



NZDA-BOP TECT Park 300m Range RANGE STANDING ORDERS

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Cross reference to the NZ Police Shooting Range Manual Section 7 RSO Headings

NZ Police Manual Serial	NZDA BOP RSO Section
1	A.2.2 Range Complex Name (1,2)
2	A.2.2 Range Complex Name (1,2)
3	A.2.11 Authorisation of Range Standing Orders (3, 35)
4	A.2.3 Range Description (4)
5	A.2.4 Responsibility (5)
6	A.2.5 Compliance with Range Standing Orders (6)
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36	A.2.8 Distribution list (36)
A	A.3.2 Range Layout / Range Danger Area (A)
B	C.1.2 Ammunition Danger Area Template (A, B)
C	B.3.6.6 Range Hire Agreements (C)
D	Annex B and C

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A RANGE STANDING ORDERS

A.1 QUICK REFERENCE SUMMARY

The Arms Legislation Act 2020 and subsequent regulations have required additional information to be included in range standing orders which has resulted the range standing orders becoming an armchair read rather than bullet points of what you can and cant do on this range.

This quick reference summary section has therefore been provided to condense the most important rules and requirements down into an easily readable summary, however this does not absolve range users from reading the full range standing orders, and complying with the full requirements of these range standing orders. A hard copy of the range standing orders is available on the firing line, and in the amenity building and can be downloaded from the www.deerstalkersBOP.org.nz website.

A.1.1 Range Design and Restrictions (Read section A.3.1)

This range is a reduced danger area range, that relies on topographic, man-made features and strict control of the shooter and firearm to capture all projectiles fired.

Allowable firearms: All types of rimfire and centrefire rifles that a licensed firearm holder is legally allowed to own and use subject to their specific endorsements. Shotguns with rifle sights shooting rifled slugs. This is shown pictorially below:

Type		Allowed	Restrictions
Bolt			maximum muzzle energy of 7000 joules (5163 ft-lbf).
Lever			This limit generally covers most cartridges up to and including 338 Lapua.
Pump			
Break open Falling block Rolling Bloc			Refer to RSO A.3.4 advisory note for further guidance
Semi- Auto			Rimfire - no restrictions Centrefire - only with endorsement
Shotgun			Solid lead slugs only 100m max range
Pistol			NOT PERMITTED

Projectiles NOT ALLOWED: Tracer and incendiary are prohibited. Projectiles with a core of steel or hardened material or depleted uranium and those with a discarding jacket/sabot are prohibited.

A.1.2 Safety (Read section A.4)

All shooters shall complete a range induction before they can shoot on the range

Authorised Range Users may use the range for their personal use subject to the following requirements:

- Up to 6 Authorised Range Users may shoot concurrently if they elect one person to act as the Range Officer
- If more than 6 Authorised Range Users are participating, shooting must be controlled by a National Qualified Range Officer who is not shooting.

Shooters who are not Authorised Range Users can only shoot under the control of a Nationally Qualified Range Officer.

All firearms are to be removed from the firing line before anyone goes downrange

A.1.3 Control of Shooter (Read Section A.5)

Shooting is limited to between the hours of 7am and 10 pm 7 days per week.

Range Register: The forename and first letter of the surname of the shooter and the date shall be recorded in the range register each time they use the range.

Any shooter who does not have a range access tag that has been issued to them and is not under the control of a Nationally Qualified Range Officer is not an Authorised Range User and therefore should not be using this range

The following shooting range limits apply unless there is a restricted operating procedure that overrules them:

- Offhand shooting is limited up to and including the 100m target line.
- Kneeling and seated position shooting is limited up to and including the 200m target line.
- Shooting shotguns with rifled slugs is limited up to and including the 100m target line, with barrels fitted with rifle sights or scoped sights.

An empty chamber indicator (ECI) MUST be inserted in the chamber except when the Range Officer allows the shooter onto the firing point and gives permission to remove the ECI.

A round can only be fully chambered when the firearm is on the shoulder and pointing at the target.

All firearms with an unknown sight zero should be checked by shooting them first at close range (25m) before shooting at 100m or more.

This range is designed to capture all shots fired within the reduced range danger area without ricochet. If a ricochet is heard, all shooting must stop immediately, and the cause of the ricochet must be investigated by the shooter to ensure no further ricochets occur. Any ricochet should be reported to the Range Manager.

A.1.4 Targets and Downrange Equipment (Read section A.6.6)

All targets must be located in the centre of the fixed target backers 25m, 50m, 100, 200m or 300m target lines.

Targets ARE NOT to be located between the fixed target lines

The use of all downrange equipment must be approved first by the Range Committee after considering their appropriate use and ricochet risk

A.1.5 Legal Obligations (Read section A.7)

No matter how old you are, if you do not have a firearms licence but want to use a firearm, you may do so only under the immediate supervision of someone who has a firearms licence. In other words, the person with the licence must be with the shooter, and close enough to take control of the firearm if necessary. To meet this requirement the supervisor cannot be using a firearm at the same time. Generally, this means that there will be only one firearm

If you are on the range by yourself, and need to go downrange, you need to secure your firearms as you see fit to meet your obligations under the Act and regulations.

If you breach our range standing orders, that may be justification for the Police to consider you are not “fit and proper” and revoke your firearms licence and/or confiscate your firearms.

A.2 ADMINISTRATION

A.2.1 Purpose of Range Standing Orders

The purpose of these Range Standing Orders is to ensure that:

- All necessary precautions are taken to prevent accidents to range users.
- All necessary precautions are taken to prevent danger to the public.
- Only authorised firearms and ammunition described in this range standing order may be used on the range.
- Only authorised activities that are described in this range standing order may be conducted on the range.
- All activities are conducted in accordance with these Range Standing Orders and other national shooting organisations shooting rules that are approved for use on this range by these Range Standing Orders

A.2.2 Range Complex Name (1,2)

This range complex is known as the NZDA BOP Branch TECT Park 300m Range

A.2.3 Range Description (4)

The NZDA-BOP Branch TECT Park 300m range is a metric outdoor open rifle range with a fixed firing line, and fixed target lines at 25m, 50m, 100m, 200m and 300m.

The New Zealand Deerstalkers Association (Bay of Plenty Branch) Inc. (NZDA-BOP) hold a lease with Western Bay of Plenty District Council for exclusive use of the leased area as shown on the attached Range Location Access Plan. Access and use of this range is for NZDA-BOP members and visitors under direct control of a Range Officer.

A.2.4 Responsibility (5)

The NZDA-BOP Branch is the shooting range operator responsible for the control and management of this range.

The Range Manager is responsible for the administration, management and maintenance of this range complex.

A.2.5 Compliance with Range Standing Orders (6)

All range users must be familiar with and comply with these Range Standing Orders and the Range Manual. Failure to comply with these Range Standing Orders could result the members in loss of access to this range, and/or expulsion from the NZDA-BOP club (as well as potentially their firearms licence being revoked by the Police).

A.2.6 Range location (7)

The range is located at the end of Ngawaro Road, within the TECT Park, which is located on State Highway 36 (Pyes Pa Road, Tauranga) approximately 29 km from Tauranga and 27 km from Rotorua. The range has a fixed firing position, and fixed target lines at 25m, 50m, 100m, 200m and 300m.

NZTopo50 Coordinates of firing point are BE36 579,5271N : 1,874,757E and the 300m target line is approx. 579,4991N : 1,874,817E

A.2.7 Amendment to Range Standing Orders (34)

Amendment of these range standing orders must be approved by the NZDA-BOP branch committee, and once the new range certification regulations come into for also by the NZ Police, and then notified to all Authorised Range Users.

A.2.8 Distribution list (36)

Copies of this RSO shall be distributed as follows:

1. NZDA National Office
2. NZ Police (once certified under the new regulations)
3. On-range copy
4. Website copy

A.2.9 Range Management

Annex B sets out the policies, practices and procedures that have been developed for operating this range that supplement the Range Standing Orders.

A.2.10 Range Maintenance Plan (29)

Refer to annex B.5 for the current maintenance program.

A.2.11 Authorisation of Range Standing Orders (3, 35)

These Range standing Orders were approved by the NZDA BOP Branch Committee on 12/7/2022

These Range standing Orders come into effect from: 1/9/2022

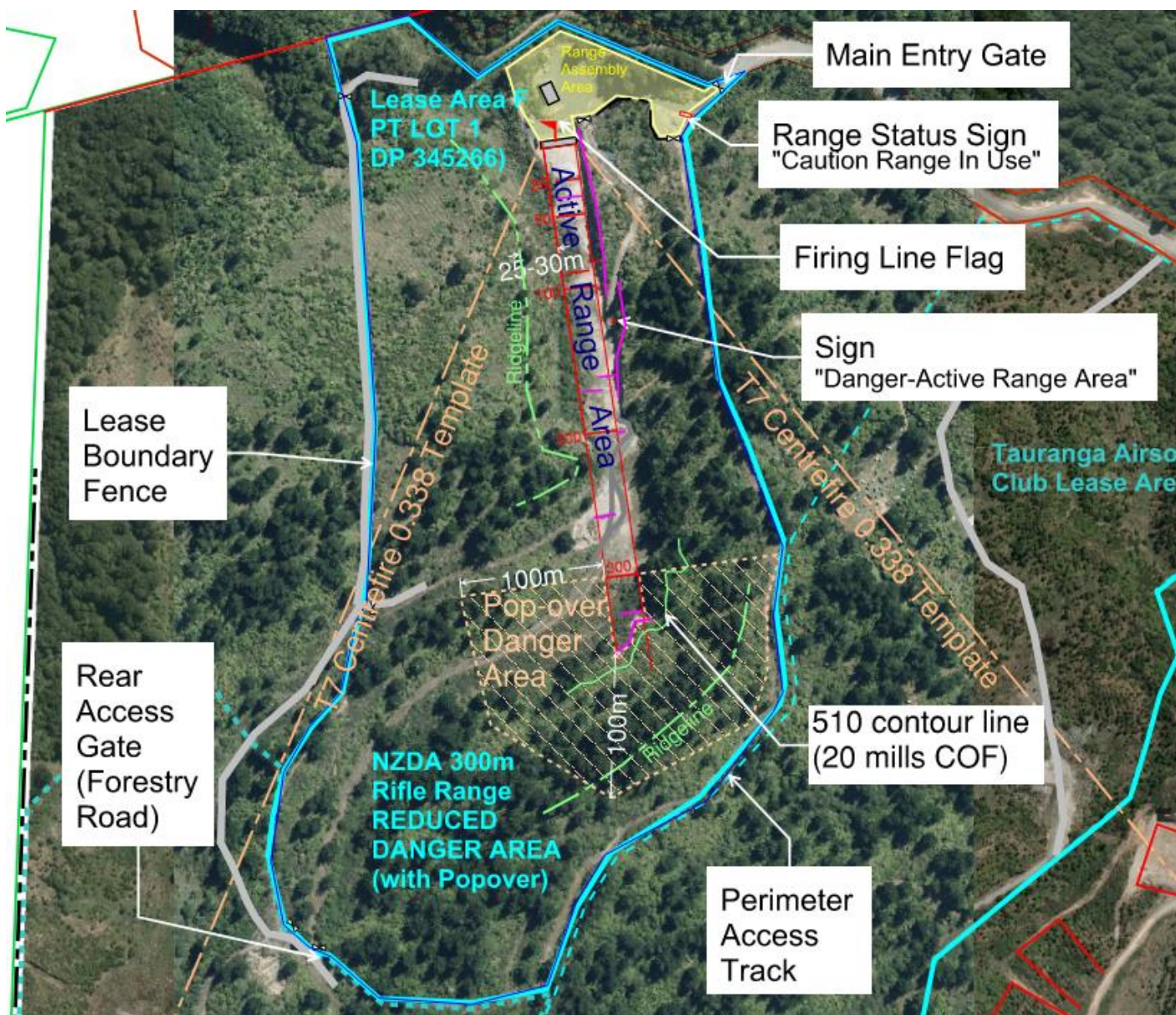
A.3 RANGE DESIGN AND RESTRICTIONS

A.3.1 Design Statement

Refer to the design statement in annex C.1.1 for full details of the range design methodology.

A.3.2 Range Layout / Range Danger Area (A)

This range is a reduced danger area range, that relies on topographic, man-made features (such as the range floor baffles) and strict control of the shooter and firearm to capture all projectiles fired. The reduced danger area (extent of our lease) is approximately 16.5 ha, which extends 100-180m immediately beyond the 300m target line as shown below:



Refer to annex C.1.2 and C.1.3 for the full ammunition danger area template and long-section drawings.

A.3.3 Cone of Fire (24)

The NZ Police Shooting Range Manual paragraph 3.51 defines the Cone of Fire as:

The Cone of Fire is the distribution of fired projectiles within a margin of error in the vertical and horizontal planes (see Figure 3.4). The Cone of Fire is applied around each Line of Sight (+elevation, -depression and +/-azimuth) and is critical in determining the design specification of a range. The Cone of Fire accounts for acceptable deviation caused by errors associated with the frier and machining or manufacturing tolerances.

The approved Cones of Fire for this range are:

Allowable Shooting Position	Cone of Fire
Offhand, kneeling, seated, prone and bench	20 milliradians (2m radius at 100m target) (4m radius at 200m target) (6m radius at 300m target)
Precision benchrest shooting with front and rear supports (Controlled by Restricted Operating Procedures in the annex) Group & score shooting with wind flags at designated positions	6 milliradians at 100m (0.6m radius) 3 milliradians at 200m (0.6m radius) 6 milliradians at 300m (0.9m radius)
Group & score shooting with individual shooter wind flags, <u>without</u> a moving target backer system	1.5 milliradians at 100m (0.15m radius) 1.125 milliradians at 200m (0.225m radius) 1.125 milliradians at 300m (0.337 radius)
Group & score shooting with individual shooter wind flags, <u>with</u> a moving target backer system	1.5 milliradians at 100m (0.15m radius) 0.75illiradians at 200m (0.15m radius)

A.3.4 Allowable Firearms:

All types of rimfire and centrefire rifles that a licensed firearm holder is legally allowed to own and use subject to their specific endorsements.

Shotguns with rifle sights shooting rifled slugs.

Advisory Note: This covers non-prohibited firearms under an A-category firearms licence, and prohibited firearms and restricted weapons where the licenced firearm holder has an appropriate endorsement for the particular prohibited firearm. Regardless of whether a firearm is allowable, the shooter should always consider the condition of the firearm before discharging it. This is particularly relevant for old military firearms that often have severely corroded bores.

A.3.5 Firearms NOT ALLOWED:

The following firearms are prohibited from use on this range; Fully automatic firearms, Pistols, Electromagnetic rail guns, paintball and airsoft guns.

A.3.6 Approved Ammunition (13)

Ammunition specific to cartridges chambered for allowable firearms defined in section A.3.4 above are approved subject to the following restrictions:

A.3.6.1. Allowable Projectiles:

Centrefire: Lead, jacketed lead-core, monolithic copper alloy.

Rim-fire: Lead, jacketed lead-core, sintered copper alloy.

Shotgun: Solid lead slugs only

A.3.6.2. Projectiles NOT ALLOWED

Tracer and incendiary are strictly prohibited. Also prohibited are projectiles with a core of steel or hardened material or depleted uranium and those with a discarding jacket/sabot.

A.3.7 Maximum Energy

The range is RESTRICTED to firearms firing projectiles with a maximum muzzle energy of 7000 joules (5163 ft-lbf).

Advisory Note: Listed below is a range of projectile weights, velocities and energy to determining if a firearm may exceed these restrictions:

<i>Projectile Weight (grains)</i>	<i>Velocity (M/s)</i>	<i>fps</i>	<i>Energy (Joules)</i>	<i>Foot Pounds</i>
180	884	2900	4557	3361
200	975	3200	6165	4547
250	930	3050	7000	5163
300	853	2800	7080	5222
400	731	2400	6936	5116

A.3.8 Air Danger Height (28)

The air danger height is 152.4m (500 feet). Intrusion within the air danger height shall be controlled by the Officer on Duty (controlling the shooting) stopping firing if an aircraft enters the air danger height for the duration of the intrusion.

A.4 SAFETY

A.4.1 Range Induction

A.4.1.1. All shooters shall complete a range induction before they can shoot on the range. Refer to section B.3.5 for induction requirements.

A.4.2 Range Safety Appointments (11)

A.4.2.1. "Authorised Range User" means a paid-up member of the NZDA-BOP branch that has purchased an Annual Range Ticket and passed the required range induction process.

A.4.2.2. Authorised Range Users must be either a National Qualified, or NZDA BOP Club Range Officer. Refer to section B.3.3.1 for range officer minimum qualifications.

A.4.2.3. An Authorised Range User must be present to act as the Officer on Duty when the range is in use and be responsible for control of shooting and range safety.

A.4.2.4. Authorised Range Users may use the range for their personal use subject to the following requirements:

- Up to 6 Authorised Range Users may shoot concurrently if they elect one person to act as the Range Officer to control the shooting (this person may also participate in shooting).
- If more than 6 Authorised Range Users are participating, shooting must be controlled by a National Qualified Range Officer who is not shooting.
- Nationally Qualified Range Officers can only supervise a maximum of 6 visitors when conducting a private shoot.

A.4.2.5. Shooters who are not Authorised Range Users can only shoot under the control of a Nationally Qualified Range Officer.

A.4.2.6. Shooters who are not Authorised Range Users are required to pay the casual shooter fee.

A.4.3 Warning Flags – Danger Signs (9)

A.4.3.1. The following warning sign and flag are used to indicate the ranges operation:

- The main gate range status sign "Caution Range in Use". This sign shall be displayed when the range is open for use.
- The red firing line flag. This shall be hoisted when the range is open for use.

A.4.3.2. Range Clearance (22).

The last shooter to leave the range shall ensure the range gate caution sign is closed, and the firing line warning flag is lowered.

A.4.3.3. The following warning signage is fixed to the perimeter fence around the range danger area:

- Solid panel warning flags fixed to all angle changes on the perimeter fence line.
- Warning signs fixed to fence at approximately 50 m centres

A.4.4 Range Safety Rules (12)

The following safety rules must be complied with on the range:

A.4.4.1. Shooters may only enter or leave their firing position under direct instruction from the Range Officer who is in control of the firing line.

A.4.4.2. Shooters may only use one firearm per shooting detail.

Advisory Note: Only one firearm should be made ready on the firing line to avoid the risk of loading the wrong cartridge, or leaving a firearm loaded when switching.

A.4.4.3. All firearms are to be removed from the firing line before anyone goes downrange.

Advisory Note: The firearms handling and temporary storage in the firing line building is as follows:

a. All firearms on firing line are to be removed from the firing line and placed in the firearm racks before Range Officer gives instruction for anyone to go downrange to check targets. (Ok for other gear to be left on the firing line).

b. Firearms should be handled by the barrel/fore end with the muzzle pointed vertically.

c. Shooters who finish shooting before end of detail can hold hand up for Range Officer to check the firearm for safety indicator, and come off the firing line and store firearm in racks.

d. RO will give a clear instruction "RANGE IS SAFE" after all firearms have been removed from firing line at end of each shooting detail before anyone can go downrange.

e. See also A.5.2.1 for mandatory use of empty chamber indicators

A.4.4.4. A safe handling zone is provided for making adjustments to firearms. NO AMMUNITION is allowed in the safe handling zone.

A.4.4.5. Firearms must remain in firearm racks while people are down range except when in the safe handling zone.

A.4.4.6. All persons going downrange shall take a target tag with them.

A.4.4.7. Domestic Animals (32)

No dogs are allowed on the firing line, active or danger range area when the range is open. Any dogs in the assembly area must be on leashes or tied up, and under the control of their owner.

A.4.4.8. Children (Minors) (30)

Children and minors MUST always be under direct adult supervision.

A.4.5 Eye and Hearing Protection (18)

A.4.5.1. There is a risk to eyes from pierced primers venting gases as well as explosion, so suitable eye protection is strongly recommended.

A.4.5.2. Noise generated from the discharge of firearms can reach over 140 decibels. Unprotected ears or inappropriate hearing protection WILL cause damage to eardrums (even a 22 rimfire).

A.4.5.3. Hearing protection is mandatory for all persons within 20m of the firing mound when live firing is in progress.

A.4.5.4. It is everyone's responsibility to ensure they have the appropriate eye and hearing protection.

A.4.6 Health and Hygiene (31)

A.4.6.1. There is the potential for lead contamination on shooting ranges, so it is recommended that hands are washed before eating food.

A.4.6.2. Medical (19)

The first aid kit is in the firing line structure on southern side of the entrance doorway.

A.4.6.3. Accident/Incident procedure (20)

Following an accident or injury the following procedure is to be followed:

1. Cease Firing

2. In the case of minor injury, render first aid. If the injury requires medical treatment, render first aid and evacuate the injured to a medical facility. Note Tauranga Hospital on Cameron Road approximately 28km away, Rotorua Hospital is on Ranolf St approximately 27km away.
3. In the case of serious injury or death resulting from firearm use attend to the following:
 - a) Safeguard the firearm, but make no attempt to remove or strip the firearm used
 - b) Advise the Range Manager and Club President
 - c) Advise the Police and secure the area
 - d) Advise the TECT Park Manager or Ranger
 - e) Make a record of all people present and Complete the accident information forms contained in annex C

A.4.7 Fire precautions and procedures (21)

The TECT Park has fire and emergency procedures which are posted on the firing line back wall.

A.5 CONTROL OF SHOOTING

A.5.1 Conditions Of Use (10, 12)

A.5.1.1. Hours of Use: Shooting is limited to between the hours of 7am and 10 pm 7 days per week.

Advisory note: this limit is set in the TECT All Terrain's Operating Guidelines and is a condition of the operative resource consent and special TECT All Terrain Park District Plan zone rules. There may be certain times of the year when there is insufficient light in the morning or evening within this timeframe that will require shooter discretion as to whether it is appropriate and safe to shoot.

A.5.1.2. Range Register: The forename and first letter of the surname of the shooter and the date shall be recorded in the range register each time they use the range.

Advisory Note: A range register is provided to record shooters using the range when this information is not recorded by a separate shooter registration process at organised events, or when multiple shooters enter the facility under one access tag. Non-shooters are not required to be recorded.

A.5.1.3. Shooting Rules: This range may only be used in strict accordance with the relevant shooting rules of the following organisations:

- NZ Deerstalkers Association.
- National Rifle Association of NZ (Fullbore TR and F class).
- Target NZ (rim-fire rifle).
- ISSF (rim-fire rifle and 300m centre-fire).

Advisory Note: Service Rifle Association shooting rules are not appropriate for our range. We have a hire agreement with The BOP Service Rifle Club that sets out the specific requirements for their clubs service rifle shooting activities.

A.5.1.4. Range Commands

The set of range commands used by the Range Officer on a specific match may vary depending on the type of match and the Course of Fire, however it is important that range officers provide clear and consistent commands when controlling the shooting, so a standard set of commands is provided. These commands are posted on large signboards at both ends of the firing line, and listed in the Range Officer Cue Card contained in appendix **C.1.6**.

A.5.1.5. Approved Range Users and Priority of Use (8)

This range is for Authorised Range Users, and the following other shooting clubs use on their allocated days under their memorandums of understandings:

- Tauranga Precision Rifle Association
- Bay of Plenty Service Rifle Club

A.5.1.6. Unauthorised Access and Use of The Range (23)

Any shooter who does not have a range access tag that has been issued to them and is not under the control of a Nationally Qualified Range Officer is not an Authorised Range User and therefore should not be using this range.

All Authorised Range Users are encouraged to actively monitor the correct use of the range and have the right to request any shooter to show evidence of their authorisation to use the range. This proof will usually be by showing their access tag.

Where someone is found to be on the range without authorisation, any Authorised Range User has the right to request they stop shooting immediately and leave the range. The unauthorised access should be reported to the Range Manager, and if possible, the unauthorised person's name and contact details should be recorded.

A.5.2 Specific Safety Rules for The Use of The Range/Range Complex (12)

A.5.2.1. Allowable Shooting Practices (12):

Only deliberate practices are allowed on this range. All shots must be fired **DELIBERATLY ONE AT A TIME**. Non-aimed shots are **NOT PERMITTED**. This is particularly relevant to semi-auto firearms under rapid-fire situations.

The following shooting range limits apply unless there is a restricted operating procedure that overrules them:

- Offhand shooting is limited up to and including the 100m target line.
- Kneeling and seated position shooting is limited up to and including the 200m target line.
- Shooting shotguns with rifled slugs is limited up to and including the 100m target line, with barrels fitted with rifle sights or scoped sights.

All shooting is to be at static targets only

A.5.2.2. Control of Actions, Bolts and Magazines: Irrespective of the above general shooting rules, because this is a reduced danger area range the following special rules also apply:

For all firearms:

- An empty chamber indicator (ECI) **MUST** be always inserted in the chamber except when the Range Officer allows the shooter onto the firing point and gives permission to remove the ECI.
- A round can only be fully chambered when the firearm is on the shoulder and pointing at the target.

Advisory Notes:

1. *You are required to have one ECI for every firearm you intend to bring to the range. These may be purchased at the registration desk*
2. *Where the shooter has difficulty fully chambering a round with the firearm on the shoulder, (such as break open actions or stiff cycling bolts) the Range Officer has the discretion to allow a shooter to load a round and close the bolt while holding the firearm in a practical position (at the hip if standing, alongside and in front of the body in other positions). Whilst doing this fingers **MUST** remain outside the trigger guard and the firearm **MUST** continue to point downrange at the target at ALL times. After loading and all the while still pointing the firearm at the target, the firearm can be brought to the shoulder, target acquired and then the finger may be placed inside the trigger guard..*

- The firearm must be in a safe state before changing shooting positions.
Advisory Note: a "safe state" could be an empty chamber, a round in the chambers with bolt open, or chambered round with safety on.
- The chamber must be emptied before the firearm ceases to be pointed at the target.
- The action must be **independently confirmed clear** before the shooter is allowed off the firing point.

For firearms with non-removable bolts (semi-automatic, lever, pump, break open etc):

- The bolt may be closed on an empty chamber when the Range Officer allows the shooter onto the firing point and gives permission to remove the empty chamber indicator

For firearms with fixed magazines:

- Fixed magazines must be independently confirmed clear before the shooter is allowed off the firing point.
- Fixed magazines must be emptied before the firearm is removed from the firing line.

For firearms with removable magazines:

- Magazines must be unloaded prior to leaving the firing line.

Advisory Note: Magazines may remain filled on the firing line when the firearm is in the storage racks between matches. See A.7 for safe storage of ammunition and when a magazine may be loaded

Tube feed magazines:

- Special precautions must be taken to ensure tube feed and similar magazines are empty. The inner tube on a tube feed magazine should be removed if practical.

A.5.2.3. Black Powder Muzzle Loading Firearms

The range does not provide any special loading areas for black powder muzzle loading firearms, so the use of these will only be permitted with written permission from the Range Manager (generally for demo purposes only such as the HUNTS course training).

A.5.2.4. Inability to Achieve Cone of Fire (25)

All shots should be falling on or near your target on the target backing board. If for any reason shots are not landing on the target backer board, both the firearms sight-in zero and the shooters competence must be assessed using the following procedure:

1. The shooter is to immediately stop firing or be stopped from firing.
2. The shooters next shot is to be observed by the Range Officer in charge of the firing line, and if it falls on the target backer board the shooter is permitted to continue firing.
3. If the next shot does not fall on the target backer board, the shooter must stop firing at that target, and the firearms sight-in zero must be verified at the 25m target line. If the firearms sight-in zero can be verified, the shooter may resume shooting at the longer range while being observed by the Range Officer in charge of the firing line to assess the shooters competence.
4. Shooters who are unable to contain shots within the target zone after the firearms sight-in zero has been verified are to be prevented from further firing. Shooters prevented from firing in this way may resume firing following a club approved training program with a firearm.

A.5.2.5. Checking Firearm Zero

All firearms with an unknown sight zero should be checked by shooting them first at close range (25m) before shooting at 100m or more.

Advisory Note: Shoot 25m, make adjustments. Shoot 25m again, if OK shoot 100m. If OK then proceed to 200m and 300m.

A.5.2.6. Test Firing (27)

All test firing of firearms must be approved by the Range Manager on a case-by-case basis.

Advisory Note: test firing covers situations where the operation of the firearm is in question and the firearm requires testing under live fire conditions to confirm it is operating correctly and is safe.

This might be where a firearm has been repaired by a qualified armourer or gunsmith, and the owner wants to 'test fire' it in a safe environment, or it could be where a person may want to test fire a custom ammunition type/load or firearm.

The shooting range operator must be satisfied that any test firing can be conducted on the range in a safe manner for all participants and the public. This may require proof that a firearm or ammunition type is fit for purpose and is not likely to exceed the range design restrictions before test firing is approved by the shooting range operator.

A.5.2.7. Ricochets

This range is designed to capture all shots fired within the reduced range danger area without ricochet. If a ricochet is heard, all shooting must stop immediately, and the cause of the ricochet must be investigated by the shooter to ensure no further ricochets occur. Any ricochet should be reported to the Range Manager.

A.6 TARGETS AND DOWNRANGE EQUIPMENT

A.6.1 Targets (14)

Targets can be categorised as either soft or hard depending on the materials as follows:

- A soft target is typically constructed of penetrable materials such as but not limited to paper, cardboard, core-flute and thin plywood.
- A hard target presents a hard impact surface that can induce ricochet such as steel, or a substantial thickness of natural or synthetic material that is not easily penetrated such as timber, rock, concrete, plastic etc.

Refer also to sections C.1.9 which contains a practice note for NRO's that has guidance of suitable targets.

Soft targets are approved for use on this range. Soft targets must be located onto the fixed target backers 25m, 50m, 100, 200m or 300m target lines.

Hard targets are LIMITED to specific types and locations as set out in section A.6.3 below.

Shooters shall only shoot at the numbered target position on the target backers that corresponds with their firing line numbered position.

Targets must be placed vertically, and centred on the target board, not placed at the extreme edges i.e. top and bottom.

It is the responsibility of all authorised users to remove their targets from the target backers and thoughtfully dispose of them when finished shooting.

Targets ARE NOT to be located between the fixed target lines

Free standing target holders are PROHIBITED

Any other type of targets not described above must be approved by the Range Manager before use.

A.6.2 Target Content

NZDA is a hunting organisation and promotes safe and socially accepted shooting practices. The use of targets that contain a human silhouette as the aiming point are therefore discouraged unless they are appropriate for the style of shooting being undertaken e.g military/service matches. The Chief Range Officer on duty has sole discretion on what targets are acceptable.

A.6.3 Steel Plate Targets (15)

Falling Plate (Silhouette) targets are limited to .22 Long rifle rimfire cartridge and may only be used up to 100m under the control of a Nationally Qualified Range Officer.

Shooters shall only shoot at the silhouettes directly in front of their numbered shooting position on the corresponding numbered position at the target backer.

Refer to section C.2.4 for restricted operating procedures that covers setup and use.

A.6.4 Moving Targets (16)

Moving targets are not permitted on this range.

A.6.5 Minimum Safe Engagement Distances (17)

All targets shall be engaged from the firing line

A.6.6 Downrange Equipment

A.6.6.1. Downrange equipment is defined as any temporary or portable objects placed in the active downrange area which are either, not soft targets (on the target backers) and not a permanent piece of the range infrastructure.

A.6.6.2. Downrange equipment can pose ricochet hazard risks. Examples of these types of equipment are as follows but not limited to: target cameras, acoustic sensors, chronograph equipment, wind flags etc.

A.6.6.3. The use of all downrange equipment must be approved first by the Range Committee after considering their appropriate use and ricochet risk. Restrictive Operation Procedures (ROP's) will be developed for their use and included in Annex C.

A.6.6.4. Downrange equipment shall only be allowed under the direct supervision of a Nationally Qualified Range Officer and shall be set up and used only as the relevant ROP allows. No deviation from the ROP is allowed. If for whatever reason the ROP cannot be adhered to then the equipment must not be put out and the matter referred to the Range Committee.

A.7 LEGAL OBLIGATIONS

A.7.1 Un-Licensed Shooter (26)

Range users are reminded of their responsibility under the Arms Act 1983 (Section 20-22) regarding the supervision of un-licensed shooters:

Clauses 20-22 of the 1983 Act and subsequent amendments are so convoluted it would be too confusing to reproduce them here and try and define what the legal requirements are, however section 4b of the Arms Code (which has no legal status) provides the following guidance:

“Everyone who possesses or uses a firearm (except under immediate supervision of a licence holder) needs to have a firearms licence.

No matter how old you are, if you do not have a firearms licence but want to use a firearm, you may do so only under the immediate supervision of someone who has a firearms licence. In other words, the person with the licence must be with the shooter, and close enough to take control of the firearm if necessary. To meet this requirement the supervisor cannot be using a firearm at the same time. Generally, this means that there will be only one firearm”.

A.7.2 Firearms and Ammunition Storage and Security

A.7.2.1. Range users are reminded of their responsibility under the Arms Amendment Regulations 2021 (Section 19) regarding security of firearms and ammunition

If you are on the range by yourself, and need to go downrange, you need to secure your firearms as you see fit to meet your obligations under the Act and regulations.

Any live ammunition that may be damaged, or that has miss-fired must not be left unsecured on the range, and **MUST NOT** be put in the brass recycling bins

Section 19B of the Arms amendment Regulations 2021 specifically states that firearms must not be loaded with ammunition in the breach, barrel, chamber or magazine, so all magazines should be empty when you arrive at our range, and when you leave.

A.7.3 Fit and Proper

A.7.3.1. The Arms Legislation Act 2020 section 24A expands on the circumstances where the Police may find a person is NOT a “Fit and Proper” to be in possession of a firearm, and in particular 24A 1) g) states:

“the person has engaged in any conduct involving non-compliance with any requirements of:
(i) this Act; or
(ii) any regulations made under this Act; or
(iii) any conditions to which a permit, licence, or endorsement previously issued to the person under this Act was subject”

What this means is that a member’s non-compliance with our range standing orders could be justification for the Police to revoke their firearms licence and/or confiscate their firearms.

B ANNEX B - RANGE MANAGEMENT

B.1 INTRODUCTION

B.1.1 Purpose and Scope

This annex sets out the policies, practices and procedures for operating the New Zealand Deerstalkers Assoc. (Bay of Plenty Branch) incorporated (NZDA-BOP) 300m Rifle Range at the TECT All Terrain Park.

These procedures cover all activities occurring within the lease area of the 300m Rifle Range defined by lease area F of the lease held between NZDA-BOP and WBOPDC (Refer to the Range Location and Access Plan in section A.3.1)

The objective of these procedures are to supplement the Range standing Orders in providing for the safe operation of the rifle range by users, and to manage and minimise the risk of unintentional and uncontrolled entry to controlled areas within the leased land.

B.1.2 Responsibility Levels

<u>NZDA-BOP Committee</u>	Ratify and implementation of policies, rules and procedures contained in this document. Monitor and review policies and practices. Review any incidents and sanction members as required.
<u>Range Sub-Committee</u>	A sub-committee of the NZDA-BOP Committee that meets regularly to discuss operations and maintenance of the range.
<u>Range Manager</u>	Delegated position by NZDA-BOP Committee to have overall responsibility for managing the ranges operation. Delegated position on the Range sub-committee Reports to NZDA-BOP Committee on the effectiveness of policies and practices and recommendations for improvements or additional safeguards. Temporarily suspend range access of any authorised member not complying with the Range Standing Orders while the matter is investigated and a report forwarded to the NZDA-BOP Committee for their consideration. Co-ordinates the investigation and reporting of incidents.
<u>Range Officers</u>	Direct control of range when shooting. Enforcement of policies, rules and procedures Reporting to Range Manager on the effectiveness of these and recommending improvements or additional safeguards.
<u>Authorised Range Users</u>	Comply with policies, rules and procedures. Contribute to policy development.

B.1.3 Document Control and Review

These procedures are intended to be a "working document" that is readily available to range users both in electronic form and hard copy.

The electronic version can be read on-line, or downloaded from <http://deerstalkersbop.org.nz/range/>

A printed copy is located on the left hand side of the entry door to the firing line, and in the range amenity building office.

These Range Standing Orders shall be reviewed as follows:

- after any incidents or accidents
- when Range Standing Orders are changed

- when there are any changes to the Arms Act or other governing legislation.

B.1.4 Reference Documents

The following documents have been referenced in the preparation of these Range Standing Orders:

Organisation/Publisher	Document Title
WBOPDC	TECT All terrain Park Management Plan TECT All Terrain Park Development Plan TECT All Terrain Park Operational Guidelines
NZDA-BOP	Deed of Lease
NZDA National Office	NZDA National Shooting Rules and Instruction Manual NZDA Manual of Range Design, Construction and Inspection Guideline
NZ Police	NZ Shooting Range Manual – Exposure Draft – V1.0 Nov 2021

B.2 LEGISLATION

B.2.1 The Arms Act 1983

The safe use of firearms in New Zealand is controlled by the Arms Act 1983 and Regulations made under that Act. The New Zealand Police administer the Arms Act and issue licences and permits authorised by the Arms Act, through Police Arms Officers in each Police district.

The Arms Act 1983 defines a firearm as anything from which any shot, bullet, missile or other projectile can be discharged by force of explosive. It includes anything that can be adapted so that it can discharge any shot, bullet, missile or other projectile by force of explosive. It also includes anything that for the time being is not capable of discharging any shot, bullet, missile or other projectile by force of explosive, but which by its completion or repair would be capable of doing so.

B.2.2 The Arms Regulations 1992

The Arms Regulations 1992 define all aspects of applications for fire arms licences and types (including restricted weapons), registration, safe storage, exemptions, endorsements, importation, revocation and dealers licences.

The Arms Code describes requirements for safe and responsible firearms use, ownership, and storage.

B.2.3 The Arms Legislation Act 2020

This Act amends and adds to the 1983 Act, but legislators have not provide one document that incorporates the original 1983 requirements, plus these amendments and additions, so both the 1983 Act and this act need to be read in conjunction with each other.

The Arms Legislation Act came into effect on 24th June 2020, however new sections providing for the establishment of a regulatory regime for shooting clubs and shooting ranges come into force on 24 June 2022.

The Act defines both shooting clubs and shooting ranges in sections 38A – 38X.

B.2.4 The Arms Amendment Regulations 2021

These regulations amend and adds to the 1992 Regulations, but legislators have not provide one document that incorporates the original 1992 regulations, plus these amendments and additions, so both the 1992 regulations and these regulations need to be read in conjunction with each other.

The Arms Amendment Regulations 2021 came into effect on 1st February 2022.

B.2.5 NZ Police Shooting Range Manual

The NZ Police prepared a new range design manual in 2021. The purpose of this manual is to provide the New Zealand sport and target shooting firearms community and members of the New Zealand public with a set of principles for the safe planning, design, construction and operation of civilian shooting ranges. It also provides existing shooting organisations, clubs, and individuals already responsible for operating a shooting range with

an updated set of requirements which must be followed if their shooting range is to remain 'Certified' or be 'Certified' under the requirements of the legislation.

All ranges are designed, constructed, operated and maintained to ensure the safety of both participants and non-participants of the shooting activity. Complying with the principles in this manual is the primary means by which to achieve this requirement. Complying with Police recognised national shooting range manuals for specific shooting disciplines (see section 4) and respective Range Standing Orders (RSO) (see section 7), provides an alternate method of demonstrating how to meet this requirement.

Section 8 of the Police Range design manual sets out the requirements for certification, and for "Officers on Duty", which states:

8.11 The Commissioner will grant a certificate when satisfied that all legislative conditions are met. One of these conditions is that when a shooting range is in use, an officer is to be on duty (Officer on Duty or OD) who holds a firearms licence and is appropriately trained in shooting range safety management.

This training as a minimum must cover:

- a. The duties and responsibilities of the OD.*
- b. Understanding and compliance with RSOs.*
- c. The correct preparation and set up of the range prior to commencement of firing to include clearance of the danger area.*
- d. That only approved firearms, calibres and ammunition are used on the range.*
- e. That they supervise all shooters and inspect firearms and ammunition in accordance with the respective shooting discipline requirements, e.g. specific range safety procedures, match/competition rules etc.*
- f. That only approved targets are used, and target placement is correct.*
- g. The control and supervision of firearms security and safe firearms handling within the range environment.*
- h. That they assign shooters to targets.*
- i. The safe conduct of the shooting activity using approved range commands and clearance of firearms.*
- j. That they report all RSOs breaches.*
- k. The appropriate control of all non-firing participants while firing is in progress.*
- l. The procedure to follow in an emergency.*

8.12 The officer who is on duty (OD) has a role of command and control and is responsible for the running of that range while on duty. When there are one or more shooters on the range, one of these must be designated as the OD. The OD can fulfil their role and participate as a shooter, ensuring that they can maintain control of the range at all times.

8.13 Some national shooting organisations currently provide training for their members to be a Range Officer or Range Safety Officer for their specific shooting discipline. The training must include the OD minimum training requirements listed in paragraph 8.11. It is a condition of operating the range that an OD must be on duty for each individual range in use.

8.14 A Shooting Range Operator should keep and maintain a register of persons that have been trained and can perform the role of OD. Evidence of the method used to deliver the training should also be included. It is recommended that a record is kept of individuals who fulfil the role of the OD each time a range is used by name, date, time and range used.

Refer to sections B.3.3.1 and B.3.5 below for the range officer qualifications and induction process that will be used to ensure the officer on duty meets these requirements.

B.2.6 Arms Regulations 2022 (Proposed)

The Police issued a proposal for new regulations under the Arms Act 1983 for shooting clubs and ranges on 23/3/2022.

It is expected these new regulations will be enacted later in 2022.

Once enacted, this section of the range standing orders shall be revised.

B.3 OPERATIONS

B.3.1 Range Manager

The Range Manager has overall responsibility of the operation of the range facility. Range Officers shall report to the Range Manager.

B.3.2 Annual Range Ticket

The NZDA-BOP clubs lease rental for the land (to Western Bay of Plenty District Council), is based on the number of Annual Range Tickets sold to club members.

Club members who purchase an Annual Range Ticket and pass the induction process are entitled to participate in club run events and use the range for their personal use without additional user fees.

B.3.3 Range Officers

B.3.3.1. Range Officer Qualification

Under the Arms Legislation Act 2020, the Commissioner will grant a certificate when satisfied that all legislative conditions are met. One of these conditions is that when a shooting range is in use, an officer is to be on duty (Officer on Duty) who holds a firearms licence and is appropriately trained in shooting range safety management. This training as a minimum must cover:

- a) The duties and responsibilities of the Officer on Duty
- b) Understanding and compliance with Range standing Orders
- c) The correct preparation and set up of the range prior to commencement of firing to include clearance of the danger area.
- d) That only approved firearms, calibres and ammunition are used on the range.
- e) That they supervise all shooters and inspect firearms and ammunition in accordance with the respective shooting discipline requirements, e.g. specific range safety procedures, match/competition rules etc.
- f) That only approved targets are used, and target placement is correct.
- g) The control and supervision of firearms security and safe firearms handling within the range environment.
- h) That they assign shooters to targets.
- i) The safe conduct of the shooting activity using approved range commands and clearance of firearms.
- j) That they report all Range Standing Order breaches.
- k) The appropriate control of all non-firing participants while firing is in progress.
- l) The procedure to follow in an emergency.

There are two levels of Range Officer qualification provided for the operation of this range:

- **National Qualified Range Officer (NRO)**

This level of qualification provides for Range Officers to control organised club events and shooting competitions or when more than 6 shooters are participating.

Minimum Qualification:

- current financial member of NZDA-BOP club
- purchase an annual range ticket
- NZDA national Warranted Range Officer qualification
- pass NRO theory and practical training session
- hold a current firearms licence with appropriate endorsement for the type of firearm being used.

NB The annual range ticket cost will be waived for Range Officers who are rostered to run the range on public open days and club days.

- **NZDA-BOP Club Range Officer (RO)**

This level of qualification enables a Range Officer to control up to 6 individual shooters who are Authorised Range Users when not participating in organised club events, and the range officer's secondary Financial family members shooting.

Minimum Qualifications are:

- current financial member of NZDA-BOP club
- purchase an annual range ticket
- pass induction theory and practical evaluation process
(practical requires attending 3 organised shooting events, with first one being a public range day)
- hold a current firearms licence with appropriate endorsement for the type of firearm being used.

Both our National Qualified Range Officer, and NZDA-BOP Club Range Officer qualifications are considered to meet minimum requirement to act as the “Officer on Duty” as defined in the Arms Legislation. . They must also hold a current firearms licence, and if this is suspended or revoked by the Police, they must notify the Range Manager immediately.

B.3.3.2. Powers and Responsibilities

The Range Officer in control of shooting has the following powers and responsibilities:

- The controlling Range Officer has control of the Range.
- The Range Officer is responsible for implementation of the Range Standing Orders and safety on the Range
- The Range Officer can at any time “Stop Shooting” and expel any person from the firing line and/or range complex if they believe there is a potential safety risk.
- The Range officer shall clearly identify themselves before shooting commences
- The Range officer is responsible for investigating and reporting all incidents and accidents and reporting to the Range Manager.

Refer to appendix **C.1.6** for the Range Officer and Shooter Induction cue cards to assist Range Officers in adopting a standard terminology and style when controlling the firing line and providing inductions to shooters.

B.3.3.3. National Range Officers Have Seniority

National Qualified Range Officers have seniority over NZDA-BOP Club Range Officers, and may stop or take over control of shooting at any time they choose to, or if they believe there is a potential safety risk.

Advisory Note: in the case where an NRO arrives at the range, and observes some actions they believe may be unsafe, the following protocols should be followed:

1. *The NRO should approach the controlling RO, identify themselves as an NRO and request the shooting be stopped. (NB if there isn't a clearly identified RO, or the RO has not been identified in the range register, then the NRO should stop the shooting and request the shooters elect one, and record the selection in the range register!)*
2. *the NRO should explain they have some safety concerns*
3. *the NRO should request the controlling RO show their membership and access tag so the person can be identified and their RO qualification established.*
4. *The NRO should discuss the safety concerns and agree on appropriate action before shooting recommences*

If, after following this process, an agreement cannot be reached, the NRO has the power to either take over control of shooting from the RO, or expel the shooters and RO from the firing line and requesting they hand in their access tag and attend further club run events for reassessment of their competence.

B.3.3.4. Numbers of Safety Personnel

When running a competition shoot, other club shoot or public open day with licensed shooters, a Chief Range Officer should be appointed to have overall control of the event, with sufficient assisting Range Officers and safety personnel so that supervision and dealing with minor issues can be sorted without the shoot being interrupted.

Advisory Note: It is suggested that no more than 10 shooters for one RO, over that an assistant RO, when controlling 'experienced' shooters. Some events may dictate that 2 ROs are needed due to the 'type' of event and its activities.

If the shooters are unlicensed then there must be direct supervision of the unlicensed shooter.

B.3.3.5. Range Officer Identification

When running official events, Range Officers shall be clearly identified. High viz vests are available in the locker on the firing line for this purpose. The YELLOW Hi-Viz vest is designated for "CHIEF RANGE OFFICER", the ORANGE vests are designated for other range officers.

Advisory Note: Nationally Qualified Range Officers will be issued with hi-viz orange caps marked RANGE OFFICER on the front and NZDA-NRO on the rear. This will help identify when Nationally Qualified Range Officers are present on the range and available to answer questions authorised users may have.

B.3.3.6. Chief Range Officer Check Sheet

A check sheet is contained in appendix **C.3.1** for chief range officers to record relevant details when controlling shooting events.

B.3.3.7. NZDA National Range Officer Re-Validation

NZDA National Office has a 3 yearly re-validation process for all NZDA National Range Officers.

As part of the re-validation process all range officers registered with NZDA will be required to provide evidence of recent involvement in an official capacity on an active range. This evidence should amount to at least 8 hours in the previous twelve months.

Advisory Note: acting in an "official capacity" can be as a safety officer, coach, a private range training day assisting a new shooter zero a firearm. What we are looking for is familiarity with range and safety procedures and quantifiable time in a supervisory capacity.

It is recommended that Range Officers keep a record of their quantifiable time in a supervisory capacity so that they can provide clear evidence to the Range Manager who will be required to attest that they are satisfied that the member has the experience and current competency to perform the duties of a range officer.

B.3.4 Access and Entry Controls

The approved entry point to the range is via the main gate located off the end of Ngawaro Road.

The range location and access plan is included in appendix **C.1.1**

There are 3 distinct control areas within the exclusive lease area:

1. Range Assembly Area
2. Active Range Area
3. Range Danger Area

These areas are identified on the range location and access plan contained in the appendix. There are different access and control measures for each of these areas as outlined in the following sections.

B.3.4.1. Range Assembly Area

The Assembly area may be freely entered by Authorised Range Users.

Non-club members must be escorted by an Authorised Range User.

B.3.4.2. Active Range Area and Firing Line Building

The Active Range Area for a range is defined as the downrange area, forward and to each side of the firing point that is designed, within the level of probability determined by current best practice, to contain bullets that pass over, or beyond, the backstop and/or sidewalls or berm (e.g. range floor).

Firing points are the specific locations from which individual shooters engage their targets. They are intended to control the location from which shooters fire and help to direct their firing.

A firing line is a group of individual firing points with a common attribute (e.g. distance to the targets).

The firing line and individual firing points are identified by yellow marker lines and numbers on the floor of the firing line building.

The Active Range Area and firing line building shall be under the control of a Range Officer at all times when the range is open.

B.3.4.3. Range Danger Area

The Range Danger Area for the range (which includes the Active Range Area) is defined as the area that is designed to contain bullets that pass over, or beyond, the backstop under specified conditions. These bullets can be the result of high angle shots (overshoots) or bullets that ricochet off targets, the backstop and other range surfaces.

The Range Danger Area shall be under direct control of Range Officer, with entry ONLY when the firing line is closed and secured in accordance with the protocols outlined in section B.3.4.4

B.3.4.4. Securing Access To Active and Danger Areas Before Entry

Entering Active Range Area for Target Changing

As required by A.4.4.3 all firearms shall be removed from the firing line before anyone goes downrange.

Advisory Note: The suggested protocol for the firearms handling and temporary storage in the firing line building is as follows:

- a. All firearms on firing line are to be removed from the firing line and placed in the firearm racks (with ECI's fitted) before RO gives instruction for anyone to go downrange to check targets. Ok for other gear to be left on the firing line.
- b. Shooters who finish shooting before end of detail can hold hand up for RO to check firearm for safety indicator, and come off the firing line and store firearm in racks
- c. RO to give clear instruction .."RANGE IS SAFE" after all firearms have been removed from firing line at end of each shooting detail before anyone down downrange.
- d. RO to re-set the Range Status Sign to "SAFE TO GO DOWN RANGE"

Undertaking Range Maintenance

Lock the Range Status sign shut and put the Range Maintenance Lockout card over the signboard (lockout cards and padlock stored in the firing line structure by the log book).

Place the Range Floor Maintenance sign out midway between the firing line and the 25m target line

B.3.4.5. Emergency Access by TECT Park Staff

There are separate Park padlocks on the main gate and rear gate for use by Parks staff in emergency situations when access is required through the rifle ranges exclusive area. The protocol to secure the range is as follows:

- Lock the Range Status sign shut and put the Emergency Access Lockout card over the signboard (lockout cards and padlock stored in the firing line structure by the log book).
- Place the Range Floor Emergency Access sign out midway between the firing line and the 25m target line

Note that emergency access via the rear perimeter gate shall only be once the range has been secured by the above protocols.

B.3.5 Range Induction

All shooters shall complete a range induction before they can shoot on the range. The purpose of the induction is to ensure range users understand the Range Standing Orders and are familiar with the requirements of this range manual, and operational issues that must be complied with for club run events and individual member use of the range.

Note that persons who have not completed a range induction **are not permitted** to shoot on the range.

There are three types of induction:

- Visitor Inductions - All visitor shooters (a shooter who does not hold a current annual range ticket) must complete this induction process prior to shooting. This induction process shall consist of a verbal

induction (Refer to appendix **C.1.6** induction cue card - Basic Induction) that must be provided by a nationally qualified range officer.

- Member Inductions – All Authorised range Users are required to complete this induction process before they can shoot on the range without supervision. This induction process consists of completing a training event and multi-choice questionnaire on the range rules, followed by 3 practical competence assessments by a nationally qualified range officer. One of these assessments must be on a public range day.
- Secondary Financial Member Inductions – All secondary financial family members of NZDA BOP branch primary members (spouse and children under 18) are required to complete this induction process prior to shooting. This induction process consists of a verbal induction (Refer to appendix **C.1.6** induction cue card - Basic Induction) that may be provided by the primary member who is an Authorised Range User.

Advisory note: Repeat visitor shooters must receive a basic induction before every shooting session. There is no provision for waiving the requirement for repeat visitors to receive a basic induction even after they have received the induction a number of times.

B.3.6 Modes of Operation

There are the following modes of use for the range, with each mode of use having different requirements for use by club members and visitors as follows:

B.3.6.1. Club Organised Events

Club organised Events are where the club facilitates a range shooting event for club members and visitors and one or more National Qualified Range Officers are provided to control the shooting operations.

Club members who are Authorised Range Users may shoot at club organised events without additional usage fees (Target fees may still apply to cover the cost of consumables).

Visitors and club members who are not Authorised Range Users can shoot on these days when under the direct control of a Nationally Qualified Range Officer (casual Day User Fees will apply).

B.3.6.2. Individual Member Use

Authorised Range Users (not participating in a match or organised event) may use the range for their personal use subject to the restriction setout in A.4.2.4

B.3.6.3. NZDA-BOP Club Competitions

Where the club runs a competition that is restricted to NZDA-BOP club members, and controlled by National Qualified Range Officers, then any NZDA-BOP club members can compete (not required to be an Authorised Range User).

Target fees may still apply to cover the cost of consumables.

B.3.6.4. Open Competition

Where the club runs an open competition controlled by National Qualified Range Officers, with an entry fee, all participants will pay an entrance fee, and there is no requirement for participants to be Authorised Range Users. NB this type of use will incur an additional lease rental commercial charge to Council (as percentage of the entry fee).

B.3.6.5. Secondary Financial Family Members Range Use

NZDA BOP Branch family members (spouse and children under 18 named on the membership) may shoot under the direct supervision of the branch primary member who is an Authorised Range User.

B.3.6.6. Range Hire Agreements (C)

There are range hire agreements in place with the BOP Service Rifle Association and the Tauranga Precision Rifle Association to use the range for one day per month for their club shoots.

These events are required to be conducted under the Range Standing Orders in section A, and must be under the control of a nationally qualified range officer.

B.3.6.7. Visitors

All other shooters not described above must be under direct supervision by a Nationally Qualified Range Officer.

This mode of use provides for “public open days” hosted by the club and enables National Qualified Range Officers to invite friends along to the range for occasional use outside open and club days.

Advisory Note: Friends or other invited visitors who are shooting will be required to pay the casual day user fee. It will be the responsibility of the controlling Nationally Qualified Range Officer to ensure that this fee is collected on behalf of the club, recorded in the range log book (as proof of receipt) and the money handed over to the clubs treasurer as soon as reasonably practical.

Authorised Range Users who are not NRO's can bring non members up to range to observe, but their visitors cannot shoot

Any shooter found not having paid the required day fee will be in violation of our insurance policy and may be deemed a trespasser.

B.3.7 Public Liability Insurance

The branch holds public liability and rural fire insurance to cover the range use. NZDA members are automatically covered by this policy and the policy has an extension to include other users who have paid for usage/hire of the range under guidance/supervision of an NZDA-BOP Nationally Qualified Range Officer.

The branch's constitution has also been amended as follows to provide for a Range Day Member classification:

Every person who wishes to become a Range Day Member of the Branch Association shall make application to the Chief Range Officer or his authorised delegate, both of whom shall be paid up annual members of the branch, and if membership is granted, shall pay the required range day membership fee and attend the prescribed range safety induction. Range Day Members shall receive the range insurance benefits of annual members for range activities and have no right to any other annual membership category, entitlements or benefits. Range Day Member membership shall only last for the day it was applied for and continue during that day at the discretion of the Chief Range Officer.

This membership category enables non-members who pay a usage/hire fee to be eligible for the same range insurance cover as full members.

B.3.8 Guidance Notices and Practices Notes

B.3.8.1. Public Range Day Notice

A Public Day notice is contained in appendix **C.1.8**. This should be displayed in a prominent location near the registration desk for visitors to refer to.

B.3.8.2. Public Day NRO Practice Note

There is a separate NRO Public Day Practice Note contained in sections C.1.9 for NRO's to refer to when rostered on duty at Public Days

B.3.8.3. Verifying a Shooter holds a Current firearms Licence

The following section is subject to committee consideration:

Recording firearm details presents a very real data security risk for licenced firearm owners so our Club has adopted the policy of not recording firearm licence details.

However, there are the following situation where we do need to verify a shooter does hold a current firearms licence by either physically sighting the licence, or evidence of prior verification:

- Public range days – physically sight the licence

- Authorised Range User Induction process – physically sight the licence
- Club events
 - Authorised Range User – access tag provides evidence of prior verification by induction
 - other members – physically sight licence
- Shooting events open to public
 - Authorised Range User – access tag provides evidence of prior verification by induction
 - Other shooters – physically sight licence

B.3.9 Fees and Charges

Fees and charges will be set by the Committee, and published on the website along with other membership costs as follows:

Item	Applicable To	Comments
Range Access Tag	Nationally Qualified Range Officer	Paid by Club
	Authorised Range User	once only cost for multiple years
Annual Range Ticket	Adult	Wavered for NRO's on public and club day roster. Reduction applied if TECT lease fee paid with another shooting clubs membership
	Student	Reduction applies if TECT lease fee paid with another shooting clubs membership
Day Member Fee for casual range use	Adult visitors and club members who do not hold a range ticket. Juniors	Reduction for NZDA member of another branch Reduction for TECT Consumer discount card holders juniors under the age of 18 who are accompanied by a fee paying adult will not have to pay any additional fee for those juniors providing they are his/her immediate family. The fee paying adult will need to be the holder of a firearms license and be providing direct supervision of the junior shooter.
Targets		
Range Hire		By negotiation

B.3.9.1. Handling Money On Range Public Days

The handling of cash on range days is the responsibility of the club members who has been assigned to registration duties.

A cash float will be made available (held by the Treasurer) along with standard forms for recording shooting participants and cash received for casual user fees and targets purchased and recording the cash reconciliation figures at the start and end of the day.

It is recommended that the club member responsible for registration make arrangements to pick up the cash float and standard forms from the Treasurer in the week prior to the range shoot, and drop off the cash taken, cash float, registration and cash reconciliation forms back to the Treasurer in the week after the shoot.

B.3.10 Lead Management

There is a separate Lead Management Plan (prepared by ASRCI) that sets out the practices and procedures that must be implemented to ensure that the impact of depositing lead projectiles/shot within the exclusive lease areas do not exceed a reasonable, but undefined, level and to avoid, remedy or mitigate any adverse effects on the surrounding environment as a result of the deposit of lead projectiles/shot arising from the shooting clubs normal activities.

The lead management techniques required by this plan include physical (bullet traps, prevention of "float-off" in rainwater) and chemical (soil amendment).

The 300m rifle range has static target lines at 25, 50,200,200 and 300m that utilise 200l plastic drums filled with shredded rubber as bullet traps.

Due to the high velocity of rifle projectiles, most of the lead from the projectiles will disintegrate so it is not practical to salvage any lead from these bullet catchers. When the plastic drums become too perforated to contain the shredded rubber, either the contents shall be transferred to a new drum, or the shot out drum and content shall be disposed at an approved hazardous waste site such as the Tauranga landfill. (Refer to Hazard Register in the appendix, which identifies lead contaminants as a potential significant hazard.

The pH of the soil at the target lines has been tested with pH in the range 6.4-7.0. The Lead Management Plan sets the acceptable range at 5.5-7.5, so the soil does not require any chemical amendment for pH at the present time.

B.3.11 Noise Management

There is a separate Noise Management Plan (prepared by ASRCI) that sets out the practices and procedures for noise mitigation and management to be followed to help ensure that the noise performance standards will be met and the effects of noise at any neighbouring rural dwelling will be no more than minor.

This plan does not require any special practices or procedures to be used in the day to day use of the range other than limiting the hours of shooting to between 7am and 10pm.

There is a requirement for each of the three shooting clubs to appoint a responsible person to receive and investigate any noise complaints. This person shall be the Range Manager.

B.4 HEALTH AND SAFETY

B.4.1 NZDA BOP Branch Health and Safety Manual

NZDA BOP Branch is in the process of developing a separate health and safety manual for all the club activities but this document has yet to be implemented.

The following sections of this manual outline our clubs understanding of their obligations under The Health and Safety at Work Act 2015 (HSWA) as they pertain to the operation of the TECT All Terrain Park 300m Rifle range.

B.4.1.1. The Health and Safety at Work Act 2015

The Health and Safety at Work Act 2015 (HSWA) is New Zealand's workplace health and safety law. It came into effect on 4 April 2016. HSWA repealed the Health and Safety in Employment Act 1992, and some sections of the Health and Safety in Employment Regulations 1995.

B.4.1.2. WorkSafe New Zealand

WorkSafe New Zealand (WorkSafe) is the work health and safety regulator.

In addition, other government agencies (called designated agencies) can be designated to carry out health and safety regulatory functions for certain work eg:

- Maritime New Zealand for ships as workplaces and work aboard ships
- Civil Aviation Authority (CAA) for work preparing aircraft for imminent flight and aircraft in operation.

WorkSafe's functions include:

- Monitoring and enforcing compliance with work health and safety legislation
- Providing guidance, advice and information on work health and safety
- Fostering a co-operative and consultative relationship between the people who have health and safety duties and the persons to whom they owe those duties and their representatives.
- Collecting, analysing and publishing statistics and other information relating to work health and safety

B.4.1.3. Officers And The Duty Of Due Diligence

HSWA makes health and safety everyone's responsibility, while at the same time recognising that officers in a business have more influence and control over the business than its workers.

Under HSWA, senior business leaders are responsible for ensuring that the business is meeting its health and safety responsibilities. They must make sure the business understands and manages its key risks.

An "Officer" is a person who holds a very senior leadership position in the business and has the ability to significantly influence the management of a business or undertaking.

Officers have a duty of due diligence to ensure their business understands and manages its key health and safety risks. This includes taking reasonable steps to:

- Have relevant, up-to-date knowledge of workplace health and safety.
- Understand the nature of the business and its operations and associated health and safety risks generally.
- Ensure the business has appropriate resources and processes to eliminate or minimise risk.
- Ensure the business has processes for receiving, considering and responding to information about incidents, hazards, and risks.

A number of the NZDA BOP Branch Committee delegated positions could be recognised as "Officers" in terms of HSWA if our club was considered a PCBU.

B.4.1.4. Person Conducting a Business or Undertaking (PCBU)

A PCBU is a Person Conducting a Business or Undertaking. It's a broad concept used throughout HSWA to describe all types of modern working arrangements which are commonly referred to as businesses.

The difference between a business and an undertaking is:

- businesses are usually conducted with a view to making a profit and have a degree of organisation, system and continuity.
- undertakings will have elements of organisation, systems, and possible continuity, but are usually not profit-making or commercial in nature

NZDA BOP Branch is not considered a business as it does not operate to make a profit. It does however fit under the description of an “undertaking” but as it does not employ any staff the NZDA BOP Branch is not considered a PCBU and therefore has no legal obligation under HSWA.

B.4.1.5. NZDA BOP Obligations in Relation to Health and Safety

Voluntary organisations that are not PCBUs (i.e. voluntary organisations that have no employees) have no legal obligations under the Act. Neither the organisation or its officers have any liability or risk under the Act.

However, that does not mean such organisations and their officers have no health and safety obligations. There are still some general legal principles that apply and create obligations for all voluntary organisations in relation to health and safety, whether they are PCBUs or not.

Consequently, our club needs to be cautious when considering employing anyone to carry out any work for our organisation. As soon as we employ someone (even if it is only for an hour a week), our club will become subject to the Act and will be subject to obligations not only to the new employee but also to all of our member volunteer workers and anyone else affected by our clubs activities.

Our club still needs to actively take steps to protect the health and safety of our members and others affected by our activities. Although legal liability for the club and its officers is unlikely and limited by the ACC regime, prudent steps to protect health and safety should still be taken in order to:

- Protect our members and other users of the range.
- Limit the risk of negligence claims for property damage; and
- Limit the risk of negligence claims for personal injury arising from gross negligence.

The following section of this manual sets out how we are meeting these obligations in relation to health and safety

B.4.2 **Safety**

B.4.2.1. Eye and Hearing Protection

Safety measures are covered in section A.4.5

B.4.3 **Accident and Incident Reporting and Investigation**

B.4.3.1. Accident and incident reporting is covered in section A.4.6.3

B.4.3.2. Serious Harm Accidents

The First Schedule from the Health and Safety in Employment Act 1992 defines serious harm as:

1. Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function: respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot metal burns of eye, penetrating wound of eye, bone fracture, laceration, crushing.
2. Amputation of body part.
3. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
4. Loss of consciousness from lack of oxygen.
5. Loss of consciousness, or acute illness requiring treatment by a Registered Medical Practitioner, from absorption, inhalation, or ingestion, of any substance.
6. Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within seven days of the harm's occurrence.

In the event of a serious harm accident, the range shall be shut down immediately and appropriate emergency procedures followed. In addition to these the Range Officer shall investigate and record the accident using the "Form of register or notification of circumstances of accident or serious harm" contained in appendix **C.3.3**

The completed form shall be forwarded to the Department of Labour within 48 hours and a copy provided to the Committee. Accident scenes will not be disturbed until a full and complete Accident Investigation has been undertaken.

Accident Investigation Tips

Step 1 - Gather information from:

- Physical evidence
 - *Photographs*
 - *Sketches*
 - *Plant and equipment*
 - *Specimens and materials*

- Witnesses
 - *Explain the purpose of the investigation*
 - *Put them at ease – do not place blame*
 - *Listen*
 - *Ask open ended questions*
 - *Ask for recommendations*
 - *Obtain a written statement*

- Documentation
 - *Training records*
 - *Hazard registers and task analysis*
 - *Maintenance and inspections records*
 - *MSDS*
 - *Accident reports*

Step 2 - Analyse the Information

- Find the primary cause – the safety system failure
- Find the secondary cause – the unsafe actions or conditions
- Ask at least five "why's" – a series of why questions until you come to a conclusion where no more questions can be asked

Step 3 - Recommend Corrective Action

- Identify actions
- Assign responsibility
- Set target dates
- Communicate results

Step 4 - Implement and Follow-up

- Ensure the actions are in place
- Ensure they are controlling hazards
- Make adjustments if necessary

B.4.3.3. Other Accidents and Incidents

Any accidents or incident that do not meet the criteria of a "Serious Harm Accidents" shall be investigated and the results recorded in the Incident register (appendix C.3.4) and an incident file note completed (appendix C.3.5) to record relevant information for reporting to the Range Manager.

B.4.4 Hazard Management

B.4.4.1. Introduction

There are two distinct areas where hazard management needs to be considered:

- Firstly, where a range user may be exposed to a hazard as part of their use of the range.

- Secondly where any other person may be exposed to a hazard as a result of activities occurring on the range

B.4.4.2. Hazard Identification

The OSH Act defines “Hazard” as:

“means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm; and

includes- a situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person; and without limitation, a situation described in subparagraph (i) resulting from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour.”

The hazard identification register is contained in appendix **C.3.2**. All Authorised Range users shall familiarise themselves with the hazards identified in the register.

Any person identifying a new hazard must as soon as practicable, report it to the Range Officer on the day, whereupon the Range Officer will cease all shooting and inspect the identified hazard and take appropriate actions before recommencing shooting

B.5 RANGE MAINTENANCE

It is a requirement of the NZ Police Shooting Range Manual for a maintenance plan to be included in the range standing orders and scheduled regular checks to be conducted by the Shooting Range Operator (Refer section 9.9).

B.5.1 Maintenance Plan

The Range Sub-Committee has an annual budget approved by the Committee for the following maintenance plan:

NZDA 300 m Rifle Range Maintenance Plan			
Tasks	Action	Frequency	Responsibility/Comments
Routine Inspection/Maintenance			
Perimeter Fence	Inspect visibility and condition of warning signs, corner flags and gates.	Periodically	Recommend spring and autumn to monitor new vegetation growth
Target Lines	Inspect 200 l drums for rubber chip consolidation and/or drum damage. Top up material as required. Replace drums as required Inspect target frames and backer timber for bullet impact damage and replace as required Inspect and reinstate lost soil behind backstop crest board	3-4 times per year	Range Manager
Active range area safety/warning signage	All downrange tags are accounted for on the board. First aid kit is well stocked	Before organised shoots	Chief Range Officer on duty
Toilet Holding Tank	Monitor volume and organise for pumpout as required	yearly	
Water UV and filter	Replace lamp and filter when it beeps	yearly	
Remedial Maintenance			
Specific repair/replace tasks	Identify damage, order materials and plan separate working bee to undertake work	Periodically	Range Manager
Preventative Maintenance			
Weed control	Weed spraying around target lines and perimeter fence	Periodically	

C ANNEX C - REFERENCE MATERIAL AND STANDARD FORMS

C.1 REFERENCE MATERIAL

- C.1.1 Range design Statement
- C.1.2 Ammunition Danger Area Template (A, B)
- C.1.3 Ammunition Safety Template Long Sections
- C.1.4 Range Certification
- C.1.5 RSO Summary Sheet
- C.1.6 Range Officer and Shooters Induction Que Card
- C.1.7 TECT All Terrain Park Emergency Procedures
- C.1.8 Public Range Day Notice
- C.1.9 NRO Public Day Practice Note

C.2 RESTRICTIVE OPERATING PROCEDURES

- C.2.1 Group & Score Shooting with Designated Wind Flag Positions
- C.2.2 Group & Score Shooting With Individual Wind flags No MTB
- C.2.3 Group Shooting With Individual Wind Flags and MTB
- C.2.4 22 Rimfire Silhouette Shooting Setup
- C.2.5 Electronic Targeting and Camera Systems

C.3 RECORD FORMS

- C.3.1 CRO Check sheet
- C.3.2 Hazard Identification Register
- C.3.3 Notification of Accident Forms
- C.3.4 Incident Register
- C.3.5 Incident File Note