

## Michigan State 4-H Shooting Sports Instructor Certification Policy

Adopted December, 2004; revised February, 2006.



The Michigan State 4-H Shooting Sports Program Committee has adopted the policy that **all Michigan 4-H Shooting Sports programs must be conducted under the direct supervision of a 4-H Certified Shooting Sports Instructor. The Instructor must be certified in the shooting discipline being presented.** While non-certified 4-H leaders and volunteers may be utilized as helpers at 4-H shooting sports events, they must be under the direct supervision of a 4-H Certified Shooting Sports Instructor. Instructor certification training may be obtained by attending a state or regionally hosted 4-H shooting sports instructor workshop.

**The National 4-H Shooting Sports Curriculum has been adopted as the core curriculum to be used by Michigan State 4-H Shooting Sports Instructors.** All youth participating in a Michigan State 4-H sponsored shooting sports program will be trained in accordance with this curriculum. Certified instructors may supplement this curriculum with training materials available from other nationally recognized shooting sports organizations. (NRA, USA Shooting & NAA etc.)

### The objectives of this certification policy are:

- To ensure that safety and youth development remain the focus of the MSU 4-H Shooting Sports program.
- To ensure that every youth participating in a 4-H Shooting Sports Program is being trained by a qualified instructor.
- To ensure that all 4-H Shooting Sports Instructors understand and support the concepts, procedures and curriculum which form the basis of the MSU 4-H Shooting Sports Program.

### Certification training sessions are available for the following disciplines:

- Basic Rifle Instructor
- Basic Muzzle Loading Rifle Instructor
- Basic Shotgun Instructor
- Basic Archery Instructor
- Wildlife and Hunting Instructor
- Rifle Trainer
- Shotgun Trainer
- Archery Trainer
- Muzzleloading Trainer

### 4-H Shooting Sports Instructor Certification is valid for 3 years:

- **Adult Instructor:** must be 21 years of age or older.
- **Junior Instructor:** must be age 16-20 at the time of their certification. Junior instructors may teach 4-H youth only when a certified Adult Instructor is present.

### 4-H Shooting Sports Instructor certification requirements:

- Instructor candidates must complete the volunteer selection process and meet the requirements of their county MSU Extension offices.
- Instructor candidates must successfully complete a 4-H Shooting Sports Instructor training workshop in the discipline area they wish to instruct. These Instructor training workshops will include an overview of the Michigan State 4-H Shooting Sports program and a minimum of 10 hours of discipline specific training.
- Instructor candidates must complete certification application and submit to State Shooting Sports Coordinator.

Note: Both the Michigan State 4-H Shooting Sports Trainer who teaches the Instructor training workshop and the MSU Extension County Staff person signing the certification application reserve the right to withhold or delay certification if they feel the Instructor candidate is not ready to able to assume that role.

#### **4-H Shooting Sports Instructor Responsibilities:**

- Instruct 4-H youth in the safe and responsible use of firearms and archery equipment, in accordance with all Michigan State 4-H Shooting Sports, policies and safety guidelines.
- Be knowledgeable about the “4-H Guiding Principles for Positive Youth Development” and apply those principles while training youth or adults associated with a 4-H shooting sports program.
- Understand the material you will be teaching.
- Plan and prepare for each activity in advance.
- Provide a safe, comfortable and controlled learning environment.
- Operate in accordance with the National 4-H Shooting Sports Code of Ethics.
- Document all youth who participate in your 4-H shooting sports program and provide that documentation to the county MSU Extension agent.
- Strive to increase your knowledge of the shooting sports and teaching abilities.

The Michigan State 4-H Shooting Sports Committee reserves the right to revoke the certification of any Instructors found to be teaching in violation of Michigan State 4-H Shooting Sports policies and safety guidelines.

#### **Instructor Certification Renewal Requirements**

- Instructors seeking to renew their certification must complete a “Michigan State 4-H Shooting Sports Instructor Re-certification Application.” Renewals should be submitted at least two months prior to the expiration of their current certificate.
- The County MSU Extension office will verify the activity status of the instructor, sign off on the certification application and update county records as needed.
- The applicant will forward the application to the State 4-H Shooting Sports Coordinator.
- If the instructor has remained active the instructor certification will be renewed. The State Shooting Sports Coordinator will issue a new certification card and update state records as needed. The new card will be mailed to the county 4-H Staff person within 4-6 weeks.

Note: Instructors seeking re-certification who have been inactive for more than three years must repeat the 4-H Instructor training.