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Policy No.2

SSAA Victoria Range and RO Training Policy

DOCUMENT CONTROL

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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 Victoria core Range Officer (RO) accreditation.

This policy supersedes all previous policies and repeals them.

SCOPE

The SSAA Victoria Facilities Manager (FM), Branches, Sub Clubs and the Eagle Park / Springvale Assistant Range Managers.

OBJECTIVE

To ensure the safest possible operation of all live firing conducted on SSAA Victoria ranges.

To that end no shooting may be conducted on a SSAA Victoria range unless a currently qualified RO is present and dedicated to conducting the live fire activity or if shooters have completed a discipline-specific safety officer's course that is approved by the FM (see schedule 3).

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 Victoria are the responsibility of the branch or sub-club engaged in that discipline, e.g. IPSC, SASS etc.

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) FM is responsible for managing the core training and qualification of SSAA Victoria ROs. Only the RO training package and all related documents as approved by the FM 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 FM.

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 Assistant Range Manager may request the FM 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 Assistant 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 FM 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.

ASSOCIATED DOCUMENTS / REFERENCES

Policy 2 – RO Policy Schedule 1 (attached)
Policy 2 – RO Policy Schedule 2 (attached)
Policy 2 – RO Policy Schedule 3 (attached)
Policy 5 – Occupational Health and Safety

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 Victoria Facilities Manager.

*Please complete all parts of the application form and submit to:
The Facilities 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 <i>(describe in detail your reason for applying to be an RO)</i>	
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SCHEDULE 2 **Approved RO Organisations**

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



SCHEDULE 3

Approved Discipline-Specific Safety Courses

1. SSAA IPSC Safety Officers (PPLA Only)