



Shooting Sports & Wildlife Programs

Minnesota 4-H Risk Management Procedures

The Minnesota 4-H Shooting Sports and Wildlife (SS&W) programs are designed for youth to build skills in the safe use of firearms and archery and learn the importance of protecting Minnesota's natural resources. Minnesota 4-H information sheets outline risk management procedures for all 4-H programs including requirements for program scheduling, supervision, facilities, transportation, food service, medical issues, insurance, and activities and outings. This information sheet is a supplement to the general MN 4-H information sheets and outlines additional expectations for managing risk associated with SS&W programs. The requirements apply to all 4-H SS&W programs, including program offerings at 4-H camps.

Program requirements

All Minnesota 4-H Programs must adhere to the following Shooting Sports & Wildlife (SS&W) program requirements.

- All instruction for the Minnesota 4-H SS&W program must be done under the supervision of a Minnesota 4-H Certified SS&W leader. (*See volunteer requirements for details.*)
 - The lead instructor must be state-certified in the discipline being offered. Assistants to the lead instructor need to be Minnesota 4-H Certified SS&W leaders but do not need to be certified in the discipline.
 - The only exception to this practice is a 4-H SS&W program held during a 4-H camp.
 - If the camp facility offers archery instruction as part of their camp program, this service may be included in the contract with the camp. Like all contracts, the contract must be signed and approved through Extension Finance and Planning.
 - A MN 4-H Volunteer or Extension youth development employee must be present at all times of discipline instruction and shooting. A MN 4-H Volunteer who is a MN 4-H certified SS&W Instructor is preferred.
- **Local** program participation in various disciplines may only be offered to young people who have reached the appropriate grade. The grade requirement is based on the grade of the youth at the beginning of the 4-H Program year, October 1:
 - Wildlife – all grades
 - BB Gun and Archery– 3rd grade & older
 - Air Rifle, Air Pistol – 4th grade & older
 - .22 Rifle and .22 Pistol, Muzzleloading, Shotgun – 6th grade & older
- The Minnesota 4-H Shooting Sports and Wildlife Invitational (State Shoot) is available for the participation of youth third grade and older.
 - Third grade youth are only eligible to participate in a non-competitive BB Gun event, Wildlife Calling, and Skillathon with all other third graders.
 - Youth can participate in Archery **at the local level** in 3rd grade and must have completed 4th grade to participate at the Minnesota 4-H Shooting Sports & Wildlife Invitational (State Shoot).

- Youth can participate in .22 Rifle, Muzzleloading, and Shotgun **at the local level** in 6th grade and must have completed 7th grade to participate at the Minnesota 4-H Shooting Sports & Wildlife Invitational (State Shoot).

Volunteer Requirements

To be a Minnesota 4-H Certified SS&W leader, an individual must meet the following requirements:

- Completed the MN 4-H Volunteer application process and received a letter of acceptance.
- Discussed with the Local Extension Educator an interest in serving as a SS&W leader for the county and appointed by the Local Extension Educator to that role.
- Completed a Minnesota 4-H SS&W leader certification training to become a discipline instructor or County SS&W Coordinator for the local county program.

Youth requirements

To participate in the 4-H SS&W Program, the following requirements must be met:

- Youth must be enrolled in 4-H prior to participating in any 4-H program (e.g. meeting, project training, activity, event). A Minnesota 4-H Certified SS&W leader must ensure that all members have the forms signed before participation.
- Parent/Guardian must sign the ***Parental Consent to Use or Handle Firearms and Air Guns*** form for all minor children (age 17 and under.) This form indicates the parent/guardian approval for their child to use the specified equipment and ammunition throughout the program year while involved in the Minnesota 4-H SS&W program. This form is required by state statute.
- Program participation of a 4-H member in a specific discipline is subject to approval of the Minnesota 4-H SS&W leader, and may be limited based on the member's ability to follow instructions and safety rules.

Equipment requirements

Ownership and inventory

- The Minnesota 4-H Certified SS&W leader shall work with the Local Extension Educator to maintain a written inventory of all shooting sports equipment.
 - Include make, model, serial number and storage location of each piece of equipment.
 - For all firearms, attach to the equipment inventory record: a copy of the registration, invoice of purchase, and source of funding for the purchase of the firearm(s).
- The SS&W equipment inventory and related forms should be updated each time equipment is purchased or disposed of, must be updated annually at the beginning of the 4-H program year (October 1), added to the county 4-H federation/council equipment inventory list and kept in the county Extension office.
- Any firearm built or modified to give the distinct impression of a modern military style firearm such as an AR or AK is not allowed in the 4-H Shooting Sports Program. Examples of unacceptable firearm components include: any type of muzzle devices (muzzle brake, recoil compensator, suppressors, porting), front pistol grips, heat shield/shroud, and magazines extending more than 1 inch below the receiver. Ported barrels are permitted on shotguns & pistols.

Purchase or donation

Trailers



- It is acceptable, but not recommended, for a trailer to be used for the storage and transportation of SS&W equipment.
 - If the purchase or donation of a trailer is being considered, contact the Local Extension Educator to ensure that the proper documents are used and filled out correctly at the time of sale with the trailer registered to the Regents of the University of Minnesota on behalf of the 4-H Program in the county. The 4-H Program Operations Specialist within the region and the University of Minnesota Fleet Services will advise on this process.
 - The cost of licensing the trailer will be invoiced from the University to the county 4-H federation/council yearly.

Firearms

- **ATF Form 4473: Firearms Transaction Record** outlines the procedures for the purchase of a new firearm from a business authorized to sell firearms. This form states:
When the buyer of a firearm(s) is a corporation, company, association, partnership, or other such business entity, an officer authorized to act on behalf of the business must complete Section A of the form with his or her personal information, sign Section A and attach a written statement, executed under penalties of perjury, stating a) that the firearm(s) is being acquired for the use of and will be the property of that business entity, and b) the name and address of that business entity.
 - “An officer authorized to act on behalf of the business” is a Minnesota 4-H Volunteer who is knowledgeable of the SS&W program equipment needs and is willing to accept this responsibility.
 - The “written statement” must be a memo on Extension letterhead written and signed by the Local Extension Educator. The memo must state: *(The individual’s name) is purchasing the following firearm(s): (list – e.g. muzzleloader). The firearm(s) will be the property of the Regents of the University of Minnesota and solely for the use and benefit of the Minnesota 4-H Shooting Sports & Wildlife education program. The equipment will be in possession of the Minnesota 4-H Shooting Sports & Wildlife education program in (name of county) county.*
- The [Minnesota 4-H Transfer of Ownership of Shooting Sports Equipment](#) must be completed following the purchase.
- Secondhand firearms may not be purchased or accepted through donation.
 - Note the exception to this practice under the disposal of firearms.

Inspection

- For safety reasons, equipment that is used within the Minnesota 4-H SS&W Program must be inspected.
 - Firearms that are owned by the University of Minnesota on behalf of the county 4-H SS&W program must be maintained by certified instructors and inspected by a professional gunsmith at least every two years. Use the [4-H Firearm Safety Inspection](#) form.
 - Bows that are owned by the University of Minnesota on behalf of the county 4-H SS&W program must be maintained by certified instructors at least every two years. Use the [4-H Archery Safety Inspection](#) form.
 - Equipment that is privately owned and brought to events/activities/meetings by members or leaders must be inspected by a Minnesota 4-H Certified SS&W Leader each time prior to use.
- Personal ammunition should be inspected by a Minnesota 4-H Certified SS&W Leader. The use of reloads is not acceptable in a 4-H program.

Storage

- Firearms and ammunition must be stored at a Sheriff’s Office, local Sportsmen’s Club, a certified 4-H



SS&W Instructor's home or a locked trailer owned by the University of Minnesota on behalf of the 4-H program. Firearms may also be stored in a locked gun safe or trailer in a locked commercial storage unit. Access to secure storage areas and to all keys and combination locks should be limited to authorized persons as determined by the Local Extension Educator.

Storage of firearms and ammunition

- Ammunition and firearms must not be stored together. They must be in separate locations on the property.
- Firearms must be unloaded and the safety on.
- Firearms must be stored behind two locks. (e.g. locked closet in a locked room).
 - It is strongly recommended that trigger locks or locked cases be used.
 - It is also recommended that the locks be deadbolts.
- If a vault is used, it shall be secured to the building (wall or floor).

Storage of archery equipment

- Archery equipment should be stored in a secure safe, chest, locker or similar area having environmental control over excessively high temperatures and away from sources of ozone or other oxidants.

Storage of muzzleloading (black powder) and reloading supplies

- Storage of all muzzleloading supplies must follow both fire code and manufacturer instructions.
- Percussion caps must be stored separately from both the firearms and black powder or its substitutes.
- Primers and powder supplies must be stored separately under both keys and combination locks.
- Powder supplies must be stored in their original containers in a cool, dry environment. Where amounts dictate, powder supplies should be housed in magazines as stipulated in fire codes.

Ammunition

- All ammunition and projectiles must be stored separately from firearms and air guns.
- Ammunition must be stored under cool, dry conditions with multiple key or combination lock access required.
- Access to ammunition must be limited to authorized persons.

Transportation (regardless of who owns the equipment or vehicle)

Transportation of firearms and ammunition

- All state and local laws must be considered when transporting firearms and ammunition. A person may not transport a firearm in a motor vehicle unless that firearm is:
 - Unloaded and in a gun case expressly made to contain a firearm, and the case fully encloses the firearm by being zipped, snapped, buckled, tied, or otherwise fastened, and without any portion of the firearm exposed. Gun cases should be locked and secured so they are not readily visible from outside the vehicle; or
 - Unloaded and in the closed trunk of a motor vehicle.
 - Vehicles transporting firearms and ammunition must not be left unattended.

Transportation of archery equipment

- Archery equipment is not considered to be a firearm under Minnesota law, but must be appropriately transported. Bows must either be unstrung, completely contained in a case, or in a closed trunk or rear portion of a vehicle not accessible by passengers.

Movement of firearms at a 4-H program

- A firearm must always be in a case unless on the range.
- At the range, a firearm shall be:
 - Carried and unloaded with the safety on and action open and kept in this condition until a command for “range is open” or other appropriate instruction is given.
 - Pointed in a safe direction, muzzle pointed straight up while carrying it into the range or shooting area and down range away from people from that point on.
 - Under complete control of the person carrying it. It should not be touching or bumping the ground.
- The participant shall:
 - Keep the finger away from the trigger until ready to fire.
 - Follow all range commands to commence firing.

Disposal of firearms

- Firearms owned by the U of M on behalf of the local 4-H program may **not** be sold.
- When the equipment is no longer of use to the county 4-H SS&W program, contact the Extension employee leading the Minnesota 4-H SS&W program to determine if the equipment could be used by another local 4-H SS&W program.
 - Complete the **Minnesota 4-H Transfer of Ownership of Equipment between Minnesota 4-H Shooting Sports & Wildlife Programs.**
- Equipment that is no longer useful to Minnesota 4-H must be turned over to the sheriff’s department or police department, the University of Minnesota Police Department, or the Minnesota Department of Natural Resources.
 - If equipment is being disposed of due to being broken or not repairable, the parts that are still usable by others may be used for repairs (such as a barrel, firing pin, etc.)
 - Obtain a receipt from the department accepting the equipment indicating the following:
 - Date equipment was transferred to another group’s ownership.
 - Serial number of the equipment.
 - Description of the equipment.
 - Group to whom the equipment was turned over.
 - Name (printed) and signature of the person to whom the equipment was turned over.
 - If a part was removed from the original firearm and given to the group, obtain a receipt for the part.
 - Document disposal on the 4-H Shooting Sports equipment inventory and attach the receipt.

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