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Policy No. 2

SSAA (Vic) Range and RO Training Policy

DOCUMENT CONTROL

Version:	2
Date approved by Board:	7 September 2015
On behalf of Board:	Denis Moroney President
Next review date:	September 2018

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TITLE

Range Officer – Core Training and Qualification

PURPOSE

To set out the requirements and conditions that must be met to train, qualify and maintain SSAA (VIC) core Range Officer (RO) accreditation.

This policy supersedes all previous policies and repeals them.

SCOPE

The SSAA (VIC) Operations Manager (OM), Branches, Sub Clubs and the Eagle Park / Springvale Range Managers.

OBJECTIVE

To ensure the safest possible operation of all live firing conducted on SSAA (VIC) ranges. To that end no shooting may be conducted on a SSAA (Vic) range unless a currently core-qualified RO is present and dedicated to conducting the live fire activity.

Note that while the RO is conducting live fire activity they cannot be engaged in shooting or play any other role on the range other than RO.

Any additional RO qualifications required by the many disciplines that operate within the SSAA(VIC) are the responsibility of the branch or sub-club engaged in that discipline, e.g. IPSC, SASS etc.

However, a discipline-qualified RO must first qualify as a core SSAA (VIC) RO. Notwithstanding, recognition will be given to accredited ROs in other disciplines contained in Schedule 2, when engaged in discipline-specific activities.

THE TRAINING & QUALIFICATION PROCEDURE

Overview

The SSAA (VIC) Operations Manager (OM) is responsible for managing the core training and qualification of SSAA Vic ROs. Only the RO Training Package and all related documents as approved by the OM are to be used in the delivery of training.

RO Training Nominations

There is to be an application process for the recruitment of RO course applicants, with applicants needing to meet certain entry requirements as detailed in Schedule 1.

RO Training Program

There is to be a competency-based accreditation program overseen by the OM.

Range Officer Qualification Currency

In order to maintain the currency of their RO accreditation, ROs will need to conduct live fire activities on a range on an on-going basis.

The RO qualification will have a three year expiry date and is to be re-validated every three years based on the RO having met the accreditation requirements.

The sub-club or branch may make allowances where unforeseen circumstances may make compliance problematic.

A sub-club, branch or Range Manager may request the OM revoke a RO qualification where a RO is no longer considered to be competent or suitable.

Maximum number of shooters to be supervised by Sole RO

The ratio of ROs to shooters is to be determined in the range rules for each range. The maximum stint without a break of at least 30 minutes duration is to be no greater than 4 hours.

RO In-Charge

Where more than one RO is conducting the range, the Sub-Club, Branch or Range Manager is to have procedures in place to ensure that one RO is appointed the RO In-Charge. This is not to be confused with the term "Senior RO" which is usually an appointment within the Sub-Club or Branch for mentoring/ training etc.

Qualifications/ Experience of Range Officer Training Instructors

RO Instructors may only be appointed by the OM and must complete the RO Instructor training package (currently being developed) once in place.

ROs nominating for the RO Instructors course must have a minimum of five years' experience conducting ranges and be endorsed by the Sub-Club or Branch.

Shooting Alone

Shooting alone is permitted with conditions as specified in governing range rules.

ASSOCIATED DOCUMENTS / REFERENCES

Policy 2 – RO Policy Schedule 1 (attached)
Policy 2 – RO Policy Schedule 2 (attached)
Policy 5 – Occupational Health and Safety



SCHEDULE 1

Sporting Shooters Association Australia (Victoria)

RANGE OFFICER

Application Form

Note: Sporting Shooters Association Australia (Victoria) requires applicants for Range Officer (RO) training and accreditation to meet entry pre-requisites and be endorsed by the executive committee of the applicant's Sub-Club or Branch, and the SSAA (Vic) Operations Manager.

Please complete all parts of the application form and submit to:

The Operations Manager

Sporting Shooters Association Australia (Victoria)

Unit 3, 26 Ellingworth parade, Box Hill VIC 3128

Applicant Details

Name:	
Address:	
Post Code:	
Contact Phone:	
Email:	
SSAA (Vic) Membership No	
Firearms Licence No: Expires: Firearms Licence Categories:	

Pre-requisite information

Reason for applying to be an RO

(describe in detail your reason for applying to be an RO)

Applicant: I*(name)* attest to having engaged in at least 20 days shooting activity on a range over a period of the past four years.

Applicant to sign:.....
Date:.....

First Aid Certificate

First Aid Certificate *(circle)* **YES** **NO**
Expires:.....

Branch / Sub-Club Endorsement *(requires two signatories)*

The
.....
.....*(name of sub-club/branch)*

endorses the application for
.....*(name of applicant)*

(1) Sub-Club/Branch Official *(name and position)*.....

SSAA (Vic) membership number:.....
.....

Contact phone number.....
.....

Email
address:.....
.....

Sign:.....
Date:.....

(2) Sub-Club/Branch Official (*name and position*).....

SSAA (Vic) membership
number:.....
.....

Contact phone
number.....
.....

Email
address:.....
.....

Date of
application:.....
.....

Sign:.....
Date:.....

Operations Manager

<p>(circle)</p> <p>Sign:..... Date:.....</p>	<p>APPROVED</p>	<p>NOT APPROVED</p>
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Enquiries to be directed to State Office on (03 8892 2744) or email: state_office@ssaavic.com.au



SCHEDULE 2

Approved RO Organisations

1. Single Action
2. IPSC a) National Range Officer Institute Australia; b) International Range Officer Association