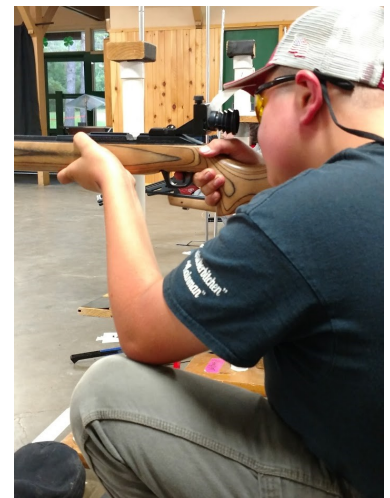




## Facilitation Plan & Best Management Practices



### Mission:

New York State 4-H Shooting Sports is part of the Cornell University's Cooperative Extension 4-H Natural Resources & Healthy Living program that encourages human growth and development as the primary goal, with an emphasis on maximum safety and the most responsible use of firearms and archery equipment, youth participants have the opportunity to gain both vocational training knowledge and life-long recreational skills.

## **This plan is in place for three main 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. To ensure a high level of teaching compatible with, and in support of, the NYS & National 4-H Program

The NYS 4-H Shooting Sports Program is part of the National 4-H Shooting Sports Program and encourages the instructional disciplines of archery, Hunting, Wildlife, Outdoor Skills, and Conservation (HWOSC), muzzleloading, pistol, rifle, and shotgun (2016).

## **Objectives:**

- To enhance the physical, cognitive, social, and emotional development of youth through safe educational and socially acceptable involvement in shooting related activities.
- To teach safe and responsible use of firearms and archery equipment. This is to include sound decision-making, self-discipline, and concentration.
- To promote the highest standards of safety, sportsmanship, and ethical behavior.
- To encourage an understanding of NYS' natural resources and the development of a personal environmental stewardship ethic by young people through participation in shooting, hunting, and related activities both consumptive and non-consumptive in nature.
- To strengthen family, personal, and professional relationships through life-long learning activities.
- To expose participants to the broad array of vocational and lifelong avocational activities related to natural resource activities (i.e., shooting, hunting, fishing, forestry, etc.).
- To complement and enhance the impact of previously existing safety and hunter education programs. In NO way is 4-H shooting sports meant to replace these programs.

## **State Advisory Responsibilities:**

- Administer the program
- Develop, conduct, and promote statewide activities
- Plan, schedule, sanction, and conduct training programs for instructors and volunteers
- Develop informational and promotional materials for use in the program
- Identify funding sources and develop resources.
- Approve the certification and re-certification of instructors based on teaching team recommendations.
- Meet at least annually to review the program and activities. Other meetings may be scheduled by the Chairman, as needed. Subcommittees may be appointed as needed by the chair.
- These policies and guidelines are to be reviewed annually by the State 4-H Shooting Sports Committee.

## **Risk Management:**

Follow the established 4-H Shooting Sports Manual of Instruction and Lesson Plan and Safety Procedures Provided, such as:

1. Properly plan the activity
2. Avoid any situation that leaves any non-parent/caretaker adult alone with a youth
3. Provide proper instruction with double deep teaching
4. Explain the inherent risks
5. Monitor for injury or incapacity
6. Provide adequate, safe equipment
7. Provide proper emergency response
8. Maintain adequate records
9. Provide close supervision
10. Inspect, inspect, inspect

## **NYS Specific Risk Management:**

- All 4-H Shooting Sports programs must have the approval of the local Board of Directors of CCE, including a written record of the vote in its minutes.
- All 4-H Shooting Sports programs must be in compliance with the National 4-H Shooting Sports published Best Management Practices (Revised January 2017- See Insert)
- All 4-H Shooting Sports activities must be directly supervised by a NYS State 4-H Certified Shooting Sports Instructor. If the program divides the members into groups for concurrent shooting sessions, groups must be under the on-site supervision of a NYS 4-H Certified Shooting Sports Instructor.
- In addition, for firearms based programs (pistol, rifle, shotgun, or muzzleloader and including air guns of all types) one of the two Instructors must also be certified according to NYS Penal Law by the U. S. military, OR the National Rifle Association, OR, by the NYS Department of Environmental Conservation (See FORM Code handout, Updated 2015).
- Adult Volunteers, who are primarily responsible for a concurrent session, that involves the use of firearms or archery equipment, must be a NYS State 4-H Certified Shooting Sports Instructor in the discipline that he/she is teaching.
- Assistant Instructors, Teen Leaders, and all remaining adult Volunteers must be under the direct physical supervision of a NYS State 4-H Certified Shooting Sports Instructor while engaged in an activity which involves the use of firearms and/or archery equipment. All adults and youth engaged in the use of firearms and/or archery equipment must be advised of basic range rules before shooting starts.

- The required age for 4-H'ers in the NYS 4-H Shooting Sports program is based on FORM Code and NYS Penal Law, where applicable (Updated 2014 – see handout):
- Archery – 8 years of age and under 19,
- Air Rifle – 9 years of age and under 19,
- Air Pistol – 10 years of age and under 19, having completed an Air Rifle program,
- Rifle, Shotgun, and Muzzleloader – 12 years of age or under 19,
- Pistol - 14 years of age and under 19

Collegiate 4-H programs may be available for youth over the age of 18 and through the age of 21 at various colleges and universities within NYS. Collegiate 4-H programs MUST be registered with the NYS 4-H office and with the CCE office in the county where the institution resides. All collegiate programs MUST be supervised by a Certified, adult (over 21 years of age) Instructor in the discipline being taught (Updated 2013).

### **Instructor Definitions:**

All certified 4-H shooting sports instructors are a minimum of 21 years of age and have completed a state level 4-H shooting sports workshop in the specific discipline they will be teaching. Assistant Instructors are over the age of 19 and up to age 21 and may only teach under the direct physical supervision of 4-H Certified Instructor (Level 1). Teen Assistants, must be 14 years of age and older, may only assist the lead instructor and MUST be under the direct, physical supervision of the 4-H Certified Instructor during all activities.

State level 4-H Shooting Sports Instructor certification workshops provide a minimum of twelve (12) hours of instruction; including a minimum of eight (8) hours instruction in each specific discipline taken and a minimum of four (4) hours instruction in positive youth development, life skills, and risk management. Preferred level - 15 hours (12 in discipline and 3 in positive youth development).

- State Certified Instructors (level 1)- Those trained at the state level to work directly with a county 4-H program, must have completed the 12 hours of training minimum (8 in discipline and 4 in youth development). This training should be supplemented by county based 4-H fundamental trainings. State Certified Instructors should have a thorough understanding of 4-H youth development as they are the primary contact with the youth in this program.
- State Instructors (level 2)- Must attend and be certified at a national workshop. These are currently 3.5 full days, nearly or 40 hours of training. The State Advisory, based on written application, selects attendees to the national workshops who have taught that discipline locally for at least two years. State Instructors are those likely to teach at the state level. They may or may not work directly with a county 4-H program.
- National Instructors (Level 3) must have taught at the state level for 3 years and must apply to become a member of the National teaching team. Currently, they are required to assist with the teaching of one National program, where they are evaluated by the lead instructor(s) and the National Committee then decides on their status

Instructors trained in these various disciplines are responsible for implementation of the program at the local level (Level 1) in compliance with National 4-H Shooting Sports manual: including use of the National curriculum, compliance with FORM Code 1501 for 4-H Shooting Sports, First Shot Fundamen-

## **Emergency Procedures Guidelines**

Priority attention: stabilize the situation and care for the injured.

Call 911 for County Dispatch: Enter the county dispatch non-emergency or direct number:  
A responsible Staff/Volunteer/ Shooting Sports Instructor MUST remain at the scene.

Make NO statements to anyone other than police/emergency personnel or CCE staff (Educator, Issue Leader, or Executive Director). Make no statements to the press.

Appropriate person (preferably staff) must immediately contact parent, guardian, or next of kin to the injured and inform them of the situation.

Immediately complete the accident/incident form (Tool C-20) and submit to the CCE office or appropriate staff member. The form must be submitted to The Wood Office within 24 hours of the incident occurring. Take notes for future use and report FACTS ONLY.

### **Emergency Contact Information:**

First Contact: Cornell Cooperative Extension \_\_\_\_\_ County at . You should be speaking with either the Extension Educator in charge of the program, the Issue Leader of that program area, or the Executive Director. Then contact the NYS 4-H Shooting Sports Program, Bill Schwerd—Coordinator (518)885-8995, John Bove Assistant Coordinator (518)668-4881 office/cell (518)817-2551.

For harassment or sexual harassment calls, first contact your county educator then Sarah Fox Dayton (607)255-2135 if you are unable to reach your county contacts.

If the office is closed, leave a brief, note urgent, message and information of how to contact you. If you cannot reach the office, contact The Wood Office FAX 607-266-9663 or telephone 607-266-3303.

NYS Police dial 911 and ask dispatch for State Police, as 911 will sometimes get you the state, or the county, or even a city dispatcher depending on where you are.

NYS Dep't of Environmental Police: 1-877-457-5680 (M-F 9-5), 1-518-897-1326.

Emergencies during DEC Sportsman or Bowhunter Education: 1-518-897-1326 (region 5).

In order to be considered a fully enrolled 4-H member, you must complete the following:

- Completed and signed enrollment form,
- Have checked 4-H shooting sports as one of the activities the youth has permission to join.
- Code of conduct signed by parent and youth
- Permission, photo, and acknowledgment of risk forms
- Health forms

PLEASE NOTE: Members must meet the ages outlined in the list above based on their chosen shooting discipline. Age of the discipline participation may be determined by NYS Penal Code and violation of such laws may result in an instructor being ticketed, fined, or even arrested. The ages for 4-H Shooting Sports are determined by their legal age, NOT THEIR 4-H AGE.

### **Inclusivity:**

One of the most positive aspects of shooting sports is that families and individuals from all parts of society can and do participate. Their motivations are varied. This provides an excellent opportunity to make new friends and learn new perspectives. However, it also requires that all instructors, volunteers, and parents be open minded to different lifestyles, backgrounds, and learn styles.

Dealing with this type of diverse population in a respectful and welcoming manner is required of all instructors, members, and parents who are engaged in the program. This is specifically addressed in the code of conduct. Violations of the code may result in a variety of responses from CCE staff up to and including dismissal from the 4-H program.

### **Photographs:**

Photos are one of the best and most colorful ways to express the impact of our program on our community without the use of words. We encourage all educators and approved volunteers to take photos of programs as they happen. Be sure that all of our members have given approval for the use of their image, for parents or non-program individuals, ask their permission before using that image. Be respectful of those who choose not to allow their image to be taken or use.

### **Health Forms/Confidentiality:**

This program may be rivaled only by the horse program in their collection of health forms for its members. This is NOT required of a county, but highly suggested. The forms should be collected by the CCE office, then provided to the club leaders/instructors in a SEALED envelope marked CONFIDENTIAL. These forms should be returned to the CCE office when not in use and should be maintained in a locked container when not in use. The forms should only be used in emergencies to provide assistance to first-aid providers.

If a parent provides any information about their child's health (e.g., asthma, allergies to foods, insects, etc), this information should only be provided to other approved volunteers who will have regular contact with that youth.

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# COOPERATIVE EXTENSION ACCIDENT/INCIDENT REPORT

(Use this form to report accidents/incidents involving employees, volunteers, 4-H'ers or the general public.)

## Page 1 of 2

This form must be completed whenever there is an accident or incident. Complete this report within 24 hours of the accident/incident. The original should be kept in the association's files and copies sent to Extension Administration

Financial, Human & Administrative Resources and to: **THE WOOD OFFICE, P.O. Box 4798, Ithaca, NY  
14852 607-266-3303 FAX COPY IMMEDIATELY TO: 607-266-9663**

For employee accident/incidents, complete a C-2 and mail it to The Wood Office even if there is no lost time from work or medical expenses at the time.

*For accidents/incidents involving a 4-H'er in which s/he received medical attention, complete a 4-H Accident Insurance Form. The 4-H program/issue leader or executive director should make a **telephone** report within 24 hours of an accident to The Wood Office (607-266-3303). This must be done even if the injured individual has personal medical insurance. The Wood Office's answering service is in operation 24 hours a day, 7 days a week.*

### Extension Information

County \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Person to contact \_\_\_\_\_

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

### Injured Person Information

\_\_\_\_ Employee \_\_\_\_ Volunteer \_\_\_\_ 4-H'er \_\_\_\_ General public (check appropriate)

Name \_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_ Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_ Phone \_\_\_\_\_

### The Accident

Date \_\_\_\_\_ Time \_\_\_\_\_

Describe the accident. Include the location of the accident \_\_\_\_\_  
\_\_\_\_\_

Nature of injuries \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of injured person: \_\_\_\_\_ Date: \_\_\_\_\_

Name of person filing report: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

4. Treatment

Emergency steps taken at scene in order of occurrence or treatment:

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**5. VERY IMPORTANT**

Witness Information: Names, addresses, phone numbers of all witnesses

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If more space is need please writer below or attach additional sheet(s).

Signatures:

Signature of injured person: \_\_\_\_\_ Date: \_\_\_\_\_

Name of person filing report: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_