

Indiana 4-H Shooting Sports 2022-2023 Program Update

Standards for County 4-H Shooting Sports Programs in Indiana

1. Purpose of 4-H Shooting Sports

- a. Teach young people how to safely and responsibly handle firearms and archery equipment.
- b. Teach safety, ethics, concentration, self-discipline, self-confidence, goal-setting, decision-making, and courtesy.
- c. Personal growth and positive youth development.
- d. Introduce youth to a lifetime sport and hobby.
- e. Note: Competition and competitive events are NOT the primary purpose of 4-H Shooting Sports.

2. 4-H Youth Participants

- a. 4-H Shooting Sports is open to all students in grades 3-12 in accordance with Purdue University's non-discrimination policy.
- b. Students younger than grade 3 are not eligible for any aspect of 4-H Shooting Sports programs, as these are not age appropriate activities.
- c. Instructors are encouraged to identify strategies to accommodate youth members and adult volunteers with disabilities.
- d. In consultation with the 4-H Extension Educator, a 4-H Shooting Sports Instructor has the right to refuse an individual from participating in the shooting sports activity in the interest of safety for the participant and/or others in the program.
- e. County 4-H Shooting Sports programs may choose to limit the disciplines they offer due to availability of local resources.

3. Certified Shooting Sports Instructors

- a. Individuals who wish to volunteer with the 4-H Shooting Sports program will first complete the 4-H Volunteer Application and Screening process under the direction of the 4-H Youth Development Extension Educator.
- b. Annual re-enrollment for each volunteer is required. Re-enrollment opens via 4-H Online on October 1 and should be completed as soon as possible. No activities planned for youth may be offered by an adult who is not an approved volunteer. No decisions related to 4-H youth activities may be made by an adult who is not an approved volunteer. Individuals who have 4-H property in their possession and/or access to 4-H financial accounts need to maintain a continuous volunteer status to avoid personal liability concerns.
- c. Annual re-enrollment includes a 3-part training:
 - i. Orientation to 4-H
 - ii. Program Staff Training for Youth Protection Policies
 - iii. Cultural Awareness

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- d. Following approval as a 4-H Volunteer, the individual may register to attend a 4-H Shooting Sports Instructor Workshop in order to be certified as a volunteer with the 4-H Shooting Sports program.
- e. Shooting range time with 4-H members for each discipline must be under the on-site supervision of an Indiana 4-H Certified Shooting Sports Instructor (who is certified to teach in that specific discipline).
- f. Associate Shooting Sports instructors who have been approved as a 4-H Volunteer may assist a 4-H Certified Shooting Sports instructor on a shooting range. Associate Shooting Sports Instructors and other 4-H Adult Volunteers must be under the direct supervision of an Indiana 4-H Certified Shooting Sports Instructor while engaged in any activity which involves the use of firearms and/or archery equipment. No additional certification is required for this position, beyond the successful completion of the official 4-H Volunteer application and screening process.
- g. At least two (2) approved 4-H Volunteers are to be present at all 4-H Shooting Sports events before the first 4-H member arrives and until after the last 4-H member leaves.
- h. The youth-adult ratio depends upon the age of the participants, type of activities, and number of participants. 8-12 youth for 1 adult is a typical range.

4. Minimum Age of Certified Shooting Sports Instructors

- a. Individuals may begin the process to become a 4-H Volunteer and Certified Shooting Sports Instructor once they have completed their 4-H eligibility.
- b. Each individual has different skills, abilities, and maturity level. Some 18 year old adults may be ready to serve as a volunteer immediately; some may not. The 4-H Youth Development Extension Educator, in consultation with the 4-H Shooting Sports Coordinator, will determine the suitability of an individual for a volunteer role with the 4-H Shooting Sports program.
- c. It is recommended for a new volunteer (regardless of age) to start as an Associate Instructor prior to assuming a more significant volunteer leadership role.

5. Recertification of 4-H Shooting Sports Instructors & Coordinators

- a. Each County 4-H Shooting Sports Coordinator will be recertified every 5 years by participating in a webinar led by the State 4-H Office.
- b. 4-H Shooting Sports Instructors who have discontinued their volunteer service for one year or more and who wish to return as a volunteer must complete the 4-H Volunteer Application and Screening process before returning to the program as a Certified Instructor.
- c. 4-H Shooting Sports opportunities and guidelines have changed significantly over the years. 4-H Shooting Sports Certified Discipline Instructors are encouraged to be recertified periodically through a certification workshop so that they can receive updates on the policies and procedures of the Indiana 4-H Shooting Sports program. Individual county guidelines may require recertification.

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6. Role of 4-H Shooting Sports Volunteers

- a. 4-H Shooting Sports Instructors are certified to provide shooting instruction to youth in grades 3-12 who are enrolled in the Indiana 4-H Youth Development Program.
- b. 4-H Shooting Sports Instructors provide education on the safe and responsible handling of firearms and archery equipment for 4-H members.
- c. Individuals may choose to support programs such as Hunter's Education or organizations such as the Friends of the NRA. If they do, they would be doing so as individuals beyond, and separate from, their volunteer duties within the 4-H Shooting Sports program.
- d. A public shoot or exhibition for youth in grades 3-12 who are NOT enrolled in the Indiana 4-H Youth Development Program is allowable as an officially recognized 4-H/Purdue University activity, as long as **ALL** of the following conditions are met:
 1. An approved range plan must be on file with Purdue University, including a description of how the public will be kept at a safe distance. The 4-H Youth Development Extension Educator should submit this plan to the State 4-H Shooting Sports Coordinator for review.
 2. At least two (2) adult 4-H Shooting Sports Instructors certified in the discipline being offered must be present before the first youth arrives and after the last youth leaves.
 3. Only youth in grades 3-12 may participate. Opportunities for youth younger than grade 3 and for adults are not permissible.
 4. A parent/guardian for each non-4-H Youth participant must have signed a standard Purdue 4-H Youth Development Liability Release Statement before the youth may participate (see p. 13 of Coordinator's Handbook).
 5. All standard 4-H Shooting Sports safety procedures and basic range safety rules must be followed.
 6. A Special Activities Policy must be purchased from American Income Life Insurance to cover those youth who are not enrolled as 4-H members.
- e. NOTE: Purdue University extends liability coverage to certified volunteers working in their capacity as 4-H volunteers and to 4-H members (grades 3-12).

7. 4-H Shooting Sports Policy Prohibitions

- a. Arranging for or conducting hunting activities is NOT a part of Indiana 4-H Shooting Sports.
- b. Simulated combat sports are PROHIBITED in 4-H Shooting Sports, including, but not limited to: pointing any type of gun or firearm at any person or any humanoid-shaped target. This would include the use of paint ball guns, air-soft guns, laser guns, laser paint-ball, archery tag bows and arrows, or sighting devices. Note: these types of guns/firearms are permissible in 4-H Shooting Sports only if they are utilized in a controlled atmosphere where the static target is not a person or humanoid-shaped target.
- c. The following types of reactive targets are prohibited in 4-H Shooting Sports: those that make use of or are composed of (1) live ammunition, (2) explosives, chemicals or flammable substances, or (3) pressurized containers.
- d. Tree Climbing and Tree Stands - Tree climbing and activities involving tree stands must be taught by Outdoor Skills discipline instructors who have received training from the State 4-H Shooting Sports team.
- e. Factory manufactured ammunition - Cartridges and shells must be purchased from authorized manufacturers who apply industry standards in the manufacturing and loading process.

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- f. Teaching and using firearm reloads (cartridges and shells) is prohibited in 4-H Shooting Sports educational activities.
- g. Modifications made to firearms can be made only if they:
 - i. Enhance the youth's shooting experience;
 - ii. Are inspected by a qualified individual; and
 - iii. Are documented regarding what was altered, when, and by whom and included in the 4-H Shooting Sports county records.
Examples: shortening of the stock of a shotgun to provide an appropriate fit for a youth member; adding a recoil pad to a firearm.
- h. 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.



8. Fund Raising and Financial Accountability

- a. Funds must be raised according to state and federal guidelines and in line with the guidance for the use of the 4-H Name & Emblem
 - i. Conducting or being associated with a game of chance is NOT permitted (e.g., Raffles, Bingos, Drawings) according to Purdue Extension and Indiana 4-H Program policies. A game of chance is defined as risking money or other property for gain, contingent in whole or in part upon lot, chance, or the operation of a gambling device.
 - ii. 4-H Name & Emblem must be used correctly (as directed by the County 4-H Youth Extension Educator).
- b. Grants
 - i. May be sought with the guidance of the 4-H Youth Extension Educator.
 - ii. Proof of the 4-H Shooting Sports organization's tax exempt status may be obtained by the 4-H Youth Extension Educator from the State 4-H Office.
 - iii. *Friends of the NRA* is typically a good source of funds for local 4-H Shooting Sports groups.
- c. Reporting of financial accounts
 - i. The 4-H Club Treasurer's report should be shared at each meeting.
 - ii. An annual financial report is due to the Extension Office according to the established schedule (typically in January/February after the end of the fiscal year in December).
 - iii. Financial review/audit will be conducted every 4-5 years (or each time the financial officer changes).
- d. IRS Filing
 - i. An e-Postcard must be filed for each unique EIN with the IRS annually by May 15 in order to maintain federal tax exempt status.



- ii. Filing guidance is provided by the State 4-H Office through County 4-H Educator in February/March annually.

9. Safety Meeting

- a. Local 4-H Shooting Sports programs may choose to offer an annual safety meeting.
- b. Whether or not a safety meeting is required, it is imperative that safety concepts and reminders are repeated at ALL Shooting Sports meetings and activities when firearms and archery equipment are involved.
- c. If the local 4-H Shooting Sports program chooses to require a safety meeting, the following considerations must be met:
 - i. Local 4-H Shooting Sports programs may choose who is required to attend the safety meeting (e.g., all 1st year members; all 4-H Shooting Sports members, etc.) and how frequently each member completes the required safety meeting (e.g., each person successfully completes the safety meeting annually; once you've successfully completed safety training, you do not need to repeat, etc.).
 - ii. An agenda outlining the safety aspects of the meeting, and estimated time to be spent on each topic, must be approved by the 4-H Educator prior to the meeting. (NOTE: an educationally-appropriate length for a safety meeting is no longer than 60-90 minutes.) A sample safety meeting agenda is included in the 4-H Shooting Sports Coordinator Handbook.
 - iii. The meeting should be offered multiple times.
 - iv. The information for the meeting should be available in multiple formats (e.g., face-to-face, online, paper copies, etc.).
- d. The Indiana Department of Natural Resources (IDNR) Hunter Education (HE) course may be offered to 4-H Shooting Sports members, but participation in HE may not be required of the members. An individual who has successfully completed the HE course does not have to repeat it annually. The following options are available for the HE course.
 - i. Course offered by the IDNR (in person).
 - ii. Online Indiana HE course offered by the IDNR (<https://www.hunter-ed.com/indiana/>). This option is available only to students 12 years old and older.
- e. If a 4-H Shooting Sports member voluntarily completes the IDNR HE program, the local 4-H Shooting Sports program may accept proof of HE completion instead of asking the member to also attend and complete the required 4-H Shooting Sports safety meeting.

10. 4-H Shooting Sports Equipment

- a. An accurate, up-to-date inventory must be kept by both the County 4-H Youth Extension Educator and Certified 4-H Shooting Sports Coordinator. The inventory should include:
 - i. Equipment – specify make, model, and caliber/gauge, serial number (if available), purchase date, purchaser, account, check number and authorization, where purchased, location of equipment, and purchase price.
 - ii. Also provide an accounting of any equipment removed from inventory.

- iii. Ammunition – year end summary of ammunition in stock and needs for the next 4-H year (to be ordered) and copies of purchase receipts.
 - iv. Other – eye and ear protection; traps; and any other equipment of value.
 - v. Utilize the “Indiana 4-H Shooting Sports Inventory Worksheet” (revised August, 2021) to keep up-to-date lists of all equipment and supplies owned by the 4-H Shooting Sports program. This is due to the Extension Office by October 1 annually. Updates can be submitted throughout the year as inventory changes. The 4-H Shooting Sports Coordinators and Instructors work with the 4-H Extension Educator to complete this inventory. (See p. 23 of 4-H Shooting Sports Coordinator Handbook).
- b. Purchase
- i. Through the 4-H Shooting Sports Club, by an official representative of the 4-H Shooting Sports Club, with letter on official Purdue Extension letterhead. (See p. 33 of 4-H Shooting Sports Coordinator Handbook for more details.)
- c. Storage
- i. Options to consider – available space, convenience/accessibility, security
 - 1. Viable options may include: fairgrounds, ranges used for live fire, local law enforcement, extension offices, volunteer homes
 - ii. The following are the storage practices recommended by the National 4-H Shooting Sports Program Leaders Working Group:
 - Storage of Firearms & Muzzleloading Equipment
 - 1. All Firearms will be stored unloaded in a commercial firearm safe with an open bolt or open bore indicator when not in use.
 - 2. All gun safes should be secured in a locked storage area, following local statutory requirements, if applicable. If no local laws apply, suitable locations include local law enforcement department firearm storage, storage closet or room with limited access, etc.
 - 3. Keys and combinations should be available only to certified instructors, county coordinators, and state coordinators. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.
 - Storage of Air Guns
 - 1. Air guns will be stored in gun cases that can be locked and stored in a storage room accessible only to instructors, county coordinator and state coordinator.
 - 2. Keys to the storage area should only be available to instructors, county coordinator and state coordinator. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.
 - Storage of Archery Equipment
 - 1. Archery equipment will be stored in a locked closet or room accessible only to instructors, county coordinator or state coordinator.
 - 2. Doors should be double locked, and a key should only be available to instructors, county coordinator and state coordinator. Extension staff

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responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.

Ammunition

1. All ammunition, shotgun shells, rifle shells, pistol shells, powder, caps, BB's and pellets will be stored separate from the guns which use them. Access to the ammunition should have access limited to the instructors, county coordinator or state coordinator. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.
 2. Ammunition should be stored in a closet or room where there are at least two separate locks on the door.
- iii. If an approved 4-H Shooting Sports Volunteer keeps equipment at their home, an up-to-date letter needs to be on file. A template letter has been developed to inform Purdue Extension and Indiana 4-H of equipment, supplies, etc. belonging to the 4-H Shooting Sports program that is housed in a 4-H Volunteer's home (see p. 29, 4-H Shooting Sports Coordinator Handbook). The letter details the specifics of the items that are in the volunteer's possession and verification that the volunteer's insurance company knows these items are kept on the volunteer's property. This letter should be updated at least annually, and any time there is a change in the list of items stored on the volunteer's property.
 - iv. Regardless of storage location chosen, firearms should be kept unloaded in a locked safe in a secure location. Firearms should be stored separately from ammunition.
 - v. Access to the 4-H Shooting Sports equipment is limited to the 4-H Shooting Sports Coordinator, certified instructors for the 4-H Shooting Sports discipline, and the 4-H Extension Educator. These individuals may be provided with a key and/or combination to the locked equipment by virtue of their volunteer/staff status.
 - vi. The 4-H Extension Educator needs to know where the equipment is being stored. The 4-H Extension Educator is not expected to handle equipment on behalf of the volunteers.
- d. Transportation
- i. All applicable local, state and federal laws are to be followed when transporting firearms, ammunition and other 4-H Shooting Sports program equipment and supplies. Only licensed individuals age 18 or older are permitted to drive vehicles transporting 4-H Shooting Sports equipment.
 - ii. When transporting firearms, air guns, ammunition and muzzleloading guns, the transporter should have the guns in locked hard cases with gun locks on each gun (either a trigger style gun lock or a cable style gun lock).
 - iii. Equipment should be transported in such a way that the equipment cannot be seen from outside the vehicle. Some examples of concealment include transporting in the vehicle's trunk, in a locked trailer, beneath a pick-up truck bed topper, etc. The vehicle should not be left unattended when equipment is being transported.

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- e. Insurance
 - i. Purchased locally.
 - ii. Purdue University does not provide coverage for damage to and replacement of county-owned equipment. Insurance coverage of 4-H Shooting Sports equipment is the responsibility of the 4-H Shooting Sports program or the county 4-H Council.
 - iii. Owner of property on which equipment is stored needs to be aware of the equipment and ensure that the owner's insurance coverage is adequate.
 - iv. Potentially a rider on an existing property insurance coverage policy, owned by a 4-H Council or 4-H Fair Board, can be purchased.
 - v. An insurance audit is recommended every 2-3 years.
- f. Lending/borrowing equipment
 - i. Is permissible only with other Indiana 4-H entities/clubs. Equipment should only be used under supervision of approved 4-H Volunteer/Instructors.
 - ii. Be sure that both groups have insurance coverage for equipment.
 - iii. Maintain inventory location.
 - iv. Develop a written agreement to identify how to replace lost/damaged equipment.

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Audience: County 4-H Shooting Sports Instructors and County 4-H Extension Educators

Reference: National 4-H Shooting Sports Minimum Standards Best Practices – January, 2019; revision January 18, 2023

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