

NEWTEC PISTOL CLUB INCORPORATED RANGE OPERATIONS POLICY

RANGE OFFICERS • RANGE SAFETY OFFICERS • DAILY RANGE CONTROL

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GOLDEN RULE: The Range Officer has control of the live-fire range. Anyone may call **STOP / CEASE FIRE** for an unsafe condition. Every person must immediately stop, keep the muzzle in a safe direction, remove the trigger finger and await instructions.

1. Purpose and authority

This policy gives Range Officers (ROs) and Range Safety Officers (RSOs) a simple, consistent method for opening, controlling and closing Newtec ranges. It applies to members, visitors, competitors, officials and contractors whenever firearms or ammunition are present in a range area.

ORDER OF PRECEDENCE: The Firearms Act 1996, Firearms Regulation 2017, the current NSW Police range approval and its conditions, the current club approval and its conditions, and a lawful police direction prevail over this policy. Match rules apply only where they do not reduce those requirements. If there is doubt or conflict: **STOP THE RANGE** and escalate to the Captain or Vice Captain.

This document cannot certify site-specific compliance until the Committee has compared it, line by line, with Newtec's current range approval, club approval, approved disciplines, firearm types, calibres, target types, hours and any special conditions.

2. Roles and escalation

Role	Minimum responsibility
Committee	Approve this policy, resources and corrective actions; ensure approval conditions are incorporated.
Captain	Operational owner and first escalation point; maintains RO/RSO authorisations, standing orders and incident follow-up.
Vice Captain	First escalation point when the Captain is unavailable or conflicted.
Range Officer	Controls the range and commands; verifies authority to shoot; briefs participants; stops unsafe activity; checks firearms at cease-fire and close.
Range Safety Officer	Assists surveillance, licence checks, supervision controls, target changes, clearing and emergency response under the RO.
Shooter / participant	Obeys commands; proves authority; uses only approved equipment and targets; maintains personal control; immediately reports hazards and incidents.

- An RO/RSO must be currently authorised by the Club, competent for the activity and familiar with the range approval, emergency plan and match rules.
- The RO may refuse or stop participation for safety or compliance reasons. Mandatory reports are not discretionary.

3. Before opening the range - RO checklist

1. Confirm the range and club approvals are current and the planned discipline, firearm type, calibre, ammunition, target, distance, firing point and operating time are permitted.
2. Inspect the firing line, backstop/baffles, target frames, danger area, access gates, signs, flags/lights, ventilation (if applicable), lighting, surfaces and boundaries. Stop if damaged or uncertain.



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3. Confirm the RO/RSO team, communications, first-aid kit, trauma response equipment, fire equipment, emergency access and exact address/location information.
4. Establish the safe direction, firing line, spectator/no-fire areas, clearing point and the method for accounting for all people before live fire.
5. Sign in all participants and conduct a briefing covering commands, eye/hearing protection, target changes, malfunctions, emergency response and this policy's licence and equipment controls.

4. Licence, permit and identity check - before any firearm is uncased

NO FIREARM MAY BE UNCASSED AND NO AMMUNITION MAY BE MADE VISIBLE UNTIL THE RO/RSO HAS COMPLETED THE REQUIRED AUTHORITY CHECKS AND OPENED THE RANGE FOR PREPARATION.

- Personally sight the person's current firearms licence or permit and compare the photograph/name to the person. Check the expiry date, relevant category (including Category H), genuine-reason/conditions shown or otherwise applicable, and any permit required for the firearm or activity.
- For a large calibre pistol, sight both a current Category H sport/target shooting licence and the current large calibre pistol permit. Confirm the event and this range are approved for that use.
- A probationary pistol licence holder must be supervised exactly as required by the Act, Regulation and licence conditions. At minimum, during the statutory first six months this is by a non-probationary Category H sport/target licence holder on pistol-club premises; Newtec may require closer or longer supervision.
- A person must not touch, possess or control any firearm, magazine, firearm part or ammunition unless their licence, permit or other lawful authority covers that item and activity.
- Where the person being checked is an immediate family member of the RO/RSO, a different authorised official must conduct and record the check.

Expired, unclear or disputed authority

- An expired card is not accepted merely because the person says a renewal is pending. Ask whether a renewal/application was lodged before expiry and use the official NSW Police "Check Licence or Permit" service or contact the Firearms Registry to verify current authority. A screenshot supplied by the person is not sufficient if status remains uncertain.
- If the official result cannot be obtained, does not cover the firearm/activity, or remains ambiguous: DO NOT AUTHORISE SHOOTING OR HANDLING. Record the refusal and refer the person to the Captain or Vice Captain.

Unlicensed persons - Newtec operational restriction

Newtec does not permit an unlicensed person to remain on a live-fire range once any firearm is uncased or ammunition is visible. The person must remain outside the controlled live-fire area. No exception is to be administered under this policy. Any future legislative permit pathway must be separately assessed and approved by the Committee before use.

5. Equipment, uncasing and preparation

- Only firearms, calibres, ammunition, targets, distances and activities allowed by the range approval, club approval and match rules may be used. No improvised, novelty or unapproved target is permitted.
- A shooter may have only one firearm uncased at a time unless a specific approved match procedure and RO direction require otherwise.
- Bring only equipment required for the current match or detail to the firing point. Unneeded firearms, ammunition and controlled items must remain in lawful transport safe storage until required.
- Uncase only at the designated point and on the RO command. Keep every muzzle in the approved safe direction; actions open and chamber flags fitted where the discipline/range procedure requires them.
- Ammunition and magazines remain controlled and may be handled only when the RO and applicable match commands permit.
- Eye and hearing protection are mandatory in designated areas. A person affected by alcohol, drugs, fatigue, illness, aggression or another condition that compromises safety must not participate.

6. Live-fire control

Phase / command	Required control
Range is closed / preparation	No loading. RO accounts for people, confirms the danger area is clear and checks each firing point.



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Phase / command	Required control
LOAD / discipline command	Only on the RO's command and only the firearm/ammunition required for the detail.
Live fire	RO/RSO continuously observes muzzle direction, trigger discipline, supervision ratios, boundaries and target engagement.
STOP / CEASE FIRE	Everyone stops immediately, finger off trigger, muzzle safe. Await RO instructions. RO identifies and controls the hazard.
Malfunction	Keep muzzle safe and finger clear. Signal the RO. Do not turn with or leave the firing point holding the firearm.
End of detail	Unload as commanded. Open action, remove magazine, clear chamber/cylinder and present firearm and every magazine for RO/RSO inspection.

7. Cease-fire and target patching

- The RO declares the range safe only after every firearm and magazine has been individually cleared and the firing line is secured.
- No person may touch a firearm, magazine or ammunition while anyone is forward of the firing line.
- Before going forward, a shooter must not leave any firearm, magazine, ammunition or controlled item unattended. "Attended" means within arm's reach and under effective control. If the shooter cannot maintain that control while patching, the items must be lawfully secured or placed in the custody of an authorised person under the RO's direction.
- Count people going forward and returning. The RO must positively confirm the range and danger area are clear before reopening.

8. End-of-session clearing and inventory

- Each shooter unloads and presents every firearm and every magazine to the RO/RSO. The RO/RSO visually and physically verifies the condition appropriate to the firearm without taking unlawful possession.
- Only after clearance may the firearm be cased at the designated point. Ammunition is collected and secured.
- Conduct a deliberate sweep of firing points, benches, floors, target areas used, preparation areas and safe-storage/transition points for firearms, magazines, parts, ammunition and personal equipment.
- Reconcile people and any club firearms/equipment; complete attendance, match, ammunition and incident records required by the approvals or law.
- Close flags/lights, access controls and facilities. Record defects and take the range out of service where a defect could affect safety or approval compliance.

9. Unattended or unidentified firearm, part, ammunition or controlled item

DO NOT ASSUME OWNERSHIP OR AUTHORITY. DO NOT HANDLE A SUSPECTED PROHIBITED, IMPROVISED, LOADED, BOOBY-TRAPPED OR OTHERWISE DANGEROUS ITEM.

- Stop activity, prevent access and establish a safe cordon. Do not create additional risk to obtain a photograph.
- If safe from outside the cordon, photograph the item and location without touching or moving it; record time, witnesses and circumstances.
- For a suspected prohibited, illegal, improvised or dangerous item: do not touch it. Call Triple Zero (000) for immediate danger or Police Assistance Line 131 444 for non-urgent police attendance and follow police directions.
- For an apparently ordinary item whose lawful owner cannot immediately be confirmed: notify the Captain/Vice Captain and police. Move, make safe, store or transport it only if police direct that action and the person doing so is lawfully authorised and competent. Contact the police station before any proposed surrender.
- Preserve CCTV and records. Submit the Club incident report and Committee referral. Do not post photographs or identifying information publicly.

10. Incidents, non-compliance and mandatory escalation

- Stop and make safe first; provide first aid and call 000 where required. Preserve the scene unless movement is needed to save life or prevent further harm.



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- All incidents, near misses, approval breaches, invalid-authority presentations, unattended controlled items, supervision failures and refusals to obey an RO/RSO direction must be reported before the responsible official leaves the Club.
- The RO/RSO must refer non-compliance to the Captain or Vice Captain and through them to the Committee. Reporting is mandatory; it is not waived because the breach appears minor, was corrected, involves a friend/family member or caused no injury.
- Where a firearm incident causes injury, the range or club official must notify the Commissioner within 48 hours as required by the NSW Police Range Approval General Legislative Requirements. Other police, SafeWork, insurer, venue or governing-body notifications may also apply.
- The RO/RSO may remove a person from the firing line or suspend participation for immediate safety. Any disciplinary decision must follow the Constitution, adopted policy, impartial investigation and procedural fairness.

Emergency	Contact
Immediate threat, injury, fire or suspected dangerous/prohibited item	000
Non-urgent police assistance	131 444
NSW Firearms Registry	1300 362 562
Club escalation	Captain: Adam Walter Vice Captain:Dennis Francis
Venue / first aider	Committee persons basic first aid

11. Records, privacy and review

- Record only what is needed: name/member ID, type of authority checked, categories/permit, expiry/status outcome, checker, date/time and any refusal/escalation. Do not routinely copy licences or record unnecessary identity data.
- Protect licence details, incident records and photographs as sensitive personal information; restrict access and retain/dispose under Club policy and legal/approval requirements.
- The Captain reviews this policy annually and after any incident, legal change, governing-body rule change, or variation to the range or club approval. ROs/RSOs must be briefed on every approved revision.

12. RO/RSO quick sequence

1	APPROVALS - activity, calibre, target, distance and time permitted
2	SITE - inspect range, danger area, emergency controls and access
3	PEOPLE - sign in, brief, PPE, fitness and supervision
4	AUTHORITY - visually check licence/permit before uncasing
5	CONTROL - one uncased firearm; only required equipment; RO commands
6	CEASE-FIRE - clear every firearm/magazine; no handling; account for people
7	CLOSE - recheck every firearm/magazine; sweep for all controlled items
8	REPORT - every incident/non-compliance to Captain/Vice Captain and Committee

13. References and adoption notes

Current as checked 20 July 2026. These sources must be rechecked at each formal review. Governing-body rules inform good practice but do not override NSW law or approval conditions.

- [NSW Firearms Act 1996 \(current\)](#)
- [NSW Firearms Regulation 2017 \(current\)](#)
- [NSW Police Firearms Registry - Ranges and Range Users Guide](#)
- [NSW Police - Range Approval General Legislative Requirements](#)
- [NSW Police - licence and permit verification portal](#)
- [Shooting Australia - 2026 Officials Handbook](#)
- [NSW Amateur Pistol Association](#)
- [NSWAPA Code of Conduct](#)
- [SafeWork NSW - How to manage work health and safety risks](#)



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APPROVAL IMPLEMENTATION RECORD: Attach and maintain the current Newtec range and club approvals, approved activity schedule, emergency plan and authorised RO/RSO register.



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**NEWTEC PISTOL CLUB INCORPORATED
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Document reference	NPC-OPS-RO-001
Adopted	24/06/2026
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