

# NRC Code Captain and Range Officer Meeting

## November 2023

### *Welcome*

This meeting has three main objectives;

1. Check Ranger Office Contact details
2. Clarify Ranger Office Procedures and Responsibilities
3. Firearms Registry Compliance

### *Check Range Officer Contact Details*

Please check the Range Office Register and complete a Change of RO Details form before leaving the meeting if you need to update your details.

### *Range Officer Core Responsibilities*

- Safety
- Compliance with NSW Firearms Registry regulations
- Promote Nowra Rifle Club

### *Website*

- The website is the best place to provide timely updates to code captains and range officers.
- It is where you will find current copies of the RO Manual, Club Rules and P650 forms.
- Range Officer Information can be found at <https://www.nowrarifleclub.com.au/about-2/our-club/range-officers/>

### *Range Attendance Books*

We need to make sure that the range attendance books are completed fully.

As a club we don't want to give Firearms Registry an excuse to find fault.

Please make sure that;

- The cover of each range book has a clear start and end date
- Check the page / pages for an event are fully completed
  - Event description and date
  - RO is the first entry and has had his/her license verified by a club member
  - RO signs at the bottom of each page
  - Pages are numbered correctly e.g. 1 of 1 or 1 of 2 etc if multiple pages are used.

### *Discussion*

1. There must be a qualified range officer for every shooting event.
2. The supervising range officer must maintain control of the range and should not participate in an event unless a second range officer is available to supervise while they are shooting.
3. Do not leave the container open especially when non-members are around.