

# COLORADO 4-H SHOOTING SPORTS STATE PLAN

## I. OVERVIEW OF COLORADO STATE SHOOTING SPORTS PROGRAM.

History: Prior to 1986, several Colorado counties had a 4-H shooting sports program based loosely on the Texas 4-H shooting program model or as part of outdoor/environmental youth camps. For example, the Kit Carson county 4-H program began enrolling 4-H youth into shooting (trap shooting and .22 rifle shooting) in 1981. Colorado's 4-H shooting sports program officially began in 1986 when four individuals attended a national 4-H shooting sports workshop. Then these individuals returned to Colorado and conducted local leader workshops. As the result of this training, local leaders started the 4-H shooting sports programs in their counties. Early records of those trained and the numbers of youth who were trained by these new shooting sports leaders listed their project training under the fisheries and wildlife program until 1995, when the 4-H shooting sports project was separated as a project of its own. This makes tracking the early enrollment numbers difficult to impossible.

This table shows total enrollment in the 4-H shooting sports project after 1995.

Year	SS Youth Enrollment Numbers
1996/1997	2005
1997/1998	2198
1998/1999	2213
2000	2313
2001	2618
2002	2915
2003	3158
2004	3337
2005	3261*
2006	3378
2007	3483

In the year 2005, the Colorado 4-H shooting sports program had total numbers of 3,261 youth enrolled, 1,120 trained county instructors, and 40 nationally trained 4-H shooting sports leadership team members/instructors in 59 Colorado counties. \*The 2005 numbers reflect a change in the manner in which enrollment numbers were reported.

Current Status: The Colorado 4- H shooting sports program has trained leaders in over sixty counties within the state. There are over 3000 individual youth enrolled in one or more of the shooting sports project areas. The shooting sports program is currently the largest and fastest growing of all Colorado 4-H project areas.

Vision – “Colorado 4-H shooting sports is the premier youth development project in the Colorado 4-H program.”

Positive youth development occurs from an intentional process that promotes outcomes for young people by providing opportunities, relationships, and externally through the delivery of projects and curriculum designed according to the best practices of youth development.

Therefore, in order to be prepared to succeed in a quickly changing world our young people need a sense of competence, usefulness, belonging, and power. Studies have shown that youth who have developed these senses are involved in positive group settings and become productive citizens and successful young adults. Also, adolescents who have developed these characteristics appear to be more likely than others to engage in pro-social behavior. The 4-H shooting sports program is situated to be the lead model of the delivery methods of positive youth development.

Consequently, the 4-H shooting sports program provides young people across the state of Colorado with the opportunity to engage in pro-social behavior and helps in the development of positive life skills.

For these reasons, the Colorado 4-H shooting sports program can and will provide all youth in Colorado an opportunity to participate in these life-changing skills that promote confidence, usefulness, and belonging through the influence of the 4-H shooting sports program and by becoming active 4-H members in the county, state, region and national 4-H program.

## II. PROGRAM OBJECTIVES

The 4-H shooting sports program strives to enable youth, their parents, and adult volunteers to become responsible, productive, self-directed members of society. These goals and objectives are consistent with the goals of the 4-H program. The 4-H shooting sports program transfers knowledge, skills, and attitudes to develop human capital, using the subject matter and resources of the land-grant universities.

Agents, leaders, instructors, and members must understand the goals of the program in order to manage or present it properly. Although some, if not all, of the shooting sports activities may include awards, competition is not the main objective of the 4-H shooting sports program.

The goals and objectives of the 4-H shooting sports program include, but are not limited to:

- A. Encourage participation in natural resources and related natural sciences programs by exposing participants to the content through shooting, hunting, and related activities.
- B. Enhance development of self confidence, character, and personal growth through safe, educational, and socially acceptable involvement in a shooting activity.
- C. Teach safe and responsible use of firearms and archery equipment including sound decision-making, self-discipline, and concentration.
- D. Promote the highest standards of safety, ethical, and sportsmanship behavior.
- E. Expose participants to the broad array of vocational and life-long life skill activities related to shooting sports.
- F. Strengthen families through participation in life-long recreational activities

- G. Complement and enhance the impact of existing safety, shooting, and hunter education programs using experiential methods and progressive development of necessary skills and abilities.
- H. Develop and utilize the leadership potential and communication skills of older youth in the promotion of the shooting sports and the 4-H program in general.
- I. Develop and promote community identity in youth and provide service-learning opportunities to the betterment of shooting sports and the communities that support it.

\*Note: Remember the differences in the age, experiences, abilities, and development of young people when programs are presented. Refer to publications on ages and stages of youth development to be sure appropriate teaching methods are used to reach stated objectives.

### III. PHILOSOPHY OF 4-H SHOOTING SPORTS

Ideal youth programs share several elements. Such programs are attractive to youth, parents, and other volunteers. The leaders are well prepared, positive, and understand the objectives of the program. They guide program direction, involving the participating young people in determining the exact nature and content. All participants strive to expand their interest, skills, and competencies. Youth development and the growth of their coping, competency, and contributory skills is the foundation of the program. Those skills are integrated into a matrix with fun, pertinent, informative, and positive activities valued by young people. Parents and older youth are actively involved and given increasingly more responsible duties.

### IV. PROGRAM ADMINISTRATION

This program is administered by the state 4-H shooting sports program coordinator and the 4-H shooting sports state committee (which includes the program coordinator, nationally certified 4-H shooting sports adult volunteers and area and county Extension professional staff). The coordinator, executive committee (elected chair and representatives from regions state-wide, sub-committee chairs, and other ad hoc members), and the state committee under the auspices of the state 4-H youth development director will:

- A. Administer the program based on national 4-H shooting sports curriculum and guidelines.
- B. Conduct instructor/leader training workshops.
- C. Develop instructional materials to be used in publicizing the program.
- D. State program coordinator will maintain files of 4-H instructor trainings and instructor/leader status
- E. Develop and provide tools for effective communications (both internal and external) in support of the program.

## V. INSTRUCTOR CERTIFICATION REQUIREMENTS

### Colorado 4-H Shooting Sports Instructor Certification and Responsibilities

Definitions: A county 4-H shooting sports instructor is an individual who has completed and passed testing in a 15-hour, state 4-H sanctioned shooting sports training and certification workshop. County instructors are eligible to conduct county level 4-H shooting sports programs in the discipline in which they have been trained.

The Colorado 4-H shooting sports program requires the use of trained and certified 4-H instructors at the county level 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 (rifle, shotgun, pistol, muzzleloader/black-powder, archery, outdoor skills, and reloading) the following requirements must be met:

#### A. 4-H Shooting Sports Age Requirements:

1. Instructor: must be at least 21 years of age.
2. Assistant instructor - must be at least 18 years of age, a 4-H member in a shooting sports discipline for a minimum of one year, and have attended and passed a state training. When the assistant instructor teaches youth, they must be under the direct supervision of an instructor and the instructor must be present during the instruction.
3. Teen leader - must be at least 14 years of age, have a certified instructor's approval and sponsorship, and have attended and passed a state instructor training. The teen leaders' only function is to be under the direct supervision of and there at the request of a certified instructor who is present during the instruction. A teen leader is not to be in charge of a live-fire range.
4. Volunteers/Parents - may be allowed to assist on the firing line with individual approval from both the county Extension agent and the certified instructor. This would be the same certified instructor who is in charge of the firing line at the time of the supervisory instruction. This instructor must also be signed up as a current adult 4-H leader in the county in which they are instructing.

#### B. County-level 4-H Leader Screening and Training – Before attending a state 4-H shooting sports workshop, instructors and assistant instructors older than 4-H age must be screened, trained, and appointed as a current 4-H leader through the local county Extension office before attending a state 4-H shooting sports workshop.

#### C. Certification at a State 4-H Shooting Sports Workshop - Instructors must successfully complete a 4-H shooting sports instructor training session administered and/or sanctioned through the state 4-H office. Training will consist of a minimum of 15 hours of instruction in the use of national 4-H shooting sports curriculum, discipline instruction (rifle, shotgun, pistol, muzzleloader/black powder, archery, outdoor skills, and coordinator), safety, risk management, teaching methods, and 4-H program management.

- D. State Team 4-H Shooting Sports Instructors - A state team member is an individual who has completed a 40-hour national 4-H shooting sports workshop in the discipline they are teaching. State team members are responsible for the instruction of county instructor/leaders in the proper use of nationally approved 4-H curriculum in the disciplines that they receive in national training.
- E. Maintaining State 4-H Shooting Sports Certification - To maintain certification, an instructor/leader must be active two out of three consecutive years. To maintain state team membership, an instructor must teach at least one workshop every two years and assist with a state event at least once every two years.

## VI. STATE ACTIVITIES

### A. State Contest Responsibilities

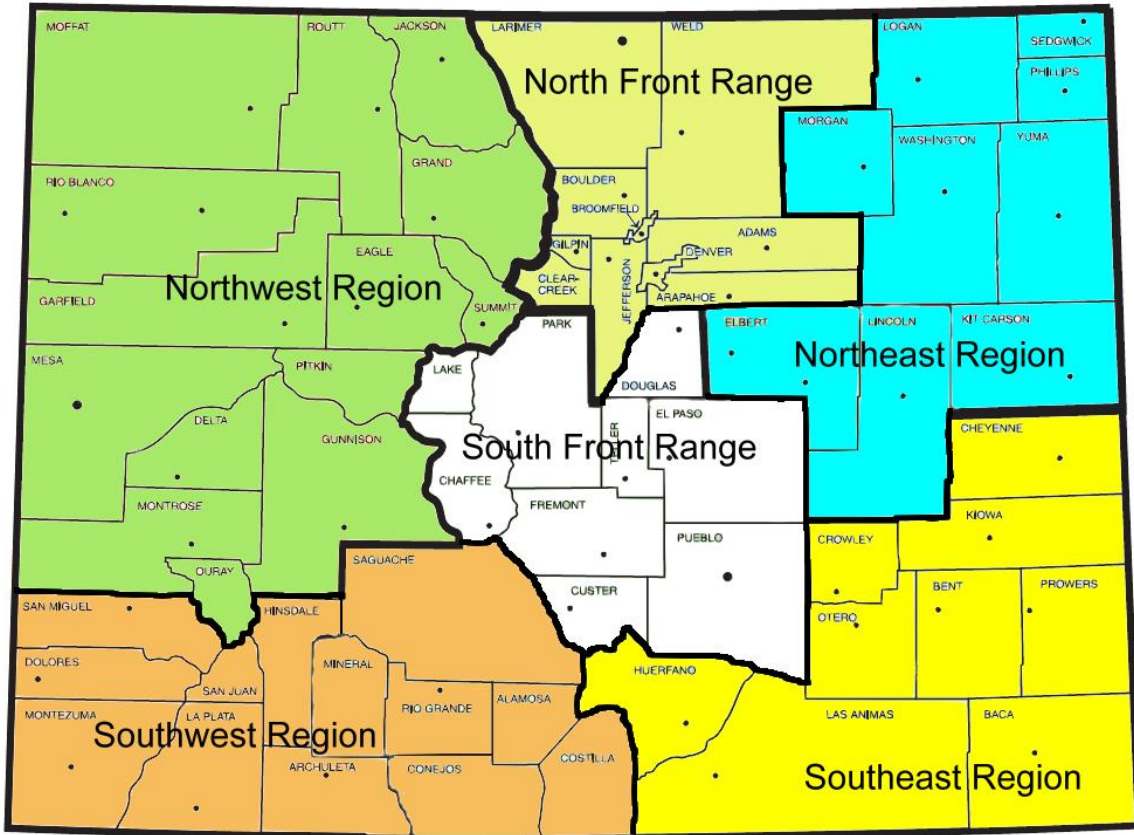
1. Proposed rule and event changes will be reviewed by the state team and adopted.
2. During the state team meeting, any changes will be approved by the director of 4-H Youth development and/or his designee.
3. The director of 4-H youth development will appoint the state contest superintendent.
4. The state contest superintendent will conduct the state contest in accordance with the current Colorado State Fair Exhibit Requirements, utilizing assistance as needed from the state team members and volunteers.

### B. 4-H Shooting Sports State Family Campout

1. The annual family campout is coordinated by a volunteer director who is designated by the state program coordinator. The director makes arrangements for location, registration, food, event volunteers, and needed facilities.

### C. National Contest State Liaison - The national contest state liaison is a volunteer approved by the state program coordinator. The liaison is responsible for maintaining the list of eligible team members, alternates, and coaches. Should any eligible team member or coach decline, the liaison will contact the next eligible individual to fill the position. Information on the 4-H Invitational Shoot will be disseminated by the liaison to coaches and team members

### D. Selection of State Training Workshops - State level workshop locations and dates will be decided by the state committee based on geographic concerns and area needs from the host applications received prior to the annual state shooting sports team meeting, (workshop host applications (Appendix III). Workshop responsibilities are outlined in Appendix IV.



Colorado 4-H Shooting Sports Regions

Updated: December 2008

• Extension Office Locations

## VII. 4-H SHOOTING SPORTS EXECUTIVE COMMITTEE STRUCTURE AND DUTIES

This committee serves in an advisory capacity to the state 4-H shooting sports coordinator and the state committee serves at the pleasure of the state 4-H shooting sports coordinator. Its function is to assist with developing program policy, identification of program needs, and assistance in implement programming. It can also function in an advisory capacity for local county 4-H shooting sports programs.

This committee is derived from the state committee and consists of:

- One representative from each region,
- Campout coordinator,
- State shoot contest superintendent,
- Shooting sports executive committee chair,
- Others as needed,
- State 4-H youth development director, and
- State 4-H shooting sports coordinator.

The committee chair is voted in by all members present at the annual meeting. Regional representatives should be elected from state team members within each region by team members from that region. Terms for committee members will be two years

Duties:

- Recommend and assist with development of administrative policies and procedures.
- Recommend and assist in developing program guidelines for counties to follow.
- Assist in coordination of state 4-H instructor certification programs.
- Assist in development of informational materials and brochures to publicize program.
- Assist with the review of lesson plans and instructor certification education plans and advise on leader completion requirements (educational standards) for the state 4-H certification training program.
- Assist in recommending participants for national certification training from written applications submitted to the state coordinator.
- Assist in providing (through regional representatives) orientation of and communication with county staff and volunteers to the local county 4-H shooting sports program.
- Help initiate and assist with resource development in support of programming in coordination with the state coordinator.
- Assist with the supervision of promotional, educational, and competitive events for youth and adults.
- Serve as a sounding board for the state 4-H coordinator.

## VIII. REPORTING

Reporting is necessary in order to maintain an accurate accounting of youth participants and active certified instructors/leaders in all 4-H shooting sports programs. An annual report will be presented to the state program coordinator by October 1<sup>st</sup> of each year. The state coordinator will then make required reports to the national 4-H shooting sports committee.

## IX. STATE EQUIPMENT

The director of 4-H youth development or his designee is responsible for the storage, maintenance, and scheduling of all training and promotional equipment and material.

### A. Promotional trailer(s).

1. A written request to schedule rental of a trailer will be made through the state 4-H office.
2. Fees and rules for use will be reviewed annually to meet current needs.

### B. Training Trailer(s)

1. Equipment will be inventoried by each lead instructor as it is removed from the Trailer.
2. Equipment will be inventoried by each lead instructor as it is replaced in the trailer.
3. Lead instructor is responsible to see that inventories are carried out and documented.

## **Appendixes**

- I State 4-H Shooting Sports Regions by County
- II Colorado 4-H Shooting Sports Regions (Extension office locations.)
- III. 4-H Shooting Sports Annual Instructor Reports  
Club/Local, & County Summary - and Instructions
- IV. Colorado 4-H Shooting Sports Workshop Host Application
- V 4-H Shooting Sports Leader Training Site Host Tips
- VI Colorado State 4-H Shooting Sports Workshop Agenda
- VII Colorado 4-H Shooting Sports Trailer Reservation Form
- VIII Job Descriptions (Other job descriptions will be added as needed.)

Appendix: I

**STATE 4-H SHOOTING SPORTS REGIONS BY COUNTY**

Northeast	North Front Range	South Front Range	Southeast
Elbert	Adams	Chaffee	Baca
Kit Carson	Arapahoe	Custer	Bent
Lincoln	Boulder	Douglas	Cheyenne
Logan	Clear Creek	El Paso	Crowley
Morgan	Denver	Fremont	Huerfano
Philips	Gilpin	Lake	Kiowa
Sedgwick	Jefferson	Park	Las Animas
Washington	Larimer	Pueblo	Otero
Yuma	Weld	Teller	

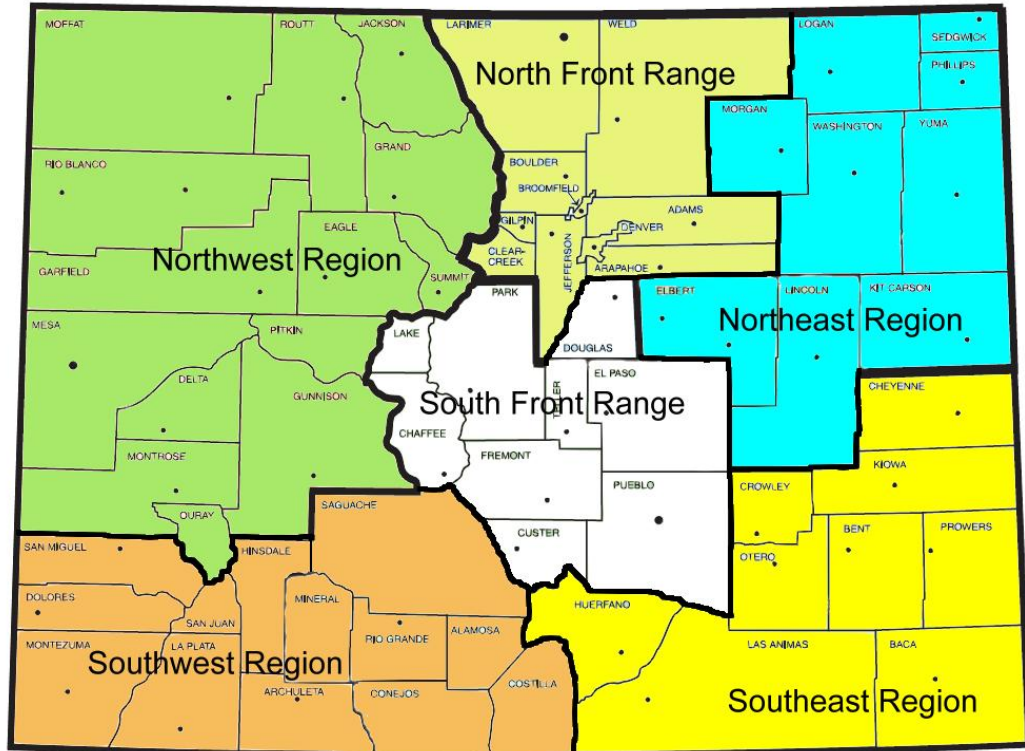
Northwest

Delta  
Eagle  
Garfield  
Grand  
Gunnison  
Jackson  
Mesa  
Moffat  
Montrose  
Ouray  
Pitkin  
Rio Blanco  
Routt  
Summit

Southwest

Alamosa  
Archuleta  
Conejos  
Costilla  
Dolores  
Hinsdale  
La Plata  
Mineral  
Montezuma  
Rio Grande  
Saguache  
San Juan  
San Miguel

Appendix: II



Colorado 4-H Shooting Sports Regions

Updated: December 2008

• Extension Office Locations

## **4-H Shooting Sports Annual Instructor Reports Club/Local & County Summary**

4-H Shooting Sports Annual Instructor Report Instructions – Each 4-H Shooting Sports instructor/leader needs to submit the 4-H Shooting Sports Instructor Report, Club/Local Level, each year in order to remain on the mailing list and instructor list as an active 4-H shooting sports instructor. Even if the instructor does no teaching throughout the year, they need to submit a report with the box checked “no teaching to report this year.”

- Completing the table – The left side of the table contains the shooting Disciplines that we normally use. There are additional lines for associated project areas that you may use.
- The next Major heading is, “4-H Program” under this heading is the “Number of 4-H.”
- Members enrolled annual in each discipline, and the number of meetings (practices) held each year and the average length of these meetings (practices).
- The 4-H member numbers come from completed individual enrollments.
- Example: If you have ten 4-H members in an organized 4-H club that you instruct in shooting sports, that column should only total ten. If you met with those ten members, twice monthly for nine months, you report a total of 18 meetings for the year and the average length of meetings is two hours or 18/2.
- Now, if those ten members participated in several disciplines throughout the year, report them in each discipline in which they were involved. Yes, there will be some duplication of numbers but the intent of the table is to collect discipline contacts. The 4-H enrollment numbers will come from the county and state summary forms and the ES 237 enrollment information.
- If multiple instructors teach at an event or at regular 4-H shooting sports activities, it is only necessary for one instructor to complete a form and just add the names of co-instructors in the table at the bottom of the page.
- By October 1 of the year being reports, compile your individual instructor reports and submit to the county Extension office.

Again, if you do not submit a report each year, you will be dropped from the Colorado 4-H shooting sports instructor list. The purpose of the report is both to have accurate data regarding numbers of youth impacted by the 4-H shooting sports program and to help states manage an active list of 4-H shooting sports instructors.

Completed forms are due to the Extension professional in charge of 4-H in your county by **October 1** each year. Mail or fax to:

## 4-H Shooting Sports Annual Instructor Report Club/Local Level

County  Name

Address

Date/year certified

For Report Year October 1, 20  September 30, 20

No teaching to report this year (x)  E-mail:

Please indicate the **number of youth contacts & hours** involved in events and activities you instructed:

Shooting Discipline	4-H Program		Non- 4-H Program		SS Related Camps		SS Related Events & Fairs		Promotional Events: Jakes & etc.	
	# of 4-H Members Enrolled Annually	# of Meetings/Avg. length of meetings	# of Contacts Annually	Length of contact	# of Contacts Annually	Length of contact	# of Contacts Annually	Length of contact	# of Contacts Annually	Length of contact
Archery										
Rifle										
Shotgun										
Muzzleloader										
Pistol										
Hunting/Wildlife										
Hunter Safety Programs Sponsored										

List all 4-H Shooting Sports Instructors/Leaders who are involved in these programs or events:

Name	Address	Discipline	# Hours

Instructor's Signature \_\_\_\_\_

Date:

Completed forms are due by October 15. Mail or E-mail to your State 4-H Shooting Sports Program Coordinator:

## 4-H Shooting Sports Annual Instructor Report County Summary

County  tted by:

Address

For Report Year October 1, 20  o September 30, 20  E-mail:

Please indicate the **number of youth contacts & hours** involved in events and activities instructed in your county:

Shooting Discipline	4-H Clubs		Non-4-H Program		SS Related Camps		SS Related Events & Fairs		Promotional Events: Jakes, etc.		Total 4-H members plus youth contacts by discipline
	# of 4-H Members Enrolled Annually	# of Meetings/ Avg. length of meetings	# of Contacts Annually	Length of contact	# of Contacts Annually	Length of contact	# of Contacts Annually	Length of contact	# of Contacts Annually	Length of contact	
Archery											
Rifle											
Shotgun											
Muzzleloader											
Pistol											
Hunting/Wildlife											
Hunter Safety Programs Sponsored											
<b>Total</b>											

**Number of 4-H shooting sports instructors in your county**  
**Number of 4-H members enrolled in shooting sports in your county**  
**Attach a list of active instructors**

*Information contained in this report is for the period of October 1 through September 30 of the just completed 4-H year*

Version 7.0 8/25/2008

Appendix IV

**Colorado 4-H Shooting Sports Workshop Host Application**

To be considered a host site for a Colorado 4-H shooting sports leader certification workshop, this form must be completed and returned to Susan Cuckler, state 4-H office, by to November 1 of the current year.

Today's Date:

Name: \_\_\_\_\_ County \_\_\_\_\_:  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Proposed Workshop Location: \_\_\_\_\_  
Proposed Date: \_\_\_\_\_  
Alternate Date: \_\_\_\_\_

**Basic Facility Needs set up by Host county office (motel room block for instructors and out-of-town participants).**

- \_\_\_ General meeting space for 75 people classroom style seating
- \_\_\_ An individual to do registration/check-in
- \_\_\_ Five breakout rooms for 20 people classroom style seating
- \_\_\_ Shooting Range for Archery
- \_\_\_ Shooting Range for Muzzleloading
- \_\_\_ Shooting Range for Long Rifle (air rifle or .22)
- \_\_\_ Shooting Range for Shotgun

What is the distance between general meeting location and the shooting ranges (time or miles)? Map and written directions to the reserved Friday evening facility.

**MEALS (All expenses are reimbursable.)**

Can the Host Site Provide:

- Friday Evening Snacks:
- Saturday Morning Refreshments:
- Saturday Lunch:
- Saturday Supper:
- Coffee and Drinks throughout the workshop:

**TRAINING AIDS(Check all that can be provided)**

- \_\_\_ TV/VCR \_\_\_\_\_ Sound System (if required)
- \_\_\_ Flip Charts \_\_\_\_\_ Overhead projector
- \_\_\_ Computer and projector for PowerPoint presentations.

All disciplines (air pistol, archery, coordinator, long rifle, muzzleloading, outdoor skills, range safety officer and shotgun) will be offered with a minimum requirement of 25 registered per workshop and enough participants per discipline to make its instruction cost effective.

Workshops begin at 6:00 p.m., on Friday evening and adjourn at 11:00 a.m., on Sunday morning. Range times are needed for Saturday from 10:00 a.m. until 4:00 p.m.

**Return to:**

Susan M. Cuckler, State 4-H Office  
Colorado State University Extension Campus Delivery #4050  
Fort Collins, CO 80523-4050  
970-491-1144 FAX 970-491-5108  
susan.cuckler@colostate.edu

## 4-H Shooting Sports Leader Training Site Host Tips

This is a list of items to keep in mind when hosting state 4-H shooting sports leader trainings:

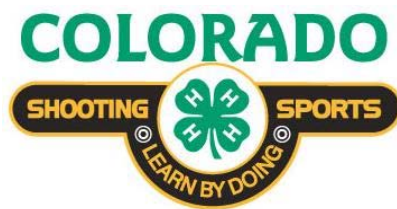
**Handling registration funds:** All registration fees will come to the host. *(Make sure good records are kept)*

- Accept registration for all workshop participants.
  - Keep shooting sports secretary and state team members informed as to numbers and disciplines.
    - Keep list of all contact information for participants to be forwarded to state office upon completion of course.
    - Check that all applications have been approved by their county office

The host will pay for expenses from the fees: income.

- \$10.00 per participant to county program.
  - State team members/instructor rooms
  - Meals
  - Range fees
  - Other actual cost.
- **Facilities need to have the following:**
    - Arrange for use of facility well in advance of training!
    - Arrange with training team well in advance as to reimbursement of facilities rental fees if any (none is best!).
    - Arrange for facility entry keys!
    - Main “commons” area where all participants can gather.
    - A separate “breakout” room for each discipline being offered.
    - Registration table.
      - Registration list.
      - Extra pencils.
      - Extra writing paper.
      - Cash box with small amount of change (approx. \$150.00 in \$1’s, \$5’s and \$10’s).
      - Provisions for name tags.
      - Provisions for discipline materials and NRA materials.
    - Lectern and “head” table at front of room.
    - PA system for commons area.
    - One (two better) TV/VCR setup for discipline instructors.
    - Computer/Video Projector setup for commons area.
    - Newsprint/easel/markers for commons area.
    - A kitchen or at least a serving area would be nice. (For meals and breaks)
    - Restroom facilities ... of course!
      - Hand towel supplies
      - Hand soap supplies
      - Toilet Paper supplies
    - Tables and chairs for the commons area and breakout rooms.
    - Make sure heating/cooling is adequate for all rooms.
    - Access to hot and cold water.
    - Remember to get help to clean up after you are done!

- **Meals and breaks:**
  - The hosts are the first there in the morning and last ones out at night!
  - Have coffee/tea etc. available all day (Friday night, Saturday, Sunday morning).
    - Large coffee pot(s) would be nice.
    - Several large drink coolers are good to have.
  - Plenty of ice for cold drinks.
  - Supply of hot/cold cups, paper plates, napkins, plastic spoons/forks, sugar/creamer etc.
  - Have snack foods (yes, veggies can be snack foods!) available all day (Friday night, Saturday, Sunday morning).
  - Arrange for noon meal (Saturday) as per agreement with training team.
  - Arrange for catered meal (Saturday evening) as per agreement with training team (or if coordinators will prepare the meal ... need to have kitchen facilities ready).
  
- **Range (shooting) facilities:**
  - Arrange for use of range well in advance of training!
    - Shooting ranges
      - Air rifle 25 ft                    minimum 5 firing points
      - .22 rifle 50 ft                    minimum 5 firing points
      - Air pistol 25 ft            minimum 5 firing points
      - Shotgun                    minimum 35 yd open space
      - Archery                    minimum of 20 yd open area. 40 yd better
  - Arrange with training team well in advance as to reimbursement of range rental fees if any (none is best!).
  - Arrange for range entry keys!
  - Range should be a reasonable distance from the training facility.
  - Does the range need to provide its own RSO? If yes, then need to make arrangements with individual for times. (Cost??)
  - Notify discipline trainers of any particular range safety requirements or general rules the range may have.
  - Individual disciplines should be close to one another if possible to facilitate cross training.
  - Remember to clean up the range after you are done!
  
- **Miscellaneous items:**
  - Have a copy machine available to make incidental copies of materials the discipline trainers may need (there is always something forgotten!).
  - Know where the closest sporting goods store is (sometimes trainers need to pick up some quick supplies!).
  - Choose a hotel (where instructors and leaders will stay) as close to the training facility as possible. (Have alternate arrangements available for leaders or trainers who may bring campers and etc.) Try to get the best rate you can! Most hotels will give a corporate discount to CSU!
  - Communicate the lodging facilities information with the State 4-H Office early to include in promotion/registration materials.
  - Provide maps to the hotel, training facility and range to the State 4-H Office to include in promotion/registration materials.
  - Provide your contact information (with PR/Registration materials) so that participants or trainers can visit with you on questions they may have.



## **COLORADO STATE 4-H SHOOTING SPORTS WORKSHOP AGENDA**

— Contact your site host for lodging options and directions to the training site. —

### **Friday**

- 6:00 p.m. Registration and Check in  
6:30-9:00 p.m. Group Session:  
    Introductions  
    Overview  
    Developing a Shooting Sports Program  
    Basic Instructional Methods  
  
9:00-9:30 p.m. Introduction to Disciplines

### **Saturday**

- 8:00 a.m. Discipline Group- Breakout  
    Archery                      Pistol  
    Coordinator                Range Safety Officer  
    Muzzleloading              Rifle  
    Outdoor skills               Shotgun/Trap  
  
12:00-1:00 p.m. LUNCH  
  
1:00-5:30 p.m. Discipline Groups & Cross Training  
  
5:30-6:30 p.m. Dinner  
  
6:30-9:00 p.m. Discipline Groups

### **Sunday**

- 8:00-9:00 a.m. Discipline Review/Testing  
  
9:00-9:30 a.m. Projects, State Fair, Campout  
  
9:30-11:00 a.m. Risk Management  
  
11:00 a.m. Closing Announcements & Evaluations

Adjustments in the Agenda may be made due to weather or class size.

## Colorado 4-H Shooting Sports Shooting Sports Trailer Reservation Form

Name \_\_\_\_\_ County \_\_\_\_\_ Date \_\_\_\_\_

Date of the proposed reservation \_\_\_\_\_

Alternate date(s) \_\_\_\_\_

Name of event \_\_\_\_\_

Purpose of event \_\_\_\_\_

Location of event \_\_\_\_\_

The following criteria will be utilized in making decisions on the reservation of the shooting sports trailer:

1. Purpose of the event (education, outreach, fund raising, etc.).
2. Potential number of contacts.
3. Reservations will only be considered to a certified 4-H shooting sports leader with approved county Extension agent signature.

Priorities for consideration include:

1. Reservation by a state 4-H Shooting Sports Leadership Committee member.
2. Reservation for a state-sponsored certification workshop or event.
3. Education and outreach will have priority over fund raising.
4. First time requests will have priority over repeat requests.
5. When possible, the trailer will be reserved on a first come-first served basis.

Additional information:

1. A daily rental fee of \$25.00 (per actual daily usage) will be charged.
2. The individual is responsible for the pick-up, safe storage, and return of the trailer.
3. Trailer may only be operated under the direct supervision of certified shooting sports leaders.
4. The trailer will be equipped with two compressed-air Crossman pellet rifles, safety glasses, targets, silhouette and paper targets, and compressed air tank.
5. There may be an additional charge based on the total number of pellet shots.
6. A complete event evaluation will be required within one week of the conclusion of event.

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Contact Signature

County Extension Agent Signature

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Address

Phone

Return to: Susan Cuckler, Colorado State University Extension 4-H office, 4050 Campus Delivery, Fort Collins, CO 80523-4050 - phone: 970.491.1144, fax 970.491.5108

## Appendix VIII

### **JOB DESCRIPTIONS**

Sample County Leader

State Team Member

State Contest Superintendent

State Technology Coordinator

Archery Contest Superintendent

.22 Rifle Contest Superintendent

Air Rifle Contest Superintendent

Air Pistol Contest Superintendent

Muzzleloader Contest Superintendent

Shotgun “Trap” Contest Superintendent

Shotgun “Skeet” Contest Superintendent

Shotgun “5-Stand” Contest Superintendent

(Other job descriptions will be added as needed.)

*Sample*

**COUNTY/CLUB 4-H SHOOTING SPORTS  
VOLUNTEER LEADER/INSTRUCTOR**

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**VOLUNTEER POSITION DESCRIPTION**

Colorado State 4-H Shooting Sports Program  
Colorado 4-H Youth Development Program  
Colorado State University Extension  
Colorado State University

**POSITION TITLE:**

County/Club 4-H Shooting Sports Volunteer Leader / Instructor

**TIME REQUIRED:**

2-3 hours per week (more time will be needed at certain times during the project year) - when the club/county project is active.

**LOCATION:**

County Extension Office, club, county, state, or National 4-H Shooting Sports events

**GENERAL INFORMATION:**

This person shall serve at the pleasure of and under the direct supervision of the county/area Extension Agent in charge of the local 4-H Program (all county 4-H program areas are ultimately the responsibility of the local Extension Agent in charge)

**GENERAL PURPOSE:**

- Lead club, county, community shooting sports programs by obtaining in-service education and certification in a particular shooting discipline(s), then passing this knowledge along to 4-H Shooting Sports participants
- Supporting 4-H Extension professionals, volunteers and members in conducting meaningful educational experiences that promote youth development.
- Coordinating hands-on experience and in-service sessions in firearm safety and proficiency

**SPECIFIC RESPONSIBILITIES:**

- Must complete the Volunteer Application process and be approved by the Local extension office.
- Must receive and successfully complete all necessary training and discipline certification from the State shooting sports program and other training needs as required by the county/area 4-H Program.
- Must work well with other volunteers and Extension personnel and must demonstrate cooperativeness and integrity for youth to follow.
- Serve as part of a team (or individually) in the certified discipline within club/county setting.
- Set up and /or make arrangements to use a local shooting range
- Serve as designated Range Officer during 4-H shooting sports practices/contests
- Provide knowledge and hands-on experience in safety and proficiency with a firearm/bow

- Assist club/county members with project education and competition
- Teach youth members to have a healthy respect and appreciation for all firearms
- Make sure necessary equipment is in good working order and available for all practices.
- Serve on county shooting sports committee (if present) or report directly to the Extension Agent in charge.
- Work one-on-one (or in groups) with the youth to improve shooting proficiency, building self esteem and sportsmanship in the process.
- Recruit additional prospective adults and/or support leaders.
- Coordinate sessions for new members and leaders
- Must complete Annual Activity Report and file with county office

**BENEFITS:**

- Training and educational opportunities that will enhance personal skills
- Utilizing various resource materials and equipment to further youth shooting skills
- Serving as a role model for youth and other individuals
- Learn organizational and management skills
- Develop communication and leadership skills
- Making a difference in the lives of youth
- Opportunity to provide input on the 4-H shooting sports program
- Recognition and awards

**SALARY:**

- Unsalairied; Volunteer

**MENTOR/SUPERVISING PROFESSIONAL:**

4-H/Youth Extension Agent or appointed designee:

NAME \_\_\_\_\_  
 ADDRESS: - \_\_\_\_\_  
 CITY, STATE, ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 FAX: \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_

Volunteer's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

\*\*\*\*\*

**COLORADO 4-H SHOOTING SPORTS**  
**State Team Member**

\*\*\*\*\*

**VOLUNTEER POSITION DESCRIPTION**

Colorado State 4-H Shooting Sports Program  
Colorado 4-H Youth Development Program  
Colorado State University Extension  
Colorado State University

**POSITION TITLE:**

4-H Shooting Sports State Team Member

**TIME REQUIRED:**

2-4 weekends per year – Assist at state events (Workshops, State Shoot, Family Campout ... more time may be needed at certain times during the project year)

**LOCATION:**

County Extension Office, local, county, state, or national shooting sports events

**GENERAL PURPOSE:**

- To train county level shooting sports leaders in the use of the approved 4-H Shooting Sports Curriculum at State Leader training Workshops.
- Providing hands-on experience and in-service sessions in firearm safety and proficiency
- Supporting 4-H professionals, volunteers and members in conducting meaningful educational experiences that promote youth development through the Shooting Sports.

**SPECIFIC RESPONSIBILITIES:**

- Must annually complete the Volunteer Application and Enrollment process and be approved by the local Extension office and continue to be a leader at the county level
- Must successfully complete a State 4-H Shooting Sports training and be certified in the discipline being taught.
- Must successfully complete a National 4-H Shooting Sports training and be certified in the discipline being taught.
- Must teach at least one state workshop every two years.
- Must provide assistance with state events (State Shoot, Family camp) at least once every two years.
- Must be available to teach county leaders how to teach youth members to have a healthy respect and appreciation for all shooting equipment in the trained discipline(s).
- Must be available to provide knowledge and hands-on experience in safety and proficiency with a firearm in the trained discipline(s).
- Make sure necessary instructional equipment is in good working order and available for class.
- Provide assistance in recruiting additional youth, coaches and/or support leaders locally and at the state level.

**BENEFITS:**

- Working with and supporting Extension professionals
- Training and educational opportunities that will enhance personal skills
- Utilizing various resource materials and equipment to further youth shooting skills
- Serving as a role model for youth and other individuals demonstrating the 4-H Code of Ethics
- Learn organizational and management skills
- Develop communication and leadership skills
- Making a difference in the lives of youth
- Opportunity to provide input on the 4-H shooting sports program at the State Level
- Recognition and awards

**SALARY:**

- Unsalariated; Volunteer

**MENTOR/SUPERVISING PROFESSIONAL:**

4-H/Youth Extension Agent or approved designee:

NAME:

ADDRESS:

CITY, STATE, ZIP:

PHONE:

FAX:

E-MAIL:

Volunteer's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

\*\*\*\*\*

**COLORADO 4-H SHOOTING SPORTS  
State Contest Superintendent**

\*\*\*\*\*

**POSITION DESCRIPTION:**

Colorado State Fair  
Colorado State 4-H Shooting Sports Program  
Colorado 4-H Youth Development Program  
Colorado State University Extension  
Colorado State University

**POSITION TITLE:**

Colorado 4-H Shooting Sports State Contest Superintendent

**PREREQUISITES:**

- Current Colorado State University Extension Agent
- Approval of Colorado 4-H Shooting Sports Program Coordinator
- Approval by Area/Regional Extension Administrator in charge
- Adequate flexibility in professional scheduling to accommodate additional work load
- Adequate travel budget to support additional travel and expenses (and lag time for reimbursement)
- This is a two year commitment.

**TIME/TRAVEL REQUIRED:**

Variable time required throughout the year with increasing emphasis from June through September. Approximately 350 to 400 hours per year. Extensive travel around the state to coordinate event and planning for event and after event reporting is necessary and may accrue to 1000 to 2500 miles (depending on home of superintendent).

**LOCATION:**

State 4-H shooting sports events at various locations in the state (traditionally around the Pueblo/Colorado Springs area). Additional locations for planning and coordination meetings are a distinct possibility.

**GENERAL PURPOSE:**

- Provide primary leadership and coordination of all aspects of the annual Colorado 4-H Shooting Sports State Contest.
- Provide primary trouble shooting service for the State Contest.
- Serve as lead Contest contact for contestants, families, volunteers/coaches, media and Extension staff
- Serve as lead Contest contact as a member of the State 4-H Shooting Sports Executive Committee
- Serve as liaison with State Fair management.

#### SPECIFIC RESPONSIBILITIES:

- Coordinate ordering contest award ribbons and targets for all contest disciplines
- Coordinate ordering of contest participation pins for contest and other recognition items
- Coordinate contest finances (fee collection and disbursement)
- Coordinate facilities contracts with 4-H Shooting Sports Program Coordinator
- Coordinate contracts and schedules for discipline superintendents, assistant superintendent, scoring superintendents and data entry superintendents
- Coordinate & acquire superintendents for contest disciplines
- Coordinate location and shooting facilities for contest events
- Coordinate the development and publishing of the annual contest rule book
- Coordinate and document/inventory equipment/supplies for contest events
- Coordinate update of contest on-line entry database and Access contest database
- Coordinate on-line contest entry, pre-contest data entry, pre-contest reports for squad times and publication of contest squad times on-line
- Coordinate with contest discipline superintendents on developing contest squads
- Coordinate logistics (communications, equipment set up, take down, transportation, concessions, sanitary facilities, labor, volunteers, safety and first aid etc.) for contest events
- Coordinate daily contest registration and supplies necessary for registration
- Coordinate daily contest scoring supplies and equipment and contest database score entry and reports
- Coordinate daily contest awards presentation schedule
- Coordinate contest web presence, updates and results publication
- Coordinate contest summary and financial summary after the completion of the contest

#### BENEFITS:

- Working with a dedicated team of Extension professionals and volunteers
- Training and educational opportunities that will enhance professional skills
- Utilizing various resource materials and equipment to further youth shooting
- Serving as a role model for youth and other individuals
- Further development of organizational and management skills
- Further development of communication and leadership skills
- Making a difference in the lives of youth
- Opportunity to provide input on the 4-H shooting sports program at the State Level

#### SALARY:

- Additional funding through Colorado State Fair Contract may be available to defray some travel/room expenses for actual contest.
- Additional funding through Colorado 4-H Shooting Sports may be available to augment travel not covered by State Fair Contract.
- Reimbursement of equipment/supply purchases for the Contest through Contest fees is available.

MENTOR:

Previous Contest Superintendent:

NAME:

ADDRESS:

CITY, STATE, ZIP:

PHONE:

FAX:

E-MAIL:

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

Mentor Agent Signature \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

**COLORADO 4-H SHOOTING SPORTS  
Technology Coordinator**

\*\*\*\*\*

**POSITION DESCRIPTION**

Colorado State Fair  
Colorado State 4-H Shooting Sports Program  
Colorado 4-H Youth Development Program  
Colorado State University Extension  
Colorado State University

**POSITION TITLE:**

Colorado 4-H Shooting Sports Technology Coordinator

**PREREQUISITES:**

- Flexibility in schedule to accommodate extra meetings and work load
- Adequate finances to support additional travel and expenses (and lag time for reimbursement)
- A working understanding of Microsoft Access software based databases
- A working knowledge of on-line interactive Active Server Page databases
- A working knowledge of web site design and implementation
- A working knowledge of LAN, WAN, WLAN networking including use of secure VPN connections.
- Ability to conduct in field computer troubleshooting.

**TIME/TRAVEL REQUIRED:**

- Approximately 160 to 200 hours during the course of the year the bulk of which will be from June through September.
- Approximately 500 to 1000 miles will be accrued at the contest and other required meetings.

**LOCATION:**

- State shooting sports events (Pueblo, Colorado Springs)
- Fort Collins (Extension Technology Group)
- Various locations (as determined) for other pre and post contest meetings

**GENERAL PURPOSE:**

- Serve as lead contact for computer and on-line technologies in support of the Colorado 4-H Shooting Sports State Contest
- Serve a liaison between State Contest Superintendent and CSU Extension Technology Group (database developers) in Fort Collins.
- Insure technology and support equipment is present and ready the Contest venues.

**SPECIFIC RESPONSIBILITIES:**

- Coordinate with the Contest Superintendent on management of the Contest on-line registration and Contest database
- Coordinate with Contest Superintendent on logistics of technology support at the various contest venues (see CONTEST LOGISTICS DETAILS below)
- Coordinate data entry personnel at Contest venues
- Coordinate data reports, updates and backups as necessary
- Coordinate with the Contest Superintendent on the update of the Contest web site

**BENEFITS:**

- Working with a dedicated team of Extension professionals and volunteers
- Training and educational opportunities that will enhance professional skills
- Utilizing various resource materials and equipment to further youth shooting
- Serving as a role model for youth and other individuals
- Further development of organizational and management skills
- Further development of communication and leadership skills
- Making a difference in the lives of youth
- Opportunity to provide input on the 4-H shooting sports program at the State Level

**SALARY:**

- Funding through Colorado State Fair Contract may be available to defray some travel/room expenses for actual contest.
- Additional funding through Colorado 4-H Shooting Sports may be available to augment travel not covered by State Fair Contract.
- Reimbursement of equipment/supply purchases for the Contest through Contest fees is available.

**MENTOR:**

Previous Contest Technology Coordinator:

NAME:

ADDRESS:

CITY, STATE, ZIP:

PHONE:

FAX:

E-MAIL:

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

## CONTEST LOGISTICS DETAILS:

- **Pre-Contest:**
  - Cooperate with the state contest superintendent on the development and publishing of the annual contest rule book. (Develop PDF/Doc versions and publish on the contest web site.)
  - Cooperate with the state contest superintendent in communicating with the Extension technology group regarding changes needed to the online and offline contest registration, databases, queries, and reports.
    - Provide oversight for the implementation of database changes.
    - Beta test changes to insure functionality of database revisions and user interfaces.
    - Coordinate implementation of online registration launch and end dates.
    - Insure data integrity and validity within the online registration database.
    - Insure registration data transfers to Access off line database for use at contest venues.
  - Regularly update the contest web site content as per the needs of the contest superintendent.
  - Coordinate with contest superintendent on timely posting of discipline contest squad information on the contest web site.
  - Provide for adequate data backup.
  - Generate county contest fee invoices.
  - Secure the use of the following equipment for the contest:
    - Three laptop computers, two primary and one backup. (Windows XP with current version of MS Office Professional installed.)
    - Three printers (HP LaserJet preferred) and interface cables.
    - Backup media adequate to support multiple redundant contest data files (preferably flash media drives or external hard drives).
    - Wireless Internet capabilities. At least one laptop should have Wide Area Networking capabilities through a cellular interface (to provide email capabilities and access to contest web site and VPN access to campus server files).
    - Secure the use of a gasoline generator to insure emergency power at venue for contest data entry.
    - Adequate power cabling and extension cords necessary to run equipment.
    - Adequate incidental supplies (paper, pencils, pads, stapler and staples, paper clips, printer paper, printer toner, etc.) available for use by data entry personnel. Must be able to support two concurrent venues at different locations.
    - Full size keyboards and mice for use of data entry personnel.
- **Contest Time (first weekend – multiple venues at one location):**
  - Coordinate with contest superintendent on the printing of squad lists and county check-in sheets prior to venue check-in.
  - Set up all equipment and insure operability of components prior to the arrival of data entry personnel.
  - Coordinate changes from contest check-in with data entry personnel.
  - Coordinate entry of competitor scores with data entry personnel.
  - Coordinate printing of intermediary contest reports for posting at venue.
  - Insure backup of contest data at regular intervals.
  - Coordinate printing of reports for superintendent validation and contestant tie breaking.
  - Coordinate printing of final reports for use of announcer during awards presentation.
  - Take down of equipment and final backup of contest data.

- **Between Contest Weekends:**
  - Generate and post as needed by the contest superintendent, PDF reports of contest results/scores to the contest web site.
  - Coordinate with the contest superintendent to insure updated squad lists for the second weekend are posted to the contest web site.
  - Insure transfer of contest data to update campus server.
  - Restock expended supplies from first weekend.
  - Divide necessary supplies and equipment to support dual contest locations on the second weekend.
  - Maintain and service computers, printers, and other peripherals.
  - Insure adequate data backups are in place and prepare database for contest dual locations for the second weekend.
  
- **Contest Time (second weekend – multiple concurrent venues at two locations).**
  - Insure that items listed below are accomplished at **both** contest locations.
    - Coordinate with contest superintendent on the printing of squad lists and county check-in sheets prior to venue check-in (X2).
    - Set up all equipment and insure operability of components prior to the arrival of data entry personnel (X2).
    - Coordinate changes from contest check-in with data entry personnel (X2).
    - Coordinate entry of competitor scores with data entry personnel(X2).
    - Coordinate printing of intermediary contest reports for posting at venue.
    - Insure backup of contest data at regular intervals (X2).
    - Coordinate printing of reports for superintendent validation and contestant tie breaking (X2).
    - Coordinate printing of final reports for use of announcer during awards presentation (X2).
    - Take down of equipment and final backup of contest data (X2).
  - Insure integration of separate venue contest data into a “master” database.
  
- **Post-Contest:**
  - Generate and post as needed by the contest superintendent, PDF reports of final contest results/scores to the contest web site.
  - Insure transfer of contest data to update campus server.
  - Maintain and service computers, printers, and other peripherals.
  - Insure adequate data backups are in place and prepare database for contest dual locations for the second weekend.
  - Prepare a contest summary for use of the contest superintendent.
    - Final overall contest participant numbers.
    - Final venue specific participant numbers.
    - Comparison (overall and venue specific) to previous years contests.
    - General contest numbers and comparisons.
  - General other reports as needed by the contest superintendent.

## **.22 Rifle Superintendent Responsibilities**

1. Pre-Event: In cooperation with overall superintendent
  - a. Help arrange for the Range
  - b. Squad Event
  - c. Arrange for targets
2. Range Set-up:
  - a. Arrange target stands & target backers
  - b. Set Shooting Lanes
3. Day of Event:
  - a. Line official meeting:
    - i. Go over rules & procedures - hand out printed sheets.
    - ii. Include how event will be scored
    - iii. Arrange for replacement line officials through out the day.
  - b. Coaches meeting: Explain the rules & procedures (4-H shoot not NRA/CMP)
  - c. Handle protests with the overall superintendent, using the current 4-H rule book.
  - d. Awards:
    - i. Coordinate awards presentation
    - ii. Hand out National 4-H SS Invitational Invitations

## **ARCHERY SUPERINTENDENT RESPONSIBILITIES**

1. Pre-Event: In cooperation with overall superintendent
  - a. Help arrange for the Range
  - b. Squad Event
  - c. Arrange for targets
2. Range Set-up:
  - a. Arrange target stands & target backers
  - b. Set shooting lanes
3. Day of Event:
  - a. Line official meeting:
    - i. Go over rules & procedures - hand out printed sheets.
    - ii. Include how event will be scored
    - iii. Arrange for replacement line officials throughout the day.
  - b. Coaches meeting: Explain the rules & procedures
  - c. Handle protests with the overall superintendent, using the current 4-H rule book.
  - d. Awards:
    - i. Coordinate awards presentation
    - ii. Hand out National 4-H SS Invitational Invitations

# **Air Rifle Superintendent Responsibilities**

1. Pre-Event: In cooperation with overall superintendent
  - a. Help arrange for the Range
  - b. Squad Event
  - c. Arrange for targets
  
2. Range Set-up:
  - a. Arrange target stands & target backers
  - b. Set Shooting Lanes
  
3. Day of Event:
  - a. Line official meeting:
    - i. Go over rules & procedures, hand out printed sheets.
    - ii. Include how event will be scored
    - iii. Arrange for replacement line officials through out the day.
  
  - b. Coaches meeting: Explain the rules & procedures (4-H shoot not NRA/CMP)
  
  - c. Handle protests with the overall superintendent, using the current 4-H rule book.
  
  - d. Awards:
    - i. Coordinate awards presentation
    - ii. Hand out National 4-H SS Invitational Invitations

# Air Pistol Superintendent Responsibilities

1. Pre-Event: In cooperation with overall superintendent
  - a. Help arrange for the Range
  - b. Squad Event
  - c. Arrange for targets
2. Range Set-up:
  - a. Arrange target stands & target backers
  - b. Set shooting lanes
3. Day of Event:
  - a. Line official meeting:
    - i. Go over rules & procedures, hand out printed sheets.
    - ii. Include how event will be scored
    - iii. Arrange for replacement line officials throughout the day.
  - b. Coaches meeting: Explain the rules & procedures (4-H shoot not NRA/CMP)
  - c. Handle protests with the overall superintendent, using the current 4-H rule book.
  - d. Awards:
    - i. Coordinate awards presentation
    - ii. Hand out National 4-H SS Invitational Invitations

# Muzzleloading Superintendent Responsibilities

1. Pre-Event: In cooperation with overall superintendent
  - a. Help arrange for the Range
  - b. Squad Event
  - c. Arrange for targets
2. Range Set-up:
  - a. Arrange target stands & target backers
  - b. Set shooting lanes
3. Day of Event:
  - a. Line official meeting:
    - i. Go over rules & procedures, hand out printed sheets.
    - ii. Include how event will be scored
    - iii. Coordinate replacement line officials throughout the day.
  - b. Coaches meeting: Explain the rules & procedures (4-H shoot not NRA/CMP)
  - c. Address protests using the current 4-H rule book. Utilizing support of the overall superintendent when necessary.
  - d. Awards:
    - i. Coordinate awards presentation
    - ii. Hand out National 4-H SS Invitational Invitations

# Shotgun “Trap” Superintendent Responsibilities

1. Pre-Event: In cooperation with overall superintendent
  - a. Help arrange for the Range
    - i. help negotiate cost
  - b. Squad Event
  - c. Arrange for scorers
2. Arrange practice: Help collect fees and assign ranges
3. Day of Event:
  - a. Hoop targets (set height of targets)
  - b. Line official meeting:
    - i. Go over rules & procedures, hand out printed sheets.
    - ii. Include how event will be scored  
(Line Officials will call lost targets)
    - iii. Arrange for replacement line officials throughout the day.
  - c. Coaches meeting:
    - i. Explain the rules & procedures (4-H shoot not ATA)
    - ii. The County shooting will supply the puller.
    - iii. Have the range cleaned up before shoot offs.
  - d. Handle protests with the overall superintendent by using the current 4-H rule book.
  - e. Awards:
    - i. Coordinate awards presentation
    - ii. Hand out National 4-H SS Invitational Invitations
4. Post-Event: Assist Overall Superintendent with developing cost figures (total # of rounds or targets).

## Shotgun “Skeet” Superintendent Responsibilities

1. Pre-Event: In cooperation with overall superintendent
  - a. Help arrange for the Range
  - b. Squad Event
  - c. Arrange for scores
2. Arrange practice: Help collect fees and assign ranges
3. Day of Event:
  - a. Hoop targets (set height of targets)
  - b. Line official meeting:
    - i. Go over rules & procedures.
    - ii. Include how event will be scored  
(Line Officials will call lost targets)
    - iii. Arrange for replacement line officials throughout the day.
  - c. Coaches meeting:
    - i. Explain the rules & procedures (4-H shoot not NSSA)
    - ii. The county shooting will supply the puller.
    - iii. Have the range cleaned up before shoot offs.
  - d. Handle protests with the overall superintendent by using the current 4-H rule book.
  - e. Awards:
    - i. Coordinate awards presentation
    - ii. Hand out National 4-H SS Invitational Invitations
4. Post-Event: Assist Overall Superintendent with developing cost figures (total # of rounds or targets).

# Shotgun “5-Stand” Superintendent Responsibilities

1. Pre-Event:
  - a. Help arrange for the Range
  - b. Squad Event
  - c. Arrange for Trap machines and targets
  - d. Arrange for scorers
  - e. Set Course
  
2. Day of Event:
  - a. Check targets
  - b. Line official meeting:
    - i. Go over rules & procedures, hand out printed sheets.
    - ii. Include how event will be scored (Line Officials will call lost targets)
    - iii. Arrange for replacement line officials through out the day.
  
  - c. Coaches meeting:
    - i. Explain the rules & procedures (4-H shoot not NSCA)
    - ii. Have the range cleaned up before shoot offs.
  
  - d. Handle protests with the overall superintendent by using the current 4-H rule book.
  
  - e. Awards:
    - i. Coordinate awards presentation
    - ii. Hand out National 4-H SS Invitational Invitations
  
3. Post-Event: Assist Overall Superintendent with developing cost figures (total # of rounds or targets).