

# Virginia 4-H Shooting Education Program Policies and Procedures

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*Revised April 1, 2023*

## **Section 1 – General Policies and Procedures**

### **1.1 Situation Statement**

The 4-H Shooting Education Program is part of Virginia's Natural Resources and Environmental Education program area. Guidance for Virginia's 4-H Shooting Education Program is provided by the National 4-H Shooting Sports Committee. The Virginia program includes the following disciplines – archery, coordinator, hunting and outdoor skills, muzzleloading, pistol, rifle and shotgun. Individuals certified in the coordinator discipline are responsible for the overall coordination of the program at the club level. Instructor certification is offered in each discipline by Level II instructors. Level II instructors are also referred to as the Training Team. Level II instructors must attend a national workshop in order to certify Level I instructors at state workshops.

Because of the risk of liability, appropriate 4-H certification is required of all instructors who will be handling shooting equipment, conducting live-fire activities, operating a range, etc. Certifications by other organizations are not recognized by the Virginia 4-H Shooting Education Program.

Individuals, clubs, affiliated groups, 4-H Centers, etc. that fall under the umbrella of Virginia 4-H must follow 4-H shooting education policies and procedures in addition to Virginia 4-H, Virginia Cooperative Extension and Virginia Tech policies. Violation of these policies could result in dismissal from the 4-H shooting education program.

### **1.2 Program Goal and Objectives**

The goal of the Virginia 4-H Shooting Education Program is to provide high quality programming 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, healthy competition, and life-long recreation.

Program objectives 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, enhance existing shooting, conservation and hunter education programs
8. Explore the three National 4-H Mission Mandates (STEM, Healthy Living and Civic Engagement)
9. Model safety, sportsmanship and ethical behavior
10. Strengthen knowledge and life skills

### 1.3 Program Administration

The program is administered by the Virginia 4-H Shooting Education Council under the supervision of the Virginia 4-H Shooting Education Coordinator. The council meets at least twice annually to review programs, activities and policies and develop an annual Calendar of Events. Additional council meetings may be scheduled by the chair of the council, the state coordinator, or a minimum of two executive committee members.

### 1.4 Age Policy

Youth participants in the Virginia 4-H Shooting Education Program must be at least 9 years old and no older than 19 by the 4-H calendar year and policies. Cloverbuds (youth ages 5 to 8) may not participate in any 4-H shooting activities that include the handling or live-fire of air guns, muzzleloaders, firearms or archery equipment.

1.4.1 Only senior 4-H members (youth ages 14 to 19 by the 4-H calendar year and policies) may compete in 4-H .22 pistol matches.

1.4.2 Federal law prohibits, except in certain limited circumstances, anyone under 18 years of age from knowingly possessing a handgun or any person from selling, delivering or otherwise transferring a handgun to a person under the age of 18. Subsection 18 U.S.C. 922(X) of the *Youth Handgun Safety Act Notice* does not apply to a temporary transfer of a handgun to a juvenile, or to the possession or use of a handgun by a juvenile, if the handgun is possessed and used by the juvenile in a course of instruction in the safe and lawful use of a handgun. The juvenile's parent or guardian, who is not prohibited by Federal, State or local law from possessing a firearm, must provide prior written consent.

1.4.3 The *Youth Handgun Permission Form*, which provides prior written consent by a parent or guardian, must be completed before 4-H members may participate in a course of instruction, practice or compete in 4-H .22 pistol matches. See Appendix A.

### 1.5 Combative Style Shooting

The purpose of the 4-H Shooting Education Program is to promote positive youth development through the safe and responsible use of air guns, muzzleloaders, firearms and archery equipment. Pointing any type of gun or bow at any human or any target that resembles a human form is inappropriate and potentially dangerous. This provision is designed to prohibit activities such as paintball and shooting at pictures of people or silhouettes of people. Personal defense or tactical style shooting shall not be taught or demonstrated at 4-H meetings or events.

### 1.6 Modern Military Style Firearms

Keeping with the long-standing 4-H philosophies of not participating in simulated combat sports or shooting at humanoid targets, and to avoid the negative media perceptions that come from our members using firearms that appear tactical, the following criteria must be met. Any firearm built or modified to give the distinct impression of a modern military style firearm such as an AR or AK is not allowed in the 4-H Shooting Education Program. Listed below are visual examples of, but not limited to, firearms that resemble those not allowed. This includes the Ruger Precision Rimfire rifle. Examples of unacceptable firearm components include any type of muzzle devices (muzzle brake, recoil compensator, suppressors, porting), front pistol grips, heat shield/shroud, and magazines extending more than one inch below the receiver. Ported barrels are permitted on shotguns and pistols.



## 1.7 Fiduciary Policy

All 4-H monies and equipment must be managed in a way which follows the Virginia 4-H Fiduciary Policies outlined in *Virginia 4-H Financial Management for 4-H Clubs* (publication 4H-79) and the *4-H Treasurer's Record Book* (publication 4H-118NP).

### 1.7.1 Approval to Purchase Firearms and Ammunition

All 4-H clubs and affiliated groups must complete and submit to the VA Tech Police Chief the *Approval to Purchase Firearms and/or Ammunition to be Used in 4-H Educational Programming* before purchasing guns or ammunition. See Appendix B.

### 1.7.2 NRA Grants

For additional information related to NRA grants, see the *NRA Foundation Grant Guide*.

### 1.7.3 MidwayUSA Endowments

For additional information related to MidwayUSA endowments, see *MidwayUSA Foundation Team Endowment – Guide to Participating*.

### 1.7.4 Raffle Restrictions

Virginia 4-H clubs may not participate in raffles of ammunition or firearms, or selling of NRA Calendars.

## 1.8 Property Disposal

Shooting education leaders must ensure that firearms and other tangible assets acquired by 4-H clubs and organizations are managed according to VA Tech, Virginia Cooperative Extension (VCE) and Virginia 4-H policies. Policy requires that assets be properly entered into the club's inventory using the *4-H Property Inventory Report Form* (publication 388-140 - 4H-200) and recorded with the Unit 4-H Office. See Appendix C.

When tangible assets are no longer required, work closely with the Virginia 4-H Shooting Education Coordinator to insure that the disposal of firearms (see 1.8.1 below) and the disposal of equipment other than firearms (see 1.8.2 below) comply with university policies including *Management of Surplus Property 3955* and *Fixed Asset Accounting 3950* in addition to State and Federal laws.

### 1.8.1 Disposal of Firearms (Does not include air rifles, air pistols, BB guns, muzzleloaders, or equipment)

a. Firearms that originated as a grant from the *Friends of the NRA* (NRA Foundation) are owned by VCE. Exception: If a unit, club, 4-H Center, etc. has its own 501(c)3 status, then the firearms are owned by that 501(c)3, not VCE. Either way requires permission from the NRA Foundation before firearms can be sold, donated or disposed. The NRA Foundation could require that the firearms be returned to them or give permission for the firearms to be moved to another entity.

If the NRA Foundation specifies that the firearms be moved to a non-VCE entity, or a transfer of ownership, 4-H leaders must comply with current State and Federal laws. Contact the Virginia 4-H Shooting Education Coordinator for assistance and guidance.

If the NRA Foundation specifies that the firearms be moved to another VCE entity, proceed according to paragraph “b” below.

The club disposing of the firearm and the club receiving the firearm must both update their *4-H Property Inventory Report Form*. The club receiving the firearm must also complete the *Approval to Purchase Firearms and/or Ammunition to be Used in 4-H Educational Programming* form to keep the VA Tech Chief of Police informed.

b. Firearms that originated as gifts to the club or were purchased by the club are owned by VCE. (See “Exception” above in paragraph “a”.) These firearms must be transferred to another entity as dictated by the club’s constitution *Article 11 – Dissolution*. For example, firearms can be transferred to another 4-H club, a 4-H Educational Center, the Virginia 4-H Shooting Education Council, etc. by completing the *Transfer of Care, Custody, and Control* form. See Appendix D. Ownership transfer of these firearms will only be possible with permission from the State 4-H Office and will require strict compliance with current State and Federal laws.

The club disposing of the firearm and the club receiving the firearm must both update their *4-H Property Inventory Report Form*. The club receiving the firearm must also complete the *Approval to Purchase Firearms and/or Ammunition to be Used in 4-H Educational Programming* form to keep the VA Tech Chief of Police informed.

c. Excess firearms that are owned by private individuals or a 501(c)3 entity,

but have had their care, custody, and control transferred to a Virginia 4-H Shooting Education Club (loaned to the club), must be returned to the owner. Document the return with the *Transfer of Care, Custody, and Control* form. The club returning the firearms must update their property inventory.

d. Firearms that are unserviceable and unrepairable could be destroyed. Immediately contact the Virginia 4-H Shooting Education Coordinator for assistance and guidance. After approval to proceed, consult with local law enforcement agencies to determine if there is a local source for firearm destruction. Prepare a memorandum documenting the firearm details, the place and time of destruction. Have at least two 4-H volunteers witness the destruction and sign the memorandum. The club disposing of the firearm must update their property inventory. The club must both update their equipment inventory forms and complete the Approval to Purchase Firearms and/or Ammunition form to keep the VT Chief of Police informed.

#### 1.8.2 Disposal of Equipment other than Firearms (Includes air rifles, air pistols, BB guns, muzzleloaders, and other costly equipment)

a. Equipment that originated as a grant from the *Friends of the NRA* (NRA Foundation) is owned by VCE. Exception: If a unit, club, 4-H Center, etc. has its own 501(c)3 status, then the equipment is owned by that 501(c)3, not VCE. Either way requires permission from the NRA Foundation before equipment can be sold, donated or disposed. The NRA Foundation could require that the equipment be returned to them or give permission for it to be transferred to a non-VCE entity. Contact the Virginia 4-H Shooting Education Coordinator for assistance and guidance. The club disposing of the equipment must update their property inventory.

If the NRA Foundation specifies that the equipment be transferred to another VCE entity, proceed according to paragraph “b” below.

b. Equipment that originated as gifts to the club or was purchased by the club is owned by VCE. (See “Exception” above in paragraph “a”.) The equipment must be transferred to another entity as dictated by the club’s constitution *Article 11 - Dissolution*; for example, it can be transferred to another 4-H club, a 4-H Center, the Virginia 4-H



Shooting Education Council, etc. The club disposing of the equipment and the entity receiving the equipment must both update their *4-H Property Inventory Report Form*.

c. Equipment that is owned by private individuals or a 501(c)(3) entity, but has had its care, custody, and control transferred to a Virginia 4-H Shooting Education Club, must be returned to the owner. Document the return with the *Transfer of Care, Custody, and Control* form or other written agreement.

d. Equipment that is unserviceable and irreparable could be destroyed. Immediately contact the Virginia 4-H Shooting Education Coordinator for assistance and guidance. After approval to proceed, prepare a memorandum documenting the equipment details, the place and time of destruction. Have at least two 4-H volunteers witness the destruction and sign the memorandum. The club disposing of the equipment must update their property inventory.

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## Section 2 – Safety Policies and Procedures

### 2.1 Clear Barrel Indicators

Clear barrel indicators (CBI's) are blaze orange devices which are inserted in the chamber of a gun and protrude past the muzzle so that the indicator can be observed protruding from the chamber and the muzzle. CBI's indicate that the gun is unloaded and the barrel is unobstructed. CBI's will be used at all 4-H shooting activities and events where the firing of non-muzzleloading rifles or pistols is involved. It is expected that range rules will make installation of CBI's mandatory when guns are required to be unloaded with actions open.

### 2.2 Eye and Ear Protection

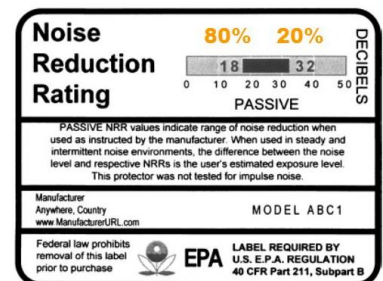
#### 2.2.1 Eye Protection

Adequate eye protection (shooting glasses, safety glasses/goggles or hardened prescription glasses) is required of all individuals (participants, range officers, instructors/coaches, spectators, etc.) who are in close proximity of any shooting activity in the muzzleloading, pistol, rifle and shotgun disciplines. This includes air pistol, air rifle and hunting live-fire events. Eye protection is recommended for archery.

#### 2.2.2 Ear Protection

Ear protection is required of all individuals (participants, range officers, instructors/coaches, spectators, etc.) who are in close proximity of any shooting activity in the muzzleloading, .22 pistol, .22 rifle and shotgun disciplines including hunting live-fire events. Ear protection is recommended for air pistol and air rifle.

Noise-cancelling headphones and earbuds are not hearing protection devices. Earbuds designed for entertainment and communication are not hearing protection devices. None of these devices will be allowed as hearing protection while participating in any shooting activities in the VA 4-H Shooting Education Program. There are earbuds that are designated as hearing protection devices that can be used in the VA 4-H Shooting Education Program. The user must have the product owner's manual on their person while on the firing line. The manual must contain the EPA label that is required



by US EPA Regulation 40 CFR Part 211 Subpart B. Failure to produce this document when requested by the Range Officer will result in being removed from the range. Foam ear plugs, custom made ear plugs, and hearing protection muff style protection devices may still be used.

### 2.3 Footwear

Any participant while on the shooting line, or shooting in any outdoor shooting activity or event, is required to wear shoes that completely cover their feet. Examples of footwear that are not acceptable include, but not limited to, sandals, clogs, crocs, flip-flops and bare feet. Resting a shotgun on a toe pad or any other part of the foot is not permitted.

### 2.4 Finger Protection and Armguards for Archery

Finger protection is mandatory unless using a mechanical release. Arm guards are recommended.

### 2.5 Prohibited Wooden Accessories for Muzzleloading

Wooden ramrods are not permitted for loading or cleaning muzzleloaders. Wooden short starters are not recommended.

### 2.6 Use of Reloaded (Hand-Loaded) Ammunition

2.6.1 Only factory ammunition is permitted at competitive events in the Virginia 4-H Shooting Education Program.

2.6.2 The use of reloaded (hand-loaded) ammunition is permitted at non-competitive activities and events under the following conditions if:

- a. Reloads are provided by a parent/guardian or reloads are assembled by the shooter under the direct supervision of a certified reloading instructor.
- b. Shooters are responsible for the safety of their loads including the safety of others on the range.
- c. Ammunition exhibits that appropriate care was taken and inspection performed including being boxed and properly labeled.
- d. All reloaded ammunition is subject to random inspection at the request of a range official and may be rejected at the discretion of a range official.

## 2.7 Storage and Transportation of Air Guns, Muzzleloaders, Firearms, Archery Equipment and Ammunition

### 2.7.1 Storage

Access to stored air guns, muzzleloaders, firearms and archery equipment must be approved by a certified instructor, club coordinator, supervising Extension agent, 4-H Center director or program director, or state coordinator as applicable.

All ammunition (BB's, pellets, rifle shells, pistol shells, shotgun shells, muzzleloading powder, caps, primers, etc.) must be stored separately from the guns which use them.

### 2.7.2 Transportation

During transport, guns must be cased, unloaded, actions opened and CBI's installed where applicable. When a vehicle storing these items is unattended, the vehicle must be locked.

## 2.8 Mandatory Safety Briefings

Shooting education leaders must ensure that a mandatory safety briefing, covering aspects of the activity to be undertaken, be conducted before the activity begins.

## 2.9 Metallic Targets

### 2.9.1 General Metallic Target Restrictions:

- a. Do not use any permanently mounted solid metallic target of any kind (i.e. steel target – plate – solidly mounted to a post).
- b. All metallic targets must move upon impact. Targets that are displaced are permissible (i.e. Regulation NRA silhouettes targets).
- c. "Bouncy Targets" that lie on the ground and are displaced upon bullet impact are not approved for use regardless of material or construction.
- d. Regulation steel silhouette targets will only be used at distances prescribed in the "NRA Rifle (or Pistol) Silhouette Rules".

### 2.9.2 BB Restrictions: No BB shooting will take place with metallic targets.

### 2.9.3 Air Rifle/Air Pistol Restrictions:

- a. Engineered pellet traps are approved for use.

- b. Pellet metallic targets must be at least 10 yards (meters) from the firing line.
- c. Regulation steel silhouette targets will only be used at distances prescribed in the “NRA Rifle (or Pistol) Silhouette Rules”.
- d. 100% lead pellets are the only pellets approved for shooting 4-H metallic targets.

#### 2.9.4 Smallbore Restrictions:

- a. Engineered smallbore bullet traps are approved for use.
- b. Smallbore metallic targets must be at least 40 yards (meters) from the firing line.
- c. Targets with pivots located above the target which swing upward upon impact and deflect the bullet downward are allowed. Targets with pivots located below the target which swing downward upon impact and deflect the bullet upward are not allowed. Targets with pivots located on the side of the target which swing laterally upon impact and deflect the bullet to the right or left are not allowed.
- d. Regulation steel silhouette targets will only be used at distances prescribed in the “NRA Rifle (or Pistol) Silhouette Rules”.
- e. The following restriction is designed to prevent damage to targets, comply with NRA Silhouette rules, and to prevent ricochets. .22 Long Rifle ammunition with solid, pure lead bullets or copper-washed solid, pure lead bullets (including hollow points) is the only ammunition approved for shooting 4-H metallic targets. Frangible, segmented, pure copper or copper-polymer bullets are examples of prohibited bullets.
- f. .22 Long Rifle standard velocity ammunition, with 40 grain lead bullets, should be used when available. Ammunition with muzzle energy above 149 foot/pounds is prohibited. Refer to manufacturer’s website for muzzle energy values.
- g. Ammunition sold as “Segment HP”, “Copper-22”, “Hyper-velocity”, “Super Speed”, “Super Max”, “Velocitor”, “Yellow Jacket”, “Viper”, “Stinger”, “Interceptor”, or other similar brands routinely do not comply with bullet type guidelines (2.7.4 e.) or energy guidelines (2.7.4 f.) and should be researched carefully before purchase.

- h. Range officers may prohibit any ammunition they believe to be out of compliance, even if it is not specifically mentioned above. The following table can be used as a reference for the maximum velocity that is permissible by bullet weight given the 149 ft lb energy limit:

| Bullet Weight (grains) | Maximum Velocity (fps) | Energy (ft/lbs) |
|------------------------|------------------------|-----------------|
| 40                     | 1295                   | 149             |
| 38                     | 1329                   | 149             |
| 37                     | 1346                   | 149             |
| 36                     | 1364                   | 149             |
| 33                     | 1425                   | 149             |
| 32                     | 1447                   | 149             |
| 31                     | 1471                   | 149             |

#### 2.10 Reactive Targets

4-H events and activities are prohibited from using reactive targets. Reactive targets are targets which make use of or are composed of 1) live ammunition, 2) explosives, chemicals or flammable substances, or 3) pressurized containers.

#### 2.11 Firearm Restrictions and Caliber Limitations

The following restrictions and limitations apply to the Virginia 4-H Shooting Education rifle and pistol programs.

2.11.1 No fully automatic firearms allowed.

2.11.2 Rifle and pistol firearm ammunition is restricted to .22 long rifle rimfire ammunition only.

2.11.3 Air rifle and air pistol pellets will comply with the rules applicable to the event, but in no case will the pellet be larger than .22 caliber.

## **Section 3 – Instructor Policies and Procedures**

### **3.1 Instructor Certification**

Instructors must be certified through an approved Virginia 4-H Shooting Education training including both a 3 to 4 hour General Session that teaches youth development, life skills and risk management and a 16 hour Discipline Session that teaches discipline specific topics. Exception: Archery and Coordinator disciplines have a minimum of 12 hours of discipline instruction.

The National 4-H Shooting Sports curriculum is the established teaching curriculum for training adults in Virginia to teach youth the shooting disciplines within the 4-H program. This curriculum focuses on Positive Youth Development and uses the various shooting disciplines to teach Life Skills. Certifications by other organizations are not recognized by the Virginia 4-H Shooting Education program.

In order to conduct any class in which air guns, muzzleloaders, firearms or archery equipment will be handled, or to operate a live-fire range, a Certified Instructor, 21 years of age or older, must be physically present in a constant supervisory role. (For additional information regarding Certified Instructors, see Section 3.2.)

Exception: 4-H Camp Shooting Instructors, 18 years of age or older, may conduct classes in which archery or rifle equipment will be handled, or to operate an archery or rifle live-fire range, if held during a Junior 4-H Camp at a 4-H Educational Center. During Junior 4-H Camp archery and rifle classes or activities, 4-H Camp Shooting Instructors must be physically present in a constant supervisory role. Disciplines other than archery and rifle may not be conducted by 4-H Camp Shooting Instructors. If offered in a 4-H camp setting, all other disciplines must be taught by Certified Instructors, 21 years of age or older. (For additional information regarding 4-H Camp Shooting Instructors, see Section 3.3.)

Note: Apprentice Instructors may only assist a Certified Instructor or a 4-H Camp Shooting Instructor and may not have supervisory responsibilities. (For additional information regarding Apprentice Instructors, see Section 3.4.)



### 3.2 Certified Instructors

In order to be a Level I Certified Instructor in any discipline, the following requirements must be met:

- a. At least 21 years of age at the time of certification,
- b. Successfully complete a state training approved by the Virginia Shooting Education Council or the Virginia 4-H Shooting Education Coordinator,
- c. Enrolled as a 4-H Volunteer including a criminal background screening, and
- d. Accept and abide by the 4-H Shooting Sports Code of Ethics.

### 3.3 4-H Camp Shooting Instructors

In order to be a 4-H Camp Shooting Instructor in the archery or rifle discipline, the following requirements must be met:

- a. At least 18 years of age at the time of certification,
- b. Successfully complete an archery or rifle training approved by the Virginia Shooting Education Council or the Virginia 4-H Shooting Education Coordinator,
- c. Enrolled as a 4-H Volunteer including a criminal background screening,
- d. Accept and abide by the 4-H Shooting Sports Code of Ethics,
- e. Trained using modified archery and rifle curriculum to meet specific needs of the 4-H camping program,
- f. Retrained annually,
- g. Instruct/shoot in the bench-rest position only for air rifle or smallbore rifle,
- h. Limit number of firing points and campers based on adequacy of the range not to exceed 8 firing points or 16 campers per class,
- i. Limit number of campers not to exceed supervisor to camper ratio of 1 to 8, and
- j. Assessed initially by Level II Instructor during certification followed by two additional assessments by 4-H Center Program Director during the first week of camp and half-way through the summer camping season. Assessments will be done using a Virginia 4-H Shooting Education Council approved assessment tool.

### 3.4 Apprentice Instructors

In order to be an Apprentice Instructor in any discipline, the following requirements must be met:

- a. At least 16 years of age at the time of certification,
- b. Successfully complete a state training approved by the Virginia Shooting Education Council or the Virginia 4-H Shooting Education Coordinator,

- c. Enrolled as a 4-H Member or as a 4-H Volunteer if 18 years of age or older including a criminal background screening,
- d. Accept and abide by the 4-H Shooting Sports Code of Ethics, and
- e. Only assist a certified instructor or 4-H camp shooting instructor in the same discipline. Apprentice instructors may not have supervisory responsibilities over any aspect of the program. In the pistol discipline, apprentice pistol instructors may only assist in the handling, instruction and live-fire of air pistols.

When apprentice instructors reach the age of 21, they may apply to the Virginia 4-H Shooting Education Coordinator to have their apprentice status upgraded to certified status.

### 3.5 Minimum Standards for Conducting a Level I Certification

Level I Instructor Certifications must:

- a. Be approved by the Virginia Shooting Education Council or the Virginia Shooting Education Coordinator,
- b. Be conducted by an active Level II Instructor,
- c. Have 3 to 4 hours of general session instruction,
- d. Have 16 hours of shooting discipline instruction. Exception: Archery and coordinator have a minimum of 12 hours of discipline instruction,
- e. Use Council approved training materials,
- f. Be conducted in a way that is consistent with guidelines set forth by the National 4-H Shooting Sports Committee including “first shot fundamentals,”
- g. Include a teaching practicum, and
- h. Include a written knowledge test.

### 3.6 Teaching Practicums

Certifications must include a teaching practicum so instructor-candidates can demonstrate their proficiency in teaching youth to safely and successfully take their first shots.

### 3.7 Instructor Tests

#### 3.7.1 Standardized Tests

Level II Instructors must use council approved tests. They can obtain the test from the State 4-H Shooting Education Coordinator. It is the intent of the Council to control access to these tests. The state coordinator will only provide copies of the tests to Level II Instructors for the purpose of training Level I Instructors or to the Council and/or discipline committees for review and revision.

### 3.7.2 Test Revisions

Test revisions must be approved by the Council and each test will have the date of last revision printed at the top. Only the most recent version may be used.

### 3.8 Instructor Credentials

The State Coordinator will only issue credentials after receiving from the Level II Instructor the following materials for each instructor-candidate:

- a. Completed written discipline test with a passing score of 84%,
- b. End of Course Evaluation, and
- c. Signed 4-H Shooting Sports Code of Ethics.

### 3.9 Shooting Sports Code of Ethics

A complete 4-H shooting education program must convey life skills development and be presented in a way that is safe, technically competent and instills 4-H values in participants through teaching and example. Certified instructors and volunteers must be cognizant of their role as a mentor, as well as teacher to youth and adults in their community and state, and abide by the 4-H Shooting Sports Code of Ethics.

### 3.10 Level II Instructor Certification

Level II Instructors must:

- a. Successfully complete a Level I Instructor Certification (State Workshop) and have a minimum of two years of experience in the applicable discipline,
- b. Successfully complete a National Workshop in the applicable discipline,
- c. Apprentice at least once at a State Workshop, and
- d. Teach at least once a year for a period of four years.

### 3.11 Instructor Recertification

To achieve the highest degree of safety and to continuously improve the skills of the instructor cadre, the Virginia 4-H Shooting Education Program will comply with the recertification *Minimum Standards* established by the National 4-H Shooting Sports Committee. Therefore, the following requirements must be met:

- a. To maintain certification as a Level I or Level II Instructor, one must teach or assist in instruction within the discipline certified at least once every 3 years,

- b. Level I Instructors must be recertified a minimum of every 7 years. Recertification will include a refresher course on the curriculum plus updates to the curriculum and 4-H policies and procedures, and
- c. Level II Instructors must be recertified after a major revision of the curriculum as determined by the National 4-H Shooting Sports Committee or the State Coordinator. Recertification will include attending an update training event hosted by a Level III instructor or a Level II instructor using the revised curriculum.

## **Section 4 – Competition Policies and Procedures**

### **4.1 Role of Competition**

Development of life skills is central to the mission of the 4-H. The standards and formality of competitive shooting opportunities are useful in the development of these skills. For this reason, the Virginia 4-H Shooting Education Council hosts a variety of competitions such as the State 4-H Shoot. This competition, and any additional 4-H competitions, must be approved by the council. It is important for match directors, instructors/coaches, 4-H'ers and parents to have access to standardized guidelines for each competition. These guidelines are included in a Match Program.

### **4.2 Match Programs**

Match programs, which include descriptions of each shooting event conducted as part of the competition plus other essential information, are posted on the Virginia 4-H Shooting Education website. All competitors and attendees must comply with the rules included in the match program.

### **4.3 Match Governance**

The Range Officer and Match Director are responsible for the safe conduct of events. Range officials have the authority to enforce all rules including safety rules. Failure to comply may result in immediate disqualification from the entire event without a refund of entry fees. Warnings will not be given for intentional violations of safety rules.

### **4.4 Discipline Portfolios**

4-H members competing in 4-H matches must complete the training, and demonstrate and achieve the proficiencies, outlined in the portfolios for each shooting discipline. Portfolios for each discipline are posted on the Virginia 4-H Shooting Education website.

Exception: 4-H members competing in District 4-H Shoots, who have not completed the training outlined in the portfolios, may still compete but must be accompanied by an instructor/coach.

#### 4.4.1 Purpose

The purpose of the portfolios is to: 1) Track the progress of 4-H members from the very beginning of their shooting education project until they are fully proficient and have developed advanced skills; 2) Provide evidence to match staff that 4-H members have achieved the appropriate levels of proficiency to safely and successfully compete in a match; 3) Document minimum qualifying scores; and 4) Meet risk management standards.

#### 4.4.2 Intent

The intent of the portfolios is for instructors to sign-off on proficiencies outlined in each discipline portfolio throughout the 4-H project year rather than within days of the registration deadline for an upcoming match.

#### 4.5 Portfolio Certification Document

A Portfolio Certification Document must be completed for each 4-H member competing in a state 4-H match including Spring Air and the State 4-H Shoot. See Appendix E.

In addition to completing a Portfolio Certification Document for each 4-H member who is competing in a state match, hard copies of that member's individual portfolios must be available for inspection at a match official's request.

#### Selecting Coaches of Record, Development Teams and National Teams

For information regarding policies and procedures for selecting coaches of record, development teams and national teams representing Virginia at the 4-H Shooting Sports National Championships, contact the Virginia 4-H Shooting Sports Coordinator.

#### Hunting and Outdoor Skills Policies and Procedures (Pending)

Appendix A – Youth Handgun Permission Form

**2023 Virginia 4-H Youth Handgun Permission Form**

Revised July 2017

**Instructions:** This form should be renewed each year. One copy of this form should remain with the handgun and one copy should be presented to the coach/instructor or match director.

I, \_\_\_\_\_, living at \_\_\_\_\_

(Name of Parent/Legal Guardian)

(Address)

\_\_\_\_\_ give permission for

(City, State, Zip Code)

\_\_\_\_\_ to transport, handle and fire handgun

(Name of 4-H Member)

\_\_\_\_\_

(Make, Model and Serial Number)

with ammunition for the purpose of organized instruction and/or competition in the Virginia 4-H Shooting Education Program.

*I hereby state that I am not prohibited by Federal, State, or local law from possessing a firearm. I acknowledge that it is my responsibility to notify my child's coach/instructor, extension agent and/or match officials if the above granted permission is withdrawn due to either my decision or changing circumstances.*

*I have read & understand the Youth Handgun Safety Act Notice ATF I 5300.2 (7-2004)\*.*

<https://www.atf.gov/firearms/docs/guide/atf-i-53002-%E2%80%94-youth-handgun-safety-act-notice/download>

Signature of Parent/Legal Guardian: \_\_\_\_\_

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

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Appendix B - Approval to Purchase Firearms and/or Ammunition to be Used in 4-H Educational Programming



**Approval to Purchase Firearms and/or Ammunition to be Used in 4-H Educational Programming**

*This request must be completed and emailed to William “Mac” Babb, Chief of Police & Director of Security for Virginia Tech at [wmb1@vt.edu](mailto:wmb1@vt.edu). A copy should be emailed to Jeremy Johnson, Assistant Director & State 4-H Leader, at [jejohns1@vt.edu](mailto:jejohns1@vt.edu) and Lynn Wheeless, Interim State 4-H Shooting Education Coordinator at [lynnwheeless1@vt.edu](mailto:lynnwheeless1@vt.edu). Email approval from the Chief should be attached when request is entered into system for payment.*

4-H Department: \_\_\_\_\_ (Unit and Club)

Purpose for the ammunition: For the training of 4-H members in firearm safety and marksmanship

Type of Firearm/Ammunition: \_\_\_\_\_

(examples: cartridges for 22s; shotgun shells; Daisy air rifle, etc.)

Quantity of ammunition: \_\_\_\_\_

The locked location where the ammunition will be stored: \_\_\_\_\_  
(examples: at the home of volunteer X; at the X 4-H educational center)

*Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer. Issued in furtherance of Cooperative Extension work, Virginia Polytechnic Institute and State University, Virginia State University, and the U.S. Department of Agriculture cooperating. Edwin J. Jones, Director, Virginia Cooperative Extension, Virginia Tech, Blacksburg; M. Ray McKinnie, Administrator, 1890 Extension Program, Virginia State University, Petersburg.*

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VA 4-H Shooting Education Council  
 Virginia Cooperative Extension  
 106-B Hutcheson Hall (0419)  
 Blacksburg, VA 24061



## Transfer of Care, Custody, and Control

This agreement acknowledges that transfer of responsibility for the care, custody, and control of the specified firearms permanently passes from the VA 4-H Shooting Education entity relinquishing control to the VA 4-H Shooting Education entity assuming control. This agreement is between:

\_\_\_\_\_ representing \_\_\_\_\_, and  
Name VA 4-H Shooting Education entity relinquishing control

\_\_\_\_\_ representing \_\_\_\_\_.  
Name VA 4-H Shooting Education entity assuming control

The specified firearms are owned by the Virginia Cooperative Extension and administered by the Virginia 4-H Shooting Education Council.

| Description | Manufacturer | Model | Serial # | New Storage Location | Value |
|-------------|--------------|-------|----------|----------------------|-------|
|             |              |       |          |                      |       |
|             |              |       |          |                      |       |
|             |              |       |          |                      |       |
|             |              |       |          |                      |       |
|             |              |       |          |                      |       |

Signature

Signature

\_\_\_\_\_ Name

\_\_\_\_\_ Date

\_\_\_\_\_ Name

\_\_\_\_\_ Date

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Appendix E - Portfolio Certification Document

VA 4-H Shooting Education Portfolio Certification Document

Name of Competitor: \_\_\_\_\_ County/Unit \_\_\_\_\_

Shooting Year: \_\_\_\_\_

| <u>RIFLE</u>          | JR / SR (circle one) | <u>SCORE</u> |
|-----------------------|----------------------|--------------|
| BB                    |                      | _____        |
| Air Rifle 3P          |                      | _____        |
| Air Rifle Silhouettes |                      | _____        |
| 3P .22 Rifle          |                      | _____        |
| .22 Rifle Silhouettes |                      | _____        |

| <u>PISTOL</u>                               | JR / SR (circle one) | <u>SCORE</u> |
|---|----------------------|--------------|
| Progressive Pistol Program (Air Pistol PPP) |                      | _____        |
| Air Pistol Silhouettes                      |                      | _____        |
| .22 Camp Perry                              |                      | _____        |
| .22 Smallbore Hunter Pistol Silhouette      |                      | _____        |

| <u>SHOTGUN</u> | JR / SR (circle one) | <u>SCORE</u> |
|----------------|----------------------|--------------|
| Trap           |                      | _____        |
| Skeet          |                      | _____        |
| Sporting Clays |                      | _____        |

| <u>ARCHERY</u>     | JR / SR (circle one) | <u>SCORE</u>        |
|--------------------|----------------------|---------------------|
| 10 Yards           |                      | _____               |
| 15 Yards           |                      | _____               |
| 20 Yards           |                      | _____               |
| 25 Yards           |                      | _____               |
| 30 Yards           |                      | _____               |
| 30/40/50/60 Meters |                      | ____/____/____/____ |

| <u>MUZZLELOADING</u>             | JR / SR (circle one). | <u>SCORE</u> |
|----------------------------------|-----------------------|--------------|
| 50 yds x 12 shots                |                       | _____        |
| Silhouettes (bottles & critters) |                       | _____        |

| <u>HUNTING</u>              | JR / SR (circle one). | <u>SCORE</u> |
|-----------------------------|-----------------------|--------------|
| To be determined in January |                       | _____        |

By signing this document, I certify that I have reviewed the member's portfolio and determined the member has met all competition and safety requirements listed on the discipline project portfolios. The coordinator or 4-H Agent guarantees the Coach of Record will have hard copies of the competitor's project portfolio at the competition available for inspection at match officials' request.

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

Printed Name of Coordinator or Agent: \_\_\_\_\_

## Appendix E - *Portfolio Certification Document*

### INSTRUCTIONS:

1. Have instructors fill out each competitor's project portfolio and turn into you.
2. Review each competitor's project portfolio for competency & safety in each event the competitor is registered to compete in.
3. Neatly fill in the competitor's name, county, and the year where indicated.
4. Neatly fill in competitor's consistent scores at practice/competitions in the space labeled SCORE.
5. Circle JR if the competitor is a Junior competitor, and SR if the competitor is a Senior competitor in disciplines where asked.
6. If any areas in the project portfolio are not filled in correctly, please contact instructors to fill them in as required before signing page 1 of this document.
7. Sign and date
8. Scan and email page 1 to match officials before the required deadline.
9. Ensure project portfolios are with the Coach of Record at each match.

Only 1 form needs to be filled out per shooting year. Take note of minimum score requirements for each discipline and ensure the competitor has consistently met these in practice. Please fill out each blank correctly. It is not the match official's responsibility to go on Orion and look up previous match scores.

As stated on both page 1 and 2, this sheet does not replace the requirement of the project portfolios. The coach of record must have the full project portfolios on hand at every competition. The portfolio review process is a risk management issue with up to 6 or 7 pages to review per competitor per match. This ensures coordinators have reviewed each competitor's portfolio before registering them in a match. The failure to complete page 1 completely and correctly could result in the competitor being pulled from events.