



# Kansas 4-H Shooting Sports Handbook

# Kansas State 4-H Shooting Sports Organizational Chart





# Introduction

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Adaptive leadership is tough work! January 2018 began with great expectations for infusing Kansas 4-H Shooting Sports with a new structure and embracing education as a top priority. The 4-H Shooting Sports Task Force started by diagnosing the Kansas 4-H Shooting Sports culture focusing on four strategic areas: Administrative, Education, Audience, and Partnerships.

The team devoted six months deliberating the current Kansas 4-H Shooting Sports system and by June delivered to 4-H Administration key areas of focus – Education, Sustainability and Growth. The task force proposed the appointment of an agent contact for local programs, adapting of the National Minimum Standards and Best Management Practice into 4-H policies and defining volunteer roles. The task force directed efforts on forming a structure that included engaging local extension agents with the certified coordinators and instructors. Furthermore, the task force considered ideas for infusing educational efforts including STEM into 4-H Shooting Sports for expanding mastery opportunities beyond marksmanship.

For the brave efforts of the 4-H Shooting Sports Task Force Members, I sincerely want to thank them for their time and determination for uncovering and diagnosing the issues. The Task Force was challenged to redefine the Kansas 4-H Shooting Sports Program and concluded with three strategies: 1) Education; 2) Sustainability; and 3) Growth. My thanks are extended to the following devoted and knowledgeable team:

Beth Alloway, Riley County Volunteer  
Ray Bartholomew, 4-H Shooting Sports Coordinator  
and Reno County Volunteer  
Patsy Maddy, Twin Creeks Extension Agent, 4-H  
Dan Mosier, Wildcat District Volunteer  
John Reh, Cottonwood District Volunteer  
Daniel Skucius, Rock Springs 4-H Center  
Cody Woelk, Greeley County Volunteer



Through this team's passion and resolve, the hope is that Kansas 4-H Shooting Sports reveals a clarity from the local programs to the state programs for years to come. It's been my honor to work with this team and accomplish a foundational document for Kansas 4-H. The 4-H Shooting Sports Task Force passed their results and outcomes to the newly appointed Kansas 4-H Shooting Sports Advisory. Those Advisory members include:

Ray Bartholomew, 4-H Shooting Sports Coordinator  
and Reno County Volunteer

Richard Becker, Riley County Volunteer

Patsy Maddy, Twin Creeks Extension Agent, 4-H

John Reh, Cottonwood District Volunteer

Daniel Skucius, Rock Springs 4-H Center

John Torrence, Frontier District Volunteer

Cody Woelk, Greeley County Volunteer

May Kansas 4-H Shooting Sports strive to master: Education, Sustainability  
and Growth!

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## *Section 1*

# State Plan

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## **Mission**

Kansas 4-H Youth Development uses unique strategies and opportunities to engage youth in reaching their full potential through partnerships with caring adults.

## **Vision**

Kansas 4-H Youth Development provides a world where youth and adults acquire and advance positive life skills by learning, growing, and working together.

## ***Program Statement***

The Kansas 4-H Shooting Sports Program is a part of the 4-H Agriculture and Natural Resources Curriculum area. It is intended to utilize 4-H shooting sports as a means for the development of life and social skills in the youth and adults participating in the program. The Kansas 4-H Shooting Sports Program is based on the National 4-H Shooting Sports Program and includes skill disciplines in archery, coordinator, hunting skills, muzzleloading, pistol, rifle, shotgun, and western heritage.

Related natural science and science, technology, engineering, and math (STEM) activities are integrated within 4-H shooting sports for advancing the educational composition of the program. Volunteers are essential for expanding and maintaining the 4-H Shooting Sports Program under the guidance of the local K-State Research and Extension agent(s). The county/district 4-H program **must** utilize 4-H shooting sports volunteers that have been screened at local level and certified by the state 4-H shooting sports Level 2 instructors. Furthermore, the county/district 4-H program must follow all requirements as covered in this state plan to operate a recognized 4-H shooting sports program by the Kansas Department of 4-H Youth Development.



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## ***Program Goals***

- Promote awareness of shooting sports as an educational, recreational, and athletic sport, and provide positive competitive opportunities for those who desire to participate.
- To provide a physically and psychologically safe, organized, and civil environment for learning responsible use, care, storage, and transportation of firearms and archery equipment.
- Identify, develop, and promote positive advocacy roles for youth to emulate as responsible stewards of our program and environment.
- Provide youth and adults with knowledge, skills, and opportunities to participate in shooting sports.
- Develop life skills in youth and adults including: a positive self-concept, an inquiring mind, a concern for the community, healthy interpersonal relationships, and sound decision making.
- Encourage participation in natural resources, related natural science programs and science, technology, engineering, and math (STEM).
- Develop responsible and dependable youth and adults, ethical and civil behavior among participants, respect and appreciation for program leadership, and a safe environment for all involved to the highest standards.
- Implement and maintain a model state-level approved training program for adult leaders.
- Provide opportunities that are accessible by all audiences.
- Create a quality positive youth development program evidenced by partnerships that reflect resource development, program innovation, quality delivery of instruction, and access to research-based knowledge.



## ***Administration***

The State 4-H Shooting Sports Coordinator, State 4-H Program Coordinator, State 4-H Youth Development Specialist, 4-H State Leader, and Associate Director will administer the program with guidance from the Kansas 4-H Shooting Sports Advisory in partnership with local offices, agents, and volunteers.

### **State 4-H Program Coordinator (4-H Professional)**

- Supervise and manage the operations of the Kansas 4-H Shooting Sports Program, which includes overseeing policy implementation, infusing educational principles, and enforcing competition rules.
- Serve as the primary State 4-H contact for the 4-H shooting sports. Collect and file reports from the Kansas 4-H Shooting Sports Advisory, steering groups, and appointed volunteer positions.
- Participate as a member of the 4-H shooting sports administrative team.
- Cooperatively work with the 4-H Shooting Sports Advisory for planning and implementing statewide educational and competitive activities and events for youth and adult volunteers with primary responsibility for 4-H shooting sports registrations.
- Provide leadership for planning, organizing, and facilitating 4-H shooting sports matches (spring and fall) in conjunction with the 4-H shooting sports steering groups.
- Jointly work with the 4-H Shooting Sports Coordinator and 4-H Youth Development Specialist for planning and organizing the state certification training(s), evaluating, selecting, and vetting potential national training recommended volunteers, and preparing and managing 4-H shooting sports coordinator and instructor annual renewals for submitting to the National 4-H Shooting Sports Report.
- Purchase liability insurance for certified coordinators and instructors statewide.
- Supervise and manage the state 4-H shooting sports qualifier process, including reviewing requests to host, collecting scores, and verifying youth participation and age.
- Maintain a composite of results from the state matches.
- Serve as the communication link for 4-H shooting sports, marketing the program via newsletters, radio, and social media (i.e. Facebook).
- Coordinate, promote, and educate 4-H shooting sports risk management procedures encompassing legal, financial, and insurance processes.
- Oversee and administer the Kansas 4-H State Fair 4-H Shooting Sports division by reviewing contest rules, recruiting superintendents and assistants, hiring the judge(s), and communication with exhibitors.



- Serve as a Kansas contact to the National 4-H Shooting Sports Committee.
- Manage and maintain the inventory of the 4-H shooting sports supplies and equipment.

## **4-H Youth Development Specialist (4-H Professional)**

- Supervise and manage the educational resources of the Kansas 4-H Shooting Sports Program infusing science, technology, engineering, and math (STEM) into trainings, curriculum and competitive events.
- Participate as a member of the 4-H shooting sports administrative team.
- Jointly work with the 4-H Shooting Sports Coordinator and 4-H Program Coordinator for planning and organizing the state certification training(s) providing STEM educational components for furthering education and mastery of 4-H shooting sports.
- Cooperatively work with the 4-H Shooting Sports Advisory for planning and implementing statewide educational activities and events for youth and adult volunteers, ensuring education remains key to program growth.
- Create STEM learning activities that are posted to the Kansas 4-H Shooting Sports website.
- Serve as a Kansas contact to the National 4-H Shooting Sports Committee.

## **Shooting Sports Advisory**

### **(Professionals and Volunteers)**

- Guide the program through recommendations to the Kansas 4-H administration of policies, guidelines, and ideas for extending educational opportunities.
- Develop a state-approved program outline for local programs to follow.
- Develop informational materials to be used in marketing the 4-H shooting sports program, including designing and arranging for t-shirt promotions and sales.
- Offer orientation and guidance to county/district extension staff on the Kansas 4-H Shooting Sports Program and its policies.
- Initiate resource development for program support and advice on operations, risk management, equipment, and fiduciary concerns.
- Coordinate state competitive events as an opportunity for mastery.
- Seven members plus the 4-H Program Coordinator and 4-H Youth Development Specialist
- Representation from all extension regions/areas
- One agent representative





- Members' terms align with the 4-H Program year (October 1 to September 30).
- Each 4-H shooting sports discipline represented
- Level 2 instructors (nationally certified) with exception of agent representative with three-year terms, renewable (however 2018–2019 terms staggered for rotation)
- Members recommended, recruited, and appointed by 4-H local offices and state administration (4-H Program Coordinator, 4-H Youth Development Specialist, 4-H Shooting Sports Coordinator, and 4-H State Leader)
- Full position description available on the Kansas State 4-H Shooting Sports webpage

## **Match Steering Groups**

### **(Professionals and Volunteers)**

#### **Appointed by 4-H Administration**

- Five adult volunteers, appointed annually representing certified Level 1 and Level 2 discipline instructors, 4-H Shooting Sports Advisory, lead discipline instructor(s), and with representation from the 4-H Shooting Sports Coordinator, 4-H Program Coordinator and/or 4-H Youth Development Specialist Team. Members vetted through local extension unit.
- Each steering group member shall receive a position description and contract with instruction of responsibilities and expectations for the steering group.
- Participation expected of members for planning, organizing, and facilitating the 4-H shooting sports match; if not contributing, the member will be dismissed from the steering group.
- Meetings shall be conducted face-to-face, by conference call, or using any online electronic method.

#### **Steering groups**

- 4-H Spring Shooting Sports Match (BB Gun, Air Rifle, and Air Pistol)
- 4-H Fall Archery Match
- 4-H Fall Shotgun Match
- 4-H Fall Small Bore, Muzzleloading, and Hunting Skills Match
- Western Heritage Event
- 4-H Shooting Sports Writing Team



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## Volunteer Position Descriptions

Kansas 4-H Shooting Sports volunteer position descriptions may be accessed on the Kansas State 4-H Shooting Sports page, <https://www.kansas4-h.org/projects/agriculture-and-natural-resources/shooting-sports/index.html>. The following volunteer position descriptions are available for download:

- Kansas State 4-H Shooting Sports Advisory
- Kansas State 4-H Shooting Sports Coordinator
- Kansas State 4-H Shooting Sports Steering Groups
  - Spring Shooting Sports Match (BB Gun, Air Rifle, and Air Pistol)
  - Fall Archery Match
  - Fall Shotgun Match
  - Fall Small Bore, Muzzleloading, and Hunting Skills Match
  - Western Heritage Event
  - Lead Discipline Instructor
- Kansas State Fair Superintendent
- National Championship Coordinator
- National Championship Coach
- County/district level volunteers:
  - Kansas Local 4-H Shooting Sports Coordinator
  - Kansas Local 4-H Shooting Sports Discipline Instructor
  - Kansas Local 4-H Shooting Sports Discipline Jr. Apprentice
  - Kansas Local 4-H Shooting Sports Apprentice
  - Kansas Local 4-H Shooting Sports Discipline Helper
  - Kansas Local 4-H Shooting Sports Discipline Coach



## Operating Policies

- All persons wanting to serve as a county/district 4-H shooting sports coordinator and/or instructor must have completed the requirements to become a 4-H registered volunteer at the local level and have a signed position description before attending and participating in a State 4-H Shooting Sports Training.
- Registered volunteers desiring to serve as a 4-H shooting sports coordinator and/or instructor, Level 1, must successfully complete the state 4-H shooting sports specific discipline training before instructing 4-H members locally. **An 18-hour training is required.** Each 4-H shooting sports discipline lead instructor reserves the right to not pass a person if he/she believes the participant is not ready to serve as Level 1 coordinator and/or instructor. A one year mentoring process may be recommended before assuming full position responsibilities. Only one discipline can be achieved at a single training.
- Local county/district 4-H programs must have a certified 4-H shooting sports coordinator and an instructor in the specific discipline/project to offer the 4-H shooting sports program, such as coordinator and archery instructor offering only archery.
- Level 1 coordinators and/or instructors will participate in continuing educational training when new materials or instructional methods are developed to retain the Level 1 4-H shooting sports coordinator and/or instructor position.
- Adult helpers, over the age of 21, that have not completed the state 4-H shooting sports training to become a Level 1 instructor, cannot provide live fire, hands-on safety instruction without a Level 1 instructor present. Junior apprentices and apprentices must be in the presence and under the supervision of a Level 1 instructor to provide live fire, hands-on safety instruction. It will be the responsibility of the Level 1 instructor to ensure their assistants are qualified, having completed volunteer screening and training.
- If the Level 1 instructor is NOT available for a club meeting involving live-fire activity or hands-on instruction, shooting instruction cannot happen. The meeting, practice, or activity should be canceled or a program not involving live-fire or handling of firearms should be conducted.



- Liability insurance is purchased by Kansas 4-H for every 4-H shooting sports volunteer (coordinator, instructor, apprentice, junior apprentice and helper) who is enrolled in 4HOnline and volunteer screened when annual renewals are submitted. The coordinators, instructors and apprentices must be certified 4-H shooting sports, Level 1, and work under K-State Research and Extension policies. The 4-H shooting sports coordinator and instructor renewal process is conducted annually in October and must be completed by November 1. **Failure to complete the coordinator and instructor renewals by December 1 automatically suspends the county/district 4-H shooting sports program for one year. This suspension means the county/district 4-H members cannot participate in shooting practices, enter state qualifying matches, or submit posters, educational displays, or notebooks in the Kansas State Fair. Additionally, the 4-H members cannot participate in a neighboring county/district program.**
- If a county/district 4-H shooting sports coordinator moves, retires, or discontinues roles, the county/district may contact a certified shooting sports coordinator from a neighboring county/district to serve as 4-H shooting sports coordinator until a county/district volunteer can participate in the next certification training.
- The 4-H shooting sports program will be taught as a club or group project activity. The 4-H shooting sports program is not open for enrollment as a self-determined 4-H project or individual study/mentoring/family learning membership and must be supervised by a certified coordinator and instructor. A parent cannot serve as a project leader without 4-H shooting sports, Level 1, certification.
- 4-H shooting sports is open to all 4-H members who are ages 8 to 18 before January 1 of the current 4-H year and enrolled on 4HOnline through the local county/district 4-H program. No Cloverbud or 4-H member age 7 (before January 1 current year) and under may participate.
- Competitive age for 4-H shooting sports state matches and qualifiers will be age 9 before January 1 of the current 4-H year (based on Kansas 4-H policy); however, local extension 4-H shooting sports program may offer a county fair or single county competitive event or non-competitive educational shooter clinic open to all enrolled 4-H shooting sports members.
- Eligibility to use firearms in the Kansas 4-H Shooting Sports Program is subject to the approval of the Level 1, 4-H shooting sports instructor. Kansas 4-H Shooting Sports does not impose any minimum age for any discipline as long as the 4-H member is age 8 before January 1, of the current 4-H year. Participation in any discipline is based upon the 4-H member's ability to follow instructions, adhere to safety rules, and physical capabilities. A firearm is defined as any device that emits a projectile.
- Ear and eye protection are required by all participants and instructors whenever there is live-fire at a small bore pistol, small bore rifle, muzzle-loading, shotgun, or western heritage shooting range. The range officer may ask spectators for specific disciplines to wear ear and eye protection.



- The 4-H shooting sports instructor has the right to refuse any participant from taking part in a shooting sports activity in the interest of safety for the participants, others in the club, or public.
- Variance from the Kansas 4-H Shooting Sports policies and procedures will lead to the volunteer's withdrawal of his or her 4-H shooting sports certification and a recommendation to the local county/district to terminate the individual's volunteer status.
- Accident insurance must be in place for all 4-H shooting sports members, coordinators and/or instructors before youth can handle firearms. 4-H members must be enrolled in 4HOnline to be eligible to have accidental insurance coverage.
- 4-H shooting sports coordinators, instructors, and local offices must have each 4-H member's enrollment/participation forms on file and in-hand for every 4-H shooting sports event.



## Certification Training Requirements

1. Completed the Kansas 4-H Volunteer Screening process and been approved as a registered volunteer including creating a 4HOnline profile with the county/district. If volunteer status is denied at present or in future, coordinator/instructor certification is terminated. If reinstated, discipline training must be attended again.
2. Recruited and recommended by county/district agent(s) and local shooting sports coordinator(s)/instructor(s). Expected to have background or knowledge in discipline before attending training.
3. No felony convictions or hunting, fishing, or gun violations in the past five years.
4. Age Requirements — Three age levels for instructors are recognized by the Kansas 4-H Shooting Sports Advisory:
  - a. Junior apprentice\* — Age 14 to 17 by training certification date.
  - b. Apprentice instructor\* — Age 18 to 20 by training certification date.
  - c. Coordinator/instructor — Age 21 or older by training certification date.

*\*Junior apprentice and apprentice instructors shall be able to perform all duties of an instructor, but only under the direct supervision of an instructor.*
5. Must participate and successfully complete an 18-hour state 4-H shooting sports training administered by the Kansas 4-H Shooting Sports Advisory, which includes written exam and hands-on practicum. Only Kansas 4-H Shooting Sports training will be accepted. Kansas 4-H does not accept other states 4-H shooting sports certification.
6. If registered volunteer status is terminated, coordinator/instructor certification is canceled. The local county/district extension agent must notify the State 4-H Shooting Sports Coordinator or 4-H Youth Development Specialist within 10 days of terminated volunteer status.



## ***Certification Annual Renewal***

1. For continuation with a 4-H shooting sports club, group, or program, a Level 1 coordinator and/or instructor must re-enroll in the county/district 4-H program annually by updating their 4HOnline profile, submitting their annual volunteer renewal, and completing the 4-H Shooting Sports Annual Renewal Form. The 4-H year runs from October 1 to September 30.
2. Two years of inactivity within the 4-H shooting sports program requires a Level 1 coordinator and/or instructor to repeat the 18-hour the Kansas 4-H Shooting Sports Training.
3. Coordinator and/or instructor updates will be required of all Level 1 volunteers when new teaching materials become available or when the State 4-H Shooting Sports Advisory initiates a program change. Failure to complete the required continuing education within a predetermined time-frame will result in cancellation of certification as a Level 1 coordinator and/or instructor.
4. 4-H shooting sports training, renewal, and recertification information will be shared directly with coordinators and instructors via 4HOnline, and extension agents shall receive emails on the KSRE listserv.



## ***Reporting***

All reports, forms, and registration must be completed by county/district 4-H shooting sports coordinator(s) with the approval of the local extension agent(s) and submitted to the state 4-H office by date determined by the State 4-H Program Coordinator.



## ***Equipment Inventory***

- Each club or group in the county/district that owns or keeps 4-H shooting sports equipment is required to maintain an inventory list of all items. The inventory list is to be updated annually and submitted to the local extension office before November 1.
- Only current certified 4-H shooting sports instructors can be permitted to sign out equipment from the respective club or group within their specified discipline. Equipment and supplies are not for personal use.
- Access to this inventory should be limited to a pre-identified certified 4-H shooting sports volunteer(s) in a club setting or the appropriate 4-H personnel in a county setting. A check-out system should be established with a check-out and return process, along with notification of repairs and maintenance needed.
- All firearms and archery equipment used for live-fire needs to be inspected by a certified 4-H shooting sports instructor to verify working order. If repairs are needed, a certified gunsmith or technician should be contacted for service.



## ***Equipment Storage***

Positive role modeling is a very important element of the Kansas 4-H Shooting Sports Program. The program promotes both safety and the responsible handling of firearms, ammunition, and archery equipment by youth and adults.

- All 4-H shooting sports equipment should be stored in a locked metal closet that is secured to the floor and/or wall within a closet, or in a small fully enclosed closet with locking door.
- Access to this secure storage should be limited to a pre-identified certified 4-H shooting sports volunteer(s) in a club setting or the appropriate 4-H personnel in a county setting.
- All firearms will be stored unloaded and separate from ammunition.





## ***Ammunition***

- All ammunition (shotgun shells, pistol and rifle cartridges, powder, caps, BB's, pellets, etc.) will be kept in locked storage, separate from the guns.
- Only factory-loaded ammunition shall be used in the Kansas 4-H Shooting Sports program.
- Access to this secure storage should be limited to the designated certified discipline instructor(s) or the appropriate extension agent(s).
- Ammunition purchases must be made with non-appropriated funds, either through 4-H Events Council, 4-H Clubs, Grants, Membership Fees, Donations, etc. in adherence to USE OF COOPERATIVE EXTENSION FUNDS, A4.



## ***Equipment Transport***

- All applicable local, state, and federal laws are to be followed whenever transporting county/district owned firearms, ammunition, and other 4-H shooting sports equipment and supplies.
- A minor may transport a firearm to and from the locations related to activities — including their related safety and instruction courses or classes — with the consideration that the firearm be unloaded and not in the immediate reach of the individual.
- All firearms must be transported in cases.
- Equipment should be transported in a non-conspicuous manner such that it cannot be easily seen from outside the vehicle. The vehicle should not be left unattended when the equipment is being transported.

## ***Kansas Firearms Laws***

- Kansas firearm laws regarding possession require that a person be at least 18 years of age. Minors under the age of 18 may possess firearms if under the supervision of a parent, legal guardian, or qualified instructor.
- Possession of firearms at the minor's place of residence is also allowed, in so far that permission is granted by a parent or guardian.
- Kansas firearm laws place a strict focus on situations that involve people convicted of felonies and the involvement of firearms.



## *Section 2*

# Local Operations

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### ***Initiating a 4-H Shooting Sports Program with Extension Agent(s), Extension Board, Volunteers***

- Discussion with interested volunteers within the community for establishing a 4-H shooting sports program. Reviewing the Kansas 4-H Shooting Sports Policies and Requirements.
- Conversation with the Extension Council Executive Board and/or Governing Body reviewing the legal, financial, and insurance (liability and property) responsibilities.
- Investigate possible locations and facilities for hosting 4-H shooting sports meetings, practices, and clinics.
- Research the liability and property insurance coverage available through state and local agencies for protecting volunteers, equipment, and facilities.
- Extension Council Executive Board and/or Governing Body voting affirmatively or negatively to support, fund, and cover risk management for establishing 4-H shooting sports.
- If Extension Council Executive Board and/or Governing Body vote is positive, recruit volunteers for 4-H shooting sports coordinator and discipline instructor positions along with completing the volunteer process before attending 4-H Shooting Sports Certification Training.
- Extension Council Executive Board and/or Governing Body determines and appoints a designated extension agent(s) responsible for the administration of the local 4-H shooting sports program, who shall become the **4-H Shooting Sports Point of Contact**.
- Extension Council Executive Board and/or Governing Body purchase the appropriate liability insurance required for 4-H Shooting Sports volunteers.
- Determine which 4-H shooting sports discipline(s) to offer within the county/district based upon the interest of recruited volunteers. 4-H shooting sports programs locally must have a 4-H shooting sports coordinator and a discipline instructor for each discipline offered.



- Send recruited volunteers to the Kansas 4-H Shooting Sports Certification Training for required 18 hours of training within the discipline.
- Upon completion of certification training, ask the certified volunteers for copies of certification certificate for the extension office files.
- Develop a county/district 4-H shooting sports plan with the certified coordinators and instructors for purchasing equipment, offering a discipline, and recruiting 4-H member participation.
- Design a county/district strategy for implementing and growing a local 4-H shooting sports program.
- Cooperating with the 4-H Program Development Committee, determine how the 4-H shooting sports program will be delivered — community or project club.
- Identify how the 4-H shooting sports program will handle financial resources, either club account with EIN, tax-exempt status, or through 4-H Events Council.
- Purchase property insurance from a local agency for coverage on the 4-H shooting sports equipment.
- Inventory and determine where the 4-H shooting sports equipment will be stored. Initiate a check-out system for 4-H shooting sports equipment.
- Explore fundraising opportunities such as fundraisers, grants, donations, or individual participation fees.
- Verify that all 4-H members are enrolled and active members on 4HOnline before participating in 4-H shooting sports.
- Plan and organize a 4-H shooting sports schedule that includes educational and marksmanship training that emphasizes STEM learning.
- Maintain open communication between extension office, extension agent, 4-H shooting sports coordinator, and instructor(s).



## Extension Agent/Point of Contact

### **Duties**

The local extension agent is a key component for the Kansas 4-H Shooting Sports Program to operate at its maximum capacity for ensuring the educational environment, protecting the safety of the program and its participants, and complying with the legal requirements that administer within K-State Research and Extension and the National 4-H Shooting Sports 4-H Program.

Therefore, the Extension Council Executive Board and/or Governing Body is requested to assign one extension agent as the **4-H shooting sports point of contact** for managing and operating the local 4-H shooting sports program within the county or district: for example, one agent per county, one agent per county within a district, or one agent within the district. This point of contact cannot be a program assistant, program manager, or office professional.

### **Role**

- Supervise and administer the local county/district 4-H shooting sports program (as the extension agent, not 4-H shooting sports coordinator) including overseeing financial matters, policies and guidelines, risk management, and insurance coverage for participants and equipment.
- As the point of contact, the extension agent(s) is not allowed to have signatory authority on any 4-H shooting sports checking accounts in adherence to the *USE OF COOPERATIVE EXTENSION FUNDS*, A4. Non-Appropriated Funds, principle #2.
- Manage, direct, and maintain the local volunteer screening process, insurance requirements, and equipment inventory.
- Manage, direct, and maintain that 4-H participants are active members on 4HOnline with health participation forms and 4-H program fee paid.
- Research, review, and inquire about 4-H shooting sports program, risk management, and requirements from available sources such as the Kansas 4-H Policies and Guidelines, Kansas 4-H Shooting Sports State Plan, Kansas 4-H Shooting Sports Handbook, Kansas 4-H Shooting Sports website, 4-H Tip Sheet, and 4-H Shooting Sports Facebook page.

### **Responsibilities**

- Represent K-State Research and Extension and Kansas 4-H, endorsing and supporting policies and guidelines including Kansas 4-H Policies, 4-H Shooting Sports State Plan, 4-H Shooting Sports Standards and Best Management Practices, and coordinator and/or instructor 18-hour certification training requirements.
- Become informed of the Kansas 4-H Shooting Sports program through Kansas 4-H Policies and Guidelines, Kansas 4-H Shooting Sports State Plan, Kansas 4-H Shooting Sports Handbook, Kansas 4-H Shooting



Sports website, 4-H Tip Sheet, and 4-H Shooting Sports Facebook page to serve as the initial contact for county/district 4-H shooting sports program.

- Schedule monthly appointments with the 4-H shooting sports coordinator to stay abreast of current activities within the 4-H shooting sports program and its volunteers and members.
- Provide a paper copy of the health participation forms to the 4-H shooting sports coordinator and/or instructors working directly with the youth.
- Coordinate communication and registration information from the Kansas 4-H Shooting Sports Coordinator and/or Youth Development Specialist to 4-H shooting sports coordinators and/or instructors, 4-H families and 4-H shooting sports members.
- Work jointly with 4-H shooting sports coordinator for recruitment, selection, and renewal for 4-H shooting sports volunteers.
- Research and understand insurance needs for the county/district 4-H shooting sports program — liability, accidental, and property insurance, and communicating the need to the executive board and/or governing body.
- Report county/district program or volunteer status to the Kansas 4-H Shooting Sports Coordinator and/or 4-H Youth Development Specialist, such as termination of volunteer status, within 10 days of decision.
- Submit payments for training and/or match registration to Kansas State 4-H Youth Development, adhering and complying with policies set within the *USE OF COOPERATIVE EXTENSION FUNDS*, A4. Non-Appropriated Funds.
- Stay current on all 4-H shooting sports policies; coordinate and guide communications and registrations between state office, 4-H shooting sports coordinators and/or instructors, 4-H families, and 4-H shooting sports members.
- Inform and advise the local executive board and/or governing body of the 4-H shooting sports program requirements for providing a safe educational environment, following guidelines set by Kansas 4-H Policies and Guideline and National 4-H Standards and Best Management Practices.
- Cognizant of the political and social issues within the 4-H shooting sports environment as it pertains to youth and gun violence.
- Knowledgeable and aware of state and national closing dates for the 4-H shooting sports program, enrollment for competitive eligibility, registration deadlines, etc., and comply with the requirements.



## Local 4-H Shooting Sports Structure

The county/district programs have options for how the 4-H shooting sports program can be delivered locally. **However, before a county/district can offer 4-H shooting sports, the county/district must have a certified coordinator and discipline instructor for discipline offered.**

Regardless of delivery method, the 4-H shooting sports program must follow Kansas 4-H Policies and Guidelines for promoting a safe environment for all participants and spectators. Counties/districts can offer as many disciplines as they have trained certified instructors.



## 4-H Youth Participants

- **Youth must be age 8 before January of the current 4-H year to enroll in any discipline offered through Kansas 4-H Shooting Sports and be enrolled through 4HOnline as an active member for insurance coverage and current 4-H participation information before shooting any firearm.**
- **Kansas 4-H competitive age is 9 before January 1 of the current year.**
- **Discipline and competitive eligibility for youth determined locally based on project participation deadlines.**
- **Certified Instructors have the authority to determine if a 4-H member has not met minimum safety requirements or skills to participate in a discipline.**
- Kansas 4-H Shooting Sports does not impose any minimum age for any discipline as long as the 4-H member is age 8 before January 1 of the current 4-H year. Participation in any discipline is based upon the 4-H member's ability to follow instructions, adhere to safety rules, and physical capabilities.
- **A parent cannot serve as a project leader without 4-H Shooting Sports, Level 1 certification.**
- At no time shall a 4-H member be allowed to enroll in 4-H shooting sports as an independent learning member or choose shooting sports as a self-determined project.

A 4-H member may participate in a neighboring county/district program if discipline is not offered locally; however, for competitive events, 4-H member must enter competition from where 4HOnline enrollment is recorded.



## Delivery Methods

### ***County/District Project***

County/districts can provide a project meeting type format where community club members can come together for a learning activity or skill practice.

- Led by at least one certified coordinator and a certified instructor in the discipline authorized.
- Must have individual active enrollment in 4HOnline for insurance coverage.
- Educational and practice sessions offered along with reciting the 4-H pledge.
- Financial responsibilities may be within the project group or under the local 4-H events council. (A youth member is encouraged to serve as financial officer along with a registered volunteer.)

### ***County/District Project Club***

Offers youth with a single interest to participate in a focused format:

- Must have five 4-H members representing three families enrolled in a discipline.
- Must have individual active enrollment in 4HOnline for insurance coverage.
- Led by at least one certified coordinator and a certified instructor in the discipline authorized.
- A planned program through the year along with reciting the 4-H pledge.
- May have elected officers.
- Have constitution and bylaws on file at extension office.
- Have a charter and EIN number.
- Financial responsibilities are within the project club. (A youth member is encouraged to serve as financial officer along with a registered volunteer.)

Members can be participants in an organized community club, although community club membership is **NOT** required to be a member of a project club.



## Volunteer Participants

### 4-H Shooting Sports Certification Options

Kansas 4-H requires that county/district extension 4-H programs use state-trained (level 1) or nationally-trained (Level 2) coordinators and instructors to conduct and teach 4-H shooting sports classes, practices and programs related to 4-H Shooting Sports.

Steps to become a certified coordinator and/or instructor include:

1. Serve as a local 4-H registered volunteer. 4-H volunteer screening must be completed along with background checks and extension board approval before attending certification training.
2. Receive approval from the local extension agent and 4-H shooting sports coordinator to register to participate in a Kansas 4-H Shooting Sports Certification Training.
3. Successfully completed the required 18 hours of 4-H Shooting Sports Certification for risk management and discipline training.

Certified 4-H shooting sports instructors are required to supervise any live-fire ranges and conduct classes where firearms (including archery) are handled. The following are the leadership roles and expectations:





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# ***Managing and Maintaining the Local 4-H Shooting Sports Program***

## **Maintaining a Program**

- Follow Kansas 4-H Policies and Guidelines, Kansas 4-H Shooting Sports State Plan, and National 4-H Shooting Sports Standards and Best Management Practices.
- Annually, local program must submit 4-H shooting sports coordinators' and instructors' renewals, reports, and fees before November 1 to the State 4-H office to continue program.
- **Failure to complete the coordinator and instructor renewals by December 1 automatically suspends the county/district 4-H shooting sports program for one year. This suspension means the county/district 4-H members cannot participate in shooting practices, enter state qualifying matches, or submit posters, educational displays, or notebooks in the Kansas State Fair. Additionally, the 4-H members cannot participate in a neighboring county/district program.**

## **Maintaining Level 1 Coordinator/Instructor Certification**

- 4-H shooting sports coordinators and instructors must follow the 4-H registered volunteer requirements of renewing annually and rescreening every three years and updating their 4HOnline profile.
  - Failure to maintain 4-H registered volunteer status will lead to dismissal of 4-H shooting sports certification.
- Submit annual 4-H shooting sports report, renewal, and fees.
  - Teach or assist with planning, organizing, or instructing 4-H shooting sports meeting, session, or activity within the past two years for discipline certified.
  - Complete the 4-H Annual Renewal Form with detailed hours spent planning, organizing, and teaching plus the number of youth reached.
  - Submit the annual report to the local 4-H shooting sports coordinator.
  - Agent signature to verify volunteer screening status and 4HOnline profile updated and current.
- Participate in required curriculum continuing education training as needed; failure to complete this educational training will result in certification termination.





## Level 1 Certification Dismissal

Determined by Kansas 4-H Shooting Sports Administration.

- Failure to submit annual 4-H shooting sports reports and fees for two years
- Lack of involvement with 4-H shooting sports within the past two years.
- Termination of registered volunteer status.
- Violation of Kansas 4-H Policies and Guidelines and National 4-H Shooting Sports Standards and Best Management Practices.
- Inability to participate in required 4-H shooting sports curriculum continuing educational training.

## Reinstatement of Level 1 Certification

- Authorization for reinstatement of volunteer's 4-H shooting sports certification is under the jurisdiction of the Kansas 4-H Shooting Sports Advisory, lead instructors, and Kansas State 4-H Shooting Sports Program Coordinator.
- Each reinstatement case will be presented individually to the Kansas 4-H Shooting Sports Advisory.
- All discussion of reinstatement cases will be done in executive session with recommendations provided to the Kansas 4-H Shooting Sports Program Coordinator and referred to the Kansas 4-H Shooting Sports Administrative Team.
- Decision of Kansas 4-H Administration is final.

## Volunteer Expired or Terminated

Determined by Local Point of Contact and Extension Board.

- The loss of 4-H registered volunteer status locally will result in termination of 4-H shooting sports certification.
- **4-H Shooting Sports Point of Contact** is responsible to notify 4-H Shooting Sports Program Coordinator of registered volunteer's status within 10 days of dismissal.



## Reinstatement Process for Volunteer

- Once the volunteer regains 4-H registered volunteer status at the local level, the volunteer can appeal by written notification to the 4-H Shooting Sports Advisory for review of individual 4-H shooting sports certification status. The 4-H Shooting Sports Advisory's recommendation will be forwarded to the Kansas 4-H Shooting Sports Administrative Team.
- Decision of Kansas 4-H Administration is final.
- Volunteer must attend certification again.

## Learning Opportunities

Kansas 4-H Shooting Sports programs offer a variety of learning opportunities for the youth participants to master skills, acquire knowledge, and discover career paths beyond marksmanship. Local 4-H shooting sports programs may consider expanding learning opportunities by encouraging 4-H shooting sports members in different pathways.

- Mastering skills of marksmanship by learning basic safety skills and shooting techniques for accuracy in shooting a firearm.
- Sharing knowledge through public speaking, conveying different aspects of firearms, safety, skill development, social concerns, etc.
- Recording skill development through journaling or developing a notebook or poster.
- Researching career or recreation pathways and the requirements for achieving a life-long passion.

## Educational Activities and Events

Youth engage in learning in different ways — some 4-H members learn best in collaborative methods while others are motivated by competition; therefore, Kansas 4-H offers a variety of opportunities for youth to learn about 4-H shooting sports.

- **Club or project meetings:** 4-H members from all 4-H shooting sports disciplines come together for learning.
- **Practice sessions:** 4-H members are actively participating in learning techniques for marksmanship.
- **Shooter Clinics:** County/district or multi-county/district gatherings in a **non-competitive format** for learning 4-H shooting sports marksmanship techniques, expanding knowledge, and/or career pathways. Youth age 8 before January 1 of the current year may participate.



- **County Fair Match or Single County Competition:** A competitive event in the local county open to all 4-H members enrolled in 4-H shooting sports, including the youth age 8 before January 1 of the current year, may participate.
- **Record Books and Kansas Award Profile:** An accumulation of the 4-H member's annual work throughout the 4-H year. Youth are encouraged to maintain records for the project area that can be submitted for awards and recognition.
- **Community Engagement and/or Community Service:** Activities and events for engaging 4-H members with local shooting sports enthusiasts, clubs, or organizations. Assisting with promoting shooting sports as a life-long career or recreational activity.

## ***Competitive Activities and Events***

4-H members that choose to explore and master marksmanship skills can participate in competitive events designed and organized for fostering accuracy. **Kansas 4-H competitive age is 9 before January 1 of the current year.** These contests may have pre-established minimum scores that youth must meet to participate. Requirements for participation:

- 4-H member must be enrolled in the respective discipline through 4HOnline.
- Active membership required through 4HOnline, including the participation fee paid.
- A 4-H member must register in the competitive event from the county/district where 4-H membership is enrolled.
- During the match, 4-H member can only shoot once per discipline to earn a qualifying score.
- A 4-H member may participate in a neighboring county/district program if discipline is not offered locally; however, for competitive events, 4-H member must enter competition from where 4HOnline enrollment is recorded.

### ***Qualifier Matches***

A competitive event hosted by a single county/district for the purpose of becoming eligible for the state competitions by achieving a preset qualifying score. Youth must be age 9 before January 1 of the current 4-H year to compete.



## ***State Matches***

A competitive event hosted by the Kansas 4-H Shooting Sports Advisory/Steering Group for marksmanship and selection of 4-H members to represent Kansas at the National 4-H Shooting Sports Championship. Youth must be age 9 before January 1 of the current 4-H year to compete.

### **Spring**

- Air Rifle, Air Pistol, and BB Gun
- Western Heritage

### **Fall**

- Archery
- Small Bore, Muzzleloading, and Hunting Skills
- Shotgun

## ***National 4-H Shooting Sports Championship***

A competitive event hosted by the National 4-H Shooting Sports Committee for selection of top marksmanship from across the nation.

## ***Kansas State Fair***

Alternative competitive options for displaying mastery in the 4-H shooting sports program through promoting or educating others about 4-H shooting sports with promotional posters, educational displays, notebooks, and public speaking.



## Financial

### Financial Resources

[https://www.ksre.k-state.edu/employee\\_resources/policies/docs/index.html](https://www.ksre.k-state.edu/employee_resources/policies/docs/index.html)

4-H Shooting Sports funding is dependent on the local program structure of whether the resources are within the 4-H Events Council or a club. In either case the financial resources or non-appropriated funds are managed as follows:

- All funds generated and expended are subject to the local extension board.
- Two signatures are required on accounts for withdrawals. Extension agents or paid extension personnel should not be a signatory.
- All financial transactions should be receipted. (4-H Shooting Sports clubs are responsible for receipting all registration payments.)
- Individual 4-H shooting sports clubs must have its own Employer Identification Number (EIN) from the Internal Revenue Service. All 4-H accounts must be included in the database of approved clubs/organizations maintained by the Kansas State University Department of 4-H Youth Development.
- 4-H shooting sports accounts must be included in the tax reporting jurisdiction of local extension boards and must have their financial records reviewed annually by the local extension board.

### Funding Sources

4-H shooting sports equipment is a significant investment, including insurance coverage, storage, and ammunition. Individual counties/districts can choose different options for securing funds for purchasing equipment.

- **Grants:** NRA, Wild Turkey Federation, community foundations, etc.
- **Donations:** Pheasants Forever, Bass Pro, Dick's Sporting Goods, local businesses, etc.
- **Fund Raising**
  - Raffles: [https://www.ksre.k-state.edu/employee\\_resources/forms/admin\\_forms/KSU8-45%20a%20b%20policy.pdf](https://www.ksre.k-state.edu/employee_resources/forms/admin_forms/KSU8-45%20a%20b%20policy.pdf)
- Participant fees



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## ***Insurance***

### **Insurance Coverage**

K-State Research and Extension is required by Kansas State University to purchase general liability insurance for its non-paid representatives of the extension unit that are providing services. Therefore, each county/district must purchase liability coverage for the screened volunteers delivering educational projects such as shooting sports. Additionally, the Kansas Department of 4-H Youth Development purchases liability insurance for the certified, annually renewed 4-H shooting sports coordinators, instructors, junior apprentices, apprentices, and helpers.

### **Liability Insurance**

Local Extension Executive Board/Governing Body are responsible for screened volunteers. Local county/district may research local insurance agencies; in addition, KSRE provides a list a vendors. However, KCAMP has stated it does not cover shooting sports volunteers.

### **Accidental Insurance**

Accidents happen and for greater security to minimize risks Kansas 4-H encourages local 4-H programs, clubs, and county/district-wide project groups to purchase insurance to cover mishaps. American Income Life offers a quality coverage at minimal cost and can be purchased by year or event. *<https://www.ailife.com/SpecialRiskDivision/4H-Extension>*



## ***Hosting State Qualifying Match***

Local 4-H shooting sports programs can host a qualifying match for any discipline, provided the request to host form along with promotional flyer and registration form are submitted to the Kansas 4-H Department of Youth Development 30 days prior to the requested date for approval. The Request to Host form must be signed by the discipline instructor, coordinator, and local extension agent serving as the 4-H shooting sports point of contact since the local extension board has oversight for insurance and finances.

To ensure the integrity of the match, the local match must comply with K-State Research and Extension and Kansas 4-H Policies and Guidelines, including following financial procedures, enrollment and competitive age regulations, and co-branding requirements. Therefore, to safeguard 4-H and uphold the local extension business ethics, registration entries and payments must be sent to the local extension office or screened volunteer. All registrations and payments must be receipted.

### ***Hosting a Qualifying Match***

- Local coordinator, instructor, and extension agent work together to submit the Kansas 4-H Shooting Sports Request to Host form. Form available on 4-H website, <http://www.kansas4-h.org/events-activities/conferences-events/shooting-sports/index.html>. Must be submitted 30 days before date of match. Match flyer and registration must follow Kansas 4-H Shooting Sports guidelines.
- Qualifying matches are for the purpose of eligibility for state matches (Spring or Fall).
- Counties/districts may host one match per discipline per year, such as one archery and one shotgun, etc.
- Registrations can be sent to either local extension office or volunteer screened leader.
- All registration payments must be receipted.
- Local program need to secure accidental insurance.
- Match results are due to state 4-H Office, 4-H Program Coordinator, seven days upon the completion of the match.

# **K-STATE**

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