

Procedure for Reporting Shooting Sports Activities to NRA

December 2017

There are four types of reporting that a Scouter who is a NRA certified Rifle, Pistol or Shotgun Instructor should provide to the NRA. It is important to provide this information so that the NRA understands the numbers of youth and adults who are involved in Scouting shooting sports programs. This information is utilized to determine how funding is provided for youth services through NRA staff and NRA Foundation funding.

The three types of reporting:

- Merit badge classes. All merit badge training classes should be created as a NRA Affiliated class - First Steps course in the particular shooting discipline being taught. BSA Rifle and Shotgun merit badges were written to match the First Steps curriculum. A certified Instructor must log into www.nrainstructors.org and create the class, and any certified Instructors, Assistant Instructors or Apprentice Instructors acting as assistants should be included in the report. Youth in the class are to be listed in the rolls using their real first and last names; ages do not need to be accurate, but should provide a birth date year that keeps the age of the youth under 18 years old. Phone number and address can match the property where the class takes place. Note that in NRA First Steps and Basic classes that all students are permitted to pass, regardless if they pass the merit badge requirements. Actual merit badge requirements completed should be notated on the youth's Blue Card or facsimile. See Figure 1 and 2 for screen shots showing how to create these classes.
- Non-NRA merit badge classes. In the case of an open shoot or merit badge completion outing, a Non-NRA class should be created on www.nrainstructors.org. It should be completed in the same manner as a First Steps class discussed above.
- Non-NRA rifle, shotgun, or pistol classes. Again, in the case of an open shoot or merit badge completion outing, this class should be created on www.nrainstructors.org and completed in the same manner.

It is important to note that while the NRA likes to know that certified Instructors, Assistant Instructors and Apprentice Instructors are busy using their certifications, there is no longer any requirement for a certified individual to report their efforts UNLESS they are working towards a new rating in their shooting discipline that requires a certain number of classes having been taught during a specific period. Training Counselors have a requirement of having taught a specific number of classes as an Instructor. Assistant and Apprentice Instructors do not have a specific number of classes to report, but to upgrade to a full certified Instructor status, they need to furnish proof that they have been successfully assisting a certified Instructor. They may ask the Instructor for an electronic or hard copy of the reports submitted to the NRA as this data is not necessarily collected at HQ, nor do they automatically receive such a report once submitted by the Instructor.



Figure 1. How to register a new NRA course at www.nrainstructors.org. Instructors must first log in using their user name and password.

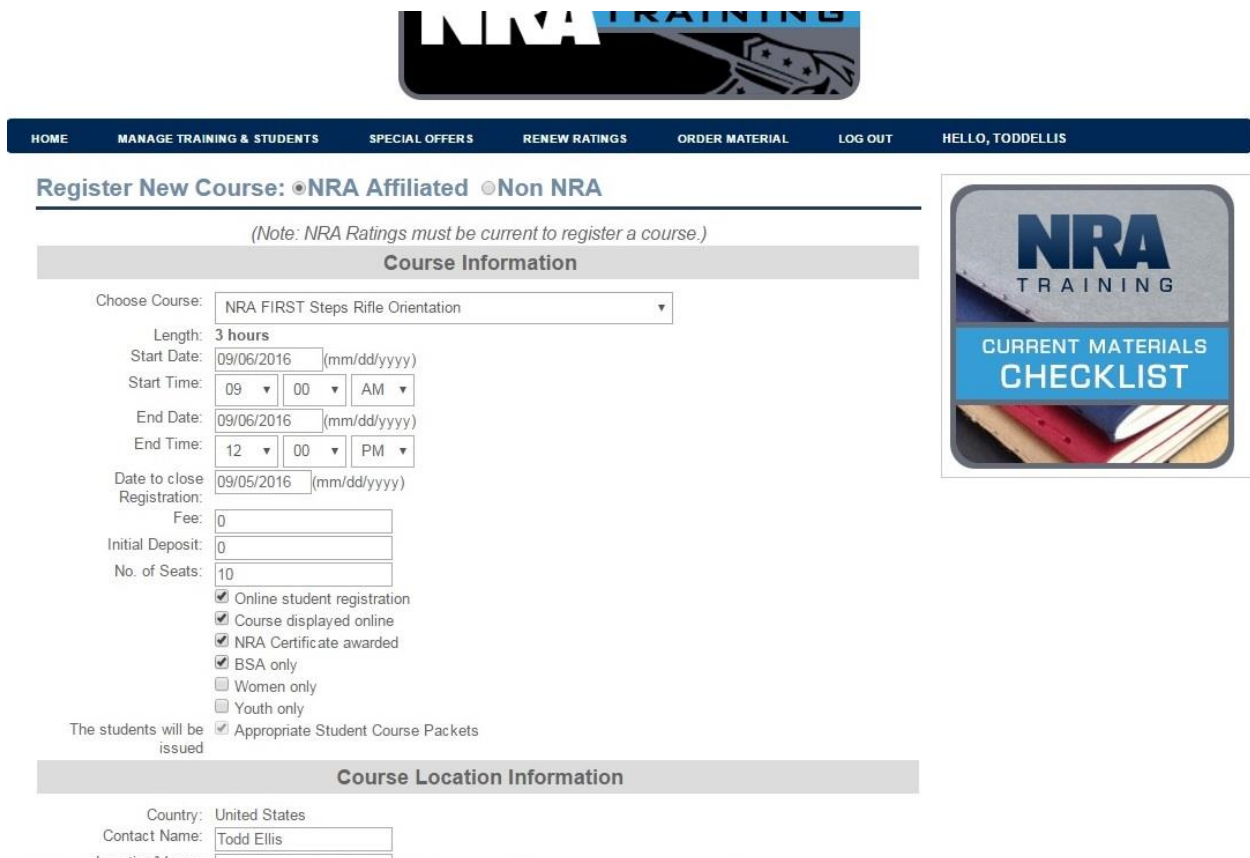


Figure 2. Setting up an NRA First Steps class. Please make sure that the “BSA only” checkbox is marked to demonstrate that this is a Scouting activity. Note that the NRA believes that a First Steps class should have a minimum duration of 3 hours – Scouts generally need much more.



Register New Course: NRA Affiliated Non NRA

(Note: NRA Ratings must be current to register a course.)

Course Information

Course Name:

Discipline:

Length: hours

Course Date: (mm/dd/yyyy)

Course Location Information

Country:

Contact Name:

Location/Venue:

Street Address:

City:

State:

Zip Code:

Phone:

Email Address:

(Email Address and Phone entered above will display in search results on the public site.)

Notes:

(This information will display in search results on the public site.)



Figure 3. How to set up a Non-NRA course for a merit badge class shoot, etc. This is not advised for merit badge use as BSA requires merit badge instructors to be NRA certified Instructors and thus should be reported as a First Steps course. However, it is a good way to show that this was a Scouting activity. Note that for Venture Scouting that it would be acceptable to use this reporting method to demonstrate the outing was for Scouting activities even if there is no badge associated with the shooting discipline. This form can also be utilized for approved Airsoft, chalk ball, and other shooting sports activities.



Register New Course: NRA Affiliated Non NRA

(Note: NRA Ratings must be current to register a course.)

Course Information

Course Name:

Enter Course:

Discipline:

Length: hours

Course Date: (mm/dd/yyyy)

Course Location Information

Country:

Contact Name:

Location/Venue:

Street Address:

City:

State:

Zip Code:

Phone:

Email Address:

(Email Address and Phone entered above will display in search results on the public site.)

Notes:

(This information will display in search results on the public site.)



Figure 4. How to set up a Non-NRA course for open shoots, etc. Note the course is “Other”. Unfortunately this method does not reflect that this was a Scouting activity.

Lastly, if a unit conducts a shooting sports activity either on or off Council property the lead certified Instructor should send a PDF copy of the NRA report to the Council Program Director Andy Schmidt at andy.schmidt@scouting.org .

Further information on Standard Operating Procedures, off Council range property approvals and much more can be found at <https://colbsa.org/shootingsports/>