

2015



Coach Education Program

School Sponsor's Guide



National Rifle Association, USA Shooting, and Civilian
Marksmanship Program

NRA Education and Training Division
Training Department

National Rifle Association of America
11250 Waples Mill Road
Fairfax, VA 22030





The
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Coach Education Program Policies and Procedures

Coaching shooting athletes is one of the most enjoyable and challenging endeavors—and at the same time, can be one of the most rewarding. The Coach Education Program, through its training classes and other requirements, develops coaches who will be working with athletes at all levels of competition, from introductory training to local matches to international championships. As a coach, you have a part in developing future national champions or possibly future World or Olympic champions. To help you meet this challenge and attain the rewards of coaching, we encourage you to participate in the Shooting Coach Certification Program.

The Coach Education Program has evolved significantly over the past decade through the efforts of many people too numerous to list here. However, both USA Shooting and the National Coach Development Staff have provided major contributions. Without their valuable input, the program would lack the depth and breadth of information to train beginning through advanced shooting coaches.

What Types of Credentials Are Available?

The program is designed to develop a coach's ability to train shooters in the disciplines of smallbore/air rifle, pistol, shotgun, or high power rifle. There are three general categories of coaches: [Discipline] Coach (Level 1), Certified [Discipline] Coach (Level 2), and Advanced Certified [Discipline] Coach (Level 3), where [Discipline] is Rifle, Pistol, Shotgun, or High Power Rifle. The Coach Education Program recognizes and/or certifies individuals who have successfully completed coach training and an individualized development program in coaching skills needed to coach athletes in competition. The Advanced Certified [Discipline] Coach (Level 4) is a rating awarded to the USA Shooting National and Assistant National Coaches who were Level 3 Coaches.

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[Discipline] Coach (Level 1)

This is the entry-level for coaches. Since the Coach Training School is only a short-term (two or three-day) course, it is not possible to cover all that a coach needs to know and accomplish to fulfill the requirements set forth by the Coach Education Program, for certification. The [Discipline] Coach (Level 1) is the starting, or beginning, level of competitive shooting sports coaching.

To be eligible for designation as a [Discipline] Coach (Level 1), an individual must complete the following:

Requirement	Criteria
Pre-Coach Training School Requirement	The prospective coach should have experience in competitive shooting, be working with a shooting club, <u>or</u> have attended an NRA Basic Shooting Course, <u>or</u> be an NRA Instructor in the particular shooting discipline.
Age	<i>18 years of age minimum</i>
<i>Coach Training School</i>	Complete the Coach Training School and final test with a score of 85 percent or higher. Receive the endorsement of the Coach School Instructor. Complete the Coach Credential Application.
<i>Renewal</i>	May renew after two years, for an additional two year period. NRA will email a reminder and the [Discipline] Coach (Level 1) must submit online through www.nrainstructors.org : <ul style="list-style-type: none">• <i>The appropriate recognition fee</i>• <i>Completed renewal application</i>• <i>Completed coach activity form</i>

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Junior [Discipline] Trainer

This level of the coach program is designed for young people who show leadership in shooting programs. The Junior [Discipline] Trainer provides support to the coach helping younger shooters learn safety and helping the coach at team activities. The Junior [Discipline] Trainer works under the direct supervision of a [Discipline] Coach (Level 1) or higher level coach. To be eligible for designation as a Junior [Discipline] Trainer, a young person must complete the following requirements:

Requirement	Criteria
Pre-Coach Training School Requirement	Ideally, the prospective Junior [Discipline] Trainer will have experience in competitive shooting, working with a shooting club or school.
Age	15 to 17 years of age only
Documentation Requirement	Two letters of recommendation must be submitted; one from their parent or legal guardian and one from a [Discipline] Coach, Certified [Discipline] Coach, or Advanced Certified [Discipline] Coach.
NRA Coach Training School	Complete the Coach Training School and final test with a score of 85 percent or higher. Receive the endorsement of the Coach School Instructor. Complete the Coach Credential Application.
Renewal	Junior [Discipline] Trainers may renew as Junior [Discipline] Trainers, only if their Junior Trainer rating expires before their 18 th birthday. Junior Trainers will become Level 1 Coaches on their 18 th birthday if their rating is current. There is no fee for this upgrade.

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Additional Levels of Certification

Outside of the [Discipline] Coach (Level 1) and Junior [Discipline] Trainer rankings, the Coach Education Program provides training for three additional levels of certified coaching. Coaches can advance to become a Certified [Discipline] Coach (Level 2), Certified [Discipline] Coach (Level 3), and eventually an Advanced Certified [Discipline] Coach (Level 4). These other levels require a variety of additional training and coaching activities. The process of advancing to the various levels of further certification is described in the Level 1 Coach School.

American Sport Education Program Coach Certification

Level 1 coaches who wish to advance to Level 2 are required to complete the American Sport Education Program (ASEP) Coaching Principles course. This course may be completed on-line from ASEP.com or taken in the classroom format. Use the following link:

http://www.asep.com/asep_content/org/NRA.cfm

This course may be completed before or after becoming a [Discipline] Coach (Level 1).

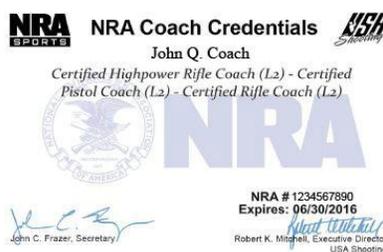
Coach Education Program Credentialing Policy

Coach Credentialing Period

All coaches must be active to maintain and renew their credentials. Coaches are credentialed for a two-year period or have the new rating added to existing NRA credentials (i.e. RSO).

Coach Credential Cards

Coach credential cards are official documents bearing the logos of the organizations. Once a Coach has established their **NRAI** (an account on www.nrainstructors.org) account, they may use the account to print their Coach Certificate and/or Wallet Card. See Appendix C for instructions. Coaches should be proud to show their credential card to any participant in their local programs as proof of their coach training and rating.



To make corrections to your name shown on the coach credential card, contact the NRA Training Credentials Section at 703-267-1427. Replacement cards can be reprinted by the Coach online.

Coach Education Program

For any corrections to the ratings shown on the coach credential card please contact the NRA National Coach Trainer.

Blank NRA Coach Credential cards may not be created, reproduced or copied by any means. Completed cards may be copied if necessary to provide proof of coaching credentials.

Reinstatement

Despite the best effort of the Coach Education Program sending multiple notices for renewal both before and after their coach credential expires, some coaches forget or fail to renew their coaching credential. Oftentimes, the coach will move or change their email address and simply forget to notify the NRA of the change in their **NRAI** account contact information.

If the coach wishes to reinstate their credential that has lapsed for less than two (2) years they may do so by registering on **NRAI** and renewing online through their **NRAI** account.

Coaches who are lapsed more than two (2) years but less than five (5) years may be re-instated by passing a coach examination with a score of 85% or higher and emailing all their renewal requirements documents to the NRA National Coach Trainer and paying the renewal fee.

Multiple Certifications

In contrast to the NRA Instructor Program, where it is very common for a firearms instructor to have several disciplines that they are certified to teach, the Coach Education Program does not encourage multiple coach certifications. This is because of the greatly increased level of specialized knowledge required of a coach and the time and effort required to be an active coach in more than one discipline. Any coach rating will be treated separately from another. All the requirements for each discipline must be fulfilled. The same ASEP Courses and first aid course may be used for multiple disciplines, but the other requirements, e.g., pistol coaching experience, must be demonstrated. There is no discount for multiple coach ratings.

Coach Ethics and Training Standards

All coaches must comply with the Coaching Ethics Code and the policies and procedures included in this Coaches' Guide (appendix A). A copy of the Coaching Ethics Code is given to every coach during the basic coach course. Coaches may also obtain additional copies by downloading the latest versions from the Coach Education Program website.

Coaching Ethics Violations

Should the NRA National Coach Trainer receive a written, credible, first-hand report of an ethical violation or incompetent behavior, he will take appropriate action in accordance with the Coach Ethics Code and the policies and procedures in this Coaches' Guide. Reports should be sent by email in order to expedite the process.

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If a report of inappropriate behavior appears to be accurate, the credentials of the coach may be suspended. The holder of the suspended credentials will be informed of the allegations and may be allowed to respond in writing.

Failure to comply with the Coaching Ethics Code or the Coach Education Program policies and procedures may result in suspension or revocation of coaching credentials.

Recognition or Certification is a Privilege

By applying for Recognition or Certification at any level, the coach candidate acknowledges that Recognition or Certification is a privilege that can be suspended or revoked when the NRA National Coach Trainer, at his sole discretion, deems suspension or revocation to be appropriate action.

National Coach Development Staff

The NCDS is a team of “selected” volunteers and is the national staff responsible to the NRA National Coach Trainer for the conduct of coach seminars, shooting clinics, shooting camps, and coach schools. They are also responsible to assist the needs of local club coaches. They are selected because of their involvement in their shooting community in promoting the shooting sports. Only a few are selected. They work with coaches in their region, assist in refining coaching programs, and work with the NRA National Coach Trainer and USAS National Coaches.

Members of the NCDS sponsor and/or conduct, Coach Schools, seminars or clinics. They represent their shooting area to the NRA National Coach Trainer. Members of the NCDS are looked upon as “Experts” in coaching a shooting discipline.

Interested individuals wishing to apply for the NDCS must be a Certified Coach (Level 2 or Level 3) in the discipline, submit a letter of interest and a shooting/coaching resume to the NRA National Coach Trainer. Interest letters and resumes may be sent via email. Prospective members of the NCDS must attend a three-day training school and must then conduct a coach school under the supervision of either the NRA National Coach Trainer or his designee.

NCDS Schools are conducted annually for each discipline at locations that may be announced in Shooting Sports USA, USA Shooting News, the NRA Trainers’ newsletter Shooting Education Update, the CMP newsletter On The Mark and Trap & Field Magazine.

Use of Organization Name and Trademarks

The NRA Seal and Logos

The NRA Seal and logos are NRA trademarks. USA Shooting, the Civilian Marksmanship Program, ATA, NSSA and NSCA Seals and logos are trademarks or registered trademarks of their respective organizations.

Coach Education Program

The use of these trademarks is restricted to paid staff for official organization business. The NRA, USA Shooting, the CMP, ATA, NSSA, and NSCA do not authorize coaches to reproduce these trademarks on any document without the owner's written permission. Improper use of the authorized version of these official seals and logos by coaches can seriously jeopardize the organization's legal rights to the indicia.

The NRA Member Mark and Coach Logo

Coaches in good standing may use the NRA Membership Mark and/or Coach emblem. These indicia provide the means for an individual coach, club, and association to display membership in the NRA and involvement in the Coach Education Program. These seals may be used on personal business cards, personal checks, and other literature. The seals may not be used for commercial purposes (e.g., affixed to items made for sale or used in advertisements).

All coaches need to be duly careful in the use of NRA's, and other participating organizations, name on stationary, business cards, or other printed materials. Organizational names, including a title such as "NRA Certified Coach" or "USA Shooting Rifle Coach" may only be used in connection with programs and/or courses that meet the participating organization's (NRA's, USA Shooting's, CMP's, ATA's, NSSA's, or NSCA's) training objectives and standards.

Liability Insurance

Liability insurance is the individual responsibility of the coach and/or club. Contact your personal insurance carrier or the NRA Endorsed Insurance Program for information on liability insurance program.

Lockton Risk Services
P.O. Box 410679
Kansas City, MO 64141-0679
Toll Free: (877) NRA-3006
Fax: (913) 652-7599

How Does the Coach Training School Work?

The heart of the Coach Education Program is the Coach Training School. Coach School Instructors use up-to-date instructional materials, videos, and PowerPoint® slides to present the Coach Training School. Coach candidates participate in a variety of learning activities that include Total Participant Involvement (TPI) in which the coach candidate is completely involved in the learning process. The attendees get to know their classmates with whom they can network to discuss mutual coaching concerns and solutions in the future.

Registration Fees

Each individual attending the school pays a fee. Included in this fee is instruction, a copy of the appropriate discipline specific Coach Student Study Guide, the course examination, other related printed materials, and the first two-year Level 1 Coach credentialing fee. Local sponsors may increase the

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amount charged to cover the costs of travel expenses for the course instructors and other incurred expenses. The Coach School Sponsor establishes and collects the school fee. The sponsor will then pay the instructor the NRA fees and reimburse the instructor for related expenses. The instructor will close the class on www.nrainstructors.org and will pay the NRA online for fees due for the school attendees. All residual funds collected may be retained by the sponsor.

Attendance

Participants must attend all class sessions in order to be eligible to apply for coach credentials.

Recognition or certification is not issued under any circumstances to individuals who are not in complete attendance at all class sessions.

Testing

While attending the school and reading the materials, the candidate completes the open-book course examination. This is usually done as an assignment for the evening of the first day. The exam is graded in class on the last day of the school. This important teaching tool ensures that points missed by the candidate are adequately covered and understood before they leave the school. After the class is finished, the Coach Training School instructor will collect the exams and then input each student's grade online, through the class page on www.nrainstructors.org. Once this is done, the instructor should send copies of the completed applications and graded exams directly to the NRA National Coach Trainer for review.

Retesting

In the event a minimum passing grade of 85 percent (but greater than 75 percent) is not achieved on the course examination, the school instructor may (at his or her discretion) tutor the coach candidate(s) immediately after the class concludes to clarify their understanding of the material. Alternatively, the National Coach Trainer may permit the candidate to re-take the entire examination and return it within two weeks to the NRA National Coach Trainer for re-scoring.

Credential Processing

On successful completion of the course test, favorable recommendation of the coach school instructor, and submission of this information along with payment of the fee to the NRA, the candidate will become a Level 1 Coach.

The new Coach must then create an **NRAI** account, if they do not already have one. The process is described in Appendix C and must be described and provided to each new coach during the Coach School. Explain that through this account, the renewal notice will be emailed and this is where the renewals will be completed and fees will be paid. Coaches can also print their credential certificates and wallet ID cards. Coaches must keep their information current in their **NRAI** account (email address, phone number and mailing address).

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School Instructor Endorsement

In addition to passing the course exam, coach candidates must actively participate in classroom discussions and practical exercises. Successful coach candidates must secure the endorsement of the School Instructor to become a [Discipline] Coach (Level 1). School Instructors grant endorsement by checking the appropriate box for the Instructor Recommendation on the online class closing report. This is done online through the website, along with the submission of the test scores and NRA fee.

All successful coach candidates must demonstrate the knowledge, skill, and attitude expected of a beginning coach.

The course exam is generally a fair indication of the candidates' knowledge of the course content.

The candidate's skill and attitude, however, are more subjective, and the school instructor must exercise his or her judgment in assessing whether or not the candidate sufficiently possesses these attributes to be an NRA credentialed coach.

The candidates' coaching skills are observable in classroom and range practical exercises. Necessary skills include the candidate's own safe gun handling and his/her ability to conduct drills, recognize problems and take proper corrective actions with appropriate communications. Coaches do not necessarily have to be exceptionally good shooters themselves. However, the candidates should at least demonstrate that they understand and apply the basic fundamentals in their own shooting. Guns used in the school may not be suitable for all candidates (improper fit, sights not adjusted, etc.) so the instructor will be concerned with the candidate's use of the fundamentals and not the result on the target.

A candidate's attitude may include such things as regard for safety rules, acceptance of the coaching ethics code and coaches' responsibilities, overall demeanor, ability to control temper, use of appropriate language and respect for others.

General Sponsor Information

Eligible Sponsor

Any group or organization may submit an application to sponsor a Shooting Coach Training School. Consider the following factors when submitting an application:

- Need for a school.
- Ability of sponsor to carry out the program requirements outlined below.
- Accessibility of school location.
- Adequate facilities.

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School Purpose

The purpose of the Coach Training School is to teach new coaches about their coaching responsibilities and introduce new ideas in the shooting fundamentals and training techniques when coaching beginning or intermediate athletes.

Areas of Specialization

A sponsor may offer more than one area of specialization (provided adequate facilities and staff are available). A sponsoring organization may wish to sponsor two different schools at the same location, e.g., offer pistol and rifle.

Coach Training School Duration

The school is normally two days in length lasting approximately 16 hours. The class time schedule may be adjusted if necessary to accommodate facility scheduling requirements. However, the daily course objectives must be met and taught in their structured sequence.

Variations

In some cases it is acceptable to split the course into several days in order to meet specific needs of a particular school. For example, a school may be held over four evenings of approximately four hours each evening, or four hours on a Friday evening, all day on Saturday, and four hours either Sunday morning or afternoon. Obviously, you must coordinate this with the instructor and the NRA National Coach Trainer.

Eligible Students

All NRA Certified Instructors, individuals with competitive shooting experience, individuals who have attended an NRA Basic Shooting Course, individuals who have a solid background in shooting fundamentals, or individuals who have obtained approval to attend from the NRA National Coach Trainer are eligible to attend the Coach Training School. The Coach Training School is also open to credentialed coaches who wish to take the course again.

Attendance

Those who satisfactorily complete all requirements of the Coach Training School are eligible to apply for coach credentials. However, sponsors should advise participants that they must attend all class sessions in order to be eligible.

Recognition or certification is not issued under any circumstances to individuals who are not in complete attendance at all class sessions.

Scheduling

If you are acting as the sponsor for a coach school in your home area, when you schedule your course is dependent on when you're available, when the prospective coach candidates are available, whether

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you're going to conduct the class in two or more days, and if and when any co-instructor is available. Some questions to consider are:

- For what season(s) or discipline(s) will you be training shooting coaches?
- What are the best dates for conducting your course: months, weeks within months (better), or specific dates (best)?
- Will you conduct the course in two days, or will you need more time?
- Will you need an additional instructor?

When should a Coach Training School be held? Perhaps you aren't in a position to make this decision, but if you are, or if you have some input, consider these factors in scheduling:

- Schedule the course to be held before the season begins, but not too far in advance. A course held a few weeks before the start of the season usually attracts the most coaches. Then when the season does start, the knowledge will be fresh.
- Schedule the course when other events (especially sport events) do not cause conflicts. A weekend is typically better than weekdays.
- Avoid scheduling the course during peak vacation time in your region.
- Schedule a course when prospective coach candidates are brought together for other reasons, such as a conference or other training.
- Although you cannot predict the weather with any certainty, try to offer the course when severe conditions are least likely.
- Check that neither you nor any instructor or co-instructor has a scheduling conflict on the proposed dates.
- Where are the meeting rooms you might be able to use: gun club, high school, church, local motel, other?
- Make sure the facility where you plan to hold the course will be available on the projected dates.

NRA Responsibilities

Consultant Services

Services include advice on planning and organizing the Coach Training School, instructor assignment, promotional assistance, and suggestions on necessary equipment, materials, and facilities. The NRA does everything reasonable to assure the success of the school.

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Instructor Staff

Upon confirmation of school dates, the NRA National Coach Trainer assigns an instructor(s) for the school. The sponsor will arrange for the NRA Coach School Instructor's travel and lodging. If a school has 21 or more projected students, the NRA may provide a second instructor (pay for the inter-city travel only), for the school (the sponsor will still provide lodging, local travel, and meals for the second instructor). The NRA will not handle any of the funds for the second instructor, beyond the cost of inter-city transportation.

Student Materials

Student materials include the discipline specific Coach School Student Study Guide and other materials designed to provide supplemental information for the student. The price of the manual and all other required printed materials are included in the school registration fee paid by the student and collected by the sponsor. The sponsor then pays the instructor, who will go online and pay for student materials. Sponsors should return any unused printed student materials to the National Coach Trainer at NRA Headquarters, within two weeks of the school's conclusion.

School Publicity

Schools are sponsored throughout the United States by various clubs, organizations, and agencies. School dates and information appear on the instructor website and should be advertised to nearby gun clubs and local businesses.

Coach Education Program and Instructor website address:

www.nrainstructors.org

Note: It is the School Instructor who will register the school. It may be registered as a school open to the public and advertised on the NRA website, or it may be registered as a private school open only to those invited by the sponsor, and it will not appear on the NRA website. It is the sponsor's decision to make.

Coach Training School Sponsor Responsibilities

Sponsor Application

When you do schedule your course, you must complete the Application for Sponsoring a Shooting Coach Training School (available on the NRAI website and included here at Appendix B) and submit the application to the NRA National Coach Trainer online. Once the school Instructor registers the school online, the school can be listed on the NRA's instructors' website (www.nrainstructors.org) enabling prospective coaches to register to attend your school. You may boost attendance at your school by having it listed well in advance.

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Coach Training School Fees

The coach school sponsor establishes and collects the school tuition fee. The fee should include the NRA materials/credentialing fee for each attendee, and a prorated share of the instructor expenses and other school-related costs. The sponsor must pay the instructor the NRA fee no later than the final day of the school and then the instructor will go online and pay for the NRA materials/credentialing fee to the NRA, within two weeks following the school's completion.

The current NRA materials/credentialing fee is \$100.00 per student. The sponsor may add an additional cost charged to the student to recover other school expenses or to put money into the local shooting program. The sponsor is urged to obtain an NRA Foundation grant or solicit donations to help defray school expenses. Sponsors should not take advantage of this policy to over-charge students. Typical student fees for Coach Training Schools range from \$125.00 to \$200.00 depending on location and costs. The sponsor should also consider obtaining a deposit from the student to reduce the number of no-shows. Reimbursement to the instructor for school related travel, lodging and meal expenses must be made promptly after the instructor submits any required expense receipts to the sponsor.

Coach School Instructor

The Coach Training School instructor is assigned by the NRA National Coach Trainer from a listing of NCDS instructors based on several factors including travel distance, experience, and projected size of the school. The Coach Training School sponsor may request a particular instructor who is on the NCDS, but the NRA National Coach Trainer will make the final determination. The sponsor is responsible for providing travel costs to and from the training site, lodging, meals, and local transportation for the school instructor(s). Sponsors must coordinate with the school instructor(s) in advance. Adequate and comfortable lodging is required. A hotel, motel, or spare bedroom with adequate semi-private facilities is usually acceptable. The instructor may need to arrive the day before the school begins and usually will not be able to schedule departure until the day following the conclusion of the school. Reimbursement to the instructor for school-related expenses should be made promptly after all required receipts are received from the instructor.

Multiple Instructors

If you are planning to have more than 20 coach candidates in a class, you may need more than one instructor to teach the class well. A critical role for the instructor is to monitor the range practical exercises in the course. One instructor cannot adequately monitor and coach more than the four or five small groups that will make up a class of 20 coach candidates. You should have one instructor for every 20 coaches in the class. When this situation occurs, NRA Coach Education Program will provide the inter-city transportation for a second instructor. The sponsor will be responsible for lodging, meals and local transportation expenses of an additional instructor. The NRA will not handle any of the funds for the second instructor, beyond the cost of inter-city transportation.

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School Materials

Ordering Coach Training School materials is a critical task for the sponsor. At least two weeks before the scheduled date of the Coach Training School the sponsor must contact the NRA National Coach Trainer. The sponsor will provide the projected attendance figures and coordinate shipment of the materials. The NRA course materials fee includes the cost of standard ground shipping. If the sponsor underestimates the number of attendees or waits until the last minute to order materials, the sponsor is responsible for covering the expedited shipping costs. Unused, complete sets of materials may be returned within ten days following the school for full credit. The sponsor is responsible for return shipping costs.

Classroom Facilities and Equipment

Coach candidates tend to want smaller classes, comfortable seats, good temperature, food, breaks, and good audiovisual systems and material. When coach candidates focus on the wrong things—what they don't have—they lose focus on the right thing—learning the fundamentals about coaching the shooting sports. You can help them stay focused by doing the following:

- Limit class size to 15 to 20 candidates.
- Provide a comfortable classroom environment. This should include:
 - A large room with plenty of space for seating and for small-group discussions
 - Tables that two to three coaches can sit at comfortably, with ample space for the coaches' study guides, texts, and notebooks
 - Comfortable seats
 - Good viewing alleys so that all coach candidates can see the instructor, the screen, the flip chart or whiteboard, and each other candidate. A horseshoe arrangement is particularly effective.
 - A good, easily viewed and heard audio visual system, including a projector and computer with PowerPoint capability.
 - A properly warmed or cooled room with good ventilation
- Provide at least two breaks before and after lunch for bathroom breaks, water breaks, and walking around time. The instructor will provide the final schedule.
- Provide snacks during breaks and more substantial food if the course occurs over mealtimes.

Range Facilities

It is important for the coach candidate to have the opportunity to practice teaching safety, shooting fundamentals, and the basic shooting skills during the course field or range exercises. Working with young or novice athletes is an ideal situation for which the Coach Training School sponsor should strive. If young or novice athletes are not available, coach candidates can act as coach-pupil pairs or pupil-coach-observer groups. All candidates will have the opportunity to act as the coach in these situations.

School instructors and sponsors must take into account travel time to and from the range when finalizing the school schedule. This is especially important if the range is not near the classroom. Having

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an assistant prepare the range for immediate use when the candidates arrive can save considerable time.

When conducting the range exercises we will need some shooting equipment for the students to use. The sponsor will check with the instructor and provide sufficient firearms, ammunition, targets, and equipment for the students.

For example, a Rifle Coach Training School would have the following local equipment available for each two to three students:

- Rifle with sights
- Shooting sling
- Hand stop
- Kneeling roll
- Glove
- Prone Mat

A Pistol Coach Training School would provide one pistol for each three students.

A Shotgun Coach Training School would require a minimum of five shotguns. However, many students will bring their own shotgun to the Coach Training School provided the students are asked to bring their own shotguns. One to two boxes of shotshells and 25 – 50 clay targets will be required per coach candidate attending the school. The range exercises for shotgun schools are conducted most efficiently by using American Trap fields, although Skeet and Sporting Clays facilities can be used, but the exercises will progress much slower.

Be sure to account for the cost of targets and ammunition in estimating expenses. Participants should be asked to bring their own eye and hearing protection, as well as clothing for inclement weather. Unless lightning is a threat, we shoot in the rain or snow!

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Appendix A

Coach Ethics Code

Foreword

We are not immune from ethical problems in the shooting sports. Large cases brought to court often seem to be the most difficult to resolve, and are generally based on perceived or real legal issues or on potential damage to the reputation of the individual or the organization. One of the major difficulties with many of these cases is that procedures or a system of review do not exist. This Ethics Code provides these procedures.

The intent of this code is to provide both general principles and the decision rules to cover most situations encountered by coaches. This Ethics Code is a coordinated National Rifle Association/USA Shooting/Civilian Marksmanship Program/ Amateur Trapshooting Association/ National Skeet Shooting Association/ National Sporting Clays Association (NRA/USA Shooting/CMP/ATA/NSSA/NSCA) effort. It has been designed with the purpose of establishing coach ethics in order to protect the athletes, coaches, volunteers, our associations and the general public. These standards define (to the extent possible) acceptable and unacceptable categories of behavior.

Special thanks go to USA Hockey for allowing us to use their format and extract text from their Coaching Ethics Code publication. In addition, we thank the Boy Scouts of America (BSA) for allowing us to use their material regarding youth protection. We also thank USA Shooting for their coordination with USA Hockey and for their cooperation in developing the Ethics Code. It is our hope that this Ethics Code will help keep the

shooting sports a healthy and safe environment for all participants.

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- 6. Cooperating With Ethics Committees
- 7. Improper Complaints
- G. Process Relating To Violation Of Code

Introduction

This Ethics Code is intended to provide standards of ethical conduct that can be applied by NRA/USA Shooting/CMP/ATA/NSSA/NSCA and their member organizations. Whether a coach has violated the Ethics Code does not in itself determine if a contract or agreement is enforceable or if legal consequences occur. These results are based on legal rather than ethical rules. However, compliance with or violation of the Ethics Code may be relevant as evidence in some legal proceedings, depending upon the circumstances. The Code is intended to provide both general principles and the decision rules to cover most situations encountered by coaches. It has as its primary goal the

welfare and protection of individuals and groups with whom the coaches work. This Code also provides a common set of values. It is the individual responsibility of each trainer to aspire to the highest possible standards of conduct. Coaches should respect and protect human civil rights, and should not knowingly participate in or condone unfair discriminatory practices.

GENERAL PRINCIPLES

COMPETENCE

Coaches strive to maintain high standards of excellence in their work. They recognize the boundaries of their particular competencies and the limitations of their expertise. They provide only those services and use only those techniques for which they are qualified by education, training, or experience. In those areas in which recognized professional standards do not yet exist, coaches exercise careful judgment and take appropriate precautions to protect the welfare of those with whom they work. They maintain knowledge of relevant coaching educational information related to the services they render, and they recognize the need for ongoing education. Coaches make appropriate use of scientific, professional, technical, and administrative resources.

INTEGRITY

Coaches seek to promote integrity in the practice of coaching. Coaches are honest and fair. In describing or reporting their qualifications, services, products, or fees, they do not make statements that are false, misleading, or deceptive. Coaches strive to be aware of their own belief systems, values, needs, and limitations, and the effect of these on their work. To the extent feasible, they attempt to clarify, for relevant parties, the roles they are performing and to function appropriately in accordance with those roles. Coaches avoid improper and

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potentially harmful dual relationships.

PROFESSIONAL RESPONSIBILITY¹

Coaches uphold professional standards of conduct, clarify their professional roles and obligations, accept appropriate responsibility for their behavior, and adapt their methods to the needs of different athletes. Coaches consult with, refer to, or cooperate with other professionals and institutes to the extent needed to serve the best interests of their athletes, or other recipients of their services. Coaches' moral standards and conduct are personal matters to the same degree as is true for any other person, except when coaches' conduct may compromise their responsibilities or reduce the public's trust in coaching and/or coaches. Coaches are concerned about the ethical compliance of their colleagues in order to prevent or avoid unethical conduct.

1 Professional: Of, engaged in, or worthy of high standards.

RESPECT OF PARTICIPANTS' RIGHTS AND DIGNITY²

Coaches respect the fundamental rights, dignity, and worth of all participants. Coaches are aware of individual differences. Coaches try to eliminate the effect on their work of biases, and they do not knowingly participate in or condone unlawful discriminatory practices.

2 Participants: Those taking part in shooting (shooters and their family members, coaches, officials, volunteers, administrators, and spectators).

CONCERN FOR OTHERS' WELFARE

Coaches seek to contribute to the welfare of those with whom they interact. In their actions, coaches consider the welfare and right of their athletes. When conflicts occur among coaches' obligations or concerns, they attempt to resolve these conflicts to perform their roles in a responsible fashion that avoids or minimizes harm. Coaches are sensitive to differences in power between themselves

and others, and they do not exploit or mislead other people during or after their relationships.

COACHES' RESPONSIBILITY TO THE COMMUNITY

Coaches are aware of their ethical responsibilities to the community and the society in which they work and live. They apply and make public their knowledge of sport in order to contribute to human welfare. Coaches try to avoid misuse of their work. Coaches comply with the law and encourage the development of law and policies that serve the interest of sport.

ETHICAL STANDARDS

B. GENERAL STANDARDS

These General Standards are applicable to the activities of all coaches.

1. APPLICABILITY OF ETHICS CODE

While many aspects of personal behavior and private activities seem far removed from official duties of coaching, all coaches should be sensitive to their position as role models for athletes and community. Private activities perceived as immoral or illegal can influence the coaching environment, and coaches are encouraged to observe the standards of this Ethics Code consistently.

2. BOUNDARIES OF COMPETENCE

a. Coaches provide services only after first undertaking appropriate study, training, supervision, and/or consultation from qualified coaches from their respective association.

b. In those areas of the United States that require coaching education, coaches take reasonable steps to ensure their attendance at appropriate coaching education schools, seminars, or clinics, and to ensure that they are in compliance with the law.

3. MAINTAINING EXPERTISE

Coaches maintain a reasonable level of awareness of related coaching

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information and undertake ongoing efforts to maintain competence in the skills they use.

4. BASIS FOR PROFESSIONAL JUDGMENTS

Coaches rely on scientifically and professionally derived knowledge when making judgments or when engaging in coaching endeavors.

5. DESCRIBING THE NATURE OF COACHING JUDGMENTS

When coaches provide services or information to an individual, a group, or an organization, they use language that is reasonably understandable and appropriate to the recipient of those services, and information that is always updated and truthful.

6. RESPECTING OTHERS

Coaches respect the rights of others to hold values, attitudes, and opinions that differ from their own.

7. DISCRIMINATION

Coaches do not engage in discrimination based on any basis prescribed by law.

8. SEXUAL HARASSMENT

a. Coaches do not engage in sexual harassment.

b. Coaches will treat sexual harassment complainants and respondents with dignity and respect.

Coaches do not participate in denying an athlete the right to participate based on their having made, or their being the subject of, sexual harassment charges.

9. AVOIDING HARM

Coaches take reasonable steps to avoid harming their athletes.

10. MISUSE OF COACHES INFLUENCE

Because coaches' judgments and actions may affect the lives of others, they are alert to guard against personal, financial, social, organizational, or political factors that might lead to misuse of their

influence.

11. MULTIPLE RELATIONSHIPS

a. In many communities and situations, it may not be feasible or reasonable for coaches to avoid social or other non-coaching contacts with athletes and other participants.

Coaches must always be sensitive to the potential harmful effects of other contacts on their work and on those persons with whom they deal. A coach refrains from entering into or promising a personal, professional, financial, or other type of relationship with such persons if it appears likely that such a relationship might impair the coach's objectivity or otherwise interfere with the coach effectively performing his or her function, or might harm or exploit the other party.

b. Whenever feasible, a coach refrains from taking on obligations when preexisting relationships would create a risk of harm.

c. If a coach finds that, due to unforeseen factors, a potentially harmful multiple relationship has arisen, the coach attempts to resolve it with due regard for the best interests of the affected person and maximum compliance with this Ethics Code.

12. EXPLOITATIVE RELATIONSHIPS

a. Coaches do not exploit athletes or other participants over whom they have supervisory, evaluative, or other authority.

b. Coaches do not engage in sexual/romantic relationships with athletes or other participants over whom the coach has evaluative, direct, or indirect authority because such relationships are likely to impair judgment or be exploitative.

13. DELEGATION TO AND SUPERVISION OF SUBORDINATES

a. Coaches delegate to their assistants only the authority that such persons

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can reasonably be expected to perform competently on the basis of their education, training, or experience.

b. Coaches provide proper training and supervision to their assistants or substitutes, as well as take reasonable steps to see that such persons perform services responsibly, competently, and ethically.

B. PUBLIC STATEMENTS

1. AVOIDANCE OF FALSE OR DECEPTIVE STATEMENTS

Coaches do not make public statements that are false, deceptive, misleading, or fraudulent (either due to what they state, convey, or suggest, or because of what they omit) concerning their work activities or those of persons or organizations with which they are affiliated. As examples (and not in limitation) of this standard, coaches do not make false or deceptive statements concerning:

- a. Their training, experience, competence, or services.
- b. Their institutional or association affiliations.
- c. Their academic degrees.
- d. Their credentials.
- e. The basis for, results of, or degree of success of their services.
- f. Their criminal record.

2. MEDIA PRESENTATIONS

When coaches provide advice or comment by means of public lectures, demonstrations, radio or television programs, pre-recorded tapes, printed articles, mailed material, or other media, they take reasonable precautions to ensure that the statements are consistent with this Ethics Code.

3. TESTIMONIALS

Coaches do not solicit testimonials from current athletes or other participants who, because of their particular circumstances, are vulnerable to undue influence.

C. TRAINING ATHLETES

1. STRUCTURING THE RELATIONSHIP

a. Coaches discuss with athletes, as early as it is feasible, appropriate issues such as the nature and anticipated course of training.

b. Coaches make every reasonable effort never to work alone with athletes. As much as possible, two adults (one female with female athletes), one of whom will be 21 years old, are required on all trips and programs. In situations that require a personal conference, such as a youth/adult conference, the meeting is to be conducted privately, but in full view of other adults and youths. Coaches insure that sufficient leadership and supervision are provided for all activities.

c. Coaches make reasonable efforts to answer athletes' questions and to avoid apparent misunderstandings about training. Whenever possible, coaches provide oral and/or written information, using language that is reasonably understandable to the athletes.

2. COACH/PARENT RELATIONSHIP

a. When a coach agrees to provide services to several persons who have a relationship (such as parents and children), the coach attempts to clarify at the outset the relationship they will have with each person. The clarification includes the role of the coach and the probable uses of the services provided.

b. As soon as it becomes apparent that the coach may be called on to perform conflicting roles (such as mediator between parents and children, or sibling teammates), the coach attempts to clarify and adjust or withdraw from roles appropriately.

3. SEXUAL INTIMACIES WITH CURRENT ATHLETES

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- a. Coaches do not engage in sexual/romantic activity with minors.
- b. Coaches do not engage in sexual/romantic activities with current athletes.

4. DRUG-FREE SPORT

Coaches do not tolerate the use of any illegal or performance enhancing drugs, and support the athletes' efforts to be drug free.

5. ALCOHOL, TOBACCO, AND GAMBLING

- a. Coaches discourage the use of alcohol and tobacco in conjunction with athletic events or victory celebrations at playing sites, and forbid any unlawful use of alcohol or tobacco.
- b. Coaches refrain from using tobacco or alcohol and from gambling while they are coaching, and make every effort to avoid such activities while in the presence of their athletes.
- c. Coaches discourage gambling in conjunction with athletic events, at playing sites, and during road trips.

6. PORNOGRAPHY

- a. Coaches do not tolerate the use of pornographic material.
- b. Coaches do not tolerate the use of pornography while they are coaching and make every effort to avoid pornography.
- c. Coaches do not engage in illicit behavior or activities with athletes or other participants over whom the coach has direct or indirect authority.

D. TRAINING SUPERVISION

1. DESIGN OF TRAINING PROGRAMS

Coaches who are responsible for training programs for other coaches seek to ensure that the programs are completely designed, provide the proper experiences, and meet the requirements for coaching education or other goals for which claims are made by the program.

2. DESCRIPTIONS OF TRAINING

PROGRAMS

- a. Coaches responsible for training programs for other coaches seek to ensure that there is a current and accurate description of the program content, training goals and objectives, and requirements that must be met for satisfactory completion of the program. This information must be readily available to all interested parties.
 - b. Coaches seek to ensure that statements concerning their training programs are accurate and not misleading.
- ### 3. YOUTH PROTECTION
- a. Coaches respect the privacy of the athletes they coach and never improperly touch an athlete. Coaches always request permission to properly touch an athlete for the purpose of adjusting equipment or a position.
 - b. When taking trips, coaches will not, unless absolutely necessary, permit junior athletes to sleep in accommodations of another adult other than team members of the same sex or their own parent or guardian. Coaches will ensure that separate shower and latrine facilities are provided for males and females whenever possible. If not possible, coaches will ensure that a specific schedule is available for males and females to use these facilities.
 - c. Coaches will not allow junior athletes to participate in high adventure, dangerous, or high-risk activities without proper preparation, supervision, and safety measures.
 - d. Coaches do not permit secret organizations. All aspects of athlete programs are open to observation by parents and volunteers.
 - e. Coaches require proper attire for all activities. (For example, "skinnydipping" is not an appropriate activity.)
 - f. Coaches never use corporal

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punishment (physical abuse) or abusive language.

g. Coaches do not permit hazing or initiations as part of their organization.

4. ACCURACY AND OBJECTIVITY IN COACHING

a. When engaged in coaching, coaches present information accurately and with a reasonable degree of objectivity.

b. When engaged in coaching, coaches recognize the power they hold over athletes, and therefore make reasonable efforts to avoid engaging in conduct that is demeaning to athletes or other participants.

5. HONORING COMMITMENTS

Coaches take responsible measures to honor all commitments they have made to athletes.

E. TEAM SELECTION

1. RECRUITING

Coaches do not engage, directly or through agents, in uninvited in-person solicitation of business or services from current or potential athletes or other participants who, because of their particular circumstances, are vulnerable to undue influence.

2. TAMPERING

In deciding whether to recruit athletes already on another team, coaches must carefully consider the potential athlete's welfare. The coach must first discuss these issues with the athlete's present coach, and then with the athlete's parents, before approaching the athlete in order to minimize the risk of confusion and conflict.

3. PLAYER SELECTION

Coaches perform evaluations or team selection only in a manner consistent with the Ethics Code.

4. ASSESSING ATHLETE PERFORMANCE

a. In coach-athlete relationships, coaches establish an appropriate process for providing feedback to

athletes.

b. Coaches evaluate athletes on the basis of their actual performance on relevant and established program requirements.

F. RESOLVING ETHICAL ISSUES

1. FAMILIARITY WITH ETHICS CODE

Coaches have an obligation to be familiar with this Ethics Code (or as it may be amended from time to time), other applicable ethics codes, and their application to the coach's work.

Lack of awareness, or misunderstanding of an ethical standard, is not in itself a defense to a charge of unethical conduct.

2. CONFRONTING ETHICAL ISSUES

When a coach is uncertain whether a particular situation or course of action would violate the Ethics Code, the coach ordinarily consults with other coaches knowledgeable about ethical issues, or with the National Coach Trainer.

3. CONFLICTS BETWEEN ETHICS AND ORGANIZATIONAL DEMANDS

If the demands of an organization with which coaches are affiliated conflict with this Ethics Code, coaches clarify the nature of the conflict, make known their commitment to this Ethics Code, and to the extent feasible, seek to resolve the conflict in a way that permits the fullest adherence to the Ethics Code.

4. INFORMAL RESOLUTION OF ETHICAL VIOLATIONS

When athletes believe that there may have been an ethical violation by a coach, they attempt to resolve the issue by bringing it to the attention of that individual in an informal manner.

5. FORMAL REPORTING OF ETHICAL VIOLATIONS

If an apparent ethical violation is not appropriate for informal resolution under this Ethics Code, or is not

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resolved properly in that fashion, participants and the association may take further action by:

a. Athlete:

(1) Contacting the coach's Club

President or appropriate designee.

(2) Confirming with the coach's Club

President if there was an attempt for informal resolution.

(3) Notifying in writing the NRA National Coach Trainer, identifying the specific ethical violations and describing actions taken to resolve the violation.

b. Coach Education Program Management:

(1) Will investigate the Ethical Violation charge.

(2) Will inform the coach in question of the alleged ethical violation and allow the coach to respond in writing.

(3) If necessary, will review the ethical violation with counsel and other Coach Education Program partners (which could result in suspension or revocation of coach credentials).

(4) Will keep a written record of all reviews and actions.

(5) Will comply with legally required reporting procedures.

6. COOPERATING WITH ETHICS INVESTIGATIONS

Coaches cooperate in ethics investigations by Coach Education Program Management. Failure to cooperate is itself an ethics violation.

7. IMPROPER COMPLAINTS

Participants do not file or encourage the filing of ethics complaints that are frivolous and are intended to harm the respondent rather than protect the athletes or public.

G. PROCESS RELATING TO VIOLATION OF CODE

1. The coach acknowledges that this Ethics Code is administered under the authority of the Coach Education Program and its member organizations, and that a violation of

the Code subjects the coach to the processes of the Coach Education Program.

2. In the event that a violation of the Ethics Code occurs during an authorized NRA/USA Shooting/CMP/ATA/NSSA/NSCA activity, NRA/USA Shooting/

CMP/ATA/NSSA/NSCA may institute its own proceedings regarding the violation, may take action separate and independent from

that of the Coach Education Program in order to protect its interests and those of athletes, coaches, and others involved with the activity.

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Appendix B

An on line coach school application can be found here:

<http://coaches.nra.org/coach-school-approval-application.aspx>