



- 2026-08-09

This document should be read together with official club notices, posted range instructions, and any other approved club documents, including operational instructions displayed on the premises.

- **<Document Name>** refers to an externally published club document.
- marks supporting rationale in electronic versions of this document.

Range Designation
P Parking
 Safety Area
 Medical Supplies
 Fire Extinguisher
 Toilets
 Red Flag
 Braai Area

CLAY

A, B, C1, C2, C3, D1, D2, D3, D4, E, F

Figure 1: Layout of the club premises.

1 Application and Exemptions

- (a) The executive committee is responsible for applying these rules consistently, fairly, and without prejudice, and may exercise discretion where circumstances warrant it (such as in cases of repeated non-compliance).
- (b) Where a conflict exists between rules in this document and those of a discipline or other approved document, the stricter rule applies.
- (c) Any exemption from these rules or procedures must be approved by the executive committee in writing.

2 Membership & Fees

2.1 Member Details and Correspondence

- (a) Personal details supplied to the club must be accurate and kept up to date. i
- (b) Members are responsible for reading club correspondence to stay informed on club matters.
- (c) The email address on record is the primary form of communication.

2.2 Membership Fees

- (a) An administration fee applies to new member sign-ups and is charged as a single amount per family, or per other group type approved by the executive committee.
- (b) The club will give members reasonable notice about renewals.
- (c) Formal invoices are not issued by default, but may be provided on request with a valid reason. i
- (d) The following modifiers apply to the book year fee as agreed at the annual general meeting, rounded up to the nearest rand:

Type	Adult	Spouse	Junior
Standard Membership	100%	50%	25%
Airgun Membership	50%	25%	–
Honorary Membership	0%	–	–

The membership types are defined as follows:

- (1) airgun membership entitles a member to shoot airguns only, as defined by the *Firearms Control Act*. When using a firearm, airgun members are charged the applicable visitor range fees.
- (2) spousal membership applies to the legal spouse of an adult member.
- (3) junior membership applies to persons who are under 21 years of age at the time of sign-up, or under 21 at the start of the book year for which they renew.
- (4) honorary membership is awarded at the discretion of the executive committee and remains effective in perpetuity.
- (e) Promotional or sponsored discounts may be awarded at the discretion of the executive committee.
- (f) The fees of executive committee members, discipline coordinators, and range officers are waived. Should they no longer be active in their role during the course of the book year, their fees become payable, prorated quarterly from the effective date they stepped down. i

2.3 Range Fees

- (a) Fees for club disciplines in terms of Section 3 are set by their respective coordinators.
- (b) Fees for bookings in terms of Section 8 are set by the executive committee.

3 Shooting Disciplines

- (a) Discipline coordinators are responsible for all matters related to their disciplines, including:
 - (1) their rule books and the enforcement of rules, safety, and administrative procedures,

- (2) management of equipment, and
- (3) management of range fees and finances.
- (b) All discipline matters must be transparent to club members.
- (c) The following disciplines and events are recognised:
 - (1) Airgun/.22
 - (2) Carry Gun
 - (3) Clay Pigeon
 - (4) IPSC
 - (5) Pin Shooting
 - (6) Public Session
 - (7) Spectre Tactical

4 General Rules

4.1 Access & Operations

- (a) All activities must comply with the *Firearms Control Act*, the regulations of the *National Regulator for Compulsory Specifications*, and the club's  **Environmental Management Plan**.
- (b) Shooting activities may only take place as part of a sanctioned discipline event or an approved range booking. Do not shoot outside of these arrangements. 
- (c) Shooting activities are only allowed from Mondays to Saturdays between 09:00 and 17:00, and are prohibited on Sundays and public holidays as defined in the *Public Holidays Act*. 
- (d) The person responsible for any organised club shooting event or range booking must announce their arrival and departure on the *SWPC: Access Control* WhatsApp group. Any person accessing the premises outside of standard operating hours or organised events must do the same. If any unidentified person is observed on the premises, notify the executive committee immediately. 
- (e) Do not leave the gate lock open or the access code exposed. The lock combination and lock itself may not be changed without the express permission of the executive committee. Report any issues with the lock or access to the executive committee. 
- (f) Do not park vehicles on access roads or on ranges not assigned to your shooting activities. All roads must be kept clear for emergencies.

4.2 Range Conduct

- (a) Do not climb onto backstops or enter any area where you may be in a shooter's line of fire without first notifying all active shooters on that range.
- (b) Club property, including all structures, walls, backstops, berms, equipment, and signs, must not be damaged or defaced. Nothing may be moved, removed, or modified without permission from the executive committee.
- (c) Do not litter. All waste, including old targets, ammo boxes, and discarded cases, must be placed in the bins provided. Do not leave behind any equipment, battens, targets, pallets or other materials.
- (d) Harassment, intimidation, or disruptive behaviour towards other users of the facilities will not be tolerated.
- (e) Do not handle the firearms of others without their permission.
- (f) Children under the age of 18 must at all times be under the supervision of their parent, legal guardian, or a responsible adult.
- (g) Report any irregularities to the range officers on duty. Where necessary, issues can be escalated to the executive committee.
- (h) Take note of any permanent or temporary signs and notice boards on the premises, as these may carry additional or updated operational rules that apply to specific ranges or activities.

4.3 Before Shooting

- (a) Shooting activities may only take place on designated ranges, with firing lines within the physical limits of the range. Do not shoot from outside a range into it.
- (b) Before any shooting activities commence, the required attendance register and indemnity form must be completed. The range officer is responsible for completing the administrative fields, including date, times, and inspection information. All persons present, including range officers and spectators, must sign before activities begin. The format of these documents may vary depending on the discipline or event.
- (c) Attendance registers and indemnity forms may not be photographed or otherwise copied by participants or attendees. 
- (d) Signing in for a club event or booking does not authorise use of other ranges on the premises or continued use after the activity has concluded.
- (e) A red flag must be displayed on the backstop of the range in use before any shooting activity commences. 
- (f) A minimum of two people must be present on the same range whenever live shooting is taking place, regardless of activity on other ranges. 
- (g) All persons attending a shooting activity must have all firearms unloaded and made safe before entering a range, and must carry them in a holster or suitable container. Use the designated unloading areas to change the condition of a firearm. Range officers on duty are exempt from this requirement. 

4.4 During Shooting

- (a) Instructions given by any range officer must be complied with unconditionally.
- (b) A range officer may appoint a competent assistant to help manage the range. The assistant acts under the range officer's authority and responsibility.
- (c) All loaded firearms must at all times be pointed towards the backstops or in a safe direction.
- (d) Eye and hearing protection must be worn by everyone in the vicinity whenever active shooting is taking place.
- (e) Only paper, cardboard, and wood are permissible targets. Steel plates are only permitted if a minimum distance of 7m from the firing point is maintained. Shooting at rocks, glass bottles or explosive targets is prohibited. Any other target type must be approved by a *club* range officer on duty or an executive committee member before shooting commences.
- (f) Do not place targets where there is insufficient backstop to absorb stray bullets. Targets on or close to the range surface must be placed at the base of the backstop to absorb ricochets. Do not use rocks to stabilise targets or target stands.
- (g) Do not attach targets directly to tyre walls or other structures, and do not reposition any existing structure or part thereof, including tyres used as berms. 
- (h) Tracer or incendiary rounds are prohibited.

4.5 Club Representation

- (a) Do not create or publish content about the club, including photos, videos, or references on any website or social media, that could unjustly bring the club into disrepute.
- (b) The club's name and branding may not be used in advertising or promotional content without the prior consent of the executive committee.

5 Range Limitations

The limitations in this section are set for safety or practicality reasons. The rules of a club event or discipline may impose further restrictions. 

5.1 A/B-Ranges

- (a) The following weapons and calibres are permitted:
 - (1) Handguns of any action, chambered in typical handgun calibres.

- (2) Shotguns of any action, chambered in typical shotgun calibres.
- (3) Rifles and carbines of any action, limited to calibres not exceeding .30–06.
- (4) Air rifles and air pistols of any action, chambered in typical airgun calibres.
- (b) Equipment designated for this range may not be used on other ranges.

5.2 C/D/E-Ranges

- (a) The following weapons and calibres are permitted:
 - (1) Handguns of any action, chambered in typical handgun calibres.
 - (2) Shotguns of any action, chambered in typical shotgun calibres.
 - (3) Rifles and carbines of any action, limited to calibres not exceeding .30–06.
 - (4) Air rifles and air pistols of any action, chambered in typical airgun calibres.

5.3 F-Range

- (a) The following weapons and calibres are permitted:
 - (1) Handguns and pistol-calibre carbines of any action, chambered in typical handgun calibres.

5.4 Clay Range

- (a) The following weapons and ammunition are permitted:
 - (1) Smooth bore shotguns of any action. Rifled guns are prohibited.
 - (2) Birdshot shotshells restricted to size #7 or smaller (#7½, #8, or #9), with a maximum shot load of 28g. Buckshot and slugs are prohibited.
- (b) The range may only be used for public clay shooting events or bookings arranged by a *Clay Pigeon* coordinator or range officer. ⓘ
- (c) While this range is in use, the main gate must be kept closed but may be left unlocked, and a warning sign indicating that clay shooting is in progress must be displayed at the gate. ⓘ

5.5 100m Range

Usage of this range is prohibited. ⓘ

6 Vetted Membership

Vetted membership is approval granted by the executive committee for a member to use the ranges outside of formal discipline events and standard operating hours, without the supervision of a club range officer. Vetted members are expected to know and apply the club's rules and safety procedures, as they act on the club's behalf when managing other users in their group. Vetted membership does not waive membership or range fees, and does not exempt members from any rules or safety procedures.

The vetting process is a necessary form of due diligence. The club must ensure that anyone granted unsupervised range access is competent, responsible, and trustworthy, and follows administrative procedures that make effective oversight possible, as the club bears liability for all activities on its premises. ⓘ

- (a) Vetted membership may be awarded by the executive committee through the requirements and processes detailed in Subsections 6.1, 6.2, or 6.3.
- (b) The vetted membership of a member may be revoked by the executive committee if the rules or range booking procedures in this document have not been properly followed.
- (c) The executive committee may terminate the vetted membership scheme at any time for any reason.

6.1 Event Participation

- (a) The application process is as follows:
 - (1) Complete the  **Vetted Membership Application** form. At the time of submission for review, the applicant must:
 - (A) be a paid-up club member for at least two consecutive years without safety incidents; and
 - (B) have accumulated 12 points by the time of submission, with the points earned during the preceding 18 months by participating in qualifying club events. Event sign-offs must be obtained after each session. Sign-offs may not be backdated or submitted in bulk.
 - (2) Submit the completed application form to the executive committee for initial review and feedback.
 - (3) Arrange with the executive committee to complete an evaluation session with a designated assessor. The evaluation will test knowledge of required procedures, firearm safety, practical competence, and the ability to manage others on the range. The assessor may also take into account the applicant's conduct and their genuine need for vetted membership.
 - (4) Resubmit the application form to the executive committee for final approval.
- (b) The following events, when hosted on the club premises, qualify:
 - (1) Carry Gun — 1 point
 - (2) IPSC: Handgun/PCC — 2 points
 - (3) IPSC: Rifle/Shotgun — 2 points
 - (4) Spectre Tactical: Handgun/Rifle — 2 points
 - (5) Spectre Tactical: Handgun/Shotgun — 2 points
- (c) It is at the discretion of the range officer on duty to sign off a session, based on whether participation demonstrated sufficient safety, competence, and duration to qualify.
- (d) Points validly earned through qualifying events held before the effective date of these rules will be recognised for applications made under them.

6.2 Range Officer Service

- (a) Complete the range officer training and ramp-up period to the satisfaction of the relevant discipline coordinator.
- (b) Regularly perform range officer duties to the satisfaction of the discipline coordinators.
- (c) Request approval from the executive committee.

6.3 Registration as Service Provider

- (a) The following documents must be submitted to the executive committee:
 - (1) Name, phone number, and email address of the company representative.
 - (2) Companies and Intellectual Property Commission certificate.
 - (3) For each instructor or range officer who will use the club's facilities:
 - (A) Membership application form.
 - (B) Copy of identity document.
 - (C) SAPS competency certificates and PFTC Individual Status certificates.
- (b) The business must sign a  **Memorandum of Understanding** with the club. The following applies to the on-boarding process:
 - (1) The MoU may be signed before the SAPS and PFTC certificates are available, to accommodate the certification process.
 - (2) The SAPS Accreditation Certificate (SAPS 524a) and PFTC Unit Standards Training Provider Accreditation Certificate must be submitted before range access is granted.

- (3) Membership fees for instructors and range officers may be deferred until PFTC approval is obtained, after which they become payable and membership is activated with immediate conditional vetted membership.
- (c) The MoU may be cancelled and the conditional vetted membership of the business's representatives revoked at any time. The club will communicate the reason for cancellation where possible.

7 Professional Services

Professional services refer to any commercial use of the club's ranges, including firearms training, product demonstrations, and qualification shoots. Such use is subject to the same rules and procedures as any other range activity, with the following additional requirements.

- (a) All persons or businesses providing professional services on the premises must have a current  **Memorandum of Understanding** with the club. The requirements and onboarding process are detailed in Subsection 6.3.
- (b) All persons conducting or taking responsibility for shooting activities must be club members with vetted membership.
- (c) Professional use is subject to the range booking rules and procedures in Section 8, and takes lower priority than personal use by club members. 
- (d) For once-off arrangements, the executive committee may approve an authorised observer to oversee the activity in lieu of a full MoU.

8 Range Bookings

Range bookings allow members to use the club's ranges outside of formal discipline events. The booking system serves several important purposes: it ensures safety and security monitoring of range activity, maintains legal accountability through indemnities and access control, supports compliance with the club's lease agreement, and provides fair and orderly access to the ranges for all users.

- (a) Only vetted members as defined in Section 6 may make range bookings.
- (b) All booking arrangements, indemnities, and payments are handled by the executive committee. Indemnities signed and fees paid for discipline events are not transferable to range bookings, and vice versa. 
- (c) Booking requests must be submitted with reasonable notice. Requests submitted less than 48 hours before the proposed start time may not be processed in time and could therefore be declined. 
- (d) Range bookings are expected to follow the standard procedure set out in Schedule A, unless the executive committee approves a different arrangement.
- (e) Access codes and keys may not be distributed to unauthorised persons. In a safety-related emergency, these may be temporarily shared, after which the executive committee must be informed. 
- (f) At least one vetted member must be present on the range at all times during the booked session.
- (g) The main gate must be kept closed except during club events, when participants need intermittent access during a booked session, or when required for maintenance. If the gate is already open upon arrival, leave it open, as it may have been left open intentionally. 
- (h) Be considerate of other users' booking slots. If you arrive early or run late, do not encroach on the time arranged for others.
- (i) Do not reserve excessively long slots or cancel bookings repeatedly without good reason.
- (j) Should a cancellation be necessary, notify the club secretary as soon as possible, preferably before the start time.
- (k) Bring your own target stands, shooting equipment, and a basic medical kit. Do not rely on the premises for fire safety equipment. 

8.1 Prioritisation

- (a) Club events take priority over bookings.
- (b) Personal bookings generally take priority over professional or commercial use. Exceptional cases may be considered through prior arrangement with the executive committee.

- (c) Booking requests are handled and approved on a first-come, first-served basis.

8.2 Bookable Ranges

- (a) A-range, if
 - (1) the member is an active *Airgun/.22* or *Public Session* range officer, or
 - (2) an exceptional use case is approved by the executive committee.
- (b) B-range, if
 - (1) the member is an active *Pin Shooting* range officer, or
 - (2) an exceptional use case is approved by the executive committee.
- (c) C1–3
- (d) D1–4
- (e) E
- (f) F, by special arrangement with the executive committee.
- (g) Clay Range, if
 - (1) the member is an active *Clay Pigeon* range officer, or
 - (2) an exceptional use case is approved by the executive committee.

8.3 Indemnity Forms

- (a) Only the  **Range Booking Register & Indemnity Form** is acceptable. Do not use forms from other ranges or disciplines. 
- (b) A separate form must be completed for each booking. Forms may not be shared between groups or used across multiple dates.
- (c) The completed form must be submitted to the club secretary by the end of the next business day after the date of range use.

8.4 Range Fees

- (a) Range fees must be paid within 32 days of the date of range use. Fee amounts are listed in Schedule B. 
- (b) Payments for range bookings must be made separately from membership fee payments and from payments for bookings made under a different person's or entity's name, including personal and business bookings made by the same individual. 
- (c) Members or businesses with consistently high usage over the course of a book year may be offered a discounted fee structure for the following book year, at the discretion of the executive committee. 
- (d) For once-off extraordinary events, a special rate may be negotiated with the executive committee.
- (e) Executive committee members, discipline coordinators, and range officers are not counted towards the billable headcount for range bookings, whether as the responsible person or a participant. Fees for all other attendees still apply. 

A Range Booking Procedure

This schedule sets out the standard administrative procedure for range bookings. It is intended to guide the booking process and should be read together with the range booking rules in Section 8.

1. Message the club secretary with your request. **Be considerate of response times** and avoid calling unless it is urgent. Provide the following information: 
 - Date
 - Start time
 - End time
 - Preferred range, number of participants, or type of activity
 - Where ambiguity exists, whether the booking is for personal use or on behalf of an organisation
2. Your booking will be confirmed, declined or rescheduled depending on availability. Once a confirmation is received, **verify** that the details are correct. Should you need to reschedule or cancel, notify the club secretary as soon as possible. This incurs no penalty unless abused, and frees up the range for others.
3. **At the gate**, the responsible person, or another group member if necessary, must post an announcement on the *SWPC: Access Control* WhatsApp group before entering and again after departing. Confirm that each message has been sent successfully. When leaving, posting a photo of the locked gate is encouraged, especially if you are the last to leave. 
4. **On your range**, complete the  **Range Booking Register & Indemnity Form** before any shooting activities commence. All attendees must sign in, including instructors and spectators, and all applicable fields must be completed and boxes checked. Note the following:
 - Only use the form referenced above, not those of other ranges or disciplines.
 - A separate form must be completed for each booking, covering a single group and a single date.
 - Do not make additional marks or notes in the fields as this causes confusion. The form contains guidance on the column fields.
5. Submit the completed indemnity form to the club secretary as a legible scan or photo by the end of the **next business day**. Outstanding forms may result in new bookings being declined. Keep the physical copy for at least six months, as the club may request it at any time. 
6. Pay the required fees and send the club secretary proof of payment. If you make frequent bookings, you may pay in bulk for multiple sessions. Outstanding payments may result in new bookings being declined. 

B Range Booking Fees

This schedule lists the fees for range bookings. It does not apply to other club-hosted events.

Fee Structure	Member	Non-member	Instructor / RO / Spectator
Standard	R40	R120	No charge
Discounted	R30	R100	No charge