



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

Updated January 14, 2019

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.

Note: 4-H Camp Staff 18 and older may be trained to lead archery as an activity similar to all other program areas, provided that they are accompanied by and in direct supervision of an archery instructor that is 21 years old or older. This includes special events, outreach, and youth field days.

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 – Gary Proulx
gary.proulx@maine.edu
 - (b) Director of Maine's 4-H Camps – Ryder Scott ryder.scott@maine.edu
 - iv) Range Facilities: archery range, rifle range, sporting clays shotgun range,
 - v) Current 4HSS Programs include archery, rifle, shotgun, hunting/wildlife, muzzleloader, pistol

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.

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.

Regional Coordinators:

Regional Coordinators will be implemented to better serve our growing list of instructors and to assist with connecting active clubs, including rod and gun clubs and organizations. These coordinators are enrolled 4-H volunteers and will assist the State Coordinator by communicating with these folks and helping to delegate tasks as needed

The role of a Regional Coordinator is to act on the behalf of a region, or a group of clubs, to better coordinate needs, activities, and opportunities. A Regional Coordinator can be designated by the State Coordinator based on the needs of one part of the state or the other. The goal is to have several Regional Coordinator's statewide that will communicate with the County Extension offices as well as the State Coordinator.

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 counties 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. See INVENTORY CONTROL sheet available from the State 4-H Shooting Sports Coordinator for specific guidelines concerning 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. Enrolled Maine 4-H Cloverbuds (age 5-8) are not eligible for any aspect of the 4-H Shooting Sports Program.

- The minimum age for archery activities is 9 and up. **Exception:** archery activities at camps, and outreach events (youth field days/ public events) is 8 and up. This is due to the National standard of ages for Clovers Buds being 5-7 years of age.
- The minimum age for rifle activities including camps, clubs, and outreach events is 10 and up.
- The minimum age for shotgun activities including camps, clubs, and outreach events is 10 and up.
- The minimum age for muzzleloader activities including camps, clubs, and outreach events is 12 and up.
- The minimum age for pistol activities including camps, clubs, and outreach events is 14 and up.

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, or camp program, or event. Trained Certified Instructors must be present when any planned 4-H Shooting Sport activity is undertaken.
- All 4-H Shooting Sports instructors must also be VOLT trained and certified within their county. It is important to note that just because an instructor has been certified by the Maine 4-H Shooting Sports Coordinator does not mean they are a Maine 4-H certified 4-H volunteer as that can only be done through the staff in the county offices.
- Certificates from instructor trainings will be furnished to the candidates after the following conditions have been met:
 - Successfully completed all of the instructor training components
 - Performance reviewed by the instructor team after the training and deemed responsible and without any safety concerns.
 - VOLT Certification has been approved and filed by the candidates' county office indicating that are an enrolled 4-H volunteer having met all of the requirements.

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.
- Acting and conducting all activities in compliance with 4-H policies and guidelines.

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.

Minimum age is 21.

- 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. Minimum age is 21.

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. Minimum age is 21.

- 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. (Current UMaine 4-H Learning Center employees are considered active)

Termination of an Instructor

Termination of any instructor will be consistent with any 4-H Volunteer role. The University of Maine Cooperative Extension has the right to terminate a 4-H volunteer from the program. The Director of University of Maine Cooperative Extension is the only person authorized to exercise the right to terminate an Extension volunteer after an appropriate process is followed. Due to the nature specific to shooting sports activities, any instructor may lose certification to provide 4-H instruction for several reasons such as safety concerns, inappropriate behavior/language, other reasons that puts a person at risk, or risk to the image and reputation of The University of Maine, 4-H, or other entity and not adhering to the standards of behavior that are included in the UMaine Extension Volunteer Standards of Behavior Form that all Cooperative Extension volunteers sign.

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.

Live fire exercises including scenarios and activities consistent with the hunting/wildlife discipline and must include an instructor that is certified in the type of activity such as rifle or shotgun shooting.

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.

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. Any equipment deemed by an instructor to be considered unsafe or damaged/worn should be labeled in accordance with the existing 4-H SS handbook. The State Coordinator should be notified of any firearms that need more than simple repair.

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, or the State Coordinator, except:
2. Personal firearms may be used in a Maine 4-H Shooting Sports program or club, provided that they are inspected prior to use by the instructor. Instructors that are using personal firearms must adhere to existing policies as specified in their Instructor Manual issued at training.
3. This may add additional liability to an individual instructor. To minimize this risk, instructors may sign out firearms from the State Coordinator per a period of time. These firearms are owned and maintained by the Maine 4-H Shooting Sports Program.
4. Firearms purchased with donations, 4-H fundraising, grants, or other 4-H funding sources for use in a Maine 4-H Shooting Sports program or club must be registered to the current State Coordinator. All firearms, except air rifle/pistol, must be shipped to an approved FFL (Federal Firearms License)
5. All firearms, except air rifle/pistol, must be shipped to an approved FFL (Federal Firearms License) dealer and signed off on by the State Coordinator. The State Coordinator will take possession, log into the state inventory, and release to the specific instructor for use.
6. Should an instructor leave their position, dissolves their Shooting Sports club, or otherwise ends their involvement with 4-H, all equipment and firearms are to be returned to the State Coordinator no later than 10 days from the end of their program. All firearms and SS equipment will remain the property of the Maine State 4-H Shooting Sports program, and will be made available to other instructors/ clubs for use.
7. 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.

Fundraising

1. Fundraising for any 4-H shooting sports activity must be consistent with all existing policies and guidelines for all 4-H activities. Information is available in each county extension office.
2. Fundraising specifically for firearms, bows, and large equipment exceeding \$250. in value, or sourced through corporate or grant sources must have prior approval from the State Coordinator. All equipment must be specified for ownership by the University of Maine 4-H Shooting Sports Program. The local county office should be involved in any grant proposal for prior approval, and then forwarded to the State Coordinator.
3. This policy is to minimize duplicated efforts, multiple asks, and provide support and resources to instructors.
4. When in doubt, contact the State Coordinator for guidance.

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 landline 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)

* **First** - Dial - **911**

Place the call from the nearest cell phone or promptly send field staff to a landline. All phone #'s use (207) AREA CODE unless otherwise noted.

* **Second** - **Ron Fournier 890-9524**

* **Third** - Call the **“E-Phone” 890-8627**

----- ***** FOR ALL OTHER INCIDENTS ***** -----
(Minor cuts, bruises, sprained ankles, etc.)

* **First** - Call the **“E-Phone” 890-8627**

* **Second** - If you do not reach someone immediately, please call Senior Staff #'s until you reach someone.

(207) Area Code

<u>Ron Fournier</u>	890-9524
<u>Jeff Colpitts</u>	890-4536
<u>Bethany Pelletier</u>	890-9605
<u>Jeff Prentice</u>	418-7043

* Calmly give your name, location, nature of the incident, and # of people involved.
(If you still need assistance, please call the main office number during business hours listed below.)

Current Address for EMS purposes is:

17 Conservation Lane, Bryant Pond 4-H Camp and Learning Center, Bryant Pond, ME 04217

APPENDIX 3: University of Maine Cooperative Extension Volunteer Policy

(Located here: <https://extension.umaine.edu/4h/volunteers/how-do-i-become-a-volunteer/>)

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 \(PDF\)](#) or [WORD](#) to the appropriate county extension office
- Provide two references: [4-H Reference Check Form \(PDF\)](#)
- Background Check: Please contact your local county Extension office to initiate the process. *For prospective 4-H volunteers who work in Maine school systems, you are required by the Maine Department of Education to have a background check. In lieu of a background check through the University of Maine's Office of Human Resources, potential volunteers can provide a copy of the certificate validating a background check has been performed in the last five years. Please provide this certificate to your local county extension office when you turn in your volunteer application.*
- Interview with 4-H staff member

2. *Volunteer Training (VOLT): We offer two training options for new 4-H Volunteers, online or in-person. You can choose the training method that suits you best.*

Initial Online training: Maine 4-H wants to meet the needs of today's volunteer. If your schedule is hectic, you can take advantage of our new online training. Work through four modules, lasting approximately 30 minutes each, at your own pace whenever it's convenient for you. As you finish each module, complete the quiz and print off your certificate, and hit submit. The modules will provide you with a good foundation for 4-H programming. After completing all four online modules, you will need to contact your local county Extension office to set up a time to meet with 4-H staff to learn about the local county 4-H program and risk management. Click on the link below to register and receive your password for the online 4-H Training.

TIP — When you get to the certificate page for each module you complete, remember to hit the SUBMIT button. If you do not hit SUBMIT, the Extension office will not have a record that you completed the module(s). Then decide if you want to “print” or skip printing the certificate. (HINT: You can press “print” and save as a .pdf to your computer instead of actually printing it to have a record of completion.)

New! [Register Here](#) for E-Learning. Already registered? [Go directly to the course.](#)

OR

Initial In-person training: Join us for a six hour volunteer training with hands-on activities and opportunities to network with other new volunteers. Contact your local Extension office to sign up for an in-person volunteer training.

3. Volunteer Enrollment Packet

Once you have completed the application and training process, you will be asked to submit the following forms:

(Provided by your extension office or program administrator)

- 4-H Volunteer Enrollment Form
- Photo Release Form — 4-H Specific University of Maine Official Form
- UMaine Extension Volunteer Standards of Behavior Form
- ***Note:** *All forms are submitted to the County Extension office.*

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 Enrollment Packet (step #3 above) annually. Some periodic additional training may be required of all volunteers. Advisors to Independent 4-H members are also required to be certified as 4-H Leaders, unless they are the parent/guardian of the 4-H youth and then the 4-H volunteer certification is optional, but encouraged.

APPENDIX 4: - State Coordinator Job Description:

POSITION TITLE: Coordinator – Maine 4-H Shooting Sports Program

TIME COMMITMENT: Length of service is 3 years, and may be renewed. Hourly commitment variable, 10-20 hours / week.

LOCATION: Bryant Pond 4-H Camp and Learning Center. Must be accessible and available to travel to all program locations in the state.

TYPE OF POSITION:

APPROVAL: Extension Leadership Team

SUPERVISION: 4-H Program Administrator

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

SPECIFIC RESPONSIBILITIES:

1. Work with State **4-H Shooting Sports Instructor team** 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 Photo Release Form



4-H Program Participation Permission, Agreements, and Photo Release Form

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

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 _____ Gender _____

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: _____

Parental Statement – Please sign and date

My daughter/son/ward has my permission to attend this program. I have read and understand the statements they have agreed to above and support this agreement. I realize that I am personally responsible for my daughter/son/ward while they are attending this program. I understand and expect that should my daughter/son/ward break this agreement and the adult coordinators find it necessary to dismiss them from this program, that I am responsible for their transportation home.

Signature: _____ Date: _____

UNIVERSITY OF MAINE SYSTEM AND 4-H PHOTO RELEASE AGREEMENT

I, _____, (name of person in photo) hereby grant and authorize the University of Maine System, acting through the University of Maine, (hereinafter UMS) and the 4-H Program (defined as 4-H Afterschool, National 4-H Council, 4-H Cooperative Extension System, USDA/NIFA, Maine 4-H Program, 4-H clubs and programs, etc.) its employees and agents to make use of, license or assign the use of, my image, appearance, likeness, voice and/or photograph, and other reproductions of any of these, in still photographs, videotapes, publications, audio, sound recordings, web sites, electronic and other media and/or motion pictures, (hereinafter all of which are included in the term “Material”) obtained during the current 4-H year (October-September) at 4-H-sponsored events, and to do so with or without mention of my name.

I understand and agree that I am to receive no compensation of any kind, monetary or otherwise, on account of or arising from the production, publication, recording, rebroadcasting, or other use of such Material.

UMS shall have complete ownership of the Material produced or published and shall have the exclusive right and license to make such use of that Material as it wishes, including, but not limited to the right of performance, display, reproduction and distribution in all media, and the right to create, perform, display and distribute derivative works of the Material.

I agree to indemnify and hold UMS, the University, its employees and agents, harmless from and against any and all claims, damages, lawsuits, judgments, and expenses, including reasonable attorneys’ fees that UMS may become liable to pay or defend arising out of or caused by any matter or material furnished or spoken by me in connection with my appearance.

I hereby release UMS, its employees and agents from all expenses, claims and liabilities incurred by me arising out of or in connection with my appearance and/or the use of the Material, except to the extent that those expenses, claims or liabilities are the direct result of the negligent acts or omissions of UMS, the University, its employees or agents.

This agreement shall be governed and construed according to the laws of the State of Maine.

NOTE: If under 18, must be signed by parent or guardian on last line below.

DATE	SIGNATURE OF PERSON IN PHOTO	PLEASE PRINT NAME
------	------------------------------	-------------------

ADDRESS	PHONE NUMBER
SIGNATURE OF PARENT OR GUARDIAN (if applicable)	



Maine 4-H Health Form

Name: Last _____ First _____ MI _____ Preferred _____

Home Address: _____

Birth Date _____ Gender _____

Custodial parent(s) or guardian(s) (if under 18):

Name _____ Phone: Home _____ Cell _____ Work _____

Name _____ Phone: Home _____ Cell _____ Work _____

Home address (if different from above) _____

If you are not available in an emergency whom should we notify?

Name _____ Relationship _____

Phone: Home _____ Cell _____ Work _____

Address _____

Insurance Information

Is this person covered by family medical and hospital insurance? Yes ___ No ___

If so, provide carrier and plan name _____ Group # _____

Health History

The information provided here by the parent, guardian, or adult participant is intended to provide UMaine 4-H health care personnel with the background needed to provide appropriate care, and the program personnel with the information needed to provide a safe, healthy, and appropriate 4-H experience. Any changes to this information should be shared with 4-H staff. This information will not be used to exclude a participant from participation unless the participant cannot perform program requirements with or without a reasonable accommodation, or is determined to be a direct threat to the health or safety of others.

Allergies

1. Is this person allergic to any food, medication, or other substance? Yes ___ No ___

If yes, please list all allergens and describe your child's reaction to them:

2. Has this person ever had any unusual reaction to an insect bite or bee sting? Yes ___ No ___

If yes, please explain:

Medications

1. Does this person currently take a prescribed medication or treatment (Including over-the-counter and homeopathic remedies)? Yes ___ No ___ If yes, please complete the Medications section of this form.

Does this person self-administer any medication, such as an inhaler, or carry and Epipen or Anakit?

Yes ___ No ___

continued on back of form

Please list ALL medications (including over-the-counter medications and homeopathic remedies) **taken routinely.** Bring enough medication to last the entire program. ALL items should be in their original packaging, bottle, or container that identifies the prescribing physician (if a prescription drug), the name of the medication, the dosage, and the frequency of administration. **Attach additional pages if needed.**

Medication #1 _____ Dosage _____ Specific times taken _____

Reason for taking _____

Medication #2 _____ Dosage _____ Specific times taken _____

Reason for taking _____

Dietary Restrictions - Please check all that apply

- Does not eat red meat Does not eat pork Does not eat eggs
- Does not eat poultry Does not eat seafood Does not eat dairy products
- Does not eat gluten Other (please describe) _____

Disabilities or Physical Restrictions: Please describe any disabilities or physical restrictions for this person of which you want us to be aware, and any reasonable adaptations or accommodations requested:

Any person who needs accommodations for the program should contact the appropriate UMaine 4-H staff to discuss their needs, preferably at least 21 days in advance.

Please use this space to provide any additional Information about this person's behavior and physical, emotional, or mental health (such as bedwetting, toilet issues, and sleepwalking) that UMaine 4-H staff members should be aware of to provide a safe, healthy, and appropriate experience.

Parent or Guardian Authorization: This health history is correct and complete as far as I know. The person herein described has permission to engage in all program activities except as noted in this Health History. I hereby give permission to UMaine 4-H to provide routine health care, administer prescribed or other medications, and seek emergency medical treatment including ordering x-rays or routine tests. I give permission to UMaine staff to arrange necessary related transportation for my child. In the event I cannot be reached in an emergency, I hereby give permission for the physician selected by UMaine staff to secure and administer treatment, including hospitalization, for my child. This completed form may be photocopied for trips.

Parent, Guardian or Adult Participant Signature _____

Printed Name _____ Date _____

I also understand and agree to abide by any restriction placed on my participation in program activities by medical personnel.

Minor or Adult Participant Signature* _____ Date _____

*if you cannot sign this for religious reasons, contact UMaine 4-H for a legal waiver that must be signed to allow attendance.

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 status in employment, education, and all other programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Director, Office of Equal Opportunity, 101 North Stevens Hall, Orono, ME 04469, 207.581.1226, eoinfo@umit.maine.edu.

Appendix 7: Maine 4-H 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 4-HSS County Coordinator and County 4-H staff. Please contact the Maine 4-H Shooting Sports Program Coordinator if you would like to receive an electronic version by email.

