

How to Conduct a Basic Instructor Course Training



Procedures for conducting S3DA Basic Archery Instructor Training Sessions

Purpose:

To provide a clear and simple set of instructions to ensure all S3DA Basic Instructor classes are being managed in the same manner across all entities of the organization while maintaining standardization.

- Secure location, time and date of training.
- Complete training template (Example attached on page 2 & 3)
- Send template to National Outreach Coordinator (outreachs3da@gmail.com), State Coordinator (state where training is being held) & Member Services Coordinator (Madisons3da@gmail.com).
 - Smaller classes may be held, but these three individuals still must be notified, and **Member Services Coordinator MUST approve the class**. If you DO NOT have contact information for the National Outreach Coordinator or State Coordinators, please go to: <https://www.s3da.net/state-coordinators/>.
- If training is approved, the information will be passed along to the S3DA Social Media Marketing Coordinator to upload to the S3DA Website Calendar & National Facebook page, as well as sent to ATA retail shops, etc. to assure maximum participation in training class.
 - If the class is a private class and you DO NOT wish to have the information publicized, please state so when submitting paperwork to the National Office.
- The Member Services Coordinator will notify the instructor of class approval and State Coordinator of approved training.
- Minimum of 2 weeks prior to the training, packets must be ordered. **If the training is less than 2 weeks away, there will be a \$25 processing fee added to the invoice.**
- Once training is complete, the instructor will e-mail the National Outreach Coordinator, State Coordinator, and Member Services Coordinator the Sign-In Sheet (attached on page 4), which includes participant(s) name, phone number & email.
- After Sign-In Sheet is received and all fees have been paid, participants of the class will receive a welcoming e-mail with instructions on how to create their S3DA Sport:80 login, purchase their coaching membership, complete their required background check online (\$18.50) and complete the required SafeSport training (\$20). **S3DA requires coaches to renew their background check every 3 years and their SafeSport certification every 2 years.**

S3DA Basic Archery Instructor Trainer Course Template



Basic 3-D Archery Instructor Trainer Course

There will be an S3DA Basic Archery Instructor Training Course held in _____ at the _____ on _____ beginning at _____ and concluding about _____. For additional information regarding S3DA, go to www.s3da.net.

The mission of the Scholastic Archery Association, DBA Scholastic 3-D Archery, is to foster, educate and guide youth in the areas of 3-D, indoor target, and outdoor target archery as well as safe, ethical bowhunting practices. We design, promote and foster archery competition for youth and secondary students as an after-school program affiliated with educational learning institutions, sportsmen clubs and archery dealers. Upon successful completion of the course, the candidates earn certification as a Basic Instructor and they are qualified to teach children the archery shooting skills needed to participate and compete in S3DA archery events at a local, regional, state and national level. **Any participating team must have at least one qualified S3DA Basic Archery Instructor.**

Please wear casual clothing with gym shoes or something acceptable for an archery range. Remember extremely loose-fitting tops or loose long hair could be dangerous and/or an obstruction when shooting. Bring your own bow with field points and the accessories that you use such as release, finger tab or glove.

Be ready to have fun. If you have little or no archery experience, please contact the instructor prior to registering and equipment may be provided.

Fees: \$80.00 For Basic Instructor Training (This is paid to the instructor of the course).
The S3DA Instructor Membership of \$55 which includes General and Professional Liability Insurance, the Background Screening of \$18.50 (or proof of passing a background screening within 3 years), and SafeSport Certification of \$20 is paid to the National S3DA Office.

Address for Course: _____

Instructor Name: _____

****(REQUIRED)** E-mail: _____

Phone #: _____

If you need any additional information, please feel free to call or e-mail me.

Thank you,
Scholastic 3-D Archery

Example - S3DA Training Agenda (You can format this template to fit your class)

DATE: _____

Time for each session is at the discretion of the Instructor***

- 8:00 Introductions, Distribute Materials, Overview of S3DA program and basic 3-D
- 8:30 Safety Orientation and Teaching the First Shot
- 9:00 S3DA Equipment Overview
- 9:30 Making and Using Training Devices
- 9:45 National Training System Shooting Form (Compound and Recurve)
- 10:15 S3DA Coaching Positions
- 10:45 S3DA Range Set-up
- 11:15 S3DA / Pope & Young Clear Path Bowhunting Initiative
- 12:00 Lunch
- 12:30 S3DA Participant led Practical Exam
 - Demonstrate understanding of NTS Form & S3DA Rules of Competition
- 3:00 S3DA Archery Games and S3DA™ Competition Formats
- 3:30 S3DA Equipment Inspection and Repair
- 4:00 S3DA Review & Final Exam
- 4:30 Class Wrap-Up

