

*Dodge County 4-H Shooting Sports*  
**RISK MANAGEMENT PLAN**  
**and Program Guidelines**

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2015

**Dodge County 4-H Shooting Sports Program**  
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## Introduction

Our risk management plan has been incorporated with the Dodge County 4-H Shooting Sports program guidelines. It is intended to provide an overview on policy and procedure for our leaders. The items listed below a topic are not listed in any particular order and are repeated in other sections as a reminder or for clarification purposes. The risk management plan and program guidelines are revised as needed.

## Understanding Risk

4-H volunteer leaders are responsible for the welfare of the 4-H members under their supervision. Risk management is the effective and efficient use of human and material resources to minimize actual or potential damage, harm, or negative affects.

4-H Instructors and 4-H volunteer leaders should use due care in identifying the potential problems beforehand, predicating the consequences and trying to prevent them from happening. You will find yourself in a last clear chance situation where responsibility lies with the person who had the final opportunity to prevent or minimize the effects of an accident.

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# Dodge County 4-H Shooting Sports

## Juneau, Wisconsin

## II. Mission

### Our Mission

We are dedicated to teaching firearm/archery safety and responsibility along with wildlife to all, while allowing kids to experience the fun and excitement of shooting sports and the outdoors.

The goal of the 4-H Shooting Sports project is to promote youth development by instilling safe habits, self-discipline, teamwork, youth leadership, and knowledge in a safe, family-oriented, and encouraging environment. Shooting disciplines that are taught to 4-H members (ages 8 {and 3<sup>rd</sup> grade} to one year following high school graduation) include: archery, air rifle, shotgun, muzzle loading, and wildlife. 4-H members must be 12 years old and have completed the DNR WI Hunter Safety Program and received their Hunter Safety Certificate before participating in the shotgun and .22 rifle and .22 pistol programs.

### Our Philosophy

The Dodge County Shooting Sports Committee strongly believes that the following philosophy be adopted by all leaders involved in 4-H Shooting Sports.

**WE BELIEVE:** Human Growth and development is the primary goal of the 4-H shooting sports program.

**WE BELIEVE:** Shooting Sports is an outstanding way to provide human growth and development opportunities.

**WE BELIEVE:** Introducing safe and responsible use of firearms and archery equipment opens valuable vocational and life-long recreational education

- *Competition can teach many valuable lessons; however competitive shooting at the local, district, state, or even national level is **NOT** the primary goal of the 4-H Shooting Sports Program.*
- *Shooting Sports is part of the overall “Natural Sciences” program. Thus all Shooting Sports projects should incorporate aspects of ecological thinking, wildlife and conservation found in “4-H Natural Sciences.”*
- *Shooting Sports is an active, exciting, fun way to promote all of the basic goals of 4-H. It has tremendous potential for family involvement and personal growth.*

*The safe use of firearms and archery equipment is paramount.*

### About Us

Our program is a county-wide 4-H project run by our county-wide team of certified 4-H shooting sports leaders. Our trained adult volunteer leaders have undergone state or nationally-recognized certification in their respective shooting disciplines. All of the disciplines are taught using materials prepared by the [National 4-H Shooting Sports Foundation](#) and the Dodge County 4-H Shooting Sports Committee. Also, 4-H youth leaders are sharing their skills with everyone.

### Participation

In order to participate in the Dodge County 4-H Shooting Sports Program, you must be between the ages of 8 (and 3<sup>rd</sup> grade) and 19 and be a member of a local community 4-H club in your area. To find a club near you, check with the University of Wisconsin Extension - Dodge County 4-H website at.

<http://dodge.uwex.edu>. Also, 4-H shooting sports members can compete at county, state, and national 4-H shooting and wildlife ecology events. See the website for details.

If you are over 18 and wish to be an adult volunteer leader or project leader, find more information on the WI State 4-H Shooting Sports web site at [www.uwex.edu/ces/4h/onlinepro/shooting/index.cfm](http://www.uwex.edu/ces/4h/onlinepro/shooting/index.cfm)

### **III. Volunteer Leaders Certification and Training**

#### **A. Policy**

1. The Dodge County 4-H Shooting Sports program is governed by the Wisconsin 4-H Shooting Sports Policy and additional guidelines adopted by the Dodge Co. 4-H Shooting Sports program. See attached state policy.
2. Dodge County 4-H Shooting Sports Leaders teach all youth. Requests for reasonable accommodations for disabilities or limitations should be made prior to participation in the shooting sports project. These project members may not be participating in the same way as other youth members.
3. Leaders must complete the required "Volunteer Behavior Expectations" form annually.

#### **B. Training and Certification**

1. A 4-H certified leader must have successfully completed the state level 4-H Leader Training Shooting Sports Certification Workshop in the discipline in which they are leading.
2. Shooting sports leaders must adhere to the volunteer role description and program objectives as determined by the WI State 4-H Shooting Sports Program and the Dodge County 4-H Shooting Sports Program.
3. Leaders must successfully complete the county 4-H Youth protection program.
  - a. Volunteers are trained through the youth protection program to reports suspicious persons. See the "Volunteer Expectation Agreement". This agreement must be completed annually along with the 4-H Leader enrollment form.
4. Leaders will receive a copy (revised as needed) of the Dodge County 4-H Shooting Sports "Risk Management Plan and Program Guidelines" and they should keep it on file.
5. Certified leaders will participate in on going training, and should maintain adequate documentation to support the training they have received.
6. National Archery Association, National Field Archery Association, The National Rifle Association certifications and other certifications are recommended for all leaders.
7. Additional DNR training is encouraged, especially being involved with the hunter safety classes.
8. All leaders are encouraged to participate in wildlife ecology/hunting activities as part of the program.

#### **C. Age / Recruitment / Experience**

1. Any adult 21 years of age or older, who has a desire to work with youth, may take training to become certified in a specific discipline See attached "WI 4-H Shooting Sports Policy".
2. 4-H volunteer leaders registration and interview are required for all leaders.
3. Assistant Shooting Sports leaders must be enrolled as a leader in 4-H and must have taken the youth protection class. 4-H Assistant Shooting Sports leaders **MUST BE IN THE PRESENCE** of a Certified Shooting Sports leader.
4. 4-H youth leader or youth assistant must be in the presence of a certified leader at all times when assisting in the program.
5. The leader recruitment committee / leaders are responsible to recruit new adult leaders to become assistant leaders or certified leaders to maintain a quality on-going 4-H shooting sports program. (4-H alumni are encouraged to participate).

#### **D. Adult / Youth Ratios**

1. It is recommended that a shooting sports leader may have up to 8 experienced youth or 3 inexperienced youth under their supervision at shooting events. Youth with limited skills may require one-on-one assistance.
2. A minimum of two shooting sports leaders must be at all events.
3. Two leaders or one leader and one adult should remain on meeting premises until every youth has been picked up.
4. Shooting sports leaders, or parents/guardian, or designated adult must accompany youth in competition events outside of Dodge County.

#### **E. Expectations / Wildlife Connections**

1. Leaders are expected to participate in 4-H Shooting Sports sponsored meetings / activities on a regular basis to provide continuous quality programs.
2. Leaders/volunteers must be properly groomed, dressed, and should wear safety vests on the line at all shooting events.
3. Before touching a youth to change shooting positions (EXCEPT in an emergency), ask for their permission first and explain what you are doing. Respect their decision with regard for safety.
4. Leaders should help other leaders, project members, and their families have a pleasant 4-H experience by answering questions and including them in activities.
5. Leaders are expected to work with youth who have disabilities or limitations.
6. Leaders will utilize, maintain, and retain written lesson plans for all activities.
7. Leaders will promote sportsmanship, range etiquette, and proper hunting ethics.
8. Leaders are expected to include wildlife ecology/conservation activities in all shooting sports disciplines.
9. A shooting sports leader will be removed from the program if not compliant with the program policies and objectives.
10. A leader will be removed if that leader displays unsafe actions or uses undesirable language or improperly groomed or improperly dressed.
11. Participation in competition should be promoted; however, it is not the main emphasis of the program.
12. Leaders should encourage youth to maintain records: project record sheets, Shooting Logs, and wildlife ecology/hunting logs. They should encourage youth to make fair projects as part of the shooting sports program.
13. Encourage 4-H alumni participation in and support of 4-H shooting sports.
14. Recruit quality leaders who like working with youth.
15. Shooting sports leaders are expected to review and be aware of the details of the Dodge County Risk Management Plan and Program Guidelines.

#### **IV. Youth Participation**

- A. The Dodge County 4-H Shooting Sports Program is available to youth from third grade (and 8 years of age at the time of participation) through the year following high school. 4-H Cloverbuds and Explorers may participate on a "one-time" exception basis as part of their program.
- B. Youth may participate in a 4-H shooting sports program only when a certified leader is present and supervising the activity.
- C. Participation in competition is not the main emphasis of the program.
- D. Requests for reasonable accommodations for disabilities or limitations should be made prior to participation in the shooting sports project. These project members may not be participating in the same way as the other youth members.
- E. Participants may not handle any equipment until the safety rules and procedures have

been reviewed and demonstrated.

- F. Youth leadership is encouraged in each discipline and each youth leader should receive the Youth Leader Expectation Guidelines. See attachment.
- G. Youth demonstrating leadership skills in the project may become youth leaders at 10 years of age through one year after high school.
- H. Youth leaders may assist the shooting sports program in activities as approved by the leader. They must attend shooting sports youth leader training/meetings and activities.
- I. Youth Leaders are encouraged to utilize and display their activity projects in class and at the fair.

**V. Insurance, Liabilities, Waivers, and Transportation**

**A. Waivers**

1. Youth and parents/guardian reads and signs the “Waiver and Dodge County Shooting Sports Member and Family Expectations” form acknowledging that they have reviewed the safety rules, range etiquette and policies. This is done each year before shooting. Typically this is done with a shooting sports leader at the Shooting Sports Family Orientation Meeting.
2. Waivers and Member Expectation forms are confidential and kept on file; copies are present at all shooting events.
3. Shooting sports project members are also required to complete the “Dodge County Youth Behavior Agreement” form when enrolling or re-enrolling each year in 4-H. The 4-H Executive Leader’s Board action prevails.
4. ***LEADER REMINDER: Gross negligence may not be waived.***
5. See attached copy of waiver

**C. Accident and Health Insurance**

1. Accident and Health insurance is primarily that of the parent/guardian.
2. The 4-H insurance provides limited accidental coverage.

**D. Liability**

1. Supervision of the 4-H shooting sports program is under the direction of the UW - Extension service and all participants are responsible for their conduct to the UW - Extension personnel, to 4-H volunteers leaders, and to other authorized persons supervising a part of the program.
2. Shooting sports volunteer leaders will evaluate each activity for potential risks and hazards and 4-H Shooting Sports Leaders will do all in their power to provide safe experiences in the shooting sports program.
3. Before touching a youth to change shooting positions (EXCEPT in an emergency), ask for their permission first and explain what you are doing. Respect their decision with regard for safety.
4. Members must be made aware of safety rules and procedures and acknowledge that they understand them. **SAFETY RULES MUST BE POSTED at ALL SHOOTING EVENTS.**
5. Leaders must keep accurate records of meetings: 4-H shooting sports members must sign-in at every meeting and sign-in sheets are kept on permanent file. Shooting sports leaders must be listed on the sign-in sheets.
6. No insurance or signed statement can absolve volunteer leaders from liability for negligence.
7. If an accident occurs: follow state laws.
8. Complete the incident report with proper signatures and follow incident report procedures.
9. Donors of supplies and equipment are not liable for accidents and injuries as a result of their donation.

10. Written lesson plans are used for activities and will be retained.

#### **E. Insurance**

1. Adult leaders enrolled in 4-H are covered by Dodge County volunteer insurance.
2. Youth enrolled in 4-H are covered by 4-H insurance.
3. Homeowners insurance will be considered primary for personal equipment coverage. Shooting sports members must assume the responsibility for the loss or damage of their own equipment. 4-H is not responsible for loss or damage to personal equipment. Person's name must be on all personal equipment.
4. Special events insurance is used on a "one-time" basis for certain activities when non-4-H members may be participating or attending the activity.
5. Other youth groups must have adequate insurance when jointly sharing a 4-H activity, otherwise, special events insurance will be required at the cost to the youth group.
6. The shooting sports program will provide proof of insurance when needed and request proof of insurance as needed.
7. Updated inventory listing of equipment and pictures as needed will be available and provided annually to the extension office.
8. 4-H equipment is covered by the Dodge County 4-H insurance.
9. Leaders must complete the incident report along with proper signatures.

#### **F. Transportation**

1. When transporting youth (with parental permission), Shooting Sports Leaders must operate motor vehicles and other equipment in a safe and reliable manner and only with a valid operator's license and the legally required insurance. Leaders will comply with all motor vehicle-related state regulations and laws. All transported youth will be secured by a properly operating seat belt.
2. A written Transportation Permission slip must be completed and signed by all involved. (see attachment page 32)

#### **G. Leases**

1. Leases for equipment or use of other facilities must be approved through the County shooting sports committee and the extension staff. No individual is to enter into a lease without approval of committee and/or extension staff.

### **VI. Emergency, Safety, First Aid, and Weather Procedures**

#### **A. Emergency procedures**

1. Access to phone must be predetermined before each event and a sign posted with location and important phone numbers including 911.  
\*\* **Beaver Dam Community Hospital**, Beaver Dam: **920-887-7181**  
\*\* **Aurora Medical Center**, Hartford: **262-673-2300**  
\*\* **FIRE: 911** (Mayville)  
\*\* **Dodge Co. Sheriff's Dept.: 920-386-3726**
2. In the event that an accident or illness occurs requiring transport to an emergency room, the nearest certified person shall notify the Emergency Medical System (EMS) **Call: 911**. The 4-H Extension youth agent is notified as soon as possible. All press releases shall come through the extension office.
3. Parental notification will take place as soon as possible however if the participant is in a life threatening situation, transport to the nearest emergency treatment facility will be the priority.

4. Emergency exit routes are pre-determined and marked.

## **B. First Aid**

1. A first aid kit will be present at all events. The kit includes the following: rubber gloves, airway adjunct such as pocket mask or face shield, bleeding control materials (Band-Aid's, 4 x4's, roller gauze). A first aid cream or ointment, disposable wet wipes, ice packs, sling and tape are recommended.
2. It is recommended that all certified instructors be familiar or trained in first aid or CPR. It is recommended that a certified first aid provider and CPR person is present at special events.
3. A leader/volunteer will be designated as the first aid attendant at each event.
4. Leaders must complete the incident report along with proper signatures.

## **C. Safety**

1. Safety rules must be posted at all shooting events. (see attached)
2. Whistle commands are used for archery and the typical verbal firearm commands are used for air rifle and shotgun activities
3. Leaders will provide regular inspection of equipment.
4. A volunteer 4-H Shooting Sports Leader will be designated as range commander/ range officer who ensures that all the safety rules are properly followed.
5. Only authorized persons are allowed on the shooting range.
6. It is recommended that archers wear arm guards.
7. In air rifle/.22 rifle, air pistol/.22 pistol and shotgun activities all participants must wear safety glasses. When using air rifle or air pistol inside all persons behind the line should wear eye protection.
8. Hearing protection and safety glasses are required for .22, shotgun, pistol and muzzle loading.
9. 4-H shooting sports members have acknowledged they understand the safety rules by signing the waiver.
10. Participants will not handle any equipment until safety rules and procedures have been reviewed and demonstrated in the beginning of the program.
11. All leaders on the line must wear recognizable safety vests.
12. As a safety issue, youth participants in the shotgun program are not allowed to use reload ammunition during program activities.

## **D. Weather**

1. 4-H shooting sports members are reminded to call leaders when a cancellation is probable. Weather change may terminate or cancel an event.
2. It is always recommended that youth stay home in undesirable weather and make up classes at a later date.
3. Outdoors activities: if severe weather warnings exist move all participants to safe appropriate locations until conditions improve. Once lightening is noted the event will cease until conditions improve.
4. Utilize pre-determined activity plans when weather changes occur.

# **VII. Equipment**

## **A. Equipment Use**

1. All equipment (related to archery, air rifle, rifle, pistol, shotgun, and wildlife is owned and maintained by the Dodge County 4-H Shooting Sports Program and is labeled accordingly. \*\* In archery, cross bows, foot bows



- or similar equipment are not permitted.
- 2. Equipment is used by 4-H members and leaders during classes and other shooting events (Explore 4-H/Old Time Gathering, Family Learning Day participants) as determined by the leaders.
- 3. A 4-H project member may use 4-H equipment for demonstration purposes or competition. The parents and the 4-H youth must sign the Equipment Use form for this equipment and return the equipment in a timely manor. See attached copy. The family homeowner's insurance is responsible for the equipment.
- 4. 4-H equipment can be used by other youth groups, including Hunter Safety Groups when jointly sharing that activity with 4-H and a 4-H certified shooting sports leader is present.
- 5. Equipment and supplies fees will be charged to participants using 4-H equipment.(exceptions will be determined by the County Shooting Sports Coordinator and will be kept confidential)
- 6. Supply/book/handout fees will be charged to participants using 4-H equipment (exceptions will be determined by the County Shooting Sports Coordinator and will be kept confidential). Fund-raisers may be established to meet program needs.
- 7. Updated inventory listing of equipment will be available and provided annually to the Extension Office.
- 8. Youth using their own equipment must have their equipment inspected by a 4-H certified shooting sports leader. \*\* In archery, cross bows, foot bows or similar equipment are not permitted in this program.
- 9. It is recommended that youth put their name on their equipment and materials.
- 10. No reloads are used by youth in the shotgun program.

**B. Equipment Checks**

- 1. Equipment is inspected by the 4-H certified leader as deemed necessary.
- 2. Damaged equipment is repaired or disposed of properly.

**C. Handling and Storage**

- 1. Handling and storage of equipment at a secure location will be at the discretion of the extension staff and shooting sports coordinators.
- 2. All 4-H shooting sports property must be signed out using the Equipment Use form and returned in a timely manor.

**D. Transportation**

- 1. Equipment will be transported under state required guidelines.

**VIII. Facility**

**A. Safety Inspection**

- 1. Safety inspection of facility must be done prior to and after each event. Anything that may pose a safety hazard must be reported to the building manager and corrected. Items to be aware of are loose tile, sharp corners, raised nails, slippery conditions of snow/ice, frayed wire, obstruction down range and beyond, safety zones left and right and beyond. Adequate lighting or visibility is required.

**B. Shooting Range and Fieldtrips**

- 1. Post safety rules and review at every shooting event. (See attached)
- 2. Whistle commands (they are listed on the Archery safety rules) must be used for archery. Verbal commands are used for other shooting disciplines (air rifle, shotgun, pistol and muzzle loading).
- 3. Safety glasses are required for participating shooting sports 4-H members in air rifle, pistol, rifle, muzzle loading and Shotgun and all persons behind the firing

- line should wear eye protection also.
- 4. Hearing protection is required for .22, shotgun, and muzzle loading.
- 5. All leaders on the line must wear recognizable safety vests.
- 6. Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of the program or activity for which it is needed. Requests must be made in writing to the shooting sports coordinator at the Extension Office.
- 4. The Range Commander / Range Officer is appointed for each event and is easily recognized as in charge of the activity.
- 8. All ranges should have a marked-off “waiting line” for shooters.
- 9. Only authorized persons are allowed on the shooting range.
- 10. See the Dodge County 4-H Shooting Sports “Archery Project Book” for more details on shooting procedures. (to be developed – 5/2015)

#### **C. Insurance**

- 1. No facility will be used for 4-H shooting sports unless adequate insurance has been secured to protect both the property owner, and staff. It will be the job of the contact individual to assure there will be no disputes of this matter and all is in order to protect those involved.

#### **D. Leases**

- 1. No one individual shall enter into a lease for a facility. All leases must be reviewed and approved by the shooting sports committee, coordinators and/or the extension agent.

### **IX. Communication / Documentation / Lesson Plan**

#### **A. Classes and Meetings**

- 1. Informational classes related to the Shooting Sports program are held in conjunction with on-range shooting classes.
- 2. Non-shooting classes are held at designated places and are supervised by 4-H certified leaders.
- 3. Educational materials (hand-outs, videos, etc.) are reviewed with youth leaders, shooting sports leaders, parents, and the Extension office.
- 4. A supply fee may be paid by participants for educational materials (hand-outs, videos, etc). Archery, air rifle, shotgun, wildlife/hunting skill level classes are used to determine member’s progress in the program.
- 5. Wildlife ecology and Conservation topics are included as part of the Shooting Sports Program.
- 6. Two leaders or a leader and an adult will remain on meeting premises until every youth has been picked-up by parent/guardian.
- 7. Student/leader ratios are not applicable for classroom meetings.
- 8. Record book/project sheet/requirements are reviewed in class.
- 9. County fair projects are reviewed in class.

#### **B. Accidents**

- 1. In the event that an accident or illness occurs requiring transport to an emergency room, the nearest 4-H certified leader shall notify first the EMS. The 4-H Extension Youth Development Educator is notified as soon as possible.
- 2. See also “V.” A. Emergency procedures.
- 3. “Incident Report Form” must be completed and kept on file.

#### **C. Media / Press Releases**

- 1. In case of accident or incident involving any matter associated with 4-H, leaders, members, or an event, do not discuss details with the media or other

people.

2. **All press releases shall come from the extension office.** All 4-H certified instructors or personnel involved with the event are **not** to talk to the press after an incident. A detailed written incident report must be completed and returned to the 4-H extension staff as soon as possible not to exceed 48 hours after the incident.
3. Do not participate in a confrontation.
4. Refer questions to the County 4-H Shooting Sports Coordinator or the Extension 4-H Youth Development Educator.

#### **D. Promotion / Public Relations / Ambassadors**

1. The shooting sports program participates in community events promoting 4-H.
2. Shooting Sports Program Youth and Adult leaders are encouraged to send articles and pictures to the newspapers.
3. A youth and adult leader should represent the shooting sports program on the county ambassador/promotion committee.
4. Encourage 4-H alumni to participate in and support 4-H shooting sports activities.
5. Share program activities with other youth groups in the community.
6. Maintain and display an annual photo album/scrap book.
7. Posters and projects are displayed at classes and meetings promoting program activities.
8. Youth are encouraged to do talks and demonstrations at club meetings.
9. Youth are encouraged to make an item and display it at the county fair.
10. Youth are encouraged to participate in shooting sports competition including the wildlife ecology contests around the state; however competition is not the main emphasis of the program.

#### **E. Documentation / Lesson Plan**

1. The Risk Management Plan and Program Guidelines is given to each leader who acknowledges receipt.
2. The Risk Management Plan and Program Guidelines will be reviewed and revised as needed by the designated shooting sports committee.
3. The shooting sports program provides reports to the 4-H office and the Dodge County 4-H Leader's Association board meetings.
4. Annual report including financial information will be available for review by the 4-H Certified Shooting Sports Leaders and the Extension office staff each year.
5. A leader will be designated as the county shooting sports coordinator whom is responsible for reports.
6. A leader will be designated to maintain the financial records of the shooting sports program.
7. A receipt book is used for all monetary transactions.
8. The annual budget process is used and the Shooting Sports Program is self-funded except for the use of certain county facilities.
9. Written lesson plans are used for all activities and are retained.
10. All important records are kept in a permanent file.
11. Updated inventory listing of equipment will be available and provided annually to the Extension Office.
12. Youth must sign in at every class and leaders must be listed.

13. Reports on archery, air rifle, shotgun, wildlife ecology, and youth leadership are given at the fall and spring leaders meetings.
14. Photos are taken at events and displayed in the annual photo album. UWEX 4-H Youth Development Educator will notify coordinators of any youth who opt out of photo.
15. Past activity reports are used by leaders/committees for planning purposes.

**ATTACHMENTS:**

- X. Dodge County 4-H Shooting Sports BY-LAWS (attachment pages 13-14)**
- XI. Wisconsin 4-H Shooting Sports Policy and National 4-H Shooting Sports Paint Ball Policy (attachments pages 15-16)**
- XII. Waiver and 4-H Shooting Sports Member and Family Expectations & Incident Report (pages 17-19)**
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- XVIII. Transportation Permission (attachment page 32)**

Dodge County Shooting Sports *Risk Management Plan and Program Guideline* Committee  
Co-Coordinator: Courtney and Amy Meyer – 920-387-2717  
Dodge Co SS / Revision 2015

# **By-Laws**

## **of**

### **Dodge County 4-H Shooting Sports Program**

#### **Article I – Name**

The name of this Committee shall be “Dodge County 4-H Shooting Sports”

#### **Article II – Purpose and Goal**

We are dedicated to teaching firearm/archery safety and responsibility along with wildlife ecology to all, while allowing kids to experience the fun and excitement of shooting sports and the outdoors.

The goal of the 4-H Shooting Sports project is to promote youth development by instilling safe habits, self-discipline, teamwork, youth leadership, and knowledge in a safe, family-oriented, and encouraging environment. Shooting disciplines that are taught to 4-H members (ages 8 {and 3rd grade} to one year following graduation from high school) include: archery, air rifle, shotgun, muzzleloading, and wildlife ecology. 4-H members must be 12 years old and have completed the DNR WI Hunter Safety Program and received their Hunter Safety Certificate before participating in the shotgun, .22 rifle, .22 pistol and muzzle loading programs.

#### **Article III – Membership of the Shooting Sports Committee**

Section 1. The membership shall consist of all Adult 4-H Certified Shooting Sports Leaders who have completed the required 12 hour Shootings Sports certification specific to the discipline that they are teaching. Certified Shooting Sports Leader must have attended the youth protection class and complete the annual 4-H volunteer enrollment and behavior expectation forms. The committee also has membership of Assistant Shooting Sports 4-H Volunteer leaders who are enrolled in Dodge County as a 4-H volunteer and completed the youth protection program. They also must complete the enrollment and behavior expectation forms annually. The assistant leaders are under the direct supervision of a 4-H Certified Shooting Sports Volunteer Leader. SEE ALSO RISK MANAGEMENT PLAN AND PROGRAM GUIDELINES

#### **Article IV – Membership of the Shooting Sports Youth**

**Section 1.** In order to participate in the Dodge County 4-H Shooting Sports Program, you must be between the ages of 8 (and 3<sup>rd</sup> grade) and 19 (through next 4-H year following their graduation from high school) and be a member of a local community 4-H club in your area.

**Section 2.** Open to any youth within grade parameter – regardless of that person’s race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, and pregnancy, marital or parental status. Requests for reasonable accommodations for disabilities or limitations should be made prior to participation in the shooting sports project. These project members may not be participating in the same way as other youth members.

#### **Article V – Officers**

The officers of this committee shall be a Coordinator/Co-Coordinators, Secretary, and Treasurer as designated. (See Article IX for designation of officers)

#### **Article VI – Amendments**

The By-Laws may be amended by a 2/3 majority vote of the total of 4-H Certified Shooting Sports Leaders at any regular meeting (provided notice of such amendments shall have been given at a prior meeting.)

#### **Article VII – Committee Leadership**

The committee shall be under the direction and guidance of the Dodge County 4-H Shooting Sports Coordinator and the Dodge County 4-H Youth Development Educator. Open to all adults regardless of that person’s race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status. All adult volunteers are required to participate in the Wisconsin 4-H

Youth Protection Program and be certified Shooting sports leader as required by WI 4-H Shooting Sports. There shall be such 4-H assistant leaders, 4-H project leaders and 4-H youth leaders as are needed to properly advise and assist in carrying on the various projects and in conducting the Washington County 4-H Shooting Sports Program.

SEE RISK MANAGEMENT PLAN AND PROGRAM GUIDELINES

#### **Article VIII – Dissolution Clause**

Upon dissolution of the Dodge County 4-H Shooting Sports program, any assets remaining shall be conveyed to the Dodge County 4-H Youth Development program.

#### **Article IX – Designation of Officers**

**Section 1.** Shall be designated by Dodge County 4-H Youth Development Youth Educator

**Section 2.** Coordinator will designate Secretary and Treasurer with approval of 4-H Youth Development Educator

#### **Article X – Duties of Officers**

The Coordinator will “coordinate” all Shooting Sports programs for Archery, Air Rifle, .22 Rifle, Air Pistol, .22 Pistol, Shotgun, and Wildlife Ecology in Dodge County.

The Officers shall revise the “Dodge County 4-H Shooting Sports RISK MANAGEMENT PLAN and PROGRAM GUIDELINES” as needed. Modifications will be discussed at the annual fall meeting with all shooting sports leaders.

The Coordinator shall preside at all leaders meetings. In the absence of the coordinator, he will designate leader who shall preside. The secretary shall keep a record of all proceedings of the committee. The treasurer shall receive and take care of all money belonging to the Dodge County 4-H Shooting Sports Program and shall pay it out upon order of the coordinator and shall keep an accurate record of all money received and paid. All monetary transactions will be processed through the Dodge County 4-H Extension Office. The secretary will also keep equipment inventory.

#### **Article XI – Regular Meeting of Committee**

Our annual meeting of this committee will be held in October as determined by the committee. Other hands-on meetings and educational trainings will be provided as needed with notice.

#### **Article XII – Quorum**

A majority of the members present will constitute a quorum. A quorum consists of those present and at least one committee officer or coordinator designee.

#### **Article XIII – The Club Year**

July 1 – June 30

#### **Article XIV – Rules of Order**

Robert’s Rules of Order shall govern the meetings of the club.

#### **Article XV – Committee Reporting**

Documentation of yearly program lessons is submitted to the Dodge County Youth Development Educator (UW-Extension office) by Jan 31 of New Year and all documentation of yearly equipment inventory and financial statement is submitted to the Dodge County 4-H Youth Development Educator-UW-Extension office by June 30.

#### **Article XVI – Additional Committee Policies**

All members will receive and follow the guidelines as noted in the Dodge County 4-H Shooting Sports “Risk Management Plan and Program Guidelines

Date Adopted and Approved **June 30, 2015**

Dodge County 4-H Shooting Sports Co-Coordination *Courtney and Amy Meyer*

Dodge Co. 4-H Youth Development Educator *Marie Witzel*

## **Wisconsin 4-H Shooting Sports Policy**

1. 4-H Shooting Sports programs are available to youth from third grade and eight years old through the year following high school. Shooting Sports disciplines include archery, air pistol [air and .22], hunting/wildlife ecology, muzzle loading, rifle (.177 pellet, .177 BB, and .22) and shotgun. 4-H youth must be 12 years of age to operate any powder-burning firearm. This includes, but is not limited to, .22 handgun or rifle, muzzle loading handgun or rifle, or shotgun.
2. Youth may participate in an organized 4-H Shooting Sports activity only if a certified 4-H Shooting Sports volunteer leader is present and providing supervision. The 4-H Shooting Sports certified volunteer leader must have certification in the shooting discipline in which the youth is participating.
3. 4-H Shooting Sports certified volunteer leaders must be at least 18 years old (or 21 years old effective January 1, 2013) and must have successfully completed at least one 12-hour state level 4-H leader training Shooting Sports certification workshop. 4-H Shooting Sports leaders must be certified in the discipline in which they are providing supervision. If an adult volunteer leader is not certified, he/she cannot provide hands-on or safety instruction without a certified volunteer leader being present. A volunteer leader may obtain certification in an additional discipline (archery, air pistol [air and .22], coordinator, muzzle loading, rifle [.177 pellet, .177 BB, and .22], and shotgun) by completing a certification workshop provided by 4-H certified state training team members. 4-H volunteer leaders are encouraged to upgrade skills via training with such organizations as the NRA, NAA and DNR. All leaders should incorporate Wildlife Ecology/Conservation into their projects via the shooting sports program.
4. 4-H Shooting Sports certified leaders acquiring an additional certification may be eligible to add a discipline through an eight-hour certification option. If two years have not elapsed since attending a state-level 4-H certification workshop, volunteer shooting sports leaders are eligible for the eight-hour option. Effective date: 2012 forward.
5. 4-H adult assistant volunteer leaders do not need to be 4-H Shooting Sports certified, but they must be in the presence of a 4-H Shooting Sports certified volunteer leader who has certification in the shooting discipline in which the youth is participating.
6. Youth assistants do not need to be 4-H Shooting Sports certified, but must be in the presence of and under the supervision of a 4-H Shooting Sports certified volunteer leader who has certification in the shooting discipline in which the youth is participating.
7. 4-H volunteer leaders must be currently enrolled as a 4-H volunteer in a county. Completion of the Wisconsin 4-H Youth Development Youth Protection program is required for all 4-H Shooting Sports volunteer leaders. 4-H volunteer leader and member participation will be consistent with state and county guidelines
8. If a 4-H volunteer leader is acting in an unsafe manner or is in noncompliance with 4-H volunteer leader standards, he or she is subject to removal.
9. Regarding UW System firearms and weapons policy changes, the following authorization on February 9, 2012, allows staff and 4-H Shooting Sports volunteer leaders to conduct 4-H Shooting Sports programming:

“As authorized by the Dean of Cooperative Extension, the carrying of firearms, air guns, bows and arrows is allowed by University of Wisconsin-Extension, Cooperative Extension Employees and 4-H Youth Development Shooting Sports Volunteers while acting in the scope of their duties and Wisconsin 4-H Shooting Sports Policy. We expect all guns for 4-H Shooting Sports to be carried openly in designated areas.”
10. State 4-H Shooting Sports certifications in all disciplines require that individuals attend 12 hours of training at a state-level 4-H Shooting Sports certification workshop. However effective April 2012, those who have completed a certification training in the past two years (24 months or less) and wish to acquire an additional certification in another discipline are not required to repeat the Risk Management four-hour Guidelines Session.

## National 4-H Shooting Sports Paint Ball Policy



### Paintball Policy - 12/06/03

The purpose of the 4-H Shooting Sports Program is to promote youth development through the safe and responsible use of Archery equipment and firearms. Pointing any type of firearm including air guns, laser guns or laser sighting devices at any person or any humanoid or tombstone target is inappropriate and dangerous. Therefore the National 4-H Shooting Sports Committee is unequivocally opposed to such use in the 4-H program.



**Agreement for Assumption of Risk, Indemnification, Release, and  
Consent for Emergency Treatment**

I, \_\_\_\_\_ (print name), age \_\_\_\_\_, desire to participate voluntarily in the Dodge County 4-H shooting Sports activities at the University of Wisconsin – UWEX Dodge County 4-H.

I UNDERSTAND THAT I AM BEING ASKED TO READ EACH OF THE FOLLOWING PARAGRAPHS CAREFULLY. I UNDERSTAND THAT IF I WISH TO DISCUSS ANY OF THE TERMS CONTAINED IN THIS AGREEMENT, I MAY CONTACT Marie Witzel, UWEX Dodge Co. 4-H Youth Development Educator, AT TELEPHONE NUMBER 920-386-3790.

**Hold Harmless, Indemnity and Release:**

In consideration of permission for me to voluntarily participate in Dodge County 4-H Shooting Sports activities, today and on all future dates, I, for myself, my heirs, personal representatives or assigns, agree to defend, hold harmless, indemnify and release the Board of Regents of the University of Wisconsin System, the University of Wisconsin - Extension, and their officers, employees, agents, and volunteers, from and against any and all claims, demands, actions, or causes of action of any sort on account of damage to personal property, or personal injury, or death which may result from my participation in the above-listed program. This release includes claims based on the negligence of the Board of Regents of the University of Wisconsin System, the University of Wisconsin - Extension, and their officers, employees, agents, and volunteers, but expressly does not include claims based on their intentional misconduct or gross negligence. I UNDERSTAND THAT BY AGREEING TO THIS CLAUSE I AM RELEASING CLAIMS AND GIVING UP SUBSTANTIAL RIGHTS, INCLUDING MY RIGHT TO SUE.

Signature: _____	Date: _____
Signature of Parent or Guardian	
(if Participant is Under 18): _____	Date: _____

**Consent for Emergency Treatment:**

I authorize the University of Wisconsin – UWEX Dodge County 4-H and its designated representatives to consent, on my behalf, to any emergency medical/hospital care or treatment to be rendered upon the advice of any licensed physician. I AGREE TO BE RESPONSIBLE FOR ALL NECESSARY CHARGES INCURRED BY ANY HOSPITALIZATION OR TREATMENT RENDERED PURSUANT TO THIS AUTHORIZATION.

Signature: _____	Date: _____
Signature of Parent or Guardian	
(if Participant is Under 18): _____	Date: _____

Emergency Contact: Name: \_\_\_\_\_  
Relationship to member: \_\_\_\_\_ Phone # \_\_\_\_\_

## Dodge County 4-H Shooting Sports Member and Family Expectations

We are dedicated to teaching firearm/archery safety and responsibility along with wildlife ecology to all, while allowing kids to experience the fun and excitement of shooting sports and the outdoors.

The goal of the 4-H Shooting Sports project is to promote youth development by instilling safe habits, self-discipline, teamwork, youth leadership, and knowledge in a safe, family-oriented, and encouraging environment. Shooting disciplines that are taught to 4-H members (ages 8 {and 3<sup>rd</sup> grade} to one year following high school graduation) include: archery, air rifle, shotgun, muzzleloading, and wildlife. Supervision of this program is under the direction of the UW Extension. All participants are responsible for their conduct to UW Extension personnel and to the 4-H volunteer leaders supervising this program.

A major element of shooting is stance. When working with shooters, particularly beginners, instructors frequently must use their hands to position them or correct their form.

1. A 4-H volunteer leader will ask the youth to change their shooting position if their stance is incorrect. If it is still incorrect the leader will ask the youth if the leader can reposition the project member.
2. A 4-H volunteer leader will ask the youth to reposition their safety equipment to prevent injury if the equipment is incorrectly positioned. If still incorrect the leader will ask the youth if the leader can reposition the equipment.

The following behaviors are requested of all members and their families. These behaviors contribute to a successful learning environment. As our family enrolls in the shooting sports project(s) (archery, air rifle, pistol, shotgun, muzzle loading and wildlife), we agree to the following expectations.

We will:

- Attend all sessions in the planned program or notify a leader if you are unable to attend.
- Have read and reviewed the safety rules, range and etiquette rules and am responsible to know and understand the rules.
- Use good judgment in selecting clothing appropriate to the occasion and weather.
- Use language and manners that will bring respect to ourselves and to Dodge Co. 4-H.
- Be in the assigned areas at all times. Aggressive play or similar actions inside/outside of the buildings is prohibited.
- Follow the county's 4-H driving policy in regard to events and activities.
- Show courtesy and respect for all other people. Demonstrate good sportsmanship.
- Turn off cell phones inside the building. This is a distraction when training. Cell phones used during training will be taken away and returned at the end of the training.
- Help other members have a pleasant experience by making every attempt to include all participants in activities.
- Live up to your highest expectations for yourself so you can be proud of who you are and what you have done.
- Abide by the Dodge County 4-H Youth Behavior Agreement which you signed when you enrolled in 4-H.

As a member, I understand that I need to follow the above expectations. If the expectations are not followed, I understand the adult leaders will talk with me about what behavior needs to be changed. If the behavior continues the leader will provide a written warning to my parent/guardian. If the behavior continues after the written warning, the situation will be referred to County UWEX 4-H Youth Development Educator for review. If the situation warrants, the member may be removed from the shooting sports project (s).

Does the youth require an accommodation to participate in the shooting sports program>\_\_\_\_Yes \_\_\_\_No  
If yes, please describe.

\_\_\_\_\_  
4-H Member – Print Name

\_\_\_\_\_  
4-H Member – Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
4-H Parent/Guardian – Print Name  
4-H Shooting Sports expectations 5-2015

\_\_\_\_\_  
4-H Parent/Guardian Signature

\_\_\_\_\_  
Date

## State of Wisconsin

DOA-6441 (R08/96)

**GENERAL ACCIDENT REPORT**

Claimant Name		Work Phone		Home Phone	
Home Address				Date of Accident	
City		State	Zip + 4	Hour	AM PM
Full Description of the accident including specific location					
<b>Witnesses</b>	Name		Full Mailing Address		Phone No. Including Area Code
<b>Injuries</b> No matter how minor	Names of Additional Persons Injured		Full Mailing Address		Phone No. Including Area Code
<b>Property Damage</b>	Owner Name				Phone No. Including Area Code
	Type of Property		Type of Damage		
	Address where damaged property may be seen				Estimated Repair Cost
Name of Person Preparing Report		Signature			Date

## **Youth Leader Expectations**

### **Dodge County 4-H Shooting Sports Archery - Air Rifle - .22 Rifle – Air Pistol - .22 Pistol - Shotgun – Wildlife Ecology/Hunting**

1. Be a role model for kids of all ages.
2. Express and share your enthusiasm with others.
3. Continuously acquire knowledge and skills in your discipline and attend youth leader classes.
4. Listen and be courteous to leaders, all parents and other youth.
5. Share you skills confidently.
6. Be responsible for maintaining your own calendar of activities.
7. Cooperate with adult leaders in planning and fulfilling tasks.
8. Set and achieve reasonable goals. (don't over-extend yourself)
9. Accept and work with others regardless of their knowledge and skill.
10. With adequate preparation, be willing to communicate and do demonstrations for small groups.
11. Exhibit Youth Leader project at the fair.
12. Display good sportsmanship and always use respectful language.
13. Dress appropriately and present an image that makes others proud of you.
14. Create and develop teaching aids.
15. Keep records of when you work with youth. (When, where, for what event, how many youth are involved?)

### Dodge County 4-H Archery Safety Rules

Archery is lots fun, but the fun can quickly turn into tragedy unless every archer observes some common sense rules. Before you even think about using your bow, learn these rules and make up your mind to follow them every time you hold a bow. Remember, most accidents are the result of carelessness and thoughtlessness.

As an archer, you must learn and practice these few simple rules:

1. **Follow the instructions of the range commander.** Give attention and listen to the range commander. Ask questions if you do not understand what is said.
2. **Always use proper safety equipment,** including an arm guard, finger tab or glove. A leader will ask the youth to reposition their safety equipment to prevent injury if the equipment is incorrectly positioned. If still incorrect the leader will ask the youth if the leader can reposition the equipment.
3. **Always use arrows of the proper length for you.** Arrows that are too short can cause injuries
4. **Always inspect your equipment before shooting.** damaged equipment should be repaired or replaced to avoid injuries. Replace the bowstring whenever it becomes worn.
5. **Wear snug fitting clothes, tie back long hair, remove large earrings, and clear off any pins or remove anything from chest pockets.**
6. **Always aim and shoot only at definite target:** never shoot just for the sake of shooting. Always be sure you know what your target is and that it is safe to shoot. If you're not sure, take a closer look, you are still not sure, do not shoot.
7. **Always be sure the area around and behind your target is clear before you shoot.**  
Never shoot if there is a chance your arrow may ricochet from the target or another object and hit someone.
8. **POINT, DRAW, and AIM your arrow only in the direction of your target.** The arrow must always be pointed (aimed) in a proper, safe shooting position. A leader will ask the youth to change their shooting position if their stance is incorrect. If it is still incorrect the leader will ask the youth if the leader can reposition the archer.
9. **Never "DRYFIRE" your bow.** Always have an arrow on the string when shooting the now." "DRYFIRING", shooting a bow without an arrow, can seriously damage a bow
10. **Always walk, never run, on the archery range.** If you run, you might accidentally cross in front of another archer, step on arrows lying on the ground, or trip and fall into the target and be injured by arrows sticking out of it.
11. **Shoot only with the knowledge and approval of your parents.**
12. **Follow the whistle commands given by the range commander.** If you are not familiar with the whistle commands ask the range commander to give verbal commands with the whistle blasts until you are familiar with them.

**WHISTLE: TWO BLASTS**

VERBAL: "Archers to the shooting line."

Meaning: Pick up the bow and move into position on the shooting line. Do not pick up the arrows.

**WHISTLE: ONE BLAST**

VERBAL: "Begin Shooting"

Meaning: Archers may take the arrows out of the quivers and begin shooting.

**WHISTLE: THREE BLASTS**

VERBAL: "Walk forward and get your arrows,"

Meaning: Archers have completed shooting. All archers have set their bows down and are standing behind the waiting line. They may now go forward to the target line and pull their arrows.

**WHISTLE: FOUR OR MORE BLASTS (series of blasts)**

VERBAL: "STOP, STOP, STOP, STOP" or CEASE FIRE"

Meaning: Immediately let down and put arrows back in the quiver, and step back behind the waiting line. There is an emergency on the range.

**Remember to follow those unspoken rules in archery that we call Range Etiquette.**

**Ask your leader for a copy.**

References: N.A.A. Rules of Target Shooting; N.A.A. Instructor Manual  
Archery merit badge pamphlet, Boy Scouts of America

N.A.A. Junior Olympic Archery Development Program  
Dodge County, WISCONSIN Dodge Co SS/2015



**DODGE COUNTY 4-H SHOOTING SPORTS  
BASIC RIFLE/PISTOL SAFETY RULES**

- 1. TREAT ALL GUNS AS IF THEY ARE LOADED.**
- 2. ALWAYS POINT THE MUZZLE IN A SAFE DIRECTION.**
- 3. BE SURE OF YOUR TARGET AND WHAT IS BEYOND IT.**
- 4. ALWAYS KEEP YOUR FINGER OFF THE TRIGGER UNTIL READY TO SHOOT.**
- 5. ALWAYS KEEP THE FIREARM UNLOADED UNTIL READY TO SHOOT.**
- 6. BE SURE THE BARREL AND ACTION ARE CLEAR.**
- 7. USE THE CORRECT AMMUNITION FOR YOUR FIREARM.**
- 8. LEARN THE MECHANICAL AND HANDLING CHARACTERISTICS OF THE FIREARM YOU ARE USING.**
- 9. NEVER POINT A FIREARM AT ANYTHING YOU DON'T WISH TO SHOOT.**
- 10. NEVER CLIMB A TREE, FENCE, OR JUMP A DITCH WITH A LOADED FIREARM.**
- 11. NEVER SHOOT AT FLAT HARD SURFACES OR WATER.**
- 12. SHOOT ONLY WITH THE KNOWLEDGE AND APPROVAL OF YOUR PARENTS.**
- 13. DO NOT PICK UP PELLETS, BB'S, or AMMUNITION FROM THE FLOOR WHEN ON THE FIRING LINE.**
- 14. SAFETY GLASSES MUST BE WORN WHEN SHOOTING OR NEAR THE FIRING LINE.**
- 15. FOLLOW THESE TYPICAL COMMANDS AS DIRECTED BY THE RANGE COMMANDER:**
  - "BOLT OPEN-----SAFETY ON"**
  - "CHARGE"**
  - "LOADER LOAD"**
  - "BOLT FORWARD-----SAFETY OFF"**
  - "AIM AND FIRE"**
  - "BOLT OPEN-----SAFETY ON"**

### **Dodge County 4-H Shotgun Safety Rules**

1. Follow the instructions of the range officer.
2. Treat all guns as if they are loaded.
3. Always point the muzzle in a safe direction.
4. Be sure of your target and what is beyond it.
5. Always keep your finger off the trigger until ready to shoot.
6. Always keep the gun unloaded until ready to use.
7. Be sure the barrel and action are clear.
8. Use correct ammunition for your firearm.
9. Learn the mechanical and handling characteristics of the firearm you are using.
10. Never point a firearm at anything you do not wish to shoot.
11. Never climb a tree, fence, or jump a ditch with a loaded firearm.
12. Never shoot at a flat hard surface or water.
13. Shoot only with the knowledge and approval of your parents.
14. Safety glasses and hearing protection must be worn when shooting or near the firing line.
15. If you have a misfire, keep the muzzle pointed down range and hold for 30 seconds before ejecting the shell.
16. If you have a squib load, make sure you inspect the barrel before loading another round to ensure it isn't blocked.
17. Follow all safety rules of the range where you are shooting and practice good sportsmanship and etiquette.

## **Dodge County 4-H Muzzleloading Safety Rules**

1. Follow the instructions of the range officer.
2. Treat all guns as if they are loaded.
3. Always point the muzzle in a safe direction.
4. Be sure of your target and what is beyond it.
5. Always keep your finger off the trigger until ready to shoot.
6. Always keep the gun unloaded until ready to use.
7. Be sure the barrel and action are clear.
8. Use only black powder of proper grain.
9. Cap and prime only when ready to fire.
10. Never permit anyone to smoke around black powder.
11. Know how the gun operates. Learn the mechanical and handling characteristics of the firearm you are using.
12. Blowing down the barrel is not acceptable.
13. Never point a firearm at anything you do not wish to shoot.
14. Never climb a tree, fence, or jump a ditch with a loaded firearm.
15. Never shoot at a flat hard surface or water.
16. Shoot only with the knowledge and approval of your parents.
17. Safety glasses and hearing protection must be worn when shooting or near the firing line.
18. If you have a misfire, keep the muzzle pointed down range and hold for several minutes, alert the range officer immediately and **DO NOT MOVE OFF THE FIRING LINE.** The Range commander will assist you with the next proper procedures.
19. Follow all safety rules of the range where you are shooting and practice good sportsmanship and etiquette.



## Dodge County, WI 4-H Shooting Sports Equipment Loan Agreement

Dodge County 4-H Shooting Sports has acquired archery and shooting equipment for the purpose of providing members of the Dodge County 4-H Shooting Sports Program with quality gear and equipment. The Dodge County 4-H Shooting Sports Program will lend the equipment to the parents of eligible 4-H members. This equipment is for the designated youth to use for demonstration purposes or for competition.

As a parent or legal guardian of \_\_\_\_\_ I, (we) accept receipt of the following equipment. I accept complete moral and legal responsibility for this equipment and any action resulting from the use of the equipment.

Description:

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I (we) agree to:

- ☐ Return to 4-H Shooting Sports by \_\_\_\_\_  
(date)
- ☐ Accept financial responsibility for damage or loss of equipment
- ☐ Accept responsibility/liability for any injury or damage caused by use of the firearm/equipment
- ☐ Store any firearms in a safe and secure place, not accessible to unauthorized persons
- ☐ Control access to firearms and archery equipment and any other equipment
  - Authorize the use of equipment only for supervised practice or competition
  - Permit only the young person designated above to use the equipment-not friends or other family members
- ☐ Maintain equipment in good condition.
- ☐ Hold harmless Dodge County 4-H Extension staff, Dodge County 4-H Volunteer Leaders, coaches, University of WI Extension, or Curator of the University of WI liable for accidents or injury.
- ☐ Follow all laws applicable to the possession or use of the equipment.

Parent (guardian) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
(4-H Shooting Sports Member)

## **Archery Range Etiquette**

There are a lot of spoken and unspoken rules in archery. How many of us actually know what the unspoken rules are? Many of the unspoken rules are what we know as range etiquette.

- Follow the range commands and rules as posted.
- Know who the range commander is and who will be calling questionable arrows whether it is the range commander or designated official.
- If there is a questionable call, you have the right to have the range commander or designated person make the final decision. It is o.k. to question doubtful arrows. HOWEVER you need to accept the decision that is made by officials without complaint.
- Be sure that you are in your lane. You need to straddle your lane number.
- No loud or inappropriate noises should be made on the range. No knuckle cracking, no chewing bubble gum etc.
- Don't leave the shooting lane if someone is at full draw on either side of you. Wait until the arrow is released.
- If you are on the line with your team...wait until all members of the team have shot all their arrows until you leave the shooting line.
- If you try to promote conversation on the shooting line and the person next to you does not respond to your conversation, respect his privacy and do not continue to talk. Also do not be afraid to tell someone politely that you prefer not to talk while shooting.
- **Exercise GOOD SPORTSMANSHIP!**
- Know the rules of the tournament before the tournament and then follow them.
- General apparel guidelines for youth and leaders in the 4-H Shooting Sports program:
  - Clothes should be clean and neat.
  - All shirts must adequately cover the mid section while shooting. Shirts and tops must meet your pants even when raising your arms.
  - Clothes must not be excessively baggy or loose fitting.
  - Tie back long hair; remove large earrings, clear off pins, necklaces or anything from the chest pocket.
  - Keep clothes with obscene language or symbols of sex, alcohol or drugs at home.
- Check over the shooting range and tournament rules for dress codes for each tournament.

### **Dodge County 4-H Shooting Sports**

### **Dodge County, Wisconsin**

## Rifle/Pistol Range Etiquette

There are a lot of spoken and unspoken rules in air rifle. How many of us actually know what the unspoken rules are? Many of the unspoken rules are what we know as *range etiquette*.

- Follow the range commands and rules as posted.
- Know who the range officer is and who will be calling questionable shots whether it is the range officer or designated official.
- If there is a questionable call, you have the right to have the range officer or designated person make the final decision. It is o.k. to question doubtful shots. HOWEVER you need to accept the decision that is made by officials without complaint.
- Be sure that you are behind the firing line. Do not pick up your air rifle until instructed to do so by the Range Officer. You need to ensure you are aiming at the proper target and that the muzzle is always pointed downrange in a safe direction.
- No loud or inappropriate noises should be made on the range.
- Don't leave the shooting line if someone is firing on either side of you. Wait until their shooting round is complete.
- If you are on the line with your team...wait until all members of the team have completed firing until you leave the shooting line.
- If you try to promote conversation on the shooting line and the person next to you does not respond to your conversation, respect his privacy and do not continue to talk. Also do not be afraid to tell someone politely that you prefer not to talk while shooting.
- Know the rules of the tournament before the tournament and then follow them.
  
- General apparel guidelines for youth and leaders in the shooting sports program:
  - Clothes should be clean and neat.
  - All shirts must adequately cover the mid section while shooting. Shirts and tops must meet your pants even when raising your arms.
  - Clothes must not be excessively baggy or loose fitting.
  - Tie back long hair; remove large earrings, clear off pins, necklaces or anything from the chest pocket.
  - Keep clothes with obscene language or symbols of sex, alcohol or drugs at home.
  
- Check over the shooting range and tournament rules for dress codes for each tournament.
  
- **Exercise GOOD SPORTSMANSHIP**

## Shotgun Range Etiquette

There are a lot of spoken and unspoken rules in shotgun. How many of us actually know what the unspoken rules are? Many of the unspoken rules are what we know as *range etiquette*.

- Follow the range commands and rules as posted.
- Know who the range officer is and who will be calling questionable shots whether it is the range officer or designated official.
- If there is a questionable call, you have the right to have the range officer or designated person make the final decision. It is o.k. to question doubtful shots. HOWEVER you need to accept the decision that is made by officials without complaint.
- Do not load a shell until ready to shoot. You need to ensure you are pointing at the target and that the muzzle is always pointed downrange in a safe direction.
- No loud or inappropriate noises should be made on the range.
- Don't leave the shooting line if someone is firing on either side of you. Wait until their shooting round is complete.
- If you are on the line with your team...wait until all members of the team have completed firing until you leave the shooting line.
- If you try to promote conversation on the shooting line and the person next to you does not respond to your conversation, respect his privacy and do not continue to talk. Also do not be afraid to tell someone politely that you prefer not to talk while shooting.
- Know the rules of the tournament before the tournament and then follow them.
  
- General apparel guidelines for youth and leaders in the shooting sports program:
  - Clothes should be clean and neat.
  - All shirts must adequately cover the mid section while shooting. Shirts and tops must meet your pants even when raising your arms.
  - Clothes must not be excessively baggy or loose fitting.
  - Tie back long hair; remove large earrings, clear off pins, necklaces or anything from the chest pocket.
  - Keep clothes with obscene language or symbols of sex, alcohol or drugs at home.
  
- Check over the shooting range and tournament rules for dress codes for each tournament.
  
- **Exercise GOOD SPORTSMANSHIP.**

### **Muzzleloading Range Etiquette**

There are a lot of spoken and unspoken rules in muzzleloading. How many of us actually know what the unspoken rules are? Many of the unspoken rules are what we know as *range etiquette*.

- Follow the range commands and rules as posted.
- Develop a positive attitude toward safety.
- Know who the range officer is and who will be calling questionable shots whether it is the range officer or designated official.
- If there is a questionable call, you have the right to have the range officer or designated person make the final decision. It is o.k. to question doubtful shots. **HOWEVER** you need to accept the decision that is made by officials without complaint.
- Cap and Prime only when read to fire. You need to ensure you are pointing at the target and that the muzzle is always pointed downrange in a safe direction.
- No loud or inappropriate noises should be made on the range.
- Don't leave the shooting line if someone is firing on either side of you. Wait until their shooting round is complete.
- If you are on the line with your team...wait until all members of the team have completed firing until you leave the shooting line.
- If you try to promote conversation on the shooting line and the person next to you does not respond to your conversation, respect his privacy and do not continue to talk. Also do not be afraid to tell someone politely that you prefer not to talk while shooting.
- Know the rules of the tournament before the tournament and then follow them.
- General apparel guidelines for youth and leaders in the shooting sports program:
  - Clothes should be clean and neat.
  - All shirts must adequately cover the mid section while shooting. Shirts and tops must meet your pants even when raising your arms.
  - Clothes must not be excessively baggy or loose fitting.
  - Tie back long hair; remove large earrings, clear off pins, necklaces or anything from the chest pocket.
  - Keep clothes with obscene language or symbols of sex, alcohol or drugs at home.
- Check over the shooting range and tournament rules for dress codes for each tournament.
- **Exercise GOOD SPORTSMANSHIP.**

## What is Sportsmanship?

What is sportsmanship? *Webster's Third International Dictionary* defines sportsmanship and the elements of sportsmanship this way:

- sportsmanship:**.....conduct becoming to an Individual involving fair and honest competition, courteous relations and graceful acceptance of results.
- becoming conduct:** a mode or standard of personal behavior, especially as Based on moral principles; behavior in a particular situation or on a specified occasion.
- fairness:**.....the quality or state of being honest and just; free from fraud, Injustice prejudice, or favoritism; conforming to an established commonly accepted code or rules of a competitive activity.
- honesty:**.....fairness and straightforwardness of conduct integrity; adherence to the facts; freedom from subterfuge or deception; truthfulness; sincerity; free from fraud or deception; of unquestionable authenticity; genuine; real; virtuous in the eyes of society; reputable; characterized by integrity.
- competition:** the act or action of seeking to gain what another is seeking to gain at the same time, usually under fair or equitable rules or circumstances; a common struggle for the same object; rivalry; a contest, match or trial between contestants.
- courtesy/courteous:** well-mannered conduct indicative of respect for or Consideration of others; consideration, cooperation, and generosity in providing or according,
- relations:**.....dealings; connections; affairs; state of affairs existing between those having dealings or relationships.
- grace/graceful:**.....disposition to kindness, favor, or compassion; the display of kindly treatment; a manner of acting with the intention of pleasing or charming; consideration; thoughtfulness.
- acceptance:**.....the act of accepting; favorable reception; the quality or state; to take without protest; to endure or tolerate with patience; to regard as proper, suitable, or normal; acknowledge or recognize as appropriate, permissible or inevitable ; agree to ; to regard and hold as true.
- results:** ..... consequences, effects, or conclusions; decisions or resolution; that which is achieved, obtained or brought about through a process such as competition.

### **OBJECTIVES: What do we want to accomplish?**

Our ultimate objective is for all youth to become fair and generous competitors, good losers, and graceful winners. By using the information in the resource "Developing Sportsmanship" leaders will be more effective in helping youth and their families develop the knowledge, skills, attitudes, and aspirations of sportsmanship they need.

The above excerpt taken from "Developing Sportsmanship" 1996 by Kathryn J. Cox CES – Ohio State University.

This resource can be found on the Kansas State Web site: [www.oznet.ksu.edu/library/4H\\_Y2/4H651.pdf](http://www.oznet.ksu.edu/library/4H_Y2/4H651.pdf)

## 4-H COMPETITION MEMO

**TO:** Youth competitors, family members, adult leaders, coaches, and friends of 4-H

**FOR:** Participants in Archery, Air Pistol, Air Rifle, .22 Rifle, .22 Pistol, Shotgun, Muzzleloading, Wildlife Ecology/Hunting, Team Events, & Wildlife Art Competition.

**MEMO:** 4-H competitive events are a functional part of the 4-H Shooting Sports Program. They are not the objective. Kids and youth development are the primary objectives of the program.

Our project leaders are seeking to educate young people and introduce them to some activities that are enjoyable, socially acceptable, mentally and physically challenging and useful in building character. The nature of these competitive events results in specific rules and they are a part of every formal game. Fun and safety are primary products of the program. They are deeply intertwined with rules, formalizing courtesy and maintaining order. Sportsmanship is paramount in 4-H Shooting Sports.

The 4-H Shooting Sports Program uses rules of several governing bodies with some modifications to meet the objectives of the program or to increase the success rates of young people participating in the program. 4-H rules and regulations supersede all other rules where differences exist. All leaders, coaches, family members, and youth are encouraged to become familiar with the tournament rules and those of other related governing bodies.

*Practice, training, and coaching has taken place prior to the event, so let the kids “learn by doing”.*

## Permission for Transportation

I, \_\_\_\_\_, (Print Parent or Guardian's full name)  
 give \_\_\_\_\_ (print 4-H members full name)  
 permission to travel with \_\_\_\_\_ ( print driver's full name)  
 (Dodge County 4-H parents and volunteer leaders) to (event) \_\_\_\_\_  
 at (facility  
 name) \_\_\_\_\_  
 at (location) \_\_\_\_\_.

I understand that, in the event of a serious injury, I will be notified. If I cannot be reached in an emergency, I hereby give my permission to the physician to hospitalize, secure proper treatment for and to order injection, anesthesia or surgery for my son/daughter/ward. I also agree not to hold Dodge County 4-H parents and volunteers and UW-Extension responsible for any personal injury or accident while being transported to/from the event . I understand that as the parent/guardian signing this form that I will be held financially responsible for any expenses above and beyond what the insurance will pay.

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

Parent or Guardian: (print name) \_\_\_\_\_

Work Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### IF PARENTS ARE NOT AVAILABLE IN CASE OF EMERGENCY, PLEASE NOTIFY:

1. NAME: \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

RELATIONSHIP TO CHILD \_\_\_\_\_

2. NAME: \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

RELATIONSHIP TO CHILD \_\_\_\_\_