

# **Weld County 4-H Shooting Sports Handbook**

**Revised November 2022**

## **Mission Statement**

4-H Shooting Sports is a program of Extension through Colorado State University. Through 4-H projects and programs youth learn life skills, citizenship, communication and decision-making techniques, leadership, interpersonal relationships as well as community and global awareness. The program provides a safe and comfortable atmosphere for youth to learn the safe handling of firearms and archery equipment while learning basic marksmanship skills with the opportunity to advance. The 4-H Shooting Sports program strives to enable youth, their parents and adult volunteers to become responsible, productive, self-directed members of society.

## **Quality Assurance Policy**

The primary purpose of the 4-H Shooting Sports Program is to provide a quality program serving all youth who wish to participate. The Weld County 4-H Shooting Sports Program must offer participation for everyone from special needs participants to advanced youth. The offerings must be diverse enough to allow participation in a fun and safe, non-pressured environment and to allow advanced members the opportunity to develop to their maximum potential in accordance with State and National 4-H guidelines.

## **Objectives and Goals**

### State Goals

- To encourage participation in natural resources and related natural sciences programs by exposing participants to the content through shooting, hunting and related activities.
- To enhance development of self-confidence, character and personal growth through safe, educational and socially acceptable involvement in a shooting activity.
- 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, ethical and sportsmanship behavior.
- To expose participants to the broad array of vocational and life-long skill activities related to shooting sports.
- 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 methods and progressive development of necessary skills and abilities

### Additional Weld County Goals

- Offer all disciplines, offered at the State Level, at the discretion of the Weld County Shooting Sports Council and Weld County Extension Office.
- Maintain a 10:1 shooter to certified discipline instructor ratio with members on the line. If there is only one instructor at practice, 10 members will be on the line; if there are two there will be 20, etc. Weld County Shooting Sports is actively seeking more leaders to increase practice numbers; please see Leader Certification Policy and Shooting Sports Volunteers for more information.
- Offer .22 Rifle, .22 Pistol, Archery, Air Rifle, Air Pistol, Muzzleloader, Shotgun, Outdoor Skills, and Western Heritage Programs (when certified instructors are available).
- Partner with other groups to further the work of 4-H Shooting Sports
- Maintain 4-H Shooting Sports Scholarship Program

## **Program Delivery**

Weld County 4-H Shooting Sports provides county-wide shooting orientation and training. Countywide instruction is conducted by State Certified Leaders. Each discipline has state certified, county enrolled 4-H leaders to run practices and contests. All County practices and shoots will be listed in the county master calendar and the 4-H Newsletter. Each discipline will hold enough sessions, so members can easily fulfill practice requirements.

The number of required practices will be set by the 4-H Shooting Sports Council and will be posted in the Shooting Sports master calendar. To be eligible for a State Team, members must meet the following criteria: members must compete in and be in the top of their class at the County Shoot and be able to attend the State Shoot. In addition, Junior and Intermediate members must receive at least a white ribbon on their exhibit at Weld County Fair; senior members must receive at least a red ribbon. All qualifiers must have a Hunter's Safety Card.

## **Code of Conduct**

The Weld County 4-H Shooting Sports Council strives to ensure that all activities are conducted in a safe, appropriate and fun environment. To assist in obtaining that goal, parents, leaders and members participating in shooting sports events are expected to honor and abide by the Colorado 4-H Code of Conduct.

### **Colorado 4-H Code of Conduct**

*Note: A Signed Code of Conduct is located in 4HOnline, under profile information section.*

#### **4-H members, leaders, parents, and other adults participating in 4-H programs will:**

1. Adhere to program rules, curfews, dress codes, policies, and rules of the facility being used.
2. Conduct themselves in a courteous, respectful manner, use appropriate language, exhibit good sportsmanship, and act as positive role models.
3. Abstain from illegal behaviors, use of alcohol, marijuana, illegal or illicit drugs, and tobacco during 4-H events and activities.
4. Fully participate in scheduled activities.
5. Respect others property and privacy rights.
6. Respect the rights and authority of parents, leaders and Extension Agents.
7. Abstain from abuse (physical and/or verbal) and harassment.
8. Accept personal responsibility for behavior including any financial damage.
9. Be responsible for any financial damage caused by inappropriate behavior.
10. Adhere to principles and rules of safety.

Consequences for violating any part of this code of conduct may include, but are not limited to: removal from participation in the event in which the code of conduct has been violated (at the individual's expense); sanctions on participating in future 4-H events; forfeiture of financial support for the event; removal from offices held, etc.

Behavior outside of 4-H activities can affect "member in good standing" or "volunteer in good standing" status. It is the responsibility of all program participants to reinforce the code of conduct and intervene when necessary to enforce the rules.

**Safety rules must be observed at all times. Penalties may range from temporary removal from the line, removal from the practice entirely, removal for the remainder of the year, or expulsion from the program. Certified instructors have the authority to remove someone from the line at their discretion.**

**Parents are responsible for all youth they bring with them who are not participating in Shooting Sports (i.e. younger siblings). No pets are allowed on the ranges.**

### **4-H Shooting Sports Dress Code**

This dress code is to be followed by all Junior, Intermediate and Senior 4-H members, as well as adult leaders, advisors, and chaperones at all county and state 4-H Shooting Sports events. Deviations from the dress code will result in removal from the line until the dress code is adhered to. This dress code is not subject to personal interpretation. A 4-H leader may deem clothing inappropriate.

The following dress code has been developed to prevent participants from becoming offended or uncomfortable during any 4-H events or activities. If you choose to dress inappropriately, you will be asked to change. Planning ahead and packing appropriately will save yourself the inconvenience of changing your attire during the 4-H event or activity and ensure that you contribute to a pleasant 4-H atmosphere. Please be advised that the following dress code will be enforced for all individuals attending 4-H events and activities, including chaperones.

1. Clothing: All clothing shall be neat, clean, acceptable in repair and appearance, and shall be worn within the bounds of decency and good taste as appropriate for 4-H events and activities.
2. Articles of clothing that display profanity, products, or slogans which promote tobacco, alcohol, drugs, sex or are in any other way distracting, are prohibited.
3. Excessively baggy or tight clothing that advertises gang symbols or affiliation is prohibited.
4. Items of clothing that expose bare midriffs, bare chests, undergarments, or that are transparent (see-through) are prohibited. Tank tops with straps wider than one inch are permitted. Please be advised that spaghetti straps, shirts which expose a bare back, halter tops, and tube tops are prohibited.
5. Shorts must be mid-thigh length. No cut-off shorts or shorts-shorts allowed.
6. Swimming (For all water recreation): Swimsuits for men: swim trunks only (no shorts, cut-off pants or Speedos). Swimsuits for women: One-piece suits recommended; however, two-piece suits are allowed as long as they are modestly cut. No string, thong or crochet suits will be allowed. Swimsuits may only be worn while in the swimming pool area.
7. Hats need to be removed for meetings, workshops, meals, and other times when asked to remove them.
8. Shoes must be worn at all times and deemed appropriate. Closed-toe shoes or boots must be worn at all times at practices and competitions. No sandals or flip-flops are allowed on the shooting line.
9. Jewelry is limited to post earrings with no dangles. No necklaces or bracelets may be worn while practicing or competing. It is highly recommended that watches be removed while shooting archery.
10. Long hair must be secured back where it cannot interfere with the shooting equipment.

Note: The dress code will be relaxed slightly for female delegates opting to wear formal dresses. Dresses must still be within the bounds of decency appropriate for a 4-Hevent (covering cleavage, midriffs, no back exposed lower than the shoulder blades, and not made of non-opaque fabric). All chaperones are asked to make sure that their county delegation is meeting the dress code.

4-H Volunteers have the ability to enforce dress code at all Shooting Sports events.

### **4-H Shooting Sports Leader Certification Policy**

A County 4-H Shooting Sports Instructor is an individual who has completed a State 4-H sanctioned shooting sports training and certification workshop. County instructors are eligible to conduct county level 4-H shooting Sports programs in the discipline in which they have been trained. To become a 4-H Shooting Sports Leader the following requirements must be met:

1. Be at least 21 years old.
2. Be an authorized Weld County 4-H Leader
3. Be currently enrolled as a 4-H Leader
4. Successfully complete 4-H Shooting Sports Instructor Training session in the desired discipline(s).
5. Successfully recertify 4-H Shooting Sports Instructor Training session in the desired discipline(s) as required by the state.
6. Submit copy of completion certificate to County Extension Agent and Shooting Sports Council.

Assistant Instructors must:

1. Be at least 18 years of age
2. 4-H member in a shooting sports discipline for a minimum of one year
3. Successfully complete 4-H Shooting Sports Instructor Training session in the desired discipline(s).
4. Submit copy of completion certificate to County Extension Agent and Shooting Sports Council.

Assistant instructors can only instruct youth under the direct supervision of an instructor and only if the instructor is present during the instruction. Assistant instructors cannot run a firing line.

Teen Leaders must:

1. Be at least 14 years old
2. Have leader approval
3. Successfully complete 4-H Shooting Sports Instructor Training session in the desired discipline(s).
4. Submit copy of completion certificate to County Extension Agent and Shooting Sports Council.

Teen leaders only function under direct supervision of and request of a certified instructor who is present during the instruction. A teen leader is not to be in charge of a live fire range.

Requirements for reimbursement of Shooting Sports Certification for adults and youth:

1. Attendees are responsible for paying the upfront cost of the training and will be reimbursed, when funds are available through Shooting Sports Council, based on the following criteria:
  - a) Half of registration cost will be reimbursed when completion certificate has been submitted to Extension Office and Council after training.
  - b) The additional half will be reimbursed in November if attendee has met the below requirements:
    - i. Approval by key leaders and Shooting Sports Council
    - ii. Attend 2 Shooting Sports Council meetings since certification.
    - iii. Assist with 50% of county shoots, safety days and invitationals.
    - iv. Assist Key Leaders at practices.

## 4-H Shooting Sports Volunteers

The volunteer position provides assistance to shooting sports certified leaders. This allows the certified leader time to provide quality educational experiences and to ensure that a safe learning environment is maintained. In addition, the non-certified volunteers may organize fundraisers, take roll, and maintain order off of the shooting line or other assigned duties. An individual must be 19 years of age or older to become an adult 4-H volunteer. Chaperones must be 21 years of age or older.

To become a Weld County 4-H Shooting Sports Volunteer Leader:

1. Complete the 4-H leader application and enrollment form.
2. Receive 3 positive references.
3. Pass the background check.
4. Complete Leader Orientation training.
5. In some instances, interview with the 4-H Agent.

Parents may assist with scoring, and check-in without being an approved leader.

### County Practice and Contest Policies

1. First year members and first-time new discipline members must participate in one of the 2 scheduled Safety Days.
2. A Hunter's Education Card is required to participate at the County Shoot.
3. .22 Pistol Requirements: Members 4-H age 11 – 18 can participate in .22 Pistol. Youth 4-H age 11 – 13 **must** have a **minimum 1-year** experience in 4-H Air Pistol to be eligible.
  - a) .22 Pistol no extended magazines will be allowed.
  - b) Air Pistol Air Venturi-V10 or Stoeger XP-4 will not be allowed for safety reasons.
4. .22 Rifle: We do not recommend using the Cricket or Rascal rifles. Contact the key leaders for other recommendations.
5. All participants must attend and participate in a minimum of three Weld County Shooting Sports sponsored events per discipline in order to participate in that discipline in the Weld County 4-H Shooting Sports Contest.
  - a) Practice cards will be used to track practices. Participants are responsible for making sure their practice cards are stamped by a Shooting Sports Certified Leader at each practice.
  - b) Due to timing and range rules participants may not be able to shoot more than one qualified practice.
  - c) Discipline definition for Rifle: Air Rifle and .22 Rifle are categorized together as "Rifle" on the practice cards. A member only needs 3 stamps between Air Rifle and .22 Rifle to be complete.
  - d) Approved 4-H practices run by 4-H certified instructors will be recognized, with official proof of attendance.
  - e) Weld County Invitational, Adams County Shotgun Invitational, and 4-H Nationals count towards minimum of three practices.
  - f) Shotgun members: Must have three (3) stamps for Trap and can have a combination of three (3) stamps for Skeet and Sporting Clays (i.e. 1 stamp Skeet, 2 stamps Sporting Clays or 2 stamps Skeet, 1 stamp Sporting Clays. Getting 3 stamps in Sporting Clays only *does not* qualify you to shoot Skeet and vice versa.)
  - g) Air Pistol and .22 Pistol members: If participating in both Air Pistol and .22 Pistol, members require at least one (1) Air Pistol practice and three (3) .22 Pistol practices. If participating only in Air Pistol, members still need to attend three (3) Air Pistol practices
6. Archery members: You may only register for one (1) Archery class at the Weld County Invitational and County Shoot.

7. Official practice sites will be posted in the Shooting Sports master calendar annually.
8. The official proof of attendance must be submitted to the 4-H Extension Agent prior to the County Shoot meeting.
9. Participants must complete the county shooting sports project according to the county rules in order to be eligible to compete in any discipline in the following year's county shooting contest.

## **State Shoot Qualifier**

The County Shoot is the only method for members to qualify for the State Shoot. There are no exceptions for an early county shoot.

## **Grievance Policy**

The following steps will be followed to resolve grievances.

At Shooting Sports related activities:

1. The complaint is stated to a Shooting Sports Leader. The complainant and leader try to resolve the issue
2. The complainant and leader go to the Key Leader to try to resolve the issue.
3. If the complainant is not satisfied they may submit a written complaint to the 4-H Shooting Sports Council. The Council and the 4-H Extension Agent review the complaint, determine appropriate action and a letter is sent to the complainant stating the action and offer to meet with them.
4. Shooting Sports Council and the 4-H Extension Agent meet with the complainant and others involved to discuss the issue.
5. The Council and the 4-H Extension Agent make a final determination which is then communicated to the complainant.

In relation to rules or guidelines:

1. Notify Extension Agent and Council President of issue at hand.
2. Meeting will be set-up with Key Leader Committee and 4-H Extension Agent for youth to explain their situation/case for committee to evaluate.
3. Committee will discuss situation, after youth has left, then contact youth with final decision.

## **Risk Management Procedures**

1. All Weld County 4-H volunteer leader procedures and policies must be followed.
2. All instruction must be done under the supervision of a Colorado 4-H Certified Shooting Sports Leader.
3. Waiver of Liability/Parental Permission form: All 4-H members enrolled in the Shooting Sports projects are to have parent or guardian read and sign the Shooting sports waiver before beginning orientations or practices. Forms will be completed online with 4H online enrollment. Individual ranges may require a separate signed waiver to participate in practices or competitions.
4. Accident Insurance: The Weld County Extension Office purchases basic accident insurance for each registered 4-H member and leader.
5. Emergency Plan: An emergency plan of action is required to be submitted by Key Leaders prior to Safety Days each year and followed for each training site and/or activity. This plan should consider:
  - a) Potential risks analyzed and procedures planned
  - b) Minor incidents/first aid-who treats or determines procedure

- c) Location and maintenance of first aid kit
  - d) Access to emergency medical treatment telephone on-site
    - i. Phone numbers to call transportation
    - ii. Location/directions to nearest facility; written directions to give to emergency personnel
  - e) Natural catastrophe procedure – fire, tornado, lightning, etc.
6. Range inspection completed (inspection sheet attached)
  7. Injury Report: An Injury Report should be completed if there is an injury.

## CSU Extension 4-H Youth Development Accident Report

Instructions: Please promptly fill out this report as completely and accurately as possible. Copy and file as needed.

Type of incident: Accident \_\_\_\_\_ Medical: \_\_\_\_\_ Other: \_\_\_\_\_

Date and time of incident: \_\_\_\_\_ Age of youth: \_\_\_\_\_

Legal name of youth participant: \_\_\_\_\_ Gender: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone – Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

Parent name(s): \_\_\_\_\_

Please describe in as much detail as possible:

1. Who was involved: \_\_\_\_\_

2. What happened: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Where incident happened: \_\_\_\_\_

\_\_\_\_\_

4. How you/others responded: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. To whom was incident reported: \_\_\_\_\_



6. Other information/comments/description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of reporting person: \_\_\_\_\_ Position: \_\_\_\_\_

Signature of reporting person: \_\_\_\_\_ Date: \_\_\_\_\_