



# Wayne County 4-H Shooting Sports

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REVISED: DECEMBER 2022

## **WAYNE COUNTY 4-H SHOOTING SPORTS**

UNIVERSITY OF ILLINOIS EXTENSION

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FAIRFIELD, IL 62837

(618) 842-3702

# Wayne County Illinois 4-H Shooting Sports

## Our Mission and Vision

At its heart, the Wayne County 4-H Shooting Sports program is a youth development education program that uses a prevention education model to strongly emphasize positive youth-adult interaction and peer leadership while enhancing and encouraging family communications and quality time together.

The Wayne County 4-H Shooting Sports program makes positive youth development our top priority. Our goal is not necessarily to build great marksmen, but to build great people!

Youth are typically drawn to the 4-H Shooting Sports project area through a general interest or curiosity, but like all other 4-H project areas our emphasis is on promoting and enhancing life skills; we maintain that emphasis while teaching the basics of safe firearm and archery equipment handling, as well as practical and ethical hunting and outdoor skills.

Many devoted and enthusiastic heads, hearts, and hands have come together to make Wayne County 4-H Shooting Sports the strong youth development program it is today. We are exceptionally proud of our Wayne County youth, and we will continue to work to bring them even greater 4-H Shooting Sports programming and activities year after year!

We currently offer three shooting sports disciplines, with each described further in this handbook:

- Archery
- Air Rifle
- Shotgun

All youth, regardless of race, color, religion, gender, national origin, ancestry, marital status, familial status, sexual orientation, or disability may participate in 4-H programs so long as on September 1<sup>st</sup> of the current year they are at least eight years of age and have not yet reached their nineteenth birthday. 4-H Shooting Sports disciplines do have State and/or Nationally mandated minimum age requirements to participate and those are:

- 4-H Cloverbuds (age 5-7) are not eligible for any aspect of the Wayne County 4-H Shooting Sports Program.
- Air Rifle and Archery: 8 years old by September 1<sup>st</sup>
- Shotgun: 10 years old by September 1<sup>st</sup>

Each project area/discipline will be taught as a group project, with enrollment and active participation in the discipline-specific Club a pre-requisite to attending local, regional, and State competitive events as well as to entry of any 4-H Fair project, including displays.

## Wayne County Illinois 4-H Shooting Sports

Competitive events are always optional and are not the main thrust of the program. Competitive events may be offered as a means for Youth to demonstrate their skill and mastery, if they choose to do so.

All Wayne County 4-H Shooting Sports Volunteers and enrolled/participating Youth shall positively represent Wayne County 4-H Shooting Sports at any and all 4-H Shooting Sports activities and events they choose to attend by abiding all event rules and 4-H Behavior guidelines throughout such events. Failure to do so may result in disciplinary action up to and including expulsion from the program.

A Certified Discipline Instructor (CDI) has the right to refuse or remove any participant, Parent/Guardian, or spectator from any shooting sports activity in the interests of safety.

Regarding simulated combat sports, The National 4-H Shooting Sports Committee and the Illinois 4-H Shooting Sports Program are unequivocally opposed to any activity that includes pointing any type of firearm (including air guns, "Nerf" style guns, laser guns or laser sighting devices) or archery device at any person or any humanoid or tombstone target; any and all such activities SHALL NOT BE ALLOWED IN THE WAYNE COUNTY 4-H SHOOTING SPORTS PROGRAM.

### Situation Statement

All potential 4-H volunteers undergo a defined screening process, including State Police and DHS background checks, prior to being accepted as a 4-H volunteer. Then, we continually follow-up with our volunteers to make sure that they are receiving the support and training they need to deliver the best, and safest, 4-H Shooting Sports programming possible.

4-H Shooting Sports Instructors are fully screened volunteers with an interest in shooting sports and/or outdoor skills, as well as guiding/mentoring Youth, but are not necessarily highly skilled marksmen or competition coaches in their chosen discipline(s).

All Wayne County 4-H Shooting Sports Instructors are:

- Screened through the Illinois 4-H Volunteer application process which includes an Illinois State Police background check as well as an IL DCFS Child Abuse and Neglect Tracking System (CANTS) background check,
- A minimum of 21 years of age,
- Approved as Volunteers through the County Extension Office,
- Trained in basic 4-H Youth Development as well as discipline specific foundation skills according to the Illinois State 4-H Shooting Sports Plan using curriculum developed by the National 4-H Shooting Sports Committee.

## Wayne County Illinois 4-H Shooting Sports

All CDI's are individually certified by the Illinois 4-H Shooting Sports Committee and/or State Coordinator and may only teach the specific disciplines for which they have been specifically trained and certified. Assistant Instructors are recruited by CDI's and assist only under the direct physical supervision of their CDI.

Mastery is a component of every 4-H project area, with competitive events being utilized primarily to demonstrate that Mastery, and 4-H Shooting Sports is no different. Competitive events are offered from time-to-time, and details regarding those opportunities are communicated to enrolled families though participation in them is entirely voluntary.

While competition is not the focus of our Wayne County 4-H Shooting Sports program, within each discipline various reward opportunities exist as well. We believe that youth thrive most when they are engaged, challenged, encouraged, and supported through all of their activities and we have intentionally structured each of our disciplines to be a welcoming, friendly activity for all where competition is not the focus but is offered as an opportunity for Youth to challenge themselves as their skills advance.

The Wayne County 4-H Shooting Sports program strongly emphasizes positive youth-adult interaction and peer leadership.

As a youth development education program, the Wayne County 4-H Shooting Sports program will be utilized as a vehicle for human growth and development, a way to provide life skill development and a venue to establish caring relationships with adult mentors and peer groups. The curriculum and training programs we use intentionally emphasize young people and their life skills as the product of the program.

### **Program Objectives**

The objectives of the Wayne County 4-H Shooting Sports Program are consistent with the objectives, goals, and guidelines of the National, Illinois, and Wayne County 4-H Youth Development Programs. These include, but are not limited to:

- To promote the highest standards of safety, sportsmanship, and ethical behavior.
- To foster an appreciation and understanding of natural resources.
- To develop and grow leadership abilities in both youth and adults.
- To build character and willingness to assume citizenship responsibility.
- To furnish enjoyable, positive relationships with peers and adult mentors.
- To strengthen families through participation in lifelong recreational activities.
- To practice safe and responsible use of firearms and archery equipment, enhancing existing shooting, conservation, and hunter education programs
- To expose participants to a broad array of career opportunities as well as lifelong recreational and vocational activities.

## Wayne County Illinois 4-H Shooting Sports

The program teaches a variety of life skills that include but are not limited to:

- Self-responsibility
- Decision-making
- Self-discipline
- Goal setting
- Teamwork
- Safety
- Others

We encourage parents/guardians to attend all practice sessions, and in some cases require they remain present throughout each practice as part of our discipline safety plan. Parents/Guardians are a vital part of our Wayne County 4-H Shooting Sports team, and we work to include them in as many activities as possible throughout the year.

The Wayne County 4-H Shooting Sports program exclusively utilizes the National 4-H Shooting Sports Curriculum as the established adult teaching curriculum for training adults to teach youth the shooting sports within the 4-H program. This curriculum has been developed and is routinely reviewed by the National 4-H Shooting Sports Committee, with revisions made as appropriate.

### **Program Administration**

At the local level, the Wayne County 4-H Shooting Sports program is administered by the Wayne County 4-H Shooting Sports Committee, whose membership shall include:

- Wayne County 4-H Shooting Sports Coordinator, Committee Chair
- Wayne County 4-H Program Coordinator, or his/her designee
- Certified Discipline Instructors or Assistant Instructors, at least 1 from each discipline
- Enrolled Youth serving as Secretary, Treasurer, and/or Reporter

Committee meetings will be held at least once per year, with the Committee Chair calling special meetings as needed.

Specific responsibilities of the Wayne County 4-H Shooting Sports Committee include:

- To recommend new and revised administrative policies and procedures as needed to deliver the best Wayne County 4-H Shooting Sports Program possible
- To develop guidelines for CDI's to follow when selecting and utilizing Assistant Instructors
- To develop and distribute materials for use in publicizing and marketing the program

## Wayne County Illinois 4-H Shooting Sports

- To develop an annual budget and/or fundraising plan by which the financial needs of each discipline, as well as the program as a whole, can be met
- To recruit and recommend individuals to attend Certification trainings as needed to maintain and expand the program
- To assist and provide leadership with all levels of shooting events/competitions.
- To assist in the development of rules and regulations for Wayne County disciplines
- To develop and maintain a data base of all Shooting Sports volunteers

### WAYNE COUNTY 4-H SHOOTING SPORTS CODE OF CONDUCT

In addition to the 4-H General Code of Conduct, Wayne County 4-H Shooting Sports expects members, their families and guests, to comply with the following:

1. Come to meetings prepared and ready to start promptly.
2. Actively participate in each and every activity. This includes active listening during meetings, completion of assigned work, and participation in scheduled activities both on and off the range.
3. Refrain from all types of horseplay, distracting, or unsafe behavior, all of which are grounds for immediate removal from the activity and potential removal from the program.
4. Eye and ear protection must be worn at all times in designated areas, by all attendees. Failure to wear eye and/or ear protection in designated areas is grounds for removal from the activity.
5. Parents/Guardians are expected to notify Instructors of any accommodations required by their Youth for safe, active participation. Examples might include, but are not limited to, sensory accommodations, physical assistance on the range, making Instructors aware of conflicts with other members/guests, or any medical or mental health condition which might require accommodation.

Instructors will consult with the Parent/Guardian, Extension Staff, and others as needed to devise accommodations on an individual basis so that each member may participate as fully as possible in all discipline/Club activities. In some cases, this may include an alternative activity, 1:1 Instruction, or even virtual participation. Our goal is to meet the needs of every Youth participant.

6. Bullying and/or harassment, on or off the range, **will not be tolerated.** Youth of all skill levels will

## Wayne County Illinois 4-H Shooting Sports

participate in a group setting, and we must be mindful of others needs and feelings. “Smack talk,” for example, affects everyone who can hear it even if it isn’t directed toward them. *We are a team, and we support and encourage each other, always.*

### **INSTRUCTOR DUTIES**

Wayne County 4-H Shooting Sports Instructors will:

- Maintain the 4-H Focus in their discipline(s) by beginning each and every meeting with the Pledge of Allegiance and the 4-H Pledge, prioritizing positive youth development, adhering to the 4-H philosophy and goals, and addressing 4-H Mission Mandates in their discipline programs,
- Create and maintain a safe and inclusive meeting environment, communicate safety hazards and mitigation plans via safety briefings at the beginning of each meeting, and adhere to all Illinois/Wayne County 4-H Behavior Policies and Codes of Conduct,
- Maintain their 4-H Shooting Sports Instructor Certification(s) as mandated in the Illinois 4-H Shooting Sports Plan, and report any changes in their availability or volunteer status to the Wayne County 4-H Shooting Sports Coordinator immediately,
- Maintain complete and accurate records including sign-in/out sheets as required for reporting program participation and any other information required by the Wayne County and Illinois 4-H Shooting Sports Coordinators and/or Wayne County or Illinois 4-H Shooting Sports Committees.
- Maintain all 4-H Shooting Sports equipment and supplies in good, clean working condition, communicate equipment or maintenance needs to the Wayne County 4-H Shooting Sports Coordinator immediately and report any lost or stolen equipment to the Wayne County 4-H Coordinator immediately upon notification or discovery.
- Strictly adhere to any and all Illinois 4-H Health and Wellness policies/mandates including occupancy limits, social distancing parameters, sanitation best practices for shared equipment, etc.

### **ASSISTANT INSTRUCTORS AND/OR PARENT HELPERS**

Certified Discipline Instructors may recruit **Assistant Instructors** so long as they:

## Wayne County Illinois 4-H Shooting Sports

- Are at least 19 years of age by September 1 of the current 4-H year,
- Approved as a Wayne County 4-H Volunteer (including background and CANTS checks), and
- Display competency in the discipline(s) they are selected to assist with

### **Assistant Instructors may:**

- Assist Youth on the firing line, under the direct physical supervision of the Certified Instructor,
- Supervise and organize Youth who are not on the firing line

Parent helpers are a vital part of the 4-H Shooting Sports program as a whole, and parents/guardians are encouraged if not required to be present during Wayne County 4-H Shooting Sports meetings. It is important to remember, however, that parent helpers are often not screened 4-H volunteers and as such some guidelines and restrictions are necessary.

### **Parent helpers** are utilized in many ways, including but not limited to:

- As meeting hosts who provide refreshments and/or group supervision of Youth who are not actively engaged in instruction,
- As off-range safety monitors who actively watch for safety concerns outside of the designated safe area which is controlled by the Range Safety Officer (RSO),
- As range guides who direct members and guests to resources such as restrooms, hand washing facilities, first aid supplies, etc.

### **Parent helpers may not:**

- Coach or instruct any youth, even their own, on or off the firing line during 4-H meetings/events,
- Be solely responsible for the supervision of youth, except those they transport to meetings/events,
- Sign-out youth they did not bring to a meeting/event, without the written permission of the parent/guardian and express knowledge and consent of the Certified Discipline Instructor.



# Wayne County Illinois 4-H Shooting Sports

## **LEARNING, LEADING, AND COMMUNITY SERVICE OPPORTUNITIES**

Wayne County 4-H Shooting Sports actively encourages Youth and their families to spend time engaging in recreational Shooting Sports, conservation, and outdoor activities at home, strengthening family bonds as well as recreational skills that will last a lifetime. Although not required as a 4-H SPIN Club, we provide leadership and community service opportunities as well.

We may host or co-host various clinics and workshops throughout the year that are open to the public and participate as a group in community service activities focused primarily on, but not limited to, conservation and Natural Resources.

Our clinics and workshops may be open to the public, and may include, but are not limited to:

- DIY Archery Targets
- Youth Hunter Education Certification\*
- First Aid and/or CPR Certification \*
- DIY Shooting Sandbags
- DIY Air Pistol and Air Rifle targets and backstops
- Safe Firearm Storage and Transportation
- DIY Rifle/Shotgun Range Rack
- Firearm cleaning and maintenance

\*Only items marked with an asterisk, unless otherwise specified in advertisements for the event, will produce official certifications. All other workshops and clinics are presented by community volunteers for informational and recreational purposes only.

In addition to clinics and workshops, each 4-H year we may host at least one First Shot FUNdamentals Open House where interested Youth, both 4-H members and non-members, will have an opportunity to learn about the disciplines we offer, meet our Instructors, and even try each discipline if they would like to do so. This event will serve not only as an annual recruitment event, but also provide Leadership opportunities for our more experienced Youth.

## **INCLEMENT WEATHER POLICY**

It will be the general policy of Wayne County 4-H Shooting Sports that CDIs and/or Extension staff will have discretion as to when scheduled activities will be delayed, rescheduled, or cancelled due to inclement weather. Potential weather concerns are a required topic of the mandatory Safety Briefing at the start of each activity, and event specific details will be provided at that time.

# Wayne County Illinois 4-H Shooting Sports

## 4-H SHOOTING SPORTS DISCIPLINES OFFERED

As of September 1, 2022 Wayne County 4-H Shooting Sports may offer Instruction in three 4-H Shooting Sports disciplines:

- Air rifle
- Archery
- Shotgun

Discipline schedules vary, but each discipline offered will meet a minimum of four times per year. Some disciplines have minimum age requirements and/or prerequisites for participation.

Wayne County 4-H Shooting Sports is organized as a Special Interest (SPIN) Club, and do not require membership in any other 4-H Club to participate. SPIN Clubs can be the only Club a Youth joins, and as long as enrollment deadlines are met and fees paid on time, Youth are entitled to participate in any other 4-H project area they wish as well, including participating in the annual County 4-H Fair and/or Illinois State Fair so long as all attendance requirements are met.

## COMPETITIONS AND COMPETITIVE EVENTS

Competitive skills are not the main thrust of the Wayne County 4-H Shooting Sports program but providing opportunities to display Mastery is a vital part of the project area. In order to provide for recognition and reward of project mastery, an annual County-level, in-person demonstration is made part of the 4-H Fair whenever possible with ribbons, banners, and/or other prizes awarded.

Additional opportunities for recognition and reward include qualification to compete in the State 4-H Shooting Sports competitions each fall, with possible advancement to the National 4-H Shooting Sports Championship, Certificates of Achievement, skill improvement, and General Projects displays which are entered in the County 4-H Fair and are eligible for advancement to the Illinois State Fair.

Participation in competitive 4-H Shooting Sports events is strictly voluntary. Under no circumstance will competition participation be mandatory in any shape or form. Participation in skill building and competitive events outside of Wayne 4-H Shooting Sports is encouraged for those Youth who aspire to higher skill levels, and Certified Instructors may offer personal guidance and assistance in making professional or organizational contacts outside of 4-H for interested Youth and families.

# Wayne County Illinois 4-H Shooting Sports

## RISK MANAGEMENT

The safety of our youth, their families, the community, and 4-H are of utmost importance to all involved with Wayne County 4-H Shooting Sports and we take our responsibility for safety seriously.

To that end:

- All enrolled youth, and adult Volunteers, must have an accurately completed and signed *Agreement to Assume Risk and Release of Liability* form on file before participating in any 4-H or Wayne County 4-H Shooting Sports activities or event.

Youth, and the Parent or legal Guardian of the youth, must sign and date these forms

- The State 4-H Office maintains a 4-H Accident policy as well as a specific 4-H Shooting Sports Liability Coverage policy

These are 4-H liability policies, not individual healthcare policies for youth. Coverage by these policies is dependent upon accurate enrollment records.

- Every Wayne County 4-H Shooting Sports volunteer must complete the Volunteer screening process which includes (but may not be limited to) a CANTS (Child Abuse and Neglect Tracking System) review as well as an Illinois State Police background check.

Not everyone who applies to be a 4-H Shooting Sports Volunteer is accepted as one; we work hard to identify the needs of the program and find the perfect Volunteers to meet them.

We know that some risks are specific to each discipline and activity location. Certified Discipline Instructors (CDI) are required to complete a written Risk Management Activity Plan (RMAP) for each Shooting Sports activity they conduct and each location where activities are or will be conducted.

- At the beginning of each 4-H Shooting Sports activity or event, the RMAP shall be verbally summarized for all attendees during a short, mandatory safety briefing.
- All participants are required to wear shoes that completely cover their feet while participating in any Wayne County 4-H Shooting Sports event or activity.
- Appropriate safety equipment for each discipline and/or activity must be used pursuant to the instructions of the CDI in charge of the activity.
- Participants are expected to comply with the 4-H Behavior guidelines for the duration of all 4-H activities and events, including local shooting sports practices. Failure to comply with those guidelines may result in disciplinary action up to and including exclusion from the Wayne County 4-H Shooting Sports program.

## Wayne County Illinois 4-H Shooting Sports

CDIs must maintain a 3-ringed binder for their specific discipline. These binders will remain in the possession of CDIs at all times, must be kept strictly confidential, and must be present at each and every 4-H Shooting Sports Activity.

A Master Copy of all discipline binders will be kept at the Wayne County Extension Office in Fairfield, Illinois, with the County Coordinators being responsible for keeping the Master Copy binder up to date.

Discipline Binders will contain:

- Risk Management Activity Plan(s) for each location and event. These written plans will include Emergency Actions Plans/Procedures.
- Approved 4-H Volunteer list for the discipline

This shall be provided by the Extension Office and must include at least the name, telephone number, and/or email address of any 4-H Volunteer accepted as a volunteer for that specific discipline.

- Wayne County 4-H Shooting Sports and Discipline SPIN Club Enrollment List Youth must be currently enrolled in Wayne County 4-H as well as the specific 4-H Shooting Sports Discipline SPIN Club.
- Meeting Sign-Out sheets. These must be dated and used for each activity or event and will aid Certified Discipline Instructors in their year-end reporting.
- The original (“wet ink”) U of I Extension 4-H Program Youth/Volunteer Emergency Medical Information (completed and signed). **These forms are strictly confidential and must be present at each 4-H Shooting Sports activity or event.** *The original needs to accompany the Certified Discipline Instructor to each activity; a copy should be on file in the Master Copy Binder at the local Extension Office.*
- Incident/Accident Report. Blank copies of the incident report must be kept in the binder. If first aid of any sort is required, an incident/accident report must be completed no matter how minor the incident/accident may be.

## Wayne County Illinois 4-H Shooting Sports

### INCIDENT/ACCIDENT REPORTING

If any sort of incident or accident occurs at a Wayne County 4-H Shooting Sports activity the Certified Discipline Instructor must:

- Immediately call a cease fire, make safe all firearms and/or archery equipment, and secure the range.
- Locate the injured/affected party and evaluate the situation. Contact Emergency Services if needed, and then stay with the injured party until Emergency Services arrive to take control of the scene.

If simple first aid is all that is required, administer, or delegate someone else to administer such simple first aid and complete the Incident/Accident Report.

*Simple first aid would include distribution of antiseptic, Band-Aids, ice packs, etc. for self-application by the injured party or guardian of that party.*

- If Emergency Services are contacted, as soon as is safe and feasible, the CDI must call the Incident/Accident Contact List, in order, until someone is reached and spoken to. That person will be responsible for contacting everyone else on the list. See the Incident/Accident Contact List (Appendix B)

Immediately after making the notification call, write down every factual detail regarding the incident/accident that can be recalled. See the Incident/Accident Form (Appendix B)

Collect witness contact information from witnesses at the event site or compile a list of potential witnesses/attendees if the incident/accident occurred at some point prior to the Certified Discipline Instructor being made aware that care was sought off-site. See the Witness List (Appendix B)

### PURCHASE, STORAGE, AND INVENTORY OF EQUIPMENT

**PURCHASING** of Shooting Sports equipment and supplies is largely controlled by stipulations in the Illinois 4-H Shooting Sports State Plan and Illinois State law.

- **Category A:** Shotguns and rifles CANNOT be purchased, received as gifts/donations, or in any way owned or legally possessed by the Wayne County 4-H Shooting Sports program or University of Illinois Extension.

The State of Illinois currently requires that all firearms be owned by individuals who have a valid/current Firearm Owner's Identification Card (FOID).

## Wayne County Illinois 4-H Shooting Sports

- **Category B** Shotgun shells can be purchased by any Certified Discipline Instructor, and reimbursement made to them, *provided*:
  - The Certified Discipline Instructor has an approved Illinois 4-H Shooting Sports Program Shotgun Shells Purchase Policy For Certified Instructor Reimbursement form (Appendix C) in hand.
  - Purchased ammunition must remain in the physical possession of the Certified Discipline Instructor, and
  - Purchased ammunition must be tracked via the Ammunition Inventory and Ammunition Use Logs (Appendix D)
- **Category C** Pellets (.177 caliber), arrows, safety netting, archery and air rifle supplies, targets, clay target machines, miscellaneous supplies and expendables can be purchased by the County Extension office utilizing P-Card, IBUY, In & Out accounts or as a TEM reimbursement to an employee or volunteer.

Certified Discipline Instructors must notify the County Coordinator(s) of their need for such equipment or supplies, and the County Coordinator(s) will work with the 4-H Program Coordinator to secure them.

- Certified Discipline Instructors may elect to personally purchase equipment such as targets, pellets, arrows, and other miscellaneous supplies and submit those receipts for reimbursement to the County Coordinator(s) so long as:
  - The discipline's budget and program plan support the purchase,
  - There is a demonstrated need for the supplies,
  - The minutes of the Wayne County 4-H Shooting Sports Committee reflect prior approval of the purchase(s).
- **Category D** Air rifles and bows may be purchased by county Extension offices utilizing a purchase order, OR by the Wayne County 4-H Shooting Sports Coordinator(s) using Wayne County 4-H Shooting Sports funds.

The Extension Office needs to enter Category D equipment in the Extension inventory system upon receipt so that they can be assigned a P-tag (inventory tracker).

Equipment that has a serial number stamped on them from the manufacturer can be matched up to the assigned P-tag and inventoried accordingly.

## Wayne County Illinois 4-H Shooting Sports

Equipment that does not have a manufacturer's serial number must have the P-tag number mechanically inscribed on them.

Physical P-tags will not be affixed to 4-H Shooting Sports equipment when the usual use or transportation of said equipment makes it likely that the physical P-tags will:

- Interfere with the normal, safe use of the equipment, or
- Transportation of the equipment is likely to cause physical P-tags to be lost.

**STORAGE** of Wayne County 4-H Shooting Sports equipment is to be determined according to the following guidelines, at University of Illinois Extension Office sites or at any other site approved by the County Director.

- Storage of air rifles, ammunition (.177 pellets and BB's) and archery equipment must be in a room on site that can be securely locked. If this is not an option, the equipment must be stored in a locked container or equipment storage safe on site.
  - Keys to all locks will be held by the Wayne County Extension Office. Keys shall be requested by and made available to the Wayne County Coordinator and/or Certified Discipline Instructors as needed and appropriate.
  - Temporary storage of equipment may be granted to Certified Discipline Instructors at their residences, provided it is in conjunction with a scheduled training session sponsored by Wayne County 4-H Shooting Sports, and the residential storage of said equipment lends itself to greater convenience to the instructor to conduct the training.
  - Storage of shot shells will be granted to Certified Rifle or Shotgun Discipline Instructors to be safely kept at their residence. Extension county offices are not to store this type of ammunition.

**INVENTORY** logs will be maintained and updated annually by the Wayne County 4-H Shooting Sports Coordinator, with the cooperation of Certified Discipline Instructors, and made part of the Annual Financial Statement.

A copy of the county's 4-H Shooting Sports equipment inventory will be made available to the Coordinator of the Illinois 4-H Shooting Sports program upon request.

Any missing equipment will be reported to the Wayne County Sheriff's Department, as well as the University of Illinois Police Department and the Illinois 4-H Shooting Sports Coordinator immediately upon discovery that it is missing.

### **INSURANCE FOR RANGES/SHOOTING SITES**

## Wayne County Illinois 4-H Shooting Sports

- Each range or shooting site must meet range safety requirements as verified by the Risk Management Activity Plan.
- Hosting ranges and shooting sites must have their own liability insurance.

Each site that hosts a 4-H Shooting Sports activity assumes its own liability coverage for the event. If a requested by a hosting facility a Proof of Liability Insurance Coverage document, related only to properly enrolled 4-H Youth and/or the specific 4-H Event to take place, can be obtained by an Extension staff person.

If the facility requires a signed agreement or a signed certificate of liability coverage or to be listed as an additional insured, the Extension Office must be contacted. 4-H Youth Development staff members or volunteers are not authorized to enter into contractual agreements or sign contracts on behalf of the University at any time.

### **HUNTER SAFETY EDUCATION PROGRAM**

The Wayne County 4-H Shooting Sports program encourages those participants seeking additional instruction in the hunting aspect of shooting sports to attend and complete an Illinois Hunter Education program.

Completion of an Illinois Hunter Education program is not required to participate in most Wayne County 4-H Shooting Sports activities and events but may be required for some opportunities within the program.

It is strongly recommended that all Wayne County 4-H Shooting Sports Youth complete an Illinois Hunter Education program. Whenever possible, Wayne County 4-H Shooting Sports will work with Hunter Education program Instructors to make their classes available to all local youth.



# Wayne County Illinois 4-H Shooting Sports

## DISCIPLINE SPECIFIC RULES AND GUIDELINES

### Archery

In addition to shooting at standard targets outdoors. On occasion, field trips to other archery ranges may be offered, and Youth are always encouraged to make activity suggestions based on their specific interests and skills.

In general, our Archery discipline may include:

#### **BEGINNER ARCHERY**

- Learn and demonstrate expectations of shooter safety
- Understand first shot fundamentals
- Determine your eye dominance
- Learn proper form
- Shoots lots of arrows at every practice
- Practice accuracy on a target
- Improve form, skill level and accuracy

#### **ADVANCED**

- Teach newer members expectations of shooter safety
- Advance skill level and accuracy
- Improve consistency and accuracy for targets
- Record target scores
- Be an active role model for beginners

# Wayne County Illinois 4-H Shooting Sports

## DISCIPLINE SPECIFIC RULES AND GUIDELINES

### Rifle

#### AIR RIFLE

- Youth aged 8 to 18 by September 1 of the current 4-H year are eligible to participate
- Depending on the number of enrolled Youth, the group may be split by age, skill level, or preferred meeting day/time.
- **ALL** equipment is provided. **DO NOT** bring Air Rifles or ammunition to meetings.
- Using the 4-H Rifle Member Record Book and other resources, Youth will learn and practice safe firearm handling, transportation, and storage as well as range set-up, commands, and etiquette, the three standard shooting positions, ammunition selection, storage, and handling, sight alignment and sight picture, and much, much more!

### Shotgun

- Youth must be 10-18 years of age by September 1 of the current 4-H year.
- Only 12 ga and 20 ga shotguns are allowed; firearms must be provided by the Youth/family\*
- Only factory new ammunition is allowed, light target loads preferred.
- Eye and ear protection is required for all attendees within designated areas.
- Closed toe shoes are required, and clothing must not be so loose or saggy such as to pose a safety risk.

#### BEGINNER

- NO firearm experience necessary!
- A parent or guardian must remain at the range for the duration of any live fire exercise or demonstration.
- We will have both classroom and on-range activities, and Youth are expected to actively participate in all aspects of instruction \*\*
- Using the Shotgun Member Record Book and other resources we will practice safe firearm handling, identifying parts of a shotgun, differences between types of shotguns, maintenance, storage, and transportation of shotguns, parts of a shotshell, as well as firing a shotgun, types of clay target throwing apparatus, and basic clay target shooting (trap).

## Wayne County Illinois 4-H Shooting Sports

*\* Contact the Instructor if your Youth does not have a shotgun to use! Instructors may be able to arrange for shotguns that can be used upon request.*

*\*\* Youth are NOT required to participate in or attend any live-fire exercises/demonstrations. Building confidence is a big part of our program and Youth should progress at their own pace.*

### ADVANCED

- Youth must have completed the Beginner program OR schedule a placement interview with Instructors.
- Youth and families will be provided information on recreational and competitive shooting event opportunities that Instructors become aware of.
- Advanced Youth are eligible for State and National 4-H Shooting Sports competition (age and qualification restrictions may apply).
- Advanced Youth shoot Trap, 5 Stand, Sporting Clays, and Skeet.

# County Summary 4-H Shooting Sports Annual Report

Mail or E-mail to your State 4-H Shooting Sports Coordinator:

Curtis Sinclair  
Extension Specialist - 4-H Shooting Sports and Environmental Education  
499 Old Timber Road, Monticello, IL 61856  
Phone: (317) 762-2741  
Email: [sinclair@illinois.edu](mailto:sinclair@illinois.edu)

County: \_\_\_\_\_ Submitted by: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Report Year September 1 \_\_\_\_\_ to August 31 \_\_\_\_\_

Please indicate the number of youth contacts & hours involved in events and activities you instructed:

Shooting Discipline	Special Interest		Practices		Fair Events		Other Events: Jakes, +One, etc.		Total 4-H members plus youth contacts by discipline 4-H / not 4-H
	Number of 4-H Members Enrolled Annually	Number of Instructor Hours	Number of Youth Contacts 4-H / not 4-H	Number of Instructor Hours	Number of Youth Contacts 4-H / not 4-H	Number of Instructor Hours	Number of Youth Contacts 4-H / not 4-H		
Archery			/		/		/		/
Pistol			/		/		/		/
Rifle			/		/		/		/
Shotgun			/		/		/		/
<b>Total</b>			/		/		/		/

County Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

4-H Program Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix A Forms

**Wayne County Illinois  
4-H Shooting Sports**

**Appendix B**

**Incident/Accident Contact List**

As soon as you become aware of an incident/accident the required medical treatment, and it is safe for you to do so, call the telephone numbers provided below IN ORDER until you contact someone.

Crystal Paul Wayne Co. 4-H Shooting Sports Coordinator, 618-925-2399

Rachel Paul Wayne Co. 4-H Shooting Sports Coordinator, 303-883-1543

Ryan Littlejohn Wayne County 4-H Program Coordinator, 316-217-6295

Tara Buerster County Director, 618-445-2934

Curtis Sinclair IL Shooting Sports Coordinator (217) 762-2741

**Wayne County Illinois  
4-H Shooting Sports**

**Appendix C  
Ammunition Purchase and Reimbursement Form**

**Illinois 4-H Shooting Sports Pre-Authorization  
Ammunition Reimbursement Form  
For .22 Rifle and Shot Shells**

A certified instructor, in good standing with the Illinois 4-H Shooting Sports program, may be reimbursed, by their respective county Extension office, for the purchase of shotgun shells and .22 rifle ammunition. (With prior approval, certified Shotgun Instructors can be reimbursed – tax included - for purchasing shotgun shells and Rifle Instructors can be reimbursed for purchasing .22 rifle ammunition.)

1. Name of Instructor: \_\_\_\_\_ Certified: \_\_\_ Shotgun \_\_\_ Rifle
2. FOID Card # and Expiration Date: \_\_\_\_\_
3. Name of 4-H Shooting Sports Club: \_\_\_\_\_
4. Number of enrolled 4-H members shooting/participating? \_\_\_\_\_
5. Number of rounds each member will be shooting? \_\_\_\_\_
6. If requesting to purchase shotgun shells and .22 rifle ammunition for an extended number of shooting events, more than 1, what are the days (dates – month/days) the events will be held?  
\_\_\_\_\_  
\_\_\_\_\_

7. What is the total amount of shotgun shells and/or .22 rifle ammunition you are requesting? (Take into account the number of 4-H members listed in #4, the number of rounds each will be shooting, listed in #5, and the number of shooting events.) Shotgun Shells \_\_\_\_\_ .22 Rifle \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Unit Director Approval \_\_\_\_\_







**RISK MANAGEMENT IS YOUR JOB**  
**SAFETY IS YOUR JOB**

**IN 4-H SHOOTING SPORTS PROGRAMS**  
**EVERY PERSON IS RESPONSIBLE FOR:**

- ◆ **Signing in**
- ◆ **Reporting potential risk to the 4-H Leader or Range Officer IMMEDIATELY**
- ◆ **Calling 'cease fire'**
- ◆ **Following ALL range rules**
- ◆ **Following ALL 4-H rules Therefore making a fun, safe learning environment for ALL youth!**

<b>RISK MANAGEMENT PLAN for Wayne County 4-H Shooting Sports</b>		
<b>Wayne County 4-H Shooting Sports</b>	<b>County Plan – Archery, Rifle and/or Shotgun</b>	
<b>INFORMATION</b>		
<b>Date Created:</b> 12/10/2022		
<b>Name:</b> Crystal Paul & Rachel Paul		
<b>Lead 4-H Certified Volunteer Contact Information:</b> Herb Paul 1538 County Highway 3 Mt. Erie, IL 62446 Cell: 618-925-2389		
<b>Assistant(s) Contact Information:</b> Steve Paul 1619 County Road 1075E Cisne, IL 62823 Cell: 630-460-7771		
<b>Disciplines Involved:</b>		
Muzzleloader	Shotgun	Air Rifle
Hunting/Outdoor Skills	BB Gun	Smallbore Pistol
Air Pistol	Smallbore Rifle	Archery

<b>EVENT OR ACTIVITY – CLUB MEETING</b>
<b>Name:</b> Herb Paul
<b>Location and Coordinates:</b> Fairfield Gun Club, County Rd 1800 E, Barnhill, IL 62809
<b>EXTENSION CONTACT INFORMATION (Chain of Command)</b>
<b>4-H Program Coordinator</b>
Name: Ryan Littlejohn Address: 2 Frontier Dr B, Fairfield, IL 62837 Office Phone: 618-842-3702 Mobile Phone: 316-217-6295 Email: rclittle@illinois.edu
<b>4-H Program Coordinator’s Supervisor</b>
Name: Tara Buerster Office Phone: 618-445-2934 Email: buerste2@illinois.edu
<b>State 4-H Shooting Sports Coordinator</b>
Name: Crystal Paul Address: 1538 County Highway 3, Mt. Erie, IL 62446 Cell Phone: 618-925-2389 Email: <a href="mailto:paulcrystal87@gmail.com">paulcrystal87@gmail.com</a>
Name: Rachel Paul Address: 1619 County Road 1075E, Cisne, IL 62823 Cell Phone: 303-883-1543 Email: <a href="mailto:rachelpaul@kpmg.com">rachelpaul@kpmg.com</a>
<b>State 4-H Program Leader</b>
Name: Curt Sinclair Office Address: 499 Old Timber Road, Monticello, IL 61856 Office Phone: 217-333-9295 Email: sinclair@illinois.edu
<b>HEALTH AND SAFETY</b>

**Emergency Phone**

Person Responsible for Calling: 4-H Leader

EMT: 911

Fire: 911

Law Enforcement: 911

Poison Control: 800-222-1222

Closest Hospital: Fairfield Memorial Hospital, 303 NW 11th St, Fairfield, IL 62837

Hospital Phone: +16188422611

**RISK CHECK LIST**

- 4-H Online Registration Checked
- Waivers signed (if not enrolled)
- Health Forms Available & Secured
- Weather Conditions Checked
- American Income Life Purchased
- Rules posted
- Learning/Behavior Expectations Posted

*If transporting:*

- Transportation Waivers Signed
- Copy of Driver's License secured
- Seat Belts used by all

- Leases secured/signed
- Equipment Inspected
- Lead Exposure Sanitation Site
- Site Hazards Marked/Identified
- Emergency # List Available for area
- First Aid Kit on-site
- Sign-in sheet ready at entry
- Lesson plan filled out on check-in sheet

**After Event:**

- Incident Report Form Completed (mark N/A if not incidence occurred)
- Equipment secured and locked
- Insurance Policy paid (after event)

**INCIDENT REPORT FORM**

**Participant**

Full Name:  
Address:  
Phone:  
Email:  
Parent/Guardian:

**Reporter**

Full Name:  
Address:  
Phone:  
Email:

Date of Incident:

Time of Incident:

**Witnesses**

Full Name:  
Address:  
Phone:  
Email:  
Signature:

Full Name:  
Address:  
Phone:  
Email:  
Signature:

Nature of Incident:

Witnesses' Observations:




Illinois 4-H Best Practices for Managing Risk

We are committed to using and respecting our agencies policies so we can work with 4-H youth. These include:

A. [National 4-H Shooting Sports Minimum Standards & Best Practices](#)

The following are practices are covered to help if a risk presents itself during this 4-H event.

- 1) Injury or Death
- 2) Weather
- 3) Lost Group Member
- 4) Fire
- 5) Intruder (or off-line active shooter)

1)

**For Injury or Death** (these may be done simultaneously with adults helping, document who did each step to insure all steps were completed.)



1. Call for help and secure the immediate help for injured party
2. Secure safety of others in the area
3. Notify emergency contact

**Identification:** "Mrs. Jones, This is Tammy from 4-H.

**Situation/Relationship to call:** We are at the 4-H Fishing workshop, and you are listed as Chris Clover's emergency contact.

**Incident:** Chris slipped on a rock by the lake, and has a potential leg injury.

**Steps Taken:** We have called 911 and have an ambulance in route. He will be taken to Memorial Hospital.

**Steps Requested:** Can you meet the ambulance at the hospital?

**Contact:** I will text you my phone number and name so we can keep in contact about Chris.

**Follow-up:** Do you have any questions for me at this time?

4. Notify Chain of Command List
5. Write incident report
6. Share incident report with Chain of Command
7. Notify American Income Life of situation (if reimbursement will be requested)
8. Debrief with volunteers, staff, and youth.

-----  
----- **For Weather – make sure to study [weather.gov](http://weather.gov) Severe Weather Tips, and provide club lessons from the website.**

- ✦ Weather watches – assign an adult keep an eye on the weather for any sudden changes by sight and sound, as well as electronically. Notify the coordinator or chief range officer as changes warrant, or give 30-minute interval updates if conditions are not changing.



- ✦ Weather warnings
  - If the 4-H event has started, secure all youth to a safe area. Invite all adults to the safe area or instruct where to go for safety. Debrief with all volunteers, staff, and youth.
  - If event has not started, cancel the event or postpone until the warning has concluded.



2)



- ✦ Lightning Delay
  - Secure all youth to an enclosure to protect from lightning
  - Wait 30 minutes after a lightning strike is visible to the eye or thunder is heard by the ear



- ✦ Flooding
  - Assist youth in getting to higher ground immediately.
  - If life jackets are available, distribute immediately.
  - Notify emergency personnel or contacts where the group is moving to.
  - Avoid rushing waters, and try to secure objects likely not to move in a flood.



- ✦ Rain Delay
  - Help youth secure rain gear especially in cold weather
  - If the rain hinders the youth vision for sight related activities, postpone or cancel until youth can be reasonably safe.
  - If the rain hinders youth's movement or creates an additional slip hazard, postpone or cancel until youth can be reasonably safe.

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### ----- Lost Group Member

- ✦ Prevent lost people by the following:
  - Have a list of everyone in a group.
  - Train group leaders to do head counts before transferring between activities.
  - Sign in people as they arrive.
  - Check people out as they leave.
- ✦ If a group member is missing take the following steps.
  - Ask each person individually if they have seen 'Chris Clover'. Or the last time they saw them. (do not ask as a group as some people may not be attentive to the question).
  - Notify another adult that a person is missing. Have them enlist help in looking. ○ Check the common places first – bathrooms, classrooms, or sleeping rooms.
  - Set up a grid to look for the person with all people either within arms reach or eye contact as the grid is searched.
  - If person is not found, call in law enforcement for assistance. ○ At this point, follow procedure for injured party reporting. ○ Debrief with all volunteers, staff, and youth.

3)

-----  
----- Fire

- ✦ For a person, ○ Stop, drop, roll ○ Limit oxygen to the fire (do not allow to run or move) ○ Clear the area of people
  - Treat burn according to 1<sup>st</sup> aid kit directions ○ Call 911 for severe burns
  - Notify parent or family member of incident ○ Debrief with youth who witnessed event
  - Fill out incident report form and send to Chain of Command
  
- ✦ For an item, ○ Clear the area of people ○ Use a fire extinguisher, aim at base of fire in a sweeping motion.
  - If fire continues, call 911
  - Fill out incident report form and send to Chain of Command
  
- ✦ For a facility, ○ Clear the area of people ○ Use a fire extinguisher, aim at base of fire in sweeping motion.
  - If fire continues, call 911 ○ Notify the facility owner/management
  - Fill out incident report form and send to Chain of Command ○ Debrief with youth who witnessed event



### **Intruder (or Off-line active firearm)**

(written in conjunction with advice from county sheriff's department)

- ✦ Prior to Event: Check and share the facilities 'active shooter' policy and procedures. Be prepared to follow them and share with other instructors/adults.
- ✦ Prior to Event: Enlist the advice of local law enforcement for a plan if the facility does not have one. Ask for 'standard reference protocol' assistance or planning.
- ✦ In a Shooting Sports event, Call Cease fire – if time/situation warrants
- ✦ Stay calm
- ✦ Dial 911 while you....
  - Secure your safety (you cannot help youth if you are not safe yourself)
  - Secure the safety of youth and other people ○ Cover and Conceal the group from the threat by fleeing first, if possible.

4)

- ✦ As law enforcement arrives
  - LISTEN, don't argue
  - Put your hands up above your head
  - Follow Directions, do not try to talk to law enforcement
  - If you are in cover – wait for 'all clear' before coming out.
  - Adapt to your surroundings.
  - Don't hold any item that could appear to be a weapon
- ✦ Check-in with the coordinator/staff and law enforcement before leaving with your parent/family member.
- ✦ Fill out incident report (and/or obtain for law enforcement)
- ✦ Notify the Chain of Command

**Do NOT try to be a hero! “Flight before Fight”**

