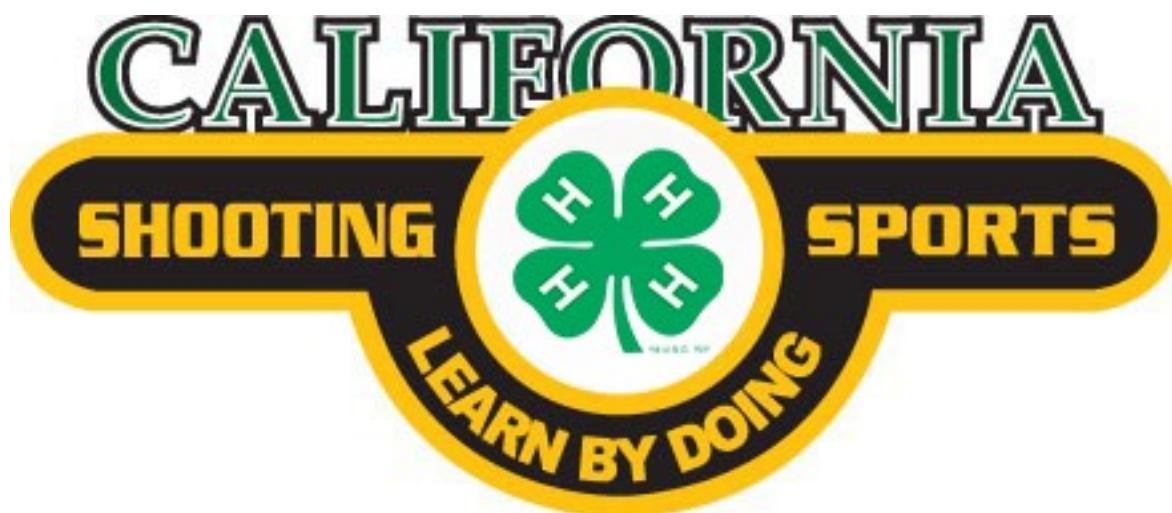


CA 4-H Shooting Sports Program Policies and Procedures

1/2023

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Introduction:

History:

The 4-H YDP shooting sports program has been around for years in many guises in California. Originally it might have occurred as an archery or rifle program at a 4-H summer camp. Or, it could have taken place as a wildlife conservation or hunter education project led by a 4-H adult volunteer or staff member in an individual club or county.

However, the formal structuring of the 4-H YDP shooting sports program in California can find its roots in the early 1980's when three 4-H Youth Development Advisors traveled to Iowa State University in Ames, Iowa for one of the original National 4-H Shooting Sports Training Workshops. Bob McNulty of Sutter County, Wallace "Wally" Tyler of Shasta County, and Ben Waller of San Joaquin County were the first three Californians to serve as state instructors for shooting sports. Bob McNulty received his certification in shotgun. Wally Tyler was certified as a rifle instructor and Ben Waller was the archery instructor. They returned to their home counties and planned and implemented the first California 4-H YDP Shooting Sports Training Workshop in 1984 in Stockton. They trained 4-H adult volunteers and staff in the first version of the 4-H shooting sports curriculum. Newly hired Ken Willmarth, 4-H Youth Development Advisor, Stanislaus County, was one of the first California trained 4-H YDP staff members.

Wally Tyler and Carlee Longacre, 4-H Advisors from Shasta County, started the first state postal match in 1985. This is an annual event where targets are shot at the local level and mailed to a central location for scoring. It is still in existence after more than thirty years. In 1995, the program was reinforced when a delegation of seven volunteers and staff members traveled to Camp Rilea in Astoria, Oregon for the Western Regional Shooting Sports Workshop. The delegation included the following that were certified in their specific disciplines:

4-H adult volunteers: James Atherstone – Stanislaus County, pistol instructor
John Cooper – Sutter County, shotgun instructor
David LaRue – San Luis Obispo County, hunting instructor
Calvin Murphy – Sierra County, rifle instructor
Raoul Salem – Santa Clara County, rifle instructor

4-H YDP Staff: John Borba – 4-H Program Representative, Tulare County, coordinator
Andrez "Andy" Montiel – 4-H Youth Development Advisor, Imperial County, pistol instructor

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This core group of adult volunteers and 4-H YDP staff designed the current California 4-H Shooting Sports Program and developed the program policies and procedures that govern the project. The work of this core group is carried on by a Shooting Sports Advisory Committee as described on page 5 of this document.

Situation Statement

The California 4-H YDP Shooting Sports Program provides instruction in the safe handling of firearms, air guns and archery equipment, develops self-confidence and leadership abilities in 4-H participants and instills an appreciation for conservation and wildlife.

Program Philosophy

The 4-H YDP Shooting Sports Program utilizes the skills and disciplines of shooting to assist young people and their adult volunteers in attaining knowledge and developing essential life skills. The program follows a standardized format, lists program components, and identifies clearly intended learning outcomes.

Program Objectives

1. Identify, develop, and promote positive advocacy roles for youth to emulate as responsible stewards of our environment.
2. Promote the safe handling and storage of firearms.
3. Develop responsibility, sportsmanship, ethical behavior and respect for safe conduct of Shooting Sports activities and environmental stewardship.
4. Promote awareness and appreciation of the broad spectrum of Shooting Sports and related activities as life-long leisure and career opportunities for youth and families.
5. Implement and strengthen an adult volunteer and teen assistant leader certification program.
6. Expand 4-H membership and involve more volunteers. Enhance family communications and quality time together.
7. Focus on youth audiences at risk and pilot models and methodologies tailored for specific audiences.
8. Create a quality youth development education program evidenced by partnerships that reflect resource development, program innovation, quality delivery of instruction, and access to research-based knowledge.
9. Promote awareness of shooting and archery as athletic sports and provide youth with the knowledge, skills and desire to participate.





Certification Requirements

All Instructors, Trainers and adult volunteers in the Shooting Sports Program must be currently enrolled as 4-H YDP Shooting Sports adult volunteers in their respective counties, and must be certified by the California 4-H YDP Shooting Sports Advisory Committee in each discipline they teach.

No person may be certified as an Instructor, Trainer, or adult volunteer until the following requirements are met:

1. Be currently enrolled in as a 4-H adult volunteer and have completed the adult volunteer appointment process at the local level.
2. Be at least 21 years of age
3. Have no felony convictions.
4. Have no convictions for hunting, fishing or firearm related violations in the past five years.
5. Have no convictions or other restrictions that would prohibit owning, purchasing, receiving, possessing, or having under custody or control any firearm.
6. Be able to demonstrate competency in instructing youth in Shooting Sports.
7. Must have submitted a complete Application for Certification to the California 4-H YDP Shooting Sports Advisory Committee and receive certification approval.
8. Have satisfactorily completed a discipline-specific National or State 4-H shooting sports workshop. These disciplines include: archery, hunting*, muzzle loading, pistol, rifle, shotgun, and Western Heritage.

The hunting discipline involves learning a variety of outdoor skills to include wildlife management, tracking, conservation, etc. Hunting discipline leaders are not permitted to have live fire with archery equipment or guns listed in item 8 above unless they are certified as a shooting sports leader in that discipline. Example, a hunting project leader may allow 4-H members to shoot shotgun in the hunting project only if the leader is also a certified 4-H shotgun leader. Individuals who are certified California Department of Fish and Wildlife hunter education instructors are allowed to serve as hunting project leaders.

Certification and Approval Process

All 4-H Shooting Sports Instructors, Trainers and adult volunteers must complete the California 4-H Shooting Sports Program Application for Certification located in the appendix of this manual. The application must be signed by the applicant and the instructor who certified the applicant. The application must also be signed by the county 4-H staff person affirming the applicant is a registered leader who has cleared the volunteer screening and orientation process. The completed application is then forwarded to the State 4-H YDP Shooting Sports Coordinator. The State Shooting Sports Coordinator will approve or deny an application depending on whether it is properly completed and all certification requirements are met.



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Approved applications are forwarded to the State 4-H Office where they are recorded and logged into a data bank of certified shooting sports leaders. This list is accessible to all county 4-H staff.

4-H Shooting Sports Guide

All Instructors, Trainers and adult volunteers are required to be familiar with and use the 4-H Shooting Sports Guide for their respective discipline. The Shooting Sports Guide contains lesson plans that outline the objectives of each session, the roles for teen and junior leaders, and roles for parental involvement.

State 4-H YDP Shooting Sports Advisory Committee

The 4-H YDP Shooting Sports Advisory Committee is comprised of a representative group of 4-H members, adult volunteers, and 4-H YDP staff. The committee identifies, discusses and agrees on recommendations regarding their designated area of focus. Rotating terms of appointments are established by the committee. Membership recruitment is conducted annually as part of the State 4-H YDP Advisory Committee process. All Shooting Sports Advisory Committee members are appointed by the State 4-H YDP Director.

The California 4-H YDP Shooting Sports Advisory Committee should consist of:

1. The State 4-H YDP Shooting Sports Program Coordinator, who is a University of California 4-H YDP staff member that serves as the liaison between the committee, the University, and the State 4-H YDP office and is responsible for all 4-H YDP Shooting Sports events and trainings.
2. One adult volunteer or 4-H YDP staff representing each discipline (archery, hunting, muzzle loading, pistol, rifle, shotgun, Western Heritage).
3. Other adult volunteers as designated by the state coordinator and approved by the Statewide 4-H Director.
4. Two (2) teen youth members.

The following shall be appointed from the committee by the 4-H YDP Shooting Sports coordinator:

1. An assistant California 4-H YDP Shooting Sports coordinator.
2. A secretary to maintain records.

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Focus Areas

The following focus areas shall be administered by the California 4-H YDP Shooting Sports Advisory committee:

1. Policy review and program administration.
2. Activities.
3. Instructor certification standards.
4. Resource development.

Meetings

The California 4-H YDP Shooting Sports committee will meet at least twice each year either in person or through teleconferencing.

County Committees

Each county will be encouraged to develop a County 4-H YDP Shooting Sports Committee modeled after the State 4-H YDP Shooting Sports Advisory Committee.

Youth Member Eligibility Criteria

Open Program

The California 4-H YDP Shooting Sports Program is open to all 4-H members 9 years of age by December 31st of the program year.

Muzzle loading: Participation in the muzzle loading discipline requires a minimum of one (1) year of prior participation in another discipline.

Western Heritage: No prior shooting sports project participation is required. Period correct firearms are to be used in this project. Age levels and participation for the different categories of firearms in Western Heritage are as follows:

Junior Division – 9 - 11 years old

Firearms allowed .22 rimfire rifle only.

Intermediate Division – 11 – 13 years old.

Eleven year olds may participate in the project provided they will turn 12 by December 31st of the program year that runs from July 1 through June 30.

Firearms allowed: .22 rimfire rifle, .22 rimfire pistol and shotgun (.410 bore is recommended).



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Senior Rimfire – 14 -19 years old.

Firearms allowed: .22 rimfire rifle, .22 rimfire pistol, and shotgun.

Senior Center Fire – 14 -19 years old.

Seniors must have turned 14 by December 31st of the program year that runs from July 1 through June 30.

Firearms allowed: centerfire rifle, centerfire pistol, and shotgun.

Individual programs may wish to divide members into black powder cartridge shooters, smokeless powder shooters, percussion (cap and ball) shooters under the guidance of a certified black powder instructor, or other divisions of their choice as long as the general 4-H rules are followed in each case. Shooters cannot mix centerfire and rimfire firearms in competition.

A brimmed hat of the period must be worn when shooting to provide additional safety in deflecting brass cases.

Firearm Use Eligibility

Use of firearms, air guns, or archery equipment in the California 4-H YDP Shooting Sports Program is subject to approval of the adult volunteer in charge of the project. Approval is based on the member's ability to follow instructions and safety rules.

Modern Military Firearm Usage in 4-H YDP Programs

Any firearm built or modified to give the distinct impression of a modern military style firearm such as an AR or AK is not allowed in the 4-H Shooting Sports Program. Listed below are visual examples of, but not limited to, firearms that resemble those not allowed.



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Project Activity

The California 4-H YDP Shooting Sports program is a 4-H project and members enroll in the discipline that they will be participating in (e.g., Archery) in 4hOnline. It may also be taught as a group project activity, or in sessions such as camp, special interest programs, etc.

Junior Leaders (11-13 years of age) and Teen Leaders (14-19 years of age)

Junior and Teen Leaders are allowed to participate in training and certification workshops along with adults. It is not mandatory for youth to attend a certification workshop to be a Junior or Teen Leader.

At the discretion of the Project Leader, Junior and Teen Leaders may assist in the classroom and/or on the range, in accordance with the "Roles for Teen and Junior Leaders" defined in the curriculum for each discipline.



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Adult Volunteer Requirements and Definitions

Instructors

1. Are required to be trained and certified in their discipline through participation in an Instructor training conducted by the National 4-H Shooting Sports training team.
2. Are responsible for developing and implementing Shooting Sports Trainer and adult volunteer classes.
3. Are willing to make a three-year commitment to the California 4-H YDP Shooting Sports Program.

Trainers

1. Are required to be trained and certified in their discipline through participation in a Trainer class conducted by a California 4-H YDP Shooting Sports Instructor.
2. Are responsible for teaching regional and county Shooting Sports adult volunteer classes.
3. Are willing to make a three-year commitment to the California 4-H YDP Shooting Sports Program

Adult Volunteers

1. Are required to be trained and certified in their discipline through participation in a county/regional adult volunteer training conducted by a California 4-H YDP Shooting Sports Instructor or Trainer.
2. Are trained and certified as an adult volunteer in one or more of the following disciplines:
 - Archery
 - Hunting
 - Muzzle Loading
 - Pistol
 - Rifle
 - Shotgun
 - Western Heritage
3. Can only lead projects in disciplines in which they are certified.
4. Are responsible for developing and implementing Shooting Sports projects at regional and county levels.

Safety and Risk Management Requirements

Instructors, trainers, and adult volunteers are responsible to report any incidents, such as unintentional discharge of firearms, or any injuries that occur in the course of shooting sports project meetings, events, etc., to ANR Risk & Safety Services using an Incident Report form <http://ucanr.edu/sites/risk/files/198435.pdf>. Instructors, trainers, and adult volunteers are encouraged to maintain first aid and CPR certification.



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4-H events and activities are prohibited from using reactive targets. Reactive targets are targets which make use of or are composed of 1) live ammunition, 2) explosives, chemicals or flammable substances, or 3) pressurized containers.

Adult Supervision Policy

Safety must be the overriding factor in determining the proper youth to adult ratio. As with all 4-H activities, there must be two or more adults present when working with 4-H members at all times regardless of the activity. It is required that at least one instructor with current 4-H Shooting Sports Instructor certification in the discipline for which they are providing leadership be present during any shooting activity. If, during a club meeting or any 4-H shooting sports activity, youth are divided into groups to go to separate areas/ranges, at least one adult with current Shooting Sports certification in the appropriate discipline must go with EACH group to their respective range along with the appropriate number of additional adults to meet the required supervision ratio.

Factors such as the experience level of the youth, experience of the instructor, equipment limitations, and the physical characteristics of the facility must all be considered when determining adequate supervision. When working with youth ages 9-19, the recommended youth to adult ratio should be no more than five youth to one adult on the firing line. Only the certified shooting sports adult or teen leader in the discipline may provide instruction or serve as the range master. Additional adults present are encouraged to assist in overseeing the safety of the youth while shooting firearms and/or archery. Non-certified adults must receive guidance from the instructor on how to properly supervise the youth on the firing line. Youth not on the firing line must be supervised per CA 4-H general adult supervision policy.

Training Guidelines and Instruction Requirements

The California 4-H Shooting Sports Program and projects will adhere to all policies as outlined in the 4-H Policy Handbook and follow training guidelines and instruction requirements as outlined below.

Trainer Class

All Trainer classes will be taught by a State or National 4-H Shooting Sports Instructor who is certified in the specific discipline being taught. Instruction will include:

1. Discipline specific lesson plans from the 4-H Shooting Sports Guide.
2. Range time to demonstrate competency both in using the appropriate firearms or other shooting sports equipment, and in effectively instructing youth and adults in their proper use.





3. Practicum where the students can demonstrate classroom teaching skills.
4. A written assessment examination that covers the content of the class to demonstrate competency in the subject matter

This class will take 15-20 hours to complete. The written assessment must be passed, and the participant will be expected to demonstrate the knowledge, skills and attitudes needed to be an effective as a 4-H YDP Shooting Sports Trainer.

Adult Volunteer

All adult volunteer classes will be taught by a State or National 4-H Instructor or Trainer who is certified in the specific discipline being taught. Instruction will include:

1. Discipline specific lesson plans from the 4-H Shooting Sports Guide.
2. Range time to demonstrate competency both in using the appropriate firearms or other shooting sports equipment, and in effectively instructing youth in their proper use.
3. A written assessment that covers the content of the class to demonstrate competency in the subject matter.

This class will take 10-15 hours to complete. The written assessment must be passed, and the participant will be expected to demonstrate the knowledge, skills and attitudes needed to be an effective 4-H YDP Shooting Sports adult volunteer.

Re-Certification

In order to maintain active status as a Shooting Sports adult volunteer, individuals must remain actively involved in the Shooting Sports project. Those who have not actively taught within their discipline for more than 2 years will be required to be re-certified through 4-H.

Quality Assurance

At the end of each class taught, Instructors and Trainers will forward a 4-H YDP Shooting Sports Training Report to the State 4-H YDP Shooting Sports Coordinator. Each of the individuals trained will be asked to fill out a feedback form on their class and these forms will be forwarded to the state coordinator for review. If it becomes apparent that an Instructor or Trainer is not teaching effectively, at the request of the state coordinator they may be required to re-certify in their discipline before they are allowed to continue teaching.

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/176836.doc>). Inquiries regarding ANR's nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance & Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1397.



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Appendices

1. [Training Request and Registration Form](#)
2. [Application for Certification as a Shooting Sports Adult Volunteer](#)
3. [Shooting Sports Training Report](#)
4. [Course Evaluation Form](#)
5. [Firearms & Ammunition Storage and Transportation](#)
6. [Equipment Maintenance Log](#)
7. [Equipment Check-out Log](#)
8. [Code of Ethics](#)
9. [4-H Shooting Sports Project Leader Position Description](#)
10. [4-H Shooting Sports Leader Preliminary Checklist](#)
11. [4-H Shooting Sports Leader Range Checklist](#)
12. [4-H Western Heritage Project & Pistol Project Permission to Fire a Handgun Form](#)

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CA 4-H Shooting Sports Program Training Request and Registration Form

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Submit prior to training course
PERSONAL INFORMATION

Name:			
Address:			
County:			
Home Phone:		Work Phone:	
Fax Number:		E-Mail:	
4-H Club/Unit:	Position:		

DISCIPLINE

Please rank in order: first, second, and third the discipline area you would like to receive training in:

- | | |
|---------|----------------------------|
| Archery | Hunting |
| Rifle | Re-loading |
| Pistol | Black Powder/Muzzle Loader |
| Shotgun | |

(you will participate in only one discipline during the training)

TRAINING

Please list your previous shooting sports training received and any certificates you have received.

Discipline	Training Received	Date	Certification Level

Shooting Background

Do you have hunting experience?	Yes	No	Number of Years
Honors/Recognition:			
Do you have competitive experience?	Yes	No	Number of Years
Honors/Recognition:			

CA 4-H Shooting Sports Program Training Request and Registration Form

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COMMUNITY ACTIVITIES

Please list your participation in community activities and organizations with offices or leadership positions held where applicable.

Organization or Activity	Offices/Leadership Positions Held	Honors/Recognition

TRAINING LOCATION

Please rank in order: first, second, and third the section you would like to receive your training in, as well as how far you would be willing to travel.

Section:	<input type="checkbox"/> North	<input type="checkbox"/> North Central	<input type="checkbox"/> South Central	<input type="checkbox"/> South
Mileage:	<input type="checkbox"/> 25 Miles	<input type="checkbox"/> 50 Miles	<input type="checkbox"/> 75 Miles	<input type="checkbox"/> 100 Miles

REFERENCES

List two references that will endorse your qualifications:

Name	Address	Phone

SIGNATURES

Applicant Signature:	Date:
4-H Staff: I verify that this applicant has completed the adult volunteer orientation and screening process.	
Print Name:	
Signature:	Date:

Return this completed "Training Request and Registration Form" to the instructor or registrar of the course you will be taking. The contact information is in the course announcement.

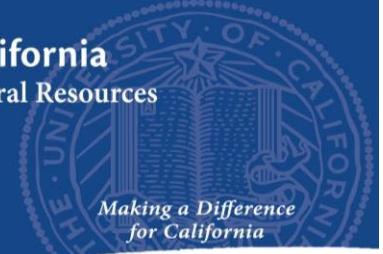
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CA 4-H Shooting Sports Program

Application for Certification as a Shooting Sports Adult Volunteer

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Submit after course completion

Submission Date: _____

PERSONAL INFORMATION

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____

E-mail: _____

County: _____ Date of Birth: _____

Signature _____ Date _____

CERTIFICATION

I attended a California 4-H Shooting Sports Workshop on:

Month _____ Day _____ Year _____ Location _____

DISCIPLINE

I submit this application for certification as a California 4-H Shooting Sports instructor, trainer or volunteer in the following discipline(s) Place an X in each box that applies.

Discipline

- Archery
- Pistol
- Rifle
- Shot Gun
- Muzzle Loading
- Hunting
- County Shooting Sports Coordinator
- Western Heritage

Leader Type

- Volunteer
 - Volunteer
- Leader Trainer
 - Leader Trainer

OTHER CERTIFICATIONS

I am a certified Instructor/trainer by the following organization(s) (must attach copy of certification)

*Effective 7/1/2019: Only hunting project leaders who are certified as hunting education instructors may be certified by an agency other than 4-H. The approved agency is the California Department of Fish and Wildlife.

Certifying Agency: California Dept. of Fish & Wildlife Hunter Safety Instructor

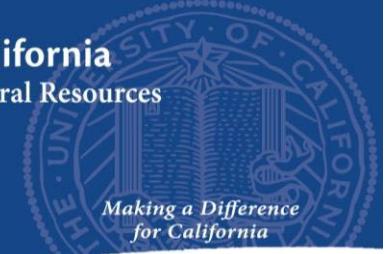
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CA 4-H Shooting Sports Program Application for Certification as a Shooting Sports Adult Volunteer

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INSTRUCTOR CERTIFICATION

I verify that this applicant has completed the _____ course.

Instructor-Print Name: _____

Signature 4-H Shooting Sports Instructor/Leader Trainer

Date

COUNTY APPROVAL

I verify that this applicant has completed the 4-H adult volunteer appointment process.

County: _____

Signature 4-H County Staff Member

Date

STATE 4-H CERTIFICATION

4-H Certification, Date: _____

Need Additional Information (see attached note)

Discipline

- Archery
- Pistol
- Rifle
- Shot Gun
- Muzzle Loading
- Hunting
- County Shooting Sports Coordinator
- Western Heritage

Leader Type

- Volunteer
 - Volunteer
- Leader Trainer
 - Leader Trainer

STATE 4-H OFFICE PROCESS

State Roster Updated

Certification Letter Sent: _____ by _____

Return completed applications to:

Nate Caeton
Statewide 4-H Shooting Sports Advisor
UCCE Shasta 4-H Office
1851 Hartnell Avenue
Redding, CA 96002-2217

Questions?
530-224-4900
nwcaeton@ucanr.edu

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CA 4-H Shooting Sports Program Training Report

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Check type of class: Project Leader Trainer

Specify Discipline (Rifle, Pistol, Shotgun, etc.): _____

Date: _____

Location: _____

Number of Participants: _____

Hours of Instruction: _____

Instructor Name: _____

Participant Information

1	Name	Address	City	State	Zip
	County	e-mail	Phone #		
2	Name	Address	City	State	Zip
	County	e-mail	Phone #		
3	Name	Address	City	State	Zip
	County	e-mail	Phone #		
4	Name	Address	City	State	Zip
	County	e-mail	Phone #		
5	Name	Address	City	State	Zip
	County	e-mail	Phone #		

RETURN COMPLETED FORM TO:

Nate Caeton, 4-H Shooting Sports Advisor (nwcaeton@ucanr.edu)
UCCE Shasta 4-H Office
1851 Hartnell Avenue
Redding, CA 96002-2217

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CA 4-H Shooting Sports Program Course Evaluation Form

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Course Dates: _____

Location: _____

Discipline: _____

1. What is your intended involvement with 4-H? (check all that apply)

Teen Leader Project Leader County Trainer

2. I gained useful information from this meeting:

Yes No Not sure

3. What best describes your level of knowledge about the topics presented?

Knowledge BEFORE this Meeting Choose One Knowledge AFTER this Meeting Choose One

LOW	1	2	3	4	HIGH	1	2	3	4	HIGH

4. Overall, I would rate this meeting (please check one);

Excellent Good Fair Needs Improvement

5. Will you implement the teaching practices you learned today? Yes _____
No _____

6. What was the most helpful part of this workshop?

7. What would have made this workshop better?

(For additional comments use the back.) Thank You!

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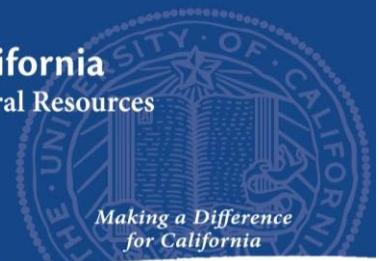
CA 4-H Shooting Sports Program

Firearms & Ammunition

Storage and Transportation

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California Penal Code (CPC) section 12071 states that if a person under 18 years of age obtains a firearm from any premise that is in your custody or control, and uses it, resulting in injury, or carries it to a public place, you may be guilty of a misdemeanor or a felony unless you stored the firearm in a locked container or locked the firearm with a locking device to keep it from temporarily functioning.

It is the policy of the California 4-H YDP Shooting Sports Program that, when not in use, all firearms owned by 4-H VMOs and units must be unloaded and stored either in a locked gun safe that meets the standards for gun safes adopted pursuant to section 12088.2 of the California Penal Code, or stored with a properly utilized firearm safety device (FSD) that is on the Department of Justice (DOJ) Roster of Firearm Safety Devices Certified for Sale. The DOJ maintains a list of approved gun safes and FSD's. There is a link to search makes and models at: <http://oag.ca.gov/firearms/fsdcertlist>. The DOJ regulatory gun safe standards can be found here: <http://oag.ca.gov/firearms/gunsafe>.

As defined by the Dangerous Weapons Control Law, section 12001;

a "firearm" means any device from which is expelled through a barrel a projectile by the force of any explosion or other form of combustion.

The term BB gun (or air rifle/pistol) means any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, CO₂ pressure or spring action.

In most circumstances, air guns are treated and handled the same as firearms. While the storage of air guns is not regulated like firearms, it is the California 4-H YDP Shooting Sports Program policy that firearms and air guns, (rifles, pistols, BB guns), owned by California 4-H shooting sports groups shall be stored in a safe and appropriate manner that makes them inaccessible to unauthorized use. Storage options include standard gun safes, a "long gun safe" (this is a locking container designed to fully contain and secure a long gun but that does not meet the standards for gun safes, (As defined in 12087.6(c) of the CPC)), other locked box capable of the storage of air guns (available from some air gun companies), or in a storage area that is kept locked and is only accessible by authorized individuals.

All firearms and air guns owned by a 4-H unit must be uniquely identifiable or marked as 4-H property and a permanent record of inventory kept. In addition to any local record, the firearms should be recorded in the University inventory system.

If 4-H shooting sports equipment is stored at an adult volunteer's home, there will be a check out log on file at the county 4-H YDP office to maintain a clear chain of custody. If



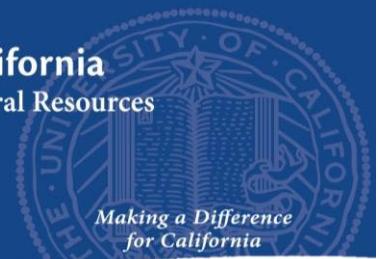
CA 4-H Shooting Sports Program

Firearms & Ammunition

Storage and Transportation

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University of California
Agriculture and Natural Resources



an adult volunteer stores 4-H guns or other 4-H shooting sports equipment at their home, their signature on the [Equipment Check Out Log](#) is acknowledgement that they possess 4-H property that will and must be returned immediately at such time as they are no longer a shooting sports adult volunteer or the appropriate custodian of the guns.

In any unit that owns air guns or firearms, the shooting sports adult volunteer will be responsible for performing annual inspections of all firearms and keeping a [Maintenance Log](#) on each firearm or air gun. This log will document cleanings, inspections, repairs, acquisition and disposition.

All firearm ammunition will be kept in a locked box or location separate from firearms and inaccessible to unauthorized use. In some communities, there are additional local laws regarding firearms that may apply. It is the responsibility of all shooting sports adult volunteers to be aware of, and abide by, all applicable laws regarding the use of firearms and air guns in their community, the most stringent shall apply. Check with your local law enforcement agency.

In addition to the storage requirements discussed above, the shooting sports leaders or volunteers must also be familiar and comply with state and local laws and regulations concerning the transport of firearms. For example, any firearm must be unloaded during transit. 4-H staff and volunteers may refer to the California Firearms Laws Summary for more information (<http://oag.ca.gov/sites/all/files/agweb/pdfs/firearms/pdf/cfl2013.pdf>).

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CA 4-H Shooting Sports Program Equipment Maintenance Log

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CALIFORNIA 4-H SHOOTING SPORTS EQUIPMENT MAINTENANCE LOG

County: _____

Club: _____

Type of Shooting Sports Equipment:

- Bow Rifle Pistol
 Shotgun Other: _____

Brand _____

Model _____

Serial # _____

Acquisition Date _____ **Cost** _____

Registered to: _____

Where Acquired _____

Comments/History _____

Current Storage Location

Repairs	Date	Cost

Material Disbursed To

Address

Date **Selling Price**

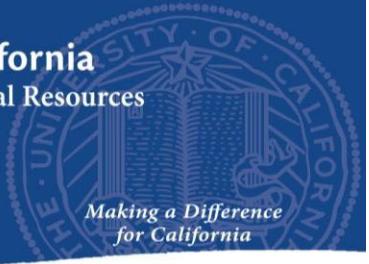
Inspection Log

(Attach additional sheets if needed)

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CA 4-H Shooting Sports Program Equipment Check Out Log

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*Making a Difference
for California*

Unit/VMO:

County:

INSTRUCTIONS: Please print clearly and legibly. Include the make, model and serial number or identifying number of each piece of equipment checked out.

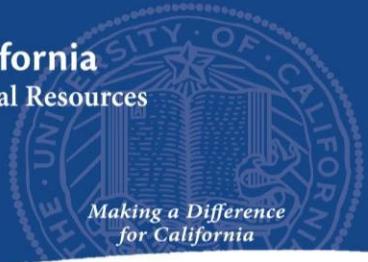
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CA 4-H Shooting Sports Program Code of Ethics

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Making a Difference
for California

A complete 4-H shooting sports 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 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, ethical, and safe 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.

Print Name

Signature

Date

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CA 4-H Shooting Sports Program Project Leader Position Description

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University of California
Agriculture and Natural Resources



Position Title

4-H Shooting Sports Project Leader (Archery, Hunting, Muzzle Loading, Pistol, Rifle, Shotgun, and Western Heritage)

Location

Serve within the county.

Type of Position

Volunteer leader; no direct salary or wages.

Supervision

4-H Extension staff in charge of county program and State 4-H Shooting Sports Coordinator.

General Description

Be responsible for the overall teaching of knowledge and skills related to a specific shooting sports discipline to 4-H members, ages 9-19.

Qualifications

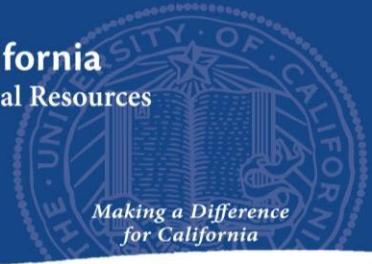
1. Currently enrolled as a 4-H adult volunteer and have completed the adult volunteer orientation and screening process at the local level.
2. Be at least 21 years of age.
3. Have no felony convictions.
4. Have no convictions for hunting, fishing or firearm related violations in the past (5) years.
5. Have no convictions or other restrictions that would prohibit owning, purchasing, receiving, possessing or having under custody or control any firearm.
6. Be able to demonstrate competency in instructing youth in Shooting Sports.
7. Must submit a completed Application for Certification to the California 4-H YDP State Shooting Sports Committee and receive certification approval.
8. Have satisfactorily completed a discipline-specific National or State 4-H shooting sports workshop. These disciplines include: archery, hunting*, muzzle loading, pistol, rifle, shotgun, and Western Heritage.



CA 4-H Shooting Sports Program Project Leader Position Description

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Duties of a Project Volunteer

1. Supervises and controls the operation of the Shooting Sports facilities, equipment (including firearms), volunteers and participants in a safe and effective manner.
2. Direct, schedule, supervise and develop participants of the 4-H Shooting Sports Program. Assures understanding of all responsibilities, delegates authority, directs, appraises, and counsels.
3. Conduct 4-H Shooting Sports classes within the guidelines set by the National/State Shooting Sports Committee.
4. Keep current on government and safety regulations concerning the safe handling of firearms and related equipment.
5. Resolve complaints related to the Shooting Sports Program. Those complaints which are not resolved are referred to the County 4-H staff, who will follow the [ANR Conflict Resolution Process](#) and as needed for technical program questions, consult with the State 4-H Shooting Sport Coordinator.
6. Administer an approved Risk Management Program within established guidelines.
7. Plan and formulate policies and procedures for the efficient operation of the 4-H Shooting Sports Program in coordination with other discipline leaders and the County 4-H staff or his/her designate.
8. Ensure two adults are present at all meetings.
9. Assist with enrollment and interpret the project to potential members.
10. Involve experienced junior/teen leaders in teaching.
11. Encourage parents/guardians to provide appropriate project support at home.
12. Plan a sequence of learning experiences so that the project appeals to beginners and more advanced learners.
13. Work with members with regard to records, demonstrations, exhibits or other project-related activities.
14. Provide recognition for the accomplishments of each member.
15. Participate in project volunteer training offered by county, section or state.

Relationships

The 4-H YDP project adult volunteer accomplishes tasks by working with:

1. Members enrolled in the project.
2. Parents/guardians of members enrolled in the project.
3. Experienced junior/teen leaders and/or resource persons from the community.
4. The leadership team of the unit.
5. The county 4-H YDP staff and/or county project volunteer.



CA 4-H Shooting Sports Program Project Leader Position Description

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Time Required

The 4-H YDP project adult volunteer allows sufficient time for:

1. Project meetings planned by the group (minimum six hours of project instruction).
2. Special project activities, home visits, tours, achievement day, county fair, etc.
Attendance at training sessions.
3. Organizing and planning with the unit leadership team.

Resources Available

The 4-H YDP project adult volunteer will receive:

1. Support and assistance from experienced project members.
2. Support and assistance from retiring project volunteers, county project volunteers or county 4-H YDP staff.
3. Support and assistance from parents/guardians of project members and from the unit leadership team.
4. County or area project training sessions.
5. Members' manuals, leaders' guides and other printed and audiovisual materials from Cooperative Extension and other sources.

Rewards

The 4-H YDP project volunteer may experience the:

1. Satisfaction of watching youth learn and grow.
2. Respect and friendship of project members and junior/teen leaders.
3. Respect and gratitude of parents/guardians and community.
4. Recognition of accomplishments by unit and county.
5. Opportunity for continued personal growth and learning.
6. Opportunity for increasingly responsible leadership roles.
7. Out-of-pocket expenses may be deductible from income tax.

Length of Commitment

1. One year, reviewed annually

Signature of Volunteer

Date

Signature of 4-H Organizational Unit Volunteer

Date

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CA 4-H Shooting Sports Leader Preliminary Checklist

7/2019

University of California
Agriculture and Natural Resources



4-H Shooting Sports Leader Preliminary Checklist

The 4-H shooting sports program in California is administered by the University of California Agriculture and Natural Resources (UCANR). This checklist is designed to assist 4-H shooting sports leaders in preparing to implement their project prior to setting foot on the range. This checklist can be utilized at the club, camp, or county level.
(Last revision 6/2015)

#	Item
1	Have you met your county 4-H staff member?
2	Are you on the state list of certified leaders for your shooting sports discipline? (Your county staff member can check this for you)
3	Do you have a UCANR user agreement with the facility you will be utilizing? (Your county staff member must assist you in obtaining this document)
4	Have you met your community club leader?
5	Are the youth who are going to participate in your project enrolled in the 4-H shooting sports project discipline(s) you are going to lead? (Your community club leader can check this for you)
6	Do you have a written risk management plan for your program? (The California 4-H Shooting Sports Risk Management Plan template can be found at: http://4h.ucanr.edu/Programs/Projects/SET/ShootingSports/)
7	Have you determined a lesson plan for your program covering what will be covered and on which dates?
8	If you are going to secure equipment donations or grant support for your program, have you received approval from your county 4-H staff and County Director?
9	Have you entered your name and email address into the list serve to receive information and updates regarding the 4-H shooting sports program? This can be done at following link: http://ucanr.edu/mailists/joinlist.cfm?listnum=1926
10	Is the shooting area you are going to use an established range facility that is known to and can be accessed by EMS personnel?
11	If the shooting area you are going to use is not an established range that is known to EMS personnel, have you provided them a map or GPS coordinates in how to reach it in case of an emergency?

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CA 4-H Shooting Sports Leader Range Checklist

7/2019

University of California
Agriculture and Natural Resources



4-H Shooting Sports Leader Range Checklist

The 4-H shooting sports program in California is administered by the University of California Agriculture and Natural Resources (UCANR). This checklist is designed to assist 4-H shooting sports leaders in preparing their shooting range to insure the safety of all participants at the club, camp, or county level before any shooting takes place. (Last revision 6/2015)

#	✓	Item
1		Do you have complete and signed youth and adult medical release/emergency contact forms on hand for all participants?
2		Is there a landline telephone or a cell phone with reception on site?
3		Is there ample drinking water available?
4		Is there a stocked and accessible first aid kit?
5		Is there an area for attendance/sign-in sheets?
6		Are there restrooms and hand washing facilities available?
7		Is there controlled access to the range?
8		Is there an adequate backstop/impact area?
9		Are left and right range limits displayed?
10		Is the firing line clearly marked?
11		Is the ready line clearly marked?
12		Is there a designated spectator area?
13		Are there racks available to hold equipment not in use?
14		Are range rules posted?
15		For firearms only, is there a secure/separate container for dud ammunition?

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**4-H Western Heritage Project &
Pistol Project
Permission to Fire a Handgun Form**
7/2019

University of California
Agriculture and Natural Resources



4-H Western Heritage Project & Pistol Project

Permission to Fire a Handgun Form

The Youth Safety Handgun Act (<https://www.atf.gov/file/58806/download>) as included in the Gun Control Act of 1968 puts restrictions on the use and possession of handguns by youth under 18 years of age. Youth participating in the 4-H Western Heritage Project and/or Pistol Project must, at all times, follow all provisions of this act. Therefore, 4-H Western Heritage and Pistol Project Leaders will require "the prior written consent of the juvenile's parent or guardian who is not prohibited by Federal, State, or local law from possessing a firearm." This written permission must be in possession of the youth or on file with a 4-H Western Heritage and Pistol Project Leader – even if a parent/guardian is present. Please fill out the form below with the name of the youth, a parent's name, address, as well as their signature, and that of a witness and dates. If participating with another club or 4-H Western Heritage or Pistol event, the 4-H member can provide a copy of this form to any 4-H Western Heritage or Pistol Project Leader. Failure to have this document will require officials to disqualify the shooter to avoid violation of federal law.

I/we, **parents/gaurdians of** _____, (print shooter's name), grant permission to participate with a handgun in the 4-H Western Heritage Project or Pistol Project and Events sponsored by County, State, and National 4-H organizations as per The Youth Safety Handgun Act.

Signature of 4-H Shooter _____

Signature of Parent/guardian _____

Address _____

City, State, Zip _____

Phone _____

Email _____

Date _____

Witness Signature _____

Date _____

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