

New Jersey 4-H Shooting Sports



Statewide Policy and Handbook

I. SITUATION STATEMENT

The New Jersey 4-H Shooting Sports Program is a youth development education program which:

- Uses a prevention education model that emphasizes positive youth-adult interaction and peer leadership.
- Assists members in attaining knowledge and developing essential life skills.
- Fosters a caring relationship between a young person and a positive adult role model.
- Uses the National 4-H Shooting Sports curriculum and program recommendations.
- Rutgers University administers through the 4-H Department, and is overseen by the Shooting Sports Coordinator(s).
- Supports the Shooting Sports Advisory Council and the volunteers therein.
- Services 4-H members in grades 4-13 (restrictions apply).

The New Jersey 4-H Shooting Sports Program is a thriving program that services New Jersey's counties. The fastest growing 4-H discipline nationally, it is an ever changing program that grows each year to meet the needs and demands of youth.

The National 4-H Shooting Sports Program and Curriculum was developed and tested by the National 4-H Shooting Sports Committee over a period of years and is the basis for teaching 4-H shooting sports since the mid 1980's. The curriculum is scrutinized continually and revisions made as appropriate. Writers of the curriculum included National Rifle Association Instructors and Training Counselors, Hunter Education Instructors, National Bowhunter Education Instructors, National Archery Association Instructors, National Muzzleloading Rifle Association Instructors, and Extension Specialists.

New Jersey 4-H Shooting Sports relies on National and State 4-H trained and certified instructors to conduct classes/programs in the various disciplines (Air Rifle, Archery, Muzzleloader, Hunting & Wildlife, Living History, Rifle, Shotgun, Pistol, and Program Coordinator) using the National 4-H Shooting Sports Curriculum. Shooting Sports has the potential of being a high liability activity. Therefore, the program requires 4-H trained and certified instructors to adhere to the safety rules and regulations as dictated by the program to decrease the liability of such an educational experience.

II. PROGRAM OBJECTIVES

The 4-H Shooting Sports Program strives to enable people, their parents and adult volunteers to become responsible, self-directed and productive members of society. Agents, leaders, instructor and coaches must understand the goals and objectives of the program in order to manage or present it properly. These goals and objectives are consistent with the goals and objectives of the 4-H program. The program transfers knowledge skills and attitudes to develop human capital, using the subject matter and resources of the land-grant universities.

- The specific goals and objectives of the 4-H Shooting Sports Program include, but not limited to, those listed below.
- To encourage participation in natural and related natural science programs by exposing participants to the content through shooting, hunting, and related activities.
- To enhance development of self-concept, character and personal growth through safe, educational and socially acceptable involvement in shooting activity.
- To teach safe and responsible use of firearms and archery equipment including sound decision-making, self-discipline and concentration.
- To promote the highest standards of safety, sportsmanship and ethical behavior.
- To expose participants to the broad array of vocational and life-long avocational activities related to shooting sports.
- To strengthen families through participation in life-long recreational activities.
- To complement and enhance the impact of existing safety, shooting and hunter education programs using experimental educational methods and progressive development of skills and abilities.
- Expand 4-H membership and involve additional adult volunteers.
- Maintain and expand a state level committee of Nationally Trained and Certified 4-H Shooting Sports Instructors.

III. PHILOSOPHY

Positive youth development and the growth of coping, competency and contributory skills is the foundation of the 4-H Shooting Sports Program. Skills are integrated with fun, pertinent, informative and positive activities valued by the young people. Parents and youth are actively involved. Youth are given increasing responsibilities and duties throughout their involvement in shooting sports that provides learning opportunities within the four 4-H Essential Elements: generosity, mastery, independence, and belonging.

Relationships and life skills are more important than competition or awards; and those who lead and guide the program ensure that the priorities remain in order. Competitive shooting sports events are optional and individual, and not the main focus of the program. Successful youth programs share several elements:

- Attractiveness to youth, parents, and other volunteers.
- Prepared, positive leaders that are knowledgeable of the program's objectives.
- Young people involved in determining the nature and content of club work.
- A focus on expanding youth's interests, skills and competencies.

The 4-H Shooting Sports Program is a group project designed to be implemented in a 4-H club, a 4-H special interest group or at a 4-H camp. It is not an individual project and should not be delivered as such.

Effective, trained volunteers are essential to a strong shooting sports program. Volunteers assist with organizational leadership, instruction, event planning, grants, fundraising, and competitive events.

IV. Roles and Responsibilities

Chair of the Department of 4-H Youth Development

The Chair is responsible for providing leadership, through the State 4-H Office and facilitates, of all statewide 4-H initiatives including shooting sports. The Chair appoints the Shooting Sports Program Coordinator(s).

State Coordinator(s)

A paid Rutgers Cooperative Extension faculty or staff member shall be appointed by the Chair of the 4-H Department to serve in an ex-officio capacity with no voting privileges. This individual will oversee the activities of the advisory council, provide

assistance in educational and technical matters, and ensure the philosophy and policies of Rutgers Cooperative Extension and the 4-H Department are followed. Coordinators must have successfully completed the National Shooting Sports training in the Shooting Sports Coordinator discipline.

The Coordinator(s) administers the New Jersey 4-H Shooting Sports Program and facilitates all activities, events, training, and volunteer management therein. This includes:

- Administering the program based on National 4 H Shooting Sports Curriculum and Guidelines
- Facilitating instructor trainings and certification of new instructors.
- Developing informational materials used in publicizing the program.
- Providing orientation of County 4-H Faculty & Staff to the 4-H Shooting Sports Program.
- Participating in resource development in support of programming.
- Maintaining documentation of instructor certifications and trainings.
- Communicating with the County 4-H Faculty and Staff to facilitate program operations and administration.
- Providing leadership for state 4-H Shooting Sports events and programs.
- Following up on those instructors with pending firearm purchaser ID cards after a six month period.

Science, Engineering and Technology (SET) Committee

The SET Committee is the Mission Mandate Working Group that serves as the 4-H Department advisory group that further facilitates the New Jersey 4-H Shooting Sports Program.

New Jersey 4-H Shooting Sports Advisory Council

The primary purpose of the New Jersey State 4-H Shooting Sports Advisory Council is to provide advice and support to the New Jersey 4-H Shooting Sports Program, arrange trainings, and ensure programs follow the youth development education program. This program uses a prevention education model that strongly emphasizes positive youth adult interaction and peer leadership.

The Advisory Council is a group of volunteers that provide input and recommendations to improve the shooting sports program by:

- Assisting with volunteer recruitment, state and national volunteer trainings and events under the guidance of the state coordinator.

- Developing informational materials used in publicizing the program.
- Keeping County 4-H faculty and staff informed of club, state, and national events, and programs.
- Participating in resource development in support of programming.
- Communicating with the County 4-H Faculty & Staff to assist in program operations and administration.
- Facilitating the implementation of state 4-H Shooting Sports events and programs.
- Advocating the use of National Shooting Sports Curriculum and Guidelines for all shooting sports programs and events

Camp Representative

A volunteer will be selected to represent Lindley G. Cook 4-H Youth Center for Outdoor Education to serve on the advisory group and provide guidance to the shooting sports program as it relates to camp and shooting sports at camp programs.

County 4-H Agents/Staff

County 4-H Agents and staff provide overall guidance and coordination of the county 4-H shooting sports education program. This includes the initial training and screening of 4-H volunteers. Other Rutgers Cooperative Extension county faculty and staff may also serve in a non-voting capacity of the advisory council and committees.

Volunteers

Volunteers are the core of any 4-H shooting sports program! As such, the program depends on the dedication, time, and involvement of volunteers. Shooting sports volunteers can serve the 4-H program in a variety of ways.

Organizational Club Leader(s)

These individuals are responsible for holding meetings of the 4-H club, maintaining club membership, working with the club executive board, and planning club meetings and activities. This group of volunteers may not instruct a shooting sports discipline unless the volunteer has received certification (recognized by the New Jersey 4-H Shooting Sports policy) in a recognized shooting sports discipline. (See instructor section for details). A New Jersey firearms purchaser ID card is not required for this type of volunteer.

Non Certified Leader(s)

These leaders may fill in for the Organizational leader in the event of absence from a club meeting. They may be given roles of club work including construction of club booths, fundraising, committee work, etc. This group of volunteers may not instruct a shooting sports discipline unless the volunteer has also received certification in a recognized shooting sports discipline. A New Jersey firearms purchaser ID card is not required for this type of volunteer.

NJ State Level I Master Leader (State Level Instructor)

Because of the expertise required and liability that accompany the 4-H Shooting Sports program, volunteers wishing to become instructors must complete additional requirements. Successful completion of a 4-H Shooting Sports training program sanctioned by NJ 4-H Shooting Sports that results in certification as an instructor is required prior to instructing any shooting sports discipline. Such certification is required for each discipline an instructor wishes to teach. This includes volunteers wishing to be a county shooting sports education program coordinator.

Certified instructors are the core of a county shooting sports program. In addition to being an instructor, the shooting sports program offers younger 4-H volunteers and teen leaders, the opportunity to assist with instruction as either assistant instructors or junior instructors. The requirements and qualities of all instructor designations are detailed in appendix A.

NJ State Level II Instructor

The New Jersey 4-H Shooting Sports Advisory Council supports the training and work of Nationally Certified Level II Instructors that will lead certification trainings for New Jersey 4-H volunteers. The Advisory Council will support the expenses of training and travel for approved applicants. The criteria for application and method of selection are outlined in appendix B. A New Jersey firearms purchaser ID card is required for firearm disciplines.

State Team Coach

Volunteers wishing to serve in the role of State Team Coach are asked to apply to the State Coordinator(s). 4-H members compete locally to earn a spot on the State Team that competes at the National 4-H Shooting Sports Invitational. Each discipline team needs a coach in order to attend. The

criteria and method of becoming a state team coach is outlined in appendix C. A New Jersey firearms purchaser ID card is required for this type of volunteer.

New Jersey State 4-H Shooting Sports Advisory Council Member

Advisory council membership is open to all volunteers/instructors involved in the shooting sports program. Members may be asked to serve on committees such as training, fundraising, budget, policy, etc. The operation of the advisory council is dictated by the adopted bylaws and overseen by the State Coordinator(s).

V. Instructor Policies

Certified instructors are the backbone of a great shooting sports program. Instructors carry a lot of responsibility to create a safe, effective, teaching environment that prioritizes instruction and learning over competition. Perhaps the greatest responsibility of an effective instructor is to be a positive role model, leading by example, for youth to follow.

Instruction

A 4-H Shooting Sports Instructor provides basic instruction in shooting sports disciplines to 4-H members in the shooting sports programs. The National 4-H Shooting Sports Curriculum is the only recognized curriculum to be used in New Jersey 4-H Shooting Sports.

Youth & Adult Participation

A 4-H Shooting Sports Instructor has the right to refuse any participant from the shooting sports activity in the interest of safety for the participant and others in the program. Instructors are encouraged to identify strategies to accommodate youth / adults with disabilities.

Teach Annually

To maintain their certification as a 4-H Shooting Sports Instructor, an instructor must teach each discipline they are certified in every year. It is required that all classes be reported and documented annually using the state reporting system.

Reporting

Instructors must report their teaching hours annually. If an instructor fails to provide an annual report, the Shooting Sports Coordinator will review the status of the

instructor. This shall be done by contacting the club leader, County Agent/Staff and/or by contacting the instructor, to find out why the lapse occurred. At that point, the State Coordinator will determine if the instructor certification is suspended.

Updates

Instructors must participate in an instructor update if new material, new instructional methods or significant program changes are developed or recommended by the State Coordinator along with the Advisory Council.

Following Rules and Laws

All instructors in the program will be certified by a Nationally trained Shooting Sports Instructor to teach a specific discipline(s). The methods and rules taught in the trainings are the basis by which you are to instruct shooting sports in all settings. This includes fairs and special events.

Instructors will adhere to the 4-H Philosophy and Goals and the New Jersey 4-H Code of Conduct, and laws governing shooting sports. It is the instructor's responsibility to understand and follow all applicable laws governing shooting sports and firearms in New Jersey. Knowingly violating any rules, codes, policies, and/or laws can be cause for termination of instructor certifications and/or volunteer status.

Club Operations

Instructors assist with the basic operation of the 4-H club as outlined in the NJ 4-H Leader Training Series and covered in the volunteer training provided by County 4-H Staff/Faculty.

State Events

Instructors volunteer to assist at state events and matches. Instructors are always needed to score targets, assist with running ranges, setting targets, etc. Be part of the team!

Revoking of Certification

The New Jersey State 4 H Department of 4-H Youth Development and the NJ 4-H State Shooting Sports Coordinator reserves the right to withhold or revoke certifications.

Re-instating Instructors

If an instructor's certification has lapsed or been terminated, they can request to be reinstated under the following circumstances.

- If reinstatement is requested within two years of the last annual report which shows active teaching, reinstatement can be completed via a conference with their County Agent/Staff, State Coordinator, and the Chairperson of the NJ4HSS Advisory Council.
- If reinstatement is requested within 4 years of the last annual report which shows active teaching, reinstatement of all discipline certifications can be achieved by attending one complete state sanctioned training.
- If reinstatement is requested five or more years after last annual report which shows active teaching, each discipline must be completed again.

VI. Instructor Training

New Jersey 4-H offers state sanctioned instructor trainings twice a year, once in the Spring and once in the Fall. The trainings are implemented by the Training Committee of the New Jersey State 4-H Advisory Council. Much of the cost of shooting sports training is underwritten by grants and donations obtained by the Advisory Council. As a result instructors pay a minimal portion of the cost of their training.

The National 4-H Shooting Sports Training Curriculum is the only accepted curriculum to be used in New Jersey Shooting Sports and New Jersey Shooting Sports will follow the training recommendations within the curricula. The State level 4-H Shooting Sports Instructor certification workshops provide a minimum of fifteen (15) hours of instruction; including a minimum of twelve (12) hours instruction in each specific discipline taken and a minimum of three (3) hours instruction in teaching youth development, life skills, and risk management. Only one discipline certification may be completed at a single training. Participants may not show up late or leave early and must attend ALL of the sessions offered.

Nationally Certified Instructors teach each discipline over the course of the training. National Instructors along with the State Coordinator(s) determine if a volunteer qualifies for certification. Volunteers must demonstrate competency to instruct. This is determined through a written test, trainer observation and other screening used before, during and after training. Decisions to certify or not certify a volunteer are

final and may not be appealed. The State Coordinator will report results of training (volunteers certified) to County 4-H Faculty and Staff.

Newly certified instructors will receive a copy of the 4-H Shooting Sports curriculum for the completed discipline. If an instructor ends their volunteer involvement with 4-H, this material must be returned to the State Coordinator(s) through County Extension 4-H Agent or Staff, as it is property of the 4-H program.

The New Jersey State 4-H Department of 4-H Youth Development and the NJ 4-H State Shooting Sports Coordinator reserves the right to withhold or revoke certifications.

VII. Equipment

Club Equipment

Organizational 4-H Club Leaders and the County 4-H office should keep an inventory of the equipment that a Shooting Sports club owns. The inventory should include: firearm/bow make, model, serial number, when purchased, who purchased, who has possession, and current state of repair. If equipment is stored at a volunteer's home, it is recommended that a signed letter be attached to the equipment inventory indicating the name and address of the volunteer who has possession of the equipment between meetings. The inventory and letter will help you keep track of the equipment (sometimes of significant value) and clarify that it belongs to the 4-H Shooting Sports program.

Leaders should inspect and maintain all club equipment on a regular basis. Accurate records for all club equipment including repair logs and serial numbers should be maintained. All purchases, transfers, storage and transportation of firearms must be in compliance with NJ State laws.

Equipment that is purchased with club funds or grants given to the club remains the property of Rutgers University. As such, upon dissolution of the club, all equipment must be turned over to the corresponding county 4-H Leaders Association or the State Advisory Council Quartermaster. The equipment will be held until another shooting sports club can be established in the county.

State Equipment

Equipment received through grants given to the State Advisory Council or purchased with funds raised by the State Advisory Council is considered state equipment owned by Rutgers University. The State Coordinator and Advisory Council Quartermaster will maintain a list of the equipment Advisory Council owns.

All state equipment must be properly registered and must be housed by the state quartermaster (having proper NJ Firearms Purchaser ID). State Equipment must be transferred according to the transfer practices adopted by the advisory council which states that transfer paperwork must accompany equipment when borrowed.

Borrowing State Equipment

New Jersey State 4-H Shooting Sports Advisory Council has archery, rifle, and shotgun equipment which clubs and current National Team members may borrow. The method to borrow equipment is described in Appendix D.

Grants

Grants and funding from supporting groups can help your county program grow and keep costs to youth down. When you apply for funding to support the 4-H program there are specific guidelines and stipulations that must be followed to meet governmental and Rutgers University policy. To ensure adherence to these guidelines, consult with your county 4-H faculty/staff when applying.

NRA Grants - Before an instructor applies for a Friends of the NRA grant he/she must get permission from the State Coordinator(s) and County 4-H faculty/staff. The club must inform county faculty/staff and State Coordinator of the equipment requesting. Clubs must have certified instructors in the discipline in which the grant is supporting. The equipment requested must fall under a recognized discipline in New Jersey 4-H Shooting Sports.

VIII. General Club and Member Requirements

Discipline Eligibility

New Jersey 4-H Shooting Sports is open to youth in grades 4-13. Rifle and Archery may be taught at the start of membership. Participants Grade 5 are eligible for shotgun, and Grade 7 for muzzleloader. Air Pistol will be made available to participants who have completed an entire year of another firearm discipline (excluding archery) and who are Grade 8 and older.

Discipline	Minimum Grade/Age/Experience Requirement
Archery	Grade 4
Rifle	Grade 4
Shotgun	Grade 5
Muzzleloader	Grade 7
Air Pistol	Grade 8 and completion of one year of another firearm discipline (excluding archery)

Pistols

New Jersey 4-H Shooting Sports clubs can only utilize Air Pistols with the following criterion...

1. Must be .177 caliber compressed air or CO2
2. Must be single shot (Single-shot firearms are firearms that hold only a single round of ammunition, and must be reloaded after each shot)
3. Must follow all state guidelines and National 4-H regulations with purchasing, transporting and storage of handguns.
4. Participants must be 8th grade and above.

Membership

Members must be registered and recorded with their County 4-H office to participate in the New Jersey 4-H Shooting Sports Program. There is no fee to join 4-H. However, clubs may have membership dues or program fees within their club.

Good Standing

Volunteers and instructors should strive to keep their 4-H Shooting Sports Clubs in good club standing. A vibrant and healthy 4-H program needs clubs to set standards of participation and involvement in order to support activities and events on a county and state level. Being a member in good standing is a prerequisite for participation in state events. In addition, to participate in state and national events, the member must have been registered in the project by January 1st of the current 4-H year. The best way to ensure that your members are in good standing is to set high standards and maintain a club in good standing. Below is a detailed description of good standing requirements.

Club in Good Standing:

- Makes sure all club instructors are meeting the annual teaching requirements.

- Makes reports accurate and completes them in a timely manner. (financial reporting, teaching reports, registration forms, etc.)
- Has every club member do a club presentation.
- Has every club member keep an up to date Shooting Sports Record Book.
- Plans and conducts a community service activity as a club.
- Holds regular meetings.
- Sends a club volunteer as a representative to attend State Advisory Council meetings. The council meets as needed at least four times a year.

It is recommended that volunteers and youth attend at least one state shooting sports event each year.

Member in Good Standing:

- Keeps a project record book up to date and submits it at the end of the year.
- Attends a minimum of 70% of club meetings.
- Does a public presentation at the club level or higher
- Participates in a 4-H sponsored community service project at club, county, regional or state level.

Financial Reporting

It is critical that the State Advisory Council and Shooting Sports clubs submit yearly financial planning, fundraising and audit reports annually. Clubs must follow their County mandates for submitting financial reports while the Advisory Council must submit reports to the State Coordinator(s) annually. Effective reporting provides financial clarity and prevents any mishaps in the handling of money.

IX. Liability Release Policy

New Jersey 4-H requires that all youth participating in 4-H programs be registered 4-H members. Club Leaders must submit registration forms to the County 4-H office that have been signed by parents, youth, and the Club Leader.

4-H members, adults, and volunteers participating in activities or events that take place outside of the regular meeting schedule and location are required to submit signed permission forms prior to participation. Signed permission forms must be kept on-hand during these activities in case of an emergency.

Youth and adults that do not have a release form on file with the County 4-H office will not be allowed to participate in these projects, events, or activities. Those 4-H members who have reached age 18 by the time the forms are distributed are not exempt from having a signed release form on file. However, these individuals are not required to have a parent or guardian signature.

Clubs needing a certificate of liability insurance may request one from the County 4-H office. Rutgers will provide a certificate necessary to use some meeting locations or activity locations.

X. Paintball, AirSoft, Tag Archery & Laser Tag Policy

Regarding simulated combat sports including but not limited to, paintball guns, air-soft, laser guns, archery tag.

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 gun including paint ball guns, air-soft guns, laser guns, laser paint-ball, archery tag bows & arrows or sighting devices at any person or any humanoid shaped target is inappropriate in any 4-H program activity.

XI. Reactive Targets

Targets which make use of or are composed of (1) live ammunition, (2) explosives, chemicals or flammable substances, or (3) pressurized containers are never to be used at any 4-H event or activity.

Adapted from the Maryland and Indiana 4-H Shooting Sports Plan and Policy.

Developed by NJ State 4-H Shooting Sports Advisory Council 8/97

Revised for approval 4/98

TC Buchanan, State 4-H Shooting Sports Coordinator. Members preparing document: Mark & Debra Clement, Ron & Kathy Bowlby, Bob

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Appendix A

How to become a Shooting Sports Instructor

No person may be certified as an instructor until the following requirements are met:

- **Age**
 - Instructor - 21 years of age or older
 - Assistant Instructor- 18 to 21 years of age (Assistant Instructor- can instruct youth under direct supervision of an instructor and ONLY if the instructor is present during the instruction)
 - Junior Instructors – 16 to 18 years of age. (Junior Instructors, 4-H club members in good standing, can only assist an instructor in the teaching of youth under direct supervision of an instructor and ONLY if the instructor is present during the instruction)

- **County Training**
 - All instructors must be screened, trained, and appointed as a current 4-H Volunteer through the local County Extension Office.

- **Recommendation**
 - All instructors must be recommended by County Extension 4-H faculty/staff to work with 4-H Shooting Sports. Recommendation is given when county 4-H agent/staff signs the training registration forms.

- **Instructor Certification**
 - Volunteers must successfully complete a National 4-H Shooting Sports sanctioned instructor training in each discipline they wish to instruct. The design and implementation of these trainings is outlined in appendix A.
 - Volunteers who wish to attend an out of state 4-H shooting sports training should request permission from the State Coordinator prior to participation.
 - Also, they must complete the New Jersey State 4-H Shooting Sports Risk Management training and provide proof of training before out of state certifications are recognized in New Jersey. Volunteers who respond positively to the question on criminal offenses will be subject to further review, and may not qualify as a Shooting Sports volunteer.

- **Firearms Purchaser ID Card**

Adult Instructors that want to instruct a firearms discipline (Rifle, Shotgun, Muzzleloader, Pistol) must have a New Jersey Firearms Purchaser Identification Card. Proof of the card must be provided when registering for training. If a card is in the process of being obtained, the instructor must show proof of application and must show proof of receiving the card within 6 months of the training at which time, certification will be completed. Junior Instructors and Assistant Instructors are exempt from this rule, since they can only instruct youth under direct supervision of an instructor and ONLY if the instructor is present during the instruction. However, Assistant instructors must produce the card within 6 months of turning 21. Having the ID card allows instructors to transfer and purchase firearms in New Jersey.

** 4-H volunteers taking the archery discipline certification are not required to have a Firearms Purchaser ID card. Certified Archery Instructors are NOT authorized to handle firearms and/or teach firearms disciplines unless they have successfully completed the firearms discipline training and obtained a Firearms Purchaser ID Card.

Appendix B

How to become a NJ State Level II Instructor

- Instructors must complete an application form and submit it along with three letters of recommendation.
- Applicants must have provided instruction in the discipline for a minimum of two years prior to applying.
- Applicants should be actively involved with the State Advisory Council by attending meetings and state 4-H Shooting Sports events.
- The applications will be reviewed by a committee of Level II instructors appointed by the State Advisory Council.
- If appointed by the State Advisory Council, a NJ State Level II Instructor will be part of the Advisory Council Executive Board.
- NJ State Level II Instructors will serve a role on the State Advisory Council's Training Committee where they will help plan, implement and provide support at the New Jersey Spring and Fall Training for four years following the date of the National training.
- NJ State Level II Instructors will serve a role on the State Advisory Council's NJ State Level II Instructor Selection Committee where they will recruit, review and select candidates to send to the national training.

Appendix C

How to become a State Coach

- Prospective coaches must be certified instructors and registered with the county 4-H office.
- Prospective coaches must fill out an application form and submit it to the coordinators by the deadline date. Applications will be reviewed and selections will be made by the mandatory state meeting. (usually held January or February of the competition year).
- It is recommended the coach has instructed in the discipline that he/she is applying for with a minimum of two years' experience. A coach that is selected with less than two years' experience must be approved by the state coordinator.
- If selected the coach must agree to attend the week long National 4-H Shooting Sports Invitational.
- He or she must agree to support the NJ Team and provide enough team practices to prepare the team for the competition
- He or she must fill out the New Jersey Adult Agreement form, Coach Commitment Form and Media Release.
- Coaches must agree to attend a defensive driving class either in their own county or through Rutgers University. A copy of the certificate must be sent to the State Coordinator and kept on file.
- Coaches must attend coach meetings while at the national event and make sure that the team is ready and on time to the ranges throughout the competition. It is recommended that the team arrive to the range 30-40 minutes prior to the start of the competition.
- Among all the applicants, one head coach will be selected to act as the "go to" person if there is an issue while at the event. The head coach will plan additional trips, arrange for travel, rental car, and hotel. When available he/she will pay for team meals and team expenses using the debit card of the NJS4-HSSAC.
- While on the trip, if the head coach is unavailable at the time of a purchase, other coaches may need to pay for some expense. The coach must keep the receipt, and hand it into the treasurer of the NJS4-HSSAC for reimbursement of the purchase. Reimbursements will be made at the return of the trip.

Appendix D

How to borrow State Equipment

Rifles, Bows, and Shotguns

- Instructors must request to borrow equipment in writing and submit it to the State Quartermaster.
- The instructor receiving the equipment must sign a Use Agreement and when applicable, a transfer of firearms forms. By signing, the instructor agrees that all of the listed equipment is present and in good repair. The instructor will also have to agree to replace any equipment that is lost while in his use and pay to repair any equipment that becomes damaged/broken/worn.
- After obtaining the equipment the instructor has a limit of six months to borrow the equipment. After the six months is up, he/she must contact the State Quartermaster and make arrangements for return.
- If a club fails to return the equipment after the six months, a late return fee may apply and the club may be barred from borrowing equipment in the future. If damage is found at the time of return/transfer of the equipment, the club who returned/transferred it will be responsible for repair or replacement if necessary.

**Youth attending the National Invitational will be given priority use of state equipment in order to prepare for competition. For this purpose, state equipment will be loaned until the member returns from the Invitational.

**If the State Advisory Council sponsors an event and is in need of the state equipment, they have the right to request that the equipment be returned for the event. After the event, the club who borrowed the equipment may have it back for the remainder of their six months.

State Crossman Portable Range

The purpose of the range is for it to be used for county fairs, fundraising and community events. Regular use of the range is not recommended as it puts wear and tear on the tent.

- Range request must be submitted by the 4-H Instructor, and the request must be signed by the local County 4-H Agent. You can find the request for use on the NJ 4-H Shooting Sports website. Follow mailing instructions on the range request form.
- The range will be given on first come first served basis and must be returned immediately after use so that it can be made available for another club to use.
- The instructor receiving the equipment must sign a Use Agreement. By signing, the instructor agrees that all of the listed equipment is present and in good repair. The instructor will also have to agree to replace any equipment that is lost while in his use and pay to repair any equipment that becomes damaged/broken/worn.
- Appropriate transfer paperwork must be completed and travel with the Crossman rifle at all times.
- Along with the range a club may borrow the state banner, CO2 tank and Crossman air rifle with eye protection.
- If an instructor fails to return the range in a timely manner, a late return fee may apply and the club may be barred from borrowing the range in the future. If damage is found at the time of return/transfer of the equipment, the club who returned/transferred it will be responsible for repair or replacement if necessary.
- Request to borrow the range will be accepted from September 1st (start of the new 4-H year) thru August 30th. The range requests are for current year only.