

HVNZDA Key lease agreement

Conditions:

- All persons utilising the Kaitoke range must read and comply with the current Range Standing Orders and all club rules;
- All members are required to complete the online Kaitoke induction / range safety course, <https://safershooting.co.nz/club-inductions/>
- Keys may not be used by anyone except that member that the key was issued to or their family members as specified on joining. The loaning of keys to non-HVNZDA members is strictly forbidden as it voids our lease agreement and range lease conditions unless authorised by the committee.
- Key holders are fully responsible for anyone accompanying them on the range at all times. HVNZDA does not accept any liability for individual behaviour on the range at any time.
- **No firearms are to be used BEFORE 08:30 any day of the week** out of respect for our neighbours.
- Shooting after dark is not permitted under any circumstances.
- All firearms used must comply with the RSO's. See **"7 - Restrictions" for a full explanation**. Rifles up to and including any Calibre with a muzzle energy rating of 7500 Joules (approx.. 5532 ft-lbs) maximum (ft-lbs = projectile weight (grs) x velocity (FPS)).
- Tracer, incendiary or AP ammunition is not permitted at any time.
- Users should direct their shots into the backstops provided. Shooting at targets on the range floor may cause ricochets that could leave our templated area.
- Do not shoot at glass or items that leave shards or non-decomposable debris. E.g. bottles, TVs, computers.
- When shooting shotgun aerial targets, direct all shot away from the creek to minimise lead contamination and remove all wads and empty shells.
- Do not shoot at steel targets closer than 50 yds. with any calibre (This differs from RSO's for club use)
- **Please take away all rubbish**. This includes food rubbish as it attracts wasps and vermin.

Range conduct:

- At all times, one licenced HVNZDA shooter must act as Range Officer (see RO duties and commands).
- On non-booked days, all shooting must be performed from behind the red line.
- Alcohol is not permitted on the range during shooting events.
- Be respectful of other range users and obey the RO at all times.
- Do not handle firearms (including bagging, un-bagging, scope adjustment, cleaning etc.) when the range is closed and especially when people are forward of the red line.
- Unlicenced shooters must be directly supervised by a FAL holder when shooting.
- Any incident must be reported to the HVNZDA CRO & Committee ASAP.

RO Duties (Casual range use)

The range Officer shall:

- Be familiar with the current RSOs.
- Control the range at all times.
- Inspect firearms to ensure they are clear before allowing people forward of the red line.
- Ensure that targets being used comply with requirements.
- Ensure that users take away their rubbish.
- Monitor users so that regular breaks are provided for target checks and set up.
- Utilise the following commands as appropriate:
 - **Range Open:** Ok to handle firearms and commence shooting
 - **Cease Fire & Show clear:** Shooters to immediately cease fire, unload firearms and wait for inspection of firearms.
 - **Range Closed:** Cease firing, no handling/adjustment of firearms or scopes.
 - **Clear to go forward:** Typically used after Range Closed.

New Key Serial #

HVNZDA Key lease agreement 2018/19

Range cards are available at NZDA Hutt Valley Branch Inc. Club Nights (3rd Wednesday of each month).

Fees: \$20 which is automatically added to all membership levels.

Keys must be returned immediately if membership ceases.

Declaration:

I have read the agreement and will make myself familiar with the current RSO's. I agree to comply with all terms and conditions as prescribed by the NZDA Hutt Valley Branch Inc. Committee and conduct my activities on the Kaitoke range in an appropriate manner at all times. I will return the key immediately if I cease to be a financial member, no longer hold a valid firearms licence or am directed to by HVNZDA or pay a **\$20 penalty (A \$20 fee will also apply for lost / damaged range cards)**.

Date of key issue:	
Name:	
Address:	
Cell phone:	
Email Address:	
Firearms License number and expiry date:	
Vehicle Registration number:	
Alternate/Emergency Contact name & number	
Have you completed the Hutt Valley induction / range safety course?	Please bring a copy of your certificate to the club meeting.
Signature:	

For internal club use:

Firearms license number; expiry and HVNZDA range safety certificate checked by (please initial):

Wild Apricot invoice number:

Amount of cash received: \$

Old Key Serial Number (if applicable):

RANGE STANDING ORDERS

Range Name: Hutt Valley New Zealand Deerstalkers Association

DATE: 15/07/2017

Range Standing Orders are written to ensure all **Club Members and users are aware** of the conditions that apply to these ranges.

Safety MUST be your prime consideration when using the Hutt Valley NZDA Ranges

All persons not involved in the match being shot are to remain at least 1m behind the shooting line or starting position and must remain quiet so as not to interfere with the giving of instructions by any Range Officers

1. INTRODUCTION:

- [a] This document has been raised pursuant to the requirements of Range Approval as vested in the Commissioner of Police and delegated by him to appointed Range Inspecting Officers of Pistol NZ.
- [b] These orders are applicable to **ALL PERSONS** who enter the property administered by the **Hutt Valley NZDA**. These orders are to be promulgated to all **Hutt Valley NZDA** members and all other user organisations. A Copy of these orders are to be permanently displayed on the club notice board.
- [c] The use of handguns is **PROHIBITED** unless the ranges are under the sole control of a NZ POLICE approved Pistol Club or Organisation

2. General:

- The **Hutt Valley NZDA** Management Committee is responsible for the control of the **Hutt Valley NZDA** Range complex. All users of the ranges are to read these Orders in conjunction with the above references.

3. Responsibility:

- The Committee of The **Hutt Valley NZDA** is responsible for the Administration, Allocation, and ongoing maintenance of all the Club Ranges.

4. Location:

- The range complex is located at Topo50 Map No BP33
 - NZTM Reference: E 1783590 N 5448974
 - NZGD2000 Ref: E175.185860 S41.089798

5. Range Safety:

- [a] Safety of the range is the responsibility of all range users.
- [b] The Range Officer is responsible for ensuring that the range is safe prior to use.
 1. That the bullet catcher is in good repair.
 2. That the targets are approved for use on the range.
 3. Ammunition restrictions are adhered to.
 4. That there is no activity in the danger area.
 5. That hearing & eye protection is used by all range users.

6. Range Layout

- The complex has One (1) range.
 - **Range 1. 200 metre Outdoor "Limited Danger Area Range"**

7. Restrictions:

- The ranges are restricted to the firing of the following firearms:
 - **Range one**
 - [a] Pistols up to and including .50 Calibre
 - [b] Rifles up to and including any Calibre with a muzzle energy rating of 7500 Joules (approx.. 5532 ft-lbs) maximum (ft-lbs = projectile weight (grs) x velocity (FPS))
 - [c] Lever Action Rifles up to and including .45 Calibre
 - [d] Black Powder (Muzzle Loading) pistols up to and including .58 Calibre.
 - [e] Black Powder (Muzzle Loading) rifles up to and including .75 calibre
 - [f] Shotguns up to and including 8 gauge

No one is to advance beyond the Red Line marked on the shelter floor, benches and mound borders until ALL FIRING HAS CEASED.

When firing from the uncovered Firing Line in front of the covered area the area behind is closed for firing.

IMPORTANT NOTE:

All range users are to ensure that in the interests of safety, targets are placed so as to ensure all rounds are fired into the 100m or 200m approved backstop in an effort to reduce the possibility of ricochets. Targets placed at 25/50/75m lines are to be elevated to ensure rounds are captured by the appropriate backstop

No firearms that have had alterations or modifications made to them that make them illegal or unsafe may be used on these ranges at any time.

No Firearms that are held against a "C" Category firearms Licence may be used on these ranges at any time.

8. Priority of Use:

- ⌘ The following is the order of priority for the use of the **Hutt Valley NZDA** ranges and no other individual may use the range unless they are fully authorised members of one of the associations listed below.
 - [a] **Hutt Valley New Zealand Deerstalkers Association**
 - [b] Kaitoke Pistol Club Inc & invited Members of Pistol NZ (PNZ).
 - [c] NZ Antique Arms Association – Wellington Branch
 - [d] Wellington Service Rifle Association
 - [d] Members of the NZ Police for firearms training
 - [e] Other users as approved by the **Hutt Valley NZDA** Club Committee.
- ⌘ The range is not to be allocated for use by non-members or non-affiliated organisations without the express authority of the President of the **Hutt Valley NZDA**.

9. Red Range Flags - Warning Signs

- ✘ Red range flag ***MUST be*** positioned at the following point and is to be hoisted prior to commencement of any live firing:
 - [a] Main flag Pole
 - [b] Warning signs are to be placed at the:
 - [1] Access road to the range,
 - [2] Forestry Road surrounding the range.

10. Appointments:

- ✘ The following person will be required at any live shoot:
 - [a] Qualified Range Officer
 - [b] Any other Safety Officer as may be necessary or required by match rules.

11. Safety Rules:

THE FOLLOWING SAFETY RULES ARE EMPHASISED.

- ✘ When a Range is in use it shall at all times be under the control of a Range officer, whose authority is absolute and all persons on the Range shall act under his or her direction.
- ✘ The Range Officer shall be responsible for the observance of these rules and for the reporting of any breach to the Club Committee without delay.
- ✘ Firearms are not to be handled unless under the control of a Range Officer or in an approved and designated Safety Zone.
- ✘ No pistol shooting shall take place on the range except under the control of a range Officer holding the appropriate Range Officer qualification.
- ✘ Loaded firearms must be pointed down-range at all times.
- ✘ Do not leave firearms unattended at any time.
- ✘ Firearms that are not your own are not to be touched without owners consent.
- ✘ Firearms are not to be loaded unless under the direct control of a Range Officer.
- ✘ Firearms are not to be handled while people are forward of the firing line.
- ✘ Pistols are not to be placed loaded in a holster unless the shooter is holster qualified and then only under the direction of a qualified Range Officer.
- ✘ No firearm may be removed from the firing point until it has been checked and verified by the Range Officer as being clear.
- ✘ All new members or members without a "B" endorsement on their firearms licence must be under the direct (one on one) supervision of a member with a "B" endorsement on their firearms licence.
- ✘ Pistols must be cased or holstered with rifles and Shotguns covered, not carried in the hand, at all times when moving about the range, unless under the control of a Range Officer except as part of an action match.
- ✘ Where a Safety zone has been declared, firearms may be cleaned, repaired or tested by cycling or dry firing ONLY in such zone. Ammunition or anything resembling ammunition including dummy or drill rounds is ***NOT PERMITTED TO BE HANDLED*** in any Safety zone ***UNDER ANY CIRCUMSTANCES***.

12. Application of Range Instructions

- ✘ All users of the **Hutt Valley New Zealand Deerstalkers Association Hutt Valley NZDA** Range are subject to these Range Stand Orders. **(THERE ARE NO EXCEPTIONS)** User organisations permitted use of these facilities will have use approvals withdrawn if they do not adhere to these Range Standing Orders.

- ✘ It is the responsibility of the executive members of the Club or Organisation using the range to ensure that all users are familiar with these Range Standing Orders.

13. Moving Targets

- ✘ For moving targets at ranges of 25 metres or closer, left and right arcs are to be indicated by brightly painted posts. Firing outside of these arcs is strictly prohibited.

14. Individual Discipline Safety Rules

- ✘ Individual safety rules for each discipline are to be complied with in conjunction with existing rules for the operation of the ranges of the **Hutt Valley New Zealand Deerstalkers Association**.

15. Ammunition Restrictions

- ✘ The following ammunition must **NOT** be used on any range administered by the **Hutt Valley New Zealand Deerstalkers Association** as certified by the Pistol New Zealand.

- [a] Tracer Ammunition
- [b] Incendiary Ammunition
- [c] Armour Piercing Ammunition.
- [d] Explosive ammunition (all types)
- [e] Steel shot on steel targets.

16. Inability to Contain Shots within Cone of Fire.

- ✘ If for any reason any shots fired fall outside the Cone of Fire the following procedure is to occur.
The Range Officer is to:
 - [a] Halt all firing and identify the shooter responsible.
 - [b] Observe that shooter's next shot and if it falls within the Cone of Fire allow that shooter to continue firing.
 - [c] If the observed shot does not fall within the Cone of Fire, the shooter is to be provided with a suitable coach with the intention of bringing the spread of the next five shots to within the Cone of Fire.
 - [d] Shooters who are unable to achieve the Cone of Fire within the five shots are to be prevented from further firing. Shooters prevented from firing in this way may resume firing following the completion of a club approved training program with the firearm.

17.1 Cone of Fire Pistol: (Approved Pistol Clubs Only)

- The Pistol Cone of Fire for this range is 1.3 degrees, (23mils).
- At 20 metres 454mm radius (907mm dia).
- At 25 metres 567mm radius (1134mm dia).
- At 35 metres 794mm radius (1588mm dia).
- At 50 metres 1134mm radius (2268mm dia).

17.2 Cone of Fire Rifle:

- The Rifle Cone of Fire is 1.125 degrees, (20mils)
- At 20 metres 393mm radius (785mm dia).
- At 25 metres 491 mm radius (981mm dia)
- At 35 metres 687 mm radius (1374 mm dia)
- At 50 metres 981mm radius (1963mm dia).
- At 100 metres 1963mm radius (3926mm dia).

17. Steel Plate Targets.

- ✘ ONLY Approved steel plate targets may be used on the **Hutt Valley NZDA** Ranges.
- ✘ All steel targets to be approved by the Club safety Officer Prior to use.
- ✘ The MINIMUM distance permitted for engaging a steel target is:
 - ✘ 7 metres IPSC Handgun.
 - ✘ 10 metres for IPSC shotgun.
 - ✘ 50 metres for Centre fire rifle.
 - ✘ 5 metres for CAS pistol.
 - ✘ 8 metres for CAS shotgun.
 - ✘ 12 metres for CAS Rifle (Pistol Calibre).
- ✘ All non-reactive steel plate targets to be set at a forward sloping angle of 15 Deg from the vertical to reduce the possibility of ricochets.

18. New Target Systems

- ✘ Only targets approved by the **Hutt Valley NZDA** committee are permitted to be used on club ranges.
- ✘ Targets involving steel or material other than soft targets, may be used on a specified range or ranges as advised by the committee.
- ✘ The Range Officer officiating ensures that the target system is set so that no projectiles can escape the approved Hutt Valley NZDA template or the approved cone of fire for the target or targets.

19. Accident Procedures:

- ✘ Following an accident the following procedure is to be followed:
 - [a] Cease Firing
 - [b] Render first aid or evacuate the injured to the nearest medical facility.
 - [c] Advise the club President or Vice President

Accidents involving a firearm

- [a] Cease Firing
- [b] Render first aid or evacuate the injured to the nearest medical facility.
- [d] Make no attempt to remove or strip the firearm
- [e] Advise the Police.
- [f] Advise the Club President or Vice President.
- [g] Advise Executive Officer Pistol New Zealand.

NOTE

It is important that all users are aware of sect-20 Accident procedures and fully comply with this procedure in the case of any accident involving a firearm.

20. Medical:

- ✘ First Aid facilities are available at the shelter during events.
- ✘ **In a Medical Emergency Dial 111 and ask Ambulance Assistance.**

21. Fire Precautions:

- ✘ A fire permit must be obtained from the local authority before any fire is contemplated.
- ✘ All precautions are to be taken to reduce the possibility of fire in buildings and the surrounding grounds.
- ✘ **In the case of fire Dial 111 and ask for Fire Brigade Assistance.**
- ✘ All reasonable precautions are to be taken against fire and all fires are to be extinguished as quickly as possible.

22. Range Clearance:

- ⌘ All users are to ensure that all range rubbish, including used targets, ammunition boxes etc., is removed from the range and placed in the main rubbish bin.
- ⌘ **Rubbish is not to be left on the range as can easily become a fire hazard.**

23. Unauthorised Use of the Range Complex

- ⌘ Any Individual or organisation given use of the Range Complex will have been provided with written authority from the Club. Any individual or Organisation unable to provide this approval as proof of authority must be asked to leave the property immediately.
- ⌘ Any refusal to leave should be reported to the Police as soon as Possible.

24. Domestic Animals

- ⌘ Domestic animals only permitted on the range with the approval of the duty range officer and must remain on a leash at all times.

25. Children

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

26. Eye and Hearing Protection.

- ⌘ **All** members and visitors to the club are to wear appropriate personal protective equipment as required by their shooting discipline at all times with the exception of within the clubhouse and carpark.

27. Air Danger Height.

- ⌘ An air danger height of 350 Metres applies to the **Hutt Valley NZDA** range complex.
- ⌘ If aircraft are seen to be approaching the club in a manner that may see them fly over the club property whilst live firing is in progress, the **DUTY RANGE OFFICER** must immediately call for a stop to all shooting until the aircraft clears the area.

28. Amendments.

- ⌘ Any amendments made and approved by the **Hutt Valley NZDA** committee to these Range Standing Orders once approved by the Range Development Committee shall be promulgated on the Club Notice board and forwarded to all users named on the distribution list.

President
Hutt Valley New Zealand Deerstalkers Association.

Date: 7/08/2017

DISTRIBUTION LIST:

1. All **Hutt Valley New Zealand Deerstalkers Association** Members.
2. Kaitoke Pistol Club Members.
3. NZ Antique Arms Association – Wellington Branch.
4. Wellington Service Rifle Club Members.
5. Club Notice Board. (Main Club Rooms)
6. Pistol NZ Range Certification File.
7. All range user Groups