

**Duchy
Shooting
Association**



Gwitha Hebaska Hag Tedna

Full/Small Bore Rifle

Safe Shooter Scheme

Name:.....

Membership Number:.....

Date commenced:.....

List of Revisions

First published June 2019; for implementation from 1 October 2019

Revision letter	Date of revision	Revision(s)
A	24 Apr 2021	Probationer progression amended NRA CIs amended Club firearms held amended Training record amended

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The 4 Golden Rules

**ALWAYS PROVE A FIREARM IS UNLOADED
WHENEVER YOU PICK IT UP, TAKE IT FROM
ANYONE, OR HAND IT TO ANYONE.**

**ALWAYS POINT THE FIREARM
AT YOUR TARGET.**

**DO NOT PLACE YOUR FINGER ON THE
TRIGGER UNTIL YOU ARE READY TO SHOOT.**

NEVER POINT A FIREARM AT ANYONE.

WELCOME TO MEMBERSHIP OF THE DUCHY SHOOTING ASSOCIATION (DSA)!

DSA is a friendly, members-only club affiliated to the National Rifle Association (NRA) and fully subscribes to the current standards and disciplines set out by the NRA, as amended from time to time. DSA ranges at Zelah are private ranges, administered through the Trustees by an appointed range committee, chaired by the Range Manager.

To attain full membership of the DSA you are required to undergo a period of probationary membership. Depending on your previous experience and a DSA assessment, you will either be admitted to the DSA Safe Shooter Scheme (SSS) as a trainee or be authorised to use the range without further training or direct supervision. In either case your probation period is a minimum of three months during which you are required to make a minimum of 6 visits to the range for coaching and/or to shoot.

INITIAL DSA INDUCTION AND ASSESSMENT

All probationary members will undergo an induction, no matter what their previous experience. This involves familiarisation with the range complex, DSA Constitution, Range Orders, range practices and safety procedures. Probationers with no previous experience will be required to undertake the full DSA SSS training. Probationers with previous experience will, following the induction, be taken through an assessment to establish their level of skill and safety awareness. Probationers who reach the required standard will be authorised to shoot without direct supervision of a coach (**but will require**, on each of the minimum of 6 attendances to shoot during their minimum 3 month probationary period, **the counter-signature by the duty Range Conducting Officer (RCO) or Range Safety Officer (RSO), that they complied with the correct shooting techniques and appropriate safety procedures during that shoot**). Probationers who do not reach the required standard on assessment will be required to complete the full DSA SSS syllabus as a 'trainee'.

For the experienced probationer the assessment will consist of the following:

1. Demonstrate the safe and correct handling of firearms.
2. Demonstrate the safe loading, firing and unloading of their firearm(s).
3. Demonstrate the correct method of proving the firearm is clear.
4. Demonstrate the correct response to a misfire.
5. Demonstrate and explain zeroing and adjustment of telescopic/iron sights.
6. Demonstrate an understanding and knowledge of range safety protocols.
7. Demonstrate correct response to emergency 'stop firing' command.
8. Demonstrate and complete a 10 rounds shoot, fired accurately, at a target 100m away observing all firearms safety procedures and range safety orders. A 'group' of 15cm/6" must be achieved.

This test/assessment this will be done on a one-to-one basis with a DSA Club Instructor and without coaching.

INTRODUCTION TO THE DSA PROBATION.

To comply with current Home Office guidelines, all probationary members must complete a course in the safe handling of firearms and shoot regularly under supervision before they can become a full member of a Home Office Approved Club, such as the DSA. The minimum time period for probationary membership of the DSA is three months.

The DSA probationary period not only involves training in the safe use and handling of various different types of firearm, but also in the legal aspects of firearms use and ownership. The training stresses the absolute necessity of maintaining a responsible attitude towards all aspects of firearms use, and does not shy away from describing what can happen if safe practices are not observed. Trainees will be continuously assessed throughout the period and, at the end of the period, will be required to pass a written exam (multiple choice) and practical tests in range use, and in the handling and use of firearms. However, probationary members will not be asked to undertake an assessment or test until the DSA are satisfied that they have gained sufficient knowledge, confidence and skill. A probationer who fails an assessment or test must receive additional training before being re-tested.

DSA SSS training is not specific to any particular shooting discipline but is limited to shooting at ranges up to and including 100m.

ABOUT THIS SSS HANDBOOK

This document does not pretend to be a stand-alone handbook of all things to do with target shooting. Alongside the NRA Probationary Training Manual it is, however, an integral part of the DSA SSS, and also functions as your personal record of training/experience towards full membership. Make sure that you remember to ask your instructor/duty RCO/RSO to sign off each section as you progress through the training.

NRA PROBATIONARY TRAINING MANUAL

The NRA Probationary Training Manual is the knowledge base of the DSA SSS. It is available from Bisley as an A5 handbook (at a cost of £17.50). It is also available as a free download to print off in A4 format at:

<https://nra.org.uk/all-downloads/nra-handbooks>

At the bottom of the list of downloads on that page is the NRA Probationary Training Manual. Click on that title to download the document. It is advised that you print off the document and incorporate it into this handbook, since all the information and knowledge required to gain full membership of NRA/DSA and beyond is contained therein.

THE NRA SAFE SHOOTER SYSTEM

The Ministry of Defence (MoD) requires all civilian organisations using military ranges to have an auditable system of training based on a specific risk assessment. In response, the NRA have developed their Safe Shooter System (NRA SSS) which has been approved by the MoD, and was introduced in April 2008. The DSA SSS mirrors that scheme. Civilian shooters wishing to use an MoD range must possess a current Shooter Certification Card (SCC) issued by the NRA to individual applicants. This is not a requirement to use the DSA range, Zelah, but DSA members who satisfactorily complete their probation may then apply, with DSA endorsement, for an NRA SCC to be able to use MoD ranges elsewhere and shoot at targets at greater distances than the Zelah 100m range affords. Further details of the NRA SSS/SCC can be found in the NRA Probationary Training Manual or on the NRA website.

DSA PROBATIONER PROGRESSION.

Experienced probationers with a Firearm Certificate (FAC) who pass their initial assessment are deemed 'up to SSS standard' and are signed off to shoot under the duty RCO/RSO, ***to whom they should make themselves known when they go onto the firing point, and from whom they must get a signature at the end of the session*** that confirms they gave no cause for concern/did nothing obviously wrong - as far as weapon handling and safety is concerned - during that shoot/session. A minimum of six such shoot/session signatures are required, a minimum period of three months must have elapsed since joining, and the relevant tests must be passed before an experienced probationer can be 'signed off' as probation completed, and full membership issued.

Probationers put onto the SSS with little or no experience, do not have an FAC or who do not pass their initial assessment then go through the SSS as a 'trainee' under a mentor; one (currently of four) of our NRA Club Instructor(s) (CI). A CI will be at the range every other Saturday 9am to 1pm to provide instruction/mentoring - since the majority of trainees are likely to be able to attend on a Saturday morning. A trainee that can only attend on a Thursday (albeit they will get a strong steer to attend on alternate Saturdays!) can be provided for, but will be the exception. The teaching syllabus will be covered in, probably, the first one or two sessions, with practical shooting and mentoring filling the next two sessions, with an expectation that most trainees will be 'signed off' to shoot un-mentored by the third session. They are then deemed to be 'to SSS standard' and can shoot (as above) as an experienced/trained probationer. *Throughout, DSA club-owned rifles (.22RF; .22 semi-auto; .243 WIN; .38Spl underlever) will be available for beginners who do not have a FAC. A nominal 'user charge' is made, plus ammunition consumed at cost.* A minimum of six training/shooting session signatures are required, a minimum period of three months must have elapsed since joining, and the relevant tests must be passed before an experienced probationer can be 'signed off' as probation completed, and full membership issued.

Duchy Shooting Association – Safe Shooter Scheme

Name:.....Membership number:.....

Probationary period commenced:.....

Probationer training/attendance record. (* Delete as appropriate)

Serial	Date	Activity*	Probationer's signature	Mentor's/RCO signature	Mentor's/ RCO membership no.
1		Induction to DSA ranges/Range Orders etc			
2		Assessment: (a) Requires further coaching and/or supervision (b) * Up to SSS standard – can shoot without supervision*			
3		Shooting coaching* (1) or practice*			
4		Shooting coaching* (2) or practice*			
5		Shooting coaching* (3) or practice*			
6		Shooting coaching* (4) or practice*			
7		Shooting coaching* (5) or practice*			
8		Shooting coaching* (6) or practice*			
9		Shooting coaching* or practice*			
10		Shooting coaching* or practice*			
11		Shooting coaching* or practice*			
12		Shooting coaching* or practice*			

13	Date SSS standard achieved (if later than Serial 2a above)	/ /			
14	Date SSS test(s) passed	/ /			
15	Date full membership due	/ /			
16	Date full membership achieved	/ /			
17	Full membership granted	/ /			Membership Sec.

Insert NRA Probationers Training Manual – A4 print-out – here.

Set printer to 'Page size A4' and 'duplex (double sided) printing'.

Note that much of this NRA document deals with shooting at ranges greater than 100m. These practices will not be taught at DSA range Zelah, which is limited to 100m. You will not be tested on matters relating to shooting at ranges greater than 100m, but the information is useful and necessary for shooting on MoD or NRA ranges. Applicants for the NRA SCC would be well advised to know and understand the principles of longer range shooting, which will be a matter for self study.

DSA SAFE SHOOTER SCHEME SYLLABUS

(The areas of knowledge to be taught and tested for full membership)

1. FIREARM SAFETY. Knowledge and understanding of:

- 1.1 The four 'golden rules' firearms safety.
- 1.2 The safe handling of firearms behind the firing point.
- 1.3 The safe handling of firearms on the firing point.
- 1.4 Safe weapon handling in the firing position.

2. RANGE SAFETY. Knowledge and understanding of:

- 2.1 Range flags; stop butt; firing point and range danger area.
- 2.2 Emergency procedures on the range.
- 2.3 Control of the range; RCO/RSO; 'safety supervisor'.
- 2.4 Safety and control of firearms on the firing point.
- 2.5 The importance of 'muzzle awareness'.
- 2.6 The importance of knowing the range to which the weapon has been sighted before firing.

3. FIREARM SAFETY - FIRING. Understanding of procedures for loading, firing and unloading of (a range of different) firearms:

- 3.1 Listening to and complying with RCO/RSO commands.
- 3.2 Demonstrate competency in safe loading of their firearm.
- 3.3 Demonstrate competency in handling, sighting and firing their firearm.
- 3.4 Demonstrate competency in the safe unloading of their firearm.

4. FIREARM SAFETY – CLEARING THE FIREARM. Understanding of procedures for ‘proving’ a firearm is clear of ammunition and is safe:

- 4.1 Listening to and complying with RCO/RSO commands.
- 4.2 Demonstrate the safe unloading of different firearms.
- 4.3 Demonstrate the correct procedure for showing the firearm is clear.
- 4.4 Demonstrate the correct procedure for removing firearms from the firing point.

5. FIREARMS SAFETY – THE MISFIRE.

- 5.1 Demonstrate the correct method of evaluating the possibility of a misfire.
- 5.2 Demonstrate the correct method of dealing with the misfire (through the RCO).
- 5.3 Demonstrate correct extraction of the misfired cartridge/round.
- 5.4 Demonstrate correct evaluation of the causes of the misfire.
- 5.5 Demonstrate/explain correct methods of dealing with misfired cartridge/round.

6. RANGE SAFETY – EMERGENCY ‘STOP FIRING’.

- 6.1 Understanding the meaning and importance of command ‘STOP, STOP, STOP’.
- 6.2 Demonstrate correct reaction to RCO/other command ‘STOP, STOP, STOP’.
- 6.3 Demonstrate safe removal of firearm from firing point if commanded to do so.

7. RANGE SAFETY – ZEROING AND SIGHTING.

- 7.1 Demonstrate the principles and method of bore sighting a firearm.

- 7.2 Demonstrate the principles and method of adjusting the point of impact of a firearm equipped with telescopic sights.
- 7.3 Understand the principles and method of adjusting the point of impact of a firearm equipped with iron sights.

8. MARKSMANSHIP.

- 8.1 Demonstrate the ability to shoot, safely and accurately, 10 rounds at 100m (achieving a 'reasonable' 150cm/6" 'group' or better (see *Note below)).
- 8.2 Demonstrate the knowledge of how to adjust the scope/sights for elevation and windage.
- 8.3 Demonstrate the knowledge and principle of holding off/ holding over.

These areas of knowledge will be tested by a short questionnaire of 10 questions, all of which must be answered correctly to pass. Some questions are multiple choice; some require a written response. Any question answered incorrectly will result in a 'FAIL' marking and require further training and retesting.

There will, in addition, be a period of observed use of a firearm on the range including firing 10 rounds accurately at a 100m target. All range safety procedures, and firearms safety skills and drills are to be correctly carried out. Failure to observe any of these will result in a 'FAIL' marking and require further training and retesting.

Both of the above combine to form the test/assessment under each topic heading.

*
(Note: Assuming a telescoped rifle is in use. Other weapons (iron sight rifles, gallery rifles, long range pistols, muzzle-loaders etc) used by experienced probationers for their shooting competency test will have different, reasonable, accuracy criteria applied.)

DUCHY SHOOTING ASSOCIATION
PROBATIONER / SAFE SHOOTER SCHEME
COACHING/TRAINING RECORD

Serial	Lesson/Topic	Date	Mentor's signature
1.	FIREARM SAFETY - GENERAL:		
	1.1 – Four golden rules		
	1.2 – Safe handling of firearms behind firing point		
	1.3 – Safe handling of firearms on firing point		
	1.4 – Safe weapon handling in firing position		
2.	RANGE SAFETY:		
	2.1 – Range flags; stop butt; firing point; RDA		
	2.2 – Emergency procedures on range		
	2.3 – Control of the range; RCO/RSO; 'safety supervisor' and tasks		
	2.4 – Safety and control of firearms on firing point		
	2.5 – Importance of 'muzzle awareness'		
	2.6 – Importance of knowing range to which firearm has been zeroed		
3.	FIREARM SAFETY – FIRING:		
	3.1 – Listening to/complying with RCO/RSO commands		
	3.2 – Competency in safe loading of firearm		
	3.3 – Competency in handling, sighting and firing weapon		
	3.4 – Competency in safe unloading of firearm		
4.	FIREARM SAFETY – 'CLEARING' THE WEAPON		
	4.1 - Listening to/complying with RCO/RSO commands		
	4.2 – Safe unloading of different firearms		
	4.3 – Correct method of showing firearm is clear		
	4.4 – Correct procedure for removing firearm from firing point		
5.	FIREARM SAFETY – THE MISFIRE		
	5.1 – Correct method of assessing likelihood of misfire		
	5.2 – Correct method of dealing with a misfire		
	5.3 – Correct method of extraction of misfired round		
	5.4 – Correct methods of evaluation of a misfire		
	5.5 – Correct methods of dealing with misfired cartridge		
6.	RANGE SAFETY – EMERGENCY STOP FIRING		
	6.1 – Meaning and importance of 'STOP, STOP, STOP' command		
	6.2 - Correct reaction to 'STOP, STOP, STOP' command by RCO/RSO/others		
	6.3 - Safe removal of firearm from firing point if commanded to do so		

Duchy Shooting Association – Safe Shooter Scheme

7.	RANGE SAFETY – ZEROING AND SIGHTING		
	7.1 – The principles and method of bore sighting a firearm		
	7.2 - Principles and methods of adjusting point of impact using a firearm with a telescopic sight		
	7.3 - Principles and methods of adjusting point of impact using a firearm with iron sights		
8.	MARKSMANSHIP		
	8.1 – Shooting accurately and safely (at target at 100m)		
	8.2 – How to adjust scope/sights for windage and elevation		
	8.3 – Principles of holding off/holding over		

Additionally, for the novice shooter, supplementary coaching will be given in 'principles of marksmanship' – i.e. how to develop and improve their shooting ability. This will be non-syllabus, *ad hoc* coaching when required, requested or deemed necessary. It will be available until the Safe Shooter System standard is being tested/assessed.

DUCHY SHOOTING ASSOCIATION

PROBATIONER / SAFE SHOOTER SCHEME TEST/ASSESSMENT

Probationer name:	Membership no. :
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TEST	PASS		FAIL*		Date	Assessor
	Exam	Shoot	Exam	Shoot		
1. The four rules of firearm safety and the safe handling of firearms.						
2. Knowledge and understanding of range safety procedures.						
3. Loading, firing and unloading procedure.						
4. Proving that the firearm is clear.						
5. Misfire procedure.						
6. Emergency 'stop firing' procedure.						
7. Zeroing and scope adjustment procedure.						
8. Practice shoot: 10 rounds fired accurately at 100m target. 6" group.						

*A mark of 'FAIL' in any category will require retraining and retesting.

The Probationer has shown appropriate safety awareness and competence in handling the type(s) of firearm(s) listed below:

TYPE	CERTIFIED FIREARM & ACTION	Date	Assessor signature
Telescope sighted full bore rifle			
Iron sighted full bore rifle			
Telescope or iron sighted .22 rimfire rifle			
Muzzle loaded rifle			
Muzzle loaded pistol			
Gallery rifle or Carbine			

I confirm the above named has passed the DSA Probationer Safe Shooter Scheme training and assessment.	Assessor's signature:	
	Assessor's name (print):
	Date:.....

DUCHY SHOOTING ASSOCIATION

MEMBER’S SAFE SHOOTER SCHEME TEST/ASSESSMENT

Member’s name:	Membership no. :
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TEST	PASS	FAIL *	Date	Assessor
1. The four rules of firearm safety and the safe handling of firearms.				
2. Knowledge and understanding of range safety procedures.				
3. Loading, firing and unloading procedure.				
4. Proving that the firearms is clear.				
5. Misfire procedure.				
6. Emergency ‘stop firing’ procedure.				
7. Zeroing and scope adjustment procedure.				
8. Practice shoot: 10 rounds fired accurately at 100m target. 6” group.				

*A mark of ‘FAIL’ in any category will require retraining and retesting.

The Member has shown appropriate safety awareness and competence in handling the type(s) of firearm(s) listed below:

TYPE	CERTIFIED FIREARM & ACTION	Date	Assessor signature
Telescope sighted full bore rifle			
Iron sighted full bore rifle			
Telescope or iron sighted .22 rimfire rifle			
Muzzle loaded rifle			
Muzzle loaded pistol			
Gallery rifle or Carbine			

I confirm the above named has passed the DSA Safe Shooter Scheme training and assessment	Assessor’s signature:	
	Assessor’s name (print):
	Date:.....

NOTES

Duchy Shooting Association