

# Batemans Bay Branch - Range Standing Orders

Adopted 20<sup>th</sup> March 2024

These Standing Orders are procedures endorsed by the SSAA Batemans Bay Branch committee to ensure the safe and efficient running of the range. Standing Orders may be changed at the discretion of committee, and all Qualified Range Officers at the Branch must be notified of the changes.

## BATEMANS BAY BRANCH RANGE OFFICERS

### ***Responsibilities***

The Range Officer is responsible for running the Range in a safe manner, in accordance with the Branch Range Rules, the NSW Firearms Act and the conditions of the range licence. This includes:

- controlling the range by means of clear range calls and the use of flags or other danger indicators provided;
- ensuring firearms are cleared before allowing anyone forward of the firing line;
- sighting a members or visitors firearms licence before allowing them to shoot;
- collecting Range Fees and following local Range Rules set by the Branch
- ensuring that all shooters are adopting and using procedures that guarantee the safety of all present.

### ***Range Officers shall be conversant with the following:***

- The rules and procedures set by the Branch for the operation of this range including;
- shooting activities available to members on the range
- permission or notification requirements of property owner
- Procedures for controlling the Danger Area of the range
- signs and flags displayed
- Range Open and Range Closed procedures
- Permissible placement of targets
- Area of range danger zone
- Range Rules regarding, permitted calibres, permitted projectile types, permitted target types (soft – paper or board, or hard – metal)
- Range Rules regarding hours of operation & acceptable noise limits
- Procedures for the safe operation of different types of firearms in the context of disciplines shot at this range

The Range Officer may ask other officers to assist in controlling the range. In this instance one Range Officer will be recognised as the Chief Range Officer, this person will coordinate the activities and calls of the other Range Officers and ensure that they meet the responsibilities listed above.

## Opening & Closing the Range:

Only authorised, accredited Branch Range Officers may open the range and provide access for members and visitors. The outdoor range must not be opened for shooting on a Tuesday or Thursday, and on all other days the approved time restraints must be observed.

Cash Tin and sign in books and or sign in computer to be taken from safe to the sign in bench and returned to the correct location upon close. Range opening register to be completed.

RED Flags to be flown from the poles at a) Range Entrance Sign, b) The firing line, c) 200 Mound behind pistol and d) 500m flag target line flag.

## Range setup prior to shooting

- FIREARMS MUST NOT BE TAKEN ONTO THE BENCHES.
- Open Target Shed / Container
- Open Range Shelter Shed
- Turn ON rainwater pump in toilet block.
- Open Range Register and have ALL persons record details for attendance requirements.
- COLLECT range and Target Fees from shooters as required and record.
- ALL SHOOTERS and VISITORS must sign the range register. Firearms licences SSAA membership cards and current range passes to be sighted.
- *Unlicensed shooters cannot participate in range activities until they have completed a P650 Form and been signed off as authorised to shoot by a club official or approved Instructor, and may only participate under the direct, one on one supervision of a responsible, fully licensed member.*
- *Licensed Non-members must sign the range book as a visitor and pay the required fees.*
- *Range Officer in charge to wear a Yellow hi viz vest to assist easy identification.*

## Open range and begin shooting

- RANGE OFFICER MUST CLEARLY DECLARE THE RANGE OPEN FOR SHOOTING.
- FIREARMS CAN BE BROUGHT ONTO THE FIRING LINE OR BENCHES
- Shooting is to proceed ONLY under directions of the appointed Range Officer.

## Calls used:

### “The Range is open, No going forward, you may commence fire”

No one is to go forward of the firing line.

The discharging of firearms may commence.

There will be no warning buzzers in operation and a Red light will be displayed.

### “Fire off your last shots”

You may continue to fire until you have emptied your magazine (normally no more than 5 shots may be loaded at any time).

You may continue to shoot a group if you are testing loads.

When you have finished (if applicable) eject your magazine and where possible remove bolt and insert chamber flag to make safe and ready for inspection.

**“Cease Fire. Please stand back behind the red line”**

Clear your firearm, insert chamber flag if possible then stand behind the red line. ROs will walk the line to ensure all firearms have been made safe. At this time firearms may be removed from the firing point once they have been cleared by the RO.

**The range is closed. No handling of firearms”**

The Green light will be displayed and a warning buzzer activated. Participants must remain behind the red line and not approach the bench or firing point without permission from the Chief RO. No handling of firearms allowed, this includes firearms in a case. Firearms are not to be removed vehicles and brought to the bench or firing point, this also includes the waiting area at the pistol range.

**“You may go forward”**

Participants may proceed forward to check and or replace targets. If anyone is going beyond 300 metres, they must notify the RO and place an Orange cone behind their bench until they return (refer range rule 20)

**“Cease Fire Cease Fire!”**

All shooting must stop immediately, firearm are to be unloaded and made safe, everyone must stand back from the bench or firing point behind the red line until instructed by the RO.

**Finish shooting and close range**

- CLEAR and REMOVE all FIREARMS
- TAKE DOWN RED FIRING LINE FLAG.
- Ensure that any metal swinging plates are taken down or covered.
- FLAGS removed from 200m & 500 mounds.
- Close and sign range register.
- Return cash tin to the safe / Container, Sign in Tablet & printer along with any sign in books to the appropriate storage area.
- Check Toilets doors are shut.
- Check that rain water pump has been turned off.
- Shut and Lock Target Shed / Container.
- Lock Club House securely & Check Roller Door is locked.
- Check Main RANGE Entrance Gate is shut & locked.

## RANGE RULES

1. Red means Danger. A red flag at the entrance gate (and up-range at the furthest line of targets) means that shooters are in attendance at the range and permission from the Range Officer is required before entering the Range Danger Zone (forward of the firing line). A red flag or light on the firing line also indicates that it is not safe to go forward of the firing line.
2. No-one may go forward of the firing line without the permission of the Range Officer. The Range Officer will indicate that it is safe for the target crew or other designated persons to go forward of the firing line by calling "THE RANGE IS CLOSED, NO HANDLING OF FIREARMS" he/she may also activate an audible buzzer indicating that the range is closed. We also use the Call, **YOU MAY GO FORWARD**, and until such call is given, no one can go forward of the firing line.
3. All members and visitors **MUST** report to the Range Officer upon arrival, register and pay the required fees.
4. The Association's Range Officers have total control of the range.
5. The SSAA recommends all shooters and visitors wear EYE and EAR protection at all times when on the range.
6. All shooters must wear enclosed footwear.
7. Children and Juniors must be supervised at all times.
8. Firearms must be removed from vehicles in a safe condition. Unloaded with actions open and magazines removed where possible.
9. Firearms are to be carried with muzzles pointed upwards, actions opened and magazines removed where possible.
10. Shooting is **NOT** to commence until the "RANGE IS OPEN" order has been given by the Range Officer.
11. When the "CEASE FIRE" order is given **ALL** shooting will **IMMEDIATELY STOP**. All firearms are to be unloaded and actions opened.
12. Firearms are **NOT** to be removed from the firing point until they have been "CLEARED" by the Range Officer.
13. Smoking is not permitted in the vicinity of Black Powder or in reloading areas.
14. Anyone considered under the influence of alcohol or drugs **WILL NOT** be permitted on the Range.
15. In the case of a misfire, wait 30 seconds before opening the action. Call the Range Officer if assistance is required.
16. In the case of a "live stuck round" or malfunction keep the muzzle pointed down range and advise the Range Officer immediately.

17. Firearms cleaning and adjustments are only allowed in designated areas.

18. There shall be NO HANDLING of firearms during target changes. \*

\*Note: However, SSAA (NSW) Inc. acknowledges that ranges hosting major Regional, State or National tournaments in NSW can, if they so desire, permit competitors to set up firearms and bag rests on benches whilst the range is closed provided the firing line is supervised by a Range Safety Officer. Bolts must be removed from the rifles and contained in holsters or in a box together with the ammunition on the floor.

19. No more than 5 rounds are to be loaded into any magazine, tube or firearm unless competing in a discipline that specifically requires a larger number be loaded.

20. If members are going past 300m during a range close, an orange cone is to be placed on the firing line and removed when they return to assist the Range Officer identifying that no one is forward before reopening the range.

### **RANGE SPECIFICATIONS:**

“A” RANGE. 25-100m Positions 1-16 Metre Silhouette, Field Rifle & 3P Rimfire range. Safety glasses and appropriate footwear must be worn when shooting at silhouettes

“B&C” RANGE. Benches 1-30 25 to 500m – Rifle Benchrest positions for both card and metallic silhouette targets, match target frame numbers. Rimfire, Centrefire, Black Powder & Air Rifle.

“D” RANGE – Pistol bays 1-18 10m to 200m. Both rimfire and centrefire Pistol.

10m - 50m soft target template plus falling plate. Metallic Silhouette, Rimfire and Centrefire Cowboy Lever Action Silhouette using lead projectiles, Rimfire and Centrefire Card Targets to .223 Calibre.

“SHOTGUN RANGE” - DTL Trap

“INDOOR RANGE” – 10 M Air Rifle & Air Pistol with static and moving target, flat nose pellets and approved target velocity firearms only to be used.

**RANGE MAINTENANCE** as per maintenance register. Working Bee conducted third weekend each month.

### **THE USE OF P650 DECLARATION AT THIS RANGE**

#### **SUPERVISION REQUIREMENTS**

- **Direct supervision must not exceed a ratio of one unlicensed person to one licensed supervisor.**
- **All persons signed in on a P650 MUST wear an orange vest supplied by the club while shooting under supervision on the firing line.**
- **The licensed supervisor must be present at the firing line and not leave whilst shooting activities are being undertaken by the unlicensed person.**

- The licensed supervisor must be able to immediately render assistance to the unlicensed person, if required.
- The licensed supervisor must personally convey the firearm and ammunition to be used by the unlicensed person from its place of storage to the firing line.
- The licensed supervisor must personally convey the firearm and ammunition from the firing line to the place of storage upon the conclusion of shooting activities.

**Direct supervision (one on one) must be maintained at all times during any shooting activities.**

**Never leave any unlicensed persons alone or unattended with a firearm or ammunition under any circumstances.**

**FOR PISTOL, ONLY ACCREDITED, AUTHORISED RANGE OFFICERS TO SUPERVISE**  
Only authorised, accredited Range Officers and Registry approved Firearms Safety Trainers may supervise an unlicensed person shooting pistol under the authority of a P650 declaration at this range, for long arms, a licensed member approved by the range officer is sufficient.

Both the Branch and the authorised supervisor are responsible for the safety of the participants, their own safety and safety of the public. When the participant is shooting, the supervisor is to stand next to or slightly behind them on their strong side (preferably) and be ready to render assistance or take control of the firearm immediately if required. P650 supervision requires full attention. The supervisor shall never take his/her eyes off the participant while ever they are in possession of a firearm, and shall never let themselves be distracted.

The use of any prohibited firearm is not permitted under a P650.

The person supervising a P650 participant is responsible for the safe keeping of any firearm(s) and ammunition used in P650 activities.

## **INCIDENTS**

### **Crossfires**

Shooters should only fire at targets directly in front of their firing Point. Cross firing on a range compromises the danger zone angles and may lead to a projectile escaping from the range danger zone. Targets are to be placed so the flight path of the projectile is through the target into the stop butt.

### **Hang Fires**

Hang Fires are not common however when this happens, the shooter is to keep the firearm pointing down range and do not open the action for a period of not less than 30 seconds. For Muzzle loading firearms follow up action will often be required to fire the round in the barrel. The shooter is to notify the Range Officer.

If a batch of ammunition is generating hang fires, the shooter is to cease using it and dispose of it safely. If the firearm itself is causing the problem, the shooter is to cease using it until it is checked by a suitably qualified person.

### **Case Separation**

If the head of the cartridge case is removed on extraction of the fired round leaving the front section of the case in the chamber, the bolt mechanism should be removed from the firearm when possible or the action locked open and the Range Officer notified before taking any remedial action.

### **Stuck Live Round**

A loaded cartridge is stuck firmly in the firing chamber of the firearm not allowing the bolt assembly to close or extraction to take place.

PROCEDURE: In the event of a shooter experiencing a jammed live round, the Range Officer is to be notified as soon as possible. If the stuck live round cannot be simply removed from the breech end of the barrel, the firearm is to be made safe and removed from the range for repair by a competent person. Under no circumstances is an attempt to be made to remove the round by insertion of a cleaning rod, or similar, from the muzzle or front of the cylinder. Where possible the firearm is to be made safe by removing the bolt.

### **EMERGENCY PROCEDURES**

If an EMERGENCY arises during a shooting period, the range officer is to call CEASE FIRE CEASE FIRE and follow procedures below to close the range.

In a medical emergency, the Range Officer may delegate another Range Officer or experienced member to complete the procedure for closing the range while he/she commences first aid (or vice versa, if the other Range Officer has greater first aid qualifications or knowledge).

### **Firearms accident/incident**

Accident/self-harm resulting in serious injury or death

- Administer first aid if applicable
- Call ambulance
- Call local police
- Close range and preserve the site for investigation, and
- advise all present that they must remain on site until police arrive
- Advise the Firearms Registry asap
- Document the accident/incident as soon as is practicable if not immediately
- Advise range approval holder asap
- Advise SSAA NSW

### **Firearms incident resulting in minor or no injuries**

Accidental discharge or firearm malfunction or catastrophic destruction

Administer first aid if applicable

- Call ambulance if situation requires
- Prepare a list of witnesses and advise those present that they may be called upon as a witness if situation requires
- Call local police if deemed necessary
- Advise the Firearms Registry if deemed necessary
- Document the accident/incident as soon as is practicable if not immediately
- Advise range approval holder asap
- Advise SSAA NSW if deemed necessary

### **Deliberate misuse of firearms**

- Call cease fire, clear firearm and remove offender from firing line
- Call local police
- Advise the Firearms Registry asap
- Document the accident/incident as soon as is practicable if not immediately

- Advise range approval holder asap
- Advise SSAA NSW

### **Fire/flood**

- Close range and evacuate if necessary
- Call the appropriate emergency services
- Fire, police or SES
- Advise range approval holder asap

### **Health incidents**

Heart attack, stroke, seizure, falls etc.

- Administer first aid if applicable
- Call ambulance if necessary

### **Emergency contact details** – (who to contact will depend on emergency)

- Ambulance - 000
- Local Police & Emergency (000)
- NSW Police Firearms Registry - 1300 362 562
- Fire brigade -000
- SSAA NSW – (02 7900 1555)

### **EVACUATION PROCEDURES**

**Fire/flood** - Close range and evacuate if necessary

- Call the appropriate emergency services
  - Fire, police or SES
- Evacuation routes
  - clearly marked with appropriate signage
  - Kept clear and well maintained
- Assembly areas
  - Clearly marked with appropriate signage
  - Kept clear and well maintained

### **LOCATION OF SAFETY EQUIPMENT**

- First aid kit(s)
  - In Club House near Defibrillator.
  - Pistol first aid kit is in the shed down at the pistol range.
- Fire extinguisher(s)
  - In Club House and firing lines – Signs clearly displayed.
- Telephone
  - Mobile Service Only.
- Defibrillator
  - An Automated External Defibrillator is located inside the club house on the wall to the left of the office entrance door.