



RANGE OFFICER TRAINING AND INFORMATION MANUAL

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RANGE OFFICER TRAINING – ISSF DISCIPLINES

The club cannot run competitions or practice sessions without members that are qualified to oversee the Safety of the Ranges or the correct running of the matches that form our ISSF Disciplines. It must also be noted that at CDPC unless a member is deemed as a safe user of pistols in ISSF that member will not be allowed to progress to the more action based disciplines of ISSF and Western Action.

Any member can request to take part in RO Training but one of the obligations is that when called on to be part of the RO Roster for ISSF matches that member must make themselves available. By having more members that are qualified we only need to call on them for two or three matches per year.

All Current ROs will be required to undergo a refresher program of training over the course of the next 2 years. The refresher training will be based on the items under section 2 of the Training Program.

The key focus of an RO is safety – CDPC has an impeccable record in safety with no reported incidents that have led to physical harm to a member ever being recorded. Our aim is to keep this record unchanged and hence the change to RO training that has been put in place by our Committee.

The Main responsibility for RO Training rests with the Senior Range Safety Officer, the Club Captain, and the Secretary of the CDPC. Safety is not negotiable at the club and lapses of safety cannot be tolerated and so the new training program has been put in place to ensure we continue a clean safety record.

If you want the RO Access to the club – you must meet the requirements set out by the Committee:

1. You must approach one of the responsible Committee members to express interest in becoming an RO.
2. You must do the formal training as set out in this document.
3. You must commit to undertaking RO duties as required by the RO Roster.

Training sessions for the Formal Theory Training will be scheduled three times per year, with the Practical Component Scheduled to give the member the opportunity to complete the training within 2 - 3 months of the Theory Program – this will depend on numbers.

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1. Range Officer Duties and Responsibilities at CDPC?

For our club the Range Officer is a person that has been trained to conduct matches in the International Shooting Sport Federation approved matches. You can find more information about ISSF on the Federation Web Site:

<https://www.issf-sports.org/>

The absolute focus of the Range Officer of the day is SAFETY. This means that the RO needs to be fully aware of

- OH&S Policy and the procedure for reporting Safety Incidents
- The types of firearms that are used on the range
- Managing range equipment malfunctions and
- Understanding and managing the types of malfunctions that can occur in firearms and ammunition

A Range Officer Trained at CDPC is only a Range Officer for this club. The official title of Range Officer that allows the person to officiate at any club can only be achieved by a formal training program conducted by VAPA.

The other requirement is for the individual to commit to conduct matches as per the RO roster.

The Range Officer is responsible for Safety of members and visitors on the range and must ensure that no lapses in safety protocols occur while they are in control of the range. The RO is also required to be on site for matches in time to inspect the range for any safety issues, set up of the matches, conducting the matches, completing all attendance sheets, and ensuring scores are accurately recorded.

If shooting has ceased on all ranges, the RO must ensure that the range is secured before closing the club for the day.

- Flag Down
- All shooters and visitors have departed the club
- Ensure all areas that are to be locked, are locked
- Close the range and put the Range Master Lock (RO Lock) in place

Opening and Closing of the Range

This training program is aimed at ISSF match Range Officers as there is additional formal training for IPSC and Western Action matches. However, the following points apply to all Range Officers.

- If you are rostered on as RO in any of the disciplines, YOU are responsible for the open and close of the range.
- If you are an RO and arrive and open the range before the rostered RO, you must ensure that the range is safe until that rostered RO arrives
- The Rostered RO of the day then takes responsibility for the range and must ensure when matches are finished that the Range is closed safely.

- When the RO calls Range Closed then the range is closed and shooting stops; unless the RO passes the responsibility to another qualified RO who then takes responsibility for safely closing the range.

2. Safety incidents or injuries

This Club has an impeccable safety record however where firearms are, there is also the danger of injury. There is also a possibility that a member breaches safety practice. In both cases the RO is expected to carefully outline in the incident report what led up to the incident, what was done about the incident and to make any recommendations as to how to avoid such incidents.

In the case of a minor injury that does not need any medical intervention the incident can be reported internally using the incident report provided under the OH&S policy

If the injury comes about due to the discharge of a firearm and someone on the range is injured as a result and requires the need for emergency services and thus the police, then in this case the RO must:

- Must ensure 000 is called,
- If a firearm was directly involved, ensure the firearm is made safe and not moved from where the incident occurred.
- Instruct all members that were present on the range that they must make themselves available for interview by the police if required.
- Make themselves available for the police and
- If possible, take photographs for submission with your report
- Must carefully and fully document the incident as per our OH&S Policy

Note: The recordings on the CCTV system will also be available for viewing as per our CCTV Policy.

3. Training Program

a. Formal Theory Training

This section of work is intended to introduce the ISSF disciplines to the Trainee RO. You may have been shooting in the disciplines for several months by the time you undergo this training – usually this will happen after you have been in the club greater than twelve months. Part of your eligibility to undergo the training is that you have taken part in at least two of the three ISSF Disciplines shot at the club. Note that you may be asked questions about ISSF rules relating to firearm specifications so it is important that you make yourself familiar with the rules that relate to the matches we shoot at CDPC.

i. Disciplines and rules

The ISSF Disciplines we shoot at the club are:

- a) Standard Pistol – the firearms used for this discipline are .22LR rimfire Semi-Automatic Pistols or Single Action Revolvers. It should be pointed out that Single Action Revolvers will limit a shooters ability to compete effectively in the 2nd and 3rd course of fire for the event due to the relatively short time to fire five rounds i.e. 20 seconds per five rounds and 10 Seconds per five rounds.
- b) 25m Pistol – this match is also shot using .22LR rimfire firearms
- c) Centre Fire – These matches can be shot using the following handgun calibres but ammunition used cannot be jacketed and factory loaded
.357 Magnum is not generally allowed
 - a. Semi-automatic pistols, .25Calibre, 9mm, .38calibre
 - b. Revolver of .38Calibre, .357 Magnum – these can be double action or single action

ii. RO Duties – General Description

The RO is the main safety officer of the day when in charge of matches for the range and has authority over all aspects of the shooting range. From opening the range to closing the range at the end of shooting.

Duties on the day include:

- Arriving at least 30 minutes before the scheduled match to make sure the range, targets and equipment are fully prepared for the day and to complete the Range Officer Checklist.
- Make sure that all shooters complete their sign in – COVID registrations while this is still required, and the correct completion of all paperwork related to the match
- Managing range equipment malfunctions and
- Understanding and managing the types of malfunctions that can occur in firearms and ammunition.

- Closing of the range – including a scan of all areas to make sure no one issue on the site before locking the gate.

b. Practical Training

Requirements

The RO in training is required to complete a course of Observation, introductory and practical sessions as outlined below. While the shooter has taken part in competitions, they must become aware of what others are doing on the range and must become proficient and competent to run a match with up to fifteen shooters at any one time.

Learning to observe and assess safety issues, ensuring all shooters are handling firearms safely and watching for malfunctions during matches requires practice and hence the Practical Training must be completed to the satisfaction of the SRSO

The course of training will consist of

- One formal observation session
- One introductory session
- Conducting a minimum of 3 matches
- Assessment Session

4. ISSF Disciplines at CDPC

a. Standard Pistol

To participate in this match the participant must use a .22LR semi-automatic pistol that must meet minimum standards as set out in the ISSF Rules. The full detail of the Rules are available at this link:

[ISSFRuleBook2017-2ndPrintV1.1-ENG_07.02.2018.pdf \(issf-sports.org\)](https://www.issf-sports.org/issf-rulebook/ISSFRuleBook2017-2ndPrintV1.1-ENG_07.02.2018.pdf)

- For ISSF sponsored competitions and interclub matches pistols used must meet the specifications laid out in the ISSF rule book. Note: Interclub postal matches must comply with these rules.

The match is conducted using timed turning targets as follows:

- a) 20 rounds shot in groups of five. Each group of five rounds is shot in 150 seconds
- b) 20 rounds shot in groups of five. Each group of five rounds is shot in 20 seconds
- c) 20 rounds shot in groups of five. Each group of five rounds is shot in 10 seconds

Five minutes of set up time is allowed prior to the match and shooters have the option of firing off 5 sighting shots prior to the match commencing.

At CDPC to qualify for CDPC trophies participants must shoot a minimum of three matches over the course of the year. Note that you must ensure you meet LRD attendance and match participation requirements as well.

- [Malfunctions](#)

Malfunctions during matches can occur during any course of fire and must be handled carefully and safely by the RO. During the match when a malfunction occurs the participant must cease shooting and raise a hand to attract the attention of the RO to the malfunction.

With .22LR Semi-automatic pistols the most common malfunction is a misfeed of the ammunition or jamming of the firearm. This must be handled by the RO and may require a simple clearing of the misfire or jam, or it may require the participant to retire from the match and the firearm will be removed to a designated safe area for maintenance.

ISSF has rules on how to allowable malfunctions and how a match proceeds following a malfunction. Refer to the ISSF Rules for this.

A summary of the rules around malfunctions is attached at the end of this document. Please study this as it will be covered in the Theory Test. If you have any questions, please don't hesitate to ask.

- b. [25M Pistol](#)

To participate in this match the participant must use a .22LR semi-automatic pistol that must meet minimum standards as set out in the ISSF Rules.

- For ISSF sponsored competitions and interclub matches pistols used must meet the specifications laid out in the ISSF rule book. Note: Interclub postal matches must comply with these rules.

The match is conducted using timed turning targets as follows:

Stage 1 – Precision stage

- 30 Rounds shot in groups of five. Each group of five is shot in 150 seconds

Stage 2 -Duelling Stage

- 30 Rounds shot in groups of five. Each group of five is shot on turning targets. Targets face for 3 seconds and turn away for 7 seconds.

- c. [Centre Fire](#)

To participate in this match the participant must use a centre fire pistol of calibre .25 , .38 or .357 at CDPC.

- For ISSF sponsored competitions and interclub matches pistols used must meet the specifications laid out in the ISSF rule book. Note: Interclub postal matches must comply with these rules.

The match is conducted using timed turning targets as follows:

Stage 1 – Precision stage

- 30 Rounds shot in groups of five. Each group of five is shot in 150 seconds

Stage 2 -Duelling Stage

- 30 Rounds shot in groups of five. Each group of five is shot on turning targets. Targets face for 3 seconds and turn away for 7 seconds.

d. Air Pistol

The match is shot at 10 metres and the course of fire is as follows:

- 60 rounds shot in a period of 90 minutes with 6 rounds per card

5. Range Officer Duties

Responsibility

The Range Officer assigned to the run the matches on the range has an obligation to ensure safety of all people on the range. Any incident that occurs must be documented and reported to the Senior Range Safety Officer for noting/investigation if necessary.

If an injury occurs or safety is breached the RO is the person that will be referred to in case of any legal issue arising and therefore the RO must take their duty seriously and not be distracted on the day. Careful attention to setup and signing off on the RO Checklist will help protect the people on the range and the RO in the case of any incident that may occur.

a. Match Day Preparation and Closing

Arrive at the range at least 30 minutes before the match is scheduled to start in order to be able to:

1. Prepare all the records keeping documents which includes
 - a. Ensuring all sign in procedures have been completed – Including Covid Registration
 - b. Range Officer Checklist completed
 - c. Completing the participation record ready for members to sign in
2. Range Preparation
 - a. Set up of timer
 - b. Testing of turning targets
 - c. Getting targets set up for shooters
3. On Match Completion
 - a. Clear the range
 - b. Complete the participation records
 - c. Record Trophy Scored on the main board
 - d. Close the range – ensure there is no one left on site before departing or arrange for this to be done by another RO.

b. During the match

- Ensure that all persons in the shooting area wear hearing and eye protection before shooting starts
- Ensure that commands are spoken clearly and loud enough to be heard by people wearing hearing protection
- Carefully watch participants to ensure safe handling of firearms
- Ensure that ISSF rules are followed regarding stance and firearm direction – e.g. firearms at 45 Degrees in between shots during duelling components of matches
- Ensure that malfunctions are handled correctly

- Participant raises hand and waits for RO to attend – this will happen at the end of the current phase of shooting
- RO will assist the participant and then adjudicate on the allowability of the malfunction
- Ensure that the range is clear, and firearms are safe before the scoring of targets is allowed

c. Scoring

- Ensure that scoring is carried out safely – no person is to cross into the firing line while scoring is occurring
- Ensure scoring sheets are fully complete before scores are entered onto the participant match records
- Enter the scores on the trophy scoring sheets on the club board (club room)

d. Completion of all paperwork

- Complete all paperwork and sign off on all score sheets as necessary
- Ensure the Participant attendance sheet is placed in the correct folder for the Attendance Officer to retrieve.
- Sign individual attendance records as required by participants

6. Assessment

The assessment will use multiple choice questions. The test will be in two parts – Technical Questions and the second Safety Questions. 100% of questions related to safety must be answered correctly before being allowed to move on to the practical course of training. The technical components are important and will require at least 80% answered correctly.

Keep in mind this is all about safety and the club is responsible for safety of its members. The Committee must be confident that you can run the range safely as well as being technically competent to run the Matches you are rostered on for.

Please refer to the ISSF Rule manual for rules relating to matches we run here are CDPC.

7. Practical Training

a. Requirements

The RO in training will be expected to undertake several activities as part of the training. These are covered in detail in the next 4 sections but in summary you must be proficient in use of the Electronic timer, you must be able to demonstrate that you have a good knowledge of the matches you will manage and you must be able to safely run a match.

b. Using the Electronic Timer

The timer is used to run the turning targets used during the competition. The matches that we run are the .22LR Standard match, the .22LR 25Mtr Match and the Centre Fire Match.

During range set up the timer is connected to the power and control circuits

For the .22LR Standard Match the times used are 150 seconds, 20 Seconds and 10 Seconds. You can see the buttons marked in the photograph below.



For the .22LR and Centre Fire matches the two times used are 150 seconds and the 3 seconds.

Note that in the 3 second set up the targets will automatically face away for 7 seconds, then face for 3 seconds to get the shot off and this will repeat 5 times and the targets will then face for scoring.

When you are assessed, you will be expected to know what the stages are and that you select them correctly and instruct the match participants correctly.

c. Observation Session

This session requires that you observe at least one of the three matches from start to finish and take note of any actions and process the RO takes during his control of the match. You will have a short debrief after the match with the RO and discuss/raise questions ask for clarifications and so on.

The RO may ask you to accompany him/her while clearing pistols and instructing you on what you should be looking for and how to inspect different pistols.

d. Introductory Session

This session is one that the RO in training will run with the RO Trainer. The minimum requirement will be that you run at least one stage of a match using the timer and under the direct supervision of the RO. You will also be responsible for clearing firearms between stages and demonstrate that you can speak commands clearly and so you can be heard by the participants that will be wearing ear protection.

You will have a short debrief with the RO at the end of the match to discuss the match and how it was run, what you need to focus on when you undertake your three training sessions and for you to ask any questions.

e. Running the competitions

It is the responsibility of the trainee RO to plan with one of the RO Trainers to take run the minimum required number of training sessions. During those training sessions you will be observed and assisted by the trainer. This includes setting up the range, timer, participant paperwork, scoring and clearing of the range.

You need run at least one of each type of 25 Metre match and you may be required to do more than the minimum training sessions if the trainer/s do not believe you are ready to run matches unassisted.

8. Assessment

The assessment will be based on how well the Trainee Demonstrates his ability to safely run the match and apply the rules as required on the day. The training sessions should be used to develop the skills in running the equipment and demonstrating a knowledge of the rule os each of the matches that the Trainee runs.

You will be assessed on:

- Demonstrate to RO how to set up turning targets and operate it (RO can still help with the machine)
- then runs entire match
- with RO noting any areas of concern.
- trainee-volume of voice,
- clarity of commands,
- command language
- Feedback from match participants to the trainer RO
- relevance/accuracy of any advice given to match participants

- Opening and closing of range
- Completion of paperwork

The final decision on suitability will be determined at the completion of the 4 training days. The committee will take advice and discuss with the training RO the suitability of the trainee to become an RO or the need for more training.

If approved the committee will issue a certificate to the new RO and record details.

9. SUMMARY OF MALFUNCTION RULES

ALLOWABLE MALFUNCTIONS

It is considered an allowable malfunction only when:

- a. The competitor raises their arm to signal a problem but not alter the pistol in any way, and the pistol is held down range until the Range Officer inspects the pistol.
- b. There is a squib round, (where the bullet is lodged in the barrel).
- c. The trigger mechanism has failed to operate.
- d. There is an undischarged cartridge in the chamber and the trigger has been operated.
- e. The cartridge, magazine, cylinder, or other part of the pistol has jammed.
- f. The firing pin has broken, or any other part of the pistol is damaged sufficiently to prevent the pistol from operating.

If the Malfunction is allowed, then:

- the number of shots must be recorded.
- On 25M Pistol and 25M Centre Fire precision and rapid-fire stages the string of shots must be completed.
- On the 25 M Standard Pistol competition the series must be repeated.

NON-ALLOWABLE Malfunction

A malfunction is not allowed when:

- g. The safety catch has not been released.
- h. The shooter had not loaded his pistol.
- i. The shooter had loaded less cartridges than prescribed.
- j. The magazine has not been inserted correctly or had fallen out during shooting unless this is due to damage to the mechanism.
- k. The shooter on turning targets misses the sequence of shots to be fired.
- l. The shooter alters the gun after the misfire and removes a round or the magazine from the pistol.

Then the series cannot be repeated.

CROSS-FIRES.

Crossfires of competition shots must be scored as misses.

If the shooter receives a confirmed crossfire shot, but it is impossible to determine which of shots are or are not his or hers, they must be credited with the **highest value** of undetermined shots.

Example: If there are 11 or more scoring shots on a target, the **lowest score**(s) are to be **removed** from the scoring of that target. Only 10 scoring shots are to be counted/ recorded.

At the start of a competition to help stop undetermined crossfire shots, space out competitors by the type of pistols used for that event. Example: Centre fire shooter then rim fire shooter and so forth thereafter