Shooting Australia Handbook for Officials

Last Updated November 2026

These guidelines apply to all Officials directly engaged by Shooting Australia to assist in the delivery of the Shooting Australia Domestic Endorsed Event Series, or Officials who are appointed to a role at an International ISSF or WSPS event either within Australia or overseas.

It is assumed the Officials that these guidelines apply to have signed a Letter of Engagement with Shooting Australia that outlines their appointment.

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Section 1. General Conditions of Service for Officials

1.1 Code of Conduct

Shooting Australia is a professional organisation with high standards and expects that all officials will adhere to behaviours that exemplify these standards. This section describes the behaviours and standards which all Officials are expected to adhere to in order to uphold the mission and values of the Organisation. Refer to Section 5 for the Code of Conduct.

This section is supported by detailed procedures and processes where applicable.

1.1.1 Conduct and Behaviour

Shooting Australia expects that Officials will behave in a professional manner which upholds the standards and values of the organisation. Officials will always treat others with respect and courtesy reflecting the objectives of Shooting Australia.

Officials are expected to behave with integrity in their dealings with others, providing support and assistance to the Event Delivery Team, and to individuals and organisations to whom they provide services or information.

Harassment and bullying are not tolerated in Shooting Australia's workplace or in any venue where its services are delivered. All Officials share a responsibility for ensuring that Shooting Australia Domestic Endorsed Events, or other events that they may be appointed to from time to time (domestically or internationally) are free from bullying and harassment and that the appropriate processes are used to deal with any incidents that may arise. Disciplinary action or termination may result from inappropriate behaviour.

The Shooting Australia Code of Conduct can be found here.

1.1.2 Sports Integrity and National Integrity Framework and Sport Integrity Modules

Shooting Australia takes integrity seriously.

All our members and participants have an obligation to protect and maintain the integrity of sport, as well as the health and wellbeing of our athletes.

For the avoidance of doubt, any person engaged with Shooting Australia as an Official (and/or in a volunteer capacity) is a Relevant Person under the National Integrity Framework and bound by the policies captured within this Framework.

Sport Integrity Australia

Shooting Australia works closely with Sport Integrity Australia (SIA), the national agency established to protect sport against integrity threats. For more information visit the SIA website.

National Integrity Framework

Shooting Australia has adopted the National Integrity Framework (NIF) through SIA. The NIF is a suite of policies that sets out the broad expectations for the conduct of all participants in sports. It is designed to mitigate integrity threats to sports and provide a safe, fair and healthy environment for participants at all levels of sport.

It is important that all Officials are familiar with the policies within the NIF as this will be important during the delivery of all Shooting Australia Domestic Endorsed Events. The policies in the NIF include:

- Improper Use of Drugs and Medicine Policy;
- Safeguarding Children and Young People Policy;
- Member Protection Policy;
- Competition Manipulation and Sports Gambling Policy; and
- Complaints, Disputes and Discipline Policy.

The Shooting Australia NIF can be found at Sport Integrity - Shooting Australia.

Shooting Australia Integrity Officer

Shooting Australia's Integrity Officer and Complaints Manager is Sports Advisory Partners Australia (SAPA) and they can be contacted by emailing integrity@shootingaustralia.org. Read more about SAPA here.

Sport Integrity Modules

It is expected that all Officials engaged by Shooting Australia complete the following Sport Integrity Modules, aligning with the Shooting Australia Education Plan, and provide a certificate to Shooting Australia upon completion:

- National Integrity Framework
- Anti Doping Fundamentals
- Safeguarding Children and Young People in Sport Induction

It is also a requirement to complete the Annual Update through Sport Integrity, with the certificate of completion provided to Shooting Australia.

All certificates to be emailed to office@shootingaustralia.org.

Sport Integrity Modules can be found here.

The Shooting Australia Education Plan can be found here.

1.1.3 Community Care Obligations and Working with Children Check

Shooting Australia has a responsibility to the Target Shooting Sports community and it is expected that Officials are sensitive to the needs of the community and the individuals within it. During the delivery of events, Officials who form part of the Event Delivery Team, will come into contact with children and vulnerable members of the community. The Officials have a clear duty to protect the rights, safety, financial security, and well-being of these individuals.

An Official will advise Shooting Australia immediately if any Authority commences proceedings against them that may result in their inability to sustain clearance to attend an event in an environment where children or vulnerable people may be in attendance.

Shooting Australia will advise the Officials of any procedures required to apply for, or to obtain clearance/s to attend an event. Shooting Australia will also provide Officials with regular education and resources to ensure ongoing awareness of any policies or guidelines they need to be familiar with and adhere to.

Working with Children Check

It is expected that all Officials who are engaged by Shooting Australia hold a current Working with Children Check (or equivalent in the Officials state/territory). A copy of this certificate is to be provided to Shooting Australia via office@shootingaustralia.org.

1.1.4 Privacy & Confidentiality

All Officials are required to maintain the confidentiality of all personal and corporate information which they may have access to during their time at an event. This information is only for use in the course of the duties as an Official at an event and may not be used for any other purposes.

Officials must also respect the privacy of individuals who are registered with Shooting Australia and should not use or disclose personal details except when expressly authorised by Shooting Australia. This includes disclosure to any other Official or member of the community not authorised to receive such information.

Except when expressly authorised by Shooting Australia, an Official will not:

- Directly or indirectly reveal, or cause to be revealed, to any third party any confidential dealings, finances, transactions, or affairs of Shooting Australia or any of its clients which may come to their knowledge during their period of engagement.
- Use for their own benefit or gain or that of any other person, firm or company, any confidential information belonging to Shooting Australia.

An Official's obligation in these matters continues to apply after the conclusion of their engagement.

1.1.5 Conflict of Interest

Officials must disclose any actual, perceived, or potential conflict of interest to the Shooting Australia Event Manager, Coordinator or nominated representative at the earliest opportunity. The Shooting Australia Event Manager, Coordinator or nominated representative, in consultation with the event's Technical Director, will determine whether the conflict of interest requires the individual to withdraw from participation in an event or decision.

Examples of a Conflict of Interest may include:

- Being related to an athlete where a decision is being made that may impact their competition outcome
- Being a coach of an athlete where a decision is being made that may impact their competition outcome
- Being on the Board of Shooting Australia
- Being on the Board of a Shooting Australia Member Organisation
- Being on the Shooting Australia National Team Selection Panel
- Being a competitor in the same event you have been engaged to Officiate
- Have any known and unresolved grievances or disputes with an individual including a competitor, event host or other Officials

1.1.6 Intellectual Property

All event records, documents and other papers or electronic images, together with any copies or extracts thereof, made or acquired by Officials in the course of their engagement with Shooting Australia for an event, must be returned to Shooting Australia on demand or otherwise no later than upon the conclusion of the engagement.

1.1.7 Equal Event Opportunities

Shooting Australia recognises that Officials are one of its most important resources and is committed to providing equal event opportunities for all. Shooting Australia Officials are expected to support this objective in their behaviour and conduct during the event delivery process.

1.1.8 Access and Inclusion

Shooting Australia makes all practicable efforts to ensure and promote access and inclusion through the event delivery process. Shooting Australia, through its provision of equal opportunity, supports the objectives of applicable equal opportunity laws that deal with discrimination and harassment.

1.1.9 Dress Code

It is expected that at all Shooting Australia Domestic Endorsed Events, Officials wear a Shooting Australia Official branded short sleeved or long-sleeved polo, with black, blue or beige coloured pants or shorts (preferably non denim). Closed toe shoes (e.g. runners or boots) must also be worn.





A Shooting Australia hat should also be worn, especially for outdoor events.



It is also appropriate for ISSF licenced Judges and/or Shotgun referees, to wear the relevant vests in accordance with the role an Official is performing.



A Range Officer vest is also appropriate to be worn when performing this role during a pistol and/or rifle competition. For safety reasons, Shotgun officials are also encouraged to wear a Range Officer vest when forward of the firing line performing duties such as target setting.



Shooting Australia acknowledges that at times, Event Hosts that are part of the Shooting Australia Domestic Endorsed Event series may request Officials to wear a uniform applicable to the State Association, National Association or Club they represent.

Irrespective of the uniform an Official is required to wear, Officials are expected to demonstrate a neat and presentable standard of dress at all times.

Shooting Australia reserves the right to raise the issue of dress with individuals when considered necessary.

Officials can access uniform by emailing office@shootingaustralia.org or by visiting the Shooting Australia website. A basic uniform kit will be provided to Officials free of charge, with additional items available for purchase.

Refer to the Personnel Uniform Policy.

1.1.10 Drugs and Alcohol in the Workplace

Shooting Australia is committed to providing Officials with a smoke, drug and alcohol-free environment when participating in Shooting Australia Domestic Endorsed Events. Alcohol may be permitted to be served at designated social occasions off the field of play and outside of the event schedule. Responsible service and consumption of alcohol will be advocated at all times. Alcohol must not be consumed when wearing Shooting Australia uniform/branding.

The unlawful distribution, dispensation, possession or use of a controlled substance while engaged by Shooting Australia and Officiating at a Shooting Australia endorsed event, is prohibited.

The Shooting Australia Event Manager, Coordinator or nominated representative in attendance at a Shooting Australia Domestic Endorsed Event, must be notified immediately if an Official is:

- Convicted of a drug or alcohol violation arising out of conduct occurring during the delivery of a Shooting Australia Domestic Endorsed Event

- Fined, or has their driver's license suspended while driving a hire vehicle arranged by Shooting Australia as a result of being under the influence of alcohol or other intoxicants.

Any Official who is in violation, will be subject to discipline up to and including termination of their current Officiating role and Officiating Letter of Engagement.

1.1.11 Presentations and Gifts

Officials may on occasion receive presentations and gifts from Shooting Australia in recognition of services provided in an Officiating capacity through the delivery of events.

1.1.12 Official and Volunteer Information

Shooting Australia will maintain a database containing Officials details. This database will be used for internal purposes only and will not be made available to any persons outside of Shooting Australia, nor circulated to other Officials or Event Hosts. Officials will be required to ensure that the personal and medical details provided to Shooting Australia remain up to date at all times.

Shooting Australia will also maintain a register of all Officials with ISSF and/or WSPS officiating accreditation noting level of accreditation, date of accreditation and any renewal dates. Again, this information will not be made available to any persons outside of Shooting Australia, nor circulated to Officials of Event Hosts.

A database will also be kept to record events that Officials have been engaged for, both domestically and internationally. This database will be used for internal purposes only and will provide Shooting Australia with information to appropriately acknowledge the service of Officials, as well as assist in recommending the most suitable Officials to domestic and international appointments, and endorsing ISSF and WSPS Officiating licence renewals.

1.2 Insurance

Insurance Coverage when Travelling to a Domestic or International Event

All Officials engaged by Shooting Australia to assist in the delivery of a Shooting Australia Domestic Endorsed Event, or endorsed by Shooting Australia to officiate at an international event (within or outside of Australia), will be covered by Shooting Australia's Associations Liability and Business & Travel Insurance.

In the event Shooting Australia books any travel for an Official, the person/s will be covered under Shooting Australia's Corporate Travel Policy.

Motor Vehicle Insurance

Personal Vehicle
Officials are responsible for their own motor vehicle insurance if travelling to/from a range to perform an officiating role and that their insurance coverage provides sufficient cover for loss/damage of their own vehicle.

Hire Car
A copy of the applicable insurance cover for hire vehicles arranged by Shooting Australia will be provided upon confirmation of the booking.

When collecting a hire car, Officials must not:

- Increase the level of insurance offered by the hire car company or pay to reduce the excess. Any excess liability is already covered under Shooting Australia's insurance policies.
- Pay to nominate additional drivers. Shooting Australia is responsible for adding any additional drivers at the time of making the hire car booking.
- Allow anyone who is not listed on the hire car booking to drive the hire car.

Shooting Australia will ensure that the necessary insurances are in place for all hire car bookings.

Insurances will only apply to drivers who are listed on the hire car booking.

All drivers must be duly licensed and fit to operate the hire car.

Personal Health Insurance

Shooting Australia recommends that all Officials maintain private health insurance, especially if travelling to international events held outside of Australia.

1.3 Internet Access

There will be no internet access provided to Officials while assisting in the delivery of a Shooting Australia Domestic Endorsed Event. However, Event Hosts may provide public wi-fi access domestically or internationally.

1.4 Telephones

There will be no mobile telephone access or mobile telephone allowance provided to Officials when appointed to a role at either a Shooting Australia Domestic Endorsed Event or international event. A Shooting Australia representative can provide you with access to a mobile telephone if required.

When using your personal mobile telephone during an event of which you are Officiating, please ensure the ring tone is at a level that will not impact the field of play, and when on the telephone you

are removed from the field of play and by taking or making the telephone call, you are doing so at a time when you are not required to be fulfilling your duty.

1.5 Care of personal property

Officials should take reasonable precautions to ensure the security of personal possessions brought with them to an event to reduce the risk of theft or damage. Shooting Australia does not take responsibility for loss or damage to personal property due to negligence or wilful action on the part of the Official. This includes, but is not limited to, technology (laptops, mobile phones etc), jewellery and other personal items.

1.6 Travel

Domestic Travel

Where possible, the roles required from Officials will be filled from those available within the State or Territory a Shooting Australia Domestic Endorsed Event is being held. Where this is not possible, Shooting Australia will work closely with the Event Host to appoint a best fit Official/s from another State or Territory. Shooting Australia will make the necessary travel arrangements including booking of flights, accommodation and car hire as needed. The costs of such will be met by Shooting Australia. Direct flights will be booked where possible, and preference given to the most affordable flights.

In the event an Official has preference in driving to an event in their personal vehicle, a fuel allowance will be given based on the table on the next page.

	Under 199km Travelled	200km or Over Travelled	350km or Over Travelled
Value Amount	$0	$50	$100

In the event an Official has preference in accommodation and would prefer to make their own arrangements, Shooting Australia will provide reimbursement (upon provision of a tax invoice) up to the comparative cost of accommodation provided to other Officials at the same event.

International Travel

Should an Official be appointed to a role at an international event, outside of Australia, it is not uncommon for the Local Organising Committee to make travel arrangements including flights, accommodation and ground transport, and cover such costs. Depending on the role an Official has been appointed to, this might not always be the case and in this situation, Shooting Australia will work closely with the Official on making any travel arrangements and may cover some or all of the costs through prior agreement with the Official.

Per Diems

Officials may receive a per diem to contribute towards meals (breakfast, lunch and/or dinner) if such is not included as part of an Officiating appointment (e.g. by the Local Organising Committee), provided at the range (e.g. lunch at a Shooting Australia Domestic Endorsed Event) or included as part of an accommodation booking (e.g. breakfast).

Domestic Per Diem

The daily maximum domestic per diem for Officials is up to $65 AU and is a contribution towards meals including breakfast, lunch and dinner.

Breakfast $15
Lunch $15
Dinner $35

Breakfast may occasionally be provided with the accommodation and if so, the daily domestic per diem will be reduced accordingly.

If any additional meals are provided, e.g. lunch or dinner, only partial per diems will be paid to cover any meals that are not pre-arranged. If all meals are provided, no per diem will be paid.

It is Shooting Australia's intention to ensure any per diems are paid to Officials before the first day of an event they are officiating at.

International Per Diem

For officials who are appointed to international roles at competitions outside of Australia, the daily maximum international per diem is up to $100 AU and is a contribution towards meals. The amount of the per diem that is paid will be determined by the meals that are provided by the Local Organising Committee e.g. if all meals are provided to the Official, then no per diem will be paid.

1.7 Internal Grievance Resolution

If any Officials feel they have cause for complaint regarding their treatment by Shooting Australia, they may seek resolution in accordance with the Complaints, Disputes and Discipline Policy as outlined in the National Integrity Framework. Every effort should be made to solve problems cooperatively and informally before escalating them to a formal complaint.

All grievances will be taken seriously and will be fully documented in the event an Official would like to proceed to a formal complaint. Such information will be used to determine appropriate steps and actions. All complaints will receive thoughtful consideration in a timely manner and will be discussed with the individual who raised them. Discussions held are confidential.

Officials are assured they will not be disadvantaged by using these procedures whether decisions are found for or against their grievance.

Section 2. General Procedures

2.1 Work Health and Safety

2.1.1 Safety in the Workplace

Workplace health and safety is important in ensuring the workplace environment is both safe and encourages sound health practices. Shooting Australia is committed to ensuring a healthy and safe workplace for Staff, Officials, Volunteers, Spectators and Athletes.

A risk assessment process will be undertaken by Shooting Australia in collaboration with Event Hosts prior to the commencement of an event. This process will identify any risks that may impact a safe delivery of an event which may include fire, flood, range hazard/s and/or access.

Refer to the Domestic Endorsed Event Risk Assessment Policy.

All Officials are encouraged to regard accident prevention as a collective and individual responsibility. Should a safety hazard or incident be identified it is imperative that the problem be reported immediately to the event Technical Delegate and/or Shooting Australia representative to enable immediate action to be taken.

Care should be taken to ensure that, where a professional service is required, no action is taken that may endanger the health or safety of a person. All persons present at the time are required to obey all reasonable instructions aimed at protecting their health and safety.

Should an accident or injury occur it must be immediately reported to the Shooting Australia Event Manager, Coordinator or nominated representative who will ensure that appropriate action is taken. This Shooting Australia representative will have access to an Incident Report Form which is to be completed and filed by the person reporting the incident, along with any accompanying documentation.

If an illness requires medical attention suitable arrangements will be made to provide transport of any Official to either a doctor or hospital. Any Official who has a medical issue/episode which may require urgent medical treatment should make the Shooting Australia Event Manager, Coordinator or nominated representative aware immediately.

2.1.2 Heat and Adverse Weather

Shooting Australia and the Event Hosts have a duty of care to monitor environmental conditions and to take action to minimise the risk of heat stress to athletes, officials, volunteers and spectators attending any events in the annual Shooting Australia Endorsed Event Series.

In addition to any heat risk, Shooting Australia and the Event Hosts also have a duty of care to monitor/examine weather forecasts prior to the commencement of competition to determine any possible adverse weather conditions that may impact the event and result in a delay, postponement, rescheduling or abandonment.

Heat and adverse weather is captured as part of the Domestic Endorsed Event Risk Assessment Policy and can be found here.

2.1.3 First Aid

While Shooting Australia encourages Officials to hold a current first aid certificate, this is not mandatory. Shooting Australia will ensure a representative at an event holds an appropriate first aid certificate, as well as ensure there is a first aid representative provided by the Event Host. It will be expected that each Event Host provides access to a well-equipped first aid kit, including a maintained defibrillator.

2.1.4 Emergency Procedures

It is expected that Emergency procedures for an event are clearly outlined by each host. It is Shooting Australia's responsibility to ensure that each event host/venue has an Emergency Evacuation and Procedures Plan on display. It is recommended that all Officials familiarise themselves with such procedures. No Official is exempt from taking part in any organised emergency activity.

2.2 Communications & Marketing

2.2.1 Promotional Material

Shooting Australia will continue to promote events in the lead up, during and after their conclusion. This process will be coordinated by Shooting Australia in line with its communication plan.

2.2.2 Media Contact

The Shooting Australia Event Manager, Coordinator or nominated representative at an event will coordinate any media interviews and promotional opportunities throughout the duration of an event in conjunction with the Event Host. Officials may be advised of any associated activities that may be undertaken throughout an event on an information only basis.

Should an Official be approached by media during an event, they should immediately advise the Shooting Australia Event Manager, Coordinator or nominated representative to determine if any media opportunity or promotional request is appropriate.

2.2.3 *Social Media*

Shooting Australia engages in regular social media posts and external communications, relevant to its activities. This may include social media posts or external communications relative to events. All postings on social media will always be considered as a public forum and Shooting Australia will ensure that postings are not discriminatory, offensive, inappropriate, or liable to bring the organisation into disrepute.

Shooting Australia may at times capture photographs or videos of Officials to acknowledge their contribution to the sport and/or an event via a social media post or external communication. Officials may also be photographed or filmed performing their officiating roles, especially when finals are being conducted. Should an Official not wish for their photograph or video to be taken for either personal preference or privacy reasons, please advise the Shooting Australia Event Manager, Coordinator or nominated representative immediately at the commencement of an event.

Visit Shooting Australia's Social Media Guidelines here.

2.2.4 *Managing Athlete Feedback*

From time to time, athletes may feel unhappy with a situation or competition outcome, and although this may sometimes be caused by external factors, Officials are encouraged to assist and listen to any feedback received. When athletes have a complaint or other issue, the four steps below should be considered to help in managing the situation.

Four steps to managing athlete feedback

1. **Listen:** Listen to their story without interruption. To show that you understand their problem, repeat their issue back to them in your own words.
2. **Acknowledge:** Acknowledge their issue and apologise for the inconvenience. Do not be defensive, do not over explain and do not assign any blame to the athlete or other Official. Thank them for their feedback.
3. **Take action:** Tell the athlete what you are going to do to fix or work through the situation for them to ensure it doesn't happen again. Take their details, so that they can be contacted later if appropriate (e.g.: for an apology letter).
4. **Follow Up:** Make sure that the action you have promised the athlete is completed and work closely with the Shooting Australia Event Manager, Coordinator or nominated representative to deliver on the follow up.

In the event an Official does not feel comfortable in managing the feedback process, the Shooting Australia Event Manager, Coordinator or nominated representative will provide assistance.

It is also important to acknowledge that there is a process through ISSF and WSPS rules for an athlete to formalise their concerns and potentially dispute an outcome. There is also a process through the Complaints, Disputes and Discipline Policy under the Shooting Australia NIF that can be referred. Contact can be made with Shooting Australia's Integrity Officer and Complaints Manager, SAPA who can be contacted by emailing integrity@shootingaustralia.org.

The Shooting Australia NIF can be found at Sport Integrity - Shooting Australia.

2.3 Event Delivery Interruption

Shooting Australia, in partnership with the event hosts, will endeavour to deliver all diarised domestic endorsed events. However, issues may arise outside of the control of the event delivery and consequently may require an altered event, rescheduled date, or event cancellation.

Section 3. Officiating Conditions and Procedures

3.1 Officiating Recruitment and Induction

Officials will be recruited or nominated based on suitability for any position (domestic or international) and in line with Shooting Australia's officiating appointment procedures.

All Officials will be provided with information relating to Shooting Australia's policies and procedures when attending an event within Australia or overseas.

Upon arrival at an event, Officials will be provided with an overview of the event, including information relating to emergency procedures. It is encouraged that Officials who may be unfamiliar with a range, be taken on a guided tour showing them the layout of the venue, pointing out toilets, fire extinguishers, catering facilities and other important areas.

Officials will be engaged by Shooting Australia on an event-by-event basis, and upon signing of a Letter of Engagement.

3.2 Ongoing Support & Development

Officials will be provided with ongoing support, supervision and professional development opportunities via mechanisms that may include officiating courses conducted by the ISSF or WSPS, access to Officiating mentoring programs and access to international competition opportunities outside of Australia.

Shooting Australia encourages its Officials to enhance their knowledge relating to their position within the delivery of an event. Should training needs be identified, consideration will be given as to what level of support may be provided by Shooting Australia.

3.3 Termination of Service

Termination by Official

Should an Official wish to resign from further participation in a Shooting Australia Domestic Endorsed Event and terminate their Letter of Engagement, or withdraw from an international event appointment, they are asked to advise Shooting Australia as soon as practicable.

When an Official elects to terminate their engagement with Shooting Australia, a record of the request to terminate will be kept in order to obtain information that may help to:

- Establish the reasons for terminating the engagement
- Analyse any trends in the reason for terminating the engagement
- Gain constructive feedback on the Official's position and their time with Shooting Australia

Termination by Shooting Australia

Shooting Australia reserves the right to terminate the Officials Letter of Engagement in the event of misconduct. Misconduct includes breaches of any of Shooting Australia's policies and procedures as well as serious cases of misconduct including:

- Theft of property or funds from Shooting Australia and/or the event host
- Wilful damage to Shooting Australia's or the event host's property
- Intoxication through alcohol or other prohibited substance(s) whilst officiating
- Verbal or physical harassment of any other employee, official, volunteer, Shooting Australia Staff Member, Athlete or any other person particularly in respect of race, sex or religion
- Disclosure of confidential information regarding Shooting Australia to any other party without prior permission
- Falsification of any of Shooting Australia's records for personal gain or on behalf of any other Official
- Unwillingness or inability to support and further the mission of Shooting Australia and/or the objectives of the event programme.
- Any matters pertaining to a determined Integrity breach

Immediate dismissal would only take place in the most serious of circumstances and the Official would be advised by Shooting Australia management. A written report will be provided to the Official clearly outlining the reason/s for the dismissal. Shooting Australia will retain a copy of the report. The Official must return any Shooting Australia property they have in their possession.

Section 4. Official Provisions and Allowances

During an Event

Throughout an event, it is expected that all Officials (whether engaged by Shooting Australia or the Event Host) will be provided with:

- Water, tea and coffee while on the range
- Fresh fruit and snacks
- Access to sunscreen, insect repellent, and personal hygiene products including hand sanitiser

Meals, Per Diems and other Provisions

In the event an Official is engaged by Shooting Australia and required to travel outside of their home state to attend an event, in addition to the above Shooting Australia may provide:

- Meals
- A per diem to contribute towards meals not provided
- Flights, accommodation, and a hire car (where required)

Any per diems to cover meals as outlined above, will be paid to the Official prior to their arrival at an event.

Refer to SECTION 1.6 TRAVEL of this Policy for further detail.

Travel Allowance

In the event an Official is engaged by Shooting Australia and is required to drive more than 100km to attend an event then Shooting Australia will provide a reimbursement for fuel costs based on the table below:

	Under 199km Travelled	200km or Over Travelled	350km or Over Travelled
Value Amount	$0	$50	$100

Accommodation

When accommodation is required by an Official to attend an event, Shooting Australia will make these arrangements. Accommodation will comprise twin share; Officials to share.

For officials who request a single rooms, this will be accommodated with a $100 per night single room supplement to be on-charged.

Accommodation will be dependent on accommodation availability and budget, with consideration to proximity to the range/event location.

In the event an Official has preference in accommodation and would prefer to make their own arrangements, Shooting Australia will provide reimbursement (upon provision of a tax invoice) up to the comparative cost of accommodation provided to other Officials (twin share) at the same event.

In the event an Official requests a twin share/double room to accommodate a partner or relative, a $100 per night supplement will be charged plus any additional meal charges.

A Shooting Australia appointed Technical Delegate will be accommodated in a single room, as will an Officiating Mentor.

Request for Reimbursement

From time to time, it may be appropriate to reimburse an Official for an out-of-pocket expense. Shooting Australia tries to limit this requirement unless pre-approved (prior to incurring the expense) with the Official.

Some examples of where pre-approval for reimbursement might be granted:

- Road travel (in accordance with the Travel Allowance)
- Fuel (where an Official has re-fuelled a hire car prior to return)
- VISA application for international travel (international officiating appointment)
- Meals when overseas when a per diem has not been pre-paid by the LOC or Shooting Australia (international officiating appointment)
- Accommodation that Shooting Australia was unable to book directly and may be required as a result of a cancelled or delayed flight, up to an amount of $250 per night
- Parking at departure airport
- Taxi or Uber to/from a range or accommodation if required to do so due to arranged logistics
- Rental car tolls if not invoiced directly to Shooting Australia

Shooting Australia will **NOT** reimburse Officials for:

- Meals where they have either been provided or a per diem has been paid
- Alcohol purchases
- Road travel payment in excess of the Travel Allowance
- Travel insurance where the Official would already be covered through Shooting Australia's Corporate Travel Policy.
- Flights, accommodation and rental car that should have been booked by Shooting Australia
- Passport applications including renewals and photographs

Section 5. Code of Conduct

Shooting Australia expects high standards of behaviour from all people involved in the sport. It is vital that the integrity of the sport is maintained in accordance with Shooting Australia's core values of integrity and fairness.

All Officials engaged by Shooting Australia must comply and meet the following requirements in regard to their conduct during any event or activity held or endorsed by Shooting Australia, and in any role they hold within Shooting Australia. In addition to the following requirements, all Officials must also comply with and understand that they are bound by the National Integrity Framework suite of policies.

FAIRNESS

- Operate within the rules and spirit of the sport, promoting fair play at all times
- Encourage opportunities for participants to learn appropriate behaviours and skills.
- Encourage participation and enjoyment in all aspects of the sport.
- Be fair, considerate and honest in all dealing with others.
- Be courteous, impartial, respectful and open to discussion and interaction.

RESPECT

- Treat each person as a valued individual at all times
- Be a positive role model.
- Display control, tolerance and courtesy to all involved with the sport.
- Value the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
- Do not use your involvement with Shooting Australia, a Full Member, Associate Member or a Club to promote your own beliefs, behaviours or practices where these are inconsistent with those of Shooting Australia
- Condemn unsporting behaviour and promote respect for all participants

RESPONSIBILITY

- Ensure interaction with persons under the age of 18 years is appropriate and that unaccompanied and unobserved activities are avoided wherever practical
- Ensure all interaction with vulnerable persons is appropriate and empathic
- Adopt appropriate behaviour in relation to the use of alcohol and recreational drugs
- Be aware of, and understand your responsibilities in relation to SIA's anti-doping regulations (as adopted by Shooting Australia), and how it applies to officials, athletes and event administrators
- Act with integrity and accept responsibility for your actions
- Make a commitment to providing quality service
- Be aware of, and understand your responsibilities in relation to anti-wagering in accordance with AIS's anti-wagering regulations (as adopted by Shooting Australia), and how it applies to officials, athletes and event administrators

- Understand your responsibility if you breach, or are aware of any breaches of this Code of Conduct
- Encourage inclusivity and access to all areas of officiating

SAFETY

- Ensure your actions contribute to a safe environment
- Place the safety and welfare of the athletes/participants/spectators and other officials above all else
- Ensure your actions contribute to a harassment free environment.
- Do not tolerate violence or abusive behaviours

Section 6. Roles and Responsibilities

6.1 Shooting Australia Domestic Endorsed Event Series

There are a number of Stakeholders who contribute to events that form the annual Shooting Australia Domestic Endorsed Event Series. Each Stakeholder has a role and responsibility that contributes to the successful, safe and fair delivery of a domestic event.

6.1.1 Event Hosts and Associations

An event host may include a club, state or national association, with the primary role to manage and facilitate the successful, safe, fair and high standard delivery of a domestic event that forms part of the Shooting Australia Endorsed Event Series.

Event hosts should:

- Create a positive, welcoming and inclusive environment for all participants including athletes, officials and spectators
- Work closely with Shooting Australia to ensure all key requirements of the event and overall event delivery are met, especially for Tier 1 Shooting Australia Endorsed Events that have a National Team selection overlay
- Ensure the range is safe and accessible to all and in good working order
- Ensure that bathroom facilities, catering, cold drinks, first aid kit (including defibrillator) are available, in working order and display the emergency evacuation procedure
- Be able to communicate and work closely with all persons who are part of the event delivery team
- Keep the event on schedule, making any adjustments as may be required and handle any problems or concerns that arise, finding best fit solutions
- Provide volunteers to assist with the overall event delivery which may include Range Officers, Trappers, Referees (including side Referees), first aid etc

6.1.2 Shooting Australia

Shooting Australia is primarily responsible for stakeholder management during the planning and delivery of all events that comprise the annual Shooting Australia Domestic Endorsed Event series.

Shooting Australia will:

- Work closely with Event Hosts to determine the best fit events in the annual domestic calendar
- Provide support to Event Hosts in the planning and delivery of events. This support may include:
    - event promotion and coverage
    - provision of additional Officials
    - general event delivery support
    - education and guidance around safe, fair, efficient and high standard event delivery.

- Provide a representative at all Shooting Australia Domestic Endorsed Events who will be the point of contact and stakeholder conduit during the delivery of the event. This may include the Shooting Australia Event Manager, Coordinator or nominated representative and this person will be privy to all facets of the event including format of the competition, the key persons involved in event delivery (including Event Hosts and Officials), National Team selection overlay, integrity, doping control and risk management.

Shooting Australia acknowledges that it is not the owner of the events within the Shooting Australia Domestic Endorsed Event Series and that its role is to provide a 'value add' to Event Hosts and event delivery.

6.1.3 Officials

The role of an Official at a domestic event is to ensure the event runs smoothly, fairly and according to the ISSF and/or WSPS rules.

Officials are expected to:

- ensure that all athletes follow the rules while overseeing specific aspects including results, timing and scoring (RTS).
- monitor athlete behaviour and performance and have the ability to make prompt and fair judgments or decisions when disputes or violations occur.
- remain professional at all times and engage in respectful communication with all event stakeholders.
- maintain fairness and impartiality at all times, upholding the values and standards of the overall event delivery.
- acknowledge that they act as a representative of Shooting Australia and/or an organising body (Even Host) or association.

6.1.4 The Athletes

The role of an athlete during a domestic event is to compete at the best of their ability while adhering to the rules and promoting sportsmanship and integrity.

Athletes are expected to:

- show respect for Event Hosts, Officials, opponents and spectators.
- follow schedules, attend any event briefings or ceremonies and respect the logistics of the event including anti-doping protocols and uniform/attire.

6.1.5 Coaches

A coach that is present at a Shooting Australia Endorsed Event may include the Shooting Australia High Performance Team, or an athlete's personal coach. Irrespective, the role of the coach at an event is to provide guidance, instruction and mentorship to athletes, while ensuring they are not obstructing or interfering with the field of play. A coach does not have any direct involvement in the

delivery of an event, but at times may be privy to information pertaining to event delivery, no different to information they might be privy to at a technical meeting at an international competition.

6.1.6 6.1.6 Spectators

Spectators are always welcomed at Shooting Australia Endorsed Events. Spectators have no role in event delivery and in no circumstances must they obstruct or interfere with the field of play.

6.2 INTERNATIONAL EVENT APPOINTMENTS

Australian Officials may from time to time be appointed to international officiating roles at international events within, or outside of, Australia. These international events may include Oceania Championships, World Cups (ISSF and WSPS), World Championships (ISSF and WSPS), Commonwealth Games, Olympic Games and Paralympic Games.

6.2.1 Local Organising Committee

The Local Organising Committee is predominantly responsible for the engagement of Officials to fill the required roles. The Local Organising Committee may work closely with the International Federation (ISSF or WSPS) on the allocation of the best fit team of officials, ensuring no conflict of interest. The Local Organising Committee will:

- Formerly engage the officials by way of Letter of Invitation, outlining the role the Official is being asked to perform
- Clearly outline any allowances that the Official might be provided including airfares, accommodation, meals and transport
- Provide the Official with all logistical information leading into the event
- Provide the Official with all necessary information required upon arrival to the event, and ongoing support during the event

6.2.2 International Federation (ISSF/WSPS)

The International Federations (ISSF/WSPS) work closely with Local Organising Committees for the appointment of Officials to roles for international events identified in Section 6.2. Shooting Australia will work closely with the International Federations (ISSF/WSPS) to ensure Australian Officials have access to international officiating opportunities. Shooting Australia will also ensure that Australian Officials have access to education, officiating courses etc, that are made available by the International Federations.

6.2.3 *Shooting Australia*

Shooting Australia endorses Australian Officials who are offered opportunities to fill international Officiating roles. Shooting Australia will work closely with the Officials, Local Organising Committee and/or the International Federation to:

- Ensure Officials have current licences appropriate for the Officiating Roles they might be appointed to
- Ensure the Officials have travel arrangements in place either through the Local Organising Committee or facilitated by Shooting Australia
- Provide the Officials with support in the VISA Application process, if required
- Ensure the Officials represent Australia to the highest possible standard, and have access to educational resources and online courses that identify expectations, rules and regulations
- Provide financial support (if appropriate) to the Officials

6.2.4 *Officials*

Any Official who is afforded an opportunity to perform a role at an international event must:

- Ensure that they have the appropriate international licence (ISSF or WSPS) e.g. Judge A or B, EST/RTS (Electronic Scoring Targets/Results Timing Scoring) and/or Referee
- Accept or decline the invitation to fill an international role within the time frame requested by the Local Organising Committee
- Work with Shooting Australia, the Local Organising Committee and/or the International Federation leading into and during the event
- Represent Australia to the highest possible standard with respect, professionalism and integrity
- Perform their role in accordance with the ISSF or WSPS Rules

Section 7. Officiating Roles

Roles of Officials on the field of play are defined in the ISSF and WSPS rules. Although a summary of roles has been provided below, please refer to the RULES for full role outlines.

7.1 Technical Delegate

The role of the Technical Delegate (TD) is to ensure the event consistently adheres to ISSF and/or WSPS rules. The TD's role includes:

- Leading the group of Officials
- Overseeing technical aspects of the event and ensuring fair and equitable competition
- Providing guidance, expertise and advice on technical matters (relative to the ISSF and/or WSPS rules) to other officials, event hosts, athletes and their support network
- Inspecting the range before competition to ensure it meets the required standards, technically, as well as assessing for risk to ensure safety
- Resolving any technical disputes or issues that arise during the event
- Submitting a report to Shooting Australia at the conclusion of the event capturing the competitions delivery, noting any challenges and providing recommendations for future events
- Primary point of contact between the Event Host and the Shooting Australia representative
- Assessing the competition schedule, range set up and range equipment to ensure compliance with rules

7.2 Jury

Jury members are responsible for advising, assisting and supervising the competition officials that have been appointed to an event. For domestic Jury appointments, Jury members may need to perform roles that include one or more of the following:

- Competition Jury; supervising the conduct of events in their respective disciplines
- RTS Jury; (Results, Timing and Scoring) supervising the scoring and results operations
- Equipment Control Jury; supervising the testing of athletes clothing and equipment (testing may take place prior to competition commencement or in random checks post or during competition completion)
- Act in an advisory capacity to Range Officers, RTS Officers and Referees

Jury members should wear the official ISSF red Jury vest.

7.3 Chief Range Officer

A Chief Range Officer must be appointed for each range. The Chief Range Officer is:

- In charge of all Range Officers and range personnel
- Responsible for the correct conduct of the shooting event
- Responsible for giving all range commands and for ensuring the cooperation of range personnel with the Jury
- Responsible for the rapid correction of any equipment failures and for making available the necessary experts and supplies to operate the range
- Responsible for maintaining range documentation and Range Incident Reports regarding events and irregularities that occur during the competition

The Chief Range Officer may appoint an assistant to serve as a backup and assist in maintaining range documentation and Range Incident Reports.

7.4 Range Officers

A Range Officer, appointed by the Event Host, is responsible for the conduct of the competition. Range Officers (in conjunction with the Jury) are responsible for conducting the training and competitions in accordance with the ISSF and/or WSPS rules and must ensure that these Rules are enforced in a fair and equitable manner during the competition.

A Range Officer must be appointed for each Range Section or for each ten (10) firing points. Range Officers must:

- Be answerable to the Chief Range Officer
- Be responsible for the conduct of the competition in the target section entrusted to them
- Check the names and Bib Numbers of athletes to ensure that they correspond with the start list
- Ensure that the athletes' firearms, equipment and accessories have been examined and approved
- Check athletes' shooting positions and equipment and advise the Jury of any possible violations
- Ensure that the commands of the Chief Range Officer are followed
- Take necessary actions regarding a malfunction, protest, disturbance, or any other matter arising during the competition
- Receive verbal protests and immediately report them to a Jury Member
- Record all irregularities, disturbances, penalties, malfunctions, cross-fires, extra time allowed, repeated shots authorised, etc. on Range Incident Report Forms and on the target or printer strip as appropriate
- Refrain from any conversations with athletes or from making other comments regarding scores.

It is recommended that all Range Officers wear a distinctive vest or other means of identification (preferably in green colour) when on duty. It is recommended that any personnel who must go forward of the firing lines to perform their duties wear a vest in a fluorescent colour or high visibility armbands.

7.5 RTS Officers

RTS Officers are responsible for the correct conduct of results, timing and scoring operations during competition. RTS Officers will:

- Work with the RTS Jury, Competition Jury, Range Officers and the Official Results Provider (eg SIUS but not common in Domestic Endorsed Events)
- Facilitate the conduct of scoring and results operations on their ranges.
- Appoint a Chief RTS Officer for each competition.

7.6 Chief Referee

A Chief Referee may be appointed to assist with the selection and appointment of the Referees. The primary role of the Chief Referee is to supervise the Referees and give information and instruction to them in support of their role.

The Chief Referee will liaise with the Technical Delegate, Jury and Chief Range Officer.

7.7 Referees

Referees are responsible for the actual conduct of the competitions (in conjunction with the Jury) in accordance with the Rules, while ensuring they are enforced in a fair and equitable manner during both training and competition.

A Referee must:

- Ensure the ranges are safe
- Check the correct squad of athletes is present on the range before the start of a round
- Ensure that side referees (predominantly for finals in Domestic Endorsed Events) are ready in their allocated positions
- Ensure the correct procedure is used to declare an athlete is absent
- Make immediate decisions regarding HIT, LOST and NO TARGETS
- Issue warnings (Yellow Card) or deductions (Green Card) for technical violations where appropriate
- Ensure results are recorded accurately
- Rule on matters including protests, disabled guns, malfunctions, correct conduct of a round, application of the safety rules and illegal coaching