

# **Monroe County 4-H S.A.F.E. Shotgun Club Manual**



# Table of Contents

1. What is 4-H?	pg.4-5
A. Purpose	pg.4
B. Age Eligibility	pg.4
C. Vision	pg.4
D. Mission	pg.4
E. Core Values	pg.4
F. Objective	pg.5
4. The 4-H Club	pg.6
A. Club Motto	pg.6
B. Club Slogan	pg.6
C. Club Colors	pg.6
D. Club Emblem	pg.6
E. Club Pledge	pg.6
5. Project S.A.F.E.	pg.7
A. What is Project S.A.F.E.	pg.7
B. Objectives	pg.7
6. Club Policies	pg.8
A. Shotgun Club Safety Policy	pg.8
B. Insurance	pg.8
C. Violations and Disciplinary Actions	pg.8
7. Responsibilities	pg.9
1. Coaches	pg.9
2. Members	pg.9
3. Volunteer	pg.9
7. Adult Volunteers	pg.9
A. Certified Volunteers	pg.9
B. Certified Coaches	pg.9
C. Coaches Contact Information	pg.9
D. Club Coordinator	pg.9
8. County Extension Office Staff	pg.10
9. Funds Policy	pg.11
A. Tax Exempt	pg.11
B. Orders and Purchasing	pg.11
C. Fundraiser Contribution	pg.11
10. Action Plan	pg.12
11. General Rules	pg.13
A. Enrollment/ Registration	pg.13
B. Age Requirement	pg.13

C. Meeting Requirement .....	pg.13
D. Fees.....	pg.13
E. Equipment and Ammunition .....	pg.13

12. Forms .....	pg. 14-18
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- A. Project S.A.F.E. Participants and Parent Contract
- B. Monroe County 4-H Shotgun Enrollment Form
- C. Georgia 4-H Code of Conduct
- D. Georgia 4-H Medical Release
- E. Griffin Gun club Waiver

# What is 4-H?

## Purpose

The purpose of this organization shall be to provide learning experiences for members through club meetings, projects, and activities. The focus of all 4-H programs is the development of youth as individuals and as responsible, productive citizens. The Monroe County 4-H Shotgun Program teaches our youth the fundamentals of safety, marksmanship, and fair play.

## Georgia 4-H General Eligibility Rules

Any youth residing in or attending school in Georgia may enroll in Georgia 4-H after he or she has reached the age of nine or has begun the fall semester of the fifth grade, whichever comes first. Youth may remain members of 4-H providing their nineteenth (19th) birthday has not passed by January 1 of the current 4-H year as defined above. Youth who have not graduated from high school, or youth with special education needs who are older than nineteen, may enroll in 4-H with the approval of the State 4-H Leader.

## Age Division

**Cloverleafs** must be at least 9 years old or not have completed the 6<sup>th</sup> grade on January 1 of the current 4-H year. **Juniors** must be in the 7<sup>th</sup> grade or must not have completed the 8<sup>th</sup> grade on January 1 or the current 4-H year. **Seniors** have passed their 14<sup>th</sup> birthday and are in the 9<sup>th</sup> grade or must not have passed their 19<sup>th</sup> birthday on January 1 or the current 4-H year. The 4-H Program begins on **August 1** and end on **July 31**.

- Students must be certified to be a 4-H member by their County Extension Agent.
- A student must be enrolled in 4-H in order to carry out a project and/or other related competitive activities in 4-H.
- The member must not have attended the same National 4-H Event previously.
- The 4-H'er must compete with the appropriate county as described below:

A 4-H'er can only participate and compete in the county where he or she resides or the county in which he or she goes to school. Residence is established based on legal guardianship. **In every case, a student must compete with only one county during a year.** The year for competition purposes is the academic year (August 1-July 31).

## Vision

Worlds in which youth & adults learn, grow, and work together as a catalyst for positive change.

## Mission

To assist youth in acquiring knowledge, developing life skills, and forming attitudes that will enable them to become self-directing, productive and contributing citizens.

## Core Vales

- Agriculture
- Citizenship
- Communication
- Environment
- Family & Consumer Sciences
- Leadership

## **Objectives**

- Develop a desire to gain new knowledge, skills, and attitudes through real life experiences.
- Recognize the value of research and learn the decision making processes.
- Gain an appreciation for the contributions that agriculture and environmental sciences and family and consumer sciences make to the economy and human welfare.
- Practice healthful resources and apply conservation principles.
- Strengthen personal standards and citizenship ideals.
- Strengthen abilities to make intelligent decisions, solve problems, and manage their own resources and affairs in a fast changing world.
- Develop their potential by seeking and acquiring educational and vocational experiences.
- Improve skills in leadership, communication, and self-expression.

# **The 4-H Club**

## **Club Motto**

"To Make the Best Better"

## **Club Slogan**

"Learn by Doing"

## **Club Colors**

Green and White

## **The 4-H Name & Emblem**

The 4-H Name & Emblem is intended to represent the ideals of the program with its focus on Head, Heart, Hands, and Health. Today, it is one of the best-known and most valued images emblematic of a century of 4-H achievement. The 4-H Name & Emblem is very important to us as an organization because it represents who we are. The official 4-H Emblem is a clover with four leaves and an "H" on each leaf. The clover's stem must point to the right as you look at the image.

## **Club Emblem**

The official 4-H Emblem is a clover with four leaves and an "H" on each leaf. The clover's stem must point to the right as you look at the image. The 4-H Emblem is not a plain four-leaf clover. The 4-H Emblem should appear in specific colors and in its entirety. The 4-H Name and Emblem belongs to the 4-H Youth Development Program, under the authority of USDA and anyone wishing to use it must obtain permission to use it ahead of time. Anyone wishing to use the 4-H Name and Emblem for any purpose must seek authorization to use the 4-H Name and Emblem from the Monroe County Extension Office.



The following are rules pertaining to the 4-H emblem:

- 1) The emblem must have an "H" on each leaflet.
- 2) The stem must point to the right as you look at the image.
- 3) The emblem must have 18USC707 at the bottom right of the emblem as seen on this page. The only exceptions are when the emblem is engraved or embroidered.
- 4) The emblem may only be green, white, black or gold. The "H" on each leaflet may be white or the color of the surface behind it.
- 5) There may be no additional image on the emblem whatsoever.
- 6) The emblem may not be watermarked.

## **Club Pledge**

Otis Hall, State Leader of Kansas, was responsible for the original wording of the 4-H pledge, officially adopted by the State 4-H Leaders at the first National 4-H Camp in 1927. The pledge remained unchanged until 1973, when it was revised to include "and my world."

I pledge my Head to clearer thinking, my Heart to greater loyalty,  
My Hands to larger service, & my Health to better living,  
For my club, my community, my country, & my WORLD!!!

## **PROJECT S.A.F.E.**

### **What is Project S.A.F.E.**

Project S.A.F.E. (Shooting Awareness, Fun and Education) is an active program, attractive to youth and adult audiences. The program is curriculum based and designed to assist young people in personal development, establish a personal environmental ethic and explore life-long vocational and avocational activities. The program uses experiential learning and positive interactions with youth and adult role models to help young people develop self-concept, self-assurance, and a positive self-image.

The program promotes responsibility, decision-making and identifying realistic, personal goals. Participants may elect to compete at a level appropriate for their abilities or pursue other objectives. Participants have shown high achievement in the field, shop or classroom and on target range, but personal development for young people and leaders is the real objective. The program strives to make "every kid a winner," and to "make the best better."

Like other 4-H projects, S.A.F.E. has a subject matter base. It has strong links to natural resources, wildlife, outdoor recreation and safety. The content is drawn from sports medicine, psychology, education, biological and physical sciences engineering, mathematics, technology, as well as American traditions, folklore and history.

### **Project S.A.F.E. Objectives**

- Enhance youth development of self-concept, character and personal growth through safe, educational and socially acceptable involvement in shooting activities.
- To involve youth in a life skills program that teaches safe and responsible use of firearms including sound decision-making, self-discipline and concentration.
- To promote the highest standards of safety, sportsmanship and ethical behavior.
- To expose participants to the broad array of vocational and life-long avocation activities related to shooting sports.
- To strengthen families through participation in life-long recreational activities.
- To complement and enhance the impact of existing safety, shooting and hunter education programs using experiential (hands on) educational methods and progressive development of skills and abilities.

## **Club Policies**

### **Shotgun Club Safety Policy**

1. All parents and members will be provided a copy of this policy for their information. Each parent and member must sign the Participant and Parent Contract stating they have read the document and agree to follow this policy.
2. A 4-H Certified Coach and Screened Volunteer must be present on the range when shooting is taking place to ensure safety.
3. Members must always be respectful of their leaders, parents, and fellow members. Treat them as you expect to be treated.
4. At least one parent/guardian responsible for the member must be present during practice.
5. Participation in 4-H Club activities is strongly recommended.
6. Good sportsmanship is not only desired, it is expected!!
7. Closed toed shoes must be worn at all times in the practice and competition areas.
8. Misuse of equipment or reckless behavior that endangers others will result in immediate suspension from practice; after 2 violations, 4-H Member will be dismissed from the club.

### **Insurance**

Monroe County 4-H Shotgun Club members and coaches are provided limited insurance coverage by the Monroe County 4-H Club through American Income Life. The insurance is usable for any injuries that occur at a scheduled Monroe County 4-H Shotgun Club practice and any competitions.

The Shotgun Team Coordinator will have claim forms in event an accident does occur. Any accident must be reported immediately to the Monroe County 4-H Agent.

### **Violations and Disciplinary Actions**

Violations of the safety policies will be reported on the Shotgun Safety Incident Report to the 4-H Agent by a certified coach within one normal work day. This incident report sheet will be reviewed by the 4-H Agent and then a copy will be sent to the member's parents for their review.

Immediate disciplinary action will be enforced by a certified coach at the time of the infraction. Discipline may include a verbal warning and correction, and/or suspension from the day's activities.

Repeated offenses will be reviewed by the 4-H Agent, the County Extension Coordinator, and the certified coach who witnessed the event(s). An infraction review will then be conducted between a 4-H Staff Member, County Extension Coordinator, the certified coach, the member and the member's family.

Discipline could include:

1. Short-term suspension from the club, and/or
2. Removal from the club



## **Responsibilities**

### **4-H Coaches Responsibility**

All coaches are currently Georgia 4-H S.A.F.E. Certified. As part of UGA Policy, every volunteer must consent to a free screening background check in order to assist the coaches and help the competitors; for your convenience the Georgia 4-H Volunteer Packet is attached. There will be a maximum ratio of seven shooters per Certified Coach; this is both for safety purposes and a Georgia 4-H S.A.F.E. guideline.

### **Member Responsibility**

Members of the Club should be aware of and practice safe shooting techniques at all times. They should be aware of and assist other Club members and new members to maintain these safety standards. Members should also inform the certified coaches on unsafe practices that they observe.

### **Volunteer Responsibility**

Volunteers should become familiar and efficient with shotgun safety policies and practices. Help educate and encourage the members at all times to be safe stewards for the club and the sport. Members, Volunteers, and Parents should also be observant of any unsafe practices that they see and report them to a certified coach. This will help ensure a safe, productive and fun club for 4-H'ers to enjoy for years to come.

## **Adult Volunteers**

### **Certified Volunteers**

Adults are encouraged to become certified screened volunteers to assist with the programs at the range and during events. Any adult assisting with youth in the shotgun program, especially working on the line, is required to complete the Georgia 4-H Certified screening process.

4-H Youth Development Guidelines state that all adults working with youth must become a certified volunteer. Certification is easy and does not cost the volunteer. In order to become certified you must:

#### **Complete and turn in a Volunteer Application Packet to the Extension Office**

- Complete the Volunteer Leader Application
- Sign the Volunteer Leader Agreement
- Receive an approved criminal history report (this can take two or more weeks)
- Provide at least two supporting references
- Watch the Risk Management Instructional Video
- Make a 100 on the Risk Management Instructional Video Test

### **Certified Coaches**

All coaches are currently Georgia 4-H S.A.F.E. Certified. As part of a new UGA Policy, every volunteer must consent to a free screening background check in order to assist the coaches and help the competitors; for your convenience the Georgia 4-H Volunteer Packet is attached. The coaches have the right to make changes to the teams at any time during the year.

### **Club Coordinator**

The Club Coordinator is appointed by the 4-H Agent. This person is the general information officer and direct contact for the team and all activities. They are required to complete the Certified Screened Volunteer Requirements. They are under the direct supervision of the 4-H Agent.

This person is responsible for:

- Coordination and maintenance of Club's possessions and inventory
- Coordination of team practice and activities

- Turn in attendance sheets for the week

## **County Extension Office Staff**

### **County Extension Coordinator**

The County Extension Coordinator is appointed by the University of Georgia and is ultimately responsible for all programs conducted by and through the Monroe County Extension Programs including the 4-H Youth Development programs. The County Extension Coordinator has ultimate financial and educational responsibility. This person provides final approval authority for all financial and educational matters.

### **County Extension 4-H Agent**

The 4-H Agent works on planning, developing, and implementing all 4-H activities within the county.

### **Contact Information**

The Monroe County Extension Office is open Monday-Friday 8:00 a.m. to 5:00 p.m. & located at:

484 Hwy 83 South (next to Hubbard Elementary)  
Forsyth, GA 31029  
Phone: (478) 994-7014

Caitlin Jackson, County Extension Coordinator and Agriculture & Natural Resources Agent: [crbenn@uga.edu](mailto:crbenn@uga.edu)

Heather Hardin, 4-H Program Assistant: [heather.hardin@uga.edu](mailto:heather.hardin@uga.edu)

Nicole Walters, County Extension Family and Consumer Science Agent: [nicole.walters@uga.edu](mailto:nicole.walters@uga.edu)

Rachel Frisbie, County Extension Secretary: [uge2207@uga.edu](mailto:uge2207@uga.edu)

## **Funds Policy**

- This club will follow the University of Georgia CAES Cooperative Extension Funds policy. All funds collected for use with 4-H programs will be brought to the Extension Office on the next business day by the Shotgun Club Coordinator. These funds will be deposited and held in an account in the County Extension Office. Account activity will be presented to the Shotgun Coach and Coordinator on a monthly basis to share with club members.
- Volunteer Groups and Project clubs are required to have an annual budget. These clubs must spend the funds within the club year (August – July). Carry overs are limited to 50% of a year's budget unless allocated for a specific project. Any amount over 50% will go directly into the general 4-H fund. In the event, the Shotgun Club ceases to exist, funds in the account will be transferred to the general 4-H fund.
- All transactions within the Shotgun Club account must be approved by the County Extension Coordinator and the County 4-H Agent. Failure to adhere to the funds policy may result in denial of transaction and/or suspension of the person making the unapproved transaction. A yearly audit will be provided by the Extension Office to the Club Coordinator.

## **Tax Exempt**

- Federal Tax exempt status does not exempt the county 4-H program or any of its associated clubs from paying sales tax.
- The Monroe County 4-H Program and any of its associated clubs are approved for 501(c)3 status. The Monroe County Shotgun Club can accept tax deductible gifts with approval of the County Extension Coordinator. Letters of accepted contributions for tax purposes will be written by the County Extension Office.

## **Orders & Purchasing**

- All orders pertaining to the Shotgun Club must be placed by the Extension Office, even if it is approved by the club. This includes targets, parts, equipment, shirts, awards, etc. This will take liability off coaches and ensure that all purchases originate from one place. If chosen to place an order outside of the Extension Office it may not qualify for reimbursement.
- All Purchases made for the Shotgun Club must be approved by the Extension Office. This includes food for a shoot, supplies, etc. This eliminates double purchasing. If a purchase is made without approval, it will not qualify for reimbursement.
- All purchases must be submitted through a voucher system at least 10 days prior to date of purchase. Items purchased prior to voucher being approved WILL NOT qualify for reimbursement.

## **Fundraiser and Contributions**

Fundraisers for the Monroe County Shotgun Club must be approved by the Extension Office. A written request must be submitted 30 days prior and be approved prior to participating in a fundraiser.

## **Action Plan**

The Monroe County 4-H Shotgun Sports Program is designed to support the positive and successful development of all youth. 4-H volunteer leaders are essential partners in creating a positive environment by focusing on the strengths of youth and providing positive ways for youth to meet their basic needs. This action plan includes the *4 Essential Elements of 4-H*:

### **Caring Relationship (Belonging)**

All youth need a caring, supportive relationship in their lives. Volunteer Leaders and club members provide this fellowship by showing interest in, actively listening to, and fostering the gifts of 4-H youth. 4-H clubs provide an opportunity for long-term youth development seldom found in other educational delivery modes. The multiple interactions of parents and adults working with 4-H'ers that is found in 4-H clubs is unique to most other youth education.

### **Constructive Learning Experiences (Mastery)**

Youth rely on the joy they receive from interests, hobbies and group participation to balance disappointments in other parts of their lives. 4-H offers opportunities to take on new challenges and learn new skills. 4-H youth develop mastery through the Experiential Learning Process by experiencing, sharing what happened, processing what was important, generalizing the experience to the real world and applying what was learned to other situations.

The presence of self-confidence and positive self-esteem are today considered to be two of the most important indicators of personal wellness and success in an individual. Through the support and encouragement of caring club parents and leaders, youth grow taller in their feelings of self-worth. A sense of accomplishment is achieved from finishing a project and participating in a positive evaluation experience.

### **Leadership Opportunities (Independence)**

Creating opportunities for youth to develop skills and confidence for leadership and self-discipline is a cornerstone of 4-H. 4-H helps young people recognize the connection between independence and responsibility. Independence does mean greater power and influence but it is linked with responsibility for decisions made and actions taken. Today's society is busy, with worthwhile opportunities for youth in greater abundance than ever before. Being involved in a successful 4-H club means that members learn how to set priorities in developing their club program and manage the time they have available for their club wisely.

### **Service to Communities (Generosity)**

The 4-H Pledge focuses on the importance of larger service and recognizing a responsibility for the welfare of others. 4-H helps youth focus on developing concern for others and taking action to demonstrate that concern. Service forges bonds between youth and the community, and doing something valued by others raises feelings of self-worth and competence.

## **General Rules**

### **Enrollment**

Enrollment for the Monroe County 4-H Shotgun Club must be submitted January 13, 2021. Monroe County 4-H Enrollment forms, Georgia 4-H Code of Conduct, Georgia 4-H Medical Release Form, Shooter packets and Club Fees are due, January 13, 2021. Late submissions will not be accepted.

### **Age Requirements**

Georgia 4-H classifies the age requirements for Modified Trap Shotgun participants as 7<sup>th</sup>-12<sup>th</sup> grade. The Georgia 4-H Age Eligibility rules apply here for students who are seniors in high school; however, regardless of age, students must be in 7<sup>th</sup> grade to participate in the Shotgun Club.

### **Meeting Requirement**

All shooters and at least one parent or guardian must attend the mandatory Rules and Expectations. For your convenience, this meeting is being offered on January 12 and 13 from 6-7 PM at the Monroe County Extension Office. Please choose one of the dates to attend.

### **Fees**

There will be a \$225 charge to shoot with the Monroe County Shotgun Club. A deposit of \$75.00 is due at the time of sign-up. Second payment of \$75.00 is due by December 11. The final \$75.00 payment is due at the mandatory meeting on January 12 or 13. These dues pay for the following:

- Targets, competition shells, team shooting shirt, qualification fee, state entry fee, safety items, Meadows Gun Club membership and insurance
- Optional Auxiliary Shoot: If schedule allows auxiliary shoots may be scheduled to diversify the shooter's experience this may include sporting clays, skeet, five-stand, or trap. If a shooter chooses to participate all ammunition and targets fees are the responsibility of the shooter.

### **Hunter Safety Requirement**

All 4-H'ers must successfully complete the Georgia Hunter Education Program by January 25, 2021. Please pick up a CD from the Extension office to complete the training.

### **Equipment and Ammunition**

Any 12 or smaller gauge shotgun is allowed. 4-H'ers will supply their own shotgun and shotgun shells. Shotgun shells must meet the following specifications:

- 1 oz. cannot exceed 1325 FPS
- 7/8 oz. cannot exceed 1350 FPS.
- Shot size must be 7 ½ or smaller (#8 or #9) and not exceed 1 oz. Shells will be factory loads. NO RELOADS WILL BE ALLOWED.



## Project S.A.F.E. Participants and Parent Contract

In order for the Project S.A.F.E. to be both rewarding and a safe experience, 4-H'ers must abide by the Rules and Regulations set forth by the Club. They are as follows:

1. Members must follow the directions and safety standards set by the coaches, the Georgia 4-H Code of Conduct and all range guidelines and safety procedures. Failure to follow instructions can result in suspension from the Club.
2. Horseplay and other unsafe behavior will result in suspension from the Club.
3. Teams will be designated by the coaches. All decisions are final.
4. In the event that a 4-H'er decides to quit or is suspended from the S.A.F.E. Club, membership dues will not be refunded. This is necessary since supplies will be purchased in advance for the 4-H Club.
5. An adult must accompany the 4-H'er to every practice or competition.
6. In all circumstances, shooters, parents and coaches are responsible for their actions and upholding the standards of the Georgia 4-H Project S.A.F.E. Program. All of us are expected to behave in a manner suitable for the promotion of a 4-H youth development program, high ideals and the promotion of shooting sports as a safe and respectable recreation activity. Cooperation, self-control, self-discipline, and high standards of sportsmanship are expected at all times.
7. I am aware of the sporting equipment involved and the potential physical danger if safety and training are not followed. With respect to this potential danger; those volunteers that are training are coaching and providing the instructional training will deem it necessary to instruct and discipline from time to time for the best interests of all involved. The foremost concern is safety with skill attainment and enjoyment second.

As a member of the Monroe County Project S.A.F.E. Club, I have read and understand the above rules and regulations and agree to abide by them. I have also read and understand the Georgia 4-H Code of Conduct. I agree to abide by all rules and regulations regarding the Project S.A.F.E. or I forfeit the right to participate in project activities.

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(Signature of 4-H'er)

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(Date)

I am also aware and understand that my child from time to time will be touched, moved and held in a manner to assist positioning, balance, comfort and provide continuity in curriculum training for the discipline being taught. I certify that my child and I have read and understand the above rules and regulations and the 4-H Code of Conduct. I understand that in order for my child to participate in Project S.A.F.E. activities, I must accompany them to every event.

---

(Signature of 4-H'er)

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(Date)



## Monroe County 4-H Shotgun Enrollment Form

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Years in 4-H: \_\_\_\_\_ Birthday: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_

Gender (circle one): Male Female **Shirt (dri fit)** (circle one): S M L XL 2XL

**\*\*\*Hats are provided for all new shooters, returning shooters may purchase a new hat for \$10\*\*\***

**Hat Preference** (circle one): Mesh or Solid

**Racial Classification** (circle all that apply): White, African-American or Black American, Indian, Asian,  
Pacific-Islander

**Residence** (circle one): Farm Rural (under 10,000) Town (10,000-50,000) Suburb (more than 50,000)  
City (more than 50,000)

**Ethnicity** (circle one): Hispanic Non-Hispanic **Military Family** (circle one) Yes No

Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Parents or guardians contact information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Work / Cell Phone: \_\_\_\_\_

**Health concerns or special needs you'd like the extension office to be aware of:**

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