

# **STANDING ORDERS**

Wallaroo Rifle Club  
As accepted 21 March 2021

**These orders are to be obeyed by ALL PERSONS involved in the use of the Wallaroo Rifle Range for Firearms Practice.**

## **1. PREAMBLE**

- 1.1 The Wallaroo Rifle Club Inc. shall be responsible for the administration of the Edwards (Wallaroo) Rifle Range and for the Standing Orders. The Executive Committee shall periodically review these Standing Orders and may amend or update as required.
- 1.2 Where an amendment is made to these Orders, a new set shall be distributed electronically to all club members and a physical copy will be made available in the club house. Recipients shall ensure that any outdated copies of these Range Standing Orders are destroyed and the Executive Committee will ensure that the physical copy is updated.
- 1.3 In addition to these Standing Orders, all Rifle practices will be conducted as per N.R.A.A. Standard Shooting Rules (as amended).
- 1.4 Notwithstanding the contents of these Standing Orders, all persons on the range shall be responsible for the observance of safety at all times. Not knowing or understanding what is expected is not an excuse. *Every Wallaroo Rifle Range user has the right to stop unsafe practices **and is expected to do so.***
- 1.5 Any person who believes that a situation has become potentially dangerous shall take direct action, if necessary, then immediately notify the Range Officer in charge and/or the Club Captain.
- 1.6 **Refusal to Comply with Standing Orders**  
A person, club or other organization who refuses to comply with these Standing Orders may, after due inquiry by the Executive Committee of the Wallaroo Rifle Club Inc. in accordance with natural justice, be denied future use of the Wallaroo Rifle Range for a specified time or indefinitely.
- 1.7 **Right of appeal**  
A person or club aggrieved of a decision made by the Executive Committee under clause 1.6 above may appeal to the committee of the Wallaroo Rifle Club Inc whose decision shall be final and binding on all parties.

## **2. AUTHORITY OF THE CAPTAIN**

- 2.1 The Captain will be appointed by the Club members at the AGM.

- 2.2 The Captain shall assume the duties of the Range Officer however may reappoint specific tasks to others as required. The Captain shall also have the power to appoint an alternative Range Officer if required.
- 2.3 In the Captain's absence, the Vice Captain (also elected at AGM) will assume the duties of the Range Officer or, in the absence of both, can appoint an alternative to act as Range Officer for the day.
- 2.4 The Captain shall have authority to over-rule an appointed Range Officer/s where co-ordination becomes necessary because of safety, for the efficient use of the range, or conditions detrimental to the conduct of any practice (e.g. inclement weather).
- 2.5 The Captain may (with discretion) terminate any practice to prevent damage to range property or injury to persons using the range.
- 2.6 Where an emergency situation requires the range to be closed, the Captain may make the decision to close the range and place a sign stating that the range is closed if required. Such a notice takes precedence over any range activities in force.
- 2.7 The Captain shall be notified, in writing, by the organisers with adequate notice, if the Wallaroo Rifle Range is to be used for any event other than sanctioned Club, D.R.A., or S.A.R.A. events.

### **3. RANGE OFFICER DUTIES**

- 3.1 The Range Officer is the person appointed by the controlling body to take control of a shoot from the firing point. Range Officers are to be visible/easily identified and remain at the firing point. The Range Officer is to ensure compliance with these Standing Orders.
- 3.2 All live firing is to be controlled by a duly appointed and accredited Range Officer in accordance with these Standing Orders. The responsibility for supervision of safety remains with the duly appointed and accredited Range Officer. Live firing is not to commence until authorised by the Range Officer.
- 3.3 Any group of members using the range shall appoint a Range Officer (who must hold the requisite certification from SARA) who shall ensure that all persons under their authority participating in the practice are fully acquainted with the relevant sections of these orders.
- 3.4 The Range Officer is to ensure the following actions have occurred prior to the commencement of live firing:
  - (i) That the appropriate danger flags and/or movement barriers and/or signs are in place minimum 30 minutes prior to commencement of firing.
  - (ii) That the appropriate first aid kit is in place at the firing point

- (iii) That the range forward of the firing point is not occupied and that the observable danger area is clear of personnel
- 3.5 If in the opinion of the Range Officer a firearm, cartridge or any other item being used is unsafe then the Range Officer has the authority to order that it no longer be used until it has been made safe to the satisfaction of the Range Officer.
- 3.6 The Range Officer is to ensure the following actions have occurred at the conclusion of live firing:
- (i) That all targets have put away.
  - (ii) That all rubbish has been collected and correctly disposed of.
  - (iii) That all stores and equipment have been returned to the nominated storage location.
  - (iv) That all signs, flags and barriers have been removed and returned to the nominated storage location.

#### **4. RANGE OPERATING HOURS & ACCESS**

- 4.1 Normal club shooting times are Saturdays between 7.30 a.m. and 5.30 p.m. The range is closed for shooting Sunday to Friday, unless by prior arrangement in writing with the Captain.
- 4.2 Entry to the range proper or the discharge of any firearm after hours is prohibited unless prior arrangements in writing have been made with the Captain. No firing shall be permitted after dark unless the Committee have agreed upon additional safety requirements to be added to these Standing Orders specifically pertaining to Night Firing.
- 4.3 The gate to the range shall be closed & locked at all times after hours.
- 4.4 New members must maintain membership for a minimum of 12 months before they will be eligible to obtain a key to the gate and a minimum of 2 years' membership before becoming eligible to obtain a key to the clubhouse. Only specified members will be provided with keys to the locked internal storage room and only the Executive Committee (Captain, etc.) will be provided with keys to the filing cabinet.
- 4.5 A register is to be kept updated by the Executive Committee listing all members who hold keys to the clubhouse and storage room. Any member who leaves the club must return all keys to the Club Captain. If keys are not returned or there is any other reason for concern, consideration should be given to whether any locks are required to be changed.

#### **5. RANGE SAFETY**

- 5.1 No person who is under the influence of intoxicating liquor or drugs, rendering them incapable of understanding the safety rules, shall go on or be near the firing mound nor shall any intoxicating liquor or drugs be administered to or consumed by a shooter, scorer or check scorer on the firing mound except in case of sudden illness.
- 5.2 All shooters are responsible to ensure that a person believed to be under the influence of alcohol or any other drug does not take part in a shooting activity at a shooting range.
- 5.3 The Range Officer has the authority to refuse an individual access to the firing point if they believe that individual is under the influence of alcohol or any other drug, or if for any reason they believe that individual is unable to exercise responsible control over a firearm.
- 5.4 The onus of proving innocence rests with the individual and not the Range Officer.
- 5.5 Under no circumstances will a shooter be allowed to use the range alone. Where only two shooters are present, one of these persons must be an accredited Range Officer.
- 5.6 No firing will take place unless the red danger flags have been flying from the flagpoles located at the butts and at the entry gate for a period of at least 30 minutes.
- 5.7 Shooters are to ensure that the muzzle of their firearm is forward of the front edge of the firing point.
- 5.8 Any rifle that is not zeroed is to be bore sighted by RO before a sighting shot can be fired in vacant bullet scoop to check zero.
- 5.9 Any person who is aware of any misbehaviour, firearm or cartridge condition likely to cause danger or damage must notify the Range Officer immediately.
- 5.10 In the event of a misfire or malfunction call the Range Officer immediately. Do not open the firearm or attempt to remedy the problem. Keep the firearm addressing the target and/or stop butt.
- 5.11 Any shooter who has a cartridge (fired or unfired) jam in their rifle chamber will inform the Range Officer. Precautions should be taken to ensure that the rifle is kept in a safe condition until such time as the cartridge can be competently removed. In case of an misfired live cartridge a safe amount of time should elapse (30-60 seconds). The Range Officer will then determine appropriate action to clear the rifle. This may include using an appropriate live round extractor under strict safety conditions. In the case of a fired cartridge and only after the Range Officer has confirmed the cartridge has been fired shall approval be given for the empty shell to be removed using a cleaning rod or similar object.
- 5.12 Whenever the bolt is in the rifle, the muzzle must be pointed at the target or down range and the rifle should be at the firing point.

- 5.13 Except when shooting or 'dry firing' on the firing mound or when the Range Officer is conducting trigger testing, bolts shall be removed from rifles at all times.
- 5.14 No person shall place a live cartridge in the chamber of a rifle for any purpose whatsoever whilst within the boundaries of a rifle range except where permitted to do so under both these Standing Orders and the Standard Shooting Rules for Australian Rifle Clubs
- 5.15 No rifles are to be brought to the firing point while anyone is forward of and within the danger area of that mound and/or while the red danger flag is raised on the mound prior to the commencement of shooting.
- 5.16 Should any interruption to the shooting take place every shooter whose rifle is loaded shall at once unload, remove the bolt and insert a breech safety flag (to be checked by scorer), whether requested to do so or not, and shall not recommence shooting unless authorized by the Range Officer.
- 5.17 Any and all movement of persons or vehicles forward of the firing point will be at the discretion of the Range Officer(s). No person or vehicle is permitted to move forward of the firing point unless the red danger flag has been raised on the mound; the Range Officer has confirmed all bolts have been removed/empty chamber flags inserted/rifles removed from the firing point; and the Range Officer has given express orders that the range is clear.
- 5.18 Individual members or range users are responsible for the safe storage of their firearms, ammunition and any other belongings while on the range. Firearms shall not be left unattended on any range.
- 5.19 Before retiring from the firing point each shooter shall present the breech of the rifle to the range officer/check scorer so they can verify that the chamber of the rifle is empty by looking through the barrel and then insert the empty breech flag. The bolt is not to be re-inserted in the firearm after the breech has been cleared.
- 5.20 Only mobile/temporary shooting benches that are acceptable to the Range Officer may be used at any of the firing points, if required.
- 5.21 New shooters/visitors to be provided with a wind coach, until captain satisfied with the shooter's capabilities.
- 5.22 Spectators should remain a safe distance behind the firing point.
- 5.23 For the health and safety of all members, no smoking is permitted within 20m of firing mound. Smokers should be respectful of non-smokers with regard to wind direction.
- 5.24 Children must be fully supervised by a responsible adult at all times.

- 5.25 Service/assistance animals as permitted by law are accepted. Any animals on the range must be kept physically restrained at all times and any animal which is creating a nuisance and/or posing a danger can be required to be removed from the range.
- 5.26 Due care should be taken while driving on the range, being mindful of pedestrians, shooting in progress, etc.
- 5.27 Under no circumstances shall cars or motorcycles be parked on, or driven over, any mound.
- 5.28 Coaches, scorers, check scorers, range staff and spectators are recommended to wear hearing protection when on or in the vicinity of the firing point.
- 5.29 All persons in attendance on the range are required to sign either their club attendance book or the visitor book on arrival.
- 5.30 Members of the executive must ensure the storeroom has been secured/locked prior to departing. The last person to leave the range must ensure that all doors and locks to the range buildings and gates are secure. All members have a responsibility to ensure that new members are not left alone as the last person to depart.

## **6. SHOOTER SAFETY RESPONSIBILITIES**

- 6.1 Shooters have the responsibility to comply with these Standing Orders at all times and follow any/all directions given by the Range Officer/Captain.
- 6.2 When picking up or receiving a firearm, the receiver must point the firearm in a safe direction (down range) and immediately verify that it is unloaded. Firearms must be handled with the utmost care and carried with actions open and bolt removed.
- 6.3 The firearm action can only be closed and/or cocked when the firearm is pointed directly at the target/butts from the firing mound/point.
- 6.4 All shots are to be fired so that projectiles are safely captured by the relevant stop butt.
- 6.5 No firearm is to be removed from the firing point unless it has been inspected and cleared.
- 6.6 On the command to "CEASE FIRE" all firing must stop immediately, all cartridges extracted from the breech and all actions must be left open/empty chamber flag inserted.
- 6.7 All personnel must secure their firearms and ammunition against theft while they are on the Wallaroo Rifle Range. Your firearm is your responsibility.

- 6.8 Other people's firearms or equipment are not to be touched without the owner's permission.

## **7. ELECTRONIC TARGET USE**

- 7.1 Electronic Targets are in use at The Wallaroo Rifle Range. When electronic targets are in use, the Range Officer or other nominated person responsible for setting up the electronic targets is to physically ensure that the butts area and safety zone behind the stop butt is free of personnel before giving the order to commence.
- 7.2 Care must be taken when moving the monitors at the firing point. Where two monitors are provided at each firing point there should be minimal need to move monitors over or around shooters or rifles.
- 7.3 At the conclusion of shooting, all targets must be removed from the frames and returned to the storage area as directed by the Range Officer or other nominated person. All associated equipment is to be packed away/stored by the Range Officer or other nominated person.
- 7.4 Should manual target marking be required, please refer to the Standard Shooting Rules for rules/procedures to be followed.

## **8. INDEMNITY:**

- 8.1 All external users of the Wallaroo Rifle Range (other than Clubs and Associations affiliated to the National Rifle Association of Australia Ltd) must have their own insurance.
- 8.2 All users must have a properly accredited Range Officer in attendance when using the Wallaroo Rifle Range.
- 8.3 The Wallaroo Rifle Club Inc. accepts no responsibility for loss of property within the Range, including any personal property, or any property owned by any club or other organization. Range users and resident clubs are advised to take out appropriate insurance.

## **9. GENERAL HEALTH & SAFETY PRINCIPLES:**

### **9.1 Weather policy:**

If the temperature is forecast to exceed 38 degrees C or extreme weather warnings are forecast in Kadina/Wallaroo, the Executive Committee has discretion to cancel the shooting on any given day.

9.2 Machinery is to be checked prior to use to ensure that it is in safe working order. Any machinery faults are to be reported immediately to the Club Captain. All machinery must be maintained in safe working order.

9.3 Machinery is not to be used in proximity to firing mounds when the range is in use.

## **10. ACCIDENT / EMERGENCY**

10.1 Wallaroo Rifle Club is to maintain an appropriate first aid kit:

- (i) At the firing point whenever the Wallaroo Rifle Club is conducting live firing
- (ii) To be kept in the Wallaroo Rifle Club clubhouse in the trailer with the other firing point equipment while there is no shooting.

10.2 Any incident or accident which occurs on the Wallaroo Rifle Range, specifically including injury to a person or damage to property at or in vicinity of any range is considered to be a prescribed event and the following actions should be observed as best possible:

- (i) Any user of the Wallaroo Rifle Range may call "CEASE FIRE" if the circumstances warrant, but in any event the Range Officer and/or Club Captain must be advised immediately of the incident. The Range Officer is in charge and their instructions must be obeyed.
- (ii) The Range Officer(s) or Captain should immediately suspend all practice (firing). The Range Officer will then consider whether shooting may continue or not.
- (iii) The Range Officer should supervise immediate first aid at the scene of the incident, if required.
- (iv) If the accident or injury requires evacuation for medical treatment a person nominated by the Range Officer should telephone 000 or the closest hospital.

10.3 If minor injury - render first aid. If more complex, organize for transfer to nearest hospital or ring Emergency.

### **10.4 Important contact numbers**

**Emergency – 000**

**Police – (Non-urgent assistance) 131 444**

**Wallaroo Hospital – 08 8823 3185**

10.5 Apart from making safe any firearm that may have been directly involved, the Range Officer should ensure the preservation of the incident site as best possible, so the appropriate authorities can conduct an investigation, if required.

10.6 Photos of the scene and/or damaged property should be taken if practicable.

10.7 The following additional actions should be considered after injury to a person or damage to property:

- (i) Whether there is the need to make an immediate notification to the police.
- (ii) SARA must be notified of the incident as soon as practicable.

- (iii) The incident must be reported to the Wallaroo Rifle Club Captain (or nominated deputy), including all details of the person/people involved and the details of the firearm(s) involved. This information is to be reviewed by the Committee of the Wallaroo Rifle Club at the earliest possible opportunity.

10.8 Where there has been a death or serious injury, SAPOL should be notified immediately.

## **11. ENVIRONMENTAL PROTECTION**

11.1 Dumping is not permitted on the Wallaroo Rifle Range unless approved by the Executive Committee. Any person(s) found dumping will be required to remove the dumped items and may be banned from the Wallaroo Rifle Range.

11.2 Rubbish bins and the rubbish skip are provided for the collection of rubbish on the Wallaroo Rifle Range. Therefore, all users are to ensure rubbish is put in the bins provided.

11.3 Native fauna is not to be shot on the Wallaroo Rifle Range. As best possible, any development activity is to take into account the protection of native fauna habitat and breeding grounds.