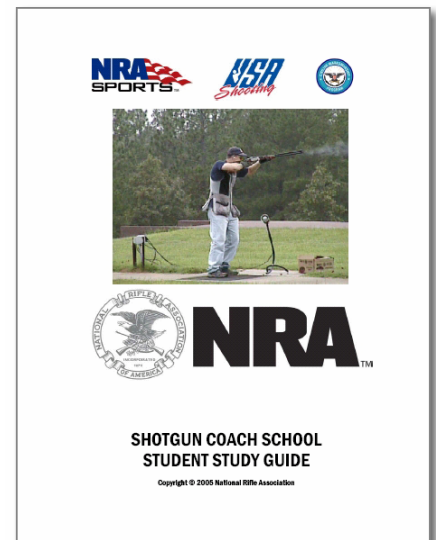
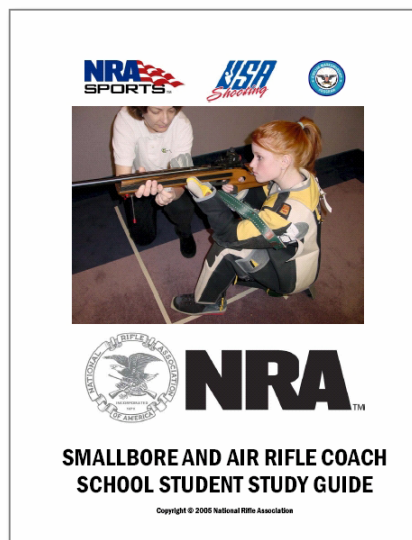
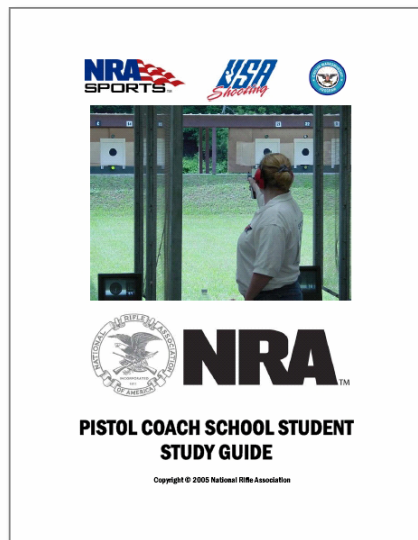


2007-08

Coach Education Program & School Sponsor's Guide

National Rifle Association
USA Shooting
Civilian Marksmanship Program



NRA EDUCATION AND TRAINING DIVISION
TRAINING DEPARTMENT
National Rifle Association of America
11250 Waples Mill Road
Fairfax, VA 2203



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1. Coach Education Program General Information

Coaching shooting athletes can be one of the most enjoyable and challenging endeavors – and it is one of the most rewarding. As a Coach Education Program Coach or School Sponsor, you are helping develop coaches who will be working with athletes at all levels of competition. You have a part in developing future national champions or maybe even future international champions. To help you meet this challenge and attain the rewards of coaching, we encourage you to participate in the Coach Education Program.



The Coach Education Program is a cooperative effort of the three major competitive shooting organizations in the United States, the NRA, USA Shooting, and the Civilian Marksmanship Program (CMP). The NRA is the governing body for many domestic shooting sports programs and administers the Coach Education Program. USA Shooting is the National Governing Body (NGB) for the Olympic and international shooting sports in the United States. The CMP is a federally chartered not-for-profit corporation whose mission is to train U.S. citizens in marksmanship and firearm safety with a particular emphasis on youth.

The purpose of the Coach Education Program is to develop coaches who are technically competent in the sport science and sport specific theory of coaching and who are dedicated to athletic development in the shooting sports.

1.1. 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^{1,2}. 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. A new level was added in 2007, the Assistant National [Discipline] Coach (Level 4). Along with the Junior [Discipline] Trainer, this hierarchy provides a path to develop coaches from grassroots to the elite level. All Coach Education Program requirements are designed to make coaches aware of their coaching responsibilities and help coaches meet them. Requirements are few at the lower levels and increase in number as a coach progresses.

1.1.1. Junior [Discipline] Trainer

This level of the coach program was designed for young people who show leadership in shooting programs. The Junior [Discipline] Trainer provides support to the coach helping

¹ The names for coach credential ratings were changed at the biennial Coach Education Program review in December 2006. The Appointed Coach = [Discipline] Coach, Certified and International coach were combined into Certified [Discipline] Coach, and Advanced International = Advanced Certified [Discipline] Coach.

² Running Target has been dropped from the Olympic Games program and all running target coaches credentials will expire after December 31, 2007

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 received; one from their parent or legal guardian and one from the [Discipline] Coach, Certified [Discipline] Coach, or Advanced Certified [Discipline] Coach who will be the supervisor.
NRA Coach Training School	Complete the final test with a score of 85 percent or higher. <i>Applicants must complete the test requirement no later than six months after attending the Coach Training School.</i>
Renewal	Junior [Discipline] Trainers may not renew as Junior [Discipline] Trainers, but may renew as a [Discipline] Coach on their 18 th birthday. They must provide: <ul style="list-style-type: none"> • the appropriate recognition fee, and • a coach log of their activities as a Junior [Discipline] Trainer showing a minimum of 20 coach credits earned during the previous (up to three years) period.

1.1.2. [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 to fulfill the requirements set forth by the NRA, USA Shooting, CMP, and their state, for certification. Consider this level as a coach-in-training. In today's litigious society, it is very important that liability standards are established and maintained for the protection of the athlete, coach, schools, clubs and associations, and national shooting organizations. The [Discipline] Coach (Level 1) is the starting, or beginning, level of competitive shooting sports coaching. The [Discipline] Coach (Level 1) is recognized only for having attended, and passed, a competitive shooting coach training school.

[Discipline] Coaches (Level 1) are generally authorized to coach only at the "grassroots" program level. These coaches normally work at the local club level in JROTC, NJROTC, AFJROTC, 4-H, American Legion, or other programs. [Discipline] Coaches (Level 1) may meet the needs of grassroots organizations without the more extensive development required to become a Certified [Discipline] Coach (Level 2). However, they may not work at the National level of NRA/USAS/CMP coaching (NRA National Junior Camps, Coach Training Schools, NCDS, etc.). They may work as assistants or interns at National

level programs, but only under the direct supervision of a Certified [Discipline] Coach (Level 2) or higher. 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	18 years of age minimum
Coach Training School	Complete the final test with a score of 85 percent or higher. <i>Applicants must complete the test requirement no later than <u>six months</u> after attending the Coach Training School.</i>
Renewal	May renew after three years. NRA Credentials department will send a reminder and the [Discipline] Coach (Level 1) must send: <ul style="list-style-type: none"> • the appropriate recognition fee, and • coach log showing activity minimum of 20 coach credits earned during each year of the previous three-year period.

Note: When the requirements are completed, the applicant sends the coach application form and final test to the NRA National Coach Trainer.

1.1.3. Certified [Discipline] Coach (Level 2)

Certified [Discipline] Coach (Level 2) is the next level of coaching in the shooting sports. The requirements set forth by the NRA, USA Shooting, and the CMP for certification are based on liability concerns for coaches of all sports. Therefore, Certified [Discipline] Coaches (Level 2) have more extensive training/development required to become a successful high school, club, or collegiate coach.

Coaches, whether professional or volunteer, have the following nine responsibilities:

- Properly plan the activity
- Provide proper instruction
- Warn of inherent risks
- Provide a safe physical environment
- Provide adequate and proper equipment
- Match your athletes appropriately
- Evaluate athletes for injury or incapacity
- Supervise the activity closely, and
- Provide appropriate emergency assistance

All of the requirements in the coach program are designed around these responsibilities.

To be eligible for certification, an individual must fulfill requirements as outlined in the table below.

Requirement	Criteria
Age	21 years of age minimum
Coach Education Level	Must be [Discipline] Coach (Level 1)
Successfully complete American Sport Education Program (ASEP) Coaching Principles course. <i>Successful Coaching</i> text.	Can be taken anytime before or after becoming a [Discipline] Coach (Level 1) but must be completed before being certified.
American Red Cross Standard First Aid course, American Heart Association or American Sport Education Program (ASEP) Sport First Aid course or equivalent.	ARC First Aid, or equivalent, course can be completed before or after becoming a [Discipline] Coach (Level 1) but must be completed and current before being certified. CPR is highly recommended.
Discipline specific competition experience	Competitive shooting experience must be in the same discipline as the desired coach certification (e.g., rifle for rifle, pistol for pistol). Holding a current or past NRA/USAS classification card, or a match bulletin showing date, place and score. This requirement but must be completed before being certified.
Renewal	Continues same three-year renewal cycle established when they become a [Discipline] Coach (Level 1). NRA Credentials department will send reminder and the Certified [Discipline] Coach (Level 2) must send: <ul style="list-style-type: none"> • the appropriate credential fee, • a coach log showing activity, minimum of 20 coach credits earned during each year of the previous three-year period, and • continuing education (one item each three year cycle).

Note: Send copies (not originals) of course completion certificates when all requirements to become a Certified [Discipline] Coach are completed. There is no additional fee for updating coach credentials as long as you remain current.

1.1.4. Advanced Certified [Discipline] Coach (Level 3)

To attain Advanced Certified [Discipline] Coach, the coach must already be a Certified [Discipline] Coach, and attend an Advanced Coach Training School. The school teaches advanced international shooting and training techniques. Coaches are also required to give a short presentation on an assigned topic to the school participants. The student is required to complete a take home test after the completion of the school. Passing grade on the test is 85 percent.

Requirement	Criteria
Coach Education Level	Must be Certified [Discipline] Coach (Level 2)
Advanced Coach Training School	Complete the Advanced Course final test with a score of 85 percent or higher. <i>Applicants must complete the test requirement no later than <u>six months</u> after attending the Advanced Coach Training School.</i>
American Red Cross Standard First Aid course, American Heart Association, or American Sport Education Program (ASEP) Sport First Aid course or equivalent.	ARC First Aid, or equivalent, course can be completed before or after becoming a [Discipline] Coach (Level 1) but must be completed and current before being certified. CPR is highly recommended.
Renewal	Continues same three-year renewal cycle established when they become a [Discipline] Coach (Level 1). NRA Credentials department will send reminder and the Advanced Certified [Discipline] Coach (Level 3) must send: <ul style="list-style-type: none"> • the appropriate credential fee, • a coach log showing activity, minimum of 20 coach credits, at least 10 of which must be international style, either NRA or USA Shooting, sanctioned events, earned during each year of the previous three-year period, and • Make a presentation at a National Coaches Conference, conducted by the NRA, USA Shooting or CMP, <u>or</u> • publish an article in one of the three organization publications, <u>or</u> • volunteer at a National Championship (either NRA or USA Shooting) at least once during the previous three years

1.1.5. Assistant National [Discipline] Coach (Level 4)

Being involved at a high level within the sport and through your coaching, developing elite level athletes may ultimately lead to your recognition by the National Team Coach as an Assistant National [Discipline] Coach (Level 4). This new level was created to improve continuity of training methods and development of more top-level coaches and shooters. This elite group of coaches will be required to undergo an extensive mentoring program and may include directed educational study under the guidance of the National Team Coach.

Renewal at this level requires that the coach maintain all the requirements for Level 3 and the approval of the USA Shooting National Team Coach. Any decision by the National Team Coach to not renew a coach at Level 4 is made solely at their discretion.

Requirement	Criteria
Coach Education Level	Must be Advanced Certified [Discipline] Coach (Level 3)
Renewal	Continues same three-year renewal cycle established when they become a [Discipline] Coach (Level 1). NRA Credentials department will send reminder and the Assistant National [Discipline] Coach (Level 4) must: <ul style="list-style-type: none"> • Send the appropriate credential fee, • Maintain all requirements for Level 3, • Approval of USA Shooting National Team Coach.

1.1.6. Coach Education Program Certification Reversion Policy

All coaches are expected to comply with the requirements for achieving a coach credential as well as maintaining the requirements for renewal. If a coach is unable or unwilling to complete any portion of the requirements for renewal, their credential will be downgraded to the coach credential level that the requirements fulfilled would support. For example, a Certified [Discipline] Coach (Level 2) who does not submit a current first aid training certificate as required for renewal, but does submit a coaching log showing continuing education, will be downgraded to [Discipline] Coach (Level 1). If the coach later sends in a current first aid training certificate, they may request to be reinstated to Certified [Discipline] Coach (Level 2).

The decision as to the appropriate level to revert to is based on the coach responsibilities and is made by the NRA National Coach Trainer in consultation with the USA Shooting National Team Coach, if appropriate. Decisions will be made on a case by case basis considering any extenuating circumstances.

1.1.7. Reinstatement

Some coaches forget or fail to renew their coaching credential despite the effort of the Coach Education Program sending several notices for renewal during the year that their coach credential expires. Oftentimes, the coach will move and simply forget to notify the NRA of their change of address.

If the coach wishes to reinstate their credential that has lapsed for less than three years they may do so simply by sending all their renewal requirements to the NRA National Coach Trainer.

Coaches who are lapsed more than three years must take the basic coach course again and provide all of their renewal requirements.

1.1.8. Emeritus Program

Vibrant competitive shooting programs depend upon the dedication and consistent activity of coaches. However, we recognize that coaches are not always able to remain active for a variety of reasons. Those who are unable to continue regular training

activities should consider the Emeritus Program. The Emeritus Program is designed for coaches who wish to remain in the NRA database and continue to receive the *NRA Shooting Education Update* newsletter, while removing the requirement to be active trainers. To change from active to emeritus, notify the NRA National Coach Trainer in writing.

To reestablish active coach ratings:

- Hold Emeritus status less than five years.
- Send a written request to the NRA National Coach Trainer
- There is a processing fee of \$30 for returning to active status.

Note: If you hold Emeritus status for more than five years and wish to return to active coaching, you must attend the appropriate Coach Training School to reestablish your credential.

1.1.9. American Sport Education Program Coach Certification

Another option available for shooting coaches, especially high school coaches, is the American Sport Education Program (ASEP) Coaching Program. This series of education levels and courses will provide the participant the opportunity to grow their sport knowledge and develop as a truly well rounded coach. While not required, the Coach Education Program highly recommends that coaches take the superb ASEP training programs.

The American Sport Education Program (ASEP) is the leading provider of youth, high school, and top-level sport education programs in the USA. Through its high-quality programs, ASEP has educated more than one million coaches, officials, sport administrators, parents, and athletes. For more than 25 years, local, state, and national sport organizations have partnered with ASEP to lead the way in making sport a safe, successful, and enjoyable experience for all involved. For more information on ASEP sport education courses and resources, call 800-747-5698, or visit www.ASEP.com.

1.1.9.1. ASEP Bronze Level Coach

The course of study for the Bronze level is essentially the same as the Certified level described above.

- ASEP Coaching Principles Course
- ASEP Sport First Aid Course
- Have a valid CPR Card
- Complete the Sport Specific Coach Training School (Shooting Coach Training School satisfies this requirement)

1.1.9.2. ASEP Silver Level Coach (Available 2007)

The next level of ASEP Coach is characterized by more specific coach education:

- Sport Mechanics for Coaches
- Sport Physiology for Coaches
- Sport Psychology for Coaches

- ❑ Teaching Sport Skills for Coaches
- ❑ Coaching [sport]: Advanced Skills
- ❑ Coaching [sport]: Advanced Strategies

The courses above are under development and may change before implementation in 2007. The sport specific courses will be similar to that which is currently available for those attending the Advanced Coach Training School described above.

1.1.9.3. ASEP Gold Level Coach (Available 2008-9)

The next level of ASEP Coach is characterized by even more specific coach education:

- ❑ Sport Nutrition for Coaches
- ❑ Risk Management for Coaches
- ❑ Social Issues in Coaching
- ❑ Coaching [sport]: Advanced Practice Plans
- ❑ Coaching [sport]: Advanced Conditioning

The courses are under development and may change before implementation in 2008-9. The NRA and ASEP will work together to develop the advanced technical and tactical skills course(s) for the shooting sports for both the Silver and Gold Levels. The Advanced Practice Plans and Advanced Conditioning for Shooting courses are under development.

1.2. Continuing Recognition or Certification Requirements

All coaches must be active to maintain and renew their recognition/certification credentials. Coaches are recognized or certified for a three-year period. When renewing at the end of the three-year period, **all** coaches must provide a copy of their coaching log indicating their coaching activity (minimum of 20 coach credits earned during each year of the previous three-year period).

For Certified [Discipline] Coaches and above, a copy of their current first aid certification³ must be included to maintain their credentials. The Certified [Discipline] Coach must attend some form of Continuing Coach Education during the previous three years. Some examples of continuing education courses or events include attendance at:

- USA Shooting National Coach Conference
- CMP National Youth Leadership Conference
- State or National level shooting camps
- Shooting clinics

If you have a question about a particular program and if it qualifies for continuing education credit, please contact the NRA National Coach Trainer for guidance.

The Advanced Certified [Discipline] Coach must provide a copy of their coaching log indicating their coaching activity (minimum of 20 coach credits, at least 10 of which must be international style, either NRA or USA Shooting, sanctioned events, earned during each year

³ The NRA National Coach Trainer accepts certification from several agencies that teach first aid such as The American Red Cross, American Heart Association, and ASEP Sport First Aid, etc.

of the previous three-year period), a copy of current their first aid certification and one of the following: Make a presentation at a National Coaches Conference, conducted by the NRA, USA Shooting, or CMP; or publish an article in one of the three organization publications; or volunteer at a National Championship (either NRA or USA Shooting) at least once during the previous three years.

1.3. Multiple Certification Requirements

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 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. Therefore, 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 may of course be used for multiple disciplines, but the other requirements, *e.g.*, pistol competitive experience, must be demonstrated. All disciplines will be treated separately in terms of renewal and the full fee must be paid for each. There is no discount for multiple coach credentials.

1.4. Coach Waiver Process

Any coach requirement may be waived. Any individual who believes his or her prior experience or training meets or exceeds the established coaching requirements, or that a physical limitation may prevent accomplishment of specific coaching requirements, may petition for Waiver From Training. All petitions must be submitted in writing, along with any supporting documents, to the NRA National Coach Trainer with a non-refundable \$10.00 administration fee per requirement to be waived. Submission of a request for waiver of requirements in no way guarantees approval.

1.4.1. Waiver Approval Authority

The NRA National Coach Trainer has the final approval authority for all waivers. The NRA National Coach Trainer replies in writing, with approval or disapproval, to each waiver request. If approved, a copy of the waiver must be attached, by the applicant, to the request for certification when submitted to the NRA. Failure to submit a waiver or any other required documentation might delay approval or cause waiver to be disapproved.

1.5. Coach Ethics and Training Standards

All coaches must comply with the Coaching Ethics Code and the policies and procedures included in this Coaches' Guide. A copy of the Coaching Ethics Code and this guide are 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. By applying for Recognition or Certification 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 revocation to be appropriate action.

1.5.1. Coaching Ethics

Should the NRA National Coach Trainer receive a written, credible report of an ethical violation, he will take appropriate action in accordance with the Coach Ethics Code and the policies and procedures in this Coaches' Guide.

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

1.5.2. Coach and Training Standards

Recognition or Certification is a statement that, in the opinion of the NRA, USA Shooting, and the Civilian Marksmanship Program and based on the candidate's demonstrated knowledge, skills and attitude, the candidate meets the requirements that the NRA, USA Shooting and the Civilian Marksmanship Program have jointly set for Recognition or Certification.

1.5.3. Recognition or Certification is a Privilege

Recognition or Certification as a Coach at any level is a privilege, not a right. The NRA National Coach Trainer reserves the right to withhold, suspend or revoke coach credentials at any time.

1.5.4. National Coach Development Staff (NCDS)

Members of the National Coach Development Staff (NCDS) teach the Coach Training Schools. The relationship between the NCDS member and the NRA is one of cooperation and service. It is not an employee-employer relationship; NCDS members are not employees of the NRA.

1.6. Use of Organization Name and Trademarks

1.6.1. The NRA Seal and Logos

The NRA Seal and logos are NRA trademarks. USA Shooting and the Civilian Marksmanship Program Seals and logos are trademarks of their respective organizations.



The use of these trademarks is restricted to paid staff for official organization business. The NRA, USA Shooting, and the CMP do not authorize coaches to reproduce these trademarks on any document. Improper use of the authorized version of these official

seals and logos by coaches can seriously jeopardize the organization's legal rights to the seal. Some of these trademarks are shown above.

1.6.2. The NRA Member Mark and Coach Logo

Coaches in good standing may use the NRA Membership Mark and Coach Seal. These marks and seals 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 and CMP's) training objectives and standards.

1.6.3. Coach Credential Cards

Coach credential cards are official documents bearing the logos of the organizations. Only the NRA Credentials Department with the approval of the NRA National Coach Trainer may issue these cards, and only to individuals who have successfully completed the Coach Training School or met the requirements for higher level coach credentials.



To make corrections to your name shown on the coach credential card or to obtain a replacement for a lost credential card, contact either the NRA National Coach Trainer or the NRA Training Credentials Department at 703-267-1427.

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 reproduced or copied by any means. Completed cards may be copied if necessary to provide proof of successful coaching credentials.

1.7. Liability Insurance

Liability insurance is the 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

Insurance Coverage for Coaches

Coaches have a choice of insurance plans designed to meet specific needs – **general liability coverage** and **professional coverage**. Choose the liability limit that works best for you. The NRA Endorsed Insurance Program currently offers two plans with optional limits:

OPTION A: Instructor Plan – general liability coverage is only for bodily injury and/or property damage, as well as most defense costs, caused while acting as a trainer during a lesson. Limits available include \$100,000 and \$250,000.

OPTION B: Instructor Plus Plan – designed for instructors and coaches who want, or need, professional liability coverage in addition to general liability. This plan offers the same coverage shown above for the Instructor Plan, plus Medical expenses up to \$5,000 and professional liability coverage. Limits available include \$100,000, \$250,000, \$500,000, and \$1,000,000.

For more information, call (877) 487-5407. *Note: The above descriptions are a summary and not complete of all terms, exclusions, and conditions in the master policy on file at NRA Headquarters. Policies may change without notice.*

Both the Instructor and the Instructor Plus plans are available to NRA Certified Instructors, Coaches, and NRA Hunter Clinic Instructors with a current certification. Instructors and Coaches must also be NRA Members to qualify for this coverage and provide a copy of their valid credential card.

2. How Does The Coach Education Program Work?

The heart of the Coach Education Program is the Coach Training School. Trainers use up-to-date instructional materials, videos, and 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.

2.1 Registration Fees

Each individual attending the school pays a fee. Included in this fee are copies of the school textbook, the discipline specific *Coach Student Study Guide*, other course related material and the first three-year credential fee. Local sponsors may increase the amount charged to cover the costs of travel expenses for the course instructors.

2.2 Testing

After attending the school and reading the materials, the candidate completes the take-home test. The Coach Training School student has up to six months after attending the school to complete the testing requirements. The test, along with the application, is submitted directly to the NRA National Coach Trainer for processing. At the discretion of the school instructor, testing and scoring may be completed at the end of the Coach Training School. The Coach Training School instructor will then forward all completed tests directly to the NRA National Coach Trainer for processing.

2.3 Retesting

In the event a passing grade of 85 percent was not achieved on the final examination, the student will be notified by mail. The student may retake the examination (at the discretion of the NRA National Coach Trainer) as many times as necessary until the six-month testing period has expired. The student has the option to retake the final test and send it, along with a \$10.00 administrative re-testing fee, to the NRA National Coach Trainer for re-scoring. The school instructor may (at his or her discretion) tutor students who take the test at the end of the school and do not achieve a passing score of 85 percent with no additional fee.

2.4 Credential Processing

Credentials are issued upon the completion of all requirements. It may take six to eight weeks to receive the credentials from the time the NRA National Coach Trainer receives a student's examination and application – longer if all of the requirements are not completed necessitating return of the submitted material to the coach candidate for correction and/or completion. The NRA National Coach Trainer first approves all credentials before being sent to the NRA Credentials Department for processing.

3. Coach Training School Outline

3.1. Day One – Program Basics:

- Coach Training School Introduction: Includes coaching objectives and attitudes toward coaching.
- Gun Safety and Risk Management: Safe gun handling rules, introduction to coach responsibilities, why coaches need to train their assistants, and why coaches should keep records.
- Shooting Sport Background: Explains how the sport works and shows the various types of disciplines available to the athlete.
- Rules and Ethics: Discusses rules of the sport, basics of officiating shooting competitions, safe gun handling, safety on and off the range, and ethical behavior by all participants.
- Equipment and Facilities: Use and preparation of shooting equipment and facilities within the particular shooting discipline.
- Coaching Methods: Techniques used to develop the fundamental skills of the sport in a proper learning sequence.
- Shooting Positions: How to put the new athlete into the various shooting positions and suggestions to help intermediate athletes improve their abilities.

3.1 Day Two – Position Work and Creating an Environment for the Athlete:

- Shooting Positions (Continued):
- Beginning Mental Training: Emphasis on goal setting and approaches for beginning and intermediate athletes.
- Planning Training: How to get the most out of the training session and how to plan for the season.
- Quality Shooting Programs: How to organize a shooting program, how to conduct live fire training, and how to plan, organize, conduct, and report a shooting competition.

4 Sponsor Information and Application for Conducting a Coach Training School

The information contained within this section is designed to aid the Coach Training School sponsor in the organization and operation of a successful and informative shooting coach training school. A Sponsor's Checklist of items and actions needed to conduct a successful Coach Training School is included in this guide on page 21.

4.1 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.

4.2 Eligible Students

All NRA Certified Instructors, individuals with competitive shooting experience, individuals who have attended an NRA Basic Shooting Course, individuals with NRA waivers, 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 or to individuals who have a solid background in shooting fundamentals.

4.3 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.

4.4 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.

4.5 Coach Training School

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.

4.5.1 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.

4.6 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 OF ALL CLASS SESSIONS.

4.7 Coach Fraternal Materials

Certified coach shirts, hats, shooting diaries, books, etc, are available through NRA Program Materials Center <http://materials.nrahq.org/go/> or the NRA Coach Education Program at (703) 267-1589. These items may also be available at the Coach Training School.

5 NRA Responsibilities

5.1 Consultant Services

Services include advice on planning and organizing the coach training school, assignment, promotional assistance, and suggestions on necessary equipment, materials, and facilities. The NRA does everything possible to assure the success of the school. NRA arranges for a member of the National Coach Development Staff to teach the Coach Training School.

5.2 Instructor Staff

Upon confirmation of school dates, the NRA National Coach Trainer assigns an instructor(s) for the school. The sponsor has two options: (1) to arrange for the NRA Coach Training School Instructor's travel or (2) to coordinate with the NRA and have the NRA arrange for the NRA Coach Training School Instructor's transportation. In both cases the school sponsor is responsible for all of the instructor's travel expenses, including lodging, local travel, and meals. If a school has 21 or more students the NRA will provide a second instructor and pay for the travel only for the second instructor (sponsor will still provide lodging, local travel, and meals for the second instructor).

5.3 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 sport-specific references are included in the school registration fee paid by the student and collected by the sponsor. The school sponsor is responsible for paying for student materials used and returning any unused student materials.

5.4 School Publicity

Schools are sponsored throughout the United States by various clubs, organizations, and agencies. School dates and information may appear in "Official NRA Publications," on the NRA web site under "Training," and are available upon request from the NRA Training Department 11250 Waples Mill Rd., Fairfax, VA, 2230. A minimum of three months advance planning is needed for courses to be published in print publications.

Coach Education Program website address:

http://www.nrahq.org/education/training/coach_schools.asp

6 Coach Training School Sponsor Responsibilities

6.1 Sponsor Application

The sponsor must complete the Application, located on page 22 of this guide, for sponsoring a Shooting Coach Training School and submit the application to the NRA National Coach Trainer by mail or faxing it to 703-267-3999.

6.2 Student Eligibility

The sponsor ensures that students who apply for the school are eligible for attendance or have received a waiver from the NRA National Coach Trainer.

6.3 Coach Training School Fee

Coach Training School sponsors will be charged a fee for materials. The sponsor may add an additional cost charged to the student to recover school expenses or to put money into the local shooting program. Sponsors may not take advantage of this policy to over-charge students. Current materials fee is **\$100.00⁴** per student charged to the sponsor. A discount price of **\$90.00⁴** is available for Coach Training Schools with 21 or more actual participants. The sponsor is urged to obtain an NRA Foundation grant or charge students enough over the base materials fee to cover travel and lodging for the instructor(s) and other expenses. The average student fee for Coach Training Schools today typically ranges from \$120.00 to \$175.00 depending on location and local circumstances.

6.4 Coach Training 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 makes the final determination. The sponsor is responsible for providing travel costs to 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 or spare bed room with adequate facilities is acceptable.

6.5 School Materials

The school sponsor is responsible to return all unused school materials to the NRA National Coach Trainer at the end of the school. In addition, the sponsor will check with the instructors and provide one shooting kit for each two to three 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

⁴ This fee includes the first three-year credential processing fee. In previous years the student sent a check for \$30.00 along with the test. This new fee structure streamlines the process for the coach and sponsor.

- Hand stop
- Kneeling roll
- Glove
- Prone Mat

A pistol Coach Training School would provide one pistol for each 3 students.

A shotgun Coach Training School would provide one shotgun per student. Typically, students will bring their own shotguns to the Coach Training School.

6.6 Range Facilities

It is important for the coach to have a good understanding of how to place an athlete in a good shooting position and teach the basic skills of aligning the position with the target as well as the fundamentals. Being able to actually get on a range and work with young athletes is an ideal situation that the Coach Training School sponsor should strive for.

The timing for scheduling young athletes to interact with the coaches would be immediately after each of the three position classes in the rifle course, after the position class in the pistol course, and after the position class in the shotgun course. All students must have the opportunity to act as the coach in these situations.

While the intent of the Coach Training School is not to make the prospective coach a better shooter, if young athletes are not available, coaches can act as coach-pupil pairs or pupil-coach-observer groups. All students must have the opportunity to act as the coach in these situations.

7 Student Responsibilities

7.1 Student Application for Coach Credential Recognition

After attending the Coach Training School, each participant is responsible to successfully complete the discipline specific take-home test. When completed, the discipline specific test is mailed to the NRA National Coach Trainer for grading.

In the event that a student's test score is unsatisfactory (less than 85 percent), the test may be retaken (if the test is not administered in class, an administrative fee of \$10.00 is assessed for administrative support). Testing must be satisfactorily completed within six months of the last day of the school. (Retesting may be accomplished as many times as required by the candidate within the six month course completion window.) If the candidate does not pass the test within six months and still desires to be recognized as a coach, the individual must attend another Coach Training School at their own expense.

7.2 Submission

The credential is valid for three years after date of issue. After completing all certification requirements, the coach candidate must complete the Application/Renewal for Coach Recognition/Certification form, enclose all other required materials, and send the completed package with the processing fees to:

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

7.3 Other Certification Requirements

Coaches desiring to upgrade their [Discipline] Coach credential must submit copies of current American Red Cross Standard First Aid (or equivalent) card, ASEP Coaching Principles course completion certificate or ASEP transcript, and a classification card (either NRA or USA Shooting, for the desired coaching discipline, *e.g.*, pistol for pistol, high power for high power). A match bulletin showing date and score for the individual will also satisfy the competition experience requirement. There is no additional fee to upgrade credentials as long as the current coach credential has not expired.

7.4 Processing Applications

Once received by the NRA, the application takes approximately six to eight weeks to process. Applicants will receive a coaching credential card or are notified of incomplete applications.

NOTE: The applicant is responsible to ensure that the NRA has received all pertinent coach recognition or certification materials. The NRA is not responsible for application information lost in the mail. Applicants should make a copy of the application, test, and all attachments. Applicant may be requested to resubmit the application in the event it is lost in the mail.

Coach Training School Sponsor's Checklist

PRIOR TO SCHOOL

- | | | | |
|-----|--|-----------|--------------------------|
| 1. | Check available facilities and estimate number of students. | +6 Months | <input type="checkbox"/> |
| 2. | Call the National Coach Trainer (703) 267-1401 and request/coordinate Coach Training School dates. | +6 Months | <input type="checkbox"/> |
| 3. | Complete and submit sponsor application to:
National Rifle Association
NRA National Coach Trainer
11250 Waples Mill Rd.
Fairfax, VA 22030

Fax: 703-267-3999 | +5 Months | <input type="checkbox"/> |
| 4. | Check Shooting Sports USA and the NRA web site for advertisement | +3 Months | <input type="checkbox"/> |
| 5. | Coordinate instructor travel | +2 Months | <input type="checkbox"/> |
| 6. | Begin immediate school promotion (includes state association and gun club announcements) upon receipt of confirmation. | +2 Months | <input type="checkbox"/> |
| 7. | Mail a school registration to all potential school participants. | +2 Months | <input type="checkbox"/> |
| 8. | Confirm arrangements for LCD digital projector. | +1 Months | <input type="checkbox"/> |
| 9. | Confirm school attendance and contact the NRA National Coach Trainer with the approximate number of students expected. | +1 Month | <input type="checkbox"/> |
| 10. | Arrange for instructor's housing and meals. | +3 Weeks | <input type="checkbox"/> |
| 11. | Arrange transportation for the instructors. | +3 Weeks | <input type="checkbox"/> |
| 12. | Contact the NRA National Coach Trainer and order materials for the <u>final</u> number of students expected | +2 Weeks | <input type="checkbox"/> |
| 13. | Receive student materials from NRA | +1 Weeks | <input type="checkbox"/> |
| 14. | Inventory student materials and contact NRA for missing items. | +1 Weeks | <input type="checkbox"/> |
| 15. | Assemble school packages | +1 Day | <input type="checkbox"/> |

SCHOOL PROCEDURES

- | | | | |
|----|--|--------|--------------------------|
| 1. | Meet with school instructor (NCDS) for final coordination and confirmation of equipment, facilities, meals, etc. | +1 Day | <input type="checkbox"/> |
| 2. | Prepare school attendance roster. | School | <input type="checkbox"/> |
| 3. | Host school and support staff | School | <input type="checkbox"/> |

POST SCHOOL PROCEDURES

- | | | | |
|----|---|----------|--------------------------|
| 1. | Phone Initial report to 703-267-13401 and fax Attendance List sheet(s) to 703-267-3999 | -1 Day | <input type="checkbox"/> |
| 2. | Ship all unused materials back to NRA. (Materials not returned to NRA or opened material packages are charged to the school sponsor.) | -1 Week | <input type="checkbox"/> |
| 3. | Make sure all administrative requirements are complete. | -2 Weeks | <input type="checkbox"/> |

**Application for Sponsoring
a Shooting Coach Training School**

Please complete the following application and mail to:

National Rifle Association of America
NRA NATIONAL COACH TRAINER
11250 Waples Mill Rd.
Fairfax, VA 22030

Or Fax to: 703-267-3999

Date of Application: _____ Sponsor Organization: _____

SCHOOL PROGRAM INFORMATION

Smallbore/Air Rifle _____ Shotgun _____
Pistol _____ High Power Rifle _____

School dates are: _____

Alternate dates: _____

School Location: City: _____ State: _____

School fee: _____ Actual Estimated

CONTACT PERSON

Contact's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____

This information will be placed in appropriate publications and on the NRA Website to advertise your school. In order to meet deadline requirements, this application must be received not less than three months before the intended course date.

As the sponsoring contact, I accept the responsibilities and agree to the procedures outlined in this sponsor's guide. This application is submitted on behalf of the sponsor(s) by:

(Signature)

***Note:** Please provide a street address for delivery of school materials.
UPS will not deliver to a P.O. Box.

**Sample
Smallbore and Air Rifle Coach Training School
Class Schedule**

Day 1

Time

08:00-08:50	Lesson 1 – Introduction
08:50-09:00	Break
09:00-09:35	Lesson 2 – Safety and Risk Management
09:35-09:45	Break
09:45-10:20	Lesson 4 – Rifle Events
10:20-10:30	Break
10:30-12:00	Lesson 5 – NRA Rule Book
12:00-13:00	Lunch
13:00-13:50	Lesson 6 – Equipment
13:50-14:00	Break
14:00-14:50	Lesson 7 – Fundamentals of Rifle Shooting
14:50-15:00	Break
15:00-15:50	Lesson 8 – Teaching Rifle Shooting Positions
15:50-16:00	Break
16:00-17:00	Lesson 9 – The Standing Position

Day 2

Time

08:00-09:30	Lesson 10 – The Prone Position
09:30-09:40	Break
9:40-11:30	Lesson 11 – The Kneeling Position
11:30-12:30	Lunch
12:30-13:50	Lesson 12 – Beginning Mental Training
13:50-14:00	Break
14:00-15:00	Lesson 13 – Planning Training
15:00-15:10	Break
15:10-15:40	Lesson 14 – Quality Shooting Programs
15:40-15:50	Break
15:50-17:00	Lesson 15 – Tournament Operations

Note:

Lesson 3 – History of Marksmanship will not be covered in class but you are still required to read it and learn the testable information contained therein.

**Sample
Pistol Coach Training School
Class Schedule**

Day 1

Time

08:00-08:50	Lesson 1 – Introduction
08:50-09:00	Break
09:00-09:35	Lesson 2 – Safety and Risk Management
09:35-09:45	Break
09:45-10:20	Lesson 4 – Pistol Events
10:20-10:30	Break
10:30-12:00	Lesson 5 – NRA Rule Book
12:00-13:00	Lunch
13:00-13:50	Lesson 6 – Equipment
13:50-14:00	Break
14:00-15:20	Lesson 7 – Fundamentals of Pistol Shooting
15:20-15:30	Break
15:30-17:00	Lesson 8 – Pistol Shooting Positions

Day 2

Time

08:00-09:50	Lesson 9 – Beginning Mental Training
09:50-10:00	Break
10:00-12:00	Lesson 10 – Planning Training
12:00-13:00	Lunch
13:00-14:20	Lesson 11 – Quality Shooting Programs
14:20-14:30	Break
14:30-15:00	Lesson 12 – Tournament Operations

Note:

Lesson 3 – History of Marksmanship will not be covered in class but you are still required to read it and learn the testable information contained therein.

**Sample
Shotgun Coach Training School
Class Schedule**

Day 1

Time

08:00-08:50	Lesson 1 – Introduction
08:50-09:00	Break
09:00-09:35	Lesson 2 – Safety and Risk Management
09:35-09:45	Break
09:45-10:20	Lesson 4 – Shotgun Events
10:20-10:30	Break
10:30-12:00	Lesson 5 –Rule Book
12:00-13:00	Lunch
13:00-13:50	Lesson 6 – Equipment
13:50-14:00	Break
14:00-14:50	Lesson 7 – Fundamentals of Shotgun Shooting
14:50-15:00	Break
15:00-15:50	Lesson 8 – Shotgun Shooting Positions
15:50-16:00	Break
16:00-17:00	Lesson 9 – Trap

Day 2

Time

08:00-09:50	Lesson 10 – Skeet
09:50-10:00	Break
10:00-12:00	Lesson 11 – Sporting Clays
12:00-13:00	Lunch
13:00-14:20	Lesson 12 – Beginning Mental Training
14:20-14:30	Break
14:30-15:00	Lesson 13 – Planning Training
15:00-15:10	Break
15:10-15:40	Lesson 14 – Quality Shooting Programs

Note:

Lesson 3 – History of Marksmanship will not be covered in class but you are still required to read it and learn the testable information contained therein.

On or two of Lessons 9, 10 and 11 may be dropped from classroom presentation depending on the interests of the class. The material is still testable.

Notes