

SSAA WODONGA RANGE ORDERS EDITION 2

These Orders are issued for use on SSAA Wodonga ranges.

By Order:

Authenticated

Robert Marks
President

Ruth Nicholls
Secretary

Sep 2012

Sep 2012

SSAA WODONGA RANGE ORDERS

AMMENDMENT PROCEDURE AND RESPONSIBILITY FOR DOCUMENT MANAGEMENT

1. The Committee of the Wodonga Branch of the SSAA (Vic) (hereafter referred to as 'the committee') has approved these orders for use on the ranges under its control. This second edition includes all amendments to the first edition, in addition to subsequent new requirements advised in RO Newsletters. All Edition 1 (amended copies) should be destroyed upon receipt of this document.
2. Distribution of these orders will be controlled by the Senior Range Officer, who is responsible for maintaining a record of copy numbers and a list of individuals to whom they have been issued.
3. The Senior Range Officer is also responsible for the issue of all amendments to this document and only the person filling that appointment is to maintain an electronic copy of these orders.
4. Any member of the SSAA may propose an amendment to these orders and such proposals are to be forwarded to the Secretary of the Wodonga Branch in writing. The committee will consider all such requests and notify the proposer of the results of this consideration.
5. Amendments cleared by the committee will be issued in writing by the Senior Range Officer to all document holders, who are to promptly carry out the amendment action required. The Senior Range Officer will maintain a master list of all document amendments.
6. No amendment to these documents is to be made unless written notification signed by the Branch President and Authenticated by the Branch Secretary is received.
7. The distribution of these orders is to be as follows:
 - a. all members of the committee,
 - b. all members of the Wodonga branch of the SSAA who are qualified as Range Officers,
 - c. Handgun Club and 300 Metre range noticeboards,
 - d. Licensing Services Division, and
 - e. SSAA (Vic) State Office.

AMMENDMENT RECORD

Amendment Number	Date Entered	Entered By

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SSAA WODONGA

RANGE ORDERS

References:

- A. Map sheet WODONGA WEST 8225-1 NW
- B. SSAA Range Officer Handbook
- C. Victoria Firearms Act 1996 (as amended)

SECTION ONE INTRODUCTION

Purpose/Applicability

- 1-1. The main purpose of these orders is to promulgate safety procedures applicable to SSAA Wodonga ranges and in so doing, contribute to a safe environment for all range users and visitors. Their secondary purpose is to promulgate a number of administrative and procedural requirements for the operation of the Wodonga SSAA ranges. They contain a description of operating procedures for the ranges and provide Range Officers (RO) and users of the ranges with rules that will govern the conduct of those using and visiting the facility.
- 1-2. Range Orders will achieve their main purpose by minimising risk. It follows that those who choose to ignore or who remain ignorant of these orders will contribute to the degree of risk, possibly placing themselves or other range users in some danger. It is therefore important that all who use the range are familiar with the requirements of this document and that the orders contained herein are enforced by ROs.
- 1-3. These orders are to apply to all who enter the SSAA Wodonga range property, regardless of whether they intend shooting or not and regardless of their position or status in the SSAA. A copy of these orders is to be placed on the notice boards in the range sheds.

Description of Facility

- 1-4. The Wodonga SSAA range complex is located at the end of Kling's Road, Wodonga. Access to Kling's road may be gained from the Hume Freeway via McKoy St and Plunkett's Road. (See Reference A, Grid Square 8104). The land is Pt C.A.3 and 8, Parish of Belvoir West and is jointly owned by Wodonga – Albury Field and Game Inc, the SSAA and an individual member of the SSAA. The jointly owned land extends to the road easement along the crest of the high ground to the South of the various clubhouses.

1-5. The use of this land for a shooting range is approved in Planning Permit 102/89 under the Wodonga Planning Scheme. The responsible authority is the Wodonga Rural City Council PO Box 923 Wodonga Vic 3689.

1-6. The SSAA area includes the following ranges:

- a. a 200 metre range,
- b. a 100 metre moving target range,
- c. a 300 metre range,
- d. a series of Handgun Ranges numbered 1 to 10, and
- e. a Gully (or Sneaker) Range.

**Layout of Ranges
(Showing Handgun Ranges to Left)**

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1-7. The range axes are: (mils mag)

- a. HGC Range 1: 2750
- b. HGC Range 2: 3200
- c. HGC Range 3: 3250
- d. HGC Range 4: 3250
- e. HGC Range 5:3250
- f. HGC Range 6: 3250
- g. HGC Range 7: 3250
- h. HGC Range 8: 3270
- i. HGC Range 9: 3270
- j. HGC Range 10:3450
- k. 300 Metre Range:3350
- l. Gully Range:3350
- m. Moving Target Range:3350
- n. 200 Metre Range:3200

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SECTION TWO FIREARMS HANDLING AND SAFETY

The Range Officer

- 2-1. No SSAA Wodonga range may be opened unless a SSAA qualified Range Officer (RO) is present and assumes control of the range and responsibility for safety.
- 2-2. All persons entering the SSAA Wodonga property place themselves under the control of the RO (and the assistant RO when applicable) and must comply with any instructions issued by those officials.
- 2-3. The RO has absolute authority in respect to safety issues on and behind the firing line. The RO has the authority to caution shooters who he/she believes are acting in an unsafe manner. He/she may order individuals from the range if he/she believes it is necessary to do so in order to ensure the safety of other range users or spectators. The RO's decisions in matters of safety are to be obeyed immediately and without argument.
- 2-4. No person shall refuse to obey the instructions of the RO or interfere in any way with the RO in the execution of his/her duties. Any dispute between range users and an RO is to be resolved as per the procedure below and is not to be the subject of debate at the range. The aggrieved party is to obey the RO's instructions in the first instance and follow up any complaint later.
- 2-5. All disputes between the RO and others are to be referred to the Senior Range Officer in the first instance. If resolution cannot be achieved, the dispute is to be referred to the Committee by the Senior Range Officer.
- 2-6. The Committee may ban from using the range any members or visitors who disobey, argue with or interfere with a RO. This ban may extend for a period of up to six calendar months. In such cases, the banned individual will receive no refund of monies he/she may have expended to purchase a Range Pass or to attend the range on the day the dispute took place.

The Discipline Referee

- 2-7. The Discipline Referee is responsible for the conduct of competition shoots. The Discipline Referee issues those commands necessary for the conduct of the shoot, including commands to commence and cease fire. The RO retains responsibility for range safety and is to issue the commands governing a standard course of fire before the Discipline Referee commences the match.

Action Upon Arrival at Range

- 2-8. Upon arrival at any of the SSAA ranges, all personnel (both shooters and visitors) are to report immediately to the RO and then sign on. Shooters are to leave their firearms secured in their cars until this process has been completed and they have clearance from the RO to move their firearms onto the firing point. THIS CLEARANCE WILL NOT BE GIVEN IF A CEASE FIRE IS IN FORCE.
- 2-9. The RO may allow firearms to be brought onto the firing line before the range is opened for the first time (i.e. prior to 10.00am). However, this is at completely at the discretion of the RO and he/ she is at liberty not to permit this activity. If the duty RO is not present, then another RO may authorise this movement on his behalf, however it is incumbent upon this person to assume responsibility for safety on the range and then to brief the duty RO when he or she arrives.
- 2-10. If an RO does choose to allow firearms to be brought forward early, he/she must ensure that:
- There is no handling of firearms once brought forward to the firing line.
 - There is no movement forward of the firing line by others while firearms are being brought forward. In order to permit the movement of firearms, the RO is to give an order that the range is open for that purpose only, there is to be no firing and there is to be no movement forward of the firing line.
 - All firearms placed on the firing line during this period are cleared before further movement forward of the firing line is permitted.

Handling of Firearms

- 2-11. No person shall enter or leave the SSAA ranges with a loaded firearm. Firearms may not be moved onto the firing line of any range until the officiating RO has declared the range open for shooting.
- 2-12. When carried on or behind the firing line, rifles must be unloaded, carried vertically with their muzzles uppermost and with actions open when physically possible. Detachable magazines are to be removed. Bagged or cased firearms may be carried horizontally, but shooters are to ensure that firearms are pointed in a safe direction when they are removed from their bags/cases. Shotguns must be broken and chambers empty. Pistols may be carried holstered (see paragraph 2-19 below).
- 2-13. When not on the firing line, firearms must be unloaded at all times with actions/cylinders open and magazines removed.
- 2-14. Firearm bags and cases on the firing point are to be open and made available to the RO to inspect as part of the firearms clearance procedure after a cease fire has been declared.
- 2-15. Firearms may not be removed from a firing point until cleared by the RO. Firearms placed in racks are to be unloaded, have their actions open and magazines removed (where possible).

- 2-16. While on the firing line and not being moved or in immediate use, firearms are to be pointed down range at all times, unless stored in a rack. Exceptions to this rule are to be made in the case of black powder muzzle loading firearms being cleaned or loaded.
- 2-17. Firearms are not to be handled during cease fires or when the range is otherwise closed.
- 2-18. Other than that required when transporting firearms directly between a firing point and vehicles, there is to be no handling of firearms behind the firing point. The sole exception to this is in a declared Safe Handling Area at a dedicated handgun range. All firearms taken into these areas must first be cleared by the RO. No ammunition or firearm magazines may be taken into a Safe Handling Area.

Additional Precautions Pertaining to Handguns

- 2-19. Holstered handguns may be carried with actions / cylinders closed, however all handguns are to be cleared by the RO before being placed in holsters. Loaded pistols may only be holstered during the conduct of official competition after the Discipline Referee/RO has given the appropriate commands.
- 2-20. Shooters may draw a loaded pistol from a holster, when required by the rules of a competition, only whilst in possession of a current Holster Accreditation issued by a competent authority. All other shooters must commence from the 'ready' position. **Range Officers and Discipline Referees are to ensure that all participants intending to draw loaded pistols from a holster during competitions are appropriately qualified.**
- 2-21. During the conduct of pistol shooting competitions or official practises, no firearm will be loaded until the discipline referee gives the command "load".

Clearing of Firearms

- 2-22. The RO is to clear all firearms on the firing line, including those stored in racks, carried in holsters and still in bags and cases, before authorising movement onto the range forward of the firing point.

Cleaning of Firearms

- 2-23. Cleaning of firearms is permitted on the firing point while ranges are open for shooting and at any time in the Handgun Safe Handling Area at the Handgun Club ranges. Firearms may not be cleaned on the firing points during a cease fire.
- 2-24. Firearms are not to be cleaned or otherwise handled anywhere else on the SSAA range property. During cleaning on the firing line, all firearms excepting black powder muzzle loading types are to be pointed down range.

Stuck Live Rounds and Misfires

- 2-25. Stuck live rounds are to be brought to the attention of the RO immediately by the shooter concerned.

- 2-26. In the event of a stuck live round, the firearm is to be made safe (eg by removing the bolt) and removed from the firing line. The shooter is to be advised by the RO that the firearm should be taken to a gunsmith as soon as possible. The shooter is to be advised against trying to remove the obstruction by using a cleaning rod or similar in an attempt to dislodge the round, as this can cause the round to detonate. Under no circumstances is any shooter to be allowed to attempt the removal of a stuck live round on SSAA property.
- 2-27. In the event of a misfire being brought to the attention of the RO, the RO is to supervise the shooter while he/she attempts to fire the firearm. No attempt should be made to open the action of a firearm following a misfire until at least 30 seconds has elapsed. This provides a safeguard against the possibility of a hang fire.

Hearing and Eye Protection

- 2-28. All personnel located on the firing lines of SSAA Wodonga ranges, including duty ROs, are to wear hearing and eye protection while ranges are open for shooting. A quantity of safety glasses and earmuffs are owned by the club and may be issued on loan by the RO.

Handling of Black Powder on Firing Lines

- 2-29. Bulk amounts of Blackpowder are not to be taken within two metres of a firing line or placed on firing benches on any SSAA Wodonga range. This provision prohibits the use and carriage of powder horns or flasks within two metres of the forward edge of firing line.
- 2-30. Blackpowder firearms are not to be loaded direct from powder horns or flasks on any SSAA Wodonga range. Only single charge load containers with secure caps, such as plastic pill bottles, are permitted within two metres of a firing line. Blackpowder may be dispensed from a powder horn into a measure at a distance of no less than two metres to the rear of the benches/forward edge of firing line.

Muzzle Brakes

- 2-31. Firearms fitted with muzzle brakes may be used on SSAA Wodonga ranges, however ROs may require users of such firearms to locate themselves in a particular area of a firing line in order to minimise discomfort to other shooters.

Display of Range Orders

- 2-32. A summary of these orders is to be displayed at the rear of the firing point at the 300 metre range. Copies are to be kept in the HGC range shed and in the 300 metre range shed.

SECTION THREE RANGE OPERATION

Signing On and Payment of Range Fees

- 3-1. All persons attending the range are to sign the Range Attendance Record, regardless of whether they intend shooting or not. Parents/supervising adults are to sign on behalf of children too young to complete the proforma themselves. The Range Attendance Record is to be maintained by the ROs responsible for running the ranges. Shooters using the gully range or the running target range are to sign the record maintained at the 300 metre range shed. The Range attendance records are to be retained by the Branch Secretary.

Availability

- 3-2. The ranges are available for the use of SSAA members and visitors. The ranges may be opened only in accordance with the timings stipulated in the planning permit issued by Wodonga Council. The hours of operation currently permitted are 10.00 a.m. to 6.00 p.m. each Saturday, Sunday and Wednesday, excepting the second Saturday of each month and the first Sunday of each month. The Committee has also agreed to close the 300 metre, gully and moving target ranges from 12.00 pm on the Saturday immediately preceding the first Sunday of each month in order to allow the Field and Game Club time to set up their range for the following day's competition. The committee may further restrict these timings.
- 3-3. The ranges are not to open for live firing on days of total fire ban.
- 3-4. The Committee will issue a shooting program for the ranges and will organise a roster of ROs to oversee safety when the ranges are opened in accordance with this program. Qualified ROs who wish to open the ranges at times when no RO is rostered (but still in accordance with the planning permit) may have a range key issued, or draw the range key from the Branch Secretary by prior arrangement. Those wishing to open the range in these circumstances should note that during the fire danger period, ROs have specific responsibility for the fighting of fires. These responsibilities (detailed below) extend to those days when non-programmed shooting is taking place in accordance with the provisions above.

Priority of Use

- 3-5. Those shooters participating in scheduled competition are to have priority for access to firing lines, benches, etc. If the division of competition participants into details is not possible, the RO is to move those shooters not participating in competitions off benches or to the rear of the firing line in order to make sufficient space available for competition shooters.

Use of the Ranges by Outside Organisations

- 3-6. Outside organisations may, with the prior approval of the Committee, use the range. When doing so, the following restrictions are to apply:

- a. they may only use firearms and ammunition of those types cleared for use on the ranges (see paras 3-73 to 3-75 below);
- b. they must operate under the control of SSAA Vic Range Safety Officers (unless they are exempted from doing so under the terms of the Range Accreditation document issued by VICPOL);
- c. they must carry their own indemnity insurance and provide their own communications and first aid facilities; and
- d. they must operate the ranges in accordance with these orders, a copy of which is to be provided to the organisation at the time of booking.

3-7. It is open to the Committee to fix a charge for such use.

Concurrent Use of Ranges

3-8. Because of the proximity of the individual ranges within the SSAA area and of the location of the Field and Game range, the concurrent use of ranges must be carefully coordinated. The Joint Range Committee (formed by representatives of each of the three clubs) is responsible for coordination of club activities to ensure that no concurrent use of individual club facilities takes place when such use may expose club members and visitors to risk of injury. This committee has determined that the SSAA 300 metre, 200 metre, gully, moving target and Easternmost IPSC ranges are not to be used concurrently with the WAF&G range. The SSAA Committee will therefore close these SSAA ranges on WAF&G shoot days.

3-9. The moving target range may operate concurrently without coordination of cease fires with the 300 metre range once a police approved side berm is constructed between the two. Until these earthworks are completed, an effective communications system must be put into place to coordinate cease fires if the moving target and 300 metre ranges are to be used concurrently. The gully range and 200 metre range may not be used concurrently with other ranges other than those of the HGC. The handgun ranges may be used concurrently with all other SSAA ranges and the WAF&G range, however the left of arc on range 10 is to be established so that no rounds strike the left side wall when there are people on the SSAA and F&G properties to the East.

Night Firing

3-10. Night firing on any of the SSAA Wodonga ranges is prohibited unless the Committee obtains prior approval from the Planning Authority.

Junior and Unlicensed Shooters

3-11. In accordance with the Victorian Firearms Act (1996 as amended), holders of Junior Shooters Licenses may use firearms unsupervised on SSAA property. Unlicensed shooters who are under 18, but have attained the age of 12 years may also use firearms on SSAA ranges for the purposes of instruction PROVIDED they have parental consent (and can produce this in writing if they are not accompanied by a parent or legal guardian) AND they are DIRECTLY supervised by a licensed adult shooter. Direct supervision implies that the supervisor is engaged in no other activity but supervising the unlicensed shooter concerned. The supervisor must provide undivided attention to the activities of their charge at all times, including during ceasefires.

- 3-12. RO are to ascertain the age and eligibility, in accordance with the above criterion, of young persons who wish to use the range before allowing them to shoot.
- 3-13. Adult (18 years and over) unlicensed shooters may use Category A and B firearms on SSAA ranges for the purpose of receiving instruction from an appropriately licensed adult shooter.
- 3-14. Unlicensed shooters may use general category handguns on SSAA ranges for the purpose of receiving instruction provided by an appropriately licensed adult. Where the shooter has attained 12 years of age but is not yet 18 years of age and the supervisor is not the shooter's parent or guardian, the supervisor must be in possession of written authority to provide instruction signed by the parent or guardian of the shooter. Unlicensed shooters may only receive instruction in the use of handguns under these provisions on three occasions, each of which must be recorded on the Victoria Police form '*Notification of Receiving Instruction*' prior to the instruction taking place. The completed forms are to be forwarded to the Secretary of the SSAA Wodonga Handgun Club, who is responsible for the dispatch of the forms to the Victoria Police within seven days of the instruction taking place.

200 and 300 Metre Range Operation

- 3-15. Left and right arcs of fire on these ranges are limited by the extremities of the stop butts at the end of each range. These limits are to be indicated at the final stop butt on the ranges and at the firing point by means of white indicators. No firers are to fire outside the limits of the arc prescribed by the inner edge of these markers.
- 3-16. Firers are not to set up targets in such a position that the line of fire beyond the target crosses either of the limits of arc, nor are range users to fire at range fixtures
- 3-17. Targets may be paper/card fixed onto a timber or card background, or attached to a frame constructed of timber, plastic or steel rod. Freestanding cardboard targets are also permitted as are Plastic/fibre purpose built targets (such as those manufactured by ADI). Reactive steel targets may also be used. Clay or earthenware targets, blocks of wood, bowling pins, plastic bottles and other novelty targets may be used for certain events, at the discretion of the appropriate Discipline Referee or the RO. When these types of target are used, the Discipline Referee/RO is to ensure that the range is cleaned and target debris is properly disposed of after shooting is completed.
- 3-21. SSSAA Wodonga ranges are not cleared for use in conjunction with moving targets that require shooters to engage targets from positions where shooters' lines of fire fall outside the range arcs.
- 3-22. Before the ranges can be operated, red warning flags are to be displayed at the firing lines and at the entrance to the range complex (the locked gate on Kling's road).
- 3-23. It is desirable that spectators and visitors remain behind firing lines, however they may, at the RO's discretion, move onto the firing line at the 300 metre, 200 metre and moving target ranges. If the RO subsequently feels that their continued presence poses a safety hazard, he/she may order all or some spectators to move off the firing line. Children and junior

shooters may not move onto the firing line unless under the direct supervision of an adult/licensed shooter as applicable.

- 3-24. Waiting details/individual competitors are not to move onto the firing line with their firearms until called forward by the RO. Competitors who have finished shooting and are required to give up their position to a waiting competitor are to move to the rear once their firearm has been cleared and they are authorised to do so by the RO.

Operation of 25 and 50 Metre Handgun Ranges (Ranges 1 to 5 and 8 to 10.)

- 3-25. Red Warning flags are to be displayed at the locked gate on the access road to the range complex and on the firing point at the 50 metre range before shooting is commenced on either of these ranges.
- 3-26. No target is to be erected closer than 5 metres to the front bench in the enclosed firing point on the 50 metre ranges or 5 metres to the front of the firing line on the 25 metre ranges. Targets are to be erected down range in accordance with the rules of the competition/practise being conducted.
- 3-27. Firing points for each shooter on the 50 metre ranges are to be marked by the RO and will be in accordance with the rules governing each particular course of fire. Spectators and waiting details on the 50 metre ranges may occupy space to the rear of the enclosed firing point, where they will be under the control of the RO.
- 3-28. Entry to the firing point on the 50 metre ranges is to be gained only via the pedestrian doors at either end of the firing line. Access is not to be gained by climbing the range side walls.
- 3-29. The RO is responsible to ensure that all shooting conducted on these ranges is conducted within the allowable arc of fire so as to contain all projectiles within the areas bounded by stop butts and range sidewalls. Shooters are not to fire over the top of the stop butts or sidewalls.
- 3-30. These ranges are provided for the use of pistol shooters, and their programmed activities have priority over all others on these ranges. Nevertheless, shooters firing shotguns and rifles chambered in pistol calibres may use both ranges.

Operation of the IPSC Handgun Ranges (Ranges 6 and 7)

- 3-31. Only handguns may be used on these ranges. They have been constructed for the main purpose of the conduct of practical shooting events. These events are sanctioned by IPSC.
- 3-32. These ranges may be used concurrently with all others, including the WAF&G and SSAA ranges located to the East in accordance with para 3-9 above. The Range Officer responsible for the operation of the IPSC 10 range is to ensure that targets are arranged so that axes of fire are not such as to allow rounds to impact the Eastern side wall of the range when people are on the 200 metre, 300 metre, gully, moving target or WAF&G ranges.
- 3-33. A red flag must be flown at the entrance to the HGC range complex prior to any IPSC range being used.

- 3-34. Use of holsters on these ranges is permitted, however the following restrictions are to apply:
- a. No loaded handguns are to be carried in holsters away from the firing point and handguns are to be cleared by the Range Officer before being placed into holsters at the completion of a shooting serial.
 - b. A loaded firearm can only be carried in a holster at the firing point and this may only occur when a shooter is instructed to do so by the Range Officer.
 - c. Other than on the firing point and under the control of the Range Officer, no handgun may be handled, removed from or returned to a holster except when in the Safe Handling Area provided for that express purpose.
- 3-35. The Safe Handling Area is to be controlled by a Range Officer, who is to ensure that ammunition is not brought into this area.
- 3-36. No competitor is to load then holster a pistol, or draw a loaded pistol during competition unless in possession of an appropriately issued holster accreditation. The RO supervising this range is to satisfy him/herself as to shooters' qualifications in this regard prior to directing that shooter to holster a loaded pistol on the firing line.
- 3-37. All events on these ranges are to be conducted in accordance with the IPSC Handgun Competition Rulebook.
- 3-38. All shooters are to be given the opportunity to walk through the course of fire before the shoot commences. The intent of this walk through is to ensure that all shooters understand the course of fire before they commence shooting.
- 3-39. Movement with a loaded pistol may be required during the course of fire and the RO must be alert to the potentially wide range of abilities of competitors, ensuring that the less experienced do not attempt to undertake the course in a hasty and unsafe manner. ROs are to closely supervise less experienced shooters to ensure they undertake the shoot safely, especially with regard to the application of firearm safeties between sections and the control of muzzle direction.
- 3-40. The RO may disqualify unsafe shooters from a match. When stood down in this manner, the shooter may not continue with a course of fire.
- 3-41. Other unsafe practices that the RO on these ranges is to prevent include:
- a. unsafe behaviour that may lead to a holstered firearm falling to the ground,
 - b. the potential discharge of a round that may strike the ground within three metres of the shooter,
 - c. allowing a firearm muzzle to pass any part of the human body,
 - d. movement of a competitor who has a finger on a firearm trigger,
 - e. shooting a steel target at a range closer than seven metres,
 - f. shooting over a stopbutt or side berm, and
 - g. the movement of a firearm muzzle past 90 degrees from the line of fire (the 180 degree rule).

Operation of the Gully Range

- 3-42. This range is designed to enable shooters to fire at targets using longarms and handguns in simulated field conditions. It is located between and runs parallel to the 200 and 300 metre ranges in the gully behind the dam wall that provides the stop butt for the moving target range. All legal longarms and handguns may be used on this range, excepting blackpowder cannons.
- 3-49. The Committee will authorise the use of this range through the range calendar or by exception outside of this medium. **The range may not be used under any circumstances without prior approval of the SSAA Wodonga Committee.**
- 3-50. Reactive and conventional targets may be used on this range and positions of these targets may be changed to allow variety. However, targets are not to be set so that a shooter's line of fire rises above the horizontal, as the range safety template extends only to the top edge of the gully. Only qualified Range Officers may set targets on this range.
- 3-51. Only one shooter is to use the range at any time. This shooter is to be accompanied by a Range Officer and the pair is to move together, shooter to the front, keeping strictly to the designated paths. The range is 'one way'; that is a shooter may only enter the range at the dam and proceed along the paths in a Southerly direction. Upon reaching the end of the gully, the shooter's firearm is to be cleared by the RO before the shooter turns to return to the start point. Under no circumstances are targets to be set that require a shooter to fire while returning to the start point along the path in a Northerly direction. Spectators are not to follow shooters along the gully.
- 3-52. Waiting shooters are to remain at an assembly area set aside at the start of the range. No firearms are to be loaded in this area (ie have ammunition placed in magazines or in chambers) and shooters may only load firearms when at the start point and upon direction to do so by the RO supervising the range.
- 3-53. The state of firearm readiness once a shooter enters the range will normally be 'loaded'; that is a loaded magazine on the firearm, empty chamber and action open. Revolvers may be loaded, however must remain uncocked. Shotguns are to be carried with actions open and chambers empty. Shotgun shoots must be conducted using firing points clearly marked and shotgunners are to be informed when they must halt and load their firearms in order to receive a target.
- 3-54. Where targets are presented once a shooter reaches a marked position, the Range Officer may instruct a shooter to load firearm chambers. In this circumstance, the firearm will be once again made safe while the shooter moves to the next position. Where shooters are required to fire upon targets that appear without warning, no command to chamber ammunition need be given by the RO, although firearm chambers are to be checked as clear before the shooter moves further down range. Exceptions may be made by the committee to allow a loaded chamber for specific handgun competitions. No ongoing approvals are to be granted.
- 3-55. ROs overseeing the use of this range are to pay particular attention to the following:

- a. Shooters are to proceed down range with firearm muzzles pointed at 45 degrees to their front. Pistol shooters with holster accreditation may carry holstered firearms in a loaded condition provided the supervising RO is qualified to preside over holster events.
- b. Shooters are not to fire at targets positioned above the horizontal. It is incumbent upon the presiding RO to ensure that targets and shooting positions are sited accordingly.
- c. While target positions may change from shoot to shoot, the pathways used by shooters and the accompanying ROs are not to be changed.
- d. All shooters are to be given a safety brief by the RO before using the range. At a minimum, this brief is to include:
 - (1) firearm readiness on the range and in the assembly/waiting area,
 - (2) requirement to keep to designated pathways,
 - (3) number of rounds to be fired at each target,
 - (4) requirement not to fire above the horizontal,
 - (5) the course of fire, and
 - (6) requirement to clear firearms at the end of the range before turning back to the start point.

3-56. Where possible, two range officers are to oversee the use of this range; one to accompany shooters down range and the other to ensure no breaches of safety occur amongst waiting shooters.

3-57. The presiding RO is to ensure that a red flag is to flown from the flagpole at the rear of the Moving Target Range when this range is in operation.

3-58. Rules governing the concurrent use of this range with others are described above in paragraphs 3-8 to 3-9.

Moving Target Range

3-59. This range is 100 metres long and is designed primarily as a moving target facility, although conventional 'fixed targets' may also be used on this range. It has facility for two target rails; one at 50 metres and another at 100 metres, and is available for use by all legal firearms permitted on the SSAA Wodonga Ranges, including pistols but excluding black powder cannons.

3-60. The opening times of this range will be promulgated by the committee but in addition the range may be opened by a qualified RO at other times when permitted by the range Planning Permit and when conditions governing its use concurrent with other ranges are satisfied.

3-61. The moving target mechanism is radio controlled. The controller and mechanism are to be issued only to specific individuals for use during specified events that have been approved by the Committee.

3-62. The left and right of arc on this range are marked and are set assuming that the firing line will remain in a position level with the 300 metre range firing line. Should shooters fire from positions closer to the stop butt, the Range Officer overseeing the activity is to position temporary Left and Right of Arc markers so that shooters' lines of fire do not intercept the

side berms and all projectiles are trapped by the stop butt. Where the firing point is to be changed, the Committee is to be informed prior to issuing its approval to use the facility. When concurrent use of the Moving Target and 300 metre ranges is undertaken, the Moving Target firing line must be level with that of the 300 metre range and ceasefires are to be coordinated.

- 3-63. Before this range is opened, a red flag must be flown from the flagpole sited to the rear of the firing line.
- 3-64. The rules governing the concurrent use of this range with others may be found in paragraphs 3-8 to 3-10 above.

Metallic Silhouette - Rifle

- 3-65. The SSAA Wodonga Branch provides metallic silhouette targets for use in competition and practice. Targets of this type intended for centrefire competition are not to be fired upon by centrefire rifles at ranges less than 200 metres, unless such rifles are competition approved and have a bore diameter no greater than .224". This restriction avoids unnecessary damage to the targets and danger from bullet splash.
- 3-66. Shooters firing subsonic or high velocity .22 RF ammunition may use rimfire metallic silhouette targets at ranges no closer than 25 metres. .22 RF 'Hyper' velocity, 17 HMR, 17 Mach 2 and .22 Magnum ammunition may not be used on these targets at any range.
- 3-67. All Silhouette targets excepting those designed for use at 150 - 300 metres are to be kept locked in the container at the 300 metre range. Those wishing to utilise these targets may have them issued by the RO.
- 3-68. Only steel targets supplied by SSAA Wodonga may be used on the ranges. In order to safeguard against bullet splash and ricochet, no other steel targets are to be used.
- 3-69. In order to avoid damage, the .22 RF silhouette stands located on the 300 Metre Range are not to be used to support targets for centrefire rifles or handguns.
- 3-70. The steel tables located in the silhouette area of the 300 metre firing line are designed for holding ammunition / magazines etc of shooters using the silhouette range. **Under no circumstances are they be used as shooting benches.**

Other Target Restrictions

- 3-71. Only purpose designed clay targets are to be used on the shotgun range.
- 3-72. Glass items, old appliances etc (e.g. bottles, TVs, computers and mobile phones) are not to be used on any be used as targets on any SSAA range.

Types of Firearm and Ammunition Permissible

- 3-73. Only those firearms currently capable of registration under Victorian State Law may be used on the SSAA Wodonga ranges. The Committee may make an exception in respect of other

types of firearms used by outside organisations (such as police) that may wish to use the range. In these cases, firearms are not to be used in an automatic fire mode unless the concurrence of the adjoining private land owner has first been obtained.

- 3-74. All types of legal firearms capable of registration in the State of Victoria may be used on the ranges excepting the .50 BMG and any of its derivatives and the .408 Cheytac or its derivatives. Blackpowder cannons of up to 40mm in calibre may only be used only on the 300 metre range. The range planning permit prohibits blackpowder cannons of a calibre greater than 40mm. Semi automatic handguns fitted with magazines with a capacity greater than 10 rounds are not to be used on SSAA Wodonga ranges other than by law enforcement or military organisations. Illegal accessories, such as moderators or silencers are also not to be used on SSAA property.
- 3-75. Tracer, incendiary, illuminating, armour piercing or explosive ammunition is not to be used on any SSAA range, unless the tracer element is a chemical compound (as used in Cyalume sticks and now supplied in some 12 G ammunition as an aid to instruction.) The ammunition restriction includes 12g ammunition which fires a small secondary explosive charge designed to scare birds.
- 3-76. ROs are to order the immediate removal of any illegal firearm or equipment from SSAA property in accordance with paragraph 4-11.

Cease Fires

- 3-77. The RO will order periodic cease fires to enable details to be changed and shooters to check or replace their targets. During these cease fires, there is to be no movement forward of the firing line unless authorised by the RO and there is to be no handling of firearms until the range is reopened. This includes the movement of firearms on and off the firing point and behind the firing point.

Fees and Charges

- 3-78. The Committee may fix fees and charges for range users. All range users must pay these charges on the day of range use and before commencing shooting, unless in possession of an annual range pass or exempted from the payment of fees by the Committee. No credit will be extended in relation to these charges.

Alcohol

- 3-79. Alcohol is not to be consumed by shooters, officials or spectators on SSAA Wodonga property unless the approval of the committee has been granted, an appropriate license has been obtained and then not until shooting has ceased for the day and all firearms have been cleared and secured in accordance with VICPOL requirements.
- 3-80. Alcohol is not to be stored on SSAA property without approval of the committee.
- 3-81. Persons who appear to be under the influence of alcohol or any other intoxicating substance are not to be allowed access to the SSAA Wodonga range area and are to be asked to leave SSAA property immediately by the officiating RO.

Animals on SSAA Wodonga property

- 3-82. Domestic stock and native wildlife are not to be harmed or interfered with in any way other than to clear them from the ranges before firing commences.
- 3-83. Control of vermin will be coordinated with the holder of the range grazing rights by the committee before any action is taken. **Individual members may not undertake this activity without authority from the Branch Committee.**
- 3.84. In accordance with SSAA Vic policy, no pets are to be brought onto SSAA property.

Range Occupation Flags

- 3-85. A stand is located at the junction of the turnoff from the WAF&G track of the track to the SSAA ranges which caters for the display of small flags indicating the occupation of the various ranges. There are three flag holders, the left most is for the WAF&G flag, the centre is for the SSAA 200 metre, Gully, Moving Target and 300 metre ranges and the right hand holder is for the SSAA HGC ranges. Personnel opening any of the SSAA ranges, for shooting or any other purpose, are to ensure they place a flag in the appropriate holder to indicate their presence on the range.
- 3-86. ROs opening ranges are to check the flags displayed to ensure any of the rules for concurrent range operation described above are not breached and on leaving to ensure that personnel on other ranges are not locked in.

Stop Butts and Positioning of Targets

- 3-87. Stop Butts (e.g. the 300 metre butt and the rear walls of the Handgun Ranges) are designed to assist in the prevention of projectiles leaving the ranges. **Under no circumstances are targets to be positioned on the tops of stop butts.**
- 3-88. The intermediate butts on the 300 metre range may have targets placed on their top edges, however this is only to occur when it is the only means by which visibility of the target can be achieved from the selected firing position.

Rubbish

- 3- 89. Shooters must remove all target debris for which they are responsible from range areas before their departure. Rubbish is not to be brought to SSAA Wodonga owned or leased property for disposal.

Smoking

- 3-90. (Reserved)

SECTION FOUR RESPONSIBILITIES OF THE RANGE OFFICER

Scope

- 4-1. The RO is responsible for ensuring the safe enjoyment of the range facilities by all shooters and spectators. The RO therefore holds full responsibility for safety on the range, including those areas behind the firing point. Additionally, the RO has a number of administrative responsibilities relating to the running of the ranges. Any RO, whether rostered on duty or not, has a responsibility to enforce standards of safety and conduct described in these orders.
- 4-2. This Section provides a brief summary of the RO's responsibilities contained in reference B and describes additional responsibilities pertaining to the Wodonga Ranges. These responsibilities are relevant to all SSAA Wodonga RO, as well as those from other clubs who may be officiating on a Wodonga range. Section 6 of these orders (Code of Conduct) should be read in conjunction with this section.

Opening the 300 metre Range

- 4-3. The rostered RO is to draw the range keys from the nominated holder (usually the Treasurer or another Committee member). At this time, he/she will also be issued the cash float and an official receipt book. Upon arrival at the range, the RO is to raise red flags in accordance with the instructions contained in Section 3 above.
- 4-4. The RO is to clear any stock from the impact area and open the toilet block and range shed, ensuring that the Range Sign On Registers are available for use. The RO is responsible for ensuring that all range attendees sign this sheet and pay the appropriate range fees.
- 4-5. During the fire danger period, the RO is to lay out firefighting equipment in accordance with paragraphs 5-1 and 5-2 below.

Conduct of Shooting

- 4-6. The RO is to oversee the conduct of shooting in accordance with these orders and reference B.
- 4-7. The RO has absolute authority in relation to all matters concerning, or likely to concern, safety. While a discipline Referee may run a shoot, the RO remains responsible for safety matters.

Transfer of Responsibility between ROs

- 4-8. Whenever possible, two ROs will be rostered each shooting day in order to allow some respite and to allow one RO to oversee safety while the second oversees collection of monies

etc. When two RO are rostered, they are to agree which of them will act as the senior RO and have ultimate responsibility for safety on the range.

- 4-9. At all times, hand over of responsibility between Range Officers must be achieved in a manner that leaves no room for confusion. It is important that the new RO is in no doubt that he/she is now responsible for range safety and it is equally important that shooters at the firing point also recognise this fact. Therefore, RO hand overs are not to take place while shooting is in progress. The new RO is to take over responsibility for the range during a cease fire and then open the next session of shooting.
- 4-10. ROs are to wear the orange vest provided or, as a minimum, their RO card carrying their RO number.

Illegal Activities

- 4-11. The RO is responsible for implementing SSAA (Vic) Ltd policy that no illegal activities are allowed on land controlled by SSAA (Vic) or its branches. This includes a ban on the use of illegal firearms and associated equipment and the use of a firearm by a person not in possession of an appropriate license or permit, where a license or permit is required. ROs are to instruct persons bringing illegal firearms and equipment onto SSAA property to remove them immediately and are to advise the Senior Range Officer of the details as soon as possible.

Closure of Range

- 4-12. After closing the range, the RO is to collect all range monies and acquit them against the Range Attendance Register. The money, together with the Range Attendance Register sheets are to be handed to the Treasurer that day, unless prior arrangements are made.
- 4-13. The RO is to check the toilet blocks for cleanliness, secure the firefighting equipment (if during the fire danger period), ensure the wood fire (300 metre range only) is extinguished (during the cooler months), ensure all targets INCLUDING THOSE METALLIC SILHOUETTES that are required to be secured are removed from the range and returned to storage. The RO in charge is to ensure the security container at the 300 metre range or the range shed at the 50 metre range (as appropriate) is locked.
- 4-14. Before departing the ranges, the RO is to check that there are no other SSAA ranges or the Wodonga F&G range in use (see para 3-85 and 3-86 above). If this is the case, he/she is to ensure that the red flags at the firing point and at the main gate are lowered and returned to their storage locations. The RO is also to ensure that the main gate is locked.

Use of Vehicles by Unlicensed Operators/Unregistered Vehicles/Pillion Passengers

- 4-15. The SSAA insurer has stipulated a number of conditions with regard to vehicle operation upon which continued provision of insurance is predicated. As a consequence, the RO is to ensure that unlicensed operators do not operate motorised vehicles of any description (including minibikes, trail bikes, ATVs etc) on SSAA property. When licensed operators use these vehicles, they must be registered and appropriate protective gear must be worn.

- 4-16. No pillion passengers may be carried on motorcycles on SSAA property, other than to travel to and from the range, *even if the rider is licensed, the bike/ATV registered and the practice legal under Victorian Law*. This restriction has also been specified by the SSAA's insurer as a condition of its provision of cover.

Disposal of Live Ammunition on SSAA Property

- 4-17. ROs are not to permit the disposal of live ammunition at any SSAA range. This especially includes depositing ammunition into rubbish bins. All defective or otherwise unwanted live ammunition is to remain the responsibility of the person who brought it onto a SSAA range. Primed cases are to be treated as ammunition for the purposes of this Order.

Behaviour in Car Parks

- 4-18. ROs are responsible for the supervision of safety behind the firing line as well as on it. This area of responsibility includes car parks. ROs should ensure that no firearm handling takes place in car parking areas and that drivers do not behave recklessly in these areas.

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SECTION FIVE EMERGENCY PROCEDURES

Fire Precautions

- 5-1. The SSAA ranges are not to be opened on days of total fire ban. During the fire danger period, ROs operating the ranges are to position firefighting equipment (stored in the toilet block at the 300 metre range and in the shed at the 50 metre handgun range) behind each firing point, or in the case of the 50 metre range, inside the enclosed firing point. When doing so, ROs are to check that knapsacks are full and in good operating condition and beaters are placed in water containers in order to pre soak them. All ranges in use during the fire danger period, including the moving target range, the IPSC range and the sneaker range are to have this equipment positioned before shooting commences.
- 5-2. In the event of an outbreak of fire on the SSAA ranges or adjoining club ranges, the RO/s is/are to call an immediate cease fire, clear all firearms and take charge of the fire fighting effort. One person is to be left at the firing line to safeguard the security of firearms and others are to take immediate action to suppress the fire, provided this is achievable given the manpower and resources available (see paragraph 5-5).
- 5-3. Where the fire occurs on adjacent private land, ROs may take action as in para 5-2 if, in their judgement, a potentially dangerous /costly situation may be avoided by a rapid response. Otherwise, members may volunteer to assist the landholder in fighting the fire using SSAA equipment.
- 5-4. When fighting fires on private land, members must be cognisant of the fact that they may not be covered by SSAA indemnity insurance. ROs are to brief members accordingly before intervening in a fire off SSAA property.
- 5-5. Before deciding to fight a fire, RO should consider the following factors:
 - a. Size, intensity and velocity of the fire. If the RO believes that the fire is beyond local means of control, evacuation of the area should be ordered immediately.
 - b. Ability of range attendees to effectively combat a fire. Aged or infirm members cannot be expected to meet the potential physical requirements of fire fighting. Similarly, ROs should not expose improperly clad persons to the risks associated with fighting a potentially serious blaze.
- 5-6. If the fire is uncontrollable or appears as though it may become uncontrollable, or when the RO believes it may be otherwise warranted, he/she is to notify the CFA of the fire by the quickest available means. Similarly, if the RO believes that evacuation of the area is the most appropriate response, he/she should coordinate this as soon as possible, ensuring all range users are clear of the area before departing **with the range attendance sheets**.

5-7. Evacuees are to assemble at the Kling's Road/Plunkett's Road intersection to enable the RO to check that all those recorded as being on the range have been evacuated successfully. Copies of the evacuation plan are located at the 50 and 300 metre range sheds.

Incident/ Accident Procedures

- 5-8. The Committee is to ensure that comprehensively stocked first aid kits are maintained at the range sheds. These are to be accessible to all range users and visitors and are to be clearly visible.
- 5-9. In the event of a serious accident/incident, the RO is to immediately close the range and clear all firearms on the firing line as soon as practical to do so. The RO is to ensure first aid is administered where appropriate.
- 5-10. If the accident/incident requires urgent medical, police or CFA intervention, the RO is to contact the emergency services as soon as possible. He/she may delegate this task to another person, as mobile phone coverage in the area of the ranges is intermittent and assistance may be required from nearby farmhouses.
- 5-11. **The contact number for urgent emergency services assistance is 000.** Individual contact numbers (non emergency) are:
- a. Police: 6049 2600
 - b. Ambulance: 133009 (non urgent transport only)
 - c. Country Fire Authority: 6056 3022
 - d. Emergency Department Wodonga Hospital: 6051 7111
- 5-12. The RO is take the names and addresses of those involved in, or witnessing any accident/incident in order to meet the reporting requirements of reference B. This is particularly important if the accident or incident involves the misuse or accidental use of a firearm.
- 5-13. The range is to remain closed until the emergency services have cleared the area and the situation is controlled.

Accident/Incident Reporting

- 5-12. Range Officers are responsible for the reporting of any incidents on SSAA ranges involving personal injury or property damage. In accordance with SSAA Vic policy, such reports are to be compiled on the proforma available in the range sheds at the 300 and 50 metre ranges. The completed proforma is to be provided to the Branch Secretary or the Senior RO who will be responsible for the notification of SSAA State Office.

SECTION SIX CODE OF CONDUCT

Introduction

6-1. The Code of Conduct below outlines the SSAA Wodonga Committee's expectations of all who use Wodonga Branch facilities. It is enforceable and those found to be acting in contravention of one or more of its provisions may face disciplinary action, which may range from a Letter of Censure or a requirement to tender a written apology to an aggrieved party, up to and including a 12 month ban on access to the Branch's range facilities. These forms of punishment may be combined, e.g. a requirement to tender a written apology *and* a ban on use of range facilities for a period fixed by the Branch Committee.

Provisions

6-2. The provisions of the Code are as follows:

- a. *The directions of the officiating Range Officer /s are to be complied with.* Disagreement may be voiced, but not in a loud, angry or aggressive manner such that other range users can overhear the point being made. The final word in any discussion over a Range Officer decision will belong to the Range Officer concerned, but may be referred to the Committee for adjudication by an aggrieved party after the event. Range Officers and Branch Committee members are empowered to remove those who breach this code from SSAA Wodonga facilities with immediate effect.
- b. *Range users and visitors are to treat others with courtesy and respect.* Threatening, aggressive, racist, sexist or loud and foul mouthed behaviours are absolutely forbidden, whether aimed at visitors or at another range user.
- c. *Behaviour (including the use of expletives) in a manner likely to cause offence to others is forbidden.* Standards that may be acceptable in an individual's home or work place may not be so on the firing range, especially when juniors are present.
- d. *Range users are to behave in a welcoming and positive manner toward visitors and assist them where possible.*
- e. *Range users are not to wear clothing that may offend others or bring the shooting sports into disrepute while on SSAA Wodonga property.* Clothing that might be included in this category includes, but is not limited to, T shirts with slogans or pictures that may cause offence as well as clothing that could be considered too revealing.
- f. *Range users are not to touch equipment belonging to other shooters without permission to do so.* This clause does not prevent a Range Officer from handling firearms belonging to others in order to ensure that they are clear of ammunition prior to allowing range users to proceed onto the range forward of a firing line or position.
- g. *Range users are to ensure they retrieve their targets prior to their departure from a SSAA Wodonga range and leave their firing areas in a clean and tidy condition.*

Reporting and Punishment

6-3. In the first instance, the Range Officers on duty are to be the judge of when a breach of this Code of Conduct has occurred. They may take action based on their own judgement or upon receiving a complaint from a range user or visitor.

6-4. Range Officers are to report any breaches of this code in response to which actions are taken to the Senior Range Officer within 12 hours of the breach occurring. When considered necessary by the President or a Committee member acting on his / her behalf, the Committee may hold an extraordinary meeting to discuss matters arising out of breaches of this code.

6-5. Where disciplinary action is to be considered by the Branch Committee, those who are accused of a Code of Conduct violation must be informed of the allegations made against them and provided with an opportunity to defend themselves. This can be done either by an accused person submitting a written defence or appearing before the Branch Committee in person. In determining whether or not to punish an individual and the nature of the punishment to be awarded, the Branch Committee is to consider material provided in an accused person's response and any other relevant factors (such as an individual's past record at the club).

6.6. Where a punishment involving a ban from the club facilities is to be invoked, the Branch Committee must provide written notice to the person affected. This notice is to include the reasons for the ban and its duration.

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