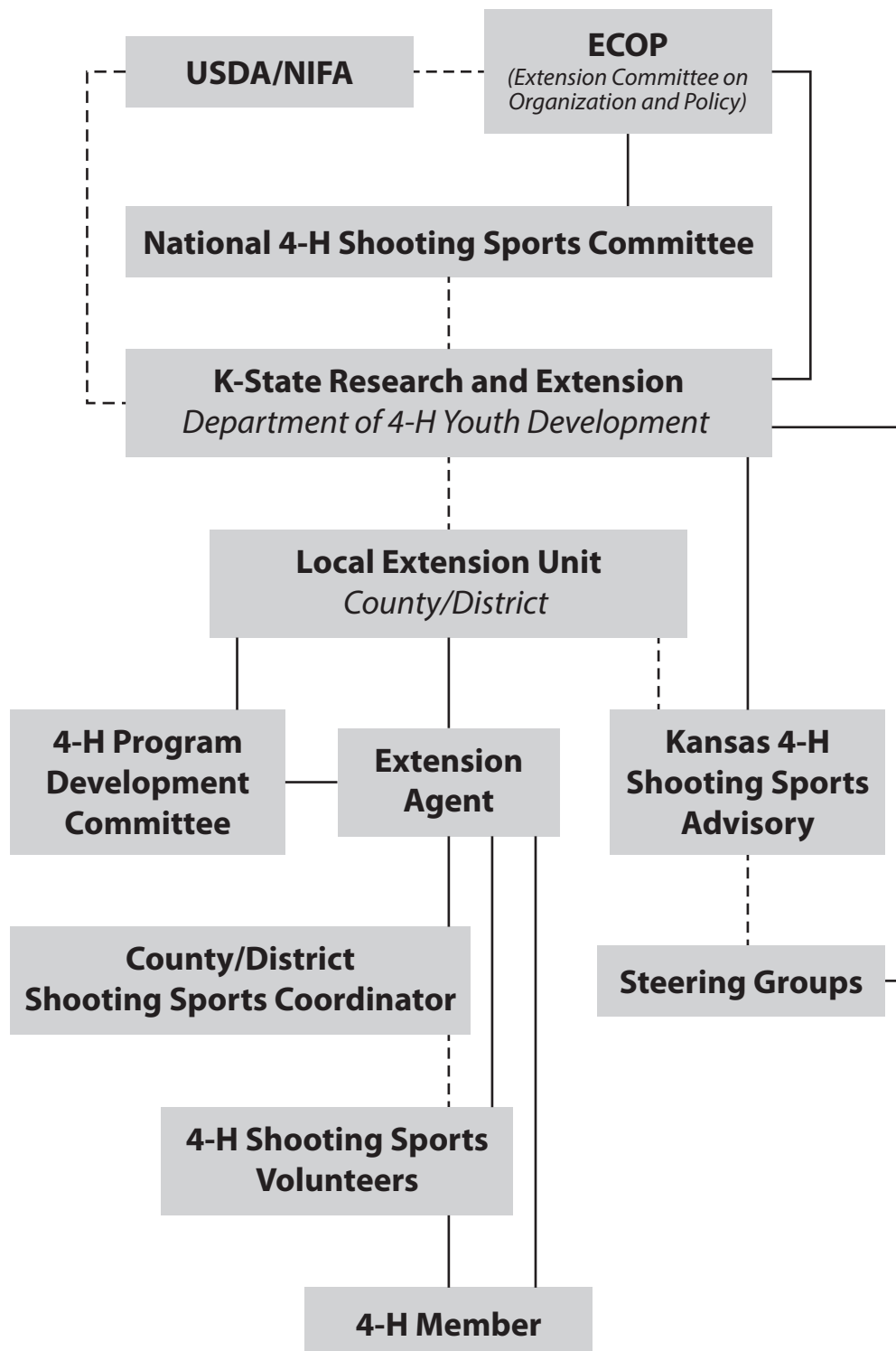




# Kansas 4-H Shooting Sports Handbook

Revised Fall 2024

# Kansas State 4-H Shooting Sports Organizational Chart



## National 4-H Discipline

4-H Projects that this Discipline Instructor may lead, teach, and coach

## 8 Disciplines

10 4-H Projects

### Rifle

- Air Rifle
- Small Bore Rifle
- BB Gun

### Archery

- Archery

### Pistol

- Air Pistol
- Small Bore Pistol

### Shotgun

- Shotgun

### Muzzle loading

- Muzzle loading

### Hunting Skills

- Hunting Skills

### Western Heritage

- Western Heritage

### Coordinator

- Coordinates Shooting Sports Program.  
Is not certified to teach disciplines.





# K-STATE

## *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 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 part of the National 4-H Shooting Sports Program and includes 4-H projects in archery, coordinator, hunting skills, muzzle loading, pistol, rifle, shotgun, and western heritage.

Related natural science and science, technology, engineering, and math (STEM), civic engagement, and healthful living 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 in their discipline 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.

### **Program Goals: Education, Growth, Sustainability**

- 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.
- Provide opportunities for developing belonging, independence, generosity, and mastery within shooting sports.
- Provide opportunities for youth to explore their interests and find their spark in the outdoors.
- Promote awareness of shooting sports as an educational, recreational, and athletic sport, and provide positive competitive opportunities for those who desire to participate.
- 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 Youth Development Specialist, and 4-H State Leader will administer the program in line with National 4-H Shooting Sports Committee Minimum Standards and Best Practices, under Kansas 4-H Policy, and with guidance from the Kansas 4-H Shooting Sports Advisory in partnership with the Natural Resources Project Partnership Team, local offices, agents, and volunteers.



## 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 (one from each discipline area, Level 2 preferred), plus the one Local Extension Agent, the 4-H Shooting Sports State Coordinator (non-voting) and the 4-H Youth Development Specialist.
- Representation from all extension regions/areas.
- One agent representative.
- Members' terms align with the 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.
- Members recommended, recruited, and appointed by 4-H local offices and state administration (4-H Youth Development Specialist, 4-H Shooting Sports State 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**

- Up to 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 State 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 and Muzzle Loading Match
- Hunting Skills Match
- Western Heritage Event

## **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/natural-resources/shooting-sports/index.html>.

- Kansas State 4-H Shooting Sports Advisory
- 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 and Muzzle Loading Match
  - Hunting Skills Match
  - Western Heritage Event
  - Lead Discipline Instructor
- Kansas State Fair Shooting Sports Exhibit Superintendent
- 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 Discipline Helper





## Operating Policies for Kansas 4-H Shooting Sports

Kansas 4-H Shooting Sports including all local programming shall follow the National Minimum Standards. Please familiarize yourself with minimum standards found at <https://national4hshootingssports.files.wordpress.com/2023/03/minimum-standards-best-practices-february-20232.pdf> (pages 1 and 2)

- All persons wanting to serve as a local Extension unit 4-H shooting sports coordinator and/or instructor must have completed the requirements to become a 4-H registered volunteer at the local level.
- 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 in that discipline. Each 4-H shooting sports discipline level 2 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. Only one Level 1 discipline can be achieved at a single training.
- Local Extension unit 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 instructors will participate in continuing educational training when new materials or instructional methods are developed or have a goal of every seven years, to retain the Level 1 4-H shooting sports coordinator and/or instructor position.
- Adult volunteers (direct and indirect), 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.
- If the Level 1 discipline instructor (such as Level 1 shotgun) is NOT available for an activity involving live fire or hands-on firearm 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 4-H Online 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 should be conducted annually by filling out the annual report as designated.



- In the absence of a certified shooting sports coordinator and/or instructor, an individual may contact their local extension office who will initiate a process to see if a neighboring local Extension unit is willing to serve in that role until a new local Extension unit volunteer can participate in and pass a certification training.
- Shooting Sports groups are highly encouraged to become officially Chartered 4-H Community or Project Clubs. 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 in 4-H Online through the local Extension unit 4-H program. No Cloverbud or 4-H member age 7 (before January 1 of the current 4-H year) are allowed to participate in the Shooting Sports Project.
- Competitive age for 4-H shooting sports state matches will be 4-H age 9 (before January 1 of the current 4-H year); 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. Participation in any discipline at any age, is based upon the 4-H member’s ability to follow instructions, adhere to safety rules, and physical capabilities.

The following table outlines the safety equipment which is required by disciplines. More strict requirements may exist in your local program or at 4-H competitions if described in the rules.

<b>Discipline</b>	<b>Shoes covering feet; No holes</b>	<b>Ear Protection</b>	<b>Eye Protection</b>
Archery	X		
Air Rifle	X		X
BB Gun	X		X
Small Bore Rifle	X	X	X
Air Pistol	X		X
Small Bore Pistol	X	X	X
Hunting Skills Shooting	X	X	X
Western Heritage	X	X	X
Shotgun	X	X	X
Muzzle Loading	X	X	X



- 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 Extension unit Extension Board 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 4-H Online to be eligible to have accidental insurance coverage. In the case of an event where those who are not enrolled in 4-H are attending or participating, a special event accident policy should be taken out by the local unit.

## Minimum Standards for a Shooting Sports Program

The national minimum standards can be found at <https://national4hshootingsports.files.wordpress.com/2023/03/minimum-standards-best-practices-february-20232.pdf>.

- Kansas 4-H has adopted the National minimum standards and every local Extension unit program will adhere to these standards.
- 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. <https://national4hshootingsports.files.wordpress.com/2020/01/n4hss-code-of-ethics-updated-january-2018.pdf>
- State, district, county, and club level 4-H shooting sports programs will have written risk management plans that include items such as emergency response and preparedness, insurance, safe storage of firearms and ammunition, state-level reloading policies, 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.
- 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 three (3) years.
- Only factory ammunition is used at 4-H shooting sports.
- Simulated Combat Sports — Pointing any type of gun, including paint ball guns, air-soft guns, laser guns, laser paint-ball, archery tag bows and arrows, or sighting devices at any person or any humanoid shaped target is inappropriate in any 4-H program activity.



- Reactive Targets — Targets that 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.
- Cloverbud-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.

The Kansas 4-H Shooting Sports Program can be found at:

<https://www.kansas4-h.org/projects/natural-resources/shooting-sports/index.html>

## **Eligibility to use Firearms in the Kansas 4-H Shooting Sports**

- Shoes that cover the entire foot are required — no sandals or shoes with holes. Ear and eye protection are required by all participants and instructors whenever there is live fire with firearms. 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.
- 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**

- Completed the Kansas 4-H Volunteer Screening process and been approved as a registered volunteer including creating a 4-H Online profile with the local Extension unit. If volunteer status is denied at present or in future, coordinator/instructor certification is terminated. If reinstated, discipline training must be attended again.
- Volunteers must be recruited and recommended by local Extension unit agent(s) and local shooting sports coordinator(s)/instructor(s). Expected to have background or knowledge in discipline before attending training.
- Shooting Sports leaders must not have any felony convictions or hunting, fishing, or gun violations in the past five years.



## Age Requirements

Three age levels for instructors are recognized by the Kansas 4-H Shooting Sports Advisory:

- Junior apprentice\* — 4-H age 14 to 17 by training certification date.
- Apprentice instructor\* — Age 18 to 20 by training certification date.
- 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 who is 21 or older and who is active and present on the range where the apprentice is.*

- Must participate and successfully complete an approved 4-H shooting sports training. Trainings from other states may be accepted on a case-by-case basis.
- If registered volunteer status is terminated by the local Extension Board, coordinator/instructor certification is revoked. The local Extension unit professional must notify the Kansas 4-H Shooting Sports Coordinator or 4-H Youth Development Specialist within 10 days of dismissing the volunteer.

## Certification Annual Renewal

- For continuation with a 4-H shooting sports club, group, or program, a Level 1 coordinator and/or instructor must re-enroll in the local Extension unit 4-H program annually by updating their 4-H Online profile, submitting their annual volunteer renewal, and completing the Kansas 4-H Shooting Sports Reporting process.
- Three years of inactivity within the 4-H shooting sports program requires a Level 1 coordinator and/or instructor to repeat the Kansas 4-H Shooting Sports Training.
- 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. Certified leaders are required to update every seven years. 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-H shooting sports training, renewal, and recertification information may be shared directly with coordinators and instructors and Extension professionals.



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## Reporting

All reports, forms, and registration must be completed by certified volunteers and submitted by date determined.

## Kansas Firearms Laws

- Youth under age 18 in Kansas may possess and travel with a firearm, with parent or guardian permission, if they are practicing for a performance or competition for a non-profit (such as 4-H) practices and when traveling to and from the activity provided the firearm is secured, unloaded, and outside the immediate access of the youth.
- 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.
- It is the responsibility of anyone handling or transporting firearms to know and adhere to the laws of the state.

## 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 inventory 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 personnel.
- 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.



## 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 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.
- Consider purchasing 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 readiness for lifelong learning.
- Encourage a Chartered Project Club be formed for ease of handling equipment and funding within all KSRE Extension policies and guidelines
- Maintain open communication between extension office, extension agent, 4-H shooting sports coordinator, and instructor(s), youth, and their families.

## 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 communications.

### **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 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 state 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.

Upon agreement of county extension units, 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 (if it is a chartered 4-H club) or 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***

Chartered 4-H Community Clubs or Project Clubs are highly encouraged in 4-H Shooting Sports for ease of handling equipment inventory and finances within KSRE policies. A Project Club offers youth with a single interest an opportunity to participate in a focused format:

- Must have five 4-H members representing three families enrolled in 4-H.
- 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.
- Elected youth 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 also 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 or 3) 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 enrollment and screening must be completed 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 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.



## **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, every instructor must report their hours of volunteering and any other required reports to maintain their eligibility to continue as a discipline leader.

### ***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** Kansas 4-H Shooting Sports Report as required.
  - Teach or assist with planning, organizing, or instructing 4-H shooting sports meeting, session, or activity within the past three years for discipline certified.
  - Complete the report required with detailed hours spent planning, organizing, and teaching plus the number of youth reached and any other information asked for.
- 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 for three years.
- Lack of involvement with 4-H shooting sports within the past three 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 4-H Awards:** 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. **State level 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 program if discipline is not offered locally; however, for competitive events, 4-H member must enter competition from where 4HOnline enrollment is recorded. District programs that work cooperatively are also allowed to compete on the same teams at matches.

### ***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 advance to state level competition.

### ***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.

### ***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. Participants must apply by the deadline, and be selected. 4-Hers who are aged 14 to 18 by January 1 of the year of the National Championships who have not competed on a college level are eligible.

### ***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.



## 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)

## 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

## 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 purchases an overall yearly coverage for all enrolled in 4honlines. Local 4-H programs, clubs, and county/district-wide project groups are encouraged to purchase insurance on special activities involving participants who are not enrolled in 4-H to cover mishaps. American Income Life offers a quality coverage at minimal cost and can be purchased by year or event. <https://www.aillife.com/SpecialRiskDivision/4H-Extension>



## Hosting State Qualifying Match

Local 4-H shooting sports programs can host a qualifying match for any discipline. The request to host form along with promotional flyer and registration form should be 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, <https://www.kansas4-h.org/events-activities/conferences-events/shooting-sports/local-qualifiers.html>.
- 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.

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**Research and Extension**

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**Kansas State University Agricultural Experiment Station and Cooperative Extension Service**

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**4H1101 rev. September 2024**