

Waikato Clay Target Club Inc.

Range Standing Orders



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Signature:

Date: 1 July 2023

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Table of Amendments

Amendment No.	Date	Subject	Inserted by (initial)	Date

Purpose of these Range Standing Orders

Range Standing Orders are written to ensure all range users are aware of the conditions that apply to Waikato Clay Target Club shooting ranges **with safety being the prime consideration**, where:

- All necessary precautions are taken to prevent accidents to range users and visitors
- Danger to the public is prevented
- Maximum use is made of available range space
- Only authorised firearms and ammunition described in this range standing order are used on the range
- All shooting activities are conducted in accordance with:
 - Arms Act 1983
 - New Zealand Clay Target Assn Rules
 - New Zealand Clay Target Assn – Manual of Range Construction, Design and Inspection Guidelines
 - New Zealand Clay Target Assn – Health and Safety Manual
 - Firearms Safety Authority / New Zealand Police – Shooting Range Manual
- All personnel are briefed on the amenities provided

These orders are applicable to **ALL PERSONS** who enter the property administered by the Waikato Clay Target Club Inc. These orders are promulgated to all Waikato Clay Target Club Inc members and all other individuals and organisations that use the range.

A copy of these orders is permanently displayed on the club notice board and the web site www.wctc.co.nz

Terms and Definitions

CofF – Cone of Fire.

Direct / Immediate Supervision – term used to describe supervision of a new or unlicensed shooter, where the firearms licence holder:

1. is physically present and actively supervising the shooter;
2. is close enough to be able to take control of the firearm being used by the shooter if necessary;
3. is not using another firearm while providing supervision.

HAoF – Horizontal Angle of Fire – range of horizontal movement a shooter can use to engage a target, measured in degrees.

Live firing / Shoot or Shooting – terms used to describe activity during which live firing of shotguns takes place.

NZCTA – New Zealand Clay Target Association being the national body for clay target shooting in New Zealand.

Officer on Duty (OD) or Range Officer (RO) – is the range safety officer responsible for safety on a shooting range, this person may also be the referee.

Shooter – person who discharges a firearm.

Shooting Range Operator (SRO) – person who is responsible for the operation of the Shooting Complex and associated ranges.

Range Danger Area or Shot Fall Safety Area (SFSA) – 200 metre area in front of shooting activity where shot will fall - human activity must not be conducted within the safety area of a shotgun range when it is in operation.

VAoF – Vertical Angle of Fire – range of vertical movement a shooter can use to engage a target, measured in degrees

List of References

New Zealand Clay Target Assn – Manual of Range Construction, Design and Inspection Guidelines - 28 Nov 2010

New Zealand Clay Target Assn – Health and Safety Manual v2.0 2022

New Zealand Clay Target Assn – Rules Manual – April 2023

Firearms Safety Authority – Police Shooting Range Manual – V2.1 – 15 Dec 2022

1. Shooting Club / Range / Range Complex Name:

Waikato Clay Target Club

2. Range Name: Waikato Clay Target Club

3. Range Standing Order's Date: 1/06/2023

4. Introduction

The range is one of two clay target national grounds and has a busy schedule hosting member practice days, Club competition days, Regional, Provincial, Island, National and International competitions

The range caters for all abilities, ages and genders and all clay target disciplines being ISSF Trench, Skeet, DTL and Sporting disciplines.

All events are conducted in accordance of the NZCTA rules and guidelines

Legal Description and comments

The legal designation is Waikato District Council Lot 1 DPS20639, with the physical address of 556 Holland Road Eureka Hamilton 3286.

There are 44.555 hectares contained within the boundaries.

The land is owned freehold by the Waikato Clay Target Club.

Additionally the Waikato District Plan has designated a noise boundary perimeter (CNR 90) to future proof the facility from reverse sensitivity.

There is some associated land affected by the Range Danger Area, these areas are utilised with the respective owners permission, legal descriptions as follows -

Southern boundary Lot 11 DP10710

Western boundary Lot 6 DP347293

Name of Landowner: **Waikato Clay Target Club Inc.**

Hours of Operation: The grounds operate under a Consent which permits shooting for 365 days per annum from 8.00am to 7.00pm.

5. Responsibilities

Name of the SRO: **Stephen Martin**

Name of the person in charge of the day-to-day administration: **Colleen Woodman**

6. Compliance with Range Standing Orders

These Range Standing Orders are applicable to **ALL PERSONS** who enter the property administered by the Waikato Clay Target Club. These orders are promulgated to all Waikato Clay Target Club members and all other individuals and organisations that use the range. A copy of these orders is permanently displayed on the range.

Non-compliance with Range Standing Orders will result in the non-compliant individuals or party being requested to leave the range with the SRO being notified.

7. Range Location

Physical street address of range: **556 Holland Road Eureka**

Topo50 map sheet number: **BD34**

NZTM grid reference: **E1816001 N5820009**

8. Approved Range Users and Priority of Use

- The following is the order of priority for the use of the Waikato Clay Target Club range:
 - o Members of the Waikato Clay Target Club on a day designated by Waikato Clay Target Club as a shooting day
 - o Members of New Zealand Clay Target Association or affiliated Clubs attending an organised event or competition organised by the Waikato Clay Target Club
 - o Members of the public attending a competition, public or corporate event organised by the Waikato Clay Target Club
- The range is **NOT** to be allocated for use by non-members or non-affiliated organisations without the express authority of the SRO and Committee of the Waikato Clay Target Club.

9. Warning Flags and Danger Signs

Range Danger flags and signs are provided on all Waikato Clay Target Club ranges to warn persons who are not familiar with range protocols and associated hazards that they are about to enter a live firing range.

On Waikato Clay Target Club range:

- A red warning flag is positioned at the Waikato Clay Target entry point to the range and **MUST** be hoisted, located at *E 5820011 N 1810933* **PRIOR** to commencement of any live firing
- Range danger signs are positioned at the entry point to the Waikato Clay Target Club ranges and on each of the boundary fences at 100m spacing's
- Range danger signs and red warning flags are located in the following positions on the Waikato Clay Target Club range (*see appendix 1*)
- All individual ranges **MUST** be equipped with a warning flag or device which **MUST** be displayed by trappers or trap staff when forward of the firing line or working within trap houses (see Procedure for Reloading/Repairing trap machines)

Range Intrusion Procedure

- With a range in use for live firing, it is the responsibility of all personnel on the range that if people, animals, vehicles or aircraft are seen to enter or about to enter the range and its danger area, the following action is to be adopted:
 - o Loudly shout '**STOP**'
 - o Live firing is to be immediately suspended by everyone on the range
 - o All firearms that are in use must be made safe / unloaded
 - o Assess the situation and take action based on the intrusion
 - o Only when the intrusion is clear may live firing resume under the instruction of the Range Officer (RO)

10. Range Descriptions, Restrictions and Conditions of Use

There are 19 established ranges at Waikato Clay Target Club with the following descriptions:

Range 1

Grid Reference: E-1811140 N-5820110

Axis – South East

Range Width: 36m

Range Description: Outdoor 200m (Trap/Sporting) FDA Range

Restrictions:

- Shotguns up to and including 12 gauge
- Shot size up to and including 2.5mm may be used with cartridge shot weight no greater than 28 grams

Conditions of Use:

- Range 1 may not be used when the Sporting Clays range is in use.
- When Range 1 is used for Sporting Clays or Compak/5 Stand, shooters are required to be contained within a shooting frame
- Only one discipline at a time can utilise Range 1

Range 2

Grid Reference: E-1811107 N-5820085

Axis – South East

Range Width: 36m

Range Description: Outdoor 200m (Trap/Sporting) FDA Range

Restrictions:

- Shotguns up to and including 12 gauge
- Shot size up to and including 2.5mm may be used with cartridge shot weight no greater than 28 grams

Conditions of Use:

- Range 2 may not be used when the Sporting Clays range is in use.
- When Range 2 is used for Sporting Clays or Compak/5 Stand, shooters are required to be contained within a shooting frame
- Only one discipline at a time can utilise Range 2

Range 3

Grid Reference: E-1811075 N-5820061

Axis – South East

Range Width: 40m

Range Description: Outdoor 200m (Skeet/Trap/Sporting) FDA Range

Restrictions:

- Shotguns up to and including 12 gauge
- Shot size up to and including 2.5mm may be used with cartridge shot weight no greater than 28 grams

Conditions of Use:

- When Range 3 is used for Sporting Clays or Compak/5 Stand, shooters are required to be contained within a shooting frame
- Only one discipline at a time can utilise Range 3

Range 4

Grid Reference: E-1811044 N-5820033

Axis – South East

Range Width: 40m

Range Description: Outdoor 200m (Skeet/Trap/Sporting) FDA Range

Restrictions:

- Shotguns up to and including 12 gauge
- Shot size up to and including 2.5mm may be used with cartridge shot weight no greater than 28 grams

Conditions of Use:

- When Range 4 is used for Sporting Clays or Compak/5 Stand, shooters are required to be contained within a shooting frame
- Only one discipline at a time can utilise Range 4

Range 5

Grid Reference: E-1811009 N-5820013

Axis – South East

Range Width: 40m

Range Description: Outdoor 200m (Skeet/Trap/Sporting) FDA Range

Restrictions:

- Shotguns up to and including 12 gauge
- Shot size up to and including 2.5mm may be used with cartridge shot weight no greater than 28 grams

Conditions of Use:

- When Range 5 is used for Sporting Clays or Compak/5 Stand, shooters are required to be contained within a shooting frame
- Only one discipline at a time can utilise Range 5

Range 6

Grid Reference: E-1810976 N- 5819989

Axis – South East

Range Width: 40m

Range Description: Outdoor 200m (Skeet/Trap/Sporting/ISSF Trench) FDA Range

Restrictions:

- Shotguns up to and including 12 gauge
- Shot size up to and including 2.5mm may be used with cartridge shot weight no greater than 28 grams (24 grams load for ISSF Trench)

Conditions of Use:

- When Range 6 is used for Sporting Clays or Compak/5 Stand, shooters are required to be contained within a shooting frame
- Only one discipline at a time can utilise Range 6

Range 7

Grid Reference: E-1810942 N- 5819964

Axis – South East

Range Width: 40m

Range Description: Outdoor 200m (Skeet/Trap/Sporting) FDA Range

Restrictions:

- Shotguns up to and including 12 gauge
- Shot size up to and including 2.5mm may be used with cartridge shot weight no greater than 28 grams

Conditions of Use:

- When Range 7 is used for Sporting Clays or Compak/5 Stand, shooters are required to be contained within a shooting frame
- Only one discipline at a time can utilise Range 7

Range 8

Grid Reference: E-1810912 N-5819941

Axis – South East

Range Width: 35m

Range Description: Outdoor 200m (Trap/Sporting) FDA Range

Restrictions:

- Shotguns up to and including 12 gauge
- Shot size up to and including 2.5mm may be used with cartridge shot weight no greater than 28 grams

Conditions of Use:

- When Range 8 is used for Sporting Clays or Compak/5 Stand, shooters are required to be contained within a shooting frame
- Range 8 is closed when Range 9 is in use for ISSF trench
- Only one discipline at a time can utilise Range 8

Range 9

Grid Reference: E-1810898 N-5819931

Axis – South East

Range Width: 68m

Range Description: Outdoor 200m (Sporting/ISSF Trench) FDA Range

Restrictions:

- Shotguns up to and including 12 gauge
- Shot size up to and including 2.5mm may be used with cartridge shot weight no greater than 28 grams (24 grams load for ISSF Trench)

Conditions of Use:

- When Range 9 is used for Sporting Clays or Compak/5 Stand, shooters are required to be contained within a shooting frame
- Range 9 is closed when Range 8 and 10 are in use for Trap disciplines
- Only one discipline at a time can utilise Range 9

Range 10

Grid Reference: E-1811140 N- 5820110

Axis – South East

Range Width: 35m

Range Description: Outdoor 200m (Trap/Sporting) FDA Range

Restrictions:

- Shotguns up to and including 12 gauge
- Shot size up to and including 2.5mm may be used with cartridge shot weight no greater than 28 grams

Conditions of Use:

- When Range 10 is used for Sporting Clays or Compak/5 Stand, shooters are required to be contained within a shooting frame
- Range 10 is closed when Range 9 is in use for ISSF Trench
- Only one discipline at a time can utilise Range10

Range 11

Grid Reference: E-1810858 N- 5819896

Axis – South East

Range Width: 27m

Range Description: Outdoor 200m (Trap/Sporting) FDA Range

Restrictions:

- Shotguns up to and including 12 gauge
- Shot size up to and including 2.5mm may be used with cartridge shot weight no greater than 28 grams

Conditions of Use:

- When Range 11 is used for Sporting Clays or Compak/5 Stand, shooters are required to be contained within a shooting frame
- Only one discipline at a time can utilise Range 11

Range 12

Grid Reference: E-1810858N-5819896

Axis – South East

Range Width: 20m

Range Description: Outdoor 200m (Trap/Sporting) FDA Range

Restrictions:

- Shotguns up to and including 12 gauge
- Shot size up to and including 2.5mm may be used with cartridge shot weight no greater than 28 grams

Conditions of Use:

- When Range 12 is used for Sporting Clays or Compak/5 Stand, shooters are required to be contained within a shooting frame
- Only one discipline at a time can utilise Range 12

Range 13

Grid Reference: E-1810827 N-5819878

Axis – South East

Range Width: 26m

Range Description: Outdoor 200m (Trap/Sporting) FDA Range

Restrictions:

- Shotguns up to and including 12 gauge
- Shot size up to and including 2.5mm may be used with cartridge shot weight no greater than 28 grams

Conditions of Use:

- When Range 13 is used for Sporting Clays or Compak/5 Stand, shooters are required to be contained within a shooting frame
- Only one discipline at a time can utilise Range 13

Range 14

Grid Reference: E-1810801N-5819855

Axis – South East

Range Width: 30m

Range Description: Outdoor 200m (Trap/Sporting) FDA Range

Restrictions:

- Shotguns up to and including 12 gauge
- Shot size up to and including 2.5mm may be used with cartridge shot weight no greater than 28 grams

Conditions of Use:

- When Range 14 is used for Sporting Clays or Compak/5 Stand, shooters are required to be contained within a shooting frame
- Only one discipline at a time can utilise Range 14

Range 15

Grid Reference: E-18100860 N-5819919

Axis – South East

Range Width: 190m

Range Description: Outdoor 200m (Sporting) FDA Range

Restrictions:

- Shotguns up to and including 12 gauge
- Shot size up to and including 2.5mm may be used with cartridge shot weight no greater than 28 grams

Conditions of Use:

- Range 15 is a Sporting Clays Range.
- When Range 15 is in use for Sporting Clays or Compak/5 Stand, shooters are required to be contained within a shooting frame
- Range 15 will have targets set to ensure shot fall safety area within the Club boundaries
- When parts or all of Range 15 is used for Sporting other affected over lapping Ranges may not be used.

Range 16

Grid Reference: E-1810861N-5819991

Axis – North West

Range Width: 375m

Range Description: Outdoor 200m (Sporting) FDA Range

Restrictions:

- Shotguns up to and including 12 gauge
- Shot size up to and including 2.5mm may be used with cartridge shot weight no greater than 28 grams

Conditions of Use:

- Range 16 is a Sporting Clays Range .
- When Range 16 is in use for Sporting Clays or Compak/5 Stand, shooters are required to be contained within a shooting frame
- Range 16 shot fall will on occasion be on the neighbours property and they are to be advised on those occasions.
- Targets flights are to be set to minimise neighbours shot fall safety area intrusion.

Range 17

Grid Reference: E-1811007 N-5820091

Axis – North West

Range Width: 410m

Range Description: Outdoor 200m (Sporting) FDA Range

Restrictions:

- Shotguns up to and including 12 gauge
- Shot size up to and including 2.5mm may be used with cartridge shot weight no greater than 28 grams

Conditions of Use:

- Range 17 is a Sporting Clays Range .
- When Range 17 is in use for Sporting Clays or Compak/5 Stand, shooters are required to be contained within a shooting frame
- Range 17 shot fall will on occasion be on the neighbours property and they will be advised on those occasions.
- Target flights are to be set to minimise neighbours shot fall safety area intrusion.

Range 18

Grid Reference: E-1811089 N-5820080

Axis – South East

Range Width: 409m

Range Description: Outdoor 200m (Sporting) FDA Range

Restrictions:

- Shotguns up to and including 12 gauge
- Shot size up to and including 2.5mm may be used with cartridge shot weight no greater than 28 grams

Conditions of Use:

- Range 18 is a Sporting Clays Range .
- When Range 18 is in use for Sporting Clays or Compak/5 Stand, shooters are required to be contained within a shooting frame
- When parts or all of Range 18 is used for Sporting other affected over lapping Ranges may not be used.

Range 19

Grid Reference: E-1810781 N-5819973

Range Width: 20m

Range Description: Outdoor 200m (Pattern Board) FDA Range

Restrictions:

- Shotguns up to and including 12 gauge
- Shot size up to and including 2.5mm may be used with cartridge shot weight no greater than 28 grams

Conditions of Use:

- Range 19 may not be used when the Sporting Clays Range 16 is in use.
- Range 19 may only be used when the Range is open and then only with a RO present
- When Range 19 is closed (there will be a indicating sign on the Pattern Board) the Pattern Board use is strictly forbidden
- When not in use Range 19 will be lowered and locked. Only the RO may be unlock the Pattern Board for use.
- Due to Range Danger Area entering neighbouring land it is essential the RO ensures this area is clear prior to any live firing

Range Access Conditions

- All range key holders are recorded in the Key Register which is administered by the Waikato Clay Target Club Secretary
- Armoury key holders are limited to those appointed by the Waikato Clay Target Club committee.
- Only Club Committee members who are also RO's and the recognised trap mechanic are approved to hold range access keys.
- Non Members are not approved to hold range access keys.
- Contractors – if contractors are required to access the ranges, both access times and keys need to be approved by the SRO or one of the Vice President's of the Club. Keys are to be returned promptly once work is completed.

- The Lessee is to be provided a copy of this RSO along with a copy of the Events Calendar and will access the grounds only after consulting the SRO or one of the Vice President's

11. Range Safety Roles

- A Range Officer (RO) at Waikato Clay Target Club is a person who:
 - Holds a current New Zealand Firearms License
 - Has successfully passed the NZCTA Range Safety exam
 - Understands and complies with **THESE** Range Standing Orders, ensuring:
 - Correct preparation and set up of the range before firing begins, including clearance of the danger area / shot fall safety area
 - Only approved firearms, calibres and ammunition are used on the range
 - All shooters are supervised and firearms and ammunition are in accordance with the respective shooting discipline requirements, e.g. specific range safety procedures, match/competition rules
 - Only approved targets are used, and target placement is correct
 - Control and supervision of firearms security and safe firearms handling within the range environment
 - Safe conduct of the shooting activity using appropriate range commands (for the respective shooting discipline) and clearance of firearms
 - Reporting of any incidents of safety breaches (including breaches of range standing orders) to the SRO
 - Is approved as an RO by the Waikato Clay Target Club committee
 - Is named in the register of RO's (maintained by the Waikato Clay Target Club secretary)
- The responsibility of the RO is to ensure compliance with **THESE** Range Standing Orders
- On all ranges at Waikato Clay Target Club, when live firing is occurring, a Range Officer (RO) **MUST** be present and act as the range safety officer for that range

IMPORTANT: If a range is not under the supervision of an RO, live firing is NOT permitted on that range i.e. no Range Safety Officer, no shooting.

- It is the responsibility of the SRO / Secretary of Waikato Clay Target Club that a record (for each year ending 30 June) of all persons who have been trained and have performed the role of RO is kept, including their name and firearms licence number and evidence of what training was delivered.
- The record will be retained for two years after the end of the year to which the record relates.

12. Range Safety Rules

General Rules

The following safety rules **MUST** be complied with on the range:

1. On all ranges when live firing is occurring, a recognised Range Officer (RO) must be present and act as the range safety officer for that range. The RO has absolute authority on the range and all persons on the range shall act under his or her direction.

2. Eye protection and recognised and adequate ear protection is mandatory for all personnel (including shooters, referees, visitors and trap personnel) on a range.
3. To ensure safety, all shotguns must be handled with maximum care at all times.
4. When not on the shooting station, guns are to be carried with breech open and empty, break open guns are to be broken open and empty, pump action and semi-automatic guns are to have the bolt open and no cartridges in the magazine.
5. Sighting exercises are permitted, but only with the permission of the referee or RO and only on the shooting station or designated area. (Note: some competition rules do not permit sighting).
6. No gun shall be loaded, closed or sighted when operating personnel are forward of the firing line, or when trap house or range safety flags are displayed
7. A maximum of 2 cartridges can be loaded into any shotgun at any time
8. All shotguns must be kept unloaded except on the shooting station and after the referee has indicated that the squad/shooter may load
9. When the command or signal to 'STOP', 'CEASE FIRE' or 'UNLOAD' is given, shooting must stop immediately, and all shooters must unload their shotguns and make them safe. Shooting may only be resumed at the appropriate command or signal
10. Any shooter who handles a loaded gun after the 'STOP', 'CEASE FIRE' or 'UNLOAD' command has been given, without the permission of the referee, may be warned and removed from the grounds should the behaviour continue
11. The RO, referee or other appropriate range officials are responsible for giving the command to start firing and any other necessary commands
12. After firing their last shot, shooters must ascertain before leaving the shooting station that there are no cartridges in the chamber or magazine of their gun
13. Shooting at a pattern plate may be permitted, but only when authorised by the shoot management
14. The deliberate shooting by any individual of anything other than a target at any time whatsoever, is expressly prohibited. For the sake of clarity, individuals are expressly prohibited from discharging their firearm in a celebratory manner whatsoever and there shall be no discretion reserved in favour of shoot management in respect of any such conduct
15. Do not leave firearms unattended at any time. Between events firearms must be safely secured
16. No person, except under the direction of the RO, should shift or handle another person's firearm
17. The wearing of 'jandals', 'thongs', open top style foot wear or bare feet while shooting is prohibited
18. The use or taking of any drug, legal or illegal and including alcohol, shall prevent the shooter from taking any further part in that day's competition/practice, with the exception of the taking of prescription or non-prescription over-the-counter medications that do not impair a shooter's ability to perform safely
19. Smoking and vaping is prohibited by any shooter, referee, visitor or scorer on a range while shooting is taking place
20. No firing is permitted at any live bird or animal at the club
21. Traps must be un-cocked prior to reloading or repair.
22. It is not permitted for people to be forward of the firing point (i.e. in the SFSA) loading or repairing traps while live firing is occurring on a range.

23. Some disciplines allow for the use of gun slips to transport guns around the range. It is up to the shooter to ensure the gun is empty before placing it in the gun slip

24. Discipline Specific

Sporting and Skeet

- Shotguns may only be loaded when you are on the “station” ie it’s your turn to shoot
- When on the station the shotgun must be pointed forward of the station at all times
- The shotgun must be unloaded before you turn to leave the station
- All shotgun must be unloaded between turns
- Live firing must be within the provided safety frame

5 Stand, DTL, Ball Trap, ISSF Trench, Universal Trench, Double Trap, Minis

- Break type shotguns may be loaded but remain open when on station, only upon your turn to shoot is the gun to be closed and mounted
- Semi automatic or pump action shotguns may only be loaded with two shells when it is your turn to shoot and must be fully unloaded immediately after your turn
- When on stations the shotgun must be pointed forward at all times
- Prior to moving from station 5 to station 1 your shotgun must be fully unloaded and must be carried with the barrels pointing down.
- For sporting disciplines live firing must be within the provided safety frame

25. Should the warning horn be activated all shooting must cease immediately and all present on the grounds return to the club house for further instruction

26. All Visitors to Waikato Clay Target Club are to report to the office upon arrival and sign in the visitor register.

Procedures Before shooting begins

General

- The range in use / red flag must be raised at the entrance to Waikato Clay Target Club
- Turn club house alarm off
- Toilets are to be opened
- Access to first aid cabinet and fire extinguishers is to be made available
- Move any animals or stock to areas outside the SFSA and ensure all gates are closed

On each individual range

- RO identified for each range in use, (wearing the issued hi vis vest marked Range Officer) with all shooters made aware who the RO is
- RO to ensure trap machines are loaded and targets are thrown on correct trajectories
- RO conducts a visual check of the SFSA to confirm that no people, animals or vehicles are within it i.e. range is safe for live firing

Procedures After shooting stops

- Lower range in use / red flag and store at referees station
- Release trap arm close trap houses / put speakers and remotes away
- Close doors to trap houses / storage
- Clear rubbish from range
- Lock up armoury, club rooms, turn lights off, turn alarm off

- Lock road access gate

Procedure for Reloading/Repairing trap machines

- All ranges are equipped with a warning flag or device which **MUST** be displayed by trappers or trap staff when forward of the firing line or working within trap houses
- Traps **MUST** be un-cocked before being reloaded or repaired
- It is **NOT** permitted for people to be forward of the firing point (i.e. in the SFSA) loading or repairing traps while live firing is occurring on a range
- If a trap machine requires reloading or repairs while live firing is occurring, the following procedure is to be followed:
 - o RO to give the order to STOP firing
 - o All firearms are to be made safe / unloaded
 - o Range warning flag/device is to be put on the range in a clearly visible location to indicate that shooting is now stopped
 - o If the reload/repair is to a trap forward of the firing point and on a range that has a shared SFSA, then the RO is to STOP shooting on the other ranges **BEFORE** anyone enters the SFSA to reload or repair the trap
 - o When the RO has confirmed the range is safe, they can then allow the reload/repair to begin
 - o Reloading / repair of the trap machine to be undertaken and the RO informed when this is complete
 - o RO to confirm the range is safe
 - o RO to take down the range warning flag/device
 - o RO to indicate to shooters that live firing can resume

13. New Ammunition Use

Procedure for Approval of New Ammunition

If a new ammunition type is proposed for use on the range, it must be approved by the SRO if considered safe to do so. Once approved the amendment to RSOs procedure at paragraph 34 of these orders is to be adhered to.

14. Targets

Approved Targets

- All Shotgun ranges have mechanical traps that throw frangible (breakable) clay targets.
- Each range has an arrangement of shooting stations from which shooters engage targets
- Target colour and size can vary by trap machine, with the same size / colour being consistent on a trap machine.

The following target types and sizes are approved to be thrown on all ranges:

- o Standard (110mm)
- o Standard (110mm) Flash targets
- o Rabbit (110mm)
- o Battue (110mm)
- o Midi (90mm and 70mm)
- o Mini / Bee (60mm)

Correct Placement of Targets

- All targets are thrown on fixed flight paths within prescribed arcs depending on the shooting discipline. NZCTA competition rules for events regarding target presentation must be adhered to.
- Targets must be presented to shooters so that the target can only be engaged and shot within the shot fall safety area (SFSA) as defined for each Range (refer Appendix 1. Diagrams of Range danger areas)

Note: Due to wind conditions, practice throwing of targets can be conducted prior to shooting to ensure the flight path of the target is within the limitations of the range Shot Fall Safety Area.

Procedure for approval and use of new targets and target systems

- Any new target size / type and associated trap machine must be reviewed and approved by the Waikato Clay Target Club Committee and SRO before use.

15. Steel Targets

- Steel plate targets are **NOT** to be used under any circumstances (refer approved targets section 14)
- Only frangible clay targets may be shot at

16. Moving Targets

The following criteria are to be applied to all moving targets:

All moving frangible clay targets must be set within the defined shooting range arcs of fire and height parameters with all shot falling within the shot fall safety area (SFSA).

For detail on individual ranges:

- Section 10 – Range Descriptions, Restrictions and Conditions of Use
- Section 24 – Cones of Fire / Shot fall safety areas

Skeet and Trap targets

- Skeet and Trap regulation fixed target trajectories **MUST** to be adhered to (ref. New Zealand Clay Target Assn – Manual of Range Construction, Design and Inspection Guidelines - 28 Nov 2010)

Sporting Clays / Compak targets

- Any target thrown towards the shooter (in-coming target) must minimise the risk of both whole targets and target fragments from hitting shooters and non-shooters. In-coming targets should be set to be broken at distances and angles that avoid either whole or fragments from landing within 10m of the shooter
- The majority of targets to be set at effective hunting distances (not too close, not too far)
- Rules for Compak target setting must be adhered to (i.e. targets must travel through a 25m by 40m rectangle etc.)
- Avoid having targets landing in other ranges / fields or near competitor waiting areas

17. Minimum Safe Engagement Distances

There is no minimum safe engagement distance for frangible clay targets, but the following is to be applied:

- Clay targets are to be set to be shot at distances that conform to the rules of the shooting event being conducted on a range (Skeet, Trap, Compak etc.), and
- Targets are to be set to minimise the likelihood of both whole targets and target fragments from hitting shooters and non-shooters (safety)

18. Eye and Hearing Protection

- Eye protection and recognised and adequate ear protection is **MANDATORY** for all personnel (including shooters, referees, visitors, children and trap personnel) on all ranges
- Eye and ear protection can be purchased from the Waikato Clay Target Club office

19. Medical and Emergency Procedure

- In a medical emergency, dial 111 and ask for ambulance assistance
- Address: 556 Holland Road Eureka Hamilton 3286
- First Aid facilities are available in the club rooms, these include a first aid kit and defibrillator
- In the event of a medical emergency occurring on the range, the following action is to be adopted:
 - Live firing is to be immediately suspended by anyone on the range.
 - All firearms that are in use must be made safe / unloaded.
 - Assess the casualty and administer first aid.
 - If the casualty is required to be evacuated to the nearest hospital, contact emergency services by dialling 111 and ask for ambulance assistance.
 - Provide directions to the location of the range and advise that a person will be waiting to guide the ambulance to the range and casualty.
 - If an injury has occurred related to a firearm, the NZ Police must be notified (dial **111** if an emergency, otherwise dial **105**)
 - Notify SRO.

20. Accident / Incident and Evacuation Procedure

Accident / Incident Procedure

The RO and all participants on a range are to be vigilant for accidents, incidents, earthquakes, fires and range intrusions.

- In the event of an incident or accident, the following action is to be adopted:
 - All participants are responsible to prevent further harm by stopping live firing through shouting the command '**Stop**'
 - Live firing is to be immediately suspended by everyone on the range
 - All firearms that are in use must be made safe / unloaded
 - Assess the situation, assess any casualty and administer first aid. Follow the Medical procedure as necessary
 - If an injury has occurred related to a firearm, the NZ Police must be notified (dial **111** if an emergency, otherwise dial **105**)

- Notify SRO as quickly as practical
- Record the incident or safety breach in the Waikato Clay target Club Incident Register
- Shooting on the range is not to resume until approved by the SRO and RO

Evacuation Procedure

In the event of an incident (fire, earthquake etc.) requiring evacuation of the Range or Range Complex, the following action is to be adopted:

- All firing is to be stopped by shouting the command '**Stop**'
- All firearms are to be made safe / unloaded
- The RO will initiate evacuation by shouting '**Evacuate the Range**' and command all range personnel to exit the range by the range entrance way
- All personnel are to move safely to the **Muster Area** located at the rear of Range 9
- If required, call 111 and ask for the emergency service relevant to the cause of the evacuation
- Address: 556 Holland Road Eureka Hamilton 3286
- Notify SRO

21. Fire Precautions and Procedure

- In the case of fire, dial 111 and ask for Fire Services assistance
- Address: 556 Holland Road Eureka Hamilton 3286
- Three fire extinguishers are available in the clubrooms located at the Bar, Kitchen and entry lobby
- In the event of a fire emergency occurring on the range, the following action is to be adopted:
 - Live firing is to be immediately suspended by anyone on the range
 - All firearms that are in use must be made safe/unloaded
 - All range personnel are to be evacuated from the complex by following the evacuation procedure
 - During the evacuation, **dial 111** and request **Fire Services**
 - Provide directions to the location of the range and advise that a person will be waiting to guide Fire Services to the range
 - Notify SRO
- In order to burn rubbish at the club, a fire permit, if required, must be obtained from the local authority before any fire is contemplated.
- All precautions are to be taken to reduce the possibility of fire in buildings and the surrounding grounds.
- All fires are to be extinguished as quickly as possible.

22. Range Clearance

- All shooters are to ensure that range rubbish, including used cartridges, ammunition and clay boxes are removed from the range. Any cardboard is to be placed in the tandem trailer located in the mower shed and all rubbish bins are to be emptied into the (red) litter skip adjacent to the mower shed with empty bins returned to the relevant Range
- Rubbish is not to be left on the range as it can easily become a safety or environmental hazard
- Unbroken targets (i.e. pickups) remain the property of the Waikato Clay Target Club.

- Grass ranges are to be mowed regularly

23. Unauthorised Access and / or Use of the Range

- Any individual or organisation given use of the Range Complex requires written authority from the Waikato Clay Target Club. Any individual or organisation unable to provide this approval as proof of authority will be asked to leave the property immediately.
- Any refusal to leave should be reported to the NZ Police and the SRO as soon as possible.

24. Cones of Fire / Shot Fall Safety Areas

The following criteria apply to setting targets so that they can be safely shot within the SFSA at Waikato Clay target Club ranges

Skeet – as per New Zealand Clay Target Assn – Manual of Range Construction, Design and Inspection Guidelines and New Zealand Clay Target Assn – Rules Manual.

Trap – as per New Zealand Clay Target Assn – Manual of Range Construction, Design and Inspection Guidelines and New Zealand Clay Target Assn – Rules Manual.

Sporting Clays / Compak

- The determination of the shot fall safety area (SFSA) requirements for each sporting clay station is based on the particular course-of-fire planned for each shooting station.
- It is the responsibility of the RO to ensure that targets have been set so that they can only be reasonably engaged / shot where all shot will be contained within the SFSA.
- The SFSA is a distance of 200m from the firing point, unless a physical shot barrier (i.e a hill) prevents shot from travelling 200m.
- If a shooting stall / frame is to be utilised to restrict the shooter's swing of the shotgun, the horizontal access of fire (HAoF) is defined by the design of the shooting stall. The HAoF will be the horizontal arc that an average shooter properly positioned in the stall can attain.
- When a shooting stall / frame is not utilised, the HAoF will be defined by the horizontal arc through which the shooter can fire at their target, plus 3.4° (60 mm) to the left and right of that arc.

25. Inability to Achieve Cone of Fire / Shot Fall Safety Area and Accidental Discharge

- The Waikato Clay Target Club are authorised to conduct live firing events that comply with NZCTA rules and the provision of these Range Standing Orders. Shooting in an area not specified in Section 10 Range Descriptions and Conditions, or shooting clay targets / target fragments that are outside of the Coff/SFSA is a safety issue and is not permitted.

Inability to achieve Cone of Fire Procedure

- If, for any reason a shooter personally identifies or is identified as having fired a shot outside the relevant Coff/SFSA, the following procedure is to occur:
 - o The shooter is immediately to stop firing or be stopped and the RO is to be notified
 - o The shooter is to be advised that they have fired a shot that was outside of the SFSA
 - o The shooter's next shot is to be observed and if it falls within the relevant SFSA then the shooter may be permitted to continue firing with a warning being given, not to repeat the out of SFSA shot again

- If the next shot does not fall within the relevant SFSA, at the referee or RO's sole discretion:
 - the shooter is to be provided with a competent coach with the intention of bringing the next shot within the relevant SFSA
 - the shooter can be asked or instructed to withdraw from shooting and can be asked to leave the range. If this occurs, the SRO is to be advised
- If the RO considers the wayward shot may have caused damage or injury, they are to record the incident and report it to the SRO as soon as possible. If an injury has occurred then the Medical and Emergency procedure is to be followed immediately
- **Shooting at target chips / fragments** – shooting target chips or fragments outside of the Coff/SFSA is not permitted and the procedure above is to be applied.
- **No targets** – clay targets that are thrown offline and outside of the Coff/SFSA for whatever reason, are **NOT** to be shot at. The referee or RO is to call 'no target' as quickly as possible to prevent the shooter from engaging a target outside of the Coff/SFSA. A shooter who shoots at a target after it has been called as a 'no target' will be given a warning.

Accidental Discharge Procedure

- When a shooter accidentally discharges their shotgun before calling for a target the following procedure is to occur:
 - The shooter is to immediately stop firing and the referee or RO is to be notified
 - If the RO or referee considers the shot may have caused damage or injury they are to record the incident and notify the SRO as soon as possible. If an injury has occurred then the Medical and Emergency procedure is to be followed immediately
 - If the accidental shot was directed in the SFSA, the shooter is permitted to resume firing provided the reason for the accidental discharge has been identified and remedied
 - If required, and at the sole discretion of the RO or referee, and where permitted within the rules for an event, test firing may be permitted to confirm the firearm is safe to continue shooting

26. Unlicensed or Inexperienced Shooters

- **Un-licensed shooters**
 - Must be under the direct supervision of a licenced firearms person at all times when shooting.
 - If they are a new Club member, they must have:
 - received and reviewed the 'new members pack'
 - fully reviewed these Range Standing Orders and acknowledge such
 - sat and passed the NZCTA Range Safety Officer exam
 - attended the new member induction training session
 - signed acceptance of all prevailing protocols
- **Inexperienced / Novice / Corporate shooters**
 - Must be under the direct supervision of a licenced firearms person at all times when shooting
 - Must attend a safety briefing by the RO prior to participating in any shooting, where these RSO are explained

- Novice shooters intending to become members of the Waikato Clay Target Club are required to attend a new member novice induction training prior to applying for membership?

27. Test Firing

Test firing may be permitted, but only in a location notified by, and with the permission of the SRO.

28. Air Danger Height (ADH)

- In the event that an aircraft does fly within the 200m of live firing at the Waikato Clay Target Club range, the Range Intrusion procedure in Section 9 must be followed.

29. Range Maintenance Plan

- Range maintenance is conducted as part of a regular programme administered by the Waikato Clay Target Club general committee. Maintenance work is typically conducted as part of club member working bees four times a year.

Range Safety Maintenance Schedule

Number	Feature	Inspection Requirement	Inspection Frequency	Maintenance Requirement
1	Skeet side walls	Check for gaps or damage	6 monthly	Immediately repair / cover any gaps or damage
2	Range floors or shooting pads	Check for level clean surfaces free from obstructions	3 monthly	Repair damage, remove obstructions
3	Drains and spouting	Check drainage both in and in front of trap houses, range borders etc. for obstructions or water retention	6 monthly	Clear obstructions and or contaminates
4	Water Tanks and reticulation	Check water levels, ensure isolating taps are in the correct position	monthly	Turn trickle water supply on if tanks are low
5	Flags and Signage	Check all range danger or in use flags are functional and range signs are appropriate and legible	6 monthly	Immediately repair / replace any deficient flags or systems and signage
6	Trap houses	Check trap function and clear of rubbish	3 monthly	Remedy as required
7	Skeet houses	Check trap function and clear of rubbish	3 monthly	Remedy as required
8	Fire Extinguishers	Check for pressure and expiry date	12 monthly	Immediately replace
9	Smoke alarms	Test siren, change batteries	6 monthly	Replace batteries every 6 months
10	12 volt batteries	Check all batteries used for traps, use battery tester	3 monthly	Fill batteries with distilled water, remove and recycle failed batteries
11	Gates	Check locks, verify warning	6 monthly	Fix as required

	/perimeter fences	signs are visible, check for damage or gaps in fences		
12	Roads, tracks or carpark areas	Check for potholes, over growth or obstructions	6 monthly	Fix as required
13	Trees	Check for broken / dangerous branches (fall hazard), over growth etc.	6 monthly	Remove, trim or maintain as required
14	Sporting Traps	Check for function	3 monthly	Repair or replace as required
15	Septic Tanks	Empty prior to DTL Nationals	Bi annually	Book tank's emptying
16	Quads/Mowers	Check service intervals	6 monthly	Service as required
17	Defibrillator	Check battery	annually	Serviced as per schedule
18	Grounds	Check grass/weeds	weekly	Cut or spray as required

30. Children (Minors)

- All children who are spectators are to be under the direct supervision of an adult at all times and to be positioned at a location directed by the RO.
- All children, unless they hold a current NZ firearms license, who are participating in shooting must be under the direct supervision of an adult who has a firearms license, and under supervision of the RO.
- All children must have adequate hearing and eye protection.

31. Health and Hygiene

- **Health**
 - o Kitchen or catering workers must ensure good health and hygiene standards when preparing and serving food.
 - o All members or visitors should be aware that the consumption of food or drink, or smoking/vaping on the range is prohibited.
- **Hygiene**
 - o **Toilets** – on range toilets (separate men's and woman's) are located at the left and right of the entrance lobby
 - o **Hand Washing** – tap water and soap (separate men's and woman's) are located at the left and right of the entrance lobby
 - o **Range tools** – As lead is a contaminant, clean all tools used after range maintenance or works activity

32. Domestic Animals

- Domestic animals are only permitted on the range with the approval of the RO and must remain on a leash, and under control, at all times.
- Care of animals' hearing is an important consideration and the location of animals on the range or complex is a key consideration for the animal's owner.

33. Pest Control

From time to time the Waikato Clay Club Committee may authorise shooting of pests. If these activities are conducted within the consented live firing hours shotguns may be used, if outside these hours a suppressed .22 calibre with subsonic ammunition is to be

used.

The entrance gate is to be secured with a separate padlock to prevent entry while pest control is underway.

34. Amendments to Range Standing Orders

- The shooting range operator must have prior approval from Police before making any change to the range standing orders that will or may affect the ballistic characteristics, operation, or safety of the range.
- Amendments to these Range Standing Orders are made by the authority of the SRO and Committee of the Waikato Clay Target Club.
- It is the responsibility of the Secretary of the Waikato Clay Target Club to ensure that all amendments are noted in the Table of Amendments and the content of these Range Standing Orders is updated.
- After these Range Standing Orders are amended, a new version of the Range Standing Orders is to be made available to all members of Waikato Clay Target Club, and a copy placed on the club notice board.
- All changes to these Range Standing Orders will be promptly provided to the Firearms Safety Authority / NZ Police.

35. Authorisation of Range Standing Orders

- These Range Standing Orders are authorised by the SRO and the Committee of the Waikato Clay Target Club.

36. Distribution List for Range Standing Orders

- All Waikato Clay Target Club members
- All visitors to the Waikato Clay Target Club, with hard copies available at the Notice Board and online at www.wctc.co.nz
- New Zealand Clay Target Assn.
- Firearms Safety Authority / New Zealand Police
- Relevant Lessee's and Tenant

Appendix 1. Range Layout and locations

- **Insert your aerial maps and range images here**

Appendix 2. Range 1 – YYYY Range

Show diagrams of ranges and SFSA here including

- Range danger / SFSA area, including range boundary clearly marked
- Range pictures with text describing range features (this is optional)
- Range position (grid ref), range axis, left and right most angles of fire

Appendix 3. Range 2 – YYYY Range

Show diagrams of ranges and SFSA here including

- Range danger / SFSA area, including range boundary clearly marked
- Range pictures with text describing range features (this is optional)
- Range position (grid ref), range axis, left and right most angles of fire

Register of approved Range Safety Officers (RSO) or Officers on Duty (RO)

Note – it is a Police requirement to record but should be kept separate from your RSO's

To be retained for 2 years

Date	Name	Firearms License	Qualification
24 th Dec 2022	Fred Smith (example)	T12345678	NZCTA Range Safety

Incident Register

Note – it is a requirement to record incidents but should be kept separate from your RSO's. You may already have this.

Incident #	Date Reported	Type (incident, accident, near miss etc.)	Description of what happened (brief)	Incident Status (Open, Closed)	Completed date	Person responsible

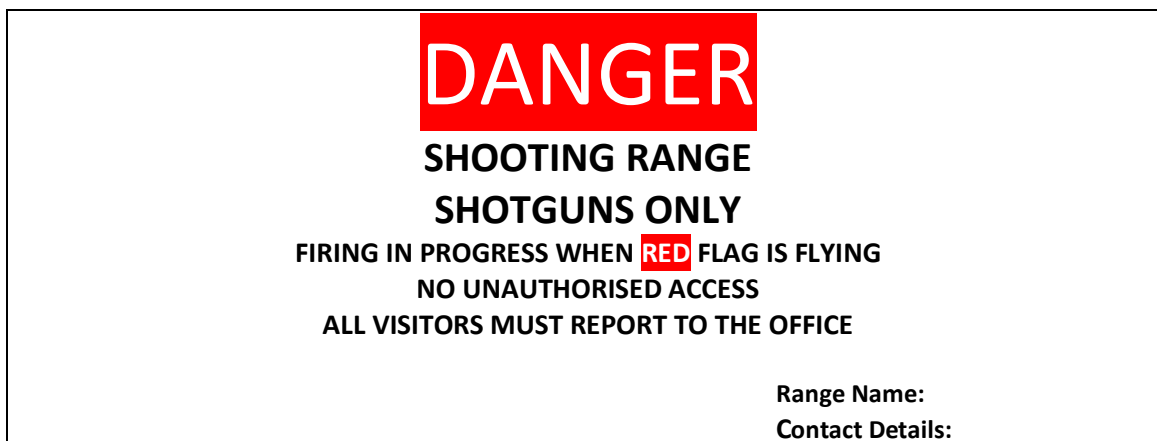
Warning Signs

wording examples to help if you are getting signs made up

For the main entrance to your range / complex, next to your main range danger red flag.
Suggested sign size 1200 x 600



or



For boundary fences, gates and other entrance places where people may enter (walkers etc.) - not main entry

Suggested size 450 x 300

