

Waikato Clay Target Club Inc.

Range Standing Orders



Version: 3.0

Contents

Table of Amendments	4
Purpose of these Range Standing Orders	5
Terms and Definitions	5
List of References	6
1. Range Complex Name: Waikato Clay Target Club Inc	7
2. Range Name: Waikato Clay Target Club Range	7
3. Range Standing Orders Date: 16/01/2025.....	7
4. Introduction	7
5. Responsibilities	7
6. Compliance with Range Standing Orders	7
7. Range Location	8
8. Approved Range Users and Priority of Use.....	8
9. Warning Flags, Cones and Danger Signs	8
Range Intrusion Procedure.....	8
10. Range Descriptions.....	9
Range 1 – Trap/Sporting.....	9
Range 2 – Trap/Sporting.....	9
Range 3 – Skeet/Trap/Sporting	9
Range 4 – Skeet/Trap/Sporting	10
Range 5 – Skeet/Trap/Sporting	10
Range 6 – Skeet/Trap/Sporting/ISSF Trench	10
Range 7 – Skeet/Trap/Sporting	11
Range 8 – Trap/Sporting.....	11
Range 9 – Sporting/ISSF Trench	12
Range 10 – Trap/Sporting.....	12
Range 11 – Trap/Sporting.....	12
Range 12 – Trap/Sporting.....	13
Range 13 – Trap/Sporting.....	13
Range 14 – Trap/Sporting.....	14
Range 15 – Sporting	14
Range 16 – Sporting	14
Range 17 – Sporting / Pattern Board.....	15
Range 18 - Sporting	15
Range Access Conditions	16
11. Range Safety Roles	16

12.	Range Safety Rules	17
	General Rules	17
	Procedures After shooting stops	19
	Procedure for Reloading/Repairing trap machines	19
13.	New Ammunition Use	20
	Procedure for Approval of New Ammunition	20
14.	Targets.....	20
	Procedure for approval and use of new targets and target systems	21
15.	Steel Targets.....	21
16.	Moving Targets.....	21
17.	Minimum Safe Engagement Distances.....	21
18.	Eye and Hearing Protection.....	22
19.	Medical and Emergency Procedure.....	22
20.	Accident / Incident and Evacuation Procedure	22
	Accident / Incident Procedure.....	22
	Accidents involving a firearm or ammunition:.....	23
	If a serious injury or death has occurred:	23
	Evacuation Procedure	23
21.	Fire Precautions and Procedure	24
22.	Range Clearance	24
23.	Unauthorised Access and / or Use of the Range	24
24.	Arc of Fire (AofF) / Range Danger Area (RDA)	24
25.	Inability to achieve AofF / RDA and Accidental Discharge	25
	Inability to achieve AofF / RDA.....	25
	Accidental Discharge Procedure.....	26
26.	Unlicensed or Inexperienced Shooters	26
27.	Test Firing	27
28.	Air Danger Height (ADH)	27
29.	Range Maintenance Plan.....	27
30.	Children (Minors)	28
31.	Health and Hygiene	28
32.	Domestic Animals.....	29
33.	Additional Headings	29
	Pest Control	29
34.	Amendments to Range Standing Orders	29

35.	Authorisation of Range Standing Orders.....	29
36.	Distribution List for Range Standing Orders.....	29
	Appendix 1. Range Danger Area.....	30
	Appendix 2. Range Location	31
	Appendix 3. Range Supplementary information	32

Table of Amendments

Date	Inserted by (initial)	Subject
16 Oct 2024	AWG	<ul style="list-style-type: none"> Accepted most of FSA recommendations SFSA changed to RDA CofF (cone of fire) changed to AofF (arc of fire) Warning flags / devices clarified through-out document (cones, green flags, red flags) Section 10 made more specific and shortened Added SRO role in section 11 Added serious accidents and death involving a firearm (section 20) Appendix 3 – made more specific, L & R arcs of fire added for ranges 15,16,17,18 (Sporting) Removed statement about skeet having to be shot in a safety frame (section 12 rules) Included location of landline for emergency calls (111) in office Removed templates/examples left in document (incident register, RSO register, signage wording etc.) Deleted Range 19 and merged the pattern board into Range 17 (rules, section 10 etc.) Pest control is now section 33
16 Jan 2025	AWG	Accepted AC changes, created as new version 3.0 with date of 16 Jan 2025

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 these range standing orders 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 website www.wctc.co.nz

Terms and Definitions

FDA – Full Danger Area range.

AoF – Arc of Fire – range of horizontal movement a shooter can use to safely engage a target, measured in degrees. Ensures all shot fall is contained in the shot fall safety area / range danger area

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 or entity who is responsible for the operation of the Shooting Complex and associated ranges.

Range Danger Area (RDA) 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 – November 2022

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

1. Range Complex Name: **Waikato Clay Target Club Inc**

2. Range Name: **Waikato Clay Target Club Range**

3. Range Standing Orders Date: 16/01/2025

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 owner's 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

The Shooting Range Operator (SRO) is the Committee of the Waikato Clay Target Club Inc.

The Waikato Clay Target Club Inc. Committee is responsible for the day-to-day administration, management, and ongoing maintenance of the range.

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, Hamilton 3286***

*Topo50 map sheet number: **BD34***

*NZTM grid reference: **E1810893, N5819968***

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:

- \Members of the Waikato Clay Target Club on a day designated by Waikato Clay Target Club as a shooting day
- Members of New Zealand Clay Target Association or affiliated Clubs attending an organised event or competition organised by the Waikato Clay Target Club
- 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, Cones and Danger Signs

Warning flags and danger signs are provided on 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 entry point to the Waikato Clay Target Club and **MUST** be hoisted, located at *E-5820011, N-1810933* **PRIOR** to commencement of live firing
- Range danger signs are positioned at the road entry point to the Waikato Clay Target Club ranges and on each of the boundary fences at 100m spacings
- Refer Appendix 1 for location of range danger signs and red warning flags
- All individual trap and skeet ranges are equipped with an **orange** cone or a **green** flag 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:
 - Loudly shout **'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 and take action based on the intrusion
 - Only when the intrusion is clear may live firing resume under the instruction of the Range Officer (RO).

10. Range Descriptions

There are 18 established ranges at Waikato Clay Target Club Inc with the following descriptions:

Range 1 – Trap/Sporting

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

- Only one discipline is to be shot at any one time.
- When Range 1 is in use, Ranges 15 and 18 are not to be used unless approved by the SRO on a case-by-case basis and firing lines have been confirmed by the RO on duty at each range as being outside the RDA for that range.
- When Range 1 is in use for Sporting Clays shooting, all firing positions must be contained within a shooting frame to restrict firing to within the RDA, unless prohibited by the rules of the event (i.e. FITASC Sporting Clays). If a frame is not used the target setter and separate RO must confirm the safe setup of target trajectories.

Range 2 – Trap/Sporting

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

- Only one discipline is to be shot at any one time.
- When Range 2 is in use, Ranges 15 and 18 are not to be used unless approved by the SRO on a case-by-case basis and firing lines have been confirmed by the RO on duty at each range as being outside the RDA for that range.
- When Range 2 is in use for Sporting Clays shooting, all firing positions must be contained within a shooting frame to restrict firing to within the RDA, unless prohibited by the rules of the event (i.e. FITASC Sporting Clays). If a frame is not used the target setter and separate RO must confirm the safe setup of target trajectories.

Range 3 – Skeet/Trap/Sporting

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

- Only one discipline is to be shot at any one time.
- When Range 3 (Skeet/Trap/Sporting) is in use, Range 15 and 18 are not to be used unless approved by the SRO on a case-by-case basis and firing lines have been confirmed by the RO on duty at each range as being outside the RDA for that range.
- When Range 3 is in use for Sporting Clays shooting, all firing positions must be contained within a shooting frame to restrict firing to within the RDA, unless prohibited by the rules of the event (i.e. FITASC Sporting Clays). If a frame is not used the target setter and separate RO must confirm the safe setup of target trajectories.

Range 4 – Skeet/Trap/Sporting

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

- Only one discipline is to be shot at any one time.
- When Range 4 (Skeet/Trap/Sporting) is in use, Ranges 15 and 18 are not to be used unless approved by the SRO on a case-by-case basis and firing lines have been confirmed by the RO on duty at each range as being outside the RDA for that range.
- When Range 4 is in use for Sporting Clays shooting, all firing positions must be contained within a shooting frame to restrict firing to within the RDA, unless prohibited by the rules of the event (i.e. FITASC Sporting Clays). If a frame is not used the target setter and separate RO must confirm the safe setup of target trajectories.

Range 5 – Skeet/Trap/Sporting

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

- Only one discipline is to be shot at any one time.
- When Range 5 (Skeet/Trap/Sporting) is in use, Ranges 15 and 18 are not to be used unless approved by the SRO on a case-by-case basis and firing lines have been confirmed by the RO on duty at each range as being outside the RDA for that range.
- When Range 5 is in use for Sporting Clays shooting, all firing positions must be contained within a shooting frame to restrict firing to within the RDA, unless prohibited by the rules of the event (i.e. FITASC Sporting Clays). If a frame is not used the target setter and separate RO must confirm the safe setup of target trajectories.

Range 6 – Skeet/Trap/Sporting/ISSF Trench

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.

Conditions of Use:

- Only one discipline is to be shot at any one time.
- When Range 6 (Skeet/Trap/Sporting/ISSF Trench) is in use, Ranges 15 and 18 are not to be used unless approved by the SRO on a case-by-case basis and firing lines have been confirmed by the RO on duty at each range as being outside the RDA for that range.
- When Range 6 is in use for Sporting Clays shooting, all firing positions must be contained within a shooting frame to restrict firing to within the RDA, unless prohibited by the rules of the event (i.e. FITASC Sporting Clays). If a frame is not used the target setter and separate RO must confirm the safe setup of target trajectories.

Range 7 – Skeet/Trap/Sporting

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

- Only one discipline is to be shot at any one time.
- When Range 7 (Skeet/Trap/Sporting) is in use, Ranges 15 and 18 are not to be used unless approved by the SRO on a case-by-case basis and firing lines have been confirmed by the RO on duty at each range as being outside the RDA for that range.
- When Range 7 is in use for Sporting Clays shooting, all firing positions must be contained within a shooting frame to restrict firing to within the RDA, unless prohibited by the rules of the event (i.e. FITASC Sporting Clays). If a frame is not used the target setter and separate RO must confirm the safe setup of target trajectories.

Range 8 – Trap/Sporting

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

- Only one discipline is to be shot at any one time.
- When Range 8 (Trap/Sporting) is in use, Range 9 (Sporting/ISSF Trench) is not to be used.
- When Range 8 (Trap/Sporting) is in use, Ranges 15 and 18 are not to be used unless approved by the SRO on a case-by-case basis and firing lines have been confirmed by the RO on duty at each range as being outside the RDA for that range.

- When Range 8 is in use for Sporting Clays shooting, all firing positions must be contained within a shooting frame to restrict firing to within the RDA, unless prohibited by the rules of the event (i.e. FITASC Sporting Clays). If a frame is not used the target setter and separate RO must confirm the safe setup of target trajectories.

Range 9 – Sporting/ISSF Trench

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

- Only one discipline is to be shot at any one time.
- When Range 9 is in use, Range 8 & 10 must not to be used.
- When Range 9 is in use, Range 15 is not to be used unless approved by the SRO on a case-by-case basis and firing lines have been confirmed by the RO on duty at each range as being outside the RDA for that range.
- When Range 9 is in use for Sporting Clays shooting, all firing positions must be contained within a shooting frame to restrict firing to within the RDA, unless prohibited by the rules of the event (i.e. FITASC Sporting Clays). If a frame is not used the target setter and separate RO must confirm the safe setup of target trajectories.

Range 10 – Trap/Sporting

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

- Only one discipline is to be shot at any one time.
- When Range 10 is in use, Range 9 is not to be used.
- When Range 10 is in use, Range 15 is not to be used unless approved by the SRO on a case-by-case basis and firing lines have been confirmed by the RO on duty at each range as being outside the RDA for that range.
- When Range 10 is in use for Sporting Clays shooting, all firing positions must be contained within a shooting frame to restrict firing to within the RDA, unless prohibited by the rules of the event (i.e. FITASC Sporting Clays). If a frame is not used the target setter and separate RO must confirm the safe setup of target trajectories.

Range 11 – Trap/Sporting

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

- Only one discipline is to be shot at any one time.
- When Range 11 is in use, Range 15 is not to be used unless approved by the SRO on a case-by-case basis and firing lines have been confirmed by the RO on duty at each range as being outside the RDA for that range.
- When Range 11 is in use for Sporting Clays shooting, all firing positions must be contained within a shooting frame to restrict firing to within the RDA, unless prohibited by the rules of the event (i.e. FITASC Sporting Clays). If a frame is not used the target setter and separate RO must confirm the safe setup of target trajectories.

Range 12 – Trap/Sporting

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

- Only one discipline is to be shot at any one time.
- When Range 12 is in use, Range 15 is not to be used unless approved by the SRO on a case-by-case basis and firing lines have been confirmed by the RO on duty at each range as being outside the RDA for that range.
- When Range 12 is in use for Sporting Clays shooting, all firing positions must be contained within a shooting frame to restrict firing to within the RDA, unless prohibited by the rules of the event (i.e. FITASC Sporting Clays). If a frame is not used the target setter and separate RO must confirm the safe setup of target trajectories.

Range 13 – Trap/Sporting

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

- Only one discipline is to be shot at any one time.
- The RO is to ensure that the landowners of the neighbouring property to the south west are informed prior to live firing commencing.
- When Range 13 is in use, Range 15 is not to be used unless approved by the SRO on a case-by-case basis and firing lines have been confirmed by the RO on duty at each range as being outside the RDA for that range.
- When Range 13 is in use for Sporting Clays shooting, all firing positions must be contained within a shooting frame to restrict firing to within the RDA, unless prohibited by the rules of

the event (i.e. FITASC Sporting Clays). If a frame is not used the target setter and separate RO must confirm the safe setup of target trajectories.

Range 14 – Trap/Sporting

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

- Only one discipline is to be shot at any one time.
- The RO is to ensure that the landowners of the neighbouring property to the south west are informed prior to live firing commencing.
- When Range 14 is in use, Range 15 is not to be used unless approved by the SRO on a case-by-case basis and firing lines have been confirmed by the RO on duty at each range as being outside the RDA for that range.
- When Range 14 is in use for Sporting Clays shooting, all firing positions must be contained within a shooting frame to restrict firing to within the RDA, unless prohibited by the rules of the event (i.e. FITASC Sporting Clays). If a frame is not used the target setter and separate RO must confirm the safe setup of target trajectories.

Range 15 – Sporting

Range Description: Outdoor 200m (Sporting) FDA Clay Target 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:

- It is the responsibility of the person setting the clay target throwers to peer review with a separate RO to confirm that targets are presented to shooters so that they can only be engaged and shot within the RDA for the range.
- The RO is to ensure that the landowners of the neighbouring property to the south west are informed prior to live firing commencing.
- When Range 15 is in use for Sporting Clays shooting, all firing positions must be contained within a shooting frame to restrict firing to within the RDA, unless prohibited by the rules of the event (i.e. FITASC Sporting Clays). If a frame is not used the target setter and separate RO must confirm the safe setup of target trajectories.
- When Range 15 is in use, Ranges 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13 and 14, are not to be used unless approved by the SRO on a case-by-case basis and firing lines have been confirmed by the RO on duty at each individual range as being outside the RDA for that range.

Range 16 – Sporting

Range Description: Outdoor 200m (Sporting) FDA Clay Target 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:

- It is the responsibility of the person setting the clay target throwers to peer review with a separate RO to confirm that targets are presented to shooters so that they can only be engaged and shot within the RDA for the range.
- The RO is to ensure that the landowners of the neighbouring property to the north west are informed prior to live firing commencing.
- When Range 16 is in use for Sporting Clays shooting, all firing positions must be contained within a shooting frame to restrict firing to within the RDA, unless prohibited by the rules of the event (i.e. FITASC Sporting Clays). If a frame is not used the target setter and separate RO must confirm the safe setup of target trajectories

Range 17 – Sporting / Pattern Board

Range Description: Outdoor 200m (Sporting/Pattern Board) FDA Clay Target 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:

- The Pattern Board is to be engaged from between 20m and 40m only.
- Only one discipline is to be shot at any one time (i.e Sporting or Pattern Board, not both).
- It is the responsibility of the person setting the clay target throwers to peer review with a separate RO to confirm that targets are presented to shooters so that they can only be engaged and shot within the RDA for the range.
- The RO is to ensure that the landowners of the neighbouring property to the north west are informed prior to live firing commencing.
- When Range 17 is in use for Sporting Clays shooting, all firing positions must be contained within a shooting frame to restrict firing to within the RDA, unless prohibited by the rules of the event (i.e. FITASC Sporting Clays). If a frame is not used the target setter and separate RO must confirm the safe setup of target trajectories

Range 18 - Sporting

Range Description: Outdoor 200m (Sporting) FDA Clay Target 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:

- It is the responsibility of the person setting the clay target throwers to peer review with a separate RO to confirm that targets are presented to shooters so that they can only be engaged and shot within the RDA for the range.
- When Range 18 is in use for Sporting Clays shooting, all firing positions must be contained within a shooting frame to restrict firing to within the RDA, unless prohibited by the rules of the event (i.e. FITASC Sporting Clays). If a frame is not used the target setter and separate RO must confirm the safe setup of target trajectories
- When Range 18 is in use, Ranges 1, 2, 3, 4, 5, 6, 7 and 8 are not to be used unless approved by the SRO on a case-by-case basis and firing lines have been confirmed by the RO on duty at each individual range as being outside the RDA for that range.

Range Access Conditions

- Only Club Committee members who are also ROs and the recognised trap mechanic are approved to hold range access keys.
- 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.
- 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 Presidents 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 Presidents.

11. Range Safety Roles

- The **Shooting Range Operator (SRO)** is:
 - responsible for the operation of the range and compliance with the Arms Act and Arms Regulations.
 - responsible for ensuring 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.
- The **Range Officer (RO)** is the range safety officer responsible for safety on a shooting range. This person may also be the referee.
- The **RO** must be on duty whenever a range is in use. The RO is to be a person approved by the SRO who holds a firearms licence and is appropriately trained in shooting range safety management.
- A Range Officer (RO) at Waikato Clay Target Club is a person who:
 - Holds a current New Zealand Firearms Licence
 - 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 named in the register of ROs (maintained by the Waikato Clay Target Club secretary).
- The responsibility of the RO is to ensure compliance with **THESE** Range Standing Orders.

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. 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.

14. Do not leave firearms unattended at any time. Between events firearms must be safely secured.
15. No person, except under the direction of the RO, should shift or handle another person's firearm.
16. The wearing of 'jandals', 'thongs', open top style footwear or bare feet while shooting is prohibited.
17. 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.
18. Smoking and vaping is prohibited by any shooter, referee, visitor or scorer on a range while shooting is taking place.
19. No firing is permitted at any live bird or animal at the range.
20. Traps must be un-cocked prior to reloading or repair.
21. It is not permitted for people to be forward of the firing point (i.e. in the RDA) loading or repairing traps while live firing is occurring on a range.
22. 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.
23. 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.
24. All Visitors to Waikato Clay Target Club are to report to the office upon arrival and sign in the visitor register.
25. Discipline Specific and Pattern Board Rules
 - **Sporting and Skeet**
 - Shotguns may only be loaded when you are on the "station" i.e 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 shotguns must be unloaded between turns at shooting.
 - **Compak, 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.
 - All 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 Compak your shotgun must be unloaded and carried with barrels pointing down when moving between all stands.
 - For Compak live firing must be within the provided safety frame.

- **Pattern Board**

- Shooting at a pattern board may be permitted, but only when authorised by the SRO or RO. The pattern board is located on Range 17 and is a steel plate for shotgun point of impact and shot pattern distribution testing. The following is to be applied:
 - The pattern board may only be used when Range 17 is open and then only with a RO present.
 - When Range 17 is closed (there will be a sign on the Pattern Board) the use of the Pattern Board is strictly forbidden.
 - When not in use, the Pattern Board will be lowered and locked. Only the RO may unlock the Pattern Board for use.
 - Shooting positions must be on a line perpendicular to the board.
 - The Pattern Board is to be engaged from between 20m and 40m only.
 - The AofF is 5 degrees either side of the range axis.

Procedures **Before shooting** begins

General

- The red warning flag must be raised at the entrance to Waikato Clay Target Club range.
- 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 RDA and ensure all gates are closed.

On each individual range

- RO identified for each range in use 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 RDA to confirm that no people, animals or vehicles are within it i.e. range is safe for live firing.

Procedures **After shooting** stops

The RO is to ensure:

- After firing the last shot and before the shooter is permitted to leave the shooting station, the shooter must verify that there are no cartridges in the chamber or magazine of their gun.
- Lower the red flag.
- 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 trap and skeet ranges are equipped with either a **green** warning flag or **orange** cone 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 RDA) 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:
 - RO to give the order to STOP firing
 - All firearms are to be made safe / unloaded
 - On Trap and Skeet ranges, the **green** warning flag or **orange** cone is to be put on the range in a clearly visible location to indicate that shooting is now stopped
 - **If the reload/repair is to a trap forward of the firing point and on a range that has a shared RDA, then the RO is to STOP shooting on the other ranges BEFORE anyone enters the RDA to reload or repair the trap**
 - When the RO has confirmed the range is safe, they can then allow the reload/repair to begin
 - Reloading / repair of the trap machine to be undertaken and the RO informed when this is complete
 - RO to confirm the range is safe
 - RO to take down the **green** warning flag or **orange** cone
 - 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:

- Standard (110mm)
- Standard (110mm) Flash targets
- Rabbit (110mm)
- Battue (110mm)
- Midi (90mm and 70mm)
- 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 (RDA) 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 SRO before use.

15. Steel Targets

With the exception of the steel Pattern Board (refer to section 12, rule 25 of these RSOs), steel targets are **NOT** to be used under any circumstances.

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 (RDA).

For detail on individual ranges:

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

Skeet and Trap targets

- Skeet and Trap regulation fixed target trajectories **MUST** 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

- The minimum safe engagement distance for the pattern board is 20m
- There is no minimum safe engagement distance for frangible clay targets, but the following is to be applied:
 - o 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.).

- 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. Use the nearest mobile phone or land line located in the club house office.
- 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.

Accidents involving a firearm or ammunition:

- In the case of an incident / accident involving a firearm or ammunition that results in serious injury or death, the following is to occur:
 - If at any time the command to **'STOP'**, **'CEASE FIRE'** or **'UNLOAD'** is given, shooting must stop immediately, and all shooters must unload their shotguns and make them safe and await further instruction. This command can come from anyone who has seen an accident/incident occur or is about to occur.
 - The RO is to:
 - Ensure the scene is safe for all participants.
 - Ensure that immediate first aid is provided and assess the need for evacuation of the casualty to the nearest medical facility or onsite recovery by emergency services. If the casualty is required to be evacuated to the nearest hospital, contact emergency services by **dialling 111** and ask for **ambulance** assistance.
 - Address: **556 Holland Road Eureka Hamilton 3286**. 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 a serious injury or death has occurred:

- The person that had the firearm involved must report the incident, in person, to NZ Police as soon as reasonably practicable.
- The RO shall close the range and notify NZ Police (See Note 2) as soon as reasonably practicable.
- Only the SRO may approve the re-opening of the range if deemed appropriate to do so.
- The RO is to record the accident / incident details in the range incident record.
- For all other incidents / accidents involving a firearm or ammunition that did not result in a serious injury (Note 1) – The RO is to record the accident / incident details in the range incident record.

Notes:

1. A serious injury involving a firearm is defined as requiring a level of medical assistance greater than 'first aid' e.g. immediate General Practice Doctor, After Hours Doctor, Hospital, etc. An example of a serious injury would be someone being shot. An example of a non-serious injury would be a rifle scope causing a cut to the eyebrow under recoil.

2. The primary purpose of closing the range and notifying NZ Police is to allow NZ Police the opportunity to attend the incident / accident and give the SRO time to determine if range operating procedures should be improved in order to prevent a similar accident / incident from occurring. The incident details and result (if any) shall be included in the range incident record.

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.

23. Unauthorised Access and / or Use of the Range

- Any individual or organisation given use of the Range Complex requires written authority from the SRO. 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. Arc of Fire (AofF) / Range Danger Area (RDA)

- The RDA for shotgun shooting is determined by the engagement of targets within the permitted AofF for the range.
- AofF includes shot-spread when firing on the maximum left and right of arcs for each

individual range. Shot-spread can be measured and/or confirmed by using a pattern board/plate or paper target (in a frame) on a designated range or on an existing range.

- The individual and/or combined AofF and shot fall of all ranges must be contained within the overall danger area of the range or range complex for each shotgun shooting discipline, i.e. Skeet, DTL, Sporting Clays etc.
- AofF is controlled by either one or a combination of the following methods:
 - **Aerial Target** - The position and angle of the trap is tested and adjusted to ensure the flight path of thrown clay targets are at the correct height and within the permitted AofF for the range (the RO may need to consider progressive adjustments to be made for changing wind conditions). Targets are also to be set to minimise the likelihood of both whole target and target fragments from hitting shooters and non-shooters.
 - **Shooting Station** - Visible marker posts are positioned in the ground to indicate the arcs of fire for the shooting station.
 - **Shooting Stalls** - Shooting stalls are used to restrict the HAofF and/or VAofF within the AofF for the shooting station.

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

Guidelines and New Zealand Clay Target Assn – Rules Manual.

Trap and Skeet – 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 RDA 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 RDA.
- The RDA 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 AofF is defined by the design of the shooting stall. The AofF 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 AofF 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 AofF / RDA 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 AofF/RDA is a safety issue and is not permitted.

Inability to achieve AofF / RDA

- If, for any reason a shooter personally identifies or is identified as having fired a shot outside the permitted AofF, the following procedure is to occur:
 - The shooter is immediately to stop firing and notify the RO or be stopped by the RO.
 - The shooter is to be advised that they have fired a shot that was outside the AofF.

- The shooter's next shot is to be observed and if it falls within the AofF then the shooter may continue firing with a warning being given, not to repeat this safety breach again.
 - If the next shot does not fall within the permitted AofF, the RO is to assess if the shooter can continue and may decide that (this decision is at the sole discretion of the RO):
 - the shooter is to be provided with a competent coach with the intention of bringing the next shot within the permitted AofF, or
 - the shooter is asked or instructed to withdraw from shooting and may be asked to leave the range. If this occurs, the SRO is to be advised.
 - Shooting at target chips / fragments – Shooting target chips or fragments outside of the AofF is not permitted and the procedure above is to be applied.
 - If the RO considers that any shot fired outside the permitted AofF 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 targets / target fragments that are outside the permitted AofF for a range or the overall range danger area is a safety breach and is not permitted. Should this occur, the procedure above is to be applied.
 - **No targets** – clay targets that are thrown offline and outside of the AofF/RDA for whatever reason, are **NOT** to be shot at. The RO is to call 'no target' as quickly as possible to prevent the shooter from engaging a target outside of the AofF/RDA. 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 RDA, 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 licensed 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 RSOs and signed a document confirming that they fully understand all relevant rules and procedures.

- 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 licensed 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 is not a sighting exercise or shot pattern confirmation but is to confirm the functionality of a shotgun or ammunition. Test firing can only be done with the approval of the SRO and conducted under the direction of an RO.

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 the responsibility of the SRO and is conducted as part of a regular programme administered by the Waikato Clay Target Club 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 / perimeter fences	Check locks, verify warning signs are visible, check for damage or gaps in fences	6 monthly	Fix as required
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	Biannually	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 licence, who are participating in shooting must be under the direct supervision of an adult who has a firearms licence, and under supervision of the RO.

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** – it is recommended that hands are washed before eating or handling food and any other steps taken to ensure the wellbeing of those present. Tap water and soap is located in the separate men's and woman's bathrooms at the left and right of the entrance lobby.

- **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. Additional Headings

Pest Control

- From time to time the SRO may authorise the 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 SRO must review and approve any proposed amendment. If approved, the SRO is to submit the amendment to the Clubs and Ranges Team at Te Tari Pūreke - Firearms Safety Authority for review. If approved, the SRO can include the amendment in the RSOs with a new effective date and distribute accordingly. All previous copies of the RSOs are no longer valid.

35. Authorisation of Range Standing Orders

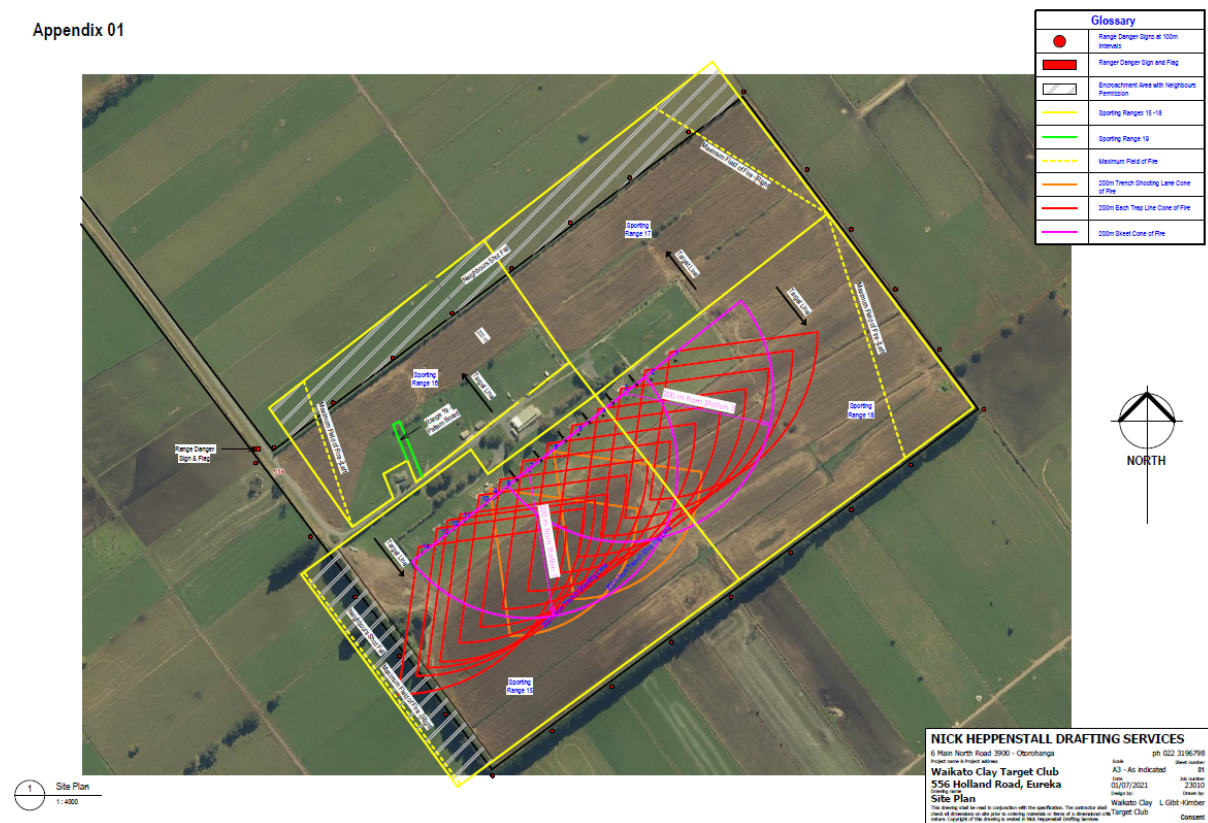
These Range Standing Orders are authorised by the SRO.

36. Distribution List for Range Standing Orders

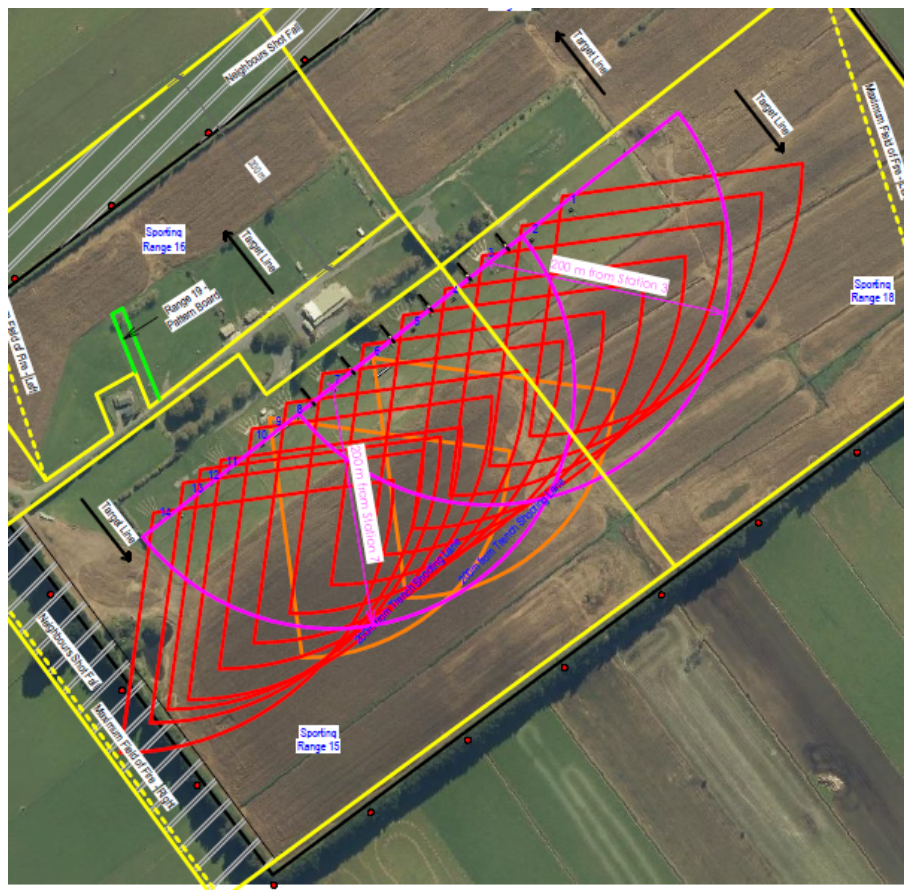
- All Waikato Clay Target Club members
- All visitors to the Waikato Clay Target Club, with hard copies available at the Notice Board and online at www.wctc.co.nz
- New Zealand Clay Target Assn.
- Relevant Lessees and Tenant.

Appendix 1. Range Danger Area

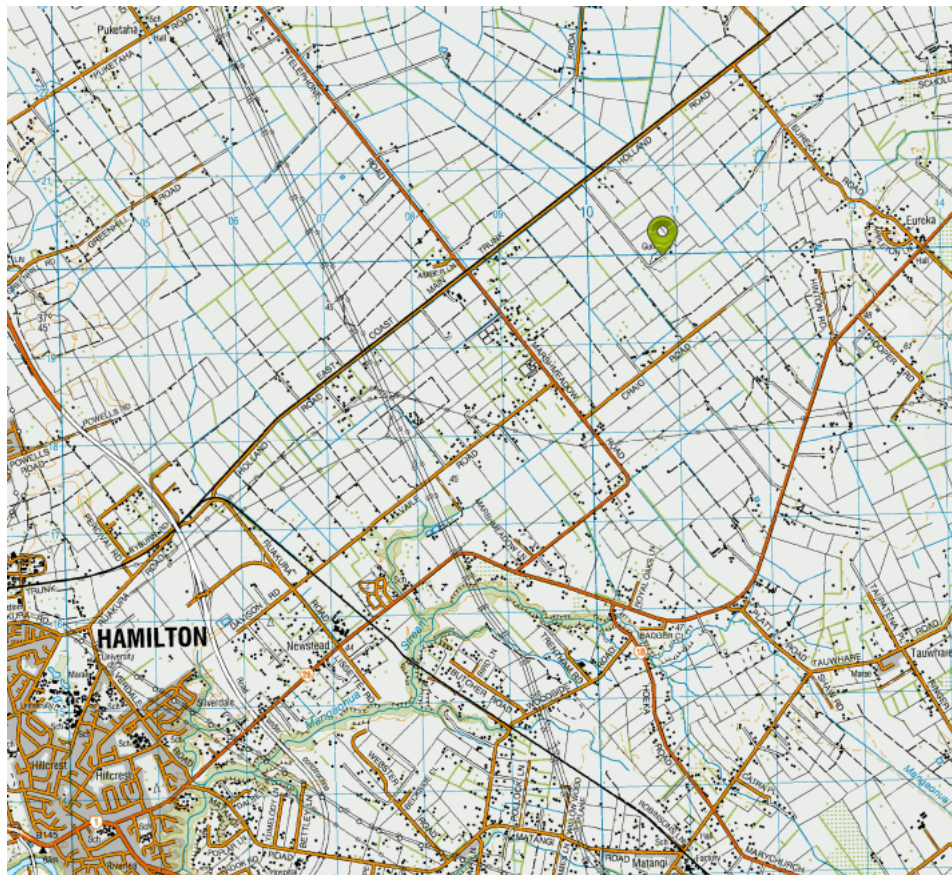
Appendix 01



Close-up



Appendix 2. Range Location



Appendix 3. Range Supplementary information

Range 1

Grid Reference: E-1811140 N-5820110.

Axis – 140 deg (SE).

Range Width: 36m.

Range 2

Grid Reference: E-1811107 N-5820085.

Axis – 140 deg (SE).

Range Width: 36m.

Range 3

Grid Reference: E-1811075 N-5820061.

Axis – 140 deg (SE).

Range Width: 40m.

Range 4

Grid Reference: E-1811044 N-5820033.

Axis – 140 deg (SE).

Range Width: 40m.

Range 5

Grid Reference: E-1811009 N-5820013.

Axis – 140 deg (SE).

Range Width: 40m.

Range 6

Grid Reference: E-1810976 N- 5819989.

Axis – 140 deg (SE).

Range Width: 40m.

Range 7

Grid Reference: E-1810942 N- 5819964.

Axis – 140 deg (SE).

Range Width: 40m.

Range 8

Grid Reference: E-1810912 N-5819941.

Axis – 140 deg (SE).

Range Width: 35m.

Range 9

Grid Reference: E-1810898 N-5819931

Axis – 140 deg (SE).

Range Width: 68m

Range 10

Grid Reference: E-1811140 N- 5820110.

Axis – 140 deg (SE).

Range Width: 35m.

Range 11

Grid Reference: E-1810858 N- 5819896

Axis – 140 deg (SE).

Range Width: 27m.

Range 12

Grid Reference: E-1810858N-5819896.

Axis – 140 deg (SE).

Range Width: 20m.

Range 13

Grid Reference: E-1810827 N-5819878.

Axis – 140 deg (SE).

Range Width: 26m.

Range 14

Grid Reference: E-1810801N-5819855.

Axis – 140 deg (SE).

Range Width: 30m.

Range 15

Grid Reference: E-18100860 N-5819919.

Range Width: 190m.

Right most AofF (deg)	Range Axis	Left most AofF (deg)	Vertical height restriction
142 deg from right most point on range (mound and pond stand)	142 deg (SE) from centre of range	142 deg from left most point on range (Range 4)	N/A

Range 16

Grid Reference: E-1810861N-5819991.

Range Width: 375m.

Right most AofF (deg)	Range Axis	Left most AofF (deg)	Vertical height restriction
325 deg (NW) from right most position on range (past container)	325 deg (NW) from centre of range	344 deg (NW) from left most point on range (by corner on entrance road)	Targets to be set below height of hedge/tree line (to minimise shot fall in neighbours)

Range 17

Grid Reference: E-1811007 N-5820091.

Range Width: 410m.

Right most AofF (deg)	Range Axis	Left most AofF (deg)	Vertical height restriction
300 deg (NW) from right most position on range (NE most boundary)	325 deg (NW) from centre of range	325 deg (NW) from left most position on range (corner station by gate)	Targets to be set below height of hedge/tree line (to minimise shot fall in neighbours)

Range 18

Grid Reference: E-1811089 N-5820080.

Range Width: 409m.

Right most AofF (deg)	Range Axis	Left most AofF (deg)	Vertical height restriction
140 deg (SE) from left most station	140 deg (SE) from centre of range	160 deg (SE) from left most position on range (NE most boundary)	N/A