



PISTOL CLUB

NEWTEC PISTOL CLUB | MATCH & EVENT MANAGEMENT PACK

DOCUMENT REFERENCE: NPC-OPS-PAC-002 | APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL)

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NEWTEC PISTOL CLUB INCORPORATED

MATCH & EVENT MANAGEMENT PACK

Management plan • proposal and disclosure • approval record • venue-use agreement

DOCUMENT CONTROL	
Reference	NPC-OPS-PAC-002
Version / status	APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL)
Control level	CL2 — CLUB IN CONFIDENCE
Document owner	Public Officer/Secretary
Site	158 Rhondda Road, Teralba NSW 2284
Applies to	Matches, competitions, championships, training events and external-organiser use
Review	01/10/2027 - review and update

IMPORTANT LEGAL STATUS

This pack provides a robust governance and contracting framework, but it is not a substitute for event-specific legal, insurance, planning, firearms or tax advice. The venue-use agreement must be completed for the particular event and reviewed by the Club's solicitor where risk, value, external organisers, indemnities, intellectual property, broadcasting, alcohol, sponsorship or regulatory uncertainty is material.



How to use this pack

1. Part A is the standing Club management plan.
2. Part B is completed by the Match/Event Organiser as the formal proposal and full disclosure.
3. Part C is completed by the Club's reviewers and Committee. Conditional approval is not final approval.
4. Part D is the event-specific operational schedule and readiness record.
5. Part E is the venue-use agreement. No external organiser may advertise the Club as confirmed, collect money in the Club's name, incur Club costs or use the site until the agreement is signed and final approval is recorded.

APPROVAL PRINCIPLE

The Committee retains overall authority to approve, condition, postpone, suspend or cancel an event. Approval is contingent on continuing compliance with the Constitution, Club and range approvals, this pack, the signed agreement, approved event plans, applicable laws and lawful directions.

Stage-gate workflow

Gate	Decision	Minimum evidence
1 — Concept	Invite proposal / decline	Event concept, organiser identity, dates and discipline
2 — Due diligence	Conditional approval / further information / decline	Insurance, budget, people, approvals assessment, safety and operational plans
3 — Agreement	Authorise signature / decline	Negotiated venue-use agreement, fees, allocation of risk and deliverables
4 — Readiness	Final operational approval / postpone	All approvals, personnel, registrations, communications and site checks complete
5 — Delivery	Proceed / suspend / cancel	Continuous compliance and safe operations
6 — Close-out	Accept / remediate / claim	Financial reconciliation, incidents, damage, records and review

Contents

- Part A — Base Match/Event Management Plan
- Part B — Match/Event Proposal and Organiser Disclosure Form
- Part C — Club Review and Committee Decision Record
- Part D — Event Schedule, Responsible Persons and Readiness Forms
- Part E — Conditional Venue and Range Use Agreement
- Part F — References and stakeholder contacts



PART A — BASE MATCH/EVENT MANAGEMENT PLAN

1. Purpose and scope

This plan establishes the minimum governance, commercial, safety, regulatory and operational controls for any organised match or event at Newtec Pistol Club. It applies whether the organiser is the Club, a discipline group, an affiliated body, another club, a peak body, a promoter or another external entity.

2. Governing requirements

- Firearms Act 1996 (NSW), Firearms Regulation 2017 (NSW), Club Approval, Club firearms licence and Range Approval, including all conditions.
- Newtec Constitution, Standing Orders and Policies, Range Officer/Range Safety Officer Policy, Traffic Management Plan, incident and complaint procedures, privacy, code of conduct and conflict-of-interest requirements.
- Associations Incorporation Act 2009 (NSW), Committee duties, financial controls and record keeping.
- Work Health and Safety Act 2011 (NSW), volunteer and contractor safety duties, emergency planning and consultation.
- Protection of the Environment Operations Act 1997 (NSW), applicable noise regulation, development consent and Council requirements.
- Roads Act 1993, Road Transport Act 2013 and Road Rules 2014; Transport for NSW and road-authority requirements where public-road impacts arise.
- Rules, sanction conditions, integrity policies and technical standards of the applicable peak body, association and discipline.

3. Authority and no-assumption rule

No organiser may assume that previous events, affiliation, verbal discussion, provisional dates or publication in a calendar amount to Club approval. Only the Committee, acting through a recorded resolution and signed agreement, may grant final approval. The Captain or appointed Match Director controls match delivery only within the authority delegated by the Committee.

NO UNAUTHORISED COMMITMENT

The organiser must not bind the Club, represent that the Club guarantees the event, order goods or services for the Club, use the Club's marks, communicate with regulators in the Club's name, or promise access to the site without written authority.



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4. Approval and regulator assessment

Question	If yes / uncertain
Is the activity within the exact disciplines, firearm categories, calibres, targets, distances, templates, hours and other conditions authorised by the Club and Range Approvals?	Obtain written Firearms Registry/range advice or vary the event. No shooting outside approval.
Does the proposal alter the approved range, firing points, stop butts, target placement, danger area or operating method?	Range Unit approval may be required before alteration or use.
Is the event ordinary approved Club use and within development consent conditions?	If no or uncertain, seek written Lake Macquarie City Council planning advice. Attendance numbers alone do not determine approval.
Will Council land, a public road, footpath or road reserve be occupied; will public traffic be controlled; or will temporary traffic signs/devices be installed?	Obtain applicable Council/TfNSW approvals and qualified traffic-management services before implementation.
Could noise differ materially from normal approved shooting, including additional days, hours, firearms, ammunition, PA systems, generators or entertainment?	Check consent/noise conditions; prepare a noise plan or acoustic advice and consult Council if required.
Will food, liquor, temporary structures, electrical installations, camping, fireworks, drones, filming, paid security or significant public attendance be involved?	Identify and obtain every separate approval, licence, notification and competent supplier.
Is the event sanctioned, graded, selection-related, record-eligible or conducted under an external rule set?	Obtain written sanction/appointment and stakeholder requirements from the relevant association or peak body.

COUNCIL NOTATION

No general rule has been identified under which 100 vehicles or 200 attendees automatically requires Lake Macquarie City Council approval. Approval depends on the lawful approved use of the site, development-consent conditions, event characteristics and impacts, and any use or control of public land or roads. The organiser must document the assessment and obtain written Council advice where the position is uncertain.

5. Mandatory proposal disclosures

- legal identity, ABN/incorporation details and authorised representative;
- event purpose, discipline, program, attendance and public/private status;
- all responsible persons, qualifications, conflicts and delegated authorities;
- insurance policies, limits, exclusions, deductibles, interested-party endorsements and claims history relevant to the event;
- complete income, funding, sponsorship, entry fees, refunds, taxes, payment processing, costs, liabilities and requested Club contribution;
- all requested facilities, ranges, equipment, storage, services, volunteers and modifications;
- regulatory, Council, police, peak-body, sanctioning and stakeholder approvals;
- firearms, ammunition, competitor eligibility, interstate/international participation and minors;
- safety, emergency, medical, traffic, parking, noise, environment, security, safeguarding, integrity, privacy and communications plans;
- known disputes, complaints, hazards, reputational issues or circumstances material to the Committee's decision.



6. Commercial and financial controls

- The proposal must state the gross entry fee, levies, surcharges, inclusions, refund policy, complimentary entries and who receives each amount.
- All funding, grants, sponsorship, donations, prizes and in-kind contributions must be disclosed, including conditions and conflicts.
- The organiser supplies a detailed budget showing GST treatment, payment dates, deposits, cancellation exposure and contingency.
- No Club bank account, payment gateway, ABN, deductible-gift status or name is used without written approval.
- The agreement specifies the Club return: fixed venue fee, per-entry amount, cost recovery, revenue share, retained deposits, volunteer contribution or other benefit.
- The organiser bears unauthorised costs. Variations require prior written approval under the agreement.
- A final reconciliation, supporting invoices and payment are due within the stated close-out period.

Required minimum financial schedule

Category	Proposed amount / basis	Responsible party	Due date
Entry revenue			
Sanction/association levies			
Venue/range fee to Club			
Utilities, targets and consumables			
Officials and volunteer costs			
Medical/security/traffic services			
Insurance and permits			
Prizes/sponsorship/grants			
Cleaning, waste and restoration			
Contingency and cancellation reserve			

7. Insurance minimum disclosure

The Committee determines acceptable insurance after considering the event. The organiser must provide certificates and, on request, policy wording. A certificate alone does not prove that every event activity is covered.

- public liability limit and event/activity description;
- participant-to-participant liability and firearms/shooting exclusions;
- professional liability where coaching, officiating or advice is provided;
- workers compensation or personal accident/volunteer cover;
- property, hired equipment, vehicle and cyber/privacy cover as relevant;
- insurer, policy number, period, territorial limits, deductibles and cancellation status;
- Newtec named as an interested party/additional insured where reasonably required;
- notification obligation if cover changes, is cancelled or a claim/circumstance arises.



8. Firearms, competitor and sign-in management

- Every person must complete the Club/event sign-in process before entering a controlled range area. Visitor, contractor, official and spectator categories must be distinguishable.
- Before firearms are uncased, the appointed Club official visually checks each competitor's original firearms licence or permit, expiry, status and relevant category. Applicable large-calibre permits and minors permits are checked.
- Where validity is uncertain, an authorised club official checks the NSW Firearms Registry licence/permit register. No participation is permitted until authority is confirmed.
- Match entry or association membership does not replace a firearms licence, permit or Club/range requirement.
- Probationary pistol licence holders, minors and any other restricted participants receive the supervision required by law, approval conditions and Club policy.
- Unlicensed access or participation is not permitted unless a currently lawful and expressly Club-approved pathway applies. The organiser must not advertise "try shooting" or promise firearm use to an unlicensed person.
- The match program must use only approved disciplines, targets, firearms, calibres and ammunition.
- Firearms, ammunition and controlled items remain under lawful custody, are not left unattended, and are handled only by authorised persons.
- Range attendance and participation records are completed accurately and delivered to the Club in the required format and time.
- Privacy controls apply to identity, licence, contact, medical and payment information. Licence details must not be unnecessarily copied or publicly displayed.

Entry control sequence

6. Pre-entry registration and eligibility screening.
7. Arrival and site sign-in.
8. Identity and firearms authority verification by Club official.
9. Match accreditation and squad allocation.
10. Safety briefing and acknowledgement.
11. Range entry only after the responsible Range Officer releases the participant.

9. Responsible persons

Named deputies and authority limits are mandatory. A person may hold more than one role only where competent, workload is manageable and conflicts are controlled.

Role	Minimum accountability
Committee Event Delegate	Club authority, compliance oversight, escalation and suspension liaison
Match Director	Program, rules, officials, competitor operations and results
Chief Range Officer / Range Officer	Range commands, licence gate, range safety and cessation authority
Range Safety Officers	Allocated bays/stages and immediate safety intervention
Event Safety Officer	WHS plan, inspections, hazards, emergency readiness and incident coordination
Secretary/Records Officer	Approvals, sign-in, participation records and controlled records
Treasurer/Finance Lead	Payments, budget controls, reconciliation and tax records
Medical/First Aid Lead	First aid coverage, response plan and records
Traffic/Parking Lead	Approved visitor routing and private-site vehicle management
Integrity/Safeguarding Contact	Code, child safety, complaints and escalation
Communications Lead	Approved messages and stakeholder contact log



10. Safety, emergency and incident plan

Requirement	Y/N/NA	Evidence / reference
Event risk assessment approved and controls assigned	☐	
Range layout/course of fire verified against Range Approval	☐	
Daily range inspection and danger-area controls complete	☐	
Emergency cease-fire method briefed and audible	☐	
000 call point, address and access instructions displayed	☐	
First aid kit, trauma capability and trained personnel confirmed	☐	
Emergency vehicle route and gate remain clear	☐	
Fire, severe weather, heat, bushfire/smoke and evacuation triggers set	☐	
Lost firearm/ammunition/controlled-item procedure briefed	☐	
Child safeguarding and vulnerable-person controls implemented	☐	
Security, cash and key/access controls implemented	☐	
Incident, near-miss and complaint forms available	☐	
Regulator/insurer notification thresholds understood	☐	

Immediate authority

Any Range Officer may cease fire for safety. The Club's Committee Event Delegate, Captain, Chief Range Officer or Event Safety Officer may suspend an activity within their authority. Only the Committee or its expressly delegated representative may authorise resumption after a material compliance, safety or approval breach, subject to any Police or regulator direction.

11. Noise and neighbours

- Operate within development-consent, Range Approval and approved Club hours.
- Assess ammunition, calibre, match duration, simultaneous bays, PA systems, generators, vehicle movements and weather conditions.
- Nominate a noise contact and maintain a time-stamped complaint log.
- Provide advance neighbour/stakeholder notification where required or prudent.
- Respond promptly without admissions of liability; reduce or suspend the source if limits, approval conditions or safety may be breached.
- Do not adopt numerical noise limits from Council event conditions for Council land unless they legally apply to this site. Obtain acoustic or Council advice where uncertain.

12. Traffic and parking

Use the current Newtec Event Traffic Management Plan. Visitor left-in/left-out routing is communicated before attendance as a condition of entry. No roadside queuing is permitted. Club marshals remain on private property and do not direct public traffic. Public-road signs, restrictions or control require applicable road-authority approval and qualified personnel.



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13. Stakeholder and communications plan

Direct, planned communication is required with every stakeholder whose approval, operations, reputation, land, members or services may be affected. The organiser prepares a stakeholder matrix; the Club approves who may speak in its name.

Stakeholder	Purpose / information	Owner	Timing / channel	Status
Newtec Committee	Proposal, decisions, variations, readiness and close-out			
Members and volunteers	Access impacts, roster, safety, conduct and benefits			
Competitors/officials	Eligibility, entry, route, rules, safety and refunds			
NSWAPA / applicable state body	Sanction, calendar, officials, records and integrity			
Target Pistol Australia / discipline body	National rules, sanction/pathway and records if applicable			
Shooting Australia	Pathway/integrity requirements where applicable			
NSW Police Firearms Registry	Only where advice, approval, notification or report is required			
Lake Macquarie City Council	Planning, traffic, noise or other approvals/advice where required			
Emergency/medical providers	Coverage, access and response arrangements			
Neighbours / local stakeholders	Advance notice and complaint contact where required/prudent			
Insurers / broker	Coverage confirmation and incident notification			
Sponsors / media / vendors	Approved rights, access, branding and conduct			

Communication controls

- Maintain a single stakeholder contact log and decision register.
- Record approvals and material advice in writing; confirm significant verbal advice by email.
- Do not publish participant personal information, firearm details or security-sensitive site information.
- Only authorised spokespersons make media, regulator or incident statements.
- Material changes are communicated promptly to the Committee, affected stakeholders and competitors.

14. Records and retention

The Club receives and controls the final proposal, agreement, approvals, insurance, plans, sign-in/participation records, financial reconciliation, incident records and close-out report. Access is role-based. Retention follows legislation, approval conditions, insurance needs and the Club's records/privacy policies.



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PART B — MATCH/EVENT PROPOSAL & ORGANISER DISCLOSURE

SUBMISSION DECLARATION

The organiser must answer fully and attach evidence. “To be confirmed” is not approval. Material omissions or misleading statements may result in refusal, suspension, cancellation, recovery of costs and other rights under the final agreement.

B1. Applicant and event identity

Field	Information to be supplied
Event/match name	
Proposed discipline(s) and sanction level	
Proposed date(s), bump-in/out and operating hours	
Organiser legal name and trading name	
ABN/ACN/incorporation number	
Registered address	
Authorised representative, position and authority	
Phone and email	
Peak/state/discipline affiliation	
Expected competitors / officials / volunteers / spectators	
Public, members-only or invitation-only	
Interstate/international participants	
Minors or vulnerable participants	
Previous comparable events and references	

B2. Event purpose and program

Field	Information to be supplied
Purpose and intended outcomes	
Detailed program / course of fire attached	
Ranges/bays, dates and times requested	
Firearms, categories, calibres and ammunition	
Targets, equipment and temporary installations	
Training/coaching/selection/record status	
Awards, prizes and presentations	
Food, liquor, trade, camping, filming or entertainment	
Accessibility and inclusion requirements	



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B3. Insurance and legal disclosure

Field	Information to be supplied
Public liability insurer / policy / limit / expiry	
Participant liability and firearms coverage confirmed	
Relevant exclusions, deductibles and conditions	
Workers compensation or volunteer/personal accident cover	
Professional, property, equipment, motor and cyber cover	
Newtec endorsement/additional insured available	
Claims, incidents or declined cover relevant to proposal	
Certificate and requested policy wording attached	
Legal disputes, sanctions, disciplinary or regulatory matters	
Legal/insurance adviser contact and authority to verify	

B4. Financial proposal

Field	Information to be supplied
Entry fee and exactly what it includes	
Junior/official/late/complimentary fees	
Refund, transfer, postponement and cancellation policy	
Payment platform, merchant, bank account and data controller	
Projected entries and gross revenue	
Funding, grants, sponsors, donations and conditions	
All event costs and who bears them	
Requested Club cash, credit, guarantee or purchasing	
Requested Club staff/volunteer hours and valuation	
Proposed return to Newtec	
Deposit/security bond and payment dates	
GST and tax treatment	
Budget, cashflow and contingency attached	

B5. Facilities and support request

Requirement	Y/N/NA	Evidence / reference
Exclusive range/bay access	☐	
Clubhouse/meeting room	☐	
Targets/frames/consumables	☐	
Club firearms or ammunition	☐	
Storage/keys/security access	☐	
Power/lighting/generators	☐	
IT, scoring, Wi-Fi or PA	☐	
Parking/traffic resources	☐	
First aid/medical support	☐	
Catering/food facilities	☐	
Cleaning/waste/toilets	☐	
Officials/volunteers	☐	
Branding/signage/media access	☐	
Temporary works or modifications	☐	



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NEWTEC PISTOL CLUB | MATCH & EVENT MANAGEMENT PACK

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B6. Approvals and compliance assessment

Matter	Organiser assessment / evidence
Club and Range Approval compatibility	
Development consent / approved site use and hours	
Lake Macquarie Council advice/approval required? Basis	
Traffic/road/road-reserve impact and approval	
Noise assessment/management and complaint contact	
Firearms Registry advice/approval/notification	
Peak/state/discipline sanction and rule version	
Police/emergency services notification	
Food, liquor, temporary structures, electrical, security	
Working with Children / safeguarding	
Privacy, ticketing and payment data	
Other regulator, landowner or stakeholder approval	

B7. Responsible persons proposed

Role	Name	Mobile/email	Qualification / authority	Deputy
Organiser representative				
Match Director				
Chief Range Officer				
Event Safety Officer				
First Aid/Medical Lead				
Records/Sign-in Lead				
Finance Lead				
Traffic/Parking Lead				
Integrity/Safeguarding Contact				
Communications Lead				

B8. Organiser certification

I certify that the proposal and attachments are complete and accurate; I have disclosed all matters reasonably relevant to the Club's decision; I am authorised to submit the proposal; and I understand that submission or conditional approval does not grant use of the Club.

Name	Position	Signature	Date



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NEWTEC PISTOL CLUB | MATCH & EVENT MANAGEMENT PACK

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PART C — CLUB REVIEW & COMMITTEE DECISION

C1. Due-diligence review

Requirement	Y/N/NA	Evidence / reference
Organiser identity and signing authority verified	☐	
Constitution and conflicts-of-interest declarations addressed	☐	
Club/Range Approval compatibility confirmed	☐	
Development consent and Council approval assessment recorded	☐	
Insurance reviewed; broker/legal advice obtained if required	☐	
Budget, Club return, deposit and cancellation exposure acceptable	☐	
Safety/risk, emergency and medical arrangements acceptable	☐	
Firearms licence/sign-in/participation controls acceptable	☐	
Noise, traffic, parking and neighbour impacts acceptable	☐	
Peak/state/discipline sanction and officials confirmed	☐	
Privacy, safeguarding, integrity and complaints controls acceptable	☐	
Stakeholder communications matrix complete	☐	
Site capacity, calendar and member impacts acceptable	☐	
Agreement departures and special conditions identified	☐	

Reviewer recommendations

Review area	Reviewer	Recommendation / conditions	Date
Captain / range			
Secretary / governance			
Treasurer / finance			
Safety / WHS			
Insurance / legal			
Other			

C2. Committee decision record

Field	Information to be supplied
Meeting date and quorum	
Conflict disclosures and recusals	
Motion	
Moved / seconded	
Decision: declined / further information / conditional / final	
Conditions precedent	
Delegated negotiators and authority limit	
Maximum Club expenditure or exposure	
Agreement/legal review requirement	
Final readiness decision deadline	

President/Chair	Secretary	Date entered in minutes



PISTOL CLUB

NEWTEC PISTOL CLUB | MATCH & EVENT MANAGEMENT PACK

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PART D — EVENT SCHEDULE & READINESS FORMS

D1. Event-specific schedule

Field	Information to be supplied
Event and agreement number	
Approved dates and operating hours	
Ranges/bays and capacity	
Approved disciplines/firearms/calibres/targets	
Competitor/vehicle/attendance cap	
Access, keys and security times	
Sign-in and licence verification location	
Briefing and first-shot time	
Noise contact / complaint phone	
Emergency assembly and access route	
Approved visitor traffic route	
Council/regulator approval references	
Insurance expiry and notification contact	
Club return, deposit and payment dates	

D2. Readiness certificate

Requirement	Y/N/NA	Evidence / reference
Signed agreement and all schedules held by Club	☐	
Committee final approval recorded	☐	
All conditions precedent satisfied	☐	
Approvals, sanctions and insurance current	☐	
Named responsible persons/deputies confirmed	☐	
Risk, emergency, medical, traffic and noise plans briefed	☐	
Range/course/equipment inspection complete	☐	
Sign-in, licence check and records systems ready	☐	
Competitor instructions issued	☐	
Stakeholder contacts and escalation tree tested	☐	
Financial controls and payment systems confirmed	☐	
Weather/fire/closure conditions acceptable	☐	

Final decision	Name / role	Signature	Date/time
☐ PROCEED ☐ HOLD ☐ CANCEL			

D3. Close-out record

Field	Information to be supplied
Actual attendance and entries	
Incidents, near misses, complaints and notifications	
Range/site damage and restoration	
Financial reconciliation and amount due/paid	
Records received and stored	
Stakeholder feedback	
Corrective actions, owner and due date	
Committee acceptance / further action	



PART E — CONDITIONAL VENUE & RANGE USE AGREEMENT

EXECUTION REQUIREMENT

This template must be completed and tailored before signature. For an external organiser or material event, obtain independent NSW legal advice. Final approval occurs only when the agreement is signed, conditions precedent are satisfied and the Committee issues the readiness approval.

This Agreement is made on ____ / ____ / ____ between:

Club	Newtec Pistol Club Incorporated, ABN/incorporation no. _____, of _____ ("Club")
Organiser	_____, ABN/ACN/incorporation no. _____, of _____ ("Organiser")

1. Event and documents

The Club grants the Organiser a personal, limited, revocable permission to use the areas and times stated in Schedule 1 solely for the Event. The Agreement includes its schedules, approved proposal, Committee conditions, approved plans, Club rules and applicable approval conditions. If documents conflict, the order of precedence is: law and lawful directions; firearms/range/development approvals; this signed Agreement and special conditions; approved plans; proposal; organiser materials.

2. Conditions precedent

No access or event right arises until the Club confirms in writing that all conditions precedent are satisfied, including payment of deposits, insurance acceptance, approvals and sanctions, named personnel, risk/emergency plans and Committee readiness approval. Advertising before that confirmation must state "proposed, subject to Newtec approval" unless the Club approves other wording.

3. Control of premises and event

The Club retains possession and overall control of the premises. The Organiser controls event administration only within this Agreement. The Club may give reasonable safety, compliance, security and property directions. A Range Officer's cease-fire direction is immediate and final for the affected operation. The Club may refuse admission or remove a person consistently with law, safety and Club rules.

4. Compliance warranty

The Organiser warrants that it and its personnel will comply with all applicable laws, approvals, sanctions, rules, approved plans and directions; will not conduct an unauthorised activity; and will promptly disclose any actual or suspected breach, investigation, loss of approval or material change.



5. Organiser obligations

- provide competent, adequately resourced personnel and deputies;
- verify competitor eligibility and cooperate with Club licence/permit checks and sign-in controls;
- deliver the event only within approved disciplines, range conditions, times, capacities and plans;
- protect participants, volunteers, neighbours, property, information and the Club's reputation;
- maintain emergency, medical, traffic, noise, safeguarding, integrity, security and incident controls;
- obtain and maintain every approval, sanction, consent and insurance allocated to it;
- pay all agreed amounts and unauthorised costs;
- keep accurate entry, financial, operational and incident records and provide required copies;
- prevent unauthorised representations, subcontracting, commercial activity, filming and use of Club marks;
- leave the premises clean, secure and undamaged and report defects immediately.

6. Club obligations

- provide the agreed areas and Club-controlled services, subject to safety, law, approvals and force majeure;
- identify applicable Club rules and known site constraints;
- appoint the Club delegate and Range Officer functions allocated to the Club;
- process decisions and reasonable approval requests in good faith, without guaranteeing approval or event success;
- account for amounts it receives as stated in Schedule 2.

7. Fees, revenue and records

The Organiser pays the fees, deposit, bond, cost recoveries and revenue share in Schedule 2. Unless Schedule 2 states otherwise, the Organiser is merchant of record, bears refunds/chargebacks/taxes and must not use the Club's accounts or ABN. Within ____ business days after the Event it provides a reconciliation and pays all amounts due. The Club may audit relevant records on reasonable notice for ____ years.

8. Insurance

The Organiser must maintain the policies and limits in Schedule 3 from commencement of planning until all liabilities are resolved, with reputable insurers and the Club's required interests noted. Evidence must be provided before access and on request. The Organiser must not do anything that prejudices cover and must immediately notify cancellation, material change, claim or circumstance. Insurance does not limit liability.

9. Risk, indemnity and proportionate responsibility

To the maximum extent permitted by law, the Organiser indemnifies the Club, its officers, members and volunteers against loss, liability, claim, damage and reasonable cost arising from the Organiser's breach, negligence, unlawful act, personnel, participants, contractors or event operations, except to the extent caused by the negligence or wilful misconduct of the indemnified party. The parties intend liability to be allocated consistently with applicable proportionate-liability legislation. This clause must be legally reviewed for the particular event and insurance arrangements.



10. Damage, security and hazardous matters

The Organiser is responsible for loss or damage caused by its event community, excluding fair wear and Club-caused damage. It must not alter the range or premises; store firearms, ammunition, fuel or hazardous goods; issue keys; or install equipment without written approval. Firearms and ammunition remain in lawful custody and storage. The Club may apply the bond to verified costs and provide an account.

11. Safety, suspension and cancellation

The Club may immediately suspend an activity where it reasonably considers there is a safety, firearms, approval, insurance, security or serious conduct risk. The Organiser must comply and may not resume until authorised. The Club may terminate for material breach not remedied within a reasonable notice period, or immediately where remedy is impossible or delay creates material risk. Schedule 2 states cancellation/refund consequences, including weather, regulatory direction, force majeure and insufficient entries.

12. Incidents, notifications and cooperation

The Organiser immediately reports serious incidents, injuries, firearm or ammunition loss, Police attendance, approval breaches, complaints likely to escalate, privacy incidents and insurer-notifiable circumstances. It preserves evidence, cooperates with the Club and authorities, and makes no admission or public statement for the Club without authority. Statutory reporting is not delayed by internal approval.

13. Conduct, integrity and safeguarding

The Organiser enforces the Club Code of Conduct and applicable sport-integrity, anti-bullying, discrimination, child-safeguarding and complaints requirements. Retaliation is prohibited. The Agreement does not prevent any person contacting Police, a regulator, Sport Integrity Australia or another lawful body.

14. Privacy and confidentiality

Each party complies with applicable privacy law and the Club Privacy Policy. Personal information is collected only as necessary, secured, disclosed only for authorised purposes and retained/disposed of appropriately. Licence information is not copied unless lawful and necessary. Security-sensitive range, firearm, key and access information is confidential. Mandatory disclosures and protected reporting are permitted.

15. Intellectual property, branding and media

Each party retains its existing intellectual property. The Organiser receives no right to use the Club's name, logo or imagery except as expressly approved in writing. Event results, photographs, livestreams, sponsorship branding and participant consents are governed by Schedule 4. Nothing implies endorsement beyond the approved event relationship.



16. Personnel, contractors and assignment

The Organiser is responsible for its personnel and contractors and must verify qualifications, licences and child-related clearances where required. It may not assign, sublicense or subcontract a material obligation without written Club consent. Consent does not release the Organiser from responsibility.

17. Complaints and disputes

Operational safety directions are obeyed first and disputed later. Other disputes are escalated to the named representatives, who meet in good faith within five business days. If unresolved, the parties consider mediation in NSW before proceedings, except for urgent relief, debt recovery, statutory rights or regulator action. Club membership disciplinary matters remain governed by the Constitution and natural justice.

18. Notices

Notices are in writing to the representatives in Schedule 1 and are taken received when delivered personally, or when email delivery is recorded without failure during business hours (otherwise next business day). Emergency operational messages may use the nominated mobile but must be confirmed in writing.

19. General

- NSW law governs and NSW courts/tribunals have jurisdiction.
- Changes must be in writing signed by authorised representatives; operational plans may be approved through the documented variation process.
- A waiver must be written and is limited to the occasion.
- If a term is invalid, it is read down or severed without affecting the remainder.
- This Agreement and incorporated documents are the entire agreement about the Event; fraud and statutory rights are unaffected.
- Clauses intended by nature to survive do so, including payment, records, confidentiality, indemnity, damage, dispute and accrued rights.
- Electronic counterparts and signatures may be used where lawful and accepted by the parties.

Execution

For Newtec Pistol Club Incorporated	For the Organiser
Name: _____	Name: _____
Position/authority: _____	Position/authority: _____
Signature: _____	Signature: _____
Date: _____	Date: _____
Witness (if required): _____	Witness (if required): _____



PISTOL CLUB

NEWTEC PISTOL CLUB | MATCH & EVENT MANAGEMENT PACK

DOCUMENT REFERENCE: NPC-OPS-PAC-002 | APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL)

AGREEMENT SCHEDULES

Schedule 1 — Event, premises and representatives

Field	Information to be supplied
Agreement/event number	
Event name and sanction	
Dates, access and operating hours	
Permitted areas/ranges and exclusions	
Attendance/vehicle/entry caps	
Approved activities, firearms, calibres and targets	
Club representative and notice details	
Organiser representative and notice details	
Match Director / Chief Range Officer	
Emergency and after-hours contacts	
Conditions precedent deadline	
Special conditions	

Schedule 2 — Financial and cancellation terms

Field	Information to be supplied
Venue/range fee	
Deposit and security bond	
Per-entry/revenue share	
Cost recoveries and Club-provided services	
Payment dates and account details	
GST/tax position	
Refund/chargeback responsibility	
Cancellation by organiser	
Cancellation/suspension by Club	
Weather/regulatory/force majeure allocation	
Reconciliation and audit period	

Schedule 3 — Required insurance

Policy	Minimum limit / terms	Evidence due
Public liability		
Participant liability/firearms cover		
Workers compensation/personal accident		
Professional indemnity		
Property/equipment/motor/cyber		
Interested party/additional insured wording		

Schedule 4 — Approved plans and rights

Document / right	Version/date	Approved by
Event proposal and budget		
Risk/safety/emergency/medical plan		
Traffic/parking and noise plan		
Course of fire/range plan		
Communications and stakeholder plan		
Branding, sponsorship, media and results rights		



NEWTEC PISTOL CLUB | MATCH & EVENT MANAGEMENT PACK

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Document / right	Version/date	Approved by
Privacy, integrity and safeguarding plan		



PISTOL CLUB

NEWTEC PISTOL CLUB | MATCH & EVENT MANAGEMENT PACK

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PART F — REFERENCES & STAKEHOLDER CONTACTS

Primary regulatory references

- NSW Police Firearms Registry — Firearms Act 1996, Firearms Regulation 2017, Club Approvals, Range Approvals and Range Users Guide.
- NSW EPA — Protection of the Environment Operations Act 1997, applicable noise regulation and Noise Guide for Local Government (including outdoor shooting ranges).
- Lake Macquarie City Council — current planning, event, noise, traffic, food, temporary structure and road-reserve requirements; existing development consent for the site.
- Transport for NSW and SafeWork NSW — current public-road traffic-management and traffic-control qualification requirements where applicable.
- Newtec Constitution, approvals, Standing Orders and Policies, and controlled policy/form suite.

Key contacts — verify before each event

Organisation	Current contact / purpose
NSW Police Firearms Registry	Customer Service 1300 362 562; Clubs Unit clubs@police.nsw.gov.au; Range Unit franges@police.nsw.gov.au (mark "Attention Range Inspector")
Lake Macquarie City Council	Use current Council customer service/planning/event contact published at www.lakemac.com.au; record officer, advice and reference number.
NSW Amateur Pistol Association	admin@nswapa.org.au (02) 8736 1234 www.nswapa.org.au
Target Pistol Australia (Pistol Australia)	pistol@pistol.org.au (02) 6281 1303 www.pistol.org.au
Shooting Australia	office@shootingaustralia.org 0429 594 642 www.shootingaustralia.org
Sport Integrity Australia	contactus@sportintegrity.gov.au 13 000 27232 www.sportintegrity.gov.au
Emergency	000 — Police, Fire or Ambulance
Club contacts	President: _____ Secretary: _____ Captain: _____ Event Delegate: _____

CONTACT DISCIPLINE

The organiser must not assume that one stakeholder will notify another. Direct communications must be planned, assigned, sent and logged. Material advice is obtained or confirmed in writing. Contact details and regulatory requirements are checked at the start of every event cycle.

Revision and adoption

Version	Date	Status / change	Approved by
1.0	21 July 2026	Initial development issue; subsequently approved	

Committee adoption date	Motion / minute reference	Review date

End of controlled document.



AUTHORITATIVE DOCUMENT CONTROL RECORD

Document reference	NPC-OPS-PAC-002
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Minute reference	july26meeting
Owner	Public Officer/Secretary
Next review	01/10/2027
Status	APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL)

Control note: This authoritative record replaces all earlier non-current control labels in this file. The document is approved and current, and is scheduled for review and updating, not withdrawal.



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