



SSAA NSW

Limited

SSAA (NSW) Ltd SAFE SHOOTING INSTRUCTOR POLICY (LONGARMS)

POLICY OBJECTIVE

One of the prerequisites to obtain a firearms licence in NSW is for an applicant to complete an approved Firearms Safety Training Course (FSTC). SSAA NSW's Safe Shooting Course is recognised by NSW Firearms Registry as an approved course for longarms.

The SSAA NSW Course can only be conducted by a person in possession of a Firearms Safety Training Instructor Approval issued by the NSW Commissioner of Police on behalf of NSWFR. This approval permits a nominated person who, on behalf of, an approved club, association or organisation, to conduct FSTC for longarms.

Those approved Instructors are authorised to deliver the SSAA NSW FSTC only, all income generated by this process, ie. course fees, are payable to the Branch or Affiliate Club that provided endorsement for the Instructor (see course fees).

APPROVAL PROCESS

To become a SSAA NSW Safe Shooting Instructor, applicants must meet the following criteria:

- have continuously held a NSW Firearms Licence for longarm categories for not less than 3 years;
- be endorsed by their SSAA NSW Branch or Affiliate Club;
- have successfully completed an approved SSAA NSW Safe Shooting Course Instructors Workshop;
- be and remain a financial member of SSAA NSW; and
- adhere to all relevant Codes of Conduct.

The process to apply for a SSAA NSW Safe Shooting Instructor Approval is as follows:

1. Branch or Affiliate Club, via official letterhead, is to nominate a candidate/s to SSAA NSW including the full name, membership number and contact details.
2. Upon receipt of the nomination, SSAA NSW will make arrangements with the candidate to facilitate the Safe Shooting Course Instructors Workshop;
3. Following the successful completion of Course competencies, SSAA NSW will forward the forms required to apply for an Instructor Approval to the applicant for completion and return.
4. Upon receipt of the completed forms, the SSAA NSW Office will forward the P644 form and a letter of endorsement to NSW Firearms Registry.
5. Once approved, the candidate will be accredited as a SSAA NSW Safe Shooting Instructor and forwarded the relevant NSWFR approval and SSAA NSW Safe Shooting Course material including instructions and session plan.
6. The Instructor's details will then be listed on the SSAA NSW website and included on the Safe Shooting Instructor contact list.



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To remain accredited, a SSAA NSW Safe Shooting Instructor must meet the following criteria:

- Must conduct frequent courses (a minimum of 4 training sessions annually); and
- Every 3 years must undertake an approved SSAA NSW reaccreditation process.

COURSE MATERIALS

The SSAA NSW Safe Shooting Course material including instructions and session plan remain the property of SSAA NSW at all times, if requested, any or all materials must be immediately returned to SSAA NSW.

SSAA NSW Safe Shooting Instructors must adhere to the format, content and assessment requirements when delivering the Course. The SSAA NSW Safe Shooting Course cannot be amended or varied without the express written consent of both SSAA NSW and the NSW Commissioner of Police.

Only the person whose name appears on the Instructor Approval can conduct the Course and subsequently sign and issue Certificate of Attainment.

RECORDS

SSAA NSW Safe Shooting Instructors must retain the following records for every candidate indefinitely:

- a copy the completed P650 declaration;
- the green copy of the Statement of Attainment; and
- the written examination and practical assessment sheet.

In the event that an Instructor resigns or has their Approval cancelled, the Instructor must forward all records to the endorsing Branch or Affiliate Club immediately.

COURSE FEES

SSAA NSW has set the maximum fees for the Course at:

- \$110 (including GST) or \$100 (excluding GST) for adults; and
- \$55 (including GST) or \$50 (excluding GST) for minors.

A Branch or Affiliate Club may decide to charge a lesser amount. If a Branch or Affiliate Club is not registered for GST, the GST component should not be charged.

SSAA NSW does not authorise the use of its Course by Instructors for commercial gain. All proceeds from the conduct of the Course must be paid to the endorsing Branch or Affiliate Club, unless the express written permission of SSAA NSW and the endorsing Branch or Affiliate Club has been obtained.

A SSAA NSW Branch or Affiliate Club Committee can agree to provide a rebate to Instructors up to a maximum amount of \$25 to assist with out of pocket expenses incurred, provided the Committee has passed a resolution authorising this payment and it is recorded in the minutes of the meeting at which the Committee made the decision.



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RESIGNATION OF SERVICE

If a Safe Shooting Instructor chooses to withdraw from the position any such resignation will be respectfully acknowledged and accepted. All resignations should be made in writing to the Branch or Affiliate Club that originally provided the Instructors endorsement and then forwarded to SSAA NSW.

TERMINATION OF APPROVAL

The NSW Firearms Registry have the authority to revoke the Safe Shooting Instructor's Approval at any time.

The endorsing Branch or Affiliate Club and SSAA NSW reserves the right to terminate a Safe Shooting Instructors approval if that Instructor proves to be unsuitable, or if for any reason, the Instructor no longer has the confidence or support of the Branch or Affiliate Club committee.

Any Safe Shooting Instructor whose service is terminated by a Branch, Affiliate Club or SSAA NSW, shall be given the right of reply. Should the Instructor wish to appeal this decision, they would be required to write to the Branch and SSAA NSW, within 28 days, seeking a review of the original decision.