



Minimum Standards & Best Management Practices of a 4-H Shooting Sports Program

As Established by the National 4-H Shooting Sports Committee

Minimum Standards

The following minimum standards are not negotiable. A state level 4-H program with an active 4-H Shooting Sports component is advised to adopt and adhere to these standards at the state and county level. Should an injury occur in a state due to the disregard of any of these minimum standards, the potential negative legal / liability ramifications for a land-grant university system could be significant.

1. 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.
2. All instructors accept and abide by the National 4-H Shooting Sports Code of Ethics.
3. State, County, and Club level 4-H Shooting Sports Programs will have written risk management plans which includes items such as emergency response and preparedness, insurance, safe storage of firearms and ammunition, state-level reloading policies, etc. (**See Risk Management:** Must work with 4-H extension office to review and keep Risk Management Plan – club & event specific).
4. 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.
5. State level 4-H Shooting Sports Instructor certification workshops provide a minimum of twelve (12) hours of instruction, including a minimum of nine (9) hours instruction in each specific discipline and a minimum of three (3) hours instruction in teaching youth development, life skills, and risk management.
6. 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.
 - A. Level 1 Instructors – Must be re-certified a minimum of every 7 years.
 - Re-certification could include any of the following, as determined by the State Coordinator. (**See Instructor Requirements, Renewals & Expectations**)
 - i. Continuing education credits
 - ii. Updates to curriculum or state standards/requirements
 - iii. Refresher course on curriculum
 - iv. Attending Level 1 training.
 - v. Other options
 - B. Level 2 Instructors – Must be re-certified after a major revision of the curriculum, as determined by the National 4-H Shooting Sports Committee, or at the determination of the State Coordinator. (**See Instructor Requirements, Renewals & Expectations**)
 - Re-certification could include.
 - i. Attending Level 2 training.
 - ii. Attending an update training hosted by a Level 3 Instructor or a Level 2 Instructor certified using the revised curriculum.
 - C. Level 3 Instructors – Must be re-appointed annually by the National 4-H Shooting Sports Committee.

Revised Date 12/13/2024

Next possible revision in 2028 unless there is an immediate safety issue or policy change.



7. Only factory ammunition is used at 4-H shooting sports competitive events.
8. **Regarding simulated combat sports (physical or virtual) including but not limited to, paintball guns, air-soft, laser guns, archery tag, eSports.** Pointing any type of gun including paintball guns, air-soft guns, laser guns, archery tag bows & arrows or sighting devices at any person or any humanoid shaped target is prohibited in any 4-H program activity.
9. Any firearm built or modified to give the impression of a modern military style firearm such as an AR or AK is not allowed in the 4-H Shooting Sports Program. Front pistol grips, heat shield/shroud, suppressors, and magazines extending more than 2 inches below the receiver are prohibited. Below are visual examples of firearms that would not be permitted.



10. **Reactive Targets** - Targets which make use of or are composed of (1) live ammunition, (2) explosives, chemicals, or flammable substances, or (3) pressurized containers are never to be used at any 4-H event or activity.
11. 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.
12. All 4-H Shooting Sports functions (events, meetings, club practices, etc.) which include the handling or use of firearms or archery equipment requires the physical presence and constant supervision of at least one adult 4-H Shooting Sports instructor who is currently certified in that respective discipline.



National 4-H Shooting Sports Objectives of 4-H the Shooting Sports Program

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, instructors, and coaches must understand the goals and objectives of the program to manage or present it properly.

The program transfers knowledge, skills, and attitudes to develop human capital, using the subject matter and resources of the land-grant universities.

4-H Shooting Sport Program Goal

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

The objectives of the 4-H Shooting Sports Program are to enable youth to:

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

BEST MANAGEMENT PRACTICES National 4-H Shooting Sports

The National 4-H Shooting Sports Committee, recognizing the diversity of the 4-H shooting sports programs within each state recommends the following Best Practices in the implementation of a state level 4-H Shooting Sports program:

1. **Eye Protection:** Adequate eye protection (shooting glasses, safety glasses or safety goggles, or hardened prescription glasses) is required for all participants in Muzzle Loading, Pistol, Rifle, and Shotgun disciplines. This includes Hunting and Western Heritage live fire events. Such protection is strongly advised for archery events as well. Coaches or spectators on or near firing lines are subject to the same requirements.
2. **Ear Protection:** Adequate ear protection carrying an ***OSHA Noise Reduction Rating (NRR) of at least 25 dB*** is required for all participants in Muzzle Loading, Pistol, Rifle, and Shotgun disciplines. This includes Hunting and Western Heritage live fire events. ***Noise Canceling devices without an OSHA NRR rating are not adequate as they are designed to make listening more enjoyable, not reducing the dB of sound entering the ear.*** Coaches or spectators on or near firing lines are subject to the same requirements. In all disciplines, devices placed over, on, or into the ear are not allowed to receive wireless, communication, background noise or similar broadcasts that could interfere with range commands.
3. **Footwear** – Participants in any shooting event or activity, while on the shooting line, are required to wear shoes that completely cover their feet, including soles. Examples of footwear that are not acceptable include, but are not limited to: sandals, clogs, flip-flops, slippers, house shoes, and bare feet.

Revised Date 12/13/2024

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4. **Lead Contamination** – The National 4-H Shooting Sports Committee recognizes the potential dangers of lead contamination and includes ways to mitigate lead contamination into all 4-H Shooting Sports Training and Curriculum. The 4-H National Committee also suggests that states include ways to mitigate lead exposure into your specific State Plan including:

- **Wash up:** Wash your hands, face, forearms, etc. with cold water after shooting, handling spent ammunition, cleaning guns, or reloading. Use an effective lead removal product, as standard soap and water may not be enough.
- **Change clothes and shoes:** Change your clothes and shoes before leaving the range. Wash your range clothes separately from your other clothes.
- **Clean up properly:** Use the right methods to clean the range, such as wet mopping or using a HEPA vacuum. Don't dry sweep, as this stirs up lead dust.
- **Don't eat, drink, or smoke:** Never eat, drink, or smoke inside a firing range.
- **Shower:** Shower at the end of the day after handling lead objects.

Lead can enter the body through inhalation or ingestion and can damage organs and cause health problems. Symptoms of lead poisoning include high blood pressure, joint and muscle pain, headaches, and abdominal pain. Seek medical attention if you suspect lead poisoning.

Suggested Best Management Practices – 4-H Shooting Sports Equipment – Storage & Transportation

In many states, the storage of Shooting Sports equipment has not been consistent, nor have any standards been set forth to assist states in developing policies related to equipment storage and transportation. This is a list of suggested guidelines for states to consider.

Inventory Control

1. Inventory list of equipment should be maintained by one individual in charge of equipment for the local group/county program/state program. A sign-out process will be used to record who/when/what/when returned.
2. Approved, current instructors, only, may sign out program equipment from inventory.
3. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment, the inventory list, and sign-out records.
4. Equipment inventory should be audited at least annually (or more often if requested) by local and/or state Extension personnel responsible for 4-H Shooting Sports program. *The state Extension staff person responsible for 4-H Shooting Sports program has the ultimate authority to remove 4-H Shooting Sports program equipment from any 4-H Shooting Sports club or instructor based on lack of safety practices, inadequate storage and transportation safeguards, concerns about inventory control, inadequate emphasis on positive youth development, or other reasons based on professional judgment.*

Storage of Firearms & Muzzleloading Equipment

1. All Firearms will be stored unloaded in a commercial firearm safe with an open bolt or open bore indicator when not in use.
2. All gun safes should be secured in a locked storage area, following local statutory requirements, if applicable. If no local laws apply, suitable locations include local law enforcement department firearm storage, storage closet or room with limited access, etc.

Revised Date 12/13/2024

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3. Keys and combinations should be available only to certified instructors, county coordinators, and state coordinators. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.

Storage of Air Guns

1. Air guns will be stored in gun cases that can be locked and stored in a storage room accessible only to instructors, county coordinator and state coordinator.
2. Keys to the storage area should only be available to instructors, county coordinator and state coordinator. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.

Storage of Archery Equipment

1. Archery equipment will be stored in a locked closet or room accessible only to instructors, county coordinator or state coordinator.
2. Doors should be double locked, and a key should only be available to instructors, county coordinator and state coordinator. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.

Ammunition

1. All ammunition, shotgun shells, rifle shells, pistol shells, powder, caps, BB's, and pellets will be stored separately from the guns which use them. The ammunition should have access limited: the instructors, county coordinator or state coordinator. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.
2. Ammunition should be stored in a closet or room where there are at least two separate locks on the door.

Transportation of Equipment

1. All applicable local, state, and federal laws are to be followed when transporting firearms, ammunition and other 4-H Shooting Sports program equipment and supplies. Only licensed individuals aged 18 or older are permitted to drive vehicles transporting 4-H Shooting Sports equipment.
2. When transporting firearms, air guns, ammunition and muzzleloading guns, the transporter should have the guns in locked hard cases with gun locks on each gun (either a trigger style gun lock or a cable style gun lock).
3. Equipment should be transported in such a way that the equipment cannot be seen from outside the vehicle. Some examples of concealment include transporting in the vehicle's trunk, in a locked trailer, beneath a pick-up truck bed topper, etc. The vehicle should not be left unattended when equipment is being transported.

Youth & Adult Participation

1. 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. (incident report documentation)
2. Instructors are encouraged to identify strategies to accommodate youth / adults with disabilities. (Instructors must communicate accommodation requests to 4-H extension office & follow university policy).

4-H Shooting Sports Programs are open to all youth 8 years of age or older (as of Jan. 1 of the current year) without regard to race, color, sex, handicap, religion, age, or national origin. Each state Land Grant University determines 4-H maximum age eligibility. Note that age eligibility for National 4-H Shooting Sports Events is

Revised Date 12/13/2024

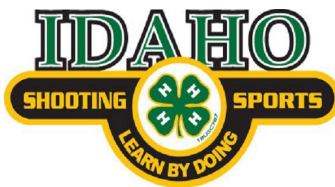
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determined by the National 4-H Shooting Sports Committee and may be different than that of states. 4-H Clovers (age 5-7) are not eligible for any aspect of 4-H shooting sports programs as these are not age-appropriate activities.

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University of Idaho Extension 4-H Shooting Sports Handbook

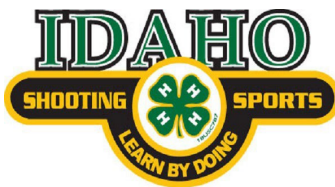
The ***purpose of this operations handbook*** is to outline state and national 4-H program requirements as they pertain to the Idaho 4-H Shooting Sports program. Descriptions of program structure, expectations, operational procedures and youth development philosophy are included. This document serves as a resource for facilitating Idaho 4-H shooting sports program functions. The Operations Handbook communicates management procedures (produced by the National 4-H Shooting Sports Committee) that impact the 4-H shooting sports trainings, contests and related policies. It provides information on policies so that members, parents, volunteer leaders, instructors and extension personnel have uniformity about program matters. Wherever feasible, Idaho 4-H Shooting Sports will mirror the policies, procedures and standards as set forth by the National 4-H Shooting Sports Committee to enhance programmatic continuity.



Nondiscrimination Policy

The University of Idaho has a policy of nondiscrimination on the basis of race, color, religion (creed), national origin (ancestry), sex, age, sexual orientation, gender identity/expression, pregnancy, disability, marital status, genetic information, or status as any protected veteran or military status. This policy applies to all programs, services and facilities, and includes, but is not limited to, applications, admissions, access to programs and services, and employment and advancement.





Program Context:

The Idaho 4-H Shooting Sports program is dedicated to positive development of all youth. Experiential Learning activities (STEM and project discipline specific) serve as the mechanism to build essential life skills. Progressive skill building with dynamic learning opportunities will help attract new participants and encourage involvement among existing members.

Utilizing National 4-H Shooting Sports program guidelines to enhance program continuity, the Idaho 4-H Shooting Sports program currently offers the archery, hunting, muzzle loading, pistol, rifle and shotgun disciplines. We are in the process of pilot-testing materials for inclusion of a western heritage option that would include western action shooting.

By adopting the National 4-H Shooting Sports instructor curriculum and program minimum standards, shooting sports clubs are provided a consistent methodology for facilitating youth 4-H shooting sports. Frequent reviews and appropriate revisions are made with expert input from instructors from entities such as the National Rifle Association, National Archery Association, National Muzzleloading Rifle Association, hunter education teachers and university extension specialists.

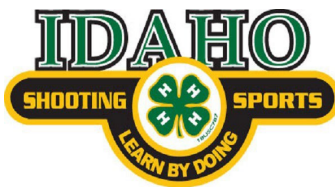
All Idaho 4-H programs must utilize certified adult volunteers who have officially completed state- level (Level 1) training within each given discipline that they will be leading. An instructor meeting these requirements must always be present to supervise any “live fire” activities and conduct hands-on equipment or safety instruction. Failure to do so may result in loss of University of Idaho liability insurance coverage and/or additional sanctions as may be deemed appropriate by the Idaho 4-H Shooting Sports Coordinator and State 4-H Director.

Program Administration:

The Idaho 4-H Shooting Sports Coordinator (within the University of Idaho Extension, 4-H Youth Development unit) will administer the program with input from the State 4-H Director, District Shooting Sports Coordinators, Level 3 State Instructors and Idaho 4-H Shooting Sports Working Groups ([Working Groups Info/Application](#)). Programmatic decisions are the purview of the Idaho 4-H Shooting Sports Coordinator who also seeks input to gain valuable insight from national 4-H shooting sports colleagues and the national committee. Program level decisions are made with PYD at the forefront, and we invite those who aim for a culture of collegiality and professionalism to contribute.

Working Groups are to be a diverse mix of stakeholders such as: Idaho 4-H Shooting Sports instructors (any level), 4-H volunteers (resource, project lead or organizational lead), University of Idaho Extension personnel or county/tribal 4-H staff. Each Working Group should include a representative from each of the four Extension districts plus at least one certified instructor. Groups will meet quarterly, either in-person or via Zoom/online platform. Additional meetings may be called as deemed necessary by the Idaho 4-H Shooting Sports Coordinator. Members of Working Groups will need to apply to serve on either 1 year or 2-year rotations and commit to making most scheduled meetings to remain eligible. Working Groups will have a minimum of 3 members and maximum of 6 members. To be eligible to participate in the working groups those interested must apply, get accepted and are then assigned to a group as either a working member or the (chair) person for the group. These groups will follow the same Code of Conduct protocol as identified in 4-H policies and procedures for UI Extension and the National 4-H Shooting Sports program. Working Group applications will be accepted on a revolving basis with members assigned at or near the beginning of the 4-H year and prior to the first group meeting. Working Groups will report back to the State Coordinator via the chair after each meeting.





Working Group Assignments:

- **National Leadership Institute – Ambassador Program / Scholarship(s)**

Help promote this National Leadership Institute and opportunity to members across Idaho. Increase applicant interest, possibly serve as application reviewer (must not have conflict of interest), discover ways to support Idaho Ambassadors to achieve their program goals. Help to develop Idaho 4-H Shooting Sports member scholarship - new endeavor.

- **Fundraising / State & National Youth Member Support**

Help develop fundraising strategies to support youth members attending State or National Level educational programming or contests. Create sustainable and viable options for 4-H members and families involved with as alternative support for travel and miscellaneous expenses. Fundraising is separate from scholarships but may help finance similar needs.

- **Western Heritage – Action Shoot / Exhibition**

We are in the process of pilot-testing materials for inclusion of a western heritage option that would include western action shooting. Helping to promote and integrate the Western Heritage Discipline as an Idaho Shooting Sports needed project. This discipline area is in discovery and exploration mode as a project and state contest. Showcasing and introducing this discipline through an Exhibition Action Match is warranted. Assistance in this planning and effort is greatly welcomed.

- **National Shooting Sports Quiz Bowl**

A fantastic educational opportunity for 4-H shooting sports members and any 4-H member is offered each year (beginning in January with registration and February for actual quiz) and engages youth across the nation. Members can meet to study in their clubs (teams of 4) or as individuals and participate in their age division. Quiz Bowl Questions are a mix of General 4-H, STEM, Rifle, Pistol, Shotgun, Archery, Hunting Skills and Western Heritage and are completed online. National Ribbons are awarded for top finishers. Idaho has an opportunity to increase their participation and overall success in the national quiz bowl contest for shooting sports. Help in developing strategies and ideas for engaging Idaho youth members and clubs is needed.

- **Club/Project Resources – Lessons / Engaging teen members / Educational ideas**

Facilitating communication and knowledge of possible resources available to enrich 4-H members, and leaders experiences within their club. Promote 4-H engagement and retention through positive youth development experiences that are at the club, regional, and state levels. Help in developing and assisting with 4-H Shooting Sports camps – new endeavor. Create a system to become aware of club and member needs, research and innovate possible solutions, then execute viable resolutions. Positive communication, enthusiasm to promote 4-H and share knowledge will be fundamental qualities needed.

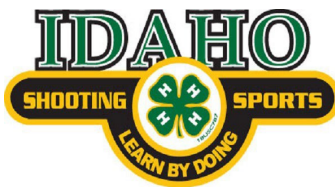
- **Other topics as identified and implemented**

Suggestions on topics that will increase youth member engagement for Idaho 4-H Shooting Sports and related opportunities are welcomed. Each new item may be considered as a working group topic and priority.

Instructor Certification Requirements:

Idaho 4-H Shooting Sports will abide by the Minimum Standards & Best Management Practices of the 4-H Shooting Sports Program set forth by the national committee (Levels 1, 2 and 3).





State Level Instructors:

Three levels of youth member instructor leadership exist under the following conditions:

- Instructor
 1. Must be at least 21 years of age, as of January 1st of the current 4-H year.
 2. Must have successfully completed all steps of the Idaho 4-H Volunteer certification process (including application, background check, protecting minors training, etc.) and be appointed as a current 4-H volunteer through their county or tribal extension office.
 3. Successfully complete state-sanctioned (Level 1) training and certification for each discipline in which they will be providing instruction. Reciprocal 4-H Shooting Sports trainings are available with Montana, Nevada, Oregon and Washington; however, participants are responsible for ensuring that written documentation for said training is submitted to the Idaho 4-H Shooting Sports Coordinator when attending trainings in another state.
- Assistant Instructor
 1. Must be at least 18 years of age, as of January 1st of the current 4-H year.
 2. Must have at least one year of 4-H member experience in that Shooting Sports discipline or have sufficient equivalent experience with the instructor's approval.
 3. You can only provide youth instruction under the direct supervision of the instructor (the certified instructor must be physically present during the instruction).
- Teen Volunteer
 1. Must be at least 14 years of age, as of January 1st of the current 4-H year.
 2. Must have the approval of the certified instructor.
 3. Can only assist under the direct supervision of the instructor (the certified instructor must be physically present).
 4. Cannot be placed in charge of a live-fire range.

Instructor Renewals/Annual Reauthorization:

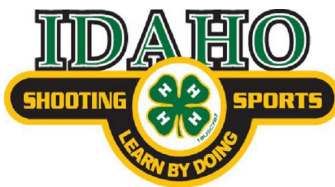
In accordance with Idaho 4-H policies, all instructors must annually re-enroll with their respective county or tribal Extension office, fulfil all applicable requirements and receive official 4-H volunteer authorization. In addition, instructors must meet these three (3) standards to retain their Level 1 certification:

1. One must teach or assist in instruction within the discipline certified at least once every three years.
2. Complete an annual demographic report ([complete Qualtrics Reporting here](#)) detailing number of hours spent and number of participants trained in each certified discipline during the past 4-H program year (October 1 to September 30). Submit report by November 15th.
3. Attend instructor update sessions when new state or national program materials, instructional methods or significant program changes occur, or as deemed necessary by the Idaho 4-H Shooting Sports Coordinator.

Please note for Level 2 instructors who are eligible to instruct Level 1 trainings that they must have documented and favorable course evaluations (on record with the State Coordinator) that indicate their ability to successfully teach adults the current curriculum from the 4-H National Shooting Sports Committee. Evaluations are administered and collected by the state shooting sports coordinator.

Failure to meet these standards will result in loss of certification for each specific discipline (in cases where the instructor is certified in two or more disciplines) for which the requirements are not met. Instructors will have to complete another applicable state-sanctioned Level 1 training for recertification, before teaching again within that specific discipline.





Expectations of Certified Instructor:

While all extension 4-H volunteers sign a generic annual job description as a part of the 4-H enrollment process, the following is a reminder of specific duties for all Idaho 4-H Shooting Sports instructors:

1. Provide a safe, positive setting where you can provide basic instruction on proper shooting techniques while developing life skills. Incorporate appropriate science, technology, engineering, mathematics, natural resources, health and civic engagement.
2. While encouraging youth to do their best, remember that our 4-H objectives emphasize positive youth development over individual competitive results.
3. Encourage a parent/guardian to participate with each youth throughout the entire program.
4. Ensure use of safe, properly maintained equipment, and use of ear and eye protection by all participants, leaders, coaches and by-standers in accordance with discipline requirements.
5. Maintain effective communication with extension 4-H personnel to ensure compliance with all applicable state, tribal and county regulations and expectations.
6. Assist in recruitment of potential Idaho 4-H Shooting Sports instructors and encourage other adult participants to enroll within the club/group as an assistant instructor.
7. Help guide youth in developing an annual 4-H Shooting Sports program and calendar of activities; insure this is distributed to all club participants and their families.
8. Keep current on certification requirements by teaching classes and attending instructor update workshops.
9. Maintain applicable Idaho 4-H Shooting Sports records and provide required reports to designated extension 4-H personnel by the established deadlines.
10. 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. (incident report documentation)
11. Instructors are encouraged to identify strategies which would safely accommodate youth and/or adults with disabilities, if possible. (Instructors must communicate accommodation requests to 4-H extension office & follow university policy).
12. Ensure 4-H Shooting Sports program access to all youth ages 8 to 18 (as of January 1st) in compliance with Idaho 4-H policies and procedures. Cloverbuds are not eligible for participation in any aspect of the Idaho 4-H Shooting Sports program.

Any Idaho 4-H Shooting Sports instructor operating in an unsafe manner or failing to comply with the policies and standards set forth in this document are subject to dismissal from the 4-H program.

Idaho 4-H Shooting Sports Level 1 Training Format:

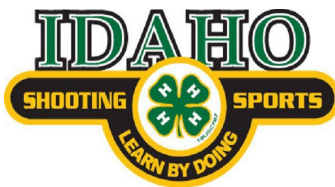
State level 4-H Shooting Sports Instructor certification workshops provide a minimum of twelve (12) hours of instruction, including a minimum of nine (9) hours instruction in each specific discipline and a minimum of three (3) hours instruction in teaching youth development, life skills, and risk management.

Online Modules = 3 hours (self-paced individually)

In Class on Friday evening = 3 hours, 6pm - 9pm (all disciplines & recerts) (Coordinator Workshop)

In Class on Saturday = 8 hours + 1 hour lunch break, 8am - 5pm (discipline specific / practicum evaluation)





Note: Level 1 instructors must show “competency” during the practical portion of the training to become certified. Some participants may “pass with contingencies” which allows them time and opportunity to further shadow and work with another shooting sports instructor in that discipline before running their own range or line of fire. Once the “new” instructor demonstrates their full competency, the Level 2 trainer will deem the Level 1 instructor certified and communicate with the state coordinator. A “pass with contingencies” after completing a training gives the person no more than one year to improve and show their competency as an instructor in the discipline. If one year passes before they are fully certified, the person will need to retake the training as a full course.

Shooting Sports Required Forms:

All **required forms are available** to shooting sports instructors/volunteer leaders through their **local extension office**. Please work with the 4-H Coordinator or Extension Educator to both receive and submit forms. Some forms are available as hyperlinks to complete online. The District or State Coordinators will consult local offices to review forms. It is essential to complete all necessary forms for maintaining compliance as a discipline instructor. An instructor out of compliance cannot participate in 4-H Shooting Sports activities until the local office and district or state coordinator confirm that compliance is met. Individual instructors are personally responsible for submitting their required forms. Forms completed by someone other than the instructor is unallowable and considered incomplete. Multiple instances of non-compliance may also result in removal of the instructor certification.

1. Equipment inventory sheet (submit annually – Must be Submitted between Oct 1. – Dec. 31)
2. Risk Management Plan (submit annually – Must be Submitted between Oct 1. – Dec. 31)
 - Each instructor must keep a copy of the plan in their instructor binder of materials on site
3. [Demographic report form](#) (submit annually – Must be Submitted by Nov 1.)
4. Fundraising form – grants (submit as needed, use with any fundraising or grant procurement using 4-H)
5. *Shooting Sports Events and Contests Request form (submit as needed, for any local or district contest/shoot)
6. *Risk Waiver form (submit as needed, special events, activities outside of regular 4-H project meetings)
7. *Certificate of Liability Insurance UI (submit as needed, specific to meeting/program locations)
8. *American Income Life Insurance, special event accident insurance (submit as needed, supplemental)
9. *Incident Reporting form (submit as needed, keep on hand with Risk Management Plan copy)

Note: * Indicates forms need be submitted by 4-H Extension personnel to proper site.

Idaho 4-H Shooting Sports Program – Chain of Communication

The following Chain of Communication is the procedure for all questions, comments or feedback for matters relating to your local shooting sports program. Consider joining a [“Working Group”](#) to become involved with statewide initiatives. Local offices are a resource for all 4-H programming and are integral for sharing





information and opportunities at all levels. The district and state coordinators work to support local program efforts and to implement instructor training, district shoots and state shoots. Statewide information is filtered in reverse through the Chain of Communication and with the multiple platforms for Idaho 4-H.

