



University of Maine 4-H Shooting Sports Program Policies and Guidelines

Purpose

These policies are intended to provide 4-H Shooting Sports guidance for all University of Maine Cooperative Extension staff as well as all University of Maine 4-H Shooting Sports Instructors. The intent is to clearly outline the requirements and to provide a degree of standardization for all 4-H Shooting Sports programs. Maine policies are consistent with those of the National 4-H Shooting Sports Foundation.

Maine 4-H Youth Development Mission is to educate and empower Maine youth through hands-on and community-based experiences.

Maine 4-H Youth Development Vision: Maine youth acquire the knowledge, life skills, leadership abilities and attitudes to help them succeed now and in the future through effective collaborations, hands-on experiential education and self-directed learning.

Maine 4-H Shooting Sports Mission is to foster youth development using the tools of safety, shooting sports, conservation and natural resource education. The primary focus will always be the safety of participants, volunteers, and instructors in an educational shooting sports setting.

National 4-H Minimum Standards for a Shooting Sports Program:

The National 4-H Shooting Sports Committee recognizes the diversity of the 4-H shooting sports programs within each state and has established the following **minimum standards**:

- That all instructors accept and abide by the National 4-H Shooting Sports Code of Ethics, found in the Appendix of this document.
- That the 4-H Curriculum is the established and accepted curriculum for teaching youth the shooting sports within 4-H programs;
- That it is in the best interests of adult leaders and 4-H youth that the recognized 4-H curriculum be

utilized in conjunction with a written risk management plan;

- That the thrust of the 4-H shooting sports curriculum is to teach the child life skills, as opposed to teaching shooting skills to the child;
- That certifications by other national organizations are a welcome supplement to the 4-H shooting sports certification process;
- That the following minimum guidelines for instructor training at the State level are adhered to:

All certified adult 4-H volunteers with supervisory responsibilities in the shooting sports program are a minimum of 21 years of age or older.

All state level certification workshops must provide a minimum of twelve (12) hours of instruction; including a minimum of eight (8) hours instruction in each specific discipline taken and a minimum of four (4) hours instruction in teaching youth development, ages & stages and life skills.

Familiarity with all shooting sports disciplines is critical to understanding skills within the Hunting/Wildlife, and Coordinator disciplines. But both Hunting/Wildlife Instructors and Coordinators are not approved to teach any other shooting disciplines unless they have completed the discipline specific training. The Hunting/Wildlife discipline is permitted to do live fire exercises only as long as there is a certified instructor with the shooting discipline in attendance at the lesson.

All instructors must teach at least once every three (3) years to remain certified.

Program Goals:

- To enhance the physical, cognitive, social, and emotional development of youth through safe educational and socially acceptable involvement in a shooting sports related activity.
- To teach safe and responsible use of firearms and archery equipment. This is to include sound decision-making, self-discipline, and concentration.
- To promote the highest standards of safety, sportsmanship, and ethical behavior.
- To encourage an understanding of Maine natural resources and the development of a personal environmental stewardship ethic by young people through participation in shooting, hunting, and related activities both consumptive and non-consumptive in nature.
- To strengthen family, personal, and professional relationships through life-long learning activities.
- To expose participants to the broad array of lifelong vocational and recreational activities related to natural resource activities (i.e., shooting, hunting, fishing, forestry, etc.).
- To complement and enhance the impact of previously existing hunter safety and education programs. In no way is 4-H shooting sports meant to replace these programs.

Objectives of the Maine 4-H Shooting Sports program:

- Host at least one 20 hour multi-discipline 4-H Shooting Sports Instructor training program per year.
- Have a number of 4-H Shooting Sports Clubs functioning in counties across Maine.
- Work with other State 4-H Shooting Sports Programs to allow Maine youth to attend at least one regional/multi-county/multi-state 4-H Shooting Sports event per year.

- Disciplines in the Maine 4-H Shooting Sports program will include a minimum of archery, hunting, muzzle-loading, rifle, shotgun, and pistol.
- Additional programming will be based on current Maine legislation, instructor availability, and equipment availability.
- Club programming will be based on youth interest and commitment as much as possible, within the approved curriculum guidelines.

Hunter Safety Education Program

The Maine 4-H Shooting Sports program has a working partnership with Maine Department of Inland Fisheries & Wildlife. We encourage those participants seeking additional instruction in the hunting aspect of shooting sports to attend and complete a Maine Hunter Education program taught by the Maine Department of Inland Fisheries & Wildlife.

University of Maine 4-H Shooting Sports Headquarters

- 1) The University of Maine 4-H Camp & Learning Center at Bryant Pond will serve as the Maine State 4-H Shooting Sports Headquarters.
 - i) Physical Address: 17 Conservation School Lane
 - ii) Mailing Address: PO Box 188, Bryant Pond , ME 04219
 - iii) Contacts:
 - (a) Maine 4-H Shooting Sports Program Coordinator – Scott Olsen scott.olsen@maine.edu
 - (b) Bryant Pond Program Director – Ryder Scott ryder.scott@maine.edu
 - (c) Bryant Pond Summer Camp Director & Hunter Safety Program Coordinator – Ron Fournier ronald.fournier@maine.edu
 - iv) Range Facilities: archery range, rifle range, sporting clays shotgun range,
 - v) Current 4HSS Programs include archery, rifle, shotgun, hunting/wildlife.

Program Administration

The University of Maine Cooperative Extension Program Administrator supporting the 4-H program shall delegate the primary responsibility for the Maine State 4-H Shooting Sports plan to the Maine 4-H Shooting Sports Program Coordinator (SSPC).

The SSPC will:

- Be a paid University of Maine Cooperative Extension staff member.
- Work to assure compliance with National 4-H Shooting Sports and University of Maine Cooperative Extension policy and regulations
- Work closely with UMaine Extension staff and volunteers that support the 4-H shooting sports program in Maine.
- Recruit a Maine 4-H Shooting Sports Advisory Committee which should consist of:
 - One Nationally certified Maine 4-H Shooting Sports Instructor from each discipline (6 total),
 - Two UMaine Cooperative Extension /4-H Youth Development Professionals,
 - The County Coordinator of each counties' 4H Shooting Sports Program,
 - One shooting sports or outdoor equipment industry representative,
 - The Director of the Sportsman's Alliance of Maine
 - One regional representative from a national conservation or wildlife organization,
 - One representative from Maine Department of Inland Fisheries & Wildlife,

The Advisory Committee's role will be to:

- Recommend administrative policies and procedures

- Recommend program guidelines
- Assist with promotion and marketing of the program
- Identify funding sources and help develop resources to sustain the program.
- Provide leadership with an annual state fund raising activity
- Recommend participants to attend the National Certification training/s.

County Based Programs & Clubs

One of the goals of the Maine 4-H Shooting Sports Program is the establishment of active 4-H Shooting Sports Clubs in each county. Current active 4-H Shooting Sports Clubs:

- a. Cumberland County “Bullseyes”
- b. Hancock County “Lock, Stock & Barrel”
- c. Mid Maine Minutemen (Piscataquis County)
- d. Long Island Club

Each county that develops a 4-H Shooting Sports Program shall designate at least one County 4-H Shooting Sports Program Coordinator. Ideally, these coordinators should be currently enrolled as a Maine 4-H volunteer with current Maine 4-H Shooting Sports Coordinator certification. These County 4-H Shooting Sports Program Coordinators will be members of the Maine 4-H Shooting Sports Advisory Committee and shall report to the SSPC.

1. All County 4-H Shooting Sports Clubs must be led by either a National or Maine State Certified Instructor. A county shall not sponsor or schedule any shooting sports activity conducted by anyone other than a 4-H trained, screened, and certified Shooting Sports instructor of the appropriate discipline.
2. Clubs, no matter the shooting sports topic of interest, can only accept volunteer leaders who have successfully completed a 4-H Shooting Sports training program.
3. County 4-H Shooting Sports Programs are required to securely store and keep records of all shooting sports equipment and submit copies of these records to the ME 4H SSPC. Please refer to Equipment section of Risk Management Plan.
4. Equipment obtained for use in a county 4-H Shooting Sports program is the property of that county 4-H program. However, when said county program dissolves or is discontinued, the University of Maine Cooperative Extension Leadership team shall have final authority for distribution of that program’s equipment.

Participation

- The University of Maine does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information or veteran's status in employment, education, and all other programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Director, Office of Equal Opportunity, 101 North Stevens Hall, 207-581-1226. Any person with a disability who needs accommodation to participate in a UMaine Extension program should contact their county office or program contact to discuss their needs in advance.
- The official age range for 4-H Membership in Maine is 5 to 18. "4-H Age" is defined as the age of the individual on December 31 for the current 4-H Year. The official 4-H year runs from October 1 of one calendar year to September 30 of the next.
For example: If Johnny Smith is 8 years old on December 31st and turns 9 on January 1st, then in accordance with Maine's 4-H age policy, Johnny would be 8 years old in 4-H age for the current enrollment year.
- Some Shooting Sports disciplines may have minimum age requirements to participate. 4-H Cloverbuds (age 5-8) are not eligible for any aspect of the 4-H Shooting Sports Program.

Instructor Guidelines:

- All instructors in the program will be certified by the Maine 4-H Shooting Sports Program Coordinator to teach specific disciplines. Instructors shall participate in an instructor update if new material, new instructional methods, or significant program changes are developed.
- A county shall not sponsor or schedule any shooting sports activity conducted by anyone other than a 4-H trained, screened, and certified Shooting Sports instructor of the appropriate discipline.
- Instructor training and certification sessions will be scheduled and conducted by the Maine 4-H Shooting Sports Committee as a group. No certifications will be given by individual state instructors.
- The Maine 4-H Shooting Sports Program is not an individual 4-H project, but should be taught as a group project or as part of a 4-H club. Trained Certified Instructors must be present when any planned 4-H Shooting Sport activity is undertaken.

All Maine 4-H Shooting Sports volunteers with supervisory responsibilities in the shooting sports program must be:

- 21 years of age or older and,
- Enrolled as a 4-H volunteer through local, county & state 4-H program and,
- Certified as a 4-H Shooting Sports instructor at the National, State or Local level.

An individual may instruct only in the 4-H Shooting Sports discipline(s) for which he or she has been certified. Maine 4-H Shooting Sports recognizes the following Instructor Levels:

- National Instructor

A National 4-H shooting Sports instructor has successfully completed a national workshop, is actively engaged in training volunteers at the state level, adheres to national guidelines in their instruction, has an instructor application on file, has apprenticed at a National level 4-H instructor workshop, has been approved by the National 4-H Shooting Sports Committee as a National level instructor and understands that their continuation as a national instructor may be contingent upon periodic update as required by the national committee.

- State Instructor (level 2)

May instruct and certify Local (level 1) instructors, assistant instructors, and instructor aides in the specific discipline(s) in which they have been certified.

State 4-H Shooting Sports instructors will have successfully completed a National 4-H Instructor Workshop in a particular discipline and have been approved by their respective State 4-H Shooting Sports Coordinator/State Committee.

- Local Instructor (level 1)

May instruct youth in the specific discipline(s) in which they have been certified.

Local 4-H Shooting Sports Instructor will have successfully completed a State level instructor workshop in a particular discipline. That workshop must meet National minimum standards for State Instructor Workshops.

- Assistant Instructor

May instruct young people in the discipline in which they are certified, under the supervision of a certified Maine 4HSS Level 1 or higher instructor.

- a) Must be at least 18 years of age and,
- b) Successfully completed a 4-H Shooting Sports certification & training program that includes at least 8 hours of discipline-specific instruction.
- c) Be a currently enrolled Maine 4-H Volunteer Teen Leader.

- Instructor Aide

May only assist with training programs for young people, under the direct supervision of a certified Maine 4HSS Level 1 or higher instructor.

- a) Must be at least 15 years of age and a maximum of 18 and,
- b) Successfully completed a 4-H Shooting Sports certification & training program that includes at least 8 hours of discipline-specific instruction.
- c) Be a currently enrolled Maine 4-H Volunteer Teen Leader.

Retaining Instructor Certification

To retain certification, Maine 4-H Shooting Sports Instructors must teach at least once every two (2) years and report teaching efforts to the State 4-H Shooting Sports Coordinator/Committee.

Once certification lapses, the instructor must repeat Maine 4-H Shooting Sports training programs of at least 12 hours, with a minimum of 8 hours of training within the discipline.

Renewal will be required of any or all instructors when a program change requires an update or is deemed necessary by the Maine 4-H Shooting Sports Advisory Committee.

Enroll as a 4-H volunteer each year.

Training

All state level certification workshops must provide a minimum of twelve (12) hours of instruction; including a minimum of eight (8) hours instruction in each specific discipline taken and a minimum of four (4) hours instruction in teaching youth development, ages & stages and life skills.

Familiarity with all shooting sports disciplines is critical to understanding skills within the Hunting/Wildlife, and Coordinator disciplines. But both Hunting/Wildlife Instructors and Coordinators are not approved to teach any other shooting disciplines unless they have completed the discipline specific training. The Hunting/Wildlife discipline is permitted to do live fire exercises only as long as there is a certified instructor with the shooting discipline in attendance at the lesson.

Risk Management Policy

- University of Maine Cooperative Extension volunteer/leader policies must be followed. **(See Appendix 3)** Leader/volunteer application forms will be completed, signed, references checked, and on file in the appropriate county Extension office for all coordinators, instructors and club leaders. All instruction must be done under the supervision of a Maine 4-H Certified or National/State Certified Instructor who is currently listed as a volunteer/leader within Maine. Background checks will also be conducted on all Maine 4-H volunteers.
- Acknowledgement of Risk /Parental Permission Form and Health Forms
All youth must be currently enrolled 4-H members to participate in 4-H Shooting Sports program/club activity. These forms are available either on-line or from the county Extension office and shall be kept on file at their respective county office. A copy of these forms should be kept in the classroom/range facilities during each 4-H Shooting Sports Session. The form may be found by following this link: [4-H Program Participation, Permission, Agreement and Health Form](#) and is also attached as **Appendix 5**.

Insurance for 4-H Events

Enrolled 4-H leaders and advisors are considered an extension of the University of Maine Cooperative Extension staff, and therefore University liability coverage extends to 4-H volunteers. This coverage is not accident or health coverage, but rather *liability insurance* to cover legal costs (which may include medical bills) in the event the leader and/or the University are sued for damages incurred during an approved 4-H activity. Approved 4-H activities must be open to 4-H members (even though only one member may be in attendance), have an educational component, and involve supervision of enrolled members by enrolled and certified 4-H volunteer leaders.

Accident insurance to cover the basic cost of medical treatment, such as an emergency room visit, stitches, x-rays, etc., resulting from an injury, is highly recommended. For special short-term 4-H events of a risky nature, such as 4-H horse shows or camps and 4-H shooting activities, clubs may require participating 4-H members to obtain a permission form signed by a parent or guardian, and enroll in “Special Event” *accident insurance* coverage with a reputable company.

Insurance brochures for reasonably priced one-year coverage and special events coverage are available from the County Extension office or on-line at: <http://www.americanincomelife.com/who-we-serve/4-h-insurance>

It is recommended that 4-H leaders:

1. Carry their own health, accident, automobile and homeowner’s insurance.
2. Be sure each 4-H member is covered by family health and accident insurance.
3. Purchase additional low-cost, year-round accident insurance from a reputable company.
4. Above all, emphasize, model and teach safety in all their 4-H activities.

Personal Protective Equipment (PPE) Requirements

- a) **Eye Protection:** Adequate eye protection (shooting glasses, safety glasses or safety goggles, or hardened prescription glasses are required for all competitors in black powder, pistol, rifle, shotgun and hunting live fire events. Such protection is strongly advised for archery events as well. Coaches or spectators on or near firing lines are subject to the same requirements.

- b) **Ear Protection:** In hunting live fire, muzzleloading, shotgun, smallbore pistol, and smallbore rifle, all competitors and those on firing lines must have adequate hearing protection. Where electronic hearing protection is used, it may not include radio or similar broadcasts as background noise, since that could interfere with range commands. This protection is strongly advised for spectators who are close to such ranges.
- c) **Footwear Policy:** Any participant while on the shooting line or shooting in any outdoor shooting event is required to wear shoes that completely cover their feet. Examples of footwear that are not acceptable include, but not limited to: sandals, clogs, crocks, flip-flops, and bare feet.

4-H Shooting Sports Equipment Storage and Transportation Guidelines

The following standards have been set forth by National 4-H Shooting Sports and adapted for the Maine State 4-H Shooting Sports program.

Inventory Control

1. Each County coordinator shall maintain an inventory list of equipment used for their program. A copy of this inventory shall be submitted to the Maine 4-H SSPC. This list shall be updated annually, or when a significant amount of equipment is obtained. When equipment is issued for a program, a sign-out process will be used to record who/when/what/when returned. See Appendix for sample inventory sheet.
2. Only approved, current certified 4-H Shooting Sports instructors may sign out program equipment from inventory.
3. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have reasonable access to all program equipment, the inventory list, and sign-out records upon request.
4. Equipment inventory should be audited at least annually (or more often if requested) by local and/or state Extension personnel responsible for 4-H Shooting Sports program. The state Extension staff person responsible for 4-H Shooting Sports program may remove from service any 4-H Shooting Sports program equipment from any 4-H Shooting Sports club or program based on the condition of equipment, lack of safety practices, inadequate storage and transportation safeguards, concerns about inventory control, inadequate emphasis on positive youth development, or other reasons based on professional judgment.

Firearms ownership

1. Any firearm used in a Maine 4-H Shooting Sports program or club must be registered to a currently active certified Maine 4-H Shooting Sports instructor.
2. Personal firearms may be used in a Maine 4-H Shooting Sports program or club.
3. Firearms purchased by a Maine 4-H Shooting Sports program or club will be registered to a currently active, certified Maine 4-H Shooting Sports instructor. If the instructor's certification or Maine 4-H volunteer status lapses or is terminated, any firearm registered to this instructor and belonging to the program or club must be legally transferred and registered to another Maine 4-H Shooting Sports instructor.
4. Firearms purchased by a Maine 4-H Shooting Sports program or club shall only be used for Maine 4-H Shooting Sports program or club related activities.

Storage of Firearms

1. All Firearms will be stored unloaded in a commercial firearm safe when not in use. It is also recommended that open action indicators and/or trigger locks be utilized where feasible.

2. All gun safes should be secured in a locked storage area, following local statutory requirements, if applicable. If no local laws apply, suitable locations include local law enforcement department firearm storage, storage closet or room with limited access, local gun club/range facility, etc...
3. Keys and combinations should be available only to certified instructors, county coordinators, and state coordinators. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have reasonable access to all program equipment upon request.

Storage of Air Guns

1. Air guns will be stored in gun cases that can be locked and stored in a storage room accessible only to instructors, county coordinator and state coordinator.
2. Keys to the storage area should only be available to instructors, county coordinator and state coordinator. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.

Storage of Archery Equipment

1. Archery equipment will be stored in a locked closet or room accessible only to instructors, county coordinator or state coordinator.
2. Doors should be double locked and key should only be available to instructors, county coordinator and state coordinator. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.

Storage of Muzzleloading Equipment

1. All muzzleloading firearms will be stored unloaded in a commercial firearm safe when not in use.
2. All gun safes should be secured in a locked storage area following local statutory requirements, if applicable. If no local laws apply, suitable locations include local law enforcement department firearm storage, storage closet or room with limited access, local gun club/range facility, etc...
3. Keys and combinations should be available only to certified instructors, county coordinators, and state coordinators. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.

Ammunition

1. All ammunition, shotgun shells, rifle shells, pistol shells, powder, caps, BB's and pellets will be stored separate from the guns which use them.
2. Ammunition should be stored in a closet or room where there are at least two separate locks on the door.
3. Access to the ammunition should be limited to certified instructors, county coordinator and state coordinator. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.

Transportation of Equipment

1. All applicable local, state and federal laws are to be followed when transporting firearms, ammunition and other 4-H Shooting Sports program equipment and supplies. Only licensed individuals age 18 or older are permitted to drive vehicles transporting 4-H Shooting Sports equipment.
2. When transporting firearms, air guns, ammunition and muzzleloading guns, the transporter should have the firearms in locked hard cases with gun locks on each gun (either a trigger style gun lock or a cable style gun lock).
3. Equipment should be transported in such a way that the equipment cannot be seen from outside the vehicle. Some examples of concealment include transporting in the vehicle's trunk, in a locked trailer, beneath a pick-up truck bed topper, etc. The vehicle should not be left unattended when equipment is being transported.

Emergency Action Plan

An emergency plan of action shall be written and followed for each training site and/or activity. This plan shall consider:

1. Potential risks analyzed and procedures planned
2. Minor incidents/first aid – who treats and determines procedures, a kit on hand.
3. Access to emergency medical treatment – telephone on site, phone numbers to call, transportation, location/directions to nearest emergency facility, directions for emergency personnel, and ETA (estimated time of arrival).

For an example see Appendix for The Bryant Pond 4-H Camp & Learning Center Emergency Action Plan.

- Incident Reporting

In the situation that an accident should occur, an incident report form shall be filled out as soon as possible. These forms can be found on University of Maine Cooperative Extensions web page, *Plugged In* (<http://plugged-in.umext.maine.edu/safework/accident-reporting.htm>). The form can also be found in the Appendix of this document. The appropriate Cooperative Extension County office shall be notified by phone or FAX within 24 hours.

- Communications

Because of the potential for catastrophic injury or death, Maine 4-H Shooting Sports events will only take place where a working telephone land line is immediately available or cell phone reception coverage is adequate.

Because of the rugged, hilly landscape of Maine, not all of the sites used for functions will have cellular phone capabilities. Potentially, locations used for Maine State 4-H Shooting Sports events may or may not have limited or one-way calling capabilities.

Each site for an event should have at least one instructor with a cellular phone during all sessions. Find out BEFORE the event if there is adequate cell phone reception or land line phone access and where it is. Make sure all instructors and parents know where that phone access is located.

Use ANY phone available in an emergency!

APPENDIX 1: National Shooting Sports Code of Ethics

National 4-H Shooting Sports Code of Ethics

A complete 4-H shooting sports program must convey life skills development and be presented in such a way that is safe, technically competent, and helps to instill 4-H values in participants through teaching and example. Certified shooting sports instructors and volunteers must be cognizant of their role as a moral and ethical mentor, as well as teacher, to youth and adults in their state and community.

As a 4-H shooting sports instructor or volunteer:

- I will respect the participants, volunteer and property associated with the 4-H shooting sports program.
- I will set a good example as a mentor and role model for 4-H shooting sports youth and volunteer leaders.
- I will conduct myself and my 4-H shooting sports program in a professional and ethical manner.
- I will strive to be knowledgeable of the life skills embodied in the 4-H shooting sports program and aid positively in the development of youth through adherence to those principles.
- I will strive to be technically competent in the subject matter I teach and adhere to the national 4-H shooting sports guidelines and curriculum.
- I will respect the dignity of each participant in the 4-H shooting sports program regardless of gender, origin, ability, achievement or conviction.

Signed _____ Date: _____

APPENDIX 2: BRYANT POND EMERGENCY ACTION PLAN

- This is offered as a sample only. Please adapt with your specific location and club/program leader contact information.

LIFE OR LIMB CRITICAL INCIDENTS ONLY:

(patient not breathing, massive trauma, spinal or head injury, drowning, significant bleeding, anaphylaxis, obvious fracture of femur or other large bone)

REMAIN CALM

FIRST: Dial 911

Place the call from the nearest cell phone, or send Field Teacher to a land line.

**SECOND: Call Ryder: 890-8626 cell
665-2935 office
665-2800 home**

THIRD: ON CALL PHONE: 890-8627

FOR ALL OTHER INCIDENTS:

(minor cuts, bruises, sprained ankles, bumped heads, etc.)

DAYTIME:

- ❖ **Come to the infirmary to report incident**
- ❖ **Or, call on-call phone: 890-8627**

For a NIGHT Incident:

FIRST: call the ON CALL phone: 890-8627

If you do not reach someone within fifteen minutes: Call Senior Staff phone numbers in the following order until you reach someone:

Ryder Scott:	665-2800 home 890-8626 cell
Phil Landry:	890-6670 cell
Ron Fournier	890-9524
Lyndsey Smith	665-2982 home

Calmly give your name, location, the nature of the incident, and number people involved.

APPENDIX 3: University of Maine Cooperative Extension Volunteer Policy

All adults working with youth as 4-H volunteers for more than 8 hours/year are required to be certified by the Extension office. Volunteers become certified through the following three-step process:

Three-step Volunteer Certification Process

1) Volunteer Application Process

- Submit a “Volunteer Application” form (to the appropriate county extension office). A Volunteer Application Form can be found at <http://extension.umaine.edu/4h/vol/process.htm>
- Two references checks
- Supplemental Volunteer Application Form* (Please use the following account number 5400983-60000-x-12-x-5600000 in the top right corner of the form where it asks for the “accounting ID”. If you need a printed copy of this form, please contact your local county office)
- Interview with 4-H staff member

2) Volunteer Training (VOLT)

After the County Extension office has processed your volunteer application, the Extension office will schedule you to participate in a volunteer training (VOLT) program through the County Extension office.

3) Volunteer Enrollment

Once you have completed the application and training process, you will be asked to submit a 4-H Volunteer Enrollment form.

*Note: All forms are submitted to the County Extension office with the exception of the Supplemental Volunteer Application Form. Please send that form directly to Orono at the following address:

Staffing and Temporary Services
University of Maine
5717 Corbett Hall, Room 234
Orono, ME 04469-5717

The University of Maine Cooperative Extension requires background checks for all 4-H volunteers, through the University of Maine’s Office of Human Resources. For prospective 4-H volunteers who work in Maine school systems, a copy of the certificate validating a Maine Department of Education background check may be submitted with your application, if they have been performed within the last five years. Please provide this certificate to your local county extension office when you turn in your volunteer application.

Upon successful completion of these three steps the volunteer is certified by the County Extension office. In subsequent years, the certified volunteer needs only submit a 4-H Volunteer re-enrollment form annually. Some periodic additional training may be required of all volunteers.

APPENDIX 4 - State Coordinator Job Description:

POSITION TITLE: Coordinator - 4-H Shooting Sports Program

TIME COMMITMENT: Length of service is one year, renewable annually. Hourly commitment variable, 10-20 hours / week.

LOCATION: TBD, preferably a County Extension Office. Must be accessible and available to travel to all program locations in the state.

TYPE OF POSITION:

APPROVAL: By 4-H Shooting Sports Advisory Committee and Extension Leadership Team

SUPERVISION: 4-H Program Administrator

GENERAL PURPOSE: Be responsible for the overall coordination and management of the State's 4-H Shooting Sports Programs.

SPECIFIC RESPONSIBILITIES:

1. Work with State 4-H Shooting Sports Advisory Committee in planning and delivery of 4-H Shooting Sports Programs.
2. Schedule training, meetings, tours and service projects.
3. Communicate plans with county Extension contacts/coordinators, instructors, volunteers and Extension professionals.
4. Recruit and supervise instructors and volunteers (adults/teens).
5. Develop resources such as cash, equipment and use of facilities.
6. Adopt, follow, and monitor Risk Management policy.
7. Promote the 4-H shooting sports program.
8. Liaison between National 4-H Shooting Sports program, the State 4-H advisory committee, county 4-H Shooting Sports programs and the Extension Service.
9. Cooperate with Extension staff in completing required paperwork, meeting state guidelines.
10. Quality Assurance of the shooting sports program -Keeper of the Clover

QUALIFICATIONS REQUIRED:

1. Age 21 or older.
2. Ability to work with adults and delegate responsibility
3. Have an interest in the development of youth and shooting sports.
4. National certification and re-certified as required.
5. Previous leadership experience.
6. Organizational, management, communication, fundraising, public relations and marketing skills.
7. Knowledge of networking and collaborating.
8. Knowledge of overall 4-H program and activities and/or willing to learn about them.
9. Moral standards consistent with the 4-H philosophy.

SUPPORT TO BE PROVIDED:

1. 4-H shooting sports coordinator training workshop
2. 4-H shooting sports curriculum handbook (upon completion of the workshop).
3. Local volunteer training programs.

APPENDIX 5: 4-H Program Participation Permission, Agreements, and Health Form

Name of 4-H Activity _____ Date(s) _____



**4-H Program Participation Permission,
Agreements, and Health Form**

Participant: *Please read this form carefully, provide all requested information, and sign and date the bottom of this page.*

Name: _____
last, first, middle initial

Mailing Address: _____

Town, State, Zip: _____

Telephone: (_____) _____ County _____

Birth Date: (M/D/Y) _____ Circle one: Male Female

Roommate preference (if applicable to this event) _____, _____

As a participant in this program, I understand that I represent myself; my family; my county; Maine; and all Maine 4-H participants, volunteers and staff. By my actions, will 4-H be judged. Therefore, by my signature below, I agree to:

1. Participate fully in this program.
2. Follow all schedule times including curfew and wake-up hours; to be where assigned, when assigned.
3. Follow the Dress code established for this program/event.
4. Uphold the highest standards of behavior, manners and language.
5. Refrain from using alcoholic beverages, non-prescribed or illegal drugs, tobacco products, or fireworks.
6. Respect the rights of others at all times and make every attempt to include all participants in all activities.
7. Leave the facilities in the same condition or better than I found them when I arrived.
8. Support and follow all leadership and direction received from coordinators, chaperones and any other adult authority.
9. Respect the personal space and property of others in all settings including during overnight programs.
10. Seek assistance and support from adult chaperones on behalf of myself or others should a situation arise that warrants adult intervention or makes me feel uncomfortable.

I understand that if I break this agreement, I must accept the consequences of my actions, which might include a loss of privileges during this program, loss of 4-H privileges in the future, and/or immediate dismissal from this program as determined by county and/or state 4-H staff.

Signature: _____ Date: _____

Parent/Guardian: Please read both sides/pages of this form carefully, provide all requested information, and sign and date where requested.

Name of 4-H Member _____

Name of 4-H Activity _____ Date(s) _____

Parental Statement

My son/daughter/ward has my permission to attend this program. Should my son/daughter/ward require medical attention while attending this program, I hereby give my consent for physicians to provide necessary medical treatment and will pay for same. I consider my son/daughter/ward's health to be POOR___, FAIR___, GOOD___, EXCELLENT___. I am not aware of any physical, mental or communicable conditions that will interfere with participation in this program which have not already been discussed with the event Coordinator.

I agree to indemnify, hold harmless and release the University, its Trustees, faculty, employees, volunteers and agents, from and against any and all claims, demands, actions or causes of action, on account of damage or loss to my personal property, my personal injury or death, or the bodily injury, death or damage to personal property of others caused by me, which may occur or result directly or indirectly from my participation in the Program and not as a direct result of any negligent act of the University, its Trustees, faculty, employees, volunteers or agents.

Furthermore, I have read and understand the statements my son/daughter/ward has agreed to above and support this agreement. I realize that I am personally responsible for my son/daughter/ward while he/she is attending this program. I understand and expect that should my son/daughter/ward break this agreement and the adult coordinators find it necessary to dismiss him/her from this program, that I am responsible for his/her transportation home.

Signature: _____ Date: _____

Print Name: _____

Relationship to participant:: circle one Parent Guardian Other _____

Telephone: day_(_____) _____ evening_(_____) _____

Please indicate where parent/guardian can be reached during this function/if applicable and provide contact information: _____

Mailing Address if different from participant's: _____

Participant Health Information

Family Physician _____ Telephone_(_____) _____

Insurance Company _____ Policy Number _____

Date of last Tetanus shot _____

PLEASE ANSWER THE FOLLOWING QUESTIONS: (explain all "yes" answers)

- Respiratory Problems(Asthma, blood spitting, persistent cough, abnormal chest X-ray, T.B., etc.) Y/N
- Heart Disease(High or low blood pressure, shortness of breath, murmurs, chest pain, Rheumatic Fever) Y/N
- Stomach or intestinal problems (Ulcers, jaundice, hernia, colitis, indigestion, etc) Y/N
- Kidney, Gall Bladder, or Liver Disease Y/N
- Diabetes or Hypoglycemia (low Blood Sugar) Y/N
- Muscular/Skeletal Problems (Arthritis, hernia, recent fractures, etc.) Y/N
- Eye, ear, nose, or throat problems (hay fever, ear infection, impaired sight or hearing) Y/N
- Skin diseases Y/N
- Dizziness, etc. Y/N
- Emotional or mental disorders (Frequent anxiety, excessive fears, etc.) Y/N
- Surgical Operations, accident or injuries, which required hospitalization in the past 2 years Y/N
- Recent exposure to a Contagious Disease Y/N
- Allergies Y/N

Are you currently under a doctor's care? Y/N
Are you currently taking medication? Y/N
Do you have any special dietary needs? Y/N
Do you have any limiting physical conditions? Y/N

Explanation:

APPENDIX 6: Maine 4H Shooting Sports Inventory sheets:

Maine 4-H Shooting Sports Inventory sheet is available on Google docs. Access to this spreadsheet will be provided to each 4HSS County Coordinator. Please contact the Maine 4-H Shooting Sports Program Coordinator if you would like to receive an electronic version by email.