



Fall 2024

**TO: TENNESSEE SCHOLASTIC CLAY TARGET PROGRAM (SCTP) COACHES**

**FROM: ASHLEY TONE, TENNESSEE SCTP MANAGER**

Hello and welcome to one of the leading youth shooting sports programs in the world! Thank you for taking time out of your busy schedule to be part of your athletes' lives. Tennessee SCTP has been a huge success over the years because of you!

Tennessee SCTP created this *Policies and Procedures Manual* to aid and inform coaches and participants of policies and procedures set forth by both Tennessee and National SCTP programs. In addition to this manual, we strongly encourage you to download, print, and store with this manual the Scholastic Shooting Sports Foundation (SSSF) SCTP rules and the national governing body (NGB) rules for your discipline.

Additionally, the Amateur Trap Association (ATA), National Skeet Shooting Association (NSSA), National Sporting Clays Association (NSCA), and USA Shooting rules can be found online at [tnsctp.org](http://tnsctp.org).

Tennessee SCTP appreciates the support and advice of our partners. Representatives from the NGB, Boy Scouts of America, 4-H, NRA Foundation, firearms/ammunition/shooting equipment manufacturers, and schools are instrumental to informing and continually improving our Tennessee SCTP program.

Should you have any questions about information in this manual, please contact me at your convenience.

Sincerely,

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**POLICIES AND PROCEDURES MANUAL**  
**Revised Fall 2024**

This policies and procedures manual contains policies and procedures adopted by Tennessee Wildlife Federation and its Tennessee Scholastic Clay Target Program (Tennessee SCTP) State steering and rules committees, in addition to mandatory requirements of Tennessee Wildlife Federation bylaws.

The purpose of this manual is to protect all program participants and provide clear guidelines to coaches and volunteers.

The policies and procedures represent the minimum standards under which Tennessee SCTP may operate, and Tennessee Wildlife Federation reserves the right to take any and all actions deemed necessary to protect youth participants, volunteers, and coaches.



A Program of the  
**Tennessee Wildlife Federation**

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## I. FREQUENTLY USED TERMS

**Adult volunteer:** Parent or other adult that assists coaches with the team. All volunteers must be listed on a team's coaching roster.

**ATA:** Amateur Trapshooting Association. The governing body for American style trapshooting.

**Assistant coach:** A credentialed coach who helps the head coach of a team. All assistant coaches must complete and pass a background check and meet all requirements of a credentialed coach who is properly registered with Tennessee Wildlife Federation.

**Athlete:** Any student on a team roster who has paid Tennessee SCTP membership fees and for whom all documents necessary to acquiring team membership have been signed and are on file.

**Countback:** In situations where the actual score sheets are not available, the score from each round, starting from the last round, will be added to the final score to break ties. Example: Total + Box 4 + Box 3 + Box 2 + Box 1

**Credentialed coach:** A person who has met credentialed coach (see page 12) requirements and has been approved by the Federation and its Tennessee SCTP program.

**Club level competitions:** SCTP-style competitions held with two or more teams competing. These competitions are considered an extension of team practices and must follow all Tennessee SCTP rules. Awards are at the discretion of the host but must be in accordance with Tennessee SCTP rules.

**Designated safety official:** Tennessee Wildlife Resources Agency (TWRA) officer, trained gun club employee, NRA range safety officer, or other adult approved as a safety officer by Tennessee SCTP management.

**Head coach:** A credentialed coach who serves as the primary contact for the team and is responsible for all aspects of the team. All head coaches must complete and pass a background check.

**Hunter education:** A basic course that provides firearms safety training and introduces students to their responsibilities in the fields of hunter ethics and wildlife management. The main objective of the Hunter Education program is to reduce the potential for hunting accidents and injuries. The course is taught according to standards established by the International Hunter Education Association. By meeting these standards, the Tennessee Hunter Education program is recognized by all states, Canada, and Mexico. These courses are administered by TWRA through its Hunter Education program. For more information, visit [tn.gov/twra](http://tn.gov/twra).

**Junior Olympics (JO):** Shotgun State Junior Olympics, also referred to as the USA Shooting State Junior Olympic Championship event held in Tennessee. This competition is held according to USA Shooting timing and rules.

**National governing bodies (NGB):** The governing organizations of the shooting disciplines in which Tennessee SCTP participates.

**NSCA:** National Sporting Clays Association. Governing body of American-style sporting clays shooting.

**NSSA:** National Skeet Shooting Association. Governing body of American-style skeet shooting.

Range safety officer (RSO): Official who completed the NRA Range Safety Officer training and who is responsible for shooting facility and event safety.

Regional championships: Championships held in each of the four TWRA regions of Tennessee. Athletes must compete in a regional championship for each discipline for which they intend to compete in the state championship. Athletes may compete in any region but are only eligible for awards in the region in which their team resides.

SCTP: Scholastic Clay Target Program.

Sponsoring entity: A school (public or private), non-government organizations (NGOs), local 4-H organization, boy or girl scouts, local gun club, or other incorporated organization that sponsors a Tennessee SCTP team.

SSSF: Scholastic Shooting Sports Foundation. The national governing body of SCTP.

State championships: Competition for athletes across Tennessee that offers opportunities to compete in each clay target discipline. Athletes must compete in the state championships to compete in the national championships.

Team practice: Any non-competition shooting event officially called by the coach and including the entire team.

Tennessee SCTP: Tennessee Scholastic Clay Target Program.

Tennessee Wildlife Federation: One of the largest and oldest organizations in Tennessee dedicated to the conservation of the state's wildlife and natural resources through stewardship, youth engagement, and public policy. The Federation brings together and represents the varied interests of people who enjoy the great outdoors. It is a 501(c)(3) nonprofit with a board of directors and a full-time staff headquartered in Nashville. Tennessee SCTP is a program of the Federation. For more information visit [tnwf.org](http://tnwf.org).

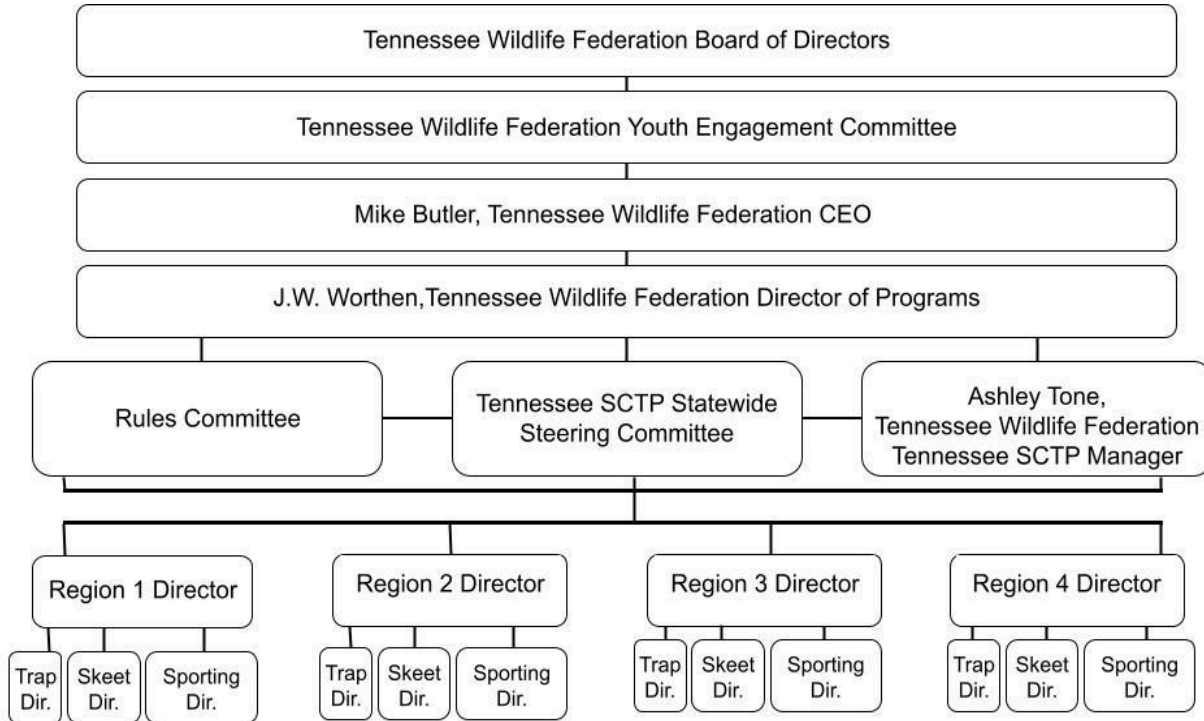
TWRA: Tennessee Wildlife Resources Agency. State agency responsible for wildlife management in Tennessee.

USA Shooting: U.S. governing body of international style trap and skeet shooting.

## II. GOVERNANCE

The Tennessee Scholastic Clay Target Program (Tennessee SCTP) is governed by a multitier committee structure, which consists of statewide steering and rules committees.

### Tennessee SCTP Organizational Structure



### State Steering Committee for Tennessee SCTP

**Function: Provide program vision, guidance, and oversight to ensure growth.**

The state steering committee is charged with maintaining the direction of the Tennessee Scholastic Clay Target Program. With the exception of Tennessee Wildlife Federation staff, all members of the steering committee are volunteers. The committee elects a Chair from outside the voting members to serve a 2-year term.

#### **Voting Members**

Chairman (only in cases of a tie)  
 Federation Chief Executive Officer  
 Federation Director of Programs  
 Tennessee SCTP Manager  
 Region 1 Director  
 Region 2 Director  
 Region 3 Director  
 Region 4 Director  
 TWRA Representative  
 Trap Representative  
 Skeet Representative

Sporting Clays Representative  
 International Representative  
 Collegiate Representative  
 Gun Club Representative  
 Director Emeritus

## **Regional Directors**

Each of the four Tennessee SCTP regions has a volunteer regional director who assists with teams in their respective region. Appointments are at the recommendation of the Tennessee SCTP Manager with final approval by the steering committee. Tennessee SCTP follows the same geographic regions as set forth by the Tennessee Wildlife Resources Agency.

## **Shooting Discipline Representatives to the Steering Committee**

Representatives for trap, skeet, sporting clays, international and college shall have a voting seat on the state steering committee.

## **Rules Committee**

### **Function: Provide guidance on rules and assist with enforcement of rules and policies**

The rules committee is responsible for providing guidance for and assisting with enforcement of all program policies, procedures, and rules. All rules committee members have the authority to make clarifications and rulings based on ATA, NSSA, NSCA, USA Shooting, SSSF, and/or Tennessee SCTP rules, guidelines, policies, and procedures, with final approval per the Tennessee SCTP State Manager.

Tennessee SCTP adheres to the rules and procedures set forth in this manual along with those from the ATA, NSSA, NSCA, USA Shooting, and SSSF rulebooks. In the event of a deviation or violation, the rules committee may convene either in person or electronically to determine the nature of the violation and any necessary corrective action(s).

The rules committee members may jointly review and make recommendations to the steering committee regarding the creation or change of rules, new programs, regional and state championships, event dates, organization of teams, competitions, and student eligibility.

### **Rules Committee Members**

Tennessee Wildlife Federation Director of Programs  
Tennessee SCTP Manager  
Tennessee SCTP Statewide Steering Committee Chair  
Region 1 Director  
Region 2 Director  
Region 3 Director  
Region 4 Director



### III. STEERING COMMITTEE CONTACTS

#### **Steering Committee Chairman**

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#### **Federation Chief Executive Officer**

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#### **Federation Director of Programs**

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#### **Tennessee SCTP Manager**

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#### **Region 1 Director**

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#### **Region 2 Director**

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#### **Region 4 Director**

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#### **TWRA Representative**

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#### **Trap Representative**

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#### **Skeet Representative**

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#### **Sporting Clays Representative**

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#### **Collegiate Representative**

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#### **International Representative**

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#### **Gun Club Representative**

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#### **Director Emeritus**

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#### **Ex-Officio**

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## IV. ANNUAL CALENDAR

### Events

- September through March - Registration
- October/November - Fall SSSF Range Days offered
- October through February - Regional and state coaches' annual meeting
- January-March - Spring SSSF Range Days offered
- January through April - Spring club level Tennessee SCTP shoots
- March - Ironman Competition & Smashville Skeet Classic
- April- Bigfoot Blast & SCTP Southeastern Regional
- May/June - Muletown Trap Showdown & Regional Championships
- June - Tennessee SCTP State Championships
- July - SCTP National Championships
- August/September - All-State recognition banquet

### Deadlines

- September 1 - Start of new season
- October 15 - December 15 - Midway USA Foundation fall grant application cycle opens  
*This is a third-party program that may be explored at the discretion of individual teams.*
- December 31 - Friends of NRA grants due (optional)  
*This is a third-party program that may be explored at the discretion of individual teams.*
- April 1 - Team and athlete registration deadline for Tennessee SCTP
- April 15 - SSSF membership deadline to be eligible for scholarships and other awards (optional)
- April 15 - June 15 - Midway USA Foundation spring grant application cycle opens  
*This is a third-party program that may be explored at the discretion of individual teams.*
- May - SSSF All-Scholastic Application due
- July 1- Tennessee SCTP Scholastic All-State applications and scholarships due

## V. TEAM ORGANIZATION

All teams must have a qualified sponsoring entity. Qualified sponsoring entities include schools (public or private), local 4-H organizations, boy or girl scouts, local gun clubs, or other incorporated organizations recognized by the state of Tennessee.

### School Teams

School teams are associated with either a public or private school. Some schools may require parent organizations to exist between the team and the school. School teams use the school name, mascot, colors, and/or other identifying branding and relationships. All athletes attending a school with a team may only participate with that team. Only in the event that their school does not have a team may an athlete shoot for another team. In that case, both Head Coaches and Tennessee SCTP Management must approve the athlete's participation on their team. School teams include official varsity or club teams but must be sponsored by a school who engages in an official Tennessee Wildlife Federation – Tennessee SCTP Memorandum of Understanding (MOU).

### Open Teams

In counties where an appropriate school team does not exist, an incorporated nonprofit organization may sponsor, form, and create a team. All sponsors must engage in an official Tennessee Wildlife Federation – Tennessee SCTP MOU. Athletes may participate on any open team in their county. (For example, open teams may be associated with 4-H, boy or girl scouts, or local gun clubs.) For more information regarding open team membership, see Section VIII, rule 9 in this manual.

### Common Challenges

- If a participant attends a school that does not have a team:
  - The participant may join another school team in the same county.
  - The participant may join an open team in the same county.
- If a participant lives in a county in which there are no teams:
  - The participant may join the team nearest in proximity, including in another county.
  - The participant should contact the regional director for advice regarding the nearest team.
- If a participant lives on or near a regional border:
  - The participant may join the team nearest in proximity, including in the adjacent region.
  - The participant should contact the state and/or regional directors to determine the most appropriate team.
- If a participant desires to compete in a discipline not currently offered by the team to which they belong:
  - All teams and athletes are eligible to participate in all major disciplines. Under the current award structure, all individuals compete equally as individuals, regardless if they are part of a squad or not. Therefore, it is not necessary for a team to have a full squad of competitors in a discipline for individuals from that team to compete. To compete in a discipline, the athlete must work with the coach to be registered in that discipline.
- Tennessee Wildlife Federation and/or Tennessee SCTP may grant waivers to accommodate youth participants facing unique situations that may prevent them from participating on their assigned school or open team.

### Recruiting Zones

It is up to the Sponsoring Entity and Tennessee Wildlife Federation to determine a team's recruiting zone. Historically, there should only be one open team in a county to make athlete placement decisions simple. "Private" teams can not accept athletes outside of their recruitment zone unless they have gone through the proper process to change their status to an "open" team with their Sponsoring Entity and Tennessee Wildlife Federation.

## **Change of Team Sponsor**

Prior to any changes made regarding a team sponsor, Tennessee Wildlife Federation must validate and approve changes.

## **Membership Eligibility**

All teams must be in good standing with Tennessee Wildlife Federation, Tennessee SCTP and Scholastic Shooting Sports Foundation to be participating members of the Tennessee and National Scholastic Clay Target Programs. This would include, but is not limited to, local, state, regional, national and international level SCTP-sanctioned competitions and events. Teams can be deemed to be not in good standing due to misconduct at any SCTP-sanctioned event, recruiting/cherry picking violations, misconduct of coaching staff, or any violation of rules and regulations set forth by Tennessee Wildlife Federation, Tennessee SCTP, or partnering organizations.

## VI. COACHES AND INSTRUCTORS

The primary goal of Tennessee Wildlife Federation is to provide a safe environment for the athletes, coaches, and volunteers who participate in Tennessee SCTP. The individuals who have the most influence over this environment are the coaches. Because of this, the Federation has set forth the following required coaching criteria. The Federation believes that a person meeting these criteria will have the knowledge and skills to provide the safest environment possible for all involved.

### Credentials

In order to be a credentialed Tennessee SCTP coach, an individual must meet the following requirements:

1. Be 21 years of age or older
2. Complete and pass a biannual background check via SSSF SHOT
3. Be in good standing with Tennessee Wildlife Federation, Tennessee SCTP and National SCTP
4. Complete coaching registration via the SSSF SHOT Registration system by the registration deadline
5. Complete the necessary educational courses.

Coaches will not be allowed to participate with a team in any capacity if Tennessee Wildlife Federation, the Tennessee SCTP Manager, or Tennessee SCTP steering committee deems background check findings unacceptable.

### Education

All coaches must complete the following education courses:

1. SSSF Basic Shotgun Shooting Sports Coach Training **OR**
2. NRA Level 1 Shotgun Coach class (must be updated every 2 years)
3. One (1) continuing education course every three (3) years, such as advanced coaches' training, first aid training, sexual harassment training, and youth protection program training.

### Responsibilities

Head coaches are responsible for the actions of athletes, assistant coaches, adult volunteers, parents, and other individuals associated with their team, and serve as the primary contact for Tennessee SCTP administration. Team sponsors are responsible for the actions of the head coach, and will serve as the point of contact for Tennessee SCTP if an issue arises.

1. Coaches should handle individual violations of the rules and code of conduct before the regional director, rules committee, or steering committee take action. Coaches should notify their regional director of any violation that occurs and/or action is taken. Tennessee Wildlife Federation and Tennessee SCTP leadership reserve the right to take disciplinary action as needed or at the request of the head coach.
2. It is the responsibility of the head coach to ensure that all assistant coaches and adult volunteers are registered with Tennessee SCTP and have completed and passed the SCTP background check.
3. Coaches are to ensure all forms required for competition and covering each athlete, parent/guardian, adult volunteers, and coaches are signed and originals delivered via mail or electronically to Tennessee Wildlife Federation. Coaches must maintain copies for their own records and to prove athlete eligibility as required. Failure to maintain adequate records may affect athlete eligibility and will void coverage of the coach and other adults under Tennessee SCTP insurance policies. Forms include but are not limited to:
  - a. ***Coach and Adult Volunteer Release of Liability***
  - b. ***Parental and Athlete Hold Harmless Release of Liability***

## **Junior Instructor**

A junior instructor is an individual who has met the requirements of a credentialed coach but is under the age of 21. Junior instructors may assist in the instruction of athletes, but must have 2 additional coaches who are over 21 present.

In a live-fire situation, the junior instructor must be at least five yards behind the athlete and cannot communicate to the athlete during the round. Once the round is over, the junior instructor may offer feedback to the athlete. Junior instructors may assist with team management and practice planning.

NOTE: Junior instructors do not count toward the “two-deep” policy; that is to say, junior instructors must be supervised and in the presence of two adults who are 21 years of age or older to fulfill this requirement.

It is the prerogative of the head coach to designate or remove a junior instructor.

Failure to comply with the requirements in this section may result in the suspension or dismissal of junior instructors and other coaches from Tennessee SCTP.

## VII. CODE OF CONDUCT

### Code of Conduct Adult Participants and Coaches

All adults participating in Tennessee SCTP activities shall exercise professional behavior at all times. Such behavior is a reflection of respect for themselves, the program, and others, and serves to present admirable role models and authority figures for the youth participants. Willful violation of the Code of Conduct or any of the rules stated in this manual may result in suspension or expulsion from the event or program. All adult participants—coaches, parents, guardians, and volunteers—are required to sign a Release of Liability form and return it to the Federation prior to participation in any practice or event.

The following Code of Conduct shall be observed during all Tennessee SCTP activities:

#### **Dress**

Appropriate clothing, as outlined below, shall be worn at all times.

- For females, midribs and cleavage shall be covered.
- For males, pants shall be fitted around the waist, not riding low on the hips. Shirts shall have sleeves and may not be split up the sides.
- All undergarments shall be covered at all times.
- T-shirts, if decorated, shall be tasteful (no vulgar, crude language or pictures; no violence, drugs, or alcohol slogans).
- Pants or modest length and well-fitting shorts/bottoms are acceptable. Shorts or pants that reveal undergarments or buttocks are prohibited.
- All clothing must not interfere with any activity or action on the part of a participant in an event.

#### **Language**

- Encouraging and affirming language shall be used.
- Instruction and discipline shall not include shaming, humiliating, bullying, or berating.
- Inappropriate language (foul, vulgar, crude, racist, sexist, etc.) is strictly prohibited.
- Inappropriate language of or interpreted as being of a sexual nature or deemed as harassing in nature is prohibited. Inappropriate language includes any language that could be interpreted by another person as abusive or of a sexual nature. Use of inappropriate language may result in immediate and permanent expulsion from the Tennessee SCTP program.

#### **Behavior**

- Possession and/or consumption of alcoholic beverages is prohibited. Alcohol shall not be consumed immediately prior to or during any Tennessee SCTP activity by adult participants.
- Tobacco use shall only be permitted in designated areas by adults 21 years of age or older. (See Section VIII, rule 15 of this manual for a full definition of tobacco). The use of tobacco products is strongly discouraged; consumption of tobacco by minors is illegal, and this behavior can influence the program's youth.
- Illegal substance use or possession is prohibited. This includes abuse of prescription medications.
- Punctuality, professionalism, cooperation, respect for others, fulfillment of responsibilities, and a positive attitude are expected at all times.
- Respect for the needs of others will be maintained during Tennessee SCTP activities. **Respect for Tennessee SCTP staff members, volunteer/event staff and all rules must be maintained at all times.**
- Inappropriate physical contact is absolutely prohibited. Inappropriate contact includes any contact that is unwanted or that could be interpreted by another person as sexually motivated, including but not limited to: invading personal space, touching, or otherwise demonstrating inappropriate interest or attention.

**Additional Information**

- Tennessee SCTP adheres to the “two-deep” policy regarding adult-youth interaction: two adults shall be present when interacting with any youth. There should never be one-on-one, private interactions between an adult and a youth.
- The “two-deep” rule applies to electronic or phone communication as well. When communicating with a youth electronically (email, text, etc.), Tennessee SCTP coaches and adult volunteers shall include at least one additional adult (21 years of age or older) in the conversation.



## Code of Conduct Athletes

All youth participants in Tennessee SCTP activities shall exercise exemplary behavior at all times. Such behavior is a reflection of respect for themselves, the program, and others, and represents the high ideals of Tennessee SCTP and its partner organizations. Violation of the Code of Conduct may result in suspension or expulsion from the event or program. All youth participants are required to sign a Release of Liability form and return it to the Federation prior to participation in any practice or event.

All athletes must comply with this code of conduct and the rules in Section VIII of this manual.

The following Code of Conduct shall be observed during all Tennessee SCTP activities:

### **Dress**

- Appropriate clothing, as outlined below, shall be worn at all times.
- For females, midriffs and cleavage shall be covered.
- For males, pants shall be fitted around the waist, not riding low on the hips.
- All undergarments shall be covered at all times.
- T-shirts, if decorated, shall be tasteful (no vulgar, crude language or pictures; no violence, drugs, or alcohol slogans).
- Closed-toes and closed- heeled shoes must be worn while shooting. Crocs are not allowed.
- Pants or modest length and well-fitting shorts/bottoms are acceptable. Shorts, skirts or pants that reveal undergarments or buttocks are prohibited. **Shorts and skirts must be at minimum “fingertip length” and be visible below the individuals' shirt and/or shooting vest.**
- **It is up to the discretion of Tennessee SCTP staff to determine if a dress code violation is occurring. The head coach will be addressed and the athlete given one warning. Failure to comply with the dress code may result in disqualification during the event for the athlete or the entire team.**

### **Language**

- Encouraging and affirming language shall be used.
- Inappropriate language (foul, vulgar, crude, rude, aggressive, racist, sexist, etc.) is strictly prohibited.
- Inappropriate language of a sexual nature or deemed as harassing in nature is prohibited. Inappropriate language includes any language that could be interpreted by another person as abusive or of a sexual nature.
- Use of inappropriate language may result in immediate and permanent expulsion from the Tennessee SCTP program.

### **Behavior**

- Cell phones, video games, MP3 players or personal music devices, etc. shall be permitted only when used in a manner that does not interfere with any aspect of the Tennessee SCTP event. Should they become disruptive to the event, training, or any other aspect of the program, these devices are subject to temporary confiscation. **These devices should not be used or out while athletes are engaging in live fire activities.**
- Possession and/or use of alcoholic beverages and/or tobacco products is prohibited. For youth 21 years of age, alcohol shall not be consumed immediately prior to or during any Tennessee SCTP activity.
- Illegal substance use or possession is prohibited. This includes abuse of prescription medications.
- Participation, cooperation, respect for others, and a positive attitude are expected. All participants shall exhibit good sportsmanship at all times. **This includes, but is not limited to, throwing hulls, not picking up trash, disrespect towards scorekeepers, event staff, coaches, etc. Lack of good sportsmanship may lead to immediate dismissal from an event.**
- Inappropriate physical contact is absolutely prohibited. Inappropriate contact includes any unwanted contact or contact that may be interpreted by another person as sexually motivated including, but not limited to: invading personal space, touching, or otherwise demonstrating inappropriate interest or attention.

**Additional Information**

- Tennessee SCTP adheres to the “two-deep” policy regarding adult-youth interaction; in other words, two adults shall be present when interacting with any youth. There should never be one-on-one, private interactions between an adult and a youth.
- The “two-deep” rule applies to electronic or phone communication as well. When communicating with a youth electronically (email, text, etc.), Tennessee SCTP coaches and adult volunteers shall include at least one additional adult (21 years of age or older) in the conversation. Similarly, Tennessee SCTP athletes shall copy their parent or another coach on any electronic communication to another adult. Athletes shall report any violation of this policy to a coach, parent, or the Tennessee SCTP Manager.

### **Code of Conduct Attendees (Adult and Youth)**

All individuals, regardless of age, attending Tennessee SCTP activities shall exercise professional and appropriate behavior at all times. Such behavior is a reflection of respect for themselves, the program, and others, and serves to present admirable role models and authority figures for the youth participants. Those in violation of the Code of Conduct will be asked to leave the Tennessee SCTP event immediately.

## VIII. RULES

Tennessee SCTP athletes participate in the following six age divisions:

- a. Rookie division (grades 5 and under - minimum age 9)
- b. Intermediate division (grades 6 through 8)
  - i. Entry (first year of participation in the intermediate division)
  - ii. Advanced
- c. Senior division (grades 9 through 12)
  - i. Junior Varsity (first year of participation in the senior division)
  - ii. Varsity
- d. Collegiate Division (enrolled in a full time college program)

*NOTE: Athletes in the highest category in any SCTP discipline will be classified automatically in that same category in all disciplines for which they are registered. For example, an athlete in the Intermediate Advanced in skeet will be in that category for trap and sporting clays, not lower.*

Tennessee SCTP athletes must complete and pass the Tennessee Wildlife Resources Agency (TWRA) Hunter Education Safety program or another state course recognized by Tennessee Wildlife Federation before competing or practicing in Tennessee SCTP. This is a one-time requirement per athlete. A list of dates and classes can be found at [tn.gov/twra](http://tn.gov/twra).

Each athlete and their parents or guardians must have all forms completed, fees paid, and be on an official Tennessee SCTP team roster before being allowed to practice or compete in any Tennessee SCTP event. Registration fees are payable via SSSF SHOT or a check sent to the National Scholastic Clay Target Program.

Athletes must be enrolled in school at time of participation. College athletes must be enrolled as full time students in a post-secondary institution to be eligible for participation. Students who graduate or complete graduation requirements midterm may complete the target year.

Every team **must** have a head coach who is 21 years of age or older and who meets all requirements of a Tennessee SCTP credentialed coach (see Section VI of this manual). The first and foremost responsibility of the head coach is to **ensure the safety** of all participants. Head coaches **must** emphasize the safe handling and use of firearms in every facet of Tennessee SCTP and must be willing to conduct the “Required Practices” as stipulated below in Rule 10.

**IMPORTANT! PLEASE NOTE:** For all Tennessee SCTP events (practices, matches, etc.), team members must be under the supervision of the team’s head coach. In the event the head coach cannot be present, he/she must designate an assistant coach who is registered with Tennessee SCTP and has met all the head coach credentialing requirements. Violation of this rule disqualifies the team from entering an event and may result in the removal of the head coach from Tennessee SCTP.

All coaches must be credentialed by Tennessee SCTP. Refer to the definition of a credentialed coach in Section VI of this manual. All teams are required to have a Tennessee SCTP credentialed coach on the field at all times. This is for safety purposes only as no coaching is allowed during competitions.

All coaches and adult volunteers are required to complete and pass a background check biannually in SHOT. Adults will not be allowed to participate with a team if the background check has not been completed or if the findings are deemed unacceptable by Tennessee Wildlife Federation, the Tennessee SCTP Manager, or steering committee.

Tennessee SCTP athletes may not receive cash awards when participating in SCTP events.

#### Team membership

- e. If an athlete attends a school that has a Tennessee SCTP team, the athlete may only compete on that team.
- f. If (a) does not apply, an athlete must shoot for an open team within his/her county of residence.
  - i.
  - ii. Once an athlete chooses a team, they must stay with that team unless they move out of the county or their school forms a team.
  - iii. If an athlete wishes to change to another team in their area, they must request a waiver and may be asked to sit out a year from team awards for the current season before joining the new team. Athletes would remain eligible for all individual awards. All team transfer waivers will be reviewed by the Federation Director of Programs, Tennessee SCTP Manager, and appropriate Regional Director(s). If an agreement cannot be reached, further clarification is desired, or appeal of the decision by the athlete is initiated, the waiver will be taken to the Tennessee SCTP rules committee.
- g. If there are no teams in an athlete's county of residence, the athlete may join the next closest team outside of that county.
  - i. Athletes in this situation are subject to **rule (f)(i – iii)** unless a team forms in their county of residence.
- h. Athletes attending home-based schools are required to abide by the above rules. In addition, with their Tennessee SCTP registration, they must submit a copy of the Tennessee Department of Education letter granting approval under Department of Education Codes to be a homeschool student. Submission of this document must be included with their signed Code of Conduct and Memorandum of Understanding (MOU).
- i. Athletes may only be registered with one team, with the exception for college athletes. **Collegiate athletes may be active on their collegiate team's roster and their former team's roster if they choose to participate under their alma mater outside of the school year**
- j. All issues not covered above must be addressed by the Tennessee SCTP rules committee. Requests for a waiver from the above rules must be submitted in writing by the athlete or the athlete's parents to the athlete's Regional Director. All team transfer waivers will be reviewed by the Federation Director of Programs, Tennessee SCTP Manager, and appropriate Regional Director(s). If an agreement cannot be reached, further clarification is desired, or appeal of the decision by the athlete is initiated, the waiver will be taken to the Tennessee SCTP steering committee.

Each athlete is required to shoot a minimum of 600 practice targets (**in that discipline**) before competing in the state championships. Coaches are responsible for showing proof that this requirement has been fulfilled. Proof may include practice schedules and/or coaching logs. Falsification of proof, practice schedules, or logs may result in disqualification. **Athletes should also be experienced in all events they are registered for before competing in the Regional Championships. Under no circumstances should an**

athlete compete in trap, skeet, or sporting clays if they have never shot it before during a practice or on their own. Basic knowledge of the game is expected prior to competing. The 600 practice target minimum does not apply to side games such as super sporting, skeet doubles, doubles trap, extended-yard line trap, etc. but athletes should be familiar with rules and basics of the event.

In order to compete in the state championships, athletes must have competed in the regional championships for the disciplines in which they wish to compete at state. In order to compete in the national championships, athletes must have competed in the state championships for the disciplines in which they wish to compete at national, or through other National qualifiers, and follow SSSF regulations regarding registered targets.

Waivers for this requirement may be issued because of injury, school related activities, and other shooting events. Waivers must be requested in writing to the Regional Director and Tennessee SCTP Manager. This rule applies for American disciplines only (trap, skeet, sporting clays). **No waivers are required for International disciplines such as bunker and international skeet for the SCTP National Championships.**

Tennessee SCTP athletes may compete in different regional championships in order to qualify to compete in the state championships but will not be eligible for awards in regions other than their assigned region.

Collegiate athletes are welcome to participate in regional and state championships but are exempt from the above requirements. In Tennessee, collegiate athletes compete for individual awards only.

All athletes must maintain a 2.0 grade point average during the previous semester or meet the same academic eligibility requirements as other sports in their school or area, whichever is greater. (These are minimum requirements and individual schools or coaches can raise requirements as they see fit.)

*NOTE: It is allowable for Tennessee SCTP teams to create rules specific to their team; however, these rules may not conflict with Tennessee SCTP rules, must be approved in writing by the team sponsor, be reasonable, and not impede the spirit or mission of Tennessee Wildlife Federation or Tennessee SCTP.*

Special SCTP safety rules for all disciplines: Violation of the following safety rules may result in disqualification from an event and/or removal from the program.

- k. **Toe pads**: The use of toe pads is forbidden. It is a violation to rest the muzzle on the foot. The use of rubber pads are encouraged for athletes that need to rest their muzzle.
- l. **Footwear**: Shooting in flip-flops, sandals, or opened-toed or opened-heeled shoes is prohibited. This rule is extended to any shoes such as Crocs. Shoes should fit the full foot in a manner that does not impede the athlete's ability to move freely.
- m. **Muzzle control**: Muzzle control is a key element of firearm safety. Muzzles should always be pointed in a direction that ensures the carrier has complete control. While on a station, the muzzle must be pointed "down range" and never cross any part of the athlete's anatomy or any other person's anatomy. When closing the chamber of a firearm, the muzzle should be pointed down range, parallel to the ground, and **never** at a hard or flat surface.

- n. Mechanical safety: For firearms that have a mechanical safety, the safety must be in proper working order and should be engaged (on) when transporting, storing, or resting a firearm.
- i. Sporting clays: The safety is to remain **on** until the athlete is in the station and the firearm is through the shooting window. The safety may remain **off** until all targets have been shot provided the firearm remains inside the shooting window. The safety must be **on** before removing the firearm from the shooting window.
  - ii. Skeet: The safety is to remain **on** until the athlete is in the station and ready to call for the first target. The safety may remain **off** until the last target of the station is shot. The safety is to be turned **on** before leaving the station.
  - iii. Trap: The safety is to remain **on** until the athlete is in the station and ready to call for the first target. The safety may remain **off** until the last target of the station is shot. The safety is to be turned **on** before leaving the station.
  - iv. **Athletes will not be penalized for accidentally keeping their safety on after moving stations. This will not count as a “malfunction” or “failure to fire”.**

Eye and ear protection are required to be worn by all athletes, coaches, scorers, and all individuals forward of the 27-yard line or in the area of the sporting clays station while at Tennessee SCTP competitions. Any athlete, coach or observer observed not wearing eye and/or ear protection in the designated areas listed above will be informed to obtain eye and/or ear protection or be removed from competition until protection is secured.

Hearing protection with a noise reduction rating of at least 25 dB is required (noise-canceling bluetooth earphones such as AirPods do not meet this requirement). Hearing protection may not be connected to electronic devices such as mobile phones or music players. Even though it may be muffled, hearing protection should be such that the athlete can hear range commands.

The use of illegal substances, abuse of prescription medications, alcohol and/or tobacco products (cigarettes, snuff, dip, and chewing tobacco) by Tennessee SCTP athletes at Tennessee SCTP events (including practices) is prohibited. Furthermore, the terms tobacco and tobacco products are expanded to include e-cigarettes and/or devices containing components of tobacco, nicotine, or vapor. Adult spectators may use tobacco in designated areas only. Tennessee SCTP athletes and coaches are also prohibited from using, selling, distributing, consuming, etc. any illegal substance at any time. Those found in violation of any of the above are subject to suspension or expulsion from the program. Anyone using, selling, distributing and/or consuming illegal substances shall be reported to law enforcement authorities. Other substances, such as CBD, Delta 8, and other cannabinoids are strictly prohibited at all Tennessee SCTP events, including practices.

**During competitions, the use of devices such as “ShotKam”, “GoPro” or any other electronic recording device that is attached to the athlete or their firearm is not allowed.**

#### **Expectations for Teams at Tennessee SCTP Events**

**The Head Coach or Team Administrator must check in their team prior to shooting their first event. At the time of check in, full payment is required and schedules are to be finalized. No refunds for cancellations will be issued after the event has begun, only refunds requested prior to the event starting will be considered. The individual checking the team in will assume the responsibility of being the teams’ point of contact during the event, and is expected to understand**

and enforce all rules with their team including scorekeeping duties, time expectations, and other event standards.

Re-loaded ammunition is not allowed. Factory loaded ammunition must be used by all Tennessee SCTP members at SCTP events. (This includes all team practices, club level competitions, and national competitions.) This is a safety issue. Teams, athletes, and coaches are subject to disqualification and/or expulsion from the program. No warnings will be given.

The Tennessee SCTP rules committee reserves the right to review all concerns or appeals filed in writing to the appropriate regional director.



All national governing body rules (ATA, NSSA, NSCA, USA Shooting), Scholastic Shooting Sports Foundation guidelines, and Tennessee SCTP rules will be adhered to at all times during practices and Tennessee SCTP events to ensure standardization and fair competition. Any team or individual found not in compliance with these rules may be subject to disqualification, suspension, and/or expulsion. If a conflict appears between Tennessee SCTP rules and other rules, Tennessee SCTP rules supersede and are primary.

Organizations and individuals desiring to solicit financial contributions or other assistance from local businesses or other third parties to support their participation in Tennessee SCTP must do so in their own names. Organizations and individuals are strictly prohibited from using the Tennessee Wildlife Federation name and/or the Federation's nonprofit classification or claiming affiliation with the Federation or any of the Federation's affiliate programs in their solicitation activities without the sole written consent of the Federation.

Organizations and individuals accepting financial contributions or other assistance in connection with their participation in Tennessee SCTP shall be solely responsible for collecting, recording, disseminating, substantiating, and reporting all contributions or support they receive. Neither the Federation nor Tennessee SCTP shall be responsible for any activities that organizations or individuals may engage in with respect to their participation in Tennessee SCTP. Any questions regarding tax deductibility should be directed to your financial advisor.

“Tennessee Scholastic Clay Target Program,” “Tennessee SCTP,” the Tennessee SCTP logo, and SCTP are trademarks or registered trademarks of Tennessee Wildlife Federation. Organizations and individuals, whether or not participating in Tennessee SCTP, are prohibited from using Tennessee SCTP trademarks without the prior written consent from the Federation. To obtain consent to use Tennessee SCTP trademarks, please send a written request to Tennessee Wildlife Federation.

Rules and procedures for shoot-offs are covered in Section X of this manual.

Rules are subject to change by Tennessee Wildlife Federation or Tennessee SCTP steering committee as necessary. These rules go beyond those of the NGB and SSSF.

Revised August 2024

## **IX. OUTSIDE COACHING**

### **What is Outside Coaching?**

Tennessee SCTP program defines outside coaching as coaching of a Tennessee SCTP participant by a coach who is not part of a Tennessee SCTP team, is not credentialed and/or registered with Tennessee SCTP, and who provides instruction and coaching apart from Tennessee SCTP practices, shooting competitions, and other Tennessee SCTP events. Typically, outside coaches provide coaching for a fee and often provide these services as part of a business venture.

### **Tennessee SCTP's Policy about Outside Coaching**

Tennessee SCTP believes that outside coaching is the sole purview and responsibility of the parents or guardians of the Tennessee SCTP athlete, and therefore is viewed by Tennessee SCTP as outside of the purview of the program and is not regulated by Tennessee SCTP or its volunteers.

Because outside coaches and outside coaching are "outside" the purview of Tennessee SCTP, Tennessee SCTP claims no authority over outside coaching, nor do we vet, vouch, support, or endorse outside coaches.

Additionally, because Tennessee SCTP recognizes that outside coaching is not part of the Tennessee SCTP program, any negative action or punishment taken by a Tennessee SCTP coach or volunteer towards a Tennessee SCTP participant, as a result of their seeking outside coaching, is strictly prohibited. Outside coaching is a private matter between the parent/guardian and the youth in their care.

Should a Tennessee SCTP team wish to engage an outside coach to assist in coaching their team's athletes, Tennessee SCTP requires that such an "outside" coach pass a background check that is administered by Tennessee Wildlife Federation.

Any person who engages in coaching or shooting instruction at any Tennessee SCTP activity must be credentialed by, be registered with, and in good standing with Tennessee SCTP.

It is important to understand that for all Tennessee SCTP activities (i.e., practices, shooting competitions, and events, etc.), credentialed and registered Tennessee SCTP coaches have the authority to structure, organize, and run their respective Tennessee SCTP teams, practices, shooting competitions, and other events as they see fit, given that these are conducted within the confines of Tennessee SCTP, Scholastic Shooting Sports Foundation, and other governing body rules, and codes we support and endorse. This means that coaches can prevent outside coaches from attending and participating in Tennessee SCTP team practices, shooting competitions, and events.

Tennessee Wildlife Federation does not maintain a list of endorsed or approved outside shooting coaches, and we do not and will not provide approval or endorsement of any outside shooting instructor or coach if asked. The responsibility of vetting outside coaching and coaches, like the act of using them itself, lay with the parent or guardian of the Tennessee SCTP athlete and is not a part of the Tennessee SCTP program.

## **X. SHOOT-OFF PROCEDURES AND AWARD STRUCTURE FOR TENNESSEE SCTP REGIONAL AND STATE CHAMPIONSHIPS**

### **General Rules**

For any team shoot-offs, all athletes must be present at the time of shoot-offs to participate. No substitutions for any athletes that have left will be permitted.

At all Tennessee SCTP competitions, a full competitive team is required to be eligible for team awards. A full competitive team in Skeet and Sporting Clays events are 3 athletes with the same classification, and a full competitive team in Trap events are 5 athletes with the same classification. **Depending on the competition, team awards can consist of the following classification: Rookie, Intermediate Entry, Intermediate Advanced, Intermediate Divisions (combines Rookie, Intermediate Entry and Advanced athletes), Junior Varsity, Senior Varsity or Varsity Divisions (combines Junior and Senior Varsity athletes).**

Shoot-offs will be conducted for Main Events only. This includes, American Trap Singles, American Skeet, Sporting Clays, and High Over All/High All Around. Alternate tiebreaker methods will be used for any side events including Skeet Doubles, Super Sporting, Doubles Trap, Extended Yard-Line Trap, or any other extra events offered. Alternate tiebreaker methods may include, reverse run, front run or long run. All tiebreaker procedures for a specific event will be posted and communicated to teams prior to the event. Event Management reserves the right to alter procedures based on the number of athletes/teams and time of day. Front (from target one to the first lost target) and back (from the last lost target to the end) runs may be used in cases of inclement weather, insufficient light, or other circumstances that make shoot-offs impractical.

### **Trap**

#### **Trap Shoot-Off Procedures for Individuals**

All shoot-offs for a specific category or division award will be conducted from the 16-yard line in a 10-target round, unless specified by shoot management. All individuals will shoot at the same time. Starting post assignments will be determined at random and assigned to the following posts:

- If 2 athletes - post numbers 2 and 4.
- If 3 athletes - post numbers 2, 3, and 4.
- If 4 athletes - post numbers 2, 3, 4, and 5.
- If 5 athletes - post numbers 1, 2, 3, 4, and 5.
- If more than five athletes are involved in the tie, they shall be divided as equally as possible into two or more squads as directed by the management.

The total number of targets broken by the individual during the round of 10 (2 targets per post) will be used to determine the winner. If two or more individuals tie, the tied individuals continue on to the next round.

Round two – Two or more individuals still in the running from round one move back to the 22-yard line and continue the same shoot-off process. If there are tie scores between or among individuals, the tied athletes continue on to round three.

Round three – Two or more individuals still in the running move to the 25-yard line and follow the shoot-off procedures used in the preceding two rounds. If there are tie scores between or among individuals, the tied athletes continue on to round four.

Round four – Two or more individuals still in the running move to the 27-yard line and follow the shoot-off procedures used in the preceding two rounds. The next and all required subsequent rounds will be shot from the 27-yard line.

### **Trap Shoot-Off Procedures for Teams**

All shoot-offs for a specific category or division award will be conducted from the 16-yard line in a 10-target round, unless specified by shoot management. All teams will shoot at the same time. Field assignment will be determined at random. The Tennessee SCTP Manager reserves the right to choose any random method to assign a field.

For team shoot-offs, the team members will be the top five athletes from the team. Positions will be set by score with the highest score on post one. If there are multiple athletes with the same score, then a countback will be used to determine the specific athlete(s). The athletes with the highest score in the last competition round of 25 will be selected.

The total number of targets broken by the team during the round will be used to determine the winner. If there are tie scores between or among teams, the tied teams continue on to the next round.

Round two – Two or more teams still in the running from round one move back to the 22-yard line with their teammates and continue the same shoot-off process. If two or more teams tie, those teams continue on to round three.

Round three – Two or more teams still in the running move to the 25-yard line and follow the shoot-off procedures used in the preceding two rounds. The next and all required subsequent rounds will be shot from the 25-yard line.

Round four – Two or more teams still in the running move to the 27-yard line and follow the shoot-off procedures used in the preceding two rounds. The next and all required subsequent rounds will be shot from the 27-yard line.

*Event Management reserves the right to begin shoot-offs from any yard line based on the number of athletes/teams and time of day. Front (from target one to the first lost target) and back (from the last lost target to the end) runs may be used in cases of inclement weather, insufficient light, or other circumstances that make shoot-offs impractical.*

### **Skeet**

#### **Skeet Shoot-Off Procedures for Individuals**

Individuals in a shoot-off for a specific category or division award will shoot on the same field. Shooting order will be determined at random. The Tennessee SCTP Manager reserves the right to choose any random method to determine the shooting order.

Shoot-offs shall consist of shooting doubles from stations 3 (high-low), 4 (high-low), and 5 (low-high) in that order (six targets per athlete), for total score. The total number of targets broken by the individual will be used to determine the winner. If there are tie scores between individuals, the tied individuals continue on to the next round.

If two or more individuals are tied after the first round, those individuals will continue shooting doubles in a “sudden death” format per station in the following rotation: from station 3 (high-low), station 4 (high-low), station 5 (low-high), station 4 (low-high), station 3 (high-low), station 4 (high-low) until one individual is declared the winner.

#### **Skeet Shoot-Off Procedures for Teams**

Teams in the shoot-offs for a specific category or division award will shoot on the same field. All team members will participate in the shoot-off round(s). Shooting order will be determined at random. The Tennessee SCTP Manager reserves the right to choose any random method to determine shooting order.

For team shoot-offs, the team members will be the top three athletes from the team. Positions will be set by score with the highest scorer shooting first. If there are multiple athletes with the same score, then a countback will be used to determine the specific athlete(s). The athletes with the highest score in the last competition round of 25 will be selected. The order for the teams will be determined by when the team shot. In the event that the teams shot at the same time, the order will be determined by the field number shot by the team in the main event.

Shoot-offs shall consist of shooting doubles from stations 3 (high-low), 4 (high-low), and 5 (low-high), in that order (six targets per athlete), for total score. The total number of targets broken by the team will be used to determine the winner. If there are tie scores among teams, the tied teams continue on to the next round.

If two or more teams are tied after the first round, those teams will continue in a “sudden death” format per station in the following rotation: from station 3 (high-low), station 4 (high-low), station 5 (low-high), station 4 (low-high), station 3 (high-low), station 4 (high-low) until one team is declared the winner.

*Event Management reserves the right to use front (from target one to the first lost target) and back (from the last lost target to the end) runs in cases of inclement weather, insufficient light, or other circumstances that make shoot-offs impractical.*

## **Sporting Clays**

### **Sporting Clays Shoot-Off Procedures for Individuals**

Shoot-offs will be conducted on the sporting clays course or a **five-stand when available**. Shoot-offs for a specific category or division award will be shot on the same station for total score. Event management will predetermine which stations will be used for shoot-offs and will announce the stations at the beginning of the shoot-off. Shoot-offs will begin on one station and continue to subsequent stations until all necessary ties are broken. Event management reserves the right to choose stations not used in the main event for shoot-off stations.

All target presentations will be true pairs. Shoot-off will be from one station with each athlete shooting at two true pairs (four targets per athlete) for a total score. Shoot order will be determined at random..

The total number of targets broken by the individual will be used to determine the winner. If there are tie scores between individuals, those athletes with the highest scores will continue to the next station and repeat the process until one individual is declared the winner.

### **Sporting Clays Shoot-Off Procedures for Teams**

Shoot-offs will be conducted on the sporting clays course or a five-stand when available. Shoot-offs for a specific category or division award will be shot on the same station for total score. Event management will predetermine which stations will be used for shoot-offs and will announce the stations at the beginning of the shoot-off. Shoot-offs will begin on one station and continue to subsequent stations until all necessary ties are broken. Event management reserves the right to choose stations not used in the main event for shoot-off stations.

All team members will participate in the shoot-off round(s). Order will be determined at random. The Tennessee SCTP Manager reserves the right to use any random method to determine the order.

The team members will consist of the top three (3) athletes from the team. Positions will be set by score. If there are multiple athletes with the same score, then the score from a randomly selected station from the main event will be used to determine the specific athlete(s). Order for the teams will be determined at random.

All target presentations will be true pairs. Shoot-offs will be from one station with each athlete shooting at two true pairs (four targets per athlete) for a team total score. **All** team members must shoot from the same cage or stand.

The total number of targets broken by the team will be used to determine the winner. If there are tie scores between or among teams, those teams with the highest scores will continue to the next station and repeat the process until one team is declared the winner.

*Event Management reserves the right to use scores from randomly selected stations from the main event to break ties in cases of inclement weather, insufficient light, or other circumstances that make shoot-offs impractical.*

### **Shoot-Off Procedure for High Overall/All Around Individual and Team at the State Championships**

Individuals and squads/teams will shoot-off in all three disciplines. The shoot-off procedures for the events are the same as they were for the individual events.

The order of the events will be sporting clays, skeet, and then trap.

The individual or teams who wins a discipline specific shoot-off (i.e. wins the sporting clays shoot-off) will be rewarded a point. The first individual or team to reach two points is the winner.

The order of athletes will be determined by a random method. The Tennessee SCTP Manager reserves the right to use any random method to determine the order.

### **Adjustments to Shoot-Off Procedures for Regional Championships with Multiple Sites**

If an event takes place at multiple locations, it may not be practical for tied scores to be broken in a shoot-off process. Regardless of the procedure chosen, the tiebreaker method will be determined and communicated prior to the start of the competition. Shoot management (Regional Director) has the authority to determine alternate ways to break the tie. This includes, but is not limited to:

- Targets broken in the main event will be used to break all ties in the event of scores of 99/100 or less. “Reverse Run” for trap & skeet events will be used.
  - For Team Awards, the following tiebreaker will be used:
    - Trap: a countback will be taken from the last round of all the top 5 athletes
    - Skeet: a countback will be take from the last round of all the top 3 athletes
- In the event of a tie with perfect scores, shoot management will set a time/place for all parties to meet to break the tie. This location and time will be predetermined by Shoot Management and communicated before the competition. Failure to show up for the designated tiebreaker time and location will result in a forfeit. If conditions prohibit the ability to schedule a tiebreaker, Shoot Management has the authority to designate alternative tiebreaker procedures when needed.

### **Awards**

At Tennessee SCTP competitions, event management reserves the right to determine how awards will be distributed depending on the level of participation. At the Regional Championships, first through third place will be given in each division or classification determined for ladies, men and teams for each event. First and second place for High Over All awards will be given in each division or classification determined for ladies, men and teams. At all Tennessee SCTP competitions, a full competitive team is required to be eligible for team awards. A full competitive team in Skeet and Sporting Clays events are 3 athletes with the same classification, and a full competitive team in Trap events are 5 athletes with the same classification.

At the State Championships, the structure of awards are as follows:

#### Main Events

Main Events include American Trap, American Skeet and Sporting Clays. First through fifth place will be awarded for ladies, men and teams in the following divisions:

- Rookie
- Intermediate Entry
- Intermediate Advanced
- Junior Varsity
- Senior Varsity
- Collegiate (ladies and men only, no team awards)

#### Side Events

Side events include all non-main events including Super Sporting, Skeet Doubles, Doubles Trap, Extended Yard Line Trap, etc. First through third place will be awarded for ladies, men and teams in the following divisions:

- Ladies & Men
  - Rookie
  - Intermediate Entry
  - Intermediate Advanced
  - Junior Varsity
  - Collegiate
- Team
  - Intermediate - combines scores from Rookie, Intermediate Entry and Advanced
  - Varsity - combines scores from Junior and Senior Varsity

#### HOA (High Over All) Main Events

HOA Main Events is the aggregate score of the main three events - American Trap, American Skeet and Sporting Clays. First through fifth place will be awarded for ladies, men and teams in the following divisions:

- Rookie (men and ladies only)
- Intermediate - combines Intermediate Entry and Advanced (will include Rookies for team)
- Varsity - combines Junior and Senior Varsity
- Collegiate (men and ladies only)

#### HAA (High All Around) All Events and HOA Combined Events

HAA (High All Around) All Events is the combined scores of all events offered at the State Championships, and HOA Combined Events include the HOA Combined Sporting Clays, HOA Combined Skeet and HOA Combined Trap awards. First through third place will be awarded for ladies, men and teams in the following divisions:

- Rookie (men and ladies only)
- Intermediate - combines Intermediate Entry and Advanced (will include Rookies for team)
- Varsity - combines Junior and Senior Varsity
- Collegiate (men and ladies only)

Special Awards : HOA Main Event and HAA All Events Grand Champion

The top non-collegiate athlete for both men and ladies will be named the Grand Champion for the HOA Main Event and HAA All Events categories. The athlete who earns this title will be “bumped out” of their respective division (ex: Varsity Men) and cannot earn both titles. Subsequently, the athlete who is in second place in that same division will move up to the Division Champion position, as will the rest of the leaderboard.



## **XI. NON-DISCRIMINATION POLICY**

In order to provide equal opportunities to all Tennessee SCTP participants, volunteers, and supporters, all decisions regarding volunteers, program staff, and other supporters of Tennessee SCTP will be based on merit, qualifications, and abilities. Tennessee Wildlife Federation and its program, Tennessee SCTP, does not discriminate against its program beneficiaries or participants on the basis of race, color, sex, religion, ancestry, national origin, age, disabilities, or veteran status as required by applicable federal and state laws and regulations.

Tennessee Wildlife Federation will make reasonable accommodations for qualified volunteers with known disabilities, unless doing so would result in an undue hardship. This policy governs all aspects of the Tennessee SCTP program, including selection, task assignment, compensation, discipline, termination, and access to benefits and training.

Tennessee Wildlife Federation and Tennessee SCTP volunteers with questions or concerns about discrimination are encouraged to bring these issues to the attention of the Tennessee Wildlife Federation's chief executive officer and to the Tennessee SCTP steering committee or their designated representative. Volunteers can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of involvement in Tennessee SCTP.

**If you believe that you have been discriminated against in any program, activity, or facilities, or if you desire more information, please bring these issues to the attention of the Tennessee Wildlife Federation's Title VI Coordinator, currently TWF's Deputy Chief of Operations, by emailing [finance@tnwf.org](mailto:finance@tnwf.org) or calling [\(615\) 353-1133](tel:6153531133) and selecting the "finance" option.**

## **XII. SEXUAL ABUSE AND HARASSMENT POLICY**

### **Tennessee Wildlife Federation – Tennessee SCTP Sexual Abuse and Harassment Policy**

Tennessee Wildlife Federation Tennessee Scholastic Clay Target Program considers the safety and well-being of the youth in our programs a top priority. We prohibit abuse and strive to proactively address reports of this type of conduct. You must report any problems or concerns, and we will act on them in a fair way in accordance with our policies.

We will report suspected abuse to the proper law enforcement agencies, and have adopted the following policy and procedures in an effort to provide a safe environment for our coaches, volunteers, athletes, and their families.

#### **Prohibited Behavior**

- a) Use of degrading language or behavior. Coaches are also responsible for stopping disrespectful behavior between team members, including sexual harassment.
- b) Threatening or intentionally inflicting physical injury upon anyone, especially a minor. Coaches are also responsible for stopping threatening behavior by Tennessee SCTP athletes.
- c) Committing any sexual offense against a minor, or engaging in any physical, sexual, oral, electronic, or any other type of unwanted, or personal physical contact with a minor.
- d) Making any sexual advance, or engaging in other verbal, or physical conduct of a sexual nature with a minor.
- e) One-on-one adult-child interaction. At no time should an adult be alone or have private, direct communication with a minor. If a child is receiving individual instruction or working with a private coach as part of a Tennessee SCTP team activity, this activity must be in a public setting rather than behind closed doors and the outside coach in question must adhere to the coaching credential standards maintained by Tennessee SCTP (see page 12).

#### **Reporting of Suspected Child Sexual Abuse**

- a) All reports of sexual abuse, harassment, or other inappropriate conduct should be reported immediately to J.W. Worthen, Tennessee Wildlife Federation Director of Programs. In the event the Director of Programs is not available, please contact Ashley Tone, Tennessee SCTP Manager. In the event, the Tennessee SCTP Manager is not available to contact Michael Butler, Tennessee Wildlife Federation Chief Executive Officer. If none of the above are available, contact any employee of Tennessee Wildlife Federation. All contacts may be reached by calling Tennessee Wildlife Federation at (615) 353-1133.
- b) All coaches, volunteers, parents, and/or program participants are required to report any incident of abuse or suspected abuse that they witness or that is reported to them to the designated representative mentioned in section a) above. Note: This does not preclude individuals from reporting abuse or suspected abuse to the proper law enforcement authorities.

### **XIII. REMOVAL OF TENNESSEE SCTP PARTICIPANTS PROCEDURE**

Participants in Tennessee SCTP may be suspended or removed from participation in Tennessee SCTP for violation of any portion of the Tennessee SCTP Rules, NGB rules, or Tennessee SCTP Code of Conduct policies for adult and/or youth participants.

1. For the purpose of this policy and these procedures, “participant(s)” means any adult or youth who is participating in Tennessee SCTP, including coaches, general volunteers, parents/guardians, and youth participants.
2. Suspension or removal of any participant may be for violations of Tennessee or National SCTP rules, NGB rules, or the adult or youth participant Codes of Conduct.
3. The authority to suspend or remove a Tennessee SCTP participant shall reside with the Tennessee SCTP coach, regional director, Tennessee SCTP Manager, Tennessee Wildlife Federation Director of Programs, Tennessee SCTP steering committee, or Tennessee Wildlife Federation Board of Directors. The head coach is responsible for bringing the issue to the regional director’s attention for immediate action.
4. The authority to suspend or remove a Tennessee SCTP coach shall reside with the Tennessee SCTP team sponsor, regional director, Tennessee SCTP Manager, Tennessee Wildlife Federation Director of Programs, Tennessee SCTP steering committee, or Tennessee Wildlife Federation Board of Directors. The team sponsor is responsible for bringing the issue to the regional director’s attention for immediate action.
5. Regional directors may only suspend or remove participants within their region.
6. Appeals process for suspension or removal: When the decision has been made to suspend or remove a Tennessee SCTP participant the following steps will be taken:
  - a. Tennessee Wildlife Federation Director of Programs or Chief Executive Officer will notify the Tennessee SCTP participant being suspended or removed of their suspension or removal.
  - b. Upon receipt of the notification of suspension or removal from Tennessee SCTP, the suspended or removed participant may appeal the decision to the Tennessee SCTP steering committee provided that the participant provides a notice of appeal to the committee within 10 days of receipt of the notice of suspension or removal.
7. The rules, policies, and procedures contained within this manual represent the minimum standards under which Tennessee SCTP may operate. Tennessee Wildlife Federation reserves the right to take any and all actions deemed necessary to protect youth participants, volunteers, and coaches.

#### XIV. FORMS

*The following forms shall be signed and returned to Tennessee Wildlife Federation prior to practice or competition. Blank copies of all forms can be found [tnwf.org/coach](http://tnwf.org/coach)*

Memorandum of Understanding (MOU) - must be signed by team's sponsoring entity

Coach & Volunteer Roster - one per team, must include all coaches and adult volunteers assisting with the team and must match the Coach Roster page on SHOT

Adult Release of Liability - required for all coaches, volunteers, event staff & athletes over the age of 18

Parent Release of Liability - required for each family with athletes participating in Tennessee SCTP (if a family has multiple children on the team, only one form is needed listing all athletes in the household)

Minor Assumption of Risk - required by all parents and athletes under the age of 18

All forms should be uploaded by the team's head coach or team administrator to <https://www.surveymonkey.com/r/B6DGFMH>

## Summary of Changes

### VII. CODE OF CONDUCT

#### Code of Conduct Adult Participants and Coaches

##### **Behavior**

- Respect for the needs of others will be maintained during Tennessee SCTP activities. Respect for Tennessee SCTP staff members, volunteer/event staff and all rules must be maintained at all times.

#### Code of Conduct Athletes

##### **Dress**

- Pants or modest length and well-fitting shorts/bottoms are acceptable. Shorts, skirts or pants that reveal undergarments or buttocks are prohibited. Shorts and skirts must be at minimum “fingertip length” and be visible below the individuals' shirt and/or shooting vest.
- It is up to the discretion of Tennessee SCTP staff to determine if a dress code violation is occurring. The head coach will be addressed and the athlete given one warning. Failure to comply with the dress code may result in disqualification during the event for the athlete or the entire team.

##### **Behavior**

- Cell phones, video games, MP3 players or personal music devices, etc. shall be permitted only when used in a manner that does not interfere with any aspect of the Tennessee SCTP event. Should they become disruptive to the event, training, or any other aspect of the program, these devices are subject to temporary confiscation. These devices should not be used or out while athletes are engaging in live fire activities.
- Participation, cooperation, respect for others, and a positive attitude are expected. All participants shall exhibit good sportsmanship at all times. This includes, but is not limited to, throwing hulls, not picking up trash, disrespect towards scorekeepers, event staff, coaches, etc. Lack of good sportsmanship may lead to immediate dismissal from an event.
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### VIII. RULES

#### Team membership

- i. Athletes may only be registered with one team, with the exception for college athletes. Collegiate athletes may be active on their collegiate team’s roster and their former team’s roster if they choose to participate under their alma mater outside of the school year.

Each athlete is required to shoot a minimum of 600 practice targets (in that discipline) before competing in the state championships. Coaches are responsible for showing proof that this requirement has been fulfilled. Proof may include practice schedules and/or coaching logs. Falsification of proof, practice schedules, or logs may result in disqualification. Athletes should also be experienced in all events they are registered for before competing in the Regional Championships. Under no circumstances should an athlete compete in trap, skeet, or sporting clays if they have never shot it before during a practice or on their own. Basic knowledge of the game is expected prior to competing. The 600 practice target minimum does not apply to side games such as super sporting, skeet doubles, doubles trap, extended-yard line trap, etc. but athletes should be familiar with rules and basics of the event.

In order to compete in the state championships, athletes must have competed in the regional championships for the disciplines in which they wish to compete at state. In order to compete in the

national championships, athletes must have competed in the state championships for the disciplines in which they wish to compete at national, or through other National qualifiers, and follow SSSF regulations regarding registered targets.

Waivers for this requirement may be issued because of injury, school related activities, and other shooting events. Waivers must be requested in writing to the Regional Director and Tennessee Sctp Manager. This rule applies for American disciplines only (trap, skeet, sporting clays). No waivers are required for International disciplines such as bunker and international skeet for the Sctp National Championships

N. Mechanical safety: For firearms that have a mechanical safety, the safety must be in proper working order and should be engaged (on) when transporting, storing, or resting a firearm.

Iv. Athletes will not be penalized for accidentally keeping their safety on after moving stations. This will not count as a “malfunction” or “failure to fire”.

During competitions, the use of devices such as “ShotKam”, “GoPro” or any other electronic recording device that is attached to the athlete or their firearm is not allowed.

#### Expectations for Teams at Tennessee Sctp Events

The Head Coach or Team Administrator must check in their team prior to shooting their first event. At the time of check in, full payment is required and schedules are to be finalized. No refunds for cancellations will be issued after the event has begun, only refunds requested prior to the event starting will be considered. The individual checking the team in will assume the responsibility of being the teams’ point of contact during the event, and is expected to understand and enforce all rules with their team including scorekeeping duties, time expectations, and other event standards.

## **X. SHOOT-OFF PROCEDURES AND AWARD STRUCTURES FOR TENNESSEE Sctp REGIONAL AND STATE CHAMPIONSHIPS**

### **General Rules**

At all Tennessee Sctp competitions, a full competitive team is required to be eligible for team awards. A full competitive team in Skeet and Sporting Clays events are 3 athletes with the same classification, and a full competitive team in Trap events are 5 athletes with the same classification. Depending on the competition, team awards can consist of the following classification: Rookie, Intermediate Entry, Intermediate Advanced, Intermediate Divisions (combines Rookie, Intermediate Entry and Advanced athletes), Junior Varsity, Senior Varsity or Varsity Divisions (combines Junior and Senior Varsity athletes).

### **Awards**

At Tennessee Sctp competitions, event management reserves the right to determine how awards will be distributed depending on the level of participation. At the Regional Championships, first through third place will be given in each division or classification determined for ladies, men and teams for each event. First and second place for High Over All awards will be given in each division or classification determined for ladies, men and teams. At all Tennessee Sctp competitions, a full competitive team is required to be eligible for team awards. A full competitive team in Skeet and Sporting Clays events are 3 athletes with the same classification, and a full competitive team in Trap events are 5 athletes with the same classification.

At the State Championships, the structure of awards are as follows:

### Main Events

Main Events include American Trap, American Skeet and Sporting Clays. First through fifth place will be awarded for ladies, men and teams in the following divisions:

- Rookie
- Intermediate Entry
- Intermediate Advanced
- Junior Varsity
- Senior Varsity
- Collegiate (ladies and men only, no team awards)

### Side Events

Side events include all non-main events including Super Sporting, Skeet Doubles, Doubles Trap, Extended Yard Line Trap, etc. First through third place will be awarded for ladies, men and teams in the following divisions:

- Ladies & Men
  - Rookie
  - Intermediate Entry
  - Intermediate Advanced
  - Junior Varsity
  - Collegiate
- Team
  - Intermediate - combines scores from Rookie, Intermediate Entry and Advanced
  - Varsity - combines scores from Junior and Senior Varsity

### HOA (High Over All) Main Events

HOA Main Events is the aggregate score of the main three events - American Trap, American Skeet and Sporting Clays. First through fifth place will be awarded for ladies, men and teams in the following divisions:

- Rookie (men and ladies only)
- Intermediate - combines Intermediate Entry and Advanced (will include Rookies for team)
- Varsity - combines Junior and Senior Varsity
- Collegiate (men and ladies only)

### HAA (High All Around) All Events and HOA Combined Events

HAA (High All Around) All Events is the combined scores of all events offered at the State Championships, and HOA Combined Events include the HOA Combined Sporting Clays, HOA Combined Skeet and HOA Combined Trap awards. First through third place will be awarded for ladies, men and teams in the following divisions:

- Rookie (men and ladies only)
- Intermediate - combines Intermediate Entry and Advanced (will include Rookies for team)
- Varsity - combines Junior and Senior Varsity
- Collegiate (men and ladies only)

### Special Awards : HOA Main Event and HAA All Events Grand Champion

The top non-collegiate athlete for both men and ladies will be named the Grand Champion for the HOA Main Event and HAA All Events categories. The athlete who earns this title will be “bumped out” of their respective division (ex: Varsity Men) and cannot earn both titles. Subsequently, the athlete who is in second place in that same division will move up to the Division Champion position, as will the rest of the leaderboard.