



**CASCADE COUNTY 4-H  
SHOOTING SPORTS RULE  
BOOK & DISCIPLINE  
GUIDELINES  
2024-2025**



**MONTANA  
STATE UNIVERSITY**

**EXTENSION**

DEVELOPED BY:  
CASCADE COUNTY 4-H SHOOTING SPORTS LEADERS COMMITTEE & MSU CASCADE COUNTY EXTENSION

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## **INTRODUCTION**

The Policy Statements written within have evolved from careful thought and research by MSU Cascade County Extension and the Cascade County 4-H Shooting Sports Leaders Committee. National 4-H and other state shooting sport guidelines were evaluated and implemented.

The Cascade County 4-H Shooting Sports Leaders Committee (CC4HSSLC) is made up of volunteer instructors, leaders, and MSU Cascade County Extension professionals. The committee plans and organizes events such as fundraisers, tournaments, and training programs to help fund, promote, and grow the Cascade County 4-H Shooting Sports programs.

## **PURPOSE**

The Cascade County 4-H Shooting Sports Program utilizes shooting sports activities to promote positive youth development to all youth who participate. Our programs are based on the National 4-H Shooting Sports curriculum and include instructional skill in all shooting sports disciplines.

Creating positive youth-adult partnerships is very important in the 4-H Shooting Sports Program. 4-H Certified Instructors are role models that represent both safety and responsibility in the handling of archery and firearm equipment by both youth and adults who take part in our programs. When positive role models are available to participants, they have a higher tendency to retain the information taught.

## **PROGRAM GOALS**

- Foster positive youth development by building self-esteem, decision making and communication skills, and inquiring minds
- Provide a safe and controlled environment for youth to learn safe and responsible use of archery and firearm equipment
- Promote and help develop responsibility, good sportsmanship, ethical behavior, respect, and safety to the highest standards
- Provide youth and adults proper training in the use of firearms, archery equipment, and other areas of shooting sports
- Create a quality youth development program through partnerships that reflect resource development, program innovation, quality instruction, and access to research-based knowledge
- Provide opportunities that are accessible to all audiences
- Promote awareness of shooting sports as an athletic sport or hobby with positive and competitive opportunities at all levels
- Encourage participation in natural resource and science programs
- Encourage youth and adults to set and achieve goals

## **ADMINISTRATION**

The MSU Cascade County Extension Agent in charge of 4-H will administer the program with guidance from the CC4HSSLC and all Certified Discipline Instructors.

A copy of this Rule Book must be kept on file at the Extension office. On file is defined as a paper copy, electronic copy, or other accessible means.

Each family will have access to the Cascade County 4-H Shooting Sports Rule Book online at [cascade.msuextension.org](http://cascade.msuextension.org). Paper copies are available at the Extension Office. Discipline leaders are responsible for ensuring they have possession of the newest edition of the Rule Book which will be available online at

[https://www.montana.edu/extension/cascade/4hpages/shooting\\_sports/4HShootingSports.html](https://www.montana.edu/extension/cascade/4hpages/shooting_sports/4HShootingSports.html).

## **PROGRAM CONTACTS**

### **Cascade County 4-H Shooting Sports Leaders Committee**

**President:** Joe Leggett

**Vice President:** Jody Cope

**Secretary:** Samaria Kirby

**Treasurer:** Misty Ayers

**Shooting Sports Project Coordinator:** Samaria Kirby, [smkirby19@yahoo.com](mailto:smkirby19@yahoo.com)

**Extension Agent:** Jenn Volkmar, [jennifer.volkmar@montana.edu](mailto:jennifer.volkmar@montana.edu)

**Administrative Assistant:** Jody Cope, [cascade@montana.edu](mailto:cascade@montana.edu)

### **Discipline Lead Instructors**

**Pistol:** Samaria Kirby

**Rifle & BB Gun:** Samaria Kirby

**Regular Archery:** Samaria Kirby

**Advanced Archery:** Samaria Kirby

**Shotgun:** Jeremy Garness

**Western Heritage:** Samaria Kirby

**Hunting:** Samaria Kirby

### **Other Contact Information**

MSU Extension Cascade County Office

3300 3<sup>rd</sup> St. NE, #9

Great Falls, MT 59404

Phone: 406-454-6980

MSU Extension Cascade County Website: <https://www.montana.edu/extension/cascade>

Montana 4-H Website: <https://www.montana.edu/extension/4h>

MSU Extension Website: <https://www.montana.edu/extension>

## **SHOOTING SPORTS PROJECTS**

The Shooting Sports Programs will be taught as a group project activity or in sessions such as camp, special interest clubs, etc. Shooting Sports are the only projects in 4-H that require a Certified Instructor to teach each discipline.

Current 4-H Shooting Sports Projects offered in Cascade County 4-H are:

- Air Rifle
- Air Pistol
- Archery
- BB Gun
- .22 Rifle
- .22 Pistol
- Hunting
- Shotgun
- Western Heritage

## **PARTICIPANTS**

All Shooting Sports Programs are open to all enrolled and active 4-H members ages 9 to 19 by October 1 of the current 4-H year. BB gun participants must be 8 years of age and enrolled as a regular member. An enrolled, active 4-H member is defined as a youth that has paid their annual

dues and is in good standing with their Cascade County 4-H Club. Injury insurance is provided to every enrolled 4-H member and instructor who is operating within Montana 4-H Program guidelines. The guidelines are in the Montana 4-H Policy Manual available in the Cascade County Extension office. The Shooting Sports Programs are not open for self-determined or independent study projects. 4-H member enrollment is to be on file with the Cascade County Extension Office for every 4-H Shooting Sports participant.

## **REGISTRATION**

All registration will be on ZSuite. For youth who choose not to participate after one practice, parents need to contact the Extension office before the second practice for a full refund.

## **RECORD BOOK AND PROJECT BOOK REQUIREMENTS**

The goal for each 4-H member is to keep accurate records. Some will be very elaborate while others will contain just the facts. Both are acceptable for completion.

The yearly requirements for all Cascade County 4-H Shooting Sports disciplines except Western Heritage\* are:

- Complete a project book for each shooting sports project for which youth register within the first 3 years they participate regardless of age.
  - All project books will need to be signed by a discipline leader before the book is recognized as complete.
- After the project book is complete, youth must master 3 skills (per discipline enrolled) on the Cascade County 4-H Shooting Sports Skills Sheets.
- Attend at least half of regularly scheduled discipline practices.
  - This includes practices in Great Falls, Cascade, or Belt.
- Complete 1 service-learning activity or learning experience per discipline enrolled each year.
- Complete the My 4-H Year and one Non-Animal Project journal per discipline enrolled each year.

\*See "Western Heritage" section for more information about this discipline

Cascade County 4-H Shooting Sports Leaders will judge Shooting Sports Record Books and Project Books for completion of every year. If the record book is found incomplete, the 4-H member has until the record book is due to organizational leaders to make changes. Record books are not considered complete unless they are seen by Shooting Sports Leaders and club Organizational Leaders yearly.

## **DRESS CODE**

Youth are expected to dress appropriately for the event in which they will participate.

- County Shooting Sports or 4-H branded shirts are encouraged, but not required.
- Both young people and adults should wear attire appropriate for the weather while remaining modest and socially acceptable.
- Clothing with sexually suggestive wording and/or graphics and alcohol and/or tobacco advertisement are not appropriate.
- Range officials have the final word concerning the dress code.
- All youth and leaders should remember that they may be photographed or be asked to interview for the media.
- All youth are expected to represent 4-H Shooting Sports in a positive manner.

- Youth and instructors are required to wear shoes that completely cover their feet. Examples of footwear that are not acceptable include sandals, clogs, crocs, flip-flops and bare feet. Some disciplines have other requirements.
- Long hair must be tied back.
- Earrings should not dangle, and necklaces, bracelets, lanyards, or other loose items (i.e. sweatshirt strings) should be tucked in or removed.
- No gum, lozenges, or other items in mouth while shooting.

## **RANGE RULES**

- Listen to the Range Officer and instructors
- Always treat every firearm or bow as if it were loaded
- Always point the muzzle and arrow in a safe direction
- DO NOT load any firearm or bow until given order by instructor
- Keep your finger off the trigger until you are ready to shoot
- Always be sure of your target and beyond
- Stay behind the firing line at all times until instructed that it is safe
- Cease fire anytime directed to do so. When a cease-fire is called DO NOT shoot, and follow specific discipline protocol
- If you see something that is unsafe for you or others, do not hesitate to call a cease-fire
- No horseplay
- Never shoot when impaired by fatigue, emotions, alcohol, or drugs (including over-the-counter prescriptions)
- No running
- Youth cell phones and other mobile devices are not allowed on the shooting line

## **BEHAVIOR & SPORTSMANSHIP**

All youth, instructors, and spectators are expected to demonstrate the highest level of sportsmanship and support the objective and ideals promoted by the 4-H program in general and the 4-H Shooting Sports Program in particular. All youth, instructors, and observers are expected to conform to MT 4-H Code of Conduct and the National 4-H Shooting Sports Program Code of Conduct. Eligibility to use firearms in the Montana 4-H Shooting Sports Program is subject to the approval of the 4-H Shooting Sports Instructor. The approval is based on the member's ability to follow instructions and all firearms and archery safety rules. A firearm is any device that emits a projectile.

Cascade County 4-H Shooting Sports participants will **NOT ENGAGE IN HORSEPLAY AT ANY TIME DURING MEETINGS, PRACTICE OR COMPETITIVE MATCHES!**

Verbal Warnings

- One verbal warning will be given about horseplay or any safety violation while handling Shooting Sports equipment
- The second time a 4-H member is talked to about horseplay or safety violations during the activity, the member will be removed from the range

If the violation is serious enough or has been addressed with the member in prior activities, the member may be dismissed from that day's activity. The instructor will provide to the MSU Cascade County Extension Agent overseeing the program with a detailed, written description of the violation, number of incidents, remedial training or instruction that was provided to correct the violation, and any recommendation the leader may have as to either allow the member to continue

with the program or be dismissed. This disciplinary form will be signed by the instructor, member, and member's parent/guardian. It will be the MSU Cascade County Extension Agent who decides if the member should be allowed to continue with the program for that season. If it is decided that the member will be dismissed from the program, the MSU Cascade County Extension Agent will notify the parent that the member will not be allowed to continue in the program for that season. If a member is asked to leave the program due to disciplinary reasons, all program fees will be forfeited. Shooting Sports rules will be enforced by the instructors and the MSU Cascade County Extension Agent.

The Cascade County 4-H Shooting Sports Leaders Committee supports the decision of the instructors and MSU Cascade County Extension Agent on matters regarding all Shooting Sports Programs. Disciplinary decisions made by the Shooting Sports Instructors and County 4-H Agent will be final. There is no appeal process.

## **TOURNAMENTS**

Youth are encouraged to participate in Shooting Sports activities outside of weekly practices. There are several opportunities throughout the 4-H year to participate in local, county, and state tournaments. 4-H tournament dates and locations can also be found on [www.montana.edu/extension/4h](http://www.montana.edu/extension/4h). If members participate in out-of-county tournaments, they may qualify for partial reimbursement. Please ask leaders for more info or email the CC4HSSLC at [cascadecoshootingsports@gmail.com](mailto:cascadecoshootingsports@gmail.com).

## **EQUIPMENT**

Through grants and donations, CC4HSSLC has acquired several air rifles, air pistols, BB guns, bows, .22 rifles, .22 pistols, and shotguns. Youth may use this equipment for their project. Archery and Shotgun members are encouraged to use their own equipment **IF** the equipment is properly fit to the member **AND** has been approved by the instructor. No crossbows allowed. If the bow or shotgun is determined to not be the proper size or cannot be used safely for any reason, the participant will be required to use 4-H equipment. Air guns and Small-Bore firearms are approved on a case-by-case basis, as certain modifications and sights are not allowed.

All youth will be required to wear discipline-appropriate safety equipment such as safety glasses, ear plugs, earmuffs, or armguards. CC4HSSLC owns several pairs of glasses, earmuffs, and armguards that can be used. If youth have their own, they may use them with instructor approval. Eye protection will meet the ANSI eyewear standard and must be ANSI Z87.1 approved to be worn on the range. Ear protection may also be required.

All shooting sports equipment owned by the Cascade County 4-H Shooting Sports Leaders Committee will be stored in a locked container. All ammunition will be stored separately from the firearms. All equipment and maintenance logs will be the responsibility of the discipline instructors during the season. An annual audit will be performed by the MSU Cascade County Extension Agent and Discipline Instructors at the end of each 4-H year.

All equipment will be inspected by a 4-H Certified Instructor to insure safe and working condition prior to the start of each season. Every 4-H Shooting Sports activity should begin with a quick safety education component to ensure all equipment is handled safely.

Identifying equipment maintenance and repair needs are the responsibility of the instructors and must be brought to the attention of the CC4HSSLC. Equipment that is unusable will be removed from use until it is safe, operable condition. If repairs cannot be performed by the instructors, the CC4HSSLC will obtain repair cost estimates.

Equipment owned by the Cascade County 4-H Shooting Sports Leaders Committee may be checked out by persons at least 21 years old with the agreement that they will maintain possession and responsibility for the equipment until it is returned. Equipment may only be checked out during the shooting sports season for reasons pertaining to the discipline and only for 4-H events. Acceptable reasons to check out would be for attending County, State, or National Tournaments or Qualifiers.

An Equipment Checkout Form must be filled out for usage outside of a Cascade County sponsored event. Forms can be obtained from the Extension Office. Conditions of all equipment will be noted and must be signed off by that discipline's Shooting Sports instructor/coordinator, the individual checking out the equipment, and the MSU Cascade County Extension Agent. An original completed form will be maintained in the equipment logbook along with a copy kept on record at the Cascade County Extension office.

Only licensed individuals, 21 years of age or older, are permitted to drive vehicles transporting 4-H shooting sports equipment. When transporting any Cascade County 4-H Shooting Sports equipment, it must be kept in a case and locked. All firearms and ammunition should be transported in separate locked cases and have a CBI or a trigger or cable lock. All equipment should be transported in a way that it cannot be seen from outside the vehicle. The vehicle should not be left unattended when transporting equipment.

All signees of equipment checkout forms will be held responsible for any lost, damaged, stolen, or unreturned equipment.

## **PARENT/GUARDIAN EXPECTATIONS**

- Attend the Orientation and Safety Meeting, with the member, on the first day of practice.
- Have youth at the range at least 5 minutes prior to their shooting time.
- Youth need to be at the range for their entire session/practice. Special circumstances will be considered by instructors on a case-by-case basis.
- If the member cannot make a session/practice you MUST notify the lead instructor before the session begins.
- No parent or guardian can be on the firing line coaching their child unless that parent is an active, currently enrolled certified instructor for the discipline being taught.
- All instructors encourage parent participation at check in/out, target scoring, and during any scheduled shooting sports events put on by CC4HSSLC. Please ask the lead instructor for additional opportunities to help.
- An area will be designated for family members, guardians, or spectators at practices and events. For the safety of everyone involved, those who are not shooting need to stay behind the safety line and keep all noise to a minimum. Participants and spectators must be able to hear (or see) range commands.
- Only participants, instructors, volunteers, and approved adults will be allowed to cross the safety line.
- Parents/guardians are fully aware of the sporting equipment, and the risks involved in shooting sports programs.
- Parents/guardians are aware of the circumstances and consequences that can happen if safety rules are not followed.
- Parents/guardians understand that participants will be touched, moved and may be held in a manner to assist positioning, balance, comfort and continuity in the discipline being taught.



## **PROJECT SPECIFIC RULES**

### **Rifle and BB Gun**

- Air Rifle and .22 Rifle use the Rifle Member Record Book and once completed, use a Rifle Skills Sheet. Youth must use the same book for both Rifle disciplines.
- BB Gun uses the Daisy BB Gun Avanti: Ten Lesson Curriculum and complete a BB Gun Skills Sheet.
- Rifles (including BB Guns) and ammunition are provided through the CC4HSSLC. Youth may not bring their own equipment unless previously approved and inspected by a Certified Instructor.
- Participants are required to wear ANSI standard eyewear on and near the firing line for all firearms disciplines. Ear protection is required to be worn at all .22 Rifle practices or activities where live fire will take place. Some venues will also require ear protection for Air Rifle and BB Gun. CC4HSSLC provides all needed safety equipment, however, if a member chooses to bring their own safety equipment, it must be inspected by an instructor before use.
- Youth must participate in one season of instruction the Air Rifle Program or speak directly with the Rifle instructors regarding their ability, maturity, and skills before they can participate in the .22 Rifle Program. It is the decision of discipline instructors if youth will qualify to participate in .22 Rifle instruction. Safely shooting in all three positions is a requirement to participate in .22 Rifle.
- Rifle shooting positions are prone, kneeling, and standing. Youth will progress through the positions as the instructors deem appropriate.
- If youth intend on attending 4-H competitions, they must notify the instructors as there are additional items that will need to be addressed, such as using scopes, stands, etc.

### **Pistol**

- Air Pistol and .22 Pistol use the Pistol Member Record Book and once completed, use a Pistol Skills Sheet. Youth must use the same book for both Pistol disciplines.
- Youth must participate in one season of instruction in the Air Pistol Program or speak directly with the pistol instructors regarding their ability, maturity, and skills before they can participate in the .22 Pistol Program. It is the decision of the discipline instructors if youth will qualify to participate in the .22 Pistol program. Small bore adds semi-automatic fire and a time component.
- Pistols and ammunition are provided through the CC4HSSLC. Please do not bring your own equipment unless previously approved and inspected by a certified instructor.
- Participants are required to wear ANSI standard eyewear on and near the firing line for all firearms disciplines. Ear protection is required to be worn at all .22 Pistol practices or activities where live fire will take place. Some venues will also require ear protection for Air Pistol. CC4HSSLC provides all needed safety equipment, however, if a member chooses to bring their own safety equipment, it must be inspected by an instructor before use.
- Each youth that does not want to participate in 4-H shooting competitions will progress from a two-handed, seated position to a two-handed, forward-facing, standing position, as instructors deem appropriate.
- If youth intend on attending 4-H competitions, they must notify the instructors as there are specific rules and shooting positions that must be followed. For example, for shooters aged 9-11, they must shoot two-handed and seated. For ages 12-14, they may use a counterbalance support provided by the CC4HSSLC but must shoot with one-hand. For ages 15+, they must shoot one-handed without support.

## **Hunting**

- Hunting uses the Hunting and Wildlife Member Record Book.
- Once members have completed the project book, they will complete a Hunting Skills Sheet.

## **Shotgun**

- Shotgun uses the Shotgun Member Record Book and once completed, use a Shotgun Skills Sheet.
- 12-gauge shotgun shells and targets will be supplied by the CC4HSSLC for normal shooting practice sessions.
- CC4HSSLC owns 12 Gauge shotguns enrolled youth can use. Depending on enrollment youth may need to share shotguns.
- Youth may bring their own shotgun, but it must be in safe, working order, and must be inspected by an instructor prior to use. If a member brings their own shotgun, they are responsible for any maintenance and repairs. If the member's shotgun is a gauge other than 12 gauge, they must supply their own ammunition.
- No reloaded shotgun shells are allowed.
- Participants are required to wear ANSI standard eyewear on and near the firing line for all firearms disciplines. Ear protection is required to be work at all Shotgun practices or activities where live fire will take place. CC4HSSLC provides all needed safety equipment, however, if a member chooses to bring their own safety equipment, it must be inspected by an instructor before use.

## **Western Heritage**

- Western Heritage uses the Western Heritage series of Member Record Books.
- Complete one sub-section in Project Book per year.
- Be on time for safety meeting to be able to shoot at the project meeting. Late members take project time from other members because instruction has to stop to hold an additional safety meeting. Late members can participate in the bookwork section of the project meeting.
- Participate in fundraisers to benefit from the fundraisers. Non-participating members will not be able to receive funds from fundraisers if they do not participate.

## **Archery**

- Archery uses the Archery Member Record Book and once completed, use an Archery Skills Sheet.
- CC4HSSLC provides all the equipment needed for a successful season, however, you may bring your own equipment (including arrows, arm guards, releases, and other aids) if it fits the member correctly and is inspected by an instructor prior to use. Archers will be asked to use 4-H archery equipment if instructors deem the participants equipment to be unsafe.
- If a member brings their own equipment, they are responsible for any maintenance and repairs.
- New archers will shoot a 1 spot (40 cm) target. Returning archers will have the choice of shooting 1 spot (40 cm) or 3 spot Vegas style targets.
- If you are planning on attending tournaments, please contact an instructor.
- Youth must report their scores to the scorekeeper after each session.
- T-Shirts are best, avoid baggy shirts or sweatshirts.
- When arms are raised, no midriff should show.
- Archers are required to wear an arm guard. Extra arm guards are available to borrow. Inspect the arm guard before use.

- Never dry fire any bow.
- No crossbows or bows over 60 lb. draw weight.
- If you are using a 4-H bow and it needs a draw weight adjustment, ask an instructor.
- Exercise caution for yourself and others when removing arrows from a target.
- When carrying arrows always have the tips pointing toward the ground. Cover the tips of the arrows with one hand and carry the arrows vertically.
- Archers using their own equipment must bring at least 5 of their own arrows to every activity. Arrows must be in good working condition and must fit the archer and their bow in its current state. Please inspect arrows before and after each session and replace broken arrows. If you are unable to shoot due to lack of arrows, you will be asked to use the 4-H equipment.
- Members may only shoot one division per night. Make-ups are allowed only if there is room in a different time slot.

### **Advanced Archery**

- Youth must abide by all rules in Archery Section.
- Youth must have completed their Archery Project Journal and other 4-H records according to the Project Requirement Table.
- Youth must have a minimum of one year of archery experience in the Cascade County 4-H Archery program.
- Youth must have shot at least 251 points on a 4-h competition target (fair or tournament) with proof of score.
- Youth must be at least 13\* years of age by October 1<sup>st</sup> of the current 4-H year.
- Youth must use the Archery Skills Sheet.

\*Younger members may be admitted at the Cascade County 4-H Shooting Sports Leaders Committee's discretion.

### **MONTANA STATE FAIR TARGETS**

All disciplines will provide an opportunity for youth to shoot a target to enter into the Montana State Fair. **Youth will be required to attend at least half of the regularly scheduled practices in order to shoot a fair target.**

Members may shoot a State Fair target to be displayed at the Montana State Fair, but if they want a ribbon or premium money for the target, they must participate in interview judging.

To exhibit targets at the State Fair and receive a ribbon and premium money, youth must sign up for the exhibit in FairEntry by the deadline set by the Extension Office.

### **ACHIEVEMENT NIGHT AWARDS**

On Achievement night, youth are recognized for their accomplishments in their projects over the 4-H year. The CC4HSSLC provides awards for shooting sports youth who expand their own development and experiences for their projects. Additionally, businesses and individuals have sponsored awards for individual disciplines. Ask your 4-H Club Leader or Extension staff about potential awards and their requirements.

### **INSTRUCTOR REQUIREMENTS**

Under National 4-H Guidelines, no youth may be trained until the instructor meets the following requirements:

- Must be a current, active, enrolled 4-H leader in Cascade County.
- Must be at least 21 years of age at the time in which they apply to become an approved 4-H Shooting Sports Certified Instructor.
- Must obtain the signature of the MSU Cascade County Extension Agent on training workshop enrollment form.
- Must successfully complete a Montana State Certified Shooting Sports Instructor Training session administered by the Montana 4-H Shooting Sports Training Team
- For an Instructor to continue with the program they must re-enroll in the Cascade County 4-H program yearly. If at any time, there is more than 2 years of inactivity an instructor will not be allowed to teach until the 12-hour training course by the Montana 4-H Shooting Sports Team is completed again.
- Active instructors take an active part in planning, scheduling, teaching all students in class, setting up, taking down, and cleaning the range, teaching at a majority of the classes, and communicating with other instructors. The MSU Cascade County Extension Agent has ultimate say as to if an instructor is considered active after input from the discipline's instructors.
- Instructors may obtain training in as many shooting sports disciplines as they wish through the Montana 4-H Shooting Sports Training program.
- An instructor who is not operating in a safe manner nor in compliance with the 4-H program guidelines or discipline instruction standards may be subject to dismissal from the 4-H program by the MSU Cascade County Extension Agent.
- Classes that are taught in partnership with other teams or groups, must have a 4-H certified Instructor as part of the instructor team for all 4-H members that are participating in a 4-H Shooting Sports activity.

Duties and responsibilities of trained instructors include, but are not limited to, the following:

- Be familiar with the state and national 4-H objectives and philosophy
- Provide a positive shooting sports experience and help develop life skills to all enrolled youth
- Promote safety and best practices
- Provide basic and proper shooting instruction
- Participate in continuing education when new materials or instructional methods become available
- Encourage youth and their family to be involved in the community
- Secure clean and safe facilities for youth to learn
- Ensure all equipment is taken care of and in safe working condition
- Ensure all youth, instructors, and by-standers are adhering to all safety rules and wearing proper safety gear when there is live fire
- Recruit additional assistant instructors and volunteers
- Help plan shooting sports disciplines by working with fellow discipline instructors to come up with yearly budgets and grant items
- Maintain attendance records and report all required info to the Cascade County Extension office as specified under the "Reporting" section of this document
- Maintain communication with the MSU Cascade County Extension Agent overseeing the Shooting Sports Program
- Participate in discipline planning meetings and Shooting Sports Leaders Committee meetings

## **JUNIOR INSTRUCTOR REQUIREMENTS**

Youth, 14 and up, may become Junior Instructors by completing the Montana State Shooting Sports Training in as many disciplines as they choose. Junior Instructors are not allowed to teach other youth without an adult Certified Instructor present at all times. Junior Instructors are encouraged to adopt the same duties and help with the responsibilities of the adult leaders. Once a Junior Instructor has completed their 4-H career, they must recertify as an adult leader once they turn 21.

## **REPORTING & ROLES**

All Shooting Sports activities including camp, workshops, practice sessions, etc. will be reported to the CC4HSSLC and the County Extension office.

- Instructors
  - One lead instructor will be appointed per discipline to act as a Lead Instructor for the 4-H year. The Lead instructor is the liaison between that discipline's instructor team and the Extension Office.
  - Complete an Activity form upon completion of each shooting sports discipline's season as well as any additional activities within 30 days after the discipline has ended. Reports include attendance records, scores, targets, etc.
- MSU Cascade County Extension office
  - Maintain member registrations, member payments, and original instructor certifications.
  - Provide a Lead Instructor Binder for each discipline one week prior to the event or activity.
- Committee
  - Maintain the instructor certification list, keeping track of when the instructors need to recertify, and report any lapse in certification to the MSU Cascade County Extension Agent
  - Collect the activity forms and provide a copy to the Extension Office.
  - Report all Shooting Sports activities including camp, workshops, practice sessions, etc. to the CC4HSSLC and the County Extension office.
- MSU Cascade County Extension Agent
  - Provide 4-H Policy support.
  - Review and approve all activity risk assessments four weeks prior to the event or activity.
  - Inform instructors of any education/certification that is required.
  - Approve the shooting sports calendar in August for the upcoming 4-H year.
  - Approve and sign the planning and reporting form and retain the original copies at the Extension office. These reports will be used to keep official records of teaching activities for training purposes of instructors, assistant instructors, and teen instructors.

## **ANNUAL REVIEW OF RULE BOOK & GUIDELINES**

Changes to this rule book must be brought forth to the CC4HSSLC by the meeting date in September of each year. Changes will be sent out and discussed at the September meeting date and voted on at the CC4HSSLC meeting in October.