



UTAH 4-H SHOOTING SPORTS

PROGRAM GUIDE & INFORMATION

Dear Utah 4-H Shooting Sports Members, Parents, and Leaders,

Welcome to Utah 4-H Outdoor Education & Recreation and its Utah 4-H Shooting Sports Program. Each of you will play an integral role in creating a pathway for positive youth development. You will fan youth sparks of interest into flames, ensure high program standards, develop relationships with other youth and caring adults, and engage youth in multiple settings.

I can think of no better 4-H program than shooting sports to promote and enhance life competencies that make our community's youngest citizens open to challenge and discovery, feel they have a sense of purpose, affirm the importance of something greater than themselves, accept personal responsibility, feel positive and optimistic, and be able to set and achieve realistic goals. With your help these young people will do better in school, make healthy choices, be socially competent, develop personal standards, connect and contribute to others, and take fewer risks on their way to making a successful transition to adulthood.

I am truly grateful and appreciative of your willingness to share your time, talent, and treasure with Utah 4-H members. Enjoy your journey as well.

Respectfully,
Blake Clark

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Promoting Positive Youth Development
through the Safe and Responsible Use of
Firearms and Archery Equipment using
Comprehensive Education, Life-Long
Recreation, and Healthy Competition

Utah 4-H Shooting Sports State Plan

These policy statements are a product of National Shooting Sports Committee best practices, input from the State Shooting Sports Development Committee, Training Team, and 4-H administrators; examination of policy guidelines from other states and the consideration of needs and questions related to the 4-H Shooting Sports Program in Utah.

Mission

4-H provides young people with intentional, high quality learning experiences that promote positive interactions with adults and peers, sustained and active participation across time, and opportunities to make meaningful contributions to the world around them using the subject matter and resources of the land-grant university.

Situation Statement

The Utah 4-H Shooting Sports Program is a part of the Utah 4-H Extension program area. It utilizes firearms and archery equipment as tools to prepare youth for successful transition into adulthood marked by academic and vocational success, health and well-being, civic engagement, and economic stability. The program originated with the National 4-H Shooting Sports Program, and currently includes disciplines in archery, muzzle loading, rifle, shotgun. County/local 4-H programs must utilize leaders trained through the State 4-H Shooting Sports Training Team. In addition, county/local 4-H programs must follow all requirements as covered in this plan in order to have a program recognized by the State 4-H Shooting Sports Program, the State 4-H Program Leader.

Program Goal

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

Program Objectives

Find their spark Engage in an effective 4-H program setting Develop positive relationships with adults, youth, and peers Explore a vast array of 4-H educational, recreational, and competitive activities Thrive in multiple settings Enhance developmental and long-term outcomes Practice safe and responsible use of firearms and archery equipment, enhancing existing shooting and hunter education programs Explore the three national 4-H Mission Mandates - STEM, Healthy Living, Civic Engagement Model safety, sportsmanship, and ethical behavior Strengthen knowledge and life skills

Administration

To enable youth to:

The 4-H Youth Development Specialist for Utah 4-H Outdoor Education and Recreation and 4-H Shooting Sports Coordinator will administer the program with guidance from the 4-H Shooting Sports Development Committee.

The 4-H Shooting Sports Development Committee will assist in the following:

Administering the program, including recommending policy.

Developing a state approved program outline for counties to follow.

Conducting educational activities to train volunteers and staff as 4-H Master Shooting Sports Leaders.

Providing curriculum for all county programs from the National 4-H Shooting Sports Committee.

Developing informational materials to be used in publicizing the program.

Providing orientation and guidance to county staff on the Utah 4-H Shooting Sports Program and its policies. Initiate resource development in partial support of programming.

Operating Policies

1. All persons wishing to be Utah 4-H Master Shooting Sports Leaders will participate in a 4-H Master Shooting Sports Leader workshop and will be trained to teach specific disciplines by the State 4-H Shooting Sports Training Team before providing sole leadership for a county 4-H shooting sports club. Only leaders who successfully complete this state training, are enrolled as a county 4-H volunteer are considered eligible to conduct youth clubs
2. Leaders will participate in continuing education when new materials or new instructional methods are developed in order to maintain state level 4-H Master Shooting Sports Leader qualification.
3. Multiple disciplines may be achieved at state-sponsored trainings. A participant must attend full time at the training sessions to complete training requirements. The instructor in each class reserves the right to not pass a person if he/she feels the candidate is not ready to serve as a Master leader.
4. Assistant leaders and adults, over the age of 21, who have not completed a 4-H Master Shooting Sports Leader workshop, cannot provide live fire, hands-on or safety instruction without a trained 4-H Master Shooting Sports Leader present. Youth assistants must be in the presence of and under the immediate supervision of a trained 4-H Master Shooting Sports Leader. In all cases, it is the responsibility of the 4-H Master Shooting Sports Leader to make sure their assistants are qualified to work with youth in shooting sports.
5. If the 4-H Master Shooting Sports Leader is not available for a club meeting involving a live-fire activity or hands-on instruction, shooting instruction cannot be provided. The meeting or activity should be canceled, or a program offered that does not involve live-fire or handling of firearms.
6. Liability insurance is provided to every enrolled 4-H Master Shooting Sports Leader who is operating within Utah 4-H Program Guidelines. The Guidelines are in this document (460- 200A) and the County 4-H Shooting Sports Management Guidelines (460-200B).
7. The 4-H Shooting Sports Program will be taught as a group project activity, or in sessions such as camp, special interest clubs, etc. The 4-H Shooting Sports Program is not open for independent members.
8. The program is open to all regular 4-H members who meet the age requirements of the Utah 4-H Program (9 to 19 years of age) and enrolled in the County 4-H program in a 4-H Shooting Sports club.
9. Eligibility to use a firearm in the Utah 4-H Shooting Sports Program is subject to the approval of the 4-H Master Shooting Sports Leader. The approval is based on the member's ability to follow instructions, and consistently follow all firearms safety rules. A firearm is any device that releases a projectile.
10. Ear and eye protection will be used by all participants, leaders, and observers whenever there is live fire at a pistol, rifle, muzzle loading, shotgun, or western action shooting range.
11. Eye protection may be required for archery participants, leaders and observers whenever there is air, rim fire, muzzle loaded, shotgun, or center fire near an archery range.
12. A 4-H Master Shooting Sports Leader has the right to refuse any participant from taking part in a shooting sports activity in the interest of safety for the participant, others in the club, or public.
13. All 4-H Shooting Sports activities will be organized and conducted with at least one trained 4-H Master Shooting Sports Trainer or Leader from the state or county.

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14. Variance from the Utah 4-H Shooting Sports procedures will negate the state's tort liability for that 4-H Master Shooting Sports Leader.
15. Accident insurance shall be in place for all 4-H members and leaders before youth can handle firearms.
16. 4-H member enrollment forms are to be on file with the 4-H Master Shooting Sports Leader and county office for every 4-H shooting sports participant.

Leader Training Requirements

The Utah 4-H program requires the use of 4-H Master Shooting Sports Leaders to conduct classes in the various disciplines: archery, hunting, muzzle loading, pistol, rifle, shotgun, and western action shooting. No youth may be trained until the adult leader meets the following requirements:

1. Have on file at the County Extension Office a completed USU Extension Service 4-H Volunteer Services Application and Official 4-H Enrollment Form as prescribed by the Utah Extension Service
2. Have no felony convictions.
3. Have no convictions of hunting, fishing, or gun related violations in the past five years.
4. Must be 21 years of age or older at the time they complete an approved 4-H Master Shooting Sports Leader workshop, and obtain the signature of the county 4-H Educator on the workshop enrollment form.
5. Attend 12-hour mandatory leader training sessions administered by the Utah 4-H Shooting Sports Training Team. 4-H Shooting Sports workshops offered in Washington, Idaho, Nevada, or California will be accepted. Written documentation of participation in another state's workshop must be submitted to the Utah 4-H Shooting Sports Coordinator.
6. Complete and submit to the county 4-H Educator an Utah 4-H Master Shooting Sports Leader Information Form 460-200C. This sheet will be kept on file by the county 4-H Educator.

Training and Renewals

1. In order to continue with a club or program, 4-H Master Shooting Sports Leaders must re-enroll in the county 4-H program every year and run an active club. The leader must complete a 4-H Shooting Sports Club Risk Management Plan 460-200D and an Utah 4-H Club Shooting Sports Activity Planning and Reporting Form 460-200F. These forms are to be submitted to the county 4-H Educator at the discretion of the 4-H Educator. The 4-H year runs from October 1 of the current year to September 30 of the next year.
2. After two years of inactivity, a 4-H Master Shooting Sports Leader must repeat the 12-hour State Master Shooting Sports training.
3. Renewal or updates will be required of all leaders when new teaching materials become available, or when the State 4-H Shooting Sports Training Team initiates a program change. Failure to complete required continuing education in the specified time-frame will result in loss of qualification as a 4-H Master Shooting Sports Leader.
4. A 4-H Master Shooting Sports Leader may obtain renewal through a qualifying state training in Utah, Idaho, Washington, Nevada, Oregon or California.
5. 4-H Master Shooting Sports Leaders are encouraged to upgrade their skills via training with NRA, DNR, etc.
6. 4-H Master Shooting Sports Leaders must complete the Utah Department of Fish and Wildlife Hunter Education Program.

Responsibilities of 4-H Master Shooting Sports Leaders

1. Provide basic instruction on proper shooting techniques. Other available science, technology, engineering, math, civic engagement, and healthy curricula should be incorporated into the classes as appropriate.
2. Encourage an adult to participate in the entire club program with each participating youth.
3. Provide a positive shooting experience and help develop life skills.
4. Promote shooting safety and safe practices with youth and adults.
5. Be familiar with 4-H objectives and philosophy.
6. Keep updated and qualified by teaching classes and attending 4-H Master Shooting Sports Leader renewal or up-date sessions as they become available.
7. Secure safe facilities and equipment for youth participation.
8. Ensure that all participants, leaders and by-standers will wear ear and eye protection whenever there is live fire as specified in the policy section of this document.
9. Recruit additional 4-H Master Shooting Sports Leaders as needed.
10. Help plan the yearly program.
11. Maintain enrollment forms and report all shooting sports data to County Extension Offices as specified in the reporting section of this document.
12. Maintain communication with county 4-H Educator.
13. Attend competitions with interested members, or coordinate with another 4-H Master Shooting Sports Leaders who is in charge of or is attending a competition.
14. Encourage adult participants to enroll in a club as assistant leader.
15. A 4-H Master Shooting Sports Leader who is operating in an unsafe manner or is not in compliance with the 4-H program guidelines and/or 4-H Master Shooting Sports Leader standards, is subject to dismissal from the 4-H Program.

Prohibited Equipment and Practices

1. The Utah 4-H Shooting Sports Program prohibits the use of silencers, suppressor, and tactical style firearms (i.e. firearms built on the AR or similar platforms). Please contact the State 4-H Shooting Sports Coordinator if you have questions about 4-H appropriate firearms and equipment. The Utah 4-H Shooting Sports Program prohibits reloading, the use of reloads (factor reloads are permitted), or reloading as a “county only” project. The Utah 4-H Shooting Sports Program prohibits simulated combat sports including but not limited to, paint-ball guns, air-soft, laser guns, and archery tag. Pointing any type of gun including paint ball guns, air-soft guns, laser guns, laser paint-ball, archery tag bows & arrows or sighting devices at any person or any human-oid shaped target is inappropriate in any 4-H program activity.
2. The use of magnetic pads or other forms of muzzle rests are not permitted in the Utah 4-H Shooting Sports Program. Pump and auto load shotguns are carried unloaded, with actions open, with safeties on, and the muzzles up or down range as appropriate. Over and under shotguns are carried unloaded, with actions open, safeties on, and cradled over the forearm and oriented down range. Youth may only load a single round or two rounds as appropriate immediately following the previous shooter.

Reporting

1. All reports and forms must be completed by the 4-H Master Shooting Sports Leader or designee. At the discretion of the county 4-H faculty, all Shooting Sports activities, including camp activities, will be reported to the county 4-H faculty.

Storage and transportation of Firearms and Ammunition Guidelines in 4-H Programs and County 4-H Facilities

1. Positive role modeling is a very important part of the 4-H Shooting Sports Program. The program especially promotes models that represent both safety and responsibility in handling of firearms, ammunition, and archery equipment by youth and adults. It is essential that the safe storage of firearms, ammunition, and archery equipment be demonstrated at all times.
2. In addition, organizations or individuals that have donated or loaned firearms to the program are entitled to know that they are being stored in a safe and secure way.

General Policy

All firearms owned by a county 4-H program and stored on non USU owned or controlled property for purposes of club use will be stored unloaded. They will be stored separately from ammunition in lockable metal gun cabinets or gun safes. Lockable metal gun cabinets (e.g. Stack-on), should be located within lockable closets and secured to the floor and/or wall within closets. Each firearm should be fitted with an individual safety-locking device such as a trigger or action lock. When contained and when applicable the actions will be open (e.g. over/under or side by side shotguns store more easily with the actions closed). All ammunition must be stored securely and separately from the firearms. If firearms are stored at an USU owned or controlled property, (i.e. County Extension office) refer to the policy for Use and Storage of Firearms on USU Owned or Controlled Property or contact the Specialist for Utah 4-H Shooting Sports Coordinator.

All recurve or long bows will be stored unstrung with the exception of compound bows. Compound bows should be stored with a zip tie or other device around the strings to keep the bow strings from being drawn. Bows and arrows should be stored in lockable closets.

Responsible Actions for Use, Storage, Handling, Transportation, Disposal, Loss, Theft, or Missing Firearms

1. Trained 4-H Master Shooting Sports Leaders or County Extension offices may store county firearms and ammunition.
2. 4-H Program firearms and archery equipment are used by 4-H Master Shooting Sports Leaders solely for use in 4-H Shooting Sports. Under no circumstances can they be used for personal purposes.
3. 4-H Program firearms and archery equipment owned by a county 4-H program may be loaned to 4-H club programs. The 4-H faculty or 4-H Master Shooting Sports Leader who has custody of them is responsible for maintaining a record of their current location.
4. An inventory of all equipment will be maintained that must include serial number, make and model, gauge/caliber, and or other identifying features. Date of acquisition, purchase price or estimated value and related information will be listed as appropriate.
5. All firearms, during club meetings or competitive events, are to be racked with actions open and clear bore indicators in place; except when on the firing line. Archery equipment will be racked and may be strung during club and competitive events.
6. Firearms will never be stored or transported loaded or in the same container as ammunition. All firearms and archery equipment used for live fire will be inspected by the trained 4-H Master Shooting Sports Leader to verify they are in safe working condition before use. When in question, the services of a certified gunsmith should be employed.
7. Every 4-H activity (practice, meeting, event, etc.) will begin with a shooting safety education component to assure that all firearms and archery equipment are handled safely.
8. County 4-H faculty should contact their local public safety offices with inquiries about specific county or city ordinances.
9. A firearm that needs to be removed from use/circulation and inventory, due to an inability to repair it or fire it safely, must be disposed. Safe disposal requires that firearms be rendered inoperable. Firearms and archery equipment can be cut, with saw or torch, or shredded in such a manner that they cannot be reassembled. Questions about firearms disposal can be directed to Blake Clark, Utah 4-H Shooting Sports Coordinator 435-797-0112 or blake.clark@usu.edu.
10. Lost, stolen, or missing firearms and archery equipment stored at a non USU owned or controlled property must be reported to the local police or sheriff, with jurisdiction, within 48 hours of the discovery. Once reported, notify the 4-H faculty member in the county and Blake Clark, Utah 4-H Shooting Sports Coordinator 435-797-0112 or blake.clark@usu.edu.
11. As of January 2017, the Utah 4-H Shooting Sports program includes state support for the instructional skill disciplines of archery, rifle, and shotgun. Reloading does not have state support. Disciplines which do not currently have state support may not be offered as “county only” projects, camps, events, demonstrations, or county fair classes.

Requirements for Youth to Participate in 4-H Shooting Sports

All regular 4-H members 8 to 18 years of age (certain state restrictions apply) and enrolled in the County 4-H program are eligible to participate in a shooting sports club. This project is not available for independent members.

Eligibility to use a firearm in the Utah 4-H Shooting Sports Program is subject to the approval of the 4-H Master Shooting Sports Leader. Approval is based on the member's ability to follow instructions and consistently follow all firearms safety rules.

Requirements for a 4-H Shooting Sports Club

Each 4-H shooting sports club needs at least one 4-H Master Shooting Sports Leader who has completed the state's 4-H Master Shooting Sports Leader Training in each of the disciplines the club offers. The 4-H Master Shooting Sports Leader must be present whenever there are youth participating in live fire practice or events. It is strongly encouraged that all youth be accompanied to the shooting sports club meetings by an adult who is also an enrolled 4-H leader. It is strongly encouraged that all adult leaders participate in the 4-H Master Shooting Sports Leader Training.

To participate in 4-H Master Shooting Sports Leader training each potential leader must:

1. Complete a volunteer application and 4-H enrollment form with their county Extension office.
2. Have no felony convictions.
3. Have no convictions of hunting, fishing, or gun related violations in the past five years.
4. Be 21 years of age or older and obtain the signature of the county 4-H Educator on their workshop enrollment form.
5. Complete or have completed Hunter Education Course.

To become a 4-H Master Shooting Sports Leader the volunteer must:

1. Attend the full 12-hours of the 4-H Master Shooting Sports Leader workshop.
2. Successfully complete the practicum to the satisfaction of the trainers.
3. Complete and submit an Utah 4-H Shooting Sports Leader Information Form (460-200C) to the county 4-H Educator.
4. Complete or have completed Hunter Education Course.

4-H Master Shooting Sports Leaders who are 18-20 years of age

1. The 4-H Master Shooting Sports Leader registration form requires the signature of the county 4-H Educator. This is intended to keep the faculty aware of the persons applying to be assistant 4-H Master Shooting Sports Leaders in their county. If the faculty believes that a volunteer is not mature enough to provide assistant leadership for a shooting sports club, they should recommend that the individual wait another year or two before taking the 4-H Master Shooting Sports Leader training.

Dates of 4-H Master Shooting Sports Leader Training

2. It is the intent of the State Shooting Sports Training Team to offer at least one 4-H Master Shooting Sports Leader training each year. Volunteers may also take trainings offered by the states of Washington, Idaho, California or Nevada. Information will be provided on other state's workshops as it becomes available. A volunteer who attends training in another state must send a copy of their training completion certificate and Utah 4-H Shooting Sports Leader Information Form (460-200C) to the county 4-H Educator.

Annual Forms and Record Keeping

There is a high level of record keeping required for a 4-H shooting sports club to address risk management issues. This record keeping is required of the 4-H Master Shooting Sports Leader. It is intended to protect the 4-H Master Shooting Sports Leader, the county 4-H Educator, the Utah 4-H Program, and USU Extension Service. Liability insurance is provided to every enrolled 4-H Master Shooting Sports Leader who is operating within Utah 4-H Program guidelines as found in the Utah 4-H Shooting Sports State Plan (460-200A) and the County 4-H Shooting Sports Management Guidelines (460-200B).

Annually, each club must complete and provide, at the discretion of the county 4-H Educator, the county office with:

1. A review of the Shooting Sports Club Risk Management and Emergency Response Plan (460- 200D).
2. A copy of the current year's Club Activity Planning and Reporting Form (460-200F) with the planned sections completed.

In addition to these forms, the 4-H Master Shooting Sports Leader is required to complete the Youth Participation Record (460-200E) for each club meeting to document which youth were present at each meeting or event. Agents may choose to request a copy of this form from the 4-H Master Shooting Sports Leader. Remember that leaders will lose their 4-H Master Shooting Sports Leader status if they are inactive for 2 years or fail to complete required continuing education.

Shooting Sports at Camp

Person(s) teaching archery, muzzle loading, pistol, rifle, shotgun, or western action shooting at camp need to be 4-H Master Shooting Sports Leader certified.

1. Written operating procedures must be developed and strictly enforced for each target sport activity. These procedures shall address:
 - a. Eligibility requirements for participation,
 - b. Camper/staff supervision ratios,
 - c. Safety regulations,
 - d. Emergency procedures,
 - e. Measures in place to control access to the target sports activity area,
 - f. Policies stipulating that target sports equipment may be used only when a qualified activity leader is present and safety rules are followed.
 - g. Participant training that utilizes clear safety signals and/or range commands to control both the activity at the firing line and the retrieval of targets or arrows,
 - h. Equipment used in a target sports activity, including the transport of equipment to and from the fire-arms use area, shall be under the direct supervision of a responsible individual of at least 21 years of age,
 - i. Equipment and ammunition used in rim fire programs shall be stored in locked areas.
2. Your camp program and should be signed by the parent. This gives the parent the opportunity to inform you if the camper should not be allowed to participate in a given activity. "By signing this camp application form I acknowledge that I am aware that my son/daughter may be participating in all activities offered at Camp."
3. At minimum, the 4-H Master Shooting Sports Leader or volunteer should use the Youth Participation Record (460-200E) or a sign-in form for each teaching session with youth. After Camp, the County Agent must be able to verify which youth participated in shooting sports activities on specific days and times, if necessary.

Shooting Sports at County Fair

Do the people we get to be the judges and superintendents of our shooting sports contests at fair have to be Master Shooting Sports Leaders? Yes. In addition, each Master Leader may only supervise a live fire event in the discipline(s) for which he/she is trained.

Loss, Theft, or Missing Firearms or Archery Equipment

The loss or theft of firearms and archery equipment must be reported to the law enforcement agency with jurisdiction in the urban, suburban, or rural setting where the loss or theft occurred. This must be done within 48 hours of learning of the loss or theft.

Purchase of Firearms and Archery Equipment from holder of Federal Firearms License (FFL)

Qualified leaders purchasing firearms (rim fire or center fire) through a dealer with an FFL, as authorized by the county 4-H program, through grants or funds provided by a 4-H Association, like entity, or personal funds for use in the county 4-H program, must complete and sign BATF Form 4473. When acting on behalf of the county 4-H program, the leader must complete and sign Section A of the form. A written statement (460-200I) is then attached to Section A stating that the firearm(s) is/are being purchased for the use and will be the property of the named county 4-H program. The statement will also include the name and address of the county 4-H program. Pellet rifles, pellet pistols, BB rifles, BB pistols, black powder firearms, and archery equipment are not subject to Bureau of Alcohol, Tobacco, and Firearms (BATF) regulations. Their purchase, however, must be documented on 460-200G.

State Shooting Sports Training Team

For a current list of 4-H Educator on the 4-H State Shooting Sports Training Team email Blake Clark, Utah 4-H Shooting Sports Coordinator 435-797-0112 or blake.clark@usu.edu.

County 4-H Master Shooting Sports Leader

For a current list of active County 4-H Master Shooting Sports Leaders in your county, contact your county 4-H program.

Utah 4-H SHOOTING SPORTS LEADER INFORMATION FORM

(460-200C)

I attended a 4-H State Shooting Sports Workshop for the following discipline(s): Archery, Hunting Skills, Muzzle Loading, Pistol, Rifle, Shotgun, and Western Action Shooting. Attach copy of certificate.

Discipline: _____ Location: _____ Dates: _____ Discipline: _____

Location: _____ Dates: _____ Discipline: _____

Location: _____ Dates: _____ Discipline: _____

Location: _____ Dates: _____ Discipline: _____

Location: _____ Dates: _____

I am a certified Instructor/Coach by the following organization(s) – Attach a copy of certificate Nat'l. Rifle Association: Muzzle Loading Pistol ___ Rifle ___ Shotgun ___ other ___

Nat'l. Archery Association: Archery ___ Other ___ OR Dept. Fish & Wildlife: Hunter/Safety Instructor ___

Nat'l. Muzzle Loading Assn.: Pistol ___ Rifle ___ Shotgun ___ Other ___

Other- Specify Organization for each discipline:

This form is to be updated when new certification or training is acquired. It is to remain a permanent part of the county enrollment data.

1. I have read and understand the Utah 4-H Shooting Sports State Plan (460-200A) and National 4-H Shooting Sports Code of Ethics.
2. My club will complete the 4-H Shooting Sports Club Risk Management Plan (460-200D).
3. I have received a written volunteer position description and understand my responsibilities as a 4-H leader as outlined in the Utah 4-H Shooting Sports State Plan.

Signature

Date

Utah 4-H Youth Development / Utah 4-H SHOOTING SPORTS CLUB RISK MANAGEMENT PLAN INFORMATION FORM

460-200D

Date _____

(Discretion of County 4-H Educator)

Club Shooting Sports discipline(s): Archery _____ Hunting Skills _____ Muzzleloading _____ Rifle _____
Shotgun _____ Western Heritage Program _____

Club name: _____

Primary 4-H Master Shooting Sports Leader: _____

Assistant Leader: _____

Assistant Leader: _____

The 4-H Shooting Sports Club Risk Management Plan Worksheet is based on information provided in the 4-H Master Shooting Sports Leader Policies and Procedures Manual and supplemental handouts. The completed plan should be reviewed annually by the club leaders, parents, and members.

Equipment Log

A log will be kept of the firearms, archery equipment, and supporting materials (460-200H).

The log will include: _____
the date, the name of the custodian, and the item, make, model, and serial number.

Supervision

All 4-H Shooting Sports activities will be organized and conducted with at least one 4-H Master Shooting Sports Leader present.

Records

1. Only enrolled 4-H members ages 8 to 18 (certain restrictions apply) will participate in the activities of this club.
2. The Planned sections of the Utah 4-H Club State Shooting Sports Activity Planning and Reporting Form (460-200F) should be completed before club activities begin each year (Discretion of county 4-H Educator).
3. The Utah 4-H Shooting Sports Youth Participation Record 460-200E will be used to ensure that:
Youth do not participate in live fire until they have completed their:
 - a. 4-H member enrollment form,
 - b. Official 4-H Health and Code of Conduct Form,
 - c. Insurance form and payment, and
 - d. Safe firearm handling lesson(s).

Each session is noted by date on the Utah 4-H State Shooting Sports Planning and Reporting Activity Form 460-200F and youth present on that date are noted on the Youth Participation Record 460-200E. youth who miss lessons in a sequence are required to make up the material before proceeding with new material.

Health and Safety

Leaders will collect and confidentially review each participant's Health Statement on the Official 4-H Health and Code of Conduct Form at the time of enrollment. A copy of the health form will be provided by the county office for your club records. A copy of each youth and adult participant's Official 4-H Health and Code of Conduct Form will be present at each activity or event.

Emergency Phone Numbers

Ambulance _____

Fire _____

Sheriff _____

Poison Control Center _____

Emergency Room _____

Urgency Care Center _____

Person responsible to call _____

Notes: _____

County 4-H faulty: (If county 4-H Educator is not available)

Regional Administrator: (Name)

State Coordinator: Blake Clark (Name) 435-797-0112 (Phone)

The parent(s) of the youth(s) involved will be contacted by: (Name)

(Phone)

(Phone)

(Phone)

Contact Immediately

(Name)

First-Aid

4. It is advisable to have one person with current 1st Aid and CPR certifications present at all club activities.

5. A first-aid kit will be present at all club activities. Contact your Red Cross for information on what to include in the kit.

6. The first aid kit will be checked for supplies and re-stocked as needed at each club activity.

Safety Equipment

1. Eye and ear protection will be worn by all participants, leaders and observers whenever there is live fire of powder, rim fire or center fire propelled ammunition.

2. Air rifle and pistol participants, leaders and observes will wear eye protection when there is live fire.

3. Archery participants, leaders and observers may be required to wear eye and ear protection when the archery range is located near to a gun range when there is live fire.

Minimization of Lead Exposure

No persons will eat or drink until washing hands after being on the range. If water is not available leaders will provide anti-bacterial moist towel-lets, water-less soap, or similar product for wiping hands once shooting has concluded.

Additional Health and Safety Notes Specific to Our Program or Site

Property Use

Written permission has been secured to use the (name/address) _____
_____ for meetings and live fire exercises of this 4-H club. Responsibility for the following items has been determined:

1. Drinking water
2. Evacuation of the site in an emergency
3. Fire extinguisher(s)
4. Garbage collection and removal
5. Toilet facilities and maintenance
6. Telephone/ Emergency communications
7. Back up communications
8. Utility (electricity, gas, water, telephone, sewage) Emergency shutdown locations and procedures

Site Hazards

A safety inspection of the range will be completed before the club meets for the first time each year and throughout the year as needed. Safety procedures (signage, berms, and safety lines) will be reviewed with the site owner. All hazards, both natural and man-made, will be identified and eliminated or reduced.

Transportation

Club leaders and parents will follow county and state guidelines when volunteers provide transportation to 4-H club members as part of a 4-H club activity.

Missing Persons

In the event that a person(s) become missing from an activity the following minimum steps will be taken (Use an additional sheet to explain a more detailed plan):

1. Determine number of people missing. Make note of the time.
2. Question those who saw person(s) last, were they alone or with someone?
3. A team of two people will search the immediate area.
4. Notify law enforcement officials.
5. Notify county 4-H Educator.
6. Notify the parent(s) of the youth(s) involved.
7. While the search is taking place, the other youth and parents will remain as a group at the site or return home at the direction of the county 4-H Educator or law enforcement officials.

Weather and Environmental Affecting Program Activities

1. When the temperature goes above _____ degrees, activities will be changed as follows: _____

2. When the temperature goes below _____ degrees, activities will be changed as follows:

3. Additional weather or environmental conditions (i.e. thunderstorms) may affect program activities in our area and how the activities are carried out. _____

Disaster Emergencies

These may include, but are not limited to, fire, explosion, lightening, wind storm, flood, landslide, Earthquake, car accidents, terrorism, or acts of war. A separate disaster plan will be needed for some situations, while others may be grouped as "Evacuation Emergencies." Each disaster plan must explain how participants will be protected and include specific information on the individual(s) responsible for each action step. Action steps may include the plan for transportation, and the contact of emergency services, the 4-H Agent and parents.

Utah 4-H SHOOTING SPORTS ACTIVITY PLANNING AND REPORTING

Club name: _____ County: _____
460-200F

	Leader #1	Leader #2	Leader #3
Name			
Phone			
Shooting Discipline			
Date of Master Shooting Training			

The Planned sections of this form are to be completed and sent to the county 4-H Educator before club activities begin each year (October 1). Attach Additional sheets if necessary.

The Reporting sections of this form are to be completed through-out the club year. Use as many copies of the form as necessary to make an accurate record. The completed form is to be sent to the county 4-H Educator at the end of each 4-H year (September 30). Attach Additional sheets if necessary.

Planned for October, 20 _____ -September, 20 _____

Date	Actual Activity or Training Offered	Number of Participants	Time Devoted

Report any trainings or workshops Leaders have attended during this 4-H year (October 1- September 30)

*4-H Educator signature at end of club year: _____

Date: _____

**The Number of Participants listed should match the number of youth checked-in on the Youth Participation Record (460-200D) for each date.

UTAH 4-H SHOOTING SPORTS CUSTODY / TRANSFER OF FIREARMS FORM

460-200G

INSTRUCTIONS 1. Please print, using ink or type 2. Fill out in duplicate for each transfer 3. Keep an original copy for personal records and a duplicate for 4-H program files 4. If an error is made while filling out this form, do not destroy. Keep the copy in your files. Repeat the process using a new form.

Custodian or Transferor Name & Address		Transferee Name & Address	
Date of Custody or Transfer (Month, Day, Year)		Time of Transfer: _____ a.m. p.m.	
City/Town where Custody or Transfer took place		Description of Firearm (Handgun, Shotgun, Rifle, Archery Equipment). Attach additional sheet(s) if necessary.	
Make or Brand of Firearm or Archery Equipment. Attach additional sheet(s) if necessary.		Serial Number. Attach additional sheet(s) if necessary.	Caliber(s). Attach additional sheet(s) if necessary.
Identification of Custodian or Transferor (Driver's License)		Identification of Transferee (Driver's License)	
Signature of Custodian or Transferor		Signature of Transferee	
Phone:		Phone	
Intended Use:			

Utah 4-H SHOOTING SPORTS BUYER AUTHORIZATION FORM

460-2001

The firearm(s) is/are being acquired for the use of and will be the property of the County 4-H program.

County Extension Office Name: _____

County Extension Office Address: City: State: ZIP: _____