

# Melton Pistol Club Incorporated

## Range Rules (Bylaws)

*This document is an extension of Club Rule 39.*

### Rules and Procedures

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## Melton Pistol Club Incorporated Statement of Purpose.

- Encourage competitive target pistol shooting.
- Provide suitable facilities for members to engage in pistol shooting.
- Promote knowledge and skill in the art of target pistol shooting.
- Encourage social activities amongst members.

### Overview:

The following rules and procedures were developed to provide a safe and friendly environment for our club members. In circumstances not covered by these rules, safety and common sense must prevail.

It is expected that all members will conduct themselves in a courteous and friendly manner. Abusive or aggressive behaviour, discrimination or bad manners shall not be tolerated.

All members are expected to contribute to the maintenance and running of the club.

Ranges 1 and 4 are currently closed for maintenance Ranges 2 and 3 are now entirely enclosed. These two ranges have subsequently been fitted with ventilation and lighting. It is anticipated that Range 4 will be fully enclosed and operational in mid 2020 shooting year.

Any breach of these rules shall be reported to the Committee of Management. The Committee will consider whether to impose sanctions which may include fines or even expulsion from the club.

### 1. Security:

- 1.1 Handgun Licence **MUST** be carried at all times when on the ranges.
- 1.2 **All members** are responsible for the security of their firearms **at all times.**
- 1.3 Firearms must not be left unattended at any time.
- 1.4 Only persons with a current pistol licence may mind your pistols for you.
- 1.5 Whilst at the club and when you are not actually using your pistol you may consider locking them away in the boot of your vehicle. You are always ultimately responsible for the security of your firearms.
- 1.6 Any member who signs out a club pistol is responsible for the security and care of that pistol.
- 1.7 The club pistol is not to be removed from the club premises nor is it to be further lent to another club member without having been signed out to that club member appropriately.
- 1.8 Members are to wear their VAPA Identification Name Tags whilst on the club premises. Identification tags assist members identify each other and reduce the risk of a non-member entering the premises unnoticed.
- 1.9 No person is to attend at the Melton Pistol Club Ranges on their own, there **MUST** be at least one other person attending with you.

## 2 Appropriate Attire:

- 2.1 All persons attending at the club premises (both members and visitors) must wear appropriate attire with consideration to both:
  - Safety on the range: Clothing and footwear<sup>1</sup> to protect persons from being burnt by hot cases that are ejected from pistols.
  - Fully enclosed footwear MUST be worn at all times when on any Range.
  - To the image portrayed with regards to the public perception of the club – e.g. inappropriate motives<sup>2</sup> on clothing is prohibited.
- 2.2 Military clothing such as camouflage style clothing is totally prohibited.
- 2.3 Organisations authorised by the Committee to train at the club ranges such as Police and Prisons etc are permitted to wear their normal operational uniforms.

## 3. Attendance Sheet:

- 3.1 All members entering the pistol club premises must immediately attend at the club house and sign the attendance sheet.
- 3.2 Where members are attending at the club outside normal operating hours, members must sign the 'Mid-Week' attendance sheet which is kept in the target cupboard in Range 2 (next to the red flag).
- 3.3 There is a legal requirement to maintain accurate attendance records;
  - To comply with LRD requirements (Licensing & Regulation Division).
  - For Public Liability insurance purposes.
  - To comply with conditions of our liquor licence.

## 4. Visitors:

- 4.1 All persons who are not members of the Melton Pistol Club must in the first instance be escorted to the club house where they are to sign the visitor's book.
- 4.2 Prospective members are to be brought to the attention of a Committee member. If a Committee member is not available a senior club member will take responsibility for any prospective members.
- 4.3 Club members wishing to bring visitors as prospective members to the range must only do so on during normal club hours (e.g. Saturdays or Sundays).
- 4.4 Only Club Members that have been authorised by the Committee as a Club Authorised Instructor are permitted to supervise an unlicensed shooter.
  - Notice of Receiving Instruction (NORI's) must be completed and submitted.
  - The Club Secretary must be notified of each NORI submitted.
- 4.5 Only persons who have been inducted in the Range Operation Procedures and have authorised by Committee may attend at the Melton Pistol Club Ranges outside of normal club hours.

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<sup>1</sup> Enclosed shoes and high-cut shirts/tops are recommended.

<sup>2</sup> E.g. obscene, discriminatory, aggressive or in anyway offensive.

## **5. Club Authorised Instructors:**

- 5.1 A Club Authorised Instructor is a club member endorsed by Committee to provide basic training to new or prospective club members.
- 5.2 Only an endorsed Club Authorised Instructor is permitted to provide instruction to an unlicensed shooter.
- 5.3 Club Authorised Instructors must be nominated by a Committee member who will then seek endorsement for that 'Club Authorised Instructor' at a future Committee meeting.
- 5.4 Criteria to endorse an Authorised Instructor would include:
  - Demonstrated history of safe handling of firearms
  - Good knowledge of the club rules.
  - Have a minimum experience in pistol shooting of at least 2 years experience.
  - Endorsed Club Authorised Instructor's name would be recorded in club minutes

## **6. Safety:**

- 6.1 All firearms shall be kept/carried in their bags/cases at all times.
- 6.2 Firearms may only be removed from their bag/cases in the following circumstances:
  - Permission has been given by the Range Officer to place the firearm on the shooting line (on the range).
  - The firearm has been taken to the Safe Area for cleaning or repairs.
  - In this case the firearm will be replaced in its bag/case before being removed from the Safe Area.
- 6.3 It is not permissible to remove a firearm from its bag/case for the purpose of showing another person (or for any other reason) unless the firearm is within the Safe Area or on the Shooting Line.

## **7 Safe Area:**

- 7.1 The 'Safe Area' is a specified area where firearms may be handled under very strict conditions. There is a Safe Area in the vicinity of the old club rooms.
- 7.2 Under no circumstances is ammunition (whether it be loose or packed in a bag), permitted within the Safe Area.
- 7.3 Firearms (handguns and long arms) must be carried to the Safe Area within their bags/cases.
- 7.4 The firearm shall then be cleared by a second person where possible
- 7.5 The firearm must then be placed back in its bag/case before being removed from the Safe Area.
- 7.6 The Safe Area is a place where firearms may be cleaned or repaired.
- 7.7 Firearms must always be pointed in a safe direction

7.8 Whilst in the Safe Area the firearm shall never be held in such a manner as it could be mistaken that the member was about to aim or discharge the firearm.

## **8 General Safety:**

- 8.1 Whilst firearms safety is paramount – members must also be mindful of other hazards that may from time to time exist around the club. For example a garden rake left lying on the ground is a hazard and must therefore be put away. Every member has a duty to take reasonable action to minimise the risk of injury.
- 8.2 All breaches of safety (relating to firearms or otherwise) must be reported to Committee.
- 8.3 If you see a breach of the safety rules and you can reasonably take action to prevent the continuance of that safety breach then you should do so. This includes calling a 'Cease Fire' if you believe that a breach of safety is imminent.
- 8.4 For example you must call 'Cease Fire' if you were to see a safety breach such as anyone, anywhere forward of the firing line.
- 8.5 Loaded firearms are not to be carried within the precincts of the club.
- 8.6 The handling of firearms after the consumption of alcohol is totally prohibited.
- 8.7 Appropriate ear and eye protection must be worn by all persons on the range. Eye Protection only is required in the Air Range. (includes spectators).
- 8.8 The club recommends good quality hearing protection – preferably rated at 'Class 5'<sup>3</sup>.

## **9 Basic Firearm Safety:**

- 9.1 Always handle a firearm as if it is loaded.
- 9.2 In conjunction with all other rules and procedures documented in these rules the following safety protocol should be adhered to – you only place your finger on the trigger when you are aligned to the target. In other words, "Off Target, Off Trigger".
- 9.3 Strict adherence to this rule will minimise the risk of an accidental discharge of the firearm.
- 9.4 Never accept receipt of a firearm until the firearm is shown to be unloaded. Whilst the person handing you the firearm is obliged to show you that the firearm is clear (i.e. not loaded) it is your responsibility to ensure that you do not accept a loaded firearm.
- 9.5 Always ensure that you are completely familiar with the safe operation of the firearm before you handle it. If you are not sure about something you must ask.
- 9.6 Never point a firearm at anyone.

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<sup>3</sup> Australian Standards have five classes of hearing protection – Class 5 providing the best protection.  
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## 10 Red Range Flag:

- 10.1 The red flag is used to warn both club members and members of the public that the pistol range is in use.
- 10.2 The red flag must always be raised on the flag pole, whenever the range is in use. When the flag is not flying people expect that the range is closed.
- 10.3 The flying of the red flag is not only a club rule but is a legal requirement. Failure to comply with this rule would be a breach of the conditions of the range permit issued by the Licensing & Regulation Division (Victoria Police). This would result in the closure of the range and hefty penalties against the club.
- 10.4 The flag pole is situated between the entrances of Range 2 and Range 3.
- 10.5 The red flag must always be raised any time that any of the ranges are in use (with the exception of the Air Pistol Range).
- 10.6 Members are warned that breaches of firearm safety, including operating the range without the red flag, may result in expulsion from the club.
- 10.7 Prior to raising the red flag you must check that no one is working on the range. In other words there may be a reason why the range is closed.
- 10.8 Whilst any club member may raise the red flag – it is the responsibility of all shooters to ensure that the red flag is raised on the club flagpole prior handling or discharging firearms on the range.
- 10.9 You must raise the red flag whenever any person is using the range.
- 10.10 It is the responsibility of the last club member using the range to ensure that the red flag is lowered and stored securely in the target cupboard within Range 2.
- 10.11 When the last person is leaving the range for the day they must ensure that:
  - All lights and fans have been switched off
  - All range doors have been properly locked.

## 11 Range Rules:

- 11.1 Range rules are displayed in each range. Some rules vary from range to range. The range rules were developed to ensure the safety of everyone – including members of the public. Everyone has a responsibility to ensure that the ranges operate safely. The Range Rules are a condition of approval of the Club by the Licensing & Regulation Division (LRD).
- 11.2 To break any of the range rules, is to risk closure of the Club and therefore shall not be tolerated.
- 11.3 All members are expected to make themselves familiar with the range rules.
- 11.4 All members are to obey and enforce all range rules.
- 11.5 Members shall not shoot by themselves; there **MUST** always be another person with them.

- 11.6 Competition Shooters have priority over Practice Shooters at all times. Practice Shooters may utilise any range not scheduled for Competition, or wait until ALL Competition Shooters have finished for the day.
- 11.7 Each range (with the exception of the Air Pistol range) have coloured lines painted on the floor. The yellow line (closest to the targets) is the Firing Line. Shooters are to be behind this line (yet as close as possible to this line) when discharging their firearms.
- 11.8 The exception to this rule is Range Four (4) which will be a "Walk Down" range for 25 Yards Service and WA1500 48 shot Match when operational. All shooters will move forward after the Range Officer has cleared the range and has given the command to move forward. The Committee may also authorise from time to time shooting Service Pistol, Service Pistol Unrestricted and 25 Yards Service Pistol, 10 Yards and 7 Yards stages, WA100 Matches 3, 7 and 10 metre stages on Ranges 2 and 3 by walking down the range
- Under no circumstances are you permitted to shoot forward of or in front of the Firing Line except under the above circumstances.***
- 11.9 There is also a red line behind the yellow firing line. The red line is the 'Safety Line'. Spectators are not permitted to cross the 'Safety Line'.
- 11.10 There should be no more than one shooter per shooting bay at any one time. As stated above – spectators are never allowed to be in the shooters' bay. Supervisors (including Range Officers) are however allowed to enter the shooters bay as required.
- 11.11 If there is more than one member shooting on a range, then one of them must assume the role of Range Officer. The Range Officer has the authority and responsibility to ensure that the range is run in a safe manner.
- 11.12 Firearms must not be brought to the Firing Line without the expressed permission of the Range Officer. After the Range Officer has given permission, firearms are to be brought to the firing line in their case or bag and uncased or unbagged at the firing line.
- 11.13 Firearms are not to be removed from the Firing Line without first being cleared by the Range Officer and the Range Officer has given permission to remove that firearm from the Firing Line. Once the Range Officer has cleared the firearm and instructed that it is clear to remove, the firearm is to be cased or bagged prior to removal from the Firing Line.
- 11.14 Firearms are not to be handled within the range unless the shooter has been given permission by the Range Officer and the shooter is on the Firing Line.
- 11.15 During any shooting activity before anyone can move forward of the Firing Line (e.g. to score, patch or set up a target), the Range Officer shall issue an order for all shooters to unload their firearms. The Range Officer shall then inspect each firearm to ensure that they are in a safe condition.
- That is: Actions open (barrel pointing down range).
  - There are no rounds in the chambers or magazines.
  - Magazines facing shooter i.e. clearly visible to the Range Officer without the need to touch the equipment.
  - Safety Flag is inserted in the breech.

- 11.16 Once the firearm has been cleared by the Range Officer the shooter must step back from the shooter's bay and stay behind the red line, until the command is given, that the range is clear to go forward for scoring and patching.
- 11.17 No person is allowed to re-enter the shooters' bay (or in any way handle any firearm or ammunition on the range) until the Range Officer has given permission to do so.
- 11.18 No person is allowed forward of the Firing Line without first being given permission from the Range Officer.
- 11.19 All members must familiarise themselves with the range rules for each range.
- 11.20 On Range 2 and Range 3 shooters are allowed to fire from the kneeling, sitting or prone position only when they are doing so from the club approved shooting benches.
- 11.21 All firearms are to be unloaded unless you are;
- On the firing line
  - AND the red flag is raised
  - AND you have been instructed to load by the Range Officer.
- 11.22 Firearms are not to be handled on a range unless;
- You are on the firing line
  - AND you have been given permission to do so by the Range Officer
  - AND it is safe to do so.
- 11.23 Any person may call for a 'Cease Fire' if they see a potentially dangerous situation. In fact everyone has a responsibility to prevent breaches of safety. Do not assume that the Range Officer (or anyone else) will take charge and call the 'Cease Fire' – you may be the first person to observe the safety breach.
- ***Upon anyone calling 'Cease Fire' everyone must immediately:***
  - Stop firing.
  - Unload the firearm.
  - Place the firearm on the firing line (on the shooting bench).
  - Safety Flag is inserted in the breech.
  - Step back from the firing line and stand behind the red line.
  - Await further instructions from the Range Officer.
- THERE ARE NO EXCEPTIONS WHEN THIS INSTRUCTION IS GIVEN.**
- 11.24 During ISSF matches, once the firearm is loaded, it must be retained in your hand (so put your safety glasses and hearing protection on BEFORE you load).
- 11.25 The firearm must not be laid down on the bench in a loaded condition. It is permissible to rest the firearm on the bench whilst you are maintaining an appropriate grip of the firearm and the muzzle is always facing down range. In these circumstances your finger must be clear of the trigger. Remember "off target – off trigger".
- 11.26 The range is constructed to contain fired projectiles behind the targets; therefore raising the muzzle (barrel) of the pistol above the top of the target is not a "safe direction" and is not permitted. Firearms are not permitted to be raised above shoulder height.
- 11.27 If for any reason the firearm fails to operate or "jams", then you must continue to hold the firearm, keeping it pointed downrange in a safe direction, raise your free arm to the rear, this indicates to the Range Officer that you require assistance.



- If you are participating in a competition that allows you to claim a malfunction you should raise your free arm to the rear, this indicates to the Range Officer that you have a malfunction and that you may require assistance. In any case you must remain in this position until the Range Officer attends to you.
  - If you are not claiming a malfunction but are unsure how to clear the jammed pistol you can still raise your free hand to gain attention from the Range Officer and subsequently receive assistance.
  - Note: It is expected that you should know how to clear a jam in the type of pistol you are using. However if you do not know, you must ask.
  - When clearing semi-automatics you should first remove the magazine (keeping the pistol pointing down range) before attempting to clear the breech.
- 11.27. You are not permitted to handle another shooter's firearm at any time, unless invited to do so.
- 11.28. Ear and eye protection must be worn at all times whilst the range is in operation. i.e. whilst shooters are at the firing line.
- 11.29. The Air Pistol Range is the only range where hearing protection is not required. Eye protection is still required on the Air Pistol Range.

## 12. Range Commands:

- 12.1 Some range commands will vary slightly from one type of competition to the next. The following are some of the typical range commands given;
- ***Upon anyone calling 'Cease Fire' everyone must immediately:***
  - Stop firing.
  - Unload the firearm.
  - Place the firearm on the firing line (on the shooting bench).
  - Safety Flag is inserted in the breech.
  - Step back from the firing line and stand behind the red line.
  - Await further instructions from the Range Officer.
- THERE ARE NO EXCEPTIONS WHEN THIS INSTRUCTION IS GIVEN.**
- 12.2 "Preparation Time" - allows you to remove firearms from their cases & place them on the shooting bench. You may adjust sights, set up Spotting Scopes etc. The firearm is to remain unloaded.
- 12.3 "Load" – permits you to load the firearm but you are not allowed to fire the pistol.
- 12.4 "Attention", "Start" or, "Commence Firing" - You may commence the sequence of fire when the targets are facing.
- 12.5 "Stop" or "Unload" – You must unload the firearm.
- This includes emptying all magazines of any rounds.
  - Magazine must be removed from the firearm.
  - The firearm is to be left with the action or cylinder open so that it may be inspected.

- Safety Flag is inserted in the breech.
- At this time you must leave the shooting bay and stay behind the red line.
- You are not permitted to remain in or re-enter the shooting bay until the Range Officer gives you permission.

### **13 Pistols:**

- Only appropriate target pistols are to be used on the club ranges. Appropriate pistols would include any pistol authorised by the Chief Commissioner of Police to be issued to a Pistol Club member for competition shooting.
- It would not include a pistol that was obtained under a Private Agent's or Security Guard's licence.
- Pistols that have a magazine capacity of greater than ten rounds or a pistol with a short barrel (i.e. a revolver with a barrel shorter than 102mm or a semi-automatic with a barrel less than 120mm) are not to be used at the Club range.

### **14 Range Sheets:**

- 14.1 Shooters must record their details on the range sheet each time they participate in a Club Competition or a Club Practice Shoot. This is the method used to record your participations. These records are subsequently forwarded to the LRD and are used to determine if you have fulfilled your obligations under the Firearms Act for the purposes of retaining the handguns that you own and maintaining your handgun licence. i.e. if you do not properly record your details on the Range Sheet then that participation will not be submitted to LRD.
- 14.2 No person is permitted to alter, amend or delete the details entered by another person on any Range Sheet.
- 14.3 It is an offence under Section 138 of the Firearms Act to make a False or Misleading entry on any Range Sheet. LRD will prosecute any persons breaching this rule. Penalties include lost of licence and/or fines and/or Imprisonment.

### **15. Ammunition:**

Certain types of ammunition are not allowed to be used on the Club's Ranges. The following ammunition is prohibited from use:

- 15.1 You may only use lead projectiles. Any "Copper Jacketed" or "Copper Coated/Washed" projectiles are prohibited.
- 15.2 Pistol ammunition which is;
- Fully Jacketed or armour piercing.
  - Magnum Loads or otherwise excessive loads.
- 15.3 Rifle ammunition which is;
- Jacketed or armour piercing.
  - Not sub-sonic (.22 Calibre rim fire are exempt).
  - Bullet speed must remain under 1100 Feet per Second (335Meters/Second).
  - The only exception is that .22 Magnum Jacketed Hollow points are allowed.

## 16. Safety Courses:

16.1 Members need to familiarise themselves with the various safety courses run by the Pistol Club. The safety courses are run by volunteers who are usually Committee members or Club Authorised Instructors. The club will endeavour to ensure all club members are suitably trained however it is every member's responsibility to:

- Ensure that they have successfully completed all relevant safety courses.
- Make themselves available for relevant safety training.

16.2 Club Safety Exams:

The club safety exam is a test of the members' knowledge of the club's rules including general firearm safety.

All members must have successfully completed the club safety exam prior to:

- Being allowed to use a pistol whilst unsupervised.
- Being permitted to complete the Police Handgun Safety Course.
- Submitting Pistol Licence Applications to the Committee for endorsement.

16.3 Handgun Safety Course:

- Members may only use pistols for which they are qualified to handle.
- A Committee Member or a Club Authorised Instructor shall check that the member can safely handle a specified class of pistol.
- When the member is found to be competent with the class of pistol, the member's 'white card' will be appropriately endorsed.

16.4 Endorsement of the 'white card' signifies that:

- The member has demonstrated that he/she can handle that class of pistol in a safe manner.
- The member does not require strict supervision whilst using that class of pistol.
- The member may use a club pistol of the class specified on the 'white card' whilst on the club's range without strict supervision.

16.5 Police Handgun Safety Course:

- The Police Handgun Safety Course must be successfully completed prior to applying for a pistol licence and preferably within three (3) months of joining the Club. The Police Handgun Safety Course's are generally conducted on the last Saturday or Sunday of each month. Check with Committee to ascertain whether there will be a club member available who is qualified to conduct these courses.

16.6 Semi-Automatic Centre Fire Pistols:

The club has special rules in relation to the use and purchase of semi-automatic centre fire pistols (eg Colt 1911, Glock, Beretta etc).

- Members must be assessed by the Chief Range Officer (or his delegate) as being safe to use a semi-automatic centre fire pistol prior to:
  - Being allowed to use such a pistol unsupervised.
  - Considering any application to purchase such a pistol.
- Do not assume that Committee will endorse your application to purchase a semi-automatic centre fire pistol.
- You are warned not to place a deposit on such a pistol until your application has been considered and endorsed by Committee.

- 16.7 Members wishing to purchase their first semi-automatic centre fire pistol must:
- Have competed in three (3) club competitions where they have used a centre fire pistol.
  - Be a mature and experienced pistol shooter who demonstrates a record of safe handling of firearms.
- 16.8 Once a member has purchased their first semi-automatic centre fire pistol, that member will not be allowed to use that pistol without first being assessed by the Chief Range Office (CRO) or his delegate. The CRO must be satisfied that the member can safely handle the pistol –including but not limited to:
- Safely loading and unloading the pistol.
  - Operate the pistol safety catch and otherwise have a good knowledge of the operation of the pistol.
  - Safely clear a miss fed or jammed round or case.
  - Safely and confidently fire the pistol.
- 16.9 Only in exceptional circumstances will the Committee consider an application for a Semi-Automatic Centre Fire Pistol when the application relates to a member's first pistol. In these circumstances the Committee must consider factors such as:
- Maturity of the applicant.
  - Prior experience with firearms (e.g. a qualified firearms instructor).
  - Demonstrated safety record at the pistol club.
  - In addition to all of the above circumstances the member must have previously competed in three (3) centre fire club competitions.

## **17. Holster Qualification:**

- 17.1 Only members who have attained a holster qualification card issued by Victorian Referees' Council and Pistol Australia are allowed to draw a handgun from a holster.
- Service Pistol Match, WA1500 Match and Action Match are restricted to "Holster Qualified" members.
  - I.P.S.C. Holster Qualification Cards are NOT recognised by V.A.P.A. or P.A.
  - Current Holster Qualification Card must be produced upon demand at the Range.

## **18. Competition Restrictions:**

- 18.1. Certain competitions, such as Service Match, Service Unrestricted, All WA 1500 Matches and 25 Yards Service etc are classified as non ISSF competitions. These matches are restricted to experienced pistol shooters.
- 18.2. Members must have competed in at least five (5) club centre fire competitions prior to being allowed to participate in any non ISSF competition.

## **19. Purchasing a Pistol:**

- 19.1. All applications to purchase pistols must be approved and endorsed by the Club Committee.
- 19.2. All paperwork, including the 'Permit to Acquire a Handgun' application and the Form 3 must be delivered to the Club Secretary seven (7) days prior to the monthly Committee meetings when they will be assessed.

- 19.3. Committee meetings are currently held on the second Saturday of the month. Incomplete or inaccurate applications will not be considered.

## **20. Club Firearms:**

- 20.1. Club Firearms are only available to members of the Melton Pistol Club.
- 20.2. Preference will be given to members shooting in Club Competition.
- 20.3. Members are not allowed to attempt to repair or adjust club pistols unless with the expressed permission from a Committee Member.
- 20.4. Club firearms are available for club members on "club" Saturdays or Sundays when Committee members (or their delegates) are available to supervise the issuing of these firearms.
- 20.5. Club firearms may be issued by prior arrangement for Club Competitions on days other than a Saturday (as authorised by Committee).
- 20.6. The firearm will be signed out to the club member by a Committee person, or a designated person approved by Committee, who will ensure that the member has their "White Card" endorsed for that class of firearm.
- 20.7. The Club Member being issued with a firearm is responsible for:
- The safe handling of that firearm.
  - Security of that firearm.
  - That the firearm is not handled carelessly in a way that might cause it damage.
  - That the firearm is not lent or given to another person.
  - That in the case of a centre-fire pistol – only ammunition sold by the Melton Pistol Club is used.
  - That the firearm is cleaned prior to being returned.
  - That the firearm is returned to the Senior Duty Person (Committee member or designated member approved by Committee) at the completion of the competition/practice shoot – in any case prior to the cessation of the days club activities.
- 20.8. Club pistols will not be issued after 2.30pm.

## **21. Club Ammunition:**

- 21.1. Centre-Fire ammunition
- Both empty and unspent cases must be returned to the Duty Member at the end of the club day. Members will be reimbursed for any unspent cases.
  - Members are not to take Club Centre-Fire ammunition home, nor leave them in the Gun Room with their name on them.

- Care must be taken not to lose any cases.
- Any cases that are lost are to be reported to the Duty Member.
- Under no circumstances is anyone to substitute club cases with privately owned cases.

#### 21.2. Rim-Fire ammunition

- Rim-Fire ammunition will be available for sale by the Duty Member, before and during the Saturday matches.
- Rim-fire ammunition will be sold in boxes of 50 (maximum of 2 boxes at a time) and not in 'bricks'. i.e. the club does not sell ammunition in bulk amounts.

21.3. You are required by law to show your current Firearm Licence when purchasing any ammunition.

## 22. Roster Duty:

22.1. All members are required to perform Range, Kitchen or Senior Duty as rostered. Members are rostered on a needs basis. Basically the more members the club has the less often individual members are rostered.

- If you are unable to perform your rostered duties on a particular day you must:
- Arrange a substitute member
- Notify the Club Roster Keeper of the change prior to your rostered duty. Roster Keeper Email Address is: [RosterKeeper@MeltonPistolClub.com](mailto:RosterKeeper@MeltonPistolClub.com)

#### 22.2 Typical Range Duties:

- Start time is 9.30am unless notified otherwise.
- Assist with the setting up of the ranges for the competitions of the day, if required (Including raising the Red flag).
- Perform general maintenance duties as directed by the Duty Committee Member.
- Assist with the packing up of the range. (Includes ensuring that the Red flag is put away if shooting is completed for the day).
- Sweeping the ranges.

22.3 Members rostered on for range or kitchen duty are allowed to shoot the match of the day when time permits as well as performing their duties as required. Members on Range Duty must liaise with the Senior Duty Member to ascertain a suitable time to shoot the competition. This is to ensure that all the required duties are performed in a timely manner.

22.4 If you don't turn up for duty you will be fined (currently the fine is set at \$100) and you will be re-rostered for duty.

22.5 Due to the onerous duties required of the Club Secretary and the Club Treasurer – neither are required to perform rostered duty.

## 23. Working Bees:

- 23.1. Traditionally the club will hold at least four working bees a year where general maintenance is performed or other special tasks as required.
- 23.2. All members are expected to attend and contribute to a minimum of two (2) club working bees each year.
- 23.3. The club constitution allows for a small percentage of the members to apply for exemption from the requirement to attend club working bees. The exemptions are considered on the basis of a member's physical ability to contribute to a working bee.
- 23.4. All members given an exemption from club working bees must pay an additional annual fee which is set by Committee from time to time.

## 24. Smoking:

- 24.1 To ensure the safety and comfort of members, restrictions have been placed on smoking. Smoking is banned within the club house and any enclosed structure (including the shooting range sheds). This includes the close vicinity of any doorways where smoke might enter those premises.
- 24.2 Those that wish to smoke may only do so:
  - Outside of club buildings.
  - On the Northern End of the Veranda near the ashtray.
  - Between the club house and the ranges.

## 25. Club House:

- Firearms are not to be brought into the club house unless packed away in an appropriate bag.

## 26. Club Bar:

- **The Club has a Restricted Club Licence, currently the Licence hours are:**
- **Monday to Friday – Between 12noon and 5pm.**
- **Saturday – Between 11am and 8pm.**
- **Sunday – Between 12noon and 6pm.**

### **No Alcohol is to be consumed at the Club outside of these hours.**

- No person is permitted to handle firearms after having consumed alcohol.
- Members are not to consume or possess alcohol outside the designated area. Generally speaking alcohol may only be consumed within the precincts of the club house (extending to the veranda area in front of the club house).
- The club bar operates only to allow members (and guests) to have a social drink. Intoxicated persons are not allowed on the pistol club premises.
- The club has a limited liquor licence and the rules pertaining to that licence shall be adhered to at all times.
- There is an expectation that members (and their guests) shall behave responsibly at all times.
- Members who breach the rules of the club bar shall be brought before the Club Committee where they risk severe penalties – including expulsion from the club.

## Appendix 'A' – New Shooters

The following is an overview of the processes for a new member:

### Step 1:

Visit the Melton Pistol Club and speak to a member of Committee who will provide a supervised tour of the club's facilities.

### Step 2:

Organise to have your fingerprints taken by police by contacting LRD on 1300 881 596. You need to tell LRD that you are joining a pistol club and are required to have your finger prints taken. An appointment will then be made for you to attend a designated police station (usually the Victoria Police Centre in Flinders St., Melbourne).

### Step 3:

Complete relevant paperwork for VAPA and the Club.

Provide a copy of your National Police Fingerprints and Records check

Pay joining fee and membership fee.

Apply for a "Probationary Handgun Licence" online through the LRD portal and attach club membership endorsement.

### Step 4:

Receive instruction from an Authorised Club Instructor

You will initially be trained in the use of an air pistol

Complete Club Safety courses

### Step 5:

Complete the Police Handgun Safety Course.

Start Competition shooting.

### Step 6:

Apply for your Handgun Licence.

Must have been a club member for at least six (6) months

### Step 7:

Arrange your Safekeeping facilities.

Speak to a Committee member about having your safekeeping facilities inspected.

### Step 8:

Apply for a Permit to Acquire a Handgun.

Speak to Committee members or experienced club members for advice regarding suitable pistols prior to submitting paperwork

Submit paperwork via the Committee