

# Hawaii 4-H Shooting Sports



## Statewide Policy Handbook

## **I. SITUATION STATEMENT**

The Hawaii 4-H Shooting Sports Program is a youth development education program which:

- Uses a prevention education model that emphasizes positive youth-adult interaction and peer leadership.
- Assists members in attaining knowledge and developing essential life skills.
- Fosters a caring relationship between a young person and a positive adult role model.
- Uses the National 4-H Shooting Sports curriculum and program recommendations.
- The University of Hawaii - Mānoa administers through the State 4-H Office, and is overseen by the State 4-H Shooting Sports Coordinator.
- Serves 4-H members age 9-19.

The National 4-H Shooting Sports Program and Curriculum was developed and tested by the National 4-H Shooting Sports Committee over a period of years and is the basis for teaching 4-H shooting sports since the mid 1980's. The curriculum is scrutinized continually and revisions made as appropriate. Writers of the curriculum included National Rifle Association Instructors and Training Counselors, Hunter Education Instructors, National Bowhunter Education Instructors, National Archery Association Instructors, National Muzzleloading Rifle Association Instructors, and Extension Specialists.

Hawaii 4-H Shooting Sports relies on National and State 4-H trained and certified instructors to conduct classes/programs in the rifle and archery disciplines only. Shooting Sports has the potential of being a high liability activity. Therefore, the program requires 4-H trained and certified instructors to adhere to the safety rules and regulations as dictated by the program to decrease the liability of such an educational experience.

## **II. PROGRAM OBJECTIVES**

The 4-H Shooting Sports Program strives to enable people, their parents and adult volunteers to become responsible, self-directed and productive members of society. Agents, leaders, instructor and coaches must understand the goals and objectives of the program in order to manage or present it properly. These goals and objectives are consistent with the goals and objectives of the 4-H program. The program transfers knowledge skills and attitudes to develop human capital, using the subject matter and resources of the land-grant universities.

The specific goals and objectives of the 4-H Shooting Sports Program include, but not limited to, those listed below:

- To encourage participation in natural and related natural science programs by exposing participants to the content through shooting, hunting, and related activities.
- To enhance development of self-concept, character and personal growth through safe, educational and socially acceptable involvement in shooting activity.
- To teach safe and responsible use of firearms and archery equipment including sound decision-making, self-discipline and concentration.
- To promote the highest standards of safety, sportsmanship and ethical behavior.
- To expose participants to the broad array of vocational and life-long avocational activities related to shooting sports.
- To strengthen families through participation in life-long recreational activities.
- To complement and enhance the impact of existing safety, shooting and hunter education programs.
- Expand 4-H membership and involve additional adult volunteers.
- Maintain and expand a state level committee of Nationally Trained and Certified 4-H Shooting Sports Instructors.

### **III. PHILOSOPHY**

Positive youth development and the growth of coping, competency and contributory skills is the foundation of the 4-H Shooting Sports Program. Skills are integrated with fun, pertinent, informative and positive activities valued by young people. Parents and youth are actively involved. Youth are given increasing responsibilities and duties throughout their involvement in shooting sports that provides learning opportunities within the four 4-H Essential Elements: generosity, mastery, independence and belonging.

Relationships and life skills are more important than competition or awards; and those who lead the program ensure that the priorities remain in order. Competitive shooting sports events are optional and individual-- not the main focus of the program. Successful youth programs share several elements:

- Attractiveness to youth, parents, and other volunteers.
- Prepared, positive leaders that are knowledgeable of the program's objectives.
- Young people involved in determining the nature and content of club work.
- A focus on expanding youth's interests, skills and competencies.

The 4-H Shooting Sports Program is a group project designed to be implemented in a 4-H club, a 4-H special interest group or at a 4-H camp. It is not an individual project and should not be delivered as such. Effective, trained volunteers are essential to a strong shooting sports program. Volunteers assist with organizational leadership, instruction, event planning, grants, fundraising and competitive events.

### **IV. ROLES AND RESPONSIBILITIES**

#### *State 4-H Program Leader*

The State 4-H Program Leader is responsible for providing leadership, through the State 4-H Office and facilitates all statewide 4-H initiatives including shooting sports.

#### *State 4-H Shooting Sports Coordinator*

A University of Hawaii Extension faculty or staff member will ensure the philosophy and policies of UH Extension and the State 4-H Office are followed.

The Coordinator administers the Hawaii 4-H Shooting Sports Program and facilitates all activities, events, training, and volunteer management therein. This includes:

- Administering the program based on National 4 H Shooting Sports Curriculum and Guidelines
- Facilitating instructor trainings and certification of new instructors.
- Developing informational materials used in publicizing the program.
- Providing orientation of County 4-H Faculty & Staff to the 4-H Shooting Sports Program.
- Participating in resource development in support of programming.
- Maintaining documentation of instructor certifications and trainings.
- Communicating with the County 4-H Faculty and Staff to facilitate program operations and administration.
- Providing leadership for state 4-H Shooting Sports events and programs.

#### *Hawaii 4-H Shooting Sports Advisory Committee*

The primary purpose of the Hawaii State 4-H Shooting Sports Advisory Committee is to provide advice and support to the Hawaii 4-H Shooting Sports Program and ensure programs follow the youth development education program. This program uses a prevention education model that strongly emphasizes positive youth adult interaction and peer leadership.

The Advisory Committee is a group of volunteers that provide input and recommendations to improve the shooting sports program by:

- Assisting with volunteer recruitment, state and national volunteer trainings and events under the guidance of the state coordinator.
- Keeping County 4-H faculty and staff informed of club/state/national events and programs.
- Participating in resource development in support of programming.
- Communicating with the County 4-H Faculty and Staff to assist in program operations and administration.
- Facilitating the implementation of state 4-H Shooting Sports events and programs.
- Advocating the use of National Shooting Sports Curriculum and Guidelines for all shooting sports programs and events

#### *County 4-H Agents/Staff*

County 4-H Agents and staff provide overall guidance and coordination of the county 4-H shooting sports education program. This includes the initial training and screening of 4-H volunteers.

#### *Volunteers*

Volunteers are the core of any 4-H shooting sports program. As such, the program depends on the dedication, time and involvement of volunteers. Shooting sports volunteers can serve the 4-H program in a variety of ways.

#### *Organizational Club Leader(s)*

These individuals are responsible for holding meetings of the 4-H club, maintaining club membership, working with the club executive board and planning club meetings/activities. This group of volunteers may **NOT** instruct a shooting sports discipline unless the volunteer has received certification (recognized by the Hawaii 4-H Shooting Sports policy) in a recognized shooting sports discipline.

#### *Level I 4-H Shooting Sports Instructor*

Because of the expertise required and liability that accompany the 4-H Shooting Sports program, volunteers wishing to become instructors must complete additional requirements. Successful completion of a 4-H Shooting Sports training program sanctioned by Hawaii 4-H Shooting Sports that results in certification as an instructor is required prior to instructing any shooting sports discipline. Such certification is required for each discipline an instructor wishes to teach. The 4-H shooting sports program offers older 4-H members the opportunity to assist with instruction as assistant instructors or junior instructors. The requirements and qualities of all instructor designations are detailed in appendix A.

#### *Level II Instructor*

Level II 4-H shooting sports instructors have completed a 30 hour National 4-H Shooting Sports Training Certification Workshop. They are then qualified to state Level I Training Certification workshops at the state level. The State 4-H Office must approve the application for Hawaii 4-H volunteers to attend a national Level II workshop.

## **V. INSTRUCTOR POLICIES**

A 4-H Shooting Sports Instructor provides basic instruction in shooting sports disciplines to 4-H members in the shooting sports programs. The National 4-H Shooting Sports Curriculum is the only recognized curriculum to be used in Hawaii 4-H Shooting Sports. Instructors carry the responsibility to create a safe, effective, teaching environment that prioritizes instruction and learning over competition. Perhaps the greatest responsibility of an effective instructor is to be a positive role model, leading by example, for youth to follow.

#### *Youth & Adult Participation*

A 4-H Shooting Sports Instructor has the right to refuse any participant from the shooting sports activity in the interest of safety for the participant and others in the program. Instructors are encouraged to identify strategies to accommodate youth / adults with disabilities.

### *Maintaining Certification*

To maintain their certification as a 4-H Shooting Sports Instructor, an instructor must teach each discipline they are certified at least once in every three years. It is required that all classes be reported and documented annually using the state reporting system.

### *Reporting*

Instructors must report their teaching hours annually. If an instructor fails to provide an annual report, the Shooting Sports Coordinator will review the status of the instructor. This shall be done by contacting the club leader, County Agent and by contacting the instructor, to find out why the lapse occurred. Then the State Coordinator will determine if the instructor certification is suspended.

### *Updates*

Instructors must participate in an instructor update if new material, new instructional methods or significant program changes are developed or recommended by the State Coordinator.

### *Following Rules and Laws*

All instructors in the program will be certified by a nationally trained 4-H Shooting Sports Instructor to teach a specific discipline(s). The methods and rules taught in the trainings are the basis by which you are to instruct shooting sports in all settings. This includes fairs and special events. Instructors will adhere to the 4-H Philosophy and Goals and the Hawaii 4-H Code of Conduct, and laws governing shooting sports. It is the instructor's responsibility to understand and follow all applicable laws governing shooting sports and firearms in Hawaii. Knowingly violating any rules, codes, policies, and/or laws can be cause for termination of instructor certifications and/or volunteer status.

The Hawaii State 4-H Program Leader and the State 4-H Shooting Sports Coordinator reserves the right to withhold or revoke certifications.

### *Re-instating Instructors*

If an instructor's certification has lapsed or been terminated, they can request to be reinstated under the following circumstances.

- If reinstatement is requested within 4 years of the last annual report which shows active teaching, reinstatement of all discipline certifications can be achieved by attending one complete state sanctioned training.
- If reinstatement is requested five or more years after last annual report which shows active teaching, each discipline certification must be completed again.

## **VI. INSTRUCTOR TRAINING**

Hawaii 4-H offers state sanctioned instructor trainings in the location and date as needed. The National 4-H Shooting Sports Training Curriculum is the only accepted curriculum to be used in Hawaii 4-H Shooting Sports and the training recommendations within the curricula will be followed. The State level 4-H Shooting Sports Instructor certification workshops provide a minimum of twelve (12) hours of instruction; including a minimum of 9 hours instruction in each specific discipline taken and a minimum of three (3) hours instruction in teaching youth development, life skills and risk management. Only one discipline certification may be completed at a single training. Participants may not show up late or leave early and must attend ALL of the sessions offered.

Nationally Certified Instructors teach each discipline over the course of the training. National Instructors along with the State Coordinator determine if a volunteer qualifies for certification. Volunteers must demonstrate competency to instruct. This is determined through a written test, trainer observation and other screening used before, during and after training. Decisions to certify or not certify a volunteer are final and may not be appealed. The State Coordinator will report results of training (volunteers certified) to County 4-H Faculty.

Newly certified instructors will receive a copy of the 4-H Shooting Sports curriculum for the completed discipline. If an instructor ends their volunteer involvement with 4-H, this material must be returned to the State Coordinator through County Extension 4-H Agent, as it is property of the 4-H program.

The State 4-H Office reserves the right to withhold or revoke certifications.

## **VII. EQUIPMENT**

### *Club Equipment*

No firearms are to be owned by a 4-H club. Only air rifle and archery equipment are able to be owned by a 4-H club. In counties offering 4-H shooting venues that make use of rim-fire rifles, those firearms must be owned by the 4-H member or 4-H family. Organizational 4-H Club Leaders and the County 4-H office should keep an inventory of the equipment that a Shooting Sports club owns. The inventory should include: air rifle or bow make, model, serial number, when purchased, who purchased, who has possession, and current state of repair. If equipment is stored at a volunteer's home, it is recommended that a signed letter be attached to the equipment inventory indicating the name and address of the volunteer who has possession of the equipment between meetings. The inventory and letter will help you keep track of the equipment (sometimes of significant value) and clarify that it belongs to the 4-H Shooting Sports program.

Instructors should inspect and maintain all club equipment on a regular basis. Accurate records for all club equipment including repair logs and serial numbers should be maintained. All purchases, transfers, storage and transportation of firearms must be in compliance with Hawaii State laws. Equipment that is purchased with club funds or grants given to the club remains the property of the University of Hawaii. As such, upon dissolution of a club, all equipment must be turned over to the corresponding county 4-H program or the State 4-H Office.

### *State Equipment*

No firearms are to be owned by the State 4-H Office or the State 4-H Shooting Sports Advisory Committee. Only air rifle and archery equipment can be owned or in the control of the State 4-H Office. Equipment received through grants given to the State Advisory Council or purchased with funds raised by the State Advisory Council is considered state equipment owned by University of Hawaii Extension. The State Coordinator will maintain a list of the equipment owned or controlled by the State 4-H office.

NRA Grants - Before an instructor applies for a Friends of the NRA grant he/she must get permission from the State Coordinator and County 4-H faculty. The club must inform county faculty and State Coordinator of the equipment requesting. Clubs must have certified instructors in the discipline in which the grant is supporting. The equipment requested must fall under a recognized discipline in Hawaii 4-H Shooting Sports.

## **VIII. CLOVERBUD INVOLVEMENT**

Cloverbud age youth and younger (less than 9 years old) are not allowed to participate in any 4-H shooting sports activity which includes the live fire of air-guns, firearms or archery equipment.

## **IX. LIVE FIRE ON UNIVERSITY OF HAWAII PROPERTY**

There will be no live fire of air-guns, firearms on University of Hawaii property. Approval of live fire archery activity requires 1) submission of a risk management plan, and 2) written approval from the management of the UH property on which the archery activity will occur. Both of these documents will be submitted to the State Coordinator of the Hawaii 4-H Program who oversees the Hawaii 4-H Shooting Sports Program.

## Appendix 1.

### **Hawaii State 4-H Shooting Sports Instructor Certification Policy**

Hawaii 4-H programs require the use of National or State 4-H Trained & Certified Instructors to conduct classes/programs in the various shooting sports disciplines of rifle and archery.

No person may be certified as instructor until the following requirements are met:

1. Age: **Instructor** - 21 years of age or older  
**Assistant Instructor**- 19 to 21 years of age (Assistant Instructor- can instruct youth under direct supervision of an instructor and ONLY if the instructor is present during the instruction)  
**Junior Instructors** – 16 to 19 years of age. (Junior Instructors, *4-H club members in good standing*, can only assist an Instructor in the teaching of youth under direct supervision of an instructor and ONLY if the instructor is present during the instruction)
2. Successfully complete instructor training sessions administered by the State 4-H Shooting Sports Advisory Council or National 4-H Shooting Sports Committee and demonstrate competency to instruct as determined through a written test, trainer observation and other screening used before and during training. Volunteers who attend an out of state 4-H shooting sports training must complete the Hawaii State 4-H Shooting Sports Risk Management training before their certification will be recognized in Hawaii.
3. Must be screened, trained, and appointed as a current 4-H Volunteer through the local County Extension Office.
4. Volunteers who respond positively to the question on 4-H volunteer application regarding prior criminal offenses will be subject to further review and may not qualify as a Shooting Sports volunteer.
5. Must be recommended by County Extension 4-H faculty to work with 4-H Shooting Sports.
6. Only one (1) discipline certification may be achieved at a single state sponsored training and certification workshop. A participant must attend ALL of the training sessions at a State 4-H Sponsored Workshop which includes a minimum 12 hours of discipline instruction and additional training on topics of 4-H shooting sports philosophy, youth development, risk management, planning county programs and additional topics identified by the State 4-H Shooting Sports Advisory Committee or State 4-H Office. The Hawaii State 4-H Office and the Hawaii 4-H State Shooting Sports Coordinator reserves the right to withhold or revoke certifications.

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Adapted from the New Jersey 4-H Shooting Sports Plan and Policy

Rutgers University

Approved by Hawaii State 4-H Office and UH Manoa ORM 2/16/17

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