July 30, 2014

To: County Extension Agents - Staff Chair
   Shooting Sports County Agents and volunteers

From: Rex Roberg, State 4-H Shooting Sports Coordinator

Re: Shooting Sports Instructor Training and Certification Workshop Registration: September 18-20, 2014. 4-H Online Registration is open through September 12.

4-H Shooting Sports is one of the fastest growing youth development programs in 4-H today. In addition to teaching youth concepts related to shooting safety and firearm responsibility, the program offers opportunities for youth to develop important life skills such as citizenship, leadership, sportsmanship, ethics, critical thinking, and an appreciation for nature. 4-H Shooting Sports is a community-based, volunteer-directed, family-oriented activity that emphasizes hands-on learning. The program also ties in well with a variety of outdoor-related educational programming, such as the Wildlife Habitat Evaluation Program, wildlife management and related topics.

State 4-H Shooting Sports instructor training and certification is scheduled for September 18-20, 2014, at the C.A. Vines 4-H Center. Agents and volunteers will be offered National 4-H Shooting Sports Curriculum training at the state level. From both a liability and safety standpoint, it is absolutely essential (and required) that all persons working with 4-H shooting sports youth be trained and certified by the state program. Each county club must have a trained and certified instructor in each shooting discipline in which it will be training youth.

State certification will be offered in the shotgun, rifle, pistol, muzzleloader, and archery disciplines, unless enrollment in a discipline is so low as to make it impractical to offer that particular discipline instructor training course. A Certified 4-H Shooting Sports Instructor must complete both days of shooting discipline training, and will be certified to teach youth in the single shooting discipline in which he has been certified.

All registration for this training workshop must be done via 4-H Online. 4-H Online Registration is open through September 12. In order to register, you must first set up a “Profile” on 4-H Online, and submit an Ehire 164 form to your County Extension Office. Instructions for doing this are found on the following page.

Once you have your profile set up, and your Enrollment Status is listed as ACTIVE, 4-H Online will allow you to register for 2014 September 4-H Shooting Sports Instructor Training.

County 4-H Programs require four credits of training annually to maintain your status as an “Active” County 4-H Volunteer Leader. These four credits for calendar year 2014 will be offered at this 4-H Shooting Sports Instructor Training workshop on Thursday evening, September 18, from 6:00 pm to 10:00 pm. The 2015 credits will be offered at the March 2015 Instructor Training. If you are unable to attend this portion of the training workshop, you’ll need to contact your county office to see when they schedule training for the credits.

Please save this letter as a document and print, copy and distribute to interested parties. We will be offering the same training again in March of 2015.

This Registration Info Packet will also available soon on the Web at: http://www.uaex.edu/4h-youth/activities-programs/shooting-sports.aspx

cc: Dr. Tony Windham
     Dr. Anne Sortor
     Noah Washburn
     District Directors
4-H Online Registration Instructions

All registration for Instructor Training must be done via 4-H Online! 4-H Online Registration will end at midnight September 12. All fees will be paid to your county office, and each county will send a single check to the 4-H Shooting Sports Program. Contact me at 501-671-2334 or rroberg@uaex.edu with any questions.

To register, follow these instructions:

Go to 4-H Online:  https://arkansas.4honline.com/Login.aspx?406D386952783345493858513D

If you already have a profile: click on “I have a profile” and log in. If your status is listed as “Active”, you can register for the “2014 Shooting Sports Fall Instructor Training”. You are done!

If you do not have a profile: click on “I need to set up a profile”, fill in the requested information, and click on “create log-in”.

- Fill in the required info and click “Continue”.
- Click on dropdown menu, and select “Adult” or “Youth” (Teen Leaders only).
- Click “Add Member”.
- Fill out required info. When you get to “Are you a volunteer?” click YES. Finish completing info and click “Continue”.
- Read the info, scroll down, click “Agree”, type in your name, and click “Continue”.
- Fill out Health Form and other required info, then click “Continue”.

You are now at the Volunteer Screening page. Fill out the form.

- Click on the blue type: Ehire 164. Print the form and fill it out. You will need to take this form to the County Extension Office as soon as possible! Ehire 164 forms received at the county office after August 22 are unlikely to be processed in time for you to register for the Instructor Training.
- Once you’ve finished the Volunteer screening page on 4-H Online, click “Continue”.

You are now on the “Club Information” page. Click on “Submit Enrollment”. Your enrollment status will be shown as “Pending”. You may now log-out.

Once you submit your Ehire 164 to your county office, it will be sent to the state office for processing. Once it clears the State Office and your background check clears, your enrollment status will be upgraded to “Active”, and you can register for the “2014 Shooting Sports Fall Instructor Training”. You can check your status at any time by logging in to your profile.
4-H Shooting Sports Training Courses: September 18-20, 2014

State 4-H Certification will be offered in the **shotgun, rifle, pistol, muzzleloader, and archery disciplines**. Participants will be able to obtain certification in a single discipline as a Certified 4-H Shooting Sports Instructor.

**Certified 4-H Shooting Sports Instructor Training:** This two day course emphasizes youth education and development, instruction, marksmanship, and firearms safety. Additional sessions will provide training for county agents, program assistants, and volunteers in developing and implementing shooting sports programs, firearms and range safety, and descriptions of competitive opportunities including the state competitions.

Those who wish to coordinate and/or instruct youth in any 4-H shooting sports club, at local practices or for competition at any state level activity, event, or program, are required to receive certification as 4-H Shooting Sports Instructors. Prior experience with, and knowledge of, firearms or bows appropriate to your selected training discipline is strongly recommended.

Eligible youth may enroll in a shooting discipline course as a Teen Leader. To qualify for Teen Leader training, a youth must be at least 16 yr. old and have been an active participant in a county 4-H Shooting Sports Club for at least one year. A youth participant will receive Teen Leader certification in one shooting discipline from the list above (1st paragraph). Teen Leaders will be qualified to train county youth in their discipline under supervision of a certified adult instructor.

**County 4-H Volunteer Leader Training:** County 4-H Programs require four credits of training annually for Volunteer 4-H Leaders to maintain their “Active” status. 4-H Shooting Sports is no different. In an effort to make it easier for Shooting Sports Instructors to meet this requirement, we will be providing this training on Thursday evening, September 18, from 6:00 pm – 10:00pm. We will be offering it at all 4-H Shooting Sports Instructor Training Workshops from now on. Taking the training now will spare you from having to take the training at the county office, on their schedule.

**We are once again offering the AGFC Hunter Education Instructor (HEI) course.** To register, you must have already completed the Hunter Education student course and **must complete the attached AGFC Form and return it to me by September 2, 2014**. This course is helpful for 4-H Shooting Sports Clubs in that they can have their own HEI to train their youth. All 4-H Shooting Sports youth must be Hunter Ed. Certified to compete in YHEC and/or Range Events.

The Hunter Education Instructor course is scheduled for Thursday (Sept. 18) evening (7:00). **This course is optional, and you may sign up for either the Hunter Ed Instructor or County 4-H Volunteer Leader Training.**

**Firearms, ammunition, and bows & arrows for Instructor Certification Training:** Participants registered for the Training Workshop should, if at all possible, bring a firearm or bow and arrows appropriate to their discipline for use during the training. **Absolutely no ammunition or broadhead arrows can be brought onto the 4-H Center grounds. Please bring your own eye and ear protection.**

Those attending Shooting Sports Instructor workshops will be required to work with youth in their county 4-H Shooting Sports Club, and/or assist in event leadership in their discipline at the State Competitions in accordance with Arkansas 4-H Shooting Sports Policy, which is currently being revised. Please keep the tentative Agenda that is found in this packet. It lists all pertinent times for arrival, short-courses, departure, etc. It may be the only schedule you will receive prior to arrival at the 4-H Center.
TENTATIVE AGENDA
Arkansas 4-H Shooting Sports Instructor Certification Workshop
September 18-20, 2014

**Thursday, September 18**  
Instructors Arrive, Set up for Training

**Thursday, September 18**  
(lodging available, Fee Option 1)  
6:00 – 10:00 pm  4-H County Volunteer Leader Training (concurrent sessions)  
7:00 – 10:00 pm  Hunter Education Instructor Course

**Friday, September 19**  
7:00 am  Breakfast (for Thurs. lodgers, Fee Option 1 only)  
8:00 am  Participant Registration  
8:30 am  Welcome / Course Overview  
8:45 am  Move to Disciplines  
12:00 pm  Lunch (Dining Hall)  
1:00 pm  Training in Disciplines  
6:00 pm  Dinner (Dining Hall) NRA Grant Seminar  
7:00 pm  Training in Disciplines (as needed)  
8:00 pm  4H Shooting Sports Committee meeting

**Saturday, September 20**  
7:30 am  Breakfast (Dining Hall)  
8:00 am -12:00 pm  Training in Disciplines  
12:00 pm  Lunch (Dining Hall)  
1:30 pm  Training in Disciplines  
3:30 pm  adjourned

This agenda is tentative and subject to change without notice. You will receive an official Schedule of Events upon registration at the 4-H Center.
4-H Shooting Sports Training

Certified 4-H Shooting Sports Instructor Workshop

Goal: Provide leadership training for the 4-H Shooting Sports program that focuses on youth development, safe and ethical shooting, conservation, and hunter education to help leaders attain knowledge and develop instructional skills through in-depth, advanced training and provide hands-on range experiences.

Purpose: Active County 4-H Volunteer Leaders who coordinate and/or instruct youth in any 4-H shooting sports club, activity, event, or program are required to complete this workshop and be certified as a 4-H Shooting Sports Instructor.

Prerequisites: Adult volunteers must be registered County 4-H Volunteer Leaders. Youth must qualify as 4-H shooting sports teen leaders, 16 yr. old, one year in 4-H Shooting Sports Club, minimum.

Audience: Agents, program assistants, adult 4-H leaders, teen leaders

Cost: 4-H Shooting Sports Discipline Training
Thursday arrivals: $120…………………2 nights lodging, 5 meals & materials
Friday arrivals: $90……………………1 night lodging, 4 meals, & materials
No lodging, meals only: $80……………5 meals and materials
No meals or lodging: $30……………… materials only
Workshop Instructors:………………..meals and lodging expenses paid via grants

Dates: September 18-20, 2014

Location: C.A. Vines 4-H Center, Ferndale

Disciplines (offered concurrently): Shotgun, Archery, Muzzleloader, Pistol, Rifle

Workshop Instructors: Nationally-certified 4-H Shooting Sports Instructors plus other resource persons

Discipline Lesson Content: (includes, but not limited to National 4H Shooting Sports Curriculum)

- discipline training including methods and teaching techniques
- one-on-one instruction.
- advanced marksmanship training.
- advanced range management.
- range safety

General: Provide an introduction and overall understanding of the program for those agents and volunteer leaders who provide leadership for the county program.
NAME: ____________________________ BIRTHDATE: ________________

SOCIAL SECURITY NUMBER: __________ - __________ - __________

RACE: (Circle One) WHITE     AFRICAN AMERICAN     NATIVE AMERICAN   SPANISH     ORIENTAL
SEX: M   F

HOME ADDRESS: __________________________________________________________

CITY: ____________________________ COUNTY: ____________________________ ZIP CODE: __________

HOME TELEPHONE: ____________________________ WORK TELEPHONE: __________________________

Occupation: ____________________________

Teacher, Name of School: ______________________________________________________

Your Highest Educational Level (Please circle last year completed): 1 2 3 4 5 6 7 8 / High School 9 10 11 12 /

College 1 2 3 4 / Graduate 1 2 3 4

Previous Volunteer Experience: __________________________________________________

Date Completed Hunter Education Student Course: __________________________

Have you ever been a Hunter Education Instructor? Yes or No

List any special skills, training, or interest which you have that may help you as a Hunter Education Instructor: __________________________

What Hunting or Shooting Experience do you have? __________________________

Have you ever been convicted of a Game and Fish Violation? YES or NO

If the answer is YES, what was the violation and when did it happen? __________________________

Why do you want to be a Hunter Education Instructor? __________________________

In case of emergency, notify (Name): ____________________________ Telephone: __________________________

Relationship of Above: ____________________________ Telephone: __________________________

Name of your Physician: ____________________________ Telephone: __________________________

Your Signature: ____________________________ Date: ______/_____/______
INSTRUCTOR QUALIFICATIONS

To be certified as an Arkansas Game and Fish Commission Hunter Education Instructor, you must:

(a) be at least 28 years of age. Junior Instructors (18-27 years of age) must be accompanied by a senior instructor while teaching.

(b) have successfully completed the basic student Arkansas Hunter Education Course.

(c) complete the "Instructor Application" form.

(d) not have been convicted of a violation of a game and fish regulation. If the applicant has pleaded guilty to or been convicted of a violation, a personal letter explaining the purpose of becoming a Hunter Education Instructor must be submitted along with one personal reference.

(e) be approved by the local Wildlife Officer, Regional Education Coordinator and Hunter Education Coordinator.

A Hunter Education Instructor can be dismissed and have instructor certification revoked if the instructor:

(a) fails to participate in at least one Hunter Education activity per year.

(b) is convicted of a violation of a game and fish regulation.

(c) falsifies information.

(d) fails to exhibit proper sportsmanship or ethical conduct.

(e) is so recommended by the local Wildlife Officer and/or the Regional Training Officer.

A Hunter Education Instructor who has had his or her certification revoked may submit a written request for reinstatement to the Hunter Education Coordinator. Each case will be investigated and/or reviewed on an individual basis. The Regional Education Coordinator serving the instructor’s area, the arresting officer, and other Agency personnel involved in the situation will have input; however, the final decision for reinstatement will the that of the Hunter Education Coordinator.

The Arkansas Game and Fish Commission receives federal aid funding in fish and wildlife restoration programs. Under Title VI of the 1984 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, the US Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, sex or handicap. If you believe that you have been discriminated against in any program, activity, or facility as described above, or desire further information, please write: Arkansas Game & Fish Commission, ATTN: Compliance Officer, #2 Natural Resources Drive, Little Rock, AR 72205 or The Office for Human Resources, US Fish & Wildlife Service, Department of the Interior, Washington DC 27240.
C. A. Vines
Arkansas
4-H Center

Little Rock, AR
(501) 821-4444

DIRECTIONS: Ten miles west of Little Rock city limits.

From I-49:
After crossing the Arkansas River from the north, take the first exit - Centreville Highway 19 - and travel west (right). Follow Highway 10 8.5 miles. Turn left onto Ferndale Cutoff (West Polaski Fire Dept. will be on the right). Follow Ferndale Cutoff 5 miles to stop sign in Ferndale. Travel another 1.1 miles on Ferndale Cutoff. The 4-H Center will be on the right. From South, take Shackleford exit and loop around to get on I-630. See instructions below.

From I-630:
Stay on I-630 west until the interstate ends at a stop light at Shackleford Road. Continue through the light. This will be Financial Center Parkway and will turn into Chenal Parkway. Travel approximately 2.5 miles on Chenal Parkway and left on Kanis Road (after you pass Texaco which is on the right). Travel another 1.4 miles and bare left at the "Y". After 0.4 miles, you will get to a 4-way stop at Ferndale. Turn left onto Ferndale Cutoff and travel another 1.1 miles to turn right into the 4-H Center. Watch for signs.

From I-30:
Exit on Congo Road (in Banton), and travel North. Turn left at the stop sign in Salem. Take a right at the "Y" of Mulberry Rd. & Congo Rd. Take a right at the next "Y" of Steel Bridge Rd. & Congo Rd. Continue to The 4-H Center which is on the left. Total distance from I-30 is 17 miles. Watch for signs.