

Target Rifle Australia Inc

Club Instructor Course



In liaison with the AISL Coach Education program
February 2008

Version	Author	Purpose	Approved by	Date
1	TVN	New Course	TRA / AISL	February 2008

Terminology used in this document

Acronyms

The following acronyms are used throughout this document:

Australian International Shooting Limited	AISL
Australian Sports Anti-Doping Authority	ASADA
Australian Sports Commission	ASC
National Coaching Accreditation Scheme	NCAS
National Sporting Organisation	NSO
Recognition of Prior Learning	RPL
State Sporting Organisation	SSO
Target Rifle Australia	TRA

Accreditation Process for all TRA/AISL/NCAS courses at all levels is contained in Appendix 4

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Items noted * are essential for candidate coaches, and are available for printing separate to this document.

Section 1: General Information

1.1 Course Provider: Target Rifle Australia Inc

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Website: www.tra.org.au

Authorisation of Target Rifle Australia Inc received 31/08/08



.....
National Coaching Director

1.2 Functions and structure of the organisation

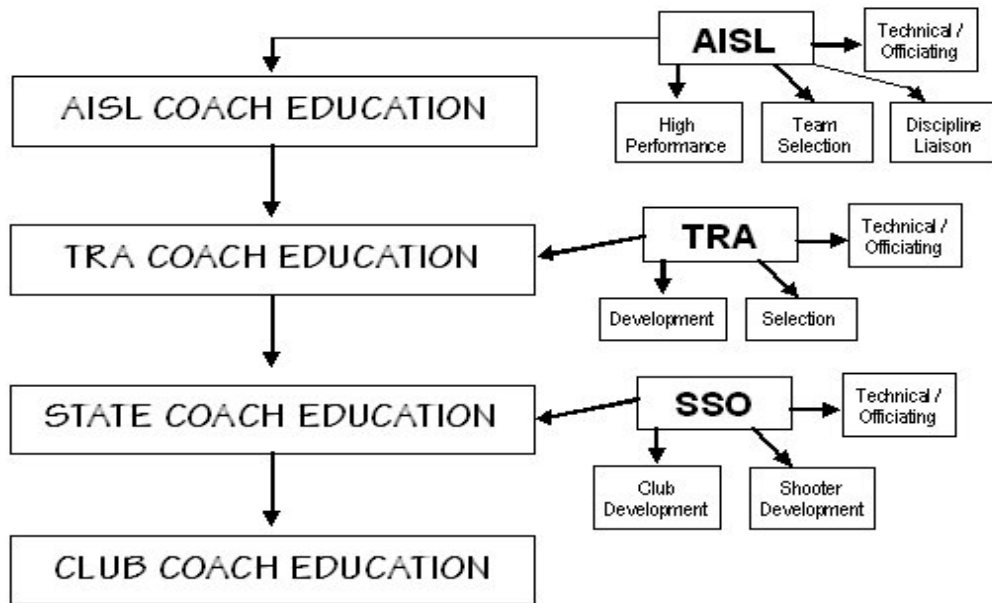
The objects of Target Rifle Australia Inc include:

- The co-ordination, development and promotion of rifle shooting within Australia and its Territories.
- To promote and conduct International, National, Interstate and other target shooting competitions in Australia.
- To encourage proficiency in target shooting.
- To educate all people, particularly the young, in safe handling and responsible use of firearms.
- To provide advice, information, recommendations and representations to the Ministers of State, any Government or Statutory Bodies, Authorities or Boards bearing on or affecting target shooting activities generally throughout Australia or its Territories.

1.3 The Coaching objectives of TRA include:

- Training coaches for rifle, air rifle and benchrest shooting.
- Providing encouragement and making it easier for newcomers and novices to come into, and to remain in the sport.
- Promoting firearms safety and basic techniques of shooting.
- Assisting target shooters to improve their proficiency and thus add to their enjoyment of the sport.
- Training teams, individuals and coaches to improve performance levels in State, National and International competitions.

Target shooters and coaches should be encouraged to aspire to compete and coach at the highest possible level, both national and international.



Coaches work at all levels including

- Coach education
- Local club championships
- State championships
- National championships
- International matches, the most notable being

Olympic Games	Commonwealth Games
World Championships	CSF Championships
Oceania Shooting Championships	World Cups and other Championships

TRA proposes to conduct an ongoing program to develop and extend coaching skills within the target shooting sports.

TRA & AISL have implemented a new coach accreditation structure from 2008. The new coach accreditation levels are as follows:

- Club Instructor – TRA accredited
- Club Coach – AISL/NCAS accredited
- Competition Coach – AISL/NCAS accredited
- Advanced Coach – AISL/NCAS accredited

A transition strategy for existing current coaches into the new coaching structure will operate as follows:

Level 1 coaches – will be automatically converted to “AISL Club Coaches”.

Level 2 coaches – will be automatically converted to “AISL Competition Coaches”

Level 3 coaches – will be automatically converted to “AISL Advanced Coaches”

For those existing coaches whose accreditation has expired, TRA will send a letter advising coaches of the new system, and advising them that they will need to complete the updating requirements of the TRA Updating policy within 12 months. After this time, their accreditation will expire.

1.4 Type of submission

This is a new submission 2008-2012

1.5 Copyright information

Copyright exists, and is held by TRA, on this course and its supporting workbooks.

1.6 Provider arrangements

Only Member affiliates of Target Rifle Australia Inc are endorsed to deliver this course on behalf of, and in consultation with the Coaching Council of TRA. No fees apply to this arrangement.

1.7 Insurance arrangements

Member's normal insurance will apply. Members are expected to have public liability insurance and professional indemnity to 5 million dollars for all presenters.

Section 2: Training Program Administration

2.1 Name of this training program

TRA Club Instructor Course

This course can be completed as a stand alone course. It is registered with TRA and does not provide accreditation through the Australian Sports Commission, however, it is linked in progression to further AISL Coach accreditation courses.

While highly desirable, participants do not need to be a TRA Club Instructor Coach as a pre-requisite for the next AISL coaching accreditation level

2.2 Nominal duration of this training program

Expected duration for the TRA Club Instructor course is 6 to 8 hours. Variations will occur in the sports specific sections of the course.

2.3 Course Target Group

Coaches who are working at the beginner entry level in Clubs. They must be registered financial members of the relevant State Association and have been endorsed by their Club to attend this course.

2.4 Payment of training program fees

Course fees shall include any compulsory text, and such facility hire & lecturer fees as appropriate to the venue. No GST is payable on this course material.

Training program providers must safeguard fees paid by trainees. Providers must follow the refund policy, which is as follows:

Notification of withdrawal from course up to 14 days prior	Full refund
Notification of withdrawal from course 1-14 days prior	50% refund
Notification of withdrawal from course less than 1 day prior	No refund

2.5 Enrolment pre-requisites

Participants are not required to have completed any other courses as a pre-requisite for this training program, however they should have a minimum of 6 months practical experience in the handling of appropriate firearms in the club situation.

Participants must be registered and financial members of the appropriate State Association affiliated to TRA

Minimum age of 18 years generally applies to accreditation. Exception for coaching accreditation of those younger than 18 is available with written authorisation from the State Executive.

There are no specific physical requirements for completion of this course; however participants should have a personal fitness level that will enable them to physically complete the practical requirements of the course.

Pre-course reading may apply. If required, the information will be sent to all participants, including notice of unit assessment topics and other recommended reading.

2.6 Presenter, Assessor and Mentor requirements

While it is acknowledged that presenters, assessors, & mentors at the courses may be from varying backgrounds, the skills and knowledge of accredited coaches and other experienced people in the sport should be utilised, and at a minimum:-

- Have completed a Presenter/Assessor/Mentor training course or similar; and hold a coaching accreditation at a level higher than that being presented and be deemed by TRA to be a suitable presenter

All presenters should continually improve their professional and teaching skills. TRA will endeavour to provide opportunities through the use of recognised high performance coaches and instructors.

2.7 Reference Materials

READING LIST - the following are recommended lists only. Course Co-ordinators will be able to direct participants to appropriate and available references.

Australian Sports Commission	http://ausport.gov.au/
ASADA	http://www.asada.gov.au
ISSF	http://www.issf-shooting.org/
AISL	http://www.ausshooting.org

Ref	Generic component	
FYI	ASADA	Pure performance in sport/Doping control guide
FYI	State Sports Institutes/Academies	REFERENCES include library and personnel for consultation
G3	As endorsed by all States and Territories	Minimum National Standards for firearms safety training in Australia
G4	ASC	Disability Sport/Junior Sport/Women and Sport/Indigenous Sport

FYI – for your information and extended reading only

Ref	Member Specific	
R1	TRA Coaching	An Introduction To Smallbore Rifle Shooting (Part 1 & 2)
R2	TRA / ISSF	Discipline specific rule books
R3	TRA	Discipline specific training manuals
R4	TRA	Range Standing Orders

2.8 Recognition of Prior Learning (RPL)

No honorary or retrospective accreditation will automatically be granted, however applications in writing may be considered in certain circumstances. The TRA Recognition of Prior Learning Policy and Procedure document is at Appendix 3 and Form 2. Applications and supporting documentation should be directed to the relevant officer of TRA for assessment.

2.9 Updating

Active Club Instructors will be re-accredited every 4 years after evidence of active coaching, see Appendix 2.

2.10 Responsible and Ethical Relations

Training program providers will maintain high professional standards in the marketing and delivery of education and training services, which protect the interests and welfare of the participant.

Training program providers will maintain a learning environment that is conducive to the success of participants. They will have the capacity to deliver the nominated training program(s), provide adequate facilities and use appropriate methods and standards.

Training program providers will market their training programs with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of information, no false or misleading comparisons will be drawn with any other provider or training program.

Recruitment of training program participants will be conducted at all times in an ethical and responsible manner, and be consistent with the requirements of the curriculum.

Training program providers should ensure that selection decisions for entry into training programs comply with equal opportunity legislation. These decisions should be made by appropriately qualified staff and be based on the applicants' qualifications and likelihood of achieving the stated competency standards.

Member protection and Code of Conduct

TRA has adopted the AISL "Member Protection Policy", which includes a Code of Conduct for Coaches- see Appendix 1. This policy contains details in relation to harassment, discrimination, complaint and safe environment. The full policy complete with forms (including complaint forms) are available on application to AISL's office.

Coaches who are seeking accreditation must 'sign on' to the AISL Code of Conduct – please refer to Form 1 for a copy of the form which must be completed by all coaches who are seeking accreditation as a Club Instructor.

Coaches are also required to complete a Member Protection Declaration (see Form 1) during the coaching course.

2.11 Quality Control

A full report of the running of all courses is to be supplied to TRA within one month of the completion of the course, and all participants are to be notified in writing of the results of such a course. The report is to be completed by the Course Co-ordinator.

TRA will hold records of "Club Instructors" in a suitable data base.

Any individual's personal details will only be disclosed by necessity and in accordance with the primary purpose for which the information was collected.

A general Course Evaluation form is to be completed by participants at the completion of the course. Data on numbers of participants completing the course, and the comments on the course content and delivery will be monitored and analysed on a regular basis, with a view to improving the course.

2.12 Access and Equity

This course has no entry restrictions other than those covered in Section 2.5

The course shall be flexible with regards assessment to allow those with special needs to undertake an alternative form of assessment.

2.13 Assessment

Assessment will consist of completion of the following:

1. Workbook tasks contained within the Club Instructor Coaching Course Workbook. This workbook is designed to be completed during the course and is a working document. Candidate coaches will be assessed as "competent" or "not yet competent" in line with an assessment guide provided by TRA.
2. A practical assessment. This involves in course and post course coaching activities, an assessment sheet is located later in the document

Coaches who are assessed as 'not yet competent' on any of the above assessment tasks will have the opportunity to re-submit at a time to be negotiated with the course coordinator.

Section 3: Competency Statements

Club Instructor will be able to:

- introduce intending/ new members any of the varied forms of shooting: ie prone, standing, kneeling and benchrest
- instruct newer shooters to develop good technique skills
- instruct shooters to shoot in a proficient and safe manner without direct supervision
- instruct shooters regarding appropriate conduct on the range
- impart accurate knowledge of range standing orders and club rules
- safely conduct a simple training activity, ensuring fun and maximum participation through games and activities
- demonstrate and impart the elements of safe practice
- assist the intending / new club member to enjoy the sport of rifle shooting

Section 4: Course Syllabus

Club Instructor - TRA accreditation only

Competencies	Assessment		Learning Outcomes	Content	Duration	Delivery Strategy	Resource Requirements
	Practical	Written tasks					
MODULE 1 – FIREARMS & SAFETY							
Instruct new club members so that they may shoot in a safe manner without direct supervision. Instruct shooters regarding appropriate conduct on the range Impart accurate range standing orders and club rules Impart good firearms practice	✓ ✓	✓ ✓ ✓ ✓	Implement firearm safety practices Instruct athletes regarding range / competition etiquette and range specific safety rules Safe handling / storage of firearms	Firearm safety practices Range / competition etiquette for the club Range specific safety rules Range commands Safety warning signs (lights, flags, notices etc)	2 hours	Practical demonstration and instruction Discussion	R2 G3 R4

MODULE 2 – TECHNIQUE DEVELOPMENT							
Be able to teach the basic shooting techniques of the discipline to a beginner in a manner that complies with member protection; and takes into account the individual differences and needs of shooters	✓	✓	<p>Instruct a beginner in the fundamental shooting techniques in an appropriate manner</p> <p>Modifying shooting techniques for individuals</p> <p>Techniques of</p> <ul style="list-style-type: none"> ○ prone ○ kneeling ○ standing ○ benchrest <p>While all positions are to be covered, a balance appropriate to the course participants will be given.</p>	<p>Stance/Position (legal and safe)</p> <p>Grip/Hold</p> <p>Trigger control</p> <p>Breathing / rhythm</p> <p>Equipment</p> <p>Appropriate coaching behaviours for physical contact when coaching shooters</p> <p>Modifications for a shooter with a disability</p>	4.5 hours	<p>Practical demonstration and instruction</p> <p>Discussion</p>	<p>R3</p> <p>R1</p> <p>G4</p>
<p>Safely conduct a training session, ensuring fun and maximum participation through games and activities.</p> <p>Utilise a range of communication, teaching and behaviour management strategies to help athletes learn basic skills and tactics.</p>	✓	<p>✓</p> <p>✓</p>	<p>Demonstrate effective group organisation</p> <p>Conduct a coaching session to teach basic skills and tactics</p> <p>Demonstrate effective communication strategies</p> <p>Use a game sense approach to develop skills and tactics</p>	<p>Breaking down techniques and skills into parts</p> <p>Allowing adequate time for practice, Progressing the activity</p> <p>Conveying clear instructions and providing a demonstration</p> <p>Checking the understanding, and providing encouragement and feedback</p> <p>Active listening and communication techniques</p> <p>Modifying activities for a particular athlete or group</p>	1.5 hours	<p>Presentation</p> <p>Practical activities</p> <p>Discussion</p> <p>Case studies & scenarios</p>	<p>R3</p> <p>G4</p>

The duration times noted are approximate, as it is anticipated that a number of module areas will be combined.

Section 5: Coaching Practice

5.1 Timing of Coaching Practice

TRA Club Instructor post course requirement is 10 hours coaching practice prior to requesting accreditation. It is acknowledged that applicants may have possibly worked already in coaching situations within their club under the guidance of a trained coach.

Should the coach consider that he/she has already completed the practical requirement, and upon production of written confirmation from the Club of this work, accreditation can be confirmed provided the other course requirements are met.

5.2 Supervision of the Coaching practice

An assigned Coach or experienced Club Coach should supervise the practical coaching experience. Supervision will involve 10 hours contact with the trainee coach, either:

- Observing and helping them
- Co-coaching with them
- Setting tasks for the trainee coach to undertake

Assigned supervisors should meet with their trainee coach during or after the course. The coach and supervisor should formulate a satisfactory arrangement to enable them to fulfil the coaching practice requirements

5.3 Supervisor credit

Supervisors shall receive updating credit points for the hours spent supervising a trainee coach.

Appendix 1. Code of Conduct

(Reprinted from AISL Member protection document)

As a member of AISL, a Full Member, an Associate Member, a Club, or a person required to comply with AISL's member protection policy you must meet the following requirements in regard to your conduct during any activity held or sanctioned by AISL, a Full Member, an Associate Member or a Club and in any role you hold within those organisations.

- 1 Respect the rights, dignity and worth of others.
- 2 Be fair, considerate and honest in all dealing with others.
- 3 Be professional in, and accept responsibility for, your actions.
- 4 Make a commitment to providing quality service.
- 5 Be aware of, and maintain an uncompromising adherence to, AISL's standards, rules, regulations and policies.
- 6 Operate within the rules of the sport including national and international guidelines which govern AISL.
- 7 Do not use your involvement with AISL, a Full Member, an Associate Member or Club to promote your own beliefs, behaviors or practices where these are inconsistent with those of AISL
- 8 Demonstrate a high degree of individual responsibility especially when dealing with any person under 18 years of age, as your words and actions are an example.
- 9 Avoid unaccompanied and unobserved activities with any person under 18 years of age, wherever possible.
- 10 Refrain from any form of harassment of others
- 11 Refrain from any behavior that may bring AISL, TRA or a Club into disrepute.
- 12 Provide a safe environment for the conduct of the activity.
- 13 Show concern and caution towards others who may be sick or injured.
- 14 Be a positive role model.
- 15 Understand the repercussions if you breach, or are aware of any breaches of, this code of behavior

Appendix 2 Update Policy

The currency of all levels of TRA and NCAS coaching accreditation is four years, and all coaches will need to indicate their intention to maintain that accreditation by the completion of update work as deemed appropriate to the level of accreditation and the particular sport.

Updating for Club Instructors

In order to update as a Club Instructor, coaches need to actively coach on an ongoing basis over the 4 years of their accreditation. This may be confirmed via simple statement from the coach and/or club.

Please note: Expiry of membership from the sport will cause the accreditation to be cancelled.

The expiry date of the period is determined as four years from the date on the Accreditation card. Postal contact is made with each coach prior to the expiry date inviting re-accreditation in line with the endorsed up-date policy.

Any coach completing a relevant course, seminar, workshop or coaching activity should self-assess the level of the activity and note details of that activity for presentation when requesting reaccreditation.

It is the intention of TRA that coaches be encouraged and given every opportunity to maintain their accreditation. It is therefore important that the Member bodies through to their club level will promote coach education and instigate practical coaching opportunities.

Once a coach has completed their updating requirements, they should submit a statement of their coaching activity to the relevant officer of TRA. There is no fee for accreditation at the Club Instructor level. After verification by TRA, the coach's name and details will be confirmed on the TRA coaches database.

Appendix 3 Recognition of Prior Learning Policy and Procedure

If a person considers that they have already acquired the competencies of the specific training program, they may apply to have these skills recognised.

The RPL Assessment is carried out when the applicant provides evidence of the relevant competencies, completes the RPL application form and forwards this with any fees required by the organisation for processing.

How can prior learning be recognised?

There are many ways that you can show evidence of the competencies you hold. RPL can only be granted on current evidence, that is, work that has been completed within the last four years. Some examples of evidence that can be provided to demonstrate your competencies include:

- Copies of certificates, qualifications achieved from other courses, school or tertiary results
- Statements outlining courses and/or study that you have undertaken and the learning outcomes/competencies achieved from these.
- Resume of experience
- Reports from people within your sport
- Relevant work samples eg. training programs, videos of your coaching.
- Evidence of home/self directed study which may include a list of recent readings, synopsis of seminars attended, reports of own research/analysis undertaken.

An **RPL assessment panel** will assess the application. The panel should comprise people who are experienced in the areas of:

- Coach/Official Education
- Assessment
- It is also desirable that they are accredited at a higher level than the RPL applicant.

RPL procedure

The following sequential process has been established as the procedure to be followed when a person wishes to obtain credit of prior learning or current competencies through RPL.

Step 1 – complete the application form and send to course coordinator

Applicants will need to gather all relevant supporting documentation and complete the RPL application form. Forward this with supporting documentation, and the relevant fee, to the relevant officer of TRA.

Step 2 – assessment

The application will be reviewed by an RPL assessment panel. The panel will compare the evidence provided by the applicant with the competencies required for the training program. A judgement will be made about whether the applicant wholly or partially meets the requirements. The panel should check that the evidence submitted conforms to the following RPL principles:

- validity (is the evidence relevant?)
- sufficiency (is there enough evidence?)
- authenticity (is the evidence a true reflection of the candidate?)
- currency (is the evidence recent – obtained within four years?).

The RPL assessment panel will complete and return the assessors' reports with recommendations for the applicant.

Step 3 – notification

The applicant will be notified of the decision within two months of receiving the application.

In the event of partial completion of the competencies, the panel will outline which competencies still need to be achieved, and preferably what evidence is still required.

Options include:

- supply further supporting documentation
- complete certain assessment activities
- complete parts of a training program
- work with a mentor to obtain the required competencies.

Successful applicants for RPL will receive the appropriate certification/accreditation, and where appropriate, will be placed on the coaches database.

Step 4 – appeal

The applicant has the right to appeal the RPL assessment panel's decision, if they believe the decision is unfair, unjust or if the panel has misinterpreted the evidence.

In the case of an appeal, a new assessment panel will be established. The new assessment panel will review all material available and make a decision. The RPL review assessment panel will notify the applicant of the decision within two months of receiving the appeal. The decision of the RPL review assessment panel will be final.

Appendix 4. Process for accreditation of all AISL courses including

Coaching all levels

1. TRA shall conduct courses from appropriate AISL / TRA course documentation
2. All course participants need to fill out "Course Accreditation Application form"; "Code of Conduct Agreement form"; and a "Course Evaluation form" .
3. Competency assessment of participants by course instructor occurs as detailed in course documentation. All participants are assessed and then advised of the outcome as being deemed competent or not yet competent.
4. At the conclusion of assessment, Course instructor to forward a report with all completed forms and collated data of successful and unsuccessful participants to the relevant officer of TRA.
5. Confirmation of successful completion of any required post course practical component is received by the relevant officer of TRA.
 - (a) For entry into the TRA coach's database (Club Instructor's Course only) all forms for participants who pass the course are collated by the relevant officer of TRA who will maintain a database for "Club Instructors"
6. A formal advice of completion will be issued by TRA to successful participants
7. Coaches are required to update their accreditation every four years.
 - (a) TRA will send an updating reminder notice to all Club Instructor's 6 months prior to the expiration of their accreditation.

Club Instructor's wishing to update must advise the relevant officer of TRA, who will verify that the updating requirements have been met.

Form 1. Member Protection Declaration

(Reprinted from AISL Member protection document)

AISL / TRA has a duty of care to its members and to the general public who interact with its employees, volunteers, members and others involved with its activities. As part of this duty of care and as a requirement of the Member Protection Policy, AISL / TRA may enquire into the background of those applying for, undertaking or remaining in any work (paid or voluntary) that involved direct and unsupervised contact with people under the age of 18 years.

I _____ (name)

Of _____ (address)

D.O.B _____

Sincerely declare:

I do not have any criminal charge pending before the courts

I do not have any criminal convictions or findings of guilt for offences involving sexual activity, acts of indecency, child abuse or child pornography

I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, acts of violence, intimidation or other forms of harassment.

To my knowledge there is no other matter that AISL may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.

I will notify AISL of the organisation(s) engaging me immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed for whatever reason.

Declared in the State/Territory of _____ on _____ (Date)

Signature _____

Parent/Guardian Consent (in respect of person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name: _____

Signature: _____

Date: _____

Form 2. RPL Application Form

Name			
Address			
Address			
Phone		Mobile	
Fax		Email	

Evidence (COMPULSORY)	Summary of evidence provided Please supply evidence relating to each competency in the form of education and training, work related experiences and life experiences. Please attach copies of documents and /or references to the application form.	<i>To be completed by the Assessor</i> Competency YES / NO
Club Instructor:		
Instruct new club members so that they may shoot in a safe manner without direct supervision.		
Instruct shooters regarding appropriate conduct on the range		
Impart accurate range standing orders and club rules		
Impart good firearms practice		
Be able to teach the basic shooting techniques of the discipline to a beginner in a manner that complies with member protection; and takes into account the individual differences of shooters		
Safely conduct a training session, ensuring fun and maximum participation through games and activities.		
Utilise a range of communication, teaching and behaviour management strategies to help athletes learn basic skills and tactics.		

I declare that the evidence I have provided is a true and accurate record of my work and life experiences:

.....
Signature of applicant

.....
Date

Applicants must pay an RPL administration fee.

Amount payable: \$10.00 Cheque/money order enclosed payable to: Target Rifle Australia Inc

All competencies met: (please tick)

YES

NO (Advise applicant as to what they are required to complete or supply)

Signed Date

Form 3. Course Application for accreditation

	Date completed	Location
AISL Club Instructor		

Name	
Address	
Address	

Phone		Mobile	
Fax		Email	
Gender		Date of Birth	

I am a Member of (Please circle)



NSW	QLD	SA	TAS	VIC	WA
-----	-----	----	-----	-----	----

Club	
------	--

I agree to my details above to be held by TRA and/or AISL
 I agree to pay the course fees set for parts of this course

Signed.....Date.....

Form 4. Code of Conduct Agreement form

	<h1>Coach's Code of Conduct Agreement Form</h1>	
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For registration or re-registration to the TRA / AISL or National Coaching Accreditation Scheme

to: Target Rifle Australia Inc

I, _____ of _____
Full Name Address

Address cont.

am seeking accreditation/re-accreditation (please circle) for the following qualification:

_____ Shooting _____
Level Sport

I agree to the following terms:

1. I agree to abide by the TRA / AISL Coach Code of Conduct.
2. I acknowledge that TRA and/or AISL may take disciplinary action against me, if I breach the code of conduct. (I understand that TRA is required to implement a complaints handling procedure in accordance with the principles of natural justice, in the event of an allegation against me)
3. I acknowledge that disciplinary action against me, may include de-registration from the National Coaching Accreditation Scheme.

Please refer to the *Harassment-free Sport Guidelines* available from the Australian Sports Commission or contact TRA, if you require more information on harassment issues.

Signature (if under 18, parent / guardian signature) _____/_____/_____
Date

Assessment 1. Course Assessment Sheet

TRA Club Instructor

NAME _____

ADDRESS _____

SUBURB _____ POST CODE _____

CLUB _____ Phone _____ Email _____

IN COURSE / PRACTICAL ASSESSMENT

	Competent	Not Yet Competent
Effective instructing skills for entry level shooters		
Knowledge of marksmanship techniques		
Specific and club rules knowledge		
Progressing shooters to independence		
Positive and encouraging communication skills		
Confidence to instruct new shooters		
A willingness to help others in coaching		
Coach as a role model (good standards and appropriate methods)		
Observation skills		
Management / leadership skills		

Please note: Candidates must be rated as competent in all areas to successfully complete this course.

Any practical pre-requisite experience should be attached to this assessment.

Other written information as may be relevant should also be included.

RECOMMENDATION

PASS / FAIL

Course Coordinator _____ Date _____

Assessment 2. Presenter/Session Evaluation

Please fill in and place in the appropriate box at the registration desk. Your constructive feedback is appreciated.

Session Title: _____

Presenters Name: _____

	<i>Please circle:</i>	Great	Good	Fair	Poor
The value of the course content		1	2	3	4
The length of the course			1	2	3 4
The presenter's communication techniques		1	2	3	4
The presenter's knowledge of the topic		1	2	3	4

What was the best part of the course for you....

Other comments:

Thank you

Assessment 3. Firearms Safety Quiz

NAME:

CLUB: DATE:

1. How should a rifle be carried when on a range?

.....

2. What special shooter protection is to be highly encouraged when shooting?

.....

3. What type of street clothing / shoes are recommended for shooting

.....

4. What is the first thing you should do when picking up a rifle or having one handed to you?

.....

5. May a shooter load a rifle prior to the range officer's direction?

.....

6. When may a benchrest shooter load a magazine or insert rounds in the chamber ?

.....

7. What is the Range Officer's duty at the end of a shooting detail?

.....

8. What should you do on the command "STOP"?

.....

9. a) What is the procedure to clear a jammed bullet case from a rifle?

.....

b) Where should the rifle be pointed while doing so?

.....

10. Is anyone allowed forward of the line while shooters are handling rifles?

.....

11. What calibre of ammunition is permitted in Olympic rifle shooting?

.157 .177 .197 .222 .22 .202

12. What should a shooter do when they have finished their shooting / detail

.....

13. What is the procedure for solving

a) being hit by bullet cases from the next shooting bay

.....

b) being crowded in the shooting bay

.....

14. In very broad terms (and in order), what are the most common phrases that a range officer would say in the course of a shoot / detail.

.....

.....

.....

15. What is the process for welcoming new shooters to your club

.....

.....

.....

THANK YOU – THIS IS THE END OF THE QUIZ