

Good Afternoon, thank you for your interest in becoming a Mason-Dixon Clay Buster Assistant Coach. If you decide to become an assistant coach, we will need you to get your background checks done and your paperwork in as soon as possible. In order to comply with all the new laws, and so we adhere to our insurance policies, no one will be allowed to be up on the line working with the shooters without having all of the paperwork and background checks complete. This is nonnegotiable.

To become an Assistant Coach with Mason-Dixon you need to complete the following eight (8) steps:

1. Register with the Scholastic Shooting Sports Foundation.
 - For **Trap, Skeet, and/or Sporting Clays**:
 - Fill out, sign, and return the [SCHOLASTIC CLAY TARGET PROGRAM \(SCTP\) VOLUNTEER POSITION REGISTRATION FORM](#) (note: return only the first page, keep page 2 & 3 for your reference)
 - For **Speed Shooting (Pistol)**:
 - Fill out, sign, and return the [SCHOLASTIC PISTOL PROGRAM \(SASP\) VOLUNTEER POSITION REGISTRATION FORM](#) (note: return only the first page, keep page 2 & 3 for your reference)
2. Fill out, sign, and return the [INTAKE FORM FOR VOLUNTEERS](#)
3. Go to <https://www.compass.state.pa.us/CWIS> and obtain a [PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE](#). Print and return a copy of the certificate.
4. Go to <https://epatch.state.pa.us/Home.jsp> and obtain a [PENNSYLVANIA STATE POLICE RESPONSE FOR CRIMINAL RECORD CHECK](#). Print and return a copy of the certificate.
5. If you have been a resident of Pennsylvania for all of the past ten (10) years:
 - Fill out, sign, and return the [PENNSYLVANIA RESIDENT VERIFICATION](#)
 - Fill out, sign, and return the [DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS](#) (note: please keep a copy of this document for your records as it lists your obligations)
6. If you have NOT been a resident of Pennsylvania for all of the past ten (10) years:
 - Go to <https://www.identogo.com/> and obtain a [FEDERAL \(FBI\) CRIMINAL HISTORY REPORT](#). Select "Pennsylvania" from the "Search for services by state" menu. Select "Digital Fingerprinting" and use service code "1KG6ZJ". A letter will be mailed to you, print and return a copy of the report. (note: this report cost \$23.00. Print and return a copy of the receipt if you would like to be reimbursed.)
7. If you are a new coach, or if you neglected to do it last year, you must complete the following:
 - Go to <https://sssf.volunteerportal.net/> and obtain an [INTELLICORP BACKGROUND CHECK](#). This report cost \$12.00. Results of this check are automatically sent to the SCTP/SPP. Print and return a copy of the receipt if you would like to be reimbursed.
 - Password: **scholastic**
 - Go to <http://shopping.positivecoach.org/Courses/Double-Goal-Coach> and take the [Double-Goal Coach®: Coaching for Winning and Life Lessons](#). (note: this course takes approximately 1-2 hours to complete)
 - Select the free OPTION 1 "**REGISTER WITH A VOUCHER CODE**"
 1. Voucher Code*: **ScholasticSports28**
 2. Email*: **(the email you provided on your SCTP/SPP VOLUNTEER POSITION REGISTRATION FORM)**
 3. Print and return a copy of the certificate.
8. You have two choices to return everything, whatever option you take please insure that your copies are legible.
 - Mail paper copies of everything to: Mason-Dixon Clay Busters, 213 Pine Street, Glen Rock PA 17327
 - Scan and email electronic copies to: coach@masondixonclaybusters.com