

RANGE STANDING ORDERS

- 1 HUTT VALLEY NEW ZEALAND DEERSTALKERS ASSOCIATION
 - 2 Kaitoke Range, Kaitoke Summit Road, State Highway 2
 - 3 RSOs Date: 25th April 2023
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Purpose: These Range Standing Orders are required to ensure that range users are aware of the conditions that apply to the Kaitoke Range Complex and that all necessary precautions are taken to prevent accidents to range users and to prevent danger to the public.

4 INTRODUCTION

The Kaitoke Range is situated on Kaitoke Summit Road, off State Highway 2, approximately 13kms north of Upper Hutt.

The Hutt Valley New Zealand Deerstalkers Association (NZDA) Committee is the Shooting Range Operator for the Kaitoke Range.

The Range land area is leased from and approved for use by the Greater Wellington Regional Council.

The legal description for range land area is Block XV, Akatawara, Kaitoke.

Range 1 is certified as a 'Reduced Danger Area' range. Refer to Annex B - Range Danger Area.

Range 2 is certified as a No Danger Area range.

These orders apply to ALL PERSONS who enter the range property for the purpose of shooting.

A laminated copy of these Range Standing Orders will be displayed on the notice board in the range shelter (Range 1) and pistol range entrance (Range 2).

All range users are to read these standing orders.

Hours of operation: Monday to Sunday 0830 to dusk.

The range security gates will be locked at all times unless authorized by the SRO.

Members must swipe in at the entry gate. Access FOBs will only be issued to suitably trained members of HVNZDA.

Visitors to Range 2 must sign in for the pistol range. Visitor log will be at the pistol range (Range 2)

Access and use of this range is for Hutt Valley NZDA Club members, approved user groups and visitors.

Firearms may only be handled at this range complex under the following circumstances:

- a) In the designated and approved safety zone or designated load and unloading tables
- b) On the range under the supervision of a range officer or other approved match official.

5 RESPONSIBILITIES

The Shooting Range Operator is the Hutt Valley NZDA Club Inc committee.

The Hutt Valley NZDA Club Inc management is responsible for the administration, allocation, and ongoing maintenance of all ranges, and are also responsible for ensuring that all members are familiar with and abide by these Range Standing Orders.

6 COMPLIANCE WITH RANGE STANDING ORDERS (RSOs)

All users of the range are subject to and must comply with these RSOs.

All users permitted to use the Kaitoke Range will have their permission withdrawn if they do not adhere to these RSOs.

7 RANGE LOCATION

The range is located at:

Remutaka Incline, Kaitoke Summit Road, State Highway 2, Upper Hutt
NZGD2000 map BP33 FEATHERSTON.

Grid Reference: E1783590 N5448974 (Clubrooms)

8 APPROVED RANGE USERS AND PRIORITY OF USE.

The following is the order of priority for the use of the Hutt Valley NZDA Club ranges. No person may use the range unless they are an authorised member of one of the associations listed below or they are an individual who has the permission of the SRO:

Hutt Valley NZDA Club

Kaitoke Pistol Club

Porirua Pistol Club

Wellington Service Rifle Association

Wellington Antique Arms

Green Mountain Boys

Disaster Preparedness Ltd

Other users such as: NZ Police, GWRC Biosecurity teams, NZDA other branches, on a case-by-case basis, as approved by Hutt Valley NZDA Committee.

9 WARNING FLAGS AND DANGER SIGNS.

The location of the main range warning flag is at GR: E1783589 N5448973

The main entrance range warning flag is to be raised prior to the range opening.

The Range status "Danger live firing in progress" warning sign is located at range entrance gate at GR: E1783666.32 N5449025 and shall be displayed prior to the range opening.

2 x Danger area perimeter warning signs are located on the forestry road surrounding the range.

The warning flag must be lowered, and the range status sign not displayed when the range is closed for the day.

Minimum flag size is 1200mm x 600mm.

Refer to the Annex B for the locations of all warning flags and signage.

10 DESCRIPTION OF THE RANGE RESTRICTIONS AND CONDITIONS OF USE

A range danger area map is shown on the map in Annex C

Restrictions:

Range 1. 200 metre multi discipline Reduced danger Area range.

Restrictions:

- Rifles up to and including 8mm with a muzzle energy less than 3,800 ft lbs (5,152 J).
- Rifles up to and including .338 calibre with a muzzle energy less than 5,500 ft lbs (7,480 J).
- Black Powder firearms up to and including .75 calibre with a velocity under 2,000 fps.
- Rifle firing pistol calibres up to and including .45 calibre with a velocity under 2,000 fps.
- Pistol up to and including .50 calibre with a muzzle velocity no greater than 1600 fps (488 m/s).
- Shotgun up to and including 12 gauge with a velocity under 2000 fps.

Range 1 - Conditions of use:

- This range is for down range shooting only.
- Rifles over 8mm must be shot from prone or bench, front support ONLY and loading the chamber when the rifle is on the aim ONLY.
- **Pistol:** Pistol shooting is restricted to and forward of the 50-metre pistol firing line. ***The use of pistols on Range 1 to be booked and approved by Kaitoke Pistol Club.***
- All pistol shooting is to be under Pistol NZ match rules

Range 2: 25 metre multi discipline No Danger Area range.

- Pistol up to and including .50 calibre with a muzzle velocity no greater than 1600 fps (488 m/s)
- Rifles including .223 (5.56), .300 ACC and 7.62 x 39 calibre with a muzzle energy no less than 1,694 ft lbs (2,297 J)
- Rifles (pistol calibres ONLY) up to and including .45 calibre with a maximum muzzle velocity under 2,000 fps
- Shotguns up to and including 12 gauge with a velocity under 2000 fps.

Range 2 – Conditions of use

- Centre fire rifles over 2000 fps are to engage soft targets only.
- Steel targets are to be placed as close as practical to the backstop or are to have mobile bullet catchers.
- The Officer on Duty/Range Officer has the responsibility to ensure that any target set-up is deemed safe and complies with the range approval specifications.

Note: All pistol shooting must be conducted under Pistol NZ rules

11 RANGE SAFETY ROLES

The range will not operate unless:

There is a Range Officer/Officer on Duty, who hold a firearms licence and has been appropriately trained in shooting range safety management and is on duty to supervise live fire.

The Range Officer/Officer on Duty has been inducted onto the range and the specific discipline they are supervising.

The Shooting Range Operator will keep a record for each year ending 30th June of all persons who have been trained and perform the role of Officer on Duty, including their name and firearms licence number as evidence of what training was delivered.

There are other Safety Officers as may be necessary for additional supervision or required by match rules.

12 RANGE SAFETY RULES

The range safety rules, for individual shooting disciplines, are to be followed in conjunction with these RSOs.

Safety on the range is the responsibility of all range users.

The following safety rules must be adhered to at all times:

- No firearm may be loaded unless the shooter is at the firing line and then only when the "load" command has been given by the Range Officer.
- Firearms may only be loaded when they are pointing down range.

- Firearm actions must remain open at all times except when commanded to load at the direction of the Range Officer/Officer on Duty.
- A 'Chamber Safety Flag' must be inserted in the chamber for all rifles (excluding .17 calibre) at all times while on the range complex except after the command to remove, prior to loading and firing or in the safety zone where firearms are being cleaned, repaired or tested.
- A Chamber Safety Flag must be inserted in the chamber for semi-automatic, pump and lever action shotguns prior to the range being closed by the Range Officer/Officer on Duty. Break open shotguns are exempt from the use of a Chamber Safety Flag but must remain open when commanded by the Range Officer/Officer on Duty.
- No person shall handle another person's firearm unless permission is given by the owner or directed to by the Range Officer/Officer on Duty.
- No firearm shall be left unattended.
- No smoking on the firing line.
- The Range Officer/Officer on Duty is responsible for the compliance of these rules and for the reporting of any breach to the SRO without delay.
- Firearms are not to be handled unless under the control of a Range Officer/Officer on Duty or in the approved and designated Safety Zone as shown on the range layout plan in Annex A
- No pistol shooting shall take place on the range except under the control of a Range Officer/Officer on Duty holding the appropriate Range Officer training for pistol.
- Firearms MUST 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 Range Officer/Officer on Duty.
- No firearm may be removed from the firing point until it has been cleared by the Range Officer.
- Pistols must be cased or holstered (if holster qualified) at all times when moving about the range, unless under the control of a Range Officer/Officer on Duty when shooting as part of an action match.
- Rifles and shotguns must be unbagged, with the action open, with a chamber safety flag inserted and pointed in a safe direction at all times when moving about the range including from and to vehicles in the carpark.
- The designated Safety Zone must be used for firearms to be cleaned, repaired or tested by cycling or dry firing **ONLY** in this zone. Ammunition or anything resembling ammunition including dummy or drill rounds is **NOT PERMITTED TO BE HANDLED** in any Safety Zone **UNDER ANY CIRCUMSTANCES**.
- The safety zone for Range 1 is the firearm rack at the rear of the firing line.
- The safety zone for Range 2 is behind the containers facing the berm.

- At any time, due to maintenance, adverse weather events, condition of the facilities or any other unforeseen circumstances the Shooting Range Operator can at their discretion close the Range.
- No rifles or ammunition to be permanently stored within the Range Complex.
- No sales, or trading of firearms or ammunition to be conducted within the range complex.

The Range has natural hazards that all users need to be aware of:

- a) soft areas after periods of heavy rain and winter conditions
- b) a creek, prone to flooding.

13 NEW AMMUNITION USE

If a new type of ammunition is proposed for use on the range, it must be approved by the Shooting Range Operator if considered safe to do so. Before inclusion in the RSO's, the requirement of Section 33 of these orders are to be adhered to.

Prohibited Ammunition. All ammunition prohibited by law. The following ammunition must not be used on any range administered by the Hutt Valley NZDA Club Inc:

- a) Air gun pellets containing steel / copper / tungsten inserts on steel targets.

14 TARGETS

Only approved soft and hard target types, approved by the Hutt Valley NZDA Club Committee are to be used on the range.

The Range Officer/Officer on Duty will ensure that targets are placed so that cone of fire is achieved, projectiles are captured by the bullet catcher and no projectiles escape the approved range danger area.

The standard centre height for soft targets is 1.2 metres.

Approved soft targets. Soft targets must be of a material that is easily penetrated by all calibres without ricochet or rebound. Materials include but are not limited to:

- Paper
- Cardboard
- Coreflute
- Pinex type plywood materials

Targets are to be placed at the target line as indicated on the range layout plan (Annex A).

15 STEEL TARGETS

ONLY approved steel plate targets may be used on the range which must be minimum grade Bisalloy, grade 450 or higher. (*Refer to PNZ Steel Target Safe Use Guide*).

All steel plate targets to be approved by the Range Officer/Officer on Duty prior to use.
All non-reactive steel plate targets are to be set at a forward sloping angle of 15° from the vertical to reduce ricochets.

No steel shot on steel targets

16 MOVING TARGETS

Portable clay pigeon throwers are not permitted on Range One at any time. Soft steel target spinners and frames designated for rimfire use are permitted if they are placed so that cone of fire is achieved, projectiles are captured by the bullet catcher and no projectiles escape the approved range danger area.

17 MINIMUM SAFE ENGAGEMENT DISTANCES

The MINIMUM distance permitted for engaging a steel target is:

(Refer to PNZ Steel Target Safe Use Guide).

- 7 metres IPSC Handgun
- 8 metres for IPSC shotgun
- 7 metres for .22 rimfire
- 50 metres for Centre fire rifle and shotgun solids
- 5 metres for CAS pistol
- 8 metres for CAS shotgun
- 12 metres for CAS Rifle (Pistol Calibre)

Ground splashback distance for pistol. 5 metres.

Ground splashback distance for high velocity rifle 15 metres.

18 EYE AND HEARING PROTECTION

It is recommended that all shooters and observers wear eye (recommended) and **ear protection (mandatory) at all times** while shooting is taking place.

When pistol shooting, it is mandatory to wear eye and ear protection at all times while shooting is taking place.

With the exception of within the range club room and carpark.

19 MEDICAL AND EMERGENCY

The first aid kit is located in the range shelter safety zone.

In a medical emergency Dial 111 and ask for Ambulance Emergency.

There is cell phone coverage at the range.

There is provision for a helicopter to land at the range site. Grid Reference: E1783589 N5448988:

Physical address: Remutaka Incline, Kaitoke Summit Road, State highway 2.

NZGD2000 Grid reference: E1783589 N5448988

20 ACCIDENT/INCIDENT PROCEDURE

Accidents not involving a firearm:

- Cease Firing
- Ensure the scene/situation is safe for all participants.
- Render immediate first aid and assess the need for evacuation of the casualty to the nearest medical facility or onsite recovery by emergency services.
- Assist emergency services to the site.
- Notify the Shooting Range Operator.

Accidents involving a firearm:

- Cease Firing.
- Ensure the scene/situation is safe for all participants. Make all firearms safe.
- Render immediate first aid and assess the need for evacuation of the casualty to the nearest medical facility or onsite recovery by emergency services.
- Secure the scene. Do not remove or alter the firearm related to the accident.
- Assist emergency services to the site.
- Report the incident, in person, to a member of Police as soon as reasonably practicable.
- Advise the Shooting Range Operator.

21 FIRE PRECAUTIONS AND PROCEDURES

A fire permit MUST be obtained from the local authority before any burning of waste is contemplated.

In the event of a fire:

Close the range immediately, clear all firearms and evacuate all personnel to the muster area sign on the driveway

Dial 111 and ask for Fire Emergency

Physical address: of the range is Remutaka Incline, Kaitoke Summit Road, State Highway 2.

Assist emergency services to the site.

All precautions are to be taken to reduce the possibility of fire in buildings and the surrounding grounds.

22 RANGE CLEARANCE

At the completion of the days shooting activities, all users are to ensure that all rubbish, including used targets, ammunition boxes, fired cases and shotgun wads etc., are removed from the range and disposed of in an appropriate manner.

All unwanted brass cases are to be placed into the bins provided.

The range warning flag is to be lowered at the completion of the days shooting activities.

23 UNAUTHORISED ASSESS AND/OR USE OF THE RANGE

Use of the range is through a booking system controlled by the SRO (Hutt Valley NZDA Club). See www.hvnzda.org.nz/RangeCalendar for bookings. If Range 1 is not booked it will be open to general approved member use.

Any individual or organisation given approval to use of the Range 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 practical.

24 CONE(S) OF FIRE (PISTOL/RIFLE)

The range cone of fire for these ranges are:

- pistol 23mil (1.3deg)
- Rifle 20mils (1.125deg)

CONE OF FIRE: Handgun and IPSC Shotgun: 1.3 degrees (23 mils) (Horizontal and Vertical)		
Distance (Metres)	Radius (Metres)	Diameter (Metres)
15	0.34	0.68
25	0.56	1.13
50	1.13	2.26
75	1.70	3.40
100	2.26	4.34
CONE OF FIRE: Rifle Up to 8mm: 1.125 degrees (20 mils) (Horizontal and Vertical)-STANDING		
Distance (Metres)	Radius (Metres)	Diameter (Metres)
25	0.491	0.981
50	0.981	1.963
100	1.963	3.926
200	3.926	7.851
CONE OF FIRE: Rifle Up to 8mm: 0.84 degrees (15 mils) (Horizontal and Vertical)-Sitting/Kneeling		
Distance (Metres)	Radius (Metres)	Diameter (Metres)
25	0.3.71	0.741

50	0.741	1.483
100	1.483	2.966
200	2.966	5.932
CONE OF FIRE: Rifle Up to .338:.056 degrees (10 mils) (Horizontal and Vertical)- Prone/Benchrest		
Distance (Metres)	Radius (Metres)	Diameter (Metres)
25	0.249	0.497
50	0.497	0.994
100	0.994	1.989
200	1.989	3.977

The Range Officer/Officer on Duty must be satisfied that a shooter has demonstrated their ability to achieve the cone of fire. (This may be from competition results or sighting in)

25 INABILITY OF THE SHOOTER TO ACHIEVE AND MAINTAIN CONE OF FIRE (CofF)

If for any reason any shots fired fall outside the Cone of Fire (CofF) the following procedure is to occur. **The Range Officer is to:**

- Cease all firing and identify the shooter responsible.
- Observe the shooter's next shot and if it falls within the CofF allow that shooter to continue shooting.
- If the observed shot does not fall within the CofF, the shooter is to be provided with a suitable coach with the intention of bringing the next round within the CofF.
- Shooters who are unable to achieve the CofF are to be prevented from further firing.
- Shooters prevented from firing may resume firing following the completion of a club approved training programme and a check to ensure they can achieve CofF.

26 UNLICENSED OR INEXPERIENCED SHOOTERS

Any unlicensed shooter must be under the immediate supervision of a licensed shooter when on the firing line and during live fire.

Immediate supervision: A licensed person must be close enough to the unlicensed shooter to take control of the firearm if required. The supervisor cannot be shooting at the same time.

When using pistols all shooters without a "B" endorsement on their firearms licence must be under the immediate supervision of a member with a "B" endorsement on their firearms licence.

Inexperienced shooters are to be mentored/coached by a more experienced licensed person.

The Range Officer/Officer on Duty will determine the level of supervision required for inexperienced shooters.

27 TEST FIRING

If modified firearms, or new ammunition types require testing, approval to test fire must first be given by the committee of the Hutt Valley NZDA Club Inc.

28 AIR DANGER HEIGHT (ADH)

ADH for the Kaitoke Range is 45 metres above the ground.

There is a glider airstrip to the right of the Kaitoke Range 1. The airstrip axis runs northeast / southwest. The airstrip is outside the Reduced Danger Area

All members and range users must be made aware that if an aircraft is seen approaching the range in a manner that may see them fly over the range property, including the range danger area, at a low level whilst live firing is in progress, the Range Officer must immediately call for a stop to all shooting until the aircraft clears the area.

29 RANGE MAINTENANCE PLAN

The Range Maintenance Manager is responsible for all day-to-day maintenance of the Kaitoke Range Complex. The Range Administration Manager will be responsible for all bookings, billing and general administration of the range complex. Both will report to the Range Management Committee.

The shooting club is required to have a schedule of maintenance checks, a maintenance plan and register of maintenance completed.

No shooting can take place if it is deemed that any dis-repair would impact the safe operation of the range or endanger any range users.

The Range Maintenance Manager (appointed by the HVNZDA Committee) will inspect the Kaitoke Range Complex weekly and file an inspection report to the SRO.

The SRO is to complete a range 'walk around' every month after the Range Use Induction (RUI) briefing, to inspect all aspects of the range and complete a "Range Maintenance/Inspection check list". This checklist will be filed to the Range Cloud account.

Outcomes are to be entered into the Maintenance Register, identifying inspection dates, required maintenance and work completion dates.

Approval for expenditure may need to be gained from the Range Committee.

The SRO will organise and coordinate works to maintain the range.

The SRO will inspect:

- (a) steel targets are not pitted.
- (b) target structures are in good repair.
- (c) the bullet catcher has not eroded and has maintained a 30° minimum slope.
- (d) all warning signs are in good repair and visible.
- (e) security gates and security cameras are operational.
- (f) the first aid kit is fully stocked.

(g) any other deterioration to the range infrastructure or equipment.

30 CHILDREN (MINORS)

All children under the age of 16 must be accompanied and supervised by an adult at all times while at the range complex.

31 HEALTH AND HYGIENE

No person suffering from contagious ill-health can be at the range complex.

The Range Officer must be made aware of any person who has a disability that may require special attention.

Hands must be washed before eating or drinking.

Any allergies, or health concerns members may have, you are invited to share this with members of the club or shooting discipline, so that you may have the most appropriate support if needed.

Sun protection should be used on hot sunny days.

Avoid dehydration.

Any maintenance to the bullet catchers' persons must wear appropriate PPE.

32 DOMESTIC ANIMALS

Domestic animals are ONLY permitted on the range complex with the approval of the duty range officer and MUST always remain on a leash.

33 AMENDMENTS TO RANGE STANDING ORDERS

Proposals to amend the RSOs are to be forwarded to the Shooting Range Operator (SRO). The SRO is to consider the amendment and accept or decline the proposal. If declined, the SRO is to advise the originated accordingly, if accepted, the SRO is to submit the proposal to the clubs and ranges team at Te Tari Pūreke – Firearms Safety Authority. The clubs and ranges team will review the proposal, consult with the SRO if necessary, and either approve or disapprove the amendment. If approved, the SRO can then include the amendment in the RSO's with a new effective date, provide a copy to the Clubs and Ranges team, and distribute accordingly. All previous copies of the RSOs are invalid.

34 AUTHORISATION OF RSOs

The Hutt Valley NZDA Club Inc. RSOs are authorised on this:

President HVNZDA

Dated:29th May 2023

35 DISTRIBUTION LIST

DATE DISTRIBUTED	DISTRIBUTED TO	VERSION DATE
	<ul style="list-style-type: none"> ➤ All Hutt Valley NZDA Club Inc. Members. ➤ Kaitoke Pistol Club. ➤ Porirua pistol Club ➤ WGTN Antique Arms ➤ Service Rifle Association ➤ Green Mountain Boys ➤ Disaster Preparedness Ltd 	

ANNEX A – RANGE LAYOUT



ANNEX B – RANGE SIGNAGE



ANNEX C - RANGE DANGER AREA

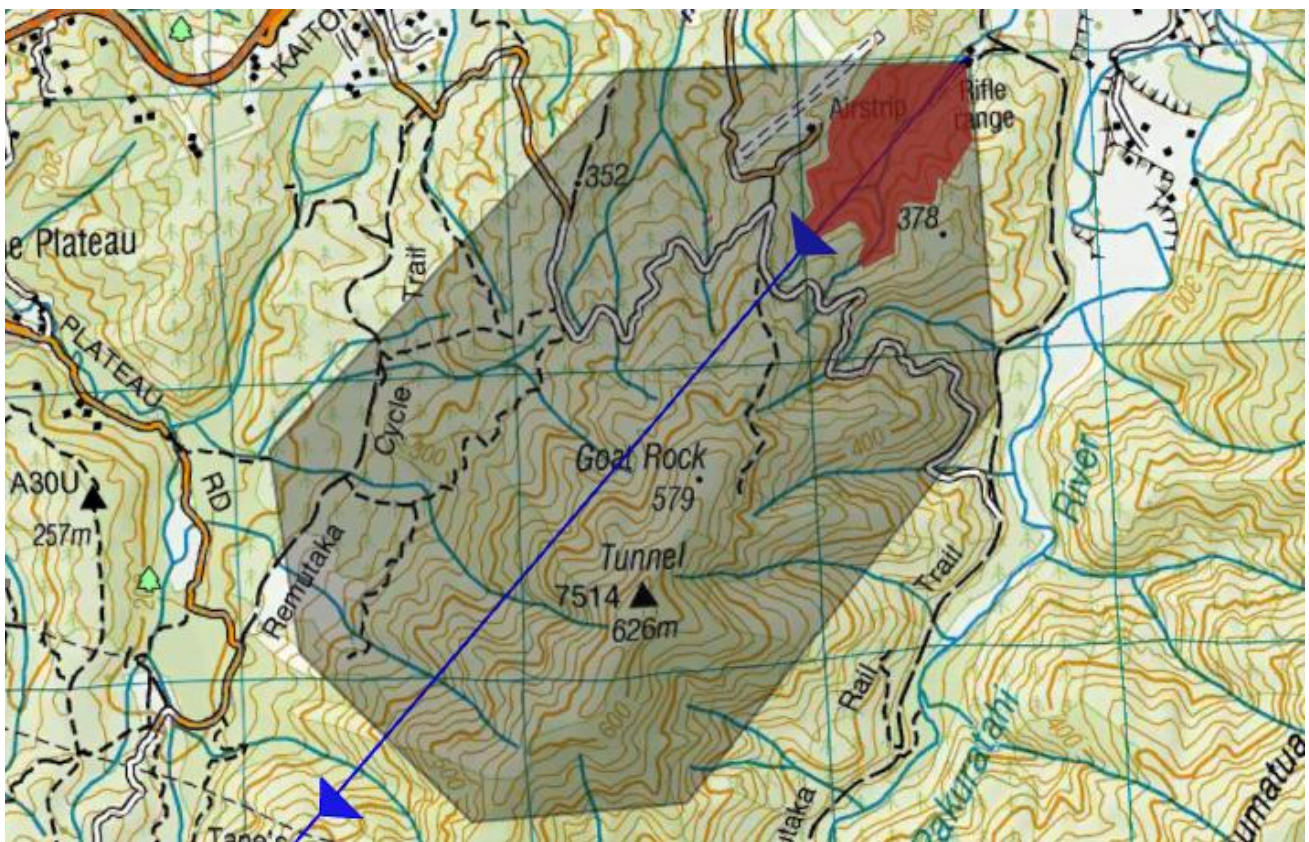
Kaitoke Range 1

1:25,000 / T7 CENTREFIRE ADAT

Reduced Danger Area range (danger area highlighted in red)

FP (200m) – E1783454 N5448850

Range Axis 220° Grid



ANNEX D – Additional Shooting Organizations

At the discretion of the HVNZDA Committee

1. Any New Zealand Deerstalkers Association Branch.
2. Greater Wellington Regional Council Bio Security Team.
3. New Zealand Police.