

KELLER CLAY TARGET TEAM

Team Handbook



Version 4.0 – 8/11/2024

The KELLER CLAY TARGET TEAM does not discriminate on the basis of race, color, national origin, religion, sex, or disability in providing educational services, activities, and programs, including athletic programs in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act. Inquiries related to the policies of KELLER CLAY TARGET TEAM should be directed to the organization President, at president@kellerclayteam.com.

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KELLER CLAY TARGET TEAM Handbook

TEAM MISSION STATEMENT

The Keller Clay Target Team strives for excellence in citizenship, scholarship, and marksmanship. Our goal is to be examples of utmost safety and respect in individual and team competition as we participate in the events of Skeet, Trap, and Sporting Clays.

PROGRAM PURPOSE

The KELLER CLAY TARGET TEAM is a co-ed team-based youth development program that uses the shotgun sports of trap, skeet, and sporting clays to instill life skills such as discipline, safety, teamwork, ethics, self-confidence, and other life values. Team members can participate in any or all three of the clay target disciplines – Trap, Skeet, and Sporting Clays.

The KELLER CLAY TARGET TEAM invites Keller ISD students from grades 6-12 to an opportunity to learn about safe use of hunting firearms and teamwork in a safe environment by certified shotgun coach. All KELLER CLAY TARGET TEAM students and parents are expected to follow the handbook and participate in fundraising activities.

Participants will have opportunities to be competitive and compete in a variety of events from Fun Shoots to State Championships to National Championships.

The KELLER CLAY TARGET TEAM has a **COMPETITIVE** program in which athletes can participate.

Competitive Program

- The Competitive team has adopted an EVALUATION format for all competitive athletes.
- Athlete evaluations, selections for tournaments, and ranking within the Competitive team will correspond to team practice attendance and shooting performance.
- The team has implemented attendance requirements at 70% of practices to be competition eligible.
- Athlete invitations to the Competitive program are at the sole discretion of the Coaching Board.
- Squadding for the competitive team is decided by the Coaching Board. The criterion for squadding consists of, but not limited to, shooting performance, team practice attendance, and how well other athletes are performing.
 - For example, squadding might be determined by selecting an "A" Squad, a "B" Squad, or "C" squad for each SCTP shooting category (Varsity, JV, Intermediate, etc.). Athletes in the "A" Squad would need to continue to score well to remain on "A" Squad. In determining the squadding for a tournament, if an athlete doesn't shoot well in practice, doesn't attend 70%

of practices, or if another competitive shooter begins to shoot better, their position on a squad might be replaced by another shooter that is producing better scores.

This document may be amended at any time and does not limit a Coaching Board's ability to make decisions pertaining to his or her program, consistent with the guidelines set forth herein.

DISCIPLINES & GOVERNING BODY

Disciplines

The KELLER CLAY TARGET TEAM offers opportunities for athletes to participate in the disciplines of Trap, Skeet, and Sporting Clays. The Team may also have a few additional opportunities to participate in Skeet Doubles, Trap Doubles, Trap Handicap, Olympic (International) Skeet, or Olympic ("Bunker") Trap during the season.

Governing Body

Although the KELLER CLAY TARGET TEAM is affiliated with Keller High School in Keller, TX, it is a separate entity altogether. The governing body for the KELLER CLAY TARGET TEAM is KHSCTT, Inc., a 501(c)(3) non-profit organization established to support and accomplish its goals through the KELLER CLAY TARGET TEAM. The governing body of KHSCTT, Inc. is the Executive Board of KHSCTT, Inc.

- ❖ KHSCTT, Inc. is chartered to administer the KELLER CLAY TARGET TEAM under the respective governing bodies that sanction youth clay target sports in the United States: SCTP, USAYESS, and AIM.
- ❖ The Scholastic Shooting Sports Foundation (SSSF) is the 501(c)(3) public charity responsible for all aspects of the Scholastic Clay Target Program (SCTP) across the United States. The KELLER CLAY TARGET TEAM competes under the **NORTHWEST TEXAS LEAGUE** under the **Texas SCTP** program.
- ❖ The AIM Program is the Youth Program of the Amateur Trapshooting Association (ATA). The ATA is divided into five geographic zones; Texas falls within the Southwestern Zone. The Texas Trapshooter's Association (TTA) is the Texas state organization under the ATA. The KELLER CLAY TARGET TEAM competes in **Zone IV** of the **Texas Trapshooter's Association**.
- ❖ The USAYESS is a national 501(c)(3) public charity that educates youth about firearm safety, shooting sports and wildlife conservation and habitat. Texas YESS hosts youth shotgun shooting tournaments in our region. USAYESS actively partners with ACUI to offer a collegiate component to their program. ACUI has organized the collegiate clay target program for over 50 years.

SCTP and USAYESS have partnered with four National Governing Bodies (NGB) sanctioning clay target sports in the United States. All SCTP and USAYESS competitive events, including the SCTP and USAYESS State and National Team Championships, will be conducted in accordance with the rules for each of the clay target disciplines as set forth by the appropriate National Governing Body (NGB). See the various NGB's listed below:

- | | | | |
|-------------------|-------------------------------------|------|--|
| 1. American Skeet | National Skeet Shooting Association | NSSA | www.nssa-nsca.org |
|-------------------|-------------------------------------|------|--|

2. Sporting Clays	National Sporting Clays Association	NSCA	www.nssa-nsca.org
3. American Trap	Amateur Trapshooting Association	ATA	www.shootata.com
4. Olympic Disciplines	USA Shooting	USAS	www.usashooting.org
5. College Divisions	Association of College Unions	ACUI	www.acui.org
6. Coaching Schools	National Rifle Association	NRA	www.nra.org
7. SCTP Youth Program	Scholastic Clay Target Program	SCTP	www.mysctp.com
8. YESS Youth Program	Youth Education in Shooting Sports	YESS	www.texasyess.org

Rulebooks for each sport are available directly from the appropriate NGB. Contact an NGB by going to its respective website.

PARTICIPANT ELIGIBILITY

Student Status & Age

All school-age boys and girls in grades 6-12 with the physical, mental, and emotional maturity to participate in a team sport are eligible to participate with the KELLER CLAY TARGET TEAM. Participants must be bona fide students enrolled in an accredited school or home-schooled program to be eligible for the team.

Athletes are expected to shoot for the closest team to their residence that will allow them to shoot for that team. If there are other sanctioned youth competitive shooting teams closer to their residential address, they are ineligible to join the KELLER CLAY TARGET TEAM. Any athletes/coaches using or allowing an athlete to use an address other than their actual address to participate with a team that is not the closest team to their actual address, will be immediately disqualified and expelled from the sanctioning bodies that regulate our sport.

The KELLER CLAY TARGET TEAM primary and secondary school program eligibility ends with graduation from high school, or once a student reaches his/her 20th birthday, whichever comes first.

High school graduates with graduation dates during the current target year are allowed to finish out that target year.

Academic Eligibility

Team members must make satisfactory academic progress and be deemed eligible by school officials of their home school for participation in the school's extra-curricular activities including school sports teams.

Code of Conduct

- ❖ All participants on the KELLER CLAY TARGET TEAM will be held to a shooter's Code of Conduct and a sportsmanship and ethics code and may be removed from the program by the Coaching Board for failure to adhere to the codes.
- ❖ All participants in KELLER CLAY TARGET TEAM must always obey all safety rules, no exceptions. Details about the safety rules are included in the athlete's registration paperwork, in the Keller Team App, as well as online at <https://kellerclaytargetteam.teamapp.com/documents>.
- ❖ All shooters must always conduct themselves in a safe and professional manner while at a shooting range. This includes: no foul, offensive, or threatening language; no horseplay; no throwing of equipment, which includes hats and shells; absolutely no pointing of firearms of any kind at other individuals; no verbal or non-verbal threats of violence; and no alcohol or tobacco products permitted during any events or by underage individuals at any time.
- ❖ Shooters must respect coaches, teammates, scorers, trappers, and competitors and behave in a sportsmanlike manner.
- ❖ Parents, guardians, and other observers of competitive events are also held to the shooters' Code of Conduct and are prohibited from delaying the progress of a shoot. Parents, guardians, and observers are encouraged to politely cheer for the participants; but shouting and coaching the participants is prohibited. In the events of trap and skeet, observers are required to always remain behind the shooting field even between rounds. No coaching or asking what scores are during the event to respect other shooters who are not counting clays.
- ❖ Any protests or complaints must first be initiated by the shooter and attempted to be settled. Should this not resolve the dispute, then escalate to the Coaching Board. Please respect the Team's chain of command.
- ❖ By participating in the KELLER CLAY TARGET TEAM, you are agreeing to the shooters' Code of Conduct and athlete sportsmanship and ethics contract. You are agreeing to accept instruction from a KELLER CLAY TARGET TEAM Coach in an organized activity or event. You and your parents/guardians understand the Coaching Board can issue warnings to participants for violations associated with providing instruction (i.e., unsafe practices, failure to follow instructions, etc.) and that the Coaching Board can remove or suspend a participant for violations associated with guidelines for SCTP and USAYESS training and events.
- ❖ Participants must have a parent or guardian present at events or training programs.
- ❖ All individuals registered with the KELLER CLAY TARGET TEAM (Athletes, Coaching Board, and Assistant Coaches/Adult Volunteers) and those associated with the team (Parents and family members, et al.), must also comply with the conduct requirements stated in the sportsmanship contract.

IMPORTANT! PLEASE NOTE: Breaches of the spirit as well as the letter of KELLER CLAY TARGET TEAM rules including stipulations in the sportsmanship contract will be grounds for suspension or expulsion from the program. Infractions of a National Governing Body's rules will be considered the same as an infraction of team rules. Any sanctions imposed by an NGB or the State and Local SCTP or YESS Program will be recognized and

enforced by the KELLER CLAY TARGET TEAM, provided the proper documentation supporting the suspension or expulsion exists.

ATHLETE EXPECTATIONS

To be a Participating Athlete of the KELLER CLAY TARGET TEAM, athletes must realize what is expected and be willing to commit themselves to completing their Team responsibilities. If an athlete cannot commit to these Team requirements for any reason, please bring the matter to the Coaching Board or a Team Executive Board Member to discuss further options.

KELLER CLAY TARGET TEAM athletes are required to accomplish and abide by the following conditions to be on the KELLER CLAY TARGET TEAM:

- ❖ Attend (1) Team Practice per Week (50 Targets).
- ❖ The Athlete and at least (1) Parent must complete a Shotgun Safety Training Course provided by the KHS Clay Target Team.
- ❖ Be financially responsible for the payment of all: Team Dues, League Registration Fees, Range Charges, as well as Tournament and Practice Fees. Athletes are also financially responsible for supplying all of their own Equipment and Ammunition needs.
- ❖ Each athlete must have (1) Parent/Guardian registered as a Certified Coach, Assistant Coach, “or” Adult Volunteer. This ensures the Team has Parent Volunteers who have been Background Checked, are Covered by Liability Insurance, and Qualifies them for the 1:5 Volunteer-to-Athlete ratio required at all Team Events.
- ❖ All Athletes and Parents will follow, and respect Policies and Procedures put into place by League Affiliates and the KELLER CLAY TARGET TEAM. This provision includes but is not limited to: League Specific Policy and Procedures Handbook(s); League Parent and Athlete Pledge Agreement(s); League Administered Athlete Safety Pledge Agreement(s); Organizational Code of Conduct Agreement(s); as well as social media, Safety Briefings, Range Rules, waivers, etc.
- ❖ Athletes must wear the authorized Team Uniform during Tournament Competitions and comply with Specific Dress Requirements as outlined in the Dress Code.
- ❖ Participate in any and all Team Fundraising efforts as much as feasible.
- ❖ Maintain Passing Grades in all classes and academic course work, as well as be in good standing with the school.
- ❖ Abstain from the use of Drugs and Alcohol; attend all Team Events in a Physical Condition suitable to ensure the Safety of all Participants.
- ❖ Refrain from any behavior that reflects unfavorably upon the individual, and by extension, is deemed to be detrimental to the Team’s reputation.

Shooting Season

There is no “season” proper. We shoot year-round – practice and competitions. However, we typically get started in September of every year with practices, rechartering, and tournaments. Most of the larger competitions occur during the spring semester and early summer. Depending on the tournament schedule, tournaments are typically one to two competitions per month. In order to compete in SCTP events, an athlete must practice with the team a minimum of 6 times.

Practices

During the season, the team typically has two practice sessions available during the week – Thursday evenings @ 5:30PM. However, depending on the tournament schedule the Coaching Board may determine if more sessions are required to attend. Attending team practices is the minimum that you should expect to practice. You are welcome and encouraged to practice on your own or obtain private coaching as well. The most successful athletes on the team are the ones that practice and/or obtain private coaching on their own.

Our local shooting home range is **Northlake Clay Target Sports**. Other ranges are Fort Worth Trap & Skeet and Defender Outdoors Clay Sports Ranch. Their physical and website addresses are as follows:

Northlake Clay Target Sports

Located in: DFW Adventure Park

13055 Cleveland Gibbs Rd, Northlake, TX 76262

<https://northlakeshootingsports.com/>

Fort Worth Trap & Skeet

1064 Ranch to Market Rd 2871, Fort Worth, TX 76126

<https://www.fortworthtrapandskeet.com/>

Defender Outdoors Clay Sports Ranch

8270 Aledo Rd, Fort Worth, TX 76126

<https://defenderoutdoors.com/clay-sports-ranch/>

The team competition schedule will determine which discipline will be practiced for a particular week. For Skeet or Trap, athletes will typically practice 2-3 rounds (25 shots each) per practice. For Sporting Clays, athletes will typically practice one 100 target round during practice.

Competitions

Competitions are held primarily across North Texas in the Texas SCTP Northwest Texas League, but some can be as far as San Antonio or Houston, TX, or even Ohio, depending on how successful the team is during the year. All athletes are expected to shoot all SCTP team competitions. The Coaching Board will do all team squadding.

Coaching During Events: No “On-Field” or “On-Station” coaching will be allowed during a tournament. For safety purposes only, coaches may stand behind the rookie athletes in a squad; but may not coach.

The KELLER CLAY TARGET TEAM follows a minimum of 1:5 Volunteer-to-Athlete ratio required at all Team Events.

Equipment

Shotgun: Any shotgun action type, 12 gauge or smaller, may be used as long as it is in a safe and serviceable condition. Shotguns used for all the disciplines, except for American Trap singles and handicap, must be able to shoot twice.

- **Recommendation**

Most of our athletes use 12 gauge for practical purposes and versatility. 12-gauge ammunition is cheaper than most sub gauges and can be found in variations from extra light recoil 7/8-ounce loads for smaller or younger shooters, to maximum 1-1/8-ounce heavy target loads. Semi-auto or over/under shotguns allow the athlete to simply pull the trigger for the 2nd shot.

Interchangeable, screw-in chokes allow the athlete to tailor the shot pattern to the target presentation or distance. Competition, sporting, or hunting models will be the best match for the type of shooting the team participates in.

Shot Shells: Skeet, Trap, and Sporting Clays = #7.5, #8, #8.5, or #9 lead shot.

Reloads are ALLOWED for practices and competitions, provided they comply with the various discipline’s rule for payload weight and in some cases, velocity.

Shotshell Rules for Skeet and Sporting Clays: Lead shot ammunition for skeet (target loads) shall not exceed:

Maximum loads for any gauge event may not exceed:

Gauge	Ounce Lead
12	1-1/8
20	7/8
28	3/4
.410	1/2

No lead shot smaller than U.S. No. 9 (nominal diameter 0.080) or larger than U.S. No. 7-1/2 (nominal diameter 0.095) shall be used in any load.

<http://nsca.nssa-nsca.org/wp-content/uploads/sites/7/2019/07/2019-Rule-Book.pdf>

Shotshell Rules for Trap: Any load with a velocity greater than 1290 FPS (Feet Per Second) with maximum shot charge of 1 1/8 ounces, or 1325 FPS with a maximum shot charge of 1 ounce, or 1350 FPS with a maximum shot charge of 7/8 ounces or less, as measured in any individual shotshell. These

velocities are maximum and no individual shotshell shall exceed these limits for the designated shot charge. https://shootata.com/portals/0/pdf/2021_Rulebook_web.pdf

- **Recommendation**

Shot charge weight and speed plays a huge factor in felt recoil. Faster does not mean better. At many tournaments athletes may shoot 200-300 targets per day. Select shells that are comfortable for the athlete to shoot. Quality components and hard shot is better than fast speed.

Eye and Ear Protection: All registered athletes, coaches, and anyone on the shooting field must wear eye & ear protection during all practice and competitive events. Ear buds are not protection for athletes who are competing unless they are designed for shotgun noise protection.

Vest, Shell Pouch, Hat: Each shooter is required to wear a shell pouch or vest and a hat or visor for skeet, trap, and sporting clays. Many facilities require hats as additional eye protection from falling clay or shot.

Case, Range Bag, Cleaning Supplies: Each athlete should have a case or sleeve for their shotgun, a bag of their choice to carry their gear and ammo, and supplies to maintain their shotgun.

The TeamSnap app

The KELLER CLAY TARGET TEAM communicates to all athletes and parents primarily through the TeamSnap App, which is a downloadable application you can find in either your Apple or Google Play stores on your smartphone or log in to the website on your computer <https://go.teamsnap.com/>. Log into your designated profile, or email info@kellerclayteam.com if you need to create a team profile.

Each athlete, parent, coach, or team volunteer is expected to create a profile (or respond to the invitation sent to you to create a profile) on the TeamSnap app and use it to check team schedules, receive latest news, and communicate with coaches.

Separate email communication will be sent on how a TeamSnap profile is established.

TEAM RULES

- Athletes must be a 6th-12th grade Team student to be on the KELLER CLAY TARGET TEAM.
- Student must sign the following mandatory forms and turn them in to KELLER CLAY TARGET TEAM Secretary:
 - Sportsmanship and Ethics Contract
 - Data Sheet
 - KELLER CLAY TARGET TEAM Contract/Agreement Form
 - Medical Authorization Form and Emergency Treatment Release
 - KELLER CLAY TARGET TEAM Waiver

- Each of the national governing bodies (NGBs) SCTP, USAYESS, NSCA and NSSA have their own registration forms, sportsmanship contracts, and waivers for each of their respective programs that must be completed.
- DO NOT UNDER ANY CIRCUMSTANCES TAKE ANY FIREARMS OR AMMUNITION TO, IN, AND/OR AROUND ANY PUBLIC OR PRIVATE SCHOOL OR ANY SCHOOL FUNCTIONS.
- No student possession will be tolerated of alcohol, drugs, tobacco, or hazing. Possession of drugs, tobacco, or alcohol will result in immediate removal from the KELLER CLAY TARGET TEAM.
- No student is allowed to participate in the program after being charged with a felony that involves bodily harm, adjudication that results in a conviction of a felony.
- We expect the highest conduct and all rules and procedures to always be followed.
- Your commitment to the KELLER CLAY TARGET TEAM may include Sundays, holidays, and non-school days.
- We do not allow any profanity.
- We expect athletes to maintain good grades. Athletes must maintain at least a 70 or above in all classes.
- Always be on time to all practices, meetings, matches, and competitions.
- Be responsible, and always take care of all equipment and facilities.
- Treat all coaches and parent volunteers with respect.
- Do not steal! Stealing will result in immediate removal from the KELLER CLAY TARGET TEAM.
- You will be held accountable for all your own actions/choices. Be sure to think before you act.
- It is the final decision of the Coaching Board for suspension of a student, but it will be discussed with the Executive Board of the KELLER CLAY TARGET TEAM.
- Careless driving, or horsing around with a car or golf cart, can result in an immediate removal from the team.
- While additional outside practice and competition is encouraged, all shooters must regularly attend team practices and team competitions. If unable to attend regularly, it is the athlete's responsibility to contact the Coaching Board and explain the circumstances to work out a resolution. Athletes must participate in at least five team practices to shoot for the team at state, regional, and national competitions.
- All athletes must attend all safety meetings before they can shoot a firearm.
- Once you join the KELLER CLAY TARGET TEAM you may not leave the team to shoot for another team in that same school year.
- Money received is “**Non-Refundable**” for events that are not cancelled by the tournament or event sponsor. Pre-registration fees will not be returned for any athletes that do not attend events.

DRESS CODE

Attire should resemble a community expectation. Presenting a bodily appearance or wearing clothing that is disruptive or provocative, or that endangers the health and safety of you, or others is prohibited. Tops that expose any part of the torso are prohibited (i.e., cutoff t-shirts, halter tops, tank tops, etc.). Bottoms must not

reveal undergarments or buttocks, and shoes must be closed toed. Any clothing references to alcohol, tobacco, sex or sexual connotations, drugs, gambling, or profanities are prohibited. Members competing at KELLER CLAY TARGET TEAM shoots shall wear “team-approved shirts” during the event. If you do not have team shirts you will not shoot the event.

SAFETY RULES

Safety Equipment

All registered athletes, coaches, and anyone on the shooting field must wear eye & ear protection during all practice and competitive events. Ear buds are not protection for athletes who are competing unless they are designed for shotgun noise protection. During competition, these ear buds must be visibly unplugged from source and remain that way until the athlete has completed the event.

Each shooter is required to wear a shell pouch or vest and a hat or visor for skeet and sporting clays.

Muzzle Control

All guns must be pointed in a safe direction AT ALL TIMES. When gun is carried with muzzle pointed upward, the muzzle must be above the carrier’s head, never under the brim of the hat. The muzzle can be placed on a rubber pad or carpet mat on the shooting station. AT NO TIME SHOULD A MUZZLE BE PLACED ON THE TOE OR FOOT; this will result in immediate disqualification from the match.

Trigger Control

Your finger must be kept off the trigger until your gun is mounted and you are ready to call for the target.

Open and Empty

Your gun MUST be open and empty at ALL times. Break action guns may have the action closed, provided the gun is secured in a gun rack.

You may ONLY load your firearm once you are on your shooting position, and it is your turn to shoot. (Trap shooters are permitted to have a shell in the chamber with the action open provided they remain facing downrange on their station and the range is “hot”.)

Range Etiquette

- No cell phones, and no loud talking. Put gun on rack when not in use.
- Firearms must be carried at all times with the action open, or with an over/under, in a “broken” action until the athlete is in the firing station.

- Respect other shooters' safety and space. You may speak safety rules to others and expect to be spoken to.
- Respect the trapper or puller-only person.
- Know range rules; check out rules when you check in.
- You are personally responsible for Golf Carts- YOU WRECK - YOU PAY!
- All equipment is treated with respect.

Violations of safety rules will not be tolerated. After unsuccessful warnings, the shooter will be removed from the field.

FUNDRAISING & SERVICE WORKDAYS

Fundraising: The KELLER CLAY TARGET TEAM holds at least one big fundraising event in the Spring. The team tries to keep the fundraising events to a minimum; therefore, we choose one big event instead of multiple smaller events.

The fundraising event is usually a Sporting Clays Tournament hosted by the Team. Athletes, parents, and volunteers are asked to advertise the tournament to family, friends, coworkers, church, etc., to make the event as big as possible. Companies can sponsor the team and receive advertising in all the team communications as well. The prizes and recognition for winners are nice as well.

Parents and athletes are asked to serve in various volunteer opportunities during the tournament to make it a success. These opportunities vary in areas such as set up & take down, tournament registration, prize table management; food preparation and serving; score keeping, etc.

Service Workdays: To give back to our community, as well as to qualify for the yearly lettering requirements for each athlete, the Team provides volunteer service opportunities for each athlete to serve on several Team Workdays during the year. Communications for these opportunities will be posted on the TeamSnap app. It is important for each athlete to track and report their volunteer hours served for these events on their own when counting hours toward their "letter" at the end of the season.

TEAM AWARDS & RECOGNITION

Letter Requirements

1. Be in good standing with the team.
2. Practice at least once a week (on your own and/or with the team).
3. Participate in 5 Team Tournaments.
4. Score 70 or higher in 3 tournaments: one in Trap, one in Skeet and one in Sporting Clays.
5. Participate in 3 Team Workdays to be completed by the end of season banquet.

You will receive a certificate at the end of season banquet. The team provides the certificate only.

Honor Cord Requirements (at Graduation):

1. Current Team Member
2. Letter in at least one year on the team (Seniors who are a first-year team member are exempt from score of 70 in the three disciplines in tournaments)

You will receive the cord at the end of season banquet.

CONTACT THE TEAM

Mailing Address:

KSHCTT, Inc.
P.O. Box 80142
Keller, TX, 76248

The Team website: <https://kellerclayteam.com/>

For questions about the KELLER CLAY TARGET TEAM, please email info@kellerclayteam.com.



KELLER CLAY TARGET TEAM

Duties of Officers, Committees, and Coaching Board

Officer Duties

Duties of the **President** shall be:

- Preside at all meetings of the KHSCTT, to enforce the bylaws and to exercise supervision over the affairs of KHSCTT.
- To serve as the Key Officer of the organization.
- To appoint standing and special committees with KHSCTT Board approval.
- To serve as an ex-officio member of each committee.
- To serve as delegate of the club to other organizations, including KISD, as may be needed.
- Serve as liaison with school sponsor to ensure effective communication and cooperation with KHSCTT Board.

Duties of the **Vice-President** shall be:

- To assist the President.
- To perform the duties of the President in his or her absence.
- Oversee Ways & Means Committee and fundraising activities.
- Assist with implementation of long-term strategic goals of KHSCTT.

Duties of the **Secretary** shall be:

- To keep a full and correct record of all proceedings of the Keller High School Clay Target Team.
- To keep the roll and present prior months minutes at each meeting.
- Keep an updated list of all KHSCTT assets, documents, and applications.
- To safeguard the organization official documents and ensure information is updated to Texas Comptroller or other Government Bodies annually.
- Oversee scholarship process.

Duties of the **Treasurer** shall be:

- To help prepare a budget for approval by the KHSCTT Board and subsequently by the membership.
- To receive, hold and pay out all KHSCTT monies as designated by the adopted budget.
- To keep an accurate record of the receipt and disbursements of all funds.
- To present a financial statement when requested to do so.
- To comply with audit requirements of the bylaws KHSCTT Guidelines.
- File all appropriate tax forms.
- Present financial report at all meetings.

Committee Duties

Duties of **Ways & Means** Committee:

- To plan activities that will bring funds to KHSCCT beyond the collection of registration revenue and practice and tournament fees.
- Establish annual goals, the means to achieve the goals and a plan for monitoring and evaluating the success of the committee in achieving these goals.
- Work with other Committees to Submit an annual budget to the KHSCCT Board.
- To keep track of KHSCCT equipment and non-monetary assets.
- OVERSEE AND IMPLEMENT FUNDRAISING CAMPAIGN:
 - 1) Create ideas and compile a list of possible Fundraising Events the Keller High School Clay Target Team may elect to participate in.
 - 2) Provide a list of proposed Fundraising Event ideas to the Team's Executive Board for discussion, review, and approval.
 - 3) Identify the Team's unfunded needs/wants and establish a Fundraising Goal.
 - 4) Be responsible for managing all aspects related to each Team Fundraising Event.

Duties of **Volunteers** Committee:

- To facilitate and oversee volunteer needs.
- Track volunteer hours.
- Serve as committee to chair the End of Season Banquet.
- Maintain current list of volunteers/coaches with approved background checks.
- Serve as primary contact for and provide orientation for New Parents.
- Manage all aspects of Team Uniforms, including sourcing, selection, approval, fitting, ordering, procurement, and distribution process.
- Coordinate items of School Spirit for wear/display by both Parents and Athletes.
- OVERSEE WORKDAY CAMPAIGN:
 - 1) Assemble a list of possible Team Workday ideas the Keller High School Clay Target Team may elect to participate in.
 - 2) Provide Team Workday suggestions to the Team's Executive Board for discussion, review, and approval.
 - 3) Coordinate all aspects of Team Workday events.

Duties of the **Communications** Committee:

- Collect data and compile a list of shooting events the Keller High School - Clay Target Team may elect to participate in.
- Provide shooting event data to the Team's Executive Board for discussion and review.
- Maintain the Team's Official Calendar.
- Responsible to facilitate, promote and coordinate the content relative to KHSCCT through such resources as websites, social media, traditional media, newsletter, and photography in a timely manner.
- Keep information current on official team schedule for team events, practices, tournaments, and meetings on all available resources.

- Responsible to organize publications and photography (team Shutterfly or Google Drive account) in chronological order.
- Oversee photography of the team and submissions by the team for KISD yearbooks.

Duties of **Membership** Committee:

- Be responsible for the promotion of membership drive and the maintenance of the team roster.
- Create and maintain a full and accurate database of members' names, addresses, phone numbers and email addresses.
- Responsible for correspondence to membership base regarding meetings.
- Provide roster of current members at each membership meeting.
- Ensure registration of Student Athletes.
- Serves as the Team's point of contact for Registrations with Shooting League Affiliates.
- OVERSEES MEMBERSHIP CAMPAIGN:
 - Manages the Team's outreach programs at Keller High School.
 - a. Organizes table displays at High School Open House Events.
 - b. Sets up Table display, to include:
 - i. Backdrops.
 - ii. Table decorations.
 - iii. Signage.
 - iv. Posters.
 - v. Banners.
 - c. Constructs and provides to interested parties, information on the Keller High School Clay Target Team in the form of informational brochures and/or flyers.
 - d. Arranges to have adequate staffing to entertain visitors, share information, and answer questions.
 - e. Collects contact information from potential members and compiles a list.
 - f. Coordinates for school announcements, web site postings, and school flyers when Team Membership is open.

Duties of **Safety** Committee:

- In coordination with Head Coach, provide supervision over shooters at the ranges, and responsibility for the policing of the range area.
- Administer required Gun Safety Training Course(s) to Team Athletes and Parents as necessary to satisfy Team and Affiliate Shooting League requirements.
- Document successful completion of Team Gun Safety Training Course(s) and provide information to the Team Head Coach.
- Become familiar with the various types of competition shotguns and assist Athletes on what type and where they can source selected firearms.
- Assist Team Athletes in getting properly fitted to their firearms.
- Source and be able to assist Athletes in locating appropriate shotgun accessories such as chokes, travel cases, ammunition bags, recoil reduction systems, cleaning supplies, etc.
- Understand and be able to explain the various types of ammunition needs for each of the shooting disciplines.
- Supervise and instruct Student Athletes on proper gun cleaning, care, and maintenance.
- Oversee shooting activities with a special focus on gun safety.

- Investigate safety issues and form mitigation strategies for safety enhancement and accident prevention.
- OVERSEES HEALTH AND EMERGENCY MANAGEMENT:
 - 1) Obtain current parental permission forms, waivers, health histories and/or current Medical Forms as appropriate for each Student Athlete and ensure the health binder is available at each organization event.
 - 2) Maintain KHSCTT Trauma Kit and ensure it is available at each organization event.

Duties of **Head Coach**:

- Lead the Team with integrity through skills and character development and competition in shotgun shooting sports.
- Recruit & retain a minimum annual roster of 30 in clay target shooting.
- Organize safe and effective practice sessions.
- Develop annual schedule for competitions.
- Be a positive addition to Keller High School Clay Target Team and Keller community.
- Continue to seek professional development so we can properly develop talent in clay target shooting.
- Support Assistant Coaches in the development and implementation of the shotgun shooting program.
- To uphold, represent and enforce the policies, conduct and mission of the Keller High School Clay Target Team.

GLOSSARY

ACUI:	ASSOCIATION OF COLLEGE UNIONS INTERNATIONALS
AIM:	Youth Trapshooting Program. AIM is the youth program of ATA.
ATA:	AMATEUR TRAPSHOOTING ASSOCIATION
Coaching Board:	The Team Coaching Board serving as the primary point of contact responsible for communication between the governing bodies and everyone involved with the team and the individual.
KCTT Squad:	The KCTT competitive unit at the smallest level, typically made up of 3-6 athletes.
KCTT Style Categories:	Rookie Intermediate Level: Entry Level and Advanced Senior Level: Junior Varsity and Varsity College: Division I, II, III and IV (<i>Must be Alumni from the Team</i>)
KCTT Style Disciplines:	Sporting Clays, Skeet, Trap
KCTT Team:	ALL Athletes, Coaching Board, Assistant Coaches, and Adult Volunteers registered under KCTT in one or more disciplines.
KHSCTT, Inc.:	The organizational entity for the KELLER CLAY TARGET TEAM
KCTT:	KELLER CLAY TARGET TEAM
Mixed Squad:	A squad of athletes that are of multiple teams and may be of multiple classifications.
National Governing Bodies:	Sporting Clays: NSCA - National Sporting Clays Association American Skeet: NSSA - National Skeet Shooting Association American Trap: ATA – Amateur Trapshooting Association Olympic Games: USAS – USA Shooting
NGB:	National Governing Body
NSCA:	NATIONAL SPORTING CLAYS ASSOCIATION
NSSA:	NATIONAL SKEET SHOOTING ASSOCIATION
NSSF:	NATIONAL SHOOTING SPORTS FOUNDATION
Registered Target:	Targets shot at an event sanctioned by the NGB for the discipline.
SCTP:	SCHOLASTIC CLAY TARGET PROGRAM. SCTP is the youth program of NSCA and NSSA.
SSSF:	SCHOLASTIC SHOOTING SPORTS FOUNDATION
YESS	YOUTH EDUCATION IN SHOOTING SPORTS