**Virginia 4-H Shooting Education Program Policies and Procedures**

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**Section 1 – General Policies and Procedures**

* 1. Situation Statement

The Virginia 4-H Shooting Education Program is part of the 4-H 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 program includes the following disciplines – archery, hunting, muzzleloading, pistol, rifle and shotgun. Training is also provided in the Coordinator discipline. Individuals trained in the Coordinator discipline are responsible for the overall coordinator 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 Training Team Members or Instructor-Trainers. Level II instructors must be certified at a national workshop in order to teach 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. Program Goals and Objectives

The Virginia 4-H Shooting Education Program strives to assist youth, and adults working with those youth, to gain additional knowledge, life skills and attitudes that will further their development as self-directing, contributing and productive members of society. Everyone must understand the goals and objectives of the program in order to present and manage it properly. Shooting education goals and objectives are consistent with goals and objectives of the overall 4-H program:

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1. To encourage participation in natural resources and related natural science programs by exposing participants to the content through target shooting, hunting

 and related educational activities,

1. To enhance development of self-concept, character and personal growth through safe, educational and socially acceptable involvement in shooting activities,
2. To teach safe and responsible use of firearms and archery equipment including sound decision making, self-discipline and concentration,
3. To promote the highest standards of safety, sportsmanship and ethical behavior,
4. To expose participants to the broad array of vocational and life-long vocational activities related to shooting,
5. To strengthen families through participation in life-long recreational activities, and
6. To complement and enhance the impact of existing safety, shooting, and hunter education programs using experiential educational methods and progressive development of skills and abilities.
	1. Program Administration

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

* 1. 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 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

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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.

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.

Fiduciary Policy

All 4-H monies and equipment must be managed in a way which follows the Virginia 4-H Fiduciary Policies outlined in publication 4H-79 – *Virginia 4-H Financial Management for 4-H Clubs* and publication 388-025 – *4-H Treasurer’s Record Book.*

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 Ammuniti*on *to be Used in 4-H Educational Programming* before purchasing guns or ammunition.

1.6.2 NRA Grants

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

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1.6.3 MidwayUSA Endowments

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

1.6.4 Raffle Restrictions

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

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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.

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.

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2.4 Finger Protection and Armguards for Archery

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

2.5 Wooden Accessories for Muzzleloading

Wooden ramrods are not permitted for loading or cleaning muzzleloaders. Wooden long 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:

1. Reloads are provided by a parent/guardian or reloads are assembled by the shooter under the direct supervision of a certified reloading instructor.
2. Shooters are responsible for the safety of their loads including the safety of others on the range.
3. Ammunition exhibits that appropriate care was taken and inspection performed including being boxed and properly labeled.
4. 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.

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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:

1. Do not use any permanently mounted solid metallic target of any kind (i.e. steel target – plate – solidly mounted to a post).
2. All metallic targets must move upon impact. Targets that are displaced are permissible (i.e. Regulation NRA silhouettes targets).
3. “Bouncy Targets” that lie on the ground *­*and are displaced upon bullet impact are not approved for use regardless of material or construction.
4. 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:

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

2.9.4 Smallbore Restrictions:

1. Engineered smallbore bullet traps are approved for use.

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1. Smallbore metallic targets must be at least 40 yards (meters) from the firing line.
2. 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.
3. Regulation steel silhouette targets will only be used at distances prescribed in the “NRA Rifle (or Pistol) Silhouette Rules”.
4. 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.
5. .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.
6. 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.
7. 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:

|  |  |  |
| --- | --- | --- |
| BulletWeight(grains) | MaximumVelocity(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 Rifle and pistol firearm ammunition is restricted to .22 long rifle rimfire ammunition only.

2.11.2 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.

2.11.3 No fully automatic firearms allowed.

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**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.)

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3.2 Certified Instructors

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

1. At least 21 years of age at the time of certification,
2. Successfully complete a state training approved by the Virginia Shooting Education Council or the Virginia 4-H Shooting Education Coordinator,
3. Enrolled as a 4-H Volunteer including a criminal background screening, and
4. 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:

1. At least 18 years of age at the time of certification,
2. Successfully complete an archery or rifle training approved by the Virginia Shooting Education Council or the Virginia 4-H Shooting Education Coordinator,
3. Enrolled as a 4-H Volunteer including a criminal background screening,
4. Accept and abide by the 4-H Shooting Sports Code of Ethics,
5. Trained using modified archery and rifle curriculum to meet specific needs of the

4-H camping program,

1. Retrained annually,
2. Instruct/shoot in the benchrest position only for air rifle or smallbore rifle,
3. Limit number of firing points and campers based on adequacy of the range not to exceed 8 firing points or 16 campers per class,
4. Limit number of campers not to exceed supervisor to camper ratio of 1 to 8, and
5. 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.

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3.4 Apprentice Instructors

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

1. At least 16 years of age at the time of certification,
2. Successfully complete a state training approved by the Virginia Shooting Education Council or the Virginia 4-H Shooting Education Coordinator,
3. Enrolled as a 4-H Member or as a 4-H Volunteer if 18 years of age or older including a criminal background screening,
4. Accept and abide by the 4-H Shooting Sports Code of Ethics, and
5. 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:

1. Be approved by the Virginia Shooting Education Council or the Virginia Shooting Education Coordinator,
2. Be conducted by an active Level II Instructor,
3. Have 3 to 4 hours of general session instruction,
4. Have 16 hours of shooting discipline instruction. Exception: Archery and coordinator have a minimum of 12 hours of discipline instruction,
5. Use Council approved training materials,
6. Be conducted in a way that is consistent with guidelines set forth by the National 4-H Shooting Sports Committee including “first shot fundamentals,”
7. Include a teaching practicum, and
8. 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.

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* 1. 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.

* 1. Instructor Credentials

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

1. Completed written discipline test with a passing score of 84%,
2. End of Course Evaluation, and
3. Signed 4-H Shooting Sports Code of Ethics.
	1. 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:

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

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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:

1. 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,
2. 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 state policies and procedures, and
3. 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.

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**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. Warnings will not be given for intentional violations of safety rules.

* 1. Shooting Discipline Portfolios

4-H youth competing in 4-H competitions must complete the training, and demonstrate and achieve the proficiencies, outlined in portfolios for each shooting discipline. These portfolios are also posted on the website.

* 1. 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, go to Virginia 4-H Shooting Education website:

<https://ext.vt.edu/topics/4h-youth/nree/shooting/index.html>

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Attachment 1

**Policy for Selecting Shotgun Coaches of Record, Development Teams and National Teams representing the Virginia 4-H Shooting Education Program**

In order to represent Virginia in the shotgun discipline at the 4-H Shooting Sports National Championships, the coach of record, development team, national team, funding and related activities must be approved by the Shotgun Discipline Committee and the Virginia 4-H Shooting Education Council. For information and rules for the national championships, go to 4h.unl.edu/shooting-sports/national

**Selecting the Coach of Record for the Shotgun Development Team**

A 4-H certified instructor, with a minimum of a Level I certification and two years of experience in the shotgun discipline, may apply to the shotgun committee within two weeks of the R.L. Harris Jr. Memorial 4-H Shotgun Championship to serve as coach of record for the development team by submitting a *Coach of Record Application.*

If more than one instructor applies within two weeks of the shotgun championship, the shotgun committee will determine if the applicants are acceptable or unacceptable, rank the acceptable applicants, and make a recommendation to the council. The council will appoint the coach of record.

If no instructors apply within two weeks of the shotgun championship, the shotgun committee will consider additional applications on a first-come; first-served basis up until December 1st. If no applications are received by December 1st, Virginia will forgo sending a shotgun team to the national championships.

**Shotgun Coach of Record Responsibilities**

The Shotgun Coach of Record will:

* Select team members per guidelines outlined in the following sections and oversee all aspects of preparing for and competing in the 4-H Shooting Sports National Championships,
* Submit to the Shotgun Committee and the Council a list of development team members detailing who was invited to participate, who accepted and who declined,
* Designate an assistant coach of record who must also be a 4-H certified shotgun instructor and able to attend the national championships,
* Document scores used for selecting the development team and the national team, and
* Submit an After-Action Report to the Shooting Education Coordinator by September 1st.

**Selection Process for Shotgun Development Team**

To qualify for a slot on the shotgun development team, senior 4-H members must shoot their first 200 mandatory targets at the R.L. Harris Jr. Memorial 4-H Shotgun Championship. Shotgun development team members from the previous year must also shoot their first 200 mandatory targets at the current year’s shotgun championship.

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The shotgun coach of record will invite the 10 highest-scoring, eligible shooters from the shotgun championship to join the shotgun development team. He/she will also invite the remaining, eligible development team members from the previous year if they competed in the current year’s shotgun championship. “Eligible” is defined as not having competed in the shotgun event at a 4-H Shooting Sports National Championship and still meeting state and national age requirements. Per national rules, participants must be 14 to 18 years of age on January 1st of the year in which the national championship takes place.

If any of the 10 highest-scoring, eligible shooters or remaining, eligible development team members decline to participate, the next highestscoring shooter from the shotgun championship will be invited and so on, going down the ranking until a development team has been selected. If feasible, prospective team members should be contacted within 30 days of the shotgun championship.

**Selection Process for Shotgun National Team**

Per national rules, teams are composed of no less than three (3) and no more than four (4) individuals. The national team will be chosen from the high cumulative scores from the R.L. Harris Jr. Memorial 4-H Shotgun Championship PLUS a series of 300 mandatory targets shot in EACH trap, skeet and sporting clays. Mandatory targets must be shot by all development team members on the same day, at the same range, using the same course of fire. It is recommended that the 300 trap, 300 skeet and 300 sporting clay targets be shot in the months of January, February and March and the national team be selected at least three months prior to the national championships to allow sufficient time for continued development of the team, fundraising, airline and hotel reservations, etc.

Per national rules, a state team may send a substitute for a registered participant who is unable to attend the national championship. The Coach of Record must designate a substitute (alternate) in the event that one of Virginia’s registered participants is unable to attend. The alternate cannot compete as an individual at nationals.

**Funding and Fund Raising for Shotgun Teams**

Funds may or may not be available from the Virginia 4-H Shooting Education Program to develop and send a shotgun team to the 4-H Shooting Sports National Championships. If funds are available in the *Shotgun Development Team s*ubaccount, the coach of record may apply for up to fifty percent (50%) of the teams’ total expenses. The shotgun committee and council must approve the appropriation of these funds for both development team and national team expenditures. The coaches, 4-H members and families are ultimately responsible for raising the funds necessary for preparation and participation in the national championships.

2 of 3

**Additional Shotgun Guidelines**

Traveling with the shotgun team to the national championships must be a minimum of two adults, age 21 or older, designated as the Coach of Record and the Assistant Coach of Record. Ideally, the assistant coach of record will make a two-year commitment and submit a Coach of Record Application the following year.

All youth and adults participating on/traveling with the teams must be officially enrolled in the Virginia 4-H Program which now includes a criminal background screening for anyone 18 years of age or older. 4-H members must sign and adhere to the *Virginia 4-H Standardized Code of Conduct*; adults must sign and adhere to the *Standards of Behavior for Virginia 4-H Volunteers*.

Additional expectations will be presented at a mandatory informational meeting for prospective team members and their parents/guardians.

The coach of record must have up-to-date Health History Report Forms with original signatures for all youth and adults participating on/traveling with either the development team or the national team.

 Approved by the Shooting Education Council September 12, 2020

Page 3 of 3

Attachment 2

**Specifications for establishment of a Virginia 4H Air Rifle Development Program**

Submitted to and approved by VA Shooting Ed Council 1/12/2014

We recognize that competition exists at the 4H National level and consists of contests that participants are not exposed to at the state level. An AIR RIFLE DEVELOPMENT PROGRAM (ARDP) can be established as an extension of the basic 4H rifle program for the purpose of training youth for National level competition.

The ARDP is established one year at a time with the intent of building a qualified team for the next 4H National Invitational Match. Every ARDP has an annual lifecycle that begins in September and ends after National Competition in July of the following year. An ARDP must be re-authorized each year.

To establish an ARDP:

* + A coach-of-record and assistant coach(es) must step forward with an action plan, timeline, and funding proposal for a specific 4H National Invitational Match(es).
	+ The coach-of-record must be a 4H certified rifle instructor with a minimum of 2 years’ experience working as a 4H rifle instructor in any state. Assistant coaches must be endorsed by the coach-of-record.
	+ Both coach-of-record and assistant coach(es) must be endorsed by the Rifle Committee and confirmed by a full Virginia 4H Shooting Education Council vote.
	+ ARDP team members must be current members of a Virginia 4H Shooting Education program and must be certified via a VIRGINIA 4-H SHOOTING EDUCATION PROJECT PORTFOLIO—RIFLE prior to joining the ARDP.
	+ ARDP team members must comply with current National 4H Shooting Sports Invitational General Rules. This particularly applies to qualified age to make sure shooters will be eligible for the 4H National Invitational Match at the time it is shot, and includes all other rules specified in the reference as they may change over time.
	+ Invitations to join the ARDP will be extended to competitors from the most recent State Shoot that constitute the top 10% or 10 individuals (whichever is greater) based on the following aggregate score:
		- 1 times State Shoot 3P air rifle score
		- 2 times State Shoot 3P air rifle score standing position
* Additionally, any individual enrolled in a Virginia 4H shooting education club who is certified with a Rifle Portfolio and has scores from the most recent Spring Air Match or scores from a Nationally sanctioned 3P Air rifle match shot within 120 days of the most recent Virginia State Shoot can petition to join the ARDP. The decision to accept the petition belongs solely to the coach-of-record.
* The ARDP will operate in accordance with guidance provided by the latest version of the **Guidelines for Team Development and Competition in 4H National Rifle Competitions.**
* The coach-of-record can, at the coach’s discretion, establish quantitative thresholds to select members to continue participating in the ARDP.
* All funds relative to the ARDP will be handled through the Virginia 4H Shooting Education Council operating account. A complete accounting of funds must be provided to the Virginia 4H Shooting Education Council within 60 days after the 4-H National Match or within 60 days of the dissolution of the ARDP. Excess funds will be allocated to the Virginia 4H Shooting Education Council operating account for use by future Rifle Development Programs.

**Specifications for establishment of a Virginia 4H Smallbore Rifle Development Program**

Submitted to and approved by VA Shooting Ed Council 1/12/2014

We recognize that competition exists at the 4H National level and consists of contests that participants are not exposed to at the state level. A Smallbore RIFLE DEVELOPMENT PROGRAM (SRDP) can be established as an extension of the basic 4H rifle program for the purpose of training youth for National level competition.

The SRDP is established one year at a time with the intent of building a qualified team for the next 4H National Invitational Match. Every SRDP has an annual lifecycle that begins in September and ends after National Competition in July of the following year. An SRDP must be re-authorized each year.

To establish an SRDP:

* + A coach-of-record and assistant coach(es) must step forward with an action plan, timeline, and funding proposal for a specific 4H National Invitational Match(es).
	+ The coach-of-record must be a 4H certified rifle instructor with a minimum of 2 years’ experience working as a 4H rifle instructor in any state. Assistant coaches must be endorsed by the coach-of-record.
	+ Both coach-of-record and assistant coach(es) must be endorsed by the Rifle Committee and confirmed by a full Virginia 4H Shooting Education Council vote.
	+ SRDP team members must be current members of a Virginia 4H Shooting Education program and must be certified via a VIRGINIA 4-H SHOOTING EDUCATION PROJECT PORTFOLIO—RIFLE prior to joining the SRDP.
	+ SRDP team members must comply with current National 4H Shooting Sports Invitational General Rules. This particularly applies to qualified age to make sure shooters will be eligible for the 4H National Invitational Match at the time it is shot, and includes all other rules specified in the reference as they may change over time.
	+ Invitations to join the SRDP will be extended to competitors from the most recent State Shoot that constitute the top 10% or 10 individuals (whichever is greater) based on the following aggregate score:
		- 1 times State Shoot 3P small-bore score
		- 2 times State Shoot 3P small-bore score standing position
* Additionally, any individual enrolled in a Virginia 4H shooting education club who is certified with a Rifle Portfolio and has scores from a Nationally sanctioned 3P smallbore rifle match shot within 120 days of the most recent Virginia State Shoot can petition to join the SRDP. The decision to accept the petition belongs solely to the coach-of-record.
* The SRDP will operate in accordance with guidance provided by the latest version of the **Guidelines for Team Development and Competition in 4H National Rifle Competitions.**
* The coach-of-record can, at the coach’s discretion, establish quantitative thresholds to select members to continue participating in the SRDP.
* All funds relative to the SRDP will be handled through the Virginia 4H Shooting Education Council operating account. A complete accounting of funds must be provided to the Virginia 4H Shooting Education Council within 60 days after the 4-H National Match or within 60 days of the dissolution of the SRDP. Excess funds will be allocated to the Virginia 4H Shooting Education Council operating account for use by future Rifle Development Programs.

Attachment 3

**Coach of Record Application**

In order to represent Virginia at the 4-H Shooting Sports National Championships, the Coach of Record must be appointed by the Virginia 4-H Shooting Education Council. Complete and email Coach of Record Application to the Virginia 4-H Shooting Education Program Coordinator.

Contact Information

*(List name, address, phone number and email of applicant)*

*(List name, phone number and email of applicant’s 4-H Extension Agent)*

Discipline and Selection Process

*(List discipline and process to be used to select the Development Team, National Team and Alternate)*

Qualifications

*(List qualifications including date of Level I 4-H Instructor Certification and if applicable, additional certifications and advanced trainings)* Please note: Level I 4-H Instructors must have a minimum of two years of experience working with 4-H members in the said discipline to be eligible to apply as Coach of Record.

Assistant Coach of Record

*(List name of Assistant Coach of Record and date of their Level I 4-H Instructor Certification)* Please note: The Assistant Coach of Record may be appointed at a later date but must attend the national championships.

Equipment

*(List equipment required for event and how equipment will be obtained)*

Schedule of Planned Activities for Development of the Team

*(Develop and attach a tentative schedule including informational meeting, practices, matches, team building and mental training exercises, assigned readings, etc.)*

Estimated Financial Statement

*(Develop and attach an estimate of development team and national team income and expenses. Please use the attached template.)*

Fundraising

*(List strategies for fundraising)*

Additional Information

In accordance with Virginia 4-H policies and procedures, if the team includes both males and female 4-H Members, then both male and female 4-H Leaders must be present in a supervisory role.

 **Template for Estimated Financial Statement**

|  |
| --- |
| **Estimated Income** |
| Fundraisers  |  |
| Donations from Businesses |  |
| Donations from Individuals |  |
| Donations from Organizations  |  |
| In-Kind Donations |  |
| Proceeds from State 4-H Championship |  |
| Support from State Shooting Education Council |  |
| Support from State 4-H Office  |  |
| Support from Development Team Members and their Families |  |
| Support from National Team Members and their Families |  |
| Other |  |
| **Total Estimated Income** | **$** |
|  |
| **Estimated Expenses** |
| Equipment\* (Air Guns, Firearms, Bows, Accessories, etc.) |  |
| Ammunition |  |
| Targets |  |
| Range Fees for Development Team  |  |
| Match Fees for Development Team |  |
| Registration Fee for National Team |  |
| Travel for National Team & Coaches (Airline tickets, baggage fees, rental vehicle, gas, tolls, etc.) |  |
| Meals for National Team & Coaches |  |
| Lodging for National Team & Coaches |  |
| Practice Rounds before and during National Championships |  |
| Team Apparel |  |
| Other |  |
| **Total Estimated Expenses** | **$** |
| **Estimated Net Profit or Estimated Net Loss = $**  |
| \*Will Council equipment be used by the Development Team or the National Team? Yes No  If yes, list:\*Will equipment be purchased with Council funds for the Development Team or the National  Team? Yes No If yes, list: |

 Approved by Shooting Education Council September 12, 2020

Attachment 4

**Invitation to Join a Virginia 4-H Development Team**

*This section to be completed by the Coach of Record*

**This is an invitation for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to join the**

 (Name of 4-H Member)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Development Team.**

 (Name of Discipline)

The top four shooters on the Development Team will have an opportunity to represent Virginia at the

4-H Shooting Sports National Championships.

**4-H Member:** Please check one**:**

\_\_\_ I accept this invitation and agree to abide by the Virginia 4-H Standardized Code of Conduct and other expectations set forth by the Coach of Record.

\_\_\_ I decline this invitation.

**4-H Member Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_

**Parent/Guardian:** Please check one:

\_\_\_ We (I) grant permission for our (my) child to participate on the Development Team. We (I) will support him/her in fulfilling the responsibilities associated with this opportunity. We (I) understand that there may be some expenses (equipment, ammunition, targets, registration fees, meals, lodging, transportation, etc.) associated with the development team and the national championship.

\_\_\_ On behalf of our (my) child, we (I) decline this invitation.

**Parent/Guardian Name(s)** (Please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_

**Non-Parent Club Leader/Extension Agent:** Please check one:

\_\_\_ We certify that this 4-H member is enrolled, active and in good standing in our 4-H Shooting Club and Unit 4-H Program. We support his/her invitation to join the Development Team with an opportunity to represent Virginia at the 4-H Shooting Sports National Championships.

\_\_\_ On behalf on this 4-H member and his/her parent(s)/guardian(s), we acknowledge that this invitation has been declined.

**Non-Parent Club Leader Name** (Please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Non-Parent Club Leader Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_

**Extension Agent Name** (Please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Extension Agent Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_

Attachment 5

**Coach of Record After-Action Report**

(Complete and e-mail to 4-H Shooting Education Coordinator by September 1)

Coach of Record \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event: 4-H Shooting Sports National Championships Event Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discipline \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What process was used to identify potential development team members?
2. Attach the list of senior 4-H members who were invited to join the development team. Note who accepted and who declined.
3. Document and attach scores used to select the national team and alternate.
4. Complete a financial statement detailing total income, total expenses, and net profit or net loss. Please use the attached template.
5. Lessons learned:
6. What went as planned?
7. What did not go as planned?
8. If you had to do it all over again, what would you do differently?

**Template for Financial Statement**

|  |
| --- |
| **Income** |
| Fundraisers  |  |
| Donations from Businesses |  |
| Donations from Individuals |  |
| Donations from Organizations  |  |
| In-Kind Donations |  |
| Proceeds from State 4-H Championship |  |
| Support from State Shooting Education Council |  |
| Support from State 4-H Office  |  |
| Support from Development Team Members and their Families |  |
| Support from National Team Members and their Families |  |
| Other |  |
| **Total Income** | **$** |
|  |
| **Expenses** |
| Equipment\* (Air Guns, Firearms, Bows, Accessories, etc.) |  |
| Ammunition |  |
| Targets |  |
| Range Fees for Development Team  |  |
| Match Fees for Development Team |  |
| Registration Fee for National Team |  |
| Travel for National Team & Coaches (Airline tickets, baggage fees, rental vehicle, gas, tolls, etc.) |  |
| Meals for National Team & Coaches |  |
| Lodging for National Team & Coaches |  |
| Practice Rounds at National Championships |  |
| Team Apparel |  |
| Other |  |
| **Total Expenses** | **$** |
| **Net Profit or Net Loss = $**  |
| \*Was Council equipment used by the Development Team or the National Team? Yes No  If yes, list:\*Was equipment purchased with Council funds for the Development Team or the National  Team? Yes No If yes, list: |

 Approved by Shooting Education Council September 13, 2020