

**2018 Virginia 4-H "Spring Air" Championship**  
**March 16-18, 2018**  
**W.E. Skelton 4-H Educational and Conference Center**  
[3A-Spring Air 2018 Registration Instructions.doc] [1/15/18]

Registration Form Instructions

Incomplete forms will not be accepted.

Any forms with names and addresses typed in all caps will not be accepted.

There are four spread sheets [in excel] that need to be completed for registration.

**[1] Club Registration:**

- Line 1:** Unit (County or Club) Name
- Line 2:** Name of coach of record
- Line 3:** Electronic signature of Certification by Coach or Club Coordinator signifying that all the competitors are knowledgeable of the use of their equipment and of the competition in which they are entered. (BB, supported Air Pistol positions, and AR & AP silhouettes may have coaches.) *Air Rifle and unsupported Air Pistol positions must be able to handle their equipment without coaching on the firing line. If a competitor is not able to handle their equipment or know the competition process, they will be asked to leave the firing line.*
- Line 4:** Contact Name
- Lines 5:** Address
- Line 6:** City
- Line 7:** State
- Line 8:** Zip Code
- Line 9:** Phone Number
- Line 10:** Email for questions on registration and distribution of final results bulletin
- Line 11:** Name(s) of at least one individual per club that can help with stat house. Also, data entry help needed.
- Line 12:** Total number of 4-H participants
- Line 13A:** Total \$ Amount of Lodging Fees from Lodging, Meals, DU Info Sheet
- Line 13B:** Total \$ Amount of Meals from Lodging, Meals, DU Info Sheet
- Line 13C:** Total \$ Amount of Day Use Fees from Lodging, Meals, DU Info Sheet
- Line 14:** Grand Total of Fees Owed.
- Line 15A/B:** Due to the financial guidelines for 4-H clubs, shooting clubs that opted to become activities of VA TECH will receive an invoice for their total fees due. Payment of these fees will need to be processed through the shooting club's local extension office in a timely manner.  
Shooting clubs that opted to apply for independent 501(c)3 status with the IRS (or their county 4-H volunteer Leaders group applied for independent

status) will pay at check in on Friday night or Saturday morning. **One check per county/club please!** Make check payable to "Skelton 4H Educational Center." There will be a \$35 fee on any returned check.

**The amount owed will be emailed to the coach of record along with lodging assignments and squad times during the week prior to the competition.**

## **[2] Participant Info:**

Please follow the instructions in parenthesis in each column of the registration sheet. For more than 30 participants please add additional lines or sheets.

Do not put additional information in columns (such as days they would like to shoot that discipline or email that information to Robert. **That information needs to be put on the notes worksheet (not in separate email.)** (Additional information may be put in an email but may be missed as registrar is working from registration sheets.)

### Air Rifle and Air Pistol Shooter Info:

If a participant is shooting Air Rifle they must have a CMP Number. If they shot last year, the 2017 coach of record should have a list of CMP numbers from 2017. If your coach of record is no longer active or you do not have those numbers, please contact Robert Tillotson or [Lynn Wheelless \(lynn.wheelless@cox.net\)](mailto:lynn.wheelless@cox.net). If you have a new Air Rifle shooter you need to go to <https://ct.thecmp.org/app/v1/index.php?do=login> and follow the instructions to receive numbers. As this may take up to 48 hours to receive, do not wait until the registration deadline to request the numbers.

All information for every air rifle, air pistol, and BB competitor must be entered. This includes CMP #. Instructions for each column are in each column.

For all disciplines put a "1" in the block if the competitor is shooting that event. In the column for pistol position place the letter "BS" for Basic Supported, "SS" for Standing Supported, and "1ST" for One Handed Standing.

INCOMPLETE FORMS WILL NOT BE ACCEPTED.

## **[3] Lodging, Meals, & Day Use Info:**

Please record all information for anyone (competitor, coach, family member, etc.) that will be staying at Skelton 4-H Educational Center. Place a "1" in column for each night's lodging and meal to be reserved. Form will automatically compute total if "1s" are placed in column. Enter total on Club Registration page. Place a "1" in Day Use column

for each shooting participant that will be either commuting and not eating any meals from Skelton or lodging and not eating any meals from Skelton.

Lodging will be assigned at check-in. (Families may stay together in one room for \$46.00/night. A limited number of these rooms are available.)

**[4] Notes or Comments:**

Please record additional information on this sheet such as special needs, requested shoot days, etc.

**Cancellation Policy**

Clubs will be responsible for payment of any registrations, meals or lodging not canceled **by February 28th**. Cancellations to be made to Robert Tillotson, [ricochetrobert56@gmail.com](mailto:ricochetrobert56@gmail.com)

**Return completed forms to  
[ricochetrobert56@gmail.com](mailto:ricochetrobert56@gmail.com)  
by **midnight, February 28th**.**