

Welcome to the National Rifle Association of New Zealand (NRANZ) Range Officer Certification web page.

This site intends to provide you with the information you will need to safely conduct live firing events on NRANZ certified ranges.

The course covers safety requirements and procedures only. Competition rules are covered by the NRANZ Rules, a copy of which should be available and referenced during competitions.

To be certified as an NRANZ Range Officer you must have been nominated by your NRANZ affiliated club president as a suitable person to carry out this function. You need to print out the pdf question sheet, complete it and send a scanned copy along with your signed nomination form back to: [secretary@nranz.org.nz](mailto:secretary@nranz.org.nz) or post it to; The Secretary, NRANZ, PO Box 47 036, Trentham.

This course uses the Seddon Range Standing Orders as a model and answering these questions earns the qualification, **but** NRA members from outside the Wellington Area will need to substitute their own range standing orders in practice and make those orders available on the range during shooting events.

Topics covered are:

- Fire – Arm Safety
- NZ Police Range Manual
- NRANZ Range Danger Area
- NRANZ Rules
- Range Standing Orders (Seddon)

**Seven Basic Rules of Firearm Safety:-**

- Treat every firearm as loaded
- Always point firearms in a safe direction
- Load firearm only when ready to fire
- Identify your target
- Check your firing zone
- Store firearms and ammunition safely
- Avoid alcohol or drugs when handling firearms.
  - » (New Zealand Arms Code)

## **The New Zealand Police Range Manual**

The requirements for the operation of Shooting Ranges in New Zealand are set out in the New Zealand Police Range Manual (NZPRM) produced in consultation with the New Zealand Mountain Safety Council in 2005, it places the responsibility for ensuring ranges are inspected and certified as safe on the appropriate national shooting association concerned.

The NZPRM states that range safety certification ceases to be valid:

- a. On the day after any expiry date on certification,
- b. Should the range, or any part of the range cease to meet current best practice
- c. Immediately any activity that is not approved by range standing orders, or any other lawful authority, is conducted,
- d. Immediately on the occurrence of any incident required to be reported to Police under section 58 of the Arms Act 1983

The NZPRM also states that every range must operate under established range rules, referred to as Range Standing Orders (RSO's). RSO's set the parameters for the safe use of the range.

## **NRA OF NZ RANGE DANGER AREA (RDA)**

As part of its range inspection and certification process the NRANZ Council have adopted an "NRA of NZ Range Danger Area".

This document defines the:

- area of the Range Danger Area (RDA)
- air danger height
- conditions of shooting to apply within the RDA
- rules of range construction for the RDA
- means of communication and the signs to be posted
- requirement for the NRANZ to maintain a register of shooting ranges
- requirement that the shooting ranges be certified by an approved range inspector and to appear on the register
- requirements relating to the approval of range inspectors.

### **Range Certification:**

Following inspection and on confirmation of conformity, certificates of compliance are issued which are for 5 years, after which a further inspection is to be made and a new certificate issued. After the first inspection has confirmed compliance with these rules, it is expected that subsequent inspections will be purely to ensure there have been no changes which would void the certification and that maintenance has been carried out sufficiently to ensure the range is still compliant.

### **Dispensations**

The Council may issue dispensations to all or part of these rules as it sees fit. Such dispensations must be based on evidence that the risk of a bullet leaving the RDA is no greater than would be the case if the range complied with these rules, or that such risks can be safely managed, or that the consequences of such an event are such that no hazard occurs to humans and any other effects are acceptable. In considering dispensations the Council will take into account the safety record of the range and the recommendations of an NRANZ Range Inspector.

Compliance with the NRANZ Safety Rules and Shooting Procedures are vital to ensuring compliance with the RDA. ***Failure to ensure compliance with these rules invalidates the RDA.***

## The NRANZ RULES

Section "D" of the NRANZ rules covers safety and procedures that contribute to the safe operation of a range and validates the RDA.

### SHOOTING PROCEDURES - GENERAL

#### SAFETY

- no rifles to be sighted, aimed, fired while the red danger flag is displayed in the butts
- rifles are only to be loaded on firing point
- when loaded, rifles must be pointed at stop butt
- actions are not to be closed until the rifle is held on the shoulder
- the action must be unlocked if rifle is removed from shoulder
- rifles are not permitted on the firing point prior to the order "all shooters on the mound"
- in event of a misfire or hangfire, the bolt is to remain closed for at least 30 seconds
- the official scorer is to visually check for obstruction following; a misfire, when a barrel obstruction is suspected or there is a possibility of a hangfire.

#### TARGET ALLOCATION

Competitors are to fire from the position allocated to their target unless otherwise directed.

#### SHOOTING POSITION

Shooting is only permitted from the *Prone Position*.

TR class – the rifle to be only supported by both hands and one shoulder, the butt is not to be placed inside a coat or jacket. The rifle, forearm or hand is not to touch the ground or scope. The back of the wrist

supporting the fore end is to be at least 100 mm clear of ground. No holes are to be dug in the mound.

F Open class - the F/O rifle may be supported by a front rest or bag, which may be fully adjustable for position but may not provide a mechanical method of returning the rifle to its point of aim for the previous shot. The area of contact between the front and the rifle fore-end will not exceed 76mm x 76mm. The F/O front rest may be employed for either the rifle's fore-end or for the shooter's forward hand.

FTR class - the F/TR rifle may be supported by an attached bipod which may not provide a positive mechanical method of returning the rifle to its point of aim for the previous shot. Each foot may terminate in a single spike, which may be pressed into the ground by up to 50mm. A "Ski" facilitating free recoil is also permitted. The rifle or bipod may incorporate an integral mechanism for raising and lowering the fore-end. A sling may be used in conjunction with a bipod.

No portion of the rifle's butt or pistol grip may rest on the ground or on any hard surface.

Both F/O and FTR rifles may be supported by a rear bag.

## **SEDDON RANGE STANDING ORDERS**

Dated 26<sup>th</sup> March 2008, states;

A copy is to be available on the firing mound while live shooting is being conducted.

The Commanding Officer (CO), Trentham Camp is the range controlling authority for Seddon Range.

General;

- Seddon Range not to be used if the Demolition Range is in use and vice versa.
- During live firing events phone communications for possible emergencies must be available with;
  - Range Warden
  - Trentham Camp Duty Complex
  - Upper Hutt Health Centre
  - NRANZ Office
  - Firing Point

Vehicles;

- are not to be parked within 20 meters of the rear of the firing mound except where the CRO approves it for persons with a demonstrated disability,
- are not to be parked between firing mounds and the butts when the range is in use,
- may be parked behind the bullet stop at the owners risk,
- any damage caused (wheel ruts etc) is to be repaired prior to clearing the range, and
- a 20 km/h speed limit applies on the range road.

#### Range Clearance Procedure;

- remove all live ammunition,
- remove all brass,
- remove all items not permanent fixtures (i.e. targets, sandbags etc),
- refurbish the stop butt by raking and filling impact holes,
- remove all rubbish,
- repair any damage caused by vehicles,
- clean the toilets,
- secure the range by closing and locking the access gate.

#### Use of Range;

- the NRANZ have Range License to use the range for Club, National and International shooting activities,
- the NRANZ are responsible for supervising and coordinating access and usage under the Range Licence,
- Wellington Model Aero Club (WMAC) also has a license to use the land adjacent to the range. If the range is in use, WMAC are to make contact with the CRO to seek approval to conduct their activities.

#### Range Inspections carried out;

- daily – when the range is in use by the CRO
- monthly – by the Range Warden looking at the stopbutt and the mantlet,
- annually – by the Range Inspecting Officer in order to issue a Range Safety Certificate,
- five yearly – by an independent (another camp or service or police approved) Range Inspecting Officer (RIO). RIO not to be a member of the NRANZ

#### Range Safety;

- if any person observes an incident about to occur that may result in injury or death it is their responsibility to order shooting to stop by shouting “CEASE FIRE, OPEN BOLTS”,
- medical coverage – the CRO is responsible for ensuring proper medical coverage is available and a suitably qualified and capable First Aid person and appropriate first aid kit(s) are available and made known to all,

- safety brief – the CRO is responsible for ensuring that all personnel and visitors receive a safety brief and acknowledge this in writing at the start of each season.

#### Accident Procedure;

In the event of an accident,

- firing is to be stopped immediately, if necessary the injured person is to be evacuated to the nearest medical facility,
- firing is to be suspended, all firearms on the mound are to be unloaded and bolts removed (or open bolt indicators inserted), firers are to leave their rifles on the mound and move to the rear,
- if a firearm is involved, that firearm is to be safely set aside by the CRO, labelled and kept separate pending an investigation,
- where serious injury is sustained as a result of a firearm, the CRO is to notify NZ Police,
- in the event that the CRO is injured, the next most senior person is to assume control,
- report the accident or incident without delay to Trentham Camp,
- the CRO is to submit a report in writing with witness statements.

#### Range Use Flags:

Are used to indicate danger and locations as follows;

- at the entrance to the range on the eastern side of the road in front of the NRANZ HQ building – is to remain raised for the duration of shooting,
- on the fence line by the range road just behind the 300m mound,
- on the north-eastern boundary fence between 500 and 600 yards, flagpole painted with red strip – to remain raised for the duration of shooting.

Shooting is NOT to commence until all flags are raised to the top of each flagpole. Flags are to be raised at least 30 minutes before shooting commences.

#### Markers Gallery Flag or Butts Flag;

- a large red flag is to be raised in the butts until all personnel are under cover,
- while the butts flag is raised all firearms must remain unloaded and all bolts removed or open,
- should communication to the butts fail, the CRO is to make physical contact with the Butts Officer. Under no circumstances may any-one leave the Butts area cover until contact has been made,
- only the CRO may order the raising and lowering of the butts flag (unless in an emergency where it may be RAISED without permission) the CRO is to ensure all butts personnel are in cover.
- the butts flag must be lowered before the targets are raised.

- at the cessation or breaks in shooting, confirmation that all firearms are unloaded is required before the ordering of “Flag Up”.

If in an emergency a shoot needs to be stopped the CRO is to order “Cease Fire / Open Bolts”. Shooters may leave the mound once their firearm has been cleared.

#### Range Safety;

- range intrusions – if persons, vehicles or aircraft are seen to enter, or are about to enter, the range danger area, firing is to cease. The CRO is to take the appropriate action and the Camp is to be notified,
- livestock – the prison accepts the possibility that livestock may be injured or killed, should this happen, cease fire, notify the Prison and the Camp. The CRO has overall responsibility to euthanize animals quickly and humanely,
- hearing protection – whenever personnel are engaged in firing firearms they are to wear appropriate hearing protection – the minimum safety distance is 20 meters from the mound.

#### Limitations;

- authorised firing distances - live firing is not to occur closer than 300 yards, firing is only to occur from the 300 yd, 300 m, 500 yd, 600 yd, 800 yd, 900 yd and 1000 yd mounds,
- except as authorised for cross firing, each firing position is to be located so that the shooter fires parallel to the range axis (1.8m either side of the target centre line)
- zeroing – is not permitted because shooting is not authorised closer than 300 yds. It is permissible to bore sight rifles from 300 yards so long as the fall of shots is observed and the “cone of fire” (CoF) is achieved within 3 shots.
- firearms unable to achieve the 300 yard CoF are to be removed from the firing mound and zeroed at another range.

#### Targets;

- construction - the frame is to be made of the smallest size wood practical so that projectiles can penetrate easily – targets may only be displayed using the Loughnan cantilever design target mechanisms,
- extreme left and extreme right positions – these targets are those within the current approved template and are shown in the most updated version of the Standing Orders,
- target centre – the target carrier automatic back catches are to be used to ensure uniformity. Targets are to be displayed so that the centre of the target is;
  - 0.97m above the top of the mantlet at 300 yds and 300 metres
  - 1.27m above the top of the mantlet at all other ranges ,
- spacing - the minimum spacing between targets to be not less than 3.6m measured from the centre of the targets,

- moving targets – engagement of a moving target is not permitted,
- cross lane firing;
  - 500 / 600 yds – max of one target,
  - 800 / 900 / 1000 – max of 2 targets,
- extreme wind limits;
  - down range wind – should the CRO and/or the Butts Officer have concerns of imminent target breakages they shall immediately call a cease fire,
  - cross range wind – excessive cross range wind is to be judged on the basis of firing from the longest firing distance on the range (1000 yds),
    - in the event that shooters need to apply more than 20 minutes of angle on their sights to achieve a hit on their allocated target, the CRO is to assess the need to call a halt to the shooting,
    - once halted, firing is not to recommence until the wind strength has subsided,
    - the CRO must be satisfied that excessive cross range wind will not cause shots to drift beyond the horizontal plane of the CoF and that a sight setting allowance of more the 20 minutes would not be required to achieve a hit before allowing shooting to recommence.

## **Range Practices**

### **Range Staff**

#### **Chief Range Office (CRO);**

- responsible for the detailed conduct of a shooting event, retains overall responsibility but may delegate tasks
- is to be qualified in accordance with NRANZ Rules
- is to be identified by wearing a bright orange cap or vest which must be worn at all times during live firing
- must be to the immediate rear of the mound at all times
- must ensure that the range “in use” flags are correctly placed
- must ensure the Butts flag is raised until all personnel are in the gallery
- must inspect the stop butt for hollowing prior to commencing shooting and remove all stones or foreign material larger than 30mm
- must ensure target frames are safe to use
- must ensure a current copy of the standing orders is available near the mound
- must ensure communications are operating between the firing mound and the butts for emergency purposes
- must ensure that all NRANZ safety precautions and standing orders are complied with
- must ensure all briefings are carried out

- must ensure any breach of safety is appropriately and immediately dealt with
- must carry out the procedures set down in the event of an accident or intrusion
- must clear the range on completion of shooting .

#### Deputy Range Office (DRO);

- is responsible to the CRO for the detailed management of a group of shooters, the DRO is to be present on the mound at all times
- has responsibility for maintaining control of all shooters, scorers and observers during a shoot
- must be qualified in accordance with NRANZ council Rules
- the ratio of DRO's to targets is:
  - Association / National / International shoots – 1 DRO for every 10 target
  - Club Shoots – 1 DRO for every 15 targets (safety responsibility of the scorers to be emphasized by CRO prior to shooting)

#### Scorer

- one is to be assigned to each shooter
- responsible to the DRO for accurately recording the shooters score and ensuring the rifle is unloaded prior to their leaving the mound

#### Butts Officer

- responsible for the overall safety and efficient operation of the butts and butts personnel

#### Assistant Butts Officer

- to be appointed when required

#### Firearm Limitations

NRANZ firearm types are defined as capable of consistently achieving the approved NRANZ Cone of Fire (CoF). Only firearms approved for use by the NRANZ technical committee may be used.

#### The CRO is to ensure:

- the rifle has first been zeroed for 300 yds, then fired from 300 yds to confirm that the firearm is capable of achieving the NRANZ CoF
- a competent person is appointed to observe the fall of shot and assist with calling sight adjustments
- the firearm is removed from the mound if the 3<sup>rd</sup> shot does not fall within the CoF
- the firearm is not to be presented to the mound again until appropriate adjustments have been made and the procedure is to be repeated

#### Firearm Safety Precautions:

Any person on the range must follow common sense safety precautions in the handling of firearms and ammunition

- every rifle is to be treated as loaded
- unattended rifles are to be left in a safe condition
- bolts may only be inserted in the rifle on the firing point
- bolts may only be closed when rifle is on the shoulder
- before a shooter leaves the mound the scorer must ensure the bolt is removed and chamber is clear
- the CRO and or the DRO's instructions must be explicitly followed
- in the event of a misfire the point of aim to be maintained for 1 minute

#### Firearm Elevation Sight Checking:

In order to reduce the CoF each shooter is to record their normal elevation setting for each range. The record is to be in writing and available to the scorer/check scorer. Before taking up a position on the mound each shooter is to present their rifle to the scorer or check scorer for verification of the elevation setting. The scorer/check scorers is to read the elevation sight setting then refer to the written record, if the elevation setting is correct the shooter is to be cleared to fire. If the setting is more than 2 minutes out, the setting must be changed or a suitable explanation provided that explains the difference. The shooter is to confirm that the sights fitted are the correct ones for that rifle.

#### Ammunition Limitations:

##### Projectile

- Only ball, hollow point match, or hollow point plastic tip insert projectiles are permitted. Penetrator type projectiles are not permitted.

##### Ammunition Performance

- ammunition is not to exceed a muzzle energy (ME) of 4300 joules (J)

#### Ammunition Checking:

The following procedure is to be implemented

- NRANZ is to provide at least one ammunition checking officer, with the equipment necessary to complete detailed checks and any shooters ammunition can be checked visually to confirm the projectile type at any time.
- Every shooter is to have a written description of the load they are using including the case and range of weights, type of powder and weight of charge, type of primer, type and weight of projectile, overall cartridge weight range. This information is to be provided on request.
- Shooters are to provide two sample rounds for checking on request.
- If at any time the ammunition officer has any concerns that ammunition being used is unable to achieve the CoF or is unsafe, the ammunition is not to be used. Alternative ammunition will need to be obtained and checked before the shooter is permitted to continue.

#### Authorised Shoots:

Deliberate bulls-eye target shooting events are the only events that comply with and are authorised to be conducted on Seddon Range

#### Range Danger Area Dispensation:

The range danger area (RDA) extends over the Defence Area licensed to Rimutaka Prison for grazing, part of the Trentham Golf Club Course and non NZDF property;

- Rimutaka Prison Notification – to be notified in writing and the seasons programme is to be provided, any amendments are to be notified
- Trentham Golf Club Consent – during firing from 800 / 900 / 1000 when using targets closer to the golf course than;
  - Target 21 at 800 yards
  - Target 24 at 900 yards
  - Target 26 at 1000 yards

Written consent acknowledging that the affected portion of the course will be closed is required.

- Non – NZDF Property – Upper Hutt City council Southern-Hills Ridgeline Reserve, currently leased to NRANZ. To be incorporated into RDA requires;
  - Written consent for the land to be incorporated
  - Agreement that NRANZ will ensure no persons are occupying the land when the range is in use
  - Responsibility to erect and maintain signs

#### Inability to achieve Cone of Fire:

If for any reason any shooter is identified as having fired a shot outside the cone of fire, the following procedure is to occur;

- the shooter is to immediately stop firing, or be stopped
- the shooters next shot is to be observed
- if the next shot does not fall within the CoF the shooter is to be provided with a competent coach with the intention of bring the spread of shots within the CoF in the next three shots
- if the shooter is unable to achieve the CoF within the next three shots s/he is to be prevented from further firing
- if the firearm and ammunition are found to be satisfactory, the shooter is not allowed to recommence shooting until after suitable non-live firing training has occurred
- the event is to be recorded in a logbook along with the location of the shot(s) outside the CoF if possible

Once you believe you have a good understanding of these provisions please print out the pdf question sheet at the bottom of this page, complete it and send a scanned copy back with your nomination form from your club president to: [secretary@nranz.org.nz](mailto:secretary@nranz.org.nz) or post it to; The Secretary, NRANZ, PO Box 47 036, Trentham.