



University of Nevada
Cooperative Extension



NEVADA 4-H SHOOTING SPORTS INSTRUCTOR TRAINING/CERTIFICATION POLICIES

This document was originally drafted and developed in January 2002 by Vern Marion and Rick Highland, representatives of the Nevada State 4-H Shooting Sports Advisory Committee. It was revised June 2003 by the Nevada State 4-H Shooting Sports Advisory Committee and the Nevada State 4-H Office. The next revision took place in June 2010 by Steve Schafer, Nevada State 4-H Program Coordinator, and it was approved by the Nevada State 4-H Shooting Sports Advisory Committee in July 2010. This revision took place in Dec 2010-Feb 2011 and was approved by the Nevada State 4-H Shooting Sports Advisory Committee in March 2011.

These policies and procedures are to be reviewed annually by the Nevada State 4-H Shooting Sports Advisory Committee. Suggestions for change and/or improvement can be submitted to any member of the State 4-H Shooting Sports Advisory Committee or to the Nevada State 4-H Office. The Nevada 4-H Office can be contacted through its 4-H Website (<http://www.unce.unr.edu/4H>) or by calling (775-784-6206).

Overview/Purpose Statement

These Nevada 4-H Shooting Sports policies and procedures have been established and implemented for the following reasons:

- 1) For the safety and protection of the 4-H Member
- 2) For the safety and protection of the 4-H Shooting Sports Leader/Instructor
- 3) For the safety and protection of everyone participating in or attending a 4-H Shooting Sports Activity and/or Event.
- 4) To ensure a high level of teaching compatible with, and in support of, the Nevada 4-H Program.

Situation Statement

The Nevada 4-H Shooting Sports Program is part of the National 4-H Shooting Sports Program. Both programs support and encourage the instructional disciplines of rifle, archery, shotgun, muzzleloading, air pistol, and hunting. Instructors trained and certified (4-H Certification) in these various disciplines are responsible for coordination and implementation of the program to 4-H Members in the various disciplines as is necessary to support local/county 4-H Shooting Sports Programs. Instructor Certification in Nevada will be offered/coordinated through the State 4-H Office and the training will be provided by State 4-H Shooting Sports Instructors who are certified at National or Regional Workshops to teach instructors within the various disciplines.

Instructor Eligibility

Nevada 4-H Shooting Sports Instructors must meet the following qualifications in order to be eligible for state training and certification. Instructors must be at least 21 years of age, be screened (background checked), trained, and appointed as a current 4-H Leader through the local University of Nevada Cooperative Extension Office. The screening process (background check) includes fingerprinting and background checks by the State of Nevada and the FBI. Completion of a course (self-study guide or classroom instruction) on recognizing and reporting child abuse and neglect is also required; this is available through County UNCE Offices and other agencies. Each instructor must have successfully completed fifteen hours of instructor training that is administered and sanctioned through the Nevada State 4-H Office and the Nevada State 4-H Shooting Sports Advisory Committee, in the respective discipline(s) that he or she wishes to teach at the County 4-H Shooting Sports Program.

Program Objectives

The Nevada 4-H Shooting Sports Program strives to enable young people, their parents, and adult volunteers to become responsible, positive, and self-directed productive members of society. The program transfers knowledge, skills, abilities, and attitudes for personal growth and to develop human capital using the subject matter and resources of the Land-Grant University. In Nevada, the Land-Grant University is the University of Nevada-Reno and 4-H is part of the University of Nevada, College of Extension (UNCE).

The Nevada 4-H Shooting Sports Program has the same overall goal as the Nevada 4-H Program, which is to provide opportunities to youth for positive development and personal growth. The specific goals and objectives of the Nevada 4-H Shooting Sports Program are identical to the goals and objectives of the national program as identified in the curriculum guide for volunteers. These goals and objectives are listed on the next page and they include:

- 1) To develop life skills in youth, including: self-efficacy, decision making, communication, inquiring minds, and concern for community.
- 2) To promote the highest standards of safety, sportsmanship and ethical behavior.
- 3) To provide a safe, controlled environment for learning safe and responsible use of firearms and archery equipment, including sound decision making, self-discipline, and concentration.
- 4) To strengthen families through participation in life-long recreational activities.
- 5) To help participants and their families cope with the dangers that put youth at risk, including unhealthy competition, stress/anxiety, abuse, self harm, and substance abuse.
- 6) To encourage participation in natural resources and related natural science programs by exposing participants to all aspects through target shooting, hunting, and related educational activities.
- 7) To enhance development of self-concept, character, and personal growth through safe, educational, and responsible involvement in shooting activity.
- 8) To expose participants to the broad array of vocational and life-long activities related to shooting sports.
- 9) To complement and enhance the impact of existing safe shooting, and hunter education programs using experimental educational methods and progressive development of skills and abilities.

Instructor Certification/Categories/Definitions

Safety issues and concerns will always be paramount and the first consideration in any and all 4-H Shooting Sports Activities, Events, or Programs.

Instructor certification will follow requirements established by the National 4-H Shooting Sports Committee. Any additions or changes in instructor certification requirements must be recommended by the State 4-H Shooting Sports Advisory Committee and/or by the Nevada State 4-H Shooting Sports Coordinator and approved by the Nevada State 4-H Program Leader. Some may also require approval from higher administration at UNCE and/or UNR.

The Nevada 4-H Shooting Sports Program requires the use of 4-H Trained/Certified Instructors (national, regional, or state) at the county level (in the appropriate discipline) to operate a live-fire range or to conduct any class in which firearms or archery equipment are handled. In order to be certified as a 4-H Shooting Sports Instructor in any discipline, the following requirements must be met:

- State 4-H Shooting Sports Instructors - must attend a National 4-H Shooting Sports Training/Certification Workshop, complete the entire workshop, be recommended for certification by the National 4-H Shooting Sports Discipline Training Counselor/Instructor, and pass a national written test. State 4-H Shooting Sports Instructors can train County Instructors, Assistant Instructors, and Junior Leader/Teen Leader Instructors. State 4-H Shooting Sports Instructors must be at least 21 years of age and they must follow the same application procedure and reference checks as any other Nevada 4-H Volunteer Leader in the Nevada 4-H Program, which means they become unpaid employees of UNR and are subject to all rules, policies, code of conduct, and protections (such as liability) of all UNR Employees.

In order to maintain certification, a State 4-H Shooting Sports Instructor must assist/teach with a State Level 4-H Shooting Sports Instructors Training at least once every three years or re-attend an instructor training/certification (state training/certification or county training/certification), which will re-certify the instructor for the previous Shooting Sports Discipline and certify for the new Shooting Sports Discipline. Please see the UNR/UNCE/Nevada 4-H Website (<http://www.unce.unr.edu/4H/volunteers/involved>) for specific details and information.

- County 4-H Shooting Sports Instructors – must be trained and certified by State 4-H Shooting Sports Instructors. They must attend a State 4-H Shooting Sports Training & Certification Workshop, complete the entire workshop, be recommended for certification by the Discipline Training Instructor, and pass a state written test. The County 4-H Shooting Sports Instructor is responsible for training youth in a Nevada 4-H Shooting Sports Project Club. County 4-H Shooting Sports Instructors must at least 21 years of age and can train Assistant Instructors. County 4-H Instructors must follow the same application procedure and reference checks as any other Nevada 4-H Volunteer Leader in the Nevada 4-H Program, which means they become unpaid employees of UNR and are subject to all rules, policies, code of conduct, and protections (such as liability) of all UNR Employees.

In order to maintain certification, a County 4-H Shooting Sports Instructor must assist/teach with a County Level 4-H Shooting Sports Training of 4-H Members at least once every three years or re-attend an instructor training/certification (state training/certification or county training/certification), which will re-certify the instructor for the previous Shooting Sports Discipline and certify for the new Shooting Sports Discipline. Please see the UNR/UNCE/Nevada 4-H Website (<http://www.unce.unr.edu/4H/volunteers/involved>) for specific details and information.

- Assistant 4-H Shooting Sports Instructors – must be older than the highest age of 4-H Club Members. As a result, he/she must be at least 20 years of age. He/she must have been a Junior Leader/Teen Leader Shooting Sports Instructor. Assistant 4-H Shooting Sports Instructors can only instruct youth under the direct supervision of a 4-H Shooting Sports State Instructor or a 4-H Shooting Sports County Instructor. As a result, Assistant 4-H Shooting Sports Instructors can only instruct when a 4-H Shooting Sports State Instructor or a 4-H Shooting Sports County Instructor is present. Assistant 4-H Shooting Sports Instructors are not to be in charge of live-fire. Assistant 4-H Shooting Sports Instructors must follow the same application procedure and reference checks as any other Nevada 4-H Volunteer Leader in the Nevada 4-H Program, which means they become unpaid employees of UNR and are subject to all rules, policies, code of conduct, and protections (such as liability) of all UNR Employees.

The main purpose for having “Assistant 4-H Shooting Sports Instructors” is to provide a bridge for “Junior Leader/Teen Leader 4-H Shooting Sports Instructors” to continue their Shooting Sports Leadership Role into adulthood when his/her time as a 4-H Member is concluded. This is believed to be a very important step in keeping and developing future instructors and/or leaders for the Nevada 4-H Shooting Sports Program. Please see the UNR/UNCE/Nevada 4-H Website (<http://www.unce.unr.edu/4H/volunteers/involved>) for specific details and information.

- Junior Leader/Teen Leader 4-H Shooting Sports Instructors – minimum of 14 years of age and must be a 4-H Member who is active in the 4-H Shooting Sports Program. He/she may provide training and instruction to other youth under the direction supervision of a State 4-H Shooting Sports Instructor or a County 4-H Shooting Sports Instructor. As a result, Junior Leader/Teen Leader 4-H Shooting Sports Instructors can only instruct when a 4-H Shooting Sports State Instructor or a 4-H Shooting Sports County Instructor is present. Additionally, they must have demonstrated their skill for three years in the specific 4-H Shooting Sports Discipline in which they are instructing and completed the appropriate instructor certification. They are not to be in charge of live-fire.

The requirements to be a Junior Leader/Teen Leader 4-H Shooting Sports Instructor are the same as those to become a County 4-H Shooting Sports Instructor; which means the 4-H Member must attend a State 4-H Shooting Sports Training & Certification Workshop, complete the entire workshop, be recommended for certification by the Discipline Training Instructor, and pass a state written test. Please see the UNR/UNCE/Nevada 4-H Website (<http://www.unce.unr.edu/4H/volunteers/involved>) for specific details and information.

Participation in National 4-H Shooting Sports Training/Certification Workshops requires a written application and approval through the County UNCE/4-H Faculty/Staff and then to the Nevada State 4-H Shooting Sports Coordinator for final approval. Participation in State 4-H Shooting Sports Training/Certification Workshops requires a written application and approval of the UNCE/4-H Faculty/Staff.

State Instructor Training/Certification Sessions are administered and sanctioned through the Nevada State 4-H Office and the Nevada State 4-H Shooting Sports Advisory Committee. A minimum of fifteen hours of instruction in discipline instruction, use of National 4-H Shooting Sports Curriculum, Range and Firearm Safety, Risk Management, Teaching Methods, Youth Development Principles, and 4-H Program Management will be taught at Nevada State 4-H Shooting Sports Instructor Trainings/Certifications. Nationally 4-H Trained and Certified Shooting Sports Instructors are also eligible to conduct county level shooting sports programs.

Instructors can only provide training and instruction in those shooting sports disciplines in which they have been certified. (For example, an instructor appropriately certified in rifle cannot provide training or instruction in air pistol.) County 4-H Shooting Sports Instructors must be trained and certified in the discipline (rifle, shotgun, pistol, muzzleloader, archery, and hunting) that they are teaching at the county level. State Instructors must be trained and certified at a National or Regional 4-H Shooting Sports training in the discipline (rifle, shotgun, pistol, muzzleloader, archery, and hunting) that they are teaching at the state or regional level.

It is also recommended to have training in First Aid and CPR (or higher level training such as EMT, LPN, RN, DR, etc). If this training is not held by the instructor, it is permissible for someone else at the Shooting Sports Activity to have this training.

At least one UNCE/4-H Faculty/Staff in each county with a 4-H Shooting Sports Program should receive training as a County Instructor in at least one shooting sports discipline (Coordinator Training/Certification is recommended as the first discipline to become certified in). UNCE/4-H Faculty/Staff serving on the State 4-H Shooting Sports Advisory Committee are also expected to at least receive training as a County Instructor in at least one shooting sports discipline.

Policies for implementing and conducting instructor training and certification should be developed by the State 4-H Shooting Sports Advisory Committee and/or by the Nevada State 4-H Shooting Sports Coordinator and approved by the Nevada 4-H Program Leader. Some may also require approval from higher administration at UNCE and/or UNR.

Safety issues and concerns will always be paramount and the first consideration in any and all 4-H Shooting Sports Activities, Events, or Programs.