



SSAA NSW

Limited

SSAA (NSW) Ltd RANGE OFFICER POLICY

POLICY OBJECTIVE

Whilst the SSAA NSW Range Officer course is administered by SSAA NSW, it is the role of the Branch or Affiliate Club to nominate suitably qualified members to be trained.

As part of the selection process by a Branch or Affiliate Club, the nominated person must satisfy the approval criteria below.

SSAA NSW Range Officers have the responsibility of running the Range in a safe manner, in accordance with the Range Standing Orders, the NSW Firearms Legislation and the conditions of the shooting range approval. Whilst on duty, the RO has total control over range activities and is a representative of the SSAA Branch or Affiliate Club controlling the range at the time.

APPROVAL PROCESS

To become a SSAA NSW Range Officer, the candidate must meet the following criteria:

- hold a current NSW Firearms Licence for longarms and/or handgun target categories;
- hold a current NSW Firearms Licence for longarms categories other than target (for sighting in duties only);
- be endorsed by their SSAA NSW Branch or Affiliate Club;
- have successfully completed an approved SSAA NSW Range Officer Course;
- be and remain a financial member of SSAA NSW;
- adhere to all relevant Codes of Conduct; and
- must be reaccredited every 3 years by undertaking a SSAA NSW Reaccreditation process.

The process of authorising a SSAA NSW Range Officer is as follows:

1. Branch or Affiliate Club is to nominate a candidate/s, using the approved nomination form, and forward to SSAA NSW allowing for prerequisite licence and membership confirmation.
2. Once affirmed SSAA NSW will forward the approved nomination list to Branch or Affiliate Club.
3. Upon receipt of the nomination list, the Branch or Affiliate Club will advise their SSAA NSW Range Officer Trainer who will make arrangements with the candidate/s to facilitate the Range Officer Course.
4. Upon the successful completion of course inclusive of theory and practical components, the Range Officer Trainer will forward the assessment sheet to SSAA NSW.
5. Upon receipt of assessment correspondence, candidate will be accredited as a SSAA NSW Range Officer and forwarded the relevant SSAA NSW Range Officer credential.



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SELECTION OF SSAA NSW RANGE OFFICERS

It is the responsibility of individual Branches and Affiliate Clubs to select suitably qualified candidates to undergo the SSAA NSW Branch Range Officer course. As part of this selection process, Branches and Affiliate Clubs are requested to consider that the nominated person has the desired level of firearms safety experience, knowledge and the ability to communicate effectively to all firearms licence holders that attend the range.

PRIOR LEARNING CONSIDERATIONS

When considering RPL an applicant will be required to evidence skills, knowledge or experience gained through such things as training or experience. To apply for RPL the member will need to provide current proof to an assessor that demonstrates they have the skills and knowledge to meet the requirements of the RO qualification. The RPL does not replace any requirement to undergo the RO course but rather better determines how many practical assessments need to be undertaken by the member. On all occasions the applicant will need to complete the theory and a minimum of one practical component to be assessed as competent.

RECOGNITION

While the qualification gained by successfully completing the SSAA NSW Range Officer Course is recognised across this State it must be noted that the authority to act in the position of RO only extends to the Branch or Affiliate Club that nominated the individual.

However, at the invitation of another Branch or Affiliate Club, a Range Officer should undertake to complete an induction of that range facility that meets the requirements of the local committee and satisfies the knowledge required by that person to perform Range Officer duties at that range.

RESIGNATION OF SERVICE

If a Range Officer chooses to withdraw from the position any such resignation will be respectfully acknowledged and accepted. All resignations should be made in writing to the Branch or Affiliate Club that originally provided the RO authorisation and then forwarded to SSAA NSW.

TERMINATION OF SERVICE

The endorsing Branch or Affiliate Club and SSAA NSW reserves the right to terminate a Range Officer's service if that RO proves to be unsuitable, or if for any reason, the RO no longer has the confidence or support of the Branch or Affiliate Club committee.

Any Range Officer whose service is terminated by a Branch, Affiliate Club or SSAA NSW, shall be given the right of reply. Should the Range Officer wish to appeal this decision, they would be required to write to the Branch or Affiliate Club and SSAA NSW, within 28 days, seeking a review of the original decision.

In the event that the Range Officer's accreditation is no longer valid, the RO and the endorsing Branch or Affiliate Club will be informed in writing. The RO will be required to return their Range Officer ID card to the Branch or Affiliate Club immediately.