

# New Zealand Handloaders Association Range Standing Orders

## RIFLE & SHOTGUN RANGES

**Dated 6 November 2024**

These Range Standing Orders have been written to ensure all club members and users are aware of the rules and safety procedures that apply to the New Zealand Handloaders Association Inc (NZHA) range complex.

Safety **MUST** be your prime consideration when using the NZHA Ranges.

## 1 Shooting range/multi-range site (complex) name

New Zealand Handloaders Association (NZHA) Inc. Range Complex.

## 2 Names of individual ranges *(if applicable)*

1. Range 1 - NZHA 100-yard range,
2. Range 2 - NZHA 200-yard range,
3. Range 3 - NZHA Reduced Danger Area (RDA) Shotgun range.

## 3 RSOs date *(date RSOs were authorised)*

6 November 2024.

## 4 Introduction

### Information about the range

4.1 All persons who enter the property administered by the NZHA are subject to these range standing orders (RSOs).

Any breaches of these rules could result in expulsion from the club and, in some instances, this could be effective immediately upon discovery of the breach.

- a. Every member of the NZHA must read and understand the Range Rules.
  - 1) If any member is unclear of any section in these RSOs, it is that member's responsibility to seek clarification from either a Range Officer, Range Convener or Committee Member before using the range.
  - 2) If a member discovers another member breaking the rules, then it is that member's responsibility to inform the Committee of the event and any relevant details (i.e., date and time etc) to assist in identifying the breach.
- b. Club operating 24/7 under security card access and CCTV monitoring always.

### GENERAL

- a. All facilities are administered and maintained by club members of the NZHA, with the NZHA Committee having primary responsibility for the property and all ranges.
- b. It is the club's intent that we help foster safe shooting and reloading practices for all club members and guests. To that end the club runs an open night every Tuesday where we offer a safe environment for the public on our:
- c. **100-yard Rifle Range:** To sight in, improve skills and practice shooting their rifles, while being assisted and supervised by experienced NZHA Range Officers.
  - **Shotgun Ranges:** To learn and or practice Clay-bird, Skeet and Down-the-line shooting while being assisted and supervised by experienced NZHA Range Officers.
- d. There are associated user charges for guest shooting on both the Shotgun and Rifle Ranges and additional costs over and above the annual membership fee for members shooting on the Shotgun Range.
- e. Members have access to the above ranges and if certified and paid in full the appropriate annual fees the 200 Yard Rifle Range.

### The legal title of the land on which the range is located, and any associated land affected by the range danger area *(if different)*

4.2 597 Macleans Island Road.

### The name of the landowner(s) or controlling authority that approve the use of their land as a shooting range

4.3 Environment Canterbury

<b>Hours of operation</b>
<p>4.4</p> <ol style="list-style-type: none"> <li><b>Range 1 – 100-yard Rifle Range</b> - Shooting may be conducted any time of the day or night as this is a 24-hour range.</li> <li><b>Range 2 – 200-yard Rifle Range</b> - Shooting may only be conducted within daylight hours on this range – 30 minutes after sunrise to 30 minutes before sunset.</li> <li><b>Range 3 – Shotgun/Black powder Range</b> - RO supervised shooting may be conducted at any time of the day or night. Tuesday night and every second Sunday are a public event. Thursday night is for members only.</li> </ol> <p><b>SIGNING INTO THE RANGES</b>  All users of the rifle and shotgun ranges must sign in through the electronic tablets provided at the rifle range and in the clubrooms.</p> <ol style="list-style-type: none"> <li>The signing in on the tablet signifies the user has read &amp; understood the range rules.</li> <li>It is the user's responsibility to comply with the range rules.</li> <li>Members are responsible for guests signing in on the tablets and supplying accurate details.</li> <li>Name tag stickers printed after signing in on the tablet are to be worn by all club attendees.</li> </ol>
<b>5 Responsibility</b>
<b>Name of the SRO</b> <i>(who is responsible for the overall safe operation of the range)</i>
5.1 The Shooting Range Operator (SRO) is the NZHA Inc.
5.2 The NZHL Committee is responsible for the day-to-day administration, management, and ongoing maintenance of the range.
<b>6 Compliance with Range Standing Orders (RSOs)</b>
6.1 These RSOs are to be distributed to all NZHA members and approved guests or visitors that use the range complex.
6.2 It is the responsibility of the executives of these clubs/organisations and/or the person/s running the event at the time, to ensure that all their members and guests who are using our facilities are aware of, and familiar with, these RSOs.
6.3 Copies of the RSOs are located on the NZHA website, and on the club room and rifle range notice boards.
6.4 Permission to use the NZHL range complex may be withdrawn for non-compliance of these RSOs.
<b>7 Range location</b>
7.1 The range address is 597 McLeans Island Road, Christchurch. <b>Web Site:</b> www.nzha.co.nz <b>Email:</b> President@nzha.co.nz <b>Telephone:</b> 03 359 8832 (Tuesday evenings only)
<b>NZTM map sheet number and grid reference</b>
7.2 NZTM BX23 Lincoln, Grid reference E1559955 N5186950.
<b>8 Approved range users and priority of use</b>
8.1 The NZHL Club Inc have priority use of the range complex. 8.2 Approved guests and visitors may use the range complex whilst under the supervision of a club member who will be the acting RO.

## 9 Warning flags and danger signs

9.1 Range flags/red lights/signs are positioned at the following points and must be hoisted or turned on prior to the commencement of any live firing:

- a. Inside the main gate - red flag/red light.
- b. **100 Yard Rifle Range** - red flag/red light at the range entrance.  
- A “stop shooting” sign is in each bay when people are down range changing targets or when range is closed.
- c. **200 Yard Rifle Range** - red flag at the range gate.  
-The baffle plates are down when people are down range changing targets etc or when range is closed.
- d. **Shotgun Range** – red flag at the left skeet tower.  
-A “stop shooting” sign is on the “down the line” bunker & used when clays are being reloaded or range is closed.
- e. **Black Powder Range** - The red flag/lights at the main gate.
- f. **Perimeter Fence** - appropriate warning signage re live firing in progress are displayed.

## 10 Description of individual ranges, restrictions, and conditions of use (in numerical order)

<b>10.1 Range:</b>	Range 1 – 100-yard Range.
<b>Range description:</b>	100-yard, Outdoor, No Danger Area (NDA) Rifle range.
<b>Restrictions:</b>	<ol style="list-style-type: none"> <li>1. Rifles (including Air rifles) up to and including 0.338in Calibre (Lapua Magnum) with a muzzle energy no greater than 6000ft/lb.</li> <li>2. Black Powder Rifles up to and including 0.77in Calibre with a muzzle velocity no greater than 2148fps.</li> <li>3. Shotguns up to and including 10-gauge firing a singular projectile e.g., slugs.</li> </ol>
<b>Conditions of use:</b>	<ol style="list-style-type: none"> <li>1. All firing must take place from within any one of the 4 rifle bays.</li> <li>2. Each bay is designed for one shooter at a time.</li> <li>3. All persons not shooting are to remain behind the viewing screens unless they are spotting for the shooter, coaching, supervising or an RO.</li> <li>4. Actions are only to be closed and/or cocked when the firearm is pointed directly at the backstop/bullet catcher and firing is about to commence.</li> <li>5. Do not touch the trigger until sights are on target and you are ready to fire.</li> <li>6. Any adjustments to the rifle or scope are to be done with the action open and the chamber empty of live rounds.</li> </ol>
<b>Range 2</b>	
<b>10.2 Range:</b>	Range 2 – 200-yard Range.
<b>Range description:</b>	200-yard, Outdoor, No Danger Area (NDA) Rifle range.
<b>Restrictions:</b>	<ol style="list-style-type: none"> <li>1. Centrefire &amp; Rimfire rifles with a muzzle velocity no less than 2000fps.</li> <li>2. Rifles up to and including 0.338in Calibre (Lapua Magnum) with a muzzle energy no greater than 6000ft/lb.</li> </ol>
<b>Conditions of use:</b>	<p><b>SHOOTING BENCHES</b></p> <ol style="list-style-type: none"> <li>1. For every visit to the 200-yard range every rifle, without exception, is to be zeroed on the 100-yard range to ensure the projectiles are landing where expected.</li> <li>2. All firing must take place from one of the 2 shooting benches.</li> <li>3. Each bench is designed for one shooter at a time.</li> <li>4. No shooting to be done from any position other than on the provided shooting benches.</li> <li>5. Currently, prone or free-standing shooting is not permitted.</li> </ol>

	<p>6. A dependable shooting rest is required; be it a club rest, your own rest, bipod or backpack – but it must be an effective and a steady rest.</p> <p>7. Shooting MUST be done under the steel baffle provided.</p> <p>8. Eyebrow/Shutter height must be adjusted to ensure the shooter can only see the bottom half of the rear bank when in the shooting position. If you can see the sky under the eyebrow/shutter <b>DO NOT SHOOT!</b></p>
<b>Range 3</b>	
<b>10.3 Range:</b>	Range 3 –Shotgun Range.
<b>Range description:</b>	Outdoor, Reduced Danger Area (RDA) Shotgun range.
<b>Restrictions:</b>	<ol style="list-style-type: none"> <li>1. All shotguns up to and including 10-gauge.</li> <li>2. Clay target loads only.</li> <li>3. Shot size no greater than #5 (2.8mm).</li> <li>4. Standard clay target shot sizes include #7.5 (2.3mm), #8 (2.2mm) and #9 (2.0mm).</li> </ol>
<b>Conditions of use:</b>	<ol style="list-style-type: none"> <li>1. The shotgun range is only open when an RO is present and controlling the shoot.</li> <li>2. NO shooting at targets presenting above the backdrop!</li> <li>3. Handheld clay target throwers are forbidden.</li> <li>4. No Sling maybe fitted to any shotgun when shooting.</li> <li>5. Do not move from your lane until the next shooter has finished.</li> <li>6. Shotguns must be unloaded when moving from station 5 to station 1.</li> <li>7. The RO will have the complete discretion of what types of shotguns may be used on the range.</li> </ol>
<b>11 Range safety roles</b>	
11.1 An Officer on Duty (OD)/Range Officer (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.	
<b>12 Range safety rules</b>	
<p>The following rules are to be emphasised at all times:</p> <ol style="list-style-type: none"> <li>a. No one shall use firearms while under the influence of alcohol or drugs.</li> <li>b. All persons must obey the instructions of the RO immediately and without dispute.</li> <li>c. In a case of disagreement with an issued instruction, the disagreement must not justify a failure to obey.</li> <li>d. Firearms must be handled with the utmost care &amp; carried with actions open, bolts removed and chamber flags in place.</li> <li>e. All firearms must be unloaded unless shooting.</li> <li>f. Firearms must always be pointed in a safe direction. (i.e., shotgun = down, rifle = up)</li> <li>g. When picking up or receiving a firearm, the receiver must verify that it is unloaded and pointed in a safe direction.</li> <li>h. All firearms must be in good mechanical condition and adjusted to function safely.</li> <li>i. Any person who is aware of any misbehaviour, firearm, or cartridge condition likely to cause danger or damage, must call the RO immediately or advise a committee member as soon as possible.</li> <li>j. Individual shooters not participating in a match or organised event are to act as their own RO.</li> <li>k. All shooters are to behave in an appropriate and considerate manner.</li> <li>l. Hearing protection must be worn.</li> <li>m. Eye protection is required for clay bird shooting where incoming targets are present.</li> <li>n. Footwear of a suitable nature is required.</li> </ol>	
<p><b>12.3 Approved shooting activities:</b>  <b>RIFLE &amp; SHOTGUN</b> – Only shooting activities approved by the SRO are permitted within the NZHL Range Complex.</p>	

**BLACK POWDER** - This outdoor range is setup against the shotgun backstop (bund).  
- It is setup and run by the RO.  
- Monthly meetings are held for any members to join in, please see the website for times.

### 13 New ammunition use

13.1 If a new type of ammunition is proposed for use on the range, it must be approved for use by the SRO. Before inclusion in the RSOs, the requirements of section 34 of these orders are to be adhered to.

### 14 Targets

14.1 Only targets approved by the SRO are to be used on the NZHL ranges.

14.2 For correct target placement, refer to the annex for the respective range.

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*The procedure for approval and use of new targets*

14.4 If a new type of ammunition is proposed for use on the range, it must be approved for use by the SRO.

### 14.5 SHOTGUN PATTERN BOARD

This outdoor range is located against the shotgun bund.

- It can be used by any member to test the pattern of their shotgun.
- (add) Field loads of shot size larger than #5 (2.8mm) are permitted. No buck shot or slugs.
- Do not use this as a rapid-fire target that will destroy the target mount and frame.

### 15 Steel targets

15.1 Approved steel targets are only permitted on Range 2 - 200-yard Rifle Range.

### 16 Moving targets

16.1 Aerial clay targets on the shotgun range only.

### 17 Minimum safe engagement distances

17.1 For correct target placement, refer to the annex for the respective range.

### 18 Eye and hearing protection

18.1 Hearing protection must be worn on all ranges.

18.2 Eye protection is required for clay bird shooting where incoming targets are present.

### 19 Medical and emergency

19.1 There are first aid kits located in clubrooms and the 100-yard rifle range shed.

19.2 A defibrillator is in the 100-yard rifle range portacom.

19.3 The club land line is to be used for contacting emergency services or a mobile phone if a mobile phone is available to meet the required urgency.

### 20 Accident/incident procedure

**20.1 Accident not involving a firearm or ammunition:** In the event of an accident/incident that does not involve a firearm or ammunition, the following is to occur:

- a. All shooting is to cease immediately.
- b. All firearms that are in use must be made safe / unloaded.
- c. 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.
- d. Notify the SRO.
- e. Record the accident / incident details in the range incident register.

**20.2 Accident involving a firearm or ammunition:** In the case of an accident/incident involving a firearm or ammunition that results in serious injury or death, the following is to occur:

- a. All shooting is to cease immediately.
- b. All firearms that are in use must be made safe / unloaded.
- c. 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.
- d. Notify the Police.
- e. Notify the SRO.
- f. Record the accident / incident details in the range incident register.

## 21 Fire precautions and procedures

- 21.1 All reasonable precautions must be taken against fire and all fires are to be extinguished as quickly as possible if safe to do so.
- 21.2 If a fire cannot be extinguished call 111 and advise the President or other club executive as soon as practicable and evacuate the affected range or ranges.
- 21.3 The RO is to ensure that all persons are accounted for in the muster area.

## 22 Range clearance

- 22.1 All users are to ensure that any rubbish on the range, including targets, shells, cases etc are removed from the range and disposed of.

### SITE SECURITY

- o. All members are to ensure the main gate is closed after entry into, or departure from the NZHA facility.
- p. The weekly Tuesday and 2nd Sunday public session or working bee allow for the automatic gate to remain unlocked
- q. Any approved organisation or club using the shotgun or rifle range, with an NZHA RO taking responsibility for the event, may leave the automated gate unlocked for the duration of the event.
- r. In all other cases any member, club or organisation using the NZHA facility must ensure the main gate is closed after any person enters or leaves.

**NO ANIMALS ARE TO BE SHOT ON NZHA PROPERTY WITHOUT EXECUTIVE COMMITTEE APPROVAL.**

## 23 Unauthorised access and/or use of the range

- 23.1 Any individual or organisation given use of the range complex requires written authority from the SRO. Any individual or organisation unable to provide proof of authority will be asked to leave the range immediately. Any refusal to leave should be reported to the NZ Police and the SRO as soon as possible.

## 24 Range design cone(s) of fire (Coff)

- 24.1 The range design cone of fire for rifle is:
  - a. 20mil – Unsupported.
  - b. 10mil – Supported.

### Shotgun only:

- 24.2 The Coff for shotgun shooting is determined by the engagement of targets within the permitted AofF for the range.
- 24.3 Coff 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.
- 24.4 The individual and/or combined AofF and shotfall 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 Clay etc.
- 24.5 AofF is controlled by either one or a combination of the following methods:
  - a. **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.

- b. **Shooting Station** –Visible marker posts are positioned in the ground to indicate the arcs of fire for the shooting station.
- c. **Shooting Stalls** – Shooting stalls are used to restrict the HAofF and/or VAofF within the AofF for the shooting station.

24.5 **'No targets'** – clay targets that are thrown offline and outside of the permitted AofF for whatever reason, are NOT to be shot at. The RO is to call 'No bird / No target' as quickly as possible to prevent the shooter from engaging a target outside of the permitted AofF.

## 25 Inability of the shooter to achieve cone of fire

25.1 Should a shooter be unable to achieve the Coff, they should be given one on one coaching to achieve the Coff. If they are still unable to achieve the Coff they must not be permitted to continue shooting.

### Shotgun only:

25.2 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.

25.3 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:

- a. The shooter is immediately to stop firing and notify the RO or be stopped by the RO.
- b. The shooter is to be advised that they have fired a shot that was outside the AofF.
- c. 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.
- d. 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.

25.4 **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.

25.5 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.

## 26 Unlicensed or inexperienced shooters

26.1 Unlicensed or inexperienced shooters must be directly supervised by a firearms licence holder.

## 27 Test firing

27.1

**Rifles** - 'Test firing of rifles or ammunition can only be done with the approval of the SRO, and conducted under the direction of an RO. If a test rig is used for bench testing ammunition, targets must be aligned so that all shots fall within the confines of the bullet catchers.'

**Shotgun** - 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)

28.1 The ADH is 500ft (150m) for the rifle Ranges.

28.2 **Shotgun only** - The ADH is 200m (656ft) above the range.

28.3 If aircraft is seen to be approaching the club in a manner that may see them fly directly over the club property whilst live firing is in progress on the Shotgun range, the RO or individual must immediately call for a stop to all shooting until the aircraft clears the area, this is so that users can hear any commands issued by the RO.

## **29 Range maintenance plan**

29.1 Range maintenance is the responsibility of the SRO.

29.2 All range structures, targets and target mechanisms, are to be assessed as safe and fit for purpose before commencement of shooting.

29.3 Any structure found to be unsafe or not fit for purpose is not to be used until it has been refurbished to a safe state or replaced in accordance with a scheduled maintenance plan.

## **30 Children (minors)**

30.1 All children are to be under the direct supervision of an adult at all times.

## **31 Health and hygiene**

31.1 It is recommended that hands are washed before eating or handling food and any other steps taken to ensure the wellbeing of those present.

## **32 Domestic animals**

32.1 Domestic animals (excluding service animals) not under direct control are not permitted on in the NZHL range complex.

## **33 Additional headings**

### **33.1 BUILDINGS**

The complex comprises of several buildings & facilities including:

- a. A concrete block clubroom and toilet block.
- b. A timber & concrete block shooting station with relocatable building plus associated bullet catchers on the 100-yard rifle range.
- c. Timber shooting positions, metal bullet catchers on the 200-yard rifle range.
- d. Concrete towers and bunker holding clay pigeon throwing equipment on the shotgun range.
- e. Containers used as target and equipment sheds.

### **33.2 ACCESS RECORDS & SECURITY CAMERAS**

The following is installed for the safety of the club and its members. Both the security cameras and access control system may be used to identify and confirm the identity and/or actions of the public, members and/or their guests - who have been highlighted to the Committee.

- a. The site has a single, electronically controlled electric gate and fully deer fenced perimeter - to help keep the public from accessing dangerous parts of the property, while also protecting against vandalism and theft.
- b. An IP security camera system covers the driveway, car park, clubrooms, shotgun and rifle ranges.
- c. An electronic access control system is used to manage members access, control doors and the gates around the property.
- d. The above equipment may be used (but not be limited to) tracking down lost equipment, damage to the property and reviewing possible breaches of the rules by members (or their guests) and could be used in clarifying if any disciplinary action is required.
- e. If requested under a warrant, this information will also be passed on the appropriate authorities.

### **34 Amendment to RSOs**

34.1 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 RSOs**

35.1 These RSOs are authorised by the NZHA Inc.

### **36 Distribution list**

36.1 These RSOs must be distributed and/or made accessible to all NZHL members and authorised guests/visitors.

### **37 Annexes** *(if required to supplement the main body)*

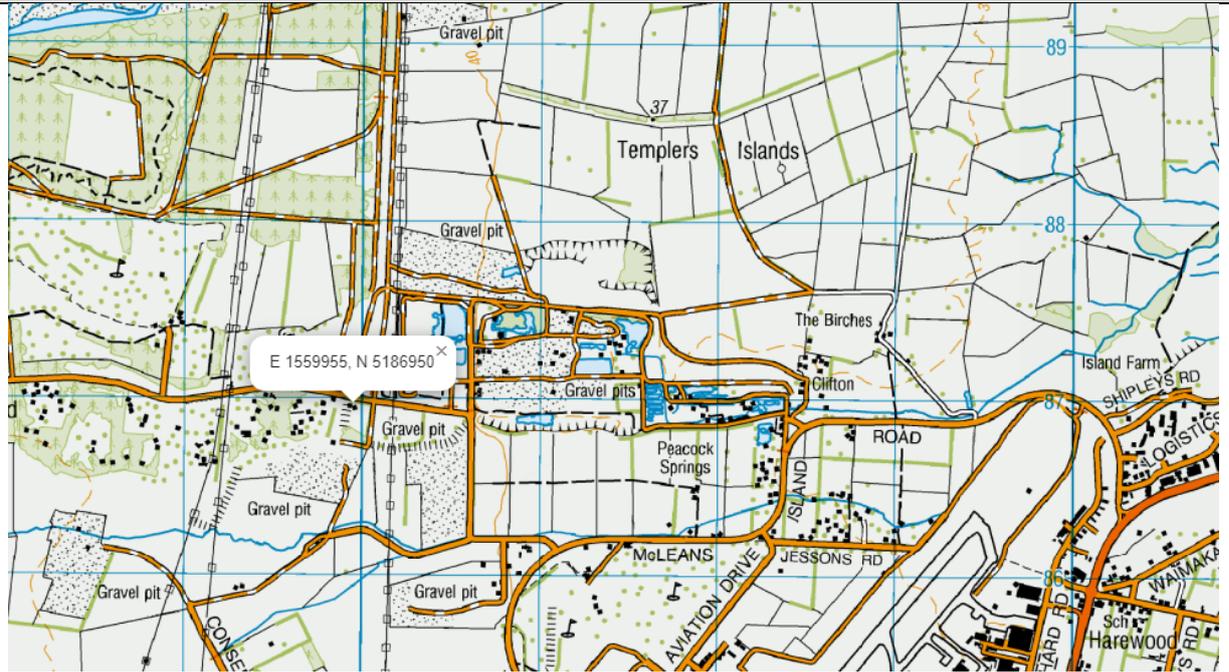
**A. Range location and layout.**

**B. Range 1 – 100-yard Range.**

**C. Range 2 – 200-yard Range.**

**D. Range 3 – Shotgun Range.**

**Annex A: Range location and layout.**



**Location**



**Range Layout**

## Annex B: Range 1 - 100-Yard RIFLE RANGE

### Range Details:

1. 100-Yard Outdoor No Danger Area Range
2. This range is fully baffled and has four defined shooting distances of 25, 50, 75, and 100 yards.
3. Only one distance can be used at a time from anyone firing position.
4. Shooting may be conducted any time of the day or night as this is a 24-hour range.
5. There is no activity permitted in the danger area.
6. The fall of shot must not occur beyond the range boundaries
7. A RO is not required for members and their guests to shoot as all members have been trained to be their own RO.
8. Members are 100% responsible and liable for themselves and their guest's supervision and actions.
9. Guests 18 years of age and over are required to pay for use of the range.
10. This range is open on Tuesday nights for public use and managed by club range officers.
11. As much as it is a member's right to shoot on a Tuesday night, you will have to queue up with the guests.
12. It is the Committee's request that members refrain from shooting during the open nights.

### 100-Yard Range - PERMITTED CALIBRES

The following firearms may be used on this range:

1. Rifles (including Air rifles) up to and including 0.338in Lapua Magnum or those generating no more than 6000ft/lb or energy.
2. Black Powder Rifles up to and including 0.77in Calibre
3. Shotguns up to and including 10-gauge firing a singular projectile e.g., slugs.

Prior approval from the Executive Committee is required to use a calibre outside those listed above.

### 100-Yard Range - PROHIBITED FIREARMS

The following firearms must NOT be used on this range:

- X Fully automatic weapons.
- X Shotguns using nonsolid projectiles.
- X Handguns/pistols.
- X Rifles with a calibre over 0.338in Lapua Magnum or those generating MORE than 6000ft/lb of energy.
- X Black powder rifles over 0.77in Calibre.

### 100-Yard - PROHIBITED AMMUNITION

The following ammunition must NOT be used on this range:

- X Tracer ammunition.
- X Armour piercing ammunition.
- X Incendiary ammunition.
- X Shot or buckshot

### 100-Yard - TARGETS

Only flat paper or cardboard targets are to be used in the rifle range. Alternatives listed below require the approval of the NZHA Committee before use.

- X No Novelty targets.
- X Any object made of metal, wood, paper, or vegetable matter that will not cause backsplash when shot.
- X Any metal/steel plate that will not cause backsplash when shot, appropriate for the discipline being shot.

### 100-Yard - VISITORS/GUESTS (Pay and Display)

- a. When a member has a guest, then that member is responsible and liable for the safety and shooting practices of the guest.
- b. Up to 4 licensed guests may be supervised by a member or a single non licensed guest.
- c. Any number greater than this requires a 2nd member to be present to assist, or prior approval of an Executive Committee Member.
- d. Guests shooting on the rifle range who are 18 years of age and over are required to pay a visitor/guest fee.
- e. Guests shooting on the rifle range who are 17 years of age and under shoot for free.
- f. A Working Bee coupon can be used to pay for a guest shooter.

### g. The Guest Fee:

- Is set by the Committee.

- Is displayed in club notices and on the bright yellow rifle range drop-box.
  - Is ultimately the responsibility and liability of the member.
  - Must be paid BEFORE the guest starts shooting.
- h. ALL Guest Shooters:**
- MUST display a Visitor Sticker on their person with all electronic sign in details completed.
  - MUST attach the second part of the completed sticker to an envelope with the payment inserted and then deposit it into the yellow pay and display drop-box.
  - 17 or younger should insert "Under 18" into the PAID section and finish as you would with a paying guest with no payment in the envelope.
  - Where a Working Bee Coupon is being used, insert "Working Bee" into the PAID section and finish as you would with a paying guest but insert the coupon into the envelope as payment.
  - Members caught bringing guests onto the 100-yard range to shoot without prepaying will have their property access suspended for a period as decided by the management committee. They will also be presented to the committee for membership review that could include membership cancellation.

**100-Yard - PAY AND DISPLAY GENERAL NOTE**

1. Please remember every dollar we earn through visitor/guest shooters helps keep your membership fees down. And the more income we have, the more we can improve and grow the facilities for you to use.
2. Balancing this, we also know how many of you work at getting your friends & workmates to become fully paid-up members of the club. Bring them out to "have a try" while you are testing a load or punching paper is a great way to do this.
3. We have had quite a lot of feedback on this topic. With this in mind please use the following is a general guide.

**Comment 1:** I like to bring my wife/daughter out once or twice a year to let her have a couple of shots with my rifle.

**Reply 1:** Consider making them a family member – it is around the cost of one visit.

**Comment 2:** I have a good friend that hunts with me a lot and I would like him/her to have a couple of shots with my new rifle since they have come out to spot for me. ("a couple of shots" in this context is 1 to 3 shots)

**Reply 2:** Text one of the Club Executive advising of this BEFORE you shoot.

**Comment 3:** My Boss is a keen hunter, and he suspects his/her rifle is not shooting straight after a fall and you have offered to bring them out to the range to help sight in their rifle.

**Reply 3:** This is a Visitor/Guest Fee situation. Tell them upfront what the fee is or bring the cash yourself.

**RANGE SECURITY**

All members must ensure the exterior gates to the rifle range are closed at all times.

**RIFLE BAYS**

- All firing must take place from within any one of the 4 rifle bays.
  - Each bay is designed for one shooter at a time.
  - All persons not shooting are to remain behind the viewing screens unless they are spotting for the shooter, coaching, supervising or a RO.
  - Actions are only to be closed and/or cocked when the firearm is pointed directly at the backstop/bullet catcher and firing is about to commence.
  - Do not touch the trigger until sights are on target and you are ready to fire.
  - Any adjustments to the rifle or scope are to be done with the action open and the chamber empty of live rounds.
  - **On the command "Cease Fire" or "Stop Shooting":**
    - 1) All firing must stop immediately!
    - 2) You must make your rifle safe.
    - 3) Shooting may not be started again until advised that it is safe to do so.
    - 4) Down Range.
- Before anyone moves down range to change targets etc:
- The range must be closed.

- The RO, or the person “closing the range”, must check all firearms are clear/safe.
- If you are on your own, or the range is not being supervised, then you need to secure all rifles.

It is recommended that at least one adult stay behind the barrier wall while people are down range to protect against people entering the shooting position (shooting bays) and/or interfering with equipment in the bays or within the range area. While the range is closed:

- The shooting bays must remain empty!
- No one is allowed into the bays while people are down range, or the range is closed!

### **FIREARM SECURITY**

1. All firearms not about to be fired are to have:

- Bolts removed or actions locked open.
- Chamber flag inserted into the chamber.
- Detachable magazine removed.
- Magazine empty.

2. You may not touch or handle other people’s firearms or equipment without that person’s permission.

3. Every member or guest who is in possession of a firearm must secure all firearms they are not in direct supervision of.

### **GUN SAFES**

1. When firearms are not in your direct and immediate possession (unsupervised), they are to be locked in one of the four gun safes located in the main range area.

- Unsupervised means when you are, shooting another rifle, downrange, in the toilet, outside having a smoke or talking on the phone.
- Please use the safe with the corresponding bay number you are occupying.
- You can agree with other shooters/members at the time to keep an eye on each other’s rifles. However, if the other party enters the bay to shoot and leaves your rifles unattended on the bench – it is your problem.
- Do not assume because there is another shooter in the range that they will look after your rifle.
- You MUST always keep the key to the gun safe storing your rifles on your person!  
Please make sure you leave the gun safe empty, open, and the key in the door when you are finished. Lost keys will be charged for @ \$100.

### **TARGET PLACEMENT**

1. Under no circumstances, shall anything be placed on the range floor, walls, or backstop.

2. Nothing outside the bullet catchers is to be shot at!

3. All targets must be at the set range marks only.

- For the 100-yard mark, targets must be above the retaining wall and within the confines of the target area marker posts.
- Targets must be affixed centrally on the target board to as to avoid fall of shot damaging the target frame material.
- For the 25, 50, 75 metre marks, targets must be within the confines of the bullet catchers and the bullet catchers are to be in line with the shooting bay being used.
- Shooters are responsible for ensuring projectiles land within the confines of the bullet catchers.
- If you cannot confirm your strike location on the longer positions, you are to stop shooting, check your equipment, bore sight, and return to the 25m range to prove your accuracy.
- Members may use their own targets however nothing should be used that could cause offence.

### **MISFIRES OR MALFUNCTIONS**

In the event of a misfire or malfunction:

- Do not open the firearm for a period of time in case of a delayed ignition.
- Make sure you leave the firearm pointing down range until it has been cleared.
- Call the RO if one is present.
- Ask for assistance/advice from others at the range.
- You can deposit the problem round in the safety box mounted on the viewing wall.

## **Annex C: Range 2 – 200-yard Rifle Range.**

### **Range Details**

1. 200-yard Outdoor No Danger Area Rifle range.
2. There is an additional annual fee to be a 200-yard range user at this time.
3. This range is singularly baffled and has one shooting distance of 200 yards only. Shooting may only be conducted within daylight<sup>1</sup> hours on this range. 30 minutes after sunrise to 30 minutes before sun set
  - The 200-yard range may only be used by certified<sup>2</sup> & fully paid-up members of the NZHA!
  - Under no circumstances are visitors or any unqualified shooters allowed to use this range!
  - Members are 100% responsible for themselves their Partner/Spouses, children and their actions.
  - Certified members cannot let non-certified members shoot.
  - There are currently 2 bullet catchers and 2 shooting benches for use.
  - The 200-yard range gate must be closed at all times.
  - There is no activity permitted in the danger area forward of the shooting bays while rifles are being handled.
  - This range is adjacent to commercial activity. If people or vehicles become visible at the sides or far end of the boundary, shooting must stop until they clear the area.
  - If the command "Cease Fire" or "Stop Shooting" is used: All firing must stop immediately! You must make your rifle safe. Shooting may not be started again until you have been advised and you have checked that it is safe to do so.

### **200-YARD - PERMITTED CALIBRES**

1. The following firearms may be used on this range (with the appropriate rifle scopes of 9x magnification or larger):
  - Centrefire & Rimfire rifles with a muzzle velocity of 2000fps or higher.
  - Rifles up to and including 0.338in Lapua Magnum.
2. Prior approval from the Executive Committee is required to use a calibre outside of these listed.

### **200-YARD - PROHIBITED CALIBRES**

The following firearms must NOT be used on this range:

- X No Centrefire or Rimfire ammunition with a muzzle velocity under 2000fps.
- X No fully automatic weapons.
- X No shotguns.
- X No handguns/pistols.
- X No rifle calibre over 0.338in Lapua or generating more than 6000ft/lb or energy.
- X No black powder rifles.

### **200-YARD - PROHIBITED AMMUNITION**

The following ammunition must NOT be used on this range:

- X No centre or rimfire ammunition with a muzzle velocity under 2000fps.
- X No tracer ammunitions.
- X No armour piercing ammunition.
- X No incendiary ammunition.
- X No sub-sonic, shorts or low velocity ammunition.

### **200-YARD - PERMITTED TARGETS**

The following targets may be used on this range:

- Only flat paper or flat cardboard targets and must be mounted inside the bullet catchers on the foam.
- Only approved<sup>3</sup> steel plate gongs and they are to be hung from the rear holes provided and designed for the calibre being shot.

### **200-YARD - PROHIBITED TARGETS**

The following targets must NOT be used on this range:

- X No Novelty targets.
- X No object made of wood or vegetable matter etc.
- X No unapproved steel plate target.
- X No targets located outside the bullet catchers.

### Footnotes for clarity:

1. Daylight is considered half an hour after sunrise and half an hour before sunset, based on the Royal Astronomical Society of New Zealand sunrise and sunset tables for Christchurch.
2. Certified means the member has attended and passed the 200-yard training sessions and been signed off by a 200-yard Range Training Officer.
3. Approval from a committee meeting or directly from an executive of the committee before use and in writing, email, message or text with photo.

### SHOOTING BENCHES

1. For every visit to the 200-yard range every rifle, without exception, is to be zeroed on the 100-yard range to ensure the projectiles are landing where expected.
2. All firing must take place from one of the 2 shooting benches:
  - Each bench is designed for one shooter at a time.
  - No shooting to be done from any position other than on the provided shooting benches.
  - Currently, prone or free-standing shooting is not permitted.
  - A dependable shooting rest is required; be it a club rest, your own rest, bipod or backpack – but it must be an effective and steady rest.
  - Shooting **MUST** be done under the steel baffle provided.
  - Baffle height must be adjusted to ensure the shooter can only see the bottom half of the rear bank when in the shooting position. If you can see the sky under the baffle **DO NOT SHOOT!**

### 200-YARD RIFLE RANGE - USER PROCEDURE

The fall of shot must not land outside the Bullet Catcher for your shooting position.

#### ARRIVAL

- a. At the 100-yard range:
  - (1) Sign-in the Range Register.
  - (2) Sight your rifle in on the 100-yard range.
- b. Access the 200-yard range:
  - (1) Unlock the range gate with your card.
  - (2) Bring your vehicle onto the concrete pad.
  - (3) Lock the gate behind you.
  - (4) Raise the Gate Flag/turn on the red range light.

*Your rifle is the **LAST** thing to be taken to the bench and the **FIRST** thing to be taken from the bench.*

#### DOWN RANGE

- a. Before anyone moves down range to change targets etc:
  - (1) Communicate with any other members on site when is most suitable for you to go forward.
  - (2) Formally close the range.
  - (3) The acting Range Officer or the person “closing the range” must check all firearms are clear/safe.
  - (4) Close the baffles - if not already.
  - (5) Take your rifle down range with you or secure all firearms in a vehicle.
  - (6) Head downrange and pin up your targets.
- b. While the range is closed:
  - (1) The shooting benches must remain unoccupied!
  - (2) Both Baffles must stay shut!
  - (3) No one is allowed near the benches while people are down range, or while the range is closed!
  - (4) It is recommended that at least one adult stay in charge of the benches while people are down range, to protect against people entering the shooting position (shooting benches) or interfering with equipment.
  - (5) If the member is on the range by themselves and intend to go down range they **MUST**:
  - (6) Ensure the 200-yard range gate is locked.

#### TARGET PLACEMENT

- a. All targets must be placed inside the 200-yard catchers.
  - (1) Targets must be affixed centrally on the target board to avoid fall of shot leaving the catcher.
  - (2) Members may use their own targets; however, nothing should be used that could cause offence.
  - (3) In no circumstances, shall anything be placed on the range floor, sides, or backstop.

### **PREPARING TO SHOOT**

- a. Setting up your equipment:
  - (1) Open the baffles to a safe height.
  - (2) Organise your bench rests, spotting scope, chronograph, camera, note pad and ammunition onto benches.
  - (3) Now you can - retrieve your rifle and place it on the shooting rests, sighting along the axis of the barrel and adjust the baffle height if necessary. (The shooter must ensure the target is visible, but the skyline is not).
  - (4) Sit at the shooting bench, remove the chamber flag, insert your bolt, and load your rifle.
    - Actions are only to be closed and/or cocked when the firearm is; at the shooters shoulder, pointed directly at the bullet catcher and firing is about to commence.
    - Any adjustments to the rifle or scope are to be done with the action open and rifle empty of live rounds.
  - (5) Close the bolt (or cock the action) when you are ready, and it is safe to fire.
  - (6) It is now safe to fire - Only touch the trigger when your crosshairs are on the target.
  - (7) Shooters are responsible for ensuring projectiles hit their target:
    - (i) If you cannot confirm your strike location, you are to stop shooting immediately!
    - (ii) Hearing the round strike steel is not enough!
    - (iii) Return to the 100-yard range and re sight your rifle.

### **RANGE DEPARTURE**

- a. When shooting is finished:
  - (1) The range is to be left tidy, i.e., leave no brass, no targets, no rubbish of any kind, baffle closed.
  - (2) Departure from the range is a reverse of the above procedure.

### **FIREARM SECURITY**

- a. All firearms not about to be fired are to have:
  - (1) Bolts removed or actions locked open.
  - (2) Chamber flag inserted into the action & chamber – especially when moving the rifle from the shooting bench.
  - (3) Detachable magazine removed.
  - (4) Magazine empty.
- b. All firearms must secure if they are not in direct supervision – Take them with you when you go down range or use your vehicle to store them. If you have multiple firearms with you - please ensure the vehicle it is locked.
- c. You may not touch or handle other people's firearms or equipment without that person's permission.

### **MISFIRES OR MALFUNCTIONS**

- a. In the event of a misfire or malfunction:
  - (1) Do not open the firearm for a length of time in case of a delayed ignition.
  - (2) Make sure you leave the firearm pointing down range until it has been cleared.
  - (3) Call the RO if one is present or
  - (4) Ask for assistance/advice from others at the range.
  - (5) You can deposit the problem round in the safety box mounted on the viewing wall of the 100-yard range.

## Annex D: Outdoor Reduced Danger Area (RDA) Shotgun Range.

### Range DETAILS

Outdoor Reduced Danger Area (bunded) shotgun range, for Down the Line, Skeet, Compak and Rabbit (clay target) shooting using permanent and portable traps.

- RO supervised shooting may be conducted at any time of the day or night.
- Tuesday night and every second Sunday are a public event. Thursday night are members only.
- An RO must be present for any activity on the shotgun range.
- Hand throwers and unsanctioned use is NOT permitted
- There are costs associated with shooting on the Shotgun Range which must be paid at time of use.

### SHOTGUN - PERMITTED CALIBRES

The following firearms may be used on this range:

- All shotguns up to and including 10-gauge.
- Clay target loads only.
- Standard clay target shot sizes – examples include #7.5 (2.3mm), #8 (2.2mm) and #9 (2.0mm).

### SHOTGUN - PROHIBITED FIREARMS

The following firearms must NOT be used on this range:

- X No fully automatic weapons.
- X No handguns/pistols.
- X No centre fire or rim fire rifles without committee consent.
- X No black powder rifles over 0.77in Calibre.

### SHOTGUN - PROHIBITED AMMUNITION

The following ammunition must NOT be used on this range:

- X No tracer ammunition.
- X No armour piercing ammunition.
- X No incendiary ammunition.
- X No field loads other than as used on the pattern board.
- X No slugs, buckshot.

### SHOTGUN - SAFETY

Rules specific to the shotgun range are:

- The shotgun range is only open when a RO is present supervising the shoot.
  - The RO or the person pushing the button is in charge at all times.
  - Unlicensed and/or new shooters require a RO, or a person with a current firearm licence who understands these rules, to assist them directly while shooting.
  - There is no activity permitted in the danger area while the range is open.
  - Targets will be called BREAK, LOST or NO BIRD. When "No bird" is called DO NOT shoot at the clay.
  - When the "NO SHOOTING" sign is posted on the trap house ALL guns must be unloaded.
- NO EXCEPTIONS!!**
- NO shooting at targets above the back drop!
  - Handheld clay target throwers are forbidden.
  - The fall of shot must not occur beyond the range boundaries.
  - No Sling maybe fitted to any shotgun when shooting.
  - No firearm may contain more than the approved number of cartridges at any time.
  - Except when stored in a gun rack, break open shotguns are to be open at all times unless it is their turn to shoot.
  - Semi auto and pump action shotguns must have their chamber and magazine empty, and action open at all times unless it is their turn to shoot.
  - When closing a loaded break open gun or loading a semi auto/pump action gun make sure it is pointed in a safe direction, preferably at the bund.
  - Do not point the loaded gun at your feet or the concrete.
  - Only after the person shooting has either opened or fully unloaded their gun (semi auto and pump actions) can the next shooter close/or load their shotgun
  - Do not move from your lane until the next shooter has finished.
  - Shotguns must be unloaded when moving from station 5 to station 1. **NO EXCEPTIONS!**
  - If you have a misfire - keep the muzzle pointing down range and DO NOT open the gun. Call for assistance.

### SHOTGUN PATTERN BOARD

This outdoor range is located against the shotgun bund.

- It can be used by any member to test the pattern of their shotgun.
- (add) Field loads of shot size larger than #5 (2.8mm) are permitted. No buck shot or slugs.
- Do not use this as a rapid-fire target that will destroy the target mount and frame.

### BLACK POWDER

This outdoor range is setup against the shotgun bund.

- It is setup and run by the RO.
- Monthly meetings are held for any members to join in, please see the website for times.

### Shotgun Range Danger Area:

Below is the Range danger area and must NOT be entered whilst firing is taking place.

The range must be closed with NO SHOOTING sign in the up position when trap filling required.

