

NOWRA RIFLE CLUB INCORPORATED.

ESTABLISHED 1888

CONSTITUTION RULES AND OPERATING PROCEDURES

1. Official name shall be the **Nowra Rifle Club Incorporated.**

2. The objects of the Association shall be;

- a) To further the sport of shooting in the Shoalhaven,
- b) To provide all members assistance in the pursuit of their sport,
- c) To provide a venue for competition between members,
- d) To encourage sporting competition between other clubs,
- e) To encourage other organizations or persons to affiliate with the Club,
- f) To provide facilities to members to pursue all forms of shooting sports.

3. MEMBERSHIP

- a) Subject to these rules, the members of the Association shall be members of the Association prior to incorporation together with such other persons and organizations as the Committee admits to membership.
- b) Membership is open to all individuals and organizations who accept the objects and rules of the Association. An unincorporated organization is not capable of being a member of the Association but may nominate individuals to represent it.
- c) Individuals and organizations wishing to become members of the Association shall apply to the Committee for membership.
- d) The Committee shall determine whether or not to accept application for membership.
- e) The Association shall determine each year at the Annual General Meeting, the annual subscriptions and any other fees payable by all members for the following year.
- f) A register of members shall be kept by the Association showing the name, address and date of commencement of membership for each member. Provision for noting the date of cessation of membership shall also be contained in the register.
- g)
 - i] Membership shall cease upon resignation, expulsion or failure to pay membership fees on the due date. The due date may be extended up to May 31 of the same year following an application in writing to the Management Committee.
 - ii] Committee may authorise the payment of annual fees by installments, payable in full within six (6) months of the due date.
- h) Membership fees fall due on the 30th day of April each year. The financial year of the Association shall commence on the 1st of July of each year and end on the 30th of June each year, or such a period as may be determined by the Committee. New members joining from January shall pay 50% of the annual fee. The nomination fee will not be discounted.
- i) Members renewing their membership annually by payment of fees are deemed to accept the conditions of membership as outlined in the NRC Inc's constitution.
- j) A member may request a leave of absence if they will be continually absent from NSW for a period not less than 12 consecutive months. They will maintain full membership and will be exempt from fees for the period of absence providing they pay prorata fees for any period of a membership year they are present and attend the range facility.

4. CLASSIFICATION OF MEMBERS

a) Active Members

Persons to be classified as active members of the Association shall be registered financial members and includes life members.

b) Junior Members

Junior active members shall be under the age of eighteen (18).

c) Honorary Members

The Committee may appoint honorary members who shall be entitled to all the privileges of the Nowra Rifle Club Incorporated other than taking part in shooting activities.

d) Life Members

The Committee may, by a two thirds majority of those present, confer the privilege of life membership on any person recommended to it provided that the conferment be limited to not more than two (2) persons in one (1) year. A life member shall not be required to pay subscriptions to the Nowra Rifle Club Incorporated.

e) Affiliate Members

Persons or organizations, other than those described above, may become affiliated with the Club on the authority of the Committee, for a minimum period of one (1) day but no more than one (1) year, and shall be entitled to the use of the Club's facilities during the period of membership.

New members joining the club will be classified as affiliate members for the first 12 months.

f) Membership applications and conditions

Applications

New affiliate member applicants are required to be nominated and seconded by members with at least 2 years membership as well as any requirements of the Firearms Regulations and be approved by the management committee.

To progress from affiliate to full active member they will be required to be nominated by a member with at least 2 years membership and be seconded and approved by the management committee.

The management committee reserves the right to set a ceiling on membership numbers in relation to facility utilization and close membership at any time.

Conditions

By the very nature of our sport all members must be acutely aware of and need to comply absolutely with all the safety requirements of the club.

All members have the right to be able to feel safe whilst attending their sport.

New members must also accept and apply the objectives of and maintain the congenial atmosphere of the club to ensure all members are able to enjoy their club attendances

These conditions are a basic requirement to progress to full active membership.

To preserve the above conditions an active member may, on a $\frac{3}{4}$ majority of the management committee be reclassified as an affiliate member for the following 12 months and be required to reapply for full active membership.

5. MEMBERS LIABILITY

The members of the Association shall have no liability to contribute towards the payment of debts and liabilities of the Association or the costs, charges and expenses of Winding up of the Association except to the amount of any unpaid membership fees or advances.

6. ELECTION OF OFFICE BEARERS

- a) The following shall be followed in connection with the nomination and election of Office Bearers for the following offices;
- i) President
 - ii) Secretary/Vice President
 - iii) Treasurer
 - iv) Pistol Secretary
 - v) Membership Secretary
 - vi) Code Captains of which one each shall be elected to represent each shooting code.
 - vii) The Management Committee shall comprise of the President, Secretary/Vice President, Pistol Secretary, Treasurer, Public Officer, Membership Secretary together with an active member representing each shooting code or activity within the Association and each member of the Committee shall be deemed to be a Designated Range Officer for the purpose of directing shooting activities.
- b) The Office Bearers and other members of the Committee shall be elected at each Annual General Meeting. Any casual vacancy occurring in the Committee may be filled by a member appointed by the Committee.

All nominations of candidates for election must be made in writing signed by two (2) financial members of the association accompanied by the written consent of the candidate and delivered to the Secretary at least two (2) months prior to the annual general meeting. Where no nominations for a position are received by the due date, the chairman may take nominations at the annual general meeting for that position.

- c) Each member of the Committee shall hold office from the election date until the election at the following Annual General Meeting.
- d) Retiring Committee members are eligible for re-election.
- e) The Committee shall meet as often as necessary to conduct the business of the Association and not less than once each quarter.
- f) The Committee shall have the management of the income, funds and other property of the Association, the control of all its affairs, shall do all such acts and deeds as may be necessary to carry out the objects of the Association, and may appoint committees with or without power to act.
- g) An active member must have eleven (11) months continuous membership at the time of the election of a Committee to be eligible for nomination as an Office Bearer.
- h) The Management Committee have the responsibility for and be the sole source for nominating and seconding all Executive positions of the Management Committee, namely; President, Vic President/Secretary, Treasurer & Pistol Secretary.

7. COMMITTEE MEETINGS

- a) The Committee shall, unless it otherwise orders, meet each quarter on the date set down in the programme, but should any business arise, the President may call a special meeting to consider such business.
- b) Notice of a quarterly meeting shall be conveyed to the Committee members at least fourteen (14) days prior to the meeting. At any Committee meeting three (3) members, one (1) of which shall be either the President, Secretary or Treasurer, shall form a quorum.
- c) A member of the Committee shall cease to hold office upon resignation in writing, removal as a member of the Association or absence from three (3) successive Committee meetings without the approval of the Committee.

- d) The Committee may function validly provided its number is not reduced below the quorum. Should Committee numbers fall below the quorum, the remaining members may act only to appoint new Committee members.
- e) Questions arising at any meeting of the Committee shall be decided by a majority of votes of those present. In the case of an equality of votes the person appointed to chair the meeting shall have a second or casting vote.
- f) If within half an hour of the time appointed for a Committee meeting a quorum is not present, the meeting shall be dissolved.
- g) Additional meetings of the Committee may be convened by the President or the Vice President in the Presidents absence.

8. SPECIAL AND GENERAL MEETINGS

- a) A Special General Meeting of the members of the Association may be convened by the President at any time, and shall be convened by the Secretary upon the receipt of a requisition signed personally by five (5) active members of the Association at least, or not less than twenty percent if that number is greater. The business it is intended to bring before the Special General Meeting shall be clearly stated in the requisition and communicated to each member in the notice convening the meeting. Discussion at any Special General Meeting shall be restricted to the specific business for which such meeting is called.
- b) At least fourteen (14) days notice of all General Meetings and notices of motion shall be given to members. In the case of General Meetings where a special resolution is to be proposed, notice of the resolution shall be given to members at least twenty one (21) days before the meeting.
- c) In the case of the Annual General Meeting, the following business shall be transacted;
 - i) Apologies
 - ii) Confirmation of minutes of the previous Annual General Meeting.
 - iii) Correspondence.
 - iv) Receiving Annual Reports and Statements of Accounts for the preceding year.
 - v) General Business
 - vi) Election of Officers and Committee
- d) The quorum for a General Meeting shall be five (5) members present in person. If within half an hour of the time appointed for a General Meeting a quorum is not present, the meeting shall be dissolved.
- e) Voting at a General Meeting shall be by a show of hands unless a secret ballot is demanded. Decisions shall be made by a simple majority vote except those matters which must be decided by a special resolution where a three quarter majority is required.
- f) All votes shall be given personally.
- g) In the case of an equality of votes the person appointed to chair the General Meeting shall have a second or casting vote
- h) Written notice of all General Meetings shall be given to members either personally, or by post, or posted on the common notice board of the Club, or by notification through the media.

9. OFFICE BEARER

- a) The President, or in the Presidents absence, a nominated Vice President shall act as Chairperson at each General Meeting and Committee meeting of the Association.
- b) If the President or Vice President are absent from a meeting or unwilling to act, the members present at the meeting shall elect one (1) of their number to act as Chairperson.

10. PROCEDURE FOR ELECTION

- a) The Chairman shall vacate the chair if he is a candidate for the election of President, in which case he shall appoint an acting Chairman. The election shall then be carried out in accordance with section 8 b). If required the chairman shall call for and receive nominations for office in the Club. Each candidate, proposer and seconder must be an Active and Financial member of the Nowra Rifle Club Incorporated. Any other class of member is not eligible to vote or propose or to hold office.
- b) All nominations for office will be voted upon. In the case of two (2) or more nominations for an office bearer, the vacancy shall be filled by ballot which shall be secret and only those members normally shooting that code will vote to determine the successful candidate.

11. DUTIES OF ELECTED OFFICERS

a) PRESIDENT

The President shall make himself familiar with his duties under the regulations and instructions for the time being in force governing the conduct of pertinent shooting activities; he shall be responsible for the safe and proper conduct of all shooting competitions conducted on the Club's range and the maintenance of discipline; and shall ensure that the other office bearers and all members of the Association are acquainted with their obligations, liabilities and privileges thereunder. He shall also preside as Chairman at all Association meetings. The President shall direct and co-ordinate all the Associations activities and may delegate his authority to other members. The outgoing President shall sit on the Committee for twelve (12) months to assist the new President and shall have full voting rights.

b) SECRETARY/VICE PRESIDENT

The Secretary shall also act as the Vice President of the Club and assume the duties of the President in his absence.

The Secretary shall ensure the records of business of the Association including the rules, register of members, minutes of all general and committee meetings and a file of correspondence are kept. These records shall be held in the custody of the secretary and available for inspection by any member at an arranged reasonable time.

He shall also conduct all general correspondence ordered by the President or Committee. He shall arrange for the keeping of proper records of all members. He shall keep a record of attendances at Committee meetings. He may be assisted in his duties by other members of the Committee.

c) TREASURER

The Treasurer shall ensure all monies received by the Association are paid into an account in the Associations name. Payments shall be made through the petty cash system or by cheque signed by two of three signatories authorized by the Committee. Major or unusual expenditures shall be authorized in advance by the Committee or a General Meeting.

The Treasurer shall also keep proper books of account showing all monies received and expended by the Club and present a duly audited statement of receipts and expenditure at the Annual General Meeting of the Club. He shall bank all monies received on behalf of the Club in the Club bank account as soon as practicable and in no case shall hold monies unbanked for a period exceeding seven (7) days.

The Treasurer shall ensure that correct books and accounts are kept showing the financial affairs of the Association including records of assets and property of the club. These records shall be available for inspection by any member at an arranged reasonable time.

d) PISTOL SECRETARY

The Pistol Secretary will be responsible for the administrative matters of the pistol club in relation to all Firearm Regulations and activity programming. The Board of Management may, at its absolute discretion, retain the position known as the Pistol Secretary for a time or for the passing of an event to be determined by the Board of Management.

e) MEMBERSHIP SECRETARY

The Membership Secretary will be responsible to coordinate all aspects of new members.

f) AUDITORS

The Auditors shall carefully examine the books of account, bank pass books and receipts and vouchers and certify that the statement of receipts and expenditure is prepared in accordance with the same; they shall check the minutes and profit and loss report to verify all expenditure has been accounted for, and shall satisfy themselves and so report as to the existence of securities, properties and fixed assets of the Club.

g) DESIGNATED RANGE OFFICER

A Designated Range Officer, appointed or elected to represent a particular code or activity (Code Captain), shall be responsible for the organization and running of events for which they have been appointed. They will be responsible to ensure all safety procedures are adhered to and shall carry the authority of the President during the duration of the activity.

12. BANK ACCOUNTS

A bank account shall be maintained in the name of the Nowra Rifle Club Incorporated. Special cheque or investment accounts may be created by the Committee as considered necessary.

13. SPECIAL RESOLUTIONS

- a) A special resolution must be passed by a General Meeting of the Association to effect the following changes;
- i) a change of the Associations name,
 - ii) a change of the Associations rules,
 - iii) a change of the Associations objectives,
 - iv) an amalgamation with another incorporated association,
 - v) to voluntarily wind up the Association and distribute its property,
 - vi) to apply for registration as a company or co-operative.
- b) A special resolution shall be passed in the following manner;
- i) a notice must be sent to all members advising that a General Meeting is to be held to consider a special resolution
 - ii) the notice must give details of the proposed special resolution and give at least twenty one (21) days notice of the meeting.
 - iii) a quorum must be present at the meeting.
 - iv) at least three quarters of such members of the association as, being entitled under these rules so to do, vote in person or by proxy, in favour of the resolution.
 - v) in situations where it is not possible or practicable for a resolution to be passed as described above, a request may be made to the Corporate Affairs Commission for permission to pass the resolution in some other way.

14. PUBLIC OFFICER

- a) The Committee shall ensure that a person is appointed as a Public Officer.
- b) The first Public Officer shall be the person who completed the Application for Incorporation of the Association.
- c) The Committee may at any time remove the Public Officer and appoint a new Public Officer provided that the person appointed is eighteen (18) years of age or older and a resident of New South Wales.

- d) The Public Officer shall be deemed to have vacated his position in the following circumstances;
 - i) death,
 - ii) resignation,
 - iii) removal by the Committee or at a General Meeting,
 - iv) bankruptcy or financial insolvency.
 - v) mental illness,
 - vi) residency outside New South Wales.
- e) When a vacancy occurs in the position of the Public Officer, the Committee shall within fourteen (14) days notify the Corporate Affairs Commission by the prescribed form and appoint a new Public Officer.
- f) The Public Officer is required to notify the Corporate Affairs Commission by the prescribed form in the following circumstances;
 - i) appointment (within fourteen (14) days),
 - ii) a change of residential address (within fourteen (14) days),
 - iii) a change of the Associations objects or rules (within one (1) month),
 - iv) a change in the membership of the Committee (within fourteen (14) days),
 - v) the Associations financial affairs (within one (1) month after the Annual General Meeting)
 - vi) a Change in the Associations name (within one (1) month).

15. RESOLUTION OF INTERNAL DISPUTES

- a) Disputes between members (in their capacity as members) of the association, and disputes between members and the association, are to be referred to a community justice centre for mediation in accordance with the Community Justice Centre's Act 1983.
- b) At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

16. DISCIPLINING OF MEMBERS

- a) A complaint may be made to the committee by any person that a member of the association:
 - i) has persistently refused or neglected to comply with a provision or provisions of these rules, or
 - ii) has persistently and willfully acted in a manner prejudicial to the interests of the association.
- b) On receiving such a complaint, the committee:
 - i) must cause notice of the complaint to be served on the member concerned; and
 - ii) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
 - iii) must take into consideration any submissions made by the member in connection with the complaint.
- c) The committee may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
- d) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under rule 12.
- e) The expulsion or suspension does not take effect::
 - i) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - ii) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under rule 12(5), whichever is the latter.

17. RIGHT OF APPEAL OF DISCIPLINED MEMBER

- a) A member may appeal to the association in general meeting against a resolution of the committee under rule 11, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- b) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- c) On receipt of a notice from a member under clause (1), the secretary must notify the committee which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- d) At a general meeting of the association convened under clause (3):
 - i) no business other than the question of the appeal is to be transacted, and
 - ii) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - iii) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- e) If at the general meeting the association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

18. BASIC RULES

The Association may affiliate with any other organization only so far as the rules of the other Association do not impinge upon the rules of the Nowra Rifle Club Incorporated. In the event of a conflict of rules, the provisions of the Rules and By Laws of the Nowra Rifle Club Incorporated shall prevail.

19. APPROVED CLUBS

The following licensed approved clubs will exist.

Nowra Rifleman's Target Club Longarms category A ,B

Nowra Rifleman's Pistol Club Target Pistol category H

Nowra Rifleman's Hunting Club category A,B

Nowra Rifleman's Collecting Club category G

20. CLUB CAPTAINS

There will be a club captain for each of the approved clubs with the following responsibilities;

- a) Advise Code Captains and DRO's on match and safety practices at club shoots
- b) Advise on training and appointment of 'Designated Range Officers' and rosters. Liase with the relevant secretary to ensure their club meets the requirements of the firearms regulations.

21. FIREARMS REGULATIONS

All activities of the club will be conducted in accordance with the relevant firearms regulations existing at the time.

22. AGED AND DISABILITY

Providing that there is no interference to other members, no changes to range operating procedures, detail times, targets or safety, all shooting codes of the 'Nowra Rifle Club Inc.' are to allow alternative shooting arrangements to cater for aged and disabled related capabilities for all members without discrimination. Scoring criteria for annual trophies will be decided by the code captain in consultation with the members of the code.

23. MISCELLANEOUS

- a) The Association shall effect and maintain insurance as required under the Associations Incorporation Act and/or Firearms Registry, together with any other insurance which may be required by law or regarded as necessary by the Association.
- b) The funds of the Association shall be derived from fees of members, donations, grants and such other sources as approved by the Association.
- c) The Common Seal of the Association shall be kept in the custody of the Secretary and shall only be affixed to a document with the approval of the Committee. The stamping of the Common Seal shall be witnessed by the signatures of two (2) members of the Committee.
- d) The Association may at any time pass a special resolution determining how any surplus property is to be distributed in the event that the Association should be wound up.

The distribution of surplus property shall be in accordance with Section 53 of the Associations Incorporation Act 1984.

- e) Service of documents on the Association is effected by serving them on the Public Officer or by serving them personally on two (2) members of the Committee.
- f) Notices sent by post shall be deemed to have been received two (2) days after the date of posting.
- g) The income and property of the Association shall be used only for the promotion of the objects of the Association and shall not be paid or transferred to members by way of dividend, bonus or profit.
- h) All members of the Nowra Rifle Club Inc. Shall have equal suffrage and franchise in the activities of the Club.
- i) A Range attendance register is to record all attendances at the range signed by the Individual including those not shooting and visitors.
- j) An appointed active member will co-ordinate works committee activity as approved by committee. The works co-ordinator, with the agreement of two of the permanent members of the works committee, is authorised to commit expenditure up to \$500 for range maintenance. Any expenditure to be ratified at the next scheduled committee meeting.
- k) Markers are to be appointed as honorary members.
- l) Any organization wishing to rent range time must first sign a contract, the form of which must be approved by the committee.
- m) Whenever possible, combined shoots are to be utilised. Ie; 'F' class with fullbore, etc.
- n) All codes are authorized to appoint sub committees to assist in the conduct of activities.
- o) A condition of entry to the range facility requires all persons to remove from the range all household and shooting waste materials they bring onto the facility. This includes cigarette butts.

24. MODEL RULES

Should the rules herein not be in accordance with the Model Rules for Associations, the Model Rules will take precedent.

RANGE SAFETY OPERATING PROCEDURES

1. Every competitor and visitor to the range shall be responsible for his or her own safety and that of other people on the range at the time.
2. The authorized Designated Range Officer shall be responsible for the conduct of competitions on the range and the enforcement of rules.
3. No firing may be done unless under the direct supervision of an authorized Designated Range Officer.
4. The Designated Range Officer may give any direction to users of the range as he sees fit to ensure the safe and orderly conduct of a shoot. All personnel are to obey the direction of the Designated Range Officer.
5. The Designated Range Officer is required to be aware of all pertinent rules, laws and procedures that may affect the conduct of a shoot.
6. No shot may be fired until the following has been satisfied;
 - a) A distinctive red flag is flying at the main gate, upon the stop butt and adjacent to the firing point. The flag must be of a type and design that is distinguishable in overcast conditions for a distance up to three hundred (300) metres.
 - b) Prior to the commencement and during the course of shooting, all persons (other than a butts party) must remain behind the firing point.
 - c) Prior to declaring the range open, the Designated Range Officer must satisfy himself that no person is in danger.
7. All shots must be fired into the stop butt within the boundaries defined by the butt boundary markers.
8. No person may move forward of the firing mound until the Designated Range Officer has declared the range "closed" or "clear".
9. On the command "Cease Fire" or "Stop" by any person, all personnel on the firing line must immediately make safe their firearm by opening the action or decapping in the case of muzzle loaders. In the case of a semiautomatic unit, safety must be applied and the firearm placed on the ground or bench in an unloaded state.
10. On the command "unload", magazines must be removed from the firearm and the bolt open and presented for inspection.
11. No firearm may leave the mound until the Designated Range Officer or an experienced shooter has inspected the firearm and declared it "clear". This includes breech loading black powder firearms but excludes muzzle loading firearms.
12. "Clear" means
 - a) There is no round in the chamber.
 - b) The magazine is empty and removed if possible.
 - c) The action is open.
13. No firearm may be loaded at any time until permitted by the Designated Range Officer. Loaded means live rounds in either the engaged magazine or chamber.
14. All firearms are to be carried to and from the firing line in a vertical fashion with muzzle up. In the case of pistols, these must be returned to either the carrying bag or holster.
15. Firearms are not to be handled unless preparing to shoot, going to or from the mound or putting away equipment. Firearms may be handled otherwise in a safe area to the side of the firing mound and with the permission of the Designated Range Officer.

RANGE SAFETY OPERATING PROCEDURES

16. Any stoppages or malfunctions may only be cleared by the Designated Range Officer. No other person may attempt to rectify the problem, including the firer unless permitted by the Designated Range Officer. In the event of a stoppage or a malfunction, the firer or user must point the firearm down range and raise their trigger hand. In the case of pistols refer to the match rules.
17. Stoppages that cannot be corrected must be taken to one side, in a safe area and rectified after a shoot under the control of the Designated Range Officer.
18. In the event of a hangfire, leave the bolt closed for thirty (30) seconds then signal as per a stoppage. The faulty round must be disposed of by the Designated Range Officer.
19. The Designated Range Officer may prohibit the use of any firearm, round or equipment that he considers unsafe.
20. No person will handle a firearm that, in the opinion of the Designated Range Officer, is not in a fit state to handle a firearm safely and responsibly.
21. A wilful breach of these rules shall make the offender liable to expulsion from the range and the Designated Range Officer may demand that person leave the premises immediately or be liable for prosecution for trespass.
22. The Designated Range Officer may caution offenders or order them from the range at his own discretion.
23. If a person is acting in a threatening manner, the Designated Range Officer may cause that persons firearm to be confiscated and may take all necessary and reasonable steps to exercise control over the offender.
24. In the event of an unauthorised discharge of a firearm, the firearm is to be surrendered immediately to the Designated Range Officer who will determine whether the discharge was accidental or intentional.
25. If the discharge is accidental, that firearm may not be used until the Designated Range Officer is satisfied that it is not malfunctioning or is not unsafe.
26. If the discharge is intentional then the matter is to be dealt with in accordance with the appropriate disciplinary procedure.
27. Only targets or frames approved by the Association (Club) or its authorized officers may be used.
28. The Designated Range Officer is to wear a distinctive safety vest to denote his status at general practice sessions and special functions.
29. Only 'DESIGNATED RANGE OFFICERS' or their deputies are authorized to gain access to the range for shooting activities, and they are to be in charge of all shooting. The Designated Range Officer remains responsible for range safety.
30. All shooting disciplines are to ensure that all pistols and rifles are pointing downrange within the extremities of the stopbutt prior to actions being made ready to fire.
31. Protective glasses are to be worn at all times when shooting muzzle loading Firearms (longarms and pistols).
32. Full cover shoes are to be worn in all designated shooting and preparation areas.
33. Alcohol must not be consumed by any shooter prior to or during the course of any Shooting.
34. All butts crew to be supplied with ear protection and advised it is club policy that these be worn during marking.
35. All new members are to be taken through a safety induction prior to any shooting.

OPERATING PROCEDURES OF THE NOWRA RIFLE CLUB INC

Operating procedures are adopted subsequent to a decision of the Association either by Committee or Generally. The date of the meeting authorising the issue of the procedure is shown after each clause with "C" denoting Committee and "G" denoting a General Meeting.

Operating procedures stand until repeal or amendment is minuted.



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