



**Certified Training Center Program Guidelines and Application
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Introduction

USA Shooting (USAS) recognizes the need to provide the United States' international style shooting athletes with a broader base of options to pursue their Olympic Dreams. To meet this need, USAS partners with qualifying clubs around the country. The goal is to assist in exposing athletes to the Olympic sport of shooting and compete in and win Olympic-style shooting competition by providing interested members and shooting enthusiasts information on clubs and ranges capable of supporting international style shooting.

USAS is proud to have partnered with some outstanding clubs and recommends these Certified Training Centers (CTC) as exceptional training facilities with certified NRA-USAS-CMP coaches offering an introduction to the Olympic shooting sports as well as coaching the finer aspects of competitive shooting techniques.

However, facility availability is not enough. We need to increase the availability of certified coaches who will help develop Olympic talent and grow new talent for our future Olympic teams. USAS is committed to the CTCs to help them achieve higher goals and levels of success as they develop programs to grow Olympic level athletes and coach skills.

Certified Training Center Purpose and Mission

It is expected and required of all CTCs to:

1. Expose regional area shooters to international style shooting and the Olympic Path.
2. Develop future Olympic and Paralympic athletes in one or more of the Olympic shooting events.
3. Recruit and develop the skills and experience level of certified coaches for the Olympic shooting sports.
4. Promote the Olympic shooting sports within the club and general public across each CTC.
5. Be a training facility for the National Teams and National Junior Teams.

USAS Certified Training Centers will receive the following:

1. USAS offers grants to CTCs that support Olympic athlete and coach development.
2. Promotion of the CTCs on the USAS website and a link to the CTC's website as well as promotion outside of the international shooting community markets.
3. One half-page advertisement in **USA Shooting News** magazine annually.
4. Provide the CTC with an exclusive logo for use in local marketing, advertisements, brochures, business cards, etc.

5. Promotion of the CTC programs by sending National Team/National Junior Team athletes and/or National Coach staff to support CTC matches, camps and clinics.
6. USAS hosted clinics or matches at the CTC (e.g. Selection matches, National Championships, Grand Prix events, or World Cups) if large enough to accommodate those competitions.
7. Partner with CTCs at cost for sales and distribution of USAS merchandise, targets, ammunition and other training equipment needed for competition, select sponsor products and USOC/UPS special shipping rates.

CTC Award Requirements

Clubs that currently support or desire to proactively support international/Olympic shooting sports are strongly encouraged to apply for CTC status. USAS will work with clubs not meeting all the CTC criteria to help them qualify at some point in the future. CTC requirements are:

1. The club must provide athlete access to facilities for international/Olympic style training and **instruction at least twice a week for a minimum of two hours each training session** (excludes preparation and set up time). Other arrangements are acceptable based on regional weather, facility leases, etc. This is the minimum for a Bronze level CTC. To achieve a Silver level CTC status a minimum of three training sessions per week is required along with other requirements
2. At the time of application have a minimum of one NRA/USAS/CMP Level 2 certified coach per discipline whose goals and philosophy align with the national discipline coach (rifle, pistol or shotgun) for instruction and program assistance. A positive and ongoing working relationship with USAS and the USAS National Coach or assigned National Assistant Coach is mandatory.
3. All coaches and staff working directly with youth programs must complete a background check through a contracted service by USAS. Background checks will be paid for by USAS. This is for your club's protection and those of the athlete's protection as it relates to abuse and harassment litigation/law suites. These same coaches and staff must complete the Safe Sport training program.
4. Have conducted or hosted a minimum of three USAS sanctioned matches in the past two years. CTCs should develop a program of regular USAS sanctioned competitions.
5. Have conducted or hosted a minimum of three shooting sports training camps or introductory shooting events or currently hosting junior marksmanship programs that have met on a regular basis over the last 12 months.
6. Must have a named Board of Directors with club/organization by-laws to ensure proper management of funds, program continuity, marketing, program oversight, equipment/facility accountability, and multiple points of contact with USAS.
7. Minimum club insurance liability of \$500,000.
8. Provide to USAS a completed application with requested documentation.

9. The CTC club must maintain a current USA Shooting Club membership.
10. Individuals participating in any USA Shooting sanctioned activity (match, camp, coaching, etc.) must be current members of USA Shooting.
11. Provide a reduced fee, not less than CTC member cost, for National Team and National Development Team athletes training on your facility. Fee to be agreed upon by USAS and CTCs.

CTC Renewals

USA Shooting will review each Club's CTC status every two years in February of the second year. Renewal application is not automatic. The National Coaches' recommendations will be a major consideration in renewals or status terminations. Status termination or suspension can occur at any time during those two years.

To maintain CTC status and renewal the CTC must commit to the following:

1. Continue to fulfill all of the requirements that each CTC achieved for acceptance into the CTC program.
2. Maintain or start a junior program focused on international/Olympic shooting sports. While Olympic style events are the primary focus of the CTC, other shooting sports programs like the NRA, CMP, 4H, etc. are allowed as long as it is not detrimental to the CTC purpose and mission.
3. Contact the USAS National or Assistant National Coach for your discipline on a quarterly basis the first year and semi-annually after the first year to discuss programs, plans, successes, issues/challenges, etc. (just a note: need two way communication here with National Coach taking some initiative)
4. Annually meet with the National or Assistant National Coach at the Olympic Training Center (grant may be available) or at the CTC location. This meeting maybe in conjunction with a USAS event (training camps, Biennial Coaches Conference, assisting USAS with and event at the OTC or at the CTC).
5. The primary coach for each discipline will provide an annual written report to the National Coach for that discipline and USAS CTC Program Manager which is due February 1st each year
6. Each CTC coach must complete a background check every two years through NCSI. See attached letter for account code to be used for all background checks submitted through NCSI. All background checks will be paid for by USAS.

CTC Termination Policy

USAS CTC status may be suspended or terminated for violations of the NRA/USAS/CMP Coaching Ethics Code, Safe Sport violations or for non-compliance with the expectations set forth in this document concerning the minimum standards of a Bronze level CTC (see attached CTC ranking chart).

1. The authority to suspend or remove a USAS CTC status shall reside with USAS.
2. Appeals process of suspension or removal – when the decision has been made by USAS to suspend or terminate a CTC status the following steps will be taken:
 - a. USAS will notify the Board of Directors President of the CTC being suspended or terminated of their suspension or termination in writing. This letter shall include (i) the reason for the suspension or termination, referencing the appropriate USAS violation, (ii) the length of time of the suspension or removal, (iii) the specific activities, events or efforts for which the CTC is being suspended or terminated.
 - b. Upon receipt of the written suspension or termination from the CTC program by USAS, the suspended or terminated CTC may appeal the USAS decision to their shooting discipline's CTC Advisory Committee which comprised of one CTC Coach representative from each of the active CTCs in that discipline; provided that the CTC submits a written notice of appeal to the CTC Advisory Committee within 14 days of receipt of written notice of suspension or termination from the CTC program.
 - c. Upon receipt of an appeal, the CTC Advisory Committee has 10 business days to respond by providing a recommendation to the USAS Executive Director concerning the CTC that has been suspended or terminated by USAS.
 - d. In the instance that the CTC Advisory Committee agrees with the CTC suspension or termination, the CTC Advisory Committee will immediately notify, in writing, the suspended or terminated CTC and USAS of their recommendations regarding the CTC's appeal.
 - e. Recommendations that are the same from both the CTC Advisory Committee and the original USAS decision to suspend or terminate the CTC will immediately be enforced.
 - f. If the recommendation by the CTC Advisory Committee is different than that of USAS in the original suspension/termination, then USAS agrees to review the CTC Advisory Committee's recommendation and review the suspension/termination. USAS will notify both the suspended/terminated CTC and the CTC Advisory Committee of its final decision within 30 days of the recommendation being provided to USAS from the CTC Advisory Committee.

USAS has full authority to suspend/terminate CTC status for any of the CTC programs taking part in this program but agrees to work with the CTC Advisory Committee to help strengthen the program and improve all CTCs across the United States.

Background Check Process

Background checks are required of all CTC coaches that are working with junior athletes (minors under the age of 18).

The background check service provider, National Center for Safety Initiatives (NCSI), provides programs and services that directly reduce the incidence of harm to children and protect youth- serving organizations from child predators. NCSI's shared goal is the overall eradication of child abuse and molestation.

NCSI's background screening programs are recognized as the "Standard of Care" in the youth- serving industry. NCSI was formed in partnership with the National Council of Youth Sports (NCYS), with the goal of significantly increasing the level of safety for our youth. NCSI's effective background screening programs have saved thousands of people from harm and millions of dollars in losses to organizations.

NCSI has a registration website that protects the individual's information discovered in the background check and does not revealed any details to USAS. USAS only gets a 'pass or fail' notification from NCSI. No other personal details are given to USAS.

The background check consists of:

1. National Criminal Database search
2. All available state sex offender registries search
3. Social security number verification
4. Address history records
5. OFAC federal terrorist database search
6. DMV records

To complete the background check see the next page for the Background Check Self Registration Letter.

Then just follow the instructions. If you have any problems or questions about the NCSI online registration process, call the following customer service Office Manager:

John Miller
Office Manager NCSI
PO Box 39008, Cleveland, Ohio 44139

PH: (866) 833-7100 x 109
FX: (440) 542-9833

Background Check Self Registration Letter

This Background Check Self Registration Letter should be given to those coaches who represent the USAS CTC activities and events.

USA SHOOTING AND UNITED STATES OLYMPIC COMMITTEE is proud to announce its partnership with National Center for Safety Initiatives through which we will engage in a comprehensive background screening program for our coaches and volunteers.

USA SHOOTING AND UNITED STATES OLYMPIC COMMITTEE has taken important steps to ensure the highest level of safety within our programs. One of these steps is the implementation of a standardized approach to background screening for our coaches and volunteers. This includes a comprehensive background screening using NCSI's Full Service product and a simple "Red Light/Green Light" clearance report issued in accordance with the criteria chosen by USA SHOOTING AND UNITED STATES OLYMPIC COMMITTEE.

Simply go to <http://www.ncsisafe.com> and click on "Background Screening Self Registration" on the left side of the webpage. Complete three easy steps:

- Step 1: Enter Self Registration Number: **55621320**
- Step 2: Enter Your Information as Requested
- Step 3: Provide Legal Authorization and Certification

It is important when entering your name, that you use your **full legal name** as written on your birth certificate or driver's license. Please also verify that your social security number and date of birth were typed correctly. Using nicknames or failing to type correct information may delay your background screening and could require additional fees.

The "Red Light/Green Light" results will be sent directly to USA SHOOTING AND UNITED STATES OLYMPIC COMMITTEE. National Center for Safety Initiatives will contact you directly if there are any questions, problems or issues related to your specific information. Please provide a valid email address as our contact with you will be primarily electronic. Please be sure to add @ncsisafe.com to your list of acceptable domains in your email program to receive notifications from us.

Once you have submitted your information you will receive a confirmation page. The background screening generally takes 10 business days to complete and you may check your status on our website under the "Applicant Login to Check Your Status" link at www.ncsisafe.com.

If you have any questions or problems submitting your information, please call the National Center for Safety Initiatives at (866) 833-7100.

Thank you for your participation and your cooperation in this important process.

Regards,

Michael Theimer

Michael Theimer
Youth Programs and Athlete Development
USA Shooting

Safe Sport Training

In recent years there has been growing concern for athlete safety as a result of increased reports involving harassment, hazing, bullying and sexual abuse of minors. The USOC has mandated Olympic sport governing bodies adopt a policy for those who work with athletes. In conjunction with the USOC, USA Shooting has developed a training program that you will find informative and done in a manner that is interesting as well.

USA Shooting is requiring all CTC coaches to complete the USA Shooting Safe Sport Program. This training is provided for YOUR benefit. It is designed to teach good interactive practices including actions with young athletes to follow and those to avoid.

The USA Shooting Safe Sport Program is a PowerPoint presentation with narrative. It is structured in segments for your convenience allowing you to return and continue at your convenience. Do not erase website history or delete cookies until after you have completed the course. Otherwise you will have to start the course over from the beginning. It is recognized there are a few minor corrections to be made which will be accomplished in the next edition designed for member clubs and allied shooting organizations.

Please use the following links to access the Brainshark training:

<http://www.brainshark.com/usashooting/SafeSportPolicy> - this is the required “locked” version. You will have to progress through each section to obtain the “certificate of completion” which you can print off for your own use and is forwarded automatically to USAS staff. This program is comprehensive dealing with all aspects of athlete safety and misconduct. There are no shortcuts to obtain the completion certificate. Course completion takes approximately one hour and 24 minutes.

<http://www.brainshark.com/usashooting/UnlockedSafeSportPolicy> - This is the “unlocked” version which allows random section access for review and future reference. This version does not produce a certificate of completion.

Online CTC Application Process

To simplify the CTC application process we have created an online CTC form. Once 'submitted' it cannot be corrected online. Have the following information ready for submitting your CTC application:

1. USAS Club# (must be a current club member)
2. Information on the 'primary contact' for the CTC
3. Club website URL
4. Facility information (10m, 25m, 50m indoor/outdoor range information, shotgun range information)
5. List of CTC coaches and their coach certifications
6. List of Board of Directors with their name, title and contact information (e.g. email, cell phone, etc.)
7. Copy of club liability insurance (minimum of \$500,000)
8. Copy of signed club by laws
9. Digital pictures showing CTC facilities, ranges, club house, entrance, etc.
10. List of club activities, events, USAS sanctioned matches, names of any athletes currently on a USAS team (National Team, National Development Team, National Junior Team, Junior Olympic Shotgun Squad).

Once all online forms are completed, documents and pictures received by Mike Theimer, your CTC application will be reviewed by the Executive Director, Director of Operations and the appropriate National Coach(es). This process may take one to two weeks. Feel free to follow up with Mike Theimer if you have not heard anything within two weeks.

Online Application/Renewal Form

Click the link below to complete the online application form.

<http://www.usashooting.org/membership/49-clubs/certified-training-centers/ctc-application-form>

Email the following to [Mike Theimer](#) :

- Copy of your signed by-laws
- Copy of your liability insurance policy (minimum of \$500,000)
- Digital pictures of your facility (e.g. entrance, buildings, ranges, etc. – high resolution jpeg files – 1meg to 5meg – send in separate emails not exceeding 10 meg total file size)

If any information changes after you have completed the online application form, please email Michael Theimer with those changes and he will update your CTC application/renewal information.

CTC Online Assessment

Complete the CTC assessments (rifle, pistol and/or shotgun) related to your CTC application.

The CTCs are assessed for a level designation (Gold, Silver or Bronze). There are five criteria with points assigned to each level of criteria. As you complete each criteria, add up the points to determine your CTC designation level:

- ✿ Bronze level – minimum 5 points
- ✿ Silver level – minimum 11 points
- ✿ Gold level – minimum 17 points

If you are a multi discipline CTC (e.g. rifle & pistol) your designation will be determined by the highest rated discipline.

Shotgun CTC assessment link:

<http://www.usashooting.org/membership/49-clubs/certified-training-centers/ctc-application-form/shotgun-ctc-assessment>

Rifle CTC assessment link

<http://www.usashooting.org/membership/49-clubs/certified-training-centers/ctc-application-form/rifle-ctc-assessment>

Pistol CTC assessment link

<http://www.usashooting.org/membership/49-clubs/certified-training-centers/ctc-application-form/pistol-ctc-assessment>

If at any time you feel that your CTC qualifies for a higher level assessment due to improved facilities/ranges, increased CTC related activities, CTC athletes that have achieved a slot on one of the USAS Teams (National Junior Team, National Development Team, National Team/Olympic Team), you may use the above assessment links to compete and update your CTC information. Your CTC level will be adjusted on the USAS CTC web pages within two business days.

If you have any questions, email [Mike Theimer](mailto:Mike.Theimer).