

How to Conduct an Advanced Instructor Course Training



Procedures for conducting S3DA Advanced Archery Instructor Training Sessions

Purpose:

To provide a clear and simple set of instructions to ensure all S3DA Advanced 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 the Member Services Coordinator MUST approve the class. If you DO NOT have contact information for your State Coordinator, 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 & e-mail.
- 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 Advanced Archery Instructor Course Template



Advanced Archery Instructor Course

There will be an S3DA Advanced Archery Instructor Training Course held in _____ at _____ on _____ beginning at _____ and concluding about _____. Participants will assist in teaching an instructor course on _____ beginning at _____ and concluding about _____.

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 any accessories that you use such as release, finger tab or glove. Be ready to have fun!

For further information on the S3DA program, please visit the S3DA website www.s3da.net.

Fees: \$150.00 For Advanced Instructor Training (This is paid to the instructor of the course).
The S3DA Instructor Membership of \$55 which includes General and Professional Liability Insurance and 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
- 10:00 Break
- 10:30 National Training System Shooting Form (Compound and Recurve)
- 11:00 S3DA Coaching Positions
- 11:30 S3DA Range Set-up
- 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

