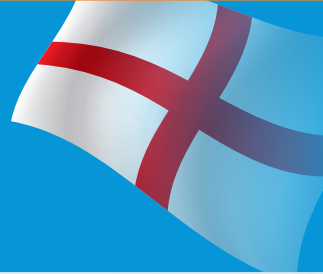


CPSA

# England Team Handbook



**ELIGIBILITY CRITERIA FOR THOSE WISHING TO REPRESENT ANY ENGLAND  
CLAY TARGET SHOOTING TEAM**

**(FOR INTERNATIONAL EVENTS UNDER THE JURISDICTION OF THE  
INTERNATIONAL CLAY TARGET SHOOTING COUNCIL AND FEDERATION FOR  
GREAT BRITAIN AND IRELAND)  
(Adopted January 1995)**

- 1 Must be a fully paid-up, current competition member of the English CPSA.**
- 2 Must comply with at least one of the following criteria: -**
  - a) Having been born in England.
  - b) For a parent or grandparent to be, or have been, an English national.
  - c) To be married to an English national.
  - d) Having been officially resident in England for a minimum continual period of two years prior to qualification.
- 3 If a shooter has already represented another Country/Team in any discipline, he/she must fully comply with the following procedures, in addition to the above, before being eligible to shoot for England: -**
  - a) A minimum period of two fallow years would have to elapse in which the member has not shot for another Country.
  - b) The shooter would have to obtain for this change, full agreement, in writing, from the CPSA. The deadline for application is the 31st of December each year.
  - c) The International Clay Target Shooting Council (ICTSC) must approve the changeover in advance.
  - d) The International Clay Target Federation (ICTSF) must approve the changeover in advance.

## **CONGRATULATIONS ON BECOMING AN ENGLAND TEAM MEMBER**

Wearing the England badge is probably the greatest honour to which dedicated sportsmen and women can aspire. Please remember that being a member of the England Team also carries certain responsibilities. You have obviously earned your team place by ability, sacrifice, hard work and sheer dedication and it is important to remember that there are many people who, although they will never wear the badge as you now do, have put in just as much effort and sacrifice. When you shoot for England, you are representing not only your country but also that band of shooters.

Please refrain from discussing scores with any other competitor whilst competing for England. Some shooters prefer not to know scores and therefore discussing them could interfere with their concentration.

The CPSA requests that you co-operate fully with your Team Manager, fellow team members and officials, and that you put maximum effort into the competition. You are an ambassador for England and should wear your badge with pride and dignity. The whole event should be a memorable one – for the right reasons!

You are of course bound by the rules and regulations of the discipline that you shoot. You must also abide by the host country's regulations and any special rules implemented by the organisers of the competition (i.e. the ICTSC, ICTSF, ISSF, CSF, CG, FITASC, ETSF, BS)

If at any time you have cause to feel concern regarding any instructions received, please inform your Team Manager.

England Team members may be given financial and other benefits for achieving their place at all International events, which vary from event to event. Full details will be made available by the CPSA to those gaining a team place, well in advance of these events.

**ENJOY YOURSELF AND GOOD LUCK!**

## **TEAM MEMBER BENEFITS**

- The International entry fee may be met by the CPSA
- The CPSA will pay for your banquet ticket at Home International events
- New caps will also be awarded an England wire blazer badge, a metal England team pin badge and an England Team tie/cravat FOC
- An allowance will be awarded at some International events (details provided on the selection form).

## **OFFICIAL ENGLAND TEAM MEMBERS UNIFORM**

**Dress Uniform** (to be worn for the official team photograph, at the Banquet and whenever requested by the Team Manager)

### **Men**

- \* Navy blue blazer (displaying official England Team Wire Blazer Badge supplied by the CPSA, on the breast pocket)
- \* Mid grey trousers
- \* White collared shirt
- \* Black shoes
- \* Grey socks
- \* Official England Team Tie (supplied by the CPSA)

### **Women**

- \* Navy blue blazer (displaying official England Team Wire Blazer Badge supplied by the CPSA, on the breast pocket)
- \* Mid grey, knee length skirt or Mid grey trousers
- \* White collared shirt or blouse
- \* Black shoes
- \* Official England Team Cravat (supplied by the CPSA)

### **Shooting Uniform**

- \* Official England Shooting Vest (ordered via the CPSA) Must be worn when shooting for England
- \* Official England Jacket (ordered via the CPSA) [This garment need not be worn whilst actually shooting but it is requested that it should be worn whilst on and around the ground during the competition, for informal Team photographs and during collective Team travel]

All England Team kit to be purchased via the CPSA only and no other shooting clothing (displaying the England logo) can be worn. When representing England, no advertising, or personal sponsorship are allowed to be displayed. The CPSA do have England base layers, polo shirts and caps available to purchase, but if you wish to wear your own top/cap they must be red, white, or a combination of red and white. They must be plain, with no advertising, or personal sponsorship displayed. Failure to comply will result in disciplinary action.

**NOTE all official England Team Uniform and accessories are available exclusively to past and present England Team Members.**

## **CPSA DRESS CODE**

When representing England as part of a shooting team, or as an individual, all personal attire worn is expected to be in a tidy and clean condition

The byword for the standard will be “smart/casual”.

Listed below are specific examples of personal appearance or garments that will be considered unacceptable under this Code: -

- Nakedness of the trunk or limbs other than lower arms or lower legs
- Wearing of shooting vests over naked flesh
- Sleeveless shirts, blouses or tops (other than shooting vests)
- Cut-off jeans or trousers of any type, shorts other than tailored shorts
- Torn, slashed or shredded shirts, blouses, jeans, trousers or skirts
- Military or camouflaged wear
- Any excessively worn, dirty or untidy clothing or footwear
- Any other garments or personal appearance that go against the spirit of this Code or that seek to exploit any possible loophole within it.

The Team Manager has the power and the responsibility to interpret the Code fairly and to implement all the provisions listed.

Any participant found to be in breach of any of the provisions listed, will be asked to rectify his/her appearance without delay. Failure to comply with such an instruction will disqualify the offender from any further participation in the event, without the right to a refund and may additionally render him/her liable to disciplinary action under the relevant CPSA Code of Conduct.

## **ENGLAND TEAM CAPTAINCY**

All official England teams will have an overall team Captain selected from the team members. The member with the most number of appearances (caps) in the specific event's team, irrespective of category (except in the case of DTL as below) will be invited to act as England Team Captain for that event. If any team member has already been Captain at any time in the past, their appearances will be counted from the year following their last captaincy.

In the event of two or more members having the same number of caps, the member with the earliest first team appearance will become Captain. If there is still a tie, the lowest ORIGINAL CPSA number will determine the captaincy for that year.

For the Down-The-Line (Home International only), the Seniors, Ladies, Juniors, Veterans and Super Veteran Category Captains, are required in order to allow England Team Members to compete for the Captain's Cups within the individual categories. The Seniors' Captain will act as overall Team Captain and all others will be selected under the above criteria.

If a Member decides to turn down the Captains position, their appearance will start at zero for the following year.

## **CAPTAINS RESPONSIBILITIES**

To Welcome and support the New Caps onto the team and to act as a positive role model.

To be conversant with the rules and to be prepared to nominate shooters if a team tie arises.

The DTL team Captain will be expected to liaise with the other team members and collate the squad and peg numbers.

To be prepared to do a speech at the Home International banquet which will include; thanking the host Association and the host ground, to congratulate any winning team members and give a special mention to the New Caps. To Invite the other Nations to attend next year's event (when being hosted by England).

To exchange pennants at the banquet with all other Captains.

At some events there is the chance to win the Captains Cup.

## **TEAM MANAGERS**

Team Managers are appointed for all Home International Team Matches in the following disciplines: DTL, English Skeet, English Sporting, ABT, OTR, OSK and FITASC. In addition to these events a Team Manager may be required to attend such events as; European, World, Commonwealth Shooting Federation and Commonwealth Games events where the CPSA participates. Applications for these posts, (which will be advertised on the CPSA website and in Pull! magazine) must be made in writing to the CPSA Board of Directors, who will decide who shall be given the position. The period of appointment for Home International events is 3 years. The position of Team Manager will automatically preclude the post holder from becoming a shooting member of the team and from shooting as an individual at the International event.

## **TEAM MANAGER RESPONSIBILITIES**

The Team Manager is required to liaise with CPSA HQ, motivate and encourage Team Members and deal with any problems that may arise at the event. He/she is in overall charge of the Team and is the official representative of the CPSA.

## **TEAM MANAGER BENEFITS**

Team Manager's direct travel and accommodation expenses for the International Event will be met by the CPSA, on production of a detailed claim form and relevant vouchers and receipts.

A maximum of £120 can be claimed for Accommodation costs per night for the previous night of the event and for the night(s) of the International event. This applies to Home International Events only. Expenses for World events must be agreed in writing between the manager and the CPSA prior to the event.

Petrol can be claimed at 45p per mile.

A maximum of £40 per day can be claimed for refreshments for the day(s) of the International event and preceding day only. Claims outside of this must be agreed in writing between the manager and the CPSA prior to the event.

In addition, Team Managers are allowed to claim back the cost of attending ONE selection shoot in addition to attending the Home International and the above rules apply.

## **TEAM MANAGERS UNIFORM**

- Navy Blue Blazer
- Mid grey trousers
- Each Manager will be provided with one England Team Manager Tie/cravat and one England Team Manager Blazer badge. Plus, one Jacket and one polo shirt, with Team Manager embroidery detailed upon each garment.
- Team Managers are not authorised to wear any other official England team uniform unless they are a past England Team Member.

### **Before the International Team Event the Team Manager will: -**

- Wherever possible be present at Selection Shoots and actively seek out and introduce him/herself to potential team members
- Be fully conversant with the England selection procedure of his/her particular discipline
- Be fully conversant with the Rules and Regulations of his/her particular discipline and carry a copy of the relevant Rule Books at all times
- Be prepared to work with the Team Captain and CPSA HQ and assist with the distribution/collection of info/invitation packs, etc. to Team Members
- Be prepared to welcome New Caps to the team and ensure they are fully conversant with the requirements of being an England Team Member
- Compile/request a full list of Team Member names and telephone numbers
- Liaise with CPSA HQ regarding any Banqueting details
- Be responsible for ensuring that all trophies won by England the previous year are returned, engraved and polished, to the Host Nations organiser at the Team Managers meeting.
- Inform all Team Members of any meeting times and places and any practice times
- In liaison with CPSA HQ organise all travel, accommodation and rooming arrangements for the Team and notify all Team Members and CPSA HQ of the arrangements made
- Give all Team Members the details of any required documents for shotgun/cartridge importation
- In the case of DTL and ESK the Team Manager MUST be present at the last selection shoot to compile and award Team places in agreement with the new selection criteria.

### **At the International Team Event the Team Manager will: -**

- Be present and available on the shooting ground at all times
- Be present for the squad selection and any pre-meetings taking place
- Distribute Programs and Banquet tickets to all Team Members and their guests
- Distribute allowance cheques (where necessary) and date bars to the Team
- Ensure that Team Members do not leave the layouts until they have checked and agreed the scores
- In the case of a disagreement, the Manager should be fully conversant with the Protest Procedure and ensure it is carried out correctly
- Be fully conversant with the Rules and Regulations regarding shoot-off procedures for individuals and teams
- Ensure Team Members are advised and ready to shoot in the event of a shoot-off
- Ensure that all is correct before leaving the ground during competition days
- Be fully aware of team members' final positions and any prizes/awards won by them
- Provide CPSA HQ with a full list of results and prize winners for the entire international event including scores no later than the morning of the first working day following conclusion of the event.

**At the International Team Banquet the Team Manager will:**

- Ensure all Team Members are present and correctly attired for Team photographs and that ONLY shooting team members and the Team Manager, appear on the official Team photograph. Collect monies from Team Members for the official photographs
- Ensure there is no inappropriate behaviour
- Be prepared to thank the host nation publicly
- Ensure that every member of his/her team, due to receive a prize/trophy is available for the presentation wherever possible

**After the International Team Event the Team Manager will:**

- Ensure that all Team Members receive any ordered/purchased official Team photographs
- Organize a report for the CPSA website within 48 hours of the event finishing
- Organize an article for the next edition of PULL! within 7 working days of the event finishing

**APPROPRIATE CONDUCT**

The Team Manager is the official representative of the CPSA and has the full backing of the Board of Directors. His/her instructions are to be obeyed at all times. If any Team Member finds this unacceptable, they are requested to decline the invitation to take up their place in the England Team.

The Team Manager has the authority of the CPSA Board of Directors to discipline members who, for any reason, bring the England Team, the CPSA or the sport into disrepute, or refuse to co-operate with any reasonable request. The Team Manager has every authority to dismiss any culprit from the England Team and arrange for their early return home. In that event, the Team Manager will submit a full report to the Board of Directors upon his/her return, detailing any misdemeanour including dates, times and witnesses. The Board of Directors will consider this report and discuss the appropriate action (if necessary), at the following scheduled Board Meeting.

The Team Manager is not there to carry Team Members' ammunition or clean their guns! He/she is an integral part of the team and will be given respect and support.



## **TRAVEL**

You are under an obligation to report to your Team Manager at the stated time and place. If this is impossible, inform the Team Manager immediately of any difficulty you may have. You are part of the England Team until the end of the closing ceremony, or your arrival back in England.

Members of the England Team under the age of 18 will need to be accompanied by a Guardian at all times. Written consent will need to be provided by the legal Guardian if they wish the Team Manager to act as the minor's guardian for the duration of the event (including travel).

You will be notified in writing, if any travel arrangements that may have been made on your behalf. Please let your Manager know immediately if you foresee any problems. You will normally be required to travel with the rest of the team and in official England Team attire.

When carrying shotguns and/or ammunition during air or sea travel, permission must be sought from the airline/ferry company in advance. Travel companies and airlines may charge for the carriage of guns and will have widely differing policies in this respect.

Air travel baggage is generally limited; any excess charges must be met by the individual. Sports equipment will also normally incur an additional charge. Ensure your name and destination address, is marked on each item of luggage. Report any losses to your Team Manager immediately.

Shotguns are usually required by airport security to be declared at the check-in desk of the carrying airline and cased separately from other baggage. A hard, lockable case is a much more secure way of transporting your gun and it is advised that you do not use a gun slip for this purpose. There are many different cases available specifically for this purpose from retail outlets.

The transport of ammunition can involve protracted security arrangements. It is often prudent to simply purchase ammunition once your destination has been reached. Do bear in mind that the weight of ammunition adds to your total baggage weight.

Travelling to different countries with shotguns and/or ammunition often requires special permits or passes. Contact your Team Manager or CPSA HQ for advice in plenty of time to ensure you are in possession of all the correct documentation.

## **ITEMS THAT MAY BE REQUIRED**

Carry these items with you during any travel. Do not put them into your suitcase: -

**Valid Shotgun Certificate and European Firearms Pass** – Liaise with your Team Manager/CPSA HQ to find out if you need a European Firearms Pass, or any other official documents. Always carry these documents with you. If travelling overseas, on your return to the UK, you will need your Certificate to pass through customs and it is often requested when purchasing ammunition whilst abroad.

**Valid Passport** – Organise your passport (if required) in plenty of time as it can take at least six weeks to process. Contact the Passport Office for further details. In the event of your passport being lost or stolen whilst at the event, tell your Team Manager immediately who will in turn contact the Police and the Consul as necessary. Check the validity meets the requirement of the Country being visited.

**Visa** – A visa is an essential document to gain entry into many countries. Your Team Manager, in liaison with CPSA HQ and the respective Consul, will advise you if one is necessary and if so, how to apply.

**Esta** – All eligible international travelers who wish to travel to the United States will need to apply for an Esta (Visa Waiver Program).

**Credit/Debit Cards** – Always a good standby in an emergency. Contact your credit card company to check that your card will be valid in the country of destination if overseas.

**Immunisation Certificates** – If travelling overseas, always check well in advance, with your GP whether you need to be immunised before travel. Always carry your Immunisation Certificates with you.

If you have a smart phone it may be prudent to take photos of all your documents (as an additional copy).

### **CUSTOMS AND EXCISE**

When re-entering the UK, always go through the RED customs exit to declare your shotgun, showing your UK Shotgun Certificate, and any other required documents to Customs Officers as requested.

### **HOTEL AND VEHICLE SECURITY**

In the event of having to store your gun anywhere other than in a locked cabinet, disarm your gun by separating the barrels from the stock. Store the separate pieces well away from each other. For example, store the stock in a secure case in your hotel room and the barrels in a secure case, locked in your car or a friend's room. Ensure there are no obvious signs in, or on your car that may advertise the fact that you are carrying guns, for example, stickers. If possible, park your car in a position that is visible to you during your stay. It is advisable to carry your shotgun in a hard case rather than a slip when entering and exiting hotels.

### **INSURANCE**

CPSA membership ensures automatic third party civil liability insurance cover of £10 million in all countries of the world.

Separate insurance for your own health, guns and property is your responsibility.

## **ANTI-DOPING RULES AND REGULATIONS**

Please make yourself aware and comply with the World Anti-Doping Agency (WADA) and the UK - Anti Doping (UKAD) and to ensure that any medication, or substance, taken by you, in any form, is not prohibited for use in your sport.

Ensure that any medication exemptions are fully documented prior to use and give prior notification to the CPSA of any prescribed medications.

To submit to, unannounced (without prior warning) doping control tests, in addition to any other prior notice tests and submit to doping-control testing, when requested by the CPSA, or any other authorities designated to do so.

Comply with the appropriate policies and procedures of the CPSA, ICTSC, ICTSF, BS, the International Shooting Sport Federation (ISSF) and FITASC and any other recognised bodies that may be applicable.

In the case of a minor (under 18 years of age), the signature of a parent or guardian will be required to give authorisation to submit to doping control tests.

To ensure that a CPSA Representative is aware of your whereabouts for the purposes of Out of Competition testing as laid out in the WADA and UKAD Anti-Doping policies.

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