

IV

TEXAS PARKS AND WILDLIFE DEPARTMENT HUNTER EDUCATION INSTRUCTOR MANUAL

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A. INFORMATION

1. Comparison of Structured/Home Study Course

STRUCTURED CLASS	HOME STUDY CLASS
<p>Text: Texas Hunter Education Student Manual: <i>Today's Hunter in Texas</i></p>	<p>“Outdoor Life Hunter Education Training Course” (purchased from retailers or TPWD office) Includes: Safeguarding Our Heritage video Hunter’s Field Guide Hunter’s Field Guide Texas workbook OR Internet Online Course: www.tpwd.state.tx.us/learning/hunter_education/homestudy/</p>
<p>Minimum: 2 days 10 hours</p>	<p>Study at home: 1st day & 6 hours credit 2nd day minimum 4 hours (one-day class/testing)</p>
<p>Fee: \$10.00 per student (includes materials and class)</p> <ul style="list-style-type: none"> • Instructor keeps \$5.00 • Send \$5.00 to Austin <p>*****Do Not Send Cash*****</p> <p>Procedure: Send in: Final Report Student Registration Form Fees</p> <p>Student receives Temporary Student Card</p> <p>Exam: Must score at least 70%</p>	<p>Fee: \$10.00 per student (includes materials for class/testing)</p> <p>\$14.99 Training course materials from retailers (suggested retail) \$ 5.00 for video from TPWD</p> <ul style="list-style-type: none"> • Instructor keeps \$5.00 • Send \$5.00 to Austin <p>*****Do Not Send Cash*****</p> <p>Procedure: Send in: Final Report Student Registration Form</p> <p>Student receives Temporary Student Card</p> <p>Exam: Must score at least 80%</p>
<p>Optional, but highly recommended:</p> <ul style="list-style-type: none"> • live firing exercise • hunter skills trail 	<p>Mandatory: Minimum 4 hours to include:</p> <ul style="list-style-type: none"> • live firing exercise • hunter skills trail • ethics/game laws presentation • exam

NOTICE

Hunter Education Instructors may only charge:

\$_____ for the Structured (2 days, 10 hours) class

or

\$_____ for the Home Study class

Any other fee **MUST** be optional to the student
and fully explained **prior** to course.

(example: parking fee, range fee,
building use fee, lunch, refreshments, etc.)

Dear “Home Study – Hunter Skills Course” Participant:

Thank you for obtaining the **Outdoor Life Hunter Education Training Course** packet. Enclosed are the Hunter’s Field guide, Field Guide Workbook, and Safeguarding Our Heritage video. Please secure a copy of the Texas Parks and Wildlife **Outdoor Annual** (hunting guide) at any local license retailer or TPWD office. Please read the Field Guide and Outdoor Annual, view the video and complete all exercises in the Field Guide Workbook. This will help prepare you for a knowledge exam on which you must score a minimum of **80%**.

NOTE: You **MUST** bring your completed workbook with you at the time of testing and show the instructor for admission to the class. If you do the TPWD Web site On-line course, you **MUST** print out the individual test quizzes from each section and bring with you for verification.

Failure to provide this documentation will possibly prevent admission to the certification process.

When you are ready to complete the certification process, call Texas Parks and Wildlife Department at (800) 792-1112 and punch in 63 when the menu answers, or look on our Web site at www.tpwd.state.tx.us for a listing of Home Study test sites and dates. Final certification involves one day of classroom and field exercises. The Home Study Course also is on-line and located at the TPWD Web site if you wish to review it.

Upon arrival at the testing site, you **MUST** show your workbook or quiz pages from the on-line course to the instructor. You will complete a registration form and pay a \$10 fee. During the class, you will go through a minimum one-hour session on Responsibility, Game Laws and Ethics. The remainder of the time will be spent doing a live firing exercise and a hunter skills trail simulated hunt. **NOTE: Please wear appropriate clothing and footwear for outdoor activities.** After all exercises are completed you will go through a short review and take a written exam requiring an 80% passing score. If you do not make at least an 80%, you will have to make arrangements with the instructor to reschedule and retake the exam at another time.

Upon successful completion of all phases, you will immediately receive a “Temporary Student Card.” The temporary card will allow you to hunt in Texas, while legally following all game laws. This temporary card may be used to purchase a license in states requiring certification. Within a few weeks, you will receive an original certification card with a **permanent certification number** from Texas Parks and Wildlife Department.

After we process your certification card, you will possibly receive an evaluation on this program. If so, please take a moment to complete and return it. Thank you for your time, and we appreciate your assistance with this effort to improve the convenience of hunter education across the state.

Hunter Education Staff

B. HOME STUDY REQUIREMENTS, PROCEDURES AND MATERIALS

1. **Requirements** (see comparison to Structured class)
 - a. Home Study course meets Section 62.014 Parks and Wildlife Code Hunter Education requirements.
 - b. Length: course totals two days and minimum 10 hours: One day and six hours minimum for student-directed Home Study; four hours minimum for class/skills.
 - c. Cost: class fee is \$10.

2. **Procedures**
 - a. Contact TPWD for information about locations of class/test sites
 - b. Contact individual instructor for class registration
 - c. **Complete workbook and take to class for instructor verification.**
 - d. Complete Registration form and pay \$10 fee
 - e. Complete class/skills including Hunter Responsibility unit (one hour minimum and Hunter Skills Trail and Live Fire units
 - f. Evaluation/Review
 - g. Complete Written Exam; 80% required to pass
 - h. Temporary card issued on site
 - i. Permanent card issued from Austin in few weeks

3. **Materials**
 - a. Home Study packet; MSR = \$14.99 from retailers (Outdoor Life Hunter Education Training Course); packet = Field Guide, Workbook and “Safeguarding Our Heritage” video.
 - b. TPW *Outdoor Annual*, official Hunting and Fishing Regulations
 - c. Letter of Instruction
 - d. Retail sale and test site locations and schedules can be obtained from TPWD via (800) 792-1112 + 63 or www.tpwd.state.tx.us

4. **Internet Online Access**
 - a. Complete Field Guide Contents and Information
 - b. Practice Exams – Print out and take to class for instructor verification.
 - c. www.tpwd.state.tx.us On-line Course

C. HUNTER RESPONSIBILITY: TEACHING METHODS

An important topic for the Hunter Education course, especially the Home Study program, is Ethics and Responsibility. There are several methods to teach these topics. (Refer to Section III)

1. Open Meeting
2. Brainstorming
3. Trigger Films
4. Dilemma Method

D. LIVE FIRE

1. Introduction

Field and live-firing exercises play a crucial role in developing safe, responsible, knowledgeable and involved hunters, the goal of the Hunter Education program. Without hands-on exercises, Hunter Education instructors can only use limited classroom participation and exam scores to evaluate student success. Moreover, classroom measures alone, provide poor measures to individual motivation, demonstrable learning and teaching success. The instructor is left to wonder if the Hunter Education course provided any real changes in knowledge, skill and/or attitudes – the essence of learning.

Field and live-firing exercises used in harmony with classroom instruction can provide students with real success leading to the following changes in behavior:

- new knowledge (instead of ignorance)
- new skills (instead of carelessness)
- new attitudes (instead of apathy)

Benefits and opportunities of field and live-firing exercises include the following:

TPWD Benefits/Opportunities

- Public support and interest in safety and the shooting sports
- Reduced program risks and liability
- Agency awareness and support
- Quality programming
- Course evaluation of student skills applied to classroom knowledge
- Motivation and fun in learning
- Reduced instructional risks and negligence
- Promotion of family involvement
- Community awareness and support
- Quality instruction
- Reinforced learning principles

Student Benefits/Opportunities

- Opportunity to practice new skills or break bad habits
- Motivation and fun in learning
- Simulated hunting experiences
- Reduced hunting risks and accidents
- Promotion of individual/family involvement
- Quality learning potential
- Opportunity to try new shooting sports, methods and hunting practices

Hunting Benefits/Opportunities

- Opportunity to attract non-hunters to shooting sports
- Hunting empathy and understanding of hunter's role in modern wildlife management practices
- Public trust/assurance in teaching hunters in safety and responsibility
- Proactive measure to anti-hunting beliefs

2. Standards of Live Fire

- a. **Introduction:** The U.S. Army introduced the safety fan at shooting ranges. The safety fan defines the greatest distance a specific projectile will travel downrange. The safety fan is a guideline for ranges to address the worst-case scenario concerning bullet containment. Functionally, an outdoor rifle or pistol range's safety fan must be defined as projectile containment to the actual property owned or controlled by the range facility. The combined effect of range enhancements, management and shooter education can allow safe use of smaller parcels of land.

In designing a range, an engineer or range designer uses risk analysis to analyze the proposed facility. In the discussion of risk analysis, certain terms or definitions must be understood:

- **Hazard Event:** A hazard event results from energy in motion. Any time a firearm is discharged, energy goes into motion. When an object goes into motion, there is potential for a consequence such as personal injury and/or property damage.
- **Zero Consequence:** Zero consequence occurs when energy goes into motion without consequence. In order to achieve zero consequence, energy in motion needs to be controlled.
- **High Risk:** High risk is encountered when the energy in motion is not controlled and results in a condition other than zero consequence. A high risk period is the time during which a high risk situation exists.

Control of energy in motion can be achieved through education, training, the application of safe gun handling practices and the enforcement of basic gun safety rules.

The primary rules of gun safety are:

- Always keep the gun pointed in a safe direction.
- Always keep your finger off the trigger until ready to shoot.
- Always keep the gun unloaded until ready to use.
- Know your target, what is front and what lies beyond.

Another form of control utilized in risk assessment involves the Four E's:

- Evaluate exactly what shooting activities, what firearms, what targets, and what distance you engage those targets on a particular range.
- Engineer determines whether the range is engineered or designed to safely accommodate the type of shooting activities conducted.
- Educate closely examine the education or training of range supervisors and range users. An effective education and training program documents and implements what to do and how to do it with emphasis on the key points that relate to range safety, range use and range procedures.
- Enforcement of well developed range rules and regulations. When assessing risk from the enforcement standpoint, recognize that a failure to control the angle of the muzzle toward an effective and efficient backstop, the premature placing of the finger on the trigger until ready to shoot, loading the gun before it needs to be loaded, and not knowing the target or what is beyond are major factors to be considered.

Each of the FOUR E's has an equal and effective role in controlling energy in motion and in determining the likelihood of achieving zero consequences.

b. Range Enhancements

Various range enhancements have proven to be significantly effective in limiting bullet containment to the confines of a specific property boundary. The following techniques for limiting projectiles to range property will prove useful:

- **Backstops:** height is dependent on use, site and education and training programs put into place by the facility; usually between three feet to over 60 feet high. The majority of outdoor range backstops are made of earth and compacted on a 1-1 slope for projectile containment.
- **Side berms and Sidewalls:** Normally used when separation of ranges is necessary as an additional safety feature in containing projectiles, and to accommodate concurrent shooting events on adjacent ranges. An example would be a high power rifle range adjacent to a pistol range. The backstops for these ranges may be located at different distances from the firing line, and range users may wish to conduct different events at the same time. A side berm or sidewall will provide safe access to the target area on one range when the other range is firing. Normal height is eight feet.
- **Baffles:** Barriers to contain bullets and/or to reduce, redirect or suppress sound waves; placed either overhead, alongside or at ground level to restrict or interrupt errant or off-the-target shots.
- **Target Placement:** One of the easiest ways to control projectiles is to locate the target so projectiles hit the target and proceed directly to the backstop. Proper placement of the targets near the backstop is the best way to set up a range. Targets should be posted on target backer boards being careful not to place targets on wooden structural members designed to hold the target backer board in place. This ensures longer life of the supports and cuts down on range maintenance costs. The target backer boards are replaced as needed.
- **Mountains or Rolling Hills:** In certain areas of the country, ranges can be located in areas where there are high mountains or rolling hills that effectively mitigate the need for or height of backstops, side berms and other range features.
- **Sloping Floor of the Range:** When building a new range or enhancing an old one, consider grading the slope of the floor of the range from one to three percent down toward the backstop. This technique helps eliminate drainage problems as well as aiding in the containment of errant projectiles.
- **Additional Range Enhancements:** An additional range enhancement is any kind of barrier, man-made or natural, that will stop projectiles from leaving the range. This can be as simple as shooting through an 18" diameter concrete tube, 20 feet long, on a 100-yard range. If properly designed and installed, this enhancement is not only used for projectile containment but helps reduce noise problems.

c. Conclusion

The applicable principles and design concepts regarding shooting range safety fans for a rifle or pistol range must be described, functionally, as the property owned or controlled by the host facility in which bullets must be contained. Utilization of risk analysis procedures, enforcement of basic gun safety rules and judicious application of range enhancement techniques will collectively ensure the greatest level of safety possible on an outdoor rifle or pistol range.

3. Conducting a Live Fire Activity

- a. **Controlled Area:** Establish five controlled areas of a shooting range and show how these areas perform specific functions to maintain safe and efficient operation.
 - 1) Firing Line Area
 - A highly controlled area where actual live-firing of firearms is occurring
 - Restricted to the students actually shooting, coaches and range officers
 - No entry or exit without permission of chief range officer
 - Chief range officer must not leave without relief
 - Barricade may be used to help control movement through single entry or exit
 - No eating, drinking or smoking in this area
 - All movements and actions conducted “By Command Only”
 - Inexperienced shooters must be accompanied by an experienced shooter
 - 2) Equipment Storage Area
 - A controlled and secure area where firearms, ammunition and other “critical”
 - Items are stored until ready to be used
 - Must be manned and/or observed at all times
 - Strict and limited access
 - All items contained within this area should be inventoried
 - Check-in/check-out procedure could be utilized as a safety check (tagging procedure)
 - 3) Shooters “Ready” Area
 - Waiting area for next group of students to go on the firing line
 - Near firing line area, but not so close to distract activities
 - Staffed to provide supervision and briefing of waiting students
 - Activities in this area include the following:
 - Safety and procedures briefing
 - Special training
 - Demonstrations and familiarization
 - Records update and maintenance
 - 4) Firearms Cleaning Area
 - A controlled area where firearms are cleaned
 - All firearms safety rules apply
 - No live ammunition in this area
 - Area must be supervised when students are present
 - Secured materials in Equipment Storage Area when not in use
 - Use cleaning of firearms as a learning and evaluation tool
 - 5) Spectator Area
 - A safe and secure area for spectators to view the activities on the range
 - Located to provide good observation, but not distract from the activities
 - This area’s boundaries must be clearly marked
 - Staffed to assist and answer questions
 - Seating may wish to be provided as well as other comforts
 - Absolutely no firearms or ammunition allowed in this area
- b. **Range Policies/Procedures:** Identify the recommended policies and procedures that apply to firearms and range activities, administration and records, and instructors and staff when conducting live-firing activities.
 - 1) Firearms and Range Activities
 - Do not allow students to bring their own firearms or ammunition
 - Make sure all staff and students know the general and specific rules that apply to the activities
 - Insure all staff and students know the nomenclature and correct use of available equipment

- Students receive and load ammunition one round at a time
 - Students shoot for safety, not score
 - One firearm per shooting point
 - All firearms must be pre-checked for safety and accuracy
 - Firearms Safety Check
 - Good overall appearance (cleanliness)
 - No loose or missing parts
 - Mechanical safety operating properly
 - Action smooth – no binding
 - Size and caliber fit shooter
 - Bore clear of obstructions
 - Trigger pull adequate
 - Live-firing test for function
 - Live-firing test for accuracy
- 2) Administration and Records
- Keep a roster of all personnel that were in each particular activity.
 - Record of all firearms used
 - Record each described course of fire or student activity (targets, distance, etc.)
- 3) Instructors and Staff
- Use staff that demonstrate patience and understanding and are capable of student performance analysis
 - Review procedures before starting
 - Stand next to shooters, not behind them
 - Watch shooters at all times, paying special attention to safety precautions
 - Have a “dry run” with empty guns if students get confused
 - Talk shooters through procedures and correct any mistakes immediately
- c. **Range Safety Rules:** The following list includes some general safety rules for range operations. Go over these rules with the students and point out any additional rules your particular range may have.
- Always point the muzzle in a safe direction or down range
 - Keep your finger off the trigger until ready to shoot
 - Always keep actions open and firearms unloaded until told to do otherwise
 - Only proper size ammunition for firearms being used should be available
 - Entry and exit on shooting alley will be only upon command of chief range officer
 - Shooters will only fire at their designated target
 - Shooters must wear ear and eye protection when on the firing line
 - No one should be near or handling firearms when personnel are down range
 - Only firearms and targets authorized by the chief range officer will be used
 - Alcohol and drugs, or persons under their influence, will not be allowed in the firing line area
 - Obey all additional rules as established by particular range or situation
- d. **Range Commands:** Identify the basic range commands and explain proper actions shooters should take when each command is given.
- The shooters must be told four important pieces of information before firing their first round:
 - What to do
 - How to do it
 - When to do it
 - If there is a time limit
 - Keep commands simple and be sure commands are heard by all shooters

- All commands are given by the Chief Range Officer or appointed representative, except cease fire
 - Insist on immediate response to range commands
 - The basic range commands are:
 - Is the line ready
 - Ready on the left; ready on the right
 - Load and lock (#) rounds
 - Commence firing
 - Cease firing
 - Make sure all bolts are open
 - Retrieve targets
 - Other type of range commands may be utilized in the interest of safety
 - Make sure everyone is familiar with the range commands and their required actions
- e. **Mechanical Problems:** Actions to take when mechanical problems arise during firing
- Have the student immediately raise his or her hand while taking care to keep the muzzle pointed down range
 - Emphasize to the student that they are not to move out of position.
 - Wait a minimum of 30-60 seconds before opening the action after having a misfire or similar problem
 - If necessary, call a “cease fire” until the situation is corrected
 - Make sure everyone can recognize a “squib load,” which is any load that does not propel the bullet through the muzzle

E. SKILLS TRAIL: SEE FOLLOWING BOOKLET

Booklet will be provided at instructor training session.