

# ARMY RIFLE ASSOCIATION POLICY DIRECTIVE NO 1



(EDITION 2 – 29 Feb 2020)

## CLAY TARGET SHOOTING IN THE BRITISH ARMY

This Policy Directive (PD) provides governance policy relating to:  
**Clay Target Shooting within the British Army.**

Issued under the authority of:

**The Army Rifle Association (ARA) who are the service competent authority for all matters pertaining to Clay Target Shooting.**

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Any queries on content should be directed to the owner.

### Introduction

1. Clay Target (CT) shooting in the British Armed Forces is a MoD authorised activity and a recognised tri-service sport<sup>1</sup> carried out in accordance with the UK National Governing Body, the Clay Pigeon Shooting Association (CPSA)<sup>2</sup>. Within the Army, the Army Rifle Association (ARA) is the service competent authority for all matters pertaining to Clay Target Shooting.
2. The benefits of CT shooting for military personnel are well-known as it develops a soldier's instinctive shooting and the ability to engage a moving target. As such, it should be encouraged not only to complement a soldier's core skills, but also as a rewarding sporting and social activity.

### Aim

3. This PD is the single point of reference for all matters pertaining to Clay Target Shooting in the Army. It includes information regarding which qualifications are required in order to safely<sup>34</sup> establish, run and instruct on a Clay Target Shoot.

### Key Clay Target Shooting Elements within the Army

4. There are several inter-related Clay Target Shooting elements within the Army which foster and develop Clay Target Shooting. Worthy of note;
  - a. **The Army Rifle Association (ARA).** HQ ARA is based in Hythe Lodge, Bisley Camp and is the service competent authority for all matters pertaining to Clay Target Shooting. OC ARA is the senior person resident within HQ ARA and represents the ARA

<sup>1</sup> JSP 660 Pt 1 (v2.2 Oct 19), Sport in the UK Armed Forces. Chapter 1, Annex B.

<sup>2</sup> JSP 660 Pt 1 (v2.2 Oct 19), Sport in the UK Armed Forces. Chapter 1, Annex B.

<sup>3</sup> In line with JSP 375 (Management of Health & Safety in Defence) and ACSO 3215 (The Planning of Health Service Support).

<sup>4</sup> Where Army CT shooting takes place overseas (UK sovereign territory or otherwise), the home nations civil law may necessitate additional policy or control measures. In such instances, the ARA should be contacted for further guidance.

within the ATSC. The ARA Ch Clk is also the Courses Clerk, ATSC Membership Secretary and maintains continuity in the ATSC when key staff are absent/gapped. Hythe Lodge contains an element of very basic accommodation (no messing facility) which can be booked through the Ch Clk as required.

b. **British Army Shooting Team (BAST) Clay Target (CT).** The Army CT team is operated and controlled by the Army Team Captain, a voluntary appointment overseen by the ARA and the BAST(CT) Committee. The aim is to develop and maintain a highly skilled and competitive Army level, CT Shooting team, comprising Regular and Reserve personnel. Separated into two distinct groupings: an English Sporting (ESP) Squad, incorporating the Army Development Squad (ADS) and the Olympic Development Squad (ODS). The Army team compete in both inter-services events (Armed Services & Emergency Services (AS&ES) League) and civilian national and international shooting competitions. The Army team Captain issues an annual directive which regulates and governs Army level CT shooting activity<sup>5</sup>.

c. **Army Target Shooting Club (ATSC) Clay Target Section (ATSC(CT)).** Separate to the ARA and the BAST(CT) (both focused on serving military personnel), is the Army Target Shooting Club (ATSC) which includes the Clay Target Section (ATSC(CT)) which has a broader membership spanning Military, Retired Military, Civil Servants and Dependents. There is a modest membership fee which is easily redeemed throughout the year in benefits if you are an active member. The Chairman of the ATSC(CT) Section is focused on all levels of shooters ranging from those completely new to the sport to the more seasoned shots. The ATSC Club House (Bisley Camp) has a number of inexpensive rooms available for booking by club members; booking through HQ ARA. Within the ATSC(CT) Section, the CT Development Squad (limited to Serving Military personnel) exists to mentor and coach aspiring Army Team shots and serves as a pathway into BAST(CT). Membership of the ATSC(CT) Section is highly encouraged and mandated for those who are selected to become members of the BAST(CT).

5. The symbiotic relationship between key Clay Target Shooting elements can be pictorially represented as follows:

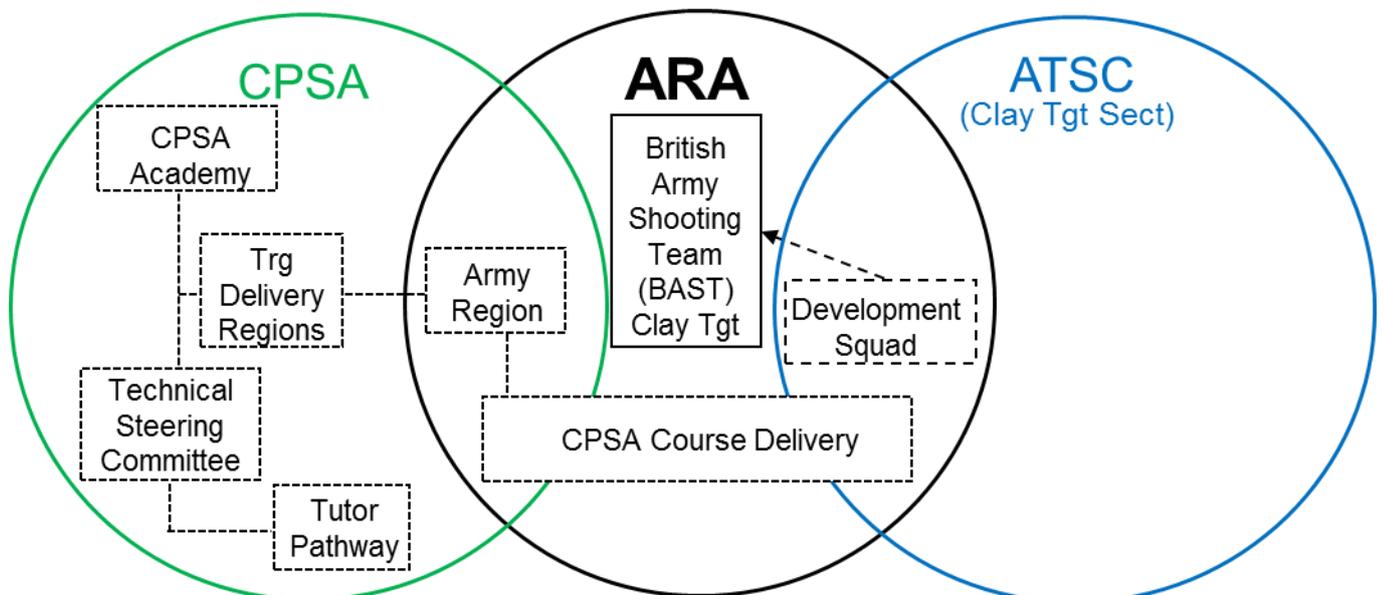


Fig 1. Symbiotic relationship between Clay Target Shooting elements.

<sup>5</sup> Entry into the BAST(CT) is open to service personnel in line with JSP 660 [Pt 1 (v2.2 Oct 19), Sport in the UK Armed Forces, page 2-A-1, Annex A to Ch 2]. Entry criteria is set by the BAST(CT) Team Captain in the annual directive, copies of which are available from the ARA.

## Clay Target Shooting Grounds

6. Service personnel may shoot clay targets on land as follows:

a. **MoD Land.** MoD land may be used for CT Shooting as per JSP 403 (Handbook of Defence Range Safety)<sup>6</sup>. Permission is first to be sought from the local Garrison Commander / Commanding Officer (the 'Land Owner'/'Shoot Owner'/'Employer' in CPSA terms) as this individual will have legal responsibility for the shooting ground. In addition, a 'Firearms Act 1968, Section 11(6) (as amended) Exemption'<sup>7</sup> certificate is to be requested from the local civilian police force. In some circumstances there may also be a need to get an 'Encroachment'<sup>8</sup>. For the reasons outlined at para 11, the 'Policing and Crime Act 2017 Sect 11A exemption'<sup>9</sup> is not to be relied upon. All CT Shooting on MoD land (permanent, semi-permanent or ad-hoc grounds/shoots) must to comply with this Policy Directive (PD) and each are to be individually registered with the ARA in order that the Army can maintain oversight<sup>10</sup>.

b. **Civilian shooting grounds & Private non-MoD land.** Civilian Shooting Grounds and private land may be used provided the ground or landowner's written permission is obtained and a current 'Firearms Act 1968, Section 11(6) (as amended) Exemption' certificate has been issued by the local civilian police force. For the reasons outlined at para 11, the 'Policing and Crime Act 2017 Sect 11A exemption' is not to be relied upon. The range must also be appropriately insured for CT Shooting in line with CPSA guidelines<sup>11</sup>.

## Service & Private Shotguns

7. **Private Shotguns.** Shotguns purchased using non-public funds (eg, from Corps or Unit funds, Nuffield Trust or Army Central Funds) and held against PRIs are deemed private shotguns in the eyes of UK law just like shotguns purchased and owned by an individual. Therefore, they must be held on an individual's private Shotgun Certificate and be stored, moved and used in line with the conditions set out in that certificate<sup>12</sup>. They are not classed as service/non-service shotguns as they have not been purchased using public funds. For accountability, PRI shotguns may be held on a Miscellaneous Stores Account (MSA) but note this does not turn them into a Service Shotgun or a Non-Service Pattern Light Weapon (NSPLW), it is purely for accounting purposes. Shotguns can be signed over to an individual via the MSA account on an AFG7767 providing that individual holds a current Shotgun Certificate and complies with the terms of that Certificate (e.g. notifying the issuing police force of the receipt/disposal of the shotgun(s)). At no time are shotguns to be in the possession of non-licenced personnel unless the conditions of a 'Firearms Act 1968, Section 11(6) (as amended) Exemption' are met (as per para 11b). Private shotguns (including those purchased by military or civilian personnel for their own personal use) are permitted to be used on MoD land as long as the conditions within this PD (and civil law) are met.

8. **Service/Non-Service Shotguns.** Service/non-service shotguns (purchased with public funds for the shooting of artificial targets or otherwise) suitable for CT Shooting are only to be used on MoD Land and are subject to the control measures applicable to all service weapons. This

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<sup>6</sup> JSP 403 Vol 1 Pt 2 (v1.1 May 15), Handbook of Defence Land Range Safety, page 16, Para 77.

<sup>7</sup> See para 11b.

<sup>8</sup> See para 18.

<sup>9</sup> Policing and Crime Act 2017, Ch 3, Pt 6, para 130, sect 11A.

<sup>10</sup> Registration is straightforward; send ground manager contact details to ARA (as per para 37). Ch Clk ARA will advise on any additional information requirements. A single current POC for each ground will ensure swift dissemination of MoD and Army policy/information.

<sup>11</sup> A check to ensure appropriate insurance is in place is usually a condition before a Section 11(6) is issued by the local police force.

<sup>12</sup> For example, "Any shotgun certificate holder may transport your shotgun without entering it onto their certificate, providing they are in possession of the gun for less than 72 hours. If they will be holding it for longer than 72 hours the gun must be entered onto their certificate and the relevant licensing office informed" [source: Met Police, obtained online 26 Jan 17].

includes storage, movement, maintenance and accounting. They cannot at any time be treated in the same way as 'Private Shotguns' and their handling by non-armed forces personnel is restricted by law. Very few (if any) shotguns used for Clay Target Shooting fall under the category of 'Service Shotguns'.

9. **Maintenance of Private Shotguns.** Privately held shotguns owned by units for the purpose of Clay Target Shooting must be inspected by a suitably qualified individual prior to use. A qualified individual is defined as someone being a current CPSA member and holding the CPSA Safety Officer qualification. Furthermore, this individual should be current/experienced in their ability to execute their duty. A CPSA Safety Officer is trained to identify the physical defects on a shotgun as part of the CPSA Safety Officer Course. Details of what to examine are listed for reference in the CPSA Safety Officer manual<sup>13</sup> which is issued to each student during the course. CPSA Qualified referees are NOT suitably qualified to carry out the inspection unless they are also CPSA Safety Officers as the CPSA Referee Course syllabus does not cover the examination of a shotgun for safety. There is no requirement to have a private shotgun inspected by a Gunsmith or qualified REME Armourer on a yearly basis but instead, private shotguns should be maintained in line with the manufacturer's guidelines<sup>14</sup>. If during a pre-use inspection the gun(s) are found to be unsafe, they should be marked as such to ensure they are not used, segregated if appropriate and taken to a Gunsmith for repair as required. This is likely to come at a cost which will need to be absorbed by the unit non-public funds account. Note that *"unit Armourers are not authorised to carry out inspections or repairs to privately owned weapons, including Unit/PRI weapons"*<sup>15</sup>.

#### **UK Law and Clay Target Shooting in the Army (Firearms (Amendment) Act 1968 et al)**

10. Clay Target Shooting in the Army is carried out as a recognised sport rather than a military range activity although it can be carried out within the template of military ranges subject to meeting the range design criteria at para 14 – 17.

11. As the vast majority of shotguns used in Army CT Shooting are privately owned in the eyes of UK law rather than service shotguns, the Army will default to civilian legislation governing ownership and use of shotguns within the Firearms (Amendment) Act 1968. The following elements are therefore of particular relevance:

a. Following the issuance of the Policing and Crime Act 2017, Section 11(5) of the Firearms Act 1968 and Section 16 of the Firearms (Amendment) Act 1988 were removed. "**Section 11A** (*Authorised lending and possession of firearms for hunting etc*)"<sup>16</sup> replaces the old 'Section 11(5), benefitting mainly parent and child/friend field and game shooters (or small 'family' shoots on their own land). The detail is lengthy but the criteria that "the borrower is in the presence of the lender..." (without further explanation) is open to wide interpretation. Therefore, like the old 'Section 11(5)', the 'Section 11A' is never to be relied upon in Army CT Shooting and is not an excuse for failing to get a Section 11(6) Exemption Certificate.

b. "**Section 11(6)**. *A person may, without holding a shot gun certificate, use a shot gun at a time and place approved for shooting at artificial targets by the chief officer of police for the area in which that place is situated*". All Army Clay Target Shooting Grounds are to have a current 'Firearms Act 1968, Section 11(6) (as amended) Exemption' Certificate. An Exemption certificate can be obtained free of charge from the local Firearms licensing department and ensures that the police are aware that non license holders are shooting artificial targets under supervision. Prior to issuing a certificate, the

<sup>13</sup> Physical Defects, page 20 (Version CPSA/SOM/2014/01).

<sup>14</sup> Regular servicing could be considered good practice where unit guns are well used (approx. 10/20k+ shots through them per year). This is better referred to as 'Condition Based maintenance'.

<sup>15</sup> [1000-A-003-013 Army Equipment Support Publication \(MoD Policy, Procedures & General Principles for Armourers\), Edn 4, Dated Feb 17](#), Chapter 1-1, page 3, para 7.1(2).

<sup>16</sup> Policing and Crime Act 2017, Ch 3, Pt 6, para 130, sect 11A.

local Firearms Licensing Department will want to visit the prospective Shooting Ground (or current Ground if it is an annual re-certification) and confirm a number of details including; insurance, exclusion zone, emergency action plan...

12. **Northern Ireland.** The definition of a firearm in Northern Ireland differs from that of the rest of the UK in that *“the term ‘Firearm’ is defined as a lethal barrelled weapon of any description from which any shot, bullet or other missile can be discharged”<sup>17</sup>*. Therefore, privately held shotguns in Northern Ireland must be on a Firearms Licence in order to comply with the regulations imposed by the Police Service of Northern Ireland (PSNI). Further information is available on the PSNI website<sup>18</sup>.

13. **Shotgun Certificates.** Although it is not a legal requirement for a CPSA Safety Officer to hold a shotgun certificate when handling service shotguns, the vast majority of Army grounds use shotguns owned by PRIs or individuals (private shotguns). These guns (classed as ‘private’ in UK Law as per para 8) cannot be carried to and from the range without a valid shotgun certificate as under Section 2(1) of the Firearms (Amendment) Act 1968; “it is an offence for a person to have in his possession, or to purchase or acquire, a shot gun without holding a certificate under this Act authorising him to possess shot guns”. It is therefore recommended that all CPSA Safety Officer’s possess a shotgun certificate. CPSA Instructors must have a shotgun certificate in order to carry out their duties.

### Range<sup>19</sup> Design and Build

14. To conform with JSP 403, the range design criteria and specifications are to be in line with “CPSA safety rules”<sup>20</sup> or, where Olympic Disciplines are offered, International Shooting Sport Federation (ISSF) rules<sup>21</sup>. These safety rules (policy) are laid down in the latest version of the CPSA Safety Officer Manual which is issued to all successful candidates following completion of the CPSA Safety Officer Course. Updates to the rules are communicated directly from the CPSA to the qualified Safety Officer’s as changes occur.

15. The Range Authorising Officer (RAO) for CT Shooting, as defined in JSP 403, is the designated local Garrison Commander / Commanding Officer (the ‘Land Owner’/‘Shoot Owner’/‘Employer’ in CPSA terms). There is no need for MoD Form 904 to be raised for MoD Clay Target Shooting Ranges providing a ‘Firearms Act 1968, Section 11(6) (as amended) Exemption’ Certificate has been issued by the local civilian police force and is current.

16. The only personnel authorised to supervise the design and build of an Army CT range are experienced and current CPSA Safety Officers. There is no additional requirement for this individual to be a serving military or MoD Civilian employee.

17. Range Design and Build includes ensuring that all the responsibilities of the CPSA Safety Officer are carried out in line with the CPSA Safety Officer Manual. This includes such things as ensuring that there is an Emergency Action Plan, layouts conform to the relevant CPSA policy and are safe, insurance & a current ‘Firearms Act 1968, Section 11(6) (as amended) Exemption’ Certificate is in place, a risk assessment has been completed etc... While not mandated by the ARA, a single document termed ‘XYZ Clay Target Shooting Ground Standing Orders’ may be the simplest approach. It must be remembered however, that the Land Owner/Shoot Owner/Employer (local Garrison Commander / Commanding Officer in MoD terms) retains the legal responsibility for the Shooting Ground.

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<sup>17</sup> Available from [https://www.psnipolice.uk/advice\\_information/firearms/what-is-a-firearm/](https://www.psnipolice.uk/advice_information/firearms/what-is-a-firearm/) (accessed 29 Jan 20).

<sup>18</sup> Available at [https://www.psnipolice.uk/advice\\_information/firearms/what-is-a-firearm/](https://www.psnipolice.uk/advice_information/firearms/what-is-a-firearm/) (accessed 29 Jan 20).

<sup>19</sup> The civilian term ‘Clay Target Shooting Ground’ has the same meaning as Army ‘Clay Target Shooting Range’.

<sup>20</sup> JSP 403, Handbook of Defence Land Range Safety, Vol 2, Edn 3 (Feb 12), Change 6, Chap 2, Page 16, Para 02070.

<sup>21</sup> Available from [https://www.issf-sports.org/getfile.aspx?mod=docf&pane=1&inst=462&file=Shotgun\\_Rules.pdf](https://www.issf-sports.org/getfile.aspx?mod=docf&pane=1&inst=462&file=Shotgun_Rules.pdf) (accessed 29 Jan 20).

## Encroachments

18. An “‘Encroachment’ means the authorised temporary use of MoD land and buildings by *off duty* Service personnel, MoD civilian employees or Department associated bodies such as Cadet Force Units and wives’ clubs for recognised recreational, sporting, and welfare service purposes *beyond agreed service scales*”<sup>22</sup>. Therefore, under JSP 362, there may be a requirement for some Army CT Shooting Grounds to obtain an ‘Encroachment’ although under such circumstances they “should not normally be charged for rent”<sup>23</sup>.

## Insurance

19. **Shooting Ground Insurance.** All CT Shooting Grounds (categorised at para 6) must hold valid and sufficient insurance (minimum £5m Public Liability) in line with the Public Liability Insurance Act. This can often be included on the PRI insurance policy without undue effort.

20. **Individual (personal) Insurance.** There is no requirement for an individual shooter to have any public liability insurance although it is strongly recommended (note that CPSA membership automatically includes such cover up to £10m). All personnel filling any supervisory or instructional roles on the Clay Ground must have public liability insurance cover (included in CPSA membership, upto £10m of cover) hence the ARA mandates that such personnel must be current members of the CPSA at the required level (Club or Full<sup>24</sup>). The CPSA policy is that if a CPSA member is conducting any form of shooting *instruction* in a professional capacity (military or civilian), he/she is not insured by the CPSA to *instruct* unless a qualified and current CPSA Level 1 Instructor (or above) working within the confines of their qualification.

## Minimum Qualifications to Run an Army Clay Target Shoot

21. In order to run an Army Clay Target Shoot, there must be a current CPSA Safety Officer present. In addition, if any of the shooters are new to the sport or novice shooters, a CPSA Level 1 Instructor must also be present and carrying out his/her duties. If all shooters are not new or novice, no CPSA Level 1 Instructor needs to be present (i.e. the CPSA Safety Officer can run the range single handed). Note that only a CPSA Level 1 Instructor can deem an individual no longer a ‘novice’, this is not a task that can be performed by a Safety Officer although a Safety Officer can deem someone ‘safe with a gun’. Progressing from ‘novice’ in the Army is normally based around successful completion of the 1 day ‘CPSA Shotgun Skills Course (Module 1 & 2)’ which can be delivered by a CPSA Level 1 Instructor.

## Duty Status of Participants

22. The duty status of participants is covered in JSP 660 (Sport in the UK Armed Forces). Broadly speaking, “when participating in an authorised sport, Service personnel are representing their respective Service and the UKAF and therefore acting in the course of their duty and service”.<sup>25</sup>

23. **Duty Holder.** Land Force Standing Order 3216<sup>26</sup> details Army Duty Holding responsibilities. Importantly, the British Army have categorised Clay Target Shooting as a Risk to Life (RtL) sport and have issued separate direction on the approach to such activities<sup>27</sup>. This ARA Policy Directive (ARA PD 1) is a significant element in providing the necessary processes and assurances to enable the Duty Holder to make informed decisions. The Army specifically directs:

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<sup>22</sup> JSP 362, Defence Lands Handbook (no date), Ch 14, para 1402.

<sup>23</sup> JSP 362, Defence Lands Handbook (no date), Ch 14, para 1412.

<sup>24</sup> Further details available from: <https://www.cpsa.co.uk/files/download/CPSA-Insurance-Leaflet/532> (accessed 21 Jan 20).

<sup>25</sup> JSP 660, Sport in the UK Armed Forces, Pt 1 (v2.2 Oct 19), page 2-2, Para 7.

<sup>26</sup> The Army’s Safety & Environmental Management System, issued Apr 19. Specifically, Ch 6.

<sup>27</sup> [Frago 01 to OpO 14/002](#), The Army’s approach to ‘Risk to Life’ Sport and Adventurous Training’, dated 3 Sep 14.

*“The OPCOM DH Chain of Command retains responsibility, accountability and authority (RA2) for the authorisation of soldiers’ participation in sport through publication of names on Part One Orders. The Army Sports Control Board (ASCB) retains RA2 for duty of care within sporting events. Sports secretaries provide direction on the safe conduct and governance of specific events, in line with clear rules and regulations...”<sup>28</sup>*

## **Travel using Military Transport & Subsistence**

24. **Military Personnel.** Travel at public expense for sports travel fixtures may be charged to a unit travel budget where participation is authorised by the CO. Travel at Public Expense for Representative Sports (for Category 1 or 2 sports (of which CT Shooting is one) and iaw JSP 660) only applies where the fixture is authorised by HQ ASCB (iaw JSP 752<sup>29</sup> and 2017DIN10-023) through the BAST(CT) Team Captain. However, it should be noted that “subsistence is not permissible in relation to sports travel”<sup>30</sup> and any such claim would be considered fraudulent.

25. **Individual Military Training (IMT).** From 1 Apr 20, Clay Target shooting has been designated IMT but only for a small number of designated individuals competing as part of the BAST(CT). Adherence to the policy and application of IMT for the BAST(CT) is controlled by the ARA and managed by the BAST(CT) Team Captain. Where applicable, under the control of the ARA, elements of para 23 (above) will not apply to this cohort and will be subject to separate direction.

26. **Civilian Personnel.** In line with JSP 800, “civilians (including dependents) are not permitted to travel in MoD vehicles”<sup>31</sup>. However, in exceptional circumstances where “the participating of non-MoD civilians can provide a direct benefit to the MoD, by enhancing or assuring training”<sup>32</sup>...” an exemption may be considered. Within CT shooting, this may be appropriate where a lack of suitably qualified CPSA personnel exist (usually CPSA Level 1 Instructor or higher) and civilians are available and willing to fill the void, without which training could not proceed. In such instances, the direction in JSP 800 must be followed, the activity planned in good time and the necessary approvals sought and approved in advance of travel.

27. **Shotguns.** Service and Private Shotguns can be transported in MoD transport<sup>33</sup> in line with JSP 800<sup>34</sup>. While the rules governing Service Weapons (including Shotguns) is clear, it is less well defined in MoD policy reference transportation of Private Shotguns. To clarify therefore, this PD directs that Private Shotguns (as per para 8) can be moved in Service Transport as long as the conditions set out in an individual’s Shotgun Certificate are being followed.

## **Recognised Army Clay Target Shooting supervisory qualifications**

28. The CPSA qualifications listed below are the only supervisory qualifications recognised by the Army in Clay Target Shooting<sup>35</sup>. Those carrying out the duties of a Safety Officer, Instructor (Level 1) or Coach (Level 2) must have successfully completed the relevant CPSA Courses and be current members of the CPSA.

a. **CPSA Safety Officer.** The Safety Officer is responsible for the safe design, oversight and operation of a Clay Target Shoot on behalf of the Shoot Owner (the local land

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<sup>28</sup> [Frago 01 to OpO 14/002](#), The Army’s approach to ‘Risk to Life’ Sport and Adventurous Training’, dated 3 Sep 14.

<sup>29</sup> In particular; JSP 752, Tri-Service Regulations for Expenses and Allowances, Ch 6, Sect 1 (v41, Jan 20), page 6-1-2, para 06.0104.

<sup>30</sup> JSP 752, Tri-Service Regulations for Expenses and Allowances, Ch 6, Sect 1 (v41, Jan 20), page 6-1-3, para 06.0105.

<sup>31</sup> JSP 800, Defence Transport and Movement Regulations, Vol 5, Pt 2 (v6.0, Aug 18), page 2-2-2-26-7, para 33.

<sup>32</sup> JSP 800, Defence Transport and Movement Regulations, Vol 5, Pt 2 (v6.0, Aug 18), page 2-2-2-26-9, para 34o.

<sup>33</sup> This includes MOD hired vehicles as per JSP 800, Vol 5, Pt 2 (v6.0, Aug 18), page 2-2-1-3, para 9.

<sup>34</sup> JSP 800, Defence Transport and Movement Regulations, Vol 3, Pt 2, Leaflet 7, Para 3. (v4.0 Oct 18).

<sup>35</sup> CPSA Referees are recognised as supervisory qualifications but not for the purposes of establishing and instructing on an Army Clay Target Shoot.

holding Commanding Officer). Those qualified understand the legal requirements to establish a shoot and how to run it safely. It does not teach the supervision or instruction of novice shooters. The Safety Officer must be a current CPSA member (either 'Club' or 'Full') and have an in-date Safety Officer qualification in order that they are insured to carry out their duties.

b. **CPSA Level 1 Instructor**<sup>36</sup>. This is the only permitted qualification that enables an individual to instruct the sport of Clay Target Shooting in the Army. Except for British Association of Shooting and Conservation (BASC) shooting coaches in certain circumstances (principally game shoots), no other qualification from another shooting governing body is acceptable, nor is any legacy 'in house' Army Rifle Association (ARA) qualification<sup>37</sup>. The CPSA Level 1 Instructor is qualified to instruct those new to the sport or novice shooters. The Level 1 Instructor must be a current CPSA 'Full' member in order that they are insured to carry out their duties<sup>38</sup>.

c. **CPSA Level 2 Coach**. The Level 2 coach is a more experienced and knowledgeable individual who already holds the CPSA Level 1 Instructor qualification. He/she will progress novice shoots into more experienced shooters (discipline specific), enabling them to compete for the Army and possibly national teams. The Army focus is 'English Sporting' coaches although Trap and ESK coaches are required. The Level 2 Coach must be a current CPSA 'Full' member in order that they are insured to carry out their duties.

### **Courses run by the Army Rifle Association (ARA).**

29. The tri-services and Army in particular have adopted the CPSA Academy model as the standard to uphold in order to maintain quality and assurance within Army Clay Target Shooting. This includes the delivery of training and courses. Quite simply, it ensures that the Army is 'in keeping' and abiding with UK best practice. The result is that Army is recognised as a 'Region' by the CPSA which brings representation at the CPSA Technical Steering Committee among other benefits. As such, in consultation with the CPSA, a suitably qualified and mutually appointed individual (Serving Military or Civil Servant) is designated as the Army Region Senior Tutor to represent the Army within the CPSA.

30. While the CPSA run a wide selection of courses, the ARA is not currently resourced or necessary in need of the full spread. The ARA will therefore focus its course resources on introducing soldiers/officers to the sport of CT Shooting (novice shooters) while ensuring that sufficient Safety Officers and Level 1 Instructors are available to make this a reality. However, there will always be a requirement for CPSA Level 2 Coaches (English Sporting) in order to develop the more advanced shooters but due to the need to train smaller numbers and the associated costs, personnel should expect to attend out of Region (ie. not Army run) Level 2 Coaching Courses.

31. Progression through the CPSA courses within the Army Region is articulated at Annex A. Worthy of note is that you must complete Shotgun Skills (Module 1 & 2) before attending the Safety Officer Course. A full explanation of the content of each course is available from the CPSA website with Army Region specifics (including course schedule/bookings, cost, pre-requisites, eligibility etc...) detailed in the latest ARA Defence Instructions & Notices (DIN)<sup>39</sup>.

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<sup>36</sup> **Note:** The 'CPSA Corporate Trainer' qualification awarded to personnel who completed the legacy 'Instructor Development Workshop' (IDW) is now void. In order to instruct Clay Target Shooting in the Army, you must hold the CPSA Level 1 Instructor qualification.

<sup>37</sup> **Note:** Instructors/Coaches with the ISSF D License qualification are not qualified to instruct novices unless they also hold the CPSA Level 1 Instructor qualification.

<sup>38</sup> **Note:** A CPSA Level 1 Instructor is also qualified as a CPSA Safety Officer.

<sup>39</sup> ARA publishes this DIN annually through standard MoD channels, usually in Dec/Jan. Contact ARA (para 37) for guidance if required.

32. The ARA will run the following CPSA Courses;

Ser	Course Title	Frequency	Remarks
1	CPSA Shotgun Skills	Regularly Scheduled	If run as distributed training <sup>40</sup> by a Level 1 Instructor, the ARA is to be notified in order to assist with documentation and to track numbers being trained (POC: Ch Clk ARA).
2	CPSA Safety Officer Course	Regularly Scheduled	
3	CPSA Advanced Shotgun Skills (Discipline Specific*)	Regularly Scheduled (*3 disciplines: ESP/ESK/Trap)	If run as distributed training by a Level 2 Coach, the ARA is to be notified in order to assist with documentation and to track numbers being trained (POC: Ch Clk ARA).
4	Level 1 Instructor Development Workshop (IDW)	Regularly Scheduled	
5	Level 1 Instructor Training Course (ITC)	Regularly Scheduled	
6	Level 2 Coach Development Workshop (CDW) (CTC) ESP/Trap/ESK	Not run by ARA	Due to low numbers attending, these courses are not run within the Army Region. Courses should be booked direct with the CPSA although guidance is available from the Army Region CPSA Senior Tutor.
7	Level 2 Coach Training Course (CTC) ESP/Trap/ESK		
8	Referee Courses		

Table 1. ARA Run CPSA Courses

33. In order to deliver the courses listed above, there is a need to identify and train suitable tutors and assessors at the various levels which is a responsibility of the Army Region Senior Tutor. The CPSA criteria and process has now been documented by the CPSA and is available either direct from the CPSA or from the Army Region CPSA Senior Tutor.

### Financial Grants

34. Fortunately, there is a vast array of sources for CT Shooting financial grants such as Unit Funds, Corps Funds, Army Target Shooting Club (ATSC), Army Sports Control Board (ASCB), Standard Learning Credits, Army Sports Lottery (ASL), Army Welfare Funds... which span both the individual and the collective. This PD will explore some of the higher level grants available;

a. **Army Target Shooting Club (Clay Target) Section (ATSC(CT)) Grants.** The ATSC (CT) has finite non-public resources and tends to sponsor training for the benefit of all rather than individual or select groups of people. They will however consider individual requests to assist with funding CPSA instructor/coaching courses where attendance is assured to directly support future ATSC(CT) business (ie. individual will actively participate in deliverance of CPSA courses/training for ATSC(CT) members).

b. **Army Command Standing Order 3206 (ACSO 3206) (Army Welfare Funds).** This is often referred to as the 'Nuffield Trust' but incorrectly so as the Nuffield Trust is just one element of the Fund. The fund has the ability to offer very generous grants and have contributed significant amounts to Clay Target Shooting over the years. Bids are to be submitted in line with ACSO 3206 although it should be noted that in all cases, the Secretary of the ARA is to endorse all bids before submission to the Fund (assurance purposes). In the event that a club dissolves, equipment (eg. traps, guns etc...) will be re-allocated centrally by the ARA (on behalf of the fund) as priority dictates.

<sup>40</sup> 'Distributed Training' in this sense means training being carried out by a suitably qualified CPSA Instructor/Coach/Tutor away from HQ ARA in Bisley.

c. **Army Sports Lottery (ASL).** The ASL has always given generously to Clay Target Shooting overseas tours and individual attendance on coaching courses. Grants are restricted to those who are ASL members (ie. paying for tickets on a monthly basis) and will be authenticated through the ARA to ensure benefit for the service. Further information is available from; <https://www.armysportslottery.com/grants/>

d. **Army Sports Control Board (ASCB).** The ASCB focuses funding on the Army Clay Target Team. Links to the ASCB for CT Shooting are through HQ ARA and the BAST(CT) Team Captain.

35. Courses run through the ARA are considerably cheaper than those run direct through the CPSA, largely due to our ability to use in-house (Military & MoD Civilian) instructors. However, this is not always possible and sometimes a mix of instructors is required which results in increased costs. For individual courses, personnel are expected to approach Unit/Corps Funds and make best use of Standard Learning Credits (SLCs) where possible. The Army Sports Lottery does offer Coaching Course Grants, further details should be sought from the ASL<sup>41</sup>. The ARA already offset course fees as much as possible and is unable to offer any further grants.

### Further Information

36. ARA website (internet): <https://rifle.armysportcontrolboard.com/>

37. Further information or clarification on this Policy Directive can be obtained from the Service Competent Authority on Clay Target Shooting, the ARA:

HQ ARA  
Hythe Lodge  
National Shooting Centre  
Bisley  
Surrey GU24 0NY

Tel: 01483 798084  
Fax: 01483 799821  
E-mail: [ArmyCapCbt-SASC-ARA-ChClk@mod.gov.uk](mailto:ArmyCapCbt-SASC-ARA-ChClk@mod.gov.uk)

Annex:

A. CPSA Qualification Flow Chart (British Army Region).

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<sup>41</sup> Specifically, the ASL DIN. Available at; <https://www.armysportslottery.com/publications/> (accessed 21 Jan 20).

# CPSA Qualification Flow Chart – British Army Region

**Annex A to  
ARA PD 1  
Edition 2  
Dated 29 Feb 20**

Author: Maj W P Taylor R SIGNALS

Course overviews/prerequisites available at: [www.cpsa.co.uk/courses](http://www.cpsa.co.uk/courses)

