



# **Risk Analysis and Management Plan for Clay Target Shooting**

## **Guidance For Coaches And Managers of School Shooters**

**September 2007**

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## **The Code of Ethics**

Along with teachers, coaches and managers have a responsibility to act, and encourage their colleagues to act, in an ethical way, recognising their obligation to maintain a high standard of conduct.

All Coaches and Managers shall have complete knowledge of all rules, safety requirements and competition procedures for Clay Target Shooting.

They shall honour all event commitments to which they have obligated themselves.

They shall strive to set good examples during the course of competition, realising the prime function of the official is to make competition an enjoyable, safe experience for all.

They shall keep in mind their important charge is the safety and general welfare of all those under their supervision.

They shall accept their duties as a public trust, and will remember their responsibilities extend to fellow officials.

They shall keep themselves physical and mentally fit and maintain a neat credible appearance.

They shall not tolerate any action by a coach or competitor that may be physically dangerous to any person.

They will strive to render decisions firmly but without arrogance, fairly but without officiousness, and to render all decisions according to the rules and regardless of the score, the individual concerned or the partisan spectators.

They shall conduct themselves at all times so as to instill in all competition and competition officials a respect for each other and the other; and shall strive to display the virtues of dignity and sincerity in a sportsmanlike manner.

They shall be fully conversant with the NZCTA Harassment Policy (available on the "forms" page on our web site: [www.nzclaytarget.org.nz](http://www.nzclaytarget.org.nz))

## Strategies

The NZCTA Harassment Policy should make it clear that coaches and managers have a duty to confront and stop the behaviours described. If they become aware of any of the behaviours described, they must report the behaviour to appropriate people in the school eg guidance counsellors, deans, senior administrators.

All coaches and managers must be aware of their behaviour in any of the above situations and the consequences that may arise.

Swearing: The use of bad, offensive or obscene language is not permitted in the presence of students. The students are not permitted to use bad, offensive or obscene language while under the control of the coach or manager.

Coaches and Managers should encourage a fit lifestyle that excludes the use of ergogenic or behaviour modifying or recreational drugs.

Coaches and Managers shall treat everyone equitably and sensitively, within the context of their activity and ability, regardless of their gender, ethnic origin, cultural background, sexual orientation, religion, or political affiliation.

Coaches and Managers shall not exert pressure on students for commercial advantage.

Coaches and Managers shall not disclose, or permit disclosure, of any confidential information relating to their students, or the business of their students families, without their prior written consent.

Coaches and Managers must be trustworthy, honest, fair and consistent regardless of the impact that might have upon the outcome of any competition.

Coaches should liaise with the EOTC (Education Outside The Classroom) TIC (Teacher in Charge). Each school will have it's own policies and procedures and Coaches and Managers should familiarize themselves with the school's policy. The Health and Safety in Employment Act 1992, The Crimes Act 1961 and other relevant legislation applies to coaching EOTC. Ultimately the school Board of Trustees is responsible for the safety of the students but coaches and managers have a responsibility to follow all safety procedures set by the school and to notify the designated TIC of any hazards they identify. Coaches must provide a safe physical and emotional environment for students.

Coaches have a duty of care to their students. They may be held accountable if they have deliberately failed to follow safety procedures set by the school, the Arms Act 1983 and it's amendments or acted in an unprofessional, negligent or careless manner that directly contributes to any incident. Coaches must maintain safety during the activity. The coaches judgment, based on experience, is critical to safety.

Coaches and Managers should have an emergency or crisis plan. This is to be formulated in consultation with the TIC of EOTC.

Coaches and Managers are urged to formulate a safety management plan. This should include things like checklists for planning and equipment, coach/student ratios, consent and medical forms, supervision guidelines, emergency procedure, accident/incident register and reporting system. Parental consent is not mandatory but is recommended.

Sample forms are below

## Guidance

In all relationships with students, coaches and managers must remain aware of the authority they have both from the professional position and from age. They must accept that it is their responsibility to control the nature of the relationships. They need to recognise that adolescent students may construe over-familiar behaviour as sexual overtures.

Adults are at risk if:

- They enter rooms where students are changing
- They invade a student's personal space
- They touch students in any way able to be construed as sexual, eg "patting" bottoms or squeezing closely around the shoulders. It is accepted that it is a common practice, especially in Pacific Island cultures, to show friendship or support by touching students in a sympathetic or congratulatory way. This should always be done openly in the presence of other people so that there is no confusion of motive for students.
- They allow themselves to become over familiar with students, failing to maintain professional distance.
- They use any sexual name to refer to a student or group of students. These are often sexist terms used in a derogatory way, eg naming sports teams "poofers" or "wankers"
- They comment on a student's physical development either to other students or colleagues.
- They spend a lot of time privately with individual students.
- They have intimate or sexual relationships with students.
- They use their authority to lead a student to believe a relationship could be any more than a professional one.
- They allow students, verbally or in written form to use sexist language to put down another student, or groups of students, or to make general sexist statements, eg wearing t-shirts with sexist slogans when in mufti.
- They provide students with alcohol or addictive substances.

## Health and Safety issues

Coaches and Managers must identify all actual or potential hazards and either eliminate, isolate, or minimize these by the application of appropriate safety management procedures or safety action plans.

A register of accidents that either harmed or might have harmed any person must be maintained.

Emergency/crisis management procedures and a policy for dealing with the media about incidents should be in place.

All equipment and safety items must be appropriate to provide all persons from any danger to their health and safety ie ear protection must be appropriate. All persons must use safety equipment when required.

A communication system must be available eg telephone, cell phone, with an alternative in place if there is no coverage.

Responsibilities and roles must be clarified.

Safety and emergency procedures are identified and conveyed to all teachers, volunteers and students.

An emergency information sheet, listing all health information and emergency contact details is compiled for students. This information should also note any medical conditions, allergies or anything that may cause concern.

First aid kits are accessible and available.

Students are instructed in appropriate safety procedures and rehearse them.

Students are involved in safety management planning.

Consent is obtained from parents for student involvement that extends outside normal school hours.

Students' needs and hazards (educational, cultural, health, medical, food, behavioural) are identified and managed.

Food and drink are taken regularly to maintain energy and hydration levels.

There should be sufficient ratios between supervisors and students to ensure safety at all times. Unlicensed shooters must be under the "direct supervision" of a licensed firearm holder. All students, and parent helpers are urged to obtain a firearm license. There should be sufficient people to cope in an emergency.

Head-counting of students should happen regularly during the activity.

A record of first aid treatments is required. This should record: the nature of the treatment given, the date and the name of the person to whom it was given. Also the nature of the injury or illness and the cause of the accident and if the injury was referred to a doctor or hospital and the name of the person giving first-aid.

## Responsibilities of the Students

Students have a responsibility to:

- Obey implicitly the orders of the designated range officer.
- Begin the activity only when instructed.
- Be familiar with safe handling practices.
- Touch potentially hazardous substances or equipment (guns, ammunition, traps etc) only if/when told to do so.
- Avoid behavior that could lead to accidents/incidents.
- Know what to do and co-operate fully in an emergency
- Eat and drink regularly to maintain energy and hydration levels.
- Use equipment appropriately and take care to minimize damage or loss.
- Wear the appropriate clothing and safety equipment at all times.
- Report any faulty equipment to the instructor in charge immediately.
- Report any incident to the instructor immediately.
- Question the teacher, instructor or leader if they feel unsafe or see any unsafe practices.

## Some factors to consider

Once students have been assessed as suitable to undertake clay target shooting some factors that should be considered are:

- Age and size eg is the person physically big enough to safely handle a firearm and old enough to understand safety instruction.
- Developmental readiness (physical, social, mental and emotional readiness to handle a firearm).
- An option for participation so shooting is as inclusive as possible.
- Maturity
- Educational, medical, health, language and behavioural needs

## Unlicensed shooters:

All coaches must be fully conversant with the NZCTA Rules and ensure all safety procedures are adhered to.

All students, coaches, and parent helpers are urged to obtain a firearm license. Unlicensed shooters must be under the “direct supervision” of a licensed firearm holder. For DTL this requires the referee and marker to be licensed and be in full control of the squad by standing beside Lanes 2 and 4 while the squad is shooting. For Skeet and Sporting Clay shooting, the licensed firearm holder must be in close proximity to the unlicensed shooter(s).

This supervision includes:

- instructing the unlicensed shooters to load their firearm prior to shooting,
- supervising them on the mark to ensure safe firearm practices
- instructing them to unload their firearm before they leave the mark.

It is the responsibility of the school(s) participating in competitions to provide the necessary supervising (licensed) personnel.

Firearms must be stored under restricted access, locked away and transported by a licensed firearm holder.

Unlicensed shooters also require supervision in the following situations:

- the carrying of guns from vehicles to trap fields
- storing of guns in vehicles and
- transporting guns to and from club grounds

**Firearms and unlicensed shooters must be supervised at all times while carrying or handling guns.**

## Risk Analysis Management System for Clay Target Shooting

Undesired Event(s): Death, Illness, Injury, Psychological impairment, sunburn, exhaustion.

	<b>People</b>	<b>Equipment</b>	<b>Environment</b>
<b>Causal factors</b>	<ol style="list-style-type: none"> <li>1. Inadequate supervision</li> <li>2. Poor coaching</li> <li>3. People with medical problems</li> <li>4. Undesirable spectator behaviour</li> <li>5. Poor refereeing</li> <li>6. Inadequate safety briefing</li> <li>7. Inadequate warm-up</li> <li>8. Poorly run competition or practice</li> <li>9. Students being unfamiliar with environment</li> </ol>	<ol style="list-style-type: none"> <li>1. Unsuitable protective gear.</li> <li>2. Incorrect gear.</li> <li>3. Faulty equipment</li> <li>4. Insufficient sun protection</li> <li>5. Guns not unloaded</li> <li>6. Guns not checked</li> </ol>	<ol style="list-style-type: none"> <li>1. Unsuitable equipment</li> <li>2. Weather a) Sun, b) wind, c) Rain</li> <li>3. Safety zones not used or flagged</li> <li>4. Dangerous or distracting litter on field</li> </ol>
<b>Risk Management Strategies</b>	<ol style="list-style-type: none"> <li>1. Ensure adequate supervision</li> <li>2. All coaches to be trained.</li> <li>3. Medical history of students</li> <li>4. Ensure spectators know school policy of "Fairplay: &amp; appropriate conduct.</li> <li>5. Qualified referees</li> <li>6. Ensure adequate warmup.</li> <li>7. Ensure a Range Safety Officer is present.</li> <li>8. Brief students on the range environment</li> </ol>	<ol style="list-style-type: none"> <li>1. Correct protective gear i.e. earmuffs, glasses.</li> <li>2. Correct gear i.e. correct size ammo.</li> <li>3. Check all equipment before use.</li> <li>4. Ensure students are aware of procedures eg trapper flags</li> <li>5. Appropriate protection from the sun.</li> <li>6. Regular maintenance of equipment stressed</li> <li>7. Check the status of all guns before moving from the lane or trap area.</li> </ol>	<ol style="list-style-type: none"> <li>1. Suitable clothing and protection worn.</li> <li>2. Safety zones used and flagged.</li> <li>3. Remove dangerous or distracting litter</li> <li>4. Familiarise students with field and equipment.</li> <li>5. Coach or Manager is familiar with and conveys all safety requirements at <u>start of each session.</u></li> </ol>
<b>Emergency</b>	<p>First aid kit on hand            Coach or Manager qualified or skilled in first aid.            Coach or Manager is skilled in supervision and communication.            Telephone available.            Someone suitable to relieve in emergency situation.</p>		

## Risk Management Plan For Clay Target Coaches

<b>Risk Category</b>	<b>Hazard</b>	<b>Probability of Occurrence</b>	<b>Severity if it Occurs</b>	<b>Method to Avoid, reduce or transfer Risk</b>
Environmental	Hearing damage	High	High	Ensure adequate ear protection is used
	Eye damage	High	High	Ensure adequate eye protection is used
	Sunburn	High	Varies	Encourage use of hats and sun block.
	Dehydration	High	Medium – Low	Educate and encourage use of frequent water breaks in hot weather
	Litter on field	Low	Low	Encourage litter to be put in appropriate place
	Transport to and from venue	Low	Varies	School responsibility to ensure adequate transport arrangements are in place
	Unsafe spectator facilities	Medium – Low	High	Coach and Range Safety Officer must ensure spectators remain within designated areas.
Equipment	Unsuitable ammunition	Medium	High	Educate continuously about the use of the correct ammunition
	Unsafe firearm	Medium	High	Educate continuously about the use of firearms
Emergencies	Danger to participants	Low	High	Ensure all participants know and comply with safety codes. Constant reminders required for basic

				safety issues
First aid/medical	Major injury to participants	Low	High	Responsibility of school personnel and/or coach to contact emergency services
	Major injury to spectators	Low	High	Responsibility of school personnel to contact emergency services
	Minor injury to participants	Low	Low	School policy applies.
	Minor injury to spectators	Low	Low	No responsibility accepted
Officials	Insufficient number	Medium	Medium	School policy applies. Pupil/coach ratio must ensure pupil safety
Behaviour	Unfair behaviour of participants	Low	Low	Coach promotes fair play principles. School policy applies
	Misbehaviour by spectators	Low	Low	Coach promotes fair play principles. School policy applied

# Safety Instruction Procedure for School Shooting

1 **INTRODUCTION** to the .....Clay Target Club. Brief background of the club

2 **MISBEHAVIOUR** of any kind will not be tolerated. No warnings will be given. Those involved in any sort of misconduct will be expelled from the shooting grounds.

## 3 **Safety**

Basic safety rules explained.

These rules then expanded and explained in accordance with the clubs code of conduct.

- Treat all firearms as loaded.
- Always point your firearm in a safe direction.
- Load only when ready to fire
- Identify your target
- Check your firing zone
- Store firearms and ammunition safely
- Alcohol impairs judgement

## 4 **At the Gun Club**

Always obey the instructions given

Don't touch anyone else's firearm unless with the owners express permission

Always carry a shotgun in the "broken" or "breech open" position

Load only when instructed to do so. Please note; semi automatic shotguns must be pinned to restrict the number of shells capable of being loaded to 2. **Semi automatics must only be loaded immediately prior to shooting your target and unloaded immediately afterwards. This means that at no time must a shell be held in the breech unless actually firing.**

Always point your shotgun forward when loaded. Once fired you must ensure that your firearm is safe before turning from the shooting station.

When walking from lane 5 to lane 1 your firearm must be broken and unloaded.

A red flag displayed on the trap house means that the trap house is occupied and extreme must be taken by the shooter. During the time the flag is displayed no firearms are to be loaded or sighted.

Ear protection must be worn while shooting on the .....Clay Target Club grounds. Ear muffs or plugs are acceptable. This is compulsory and there will be no exceptions.

It is accepted that you do not move from your shooting station until the shooter to your right has shot.

## Suggested notice to pupils and parents:

### To those interested in School Shooting

This year we, the .....clay target club, have a new introduction for those school shooters taking part in this activity.

As always a safety lecture will be given but this year we are implementing a short safety test to ensure that those attending understand the basic safety procedures. Unless they pass this test with a 100% pass they will not be shooting.

We have also stipulated that pupils **must** have adequate ear protection, ie ear muffs or plugs. This is compulsory and no exceptions will be tolerated.

Anyone who fails to adhere to the safety rules as explained to the pupils prior to the commencement of the shooting programme will be expelled from the shooting grounds with no right of return.

Students have a responsibility to learn and practice safe practices involving firearms and ammunition.

There are several school competitions available for the pupils to attend and compete in. While it is not compulsory for their attendance at these events it is an excellent opportunity for them to represent their school as well as being able to gauge their individual abilities against equal competition.

We also strongly recommend that a Firearms license is applied for once those involved in the sport have reached the age of 16 years. Details for this are readily available at the Police Station.

We do not advocate the carrying of firearms and ammunition at school unless adequate storage is available.

If you or any of your family wish to come and visit us please do so. You will be very welcome.

If you have any questions or need any further information please contact me.

Coach Name .....

Contact details: .....

# Emergency Contact Details

(please provide at least 2 sets of contact details)

Students name: \_\_\_\_\_

1 Name (Emergency contact) \_\_\_\_\_

Relationship

Address

Day Phone

Evening Phone

Cell Phone

2 Name (Alternative emergency contact) \_\_\_\_\_

Relationship to participant

Address

Day Phone

Evening Phone

Cell Phone

Please note any specific medical issues that your coach/supervisor should be aware of (eg allergies, medical conditions)

.....

### **Parental consent**

I agree to my child/myself taking part in the EOTC (Education Outside The Classroom) event of clay target shooting and have read the information sheet. I agree to their / my participation in the activities described. I acknowledge the need for them / me to behave responsibly.

### **Acknowledgment of risk**

I have read the EOTC event information sheet and I understand that there are risks associated with involvement in school EOTC events and that these risks cannot be completely eliminated. I understand that the school will identify any foreseeable risks or hazards and implement correct management procedures to eliminate, isolate, or minimise those hazards. I understand that my child has been involved in the development of safety procedures. I will do my best to ensure that my child and I follow these procedures.

I know that I am able to ask any questions of the school about the activities I / my child will be involved in, to gain a better understanding of the risks involved. I recognise that participation in such activities is voluntary and not mandatory. My child and I both understand that I/they may withdraw from the activity if I/they feel at risk. This must be done in consultation with the person in charge.

I understand that the school does not accept responsibility for loss or damage to personal property and that it is my responsibility to check my own insurance policy.

Print name

\_\_\_\_\_

Signed

\_\_\_\_\_

Date:

\_\_\_\_\_

**To be read and signed by adult participant or parent/caregiver of child participant.**

# Clay Target Shooting Safety Test

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Age \_\_\_\_\_ Firearms License Yes / No

School \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

**1 WHEN FIRST PICKING UP YOUR SHOTGUN, YOU SHOULD**

- A IMMEDIATELY "SIGHT" IT
- B CHECK THAT IT IS UNLOADED AND THEREFORE SAFE
- C PULL THE TRIGGER TO SEE IF IT WORKS

**2 ONCE YOU ARE ON THE MARK YOU SHOULD**

- A TURN ROUND AND TALK TO THOSE BEHIND YOU
- B LOAD AND CLOSE YOUR GUN READY TO SHOOT
- C WAIT FOR INSTRUCTIONS ON WHEN TO LOAD YOUR GUN

**3 ONCE LOADED YOUR FIREARM SHOULD ALWAYS BE POINTED IN WHAT DIRECTION**

- A ALWAYS TO THE FRONT
- B ABOVE YOUR HEAD
- C TO THE GROUND

**4 WHEN WALKING FROM LANE 5 TO LANE 1 YOU SHOULD ENSURE THAT**

- A THERE IS NO ONE IN YOUR WAY
- B YOUR SHOTGUN IS "BROKEN"
- C YOUR SHOTGUN IS "BROKEN" AND UNLOADED

**5 WHEN YOU HAVE FINISHED SHOOTING AND BEFORE YOU LEAVE THE MARK YOU MUST**

- A CLOSE YOUR FIREARM
- B CHECK THAT YOUR FIREARM IS BROKEN AND UNLOADED
- C DO NOTHING, JUST MOVE QUICKLY AWAY.

## Useful emergency numbers

Event Location:

Date:

People in charge:

Emergency contact number:

Telephone

Emergency Services (Fire, Ambulance, Police)

111

School Principal:

School:  
Home:

School Media spokesperson

School:  
Home:

Nearest doctor

Medical centre

Nearest hospital

Emergency department

Nearest police station

OSH

Group Special Education (Ministry of Education) Trauma help

## **Communication lines during a serious incident**

1. Contact emergency services if necessary
2. As soon as practicable, phone the principal or other delegated person. The principal will contact the Board of Trustees' Chairperson, the Parents/Caregivers, the media contact person and support services.