



# RANGE STANDING ORDERS

Operations Manager  
Rotoiti/ Nelson Lakes District  
Department of Conservation  
Nelson

## Teetotal Sighting-In Range

**Date: - 23 January 2024**

Range Standing Orders (RSOs) are written to ensure **all users are aware** of the safe management procedures and conditions of use that apply to this range.

**Safety MUST be your prime consideration when using the Teetotal Sighting-In Range.**

### 4. **Introduction:**

- The Teetotal Range is sited at Teetotal Road, St Arnaud, on land managed by the Department of Conservation as Teetotal Recreation Area within the Big Bush Conservation Area.
- The legal description of the land area range is Sect 5.25 – Stewardship Area
- The range is certified as: 100 metre, outdoor (single lane), Reduced Danger Area (RDA) Range.
- **Hours of operation are strictly day light hours only.**
- These RSOs are to be promulgated to all permit holders, regional hunting organisations and the Rotoiti District Community Council  
A copy of the RSOs is to be permanently available at the DOC Nelson Lakes Visitor Centre in St Arnaud and at the range site **OR**
- Visitors are to be directed to where, a copy of these RSOs are available to be read.  
RSOs are written to ensure all **users are aware** of the safe management procedures and conditions of use that apply to this range. All users of the range are to read these RSOs.

### 5. **Responsibility:**

The Operations Manager, Rotoiti Nelson Lakes District is the Shooting Range Operator (SRO) and responsible for the administration, allocation, and ongoing maintenance of the range, he/she is also responsible for ensuring that all users are familiar with these RSOs.

### 6. **Compliance with Range Standing Orders:**

- All users of the Teetotal Sighting-In Range are subject to these RSOs.
- **THERE ARE NO EXCEPTIONS.**
- Users approved to use this facility will have their approval withdrawn if they do not adhere to these RSOs.

### 7. **Location:**

The range complex is located at NZ Topo50-BR24 Kawatiri  
NZTM Reference E1584968 N5374159  
Teetotal Road, St Arnaud.

### 8. **Approved Range Users:**

Range users **MUST** obtain and carry a Teetotal Sighting-In Range Permit obtainable from the DOC - Nelson Lakes Visitor Centre in St. Arnaud.  
The range is not to be allocated for priority use by any individual or organisation without the express authority of the SRO.

9. **Warning Flags - Danger Signs:**

The Red range flag and Warning Signs **MUST** be positioned at the following points prior to commencement of any live firing:

**[a] Main flag at the entrance to the range. This flag must be up when the range is in operation.**

The flag must be lowered on completion of the shooting activity. (Minimum flag size 1200 mm x 600 mm). If the flag is missing, please inform the staff at the DOC - Nelson Lakes Visitor Centre.

**(b)** Permanent warning signs are to be placed on the main gate, and at regular intervals along the fence lines of the external range boundary including the Skating Pond Loop MTB track.

10. **Range Description, Firearms Restrictions & Conditions of Use:**

**Description:**

The range has a range axis of 304 degrees grid and is a 100m Outdoor Reduced Danger Area Range with a 100m Popover danger area applied behind the target line. An enclosed bullet catcher is supported by ground baffles on the backstop which rises 20m above the target centre. There are two (2) firing points:

1. a 25m firing point, and
2. a 100m firing point with a benchrest.

**Only authorised and functional firearms are to be used on the range.**

**Restrictions:**

The Teetotal range is restricted to the firing of the following firearms and calibres:

- [a] Rifles up to and including 8mm.
- [b] Black Powder firearms, up to and including .75 calibre.
- [c] Rifles firing pistol calibres up to and including .45 calibre.

**Shotguns are not to be used on the range.**

**Conditions of Use: Conditions of use are set to ensure the cone of fire (10 mil at 100m) is not exceeded and that all bullets are captured by the bullet catcher.**

- **Shooting must be from the 25m or 100m firing points.**
- The following shooting positions can be used at the 25m firing point - Standing, Sitting, Kneeling, and Prone.
- All shooters must first prove they can achieve the cone of fire from the 25m firing point before shooting from the 100m firing point. Once this has been established for each individual, shooting can commence from the 100m firing point for subsequent use, unless the shooter wants to confirm the accuracy of their firearm after a repair, modification and/or there is reason to doubt the zero. The need to re-confirm at the 25m firing point is at the discretion of the OD/RO based on the respective circumstances.
- All shooting at the 100m point must be shot from the benchrest in a supported position.
- Firearms must be in the shoulder and aimed at the target before closing the action.

11. **Range Safety Roles:**

The following range safety appointment is required to be present at all times when the range is in use:

- [a] An Officer on Duty (OD)/Range Officer (RO).
- [b] For casual sighting in; any person shooting on their own must be trained and qualified as an OD/RO in accordance with the Police Shooting Range Manual (see Annex D).
- [c] If there is more than one person, **a qualified person** is to take on the duties of the OD/RO. They are to ensure that range flag is in position (when the range is in use), and that all firearms are unloaded and secured before moving forward to check targets.

12. **Range Safety Rules:**

**THE FOLLOWING PROTOCOLS ARE EMPHASISED.**

- [a] Safety on the range is the responsibility of all range users.
- [b] A **designated OD/RO** is to be in charge of the range when it is in use
- [c] The OD/RO is responsible for ensuring that the range is safe for use prior to the commencement of any shooting activity.
- [d] That the bullet catcher is in good repair.
- [e] That only approved or authorised targets are used on the range.
- [f] Ammunition restrictions are adhered to.
- [g] That there is no person(s) or activity in the danger area.
- [h] That hearing protection is to be used by all range users and spectators.
- [i] Eye protection is recommended.

**RANGE RULES:**

- All shooters must possess and carry the required range permit from the DOC - Nelson Lakes Visitor Centre form.
- Loaded firearms must be pointed down-range **at all times**.
- **Do not leave firearms unattended at any time.** When you go forward to check your target, if you are on your own, take the firearm with you or lock it away in your vehicle. Do not leave it on the mound unattended.
- Firearms must be unloaded, cleared and secure before anyone is to go forward of the firing line.
- You must not handle another person's firearm without their consent.
- Firearms are not to be handled while people are forward of the firing line.
- No firearm may be removed from the firing point until it has been cleared by the OD/RO and verified as being unloaded.

13. **New Ammunition:**

If a new type of ammunition is proposed for use on the range, it must be approved by the SRO if considered safe to do so. Before inclusion in the RSOs, the requirements of section 34 of these RSOs are to be adhered to.

The following ammunition must NOT be used on the Teetotal Range.

- Tracer Ammunition
- Incendiary Ammunition
- Armour piercing Ammunition
- Explosive Ammunition (all types)
- Any sabot ammunition type

14. **Targets:**

- Paper targets only are permitted.
- All targets are to be attached to the target board within the border of the target frame on the front of the enclosed bullet catcher.

**Target type restrictions and placement are required to reduce ricochet and ensure bullets are captured.**

15. **Steel Targets:**

Steel targets and targets other than paper are categorically prohibited.

16. **Moving Targets:**

Moving targets are prohibited. All paper targets must be fixed to the front of the bullet catcher.

17. **Minimum safe engagement distances:**

NA

18. **Eye and Hearing Protection:** -

Shooters and observers are to wear hearing protection when shooting is in progress and eye protection is recommended.

19. **Medical and emergency:**

- Range users should carry their own first aid kits.
- **In a Medical Emergency, Dial 111 and ask for Ambulance Assistance.**
- **Cell phone reception; is available from the range site.**
- **Address; Teetotal Road, St Arnaud**
- **The nearest hospitals and medical centres:**
  - o **Murchison Hospital & Health Care, 58 Hotham Street, Murchison (60kms away) ph: 03 5231120**
  - o **Wakefield Health Centre, 12 Edward Street, Wakefield (60kms away) ph: 03 541 8911**

20. **Accident Procedures:**

- Accident **not** involving a firearm: The following procedure is to occur:
  - [a] Cease firing.
  - [b] Ensure the scene/situation is safe for all participants.
  - [c] Render immediate first aid and assess the need for evacuation of the casualty to the nearest medical facility or onsite recovery by emergency services.
  - [d] Notify the Operations Manager, St Arnaud (SRO).
- **Accidents involving a firearm:** The following procedure is to occur:
  - [a] Cease firing.
  - [b] Ensure the scene/situation is safe for all participants.
  - [c] Render immediate first aid and assess the need for evacuation of the casualty to the nearest medical facility or onsite recovery by emergency services.
  - [d] Make no attempt to remove or strip the firearm.
  - [e] Notify the Police.
  - [f] Notify Operations Manager, St Arnaud (SRO)

**Note:**

**It is important that all users are aware of Section 20, Accident Procedures, and fully comply with this procedure.**

21. **Fire Precautions:**

- All precautions are to be taken to reduce the possibility of fire on the range and the surrounding grounds.
- All reasonable fire precautions are to be taken against fire and all fires are to be extinguished as quickly as possible, if safe to do so.
- Smokers are to ensure they extinguish cigarette butts and remove them from the site.  
**In the case of fire Dial 111 and ask for Fire Brigade Assistance. Address; Teetotal Road, St Arnaud**

22. **Range Clearance:** -

- The range flag is to be lowered when the range activity has ceased.
- Users are to ensure that all range rubbish, including used targets, ammunition boxes, fired cases etc., are removed from the range and disposed of in an appropriate manner.
- **Rubbish is not to be left on the range as it may easily become a fire hazard.**

**23. Unauthorised Use of the Range Complex:**

- Any individual or organisation approved to use the range will have been provided with a Teetotal Sighting-In Range permit from DOC Nelson Lakes Visitor Centre.  
Any individual or organisation unable to provide this approval as proof of authority must be asked to leave the property immediately.
- Any refusal to leave should be reported to the SRO and the Murchison Police as soon as possible.

**Range intrusion Procedure**

- When a range in use for live firing, it is the responsibility of all persons on the range that if any people, animals, vehicles, or aircraft are seen to enter or about to enter the range and its danger area, they are required to shout 'STOP', and all shooting is to stop immediately. Only when the intrusion is clear may live firing resume under the instruction of the OD/RO.

**24. Cone of Fire (CofF):**

<b>Cone of Fire: Rifle Under 8mm: - (20 mils) 1.125 degrees (Horizontal and Vertical), STANDING</b>		
<b>Distance (Metres)</b>	<b>Radius (Metres)</b>	<b>Diameter (Metres)</b>
20	0.409	0.79
25	0.45	0.99
35	0.69	1.38
50	0.98	1.96
100	1.472	2.944

<b>Cone of Fire: Rifle Under 8mm: - (10 mils) 0.57 degrees (Horizontal and Vertical), PRONE.</b>		
<b>Distance (Metres)</b>	<b>Radius (Metres)</b>	<b>Diameter (Metres)</b>
25	0.250	0.500
50	0.500	1.00
100	1.00	2.00

**25. Inability to Contain Shots within Cone of Fire:**

- If for any reason any shots fired fall outside the Cone of Fire the OD/RO is to carry out the following procedure:  
**[a]** Halt all firing and identify the shooter responsible.  
**[b]** Observe the shooters next shot and if it falls within the Cone of Fire allow that shooter to continue firing.  
**[c]** If the observed shot does not fall within the Cone of Fire, the shooter is to be provided with a suitable coach with the intention of bringing the next shot within the Cone of Fire.  
**[d]** Shooters who are unable to achieve the Cone of Fire are to cease firing and be provided with remedial dry-fire training to improve their shooting skills. The firearm and ammunition should be checked first to ensure there is no fault with the firearm and/or ammunition.

**26. Unlicensed or Inexperienced Shooters:**

- a. Unlicensed/inexperienced shooters must be under one-on-one supervision by a firearms licence holder who will act as a Safety Officer/Coach.
- b. They are to be taught and assessed on their ability to carry out safe firearms operating procedures with an unloaded firearm prior to live firing.

**27. Test Firing:**

- a. Zeroing and Load development using best practice procedures are approved activities.
- b. Test firing outside the norm must be considered and approved by the SRO.

**28. Air Danger Height (ADH):**

- All range users must be made aware that Air Danger Heights exist for the outdoor ranges.
- An ADH of **150 metres** applies to the Teetotal Sighting-In Range.
- If aircraft are seen to be approaching the range in a manner that may see them fly over the range whilst live firing is in progress, the **OD/RO** must immediately call for a stop to all shooting until the aircraft clears the range danger area.

**29. Range Maintenance Plan:**

- The SRO is required to have a maintenance plan and schedule of work to be done.
- The bullet catcher is to be kept to a minimum angle of 34 degrees.
- All unused targets are to be taken off the range when not in use.
- Any range structure that falls below the minimum standard must be repaired immediately or the range must be closed until repaired.
- Range warning signs and the range flag must be regularly checked for placement and visibility.

**30. Children (Minors):**

- Children are to be under the direct control and supervision of an adult at all times.

**31. Health and Hygiene:**

- Best practice says that after shooting you should wash hands before eating or drinking.
- Food should not be consumed on the active range while shooting.
- Alcohol must not be consumed or present at the range site.

**32. Domestic Animals:**

**Dogs must be kept under control by the owner at all times.**

**33. Additional Headings:**

NA

**34. Amendments to the RSOs:**

- a. Proposals to amend the RSOs are to be forwarded to the SRO. The SRO is to consider the amendment and accept or decline the proposal. If declined, the SRO is to advise the originator accordingly. If accepted, the SRO is to submit the proposal to the Clubs and Ranges Team at Te Tari Pūreke - Firearms Safety Authority. The Clubs and Ranges Team will review the proposal, consult with the SRO where necessary, and either approve or disapprove the amendment. If approved, the SRO can then include the amendment in the RSOs with a new effective date, provide a copy to the Clubs and Ranges Team, and distribute accordingly. All previous copies of the RSOs are no longer valid.
- b. Orders once “**reviewed and approved**” by Firearms Safety Authority, the updated RSO’s shall be displayed in the St Arnaud office and forwarded to all users named on the distribution list.

**35. Authorisation of RSOs:**

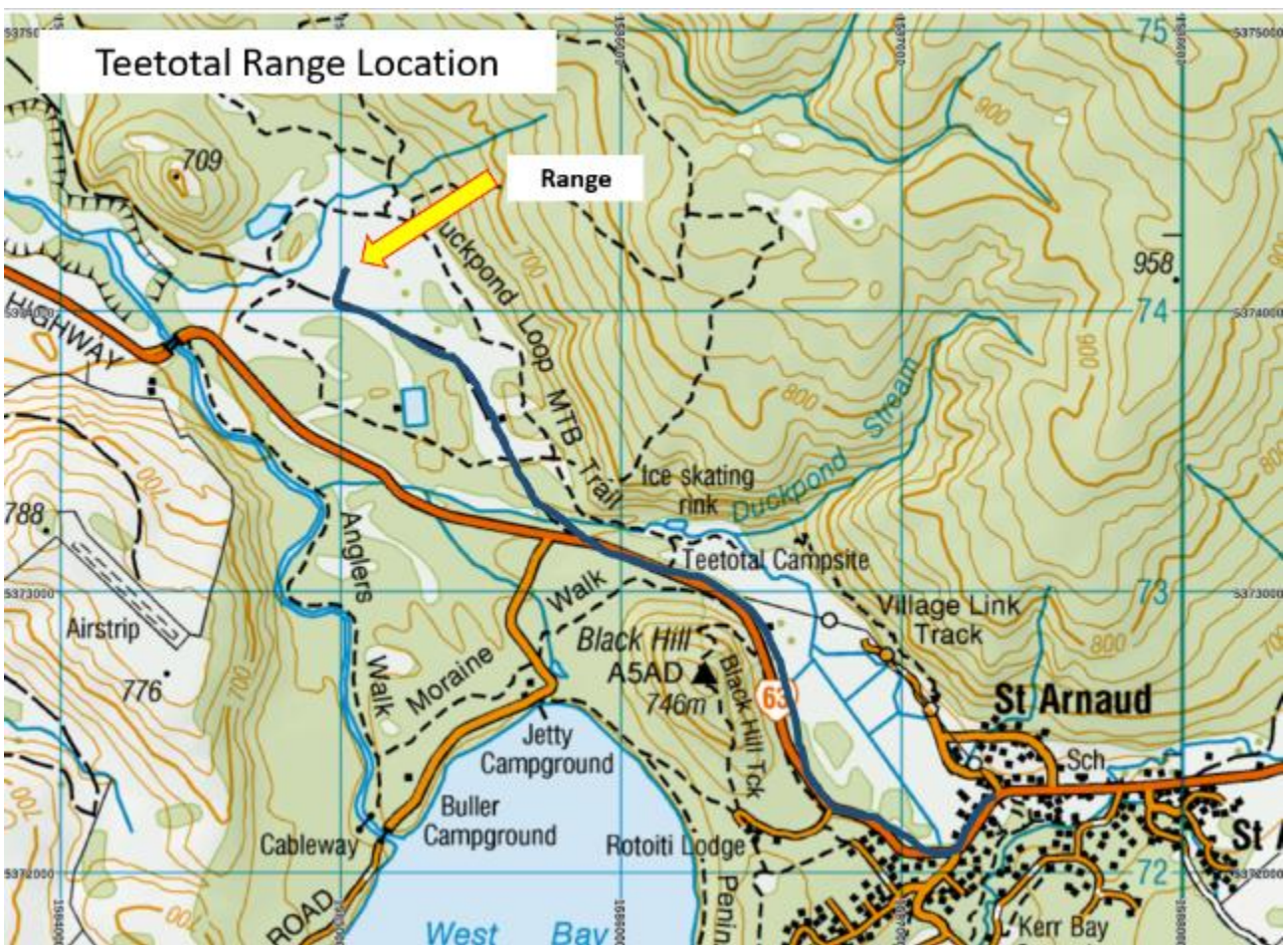
These RSOS are authorised by the:

Operations Manager  
Rotoiti/Nelson Lakes Office  
Department of Conservation  
St Arnaud

36. **Distribution List:**  
Department of Conservation  
Rotoiti District Community Council  
NZDA Branches (Nelson Marlborough)  
New Zealand Police

37. **Annexes:**
- A. Range Location
  - B. Range Danger Area
  - C. Rules for using the benchrest at the 100m firing point
  - D. Responsibilities of the Officer on Duty / Range Officer
  - E. Teetotal Sighting-In Range Permit

**Annex A:**  
**Range Location – Access from St Arnaud.**







## **Annex C – Rules for using the benchrest at the 100m firing point.**



**All shooting must be under the control of a qualified person fulfilling the role of the Officer on Duty (OD)/Range Officer (RO). The Shooting Range Operator (SRO) must maintain a register of all qualified ODs/ROs.**

**An individual may shoot on their own, but must be a qualified OD/RO.**

**Shooting from the 100m position must be from the bench rest in a supported position.**

**Firearms must be in the shoulder and aimed at the target before closing the action.**

**All unlicensed shooters must be under direct supervision of a firearms licence holder.**

## Annex D – Responsibilities of an Officer on Duty / Range Officer

### *Officers on Duty - “Range Officer”*

- 8.11 The Commissioner will grant a certificate when satisfied that all legislative conditions are met. One of these conditions is that when a shooting range is in use, an officer is to be on duty (Officer on Duty or OD) who holds a firearms licence and is appropriately trained in shooting range safety management. This training as a minimum must cover:
- a. The duties and responsibilities of the OD.
  - b. Understanding and compliance with RSO.
  - c. The correct preparation and set up of the range prior to commencement of firing to include clearance of the danger area.
  - d. That only approved firearms, calibres and ammunition are used on the range.
  - e. That they supervise all shooters and inspect firearms and ammunition in accordance with the respective shooting discipline requirements, e.g. specific range safety procedures, match/competition rules etc.
  - f. That only approved targets are used, and target placement is correct.
  - g. The control and supervision of firearms security and safe firearms handling within the range environment.
  - h. That they assign shooters to targets.
  - i. The safe conduct of the shooting activity using approved range commands and clearance of firearms.
  - j. That they report all RSO breaches.
  - k. The appropriate control of all non-firing participants while firing is in progress.
  - l. The procedure to follow in an emergency.
- 8.12 The officer who is on duty (OD) has a role of command and control and is responsible for the running of that range while on duty. When there are one or more shooters on the range, one of these must be designated as the OD. The OD can fulfil their role and participate as a shooter, ensuring that they can maintain control of the range at all times.
- 8.13 Some national shooting organisations currently provide a training programme that enables members to become trained to be the OD (some disciplines may refer to this person as the Range Officer) in their specific shooting discipline. It is a condition of operating the range that an OD must be on duty for each individual range in use.
- 8.14 A SRO should keep and maintain a register of all persons that have been trained and can perform the role of OD. It is also recommended that a record is kept of individuals who fulfil the role of OD each time the range is in use by name, date, time and range used.
- 8.15 The RSO may describe any additional persons that are required for the safe operation of the range. Where an approved shooting activity or organised shooting competition is being conducted, the 'Match' or 'Competition' rules will also detail range safety appointments required for the safe conduct of the activity/competition.

# Annex E – Sighting-In Range Permit



## Teetotal Sighting-In Range Permit



*This permit must be carried by the designated Range Officer*

This permit authorises

*(not transferable)*

Of (physical address)

Email

Range Permit No.

Phone No.

Firearms Licence

Hunting Permit #

& expiry date

**[only issued at DOC Nelson Lakes Visitor Centre]**

To act as the Range Officer to use and supervise the use of the sighting-in range in accordance with the Range Standing Orders

*I acknowledge that I have read the Range Standing Orders, I understand my responsibilities as a designated Range Officer and will fully comply with the requirements outlined therein.*

Signature: .....

Date: .....

Valid from

Issuing officer

Valid to

Officer's signature

*(max 4 months or expiry of hunting permit)*

*(permit not valid unless signed in person)*

Date

### extract from Range Standing Orders:

- Approved firearms: rifles up to 8mm in calibre (including 'rimfires' .17HMR, .22LR, .22WMR), black powder firearms up to 0.75 calibre and pistol calibre rifles up to 0.45 calibre
- Shotguns, Bows and Crossbows are **PROHIBITED**
- The red range flag must be raised before any live firing (lowered and stowed after use)
- Paper targets only are permitted – these must be fitted on the target frame
- Shooting must be from either the 25m or 100m firing point - firing at 100 metres **MUST** be from the benchrest and in a supported position
- Loaded firearms must always be pointed down-range
- **Do not leave firearms unattended at any time** – when you go forward to check your target, if on your own, take the firearm with you or lock it away in your vehicle
- Firearms must be unloaded and must not be handled when anybody is forward of the firing line
- Shooters must not handle another person's firearm without their consent
- No firearm may be removed from the firing point until it has been checked by the range officer and verified as being unloaded.

