

Approved 7-27-2012
Middle Park 4-H Policies
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I. Mission, Vision, and Administration

A. Middle Park 4-H Vision

A world in which youth and adults learn, grow, and work together.

B. Middle Park 4-H Mission

4-H empowers youth to reach their full potential by working and learning in partnership with caring adults.

C. Organization and Administration

The Cooperative Extension System (CES) was established when the U.S. Congress passed the Smith-Lever Act in 1914. CES educational programs are centered in the land-grant university in each state. Major program areas are agriculture, family and consumer sciences, 4-H youth development, natural resources, and community development. Colorado State University is the land-grant institution responsible for the administration of the Extension program in Colorado. The State Extension director is ultimately responsible for the administration of all Extension programs. Administration of the 4-H program is delegated to the State 4-H Program Leader. Funding for CSU Extension faculty and support staff is provided by federal, state, and county sources. Middle Park 4-H Council is the Governing Youth Organization for the Grand County 4-H Program administered through the Grand County Extension Office located in Kremmling.

II. Membership and Completion Requirements

A. 4-H Membership/Age

4-H age is the age of the individual on December 31 of the current 4-H year.

The 4-H years runs from October 1 to September 30.

- *Cloverbud: 5-7 years old*
- *Junior member: 8-10 years old*
- *Intermediate member: 11-13 years old*
- *Senior member: 14-18 years old*

B. Requirements to Join 4-H

- *Be of the appropriate age as listed in the previous section*
- *Complete annual 4-H member enrollment form*
- *Enroll in at least one 4-H project per year*
- *Sign a 4-H member Code of Conduct form*
- *Pay State and Local 4-H fees (scholarships may be available based on need)*

C. 4-H Clubs (THIS IS CURRENTLY NOT IN THE DOCUMENT/LIKE TO ADD)

All 4-H Members must select a club(s). A 4-H Member can join as many clubs as they would like. However, they must select a primary club which will be their main governing club. Thus, this is the club that they can represent and be counted for 4-H Council voting.

- **Primary Club:** *the club that the 4-H member selects to be their primary functioning club. This is also the club that they will represent and be counted for at County 4-H Council. Primary club is also the 4-H leader who will approve your record book & completion*

reports. The primary club is the club where a member would be encouraged to hold an office and perform their demonstration

- **Secondary Club:** a club that the 4-H member can join and participate in but will not be allowed or counted for county 4-H Council voting procedures.
- **Resource Club:** a 4-Her may attend any other club meeting in the county to get exposure in their respective 4-H project from that leader or volunteer. They must have permission from that leader prior to attending. This leader/volunteer will not approve the 4-Her's record book or club completion report but will simply be a resource/teacher. An example of this is a horse leader who allows members from other 4-H clubs to ride with their club. Another would be the dog club allowing other members to come see a speaker at one of their 4-H meetings. The 4-H member does not have to register in this club.

D. **4-H Completion Requirements**

- Participate in a demonstration.
- Participate in a community service activity "Community Service can be either through their 4-H club or through 4-H council. Note: some 4-H clubs may have this as a completion requirement in their club bylaws. Be sure to check with your club leader.
- Attend a minimum of six (6) 4-H club meetings. (Change to: Attend a minimum of 6 meetings. Of course we encourage participation in as many meetings/events as you would like, but a minimum of 6 meetings is required for project completion in a 4-H year. Meetings can be a combination of any of the meetings described below:
 - **4-H Club Business Meeting:** Any time a meeting is called to order, pledges are read, roll call & minutes are taken.
 - **4-H Project Meeting:** Anytime a member is working on his/her project with a resource leader or other adult and it is documented in their record books and signed off on by his/her primary club leader. An example of this might also be when a Cake Project Member attends a cake decorating workshop. Another example is a Robotics Project Member who has to attend Robotics Project Meetings in order to complete his/her project.

Make Up Meetings: Meetings may be made up, with the primary club 4-H leader's approval & with confirmation from a 4-H club leader, secretary or other official acknowledging the members participation in another 4-H club meeting or event.

- The 6 meetings must be completed before the member turns in their record book. General/Home Economic projects and record books are due at Exhibit Day & all other animal project record books are due the first Friday in September.
- Exhibit Project: All members must exhibit their project. The project exhibit requirements will be fulfilled if member exhibits at one of the events listed below:
 - 4-H Exhibit Day – Home Economics & General projects only.
 - Middle Park Fair & Rodeo – all projects
 - Northwest Colorado 4-H Livestock Expo – Horse, Dog, Beef, Swine, Sheep & Goat projects only.
 - 4-H Horse Show – horse projects only.
 - A Rabbit Expo – rabbits only.
 - The Colorado State Fair 4-H classes.

- *A club meeting or tour – the Extension Office needs to be notified in advance of this arrangement.*
- *Complete Record Book: Each member must complete a record book for his/her project(s). (Change to: Each member must complete a record book for his/her project(s). A completed record book is a score of 70% or higher on their record book(s) for each project.)*
- *Any other requirements on the club level. (Add: All chartered 4-H Clubs are required to have their own by laws. Thus, every 4-H member should go over any club completion requirements with their club leaders to ensure that they are in compliance with their primary club's 4-H requirements.)*
- *Any other requirements on the club level. All chartered 4-H Clubs are required to have their own by laws. Thus, every 4-H member should go over any club completion requirements with their club leaders to ensure that they are in compliance with their primary club's 4-H requirements.)*

E. 4-H Member in Good Standing

Participation in certain county, state, regional and national events, is limited to those members who are in "good standing" with their local 4-H club and county. This includes abiding by the 4-H Code of Conduct, meeting deadlines, attending a majority of club and project meetings, and the following requirements;

- *exhibit at least one project taken during the club year (exhibit may be local)*
- *participate in a demonstration or other speech arts presentation*
- *participate in a club citizenship program or activity*

F. Cloverbuds

It is neither the intent, nor the objective, of the 4-H Cloverbuds program to duplicate the 4-H member experiences that are designed for other youth, nor to create a "mini-4-H" concept. While the 4-H Cloverbuds program is a component of the overall 4-H Youth Development program, and 4-H Cloverbud members are recognized as 4-H members for the purposes of enrollment, they are considered to be in a special membership category with regard to program and policy. As a result, the 4-H Cloverbuds program is fundamentally different than general membership in 4-H.

Purpose of the 4-H Cloverbuds Program

The overall purpose of the 4-H Cloverbuds program is to foster the development of life skills that are essential for the cognitive, social, emotional and physical maturation of Kindergarten through 3rd graders by providing a unique educational opportunity. Children in these grades are a distinct audience for 4-H, with unique learning characteristics and developmental needs that are different from older children and youth served through 4-H membership. As a result, the 4-H Cloverbuds program is designed with specific educational objectives and program policies focused on the 5- to 7-year old child.

Participation, safety, personal development, learning and fun are the highest priorities in providing 4-H Cloverbuds programs. The policies, guidelines for the Cloverbuds program outlined in this document seek to ensure that 4-H Cloverbuds members remain safe and have positive, developmentally appropriate experiences in 4-H. State and county programs that offer the 4-H Cloverbuds program are expected to utilize age appropriate programmatic goals, policies, curriculum and cooperation-based methods to give feedback and recognition.

Components of the Cloverbuds Program

4-H Cloverbuds programs are activity focused and not project-focused and built on cooperative learning, rather than competitive activities. 4-H Cloverbud members participate in occasional, non-competitive, sampler-type, age-appropriate, properly supervised events or activities sponsored or conducted by 4-H groups. 4-H Cloverbuds members do not participate in the ongoing, planned series of activities.

The primary difference between a 4-H Cloverbuds activity and a 4-H project is that a Cloverbuds member engages in varied activities which focus on developing a specific skill or concept utilized in completing the activity rather than focusing on a long-term planned course of study in a specific project (subject) area. As a result, 4-H Cloverbuds members should not have ongoing projects, of any kind – including animal projects – nor should they participate as competitive exhibitors with animals – large or small, because within the 4-H program, exhibits are intended to showcase the culmination of a long-term project.

In general, the handling of animals (large or small) requires discipline and motor skills that have yet to be fully developed in most children in the K-2 age range and when coupled with the unpredictable behavior of animals, does not provide the optimal safe educational environment. 4-H Cloverbuds members that have engaged in a group activity may exhibit or showcase in a noncompetitive event, or can feature other items from their group activities. However, 4-H Cloverbuds members are not eligible to receive premium funds as a result of exhibition. 4-H Cloverbuds members may receive participatory ribbons but may not receive regular competitive purple, blue, red or white 4-H ribbons. In addition to the educational focus, 4-H Cloverbuds programs also require additional adult supervision, and do not conduct formal business meetings or elect officers. 4-H Cloverbuds clubs handle their finances differently than clubs or older children, with the majority of funding issues handled by the adults.

G. Independent Membership

The 4-H Youth Development Program is an opportunity for CSU Extension to provide an educational environment for the positive development of diverse youth to enable them to realize their full potential. The 4-H club is the foundation for this environment, and potential members are strongly encouraged to use all of their resources in an attempt to find a club compatible to their educational needs, life-skill development and family situation. However, this may not always be possible. Therefore, the following set of criteria is used to determine candidacy of individual youth for independent membership in county 4-H Youth Development programs. Each request for independent membership will be reviewed on an individual basis by professional staff

members of the local CSU Extension office and/or by the appropriate county committee. Also, county level 4-H programs can opt to not allow any independent memberships. Reasons for independent membership include but are not limited to:

- Living outside a 25-mile (one-way) driving distance of an existing 4-H club.
- Lack of transportation to 4-H club meetings due to personal circumstances (including parental health or the work schedules of parent(s) or guardian(s)).
- Personal safety or health of potential member.
- Irreconcilable conflicts with available 4-H clubs Requirements for county 4-H independent members.
- Submit application and written plan of work including learning objectives of what the member is to accomplish in his/her project work. The plan of work must include a community service project.
- Written reports will be required from the member on specific dates as set by the county program.
- An on-site visit may be conducted by a local CSU Extension agent with proper notification of the independent member.
- The independent member and his/her family will abide by all county and state 4-H Youth Development policies and rules applicable to members of the 4-H Youth Development organization.
- Independent memberships will be reviewed annually to determine whether conditions still exist to qualify the members for this membership classification.
- Members or families not abiding by these policies will forfeit the opportunity to participate as independent members in the specific county 4-H Youth Development program.
- A parent or guardian must enroll as a 4-H Youth Development leader and participate in the county leader qualification program.

H. 4-H Membership in a County Other than the County of Residence

Youth participate in 4-H by belonging to a 4-H club, or any recognized unit of 4-H participation, usually in his or her county of residence. The following policy is observed when this is not the case:

- Youth may join and enroll in projects in only one county at a time.
- Youth may participate as a 4-H member in only one county fair per enrollment year, and exhibit a given project in only one county per enrollment year.
- Membership can be transferred from one county to another when the family moves, when the 4-H member lives part of the year in one county and part of the year in another county, or as other situations arise.
- Written approval by the county Extension offices in both counties is required to facilitate the transfer.
- When a situation exists that necessitates change of residence in mid-year, state and local 4-H fees will be assessed in both counties.
- Should a county Extension program close, 4-H members residing in that county will not be allowed to join 4-H in another county unless they have been enrolled in another county's 4-H program prior to the closure of the Extension office in the county of their residence.

I. Regional and National 4-H Events

- Youth may attend a regional or national 4-H event/conference/contest only once per qualifying activity.
- Youth must be members in good standing.
- Participants must be certified as official participants by the State 4-H office.

J. 4-H Driving Policy

- Youth may not drive passengers to out-of county events without written permission from the parents of the driver and passengers.
- Youth who drive to an event must receive permission from the 4-H agent or adult in charge to continue use of the vehicle during the event.
- All drivers must be in compliance with State of Colorado laws, including but not limited to: a valid driver's license, adequate insurance and seat belt use. Furthermore, it is expected that any vehicle used to transport 4-H members is maintained so that it is "safe and reliable" for the conditions, weather and distance in which it is to be driven.

III. Clubs and Chaperones

A. Requirements for 4-H Clubs

- Club consists of at least five members
- Have a local leader guide the club
- Clubs must have officers, a constitution, and bylaws
- Have a written plan of activities
- Hold regular meetings. The Extension office recommends holding regular monthly meetings from October through August.
- Conduct or participate in an achievement event
- Apply for and receive a club charter

B. Additional Requirements for 4-H Clubs and Associated Organizations

- All 4-H groups with any type of bank account will receive and report the Employee Identification Number (EIN) associated with those accounts to the county Extension office.
- All 4-H clubs, councils, associations, foundations, etc. that use the 4-H name and emblem, will complete a 4-H Organization Financial Report and submit it to the county Extension office on an annual basis.
- All Clubs will submit a copy of all business meeting minutes or copy of secretary's book to the extension office before October 1 of each year.
- Will comply with federal, state, and local requirements for non-profit, educational program status.
- All 4-H groups are required by law to submit an annual Affirmative Action report and be open for membership to all youth of eligible age regardless of race, color, gender, national origin or disability.
- All 4-H groups which dissolve will disperse remaining funds to a recognized 4-H organization.

C. 4-H Events/Chaperons

- All participants at overnight 4-H events must have a current health form and code of conduct on file with the extension Office.
- Staffing (adult chaperons, agents, etc.) of events will meet the following ratios:
Minimum Age of Youth, # of youth and # of adults
6 – 7 years old, 6 youth to 1 adult
8 - 10 years old, 8 youth to 1 adult
11 - 13 years old, 10 youth to 1 adult
14+ years old, 12 youth to 1 adult

D. 4-H Name and Emblem

Only 4-H clubs, enrolled 4-H members and leaders may use the 4-H name and emblem (the 4-H Clover). Other uses must be authorized by the State 4-H Program Leader.

E. Volunteers

The volunteer leader is the heart of the 4-H program. A leader serves in a multitude of roles. These range from working at the club level to supervising other volunteers at the county, regional, or state level. Formally organized groups of volunteers and Extension agents serve in advisory roles to administrators. Their counsel is sought in determining priorities and content for program development. They assist with carrying out the 4-H mission. The purpose of the 4-H program is positive youth development. All decisions and actions carried out on behalf of the 4-H program should keep this goal in mind at all times. Negative or abusive treatment of youth, by staff or volunteers, will not be tolerated. Even though adult volunteers are an essential part of the 4-H program, the focus of the program is at all times on positive youth development.

F. All 4-H Volunteers will:

- Fill out a volunteer application form, including references.
- Undergo a national background check.
- Complete and sign a 4-H leader enrollment form on an annual basis.
- Complete a face-to-face, on-line or self-study orientation to 4-H.
- Comply with federal, state, and local reporting and accountability requirements, including 501(c)3 non-profit, fiscal, EEO/Affirmative Action, etc.
- Serve at the request of CSU Extension and that request can be withdrawn at anytime for any or no reason.
- All volunteers absent from 4-H for one year or longer will be required to re-apply and complete all new volunteer requirements.
- All volunteers will comply with the 4-H Code of Conduct.
- Authorized volunteers are protected from liability under the Governmental Immunity Act (24-10-101CRS et seq) and the Risk Management Act (24-30-1502CRS et seq). Liability protection is provided only for actions within the scope of responsibility and as long as such actions are not willful and wanton. The performance of any "job" or in any position must be for the benefit of, at the request of, and under the supervision of the state.
- Transfer of a volunteer leader from one county to another requires approval from both counties.

IV. Scholarship and Trip Assistance

A. Membership Dues Scholarship

Grand County 4-H Council provides scholarship to help members pay for their annual dues. An application must be filled out and returned to the Middle Park 4-H council. All applications are submitted anonymously and are subject to approval.

B. College Scholarships

The Middle Park 4-H offers \$2,000 dollars annual that is funded through returns on investments as the fund continues to grow and support more dollars annually as the scholarship amount will grow. Applications are accepted in the extension office in March or April and an interview of candidates by committee made up of community members will make a decision on recipient and amounts of scholarship. The winners will be announced in May. To be eligible the members must be enroll and complete a project during their Junior year in high school to be eligible.

C. Washington Citizen Focus

Each year the Colorado 4-H Foundation donates money to each county 4-H Council to assist with funding half of the registration for the Citizen Washington Focus trip, up to \$600, the other half is funded by the Middle Park 4-H Council. If there is more than one application the applicants will be interviewed to determine how the scholarship money will be given. To be eligible you must be an enrolled member between the ages of 15- 19, enrolled in 4-H and a member in good standing. Applications are available from the Extension Office in February.

D. Trip Assistance

Each year the Middle Park 4-H Council provides trip assistance to enrolled members to attend the district and state leadership conferences. Council will pay half of the registration cost for one conference per 4-H enrollment year. The member must have participated in two of the 4-H Council fundraisers. A request for funds must be submitted to 4-H Council for approval, at least one meeting before the conference registration deadline. Trip Assistance Applications are available at the Extension Office.

V. Project Policies

A. General/Natural Resource & Family Consumer Science

- A. *Grand County will use the Colorado State 4-H Exhibit Requirements. Click on this link; http://www.colorado4h.org/project_resources/index.php, and then click on "CO State 4-H Exhibit Requirements".*

B. Livestock, Equine & Dog

- **Livestock:** *Grand County will use the Colorado State 4-H Exhibit Requirements. Click on this link; http://www.colorado4h.org/project_resources/index.php, and under the section,"4-H Livestock, then click on the document, "CSU Youth Livestock".*
- **Equine:** *Grand County will use the Colorado State 4-H Exhibit Requirements. Click on this link; http://www.colorado4h.org/project_resources/index.php, and under the section,"4-H Livestock, then click on the document, "4-H Equine Website".*

Animal Project Related Policies

Please note that violation of these requirements may result in disqualification of all livestock projects for that year.

- **Premises Registration of 4-H Livestock Projects**

Colorado 4-H policy on premises registration with the Colorado Department of Agriculture is as follows:

All 4-H members with livestock and horse projects will be required to have a completed, signed, and approved "Animal Care and Housing Form for Colorado 4-H Livestock Projects" on file at their county Extension office at time of enrollment. It is highly recommended that Colorado 4-H livestock project animals (beef and dairy cattle, sheep, swine, goat, poultry, llama and horse) have a premises registration with the Colorado Department of Agriculture.

- **Compliance with all Colorado laws** prohibiting tampering with or drugging of livestock and/or sale of adulterated meat is mandatory for any 4-H member and/or family member enrolled in a 4-H livestock project. If legal charges are brought against any 4-H member, the member will be suspended from participation in all 4-H livestock activities, pending resolution of those charges. If found guilty, the 4-H member will be prohibited from all livestock projects by CSU Extension 4-H Youth Development for one year.
- **MQA Training Requirements** – 4-H members enrolled in market and/or breeding livestock projects who are ages eight to 14, or a first year 4-H member, must attend a Meat Quality Assurance (MQA) program. This means that a 4-H member who attends the program as a junior must attend the program again when he/she becomes a senior member. Those members not attending the program (for example, a 10 year old) are encouraged to complete a Quality Assurance Checklist. This is strictly a tool to review and improve the overall management of the 4-H project.

4-H members will be required to attend MQA training twice during the course of their 4-H career – once as a junior and again as a senior.

4-H members enrolled in market and/or breeding livestock projects will sign a statement, via the Wholesome Meat Act Quality Assurance form, indicating their understanding of and compliance with the Wholesome Meat Act and that they have complied with the Ten Good Production Practices. Additionally, consequences for failing to comply with the Wholesome Meat Act/Rules of Competition/4-H Code of Conduct may result in removal from all 4-H livestock projects for the member/family. This statement must be filed every time the member signs up for a market livestock project. The MQA program suggests that records be kept on file for twelve months following the sale of the livestock.

The above mentioned guidelines are minimum standards, and agents or livestock committees may require more trainings as needed.

- **Animal Identification** - All market animals that are 4-H projects must be individually identified; i.e., ear tags or other identification.

- **4-H Humane Animal Care Guidelines** will be reviewed and practiced by every person enrolled in or participating in 4-H livestock projects.
- **Primary Care of 4-H Animal Projects** 4-H members will provide the primary and continuous care of their project animals from project beginning to completion (ownership period). Market swine and market sheep projects recommend a minimum 60 day ownership period, and market steers a minimum 120 day ownership period. Random checks are recommended regarding care and feeding of project animals during the ownership period. "Primary" care means that there may be rare circumstances when the youth may not be able to provide the necessary care for the animal at a particular time, as in illness, short vacations, etc. On such occasions, another individual may be called upon to provide "secondary" care. Members are required to complete the animal care and housing document. Primary Care forms are required for all livestock, horse & dog projects.
- **Helmet Policy for 4-H Horse Projects** A certified equestrian helmet with safety harness fastened in place is required in over fences classes and gymkhana events, activities and practice sessions. Gymkhana generally refers to horseback speed events (timed or un-timed) that do not use livestock. Events that usually fall in this category of events include, but are not limited to: barrel racing, pole bending, keyhole race, stake race, rescue race, pony express race, etc. Events that are not intended to be included in the new policy are events such as calf roping, team roping, goat tying, and team penning that may be timed but use livestock. It is the responsibility of the parent or guardian of the 4-H member to see that the headgear worn complies with such standards and is in good condition. The State 4-H office encourages the use of ASTM certified/SEI approved safety helmets in all equine events. Protective headgear may be used in all classes and shall not be discriminated against. Helmet use is encouraged in all 4-H horse activities. Counties may establish more stringent policies regarding helmet use.

C. **Colorado 4-H Shooting Sports Policies**

Colorado 4-H Shooting Sports Instructor Certification

A county 4-H shooting sports instructor is an individual who has completed a 15-hour, State 4-H sanctioned shooting sports training and certification workshop. County instructors are eligible to conduct county level 4-H Shooting Sports programs in the discipline in which they have been trained. The Colorado 4-H Shooting Sports Program requires the use of trained and certified 4-H instructors at the county level to operate a live-fire range or to conduct any class in which firearms or archery equipment are handled. In order to be certified as a 4-H shooting sports instructor in any discipline (rifle, shotgun, pistol, muzzleloader/black-powder, archery, outdoor skills, and reloading) the following requirements must be met:

- **Age Requirement**
 - **Instructor:** must be at least 21 years old
 - **Assistant Instructor:** must be at least 18 years old, a 4-H member in a shooting sports discipline for a minimum of one year, and have attended a state training. They can only instruct youth under the direct supervision of an instructor and only if the instructor is present during the instruction.
 - **Teen Leader:** must be at least 14 years old, has leader approval, and has attended a state instructor training. Teen leaders only function under direct

supervision of, and request of, a certified instructor who is present during the instruction. A teen leader is not to be in charge of a live-fire range.

- **Volunteers/Parents:** *May be allowed to assist on the firing line with individual approval from both the county Extension agent and with approval of and under the direct supervision of a certified instructor in charge of the firing line at the time of instruction. Must be registered as a current adult 4-H leader in the county in which they are instructing.*

- **County Level 4-H Leader Screening and Training**
Instructors and Assistant Instructors older than 4-H age must be screened, trained, and appointed as a current 4-H leader through the local county Extension office before attending a State 4-H Shooting Sports workshop.

- **Certification at a State 4-H Shooting Sports Workshop**
 - *Instructors must successfully complete a 4-H Shooting Sports Instructor Training session administered by and/or sanctioned through the State 4-H office.*
 - *Training will consist of a minimum of 15 hours of instruction in the use of National 4-H Shooting Sports curriculum, discipline instruction (rifle, shotgun, pistol, muzzleloader/ blackpowder, archery, outdoor skills, and coordinator), safety, risk management, teaching methods, and 4-H program management.*

- **State Team 4-H Shooting Sports Instructors**
 - *4-H Shooting Sports instructors must be trained and certified in the discipline that they are teaching at the county level.*
 - *State Team members must be trained and certified at a National 4-H Shooting Sports workshop in the discipline they are teaching.*

- **Maintaining State 4-H Shooting Sports Certification**
To maintain certification an instructor/leader must be active two out of three consecutive years. If inactive for two consecutive years recertification is required.

A State Team Member *is an individual who has completed a 40-hour National 4-H Shooting Sports workshop. State Team Member Shooting Sports Instructors are eligible to conduct 4-H Shooting Sports programs at the county level as well as train and certify instructors as part of the State Team.*

State Contest Responsibilities – *Proposed rule and event changes will be reviewed by the State Team and adopted during the State Team meeting. Any changes will be approved by the Assistant Director, 4-H Youth Development and/or his designee. The Assistant Director, 4-H Youth Development will appoint the state contest superintendent. The state contest superintendent will conduct the state contest in accordance with the current Colorado State Fair Exhibit Requirements, utilizing assistance as needed from State Team members and volunteers.*

Attendance at National Invitational - *Only senior 4-H members in good standing participating in the state qualifying match are eligible to attend the National 4-H Invitational Shoot. Participants*

must also be enrolled in 4-H and the discipline they are competing in the year they participate at the National 4-H Shooting Sports Invitational. They also must not have reached their 19th birthday before January 1 of the year the national event is held. State team members for each discipline will be determined at the state competition. Each team will be made up of the top 4 places with the 5th place as alternate. An individual may participate only once at the National level in any one discipline.

The coach of the invitational team will be a certified instructor in the discipline in which they are coaching. The coach of the 1st place participant is eligible to be coach. If they decline the position moves down the placing until the position is filled. The Assistant Director, 4-H Youth Development or designee must certify all state teams, individuals, or groups.