

THE MURRUMBA PISTOL CLUB Inc.



CLUB BY-LAWS **&** **STANDING ORDERS**

Updated September 2025

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CLUB BY-LAWS

SECTION 1 – GENERAL

These By-Laws and Standing Orders are to be read in conjunction with the Club Constitution. The word *Club* is used in this document in place of *Association* as used in the Constitution. Both terms mean *The Murrumba Pistol Club Inc.*

1.1 The Club and its Members

A) Operation

- (i) The Murrumba Pistol Club Inc. (hereinafter called 'the Club'), established in 1960, operates under the provisions of Queensland Police Service Weapons Licensing Branch on land leased from the Moreton Bay Regional Council.
- (ii) The Range Standing Orders (SO's) cover the use of the range facility operated by The Murrumba Pistol Club Inc. They are designed for the safe operation of ranges by members/visitors to comply with Weapons Licensing, Club rules and regulations and insurance requirements.
- (iii) All range users are required to read, and be fully conversant with, the Range Standing Orders at all times.
- (iv) Requests for individual exemptions to any provisions of these By-Laws and Standing Orders should be submitted in writing to the Club's Management Committee for consideration.
- (v) All new members will be provided with current editions of the By-Laws and Standing Orders by hardcopy or electronic means.
- (vi) All new members, including persons transferring, must complete a Murrumba Pistol Club Induction Program for the applicable discipline prior to shooting in that discipline.
- (vii) Members' Club Membership identification badges must be visible at all times whilst on Club premises. Exceptions are during the Service Pistol matches.

B) Affiliation

- (i) The Club, all Full and Junior pistol members, are to be affiliated with Target Pistol Australia (TPA) and Pistol Shooting Queensland (PSQ).
- (ii) Associate Pistol Shooting members must be full members of a club affiliated with Target Pistol Australia through their state body.
- (iii) Associate Rifle Members and other Members wishing to shoot long-arm matches at the Murrumba Ranges must maintain SSAA membership to ensure match insurance coverage. Exemptions to this rule may be considered by the Management Committee on a case-by-case basis. Proof of currency of such membership is to be available for sighting at the range.

C) New Member - Unlicensed

- (i) A new unlicensed member must attach the following documentation to his/her Membership Application:
 - (a) Two (2) references on the Club's pro forma, or references with similar information;
 - (b) Statement of Eligibility (unless holds another firearms licence);

- (c) Statement of Attainment for a *Course in Firearms Safety*, if completed. This may also be obtained after joining;
- (d) Copy of photographic identification, such as driver's licence, passport, student ID card, other firearms licence, photographic identification statement.
- (ii) Upon receipt of payment, membership will commence, and a membership card will be issued. The compulsory six (6) month probation and training period will commence and the joining date recorded in the Member's Training Manual.

D) New Member - Licensed

- (i) A new licensed member must attach the following documentation to his/her membership application:
 - (a) Two (2) references on the Club's pro forma, or references with similar information;
 - (b) Copy of current concealable licence;
 - (c) Copy of PSQ Card or other applicable State association affiliated with Pistol Australia, if held;
 - (d) Letter of Transfer from existing club, if held;
 - (e) Copy of a photographic ID e.g. driver's licence, passport, firearms licences;
 - (f) Copy of SSAA or similar shooting organisation membership, if held.

E) Conduct of Members - Infringement of Rules and/or Safety

Where an infringement of the Rules is identified, the Committee may:

- (i) advise the member of the concern; or
- (ii) specify the member develop the necessary understanding of the rules through study of the *By-Laws and Standing Orders*, *Policy* and *Procedure* documents, match rules, coaching or in any other way determined by the Committee;
- (iii) require that the member make reparations in the case of damage to club property;
- (iv) suspend the member from shooting except under supervision, until appropriate practices can be demonstrated, or
- (v) terminate membership, in accordance with the Club Constitution.

F) Dress Code

While on a shooting range, competitors and visitors must wear suitable clothing and enclosed footwear in line with ISSF clothing regulations.

- (i) Halter or midriff tops, singlets/singlet tops, sleeveless shirts, thongs, sandals or bare feet are not permitted while shooting.

1.2 Governance and Administration of the Club

1.2.1 Policies and Procedures

- (i) Club Policy and Procedures documents describe processes that are to be followed in the circumstances referred to therein.
- (ii) These documents are available to all members for perusal at the club. Electronic copies will be made available on request. The Association may require the member to pay the reasonable costs of providing paper copies of the documents.
- (iii) By-Laws and Standing Orders must be adopted formally, by motion, by the Management Committee following due election at the Annual General Meeting.

1.2.2 Membership of Management Committee

The membership of the Committee will be as specified in the Constitution:

- (a) President
- (b) Vice-President
- (c) Secretary (if elected to the Committee)
- (d) Registrar
- (e) Treasurer
- (f) Match Director – ISSF, and Club Captain
- (g) Match Director - PA
- (h) Match Director - Single Action
- (i) Match Director - Bench Rest
- (j) Training Officer
- (k) Provedore Works Convener
- (l) Immediate Past President

Each Committee position holds one (1) vote at Management Committee meetings.

1.2.3 Committee Position Descriptions

a. **President**

- shall be the senior executive officer of the Club;
- shall preside at all meetings of the Club;
- shall be a member, ex-officio, of all regular and special committees.
- Shall be an ANZ Bank signatory and payment second approver.

b. **Vice-President**

- shall be responsible for developing and maintaining a three-year Work Plan;
- shall perform the duties of the President during an absence or upon request;
- In the event of the President being unable to fulfill his/her duties to step into that role;
- in the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively;
- be an alternate signatory for the Club for legal purposes and financial purposes;
- assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees;
- coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required;
- represent the Club at meetings and forums as agreed with by the President;
- shall be an ANZ Bank signatory and payment second approver.
- other duties as nominated by the President and/or Committee.

c. **Secretary**

- Shall be responsible for the Club's governance issues;
- shall manage Moreton Council issues including IWAs and lease issues;
- ANZ Bank signatory and payment second approver;
- deal with day-to-day PSQ issues (excluding membership);
- manage club Insurance policies;
- organise Club's AGMs;
- manage changes to the Club's Constitution, Standard Orders, Club Bylaws;
- manage Weapons Licensing Club + Range + Group licence renewals;

- coordinate range bookings for Police and QCS;
- manage Deeds of Indemnity from Police and QCS;
- prepare annual OFT return and payments;
- lodge ABR renewal applications;
- coordinate Patron's Day (trophies, entries, reminders, scoring, squadding etc);
- shall be responsible for the role of "Complaints Officer";
- manage club notices - noticeboard signs, global emails;
- manage 2-handed shooter register;
- update Mailchimp email database;
- prepare club Newsletter;
- weekly "What's On" email.

d. Membership Registrar

- shall process all new membership applicants including PSQ affiliation registration;
- shall maintain an up-to-date register of members;
- shall be responsible, with help from the Assistant Secretary, for distribution and collation of Participation Declarations and annual report to Weapons Licensing;
- shall be responsible, with help from the Treasurer and Assistant Secretary, for the distribution of annual fee notices to all members;
- name tag production;
- record and reply to all membership inquiries;
- update Club Plus membership database;
- filing of club documents;
- shall undertake any other duties as directed by the Committee.

e. Treasurer

- shall have custody of all securities, books and documents of a financial nature and accounting records of the Club;
- shall be responsible for the receipt of all monies paid to the Club and must issue receipts for those monies in the name of the Club;
- shall pay all monies received into such account or accounts as the Committee may, from time to time, direct;
- shall make payments from the Club funds with the authority of the Committee and in so doing ensure that all cheques/ electronic transfers are signed/authorised by one other signatory authorised by the Committee;
- shall submit to each Management Committee meeting a report, balance sheet or financial statement;
- shall submit to members at each Annual General Meeting duly audited accounts showing the financial position of the Club at the end of the immediately preceding financial year;
- shall perform such other duties as are imposed by the rules on the Treasurer.

f. Match Directors (of each discipline)

- The Match Directors for each discipline shall ensure the Club has accredited range officers on duty, and instructors and examiners available in their relevant proficiencies;
- Responsible for the conduct of all State, Open, Invitational and Club competitions, including squadding, within their discipline in accordance with the official Rules of the Club;
- shall be responsible for the observance within their discipline of all safety precautions on the ranges including investigation of any range incident reports. shall be responsible for the observance within their discipline of all safety precautions on the ranges;
- shall liaise with scorers to ensure current records of attainment are maintained;
- shall coach or instruct and advise Club members in the sport of target shooting relevant to their discipline; and should be suitably experienced in their field;
- should the position of Match Director Benchrest not be filled by a Full Member, an Associate Member may be invited to fill the role but without voting rights at meetings.

g. Club Captain

- Liaise with all Match Directors on their roles, conduct, training and skill levels;
- Responsible for interviewing all prospective Club members to ensure they fully understand the Club ethos and are prepared to become active and contributing Club members.
- identify and encourage potential state and national representatives;
- review the yearly club competition calendar;
- oversee the activities of major Club competition events;
- actively encourage wider member participation – as competitors and range volunteers - in all events at the club;
- ensure members of the club act in accordance with the Constitution, Bylaws, Range Standing Orders and Association rules;
- assist members when representing the MPC.
- the Club Captain shall hold the position of ISSF Match Director.

h. Providore

- The Providore shall procure items for and maintain the Club canteen;
- co-ordinate catering events;
- ensure all income from the sale of canteen products is received by the Treasurer in a timely manner;
- ensure all expenditure incurred in the operation of the canteen is receipted and reported to the Treasurer for payment, in a timely manner.

i. Training Officer

- The Training Officer shall assist in the induction process of new members;
- oversee the training of new members up to licence attainment;
- co-ordinate all club coaching/skilling as required, including PSQ training sessions;
- ensure the Club maintains current match rule books for each discipline;
- ensure all ranges display the current match rules, Standing Orders and Club Bylaws;
- manage requests for Permit to Acquire club approvals;
- manage requests for Forms 518A and B to assist members' Cat H licence applications;
- maintain the register of Club firearms;
- maintain a logbook to record members' use of club firearms.

j. **Works Convener**

- The Works Convener will report to the Committee on current and emergent maintenance issues;
- determine the program for working bees;
- shall undertake an annual maintenance inspection of range facilities.

k. **Immediate Past President**

- Shall be able to attend Committee of Management meetings;
- shall speak on any matters that are the business of the Committee;
- shall be appointed for one term of twelve (12) months only;
- shall have no right to move, second or vote on any matters or motions presented to the Committee.

1.2.4 Ancillary roles (Non-Committee)

- A number of ancillary roles may be required for the smooth and efficient operation of the Club. The functions will be carried out by full members, appointed by the Committee as required. These include, but are not limited to:

l. **Assistant Secretary**

The Committee Assistant's functions include, but are not limited to:

- calling meetings, including preparing notices of a meeting and of the agenda in consultation with the Club Secretary;
- compiling and distributing minutes of each management committee meeting;
- keeping copies of all significant correspondence and other documents relating to the Club;
- clear the PO box weekly
- compile the Correspondence List for monthly Committee meetings
- assist with preparations and running of monthly Girls Nights Only.
- assist with May Day Open, Murrumba Open and Patron's Day preparations and scoring duties.
- manage the club key register.
- maintain club stationery supplies.
- extra duties as directed by the Management Committee.

m. **Website Manager**

- shall manage content on the MPC website and Facebook ensuring information is current, relevant and timely.
- keeping the Club Website updated with current data regarding information and events, as approved by the Club President;
- liaising with Match Directors regarding events to be posted on the website.

n. **Scorer**

- Shall be responsible for maintaining weekly scores database;
- shall assist members with any queries regarding their grading;
- shall produce annual score totals for the Perfect Day Competition and other competitions as needed.

o. Welfare Officer

- maintain open lines of communication with all Club members;
- be the Club contact for all Club members experiencing hardship or medical episodes; and
- ensure timely and sensitive acknowledgement by the Club to such issues.

p. Newsletter Editor

Responsible for:

- the collection of material for the Club Newsletter;
- the publication of the newsletter at least four (4) times per membership year.

q. Club Firearms Maintenance

Responsible for:

- ensuring Club-owned firearms are properly maintained; and
- reporting any issues regarding Club firearms to the Club President.

r. Assistants to Committee Members

- Responsible for assisting specific committee members in carrying out their duties.
- Note: This will also aid in achieving trained personnel to take over these roles.

SECTION 2 – RANGE FACILITIES

2.1 Range Description

The complex has multiple ranges referred to in the site plan at appendix A. The description of the operational ranges is listed below.

- | | |
|---------|--|
| Range 1 | 25-metre /50-metre precision pistol/longarm range - Single Action - Police and Corrective Services training and general-purpose range. |
| Range 2 | 25-metre ISSF and .22 lever-action rifle paper turning target range. |
| Range 3 | 25-metre ISSF and .22 lever-action rifle paper turning target range. |
| Range 4 | 25-metre ISSF, PA (Services) testing and .22 lever-action rifle paper turning target range. |
| Range 5 | 50-metre Pistol Australia (Services), and rimfire benchrest rifle range. |
| Range 6 | 10-metre ISSF dedicated air pistol/air rifle range. |
| Range 7 | 25-metre Single Action – Police and Corrective Services training and restricted usage range. |

All of The Murrumba Pistol Club Inc. ranges are “Limited Danger Area Ranges”. This means that the range relies on the constructed mounds, walls and position “eyebrows” to stop projectiles exiting the range. It is essential that an extremely high standard of shooter discipline be maintained. Range users must take all possible care to eliminate errant shots, including high shots and ricochets. Evidence of projectiles leaving the property could result in the closure of the ranges.

2.2 Firearms

2.2.1 Concealable Firearms

- A. Firearms and sights used must conform to match rules as specified in:
- (i) ISSF matches;
 - (ii) Pistol Australia Black Powder matches;
 - (iii) Pistol Australia matches;
 - (iv) SASS and SASA Single Action Matches.
- B. During the six (6) month probationary period, the Club will make a quality firearm available for use by new members, so they may acquire the necessary skills and understanding of matches.
- C. Club firearms also may be used, subject to availability, by new members who have completed their probations and lodged Category H licence applications up until the member obtains his/her concealable licence.
- (i) Once a member obtains a Category H licence, the Club expects that member to purchase his/her own firearm.
 - (ii) A nominal fee, as determined by the Management Committee, will be applied for the use of the club firearms, with ammunition supplied for the relevant match.
- D. During the probationary period, training officers will discuss the relative merits of firearms suitable for competition use, including costs.
- In the first year of a licence, a member can acquire:
- An air pistol and a .22 rimfire pistol;
 - but not a centrefire pistol and an air pistol; or
 - a centrefire and a .22 rimfire,
- E. During the probationary period, training officers will discuss the relative merits of firearms suitable for competition use, including costs.
- In the first year of a licence, a member can acquire:
- An air pistol and a .22 rimfire pistol;
 - but not a centrefire pistol and an air pistol; or
 - a centrefire and a .22 rimfire,
- unless approved by the Management Committee.
- F. Members must obtain a Club Authorisation for a concealable firearm before submitting Weapons Licensing Form 28, *Application for a Permit to Acquire*.
- G. No authorisation will be provided to a member wishing to purchase a 9mm/.38 Super semi-automatic unless that member satisfies the Club Training Officer or Match Director of his/her skill levels. These firearms are specific to Service Matches and additional qualification training is mandatory.
- H. It is a requirement that, prior to acquiring their first centrefire firearm, the member must complete a Club-Certified Reloading Course and satisfy the Training Officer of their competence. The Training Officer may vary this requirement.
- I. On ranges 2, 3 and 4 the use of 9mm semi-automatic pistols and other than ISSF match-approved pistols requires Management Committee approval in advance. A Letter of Authorisation will be provided and must be available for inspection.

2.3.1 Longarms

Benchrest, Small-Bore Rifles, Single Action longarms, and air rifles must comply with applicable match rules.

2.3.2 Excessive Loads

- A. Any member who is deemed by the Chief Range Officer, Match Director or the Club President to be using excessive loads during matches or practice may be directed to cease shooting immediately and remove the firearm from the range.
- B. ISSF matches are designed for accuracy using low velocity ammunition. Those who use excessive or heavy factory loads compromise the safety and comfort of all shooters.

SECTION 3 – PERSONNEL

3.1 Range Officers (RO)

1. ROs have complete authority on the range to conduct authorised shooting in accordance with Match and Club rules.
2. Members who have held their Category H licence for more than two years and are fully conversant with the particular match and safety rules may act as Club Range Officer for that match.
3. The Range Officer's name, the date, time and match details must be clearly displayed on the board provided when any range is in use.
4. ROs have the responsibility to supervise all personnel (shooting and non-shooting alike) present on the Club property and may request members and/or non-members to leave the range/facility at his/her discretion.
5. All shooters should assist the ROs in range operations, e.g. scoring, patching as required.
6. ROs must have full visual control over all shooters on their range.
7. ROs will not participate (shoot) in a match. Dual ROs may be employed to accommodate this ruling.
8. Attendance cards will be signed by the respective RO for those persons who participate in the match of the day under their control.
9. If only two shooters attend a match, one must act as RO. They can then swap roles to complete the match.
10. The RO cannot claim a match in his/her participation book unless he/she shoots in the match.
11. Spectators are the responsibility of the RO. The RO may appoint another club member to assist in supervision of spectators.

3.2 Unlicensed Shooters & Form 33 Usage

- 1.. In accordance with Section 53 of the *Weapons Act*, shooters who are unlicensed in the appropriate category of firearm they wish to shoot must complete a Form 33 prior to the commencement of any shooting.
2. Form 33 must be completed legibly and in full by all persons as identified in the paragraph above, wishing to use a firearm at Murrumba Pistol Club. Section 4 of the Form 33 must be completed, irrespective of whether a person holds a Category A/B licence.
3. Persons who answer “Yes” to any part of Section 4 automatically will be ineligible to shoot. Such persons should be advised to seek a *Statement of Eligibility* from Weapons Licensing before completing another Form 33.
4. For a Form 33 holder, firearm use must be under supervision at all times.
 - a. Form 33 is the Queensland Police Service form *Declaration by Unauthorised Person for Use of a Weapon at an Approved Range*.
 - b. Form 33 allows unlicensed persons to shoot on an approved range only under supervision.
5. Form 33 cannot be used by any person who possesses a concealable/firearms licence but does not have that licence currently available for perusal at the range.
6. A copy of the photo ID for the person completing the Form 33 must be attached to their form e. g. a current driver’s licence, passport, 18+ card, weapons licence or student ID card.
7. The Form 33 must be checked and countersigned by a Range Officer before any other action. A friend or relative cannot sign.
8. For new club members undertaking the six (6) month probation period, a Form 33A must be attached to their Form 33. The Form 33A is to be completed by the member then checked and countersigned by the Training Officer/Range Officer for each attendance.
9. Persons attending for a once-only shoot will have their Form 33 filed in the Incidental File.
10. All unlicensed persons, after completing and signing their Forms 33, are also required to sign the Form 33 Range Register on each range.

3.3 Visitors

- A. A visitor is defined as:
 - any person entering the Club complex who is not a Club member.
- B. Visitors will be supplied with a Club “Visitor badge” which must be worn at all times while on Club premises. Exemptions apply to Service Pistol matches.
- C. Unlicensed visitors wishing to continue to shoot on a Form 33 will be required to make application to join The Murrumba Pistol Club Inc after six shoots.
- D. Licensed visitors must produce a relevant licence on request/demand of a Range Officer or Club official.

- E. Murrumba Pistol Club members will have first preference to shooting positions in the event of full ranges. If necessary, visitors will be requested to vacate positions to accommodate Club members. Any vacancies will be available for use by visitors.
- F. Visitors who shoot at the Club must pay the appropriate daily range fee.
- G. Visitors will be provided with eye/ear protection if on ranges where matches are being conducted.
- H. Members who sponsor visitors to the Club will be held responsible for the conduct of those visitors. Guests (children and adults) are the responsibility of the adult club member with whom they arrived, and children must remain under adult control at all times.
- I. Children under the age of 11 years are not permitted to access any range while shooting is occurring.
- J. All visitors to the Club are to be briefed by their host or the RO about club safety requirements and the provisions of these By-Laws, Standing Orders and the Constitution.

SECTION 4 – RANGE OPERATION

4.1 General

- A. The Range Standing Orders (SO's) cover the use of the range facility operated by the Murrumba Pistol Club Inc. The SO's are designed for the safe operation of ranges by members and visitors to comply with Weapons Licensing and Club rules and regulations. All Range users are required to read and be fully conversant with these SO's.
- B. Requests for exemptions from any provisions of these By-Laws and Standing Orders should be submitted in writing to the Club's Management Committee for consideration.
- C. Only matches listed on the Club's Range Approval Certificate can be shot.
- D. ROs must undertake a physical/visual inspection of each shooter's weapons licence prior to commencing a match. Licensed shooters who are not able to produce their licence will not be permitted to shoot as this would be in contravention of the *Weapons Act*. Such a person cannot complete a Form 33 and shoot.
- E. The Club encourages all members to participate in the scheduled match of the day and enter invitational /open shoots. To this end:
 - All matches conducted at the Club will be shot as close as possible to match rules;
 - Individual shooters who, for health reasons suffer a disability or infirmity, may use two hands in designated matches. A register of club members approved to shoot two-handed shall be maintained.

4.2 Times of Operation

- A. Daylight shooting is permitted between 9 am and 5 pm only.
- B. Evening matches are permitted between the hours of 7 pm and 9 pm.
- C. Air pistols/air rifles may be used on Range 6 between the hours of 9 am and 9 pm.
- D. Approval of the Management Committee is required to amend the hours of operation for matches and special events where the scheduled starting time could be earlier e.g. Club Open.

4.3 Flags

A RED flag must be displayed at the main entrance to the Club when firing is being conducted on any range within the facility. Red flags are not to be flown when there is no shooting on the range. In addition, Range flags must be displayed as follows:

- **Range 1**
Red flag at the entry to Range.
- **Ranges 2, 3, 4, 5 and 6**
Red flag at the entry to the Range.
Flashing red light for night matches.
- **Range 7**
Red flag flying at entrance to range 2.

4.4 Targets

Only approved and authorised targets may be used at this Club.

- Static steel targets must have canopies.
- Steel front falling plates are restricted to shotgun use only.
- Static paper targets must not be positioned in front of steel target frames.
- Steel target plates must be placed at, or as close as practicable to, the base of the stop-butt (mound).
- No explosive targets may be utilised for any purpose.
- No aerial targets may be used or fired at by any shooter using any pistol/rifle at any time.

4.5 Range Registers

It is mandatory for all members, visitors and guests to sign the appropriate register/s immediately on arrival before moving to the shooting bays or other parts of the premises or grounds.

- A. A Range Register is a controlled document and, as such, it is the responsibility of all members to ensure that unauthorised persons cannot access the details of persons contained within them.
- B. The Range Register for Shooters must be signed by all persons who are to shoot. This includes visitors and junior shooters.
- C. The Visitors' Register must be signed by all persons who are not members of the Murrumba Pistol Club Inc., both shooting and non-shooting, on entering the Club Range. (Excluding Police and Corrective Services who have their own registers).
- D. Those who cannot record their own details are to have them entered in the registers by a parent/caregiver.
- E. The Working Bee Register must be signed by participants before commencing work.
- F. All Police and Corrective Services personnel must sign on in their respective registers (stored in the Canteen servery) prior to the commencement of live fire.
- G. The Club's associate rifle shooters have their own register.

4.6 Ammunition

- A. Only match-approved ammunition is permitted.
- B. The use of tracer, incendiary, explosive or similar ammunition is prohibited.
- C. The muzzle velocity and muzzle energy of ammunition is to conform to the conditions of the Club's Standing Orders.
- D. The use of semi/full metal jacket ammunition and hollow-point projectiles are prohibited. Police and Corrective Services have special exceptions. Copper-wash projectiles are permitted.
- E. All ammunition is subject to inspection and may be chronographed if necessary.
- F. While Magnum-calibre handguns are permitted, actual magnum loads, including .22 magnum, are prohibited.
- G. An enclosed metal container is located on Range 2 into which "dud" or defective or damaged live ammunition must be placed.
- H. The Club maintains a small supply of ammunition. This ammunition is for shooters who are not eligible to purchase or hold their own ammunition. Examples of such shooters include:
 - Shooters attending a course in Firearms Safety;
 - Members in their six (6) month training period;
 - Members waiting for their firearms licence;
 - People participating in visitor groups experiencing pistol shooting.
- I. Licensed shooters must source their own ammunition.
- J. Live ammunition is not permitted in any Designated Safety Area under any circumstances.

4.7 Firing

The following live fire guidelines are applicable to all ranges on the complex. Shooting must only occur at scheduled authorised times.

- The commands of the RO must be followed at all times.
- The line of fire from any shooting position to the target must be to the stop-butt (mound) and not to the side wall or into the ground.
- No live fire is permitted if target visibility is reduced as determined by the RO.
- Shooters with loaded firearms must be under RO direction at all times.
- Firearms must never be left unattended/unsupervised.
- Only "Holster-qualified" shooters are permitted to draw from a holster.
- Any person who believes there may be a risk to people, livestock or property must call a ceasefire immediately.
- No person may shoot after having consumed alcohol. Alcohol is not permitted on the firing line and cannot be consumed on the range. An approved area, as defined by the Club Licence, shall be used for alcohol consumption.
- Children under 11 years of age are not to enter any ranges or shooting areas while live fire is in progress.
- No shooting will take place on a Working Bee Day until all work has been completed.

4.8 Breech Flags

- A. Breech flags are to be used in all ISSF matches as a visual aid to assist Range Officers in ensuring that firearms are safe.
- B. For air pistols, the flag must protrude through the full length of the barrel.
- C. Centrefire and rimfire firearms, together with air rifles, have the flag inserted in the breech of the barrel.
- D. Black powder, Service matches and Single Action matches do not require barrel flags.

4.9 Firearm Handling

- A. All firearms must be cased/covered while being carried to or from the match range. Uncased firearms must not be carried in the carpark or eating areas.
- B. Magazines and speed loaders must remain unloaded until authorised by the Match Range Officer.
- C. Benched firearms must not be handled by anyone, including the owner of the firearm, if any person is forward of the firing line. This rule will be strictly enforced by the Range Officer. Failure to comply with this requirement will mean disqualification from the match.
- D. A shooter's firearm may not be handled by any other person without permission, except by a Match Official who may inspect any equipment or firearm in the shooter's presence and with their prior knowledge.
- E. Firearms can only be handled while under the direction of a Range Officer or in a designated Safety Zone. At all other times firearms must be cased/uncased in the safety area or on the shooting line.
- F. Shooters or visitors must not enter any shooting bay or approach any equipment or firearms on the firing line while any person is forward of the firing line and until the Range Officer declares "the range is clear". This is a local rule for club shoots only.
- G. Firearms in use must always be pointed down-range.
- H. Gun Safe areas in which shooters are permitted to handle firearms for service, repair, holstering etc. must be designated by Match Range Officers, as and when required for the safe conduct of any match. Areas so designated should be clearly marked by appropriate signage and shooters briefed as to their location before the start of any match.
- I. Firearms may only be loaded while on the firing line under the direction of the Range Officer. While loaded, they must be kept pointing down-range at all times until unloaded.

- J. All shots are to be directed at targets placed so that projectiles will be safely trapped by the relevant mound. Mounds are designed to prevent any bullet escaping the confines of the range. It is the responsibility of all Range Officers and range users to ensure that this Standing Order is fully complied with. Over-shoots will jeopardise the Club's operating licence.
- K. Firearms must not be removed from any firing line until cleared by the Match Range Officer.
- L. Single Action pistols must be cleared on the line by the Range Officer and holstered.
- M. Lever-action rifles must be cleared on the line by the Range Officer with the action left open.
- N. Single-Action shotguns must be cleared on the line by the Range Officer with the action left broken.
- O. Service Pistols must be cleared on the line by the Range Officer, holstered and/or bagged/boxed.
- P. Benchrest bolt-action rifles must have the bolt removed until instructed otherwise by the Range Officer.
- Q. Benchrest rifles with non-removable bolts must be cleared on the line by the Range Officer with the action open and breech flag inserted.
- R. Long arms carried to or from benches must be held with barrels vertical, muzzle pointed upwards.

4.10 Storage of Firearms

All handguns must be holstered or cased with actions closed and magazines removed except while on an active firing line or in a Designated Gun Safe Area.

It is each shooter's responsibility to ensure his/her firearms are secure at all times.

4.11 Match Completion

At the conclusion of all matches or practice the RO will ensure that:

- all firearms and ammunition have been removed from range;
- firing points are checked and cleared;
- attendance cards are duly signed;
- all targets are returned to the storage areas;
- unused patches are returned to the appropriate storage area;
- all ranges are left tidy and bins emptied.
- timer control stand is locked;
- an Incident Report is completed/signed should this be necessary.

4.12 Attendance Cards

- A. It is expected all Murrumba Pistol Club Inc. members will possess an Attendance Card.
- B. It is each member's responsibility to complete the relevant sections prior to leaving it for the match RO to sign.

- C. Only scheduled/designated matches/competitions will be signed off by the Match RO.
- D. Practice sessions may be recorded but will not be signed off as a match.
- E. Members should ensure attendance cards are securely stored for reference as required.
- F. All members, irrespective of whether they own a firearm, must submit a participation record for the Annual Participation Audit. Junior members must submit a participation record.
- G. The Club does not accept practice or training as a participation match (attendance) even if signed off by the RO.

4.13 Range Use - Queensland Police and Corrective Services

- A. Ranges are only available for use by prior bookings through the Club office.
- B. A red flag must be displayed at the main entrance to the Club when firing is being conducted on any range within the facility. Red flags are not to be flown when there is no shooting on a range.
- C. The appropriate Range Register on each range must be signed on arrival by all participants, including instructors, before any activities commence.
 - Signing the Range Register is a critical requirement that is stipulated by Queensland Police Weapons Licensing and is required by our insurers.
 - Range Registers are to remain at the Club to be available for inspection at any time by Queensland Police Weapons Licensing.
 - Having all participants sign the relevant Range Register is the responsibility of the Range Officer on each range.
 - The Club uses the details in the Range Register to invoice the Police and Corrective Services for their sessions on the ranges.
 - The Range Registers must remain in the Club Office.
- D. Target and firing line requirements.
 - All targets must be placed at the 50-metre target line immediately in front of the backstop earth mounds.
 - The shooting line will be at the required 6 or 10 metres in front of the correctly located targets. There will be no exceptions to this rule, i.e. wet weather.
 - Under no circumstances will the firing line be moved back from the 25-metre target line closer to the Club's covered shooting bays. This is a safety requirement.
 - If this requirement cannot be met due to weather or flooding etc, shooting must cease until such time as these requirements can be met.
- E. Instructors must pay special attention to any trainee who lifts a loaded pistol to a firing trajectory above the height of the backstop or fires shots into the range floor. These are not acceptable safe practices and are to be curtailed immediately.
- F. Shade cloth or similar sheeting should be used on the ground at the shooting line to minimise the possibility of empty cases or live rounds being left on the range floor.

G. On completion of the day's shooting:

- Training material is removed from range and stored in the container;
- Completed and signed range registers must be returned to the Office for filing.
- Any keys should be returned to their appropriate place;
- The red flag should be removed from the gate before departure;
- All gates and doors must be closed and locked and all lights turned off.
- All rubbish bins must be checked and emptied when necessary.

SECTION 5 – RANGE SAFETY PROVISIONS

5.1 Communications

- A. Telephones are located in the Clubhouse. For all Emergency Services, Dial 000.
- B. First Aid kit and an *Automated External Defibrillator (AED)* are located in the Canteen Served.
- C. All mobile telephones and audible pagers must be switched OFF prior to entering any shooting areas.

5.2 Spectators

- A. Spectators will follow all directions given to them by the RO. Spectators must remain behind any active firing line.
- B. As per the displayed signage, children under the age of eleven (11) years are not permitted on to ranges while shooting is in progress.

5.3 Hearing and eye protection

- A. Hearing and eye protection is recommended near any active firing line.
- B. Hearing and eye protection must be worn while on an active shooting range.
- C. Rimfire Benchrest competitors, because of the nature of the event on Range 5, may elect not to use eye/ear protection.
- D. Air pistol / air rifle competitors must wear eye protection but may elect not to wear hearing protection.
- E. Eye and ear protection is a personal responsibility for all persons. The Club accepts NO LIABILITY for injury or accident sustained for non-compliance.

5.4 Alcohol/Drugs

- A. Any person deemed by the RO to be under the influence of alcohol or drugs will not be permitted to shoot.
- B. No person is permitted to handle any firearm on any range after consuming any alcohol or drugs.

5.5 Smoking

- A. Smoking is not permitted in any Club area covered by a roof of any description.
- B. Smoking is not permitted on any firing point.

- C. Smoking is only permitted in outside areas and must be conducted at least five (5) metres from any door or window or public area of the Club.
- D. Smokers should wash their hands after shooting and before smoking due to the possible ingestion of lead.
- E. All smoking materials (butts, etc.) must be properly disposed of in containers provided.

5.6 Equipment and Property

- A. No person shall intentionally damage any Club property.
- B. Club plant and equipment is to be used for official Club purposes only.

5.7 Maintenance

- A. It is essential for safe operation to properly maintain the ranges and surrounds.
- B. Murrumba Pistol Club conducts a regular scheduled working bee program on the third Saturday of each month. Special working bees may be held as need dictates.
- C. Members must sign the Working Bee Register on arrival to ensure insurance coverage for any injury sustained.
- D. A working bee levy is paid with initial joining fees. To be eligible for an annual working bee credit on membership subscription renewals, a member must complete a minimum of four (4) working bee attendances, appropriately recorded in the Working Bee Register, during the Club's financial year. There is no pro rata adjustment.

5.8 Emergency Evacuation

- A. Should an evacuation from a live fire range be deemed necessary, the RO will:
 - Call an immediate ceasefire;
 - Instruct shooters to make firearms safe;
 - Check firearms and direct owners to remove firearms;
 - Request shooters with their firearms exit and move to the Assembly Area.
- B. The designated Assembly Area (near Club entrance, refer Appendix B) will be clearly signed.
- C. All ranges will have an Evacuation Plan clearly displayed.
- D. All ranges will have exit signs clearly visible. The Chief RO will use the range register to ensure all shooters are at the Assembly Area.
- E. Move to Assembly Area as directed by any attending/responding personnel e.g. Police, Fire Brigade, SES Officers.
- F. All persons must remain in the Assembly Area until the all-clear is given.
- G. An Evacuation Record will be maintained, completed by the CRO and countersigned by the Club President.

RANGE STANDING ORDERS - Range 1

1. Before shooting commences, the name of the Range Officer for that match or practice must be written on the Range Officer Board.
2. Before shooting commences, all shooters' licences must be checked and the Range Register completed and signed off by the RO.
3. 24 bays, 25 metre and 50 metre ISSF and Pistol Australia matches shot on paper targets with approved pistols.
4. Single action match or practice with match-approved pistols, shotguns and pistol-calibre, lever-action rifles. Shot on steel or paper targets mounted as close as possible to the stop-butt (mound). Steel targets must be shrouded to eliminate lead splatter.
5. Match-approved pistols and longarms only may be shot from the shooting line at 25 metre and 50 metre paper targets, but not forward of the line.
6. Lead projectiles must comply with the following for Club and Open competitions:
 - a. maximum weight 200 grains with a maximum velocity of 1200ft/sec;
 - b. maximum weight 300 grains with a maximum velocity of 1000ft/sec.
 - c. No magnum or metal-jacketed rounds are allowed.
 - d. Qld Police and Qld Corrective Services members exempted.
7. All shots must be aimed at approved match targets only and directed into the stop butt (mound).
8. Shooters or visitors must not enter any shooting bay or approach any equipment or firearms on the firing line while any person is forward of the firing line and until the Range Officer declares "the range is clear". This is a local rule for club shoots only.
9. Any shooter who is deemed by the Chief Range Officer, Match Director or President to be using excessive loads may be directed to cease shooting and remove firearm/s from the range.
10. The 25 metre target frames and posts, when not in use, are to be placed in their storage area.
11. Police and Corrective Services utilise this range under specified conditions including firearms and ammunition shot on paper targets mounted as close as possible to the stop-butt (mound). Under no circumstances are targets to be moved closer to the 50-metre shooting line.
12. Hearing, eye protection must be worn in the shooting area while shooting is in progress.
13. At completion of shooting or practice the range must be left in a tidy condition.

STANDING ORDERS - Ranges 2, 3, 4

1. Before any shooting commences, the name of the Range Officer for that match or practice must be written on the Range Officer Board.
2. Before shooting commences, all shooters' licences must be checked and the Range Register completed and signed off by the RO.
3. These ranges are designated for ISSF and Pistol Australia matches and the SSAA lever-action rifle match. Only match-approved pistols and .22 calibre rifles can be used. The use of 9mm semi-automatic pistols is prohibited except in special circumstances requiring Management Committee approval.
4. All shots must be on match-approved paper targets with all shots being directed into the stop-butt (mound).
5. Only lead projectiles with a maximum velocity of 1200ft/sec can be used.
6. No magnum or metal-jacketed rounds are allowed.
7. Shooters or visitors must not enter any shooting bay or approach any equipment or firearms on the firing line while any person is forward of the firing line and until the Range Officer declares "the range is clear". This is a local rule for club shoots only.
8. Any shooter who is deemed by the Chief Range Officer, Match Director or President to be using excessive loads may be directed to cease shooting and remove firearm/s from the range.
9. No shooting to be carried out forward of the shooting line.
10. Shooters may use turning target timer mechanisms if qualified to do so. Shooters without experience or knowledge of the timing mechanism should obtain assistance before using them. The timer box must be locked after the completion of the match or practice.
11. Hearing and eye protection must be worn while shooting is in progress.
12. At completion of shooting or practice the range must be left in a tidy condition.

RANGE STANDING ORDERS - Range 5

1. 50 metre Pistol Australia Service Match range and Rimfire Benchrest range, with safety area room at the rear of the shooting line.
2. Before any shooting commences, the name of the Range Officer for the match or practice must be written on the Range Officer Board.
3. Before shooting commences, all shooters' licences must be checked and the Range Register completed and signed off by the RO.
4. Only Club match-approved pistols and .22 calibre rimfire rifles can be used.
5. No ammunition is allowed in the safety area room at any time.
6. Pistols must be holstered at the firing line or in the safety area.
7. Holstered pistols must not to be worn off-range.
8. New Club members and visitors wishing to participate in Service Pistol/WA1500 matches must first contact PA Match Director Peter Tessmann and may need to attend training in specific match and safety rules. PA Match Director Peter Tessmann (0408 455 199).
9. Rimfire rifles used in the Benchrest Match may be fitted with telescopic sights. Single rounds will be loaded and fired while shooters remain seated at the provided benches, as directed by the Range Officer.
10. All shots must be on match-approved paper targets with all shots being directed into the stop-butt (mound).
11. Only lead projectiles with a maximum velocity of 1200ft/sec and maximum weight of 200 grains can be used.
12. No magnum or metal-jacketed rounds are allowed.
13. Shooting is only permitted forward of the bench-line during approved matches or practice while under the supervision of an appropriately-qualified Range Officer.
14. Shooters or visitors must not enter any shooting bay or approach any equipment or firearms on the firing line while any person is forward of the firing line and until the Range Officer declares "the range is clear". This is a local rule for club shoots only.
15. Members and Visitors are not permitted to enter the range while a match is in progress without the permission of the Range Officer.
16. Any shooter deemed by the Chief Range Officer, Match Director or President to be using excessive loads may be directed to cease shooting and remove firearm/s from the range.
17. Shooters may use the turning target timer mechanisms if qualified to do so. Shooters without experience or knowledge of the timer mechanisms should obtain assistance before using them. The timer box must be locked at the end of the match or practice.
18. Hearing and eye protection must be worn while shooting is in progress.
19. Service Match barricades when not in use, are to be placed in the storage area.
20. At completion of shooting or practice, the range must be left in a tidy condition.

RANGE STANDING ORDERS - Range 6

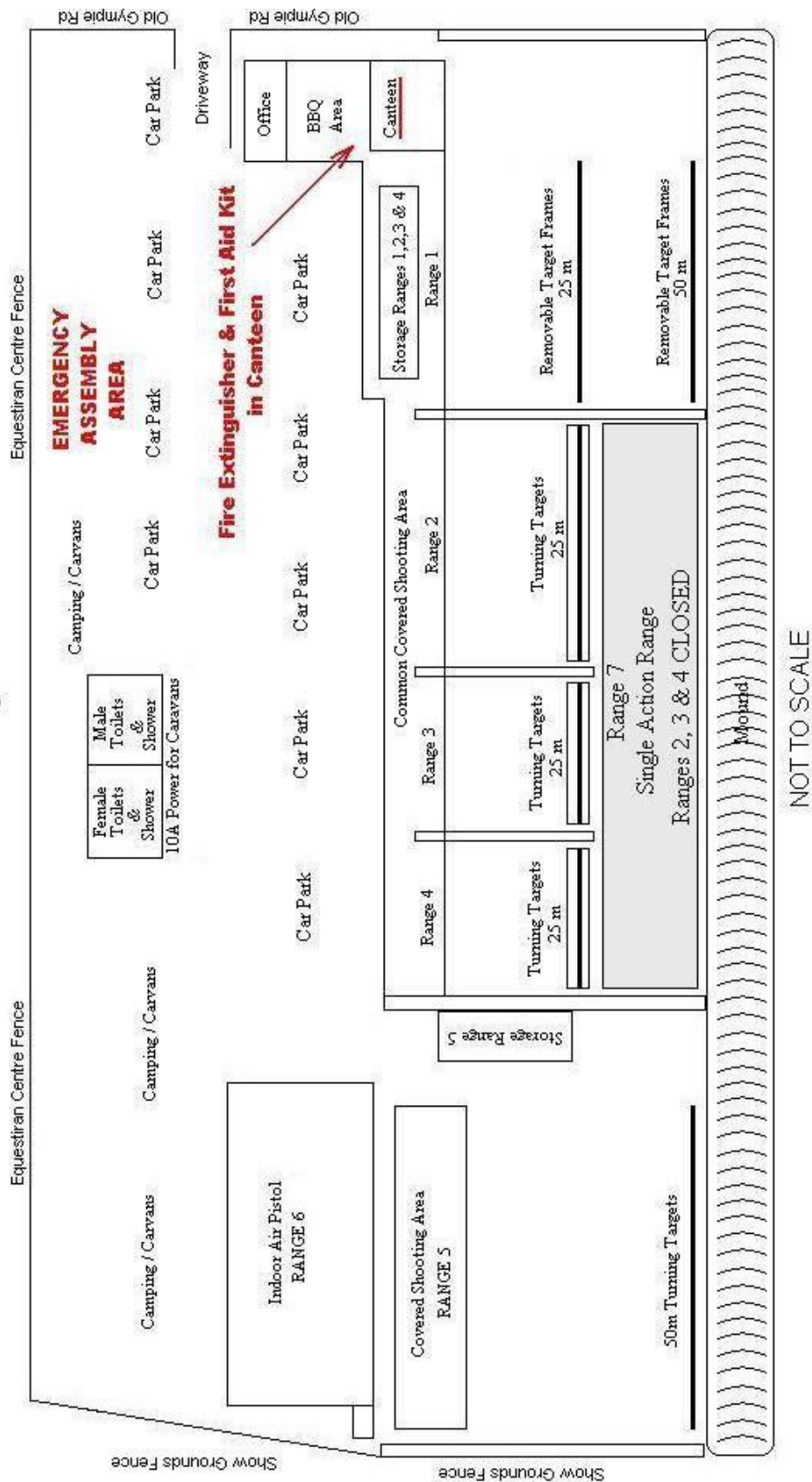
1. 20 bays, 10 metre air pistol/air rifle range. Only match-approved .177 calibre air pistols/air rifles may be used on this range.
2. Before any shooting commences, the name of the Range Officer for the match or practice must be written on the Range Officer Board.
3. Before shooting commences, all shooters' licences must be checked and the Range Register completed and signed off by the RO.
4. All pistols/rifles must be pointed down-range at all times.
5. Matches and practice must be shot on paper match-appropriate targets.
6. No live ammunition can be brought to the firing line at any time.
7. Eye protection must be worn while shooting or at the firing line.
8. Shooters or visitors must not approach any equipment or firearms on the firing line while any person is forward of the firing line.
9. Pistols/rifles must be cleared by the Range Officer before removal from the shooting line.
10. At the completion of shooting, the range must be left in a tidy condition.
11. Lights and target-returner power must be turned off at the completion of shooting.

RANGE STANDING ORDERS - Range 7

1. Single Action, Police and Corrective Services – **restricted use range**.
2. Before any shooting commences, the name of the designated Range Officer for the match or practice must be written on the Range Officer Board.
3. “No Shooting” or “Range Closed” signs must be displayed at the entrances of Ranges 2, 3 and 4 while these ranges are in use.
4. Single Action match or practice with match-approved pistols, shotguns and pistol-calibre, lever-action rifles. Shot on steel or paper targets mounted as close as possible to the stop-butt (mound). Steel targets must be shrouded to eliminate lead splatter.
5. Only lead projectiles with a maximum velocity of 1000ft/sec and maximum weight of 300 grains, or 1200 ft/sec with a maximum weight of 200 grains can be used (Police and Corrective Services exempted).
6. No magnum or metal-jacketed rounds allowed (Police and Corrective Services exempted).
7. Shooters or visitors must not approach any equipment or firearms on the firing line while any person is forward of the firing line and until the Range Officer declares “the range is safe”.
8. Police and Corrective Services use this range under specific conditions including firearms and ammunition shot on paper targets mounted as close as possible to the stop-butt (mound). Under no circumstances should targets be moved any further away from the stop-butt (mound).
9. At the completion of shooting, all equipment used must be removed and placed in the storage area.
10. Hearing and eye protection must be worn while shooting is in progress.
11. Holstered pistols are not to be worn off-range. (It is noted that holstered pistols are, in fact, worn off range by Police and Corrective Service Officers)
12. Any shooter who is deemed by the Chief Range Officer, Match Director or President to be using excessive loads can be directed to cease shooting and remove firearm/s from the range.

Appendix A - Site Layout

Murrumba Pistol Club Inc
Site Layout



Appendix B - Evacuation Diagram

