



2018 Policies & Procedures

Welcome

The League

The USA High School Clay Target League is a 501(c)(3) non-profit corporation and operates the North Dakota State High School Clay Target League (League) as the independent provider of shooting sports as an extracurricular co-ed and adaptive activity to high schools for students in grades six through twelve who have earned their firearms safety certification.

The USA High School Clay Target League's Board of Directors and/or the Executive Committee reserves the right to make alterations in, or amendments to, these Policies & Procedures at any time without notice, whenever it is deemed to be in the best interest of the League.

These Policies & Procedures apply to all League-sponsored events and participants.

More Information

Website: www.ndclaytarget.com

We Believe

Safe and responsible handling and storage of firearms and ammunition is the first priority.

Everyone should have fun.

Participation is a privilege and not a right.

Sportsmanship needs to have a constant presence.

Students should have an equal opportunity to participate.

Ethical behavior, dignity and respect are expected.

Participants will be chemically free.

Collaborative relationships with schools and students create a positive experience.

Academic priorities must come before participation.

Adults must serve as a positive role model to students.

The success of the team is more important than individual honors.

Shooting ranges are critical to the success of the League and are positive business leaders in their community.

Compliance with school, community, shooting range and League rules are mandatory for all participants.

Shooting sports strengthens connections within families and communities for life.

Everything the League does will always be in the best interest of the students.

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General Policies

Priorities

The League's priorities, in order of importance, are safety, fun, and marksmanship.

Fair Play

The League's success is dependent on the trust it instills in every student athlete, coach, shooting range member, parent and school officials. The assured reliance on character, ability, and truthfulness for each person will create an entrusted safe environment that everyone will enjoy.

Conduct

Acts by coaches and student athletes of using abusive or profane language, displaying unsportsmanlike conduct (includes but not limited to: arguing with referees; unsafe handling/use of shotguns; distracting a competitor; cheating, etc.), consuming alcohol, or using drugs before or during any League event are prohibited and are grounds for suspension and/or expulsion from the League.

Athletes are strongly encouraged to be respectful of the time constraints for all coaches, volunteers and shooting range staff.

League Season

The League organizes a spring clay target competition season and in some select states, a fall clay target competition season. Although examples used in these Policies & Procedures are in reference to the League's spring season, the League's Policies & Procedures apply to both seasons.

Spring – 9 Weeks:

- All past and new teams are invited to participate.
- Early-April thru June
- 2 Practice Weeks
- Reserve Week
- 5 Competition Weeks
- 1 Fun Week
- State Tournament
- National Championship

Fall – 6 Weeks (optional if offered by the League)

- Only same-year teams may participate
- New students may join same-year teams
- September-October
- Practice/Reserve Week
- 5 Competition Weeks
- No State Tournament

The League's season schedule is defined as the first day after student athlete registration ends and the final League-sponsored event is completed.

Penalties

All student athletes, team leaders and shooting range officials must be familiar with the League Policies & Procedures and must ensure that these Policies & Procedures are enforced. It is the responsibility of each student athlete to comply with the Policies & Procedures. Any violation of Policies & Procedures should result in the following Two Strike Penalty Rule:

Strike 1: Upon a first violation the student will be sent home immediately and it will be the coach's responsibility to contact the parents of the athlete and address the concerns before the athlete can return to the team.

Strike 2: If a second violation occurs the student will be removed from the team with no refund and will not be able to return for the remainder of the season.

The League must be informed immediately of any roster changes. Individual teams may include alternative penalties and enforcement actions.

School conduct, academic or chemical abuse policies and penalties and federal Gun-Free Zone Act laws will always supersede any League policies.

Insurance

All registered student athletes are insured by the League's accident insurance policy if a covered injury occurs because of participating in a League event.

All registered coaches and volunteers are insured under a General Liability Insurance Policy if a covered injury occurs because of participating in a League event.

The names of all registered athletes, coaches and volunteers must be included in the team's Team Management profile prior to the first practice event to qualify for the insurance. Coaches must agree to League terms of participation to receive insurance.

A team's shooting range may have an insurance policy that may cover athletes from the League while shooting during scheduled League events. Ask your participating shooting range for their insurance policy details.

Privacy

The League has strict rules and regulations regarding disclosure of athlete's and parent's contact information, including but not limited to names, phone numbers, email addresses, house addresses or any other information allowing a third-party to identify or contact any League participant or parent. Coaches, assistants, staff or any other personnel with access to contact information may not copy, distribute, sell, share, or make available in any manner, to any other person, entity, or third-party. In the event of unauthorized disclosure of any contact information the individual(s) responsible shall be deemed in violation of this privacy rule and the League may resort to any remedy available to it, through its internal Bylaws or at law.

Eligibility

School Eligibility

Any high school or home school association comprised of grades 9-12 located within the League's state is eligible to participate. New teams require:

- Approval from the school (Board, Principal, Assistant Principal, or Activities/Athletic Director), AND
- Use of the school name, AND
- A school-approved adult Head Coach, AND
- A letter or email from the school that is sent to the League authorizing participation of the team and Head Coach.

Example approval letter: This letter serves as approval for our students to represent Example High School and to utilize the name Example High School for their clay target team representation in the State High School Clay Target League. The team's Head Coach will be John Doe.

Schools are strongly encouraged to allow use of the school logo, offer a lettering program, and include the team photo in the school's yearbook.

Team Eligibility

In the spirit with which this League was formed, the League encourage all athletes who meet student athlete eligibility requirements to be included on a team based on submission of registration (first come, first serve) and not by tryouts.

- A minimum of five student athletes are required to form a team.
- Different schools within or adjacent to a school district may combine student athletes to form a single team.
- A minimum of one coach for every 10 team members is required.
- An unlimited number of student athletes may be on a team if the athlete-to-coach ratio complies.
- The number of members on a team will be determined by a combination of coach/student ratio and shooting range capacity.

It is important that the Head Coach and the shooting range work together to determine the number of students the coaching staff and facility can safely and efficiently accommodate.

- If additional coaches are required to conform to the coach/student ratio requirements, ask parents or shooting range members to assist with the team.
- If additional shooting time is needed at the shooting range to accommodate more members, consider adding an additional day or extend participation hours.
- If a shooting range has reached capacity or team size limit is imposed, returning student athletes and seniors should be provided the first opportunity to participate.
- Teams may utilize different shooting ranges to accommodate larger team sizes and/or to reduce travel for participants.

Athlete Eligibility

Any student enrolled at school at the time of the student athlete registration deadline date is eligible to participate if he/she:

- Is in grades six through twelve, AND
- Has completed a League-approved firearm safety certification program, AND
- Meets all school curricular activity eligibility requirements, AND
- Complies with the League's Policies & Procedures, AND
- If the team has the capacity to accommodate the student.

Homeschooled or online students may participate on a team if they meet the above criteria and the team is within their same school district as their residence.

If a student athlete transfers to a different school during the League's season, the athlete must complete the season with the team he/she originally registered for. No roster changes are allowed after registration is complete.

Special Need Athletes

Shooting sports provides student athletes and their families an equal opportunity to participate in the League.

Students with physical disabilities, learning disabilities, or mental health concerns should consult with the team's Head Coach prior to registering with the team to explore participation opportunities and requirements. The student's participation may require written approval from a physician.

Special need student athletes may utilize coach assistance and/or apparatuses at any time while shooting.

Team Or Athlete Disqualification

The League promotes participation in clay target sports emphasizing safety, fun, and marksmanship and does not encourage youth competition for a financial benefit. The League also does not support motivating youth to participate in this sport through financial gain and, therefore, the following conduct will disqualify a team or athlete from participation in League sponsored events:

A student shall remain eligible to participate in League activities unless any of the following occur:

A student accepts one or more of the following associated with the participation in clay target events occurring during the League's season:

- Monetary compensation for participation in clay target competition;
- Gifts or promotional merchandise valued at \$100 or more;
- A share in the season profit of a team;
- An expense allowance;
- An exclusive financial benefit that includes an ancillary advantage or benefit to a for-profit business;
- A tangible prize or award having a value exceeding \$100; or
- Monetary prize, purse, reward or other winnings exceeding \$100.

Gifts or scholarships received by the athlete, either directly or indirectly, that are not conditioned upon continued participation in clay target events shall not be construed as a disqualifying event.

A team shall remain eligible to participate in League activities unless any of the following occur:

A team, or entity benefiting the team, accepts one or more of the following associated with the team's participation in a clay target event at any time during the year:

- Promotional merchandise, goods, or services valued at \$1,000 or more;
- A team prize or award having a value of \$100 or more; or
- A monetary prize, purse, reward or other winnings exceeding \$100.

Monetary contributions received through fundraising, donations, grants, scholarship or like kind that are given and remain in the possession and control of the team, or in the possession and control of an entity that is organized for the benefit of the specific team, shall not be construed as a disqualifying event.

A student or team who fails to comply with these requirements shall be disqualified from further participation in the League.

Organizing A Team

Team Setup

The League is not a sanctioned sport/activity with a state's high school activity/athletic association. Most schools will setup the clay target team as a club or activity just like other activities at the school. This means the coaching staff is solely responsible for management, coaching, administration, and monetary management on behalf of the team.

Non-Profit Organization

Because most teams are setup as an independent activity for the school, some teams establish a 501(c)(3) non-profit organization for their team to take advantage of being tax-exempt and the ability to accept contributions and donations that are tax-deductible to the donor. Additional benefits include, but are not limited to:

- Exemption from federal and/or state corporate income taxes.
- Possible exemption from state sales tax (varies by state).
- Ability to apply for grants and other public or private allocations available only to IRS-recognized, 501(c)(3) organizations.
- The public legitimacy of IRS recognition.
- Formal checking and banking services.

When considering creating a non-profit organization, it is strongly recommended to consult with certified legal and accounting professionals prior to considering starting a 501(c)(3) organization. The League can provide some startup guidance upon request.

Shooting Range

Shooting ranges are important partners for high school clay target teams and play a vital role in providing student athletes a safe, fair, and competitive environment to participate in the League.

Ensuring a consistent and fair shooting experience throughout the state and the League is important to the enjoyment of the sport for all participants. The League strongly encourages shooting ranges to adhere to standard equipment, field, target and target flight specifications to the best of the shooting range's abilities.

Clay target team events should be held to the same requirements as other high school events. Therefore, no alcohol or tobacco will be used during League events at the shooting range.

Shooting ranges that host League teams should familiarize themselves with the League's Policies & Procedures. This document is the first resource that clubs, teams, and coaches should refer to if there are any questions.

Additionally, the League recommends that shooting ranges set clear expectations with teams and athletes regarding shooting range rules and safety procedures. In all cases, shooting range safety procedures and product specifications supersede any League policies and/or procedures.

Extreme Travel Distance Option

Teams may complete two consecutive weeks of League events during a single day if the team travels more than 50 miles one-way to the shooting range.

Events must be competed in the following order: Practice Week 1 & 2, Reserve Week & Competition Week 1, Competition Week 2 & 3, Competition Week 4 & 5, Fun Week

Event scores must be submitted to the League in its corresponding scheduled week. (i.e.: Competition Week 1 scores, during Competition Week 1 schedule, Competition Week 2 scores during Competition Week 2 schedule, etc.)

Event scores cannot be submitted for previously completed week events (Week 2 scores cannot be submitted during Week 3, etc.)

This option is only available for teams. It cannot be used for a select student athlete(s).

Sponsorships, Donations & Fundraising

Sponsorships, donations and fundraising events for the team are strongly encouraged to help raise money and reduce the costs of participation for the athletes. Recognition for team sponsorships may occur on team uniforms, banners and websites. Sponsorships cannot include or reference:

- Tobacco products
- Gambling
- Sexual connotations
- Alcohol products (bar/restaurant establishments allowed)

Athlete Recruitment

Recruiting student athletes for a team is coordinated through your high school. Host an open house event at the school to invite everyone that is interested in learning about the team. Promote the open house event through school newsletters, message boards, and posters.

The League can provide a checklist of items to prepare your event, promotional messages and posters to customize and print, and presentation materials to assist with a successful event. Sign interested student athletes up and you have a team!

Team Registration

All teams are required to contact the League to verify participation.

- All teams will have to commit to participation prior to March 1 to be included in the spring season.
- The team's Head Coach will be invited to register their team and agree to League participation terms.

Athlete Registration

Each athlete is required to register with his/her team via the League's registration website. Unless a student athlete is 18 years of age or older at the time of registration, a parent or legal guardian must register the student athlete. All registrants must agree to all terms regarding Sportsmanship, Medical Consent, and Consent & Waiver.

- Check the League's website for all athlete registration requirements, deadlines, and registration fee payment.
- Teams may have deadline requirements prior to the League's requirements.
- Athletes/parents will receive an email from the team inviting them to register the student athlete(s).
- Teams may remove an athlete from their roster after registration but before the Reserve Week begins. Conference assignments will not be changed after they are published if a team removes a student athlete(s). Contact the League to remove a student athlete after registration.
- Unregistered student athletes will be removed from the team roster after the registration deadline.
- There are NO registration deadline extensions or refunds.

Lettering & Yearbook

Each participating school is strongly encouraged to offer a lettering program and a team picture in the school yearbook. Approximately 80% of all teams offer these. Each school has different criteria for awarding letters and yearbook recognition to participating student athletes. Verify the participation and accomplishment requirements with your school. The League offers lettering program recommendations for coaches through the League's website.

League Logo Use

The League's logo may be used by a team only if the team complies to the League's Name and Logo Terms of Use requirements that can be viewed by clicking on the link located on the bottom of the League's website.

If your team requires alternative digital formats of the League's logo, contact the League via email.

Complementary PullUSA Magazine Subscription

PullUSA is the official publication of the USA High School Clay Target League. The magazine covers human interest features, lifestyle stories, tips, product reviews, college prep and more from the world of clay target shooting sports.

The quarterly (four issues annually) magazine will be direct mailed and digitally delivered via email to registered and paid student athletes, Head Coaches, and gun clubs.

- Mailed to valid addresses only.
- Non-qualifying complementary subscriptions may purchase an annual subscription. Visit www.pullusamagazine.com

Technology

Team Management System™ (TMS)

Each Head Coach will be required to utilize the League's Team Management System (TMS) – proprietary online software program designed specifically for the League.

A Head Coach may allow additional users to access TMS and is responsible for those users. Any user will have full access to view, edit, and change all accessible information in TMS so it is vitally important to ensure the proper team staff has the required access.

The Team Management System includes:

- Activity Dashboard – instantly review critical team status, action items, and important messages from the League.
- Team Profile – school and coach contact information, billing information, conference designation, registration user names and passwords, and more.
- Team Roster – add, edit, and download all information about your team members.
- Submit Scores – submit weekly scores for each athlete.
- Team Scoring Report – review scores and statistics on each athlete or the team.
- Tournament Registration – activated prior to tournaments to manage student athlete registration and roster.
- Access Special Team Offers – advertisements from select League providers offer special purchase incentives for teams.

The Head Coach will receive access information to the TMS after confirming their team's participation in the League.

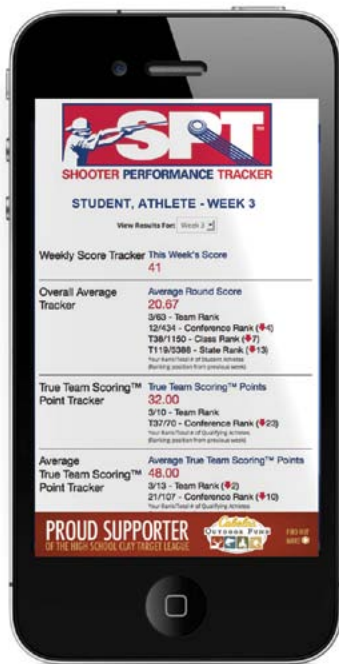
Only a Head Coach or school administrators (Athletic/Activities Director, Principal, Assistant Principal, Superintendent) can assign access or change the Head Coach's access to TMS. This must be coordinated through the League.

The League has strict rules and regulations regarding disclosure of athlete's and parent's contact information, including but not limited to names, phone numbers, email addresses, house addresses or any other information allowing a third-party to identify or contact any League participant or parent. Coaches, assistants, staff or any other personnel with access to Contact Information may not copy, distribute, sell, share, or make available in any manner, to any other person, entity, or third-party. In the event of unauthorized disclosure of any Contact Information the individual(s) responsible shall be deemed in violation of this privacy rule and the League may resort to any remedy available to it, through its internal Bylaws or at law.

Shooter Performance Tracker®

The Shooter Performance Tracker® (SPT) is a League-exclusive web-based performance tracking tool provided to all participants in the high school clay target league.

- Each athlete receives their SPT private access after registration or from their coach
- Accessible on any computer, tablet or mobile device.
- Athletes can monitor their scores and ranking when compared against other athletes on their team, conference, class, state, and nation.
- Athletes can share access to their SPT so friends and family can watch their favorite clay target league athlete.
- If a family has more than one student athlete participating on a team, they will need to use a different email address for each athlete to access the corresponding athlete's SPT statistics.
- Scores and rankings are updated every Saturday night after scores are posted.



Athlete Requirements

League-Approved Firearm Safety Certifications

All student athletes are required to obtain certification for either of the League-approved firearm safety certification programs. Only a state-approved hunter education certificate or the League's SAFE Certification are accepted. Teams should verify the firearm safety training certification requirements with the shooting range where they will be conducting League events.

Student athletes cannot shoot at an event on a team at any time without a League-approved firearm safety certificate. Certificate numbers are required to be included into the athlete's profile by the athlete/parent before the Reserve Week begins. A student athlete that is missing a valid League-approved firearm safety certificate will be removed from the team's roster when the Reserve Week begins.

State-Approved Hunter Education Certification

Most states require that hunters complete a certified hunter education course. The hunter education certificate is proof that students have successfully completed a state's official and approved hunting safety course. A student can use a different state's hunter education certificate than their residing state. A team coach will verify the certificate's authenticity and the registrant must enter the certificate number at registration. Only the coach can enter this information after registration but before the deadline.

Check your state's department of natural resources website for complete hunter education certification information. If the hunter education certificate cannot be obtained by the deadline, then the League's SAFE Certification is recommended if the shooting range allows it.

Student Athlete Firearm Education (SAFE) Certification

The League's SAFE Certification provides an in-depth firearm safety and procedures training program designed specifically for League participants. The cost per student of the SAFE Certificate is \$25 and is payable at the beginning of the online course. Refunds are not allowed. The SAFE Certificate is valid only for League participation and cannot be used for obtaining a hunting license.

The SAFE Certificate is designed specifically for student athletes and coaches participating in the League. To obtain SAFE Certification, students are required to be on a team's waitlist or roster prior to receiving access to SAFE Certification.

The SAFE Certification requires the completion of the online AND shooting range certification programs to earn the SAFE certificate.

Step 1: Go to the SAFE website and complete the SAFE Online Certification program before the athlete registration deadline. Upon completion of the online course, the student athlete will receive a confirmation email and PDF certificate.

Step 2: Complete the SAFE Range Certification prior to the start of the Reserve Week. The SAFE Range Certification is conducted at a shooting range and coordinated by the Head Coach.

Students will participate in a training session conducted by a CLASS-Certified coach on the team. The 1-2 hour shooting range training will include firearm safety, shooting sport procedures, shooting at clay targets, and range safety requirements. The Instructors must have completed the League's Coach Leadership And Safety Support (CLASS) Certification program. Instructors will be provided a SAFE Range Certification guide from the League to assist with certification.

SAFE Range Certification verification must be entered and included in the Team Management System prior to the start of the Reserve Week. Only the coach can enter this information after registration but before the deadline.

All student athletes that complete the SAFE Certification receive an official iron-on certificate patch from the USA High School Clay Target League.

The SAFE Certification can be found at usaclaytargetSAFE.com.

Different School Team Participation

If an athlete wants to participate in the League and the athlete's school does not have a team; the athlete may participate on another team with the approval of both school's Athletic/Activities Directors.

If both schools already have a cooperative participation arrangement for other sports or activities, a League Cooperative Agreement is not required. Check with your school regarding cooperative agreement requirements prior to considering a cooperative agreement with a student and school.

If no cooperative participation arrangement is valid with the student's school and the team school, then the student athlete MUST have the League's Cooperative Agreement completed by both school athletic/activity directors. This agreement is available on the League's website. The Head Coach must retain the approved Cooperative Agreement.

- A student must join a team that is located nearest the student's home school district.
- The League's Cooperative agreement is valid for only one year.
- The student athlete must participate with the team for all events.

The coaching staff for a team makes all decisions if they can accommodate any athletes from other school districts. It is strongly encouraged that the athlete makes a concerted effort to start a team at his/her own school before participating on another school's team.

Other Memberships

No school, or student in a school, shall be required to join any outside organization to participate in the League.

Cost

The cost for each student athlete to participate in the League is determined by the team. Costs vary by team depending on ammunition costs, uniform expenses, and local shooting range fees.

- Cost for participation is typically \$200-\$300 and includes targets, ammunition, and other team costs.
- Payment for the \$35 non-refundable student athlete registration fee for the League is defined by the team to be paid at the time of registration or on behalf of the team.
- League registration fees include administration, awards, insurance and a subscription to PullUSA - the League's official magazine.
- League registration fees do not include optional participation in year-end tournaments.
- Fees typically do not include mandatory ear protection, eye protection, shooting gear, uniforms, or shotgun.
- Athletes must supply their own shotgun. Shooting ranges may allow a shotgun to be borrowed or rented with parental approval. Some teams may also have shotguns for use.

All first-year student athletes receive a complementary official League participation patch to adhere to their gear.

Firearm & Ammunition Transportation

All students and coaches will follow state and county laws and their school's policy regarding shotguns and ammunition.

The shotgun and ammunition are picked up at a student athlete's home and brought to shooting range by parents or students. Some shooting ranges may have secured firearm storage available.

Student athletes and coaches will follow all local shooting range rules and policies.

Scholarship

The League offers a scholarship to a student athlete to continue post-secondary education.

To qualify, a student athlete must:

- Be a member of the League.
- Be a graduating senior in participating year.

- Demonstrate an interest in pursuing a career in environmental sciences and/or conservation of natural resources.
- Adhere to all school eligibility requirements.
- Submit application before deadline.

Details and applications are made available on the League's website in April.

Coaching Staff

All coaches on a team will strive to develop in each athlete the qualities of leadership, initiative, fine judgment, and good citizenship.

New Head Coaches are required to complete the CLASS Certification from the League prior to March 15th. Alternative shooting sport coach certification is not required for any coaches.

The school is responsible for approval of the Head Coach and the school may require background screening for all coaches and volunteers.

Volunteer state-approved hunter education instructors or certified firearm safety instructors are very qualified coaches to be included on a team's coaching staff. Check your state's department of natural resources website for complete hunter education instructor certification information.

Head Coach

Each team requires a Head Coach which must be approved by the school's Athletic/Activities Director. The Head Coach is responsible for all operations of a school's team including, but not limited to:

- Supervising student athletes in a professional manner.
- Recruiting and training assistant coaches.
- Training student athletes in safety and courtesies.
- Training student athletes in trapshooting skills.
- Monitoring the safe handling of shotguns and ammunition.
- Having a wide experience in shotgun shooting and a thorough knowledge of shotguns and shooting range equipment.
- Supervising, advising and assisting all coaches and volunteers.
- Educating student athletes about shooting range safety and courtesy rules.
- Managing student, coach, League, or school conflicts.
- Enforcing all Policies & Procedures.
- Making all penalty decisions.
- Coordinating schedules.
- Submitting all required forms and payments before deadlines.
- Verifying all scores and submitting them to the League before the deadline.
- Appointing qualified Range Safety Officer.
- Conducting and verifying Student Athlete Firearm Education (SAFE) Program certification.
- Completing the CLASS Program.
- Making all decisions in any and all cases which are not provided for in the Policies & Procedures, or are against the spirit of these Policies & Procedures, in the best interest of the school, team and the League.

Assistant Coach & Volunteers

Team assistants receive responsibilities as assigned by the Head Coach.

Team Manager

Although not required, it is recommended each team have a Team Manager. The Team Manager's responsibilities may include:

- Coordinating communications from the League to the coaches and team members.
- Managing all information for team rosters.
- Ensuring all League required forms, payments and score submissions are submitted completely and within deadlines.
- Assist the coaching staff when requested.

Range Safety Officer

The Range Safety Officer (RSO) will possess the knowledge and skills essential to organizing, conducting and supervising safe shooting activities and range operations. One RSO must be present at no more than two adjoining fields during all times when a student athlete participates in League events. The RSO's responsibilities will include:

- Ensuring all shotguns and ammunition are handled safely at all times.
- Supervising preparation of the shooting range according to technical, safety, and target requirements.
- Ensuring the correct application of guns, ammunition and equipment is being used.
- Ensuring proper hearing and eye protection is worn by athletes.

Coach Education And Support Program

The Coach Education And Support Program provides a free education support platform that it is consistent with the clay target league's mission, policies, and procedures to help coaches help themselves, other coaches, and student athletes. The usaclaytargetcoach.com website provides coaches private access to advisors, blogs, and dozens of different lessons to help their knowledge and skills in various areas of starting a team, managing team growth, and emerging teams.

Coaches may also contact the League Coach Education & Support Manager via the League's website for additional assistance and knowledge to help with team management.

Coach Leadership And Safety Support (CLASS) Certification

The League's CLASS Certification provides a comprehensive and interactive online education and training program designed specifically for League coaches. The CLASS Certification is available to all coaches and takes 5-6 hours of online training to complete.

- New Head Coaches are required to complete the CLASS Certification from the League prior to March 15th. A complementary single-use promotional code to complete the certification will be provided.
- New Head Coaches assigned during the participation season are requested to complete the certification within ten days.
- Assistant coaches or volunteers may complete the CLASS Certification for \$50 each.
- Only CLASS-Certified coaches may conduct the SAFE Range Certification program for student athletes to complete the SAFE Certification.
- All coaches registered with the League receive General Liability Insurance.

The CLASS Program provides three critical areas of coach training: Leadership, Range Safety Officer, and Student Athlete Firearm Education.

Leadership:

- Working with coaches and volunteers
- Recruiting student athletes
- Partnering with a shooting range
- Ammunition
- Implementing a safety management plan
- Team communications
- Teaching the skill of the sport
- Recognizing achievements
- Working with parents and schools
- First aid basics

Range Safety Officer (RSO):

- Responsibilities
- Rules
- Shooting range
- Safety meeting
- Equipment failures

- Emergency actions
- Communications

Student Athlete Firearm Education (SAFE) Certification:

- The coach will complete the same 3-4 hour SAFE Online Certification that a student athlete completes.

All coaches that complete the CLASS Certification receive an official iron-on certificate patch from the USA High School Clay Target League.

The CLASS Certification can be found at usaclaytargetCLASS.com.

Background Screening

The League does not require background screening for coaches. School administration and/or the team will determine background screening requirements.

Emergency Management Plan

It is required that each team develops an emergency management plan so they are prepared in case of an emergency. It is vitally important that all elements of this plan are clearly understood by team coaches, shooting range staff, parents and athletes. Emergency management plans should include:

- Immediate access to a phone to dial 911
- Team roster report – Downloaded and printed from the Team Management profile. This includes emergency contact information for athletes and medical conditions.
- Evacuation information – in case of inclement weather.
- Situation leaders – assigned staff that serve as designated decision-makers and communicator who understand their roles and responsibilities.
- Key contacts – School officials, police, fire, hospital, legal counsel, monetary management, Board of Directors, community partners, etc.

Clear, decisive, and timely communication is important in any situation and having an established plan will help the team successfully navigate its way through any emergency.

Safety & Courtesy

All coaches and adult volunteers have the responsibility to keep the range safe always. Any coach should take it upon them self to speak respectfully with any student athlete on any team immediately if they see a safety violation.

Safe Firearm Handling

All shotguns must be unloaded and have the action open when not shooting.

- Shotguns should be uncased and placed in the rack immediately upon arrival to the shooting range to ensure they are unloaded.
- A break open gun's action may be closed when it is in a gun rack but it shall not contain a live or empty shell.
- All shotguns will be carried with the action open and muzzle pointed in a safe direction.
- Immediately after shooting a student athlete's shotgun should either be placed back onto the gun rack or cased and returned to the student athlete's vehicle.

When Not Shooting

All shotguns will be carried with the action open and must be pointed in a safe direction down range. Student athletes will place their shotguns on a designated gun rack. Immediately after shooting a student athlete's shotgun should either be placed back onto the gun rack or cased and returned to the athlete's vehicle.

Safety & Courtesy

It is the student athletes and coaches' responsibility to conduct an event in a reasonable and safe manner. Safety is more important than speed.

- The practice of tracking targets behind a shooting squad is not permitted.
- Test shots are not permitted.
- Snap caps are permitted in a safe place away from people.
- Always have the shotgun pointed out over fields, up in the air, or at the ground when at the firing line whether shotgun is loaded or not.
- Always keep your finger out of the trigger guard area until your shotgun is shouldered and set.
- Do not handle another person's shotgun without the shotgun owner's consent and coach's permission.
- Clean your shotgun after shooting.
- It is recommended to add a name label on your shotgun for identification.
- Be respectful and do not distract others.
- No heckling.
- Listening to music/podcast through appropriate hearing protection devices are allowed if range commands are audible.
- Empty shells should not be picked up until the round is over or when instructed by a coach.
- Do not leave your station or pivot recklessly to offer help if another shooter needs assistance.
- Only coaches can instruct students while occupying a shooting station. On-field skill training/coaching is not allowed during competition events including year-end tournaments.
- No eating or drinking while occupying a shooting station.
- Wash your hands after handling ammunition, shooting, or cleaning your shotgun.
- Control ejected shells so they do not disturb other shooters at their shooting station. Shell catchers on a pump-action shotguns are recommended.
- Cell phones must be turned off, in airplane mode, or not in possession while shooting.

Foot Pads

Athletes are not allowed to rest muzzles on their feet and should not use any type of foot pads. Magnetic muzzle pads are allowed if placed on the ground.

Practice

Practice is allowed prior to a scheduled event or any other different scheduled day(s) if it doesn't interfere with other teams or shooting range members.

Any athlete wishing to shoot more should be encouraged to do so, if it doesn't interfere with other schools scheduled practice. It is important that a school team does not infringe on another school team's opportunity to participate by taking up more than their fair share of range time. In addition, teams are strongly encouraged to be respectful of all volunteer time and shooting range manager(s) time. Additional shooting may occur if all other athletes have had an opportunity to complete practice rounds and an athlete has no viable opportunity to shoot during the week. Ask a coach or shooting range manager for availability and costs.

Equipment & Gear

Each athlete is responsible for personal equipment and items. Shooting ranges or coaches are not responsible for a student athlete's personal items. It is recommended that student athletes affix a name label to their shotgun and gear.

Shotguns

Student athletes are required to supply their own shotgun. Some teams or shooting ranges may have shotguns to borrow or rent. All

types of smooth-bore shotguns, including semi-automatics, may be used provided their caliber does not exceed 12 gauge.

The student athlete cannot:

- Use a shotgun with any form of "release" trigger actions.
- Use slings or straps on a shotgun.
- Change a properly functioning gun or parts of shotgun in the same round.
- Use devices fitted to the shotgun that have magnifying or light emitting effects.
- Use a pistol grip shotgun that does not have a stock.
- Use a shotgun with mechanical hammer used for "cocking" the shotgun.

Ammunition

All student athletes must use factory ammunition. Ammunition load, shot size, and velocity (feet per second) specifications must meet the use requirements of the shooting range during the event. A student athlete cannot use:

- Reloaded cartridges.
- Tracers, copper and nickel coated shot.

Shooting range ammunition requirements supersede League ammunition requirements.

Teams, families and student athletes must follow all federal laws on the purchase, sale, storage, and transportation of ammunition.

Eye Protection

Eye protection devices designed specifically for shooting sports are required for each student athlete and coach to use while on the field during all events.

Prescription glasses can be used for eye protection if the lenses are comprised of plastic or polycarbonate.

Hearing Protection

Hearing protection devices designed specifically for shooting sports are required for each student athlete and coach to use while on the field during all events. Devices may include:

- Ear muffs
- Ear buds
- Ear plugs

Hearing protection devices that allow for playing music are allowed as long as range commands are audible. Standard commercial ear buds, headphones, or Bluetooth audio playback devices are not designed to reduce and/or eliminate gunshot noise and are not approved hearing protection.

It is recommended that spectators also wear hearing protection when near the field.

Attire

Every participant in the League will promote a positive image by wearing appropriate attire during all events.

Prohibited items include:

- Clothing that exposes any part of the torso, including but not limited to, cutoff t-shirts, halter tops, tank tops, etc.
- Short shorts and low riding shorts or pants revealing undergarments or buttocks.
- Flip-flops or opened-toed shoes/sandals.
- Any clothing with pictures, caricatures, designs, messages, writings, or other embellishments with direct or indirect references to alcohol, tobacco, sex or sexual connotations, drugs, gambling, or profanities.

Equipment Inspections

Any team coach or RSO has the right to examine any item of a shooter's equipment including guns, ammunition, clothing, and other equipment to ensure proper accordance with these Policies & Procedures.

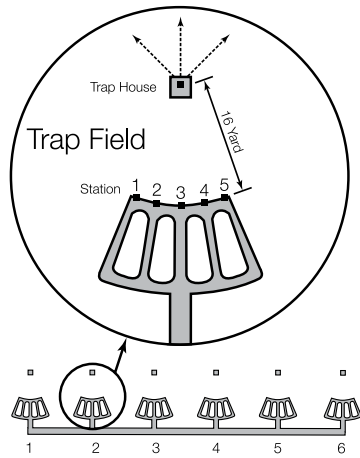
Trap Shooting

A practice or competition event will consist of shooting two 25 target rounds for a total of 50 targets from the 16-yard station. Up to 5 athletes (squad) will occupy the stations on a trap field. Station 1 is assigned the "squad leader".

Trap Field

The trap field is the area of a shooting range where trapshooting occurs. Each field contains shooting stations (typically concrete walkways with yardage markers) and a trap house.

The trap house is the structure in front of the stations from which the clay targets are launched. Only facility personnel shall enter and maintain the trap house. A cone or flag will be displayed when the trap house requires maintenance and shooters are required to exit their shooting station and make firearms safe until the trap house maintenance is completed and the cone or flag is removed.



Preparation

Each shooter will have all the equipment and ammunition necessary to complete the round each time they occupy a shooting station. All shotguns must be carried open and unloaded when moving to the athletes assigned starting station. Test firing of a shotgun is not permitted.

Ready

At the moment the shooter calls and until the target appears, the shooter must stand in the "READY" position including:

- Both feet entirely within the 16-yard shooting station area.
- Holding the shotgun with both hands.
- The "squad leader" (Station 1) calls for a single target to be launched as an example of flight.
- A live round may be in the chamber, but the action MUST be open until it is the shooter's turn to shoot.

Start

Upon a "START" command from the scorekeeper, each shooter, in turn, will:

- Take proper shooting position.
- Load one shell (if not already loaded)
- Close the action of the shotgun.
- Clearly call "PULL" or some other command for the target.
- Shoot at the target.
- Scorekeeper does not comment when a target is "HIT"
- Scorekeeper will say "LOST" loudly when a target is missed.
- Discharge empty shell.
- Wait for next turn.

A shooter may close the shotgun action only after the previous shooter has completed his/her turn. No shooter will turn from the shooting station before the shooter's shotgun action is open and empty. Each athlete should begin his/her turn within five (5) seconds after the last shooter has fired at a target and the result has been recorded. At the end of each round, the scorekeeper announces the scores for that round in firing order.

"Lost" Target

A missed target must be declared "LOST" when:

- It is not hit during its flight.
- It is only "dusted" and no visible piece is broken from it.
- A shooter, for no permitted reason, does not shoot at a

regulation target for which the shooter has called.

- The shooter is allowed two "misfire" per round if they were not able to fire his/her firearm because he/she has not released the safety or has forgotten to load it.

Disputed Call

In the event of a lost target dispute:

- The shooter immediately raises an arm to notify the scorekeeper.
- All shooters must unload their shotguns and make them safe.
- The scorekeeper defers to the entire squad for majority ruling decision.
- If a majority ruling cannot be made by the squad, the lost target score will stay as-is.
- Unless there is a disputed call, no score can be changed after the next shooter in line has completed his/her shot.

"Refused" Target

A shooter may refuse shooting at a released target if:

- A target is not released immediately after the shooter's call.
- The shooter is visibly disturbed by some external cause.
- The Scorekeeper agrees that the target was flying along an irregular path other than that specified in angle, elevation or distance.

The shooter refusing a target must indicate this by opening the action on their shotgun and raising an arm.

"No Bird" Target

A scorekeeper may declare a "NO BIRD" when:

- A broken or irregular target emerges.
- Multiple targets are thrown at once.
- A shooter shoots out of turn.
- Another shooter fires at the same target.
- The scorekeeper notices the shooter was visibly disturbed by some external cause.
- The scorekeeper notices shooter's foot position is outside his/her lane.
- The scorekeeper detects a violation of the shooters allowed time limit.
- The shot is discharged involuntarily before the shooter has called for the target.
- A target is thrown before the shooter's call.
- A target is not released immediately after the shooter's call.
- A target's trajectory is irregular.
- There is an allowable malfunction of shotgun or shell.

Even if the shooter has fired a shot, a "NO BIRD" allows the shooter to replay the shot without a penalty.

Moving From Station To Station

After the first 5 shots are completed by the entire squad, each shooter will move to a new station by:

- Verifying the gun is unloaded.
- With the chamber open and the shotgun pointed in a safe direction, rotate in a clockwise manner to the next station.
- Station 1 will move to station 2, 2 to 3, 4 to 5, and 5 to 1.
- Station 5 will rotate to their right moving away from the station 4 shooter who is moving to station 5 and continue to walk behind the other shooters to station 1.
- Await the "START" command from the scorekeeper.
- The squad leader is the first to shoot in each round.
- Repeat process until all shooters have each shot 25 targets.
- No shooter will move until the last target in a round is completed.

Stop

When the command or the signal "STOP" or "CEASE FIRE" is given, shooting must stop immediately.

- All shooters must unload their shotguns and make them safe.
- Shooting may only be resumed at the appropriate "START" command is given by the scorekeeper.

Shotgun Malfunction

Failure to fire due to a shotgun malfunction requires that the athlete calls for a "cease fire" or "stop" and properly makes the shotgun safe. The RSO must examine the situation and determine if the shotgun can safely function for the remainder of the round. If the RSO deems the shotgun unusable for that round the shooter must finish the round with another shotgun not already in use. If the athlete does not have access to a alternative shotgun then the athlete must take a zero score for each remaining target that round.

- Shooters are not allowed to suspend a round and finish it after their shotgun has been repaired.
- Shooters are not allowed to hold up the round for more than three minutes during a failure to fire situation.
- Once the RSO has deemed the shotgun unusable for that round the shotgun cannot be brought back onto the field for any reason until the start of a new round.

"Out" Or "End Of Round"

Upon the completion of a round, the scorekeeper will declare "OUT" or "End Of Round". Shooters will be notified of their scores, make their shotguns safe, and carry the shotgun in the approved manner and exit the station.

Practice & Competition Events

League events are defined as practice or competition during scheduled participation.

League Play

Each team coordinates with their local shooting range to determine available days and times to shoot.

- Prior to the start of the League, the coaching staff will define the scheduled event day(s) in the League's Team Management System™.
- Teams may allow up to two scheduled days per week to accommodate large teams, shooting range capacity, other spring sports/activities, or inclement weather conditions.
- All teams must conduct their weekly shoot within the corresponding scheduled week between Sunday and Saturday before 9:00 p.m. CDT.
- If a team cannot compete on their scheduled shoot day, they may reschedule within the same competition week.
- A full-round (25 targets) competition event may continue on a second day only if the competition event gets postponed due to weather, darkness, or other unforeseen circumstances.
- An athlete's score can only be used if completed on their team's scheduled day.
- All rounds are considered practice scores unless they are declared competition targets PRIOR to conducting the round.
- Each scheduled weekly event consists of 50 targets (two rounds of 25 each).
- Using "best scores" from multiple events is not allowed.
- No student athlete makeup rounds for scores are allowed.
- If a team has two scheduled days during the event week and a student athlete cannot participate on his/her scheduled day, the student athlete can participate on the other team-scheduled day if the team allows it.
- Reserve Week scores can only be used for entire teams and cannot be used for individuals.
- In all cases, a coach and Range Safety Officer must be present at all times when a student is participating in League events.
- No handicapping allowed for athlete score adjustments.

Inclement Weather

In the event of inclement weather before or during League events, coaches should make safety their priority.

- When lightning is observed or thunder is heard, the event must be suspended.
- The occurrence of lightning or thunder is not subject to interpretation or discussion. Lightning is lightning; thunder is thunder.
- Athletes and support personnel shall be moved to appropriate indoor facilities.
- Athletes shall not return to the field until lightning has been absent from the local sky and thunder has not been heard for 30 minutes.
- Spectators need to be advised to seek shelter also.

If the event is cancelled, the event may be rescheduled within the same week or the Reserve Week score must be used.

Scoring & Recognition

The League's exclusive True Team® scoring format is used to determine the overall performance for a team in all weekly events during the season. League events are defined as practice or competition during scheduled participation.

Class Designation

A Class contains multiple conferences. Multiple Classes may be used for the League if a multi-day state tournament is required.

Conference Designation

Each conference is comprised of two or more teams. Teams are assigned a conference based on a similar number of members on a team. In the True Team® scoring format, each team in a conference must have the same number of athlete scores used to offer an equal opportunity of points earned. Each conference will have a different total of the points available to be earned for each event because each conference will have a different number of qualifying athletes and perhaps a different number of teams.

- The number of scores used is determined upon a team's conference designation which occurs after the athlete registration deadline but before Competition Week 1 begins.
- Smaller conferences with smaller teams will use less scores.
- Larger conferences with larger teams will use more scores.
- The same number of team members must be used for each team to provide equal opportunity to earn points.

See the conference True Team® scoring assignment example on the League's website to learn more.

Submitting Scores

A team's Head Coach or Team Manager is required to submit their team's scores in the Scoring Management through the League's website for all event weeks.

- Scores must be submitted prior to 9:00 p.m. CDT on the Saturday of the scheduled event (practice or competition).
- Score submissions or changes can be made at any time prior to the weekly 9:00 p.m. CDT Saturday deadline.
- Athletes will automatically receive a score of "0" if a score is not submitted before the deadline.
- After submitting scores, the coach(es) will receive a confirmation email including athlete scores. If the coach does not receive the email, the scores were not properly submitted and they should try again.
- The email scoring confirmation is sent to all coach emails that are selected in the Team Management System.
- Partial (one or more athlete scores) scoring submissions count as a team score and the Reserve Week score cannot be used.
- Any student athlete score that is an error cannot be corrected after the deadline.

****IMPORTANT**** For any team that does not submit scores for the week before Saturday at 9:00 p.m. CDT, the Reserve Week score will be used. No exceptions will be made after the deadline.

True Team® Scoring

The True Team® scoring designed specifically by the League makes competition exciting for the team and its student athletes while incorporating the League's mission and beliefs. This is accomplished by measuring which team is the best overall, rather than which team has the most top finishers while allowing all team members to participate. The League's True Team® scoring method is:

- Fair for everyone.
- Focused on team awards.
- Scalable to work with all team and conference sizes.
- Measurable so athletes and coaches can monitor personal performance progress and goals.
- Flexible to encourage teams to offer open participation and introduce beginner participants.
- Open to all athletes on a team to contribute to the team score.

The League's True Team® scoring is a similar scoring system used for other high school sports including track, swimming and gymnastics.

Earning True Team® Scoring Points – Athlete

All athletes shoot at their assigned 50 targets on their team-assigned event day of the week. A coach enters all scores in their Team Management profile™ before Saturday at 9 p.m. CDT.

- The top scores, as determined by the qualifying number of scores used for your team each week, are compared against all other teams within your conference. See the True Team® scoring example.
- The top score receives the highest number of points available and the remaining scores are assigned based on decreasing subsequent scores to the last qualifying score that receives one point.
- Scores that are tied will split the earned points equally.
- Athletes who do not qualify (DNQ) for the week's top qualifying finishers are recorded, submitted and contribute to an athlete's overall average, but not used in the team's score for the week.

Earning True Team® Scoring Points – Team

- All qualifying athlete scores are added to determine the total team score for the event.
- The team score is then compared against all scores of the other teams in their conference to determine weekly and overall standings.

Published Scores, Athlete Rank & Standings

- All calculations and scores are posted on the League's website on Saturday at approximately 9:30 p.m. CDT.
- Student athlete rankings and 25/50 Straight Club listings are not updated until scores are posted.

Team Recognition

- All completed event scores are added to determine the standings based on the highest number of points earned.
- The team that ends the season with the highest number of points earned wins their respective conference.
- Ties will be awarded equally.

Individual Recognition

Individual performance will be available for public viewers on the League's website in the following categories:

- High Overall Average - overall, conference, and gender. Athletes are required to participate in all competition weeks to qualify. Ties for awards are broken by the Reserve Week high score.
- 25/50 Straight Club - achievers earn a patch and recognition on the website for shooting perfection.

True Team® Scoring Example:

Event 4: Individual Points Earned Example (5 teams, 5 qualifying participants each)

	Event Score	Finish Place	True Team Points Earned
Team 5, Shooter 3	49	1	25
Team 3, Shooter 4	48	2	24
Team 2, Shooter 5	47	T3	22.5
Team 2, Shooter 1	47	T3	22.5
Team 1, Shooter 3	46	5	21
Team 1, Shooter 5	44	6	20
Team 4, Shooter 5	43	7	19
Team 4, Shooter 2	42	8	18
Team 3, Shooter 2	42	T8	16
Team 2, Shooter 3	42	T8	16
Team 3, Shooter 5	42	T8	16
Team 5, Shooter 5	40	12	14
Team 4, Shooter 3	39	13	13
Team 2, Shooter 4	38	14	12
Team 5, Shooter 2	37	15	11
Team 5, Shooter 1	35	T16	9.5
Team 2 Shooter 2	35	T16	9.5
Team 1, Shooter 1	33	18	8
Team 1, Shooter 2	30	19	7
Team 3, Shooter 3	29	20	6
Team 5, Shooter 4	24	21	5
Team 4, Shooter 1	22	T22	3.5
Team 1, Shooter 4	22	T22	3.5
Team 3, Shooter 1	21	24	2
Team 4, Shooter 4	19	25	1

Event 4 Results: Total Team Points Earned (add team's earned points)

Team	True Team Points Earned	Finish Place
Team 2	82.5	1
Team 5	64.5	2
Team 3	64	3
Team 1	59.5	4
Team 4	54.5	5

Overall Results: After 4 Events (add team's weekly earned points)

Team	True Team Points Earned	Place
Team 3	284.5	1
Team 1	260	2
Team 2	258.5	3
Team 5	253	4
Team 4	244	5

Awards

Team and individual awards will be announced on the League's website shortly after the completion of the last event.

Absent Athlete Scoring

If an athlete is absent for a week or cannot complete a round, a score of "0" will be entered. If no score is entered for an athlete, a "0" scores is automatically used when the scoring submission deadline expires.

- A "0" score will not count against the athlete's weekly average score used for tournament classifications.
- A "0" score will not count against the team's weekly score unless the team does not meet the minimum number of athlete scores required for the True Team® scoring.
- An athlete must post scores in all competition weeks to qualify for post-season performance recognition awards.

Reserve Score

The week prior to the first competition event week, each team will shoot in a “simulated” (not competing against other teams) competition and the scores will be used as a “reserve” score.

- The Reserve Week score will be saved in the scoring system and can be manually selected by the Head Coach or Team Manager for any week if the team cannot compete during any scheduled event due to inclement weather or other unforeseen circumstances.
- Once the Reserve Week scores are submitted to use for a Competition Week, the scores cannot be changed.
- The Reserve Week scores must be used for the scheduled team and cannot be separated to be used for individual scores.
- Reserve Week scores will be used as a tiebreaker in determining year-end team and individual competitions.
- Reserve Week scores can be used multiple times if required.
- Reserve Week scores are used by selecting the “Use Reserve Week Score” check box in the weekly score submission page in the Team Management System.
- Reserve Week scores are automatically used if no scores are entered before the score submission deadline.

Uncompleted Reserve Week

If the Reserve Week cannot be completed during its scheduled week, follow the below preferences in the order as they appear to makeup the Reserve Week score:

- Reschedule the entire team or multiple squads to complete the Reserve Week event and submit scores during the Week 1 Competition Week.
- If the Reserve Week event cannot be completed during the first competition week, then compute the average scores for all student athletes for completed practice weeks and use them for your Reserve Week scores.
- If your team needs to use the Reserve Week scores for a competition event week and no Reserve Week scores are entered in the Team Management profile, then “0” scores will be used for all members.

Patches

The League provides a number of different iron-on patches to acknowledge student athlete participation and achievement.

- Participation Patches will be sent to head coaches after the start of each season to commemorate each new student athlete’s participation in the League.
- 25 and 50 Straight Patches are earned by any student athlete shooting 25-straight in the same round or 50-straight in two consecutive rounds on the same event day during League-sponsored events (including official team practices). Website postings for the 25/50 Straight Club will occur when scores and standings are posted on Saturday night.
- 75 and 100 Straight Patches will be distributed at season-ending tournaments when relevant.
- One Straight patch should be awarded for the greatest number of consecutive targets hit.
- All-State Patches will be awarded to the top season averages.
- SAFE and CLASS Patches will be provided to student athletes and coaches who complete these League sponsored certification courses.
- Head coaches may request additional 25 and 50 Straight Patches by completing the Patch Order Form in TMS or emailing requests to patches@usaclaytarget.com

Fun Week

The Fun Week follows the last week of competition and is intended for teams to host a fun event or practice for the tournaments.

Some ideas for Fun Week include:

- Host a picnic and fun shoot for school officials, city officials, parents, and sponsors of the team.
- Try other shooting sports like skeet, 5-stand, or sporting clays.
- Host an Annie Oakley shoot or try some other fun games.
- Host a team banquet with athletes, their families, and team supporters to celebrate the season and recognize achievements.

Final Events

The season-ending events are only venue that individuals and teams compete and have fun together. Visit each event’s website pages for specific details.

State Tournament

All student athletes and teams participating in the state’s spring trap shooting league are invited to participate.

National Championship

Qualifying student athletes and teams participating in USA High School Clay Target League’s state trap shooting leagues throughout the nation are invited to participate.

Visit: <http://usaclaytargetchampionship.com>

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