

# METROPOLITAN PISTOL CLUB



## STANDING ORDERS

1485 Old Cleveland R Belmont  
PO Box 983 Capalaba  
0481 216 079

# STANDING ORDERS

## Club Facilities



- A Range 1 - 30 bay 25m / 50m/100m range
- B Range 2 - 10 bay 25m range
- C Range 3 - 10 bay 25m range
- D Range 4 - 13 bay 10m air pistol range, air conditioned
- E Metro club house
- F Range 6 - 8 bay 50m range - Service Pistol Range
- G Range 6A - Shotgun range
- H Range5 - Action range

### Location and Description of Range

1. The Metropolitan Pistol Club Ranges are located in the Belmont Shooting Complex, 1485 Old Cleveland Road, BELMONT at the end of Pistol Parade.

2. A copy of the current Weapons Licensing Branch Range Approvals are on display in the Clubhouse and at the Range Register.

3. Shooting is permitted from 8:00 a.m. until

dusk on any day with the following exceptions:-

1. No Shooting on all Ranges except Range 4 Mondays before Midday.
2. No shooting permitted on Christmas Day
3. No shooting permitted before 12:00 noon on Anzac Day.
4. Night shooting as per Club Shooting Program and with the approval of the Club Captain on all other occasions. Night Shooting is to cease by 9 PM.
5. Range D/4 (Air only).

Reference should be made to the Club Calendar, Club Web Page and Club Notice Boards for scheduled competitions and / or range closure information. These notices are part of the Standing Orders.

### Details of Ranges

4. The Metropolitan Pistol Club is made up of the following ranges that are generally described as :

Range 1	25m, 50m & 100m Pistol Range (Limited Danger Area range)
Range 2	25m Turning Targets (No Danger Area Range)
Range 3	25m Turning Targets (No Danger Area Range)
Range 4	Air Range (.177 Cal only) (No Danger Area Range)
Range 5	IPSC, ICORE, Western Action Range; Bowling Pin & Steel Challenge (Limited Danger Area Range)
Range 6	Service Pistol Range/ Multi use (No Danger Area Range)
Range 6 A	Shotgun Range (Open Danger Range)

### General:

5. MPC Members operating/conducting ranges on MPC Ranges must be correctly licensed and accredited by the MPC committee as an authorised Range Officer/Operator. To do this, they must complete the appropriate QSA Range Operator Accreditation. **Members who are not Range Operator accredited are not permitted to operate / shoot on a range without a qualified Range Operator**
6. Range Officers/Operators must display their name and licence number on the black boards provided on each range prior to conducting a match or practice. Range Operator/Officers Hi Vis vests are provided for use on Ranges-Brassards can be worn on action Ranges in lieu of Hi Vis Jackets. The intent of Range Operator/Officers Identification is for Safety and ready Identification of who is in control of the Range. **As per Annex C**
7. Range Operators/Officers are to be conversant with these Range Standing Orders and are responsible for compliance. Breaches of Range Standing Orders are to be reported to the Club Captain or an Executive Committee Member. **Breaches of Range Standing Orders may lead to disciplinary action by the Club which includes cancellation of Membership.** As per Annex A, C, E.

8. Members are to visibly display their Membership Card when on an MPC Range.  
**As per Annex D**
9. Scheduled Club Matches have precedence over all other Range use except for Executive sanctioned events.
10. Range Operators/Officers will ensure shooters are correctly licensed and inspect ammunition intend to be used on the range before conducting the match (sight license or complete Form 33(a)) and sign off Shooters Participation Books and the Range Register at conclusion of match/practice. **As per Annex C**
11. Pistols with chassis attached may only be used for ammunition testing / sight alignment and their use in matches / practice is prohibited. Firearms which do not meet rules for Matches listed on Club Range Approvals are not to be used in competition / practice on Metropolitan Pistol Club Ranges.
12. All range users also have a responsibility for safety and compliance with these Standing Orders.
13. All licenced visitors from other clubs must be accompanied and supervised at all times by an MPC Range Operator whilst shooting on the MPC ranges and pay the prescribed fee, as of March 2022 of \$15.00 visitor's fee. Money attached with Users name to be deposited in Blue Box outside of Club House.
14. Non shooting visitors must abide by these Standing Orders and register in the Visitors Book.
15. All targets are to be placed so that all projectiles strike a backstop.
16. All metal targets at distances less than 10m must be shrouded before being used.
17. Last Members on the Range are to ensure that all buildings are secure, lights and air conditioners are turned off and Red Flags are down.

### **Calibres to be used on the Range**

18. The calibres of firearms that can be used on the appropriate ranges are .177 Air Pistol through to .45 cal. Rifles are also approved for use on Ranges 1 and on 5 for the purposes of Western Action only.
19. All firearms are subject to the conditions as outlined on the Range Approval document on the wall in the Clubhouse and on the notice boards on Ranges. On Range 1 Rifles are restricted to a Muzzle Velocity of 3200FPS **AND** 1174 FT LBS of Muzzle Energy. Range 5 and 6A have lesser limits and these are listed on the Range Approval on each Range.
20. The largest calibre centre fire rifle allowed to be used on Metropolitan Pistol Club Ranges is .223. **Larger centre fire rifle calibres are strictly prohibited.** Rifles using pistol cartridges are an exception and can be used.

- 21. Pistol Jacketed Ammunition is prohibited on all Baffled Ranges (Metallic Silhouette competitors using Range 1 are exempt as per match rules). Copper wash and plated projectiles such as “Berry’s” are acceptable. Soft point or hollow point projectiles in rifle ammunition as per clause 18 is acceptable.**
- 22. Rifles are not to be used after 6 PM.**
- 23. Black Powder calibres as approved by the Committee.**

## **NOISE**

- 24. Maximum noise on MPC Range 1 as measured from shooting bay 5 at the right-hand wall of Range 1- Day time dB Peak Hold is 131 dB evening dB Peak Hold is 121dB. Maximum noise on MPC Range 5 Day time dB Peak Hold is 147 dB, evening dB Hold is 137dB. Maximum noise on MPC Range 6 Daytime is dB Peak Hold is 141 dB, evening- dB Hold is 131dB**
- 25. The Committee has the ability to arrange for testing the noise of any firearm, if in doubt do not use the firearm until tested or permission is granted by Club Captain or an Executive Member.**

## **SAFETY**

### **Range Flag and warning lights**

- 26. A RED DANGER FLAG is to be flown from the flagpole situated to the side of the Club main entrance whenever shooting is in progress on ranges 1 to 4. A RED DANGER FLAG is to be flown from the flag poles on range 5,6 and 6A whenever shooting is in progress on these ranges. At night, on Ranges 1, 2 & 3 and Range 6 the Red light is to be on at the entrance of the Range where shooting is in progress. This is operated by the same switch as the Range Register light.  
**As per Annex C and D****

### **Range and Safety Rules**

- 27. All shooters must ensure they have signed the appropriate registers (inside the main entrance on Range 1), if shooting on any range. All other non-shooting people attending the Club are to enter their details in the visitors register. **As per Annex C and D****
- 28. The Range Officer / Range Operators must inspect and ensure ALL 33 and 33a forms are completed correctly and accurately before shooting commences. Form 33 is the means that a prospective Member may try pistol shooting in a controlled environment and this is limited to a **MAXIMUM of Three (3) occurrences - only (No matches are to be undertaken). Only Members who have been Licensed over 2 years may supervise Form 33 Attendees. Range 5 is the designated Range for form 33 shooters and only paper targets are to be used.** A prescribed fee, as of March 2022 of \$15.00 applies to Form 33 shooters and is to be attached to the completed form and deposited in the blue box near the BBQ at the Club House. Form 33 participants are to receive a Safety Brief prior to commencing. **As per Annex C and D****
- 29. The Range Officers commands are to be obeyed at all times. **As per Annex C****

- 30.** Shooters under the age of 18 years must have a parent, guardian or an accredited licence holder with a Blue Card, available on the Range at all times.
- 31.** MPC Members that supervise junior shooters must have a valid Qld Government 'Blue Card'.
- 32.** Firearms are not to be uncased or placed in holsters unless that range is under the control of a designated Range Officer / Range Operator. Firearms are only to be uncased when at the designated firing position or Gun Safe area.
- 33.** When on the firing points, all firearms are to be pointed directly down range at all times. This also includes the packing or unpacking of firearms at the start or end of shooting.
- 34.** Holstered firearms may be worn when allowed in the course of fire. No holstered firearm is to be worn outside of the immediate range area. Moving between ranges during a match is an exception. Firearms cannot be 'holstered' whilst inside the clubhouse area or in the carpark at any time. An unloaded firearm may be holstered by a member who is operating a range as a sole Range Operator as an additional means of providing firearm security on the range.  
**As per Annex C**
- 35.** Shoulder holsters, tie down and thigh holsters are **NOT** to be worn by club or visiting members during competition or practice. The use of any holster must **NOT** allow the muzzle to point to the rear or for the muzzle to cover any part of the body. These restrictions do **NOT** apply to Police, Customs or Security organisations training in line with approved training programs. A holster accreditation (IPSC, Pistol Australia, Western Action or Club approval) is mandatory for using a holster during a Match. **As per Annex C**
- 36.** All targets must be placed within the Primary Arc of Fire. All projectiles must strike the bullet catching mound within the Secondary Arc of fire. Action Matches and Metallic Silhouette Matches arcs are as per approved range layouts. The Arcs of Fire for ISSF, PA and standard practice are described as:
- a. Primary Arcs of Fire**
- i. Left of Arc     Far LEFT of left-hand side of target frame.
  - ii. Right Arc     Far RIGHT of right-hand side of target frame.
  - iii. Highest Arc   No higher than the top of the target frame.
  - iv. Lowest Arc    BOTTOM of target frames.
- b. Secondary Arc of Fire**
- i. Left of Arc     Far LEFT of left-hand side of rear mound. i.e. where the range wall (or projection of the wall) meets bullet catching mound.
  - ii. Right of Arc   Far RIGHT of right-hand side of rear mound. i.e. where the range wall (or projection of the wall) meets bullet catching mound
- 37.** Range Officers / Range Operators are to ensure that all courses of fire comply with these arcs of fire. If any person on the range observes rounds landing outside these arcs, they are to inform the Range Officer / Range Operator immediately. The Range Officer / Range Operator is to then re-check alignment of targets and ensure that the shooters are aligned directly in front

of their respective targets. Brick walls, baffles or concrete footings are not to be shot at any time. Range Operators/Officers are to wear Hi Vis vests provided.

38. Action Matches may use designated positions on ranges to create safe firing next to an adjacent range only under the direct supervision of a Range Officer.
39. Only targets authorised by Metropolitan Pistol Club Executive / Weapons Licensing Section may be used on the ranges. These include targets as described in the ISSF/ Service Match / WA1500 / 25 Yard Service Match / IPSC / ICORE / Steel Challenge / Bowling Pin and other approved match rules and those used by Police and Security training organisations according to their approved courses of fire. Targets may only be positioned on the ranges according to the arcs of fire as described.
40. Calibres used on Ranges 2, 3 and 6 are to align with the approved matches for these Ranges. All over .38 calibre firearms are only shot on Range 1 and 5 (Metallic Silhouette and Western Action matches are the only matches approved for use with over .38 calibre pistols)
41. Firearms are to be bagged or in closed containers at all times when within the Clubhouse or Club Office area, except when organised firearm safety training or coaching is being conducted.
42. Ear and eye protection must be worn by all personnel on MPC Ranges. (Ear protection is not compulsory in Range 4, the Air Range.) It is compulsory that ear and eye protection to be worn by all people whilst in the general range areas. In accordance with the ISSF match rules Eye Protection is optional.
43. Shirts with sleeves are to be worn at all times when shooting. Singlets shall not to be worn on the ranges. Military Cammo style clothing is also not to worn on or in Metropolitan Pistol Club Facilities. Enclosed footwear is to be worn at all times when on any Range.
44. Any person who is under the influence of intoxicating liquor or drug shall **NOT** enter, or be near the firing points
45. Smoking is not permitted at any time on the ranges, in the Clubhouse or in areas where people are gathered. A designated smoking area is situated on the western side of the club house.
46. Mobile Phones and Pagers are to be turned off (or switched to silent) whilst on the Range during competition.
47. Lead contamination is a serious health hazard - hand washing facilities are available on Range 1,5,6 and 6A as are electric fans situated at rear of all ranges which should be used to expel fumes down range. No eating/ drinking should be undertaken prior to hand washing.
48. Removal of lead from Ranges is at the direction of the Treasurer/Maintenance manager. Personal Protection Equipment (gloves, mask, and safety glasses) is to be worn at all times and hands washed prior to leaving the Range. Personal Protection Equipment is located in the Q Store with access via an Executive Committee Member.

- 49.** For emergency medical attention dial 000 and call an ambulance. Telephones are located at the QRA office.

## **1. EMERGENCY PROCEDURES**

**Emergency Services                      Police, Fire Service, Ambulance - dial 000**

**The entrance is located at 1485 Old Cleveland Road, Belmont  
opposite Stanbrough Road intersection.**

**If possible a guide for the ambulance is to be positioned at the entrance of the Range Complex on  
Old Cleveland Road and guide the ambulance to the casualty.**

### **QRA Emergency Contacts**

Mon – Fri 8.30 am – 4.30 pm 07 3398 4309 QRA Office

Out of hours – on site                      0421 578 086 David Gardiner

Out of hours – off site                      0422 483 500

### **First Aid**

First aid kits are located:

- On R1, R 5 & R6A containers, R6, and in the Club House
- AED kit is located Range 1 near Attendance Register
- at the QRA office
- with the QRA or MDRA Range Officer

### **Casualty Evacuation**

Casualties should be evacuated to the nearest medical facility:

- Redlands Hospital, Corner of Weipa St & Wellington St,  
Cleveland Ph 07 3488 3111
- Princess Alexandra Hospital, Ipswich Rd Woolloongabba  
Ph 07 3176 2111

1485 Old Cleveland Road Belmont



## Gun Safety Areas

- 50.** There is a designated gun safety area located on Ranges 1, 3, 5 & 6 and Ranges 2 & 3 Target Tunnel, Otherwise, firearms may only be handled in the bay areas on the other ranges provided no personnel are forward of the firing line. When all ranges are allocated to the competition, the Club Captain or Chief Range Officer for the competition may allocate temporary gun safe areas on the day. No ammunition is to be taken into the gun safe area(s) at any time the only exception is IPSC competitors who may take ammunition into the safe area but are prohibited in handling it.

## Range Appearance

- 51.** All equipment and fittings used to conduct a shoot must be stored in a safe, tidy place when not in use. Ranges are to be restored to a clean and tidy state after use.  
**As per Annex C&D**
- 52.** Any extra equipment must be removed from the ranges immediately after the completion of the shoot and the ranges left in a clean and tidy state.  
**As per Annex C&D**
- 53.** If any shooting position is to be marked on the ground with paint, then only the grassed area may be painted and not any concrete or fitting on the range.

## Damage to Facilities

- 54.** All personnel that use the range, being members or visitors, are to report any damage of the range or equipment prior to departing the range. The repair or the cost of such repair, of any damaged facilities may be the responsibility of the user if it is deemed to be deliberate or if not reported in a timely manner. Damage is to be reported to a Metropolitan Committee person and a written report (**Annex A – available from the Club Office**) left in the Clubhouse office area.

### **Reporting of Range Incidents.**

- 55.** All safety breaches are to be reported, in writing, by the Range Officer/Range Operator on the appropriate form. See Annex A. Reference should also be made to the Range Approval document on the wall in the Clubhouse to ascertain if additional reporting or notification is required.

Range Procedural Infringements should be reported on an **Annex A** form inline with **Annex E** procedures and processes to the MPC Secretary in the first instance.

### **Matches that may be conducted on the Ranges**

- 56.** The only matches to be conducted on the range are as per the Range Approval Form issued by the Queensland Police Service (QPS) plus the following:-
- a. Match formats may be modified as approved by the Club Executive Committee,
  - b. firearm training courses conducted by outside agencies and that the Club Captain has approved the 'Course of Fire'. i.e. QPS or Security training.

### **Cease Fire Timings for Open Danger Ranges**

Due to conflicts on Range 6A Template with Cannon Hill Rifle Club (International range situated next to Range 6A), this range is operated on Saturday Mornings from 08:00 hrs until 12:00 hrs.

### **General**

- 57.** When using the target frames, all targets are to be placed in the frames provided with the centre of the targets in the centre of the frames to protect the frames
- 58.** Metallic Silhouette stands to be used for Club Metallic Silhouette targets only. All Silhouette mounds are to be restored after shooting.
- 59.** A notice on a black board to be placed at the entrance to the Range 1 shooting bays warning that shooters are forward of the line during Open Competitions when either IPSC or ICORE matches are in progress

### **Range 1: 25m - 100m. Limited Danger Area Range ( Baffled)**

Range 1 is a multi-use range predominately set up for ISSF, Metallic Silhouette matches and static practice for rifles and pistols. ISSF Target frames are to be replaced on completion of other discipline matches. All shots fired on Range 1 must be captured in the stop butt and intermediary Metallic Silhouette mounds. Due to Range construct Pistols are not to be fired from the seated position unless the target frames are lowered to eye level so that projectiles are

captured in the stop butt and not strike the Baffles. Mobile target frames are not to be used from the standing or prone positions.

- 60. Persons using a Form 33 are **NOT** permitted to shoot on Range 1. Unlicensed Members require endorsement from the Club Coaching Team on their shooting record before they can use the Ranges under supervision.
- 61. Rifles are to be fired from bays 1-5 only using mobile target stands. ISSF target frames covering bays 1-5 are to be removed prior to firing and replaced after use.
- 62. Open competition IPSC / ICORE match stages will be inspected prior to use by Club Captain to ensure that safety is not compromised.
- 63. On completion of night shooting, all lights and compressor are to be turned off and on completion of matches all targets are to be patched if serviceable and replaced in target preparation area. Last to leave ensure clubhouse is locked.
- 64. All empty brass cases are to be deposited in the bins provided.

#### **Ranges 2 and 3 No Danger Area Ranges (Baffled)**

- 65. Unlicensed / non-Members using a Form 33 are not permitted to shoot on Ranges 2 and 3. Unlicensed Members require endorsement from the Club Coaching Team on their shooting record before they can use the Ranges under supervision.
- 66. Ranges 2 & 3 are predominately set up for ISSF and Service 25 Yard Matches other discipline matches are to be shot on dedicated ranges. General practice is to be conducted on Ranges 1 and 5.
- 67. All targets are to be placed in the frames provided for ISSF and Service 25 matches. **No other targets may be used for practice on these Ranges. Members are not permitted to enter the area behind the target frames.**
- 68. All empty brass cases are to be deposited in the bins provided.
- 69. On completion of matches all targets are to be patched if serviceable and replaced in target preparation area.
- 70. All shooting except for Scheduled Service 25 yards, WA480 matches and approved Open Competition IPSC matches are to be conducted from the 25-metre firing point.
- 71. Open competition IPSC / ICORE match stages will be inspected prior to use by Club Captain to ensure that safety is not compromised.

- 72.** Removal of lead from Bullet Trap areas is only to be completed by authorised members and Personal Protective Equipment is to be worn. Bullet Traps will be inspected by the Club Captain on weekly intervals.

**Range 4.**

- 73.** Limited to .177 calibre only.

**Range 5. Limited Danger Area Range (Non Baffled)**

- 74.** Action Range for IPSC, ICORE, Western Action, Steel Challenge matches and Bowling Pin matches predominately.
- 75.** Steel targets must be shrouded if engaged closer than 10 Metres.
- 76.** Stages are to be placed in front of, and close to the stop butt so that the course of fire is directed towards the stop but and not outside of the Range Template.
- 77.** Shotguns used in IPSC and shotguns and rifles used in Western Action / Steel Challenge matches must only be used from a static Stage position. No carry movement of rifles/shotguns to/from the static stage during Practice or Matches is permitted.
- 78.** Ammunition -Shotgun no larger than #7 shot, no Cat C weapons. Rifles Lever action only pistol only calibre <.38
- 79.** No Pistol Chassis permitted.
- 80.** For general competition and practice targets are to be placed biased towards the left-hand corner of the Range between the blue-coloured markers. Range Template is as per the drawing located on the Range Notice Board. Movement is to be forward within markers and the Template angle remains constant towards the Back Stop centre.
- 81.** Form 33 shooters under one-on-one supervision must use Range 5. See Paragraph 27 “Range and Safety Rules for conditions”.
- 82.** On completion of shooting, target frames are to be relocated to right hand side of Range, night shooting, lights are to be turned off.

**Range 6. No Danger Area Range (Baffled)**

- 83.** Range 6 is predominately a Service Range for use with paper targets. Matches approved by Weapons Licensing are as per Range Approvals displayed in Club house and on Range notice board.
- 84.** All targets are to be placed in the frames provided. Targets may be placed behind or in front the target frames for special events with Committee approval.

- 85.** ICORE Action Stages are to be placed in front of the stop butt on bays 7 and 8 so that the course of fire is directed towards the bullet trap at a minimum height of 1.4 Metres. All steel targets are to be set up on the gravel behind target frames in line with the overhead steel beam with Shrouding and ground strike protection. Club Captain is the Approving Authority for stages.
- 86.** Non-Members / unlicensed persons using a Form 33 are not permitted to shoot on Range 6. Unlicensed Members require endorsement from the Club Coaching Team on their shooting record before they can use the Range under supervision.
- 87.** Removal of lead from Bullet Trap areas is only to be completed by authorised members and Personal Protective Equipment is to be worn. Bullet Traps will be inspected by the Club Captain on weekly intervals.
- 88.** Other Discipline users must remove Service Match target frames prior to commencing their activity and replace target frames upon completion of their match.
- 89.** On completion of night shooting, lights are to be turned off.

#### **Range 6 A. Open Danger Area Range (Non-Baffled)**

- 90.** Shotgun Range **ONLY**.
- 91.** Shot size is limited to #7-9 shot.
- 92.** Range is only open Saturday mornings 08:00 hrs until 12:00 hrs in terms of range calendar
- 93.** No engagement of targets to the right of the white PVC pole on right hand side of range

**The Executive  
Metropolitan Pistol Club**

## **ANNEX A**



## **ANNEX B**

### **Special Conditions for Outside Agencies and Hirers of Metropolitan Ranges**

#### **Range Safety**

1. Before training commences, all 'Courses of Fire' must be approved by the Club Captain to ensure your practices do not breach any Club rules.
2. Upon arrival, the Range Officer or his / her representative is to go to the main entrance and ensure the following:
  - a. RED FLAG is flying and
  - b. Confirm Range allocation on the "External Agencies Range Allocation Board" located on the wall to the left of the main entrance gates.

#### **Arcs of Fire**

3. The following are your Arcs of Fire:
  - a. **Primary Arcs of Fire**
    - i. Left of Arc     Far LEFT of left-hand side of target frame.
    - ii. Right Arc     Far RIGHT of right-hand side of target frame.
  - b. **Highest Arc of Fire** No higher than the height of the target frame.
  - c. **Lowest Arc of Fire** BOTTOM of target frames.
  - d. **Range 5** as per page 12 of S.O. and as advised by Club Captain.

Shooters are to ensure that rounds are only fired within these Arcs. Range Officers are to ensure that all targets are set up within these arcs of fire. If any person on the range that observes rounds landing outside these arcs, they are to inform the Range Officer immediately. The Range Officer is to then re-check alignment of targets and ensure that the shooters are aligned directly in front of their respective targets. Brick walls baffles or concrete footings are not to be shot at any time.

#### **Range and Clubhouse Bookings**

4. All bookings and normal liaison are to be through the Club Treasurer.

#### **Billing**

5. You are required to notify the Club Secretary of the number of shooters on range for each booking throughout the month to enable the processing of accounts. Invoices will be sent to your respective agencies at the end of each calendar month. Payment is required within 90 days.

## **Cleanliness**

6. All rubbish from range practice is to be placed in the bins provided. If bins are full please inform the Metropolitan Committee member who will ensure they are emptied. All masking tape is to be removed from target frames etc. All expended brass is to be removed from the firing points and placed in the receptacles behind the shooting bays. (Live rounds create a danger when the workers mows the lawns and should be placed in the blue box located near the sign on register).
7. All equipment and fittings used to conduct a shoot must be stored in a safe, tidy place when not in use.
8. Any extra equipment must be removed from the ranges immediately after the completion of the shoot and the ranges left in a clean and tidy state. .
9. If any shooting position is to be marked on the ground with paint, then only the grassed area will be painted and not any concrete or fitting on the range.
10. Ensure Clubhouse and Ranges are left as you found them, especially the furniture layout within the Clubhouse.

## **Reports**

11. Users must report any incidents affecting Metropolitan on the appropriate form. See ANNEX (A).
12. Users are to report any faulty or damaged equipment firstly to the Caretaker or Metropolitan Committee member, and also on the same form as above. It can't be fixed unless we are made aware.

## **Weekend Shoots.**

13. Consideration will be given upon request for out of program activities. A special fee will be charged for any weekend or public holiday shoot requests.

## **ANNEX C**

### **Metropolitan Pistol Club Range Officer Duties and Responsibilities.**

2 January 2022

**Reference: Weapons Act 1990 – 1 April 2021**

#### **Duties to Include:**

1. The Duty Range Officer (R/O) is responsible to check Red Flag is up demonstrating the Range is in use.
2. R/O Membership Card should have visible Qualification such as Pistol Australia R/O Level and to include qualification to conduct the different types of matches.
3. In the case of a Range Operator this qualification should be visible on Metropolitan Pistol Club Membership Card.
4. All Metropolitan Pistol Club (Club) Members and Visitors (Form 33) must populate the Range Register with identity detail, intended Match or Practice session, prior to entering the range. The R/O will sign off the Members Participation Record and Range Register recording at the completion of the Match or Practice session.
5. R/O's must put their name and Firearms Licence Number on the designated Black Board at each Range clearly stating they are in control of the Range
6. Check the range prior to the match for any reportable damage or problems, putting any abnormal issues in writing in the Range Report (As per Annex. A in the Metropolitan Pistol Club Standing Orders) for the Chief Range Officer (CRO) to follow up.
7. Commencing the setup of the range for the scheduled Match.

8. It is the responsibility of all shooters who are taking part in an organised Club Shoot to, in a timely manner, populate their **Members Participation Record** including Form 33 and 33A with their detail. The Range Officer will verify Members Weapons Licence, Forms 33 and 33A and inspect ammunition to be used in the Match. All of the above compliance Records and items for inspection are required to be left in an area designated by the R/O. This detail will be endorsed and inspected by the R/O in the period directly prior to commencing the Match.
9. If intending to use a holster for weapon security uncase it in the safe area supplied (NO LIVE AMMUNITION) in safe area Same applies to other Disciplines where using a holster is required for that match. If intending to use a holster during a match with a Loaded Firearm a Holster Proficiency Card / Membership Card is be presented to the R/O.
10. When a detail is called to the line and only after the call from the R/O for preparation time starts now EMPTY firearms may be removed from captivity (Sights and any other adjustments may be done ensuring at ALL times barrels are facing directly downrange)
11. In all disciplines, the R/O is responsible for the Range and all Personnel on the Range **MUST COMPLY** with the **R/O Commands** as stated in the Weapons Act 1990 (Qld), s.110 and Metropolitan Pistol Club Standing Orders and ensure all Novice shooters are aware and acknowledges the command STOP, if called, immediately STOP, and await further commands as a dangerous situation may have arisen.
12. The R/O declares the Range is OPEN.
13. A description of the course of fire be called then the command to LOAD is required
14. Depending on the match with static or turning targets the appropriate command be given to be ready.
15. When the shoot commences and the R/O responsibilities are to watch all competitors to ensure they are being SAFE and NOT breaking any Discipline or Safety rules especially loading or reloading safety issues such as fingers inside trigger guard and the direction of barrels other

than directly down range or at a max of 45 degrees to the Range Turf, must be included in the safety observations by the R/O.

16. The Range Officer must be mobile on the Firing Line and move behind all Shooters on the Firing Line to improve Firing Line actions, visibility and communication with the Shooters to ensure Range Safety is sustained.

A suitable central location to the rear of the Firing Line is desirable to facilitate visibility and clear communication with the Match. Sitting or standing to the extreme sides of the Firing Line is a compromise to Range Safety and negates Safe Control of Range Operations. For other Disciplines the Range Officer will adhere to specific Associations directions.

17. At the completion of the course of fire or targets turn, a command to UNLOAD is followed by every firearm being inspected by either the R/O or designated person. The R/O then will issue the command of Range is CLOSED / CLEAR. On Command, Shooters and Range Officials may move forward for scoring and patching, at this time any infringements of discipline rules, minor penalties may be applied or notify of any dangerous breaches if not already addressed by taking the proper response by the R/O.

18. During the period of Scoring and Patching of Targets it is necessary for the R/O to be present on the Firing Line to sustain an overview and manage Range Safety. This is necessary to ensure unattended Firearms are secure and that the Range is clear of Personnel prior to OPENING the Range to commence the Match. It is Prudent that the R/O does not leave the Firing Line to sustain levels of Safety and Security.

19. Serious issues such as Safety Breaches, Damage, and unfit Range conditions must be put in writing within the Range Report as per Annex. A in the Metropolitan Pistol Club Standing Orders and lodged in the Blue Box at Club house or submitted directly the MPC Secretary for immediate management action.

20. At the end of the match the R/O should have checked all firearms are CLEAR to ensure that ALL magazines / chambers are empty, and equipment is put away. Inspect the range to ensure your Discipline Detail has not damaged any Club assets (Damage must be detailed in a Range Report). Check to ensure all personal gear has been removed and Range is clear of any undetonated Rounds and empty brass. Live Rounds unaccounted for must be detailed within the Range Report towards managing and reducing the risk of detonation by Lawn Mower Blades.

**21.** If you are the last Shooting Detail of the day, ensure the following tasks are completed:

- Ensure Barricades and Targets are locked away.
- Lock up Range Timer/Target Turning equipment including remote and cables.
- Range Tunnel locked and Discipline Cages to be locked.
- Ranges Gear Sheds, Containers Locked and Discipline cages to be locked.
- Range Red Flag down.
- Lights off in Ranges and Clubhouse.
- Turn off 'Table of Knowledge' Outdoor Area Ceiling Fans
- Club House Aircon off and Club House locked, Toilets locked
- Ranges locked.
- Compressor off.
- If necessary turn off Car Park lights.

By signing below, I acknowledge that I have fully read and understood the Range Officer Duties and Responsibilities document above. I understand that if I have any questions or concerns about this policy, it is my responsibility to discuss this with a member of the Metropolitan Pistol Club Executive or my Training Officer.

Name (Print): \_\_\_\_\_ Signature \_\_\_\_\_

Club Number \_\_\_\_\_ Date \_\_\_\_\_

## **ANNEX D**

### **Responsibilities of Metropolitan Pistol Club Members**

9 January 2022

**Reference: Weapons Act 1990 – 1 April 2021**

#### **Responsibilities to Include:**

1. All Metropolitan Pistol Club (M.P.C.) Members that intend to shoot, must ensure upon entering the Shooting Complex, that the Range Flag is put up to signify the Range is active.
2. Sign in on Range Register on your appropriate side or fill out a form 33A if required and ensuring you are wearing your Club Identity card. Ensure all your Visitors complete an entry in the Range Register, a form 33 and submit the appropriate Range User fee.
3. Make contact with R/O if you are shooting a Match and show the required Licence, Form 33A and the ammunition that you intend to use. This is also the stage where your Guest or Visitor can pay the required range Fee (correct Money) to R/O or Committee Member.
4. Fill out your attendance books and leave the area as designated by the Range Officer. At this time you are under control of a Metropolitan Pistol Club Range Officer, or the Range Officers designated Qualified Members.
5. In the case where there is not an organised match with a Range Officer present, a Qualified Range Operator must be in charge of operating the Range with the previous stated steps being adhered to. The Range Operators Name and Weapons Licence Number must be displayed on the appropriate Blackboard, and the provided Fluro Vest must be worn, to highlighting the Range Operator is in control of Range Operations and Safety.

6. All Shooters must present themselves to the Range Operator upon arrival at the Range they intend to shoot on and request to put their Firearms up on the Bench followed by the correct unbagging procedure in the designated Safety Area.
7. At this point an Ammunition and Licence check is required to ensure that **M.P.C. Policy** and **Weapons Act 1990 (Qld)** are being complied with by the Shooter.
8. The Range Operator declares the **Range is OPEN**. The command to **LOAD** is given followed by **Fire in Your Own Time**.
9. At the completion of an agreed period of time the Range Operator issues the command to **UNLOAD and SHOW CLEAR** this is followed by every firearm being inspected by the Range Operator to ensure the Firearm is unloaded and is in a Safe condition. The Range Operator then will issue the command of Range is **CLOSED**.
10. The Range Operator must ensure that they are moving around the Firing Line prior to **Opening the Range** and ensure they are vigilant that all Shooters have returned from Target resetting and patching. All shooters must return from Range 1 and report to the Range Operator to verify their return. If the Shooter intends to go beyond 25 meters they must notify the Range Operator in control, of their intentions and must report to the Range Operator directly on their return. It is important that the Range Operator is vigilant to ensure Shooters do not touch Firearms that are cleared on the Firing Line while shooters are forward of the Firing Line.

**Informal behaviour causes accidents**

11. When the incumbent Range Operator finishes shooting and wishes to leave the Range a replacement Qualified Range Operator must replace the incumbent Range Operator following the previous describe compliance towards safely and effectively managing the Range Operations.

The Shooters who are not Qualified Range Operators must cease shooting ensure the Firearm has been Cleared by the Range Operator and are then required to be bagged. They are then required to pack up their equipment and leave the Range if there is no Qualified Range Operator to continue managing the Range.

12. At the end of an organised match the R/O will have checked all firearms are **CLEAR** and ensure **that ALL Magazines / Chambers** are empty. Ensure all Firearms are bagged / slipped and removed from the firing Line prior to **Closing of the Range**. The R/O then calls the **Range is Closed**, shooters can move forward and patch and remove targets including ensuring all equipment is put away. The R/O is to inspect the range to ensure your Discipline Detail has not damaged any Club assets (Damage must be detailed in a Range Report). Check to ensure all personal gear has been removed.
13. It is all Club members responsibility if you are the last Shooting Detail of the day, to ensure the following tasks are completed:
  - Ensure Barricades and Targets are locked away.
  - Remove Range Office / Range Operator Name and Licence Number from Range Blackboard.
  - Lock up Range Timer / Target Turning equipment including remote and cables if you have used them.
  - Range Tunnel and Discipline Cages to be locked.
  - Ranges Gear Sheds and Containers Locked.
  - Range Red Flag down.
  - Lights off in Ranges and Clubhouse.
  - Turn off 'Table of Knowledge' Outdoor Area Ceiling Fans
  - Club House Aircon off and Club House locked, Toilets locked,
  - Ranges locked.
  - Compressor off.
  - If necessary turn off Car Park lights.

**Metropolitan Pistol Club depends on all of us in doing our part in ensuring Health and Safety is supported. With this responsibility comes the legislative requirement for us all to comply with the Weapons Act 1990 (Qld) and WorkSafe Queensland.**

By signing below, I acknowledge that I have fully read and understood the Responsibilities of Metropolitan Pistol Club Members document above. I understand that if I have any questions or

concerns about this policy, it is my responsibility to discuss this with a member of the Metropolitan Pistol Club Executive or my Training Officer.

Name (Print): \_\_\_\_\_ Signature \_\_\_\_\_

Club Number \_\_\_\_\_ Date \_\_\_\_\_

## **ANNEX E**

### **Metropolitan Pistol Club Range Procedural Infringement Management Report Procedure.**

23 February 2022

**Reference: Weapons Act 1990 – 1 April 2021**

#### **Metropolitan Pistol Club Standing Orders.**

**The following details the procedure and sequence of events after the lodgement of a Range Report by a Metropolitan Pistol Club Range Officer/ Range Operator towards resolution.**

If there is a need for the **Range Officer / Range Operator** to formally report, at their discretion, based on the seriousness of any Safety Infringements, this is to be recorded on the **Range Report** document **Annex A** which can be found within the Metropolitan Pistol Club (MPC) Standing Orders. This can include reporting any excessive damage to the Range assets, including any circumstance observed.

1. Range Reports must be lodged immediately by the Range Officer / Range Operator to the MPC Secretary. The Member being reported on needs to be advised by the Range Officer of the shortfall just after it occurs, and their attention drawn to due process that will be applied to address this procedural infringement.
2. At that point, the MPC Secretary will decide whether the issue is a serious infringement requiring further Executive involvement or can be corrected due to the minor nature of the issue by the MPC Secretary through MPC due process.

3. Should the Infringement be of a serious nature and requires review by the Executive, this will be detailed with discretion to the Executive by the MPC Secretary.
4. At this point a 'closed door' review may be required due to the possible sensitive nature to understand the extent of the infringement and a process to review this with the parties concerned will be developed to manage the issue towards a solution.
5. The key stakeholders involved with this issue will be requested to present to the Executive at a predetermined time to explain the situation in a formal setting.
6. The detail from this formal meeting will then be reviewed by the Executive towards developing a solution.
  - At this point details denoting dates, time and the witnesses present at the time, is to be formally recorded.
  - Formal notes should be taken of all conversations relating to the circumstances of the matter and retained for future reference for the required statutory period.
  - The record of events and conversations are required to protect the interests of the MPC Club Members, MPC Range Officers, MPC Executive and associated Stakeholders.
7. Serious enduring safety issues by repeat offenders need to have extensive focus placed on all review processes to ensure that MPC Club Members, MPC Range Officers, MPC Executive are protected by MPC system and processes that align with Statutory Legislation to prevent litigation by internal and external entities should a Range accident occur.
8. Should a resolution not be found or accepted by the associated parties a suitably qualified external Adjudicator should be appointed to review the issue in line with Statutory Legislation.
9. In all cases a measured response should be detailed back to the Range Officer / Range Operator in writing relating to the Range Report tendered by that Range Officer / Range Operator with sufficient detail of the resolution to ensure future confidence in MPC due processes is sustained.
10. Typical examples of Range Report incidents and the direction of resolution management are detailed below:

Metropolitan Pistol Club Standing Orders

- Smoking outside of designated Smoking Zone infringement – MPC Secretary.
- Dispute with Range Officer / Range Operator – MPC Executive.
- Range Safety infringement – MPC Executive.
- Range asset damage – MPC Executive.
- Range administration infringement – MPC Secretary.
- Range behavioural shortfall – MPC Executive.

By signing below, I acknowledge that I have fully read and understood the Range Procedural Infringement Management Report Procedure document above. I understand that if I have any questions or concerns about this policy, it is my responsibility to discuss this with a member of the Metropolitan Pistol Club Executive or my Training Officer.

Name (Print): \_\_\_\_\_ Signature \_\_\_\_\_

Club Number \_\_\_\_\_ Date \_\_\_\_\_