




Target Shooting New Zealand Inc

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Indoor Range Officers' Training Course

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TSNZ Indoor Range Officers' Training Course

AIM of this Course:

1. To teach TSNZ Members to become effective and safe Range Officers for INDOOR ranges and events.
2. To certify TSNZ Members as TSNZ Indoor Range Officers, following successful completion of an Indoor Range Officers' Certification Test.
3. To enable trained and certified Range Officers to be used on TSNZ ranges and during TSNZ events. This is to ensure proper safety measures and TSNZ Rules are followed at all times and events are held in a fair and equitable manner no matter the Club, Association or location.

This course will provide information to enable TSNZ Members to gain certification as TSNZ INDOOR Range Officers. Note that wherever "Range Officer" or "RO" is used in this course it should be taken to mean a Range Officer for Indoor shooting and Indoor ranges only, as Outdoor and Air Rifle Range Officer duties differ to Indoor duties in some areas.

ADDITIONAL RESOURCES used: These can be downloaded from the TSNZ website – www.tsnz.nz

- TSNZ Constitution and Rules (1 January 2021)
- NZ Police Arms Code (2013)

Topics Covered in this Course:

3	Role and Key Duties
4	Responsibilities – General and during Competition
5	Requirements and Restrictions
6	Tips for being an effective RO
6	On the Range
7	The Range Committee / Rights of Appeal
8	Failure to Obey RO Commands
8	Powers of the RO
9	Preparing to shoot a Squad / Detail
10	Running a 10 shot match
11	Running a 20 shot match
12	Running a COMBINED 10 and 20 shot match
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18	TSNZ Support for Range Officers
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The ROLE of a TSNZ Range Officer is extremely important - this is not a job that can be given to just anyone in the Club.

A good Range Officer is a competent sensible person who is familiar with current TSNZ Rules.

A good Range Officer should have a voice loud enough to be heard by shooters wearing hearing protection, or have a way of enhancing their voice if this is needed (eg microphone/speaker).

A good Range Officer should be confident enough in their abilities to take control of all the shooters and others within their range environment.

All TSNZ Clubs and Associations should have a pool of trained Range Officers that they can use for informal (Club) or formal (Competition) situations.

Some Range Officers may only be comfortable managing Club activities, while others will have no problem with running Open Championships or NZ events. A good Range Officer will know their own limitations and make sure they work within them.

**NOTE – the small numbers shown in brackets throughout this Course are TSNZ Rule numbers
eg (2.6.9)**

TSNZ Range Officers have **THREE KEY DUTIES:**

1. **SAFETY** - Maintaining **SAFETY on the Firing Point** - of shooters, range officials, spectators. (2.2.3)
2. **FAIRNESS** - Ensuring **TSNZ Rules are followed** - match conditions, timing, equipment, clothing. (2.4.1.2, 2.10.2.5)
3. **FEEDBACK** - Advising the **RANGE COMMITTEE** of any issues that have arisen in a competition setting. (2.10.2.8)



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A TSNZ Range Officer is RESPONSIBLE FOR:

- Ensuring that any un-licenced shooter is adequately supervised by a holder of a current NZ Firearms Licence according to the Arms Act 1983 and any amendments (2.10.2.2). This could mean allowing new unlicenced shooters to have a coach next to them on the mound.
- Turning the range RED LIGHT ON at any time when shooting is NOT permitted. (2.10.2.3)
- Checking the correct shooters are present on the range prior to the commencement of shooting according to the Squad/Detail List provided to them.
- Giving the commands "SHOOTERS LOAD", "SHOOTERS START", "SHOOTERS STOP AND UNLOAD", "SHOOTERS CLEAR ACTIONS AND INSERT SAFETY FLAGS", and other necessary commands. (2.10.2.4)
- Keeping the match time and providing the correct time calls. (2.10.2.5)
- Responding promptly to any abnormal condition or incident notified by competitors or other people on the range. (2.10.2.5)
- Recording any abnormal incidents on the Range Squad/Detail List.
- Verifying all actions are clear and safety flags are inserted before rifles are taken from the firing point. (2.2.13)

In addition, during a COMPETITION the RANGE OFFICER is RESPONSIBLE FOR:

- Checking equipment, accessories, and clothing are complaint with TSNZ Rules for that particular competition and recording any issues on the Range Squad/Detail List for referral to the Range Committee. (2.4.1.2, 2.10.2.8)
- Ensuring anyone shooting in consecutive squads/details (including practice then match squads/details) physically leaves the firing point between the squads/details i.e. stands up and moves to the back of the firing line before resuming their position for the next squad/detail. (2.11.7.1)
- Ensuring no shooter is unfairly disturbed by other shooters. (2.1.2)
- Ensuring any coaches, spotters, or any others able to be present remain at the rear of the firing point only and do not disturb other shooters. (2.2.1, 2.11.6)



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The REQUIREMENTS OF A TSNZ Range Officer - the Range Officer MUST:

- Be the holder of a current NZ Firearms Licence (2.10.2.1)
- Be a current Financial Member of a TSNZ Club or Association (for Liability Insurance purposes)
- Be well acquainted with and understand TSNZ Rules
- Be familiar with the STANDING ORDERS and EMERGENCY PROCEDURES of the range (s) he/she is operating
- Wear hearing protection during shooting (2.2.15)

A TSNZ Range Officer must be willing and able to:

- Ensure range commands are obeyed and that the safety rules are followed (2.2.3)
- Command any person who acts in an unsafe manner or fails to respond to the commands of the Range Officer to stop firing immediately (2.10.2.6)
- Report any unsafe or unresponsive behaviour to the Range Committee for their consideration (2.10.2.8)

RESTRICTIONS - A TSNZ Range Officer:

- does not provide coaching unless specifically asked in advance and then to C- or D- graders only and only if this can be done without affecting normal Range Officer duties.
- does not provide spotting advice unless specifically asked in advance, and then only if this can be done without affecting normal Range Officer duties.
- does not give advice on events such as overloads, missed targets, number of shots fired, even if asked – it is up to the shooter to manage these themselves.
- is only required to provide the standard time calls (2.10.2.4, 2.11.8.3), which are:

10 shot match – at six minutes, and two minutes to go

20 shot match – at 10 minutes, and two minutes to go



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TIPS for being an effective Range Officer:

- Speak loudly and clearly - remember that shooters are wearing hearing protection so you will need to be even louder than normal. If you do not have a loud voice you should enhance it in some way, eg use a speaker system.
- Make sure shooters in all parts of the range can hear you:
 - If the range is divided into separate areas repeat instructions in both areas or have an Assistant Range Officer present to relay the commands.
 - Be sure that instructions for shooters in the top and bottom levels are not blocked by the top level's flooring construction.
- Do not change key commands into a conversation:
 - keep to the standard wording provided (2.2.112, 2.2.13, 2.10.2.4, 2.11.8.3).
 - while shooters will be listening out for key terms such as "SHOOTERS START", they probably won't hear, or may not understand, wording such as "OK, you can get going now, whenever you're ready".

On the Range:

All TSNZ ranges will have a dedicated area for the Range Officer behind the firing line.

This area should have:

- a flat surface on which to rest a spotting scope
- a chair
- a timer
- a spotting scope
- hearing protection
- squad/detail lists
- pen(s).
- a RED LIGHT switch – easily accessible if not directly in the Range Officer area.

There may also be a Range Officer's vest to wear – usually fluoro coloured and marked with RANGE OFFICER on the back.



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THE RANGE COMMITTEE:

A Range Committee is a group of Club or Association members responsible for competitions run by any TSNZ Club or Association. They:

- are completely separate to, and independent of, the Range Officer
- verify the competence of any officials under its control (eg Range Officer) (2.10.1.3)
- control TSNZ Competitions (2.10.1.1)
- are a group of at least three people (2.10.1.1)
- are appointed in advance of the competition
- arbitrate on any matter arising during the competition (2.10.1.1)
- are responsible to ensure the safety rules of TSNZ are followed (2.10.1.2)
- must consider the ethics of good sportsmanship and the intent of the TSNZ Rules so that fair and equal conditions are provided to all competitors, as far as is practicable (2.10.1.4)
- must not have any competitors present at any discussion on matters concerning those competitors (2.10.1.5)
- must allow a competitor to state their individual case prior to concluding proceedings and making decision (2.10.1.5)
- must allow a Team Captain or Manager in the case of team events to state their case prior to concluding proceedings and making a decision (2.10.1.5)
- have the final say in any dispute (2.10.1.1), subject to the RIGHT OF APPEAL as follows:

RIGHT OF APPEAL:

Any Member of TSNZ has the right to refer any matter, or appeal any local ruling, to the TSNZ Executive, which shall be the final arbiter on disputes and matters of interest. These referrals or appeals will be considered by reasons of natural justice and interpretation of the intent of the TSNZ Indoor Rules and **must be received by the TSNZ Executive within 28 days** of the matter occurring or receipt of the local ruling. (2.1.5)

Reporting - the Range Committee or Club or Association officials should **report any firearms safety incidents/accidents** to the TSNZ office as soon as possible after they occur. This is so the Executive can be made aware to properly control any publicity that may ensue and can alert their Liability Insurer of any potential claims.



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FAILURE TO OBEY THE RANGE OFFICERS COMMANDS

The Range Officer has full and total control at the firing point and it is his/her duty to enforce safety and discipline - everyone in the firing point area must follow his/her commands. (2.2.3)

Anyone who **fails to respond to the commands** of the Range Officer shall be required to **stop shooting immediately** and **may be asked to leave the firing point**. In a competition situation the matter would then be reported to the Range Committee for consideration. (2.2.4)

All TSNZ Members have a duty to assist and encourage enforcement of the Range Officer's commands. (2.2.1)

POWERS A RANGE OFFICER HAS

A Range Officer has the power to:

- **permit any shooter to leave the firing point** once their rifle has been made safe
- **interrupt shooting at any time in the interests of safety** (2.10.2.6)
- instruct all shooters to **immediately stop shooting and make their rifles safe** by placing the butts on the mound and/or replacing their safety flags (2.2.9, 2.2.12)
- instruct anyone to **cease any behaviour that constitutes bad sportsmanship** eg kicking or in any other way interfering with a neighbouring shooter (2.1.2)
- ask anyone to **silence or remove their cellphone** from the firing point (2.1.2)
- **order from the firing point** any competitor whose behaviour or equipment constitutes a **risk to safety** (2.10.2.7)
- **inspect and refer to the Range Committee** any competitor whose **equipment, accessories, apparel, or position** are suspected of **contravening the TSNZ Indoor Rules** (2.10.2.8, 2.6)

IMPORTANT NOTE – No competitor can be penalised or disadvantaged by following instructions given to them by the Range Officer (2.10.2.9)



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PREPARING TO SHOOT A SQUAD / DETAIL:

Exactly how and where shooters enter and leave the firing point will depend upon range construction and is likely to be different at different ranges. Specific instructions on this may be included in the Range STANDING ORDERS, and Range Officers should become aware of this before taking charge of any range.

The following should apply to all TSNZ ranges:

Shooters can enter the firing points when called and while the **RED LIGHT IS ON**. All shooters must have safety flags visible in the actions of their rifles.

At this time shooters can place their rifles, mats, scopes, ammunition etc on the mound but they **CANNOT** attach rifles to slings or get into the full prone position with their rifle. (2.2.7)

The Range Officer **checks all shooters are present and on correct firing points** according to the Squad/Detail List provided to him/her.

If anyone is present who should not be there, the Range Officer can ask them to leave, or allow them to stay and shoot in that squad/detail. If they leave, they should take all their gear with them, unless they are shooting in the following squad/detail and there is no one who needs to shoot on that mound in the current squad/detail, in which case the Range Officer may allow them to leave their equipment there. If they are to stay, the RO **MUST** add their name to the squad/detail card so that markers will know who has shot on that mound.

If anyone is missing the Range Officer calls their name and can allow time for them to arrive before the squad/detail starts. However this additional time should be **SHORT** and should not inconvenience any of the other shooters who are present on time.

WHEN all checks as above are done AND

it is clear there is no one forward of the firing line (eg at the target area) **AND**

any other Range Standing Order requirements have been met (eg doors locked etc),

the Range Officer can switch off the Red Light, and tell the shooters

"THE RED LIGHT IS OFF, YOU MAY NOW GET INTO POSITION AND REMOVE SAFETY FLAGS".



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TO RUN THE SQUAD / DETAIL: RANGE OFFICER CALLS – FOR A 10-SHOT MATCH:

Start reading this out AFTER the RED LIGHT has been turned OFF and while the shooters are getting into position.

While you're getting ready, **this is a 10-shot match.**

You have 12 minutes in which to complete the match.

There will be time calls at 6 minutes, and 2 minutes to go.

You have 2 compulsory sighters plus a third optional.

Report any malfunctions or crossfires onto other shooters' targets to the Range Officer as they occur.

Report any overloads onto your own targets to the Range Officer at the end of the match.

You are reminded that the final closing of the action must be with the rifle on the shoulder, pointed in a safe direction down the range.

You now have one minute to fire warmers – WARMERS ONLY – **FROM NOW**

[After 1 minute, or if it is clear there are no further warmers] SHOOTERS STOP

All actions should be open and empty now. Is any shooter not ready?

SHOOTERS LOAD.

SHOOTERS START [start the timer]

[After 6 minutes] 6 MINUTES TO GO

[After 10 minutes] 2 MINUTES TO GO

[After 12 minutes] SHOOTERS STOP.

SHOOTERS, CLEAR ACTIONS AND INSERT SAFETY FLAGS.

(NOTE - There may also be specific range instructions to give on the removal of brass, this will depend on each range's arrangements.)

RO checks all rifles have safety flags inserted.

YOU MAY NOW LEAVE THE MOUND

If you are shooting in the next squad/detail, you must move behind the firing line before getting ready to shoot again.

IMPORTANT NOTE – A rifle is considered to be LOADED when a live round is on the loading ramp or in the breech even if the bolt/lever is still open.



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TO RUN THE SQUAD / DETAIL: RANGE OFFICER CALLS – FOR A 20-SHOT MATCH:

Start reading this out AFTER the RED LIGHT has been turned OFF and while the shooters are getting into position.

While you're getting ready, **this is a 20-shot match.**

You have **22 minutes** in which to complete the match.

There will be time calls at 10 minutes, and 2 minutes to go.

You have 2 compulsory sighters plus a third optional.

Report any malfunctions or crossfires onto other shooters' targets to the Range Officer as they occur.

Report any overloads onto your own targets to the Range Officer at the end of the match.

You are reminded that the final closing of the action must be with the rifle on the shoulder, pointed in a safe direction down the range.

You now have one minute to fire warmers – WARMERS ONLY – **FROM NOW**

[After 1 minute, or if it is clear there are no further warmers] - SHOOTERS STOP

All actions should be open and empty now. Is any shooter not ready?

SHOOTERS LOAD.

SHOOTERS START [start the timer]

[After 12 minutes] 10 MINUTES TO GO

[After 20 minutes] 2 MINUTES TO GO

[After 22 minutes] SHOOTERS STOP.

SHOOTERS, CLEAR ACTIONS AND INSERT SAFETY FLAGS

(There may also be specific range instructions to give on the removal of brass, this will depend on each range's arrangements.)

RO checks all rifles have safety flags inserted.

YOU MAY NOW LEAVE THE MOUND.

If you are shooting in the next squad/detail, you must move behind the firing line before getting ready to shoot again.

IMPORTANT NOTE – A rifle is considered to be **LOADED** when a live round is on the loading ramp or in the breech even if the bolt/lever is still open.



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TO RUN THE SQUAD / DETAIL: RANGE OFFICER CALLS – FOR A COMBINED 10 & 20 SHOT MATCH:

Start reading this out **AFTER** the RED LIGHT has been turned OFF and while the shooters are getting into position.

While you're getting ready, **this is a 10-shot AND a 20-shot match.**

10-shotters have 12 minutes in which to complete the match with time calls at 6 minutes, and 2 minutes to go.

20-shotters have 22 minutes in which to complete the match with time calls at 10 minutes and 2 minutes to go.

All shooters have 2 compulsory sighters plus a third optional.

Report any malfunctions or crossfires onto other shooters' targets to the Range Officer as they occur.

Report any overloads onto your own targets to the Range Officer at the end of the match.

You are reminded that the final closing of the action must be with the rifle on the shoulder, pointed in a safe direction down the range.

You now have one minute to fire warmers – WARMERS ONLY – **FROM NOW**

[After 1 minute, or if it is clear there are no further warmers] SHOOTERS STOP

All actions should be open and empty now. Is any shooter not ready?

SHOOTERS LOAD. SHOOTERS START [start BOTH the 12 minute and the 22 minute timer]

[After 6 minutes] The 10 shot match has 6 MINUTES TO GO

[After 10 minutes] The 10 shot match has 2 MINUTES TO GO

[After 12 minutes] 10-shot match SHOOTERS STOP.
The 20 shot match has 10 MINUTES TO GO

[After 20 minutes] 2 MINUTES TO GO

[After 22 minutes] SHOOTERS STOP.

SHOOTERS, CLEAR ACTIONS AND INSERT SAFETY FLAGS.

(NOTE - There may also be specific range instructions to give on the removal of brass, this will depend on each range's arrangements.)

RO checks all rifles have safety flags inserted.

YOU MAY NOW LEAVE THE MOUND.

If you are shooting in the next squad/detail, you must move behind the firing line before getting ready to shoot again.



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WHEN THINGS GO WRONG – What to do when A SHOOTER:

- **Claims they have a malfunction** – first ask the shooter to give you details of the situation. You can give basic advice eg to check if the safety is on.

What happens next depends on if the malfunction is ALLOWABLE or not. (2.11.11.1 - 2)

ALLOWABLE MALFUNCTIONS:

If the bullet has failed to leave the rifle when the trigger is pulled the malfunction is allowable and the shooter can choose to withdraw from that squad/detail and complete the card later.

This includes if the situation is due to a defective cartridge.

The rifle should be made safe and the shooter should remain on the mound until the squad/detail has finished. Make a note on the squad/detail card of the withdrawal.

When that squad/detail has finished the shooter may rectify the fault or may choose to use a substitute rifle to complete their card. The partially shot card should be re-hung in the squad/detail of their choice. To complete the card the shooter is allowed one sighting shot into the original sighting diagram, then the time is started giving the equivalent of one minute per remaining counting shot to complete the card. The total score from the two periods of shooting will be applicable, however the shooter CANNOT shoot an entirely new card.

NON-ALLOWABLE MALFUNCTIONS:

If the bullet has left the rifle but does not hit any target for any reason, this is NOT an allowable malfunction. Check there is no projectile stuck in the barrel if the shooter was confident the bullet should have hit the target.

The shooter cannot shoot an extra shot to compensate. If they choose to withdraw, they cannot complete this card later and the score as shot when the malfunction occurred will be applicable.

If any accessories or other equipment (eg sling, scope, sights, setup of tuner etc) have failed but the bullet can still leave the rifle, this is NOT an allowable malfunction.

The shooter should continue in the squad/detail **as long as this can be done safely**. The shooter is not allowed any additional time if they want to make any changes to their equipment. If they choose to withdraw, they cannot complete this card later and the score as shot when the malfunction occurred will be applicable.

If the shoot cannot be continued safely, the Range Officer must advise the shooter to stop shooting and make their rifle safe. The shooter may be allowed to leave the mound at the RO's discretion and as long as this complies with the range Standing Orders

In all cases above of non-allowable malfunctions, make a note on the squad/detail card of the situation.



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WHEN THINGS GO WRONG (continued) – What to do when A SHOOTER:

- **Overloads** - i.e. puts more than one shot into one or more of their own counting diagrams. (2.8.1.9.4)

When you see it make a note of this on the squad/detail card for that shooter. The shooter will get the full value of all the shots minus 1 penalty point, so there is no need to identify which shot is the overload.

Do not advise the shooter that they have overloaded if they do not tell you that they have done so.

- **Cross-fires** - i.e. puts a shot into any other shooters target card instead of their own. (2.8.1.9.5)

When you see it make a note of this on the squad/detail card for BOTH shooters. If possible, include a description of the cross-fired shot so it can be identified by the markers (eg top left 9 at 3 o'clock = Xfire from Mnd 3). If the cross-fired shot cannot be identified, the receiving shooter will be credited the higher score and the other shooter will receive the lower score minus 2 penalty points. If the cross-fire can be identified each shooter will receive their own score, with the shooter making the cross-fire receiving a 2 penalty point deduction.

Do not advise the shooter that they have cross-fired if they do not tell you that they have done so.

- **Puts a sighter into a counting diagram** – when you see it make a note of this on the squad/detail card for that shooter. If possible, include a description of the overloaded shot so it can be identified by the markers (eg top left 9 at 3 o'clock = 1st sighter). (2.8.1.9.2)

If the shooter tells you they have put their sighter into a counting diagram - advise them to continue by putting any further sighters into the sighting diagram then to shoot around the card as normal.

If the shooter does NOT tell you they have put their sighter into a counting diagram - continue to watch that shooter to see where the next shot goes. If the 2nd and 3rd shots are put into the sighting diagram then there is no need for further notes, but if the 2nd shot is put into the same or any other counting diagram make a note of this as it will be need to be identified as the 2nd sighter. The 3rd and any further shots will then be marked as counting shots.

TSNZ Rules state a **shooter MUST fire at least 2 sighting shots**, so the first 2 shots must be classified as sighters no matter what diagram they are shot on. A **third sighting shot is optional**, so the third shot must be classified as a counting shot if it is shot on any diagram other than the sighting diagram. (2.11.9.1)

TSNZ Rules state that the **designated sighting diagram** is the centre diagram on an eleven-diagram target, and that where multiple targets are used all but one of the sighting diagrams shall be defaced in a manner that can be seen by the naked eye from the firing point (eg crossed over or a sticker placed on it). The Rules do not specify which of the two cards in a 20-shot match should have the sighting diagram on it, only that the cards be hung side by side horizontally. (2.11.9.2)



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WHEN THINGS GO WRONG (continued) – What to do when A SHOOTER:

- **Puts fewer than two sighters into the sighting diagram** – when you see it make a note of this on the squad/detail card for that shooter. If possible, make a note of where shots were placed so they can be identified by the markers (eg top left 9 at 3 o'clock = 2nd sighter). (2.8.1.9.2 iv)
- **Puts more than three sighters into the sighting diagram** – when you see it make a note of this on the squad/detail card for that shooter. It is not necessary to identify the extra shots as the three highest shots on the sighting diagram will be marked as the sighters. (2.8.1.9.2)
- **Puts more shots into a target card than required** – when you see it make a note of this on the squad/detail card for that shooter. It is not necessary to identify the extra shots as the highest shot(s) on the card will be deducted along with 2 penalty points given for each extra shot. (2.8.1.9.3)
- **Hasn't finished shooting when the time expires and STOP is called** – DO NOT allow any extra time for the shooter to finish. Continue the usual process of finishing the squad/detail. (2.11.8)
- **Has equipment, accessories, apparel or a position that appears to breach TSNZ Indoor Rules** – you can inspect the item(s) more closely but only without unduly disturbing this or any other shooter.

If you notice the issue during setup time you can speak to the shooter and give them the chance to correct the issue before shooting. If they choose to withdraw from the squad/detail rather than make any change, you can allow this. Make a note on the squad/detail card of the situation.

If you notice the issue after shooting starts you should speak to the shooter when the squad/detail is finished and advise them what needs to be corrected before they shoot again. Make a note on the squad/detail card of the situation.

In a formal competition any suspected breach of TSNZ Rules should be referred to the Range Committee (2.11.1), and it is then up to the Range Committee to rule on the severity of the situation and what, if any, penalty should apply. The shooter should be advised that this will be happening.

In an informal situation (eg Club shooting) any suspected breach of TSNZ Rules should be discussed with the shooter and/or their coach/mentor so as to educate them to improve.

- **Has a medical emergency** – instruct all shooters to stop shooting and make their rifles safe, and turn on the red light. Make a note of the time remaining in the squad/detail when the stoppage occurs.

Deal with the medical emergency as needed. The squad/detail can then be restarted with the time remaining PLUS one minute, during which all shooters will be allowed one sighting shot prior to re-commencing their counting shots.

- **Acts unsafely OR does not obey Range Officer instructions or the RED LIGHT system** – insist they stop shooting and make their rifle safe. They can be asked to immediately leave the firing point. The incident should be reported to the Range Committee. (2.2.4)



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WHEN THINGS GO WRONG – What to do when THE RANGE OFFICER:

- **Doesn't start the timer** – start the timer AS SOON AS you are aware of your error. If you know how long the match has been running then adjust for the late start of the timer and continue as normal. If you have no idea how much time has passed, carry on with full match time starting from when the timer was actually started.
- **Misses making time calls at the correct time** - As soon as you notice you have missed a time call, call out exactly whatever time is remaining (eg "1 Minutes 20 seconds to go" instead of the usual "2 Minutes"). The 10 or 20 shot matches will still finish in the usual 12 or 22 minutes.

All shooters are able to have their own timers with them on the firing point, and any shooter who shoots slowly, has difficulty hearing time calls, or regularly takes most of the time available should do this to help them manage their time properly. However no matter what the shooter's timer says, the official match time is always that which is managed by the Range Officer.

- **Calls STOP before the match time is up and a shooter has not finished** - immediately restart the match timing and advise the shooter to continue. Allow the completion of the usual match time.
- **Doesn't make notes of issues on the squad/detail card** – explain any issues to the markers and/or the Range Committee, before the cards are marked if possible. If you don't do this, a shooter's score may be penalised incorrectly.

ALL THE FOUR ISSUES ABOVE ARE PURE RANGE OFFICER ERROR.

THEY ARE ALL COMPLETELY UNFAIR TO THE SHOOTER(S).

**Any Range Officer who continues to make errors of this type
should stand down from the position.**



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WHEN THINGS GO WRONG – What to do when RANGE ISSUES OCCUR:

- **Range staff need to go forward of the firing line for any reason** – turn on the red light, advise all shooters to stop shooting and to make their rifles safe by inserting safety flags and placing their rifle butts on the ground. When ALL shooters have done this, advise the range staff they are clear to move forward. (2.2.9)
- **A target or lighting for one shooter malfunctions** – advise the shooter to stop shooting, make their rifle safe by inserting their safety flag, and wait on the mound until the squad/detail has finished. They will then be able to complete the card in a later squad/detail without penalty, with one sighter plus one minute per counting shot remaining (in the same manner as an allowable malfunction completion). (2.11.11.3)
- **Targets or lighting for the entire squad/detail malfunction(s)** – turn on the red light, advise all shooters to stop shooting and make their rifles safe by inserting their safety flags. Make a note of the time remaining when the stoppage occurs.

If the problem can be fixed in a reasonable time the entire squad/detail can then be restarted using the remaining time PLUS one minute, during which all shooters will be allowed one sighting shot prior to re-commencing their counting shots.

If the problem cannot be fixed in a reasonable time, the squad/detail will be abandoned and any scores shot discarded. All shooters will then be able to shoot in a replacement squad/detail. (2.11.11.5)

- **The red light malfunctions** – if the red light **fails to turn OFF**, shooting cannot commence until it is fixed (2.2.6-7). If the red light **fails to turn ON**, shooters should be advised that this has happened and when required give clear verbal instructions to stop shooting and make rifles safe. Be aware of any shooters who may have extra hearing issues, and remember that all shooters will be wearing hearing protection, so give **LOUD** instructions.
- **A blowback occurs** – any lead or other matter that blows back towards the shooters from the target area can be dangerous. If it appears to be a danger instruct the shooter(s) whose rounds are causing this to stop shooting and make their rifle(s) safe, and tell them that they will be able to complete their shoot later without penalty (in the same manner as an allowable malfunction). Make a note of this on the squad/detail card.

Advise the Range Committee of the situation, and have the target area(s) where blowback has occurred checked and fixed if possible. If there is an issue that cannot be fixed immediately, do not allow the mound(s) to be used.

- **Earthquake / Fire / Evacuation** – turn on the red light and instruct all shooters to stop shooting and make their rifles safe. Check rifles are safe, then allow shooters to leave and **follow the range's Emergency Procedures**.



TSNZ Indoor Range Officers' Training Course

SUPPORT FOR TSNZ RANGE OFFICERS:

Acting as a Range Officer should be something that is not entered into lightly – after all, the Range Officer is responsible for the physical safety of all those individuals on their firing point. TSNZ understands that this in turn may raise some concerns about how the Range Officers themselves are supported and protected.

LIABILITY INSURANCE:

Target Shooting NZ holds two liability insurance policies that will cover Range Officers in the course of their usual activities within our Affiliated Associations and Clubs:

- a General Liability Insurance policy that provides up to \$5,000,000 for any one occurrence to indemnify for legal liabilities arising from personal injury or property damage;
- a Combined Liability Insurance policy that provides up to \$1,000,000 for any one occurrence to indemnify for penalties under any Statutory Acts, plus defence costs of these.

Any Range Officer or Club / Association official or member who becomes aware of any incident that could become a claim under these liability policies, no matter how remote, should immediately contact the TSNZ Office. The policies exist to help you, our Members, and we will help you through any issues that may arise with them.

INDOOR COMMITTEE:

The TSNZ Indoor Committee is a small group of enthusiastic Members who meet monthly (remotely or in person) to discuss any and all issues related to Indoor shooting. The Indoor Committee is completely independent of the TSNZ Executive, and Range Officers can talk to them about anything they may wish to. Contact details for the Indoor Committee are on the TSNZ website.

TSNZ OFFICE:

There are many ways the TSNZ Office can support Range Officers, such as arranging *ZOOM* discussions and meetings, online *FOCUS* sessions and recordings, printed or other resources such as TSNZ Rules, items in the *TSNZ INSIGHTS* email newsletter that goes to all members monthly, liaising between Clubs and Associations, or even just as a friendly ear if you have issues you want to discuss. Don't hesitate to contact the Office for assistance and support.

Target Shooting NZ highly values those Members who are willing to give back to the sport by acting as Range Officers. We acknowledge that without willing volunteers for these duties safety would be hugely compromised, and shooting would not be able to take place.

So a sincere THANK YOU goes out to all those who train and participate as TSNZ Range Officers.



TSNZ Indoor Range Officers' Training Course

HOW TO BECOME A CERTIFIED TSNZ RANGE OFFICER

You've completed the first two steps of the process by deciding that becoming a certified Range Officer is something that you might like to do, and by working through this Training Course.

So what comes next? **To be certified as a TSNZ Range Officer you must:**

- be an affiliated TSNZ Member
- be a member of an affiliated TSNZ Indoor Club
- be approved by your TSNZ Indoor Club
- hold a valid NZ Firearms Licence
- pass the Certification Test

THE CERTIFICATION TEST

This is an online test. It consists of 30 questions, some with multiple parts, and has no time limit, but you should expect to take around 30-60 minutes to complete it.

The resources used in the test are:

- this TSNZ Indoor Range Officers' Training Course
- TSNZ Constitution and Rules (1 January 2021)
- NZ Arms Code (2013)
- Arms Legislation Act (2020)

At the start of the test there are links to these resources, but you can also download them from the TSNZ website on the INDOOR / Range Officers page. You can refer to these during the test, this is an open book test.

You must give an answer to every question, and you cannot move on to the next question until an answer has been given. The test must be completed in one go before being submitted, you can't save it part way through to return to later. However, you can move back and forth among the questions you have answered and make changes before submitting.

Once a test has been submitted it will be graded and the result emailed to you. The Score required to pass the test is 90%. If you do not pass the test, it can only be re-taken a maximum of two more times in that one year. The test may be re-taken in future years, if required.

When you pass the test your Indoor Club Secretary will be advised of this, and will be asked to provide a reference for you. It is up to your Club to recommend whether or not they consider you to be a suitable person to be in charge of their range.

If the Club's reference is positive, and all other Membership and Firearms Licence conditions have been met, then TSNZ will advise you of your Certification as a TSNZ Indoor Range Officer. The Certification will be valid for three years, at which point a refresher test will be required.

TO START THE TSNZ INDOOR RANGE OFFICERS' CERTIFICATION TEST:

Click the link below:

<https://fs10.formsite.com/2mljw4/tg3ejqzcyp/index.html>

or use the QR code:

