



# 4-H Shooting Sports Instructor Training

## Certification Training for 4-H Adult Volunteers in the 4-H Shooting Sports Program



**Date:** August 24-25, 2024

**Location:** Beckham County Fairgrounds

**Cost:** Registration fee covers instructor manual, class materials, meals, snacks and insurance - \$80.00

**Courses** Shotgun, Archery, Rifle/Pistol, Muzzleloader, Hunting Skills, Western Heritage, County Coordinator

**MAKE CHECKS PAYABLE TO: 4-H Conferences**

**Curriculum:** Based on the National 4-H Shooting Sports Curriculum materials. Training will be offered in the following disciplines: **Shotgun, Archery, Rifle/Pistol, Muzzleloader, Hunting Skills, Western Heritage, and County Coordinator** shooting disciplines. Adult volunteers may enroll in one discipline and receive discipline training that qualifies them to instruct 4-H members in their home county or serve as the county's shooting sports program coordinator. These instructors will broaden the base of the OK 4-H Shooting Sports Program.

**Why Participate:** The 4-H Shooting Sports program is one of the largest 4-H programs in the nation. Community based and family oriented, the 4-H Shooting Sports program offers a diverse curriculum that not only helps young people develop good citizenship, personal responsibility, and leadership skills but also teaches shooting safety and gun owner responsibility. Leaders will be trained to help youth learn self-discipline, sportsmanship, ethical behavior, and an appreciation for the great outdoors.

**Requirements:** Shooting Sports Instructor Training Participants must be a certified 4-H Volunteer in their home county. All adults serving as county coaches in any discipline or as the county coordinator of the 4-H Shooting Sports Program must complete and pass the entire training in their discipline or as a coordinator and the Youth Development/Risk Management component. **The instructor in each class reserves the right to NOT certify a person if he/she feels the candidate will not be a competent instructor or coordinator.**

**To Register:** Registration must be received by **August 12, 2024** and will be emailed to [toby.duffey@okstate.edu](mailto:toby.duffey@okstate.edu) and mailed to the State 4-H Office. Registration is on a first come first served basis. The following documents are required to register for this event and your registration won't be finalized until MONEY **(COUNTY AGENCY CHECKS ONLY)** is received!

- Instructor Workshop Application (1 page) *Signed by Extension Educator*
- Registration Fee – Make county agency check payable to **4-H Conferences**
- Adult Medical – Form 4 (2 pages)



**Registration Fee:** Includes: Coach's shooting discipline notebook  
Ammunition and targets for Rifle/Pistol, Muzzleloader, Hunting Skills and Shotgun  
The use of firearms and bows  
Workshop materials  
Accident Insurance  
Meals: Lunch & Dinner on Saturday and Lunch on Sunday. Refreshments and drinks

**Schedule:** **Attached** is the schedule for the two-day training. Registration: **Saturday, August 24th** will start at **8:00 a.m. for Shotgun, Rifle/Pistol, Archery, Western Heritage, Hunting Skills** and **10:45 a.m. for Muzzleloader and County Coordinator**. Instruction in the disciplines will continue on **Sunday, August 25, 2024 until 5:00 pm**. Each National Certified Instructor will administer a discipline Practicum Readiness Session and certification written assessment. Satisfactory students will graduate at the conclusion of hands on training and assessment.

**Safety Equipment:** **All participants should bring their own eye protection (shooting glasses) and ear plugs. Dress for the weather as you will be outside the majority of the time. Bring a water bottle to keep with you.**

**For More Info:**

Ruth Pratt  
State 4-H Shooting Sports Coordinator  
[Ruth.pratt@okstate.edu](mailto:Ruth.pratt@okstate.edu)  
405-744-4141

Toby Duffey  
Administrative Support Specialist  
[toby.duffey@okstate.edu](mailto:toby.duffey@okstate.edu)  
405-744-8885



## Discipline Descriptions

### SHOTGUN

**Prerequisites:** Certified 4-H Volunteer in Oklahoma prior to teaching, no felony convictions

**Required training:** 16 hours of shotgun discipline instruction plus 3 hours 4-H Youth Development and Risk Management instruction. After passing training, instructors can: Teach youth 4-H age of 10 and up in shotgun. Depending on district, related 4-H events include invitational, district, and state shoots.

**Maintain Certification:** 4-H Shooting Sports instructor must teach or assist in teaching a class every two years or assist with state contests AND report the classes to your county Extension Educator.

**Minimum Attendance:** 5

**Maximum Attendance:** 10

### ARCHERY

**Prerequisites:** Certified 4-H Volunteer in Oklahoma prior to teaching, no felony convictions

**Required training:** 16 hours discipline instruction plus 3 hours 4-H Youth Development and Risk Management instruction. After passing training, instructors can: Teach youth ages 9 and up in compound, recurve and Genesis archery. Depending on district, related 4-H events include invitational, district, and state shoots in indoor, Field Round, FITA, and 3D shoots.

**Maintain Certification:** 4-H Shooting Sports instructor must teach or assist in teaching a class every two years or assist with state contests AND report the classes to your county Extension Educator.

**Minimum Attendance:** 5

**Maximum Attendance:** 12

### RIFLE/PISTOL (Air and .22)

**Prerequisites:** Certified 4-H Volunteer in Oklahoma prior to teaching, no felony convictions

**Required training:** 16 hours of pistol/rifle discipline instruction plus 3 hours 4-H Youth Development and Risk Management instruction. After passing training, instructors can: Teach youth ages 9 and up in air rifle and ages 12 and up in .22 rifle (after having completed air rifle training). They can also teach youth 4-H age of 12 and up in air pistol and 4-H 14 and up in .22 pistol (after having completed air pistol training). Depending on district, related 4-H events include invitational, district, and state shoots.

**Maintain Certification:** 4-H Shooting Sports instructor must teach or assist in teaching a class every two years or assist with state contests AND report the classes to your county Extension Educator.

**Minimum Attendance:** 5

**Maximum Attendance:** 12



## Discipline Descriptions

### **MUZZLELOADER (Black Powder)**

**Prerequisites:** Certified 4-H Volunteer in Oklahoma prior to teaching, no felony convictions

**Required training:** 13 hour muzzleloader discipline instruction plus 3 hours 4-H Youth Development and Risk Management instruction. After passing training, instructors can: Teach youth 4-H age of 14 and up. Depending on district, related 4-H events include invitational, district, and state shoots.

**Maintain Certification:** 4-H Shooting Sports instructor must teach or assist in teaching a class every two years AND report the classes to your county Extension Educator.

**Minimum Attendance:** 3

**Maximum Attendance:** 6

### **COUNTY COORDINATOR**

**Prerequisites:** Certified 4-H Volunteer in Oklahoma prior to teaching, no felony convictions

**Required training:** 13 hours of county program coordinator instruction plus 3 hours 4-H Youth Development and Risk Management instruction. After passing training, coordinators can: coordinate with certified shooting sport coaches about discipline orientation sessions, practice schedules, contests events, related shooting sports activities and the county shooting sports club. Coordinator would receive information from certified shooting sports instructors about trainings conducted, 4-H members certified and certified shooting sports coaches assisting with the various disciplines and report this summarized information to the county OSU Extension center.

**Maintain Certification:** 4-H Shooting Sports coordinator must work with certified shooting sports instructors and county OSU Extension Educators to keep their certification. After a two-year period of not serving as a coordinator, certification will be lost.

**Minimum Attendance:** 5

**Maximum Attendance:** 10

### **HUNTING SKILLS**

**Prerequisites:** Certified 4-H Volunteer in Oklahoma prior to teaching, no felony convictions

**Required training:** 13 hours of hunting skills instruction plus 3 hours 4-H Youth Development and Risk Management instruction. After passing training, instructors can: Teach youth ages 10 and up in hunting skills (instructors will NOT be certified in live fire activities through this discipline training). Events for this discipline include the state event.

**Maintain Certification:** 4-H Shooting Sports instructor must teach or assist in teaching a class every two years or assist with state contests AND report the classes to your county Extension Educator.

**Minimum Attendance:** 5

**Maximum Attendance:** 10

## **WESTERN HERITAGE**

**Prerequisites:** Certified 4-H Volunteer in Oklahoma prior to teaching, no felony convictions

**Required training:** 16 hours of western heritage instruction plus 3 hours 4-H Youth Development and Risk Management instruction. After passing training, instructors can: Teach youth ages 12 and up in western heritage and age 9 and up in living history (Western Heritage and Cowboy Action: Youth certified in this discipline are not certified in .22 Pistol, .22 Rifle or Shotgun upon being certified in Western Heritage and Cowboy Action.). Events for this discipline are being developed.

**Maintain Certification:** 4-H Shooting Sports instructor must teach or assist in teaching a class every two years or assist with state contests AND report the classes to your county Extension Educator.

**Minimum Attendance:** 3

**Maximum Attendance:** 10



## **OKLAHOMA 4-H SHOOTING SPORTS WORKSHOP**

### **Instructor Certification Training**

August 24-25, 2024

Beckham County Fairgrounds

#### **Saturday, August 24th**

<b>8:00 -- 8:15 a.m.</b>	<b>Shotgun, Rifle/Pistol, Archery, Western Heritage, and Hunting Skills Registration</b>
8:15 a.m. -- 11:00 a.m.	First Shot Fundamentals and Discipline Training
<b>10:45-11:00 a.m.</b>	<b>Muzzleloader, County Coordinator Registration</b>
11:00 a.m. -- 12:00 p.m.	General Session with 4-H Youth Development and Risk Management
12:00 -- 1:00 p.m.	Lunch and National Instructor's Meeting
1:00 -- 6:00 p.m.	Discipline Training Continues
6:00 -- 7:00 p.m.	General Session with 4-H Youth Development
7:00 p.m.	Dinner and National Instructor's Meeting
8:00 -- 9:00 p.m.	Discipline Wrap up and announcements

#### **Sunday, August 25th**

8:00 a.m. -- 11:30 a.m.	Disciplines Training and Practicum Readiness
11:30 a.m. -- 12:30 p.m.	Lunch and National Instructor's Meeting
12:30 -- 1:45 p.m.	Discipline Practicum Rotation #1
1:45 to 2:00 p.m.	Travel to second Discipline Practicum Rotation
2:00 to 3:15 p.m.	Discipline Practicum Rotation #2
3:15 to 3:30 p.m.	Pack up supplies and equipment along with firearms and bows
3:30 -- 4:30 p.m.	De-brief Practicum Teaching Written Assessment and Review / Discipline Wrap-Up
4:30 -- 5:00 p.m.	Training Evaluation -- Graduation -- Closing Comments
5:00 p.m.	Adjourn and Go Home

**Registration Deadline: August 12, 2024**

**No alcohol is permitted at this 4-H activity.**

**2024 OKLAHOMA 4-H SHOOTING SPORTS  
INSTRUCTOR WORKSHOP APPLICATION**

Name:

Address:

City:

Zip:

Home Phone:

Cell Phone:

County:

E-mail:

Required auxiliary aids or services due to a disability (please specify):

You may only attend one discipline during the training, however, please rank your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices of disciplines to attend. (Rank only the disciplines you are willing to attend and serve as an instructor for in your county for a period of 1 year.) This will help us ensure you a space at the training.

Shotgun

Archery

Pistol/Rifle (Air & .22)

Muzzleloader

County Coordinator

\_\_\_\_\_ Western Heritage

\_\_\_\_\_ Hunting Skills

**All Participants must attend the 4-H Youth Development and Risk Management sessions!**

**I understand that if accepted to attend this workshop, I am agreeing to serve as an instructor in the 4-H Shooting Sports program for a minimum of one year. I also understand that I will be expected to attend the total instructional period in order to become certified.**

Signature of Applicant

Print Name

E-mail Address

Cell Phone Number

*Signature of endorsement by County Extension Educator certifying the applicant is a 4-H Certified Volunteer in your county (completed background check and required trainings) and has been selected to attend 4-H Shooting Sports Instructor Training.*

Signature of Ext. Educator

Date

**Registration is first come first served!! Email registration to [toby.duffey@okstate.edu](mailto:toby.duffey@okstate.edu) and Mail signed registration form and registration fee \$80 (COUNTY AGENCY CHECKS ONLY) to:**

**State 4-H Office  
505 Ag Hall  
Stillwater, OK 74078**



# Adult Medical

## Form 4

Today's Date:		County	
Program/Camp/Trip/Event: Oklahoma 4-H Shooting Sports Instructor Certification Workshop		Overnight Event <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>PARTICIPANT INFORMATION - REQUIRED</b>			
Name of Participant:			
Address:	City:	State:	Zip:
Date Of Birth:		Gender: <input type="checkbox"/> M <input type="checkbox"/> F	
<b>INSURANCE INFORMATON - REQUIRED</b>			
Do you have health/accident insurance? (circle one): <input type="checkbox"/> YES <input type="checkbox"/> NO			
Insurance Company Name:			
<b>EMERGENCY CONTACT INFORMATION - REQUIRED</b>			
#1 Name	Relationship	Phone:	
#2 Name	Relationship	Phone:	
<b>HEALTH HISTORY AND MEDICAL RECORD (This section is optional)</b>			
<b>Types of Medications being taken</b> <input type="checkbox"/> Prescription <input type="checkbox"/> Over the Counter		List Medications:	
<b>Medical Marijuana</b> - OSU receives federal funds and must comply with the Federal Drug-Free Schools and Communities Act and the Federal Drug-Free Workplace Act.  While the use of medical marijuana has been legalized in the state of Oklahoma, federal law prohibits the use, possession or cultivation of marijuana for any reason on the OSU campus and also prohibits the use and distribution of marijuana for any reason at events authorized or supervised by OSU (which includes programs offered by the Oklahoma Cooperative Extension Service and 4-H).			
History of Allergies or reactions to:	<b>Check ALL Allergies/Reactions</b> <input type="checkbox"/> Medication <input type="checkbox"/> Insects/stings/bites <input type="checkbox"/> Plants <input type="checkbox"/> Other	Explain Allergies/Reactions:	
History of Food Allergies?	<b>Check ALL Allergies</b> <input type="checkbox"/> Eggs <input type="checkbox"/> Nuts <input type="checkbox"/> Dairy <input type="checkbox"/> Wheat <input type="checkbox"/> Fish/Shellfish <input type="checkbox"/> Other	Explain Food Allergies:	
Dietary Restrictions or special needs?	Explain Dietary Needs:		
Physical, behavioral or mental health condition that would limit participation in normal activities/projects?	<b>Check ALL that apply</b> <input type="checkbox"/> ADD/HDHD <input type="checkbox"/> Epilepsy/Convulsions <input type="checkbox"/> Asthma <input type="checkbox"/> Heart/Lung <input type="checkbox"/> Autism/Asperser's <input type="checkbox"/> Nose Bleeds <input type="checkbox"/> Diabetes <input type="checkbox"/> Other	Explain Condition/Limitation(s):	
Do any of the following Medical Assistance apply?	<b>Check ALL that apply</b> <input type="checkbox"/> Dentures/Dental Plate/Partial/Retainer <input type="checkbox"/> Prosthetic <input type="checkbox"/> Glasses/Contact Lenses <input type="checkbox"/> Wheelchair/Walker/Cane/Crutches <input type="checkbox"/> Hearing Aid/Implant <input type="checkbox"/> Other	Other: (Explain)	



**EMERGENCY MEDICAL RELEASE**

I understand that a health problem or a medical emergency may develop that necessitates the administration of medical care, hospitalization or surgery. I further recognize and understand that there may be situations where I require immediate medical or hospital care, and it may not be possible to give my consent. In such situations, I give permission to Oklahoma State University and its representative(s) or agent(s) to provide this medical history form to health care personnel. I further authorize a physician, surgeon, other health care provider, or dentist to exercise his/her professional judgment and assess the risks and choose the necessary treatment from any available alternatives and to render such care and perform such treatment as he/she in his/her professional judgment determines to be necessary for my health and safety, and I authorize any hospital, clinic, or other health care provider to provide reasonable and necessary medical treatment or supplies.

For personal reasons I decline medical treatment Signature

Date

By signing below, I authorize the medical information on this form to be provided to any health care providers in case of an emergency.

Signed:

Volunteer/Paid Staff/OCES Employee

Date:

MM/DD/YY