#### Welcome Coach – 2024 Academy

**THANK YOU** for your extraordinary commitment to help students, their families, and the education community participate in the League. Together, we are creating the next generation of outdoor stewards.

Collectively in 2023, the League achieved record-setting participation in the number of student athletes, team staff members, and teams in both conference and tournament play. We expect to set new records in 2024!

This 2024 Academy Guidebook provides instructions and education to help you successfully conduct key elements of managing your team.

Be safe, have fun, and good luck!



#### 2023 Impact Report – THANK YOU!



Click to view the 2023 Impact Report



2023 ANNUAL IMPACT REPORT





#### 2024 Coach Academy - Sponsors

**SHIRTSandLOGOS** 



















WALKER'S



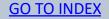












#### New websites!

- Everything in one location starting
   February 1
- All League websites have been moved to usaclaytarget.com
- Each League's website include all scoring and tournaments
- NEW SAFE and CLASS Certification websites and learning modules starting mid-February

mid-February

GO TO INDEX







#### Index – Click on the subject to view

- Ammunition
- Athlete Firearm Safety
   Certification
- Athlete Management System (AMS)
- Creating & Managing Team Rosters
- ClayTargetGo!
- Coach Certification & Education
- Policy & Procedure Updates
- Student Athlete Registration

- Team Management System (TMS)
- Tournaments
- Schedule
- Support



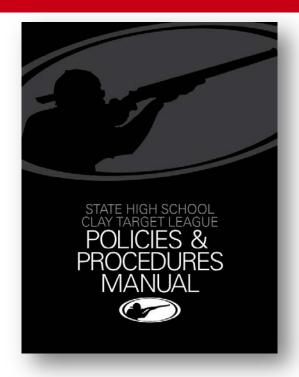


### Policy Updates



#### Policies & Procedures - updates

- League athlete registration fee increases from \$35/discipline to \$40/discipline (first increase since 2017)
- SMS texting will be tested this season to help remind coaches of critical deadlines such as score submissions and event registrations. Recipients may opt-out of receiving messages at anytime



All Policies & Procedures are now pages on the new website.



### Ammunition



#### **Ammunition - Resources**

- Secure your ammunition purchase early to ensure pricing and delivery
- The League has multiple resources for team bulk ammunition purchases
- Email <u>support@usaclaytarget.com</u> for resource assistance
- Visit <u>USA Clay Target Marketplace</u> for ammunition resources



### Tournaments



#### **Tournaments - Overview**

- Check League website often for dates, location, and rules
- Tournament participation estimates and formats are determined by season registration numbers
- Registration is coordinated through <u>ClayTargetGo!</u>
- Pre-registration information will be sent via email and available on your TMS dashboard
- There will be NO registration deadline extensions



#### Tournaments – State Tournaments

- Registration April 15 May 1
- Registration cost
  - In-Person Tournament: \$45 (100 targets, awards, t-shirt)
  - Virtual (shoot at own range): \$25 (awards and t-shirt)
- Everyone is invited
  - Competition in classifications by athlete's year-end season average
  - Novice 0-14.99, JV 15-18.99, Varsity 19-25
  - Awards for individual and team achievements



#### Tournaments – National Championship

- July 10-14, Mason, Michigan
- Qualifying 1,800 individuals and 240 teams
- \$95/per athlete includes targets, t-shirt, and pin
- Registration begins May 28th
- Change: Championship Sunday
  will NOT use cumulative scoring from
  the qualifying round. Only Sunday
  scores will be used for the Championship round.
- Learn more





#### Tournaments – Homeschool

- June 7-16, virtual (at your own shooting range)
- Registration April 15 May 1
- Registration cost \$25, includes t-shirt
- Everyone is invited
  - Competition in classifications by athlete's year-end season average
  - Novice 0-14.99, JV 15-18.99, Varsity 19-25
  - Awards for individual and team achievements





## Athlete Firearm Safety Certification



#### Athlete Firearm Safety Certification

- One of two certification options is required:
  - 1) State-issued hunter education (HE) certificate, OR
  - 2) League's SAFE certificate
- Registrants can complete registration without a certificate
- AMS user (Athlete/Parent) or TMS user (coach) may enter HE certificate number or SAFE Online AND Range Day completion dates before Reserve Week begins
- All registered student athletes without a certificate are NOT allowed to participate in any shooting activities with the team until the certification information is submitted in AMS
- Score submissions for non-certified athletes will not be available until the certification requirements are submitted.

#### **NEW SAFE Certification - Overview**

- Online and Range Day required
- Designed for League participants
- Animated and interactive learning
- Alternative for hunter education certificate
- Verify with team and shooting range qualifications
- \$25 cost and 3-4 hours to complete online
- CLASS-Certified coach conducts Range Day
- Range Day Guide provided by the League
- Online certificate emailed upon completion and iron-on patch mailed to team
- NEW comprehensive and mobile-friendly online courses begin February 15<sup>th</sup>!





#### **NEW SAFE Certification – Lessons**





Participate in the League

**Understand Policies & Procedures** 

Understand the SafeSport Policy

Be Aware of School Firearm and Ammunition Policies

**Know Your Team Personnel** 

Understand League Participation, Penalties, and Consequences

**Know Your Firearms** 

**Know Your Ammunition** 

**Know Your Gear and Accessories** 

Transport and Store Your Firearms and Ammunition

**Know Your Safety Procedures** 

**Know Your Shooting Range** 

**Practice Your Shooting Fundamentals** 

**Know Your Clay Target Procedures** 

Clean Your Shotgun

Get to Know Trap Shooting

Get to Know Skeet Shooting

Get to Know 5-Stand

Get to Know Sporting Clays





**GO TO INDEX** 

# NEW!!!!! Coach Certification & Education



#### **NEW CLASS Certification - Overview**

- Online coach, range safety officer, and student athlete firearm safety training
- Designed specifically for League participants
- SAFE Certification online included
- Required for NEW Head Coaches



- Free to Head Coach promo code sent via email upon the approval of a new team or an existing team change
- \$25 (50% lower cost!) cost and 4-5 hours to complete
- SAFE Range Day Guide included with certificate
- Online certificate and mailed iron-on patch
- NEW comprehensive and mobile-friendly online courses begin February 15<sup>th</sup>!



#### **NEW CLASS Certification - Lessons**

Pattern a Shotgun

**Entire SAFE Certification** 

+PLUS+





Be a Coach Create Your Team Handbook **Develop Team Communications** Recognize Achievements Recruit Coaches and Volunteers Recruit Student Athletes Partner with Local Shooting Ranges Obtain Resources and Ammunition Prepare for Safe Shooting Events Plan for Emergencies Create a Safety Plan Conducting a SAFE Range Day **Ongoing Safety Education Utilize Safety Procedures** Monitor Safety Off the Field Monitor Safety On the Field Teach Clay Target Shooting Fundamentals

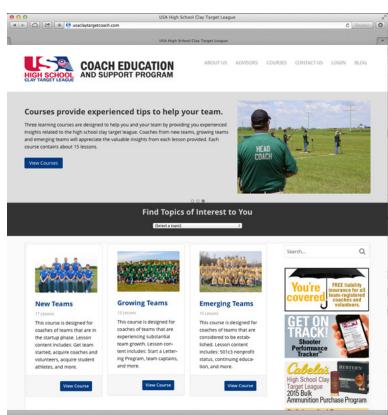


**GO TO INDEX** 

#### **Education & Support - Overview**

#### Coach Education & Support Program:

- Segments based on team status
  - New teams
  - Growing teams
  - Emerging teams
- Valuable tips
- Download helpful documents
- Learn more







League's exclusive online application suite designed specifically for clay target league coaches and families.

Login or create an account!



#### ClayTargetGo! - Overview





#### Coaches & Team Staff

Team profile

Athlete roster

Team scoring

Tournament registration

League messages



#### Athletes & Parents

Athlete profile

League and tournament registration

**Shooter Performance Tracker** 

Special offers



# Athlete Management System



#### Athlete Management System - Overview

- Athlete profiles managed by student families through secured login
- Athlete season and tournament registration occurs in AMS
- Features include special offers, Shooter Performance Tracker, and more
- Households with multiple student athletes will select athlete profiles from their athlete profile dashboard
- TMS users CANNOT access AMS or edit athlete profile information

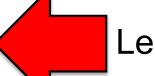


#### Athlete Management System - Access









League website



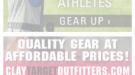
















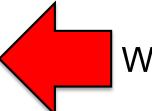


2018 Fall League Results

OR







Website



**GO TO INDEX** 

#### Athlete Management System - Login

http://claytargetgo.com















**GO TO INDEX** 

#### Athlete Management System - Existing

#### Existing athletes...



- Login to AMS through claytargetgo.com
- Update information in athlete profile
- Student is activated in the team's "Previously Rostered" list in Roster Management in TMS

Welcome to your USA Clay Target League online account!

Please enter your user credentials to proceed.





- Student is then eligible to register through AMS AFTER the coach moves the athlete's name to the "Invited" list
- All previously participating athletes MUST register for each season



#### Athlete Management System - New

#### New students...





- Acquire "Team ID" (ie: "ABC123") from team
- Visit <u>claytargetgo.com</u>
- Select "AMS"
- Enter Team ID and select "Create Account"
- Complete information and save

Welcome to your USA Clay Target League online account!

Please enter your user credentials to proceed.





- Student is then added to their team's "Waiting" list in TMS
- Student is then eligible to register AFTER the coach moves the athlete's name to the "Invited" list





# Team Management System



#### Team Management System - Access































2018 Fall League Results











Website





#### Team Management System - Login

http://claytargetgo.com













#### Team Management System - Overview

- Activity Dashboard instantly review critical team status, action items, League contacts, and important messages
- 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
- Registration Management for season and tournaments
- Special Team Offers advertisements from select League providers offer special purchase incentives for teams



2024 SPRING

#### Team Management System - Dashboard

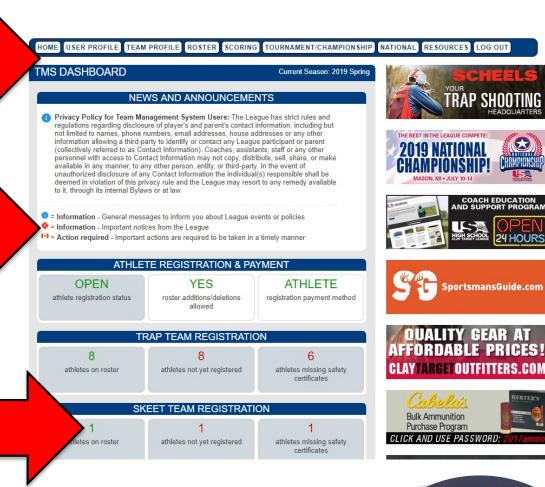
Scoring and tournament information will be activated prior to the beginning of the events

Dashboard has important news and status icons

Click on number links for instant reports

Green = good

Red = action required





#### Team Management System - Team Reg.

- Existing TMS users must login through <u>claytargetgo.com</u>
- New teams will receive access via Head Coach email
  - The email will contain a link and temporary password
  - If you haven't received the email, check your SPAM folders before contacting the League
  - Head Coach/Team Staff must agree to participation terms prior to accessing TMS
- Deadline to register a team with a minimum of two registered student athletes is March 25 at Noon CT



# Team Management System - Existing staff

 Head Coach manages TMS access





- Each team staff member (Head Coach, assistants, RSOs, volunteers) must have a user profile in TMS
- Current TMS users can login to TMS and update profile information.



Forgot username and/or password? Click here.

Create a Staff Account



# Team Management System - New staff

### REGISTRATION

Head coach changes must be processed through the League. Email support@usaclaytarget.com.

Head Coach First Name: Test Head Coach Last Name: Coach\_One

Head Coach Email: examplecoach@exampleclaytarget.com

Head Coach Phone: 123-456-7890

Team ID: TT1apw



STEP 1: Share the Team ID (located in your TMS Team Profile tab) with new staff members





### Team Staff Login

Welcome to your USA Clay Target online account!

Please enter your user credentials to proceed.

STEP 2:

Staff member visits

claytargetgo.com

to create new

**Staff Account** 



Show Password



ot username and/or password? Click here.

Create a Staff Account



# Team Management System - New staff

NEW staff members
MUST complete
their staff account
to appear on a
team staff

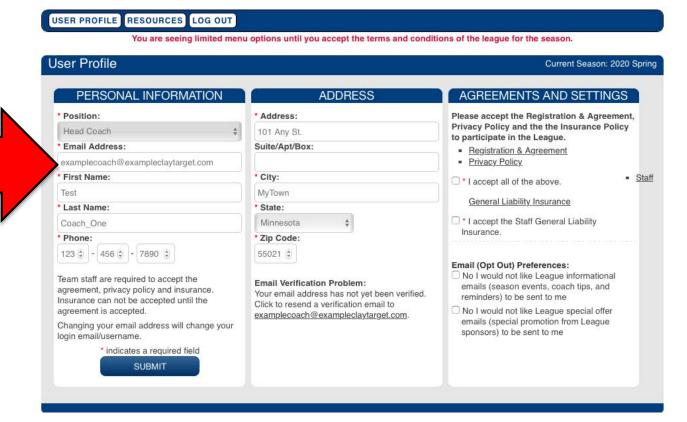
member roster

Head Coach will determine TMS access permissions after the member is added











# Team Management System - Insurance

 "Ins" is insurance, ✓ being accepted, X being not accepted. "Email" is email verification, ✓ being verified, X being unverified

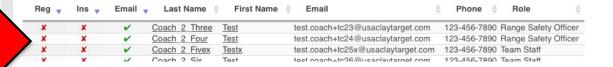
g limited menu options until you accept the terms and conditions of the league for the season. Current Season: 2020 Spring **ADDRESS** AGREEMENTS AND SETTINGS Please accept the Registration & Agreement, Address: Privacy Policy and the the Insurance Policy 101 Any St. to participate in the League. Suite/Apt/Box: Registration & Agreement Privacy Policy City: \* I accept all of the above. MyTown General Liability Insurance State: I accept the Staff General Liability Minnesota Insurance. \* Zip Code: 55021 0 Email (Opt Out) Preferences: No I would not like League informational **Email Verification Problem:** emails (season events, coach tips, and irance. Your email address has not vet been verified. reminders) to be sent to me Click to resend a verification email to No I would not like League special offer examplecoach@exampleclaytarget.com emails (special promotion from League change your sponsors) to be sent to me "Reg" is registration, 

✓ being complete, 

✓ being incomplete (meaning acceptance of the agreement to terms and privacy policy).

All staff members receive FREE liability insurance from the League only if the staff member agrees to participation terms and accepts the insurance

Insurance status acceptance is indicated on the staff roster



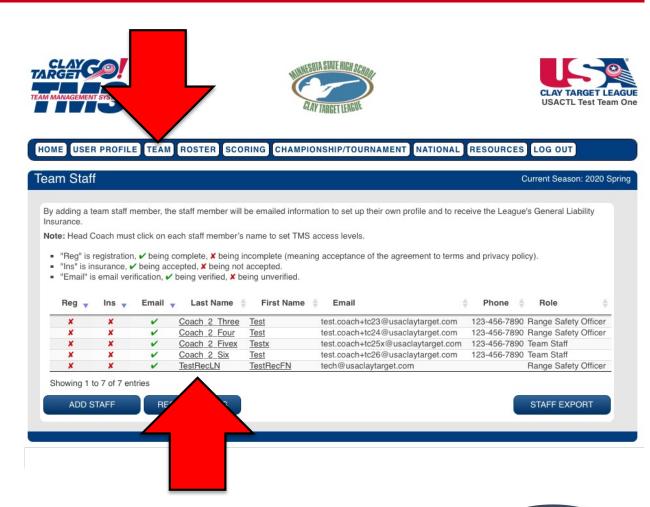


LOG OUT

# Team Management System – Staff roster

Staff member appears in the Team Staff roster AFTER they created a staff account

Select name to view profile information, set TMS access permissions, or delete member





# Student Athlete Registration



# Athlete Registration - Overview

First... All student athletes must have a Athlete Management System account to be eligible to be on a team — See "Athlete Management System"

Second... Upon the completion of an AMS account, the team's coach will authorize an invitation for the athlete/guardian (AMS user) to register with the team for the upcoming season — See "Creating & Managing Team Rosters"

Then... Notify families to complete the registration through AMS – an email from the League is NOT required to register

Remind... Students that if your team selected the "Team Pay" option for League registration fees, no payment will be required at the end of registration. Selecting the "Athlete Pay" option will require the AMS user to make the payment

And... The coach can view the team's roster in the Team Management System

# Athlete Registration - Requirements

- Registration for the student must occur through AMS in <u>ClayTargetGo!</u> - just creating an AMS account DOES NOT automatically register an athlete for a season
- Registrant must be:
  - 1. The student's parent/legal guardian, OR
  - 2. The student that is 18 years of age or older as of the registration date
- Registrant completes the student athlete registration
  - Firearm safety certification information
  - Consent & Waiver, Sportsmanship, Medical Information, Medical Consent, Privacy Policy, Survey
  - \$40/student/sport League registration fee payment may be required at the time of registration
- Registration closes 3/25/24 at noon CT





# Athlete Registration - Login

http://claytargetgo.com















**GO TO INDEX** 

# Athlete Registration – Select link





Athlete's Name: BUBBA GUMP Athlete's ID: 120515 Athlete's Username: bubba0qump



Join A College Team

on Ou

### Enter as an Athlete

Welcome to your Athlete Management System (AMS) in ClayTargetGol. AMS will be the single source you will use to access and manage your personal profile, League and event registrations, Shooter Performance Tracker, special offers, and more.

Important messages may appear below that may require you to take action in a timely manner. It's important that you remember your Athlete ID/Username and password to access AMS in the future. Check the League's website for the latest news regarding the season. Good luck!

click here for Roster instructions





Registration link is activated after coach "Invites" athlete to register through TMS



**GO TO INDEX** 

# Athlete Registration – Register

### Faribault High School

### Messages

Welcome to the League!

Please make sure you are familiar with League Policies and Procedures. You can check them out HERE. Feel free to reach out to your coaching staff with any questions about participating this year.

Please review the following messages. They contain important information about your season, the team, and the league!

View the athlete season registration tutorial video here.



Season Registration You are invited to the Trap Season Registration for Minnesota State High School Clay Target League. Please pay for the season by 01/31/2023 at 01:53 AM.

You are invited to the Skeet Season Registration for Minnesota State High School Clay Target League. Please pay for the season by 01/31/2023 at 01:53 AM.

Pay Here

Pay Here



Select button to register

All disciplines will appear if coach invited athlete



# Athlete Registration – Read terms





Athlete's Name: BUBBA GUMP

Athlete's ID: 120515

Athlete's Username: bubba0gump
Athlete's Team: Faribault High School



LOG OUT Join A College Team

### Medical Consent

Athlete gives his/her consent to League, League Sponsors, the Athlete's school district, the state high school athletic association and the host organization of any League Event to provide, through a medical staff of its choice, customary medical/athletic training attention, transportation and emergency services as the League or the Team directs in the course of his/her participation in League Events.

I further understand that in the case of injury or illness requiring transportation to a health care facility, a reasonable attempt will be made to contact the Parent/Legal Guardian in the case of the Athlete being a minor, but that, if necessary, the Athlete will be transported via ambulance to the nearest hospital.

I acknowledge that the Team does not provide health or accident insurance or other insurance for medical, hospital, physical therapy or occupational therapy expenses should they be needed. Other than in an emergency situation, all medical services or rehabilitation services are the sole responsibility of the Athlete.

I acknowledge and agree that by its nature, participation in extracurricular athletics includes risk of injury and the transmission of infectious diseases such as Herpes, Hepatitis B, MRSA, H1N1, H3N2 and variants. Although serious injuries are not common and the risk of HIV transmission is almost nonexistent in supervised programs, it is impossible to eliminate all risk. Participants have the responsibility to help reduce that risk. Participants must obey all safety rules, report all physical and hygiene problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily.

I certify that Athlete is covered for accidental medical expenses by some recognized insurance company or the Athlete or his/her Parent/Legal Guardian, will assume full responsibility for medical expenses incurred because of injuries. Athlete recognizes that the neither the League nor the League Team is a Health Insurer or a medical service provider. The League and the League Team are not obligated and will not carry health or accidental insurance or other insurance for medical and hospitalization expenses arising from such injuries.

### **Privacy Policy**

The League and USA Clay Target League (referred to as "site editor" below) takes your right to privacy seriously, and wants you to feel comfortable using the League's web site ("site"). This privacy policy deals with personally-identifiable information (referred to as "data" below) that may be collected by this site. This policy does not apply to other entities that are not owned or controlled by the site editor, nor does it apply to persons that are not employees or agents of the site editor, or that are not under the site editor's control.

Use and collection of data - You are required to provide the indicated required information. Data will be viewed by the authorized manager of your team via the League Team Management System. Efforts will be made to prevent your data being made available to third parties unless (i) provided for otherwise in this Privacy Policy; (ii) your consent is obtained, such as when you choose to opt-in or opt-out for the sharing of data; (iii) a service provided on our site requires interaction with a third party, or is provided by a third party, such as an application service provider; (iv) pursuant to legal action or law enforcement; (v) it is found that your use of this site violates the site editor's policy, terms of service, or other usage guidelines, or if it is deemed reasonably necessary by the site editor to protect the site editor's legal rights and/or property; or (vi) this site is purchased by a third party, in which case that third party will be able to use the data in the same manner as set forth in this policy. In the event you choose to use links displayed on this web site to visit other web sites, you are advised to read the privacy policies published on those sites.

You are not provided with the ability to edit the information stored for your user account information after registration. You can request that your user account be deleted upon completion of the League events; To do so, please contact the site administrator. Changes may be made to this policy from time to time. You will be notified of substantial changes to this policy either by through the posting of a prominent announcement on the

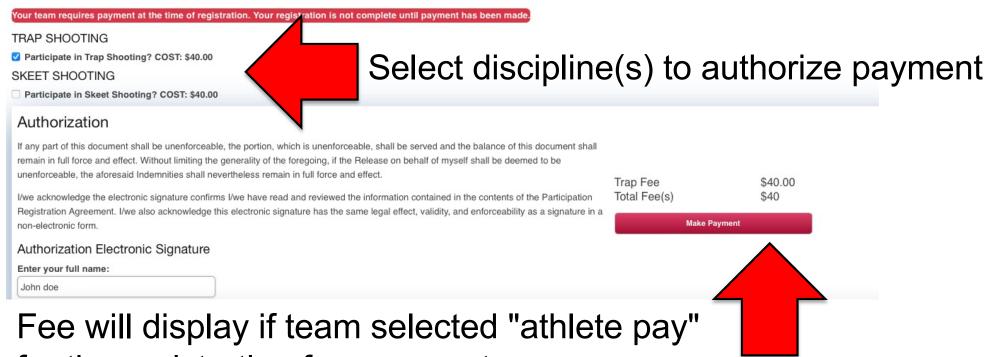


# Athlete Registration – Registration fee

### Authorization and Disciplines

### Disciplines

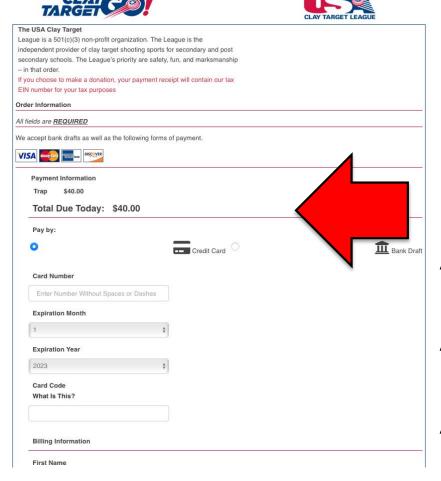
Your team has invited you to participate in the following discipline(s). Please check the box next to each discipline you want to participate in. Each discipline requires a separate registration fee as listed.



Fee will display if team selected "athlete pay for the registration fee payment No payment will be required if the team selected "team pay"



# Athlete Registration – Payment



Complete payment (if "athlete pay") with credit/debit card or ACH bank draft

A confirmation will appear upon the completion of the AMS registration



**GO TO INDEX** 

# Athlete Registration - Refunds

- League registration fees are refundable if the request is submitted by the coach BEFORE the registration deadline expires.
- No refunds are allowed after registration closes.
- The coach must deactivate (request a refund) the student's registration status in the Team Management System
- If a refund request wants to be cancelled PRIOR to the registration deadline so an athlete can remain on the team, the coach can cancel the refund request in TMS
- Refunds are processed approximately 5 days AFTER the registration deadline expires
- The refunded amount takes approximately 10-14 days to credit the registrant's account



# Creating & Managing Managing Team Rosters



# Team Roster - Registration Fee Payment

- League registration fee is \$40 per student per sport (trap, skeet, 5-stand, sporting clays)
- The team's Head Coach must select the preferred payment method option BEFORE any athletes can register for the team
- Payment option CANNOT be changed after selection
- Teams responsible for ALL registered athletes including athletes that have not submitted firearm safety training certificates)
- Invoice will appear in TMS upon notification from the League
- If the team payment option is selected, the total payment is due before Competition Week 1 begins



# Creating Team Roster - Overview

First... Select registration fee payment option

Second... Select students from the "Waiting" and/or

"Previous Rostered" lists to activate their registration
access

Then... "Invited" students are now eligible to register for the team through their Athlete Management System before the registration deadline

And... Monitor the "Roster" list under the Roster tab for students that completed the registration. Remind non-rostered students from the "Invited" list to register



# Team Roster - Select payment/discipline











## Team Roster - List overview

 Invited - Students that have been authorized to register for the team but have NOT yet completed all registration requirements.



- Waiting Students that have created an Athlete Management System (AMS) account but have not been invited by you to register for your team.
- Previously Rostered Athletes that have been on the team's roster in previous season(s).
- Removed Students that were invited to register with the team but did not complete registration requirements or have been removed from the Invited list by the coach.

**GO TO INDEX** 

# Team Roster - Invite students to register

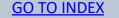
Choose "Previously Rostered" or "Waiting" tabs to add students to the "Invited" list to authorize registration. Select the "Process Selected Athletes" to complete the action.



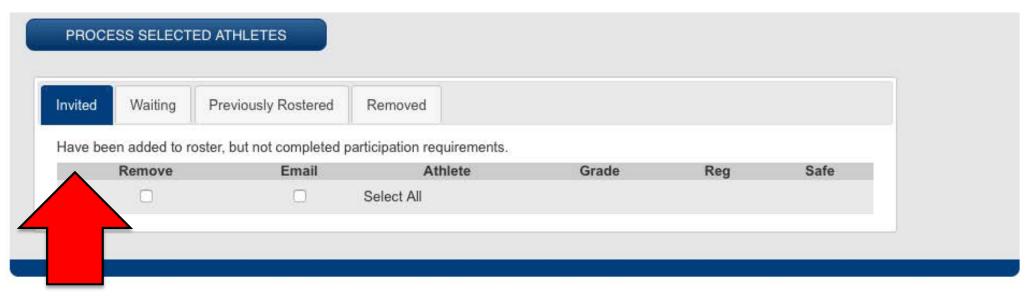
If a NEW student's name does not appear on the "Waiting" list, they have not completed their student profile in AMS.

View "Athlete Management System - New Student"





# Team Roster - "Invited" activates registration



When added to the "Invited" list, an email is sent to the athlete/guardian AND the registration access is activated in the student's AMS. An email is NOT required to register. The AMS user simply needs to login to AMS to complete the registration. Students that appear on this list have NOT completed

the registration in AMS.

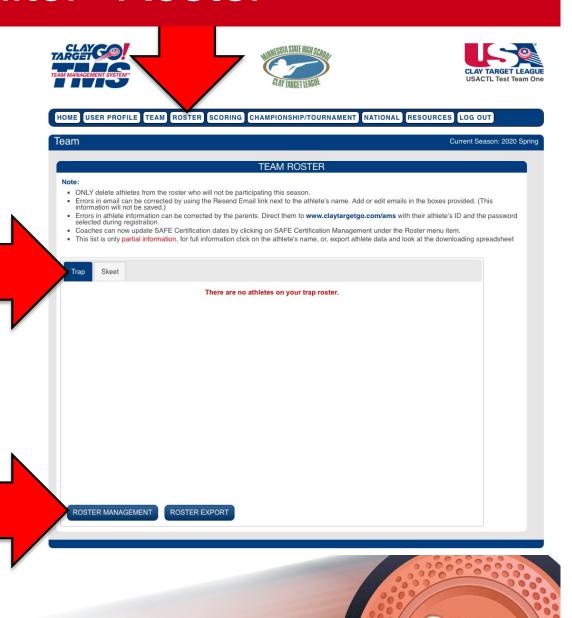


2024 SPRING

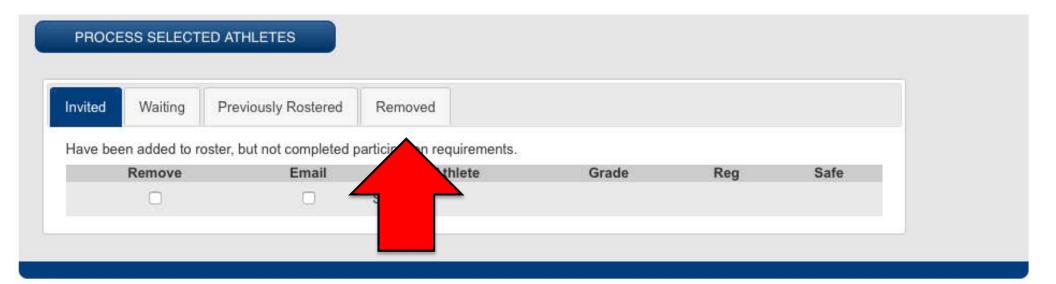
# Team Roster - Monitor "Roster"

Each selected discipline will display athletes that have COMPLETED registration for that team and can participate in the season.

Select the "Roster Management" button to invite students to register for the team.



# Team Roster - Monitor "Removed"



Select "Removed" to view the list of students that you may have erroneously removed from any of the lists. If you need to register a student that is on this list, select the action item next to the students name and process the action.



# Schedule



# 2024 – Important dates

| 2/1  | Student athlete registration opens       | <u>5</u> /28   | Tier 1 registration opens  National Championship Tier 2 registration opens (if applicable) National Championship Tier 3 registration opens (if applicable) |
|------|--|--|--|
| 3/25 | Team/student athlete registration closes |  |  |
| 3/31 | Practice Week 1 begins                   | 5/30   |  |
| 4/7  | Practice Week 2 begins                   |  |  |
| 4/14 | Reserve Week begins                      | 6/3  |  |
| 4/15 | Conferences announced                    | 0/4 00   |  |
| 4/15 | Tournament registration opens            | 6/1-30 State Tournaments (Check website for complete details) 6/7-16 Virtual tournaments (if applicable) (Check website for complete details) 7/10-14 National Championship 8/1 Fall season registration opens |  |
| 4/21 | Competition Week 1 begins                |  |  |
| 4/28 | Competition Week 2 begins                |  |  |
| 5/1  | Tournament registration closes           |  |  |
| 5/5  | Competition Week 3 begins                |  |  |
| 5/12 | Competition Week 4 begins                |  |  |
| 5/19 | Competition Week 5 begins                |  |  |
|      |  |  |  |



5/27

5/26 Fun Week begins

Final conference results published

# Support



# Support - Questions

Email your name, school team name, state, and detailed request to <a href="mailto:support@usaclaytarget.com">support@usaclaytarget.com</a>

Be safe. Have fun. Good luck!

