

Target Shooting New Zealand

Generic Range Standing Orders Guide

18 April 2023

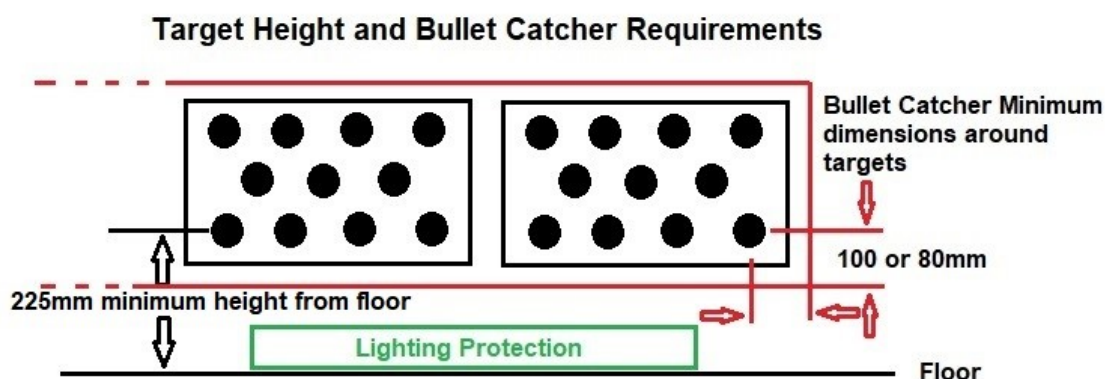
This guide is an attempt to standardise the information included in the Range Standing Orders (RSO) throughout TSNZ Clubs and Ranges. This guide has been assessed by the Clubs and Ranges Team of the Firearms Safety Authority (FSA) to ensure the major items will be included in any TSNZ Club RSO. Please contact a Shooting Range Inspector recognised by Police for any clarification necessary. Please refer to the TSNZ Range Manual for useful information.

The format is the same as the Police Shooting Range Manual RSO numbering system. Sections that do not relate to TSNZ shooting are noted as Not Applicable (N/A). Please leave the N/A section within your RSO. This will ensure the Clubs and Ranges Team will know you have considered it.

Some sections of the guide will need to include additional items that relate only to your club or range. Please **delete as much of the italic text as necessary**. They are guidance to what might be necessary within the box. Please ensure what is in each section is relevant to **YOUR range only**.

Keep the wording in your RSOs close to the wording and format in the guide. References to TSNZ rules must remain. If there are specific items required that may differ to TSNZ rulings they must be described.

It is important to comply with target heights, bullet catcher and back stop provisions in the range as these will be closely assessed by the Clubs and Ranges Team. Considerable discussion has occurred between TSNZ and Police over how TSNZ Cone of Fire should be assessed. Please see the new additional information in the TSNZ Range Manual. This is highlighted below. See Section 14.



Multiple Users of a Range

If a range is shared with other disciplines (Pistol or Deer Stalkers) it is important that only one RSO for a range exists. E.G. If a TSNZ Club is the SRO, then other clubs need to write their procedures and rules in the same format and attach it as an Annex to the SRO RSOs. The Safety and Ballistics rules must adhere to the SRO RSO stipulations.

If A Club wishes to permit the use of Pistols, the Cone of Fire must be considered.
Eg: Bullet Catchers may need to be larger.)

If Cadets use the range: "A Qualified Cadet RO must be on duty on the range".

ABC Miniature Rifle Club Range Standing Orders

The Shooting Range Operator (SRO) is responsible for producing the Range Standing Orders (RSOs).

1 Shooting range/multi-range site name

ABC Miniature Rifle Club (ABC MRC)

2 Names of individual ranges *(if applicable)*

ABC Miniature Rifle Club Range

3 RSOs date *(date RSOs were authorised)*

1 January 2023

4 Introduction

Information about the range

4.1 The ABC MRC was established in 1953 and moved onto its current site in 1969.

The legal title of the land on which the range is located, and any associated land affected by the range danger area *(if different)*

4.2 The club stands on land owned by the Wheelbarrow District Council.

The name of the landowner(s) or controlling authority that approve the use of their land as a shooting range

4.3 ABC MRC have a renewable 10 year lease from the Wheelbarrow District Council to occupy the land for use as a Rifle range. That lease expires on 37th February 2126, with right of renewal.

Hours of operation

4.4 Club night is Wednesday at 7pm and at any other time when needed for championship or representative matches, training or special groups.

5 Responsibility

Name of the SRO <i>(who is responsible for the overall safe operation of the range)</i>
5.1 ABC MRC Executive Committee. <i>(Write only positions here)</i>
The person in charge of the day-to-day administration, management, and maintenance of the range <i>(if not the SRO)</i>
5.2
6 Compliance with Range Standing Orders (RSOs)
<i>Statement directing that all range users must comply with RSOs</i>
6.1 All Organisations, Groups and Persons using this range must comply with these RSOs
<i>Describe the consequence of non-compliance with RSOs</i>
6.2 Failure to do so may result in their permission to use the range being removed. Any individual who may be in breach of these RSOs will be reported to the SRO.
7 Range Location
7.1 <i>Physical Street address of the range</i>
NZTM map sheet number and grid reference
7.2 <i>Should be two 7-digit figures as below (decimal places not required)</i> Topo50 Map No BL32 NZTM Reference E 123456, N 567899 (Or reliable street address)
8 Approved range users and priority of use
8.1 <i>List approved range users/organisations in their order of priority, e.g.</i> <ol style="list-style-type: none"> 1. ABC Miniature Rifle Club and its affiliated members 2. Member clubs of Target Shooting Wherever 3. Member clubs of Target Shooting New Zealand 4. Other users as approved by the ABC MRC committee 5. The range is not to be allocated for use by non-members or non-affiliated organisations without the authority of the Executive Committee of the ABC MRC 6. Public use of the range is restricted to visitors to the ABC MRC, who have the right of refusal for any visitor.
9 Warning flags and Danger Signs
<i>Locations of warning flags, Red Lights, Cones, Danger Signs and their use.</i>
9.1 Red Light(s) are used to control shooting on Indoor ranges. (TSNZ rule). Or Describe how your Warning Systems (Lights, Flags, Cones etc) work in the range environs.
Optional: A red light above the door to the range indicates shooting is in progress, and access to the range is not permitted.

Or.
 The range door will be locked while shooting is in progress to prevent access.
 Or
 A sign on the range door states that entry is not permitted while shooting is in progress.

10 Description of individual ranges, restrictions, and conditions of use (In numerical order)

- » *Where a range is designated an FDA or RDA range, a scale diagram of the range danger area is to be included as an annex (a scale diagram is not required for an NDA range)*
- » *The limitation of the danger area is to be clearly defined (RDA ranges only)*
- » *The range axis (direction of fire) is also to be clearly indicated in the scale diagram*

Range 1 (Number or name):	ABC Miniature Rifle Club Range
Range description	25yd or 20yd, indoor, No Danger Area range. See 17.
10.1	
Restrictions	1. 5.6 mm (0.22inch) calibre rimfire Long Rifle ammunition. Only bullets made of lead or similar soft material are permitted. 2. 4.5 mm (0.177inch) calibre projectiles (pellet) of any shape made of lead or other soft material are permitted. (List the firearms allowed on the range)
Conditions of use	<i>List the conditions of use specific to this range e.g., Range 1 must be closed for use when Range 2 is in operation.</i>

1. Access doors forward of the firing point must be locked before firing commences.

Firing Positions may include: (add or remove those that are not used)

1. Prone (supported)
2. Optional:
3. Benchrest
4. Kneeling
5. Standing
6. Prone unsupported

Progression for new shooters is from shooting off a rest thence to deliberate shooting once CofF is achieved. This shall also apply to Cadet shooting.

11 Range safety roles

Describe the arrangements for officers on duty and any other persons with a designated role for ensuring safety

- » *RSOs must state that an officer is on duty for each individual range when in use*
 - » *A shooting range operator of a certified shooting range must maintain for each year ending 30 June a record of the officers who are on duty at the shooting range from time to time during the year, who holds a firearms licence, and is appropriately trained in shooting range safety management.*
- The record must be retained for two years after the end of the year to which the record relates.*

11.1

An Officer on Duty (Range Officer) (RO) must be on duty whenever the range is in use.

The Range Officer shall be:

1. An experienced and qualified person approved by the Executive Committee. The RO must be knowledgeable of these RSOs before overseeing any shooting on this range.
2. The Range Officer on duty is responsible for recording in the Range book, their name, and the date they were on duty.

12 Range safety rules

Developed shooting activities must be reviewed for approval by the SRO before inclusion in RSOs. Police must be notified of any proposed amendment to RSOs for review of the current conditions of certification and approval.

Generic safety rules for the use of the range

12.1

All Target Shooting NZ Safety rules apply, refer to TSNZ Indoor rules. Excerpts include.

1. The Range Committee is responsible for overall safety. The Range Committee may establish further safety rules considered necessary for any particular venue.
2. The Range Officer is responsible for safety on the firing point and must ensure that the commands are obeyed and that all firearms are handled safely.
3. Any person who has consumed alcohol or other substance causing impairment which may render him/her unsafe to handle firearms, shall not participate in any shooting activity while under the influence of the alcohol or other substance causing impairment.
4. The actions of all rifles containing the bolt or lever action must remain open with a safety flag inserted at all times, except when on the firing point and until after the Range Officer has turned the red light off and given instructions to remove safety flags.
5. Rifles must only be loaded on the firing point with the muzzle pointing forward of the firing line after the appropriate instruction has been given by the Range Officer.
6. The final locking of the action shall not take place until the butt of the rifle is in contact with the competitor's shoulder and the muzzle is pointed in a safe direction towards the target(s).
7. When personnel are forward of the firing line rifles shall be unloaded with the actions open and the butts on the ground.

12.2 Range specific rules, may include e.g.

1. Firearms must not be left unattended in the preparation area.

13 New ammunition use

If a new ammunition type is proposed for use on the range, it must be approved by the SRO before inclusion in RSOs. Police must be notified of any proposed amendment to RSOs for review of the current conditions of certification and approval.

13.1 Any ammunition not listed in section 10 must be approved by the SRO for inclusion in these RSOs, and approved by Police before use.

14 Targets

Approved soft and hard target types to be used

14.1 Approved targets include

1. Paper targets
2. Electronic targets designed for 0.22 competition

Other options might include:

1. Biathlon Metallic targets for Air Rifle only
2. Frangible targets such as clay targets, lollipops etc for novelty shoots.

The correct placement of targets

14.2 All targets must be placed on the frames provided.

Approved target centre heights

14.3 Target frames are to be placed such that the bottom row of target centres is at least 225mm from the range floor. Ricochet or backsplash protected objects may encroach within the required 225mm. e.g. Range lighting protection. (This complies with the approved CofF requirement in the Police Shooting Range manual of +/- 10mils CofF for Rimfire Rifles.)

The procedure for approval and use of new targets

14.4 N/A

15 Steel targets

Provide instructions for the use of approved steel targets (if applicable)

15.1 Optional - Air Rifle metallic targets. e.g. Air Rifle Biathlon or Target Sprint.

16 Moving targets

Provide instructions for the operation of moving targets

16.1 N/A

17 Minimum safe engagement distances

List the minimum safe engagement distances by calibre, target type, composition of the backstop/bullet catcher material.

17.1

1. Air rifle targets 10 metres.
2. 0.22inch LR targets 20 yd, or 25 yd. Some ranges may be set out for both distances.
3. 50m or 100m for Outdoor ranges

18 Eye and hearing protection

Describe the rules for the use of eye and hearing protection

18.1

1. Hearing protection must be worn.
2. Eye protection is not required on this range.

19 Medical and emergency

Location of first aid/medical kit

19.1 There is a first aid kit in the

Describe a suitable method (cell phone/landline/radio) to contact emergency services

19.2 There is no landline in the range, use any available mobile phone. In an emergency dial 111 and ask for the required service. Our address is

20 Accident/incident procedure

Describe the procedure in case of an accident /incident on the range not involving a firearm or ammunition

20.1 Accident not involving a firearm

1. Cease firing
2. Ensure the scene is safe for all participants.
3. Render immediate first aid and assess the need for evacuation of the casualty to the nearest medical facility or onsite recovery by emergency services.
4. Notify a member of the Executive Committee

Describe the procedure in case of an accident /incident on the range involving a firearm or ammunition - Note: Section 58 of the Arms Act 1983 - Reporting of injuries caused by firearms, airguns, pistols, or restricted weapons, states that Every person who causes bodily injury to or the death of any person by the use of a firearm, airgun, pistol, or restricted weapon, shall, as soon as reasonably practicable, report the incident in person—
(a) at the nearest Police station; or
(b) to a member of the Police.

20.2 Accidents involving a firearm

1. Cease firing
2. Ensure the scene is safe for all participants.
3. Render immediate first aid and assess the need for evacuation of the casualty to the nearest medical facility or onsite recovery by emergency services.
4. Make no attempt to remove or strip the firearm
5. Notify the Police
6. Advise a member of the Executive Committee

21 Fire precautions and procedures

Evacuation procedure in the event of a fire

21.1 All precautions are to be taken to reduce the risk of fire in and around the range. Notify the Executive Committee of any concerns.

1. In the case of fire, dial 111, ask for Fire Services.
Our address is
2. Notify all occupants of the range, assist them to evacuate.
3. The evacuation point is

Location of onsite fire alarms and equipment

21.2

List locations of fire alarms if fitted, whether there are smoke detectors. Note, a cheap air horn makes a good fire alarm.

List locations of any fire extinguishers, but note that it should not be attempted to extinguish a fire unless it is minor and localised. Otherwise, evacuation is the best option.

Any relevant seasonal fire restrictions that must be complied with

21.3 N/A

22 Range Clearance

Describe the procedure for clearance of the range at the completion of the shooting activity

22.1 Examples:

At the completion of the days shooting.

1. Firearms left at the Club must have their bolts removed and locked separately in the bolt safe
2. Firearms are to be locked in the firearms cabinet and the locks tested.

3. All ammunition remaining on the premises must be locked in the ammunition safe, and the lock tested.
4. Other club equipment such as jackets, slings, and earmuffs must be placed in the appropriate areas.
5. Check the range and clubroom walking areas for any trip hazards and clear them if needed, so the range is ready for next use.
6. Turn off the lights and any electronic equipment.
7. Lock the range door and check the lock.

23 Unauthorised access and/or use of the Range

Describe the procedure for the managing any unauthorised access and/or use of the range

23.1 The range is only available to ABC MRC members and those authorised by the ABC MRC committee

1. State if written or verbal authorisation is required.
2. Any individual or organisation not authorised to use the range may be asked to leave the range immediately.
3. Any refusal to leave should be reported to the Police as soon as possible.

24 Cone(s) of Fire (CoF)

List all the approved cone(s) of fire for each range

24.1 The cone of fire applicable to TSNZ ranges is +/- 4.5 mils, which equates to (select as appropriate for your range)

- +/- 80 mm at 20 yards
- +/- 100 mm at 25 yards
- +/- 200 mm at 25 yards
- +/- 220 mm at 50 metres
- +/- 400 mm at 100 yards
- +/- 440 mm at 100 metres

25 Inability of the shooter to achieve Cone of Fire

Describe the procedure on how the shooting range operator validates and monitors the ability of a shooter to achieve and maintain the approved cone of fire, and the corrective actions if a shooter is unable to do so

25.1 Should a shooter be unable to achieve Cone of fire (CofF), they should be given intensive one on one coaching and attempts made to determine why they cannot achieve CofF. If they are still unable to achieve CoF they must not be permitted to continue shooting.

26 Unlicensed or inexperienced shooters

Describe the procedure(s) used to manage an un-licensed or inexperienced shooter on the shooting range

26.1 On their first visit to the range unlicensed and inexperienced shooters will be given instruction and immediate supervision from a club member approved by a member of the Executive committee and shall shoot on a rest until the CoF is achieved. Following this the appropriate level of ongoing supervision will be determined, noting that Police regulations require that unlicensed shooters are required to be supervised at all times.

27 Test firing

Describe the procedure(s) used to approve and manage test firing of firearms and ammunition

27.1 Test firing requires approval of the RO.

If a test rig is used for bench testing ammunition, targets must be aligned so that all shots fall within the confines of the bullet catchers.

28 Air danger height (ADH)

28.1 N/A for indoor ranges

28.2 N/A

28.3 N/A

29 Range maintenance plan

A schedule of regular maintenance checks of the range(s) e.g., detailing the criteria for the refurbishment of the bullet catcher fill material (if applicable), and for the purpose of certification, the standard of the range maintenance will be assessed against the range maintenance plan

29.1

1. Bullet catchers will be assessed for wear at the end of each season, and repairs made as necessary.
2. If backslash is observed on any targets the bullet catcher should be checked for issues, and if necessary, that Firing Lane (mound) not used until the issue is fixed.
3. Sufficient maintenance is regularly required to maintain a clean range.
4. List procedures for, and frequency of range cleaning as required.

Clubs sharing public halls, or buildings with other users occupying the range area, will need to detail in this RSO the regular cleaning regime to be carried out. E.g. At the end of each shooting session.

(See TSNZ Range Manual "Maintenance")

30 Children (minors)

Rules for supervision of children (minors) on the range

30.1

1. Children under the age of 13 are not permitted forward of the firing point (TSNZ rule)
2. Optional – clubs may set a minimum age, and/or require them to be accompanied by an adult.

31 Health and hygiene

Rules for health and hygiene procedures (e.g. washing hands before handling food after shooting)

31.1

1. Lead dust is an issue all shooters need to be aware of
2. After shooting, wash hands before eating or drinking
3. No food to be consumed on the range (consider if personal water bottles are permitted)
4. List procedures for operation of extraction fan(s) if installed.
- 5.

32 Domestic animals

Rules for allowing domestic animals on the range

32.1

1. Domestic animals are not permitted in the clubrooms or range

Or

2. Domestic animals are permitted in the clubroom with approval from the Executive Committee. No animals are permitted on or forward of the firing point.

33 Additional headings

Any other information necessary for inclusion in the RSOs for the safe management and operation of the range

33.1

34 Amendment to RSOs

Describe the procedure for amendments to these RSOs

34.1 The shooting range operator must have prior approval from Police before making any change to the range standing orders that will or may affect the ballistic characteristics, operation, or safety of the range. Amendments approved by NZ Police are to be included in the RSO's and the authorised version is to be displayed on the club notice board and be made accessible to all range users.

35 Authorisation of RSOs

The Shooting Range Operator is to authorise the RSOs by inserting the date the RSOs were approved.

35.1 These RSOs are approved by the Club President of the ...(Rifle Club or SRO).....

(Date Approved)

36 Distribution list

36.1 All ABC club members

- Club notice board
- Club Range Certification File
- All range users group

37 Annexes *(if required to supplement the main body)*

A. Range layout and location

A Google Earth image or Topo50 Map image indicating a plan view of the range(s) including flag locations.

Annex A:

B. Range danger area

A scale diagram illustrating the FDA/RDA including the boundary of the land approved for use as a shooting range, not required for an NDA range. This diagram must also list the grid reference(s) to the firing point/firing line/firing box, range axis, left and right of arcs (if applicable), the ammunition danger area template used.

Please contact an approved Police Shooting Range Inspector for assistance when applying for certification of an Outdoor Range.

Annex B:

C. Additional shooting organisations

Where more than one shooting organisation uses the range, specific rules for their discipline can be added as an annex. They must not contradict these RSOs. The annex must be reviewed and approved by the SRO for inclusion in these RSOs.

Annex C:

D. Any other relevant information

Information, tables and images that are more suited to be included as an Annex to reduce clutter in the main body of the RSOs.

Annex D: