in learning</li> <li>• Opportunity for mastery</li> </ul>
<h4 style="margin: 0;">Independence</h4> <ul style="list-style-type: none"> <li>• Opportunity to see oneself as an active participant in the future</li> <li>• Opportunity for self-determination</li> </ul>	<h4 style="margin: 0;">Generosity</h4> <ul style="list-style-type: none"> <li>• Opportunity to value and practice service for others</li> </ul>



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Handbook, pg. 69-70

### Youth Resources

- Exhibit Guidelines
- Indiana 4-H Shooting Sports Manual
- Meeting Log
- Poster Exhibit Guidelines and Suggestions
- Record Sheets

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Handbook, pg. 97 - 103

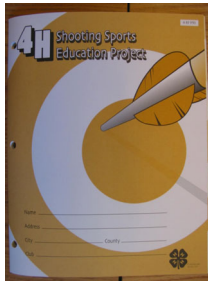
### 4-H Shooting Sports Exhibit Guidelines

- Grade: 3<sup>rd</sup> - 5<sup>th</sup>**
  - 22" x 28" poster showing what you learned in the 4-H shooting sports project.
- Grade: 6<sup>th</sup> - 8<sup>th</sup>**
  - Poster, notebook, small project or model no larger than 18" x 18" x 36"
- Grade: 9<sup>th</sup> - 12<sup>th</sup>**
  - Poster, project or model (any size), or notebook
  - Independent Study - Mentoring

Handbook, pg. 97-98

### 4-H Shooting Sports Manuals

- Introductory Information
- Activities for all Disciplines
- Pub # 4-H-950
- 10 for \$32
- Order via Extension Office




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Handbook, pg. 99




### State Shoot

- Will be held again in 2023.
- Dave Osborne ([osbornda@purdue.edu](mailto:osbornda@purdue.edu)) is hosting a Zoom meeting soon for planning and input – watch your e-mail for more information!




### 4-H Volunteer Recognition

- Indiana 4-H Volunteer Awards of Excellence
- Youth and Adult Volunteers
- Categories: 4-H Club, Science, Healthy Living, Civic Engagement/Leadership, Animal Science, Youth and Adult Partnerships
- Cash awards for further education or 4-H program
- Nominations due August 15 via 4-H Online – who would you like to nominate for 2023??




### 2021-2022 4-H Project Participation

1. Swine: 7,146	9. Beef: 3,476
2. Arts & Crafts: 6,483	10. Meat Goats: 3,372
3. Photography: 5,995	11. Junior Leaders: 2,826
4. Shooting Sports: 5,479	12. Sheep: 2,783
5. Foods & Nutrition: 5,131	13. Fine Arts: 2,485
6. Poultry: 4,106	14. Woodworking: 2,326
7. Rabbits: 3,836	15. Cake Decorating: 2,323
8. Horse & Pony: 3,643	16. Sewing: 2,291



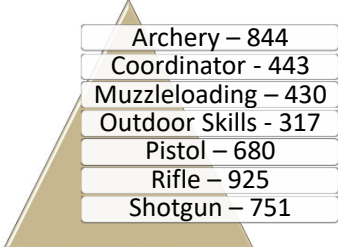
### Top 10 County 4-H Shooting Sports Enrollments (2021-2022)

523 • Elkhart	112 • White
267 • Boone	111 • Dubois
184 • Hendricks	107 • Hamilton
177 • Adams	98 • LaPorte
146 • Putnam	94 • Carroll




### Certified Indiana SS Instructors

September, 2022  
 IN Instructors: 3,042  
 Total certifications: 4,377  
 (1.44 certifications/person)



Archery – 844
Coordinator - 443
Muzzleloading – 430
Outdoor Skills - 317
Pistol – 680
Rifle – 925
Shotgun – 751



### Recertification Quiz

- When you are ready to take the recertification quiz click on this link: <https://bit.ly/ShootingSports22>
- There are 10 questions.
- Click on the correct answer before you move to the next question. Feedback is provided once you have the correct answer.







### Recertification Quiz

- This is an open-book/notes quiz
- We will e-mail you to let you know your status once the quiz is graded
- Provide an e-mail address in the quiz for quicker notification

### Questions?

- Natalie Carroll, Professor, Extension Faculty  
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**Thank You!**

