Before shooting: Ensure you've read and understood the relevant Range Standing Orders (RSO) for the range you will be responsible for.

Range Preparation - Before Shooting	
1	As per RSO and SSR, ensure that range is established, including: a. Range wind flags are in place. b. Erect the range safety flags and signs – at the front gate and at the Butts. - When setting up the mound – erect the red flag at the FP – this indicates that rifles and equipment are not permitted on the FP. - Ensure the road signs / control signs are in place. - Ensure gates and access ways are closed. - Sentries are in place (if required) - including communications check. c. Ensure targets are up and connect/establish the electronic target system or that the BO and markers are in the butts. - If a party remains in the Butts establish communications. d. Ensure the party setting up electronic targets have returned and identified to you that the Butts area is clear. e. The First aid kit and defibrillator are at the FP and Butts.
2	Squadding: a. Conduct squadding as per normal Saturday shoot or competition draw with score boards are in place. Check that other necessary scoring equipment is in place.
3	Range Brief: a. Conduct a range briefing to competitors (if required). Normally provided at a competition. See *Competitor Briefing*.
4	Range Officers: a. Ensure that you have sufficient RO and other supporting staff in place. - If you do not have enough RO as per the SSR then do not commence shooting.
5	Check Safety and Communications: a. When you are satisfied that the range is clear, that all of the signs and flags are in place then establish communications with the Butts Party so that you can commence shooting.

Blow-Off Shots (3.19.5):
Blow-off shots must be conducted at a zero range (where one exists) prior to a competition, at the discretion of the competitor, and must adhere to local RSO. If there is no dedicated zero range, the competition controlling body may, at their discretion, make provision for blow-off shots before match. The procedure in this case must ensure any blow-off activity is commenced well before match commencement so that it concludes at least fifteen (15) minutes before the match begins and must not be part of the competition program or timings. If such arrangements are made, targets and spotting/spotters are not permitted. The position to be used for the conduct of blow-off shots in both circumstances should follow local RSO; the prone position or use of a bench is recommended.

Competitor Briefing - Before Shooting	
1	Welcome: a. Your name as the Range Officer and the names of those Range Officers assisting you. b. The shoot being conducted today (distance, number of sighters and counting shots). c. Location of safety kit and defibrillator. Identify First Aid Officers/Assistants. d. Range Register / Sign-in (if required).
2	Safety Precautions: a. Sear Engagement / Bolt Cycle safety check at the start of firing. When conducting the safety check the muzzle is to be pointed at the targets. b. On the Unload - scorers are to view up the barrel to ensure that the bolt is removed and that they can visibly see that there are no rounds in the chamber. Once the scorer has verified that the rifle is 'Clear' then the competitor is to insert the ECI. Then the competitor may retire from the firing point/mound. c. If the rifle has a magazine, then the magazine is to be removed as part of the UNLOAD process and shown to the scorer to verify that the magazine is empty. d. Only live rounds are to be taken to the firing point. Do not take empties forward. e. Cross-Fire / No Hit on Target. Please call the RO so that we can establish what occurred and verify whether you have cross fired or there is another issues. In the event of your projectile not hitting a target - the competitor is to remove the bolt and ensure that a projectile is not lodged or stuck in the barrel. f. Reminder for hearing protection, sun safety and hydration. g. Location of live round extractor. h. When to call Range Officers - emphasise specific issues. i. Speed limits on the range.
3	Safety Precautions to be followed specific to the range: a. Use of magazines. b. Use of muzzle brakes and mitigating strategies to be followed. c. Sentries / timings / other control or safety measures.
4	Wildlife issues and mitigation strategies (as applicable): a. Snakes. b. Kangaroos, Livestock, Other.
5	Competition conduct (as required): a. Preparation time / conduct. b. Squadding. c. Range / distance change: - Targets to move - Shooting position move - Other requirements as applicable d. Equipment checking: i. Ammo Check ii. Trigger check iii. Rifle check e. Use of Scrutineers during the match for random equipment and ammunition checks. f. Procedure for Protests and appeals. g. Shelters. h. Breaks (ie Lunch). i. Timings (ie Finish time) j. Smoking, Field of Play (refer SSR).
6	Support for Closing down the range at the conclusion of shooting: a. People to assist with packing up the mound. b. People to assist with packing up the butts.
7	a. Administration: Presentation / Ceremony timings and location.
8	a. Conclusion: Thank individuals as appropriate. b. Good Luck and Good Shooting!

Commencing Firing On The Range - Individual Shooting	
1	Range Preparation a. Ensure the Range is prepared and ready to commence - as per *Range Preparation and Competitor Briefing*. b. Then when you are ready and your RO and assistant staff are in place:
2	If the targets are exposed (ie electronic targets): a. Remove Red Flag from the FP and place as per RSO. b. Call forward the competitors with their equipment. c. Advise the competitors that they have 5 minutes preparation time. Remind Competitors that they may not commence firing until you give the command - they have 5 minutes for preparation and sighting only. d. Remind Competitors that they need to have completed (if required) a bolt cycle test before firing. e. Once 5 minutes has elapsed advise Competitors that they 'May Commence Firing' if a scorer (and if necessary check scorer) are in place and 'Your Time Starts Now'. f. Announce that the 'Range is Open'.
3	If the targets are NOT Exposed (ie manual targets): a. Remove Red Flag from the FP and place as per RSO. b. Call forward the Competitors with their equipment. c. Advise the Competitors that they have 5 minutes preparation time. Advise competitors that 'After 3 minutes preparation time your targets will be exposed and you have a further two minutes preparation time with targets for sighting purposes only'. Remind Competitors that they may not commence firing until you give the command. d. Remind Competitors that they need to have completed (if required) a bolt cycle test before firing. e. At the three minute mark - raise the targets. f. Once 5 minutes has elapsed advise Competitors they 'May Commence Firing' if a scorer (and if necessary check scorer) are in place and 'Your Time Starts Now'. g. Announce that the 'Range is Open'.
4	If shooting Bisley Style (ie 2 or 3 Competitors to a target): a. Preparation time and process follows step 2 or 3 above. b. The RO may use discretion to allow more preparation time if required. c. Once the command of 'Commence Firing / The Range is Open' has been given, each competitor has 45 seconds to fire a shot when 3 people are on the target and 60 seconds when there are two competitors on the target.
5	Miscellaneous: a. Timings: See below. b. If a break in shooting occurs that is greater than 5 minutes, then one non-convertible sighter is permitted.

TR and SC:

Range (From/To)	7 Shot Match	10 Shot Match	15 Shot Match	20 Shot Match
300 - 500yds/m	10 mins	14 mins	20 mins	26 mins
600 - 700 yds/m	11 mins	15 mins	21 mins	27 mins
800 - 1000 yds/m	12 mins	16 mins	23 mins	29 mins

For F-Class:
The time allowed for the string irrespective of distance is the number of sighting and scoring shots to be fired times one (1) minute – e.g. seventeen (17) minutes for two (2) sighters and fifteen (15) shots to count (or as the number of shots may dictate).

Note: Where a competition has both TR and FC competitors competing concurrently, the competition controlling body may elect to default to the longer TR timing for all competitors.

Commencing Firing On The Range - Teams Shooting	
1	Team Shooting is conducted differently: a. There is no separate preparation time, the total time for the match includes preparation time, especially for the first Competitors.
2	Ensure the Range is prepared and ready to commence - as per *Range Preparation and Competitor Briefing*. a. When you are ready and your RO and assistant staff are in place. b. Call forward the compeitors with their equipment. c. Advise the Teams that they X time to complete the match. d. Remind Competitors that they need to have completed (if required) a bolt cycle test before firing. e. Announce that the 'Range is Open'. f. Advise Teams they 'May Commence Firing' [scorers (and if necessary check scorer) should already be in place]. g. Advise Competitors that 'Your Time Starts Now'.
3	Timings for Teams (Rule 3.18.18) a. Short Range (Up to and including 600m). The minimum time allowed, in minutes, will be equal to the number of shots to be fired at a target (including sighters), plus 25% + two (2) minutes (for sighting purposes). b. Long Range (700 yds and beyond). As for Short Range, but 33% added instead of 25%, + two (2) minutes (for sighting purposes).
4	Concluding / Time Keeping: a. The CRO/RO must give an audible warning to the Teams when 10 minutes remains in the match. b. When the Team Time has elapsed the CRO/RO shall issue the command to 'Cease Fire'. c. Ensure that the Competitors leave the mound once they have been cleared and the ECI inserted as per the UNLOAD Process.

Note: Where a competition has both TR and FC competitors competing concurrently, the competition controlling body may elect to default to the longer TR timing for all competitors.

While shooting is occurring, actively supervise the shooters ensuring rules are being followed.

If it becomes necessary for the CRO/RO to cease duties for a time (eg; if shooting) then they must clearly delegate their duties to another RO.

Ceasing Firing On The Range - Range Closure	
1	At the Conclusion of the Time Period / Or when Shooters Have finished: a. Depending on the circumstances, you may need to issue a command to 'Cease Fire'. For example in a Teams Match where the time has expired. b. Ensure that the Competitors leave the mound once they have been cleared and the ECI inserted as per the UNLOAD Process.
2	Close the Range: a. Announce that the 'Range is Closed'. a. Ensure Red Flags on the mound are in Position. b. Advise the Butts and Sentries (if Applicable). c. Advise any other parties if so required (ie Range Control, adjoining ranges, CRO, Competition Managers. d. Collect score cards as required.
3	Pack Up the Range: a. Pack up FP Equipment, including electronic target monitors and equipment. b. Pack up Range equipment - Wind Flags, safety flags, communications equipment. c. Pack up Targets and Butts equipment.
4	Other Duties: a. Report any damages / refurbish targets and other equipment. b. Plug in equipment that needs to be re-charged. c. Lock up the facilities
5	Reporting - if required: a. If there is a safety incident or accident it MUST be reported IAW SSR. b. If there is a matter of discipline, ensure that it is reported. c. Report damage.

Range Messages	
1	Firing about to commence.
2	No spotting disc visible.
3	Spotting disc unmistakably disagrees with the signalled value. Check that spotting disc shows LAST shot and signal its correct value.
4	A shot has been fired but no signal has been made. Examine target and spotting disc carefully and signal the shot if found or a miss.
5	The value of the shot has been challenged. Recheck the shot hole (using a gauge if necessary) and signal the correct value.
6	It is suspected that there is a second shot on the target. Inspect the target for a second shot. If found, mark and signal it. If not, leave the spotting disc in the original hole.
7	A miss has been signalled but competitor has challenged for a scoring shot. Re-examine the target carefully and signal the shot if found or a miss.
8	The spotting disc appears not to have moved. Butt Officer is to consult marker and confirm that the spotting disc is in the latest shot hole. If successive shots have been very close to each other, the RO to be advised accordingly.
9	Marking appears to be unduly slow. Butt Officer to check and correct where necessary.
10	Finished with target. Patch the target. Half-mast it, or re-rig for the next distance or put away, as the programme demands.
11	Stand easy. Lower target, patch out and put target back up.