

SOUTHEND ON SEA RIFLE AND PISTOL CLUB

ROLES AND RESPONSIBILITIES 2023

Purpose: to outline the key management roles in the club giving their main responsibilities and activities.

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INTRODUCTION

The following document sets out the Roles and Responsibilities for the Officers and Club members involved in the operation of Club Policies and the general administration of the Club.

It is in TWO parts.

Part ONE covers the roles and responsibilities.

Part TWO Gun Club Liaison Officer roles as updated April 2023

PART ONE

SOUTHEND ON SEA RIFLE AND PISTOL CLUB - MANAGEMENT ROLES AND RESPONSIBILITIES [2023]

FUNCTION	ROLE & RESPONSIBILITIES
PRESIDENT	<p>The role of President in the SRPC is an Honorary Role but can if necessary revert to the following:</p> <p>The club president is responsible for the overall operation of the club. Responsibilities include:</p> <ul style="list-style-type: none">• In the case of the Club being disbanded, ensuring that the requirements of the Club's Constitution and Byelaws are fully met,• ensuring all club Committee meetings meet the conditions laid out in the Constitution and Byelaws,• ensuring the election for chairperson meets the conditions laid out in the Constitution and Byelaws,• reporting as required to National Governing Bodies (NGBs),• ensuring that the maintenance of all records follow the rules for good governance as laid out in the Constitution and Byelaws,• ensuring compliance to relevant Home Office (HO) and NGB Policies and Codes of Practice, and• ensuring the proper resolution of complaints and disciplinary issues as laid out in the Constitution and Byelaws. <p><i>Some or all of the above may be delegated to the Officers of the Club.</i></p>
VICE PRESIDENT	Also, an honorary role but if necessary will acts on behalf of the club president in the same capacity if they cannot perform their duties.
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FUNCTION	ROLE & RESPONSIBILITIES
<p>CHAIRPERSON</p> <p>Accountable to the Club President.</p> <p>Authority delegated from the Club President</p>	<p>The Chairperson has a leadership role. Certain functions may be delegated from the President. The Chairperson is elected at each AGM. Key responsibilities include:</p> <ul style="list-style-type: none"> • as Designated Responsible Person¹ keeping an oversight of all Club governance policies and procedures, instigating audits as required and ensuring any lessons learned are implemented. • ensuring that the Officers and Committee members are elected at each AGM representing the Club as required, • providing leadership and direction to the Officers and Committee, • chairing meetings ensuring that Committee, Annual General Meetings and extraordinary general meetings are carried out according to the constitution and byelaws, • ensuring meetings are efficient and effective, i.e. <ul style="list-style-type: none"> ○ decision-making is democratic, ○ everyone is able to participate fully in meetings, ○ only relevant matters are discussed and appropriate decisions made, and ○ action points are closed correctly. • holding the casting vote in the event of a split decision, • signing off, if satisfied, the annual accounts, • completing the NRA Club Agreement as required by the NRA Affiliation and MOD Licence requirements, • ensuring that the required records are kept complying with the terms of the agreement, • liaison with NGBs, and • ensuring that the NRA SCC certification process is carried out correctly, and • (if required) being a counter signatory to any major banking transaction. <p><i>The Chairperson may delegate some of the above with agreement of the President and Committee.</i></p>
<p>TREASURER</p> <p>Accountable to the Club President via the Club Chairperson.</p> <p>Authority delegated from the Club President via the Club Chairperson</p>	<p>The treasurer will be responsible for overseeing the finances ensuring that procedures and processes comply with the Club Constitution, terms of contracts and good accounting and governance guidelines. Some of the tasks associated with this can include:</p> <ul style="list-style-type: none"> • controlling and accounting for the organisation's finances, • ensuring that the club has sufficient in its accounts to meet debts and where this may not be possible advising the Committee as soon as possible, • advising the Committee on all financial matters and providing updates and forecasts as required, • advising the Committee of the Club's financial requirements for the year ahead, • ensuring that receipts are issued for all cash received and keeping records of that paid out,

¹ As required by the Home Office Approval.

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FUNCTION	ROLE & RESPONSIBILITIES
	<ul style="list-style-type: none"> • being a counter signatory to any major banking transaction, • overseeing Range bookkeeping and ensuring that safe operating procedures are in place relating to monies collected at the Ranges, • liaising with the appointed Auditors for the annual review of accounts, • preparing the Treasurer’s report for the annual general meeting, and • signing off, if satisfied, the annual accounts.
<p>SECRETARY</p> <p>Accountable to the Club President via the Club Chairperson.</p> <p>Authority delegated from the Club President via the Club Chairperson</p>	<p>The Secretary can be responsible for many specific tasks, some of which will be regular practical administrative duties. These can include:</p> <ul style="list-style-type: none"> • Approvals and Affiliations: working with the Club Chairman, complete the: <ul style="list-style-type: none"> ○ NRA and NSRA affiliations (annually) within set deadlines, ○ NRA SCC return (annually) within set deadlines, ○ additional return to the NRA for new SCC applicants (as required) , ○ complete the MOD range Licence application (annually) within set deadlines, ○ complete the Home Office Approval renewal within set deadlines (every 5 years) • Liaison: <ul style="list-style-type: none"> ○ the Home Office, ○ NRA and NSRA, ○ Thames Estuary Sporting Assn, ○ St Laurence CH management ○ other HO approved club secretaries, ○ MOD and Landmarc, • General: <ul style="list-style-type: none"> ○ dealing with Club related correspondence ○ advising on Constitution and Byelaws related matters, ○ being a counter signatory to any major banking transaction • Pastoral: (<i>May be delegated to another Committee Member</i>) <ul style="list-style-type: none"> ○ keeping in touch with members who are unable to attend to ensure that they are kept up to date, and ○ ensuring that the Committee are kept up to date with welfare matters and acting as directed. • Meetings: <ul style="list-style-type: none"> ○ In consultation with the President and Chairperson, convening meetings, ○ organising venues and refreshments ○ notification of meeting dates, venues and times to all relevant parties, ○ preparing agendas for meetings (in consultation with the Chairperson), ○ ensuring supporting information is available at all meetings,

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	<ul style="list-style-type: none"> ○ taking the minutes of meetings, ○ ensuring minutes are correctly circulated, and ○ monitoring action points and reporting on progress to the Committee. ● Data Protection: <i>accountable to the Data Protection Officer</i> <ul style="list-style-type: none"> ○ ensuring that records raised meet Data Protection requirements, ○ ensuring that requirements of the GDPR are complied with, ○ reporting all data protection incidents to the Committee and if necessary to other relevant bodies. ● Discipline, in consultation with the relevant parties (CRSO, CPO, etc): <ul style="list-style-type: none"> ○ ensuring that all incidents on/off the Range are properly documented and reported, ○ setting up disciplinary meetings, completing the agreed resolution and notifying the relevant external bodies, ○ ensuring that appeals procedures are correctly followed and actioned correctly, ● Audit: <ul style="list-style-type: none"> ○ in consultation with the Membership Secretary, Training Officer and CRSO, ensuring that Membership Application process is completed correctly. ○ in consultation with the Membership Secretary, FAC Holder, Range Manager and CRSO ensuring that adequate Range Registers are maintained as required by the HO approval, and ○ liaising with the internal and external auditors for the HO Approval renewal audit and the NRA/NSRA membership audits.
<p>MEMBERSHIP SECRETARY</p> <p>Accountable to the Club President via the Club Chairperson.</p> <p>Authority delegated from the Club President via the Club Chairperson</p>	<p>The Home Office Approval states: “the club will maintain a register of the attendance of all members together with details for each visit of the firearms which they used ; G. the club will inform the police of any person, other than a guest member, who has ceased to be a member for whatever reason;H. the club will inform the police of any member, other than a guest member, who has not shot with the club for a period of 12 months;”</p> <p>The Membership Secretary’s prime responsibility , working with the Secretary and Chairman, is to ensure that the membership procedure and associated processes comply with the Club Constitution and Byelaws. This includes many specific tasks, some of which will be regular practical administrative duties, including:</p> <ul style="list-style-type: none"> ● maintaining, in conjunction with the Secretary, membership records, ● ensuring that records meet Data Protection requirements, ● In consultation with the Secretary,(Training Officer and Ranges Safety Officer) managing the Membership Application Process, ● ensuring that membership queries are dealt with promptly ● waiting lists are maintained ● visits to Ranges for applicants are arranged and feedback obtained, ● ensuring that interviews and scrutiny of Proof of Identity are carried out correctly, ● Probation documentation, including Section 21 declarations, is completed and filed correctly,

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	<ul style="list-style-type: none"> • Probation periods are monitored and applications for Full membership completed correctly, • ensuring , in conjunction with the secretary, that membership attendance issues are identified and resolved, and • making reports on membership to the Committee.
<p>GUN CLUB (Police) LIAISON OFFICER</p> <p>Accountable to the Club President via the Club Chairperson.</p> <p>Authority delegated from the Club President via the Club Chairperson</p>	<p>The Home Office Approval states: “The club must appoint a member to act as a liaison officer with the police, and the Chief Officer of Police must have confidence that this person is providing the police with such information as they require to ensure that the activities of the club, and its members, are conducted properly and safely and give no cause for concern.”</p> <p>Responsibilities are shown in PART TWO.</p> <p><u>The above may not be delegated but temporary substitution is possible to ensure continuity.</u></p>
<p>TRAINING OFFICER</p> <p>Accountable to the Club President via the Club Chairperson.</p> <p>Authority delegated from the Club President via the Club Chairperson</p>	<p>The Home Office Approval conditions state: “</p> <ul style="list-style-type: none"> • before becoming a full member, individuals must have a probationary period of at least three months during which time they must attend and shoot regularly. The probationary member must be given a course in the safe handling and use of firearms on a one-to-one basis by someone who is either a full member of the club or who is a coach with a qualification recognised by the governing bodies.” • “until a probationary member has satisfactorily completed a course in the safe handling and use of firearms, he/she must be supervised at all times when in possession of firearms or ammunition by either the range officer, a full member of the club, or someone who is a coach with a qualification recognised by the governing bodies” <p>It is therefore desirable that the Club has an auditable training programme managed by a Training Officer who should hold a NRA/NSRA Instructor or above qualification.</p> <p>Responsibilities of the job include:</p> <ul style="list-style-type: none"> • Ensuring that the Club’s training Programme maintains its accreditation, • ensuring that an adequate assessment of need has been completed for each probationer and club member, • liaising with coaches (Instructors) to identify and assess their training and development needs, • in consultation with relevant parties drawing up a training programme and ensuring training resources are available when required, • delivering/overseeing the delivery of training to individuals/groups, • supervising and monitoring progress made via training programmes, • ensuring members receive HO and NGB required statutory training,

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FUNCTION	ROLE & RESPONSIBILITIES
	<ul style="list-style-type: none"> • ensuring that assessments are carried out correctly and at the appropriate time, • ensuring that training records and assessments are correctly completed, and • compiling and presenting information to the Committee.
<p>COMPETITION SECRETARY (Shooting Captain)</p> <p>Accountable to the Club Chairperson.</p> <p>Authority comes via the Club Chairperson</p>	<p>The principal role of the competition secretary(Shooting Captain) will be to organise entries for competitions, in a timely and efficient manner. As a summary the competition secretary will be responsible for all aspects of competitions with respect to club members. Responsibilities include:</p> <ul style="list-style-type: none"> • in liaison with the Club Treasurer and Club Secretary, organising range days at the NSC and MOD ranges, • liaising with relevant competition managers to establish rules, regulations and shooting schedules, • ensuring that averages are collected correctly and notified to the relevant competition managers, • ensuring all fees including affiliation fees are paid correctly and on time, • publicising all range days and competitions that members may be interested in participating in, • providing further information as requested by members, • in consultation with the CRSO, ensuring that the rules and regulations for each competition are complied with, • ensuring shot cards are either sent off for scoring, or accurately scored internally and the scores sent off, on time, • investigating all incidences of non-compliance and reporting to the appropriate body, and • making the relevant returns to the relevant organising bodies. <p>At the Chairperson's discretion and direction, the competition secretary will be expected to organise and to run internal and external competitions, with the assistance of other club members.</p>
<p>CHIEF RANGE SAFETY OFFICER (CRSO)</p> <p>Accountable to the Club President via the Club Chairperson.</p> <p>Authority delegated from the Club President via the Club Chairperson</p>	<p>It is highly desirable that the CHIEF RANGE SAFETY OFFICER (CRSO) is an NRA/NSRA certified Range Safety Officer (RSO) or Range Conducting Officer (RCO) who is appointed by the Chairperson, and comes with very significant responsibilities. The Role in summary is one of risk identification, analysis, management, monitoring and audit. The CRSO's responsibilities include:</p> <ul style="list-style-type: none"> • ensuring that the Club meets the requirements of The Safe Shooting System by: <ul style="list-style-type: none"> ○ conducting Range visits, preparing (and maintaining) risk assessments and risk management plans, ○ recommending Standard Operating Procedures to meet the needs of the Risk Management Plan, ○ monitoring compliance to operating procedures, range orders and best practice, ○ conducting investigations of incidents involving air weapons and firearms and prepares a report to the relevant bodies, ○ recommending remedial training to resolve minor incidents and monitoring outcomes, • training, in consultation with the Training Officer, Club members to be RSOs for ranges, and • scheduling RSOs for Club events.

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FUNCTION	ROLE & RESPONSIBILITIES
<p>CHILD PROTECTION OFFICER (CPO)</p> <p>Accountable to the Club President via the Club Chairperson who are accountable to the relevant NGBs.</p> <p>Authority delegated from the Club President via the Club Chairperson</p>	<p>THIS IS A SUMMARY OF THE ROLE AND RESPONSIBILITIES AS OUTLINED IN NSRA POLICY.</p> <ul style="list-style-type: none"> • The Club is required by the terms of its affiliation with the NSRA/NRA to comply with the relevant Child Protection (Vulnerable persons) Policies. • For the Child Protection Policy (CPO) to be effective, designated persons responsible for the protection and welfare of children and vulnerable adults, known as CPOs, will be required at all levels. • A CPO does not need any specialist knowledge but they must agree to undergo training. The Club must bear in mind that the person appointed must understand the importance of discretion and confidentiality in handling any issues that occur. They must make themselves familiar with this Policy and the procedures for applying the Policy within the organisation appointing them. • In the event of a disclosure, suspicion or allegation of child abuse, it is the responsibility of the CPO to inform Children’s Social Services or the Police without delay. • In the absence of a CPO or the suspicions are about the Child Protection Officer, the official in the organisation who receives the concerns should contact Children’s Social Services or the Police themselves. • The person contacting Children’s Social Services or the Police should give their contact details. Children’s Social Services with the CPO will decide when parents or carers are to be informed. All Incidents should also be reported to the appropriate National Child Protection Officer (either at the NRA or NSRA depending on the discipline involved). • It is the responsibility of the CPO to ensure that contact details for Social Services, Police, the National Child Protection Officer and appropriate officials are kept up to date.
<p>COMMITTEE MEMBER</p> <p>Accountable to the Club President via the Club Chairperson.</p> <p>Authority delegated from the Club President via the Club Chairperson</p>	<p>Is a full member of the Club whose responsibilities include making sure that:</p> <ul style="list-style-type: none"> • the Club remains clear in its purpose and direction as outlined in its Constitution and Bye-Laws, • all decisions taken are in line with the purpose and ideals of the organisation as laid out in its Constitution and Bye-Laws, • assets are safeguarded and used efficiently for those for whom the Club exists, • the Club fulfils all its legal and regulatory requirements, • the Club is effectively managed, operates efficiently and works within its policies and budgets, any relevant good practice guidance and the law, • the Club is accountable financially and in other ways, • there is a proper procedure for the recruitment and supervision of probationers, and • the Committee itself is representative and functions effectively. <p>A Committee member may be a counter signatory to any major banking transaction as long as there is no conflict of interest.</p> <p>Committee members may take on specific projects on behalf of the Committee and will be accountable to the Committee for their delivery.</p>

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FUNCTION	ROLE & RESPONSIBILITIES
<p>AUDITOR</p> <p>Accountable to the Club President.</p> <p>Authority delegated from the Club President</p>	<p>Auditors review the accounts of the club to ensure the validity and legality of the financial records and their authority to do so is delegated to them by the Club President. They can also act in an advisory role to recommend possible risk aversion measures and cost savings that could be made. Auditors may be invited by the Management Committee to review any Club procedure or process.</p> <p>Key activities:</p> <ul style="list-style-type: none"> • collating, checking and analysing data in all formats, • examining Club accounts and financial control systems, • gauging levels of financial risk within organisations, • checking that financial reports and records are accurate and reliable, • identifying if and where processes are not working as they should and advising on changes to be made, • ensuring procedures, policies, legislation and regulations are correctly followed and complied with, and • preparing reports, commentaries and financial statements for the Committee and the AGM. • Carrying out Ad Hoc audits as required.
<p>CLUB FAC HOLDER</p> <p>Accountable to the Club President and Essex Police.</p> <p>Authority delegated from the Club President.</p> <p>Reference to air weapons is included for completeness but it can be carried out by any member who has the secure storage.</p>	<p>As the named holder of the Club's Firearm Certificate (FAC) as allowed by the HO approval, the CLUB FAC holder (CFACH) must comply with all the conditions set by the grant of the certificate. They are responsible and accountable under law and have the required authority delegated to them by the Committee.</p> <p>At this time the control of air weapons is not linked to the FAC.</p> <p>Primary responsibility is secure storage and transport of air weapons, firearms and ammunition. The CFACH is also responsible for the safe condition of the Club firearms/air weapons and ammunition. Other responsibilities include:</p> <ul style="list-style-type: none"> • safe storage of Club firearms, air weapons and ammunition, • safe transport of firearms and air weapons to/from ranges and their security whilst at the ranges, • providing club firearms/ air weapons to Probationary and Full Members for use on the Club ranges, • providing club firearms/air weapons, as identified by the Training Officer, to Probationary Members under training for use on the Club ranges, • purchase and selling of ammunition as approved by the Management Committee, • timely maintenance of air weapons and firearms, • purchase of firearms and air weapons as approved by the management committee, • disposal of club firearms and air weapons as approved by the Management Committee • in consultation with the CRSO and RSOs managing the use of and storage of ammunition belonging to non-FAC holders, • carrying out checks as necessary where club ammunition and weapons are not physically held by the CFACH to ensure security is adequate, and

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	<ul style="list-style-type: none"> • Prepare reports on the condition of assets and ammunition usage for the Treasurer and Committee.
<p>DATA PROTECTION OFFICER (DPO) (as required by the General Data Protection Regulations) Accountable to the Club President via the Club Chairperson who are accountable to Information Commissioner Authority delegated from the Club President via the Club Chairperson</p>	<p>The DPO reports directly to the Club Chairperson, and has the following tasks under the GDPR:</p> <ul style="list-style-type: none"> • Informing and advising the Club and its members (including Interviewees and Probationers) of their data protection rights and obligations. • Monitoring the Club’s compliance with the GDPR and internal data protection policies and procedures. This will include monitoring the assignment of responsibilities, awareness training, and training of staff involved in processing operations and related audits. • Advising on whether a DPIA (data protection impact assessment) is necessary, how to conduct one and expected outcomes. • Serving as the contact point for the ICO (or other relevant supervisory authority) on all data protection issues, including data breach reporting. • Serving as the contact point for data subjects on privacy matters, including DSARs (data subject access requests).
<p>CLUB WEBSITE ADMINISTRATOR/ MANAGER Accountable to the Club President via the Club Chairperson and the Club’s DPO. Authority delegated from the Club President via the Club Chairperson</p>	<p>The Club website is hosted by a third party supplier who ensures the infrastructure remains viable and the site is accessible. The Club website administrator/manager ensures:</p> <ul style="list-style-type: none"> • Information remains up to date, • GDPR requirements are met, • Intellectual Property requirements are met, • accessibility is monitored and any issues taken up with the host site, • web site viability is reviewed annually, • the mailbox is checked on a regular basis and all queries are passed on to the relevant Committee member, • all queries are followed up to ensure closed correctly, and • that, with Committee approval, the web site host annual bill including domain name is paid on time.
<p>RANGE ADMINISTRATOR 1. GR&P (Lubbards)</p>	<p>The Home Office Approval states: “the club will maintain a register of the attendance of all members together with details for each visit of the firearms which they used (see note 6) ; G. the club will inform the police of any person, other than a guest member, who has ceased to be a member for whatever reason;H. the club will inform the police of any member, other than a guest member, who has not shot with the club for a period of 12 months;”</p>

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FUNCTION	ROLE & RESPONSIBILITIES
<p>2. SBTR (Lubbards)</p> <p>3. Air Weapons (St Laurence C.H.)</p>	<p>The Range Administrator is responsible for the administrative activities for their specific Range. The Range Manager Role is separate and distinct from the Range Safety Officer.</p> <p>Their activities include:</p> <ul style="list-style-type: none">• opening and closing the Range as required by Range Orders,• ensuring the stock of targets is adequate and notifying the relevant person to resolve any shortfall,• managing the Range Register to ensure:<ul style="list-style-type: none">○ Attendees are correctly identified○ Weapons used (Section 1 only) are correctly identified○ New weapons (section 1 only) are recorded○ Fees and sales are correctly recorded• ensuring that where required receipts have been issued• ensuring that all monies are correctly recorded and passed to the Treasurer, and• ensuring that any issues relating to Range usage and maintenance are passed to the relevant person.

THE ROLE AND RESPONSIBILITIES OF GUN CLUB LIAISON OFFICERS

The person

The Gun Club Liaison Officer:

- i. must be a person of good standing and normally a firearms certificate holder. Some flexibility can, however, be built into the role, for example to allow for cover during sick absences or extended holiday periods or to allow the appointment of a long-standing member of the Club who wishes to remain involved in its running but who no longer wants to keep their own firearm;
- ii. must be familiar with the matters that the local police firearms department requires from the Club. This will include the matters listed in Note 1 below, although other information may be required, as necessary;
- iii. must operate with the authority of the Club Committee and should normally be a member of that Committee. However, the club should have the capacity to appoint an interim Liaison Officer should the need arise;
- iv. must be IT literate, must have an email address and be contactable by telephone or by email at any reasonable time. They should also retain up-to-date contact details (email and telephone number) of the local police firearms licensing department;
- v. must be familiar with and understand fully the Home Office criteria for the approval of rifle and muzzle-loading pistol clubs;

Responsibilities

It is the responsibility of the Gun Club Liaison Officer to:

- vi. establish and maintain contact with the local police firearms licensing department and to agree arrangements for the relevant exchange of information (see Note 2 below);
- vii. notify the local firearms licensing department at the first convenient point where the member of the club has not engaged in shooting activities over the past 12 months;
- viii. notify the local firearms licensing department, as a matter of urgency, where there are serious wellbeing concerns about a Club member displayed through unusual or erratic behaviour or arising from circumstances such as those listed in Note 3. Referring such concerns to the police will not automatically result in the member's firearms being removed or certificate revoked. It will, however, give the police an opportunity to ensure that the person's continuing access to firearms does not create a risk to themselves or to wider public safety.

NOTES

1. Information required by the police from the Gun Club Liaison Officer includes:

For new probationary members:

- full name of the person, including any previous name(s);
- full address, including postcode;
- telephone number/mobile telephone number (where available);
- date and place of birth.

For new full members

- As above with the date of full membership.

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Club Members who have not shot there within the last 12 months:

- full details (name, address, date of birth);
- the date that the person was last recorded as being present at the Club for shooting activities, noting any known mitigating factors that may be relevant.

Members who cancel or fail to renew membership:

- full details (name, address, date of birth) providing any known reasons for cancellation or failure to renew.

Club Guest Days:

- notification to the police at least 2 weeks before the events.

2. It is important to have trust between the Gun Club Liaison Officer and the local police firearms licensing department achieved through regular meetings. In some circumstances it may be necessary to meet very frequently, but much will depend on the size of the Club and the nature of the activities undertaken by it. The Liaison Officer and the local police should, therefore, agree between themselves how information is to be supplied and with what frequency and how often they meet face to face, but this must not be less than once each year.

3. **Behaviour** that might give rise to wellbeing concerns might include, but is not restricted to:

- Erratic or unusual behaviour
- Domestic Abuse (ie concerns that the member has been a victim or perpetrator)
- Divorce/Separation/Relationship difficulties
- Known financial pressures
- Alcohol and/or drug abuse
- **Medical/ill health** concerns such as;
 - Severe stress caused by trauma
 - Suicidal thoughts or self-harm to self or others
 - Depression or anxiety
 - Dementia
 - Any other medical or physical condition which may affect safe use of firearms.