

EVENT PLANNING GUIDE

NRA Day Planning Guide

A Publication of the National Rifle Association of America
Produced by NRA Community Engagement



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For more information, write to:

National Rifle Association,
NRA Day Program,
11250 Waples Mill Road, Fairfax, VA 22030.

NRA Day Planning Guide

Participants all over the country attend NRA Day events to obtain the firearms education and training that they desire. It is essential that the standards, program objectives, and agenda formats contained in this guide be followed as closely as possible in order to ensure national program conformity.

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Section 1: NRA Day Program

Overview

The NRA Day program offers a variety of broad-based training options that allow individuals to learn about, participate in, and improve their skill in the shooting sports.

These events provide exposure to the different activities available in the shooting sports and offer participants the opportunity to explore those activities in a safe and controlled environment. With the exception of the NRA Youth Sportsfest Event, which is exclusively for youth participants, NRA Day is intended to be a family event that everyone can attend and participate in.

Goals of the Program

The NRA Day Program provides all segments of the population – youth, families, hunters, sportsmen – with an opportunity to share and experience the shooting sports under the guidance of a formal program. The program is intended to educate the general public and ensure the future of shooting sports.

The objectives are:

- Provide an NRA umbrella program that contains a network of community-based training opportunities
- Provide a safe and structured hands-on learning environment under the direction and supervision of instructors and coaches
- Promote shooting sports as family activities
- Demonstrate safe and responsible use of firearms and educate the public on a variety of shooting sports activities

Event Themes

Due to various backgrounds and shooting abilities, individuals enjoy different shooting sports activities. Event Directors can choose from a large selection of event themes that will accommodate such diversity and still provide high-level training opportunities.

Event Directors develop their event by selecting one or more of the following event themes. It is recommended to select theme(s) based on available resources, interests of participants, and expertise of available instructional staff. Events can be tailored to suit the available resources and needs of participants.

- NRA Day event themes are:
- | | | |
|--------------------------------|--------------------|------------------------------------|
| • Safety and Firearm Education | • Basic Shooting | • Youth Hunter Education Challenge |
| • Competition | • Youth Sportfest | • Shotgun |
| • 3 Gun Experience | • Special Interest | |

Safety and Firearm Education Event

The Safety and Firearm Education Event provides participants with a hands-on opportunity to learn about proper firearm handling and safety. Participants become familiar with a variety of firearms including rifles, pistols, shotguns and air guns. Safety and education are the primary focus of this theme. Participants practice handling, loading and unloading of each firearm while learning about major firearm components, basic nomenclature, actions and appropriate ammunition.

Individual participants may receive personalized coaching and ample practice time with the available firearms, which will enhance knowledge, skills and attitude. A Safety and Firearm Education Event may also include live-fire exercises, ranging from beginner-level fun shoots to special pentathlons for seasoned shooters.

When presented properly, the Safety and Firearm Education Event can be the most popular and informative program that a club hosts. Not only is it applicable to a broad audience, it helps build positive community relations and develop a continued interest in the shooting sports.

Please reference Appendix A (page 18) for a sample program, suggested activities and materials for this theme.

Basic Shooting Event

The Basic Shooting Event provides a formal introduction and hands-on orientation to a specific type of firearm (e.g. pistol, rifle or shotgun). These events are developed around the completion of an official NRA Basic Shooting Course or FIRST Steps Orientation given by an NRA Certified Instructor. When an NRA Basic Shooting Course or FIRST Steps Orientation is brought under the NRA Day umbrella, more time is spent on the range in order to familiarize participants with their firearm of choice. Range activities may include shooting practice, skill enhancement and personalized guidance.

Basic Shooting Events are specialized for those who have never used a firearm before or have limited experience with no formal training. If multiple disciplines are offered, basic shooting events may see individuals return each year to gain experience in all disciplines.

Please reference Appendix B (page 20) for a sample program, suggested activities and materials for this theme.

Youth Hunter Education Challenge Event

The Youth Hunter Education Challenge Event is intended for individuals interested in learning about hunting and outdoor skills. Participants can be introduced to a variety of informative and educational topics: hunting ethics and responsibilities, game management, conservation, wildlife identification, survival, first aid, firearm handling, bow hunting, field techniques, orienteering, tracking, field dressing and much more.

Presentations by renowned experts (i.e., hunters, guides, outfitters, taxidermists, game wardens and black powder experts) are used to enhance the core program. Challenge participants on a hunter safety trail to test their newly acquired skills at the end of the event.

Youth Hunter Education Challenge Event *(Continued)*

Youth Hunter Education Challenge (YHEC)

A hunting specialist, conservationist, biologist, or Hunter Education Instructor is recommended for the Youth Hunter Education Challenge (YHEC) event. Event Directors who provide a Hunter Education Event and use the local YHEC activity format must adhere to the following:

- Complete appropriate forms and register the event with the NRA Hunter Services Department by visiting <http://yhec.nra.org>
- Provide a minimum of ONE responsibility and ONE shooting event as detailed in the NRA YHEC Guidebook, available for download at yhec.nra.org.

If the above criterion is met, individuals attending the event can attend a state level YHEC event and will be eligible to compete in the NRA Regional YHEC events as well. Participation at a local or state level event is required to be eligible for the international event, but there are no score requirements.

Special Note: Although only one hunter responsibility and one shooting event are required for the event program, four events in each category are conducted at the Regional YHEC events. Event Directors are encouraged to provide exposure to as many events as possible, if circumstances allow.

Please reference Appendix C (page 21) for a sample program, suggested activities and materials for this theme.

Competition Event

The Competition Event introduces all participants to the thrill and challenge of formal competitions. This type of event provides a setting for participants to learn how to compete in a specific shooting sport, what rules govern the sport, proper selection and use of equipment, and how to refine the skills and techniques needed for shooting competitions, tournaments and championships. Competition Events can be provided in any shooting discipline that is governed by a set of competition rules (e.g. conventional pistol, smallbore rifle or BB gun). To host a Competition Event, the club must determine the participant levels (beginner, intermediate, or advanced) and have a program for one or all levels.

Please reference Appendix D (page 22) for a sample program, suggested activities and materials for this theme.

Youth Sportsfest Event *(Open to Youth Only)*

Youth Sportsfest Events are conducted exclusively for youth participants. The primary goal of this event is to introduce youngsters to the fun and excitement of shooting in a safe, positive, and educational environment.

Event Directors are free to develop their own specialized programs based on personal interests, resources, and available facilities. There are a variety of ways to format the Youth Sportsfest Event to meet the needs of today's youth. For example, a club with a strong membership base and a variety of shooting ranges might focus on a one day introduction to several shooting disciplines alongside demonstrations and exhibitions.

Please reference Appendix E (page 23) for a sample program, suggested activities and materials for this theme.

Shotgun Event

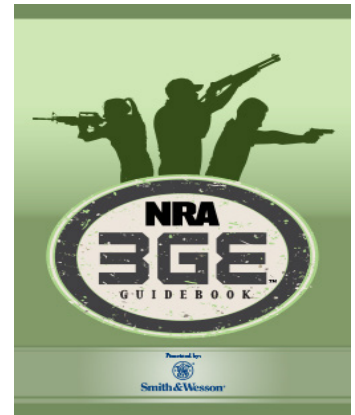
The Shotgun Event gives new and existing shooters the opportunity to learn trap, skeet, and/or sporting clays basics, and improve their skills through specialized training.

Please reference Appendix F (page 24) for a sample program, suggested activities and materials for this theme.

3 Gun Experience

An NRA 3 Gun Experience Event is a fun, exhilarating, and physical activity that will expose new and intermediate shooters to 3-Gun. This is a safe, family fun, mildly competitive, recreational event. Utilizing modern sporting .22 rifles, .22 pistols and shotguns, as well as AirSoft rifles, pistols, and shotguns, this activity is designed to fully equip each participant with the same firearms and ammunition so as to give them a level playing field. Depending on shooting course staging, participants may also have to demonstrate their athletic and tactical abilities.

To obtain a copy of the NRA 3 Gun Experience Guidebook please visit:
<https://3ge.nra.org/>



Special Interest

Special Interest Events provide Event Directors with an opportunity to explore the many other training scenarios that can be conducted to meet the needs of more specific segments of the population. Special interest events can either be an open event, meaning everyone can participate, or a closed event meant for individuals who meet certain criteria specified by the Event Director (e.g. the disabled, students, 4-H, Boy Scouts, law enforcement families, seniors, etc.).

Please reference Appendix G (page 25) for a sample program, suggested activities and materials for this theme.

Section 2: Planning Your NRA Day Event

Apply to Conduct a NRA Day Event

Any club, group, range, or organization may apply to conduct an NRA Day event. To qualify, the event must be promoted as an NRA Day event in all paperwork, advertisements, media pieces and handouts. The NRA Day should not be known as or called something else by an Event Director, sponsor, group, range or organization.

If a club is interested in hosting an NRA Day event, please submit an application, available at <https://nraday.nra.org>. The following items should be determined before submitting the application:

- Event name/theme(s)
- Dates
- Contact Person
- Site Location
- Event Director
- Promotional flyer

Event Name and Theme

“NRA Day” must be in the event title on all promotional pieces, event communications, and event literature. The club name should be first in the title followed by “NRA Day.” Appropriate usages include: Northridge Gun Club presents an NRA Day or ABC Youth NRA Day Camp. The event theme may be used in the event name to provide a more descriptive title, but “NRA Day” must be included. If there are questions about the title, call NRA Community Engagement at (800) 672- 7435, option 1, before printing your program brochures, announcements or flyers.

Site Location

When considering possible venues, remember that the program can be tailored to fit your venue and only one theme is required. Facilities selected for the event should have access to basic essentials including shelter, drinking water and restrooms. The club may consider renting tents, canopies, and portable toilets as alternatives. Even though safety sessions can be conducted outside or on the range, adequate cover should also be available in case of inclement weather.

Dates

Events may be conducted anytime during the year, and the host should determine the duration of the event, whether it will be over a single day or multiple days. When selecting dates, consider other community events (fairs, expos, etc.) and other shooting activities (hunting season, NRA National Matches, etc.) that may interfere with your event’s attendance.

The event’s duration will depend on the focus and selected theme. If selecting a theme that requires an official NRA Course, such as the Basic Shooting Event, please keep in mind that there will need to be enough time to complete the required hours for the course in addition to ample range time.

Event Director

An Event Director must be named as a primary point of contact and/or the club's NRA liaison for the program. This person is responsible for the overall event program and must be present through the entire duration of the event to be available to event staff at all times. Duties include, but are not limited to:

- Approving and implementing the event program
- Supervising event staff and coordinating duty assignments
- Submitting event applications, requesting event logo materials, and returning Post Event Reports to NRA by logging into <https://nraday.nra.org>

Contact Person

The person listed as the point of contact for the event will have his/her name, phone number, and email address published on the NRA Day website at <https://nraday.nra.org>. The Event Director can, but is not required, to be the contact person. Duties include, but are not limited to:

- Responding to event inquiries
- Confirming participant applications
- Providing specific details about the event

Promotional Flyer

Advertisement through your promotional flyer can play an important role in recruiting interest and event participants. Provide all event details on the flyer to help inform interested parties and encourage their decision to attend your event. Start early to make sure the surrounding public knows of your event, and use tools such as color, logos, graphics, and photos to attract attention. Pre-printed and digital flyers are available upon request.

Please reference Appendix H (page 26) for a sample promotional flyer.

Event Planning Team

It may be advantageous to set up a planning team or committee to help develop the event program. A small group of key volunteers can be organized to identify and accomplish the various tasks needed to prepare for the event. As the event grows, a team of volunteers and instructors can be assembled for in-depth program planning. Assign tasks to willing volunteers, establish a reasonable time frame for the completion of each task, and schedule regular follow-up meetings to evaluate the progress that is being made.

Planning Events and Activities

Select an event theme(s) from Section One of this Planning Guide and review the program formats. Once selected, either adopt the sample program format as written or adapt it to align your event's specific objectives. Facilities and volunteer expertise are the two primary factors that will influence the type of program presented.

Identify Resources and Needs

Assign a person from the planning team to meet with the appropriate club officers or managers to identify available resources and equipment (including firearms, targets, ammunition, and other supplies) that will be available for use during the event. Make a list of remaining items needed. Determine what can be obtained through donations and what will need to be purchased. If funds are needed, apply for an NRA Foundation grant as soon as possible.

Grant Funding

The NRA Foundation is a 501(c)(3) tax-exempt organization that raises tax-deductible contributions to support qualified educational, training, and developmental programs. The *Friends of NRA* program raises money through dinners and auctions. Half of the monies raised are utilized by The NRA Foundation nationally, with the other half invested in the state in which the money was raised. Each state has a *Friends of NRA* State Fund Committee that reviews grant applications and recommends grant funding to The NRA Foundation's Board of Trustees for final review.

For more information regarding grants or to apply online visit www.nrafoundation.org or contact The NRA Foundation at (800) 423-6894.

Recruit Volunteers and Instructors

Disclaimer: for the purpose of simplicity, the word "instructor" will be used to describe any capable, experienced adult over the age of 21 who will be working with the event participants on the firing line.

Volunteers and instructors are vital to the success of the event – it takes a hardworking, dedicated team of people to accomplish the work involved. Several volunteers will be needed to handle registration, prepare lunch (if offered), and manage logistics. Experienced and knowledgeable individuals are necessary to review range rules, firearm safety, and the types of firearms being used on the range. The instructors on the firing line need to be able to teach safe firearm handling and basic marksmanship fundamentals. Before the event, meet with all individuals who will be instructing on the firing line, and provide them with guidelines for teaching safe firearms handling and marksmanship fundamentals. To make your event run as smoothly as possible, it is critical to ensure that all instructors are familiar and comfortable with all types of firearms they will be using.

It is required to have at least one (1) NRA Certified Instructor at your event to provide supervision and expertise. To find an NRA Certified Instructor in your area, or for information on becoming an NRA Certified Instructor, please visit www.nrainstructors.org. You may also consider having NRA Certified Range Safety Officers, NRA Certified Coaches, or State Certified Hunter Education Instructors involved with your event for added credibility and expertise.

Volunteers can be recruited from other shooting clubs and organizations in the area, the Department of Natural Resources (DNR) and local law enforcement agencies.

Important Note: Review the Code of Ethics in Appendix I with all the staff participating in the NRA Day program (page 27).

Promote NRA Day

Advertisement and promotion are key elements that will influence the success of the event. Knowledge of your event is essential to attract volunteers, instructors and participants.

A well planned promotional campaign should be implemented at least two months prior to the event. Until the event is well established, all responses come from local advertising. Start early! Email club members, post the event flyer on your club bulletin board, contact your local newspaper to run an ad, post flyers at local grocery stores, sportsmen's clubs, guns shops, malls, sporting goods stores, and post the event on the club's website and social networking pages.

The NRA Day Events and point of contact will be published on NRA's website at:
<https://nraday.nra.org>.

Consider using a press release to get the word out in the local community about the event. For more information, email nraday@nrahq.org.

Complete Post Event Report

When the event is over, the Event Director is required to complete the NRA Day Post Event Report describing the event experience, attendance, and the service and assistance received from NRA. The Post Event Report is not used to evaluate the specific event, but helps NRA staff evaluate and improve the NRA Day Program on a national level..

To submit the report online, simply login to your account at <https://nraday.nra.org> and click Post Event Report on the left hand side. The report will consist of a series of questions – when you have completed the question, click submit.

Note: Be advised that if NRA does not receive the post event report, the club will not be able to conduct future events.

Section 3: General Guidelines

Event Fees

A simple guideline for developing a reasonable event fee is to estimate the anticipated costs and divide by the number of participants you expect to accommodate. If the event fee is unrealistic, participants will be deterred.

Remember that the services provided by your club members are invaluable (talent, expertise, instruction, range use, gun loan, ammunition, lunch, literature, memorabilia, etc.). Participants expect, and are willing to pay for, a valuable and positive experience. To offset costs and still provide a quality event, consider implementing different fee levels. Youth, adult, family, pre-registration, and on-site are all good fee options to consider.

Event Safety

Every instructor, coach, assistant and volunteer must do his/her part to guarantee all firearm and range safety rules are strictly followed. Be sure to make provisions for the storage and security of all firearms, ammunition, and equipment when not in use.

Safety is the first and foremost concern at all events.

Releases

Advice from local legal counsel should be sought on the development of statements pertaining to event liability waivers and hold harmless agreements. Medical releases should also be drafted according to the guidelines needed by local hospitals, doctors, and emergency medical technicians to treat patients. You will need to draft a document that contains both a parental statement for participants under 21 years of age, and a release, granting permission to use any pictures or video taken during a NRA Day event for advertising, promotion, or other purposes.

Please reference Appendix J (page 28) for a Sample of the NRA Hold Harmless Agreement.

Eye and Ear Protection

It is highly recommended that all participants, range personnel, and spectators on the range wear ear and eye protection when shooting is in progress. If a participant wears prescription lenses, additional eye protection is not required.

When obtaining shooting glasses for your event, always include a variety of youth sizes with adjustable temple arms for the younger/smaller participants and have a large enough supply so that glasses with bent frames or scratched lenses can be discarded. Be aware shooters will resist wearing safety glasses if the glasses are too big, slide down their nose, steam up, or are scratched enough to inhibit sight and performance.

Personally Owned Firearms

If personally owned firearms are permitted, they should be inspected and function tested for safety by a knowledgeable person, armorer, or gunsmith before use is permitted. Ammunition should always be inspected for compatibility with the shooter's firearm. Before the event starts, participants should know the Federal, State, and local firearm laws governing the possession and transportation of firearms, and any/all event policies on locks, ammunition, containers, carrying cases, storage, etc.

First Aid and Emergency Planning

While no one wants an injury or emergency to occur during their event, being prepared for such crises is crucial. If your club or range does not have a first aid kit, one should be purchased and placed in a centrally located area accessible to everyone, such as a clubhouse. You may also choose to have a designated first aid station or ask a local Rescue Squad to send a trained paramedic to your event for the day.

If your range or club does not have an emergency plan in place, all staff and volunteers should review the steps for responding to an emergency found in the NRA Range Safety Officer Study Guide. To obtain a Range Safety Officer Study Guide, individuals must attend the Range Safety Officer course. These sessions are taught by Chief Range Safety Officers, and scheduled courses can be found at www.nrainstructors.org.

Emergency plans should also include designated areas for shelter in the event of weather-related emergencies. All staff and volunteers should be aware of your emergency plan, the location of your first aid kit, and/or the people responsible for administering first aid.

Establish procedures for all to follow in case of an emergency:

- Take charge of the situation
- Call for help, if required
- Render Aid, within scope of training
- Direct help to location
- Take notes (Reports)

Food Service

When considering meal and food availability, there are several options from which to choose: provide lunch for the participants as part of their event fee, provide food for purchase, or have participants bring their own meals. If the event is near restaurants, consider breaking for lunch. Your food arrangements will depend on available facilities, number of participants and volunteers.

Local grocery stores, supermarkets, convenience stores, restaurants, soft drink distributors, and catering services may be willing to donate food items or give an in-kind contribution. Consider asking a local civic organization to provide lunch as a donation to the event, or for a nominal charge per person.

Discovery Tracks

Discovery Tracks can be used from the very start or can be used to enhance or change any existing program. Discovery Tracks are simply different training scenarios offered during an event; participants can only sign up for one track per event, leaving them with a desire to return to the next event to participate in others.

Some examples of Discovery Tracks follow.:

Safety and Firearm Education Event

Track 1: A general exposure and orientation to a variety of different firearms, - how they work, how to safely handle, load, shoot and unload.

Track 2: Discovering the rifle - different types and calibers, major parts, care and cleaning, rifle shooting positions, wind effects on the bullet and supervised range time.

Track 3: Discovering the shotgun,- actions, gauges, ammunitions, chokes, shot pattern, leads, games and supervised range time.

Track 4: Discovering the pistol - different types and calibers, major parts, care and cleaning, pistol shooting positions and supervised range time.

Please reference Appendix K (page 30) for a sample of the Firearm Safety Lesson.

Hunter Education

Track 1: Hunting Waterfowl

Track 2: Beginning Taxidermy

Track 3: Hunting Whitetail Deer

Track 4: Field dressing, butchering and cooking deer

Section 4: Event Materials, Logo & Staff Support

Event Materials

The NRA will provide the following materials at no charge to the Event Director:

Event Participant (Adult/Youth)

- NRA Day T-Shirts (50 limit)
- NRA Day Participant Certificates
- Lapel Pins
- Gun Safety Rules Card
- NRA Marksmanship Qualification Program Booklet

Event Staff

- NRA Day Staff Certificate
- NRA Day Staff Hats (15 limit)
- Lapel Pins
- Gun Safety Rules Card
- NRA Marksmanship Qualification Program Booklet

Requested quantities of the logo materials will be sent to the Event Director. Please note that Event Directors should not promise everyone who attends a complimentary t-shirt – only 50 shirts will be provided, additional shirts are available for purchase at materials.nrahq.org. Event materials are available based on anticipated levels of participation so that each attendee can receive them.

NRA Staff Support

NRA staff are available to assist each Event Director with program development, logistics, ideas and suggestions – everything possible to help ensure the success of each NRA Day Event. If you need assistance, please call (800) 672-7435, option 1 or email nraday@nrahq.org.

Appendix A

Safety and Firearm Education Event Sample Program

Whenever possible, an NRA Certified Instructor or Coach should serve as the Lead Instructor for each discipline.

General Introduction to Firearms

- Types - rifles, pistols, shotguns
- Designs/differences/uses

Safety

- Firearm parts that **MUST** be known to apply safe firearm handling: muzzle, trigger, action

Three Rules to Safe Gun Handling

- **ALWAYS keep the gun pointed in a safe direction**
- **ALWAYS keep your finger off the trigger until ready to use**
- **ALWAYS keep the gun unloaded until ready to use**

Range Procedure and Commands

Introduction to Rifle	
<ul style="list-style-type: none">• Ammunition• Fundamentals of Shooting• Shooting Positions• Benchrest• Supported Prone• Loading/Unloading Procedure	<ul style="list-style-type: none">• Practice<ul style="list-style-type: none">o Handlingo Receivingo Passingo Carryingo Firing• Fun Shoot

Introduction to Pistol	
<ul style="list-style-type: none">• Ammunition• Fundamentals of Shooting• Elements of a Shooting position• Shooting Positions• Benchrest• Two-handed Standing• Revolvers• Semi-Automatics<ul style="list-style-type: none">o Explain differences semi-automatic & automatic	<ul style="list-style-type: none">• Loading/Unloading Procedure• Practice<ul style="list-style-type: none">o Handlingo Receivingo Passingo Carryingo Firing• Fun Shoot

Introduction to Shotgun	
<ul style="list-style-type: none">• Ammunition• Stance• Hold Point• Swing• Trigger Control• Follow Through	<ul style="list-style-type: none">• Practice<ul style="list-style-type: none">o Handlingo Receivingo Passingo Carryingo Firing• Fun Shoot

Appendix A (Continued)

Safety and Firearm Education Event Sample Program

Suggested Activities

During each of the fun shoots (rifle, pistol, shotgun, etc.) establish a creative event, where score is by chance, not skill. Use fun, colorful targets and record sheets. The scores from each shooter's five events are then totaled and placed in ranked order for award presentation. Targets can be returned to the shooters for souvenirs.

Target Suggestions

The different types of targets you can use are:

- Blank targets facing shooter with a grid of random numbers on the back.
- Multi-colored geometric shapes - each color and shape has a predetermined value but values are unknown to the shooter.
- Random shots on a piece of paper - connect the dots (shot holes) with colored markers and award prizes for the best picture and title.
- Poker targets (card values are on the back of the target) - score by face value, pair, three of a kind, straight, flush, full house, etc.
- Bingo cards - five shots in five down, across or diagonal squares.

Support Material

For the Instructor:

- Safe Gun Handling Poster/Wall Chart
- Pistol Instructional Wall Chart
- Rifle Instructional Wall Chart
- Shotgun Instructional Wall Chart
- Dummy Ammunition (caliber used will determine what caliber dummy round to obtain)

For the Student

- NRA Guide: Basics of Pistol Shooting
- NRA Guide: Basics of Rifle Shooting
- NRA Guide: Basics of Shotgun Shooting
- The Skeeter's Guide
- NRA How-To Series Muzzleloading
- NRA Marksmanship Qualification Program Booklet

To obtain prices and order materials, call the NRA Program Materials Center at (800) 336-7402 or visit the website at <http://materials.nrahq.org>

Appendix B

Basic Shooting Event Sample Program

An NRA Certified Instructor or Coach is required.

Basic Rifle, Pistol or Shotgun Event

Use the lesson format for the NRA Basic Rifle, Pistol, or Shotgun Course or the NRA FIRST Steps for Rifle, Pistol, or Shotgun. (This is found in the NRA Instructor Course Lesson Plans.)

An example of how the event should run:

- Lesson format for the NRA Basic Course (Rifle, Pistol, Shotgun, etc.)
- Practice
- Special Activities
- Practice
- Fun Shoot

Sample Activities

NRA Marksmanship Qualification Program — Apply all participants practice targets to the NRA Qualification ratings. Present certificates, medals, and patches in recognition of ratings earned. Provide participants with the program booklet so they can continue earning ratings after the event.

Support Material

NRA Certified Instructors must order the required packet for each student. Instructors who need assistance or have questions concerning the administrative requirements for an NRA Basic Shooting Course or NRA FIRST Steps Course should call the NRA Training Department at (703) 267-1500.

Rifle

- Basic Rifle Shooting Course Student Packet (restrictive item)
- FIRST Steps Rifle Student Packet (restrictive item)

Pistol

- Basic Pistol Course Student Packet (restrictive item)
- FIRST Steps Pistol Student Packet (restrictive item)

Shotgun

- Basic Shotgun Course Student Packet (restrictive item)
- FIRST Steps Shotgun Student Packet (restrictive item)

Muzzleloading

- Basic Muzzleloading Student Packet

NRA Marksmanship Qualification Program

- Program Booklet
- Rockers, medals, certificates can be found at the Programs Materials Website

*** To obtain prices and materials, call the NRA Program Materials Center at (800) 336-7402 or visit the website at <http://materials.nrahq.org>*

NOTE: Restrictive items can only be ordered by a Certified NRA Instructor

Appendix C

Youth Hunter Education Challenge Sample Program

Youth Hunter Education Challenge (YHEC)

- To register the YHEC event call (800) 672-7435, option 1 and obtain the Rules and Regulations.
- Download YHEC Guidebook at <https://yhec.nra.org>
- Select at least one hunter responsibility event: shotgun, rifle, archery, or muzzleloader.
- Select at least one shooting event: hunter responsibility exam, hunter safety trail, orienteering, or wildlife i.d.
- Invite a special guest or conduct a special activity, if time allows.
- Suggested activities
 1. Cherokee Run: a timed marathon of mountain men activities that include fire building with flint and steel, bow and arrow proficiency, loading and shooting a muzzleloader, knife throwing and tomahawk chucking.
 2. Hunter Safety Trail: a practical field course in which individuals demonstrate their knowledge, skills and safety aptitude in hunting situations. Field stations include shoot/ don't shoot and safe/unsafe situations that can be encountered during hunting.

Appendix D

Competition Event Sample Program

A knowledgeable competitor, NRA Certified Instructor, or Coach should serve as head instructor. Throughout the event, the rules of firearm safety and safe firearm handling are reaffirmed, along with the rules of the range and the procedures used on a competition firing line. Personalized instruction and coaching are provided to reaffirm the shooting fundamentals, and to refine individual shooting techniques. In addition to personal coaching, some of the topics that may be on a beginner event include:

Basic Gear

- Firearm
- Ammunition
- Clothing

Special Gear for Competition

- Accessories
- Accoutrements

How the Sport is Played/Shot

- Rules and Regulations
- Challenges and Protests
- Setting National Records

Courses of Fire Used in Competition

- Discuss several courses of fire used in competition

Competition Ethics & Sportsmanship

- Accomplished role models
- Successful shooters

Finding Competitions

- NRA-Sanctioned
- Registered and approved
- Classification system
- Shooting Sports USA and NRA's Website
- Leagues
- Informal League
- Sanctioned league
- Amateur Trapshooting Association (ATA), National Skeet Shooting Association (NSSA), National Sporting Clays Association (NSCA), USA Shooting (Shotgun Competitions)

Types of Tournaments

- Local/State/Sectional/Regional/National/International
- Quality Tournaments (especially those that lead to other opportunities in the sport)

Discuss setting realistic goals - discuss how to set goals and open conversation to explore what goals the participants have.

If holding a match at your event, conduct under the rules of the National Governing Body. For example, if conducting a Shotgun Trap event, use the Amateur Trapshooting Association (ATA) rules.

Support Materials Available:

- NRA Guide to Competitive Shooting Programs
- High Power Rifle Brochure
- Competing in Conventional Pistol Shooting Brochure
- Light Rifle Shooting Brochure
- Air Gun Competition Brochure
- Silhouette Shooting Brochure
- Year-Round Competitive Shooting Programs

To obtain prices and materials, call the NRA Program Materials Center at (800) 336-7402 or visit the website at <http://materials.nrahq.org>.

NRA Rule Book

To view up-to-date NRA Rule Books and Scoring Materials, please visit: <http://compete.nra.org/official-nra-rule-books.aspx>.

Appendix E

Youth Sportsfest Event Sample Program

Firearm Safety Lesson

A comprehensive firearm safety lesson is essential and mandatory before anyone handles a firearm or participate in a Youth Sportsfest Event. For convenience, a firearm safety orientation outline is provided in Appendix K (page 30). In most Youth Sportsfest Events, the firearm safety orientation opens the event. Ideally, an NRA Certified Instructor, Coach, or State-Certified Hunter Education Instructor should teach the lesson. General range rules and procedures should also be covered during the orientation. Further firearm safety and range instructions will be necessary at each shooting activity.

Types of Activities

- BB Gun Shooting
- Field Dog Demonstrations
- 3-D Archery Shooting
- Sporting Clays
- Nature and Wildlife Trails
- Air Pistol Silhouette Shooting
- Fishing
- Light Rifle Shooting
- Cherokee Run
- Trap Shooting
- High Power Rifle Shooting
- Pistol Shooting
- Cowboy Action Shooting
- Biathlon (run/shoot) or Bikeathlon (ride/shoot)
- Balloon and Bowling Pin Shoot
- Campfire Cooking (cook your own lunch)
- Skeet Shooting
- Competition Shooting (any discipline)
- Turkey Shoot
- Air Rifle Shooting
- Muzzleloading Rifle, Pistol, or Shotgun Shooting

To determine the number and types of activities for the Youth Sportsfest Event, take into account the following and remember that there should be at least one adult supervising each youth on the firing line at all times. If there are a large number of participants, add a few extra activities or demonstrations to keep the lines or groups at each activity station small and manageable. Always consider the number of participants you expect to attend, the number of firing points that will be used for each range, and the number of instructors and volunteers who will be assisting.

Event Format Options

- Open House: Many popular Youth Sportsfest Events use the open house format where participants with a punch pass are allowed to go from activity to activity. This format gives the children the freedom to select an activity based on their own interest and individual level of comfort.
- Round Robin: This format is a rotation style event where participants are divided into groups. Some Event Directors group the children according to age, size, or experience. Each group should have an adult leader that rotates with the group through the different activities on a pre-established time schedule.

Special Note: General use of the term “youth,” “junior,” or “children” in this program refers to all people under the age of 18. The NRA Day Program does not set minimum age requirements. Event Directors are encouraged to establish minimum age limits based on the types of firearms that will be used and the type of program that will be presented. Physical and mental maturities are key considerations in determining the age at which children can begin the shooting sports. They must be strong and large enough to safely handle the firearm and must have the mental maturity to accept responsibility for conducting themselves in a self-disciplined manner.

Appendix F

Shotgun Event Sample Program

Event Directors who want to provide a trap, skeet, or sporting clays event may design their own program. The agenda covers basic knowledge, skills, and attitude necessary for using a shotgun safely while shooting trap or skeet.

After the event, shooters may continue their interest in Shotgun Sports with the NRA Marksmanship Qualification Program.

NRA Support Materials

Instructor

- Safe Gun Handling Poster/Wall Chart
- Range Rules Poster
- Shotgun Instruction Wall Charts
- NRA Guide to Reloading Handbook
- NRA Marksmanship Qualification Program Booklet

Students

- NRA Guide: Basics of Shotgun Shooting
- NRA Gun Safety Rules Brochure
- NRA Marksmanship Qualification Program Booklet
- The Skeeter's Guide

To obtain prices and materials, call the NRA Program Materials Center at (800) 336-7402 or visit the website at <http://materials.nrahq.org>.

Appendix G

Special Interest Event Sample Program

Below are few examples of different types of Special Interest Events. Event type options are endless.

- **Celebrity Event:** a well-planned, well-rehearsed event for an impressive guest list of “Who’s Who” in the community – TV and radio personalities, actors/actresses, playwrights, authors, musicians, sports stars, police chiefs, notable executives and businesses persons, etc.
- **Legislator Event:** a special invitation only hunting and shooting orientation event for dignitaries, state and local legislators, governors, mayors, senators, congressmen, staffers, press, etc.
- **BSA Merit Badge Event:** a special event designed just for Boy Scouts who want to earn their rifle, muzzleloading, and shotgun merit badges.

COME JOIN US



NRA Day events provide the opportunity to come together to learn, experience, share, and grow in appreciation of the shooting sports.

NRA Day is a family affair!

EVENT THEME:

EVENT LOCATION:

EVENT DATE/TIME:

FOR MORE INFORMATION CONTACT:

<https://nraday.nra.org/>

Appendix I

Code of Ethics and Conduct

This important code of ethics and conduct has been established for all volunteers, trainers, instructors, range safety officers, coaches, leaders, etc. participating in a NRA Day Event. This code is designed to establish reasonable standards to define acceptable and unacceptable behavior, maintain the rights, dignity, and comfort levels of the participants, and ensure that fair and nondiscriminatory practices are upheld during the event. Please photocopy, distribute, and discuss the following code of ethics and conduct with everyone working your NRA Day Event.

All Volunteers, Trainers, Instructors, Range Safety Officers, Coaches and Leaders:

- Aspire to the highest possible standards of conduct. Respect and protect human civil rights and do not knowingly participate in unfair or discriminatory practices.
- Are concerned about the ethical compliance of their colleagues in order to prevent or avoid unethical conduct.
- Respect the privacy of the participants and never improperly touch participants. Always request permission to properly touch a participant for the purpose of adjusting equipment or a position.
- Respect the fundamental rights, dignity, and worth of all participants and are aware of individual differences.
- Should be sensitive of their position as role model for the participants and community.
- Respect the rights of others to hold values, attitudes, and opinions that differ from their own.
- Do not engage in sexual harassment.
- Do not engage in discrimination based on any basis prescribed by law.
- Treat sexual harassment complaints and respondents with dignity and respect.
- Take reasonable steps to avoid harming the participants.
- Never use corporal (physical) punishment or abusive language.
- Do not make public statements that are false, deceptive, misleading, or fraudulent (either due to what they state, convey, suggest, or because of what they omit), including:
 - o The event and activities
 - o Their training, experience, competence, services, or credentials
 - o Their academic degrees
 - o The club, the organization, or the NRA
- Take reasonable precautions to ensure that statements are truthful and consistent with this code of ethics and conduct when providing advice or comment by means of public lecture, demonstrations, radio or television programs, pre-recorded tapes, printed articles, mailed materials, or other media.
- Do not encourage, demonstrate, or suggest any improper, unlawful, or unethical use of firearms and/or air guns.
- Make every reasonable effort never to work or otherwise be alone with participants. In situations that require a personal conference or discussion, make every attempt to have the parent or guardian present. If this is not possible, the meeting may be conducted privately, but in full view of other adults and youths.
- Are forbidden to use alcohol during the event or in the presence of any participant or parent/guardian either before, during or after the event.
- Do not allow youth to participate in dangerous or high risk activities without parental consent, proper preparation, supervision, and safety measures.

Appendix J

Sample Release

THIS SAMPLE AGREEMENT IS NOT DRAFTED WITH ANY STATE-SPECIFIC LAW OR SET OF FACTS AND CIRCUMSTANCES IN MIND. THIS SAMPLE IS NOT PROVIDED AS LEGAL ADVICE AND IS NOT TO BE USED AS A SUBSTITUTE FOR LEGAL COUNSEL. YOU SHOULD CONSULT WITH AN ATTORNEY LICENSED TO PRACTICE LAW IN YOUR JURISDICTION WHO CAN PROVIDE YOU WITH LEGAL COUNSEL, INCLUDING A REVIEW OF THIS SAMPLE, AND SUGGEST ANY CHANGES THAT MAY BE ADVISEABLE GIVEN YOUR PARTICULAR NEEDS. IF YOU NEED AN ATTORNEY REFERRAL, PLEASE CONTACT THE NRA OFFICE OF GENERAL COUNSEL DIRECTLY AT 703.267.1250.

YOUR DOCUMENT MUST INCLUDE THE NRA AND ITS EMPLOYEES, DIRECTORS, OFFICERS, AGENTS, AND VOLUNTEERS AS PARTIES TO BE RELEASED, HELD HARMLESS, INDEMNIFIED, ETC., IN ADDITION TO YOUR ORGANIZATION AND ITS OFFICERS, VOLUNTEERS, ETC.

RELEASE, WAIVER, INDEMNIFICATION, HOLD HARMLESS, AND ASSUMPTION OF THE RISK AGREEMENT

WHEREAS, in return for participation in the Brownells/NRA Day ("Event") and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the undersigned participant and the undersigned parent or legal or natural guardian of the participant if participant is a minor (collectively and individually, the "Undersigned") agree as follows:

1. The Undersigned, on behalf of themselves and the minor child, if applicable, hereby expressly assumes the risk of participating in or attending the Event which may include, but is not limited to, the discharge of firearms and the firing of live ammunition.
2. The Undersigned, on behalf of themselves and the minor child, if applicable, assumes sole responsibility and liability for any injury to the Undersigned and hereby releases, discharges, and waives any and all claims against, the National Rifle Association of America and any of its employees, directors, officers, agents, or volunteers (individually and collectively, "NRA") and the _____ and any of its employees, directors, officers, agents, or volunteers (individually and collectively, "Event Host"). The Undersigned, on behalf of themselves and the minor child, if applicable, furthermore agrees to indemnify, hold harmless, and defend NRA and the Event Host from and against any and all fault, liabilities, costs, expenses, claims, demands, lawsuits, or any other actions whatsoever arising out of, related to, or connected with the Event, any instruction related to the Event, the use or entering upon the premises of the Event Host, or any act or omission of the Undersigned, either individually or collectively. The Undersigned, on behalf of themselves and the minor child, if applicable, hereby releases, discharges, and waives any claim against NRA or Event Host.
3. The Undersigned acknowledges and agrees that he/she/they read, understand, and will at all times abide by all rules and procedures of the Event, NRA, and the Event Host, and, if applicable, will have their child do the same.
4. This instrument binds the Undersigned and the minor child, if applicable, and the executors, administrators, assignees, or heirs thereof.
5. This Agreement and any disputes arising under this Agreement involving NRA shall be governed by and construed under the laws of the Commonwealth of Virginia, or, if applicable, federal law. NRA and the Undersigned agree that all legal proceedings relating to the subject matter of this Agreement and involving NRA shall be maintained exclusively in courts sitting within the County of Prince William, the County of Fairfax or the City of Alexandria, in the Commonwealth of Virginia. The parties consent to and subject themselves to the personal jurisdiction of such courts and agree that jurisdiction and venue for any proceeding arising hereunder shall lie exclusively with such courts.

Appendix J (Continued)

Sample Release

6. This Agreement is intended to be as broad and inclusive as permitted by law. Each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under any applicable law, but if any provision of this instrument shall be prohibited by or invalid under such law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this instrument.

IT IS AGREED:

PARTICIPANT

Signature

Print Name

Date

PARENT OR GUARDIAN OF THE PARTICIPANT

Signature

Print Name

Date

This version of the Guide was created during the COVID-19 pandemic. Federal, State and local guidelines and restrictions should be reviewed to insure your event and the participants and those conducting the event are in compliance, including as to any restrictions on the number of attendees, mask-wearing, social distancing, etc. In addition, you may want to consider adding COVID-19-related language to your release. Sample language follows which could be included in your release and is provided here under the same caveats and conditions of the Sample Release, above. This could be inserted between sections 1 and 2 of the Sample Release, as that Sample Release also includes language regarding release and waiver.

The Undersigned acknowledge[s] that an inherent risk of exposure to COVID-19 exists in any public place where people are or may be present. By participating in the Event and in engaging in activities related to the Event, the Undersigned voluntarily assume[s] all risks related to exposure to COVID-19. The Undersigned hereby represents and warrants that by participating or attending the Event, the Undersigned does not currently have, nor has in the past 14 days experienced, any symptoms associated with COVID-19 and does not know or believe that they have or may have been exposed to a confirmed or suspected case of COVID-19, and, further that the Undersigned has not been diagnosed with COVID-19 and not yet cleared as non-contagious by applicable state or local public health authorities or their health care provider(s).

Appendix K

Firearm Safety Lesson Outline

This firearm safety lesson outline is to assist the club in providing a comprehensive overview of all the firearm safety practices. The outline is based on the NRA Home Firearm Safety Course and the NRA FIRST Steps Course, but is not complete and does not qualify as an NRA Basic Shooting Course, NRA Home Firearm Safety Course or NRA FIRST Steps Course.

Lesson Objectives

As a result of this lesson, the participants will:

- Understand the safe gun handling rules
- Understand the range safety rules
- Understand the importance of firearm safety and responsibility

The Importance of Safety

Ask Participants: What do you think is our primary concern when handling firearms? (Discuss briefly)

State that safety is always the primary concern when handling firearms, whether the guns are located in the home, at the range or in the field.

The Major Causes of Firearm Accidents

Ask Participants: What do you think are the major causes of firearm accidents? (Discuss briefly)

State that ignorance and carelessness are the primary causes of firearm accidents. Ignorance is a lack of knowledge of firearm safety or operation. Carelessness is the failure to apply one's knowledge when handling firearms.

Basic Elements of Firearm Safety

Explain the basic elements of firearm safety: Knowledge, skill and positive attitude.

- Knowledge means knowing and understanding the firearm safety rules and know how firearms and ammunition operate and how to handle them safely.
- Skill is handling firearms safely by applying the firearm safety rules. Skill is perfected through practice.
- Positive attitude is simply a matter of accepting the responsibility to act safely. You must have a positive attitude when using your knowledge and skill every time you handle a firearm. Safety is always the first and foremost important principle when handling firearms.

Ask the participants to repeat the basic elements of firearm safety.

Three Rules of Safe Gun Handling

Discuss each rule with the participants.

ALWAYS keep the gun pointed in a safe direction.

Have the participants repeat the first safety rule. Explain that this is the primary rule of gun safety.

Ask participants: What do you think is meant by a "safe direction?" (Discuss briefly)

Explain that a safe direction means that the gun is pointed so that even if it were to go off, it would not cause injury or damage. The key to this rule is to control where the muzzle (front end of the barrel) is pointed at all times. Common sense dictates the safest direction depending on different circumstances.

Stress to participants that in order for Rule #1 to work; one must apply it at all times, regardless of the condition of the gun. Whether the gun is loaded or unloaded, whether the safety is on, whether the gun is inside a building or outside, whether on a shooting range or in the woods, always apply the rule. Indicate the safe directions in the facility you are using.

Ask the participants to repeat Rule #1.

Appendix K (Continued)

Firearm Safety Lesson Outline

ALWAYS keep your finger off the trigger until ready to shoot.

Have the participants repeat the second gun safety rule.

Ask participants: Where should you place your trigger finger? (Discuss briefly)

Explain that when holding a firearm, you should rest your trigger finger outside and above the trigger guard alongside the frame or stock. It is important to place the trigger finger outside the trigger guard and alongside the frame or stock to prevent activation of the trigger.

Ask the participants to repeat Rule #2.

ALWAYS keep the gun unloaded until ready to use.

Ask the participants to repeat the third gun safety rule.

Ask participants: How do you know whether or not the gun is loaded? (Discuss briefly)

Explain that whenever you pick up a gun, immediately engage the safety, remove the ammunition source, open the action and look into the chamber and the magazine area which should be clear of ammunition. Some guns require the safety to be disengaged to work the action to unload. If you do not know how to open the action or inspect the action for ammunition, leave the gun alone and get help from someone who does.

Stress to the participants that in order to safely and properly handle a firearm you must follow all of the gun safety rules – always apply the rules simultaneously.

Ask the participants to repeat all three rules for safe gun handling.

Other Important Safety Rules When Using or Storing Firearms

Besides the three rules for safe gun handling, review and briefly discuss other safety rules that apply when using or storing guns.

- **Know your target and what is beyond.**
- **Know how to use the gun safely.**
- **Be sure the gun is safe to operate.**
- **Use only the correct ammunition for the firearm.**
- **Wear eye and ear protection as appropriate.**
- **Never use alcohol or drugs before or while shooting.**
- **Store guns so they are not accessible to unauthorized persons.**
- **Be aware that certain types of guns and many shooting activities require additional safety precautions.**

Range Safety Briefing

Discuss the purpose of the shooting event, range layout and limits, range rules, commands and emergency procedures. Emphasize the specific range rules and procedures of your range or club. Some common range rules you may want to discuss are:

- Obey all firing line commands.
- “Cease firing” means to stop shooting immediately! Take your finger off the trigger; keep the muzzle pointed in a safe direction and wait for further instructions. (NOTE: ANYONE can call “cease fire” if an unsafe situation is observed.)
- Never load the firearm until the command “load” has been given.

Appendix K (Continued)

Firearm Safety Lesson Outline

- Never leave a loaded firearm unattended. If you must leave the firing line for any reason, even for a moment, be sure the firearm is unloaded, the action is open and the firearm is benched/grounded with the open action facing up.
- Ammo Malfunctions:
 - o Misfire
 - o Hangfire
 - o Squib Load
- No one is allowed forward the firing line without permission of the range safety officer.
- Only shoot at authorized targets. Authorized targets are those issued or approved by the range personnel.

Example Safety Briefing

When conducting an NRA Sports Shooting event you will want to make sure all participants go through a safety briefing. The safety briefing needs to be about 5 minutes long. Any longer and the participants will not remember what you said. To conduct a good safety briefing, remember the 5 steps. The Standard Range Safety Briefing Steps are:

1. Purpose of the Shooting Event

- a. Introduce yourself and the staff
- b. Inform all shooters what occurs during live fire
- c. This event is to provide an introduction and familiarization into 3-gun competition
- d. This event is for inexperienced and intermediate shooters
- e. Course of fire may vary, based on location

2. Range Layout and Limits

- a. Discuss limits and layout of the range
- b. Point out where the spectator area is located
- c. There also needs to be a holding area set aside where participants can wait for their turn to shoot
- d. Demonstrate how to operate each firearm
- e. Show the participants which targets are designated for each firearm they are shooting

3. Range Safety Rules

- a. **ALWAYS keep the gun pointed in a safe direction**
- b. **ALWAYS keep your finger off the trigger until ready to shoot**
- c. **ALWAYS keep the gun unloaded until ready to use**

4. Firing Line Commands

When creating firing commands they must be simple and clear. Whatever the commands, ensure that all participants know and understand what they mean and what is expected of them. Depending on the range environment, make use of a loud speaker system to clearly communicate with those that are on the firing line.

6. Emergency Commands

- a. "Stop"
- b. "Cease Fire"

5. Emergency Procedures:

- a. In the event of an emergency, all shooting must cease
- b. All staff must be aware of the emergency plan

Appendix L

On-Site Registration Form



On-Site Registration Form

HOST – DATE

First Name _____ Last Name _____

Address _____

City _____ State _____ Zip Code _____

Email Address _____ Phone _____

Club/Range/Agency _____

Emergency Contact _____ Phone _____

How did you find out about the event?

Appendix M

Photo Release

Photo Release

I hereby irrevocably consent to and authorize the use, publication, and reproduction at any time by the National Rifle Association of America and its assign(s), of any and all photographs, video, or electronic images, with or without audio, taken of me and/or the minor child, as a parent or guardian, with or without names, for any use, including composite or distorted representations, promotion, advertising, or any other purpose whatsoever, and I hereby waive any claim or right arising out of such use, publication, or reproduction, including but not limited to any right of privacy. This release is binding upon the legal representatives, heirs, and assigns of myself and of the minor child, if applicable.

The above representations, covenants, and warranties I make on behalf of myself, and, if applicable, the minor child, and any and all guardians and parents of the minor child.

Signature: _____

Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Date: _____

Child's Name: _____

