

# ALASKA 4-H SHOOTING SPORTS

## STATE PLAN / GUIDELINES FOR 4-H STAFF AND VOLUNTEERS

AK4H-DEB-0001



Promoting Positive Youth Development through the Safe and Responsible Use of Firearms and Archery Equipment using Comprehensive Education, Life-Long Recreation, and Healthy Competition



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## Dear Alaska 4-H Shooting Sports Members, Parents, Leaders and Stakeholders,

Welcome to the Alaska 4-H Shooting Sports Program. Each of you will play an integral role in creating a pathway for positive youth development in the Alaska 4-H Shooting Sports program. Together you will help create a high quality program that provides opportunities for youth to find a spark, encouraging youth engagement, and ultimately putting Alaska youth on a thriving trajectory to young adulthood. The project area (Home Economics, Animal Science, Shooting Sports, etc.) is simply a vehicle to provide these high quality programs which support engagement and positive youth development

We all have a role in the process of positive youth development – creating a program that promotes a sense of belonging for all participants, developing positive relationships with caring adults, providing opportunities for success and mastery that challenge youth learning, and civic engagement through community service are but a few of these important elements that you provide, making this a high quality youth development program.

As you embark on this important journey, please keep in mind that the value you bring to the organization is so much more than competition. Although competition is part of what we do, and an important opportunity for you to demonstrate mastery, our role is much greater. Educating youth in the safe and responsible use of firearms, creating a love for healthy outdoor recreation, teaching the values and ethics of the sporting tradition, all based on a platform of positive youth development creates a comprehensive program that is truly beneficial to our youth.

Going forward, please always keep in mind that the creation of blue ribbon marksman is not the primary goal of this program – but rather creating blue ribbon kids in the State of Alaska.

I'm pleased to work with all of you in the upcoming year to help create and manage a high quality youth development program that serves 4-H youth in Alaska.

Respectfully,

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<https://www.uaf.edu/ces/4-h/get-involved/current-member/shooting-sports/index.php>



## National 4-H Shooting Sports Code of Ethics

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 and ethical 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.
- ☐ I will abide by all Local, State and Federal laws pertaining to firearms, possession, transportation and handling.
- ☐ I will abide by University of Alaska and Alaska 4-H policies, Shooting Sports State Plan, and Volunteer Agreement



# ALASKA 4-H SHOOTING SPORTS PROGRAM MINIMUM STANDARDS

## Minimum Standards

*The following minimum standards are not negotiable. Should an injury occur in a state due to the disregard of any of these minimum standards, the potential negative legal/liability ramifications for a land-grant university system could be significant.*

**The National 4-H Shooting Sports Curriculum** is the established adult teaching curriculum for training adults to teach youth the shooting sports within the 4-H program.

All instructors accept and abide by the **National 4-H Shooting Sports Code of Ethics**.

State, District, County, and Club-level 4-H Shooting Sports Programs will have **written risk management plans** which includes items such as emergency response and preparedness, insurance, safe storage of firearms and ammunition, etc.

All certified 4-H Shooting Sports Instructors are a **minimum of 21 years of age and have completed a state-level 4-H shooting sports workshop in the specific discipline they will be teaching**.

State level 4-H Shooting Sports Instructor certification workshops provide a **minimum of twelve (12) hours of instruction**; which includes a minimum of nine (9) hours instruction in each specific discipline and a minimum of three (3) hours instruction in teaching youth development, life skills, and risk management. It is *preferable and recommended* that state-level certification workshops provide fifteen (15) hours of instruction composed of twelve (12) hours of discipline instruction and three (3) hours of teaching positive youth development, life skills and risk management.

**To maintain certification** as a 4-H shooting sports **Level I** or **Level II** instructor, one must:

- teach or assist in instruction within the discipline certified at least once every two (2) years (If lapse in duties over two years occurs, then 4-H SS discipline training is required to regain certification), and
- assure instruction is to be guided by 4-H SS discipline manual, and
- participate in periodic State or National level updates, and
- meet all requirements as written in respective job descriptions.

**Level I Instructors** - Must schedule an annual check-in with AK State Coordinator(s) to occur before club operation for 4-H Year.

**Level II Instructors** – Must be re-certified after a major revision of the curriculum, or if there is a lapse in duty to teach a Level 1 Instructor training over 3 years, or at the determination of the State Coordinator(s). Re-certification could include:

- Attend a Level II training
- Attend an update training hosted by a Level III Instructor or a Level II Instructor certified using the revised curriculum (if approved by State Coordinator)

**Level III Instructors** – Must be re-appointed by the National 4-H Shooting Sports Committee.





## ALASKA 4-H SHOOTING SPORTS PROGRAM MINIMUM STANDARDS (Cont.)

**Only factory ammunition is used** at 4-H shooting sports competitive events.

Regarding simulated **combat sports** including but not limited to, paintball guns, air-soft, laser guns, archery tag. Pointing any type of gun including paintball guns, air-soft guns, laser guns, laser paintball, archery tag bows & arrows, or sighting devices at any person or any humanoid-shaped target is inappropriate in any 4-H program activity.

**Reactive Targets** - Targets which make use of, or are composed of: (1) live ammunition, (2) explosives, chemicals or flammable substances, or (3) pressurized containers, are never to be used at any 4-H event or activity.

**Clover-bud age youth** are not allowed to participate in any shooting sports activity that includes the handling or live- fire of any air-guns, firearms, or archery equipment.

All 4-H Shooting Sports functions (events, meetings, club practices, etc.) which include the handling or use of firearms or archery equipment **requires the physical presence and constant supervision of a least one adult 4-H Shooting Sports instructor who is currently certified in that respective discipline(s)**. Club meetings and activities will not start without all volunteer leader and shooting sports instructor paperwork and training completed and approved.

Safety Glasses and Ear Protection appropriate Footwear is required at any shooting sports event. Safety Glasses are not required for Archery. Ear Protection is not required for Air Rifle/Pistol or Archery events. Any participant while on the shooting line or shooting in any outdoor shooting event is required to wear shoes that completely cover their feet. Examples of footwear that is not acceptable includes, but is not limited to: sandals, clogs with no strap, Crocs, flip-flops, and bare feet.

## ALASKA 4-H SHOOTING SPORTS PROGRAM BEST PRACTICES

### Best Practices

The use of magnetic pads or other forms of muzzle rests should be discouraged in the Alaska 4-H Shooting Sports Program due to the opposition to muzzle control practices. Pump and auto load shotguns should be carried unloaded, with actions open, with safeties on, and the muzzles up or down range as appropriate. Over and under shotguns are carried unloaded, with actions open, safeties on, and cradled over the forearm and oriented down range. Youth should only load a single round or two rounds as appropriate immediately following the previous shooter.

Carrying of concealed firearms while in the classroom or on the range is discouraged due the difficulties in muzzle control practices and ammunition control practices (introduction of live ammunition into the classroom where firearms may be present).



# ALASKA 4-H SHOOTING SPORTS STATE PLAN, PROGRAM POLICIES AND OBJECTIVES

These policy statements are a product of National Shooting Sports Committee minimum standards and best practices, input from the State Shooting Sports Development Committee, Training Team, 4-H administrators, examination of policy guidelines from other states, and the consideration of needs and questions related to the 4-H Shooting Sports Program in Alaska.

## Mission

4-H provides young people with intentional, high quality learning experiences that promote positive interactions with adults and peers, sustained and active participation across time, and opportunities to make meaningful contributions to the world around them using the subject matter and resources of the land-grant university.

## Situation Statement

The Alaska 4-H Shooting Sports Program is a part of the University of Alaska 4-H Youth Development Program. It utilizes firearms and archery equipment as tools to prepare youth for successful transition into adulthood marked by academic and vocational success, health and well-being, civic engagement, and economic stability. The program originated with the National 4-H Shooting Sports Program, and currently includes disciplines of archery, hunting skills, muzzle loading, pistol, rifle, shotgun and western heritage. Alaska 4-H programs must utilize leaders trained through the State 4-H Shooting Sports Training Team. In addition, 4-H programs must follow all requirements as covered in this plan in order to have a program recognized by the State 4-H Shooting Sports Program, the State 4-H Program Leader, and University of Alaska Extension Director

## Program Goal

4-H Shooting Sports provides the high quality program necessary for Positive Youth Development by engaging youth in the safe, responsible use of firearms and archery equipment through comprehensive education, life-long recreation, and healthy competition.



## Program Objectives

To enable youth to:

1. Find their spark
2. Engage in an effective 4-H program setting
3. Develop positive relationships with adults, youth, and peers
4. Explore a vast array of 4-H educational, recreational, and competitive activities
5. Thrive in multiple settings
6. Enhance developmental and long term outcomes
7. Practice safe and responsible use of firearms and archery equipment, enhancing existing shooting and hunter education programs
8. Explore the three national 4-H Mission Mandates - STEM, Healthy Living, Civic Engagement
9. Model safety, sportsmanship, and ethical behavior
10. Strengthen knowledge and life skills

## Administration

The 4-H Youth Development Specialist for Alaska 4-H Shooting Sports and 4-H Program Leader will administer the program with input from the 4-H Shooting Sports Development Committee.

The 4-H Shooting Sports Development Committee will **assist** in the following:

1. Recommending policy.
2. Development of a state approved program outline for counties to follow.
3. Conducting educational activities to train volunteers and staff as Certified 4-H Shooting Sports Leaders.
4. Providing curriculum for all district programs from the National 4-H Shooting Sports Committee.
5. Development of informational materials to be used in publicizing the program.
6. Providing orientation and guidance to district staff on the Alaska 4-H Shooting Sports Program and its policies.
7. Initiate resource development in support of the program.

## Operating Policies

1. All persons wishing to be Alaska Certified 4-H Shooting Sports Leaders will participate in a 4-H Certified 4-H Shooting Sports Leaders workshop and will be trained to teach specific disciplines by the State 4-H Shooting Sports Training Team before providing sole leadership for a 4-H shooting sports club. Only leaders who successfully complete this state training, are enrolled as a district 4-H volunteer, and have filed a Shooting Sports Leader Information Form AK4H-DEB-0003 with the district 4-H staff will be considered Certified 4-H Shooting Sports Leaders.
2. Leaders will participate in continuing education when new materials or new instructional methods are developed in order to maintain state level Certified 4-H Shooting Sports Leaders qualification.





- 3) Leaders may achieve multiple discipline qualifications. A participant must attend, full time, the training sessions required to complete training. The instructor in each class reserves the right to not pass a person if he/she feels the candidate is not ready to serve as a Certified 4-H Shooting Sports Leader.
- 4) Assistant leaders and adults, over the age of 21, who have not completed a 4-H Certified 4-H Shooting Sports Leader workshop, cannot provide live fire, hands-on or safety instruction where firearms or archery equipment is utilized without a trained Certified 4-H Shooting Sports Leader present. Youth assistants must be in the presence of and under the immediate supervision of a trained Certified 4-H Shooting Sports Leader. In all cases, it is the responsibility of the Certified 4-H Shooting Sports Leader to make sure their assistants are qualified to work with youth in shooting sports.
- 5) If the Certified 4-H Shooting Sports Leader is not available for a club meeting involving a live-fire activity or hands-on instruction where firearms or archery equipment is utilized, instruction cannot be provided. The meeting or activity should be canceled or a program offered that does not involve live-fire or handling of firearms.
- 6) Liability insurance is provided to every enrolled Certified 4-H Shooting Sports Leader who is operating within Alaska 4-H Program Guidelines. The 4-H Shooting Sports Program will be taught as a group project activity, or in sessions such as camp, special interest clubs, etc. The 4-H Shooting Sports Program is not open for independent members without discipline specific Certified 4-H Shooting Sports Leader Training for the parent.
- 7) The program is open to all regular 4-H members who meet the age requirements of the Alaska 4-H Program (9 to 19 years of age) and enrolled in the district 4-H program in a 4-H Shooting Sports club.
- 8) Eligibility for a youth to use a firearm in the Alaska 4-H Shooting Sports Program is subject to the approval of the Certified 4-H Shooting Sports Leader. The approval is based on the member's physical ability to control the equipment safely; ability to follow instructions; and consistently follow all firearms safety rules. For the purposes of Alaska 4-H Shooting Sports, all shooting sports equipment is treated as a firearm, including archery equipment and air/pellet guns.
- 9) Ear and eye protection will be used by all participants, leaders, and observers whenever there is live fire at a pistol, rifle, muzzle loading, shotgun, or western action shooting range.
- 10) Eye protection may be required for archery participants, leaders and observers whenever there is air, rim fire, muzzle loaded, shotgun, or center fire near an archery range.
- 11) A Certified 4-H Shooting Sports Leader has the right to refuse any participant from taking part in a shooting sports activity in the interest of safety for the participant, others in the club, or the public.
- 12) All 4-H Shooting Sports activities will be organized and conducted with at least one trained Certified 4-H Shooting Sports Leader from the state or district.
- 13) Variance from the Alaska 4-H Shooting Sports procedures will negate the state's tort liability for Certified 4-H Shooting Sports Leader.
- 14) Accident insurance shall be in place for all 4-H members and leaders before youth can handle firearms.
- 15) 4-H member enrollment forms are to be on file with the Certified 4-H Shooting Sports Leader and district office for every 4-H shooting sports participant.



## Leader Training Requirements

The Alaska 4-H program requires the use of Certified 4-H Shooting Sports Leader to conduct classes in the various disciplines: archery, hunting skills, muzzle loading, pistol, rifle, shotgun and western heritage. No youth may be trained until the adult leader meets the following requirements:

1. Have on file at the district Extension Office a completed University of Alaska Extension Service 4-H Volunteer Services Application and Official 4-H Enrollment Form as prescribed by the Alaska Extension Service.
2. Have no felony convictions.
3. Have no convictions of hunting, fishing, or gun related violations in the past five years.
4. Must be 21 years of age or older at the time they complete an approved Certified 4-H Shooting Sports Leader workshop, and obtain the signature of the district 4-H staff on the workshop enrollment form.
5. must be legally able and willing to possess and use a firearm
6. Attend 12 hour mandatory leader training sessions administered by the Alaska 4-H Shooting Sports Training Team. 4-H Shooting Sports workshops offered from other states will be accepted on a case-by-case basis. Written documentation of participation in another state's workshop must be submitted to the Alaska 4-H Shooting Sports Coordinator.
7. Complete and submit to the district 4-H staff the Alaska Certified 4-H Shooting Sports Leader Information Form AK4H-DEB-0003. This sheet will be kept on file by the district 4-H staff.

## Training and Renewals

1. In order to continue with a club or program, Certified 4-H Shooting Sports Leader must re-enroll in the district 4-H program every year and run an active club. The leader must complete a 4-H Shooting Sports Club Risk Management Plan AK4H-DEB-0004 and an Alaska 4-H Club Shooting Sports Activity Planning and Reporting Form AK4H-DEB-0006. These forms are to be submitted to the district 4-H staff at the discretion of the 4-H staff. The 4-H year runs from October 1 of the current year to September 30 of the next year.
2. After two years of inactivity, a Certified 4-H Shooting Sports Leader must repeat the 12-hour Certified 4-H Shooting Sports Leader training.
3. Renewal or updates will be required of all leaders when new teaching materials become available, or when the State 4-H Shooting Sports Training Team initiates a program change. Failure to complete required continuing education in the specified timeframe will result in loss of qualification as a Certified 4-H Shooting Sports Leader.
4. A Certified 4-H Shooting Sports Leader may obtain renewal through a qualifying state training from another state, evaluated on a state-by-state basis by the Shooting Sports Coordinator.
5. Certified 4-H Shooting Sports Leaders are encouraged to upgrade their skills via training with NRA, DNR, etc.
6. Certified 4-H Shooting Sports Leaders are encouraged to complete the Alaska Department of Fish and Wildlife Hunter Education Program.



## General Duties & Responsibilities

### Certified 4-H Shooting Sports Leader

1. Provide instruction on proper shooting safety and techniques. Other available science, technology, engineering, math, civic engagement, and healthy curricula should be incorporated into the classes as appropriate.
2. Encourage an adult to participate in the entire club program with each participating youth.
3. Provide a positive shooting experience and help develop life skills.
4. Promote shooting safety and safe practices with youth and adults.
5. Be familiar with 4-H objectives and philosophy.
6. Keep updated and qualified by teaching classes and attending Certified 4-H Shooting Sports Leader renewal or up-date sessions as they become available.
7. Secure safe facilities and equipment for youth participation.
8. Ensure that all participants, leaders and by-standers will wear ear and eye protection whenever there is live fire as specified in the policy section of this document.
9. Recruit additional Certified 4-H Shooting Sports Leaders as needed.
10. Help plan the yearly program.
11. Maintain enrollment forms and report all shooting sports data to district Extension Offices as specified in the reporting section of this document.
12. Maintain communication with district 4-H staff.
13. Attend competitions with interested members, or coordinate with another Certified 4-H Shooting Sports Leaders who is in charge of or is attending a competition.
14. Encourage adult participants to enroll in a club as assistant leaders.
15. A Certified 4-H Shooting Sports Leader who is operating in an unsafe manner or is not in compliance with the 4-H program guidelines and/ Certified 4-H Shooting Sports Leader standards, is subject to dismissal from the 4-H Program.

## Prohibited Equipment and Practices

The Alaska 4-H Shooting Sports Program prohibits the use of silencers, suppressor, and tactical style firearms (i.e. firearms built on the AR or similar platforms). Use of centerfire cartridges is limited to reduced velocity “cowboy action” loads or by written permission from the Shooting Sports Program Coordinator assessing appropriate youth development practices and abilities of specific youth. Please contact the State 4-H Shooting Sports Coordinator if you have questions about 4-H appropriate firearms and equipment.

The Alaska 4-H Shooting Sports Program prohibits reloading, the use of reloads (factor reloads are permitted), or reloading as a “district only” project. The Alaska 4-H Shooting Sports Program prohibits simulated combat sports including but not limited to, paintball guns, air-soft, laser guns, and archery tag. Pointing any type of gun including paint ball guns, air-soft guns, laser guns, laser paint-ball, archery tag bows & arrows or sighting devices at any person or any humanoid shaped target is inappropriate in any 4-H program activity.



## Reporting

All reports and forms must be completed by the Certified 4-H Shooting Sports Leader or designee. All Shooting Sports activities, including camp activities, will be reported to district 4-H staff.

## Storage and transportation of Firearms and Ammunition Guidelines in 4-H Programs and 4-H Facilities

Positive role modeling is a very important part of the 4-H Shooting Sports Program. The program especially promotes models that represent both safety and responsibility in handling of firearms, ammunition, and archery equipment by youth and adults. It is essential that the safe storage of firearms, ammunition, and archery equipment be demonstrated at all times.

In addition, organizations or individuals that have donated or loaned firearms to the program are entitled to know that they are being stored in a safe and secure way.

To assure safety, live ammunition should never be stored with “practice” or “dummy” rounds and should never be in a classroom environment when firearms are present. Live ammunition and firearms should only be available together at the range, when monitored by a qualified range master.

## General Policy

All firearms shall be stored unloaded. They will be stored separately from ammunition in lockable metal gun cabinets or gun safes. Lockable metal gun cabinets (e.g. Stack-on), should be located within lockable closets and secured to the floor and/or wall within closets. Each firearm should be fitted with an individual safety-locking device such as a trigger or action lock. When contained and when applicable the actions will be open (e.g. over/under or side by side shotguns store more easily with the actions closed). All ammunition must be stored securely and separately from the firearms. All recurve or long bows will be stored unstrung with the exception of compound bows. All archery equipment should be stored in lockable closets, separate from the arrows.

## Responsible Actions for Use, Storage, Handling, Transportation, Disposal, Loss, Theft, or Missing Firearms

1. Trained Certified 4-H Shooting Sports Leaders or district Extension offices may store district firearms and ammunition.
2. 4-H Program firearms and archery equipment are used by Certified 4-H Shooting Sports Leaders solely for use in 4-H Shooting Sports. Under no circumstances can they be used for personal purposes, or loaned for members for use outside of the club setting.
3. 4-H Program firearms and archery equipment owned by a district 4-H program may be loaned to 4-H club programs. The 4-H faculty or Certified 4-H Shooting Sports Leader who has custody of firearms is responsible for maintaining a record of their current location (AK4H-DEB-0007).



4. An inventory of all equipment will be maintained that must include serial number, make and model, gauge/caliber, and or other identifying features. Date of acquisition, purchase price or estimated value and related information will be listed as appropriate.
5. All firearms, during club meetings or competitive events, are to be stored/racked with actions open. Use of clear bore indicators is encourage; except when on the firing line. Archery equipment will be stored/racked and may be strung during club and competitive events.
6. Firearms will never be stored or transported loaded or in the same container as ammunition. All firearms and archery equipment used for live fire will be inspected by the trained Certified 4-H Shooting Sports Leader to verify they are in safe working condition before use. When in question, the services of a certified gunsmith should be employed.
7. Every 4-H activity (practice, meeting, event, etc.) will begin with a shooting safety education component to assure that all firearms and archery equipment are handled safely.
8. District 4-H faculty should contact their local public safety offices with inquiries about specific state, district, county or city ordinances/laws.
9. A firearm that needs to be removed from use/circulation and inventory, due to an inability to repair it or fire it safely, must be disposed. Safe disposal requires that firearms be rendered inoperable. Firearms and archery equipment can be cut, with saw or torch, or shredded in such a manner that they cannot be reassembled. Questions about firearms disposal can be directed to Alyssa Martin, Alaska 4-H Shooting Sports Program Coordinator, 907-486-1503, [aamartin6@alaska.edu](mailto:aamartin6@alaska.edu), or local, county or state law enforcement agencies.
10. Lost, stolen, or missing firearms and archery equipment stored at a non University of Alaska owned or controlled property must be reported to the local, county or state law enforcement, with jurisdiction, within 48 hours of the discovery. Once reported, notify the 4-H staff member in the county/district and Alyssa Martin, Alaska 4-H Shooting Sports Program Coordinator, 907-486-1503, [aamartin6@alaska.edu](mailto:aamartin6@alaska.edu). Inventory records will be updated to show the case number assigned to the report (AK4H-DEB-0007).

## Alaska's Shooting Sports Disciplines

The Alaska 4-H Shooting Sports program includes state support for the instructional skill disciplines of archery, hunting skills, air pistol, small bore pistol, air rifle, small bore rifle, shotgun, muzzle loading and western heritage program.

Reloading does not have state support. Disciplines which do not currently have state support may not be offered as “district only” projects, camps, events, demonstrations, or fair classes.





## Requirements for Youth to Participate in 4-H Shooting Sports

3. All regular 4-H members 9 to 19 years of age (certain state restrictions apply) and enrolled in a district 4-H program are eligible to participate in a shooting sports club. This project is not available for independent without permission from district staff and discipline specific Certified 4-H Shooting Sports Leader Training for the parent.

Eligibility to use a firearm in the Alaska 4-H Shooting Sports Program is subject to the approval of the Certified 4-H Shooting Sports Leader. Approval is based on the member's ability to safely handle the equipment; ability to follow instructions; and consistently follow all firearms safety rules.

## Requirements for a 4-H Shooting Sports Club

Each 4-H shooting sports club needs at least one Certified 4-H Shooting Sports Leader who has completed the state's Certified 4-H Shooting Sports Leader Training in each of the disciplines the club offers. Certified 4-H Shooting Sports Leader be present whenever there are youth participating in live fire events, or handling firearms.

It is strongly encouraged that all youth be accompanied to the shooting sports club meetings by an adult. It is strongly encouraged that all adult leaders participate in the Certified 4-H Shooting Sports Leader Training.

To participate in Certified 4-H Shooting Sports Leader training each potential leader must:

1. Complete a volunteer application and 4-H enrollment form with their district Extension office.
2. Have no felony convictions.
3. Have no convictions of hunting, fishing, or gun related violations in the past five years.
4. Be 21 years of age or older and obtain the signature of the district 4-H staff on their workshop enrollment form.

To become a Certified 4-H Shooting Sports Leader the volunteer must:

1. Attend the full 12-hours of the Certified 4-H Shooting Sports Leader workshop.
2. Successfully complete the practicum to the satisfaction of the trainers.
3. Complete and submit an Alaska 4-H Shooting Sports Leader Information Form (AK4H-DEB-0003) to the district 4-H staff.



## Certified 4-H Shooting Sports Leader

The Certified 4-H Shooting Sports Leader registration form requires the approval of the district 4-H staff. This is intended to keep the faculty/staff aware of the persons applying to be Certified 4-H Shooting Sports Leader in their district. If the faculty believes that a volunteer is not qualified to provide leadership for a shooting sports club, they should recommend that the individual not be considered for the Certified 4-H Shooting Sports Leader training.

## Dates of Certified 4-H Shooting Sports Leader Training

It is the intent of the State Shooting Sports Training Team to offer at least one Certified 4-H Shooting Sports Leader training each year. Volunteers may also take trainings offered by the states, on a state-by-state basis. Information will be provided on other state's workshops as it becomes available. A volunteer who attends training in another state must send a copy of their training completion certificate and Alaska 4-H Shooting Sports Leader Information Form (AK4H-DEB-0003) to the district 4-H staff.

## Annual Forms and Record Keeping

There is a high level of record keeping required for a 4-H shooting sports club to address risk management issues. This record keeping is required of the Certified 4-H Shooting Sports Leader. It is intended to protect the Certified 4-H Shooting Sports Leader, the district 4-H staff, the Alaska 4-H Program, and University of Alaska Extension Service. Liability insurance is provided to every enrolled Certified 4-H Shooting Sports Leader who is operating within Alaska 4-H Program guidelines.

Annually, each club must complete and submit to the district 4-H staff:

1. A review of the Shooting Sports Club Risk Management and Emergency Response Plan (AK4H-DEB-0004).
2. A copy of the current year's Club Activity Planning and Reporting Form (AK4H-DEB-0006) with the planned sections completed.

In addition to these forms, the Certified 4-H Shooting Sports Leader is required to complete the Youth Participation Record (AK4H-DEB-0005) for each club meeting to document which youth were present at each meeting or event. District 4-H staff may choose to request a copy of this form from the Certified 4-H Shooting Sports Leader. Remember that leaders will lose their Certified 4-H Shooting Sports Leader status if they are inactive for 2 years or fail to complete required continuing education.



## Shooting Sports at Camp

Person(s) teaching any shooting sports activity involving live fire of firearms or archery equipment at camp need to be Certified 4-H Shooting Sports Leader approved.

1. Written operating procedures must be developed and strictly enforced for each target sport activity. These procedures shall address:
  - a. Eligibility requirements for participation,
  - b. Camper/staff supervision ratios,
  - c. Safety regulations,
  - d. Emergency procedures,
  - e. Measures in place to control access to the target sports activity area,
  - f. Policies stipulating that target sports equipment may be used only when a qualified activity leader is present and safety rules are followed.
  - g. Participant training that utilizes clear safety signals and/or range commands to control both the activity at the firing line and the retrieval of targets or arrows,
  - h. Equipment used in a target sports activity, including the transport of equipment to and from the firearms use area, shall be under the direct supervision of a responsible individual of at least 21 years of age,
  - i. Equipment and ammunition shall be stored in locked areas.
1. Your camp's activity acknowledgement statement should include all the activities you offer in your camp program and should be signed by the parent. This gives the parent the opportunity to inform you if the camper should not be allowed to participate in a given activity.

“By signing this camp application form I acknowledge that I am aware that my son/daughter may be participating in all activities offered at Camp 4-H Western Heritage, including but not limited to low element ropes course, archery, air gun, horseback riding and white water rafting.”
3. At minimum, the Certified 4-H Shooting Sports Leader or volunteer should use the Youth Participation Record (AK4H-DEB-0005) or a sign-in form for each teaching session with youth. After Camp, the district 4-H Staff must be able to verify which youth participated in shooting sports activities on specific days and times, if necessary.



## Shooting Sports at Fair

Volunteers/Staff utilized as judges and superintendents of our shooting sports contests at fair must be Certified 4-H Shooting Sports Leader. In addition, each Certified 4-H Shooting Sports Leader may only supervise a live fire event in the discipline(s) for which he/she is trained.

## Loss, Theft, or Missing Firearms or Archery Equipment

The loss or theft of firearms and archery equipment must be reported to the law enforcement agency with jurisdiction in where the loss or theft occurred. This must be done within 48 hours of learning of the loss or theft.

## Purchase of Firearms and Archery Equipment from holder of Federal Firearms License (FFL)

Qualified leaders purchasing firearms through a dealer with an Federal Firearms License (FFL), as authorized by the 4-H program, through grants or funds provided by a 4-H Association, like entity, or personal funds for use in the district 4-H program, must complete and sign Bureau of Alcohol, Tobacco, and Firearms (BATF) Form 4473. When acting on behalf of the 4-H program, the leader must complete and sign Section A of the form. A written statement (AK4H-DEB-0009) must be attached to Section A stating that the firearm(s) is/are being purchased for the use and will be the property of the named 4-H program. The statement will also include the name and address of the 4-H program. Pellet rifles, pellet pistols, BB rifles, BB pistols, black powder firearms, and archery equipment are not subject to BATF regulations. Their purchase, however, must be documented on AK4H-DEB-0007 - Transfer of Firearms Form.

## State Shooting Sports Training Team

For a current list of 4-H Staff and Volunteers on the 4-H State Shooting Sports Training Team email Alyssa Martin, Alaska 4-H Shooting Sports Program Coordinator, [aamartin6@alaska.edu](mailto:aamartin6@alaska.edu)

## District Certified 4-H Shooting Sports Leader

For a current list of active district Certified 4-H Shooting Sports Leader in your district, contact your district 4-H program staff.



## CONTACTS

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**Alyssa Martin** - 4-H Shooting Sports Program Coordinator  
University of Alaska Fairbanks Cooperative Extension Service  
118 Trident Way, Room 222  
Kodiak, Alaska 99615  
907-486-1503  
aamartin6@alaska.edu

For more information about the Alaska 4-H Shooting Sports Program, visit:  
<https://www.uaf.edu/ces/4-h/get-involved/current-member/shooting-sports/index.php>



UAF is an Affirmative Action/Equal Opportunity employer, educational institution and provider and prohibits illegal discrimination against any individual:  
[www.alaska.edu/nondiscrimination](http://www.alaska.edu/nondiscrimination).







**ALASKA 4-H SHOOTING SPORTS  
AGREEMENT TO ADHERE TO MINIMUM STANDARDS,  
MANAGEMENT PRACTICES, AND APPLICABLE LAWS**

AK4H-DEB-0010

I, \_\_\_\_\_, have read and understand the Alaska 4-H Shooting Sports Plan including Minimum Standards, Best Management Practices, Code of Ethics and associated Policies of the Alaska State 4-H Shooting Sports Program.

I agree to adhere to the standards set forth in this document and all Local, State and National laws.

\_\_\_\_\_  
Shooting Sports Leader signature

\_\_\_\_\_  
Date



## ALASKA 4-ALASKA 4-H SHOOTING SPORTS LEADER INFORMATION FORM

AK4H-DEB-0003

**I attended a 4-H State Shooting Sports Workshop for the following discipline(s): Archery, Skills, Muzzle Loading, Pistol, Rifle, Shotgun, and Western Action Shooting. Attach copy of Hunting certificate.**

Discipline: \_\_\_\_\_ Location: \_\_\_\_\_ Dates: \_\_\_\_\_

Discipline: \_\_\_\_\_ Location: \_\_\_\_\_ Dates: \_\_\_\_\_

Discipline: \_\_\_\_\_ Location: \_\_\_\_\_ Dates: \_\_\_\_\_

Discipline: \_\_\_\_\_ Location: \_\_\_\_\_ Dates: \_\_\_\_\_

Discipline: \_\_\_\_\_ Location: \_\_\_\_\_ Dates: \_\_\_\_\_

**I am a certified Instructor/Coach by the following organization(s) – Attach a copy of certificate**

Nat'l. Rifle Association: Muzzle Loading \_\_\_\_ Pistol \_\_\_\_ Rifle \_\_\_\_ Shotgun \_\_\_\_ other \_\_\_\_

Nat'l. Archery Association: Archery \_\_\_\_ Other \_\_\_\_

OR Dept. Fish & Wildlife: Hunter/Safety Instructor \_\_\_\_

Nat'l. Muzzle Loading Assn.: Pistol \_\_\_\_ Rifle \_\_\_\_ Shotgun \_\_\_\_ Other \_\_\_\_

Other- Specify Organization for each discipline: \_\_\_\_\_

Types of Hunting \_\_\_\_\_

Competitive Shooting Sports Experience \_\_\_\_\_

Hobbies/Interests \_\_\_\_\_

**This form is to be updated when new certification or training is acquired. It is to remain a permanent part of the district enrollment data.**

1. I have read and understand the Alaska 4-H Shooting Program Management Guidelines (AK4H-DEB-0001) and National 4-H Shooting Sports Code of Ethics.
2. My club will complete the 4-H Shooting Sports Club Risk Management Plan (AK4H-DEB-0004).
3. I have received a written volunteer position description and understand my responsibilities as a 4-H leader as outlined in the Alaska 4-H Shooting Sports Program Management Guidelines (AK4H-DEB-0001).

Signature \_\_\_\_\_

Date \_\_\_\_\_

## ALASKA 4-ALASKA 4-H SHOOTING SPORTS CLUB RISK MANAGEMENT PLAN INFORMATION

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AK4H-DEB-0004

Date \_\_\_\_\_

Club Shooting Sports discipline(s):

Archery \_\_\_\_\_ Hunting Skills \_\_\_\_\_ Muzzleloading \_\_\_\_\_ Pistol \_\_\_\_\_ Rifle \_\_\_\_\_ Shotgun \_\_\_\_\_  
Western Heritage Program \_\_\_\_\_

Club name: \_\_\_\_\_

Primary Certified 4-H Shooting Sports Leader:

\_\_\_\_\_

Assistant Leader: \_\_\_\_\_

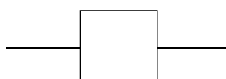
Assistant Leader: \_\_\_\_\_

The 4-H Shooting Sports Club Risk Management Plan Worksheet is based on information provided in the Certified 4-H Shooting Sports Leader Policies and Procedures Manual and supplemental handouts. The completed plan should be reviewed annually by the club leaders, parents, and members.

### EQUIPMENT LOG

A log will be kept of the firearms, archery equipment, and supporting materials (AK4H-DEB-0008). The log will include:

1. the date,
2. the name of the custodian, and
3. the item, make, model, and serial number.



## SUPERVISION

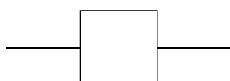
All 4-H Shooting Sports activities will be organized and conducted with at least one Certified 4-H Shooting Sports Leader present.

## RECORDS

1. Only enrolled 4-H members ages 9 to 19 (certain restrictions apply) will participate in the activities of this club.
2. The Planned sections of the Alaska 4-H Club State Shooting Sports Activity Planning and Reporting Form (AK4H-DEB-0006) should be completed before club activities begin each year (Discretion of district 4-H staff).
3. The Alaska 4-H Shooting Sports Youth Participation Record AK4H-DEB-0005 will be used to ensure that:
  - A. youth do not participate in live fire until they have completed their:
    - i. 4-H member enrollment form,
    - ii. Official 4-H Health and Code of Conduct Form,
    - iii. Insurance form and payment, and
    - iv. Safe firearm handling lesson(s).
  - B. each session is noted by date on the Alaska 4-H State Shooting Sports Planning and Reporting Activity Form AK4H-DEB-0006 and youth present on that date are noted on the Youth Participation Record AK4H-DEB-0005.
  - C. youth who miss lessons in a sequence are required to make up the material before proceeding with new material.

## HEALTH AND SAFETY

Leaders will collect and confidentially review each participant's Health Statement on the Official 4-H Health and Code of Conduct Form at the time of enrollment. A copy of the health form will be provided by the district office for your club records. A copy of each youth and adult participant's Official 4-H Health and Code of Conduct Form will be present at each activity or event.





## EMERGENCY PHONE NUMBERS

Ambulance \_\_\_\_\_ Fire \_\_\_\_\_

Sheriff \_\_\_\_\_ Poison Control Ctr. \_\_\_\_\_

Emergency Room \_\_\_\_\_ Urgent Care Ctr. \_\_\_\_\_

Person responsible to call \_\_\_\_\_

Notes:

## CONTACT IMMEDIATELY

1. District 4-H faulty: \_\_\_\_\_  
(Name/Phone)

(If district 4-H staff is not available)

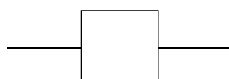
2. Secondary Contact: \_\_\_\_\_  
(Name/Phone)

3. State Coordinator: Alyssa Martin 907-486-1503  
(Name/Phone)

4. The parent(s) of the youth(s) involved will be contacted by:

\_\_\_\_\_

(Name/Phone)



## FIRST-AID

1. It is advisable to have one person with current 1<sup>st</sup> Aid and CPR certifications present at all club activities.
2. A first-aid kit will be present at all club activities. Contact your Red Cross for information on what to include in the kit.
3. The first aid kit will be checked for supplies and re-stocked as needed at each club activity.

## SAFETY EQUIPMENT

1. Eye and ear protection will be worn by all participants, leaders and observers whenever there is live fire of powder, rim fire or center fire ammunition.
2. Air rifle and pistol participants, leaders and observers will wear eye protection when there is live fire.
3. Archery participants, leaders and observers may be required to wear eye and ear protection when the archery range is located near to a gun range when there is live fire.

## MINIMIZATION OF LEAD EXPOSURE

No persons will eat or drink until washing hands after being on the range. If water is not available leaders will provide anti-bacterial moist towel-lets, water-less soap, or similar product for wiping hands once shooting has concluded.

## ADDITIONAL HEALTH & SAFETY NOTES SPECIFIC TO OUR PROGRAM/ SITE

### Property Use

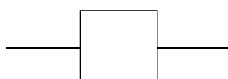
Written permission has been secured to use the

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(name/address)

for meetings and live fire exercises of this 4-H club. Responsibility for the following items has been determined:

1. Drinking water
2. Evacuation of the site in an emergency
3. Fire extinguisher(s)
4. Garbage collection and removal
5. Toilet facilities and maintenance
6. Telephone/ Emergency communications
7. Back up communications
8. Utility (electricity, gas, water, telephone, sewage) Emergency shutdown locations and procedures



## Site Hazards

A safety inspection of the range will be completed before the club meets for the first time each year and throughout the year as needed. Safety procedures (signage, berms, and safety lines) will be reviewed with the site owner. All hazards, both natural and man-made, will be identified and eliminated or reduced.

## Transportation

Club leaders and parents will follow district and state guidelines when volunteers provide transportation to 4-H club members as part of a 4-H club activity.

## Missing Persons

In the event that a person(s) become missing from an activity the following minimum steps will be taken (Use an additional sheet to explain a more detailed plan):

1. Determine number of people missing. Make note of the time.
2. Question those who saw person(s) last, were they alone or with someone?
3. A team of two people will search the immediate area.
4. Notify law enforcement officials.
5. Notify district 4-H staff.
6. Notify the parent(s) of the youth(s) involved.
7. While the search is taking place, the other youth and parents will remain as a group at the site or return home at the direction of the district 4-H staff or law enforcement officials.

## WEATHER AND ENVIRONMENTAL AFFECTING PROGRAM ACTIVITIES

1. When the temperature goes above \_\_\_\_\_ degrees, activities will be changed as follows:

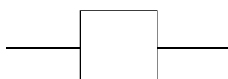
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2. When the temperature goes below \_\_\_\_\_ degrees, activities will be changed as follows:

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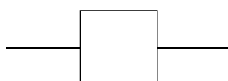
3. Additional weather or environmental conditions (i.e. thunderstorms) may affect program activities in our area and how the activities are carried out.

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## DISASTER EMERGENCIES

These may include, but are not limited to, fire, explosion, lightening, wind storm, flood, landslide, Earthquake, car accidents, terrorism, or acts of war. A separate disaster plan will be needed for some situations, while others may be grouped as "Evacuation Emergencies." Each disaster plan must explain how participants will be protected and include specific information on the individual(s) responsible for each action step. Action steps may include the plan for transportation, and the contact of emergency services, the 4-H Agent and parents.



# ALASKA 4-H SHOOTING SPORTS YOUTH PARTICIPATION RECORD

AK4H-DEB-0005

October, 20 \_\_\_\_\_ through September, 20\_\_\_\_\_

Club name: \_\_\_\_\_

District: \_\_\_\_\_

[illegible]



**ALASKA 4-H SHOOTING SPORTS  
ACTIVITY PLANNING AND REPORTING**

AK4H-DEB-0006

Club name: \_\_\_\_\_ District: \_\_\_\_\_

Name			
Phone			
Shooting Discipline			
Date of Certified 4-H Shooting Sports Leader Training			

The Planned sections of this form are to be completed and sent to the district 4-H staff before club activities begin each year (October 1). Attach Additional sheets if necessary.

The Reporting sections of this form are to be completed through-out the club year. Use as many copies of the form as necessary to make an accurate record. The completed form is to be sent to the district 4-H staff at the end of each 4-H year (September 30). Attach Additional sheets if necessary.

**Planned for October, 20 \_\_\_\_\_ - September, 20 \_\_\_\_\_**

Date	Activity or Training Planned. Refer to lesson plans from leaders guide for each discipline	Actual Activity or Training Offered	Number of Participants **(see note)	Time devoted



**ALASKA 4-H SHOOTING SPORTS**  
**ACTIVITY PLANNING AND REPORTING**

AK4H-DEB-0006

**Report** any trainings or workshops Leaders have attended during this 4-H year (October 1-September 30)



\*4-H staff signature at end of club year: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*The Number of Participants listed should match the number of youth checked-in on the Youth Participation Record (AK4H-DEB-0006) for each date.



## ALASKA 4-H SHOOTING SPORTS CUSTODY / TRANSFER OF FIREARMS FORM

AK4H-DEB-0007

### INSTRUCTIONS

1. Please print, using ink or type
2. Fill out in duplicate for each transfer
3. Keep an original copy for personal records and a duplicate for 4-H program files
4. If an error is made while filling out this form, do not destroy. Keep the copy in your files.

Repeat the process using a new form.

Custodian or Transferor Name and Address		Transferee Name and Address	
Date of Custody or Transfer (Month, Day, Year)		Time of Transfer  Time: _____ AM PM	
City/Town where Custody or Transfer took place		Description of Firearm (Handgun, Shotgun, Rifle, Archery Equipment). Attach additional sheet(s) if necessary.	
Make or Brand of Firearm or Archery Equipment. Attach additional sheet(s) if necessary.		Serial Number. Attach additional sheet(s) if necessary.	Caliber(s). Attach additional sheet(s) if necessary.
Identification of Custodian or Transferor (Driver's License)		Identification of Transferee (Driver's License)	
Signature of Custodian or Transferor	Phone	Signature of Transferee	Phone
Intended Use:			

## ALASKA 4-H SHOOTING SPORTS FIREARMS AND ARCHERY EQUIPMENT LOG

AK4H-DEB-0008

[illegible]

## ALASKA 4-H SHOOTING SPORTS BUYER AUTHORIZATION FORM

AK4H-DEB-0009

The firearm(s) is/are being acquired for the use of and will be the property of the

\_\_\_\_\_ District 4-H program.

District Extension Office Name:

\_\_\_\_\_

District Extension Office Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

ZIP: \_\_\_\_\_