



SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (NSW) INC.

RANGE OFFICER POLICY

POLICY OBJECTIVE

The position of SSAA NSW Range Officer (RO) is one of responsibility and importance. The safe conduct of all shooting activities and the running of approved ranges depend upon the knowledge, ability and people skills of these hard working individuals.

Range Officers are a special breed of shooter; they volunteer their time, endeavour to help their fellow shooters; both new and experienced, and are expected to be role models and ambassadors of our great sport. More often than not you'll find the same faces running shoots or tending to your local range, year in year out without complaint or fuss, and they find great personal reward in doing so.

This policy seeks to formalise not only the expectations of Range Officers, but to clarify the responsibility of Branches and Affiliate Clubs when selecting and authorising Range Officers.

APPROVAL PROCESS

To become a SSAA NSW Range Officer, the candidate must meet the following criteria:

- hold a current NSW Firearms Licence for the genuine reason of 'Target';
- be endorsed by their SSAA NSW Branch or Affiliate Club;
- have the ability to communicate well with others; and
- be a financial member of SSAA.

AUTHORISATION OF SSAA NSW RANGE OFFICERS

It is the responsibility of individual Branches and Affiliate Clubs to choose and authorise their Range Officers. A Range Officer must have the desired level of firearms safety knowledge, and the ability to communicate with others to be successful. The Branch or Affiliate Club committee must be satisfied that the candidate has the knowledge and ability to do the job competently, confidently and above all safely.

TRAINING

Being a Range Officer (RO) is an important responsibility and candidates can not be expected to carry out the duties of such a position without the knowledge and training required to do so. Branches will provide the SSAA NSW Range Officer Training Course through their appointed Range Officer Trainers as required for the introduction of new ROs to the Branch and for Affiliate Clubs as requested.

To maintain the currency of their knowledge and skills, all Range Officers are required to undergo a refresher course at five yearly intervals. The Branch will provide refresher courses for current ROs at five yearly intervals and maintain a register of its Range Officers and the currency of their accreditation. Affiliate Clubs must also maintain a Register of their Range Officers and the currency of their authorisation.

The content of refresher courses is at the discretion of the Branch conducting the course and will be dependent upon the experience and frequency of service of the ROs concerned. The refresher course may be as simple as resitting the theory component through to re-doing the full course.

CONDUCT OF A SSAA NSW RANGE OFFICER

SSAA NSW Range Officers are representatives of SSAA NSW and must behave in an appropriate manner and uphold the values of SSAA NSW. Inappropriate conduct will be viewed very seriously and may result in the termination of the offending Range Officers authorisation. The Range Officer Code of Conduct and Ethics must be followed at all times.

SSAA NSW Range Officers are expected to conduct themselves in a professional manner at all times. They must treat members and visitors with respect and patience as well as obey SSAA Branch Range Standing Orders, all firearm safety rules and State firearms laws. They must have good people skills and the ability to control any likely situation on the range with confidence. The conduct and abilities of Range Officers running a range are on display for all to see, so a good and positive example must be set for others to follow.

RECOGNITION

While the qualification gained by successfully completing the SSAA NSW Range Officer Training Course is recognised across this State it must be noted that the authority to act in the position of RO only extends to the Branch or Affiliate Club that nominated the individual.

This restriction has been put in place in an effort to curtail the actions of those few Range Officers who would attend activities at another Branch, Affiliate Club or range and force their will upon others or decide to conduct the day's events where that is not warranted or wanted.

A Range Officer may offer assistance to the host at any other Branch, Affiliate Club or range and any such offer of assistance may be accepted or declined at the discretion of the host. A Range Officer may be invited to assist at another Branch, Affiliate Club or range and may accept or decline such invitation at their discretion.

All persons nominated for the position of Range Officer will, upon successful completion of the SSAA NSW) Range Officer Training Course, be issued with an ID card which will contain the following information:

- Range Officer's name
- Category – longarm and/or handgun
- Branch or Affiliate club name

The ID card remains the property of the Branch or Affiliate Club authorising the Range Officer and must be returned upon resignation or termination of service.

RESIGNATION OF SERVICE

It is a Range Officer's right to withdraw from the position at any time if they so desire and any such resignation will be respectfully acknowledged and accepted. All resignations should be made in writing to the Branch or Affiliate Club that originally provided the RO authorisation.

TERMINATION OF SERVICE

The Branch or Affiliate Club reserves the right to terminate a Range Officer's service if that RO proves to be unsuitable, or if for any reason, the RO no longer has the confidence or support of the Branch or Affiliate Club committee. Any Range Officer whose service is terminated shall be given the right of appeal.

A Range Officer's services may be terminated in the following instances:

- the Range Officer proves to be unsuitable for the position by way of misconduct, misuse of power or any actions that would affect the Association in a negative manner;
- the NSW Firearms Registry cancels the Range Officer's firearms licence;
- a Branch or Affiliate Club withdraws the endorsement for a Range Officer; or
- the Range Officer is no longer a financial member of SSAA.

In the event that a Range Officer's authorisation is cancelled for any of the reasons specified above:

- written notification will be forwarded to the Range Officer; and
- the Range Officer will be required to return their Range Officer ID card to the Branch or Affiliate Club immediately.

SSAA NSW RANGE OFFICERS CODE OF CONDUCT & ETHICS

Adapted from the Code of Conduct of the Australian Coaching Council

As a Range Officer, Discipline Captain or other Official of the Sporting Shooters Association of Australia (NSW) Inc "SSAA NSW" you must meet the following requirements in regard to your conduct during any activity held by or under the auspices of SSAA NSW, and in any role you hold within SSAA NSW.

- 1. Respect the rights, dignity and worth of every human being.**
 - Within the context of the activity, treat everyone equally regardless of sex, ethnic origin or religion.
- 2. Ensure the time that a member or visitor spends with you is a positive experience.**
 - All shooters are deserving of equal attention and opportunities.
- 3. Treat each member or visitor as an individual.**
 - Respect the talent, developmental stage and goals of each individual.
 - If you can't answer their questions, please refer them to someone who can, or find out and get back to them.
- 4. Be fair, considerate and honest with members and visitors.**
- 5. Be professional in, and accept punctuality and responsibility for your actions.**
 - Language, manner, preparation and presentation should display high standards.
 - Display control, respect, dignity and professionalism to all involved with the sport; this includes participants, coaches, officials, administrators, the media, parents and spectators.
 - Encourage participants to demonstrate the same qualities.
- 6. Make a commitment to providing a quality service to members and visitors.**
 - Maintain or improve your current accreditation and relevant knowledge
 - Seek continual improvement through performance appraisal and ongoing education.
 - Provide a service which is planned and sequential.
 - Maintain appropriate records.

- 7. Operate within the rules of your Range, Discipline and SSAA NSW.**
 - Be aware and comply with all safe practices for the handling and use of firearms, ammunition and equipment.
- 8. Any physical contact with participants and visitors should be:**
 - Appropriate to the situation.
 - Necessary for the participant's safety or skill development.
- 9. Avoid unaccompanied and unobserved activities with persons under 18 years of age.**
- 10. Refrain from any form of personal abuse, whether verbal or physical, towards members and visitors.**
 - This includes verbal, physical and emotional abuse.
 - Be alert to any forms of abuse directed towards members and visitors from other sources whilst they are in your care.
- 11. Refrain from any form of sexual harassment towards members and visitors.**
- 12. Provide a safe environment for training and facilities and competition.**
 - Ensure equipment and facilities meet safety standards.
 - Equipment, rules and the environment need to be appropriate for the age and ability of the participants.
 - Ensure the safety of observers also.
- 13. Comply with non-smoking zones and if you smoke, be considerate of those who do not.**
- 14. Show concern and caution towards sick injured or disabled participants and observers.**
 - Provide a modified environment where appropriate.
 - Allow further participation in training and competition only when appropriate.
 - Seek medical advice when required.
 - Maintain the same interest and support towards sick and injured participants as to others.
- 15. Be a positive role model for shooters and the shooting sports.**