

Procedure for Minor and Major Incidents: SSAA Club 21 Inc.

Procedures

This procedure outlines the disciplinary processes undertaken when a Club Member is involved in a Minor or Major Incident. These processes can also be applied to Club Members repeatedly and consistently being involved in minor instances.

These procedures should be read in conjunction with the disciplinary process set out in the constitution.

Definitions

Minor Incident – A Minor Incident is of a nature that the incident does not impact the safety or wellbeing of the person or other members when the incident occurs. Examples are:

- Not picking up brass from the range.
- Forgetting to insert an empty chamber indicator into a firearm between strings.
- Not removing an empty magazine from a firearm between strings, but having a empty chamber flag inserted.

Not every instance can be listed or identified, however the above serves as a guide to what constitutes a Minor Incident.

Isolated minor instances typically result in a quick word from a Range Officer with no further action taken. However, repeated breaches in this category may result in a report to the President (at the Range Officer's or Committee Members discretion) and may result in the same treatment as a Major Incident.

Major Incident – A Major Incident is of a nature that the incident places a direct safety risk on any person on site or the club itself. Examples are:

- Pointing or flagging a firearm at a person
- Unsafe firearm handling that may result in projectiles leaving the designated target area (including during attempts to address malfunctions)
- Using full metal jacket ammunition
- Falsifying records or shooting attendances
- Threatening, menacing, bullying or inappropriate behaviors towards a person
- Handling of uncased firearms on club premises outside the designated areas
- Threatening or aggressive behavior towards Range Officers or Committee Members

Not every instance can be listed or identified, however the above serve as a guide to what constitutes a Major Incident.

These instances may result in a Range Officer recording the breach including member details. The procedures around recording of a major incident and any subsequent follow-up action is outlined in these procedures.

Who can report an Incident

An incident may be submitted by any Range Officer or Committee Member present when the incident took place.

During competitions and supervised shooting activities the Range Officer is the primary person responsible for the safe operations of the range and the activities undertaken in it. This includes compliance with Range Orders and Club Rules. If a Range Officer observes a Minor incident on the range and addresses the issue with the person, then the issue is considered closed. A short note may also be recorded against the members file. If a club member is responsible for continued and repeated Minor Incidents an incident report for Minor issues may be lodged. This will be treated the same way as a Major Incident report.

All Major Incidents are to be reported by a Range Officer or Committee Member when witnessed. This must include providing an incident form to the SSAA Club 21 Inc President within 21 days of the incident occurring.

Who does this Incident Report procedure apply to

New Members – in Training

During new member training, new members may have several gun handling issues or Minor infractions of safety, range, or Club Rules. While the club does everything within reason to mitigate these issues prior to on range activities, they do occur, and in essence that is what the training program is designed to identify and subsequently to reinforce correct behaviors and safety standards.

Unless there is a significant breach of Range, Safety or Club Rules, new members will not be punished for infractions during their training programs. They will however be retrained where required. Repeat issues may hold a new member back in the training program and ongoing issues may see them face disciplinary action via a Incident Report under this procedure, but in the main education and reinforcement of the rules is the primary response during this period.

Experienced Members – Post Training

These members are those that have done their training with SSAA Club 21 Inc or members who have transferred in from other clubs. A higher standard is expected of these members and they are required to always observe the Club Rules and Range Orders. The procedure outlined in this document applies to these members.

How an Incident Report is made

An incident report is to be provided to the President by the witnessing Range Officer or Committee Member within 21 days of the Major Incident (or last Minor Incident).

The accused person(s) will be informed by the Range Officer or Committee Member that a Incident Report will be submitted. This should occur at the time of the Incident, but may be done up to two days following the Incident.

Incident Reports will be submitted using the template at Attachment A. Other details can also be provided if appropriate.

Members may request a meeting with Club President and the reporting Range Officer or Committee Member. This will be an opportunity to explain to the member why the incident was serious and warranted formal reporting.

What happens when an Incident Report is submitted?

All Incident Reports lodged in the correct manner will be considered by the SSAA Club 21 Inc Committee and will be discussed at the next available Committee meeting.

First Offense

If it is a first offense for the Club member, then a subsequent discussion will be held between the member, Club President and the reporting Range Officer or Committee Member.

Should the member admit fault and commit to not repeating this error or other errors that could be considered a Major Incident, then then no further action will be taken against the member. However, a record of the Incident will be kept if needed as a reference in the future.

if a member refuses to admit a and/or refuses to acknowledge the Incident Report, and/or refuses to commit to corrective action then the treatment for the Incident will be as outlined below ("second offences").

Second Offense

For second offences, during this discussion the Committee may decide to impose:

- Conditions to how/when a member may attend the club for a period of time
- Mandatory retraining be undertaken by the member concerned
- Verbal or written warning
- Termination of Membership (in effect expulsion from the club)
- Any other restriction as determined by the committee.

Third Offense

A third offense will be considered grounds for the Member to have their Membership terminated and they will be asked to leave the SSAA Club 21 Inc.

What Records are Kept?

All incidents should be reported using the format at Attachment A. While initial emails are acceptable, the person reporting the incident will be subsequently required to complete an incident form.

All records and outcomes for any disciplinary discussions and related Committee meetings must be kept on file.

Note: Where any conflict exists between this procedure and the Club or SSAA Constitution then those documents will take precedent.

ATTACHMENT A: Incident Report Format

Member Name: Range Officer/Committee Member Name:	Member No:
Date:	Match Name:
Range Officer or Committee Member statement outlining incident:	Action undertaken by Range Officer or Committee Member following incident:
Outcome of Incident (to be completed following next available SSAA Club 21 Inc Committee meeting).	