WITNEY PROJECTILE RANGE

RANGE STANDING ORDERS

GENERAL INFORMATION

1. **The Range Facility.** This 25 yard indoor range facility forms part of Witney Town's recreational estate. It is located within the West Witney Recreation Ground site, and is co-located with the West Witney Sports Field Complex, Tennis Club, Bowls Club, and Sports Club clubhouse building.

2. **Range Classification and Use.** This range is classified as a private firing range, with use restricted to members of Home Office Approved shooting clubs, other authorised personnel (Police/MoD personnel on duty, and Cadets), and others with the express permission of the Range Users Committee.

3. **Ownership.** The range building is owned by Witney Town, and falls under the remit of Witney Town Council's Sport and Play Committee, with the Council retaining responsibility for all maintenance of the building's fabric.

4. **Witney Projectile Range Users Committee (WPRUC).** Witney Town Council has delegated the responsibility for the day-to-day operational management of the range facility to WPRUC. This includes responsibility for most shooting-specific internal maintenance, and all shooting-related administration, inclusive of all bookings and hire by clubs and other authorised user groups. The Committee ensures that the Range is run in accordance with current UK Law, and all appropriate Home Office, Police and National Governing Body rules and guidelines that are periodically published. The Committee comprises suitably experienced individuals drawn from within user clubs.

5. **WPRUC Contact.** WPRUC may be contacted as follows:

By Post: **Witney Projectile Range Users Committee**
Witney Projectile Range
West Witney Sports Ground
Burford Road
Witney
Oxfordshire
OX29 0NB

By Email: committee@wpr.org.uk

6. **Permitted Use of this Facility.** Use of this indoor range facility is restricted to the following:

6.1. **Permitted Firearms.**

6.1.1. **Gallery Rifle Centre Fire (GRCF) Rifles**, subject to the following restrictions:

6.1.1.1. Maximum Muzzle Velocity: **1710ft/sec** (520m/sec);

6.1.1.2. Maximum Muzzle Energy: **475ft/lbs** (644 joules);

6.1.1.3. Maximum Calibre: **.455inch**.

6.1.2. **Gallery Rifle Smallbore (GRSB) Rifles** [**.22 Rimfire ONLY - .17HMR may NOT be used**];

6.1.3. **Long Barrelled Pistols (LBP)** and **Long Barrelled Revolvers (LBR)** Min overall length: 60cm; min barrel length: 30cm. **LBPs: .22 Rimfire ONLY**. **LBRs:** to .45 inch, within para 6.1.1. limits above;

6.1.4. **Any other .22 Rimfire Rifle** - Target / Historic / Sporting;

6.1.5. **Firearms (FAC) Rated Air Rifles** (>12ft/lbs) if held on the user's Firearms Certificate (FAC); chronograph testing may be applied.

6.1.6. **Black Powder (BP) (Muzzle Loaded) Firearms.** Users must adhere the Velocity, Energy and Calibre restrictions at paragraph 6.1.1 above, and to the following additional limitations:

6.1.6.1. **MLAGB Code of Practice for Muzzle Loading Arms**. MLAGB is the UK Governing Body. All users must abide by the national **Code of Practice** for the use of Black Powder firearms (*copy on display*). Firers should also note the MLAGB's **Rules, Bylaws & Regulations** Parts 2 and 3 (*copy on display*).

6.1.6.2. **Assessment.** Users should be **certified as competent and safe** by a suitably qualified Assessor. **[i.e.** Muzzle Loaders Association of Great

Britain (MLAGB) Assessor, or Black Powder qualified National Rifle association (NRA) / National Smallbore Rifle Association (NSRA) Range Safety / Range Conducting Officer (RSO / RCO)].

6.1.6.3. **Minimum Black Powder charge**. A minimum charge level is needed to prevent dangerous projectile bounce-back from the Linatex curtains:

Calibre of Firearm	Minimum Black Powder Charge
.31 inch	8 grains
.36 inch	12 grains
.44 inch	15 grains

6.1.7. **Full-bore Firearms.** STRICTLY subject to the following restrictions, and only at RSO / RCO discretion:

6.1.7.1. If fitted with a **CHAMBER INSERT ADAPTER** in **.32 CF** or **.22 RF ONLY**;

6.1.7.2. Firearms fitted with a **SUB-CALIBER CONVERSION KIT (Training Insert Device)** in **.22 RF ONLY**.

6.2. **Permitted Non-Firearms**.

6.2.1. **Non-FAC Rated Air Rifles** (<12ft/lbs [16 joules], with ANY pellet it can fire);

6.2.2. **Air Pistol** (<6ft/lbs [8 joules], with ANY pellet it can fire);

6.2.3. **BB Guns** (4.5mm/.177 inch) smoothbore or rifled, CO2 or compressed air powered, firing copper plated, steel or lead balls;

6.2.4. **Airsoft Guns** (6mm/.24 inch) smoothbore, CO2 or Green Gas powered, subject to the following additional limitations:

6.2.4.1. **Power Limits.** Must not exceed UK power limits:

Fully Automatic	1.3 joules
Semi-automatic / Single Shot	2.5 joules

6.2.4.2. **Hand-held** small-arms only (i.e. **no grenade launchers**);

6.2.4.3. Items classed **'Realistic Imitation Firearms' (RIF)** under the Violent Crime Reduction Act (VCRA) 2006 must have a valid defence in law under Sections 36-38 of that Act.

6.3. **Other Permitted Use**. These facilities may be used for other shooting-related activity (i.e. Club AGMs, Firearms Safety Training, etc.); other uses/sporting activities (i.e. Archery) by arrangement with WPRUC.

7. **Ammunition and Explosives**.

7.1. **Ammunition**. Only ammunition / projectiles for firearms specified at paragraph 6.1 above (non-firearms see paragraph 6.2) may be brought to the range.

[NOTE: Where **Inert & Drill Ammunition** is to be used for firearm training within the range building, there **MUST BE NO LIVE AMMUNITION PRESENT OR IN USE]**.

7.2. **Authorised Natures.** All firearms ammunition must be as specified on the firearms owners FAC, and within authorised holding limits.

7.3. **Commercial ammunition**. Commercial ammunition is always preferred, ensuring performance remains within the specified range safety limits, but is subject to the following specific restrictions:

7.3.1. **NO MAGNUM ammunition**, in any calibre;

7.3.2. **NO WAD-CUTTER/SEMI-WAD-CUTTER ammunition**, in any calibre.

7.4. **Hand Loaded ammunition**. Hand-loaded ammunition for permitted pistol calibres and Black Powder at the discretion of the RSO/RCO, but must conform to limits specified at paragraph 6.1 above. **ALL USERS** must provide the RSO/RCO with a written certificate of conformance prior to use.

[**NOTE:** Use of **DOWNLOADED (Reduced Power) full-bore ammunition is STRICTLY FORBIDDEN** on this range]**.**

7.5. **Black Powder.** Commercially manufactured percussion caps **ONLY**.

7.6. **Chronograph.** Chronograph testing may be used to check conformance.

8. **Firing Distances & Positions**. Shooting may only take place from the following ranges and positions:

Range	Firing Position	Calibre
25 yds	Prone	.22 Rimfire (RF) / Air
	Tables / Benches / Standing *	.22 RF / Air * / GRCF / BP
20 yds	Tables / Benches / Standing / Kneeling	.22RF / Air / GRCF / BP
15 metres	Standing / kneeling	.22RF / Air **
10 metres	Standing / Kneeling	.22RF / Air **
10 yds	Standing	Air Pistol

* Standing (unsupported) - **Air ONLY.**

** **International Practical Shooting Confederation** (IPSC) and **UK Practical Shooting Association** (UKPSA) practices **ONLY**. **IPSC Mini-Rifle, .22LR Handgun Pistol,** & **Action Air** rulebooks (January 2026) apply.

9. **Targetry**. All Clubs/User Groups must provide their own targetry.

9.1. **Target Materials.** Metal targets, and any targetry likely to cause a ricochet, are **strictly prohibited**.

9.1.1. **Firearms.** The following target materials are approved for use in this facility:

9.1.1.1. Paper;

9.1.1.2. Card;

9.1.1.3. Thin wood (maximum thickness: 6mm);

9.1.1.4. Fully frangible (i.e. midi-clays) may be used **ONLY** with the specific approval of WPRUC.

9.1.2. **Air Arms.** A deployable (pull-out) fabric curtain is provided for lanes 3 and 4 to minimize the risk of Linatex 'bounce-back'

from standard velocity pellets or steel BB. The following restrictions apply:

9.1.2.1. Where possible, **ALL** sub-12 ft/lb and CO2 air arms should be **restricted to lanes 3 and 4**.

9.1.2.2. Prior to air arm use, fabric curtain MUST be deployed, and drawn aside on completion.

9.1.2.3. Curtain **MUST NOT BE LEFT IN PLACE** for **ANY OTHER FIREARM** (including FAC-rated Air Arms).

9.2. **Target Positioning**. With the sole exception of **Airsoft Gun** users, all targets must be positioned as follows:

9.2.1. Targets may **ONLY** be placed at the bullet catcher;

9.2.2. Targets should be positioned within the designated area, as indicated by the black lines;.

9.2.3. Targets **MUST NOT** be fixed to the fabric of the building or the structural woodwork.

9.2.4. Targets **MUST NOT** be placed on mobile target frames in front of 25 yard, 20 yard or 15 metre firing points.

10. **Range Operation.** The following rules are to be observed by Clubs / User Groups, but all individuals should be reminded that **SAFETY is an individual**, as well as group, responsibility:

10.1. **Club Room.**

10.1.1. **Firearms (other than Black Powder).** All Firearms must be unloaded, and either cased or shown to be unloaded using one of the following methods:

10.1.1.1. **Breech Flag inserted** (all detachable magazines must be removed);

10.1.1.2. **Rifle Bolt removed**;

10.1.1.3. **Lever Action & Other Types**. **Action Open** (must be proved to RSO/RCO), and/or **breech flag inserted**.

10.1.2. **Black Powder Firearms**. Black Powder **uncapped and unprimed**, breech flags inserted where appropriate; pistol cylinders removed if possible.

10.1.3. **Non-Firearms**. All non-firearms must be either cased or shown to be unloaded using one of the following methods:

10.1.3.1. **Air/Airsoft Pistols: Magazines removed** and **actions open**;

10.1.3.2. **Air/Airsoft Rifles**: **Magazines removed** and **bolts open**, **underlever disengaged**, **break-barrel unlocked**;

10.1.4. **Loading of Magazines in the Club Room**. ONLY allowed when detached from the Firearm/Non-Firearm and the **Firearm/Non-Firearm is cased**, **in the Range rifle rack**, or **on the firing point**.

10.2. **Range**.

10.2.1. **Supervision. Range use must be supervised** by a duly appointed **Range Safety / Range Control Officer** (RSO/RCO), or nominated **club/user group official** with suitable qualifications and/or experience.

10.2.2. **Before Firing**. Prior to the commencement of firing:

10.2.2.1. **Close inner and outer doors** connecting the Club room to the range;

10.2.2.2. **Switch on Fans**;

10.2.2.3. **Switch on the Red Light** *[**Mandatory for MILITARY / CADET UNITS**; Optional for other users]* This indicates firing is in progress, and hearing/eye protection should be worn.

10.2.3. **Drills. Loading / Unloading / capping / priming may ONLY take place on the firing point.**

10.2.4. **Muzzles.** Muzzles of all firearms / non-firearms must be pointed in a **SAFE DIRECTION** at all times, preferably towards the target, until cleared and rendered safe;

10.2.5. **Movement.**

10.2.5.1. **Fire and Movement**. Practices involving 'Fire and Movement' (i.e. Practical) must be conducted in accordance with **IPSC/UKPSA Guidelines and IPSC/UKPSA Rulebooks** for each discipline, **UNLESS** a specific **EXEMPTION** is **AUHORISED** by WPRUC.

10.2.5.2. **Movement Forward**. Other than 10.2.5.1 above, **no movement forward of the firing point until instructed by the RSO/RCO or nominated Supervisor** (i.e. after firing has ceased & firearms have been cleared, laid down); **breeches should be open** and, where possible, a **breech flag MUST be inserted** to indicate that the firearm is clear of ammunition.

10.2.6. **'STOP-STOP-STOP'.** If anyone (not just the RSO/RCO or Supervisor) sees anything that they believe is unsafe, they MUST shout loudly and clearly **'STOP-STOP-STOP',** at which point all firers **MUST REMOVE THEIR FINGER FROM THE TRIGGER** and **AWAIT INSTRUCTION from the RSO/RCO**.

10.2.7. **Proving Clear.** All firearms should be proved clear to the RSO/RCO or nominated Safety Supervisor prior to removal from the firing point. Breech flags must be inserted (or actions left open). **MAGAZINES MUST NOT BE REFITTED** prior to removal from the range into the Club room.

11. **Health and Safety.** The following safety measures / procedures are a condition of using this facility:

11.1. **Hearing Protection. Hearing protection MUST be worn** on the range at all times **when firearms of any type are being used**, and irrespective of the fitment of a sound moderator to a rifle / LBP.

11.2. **Eye Protection.** Due to the potential risk of 'bounceback', **Eye protection** is recommended for all arms, but **MUST be worn** on the range when using the following:

11.2.1. **Black Powder** arms;

11.2.2. **Air** Arms;

11.2.3. **BB** Guns.

11.3. **Mixed Firing Details.** RSO/RCO may specify that eye protection is to be worn by all firers during mixed details.

11.4. **Fans.** The range has an extraction fan system fitted. These provide firers a degree of protection against the effects of dust, unburned propellant, lead contamination, fumes and smoke, and reduce respiratory risk to firers. Range fans MUST be used as follows:

11.4.1. **Firearms & Black Powder arms: Extractor fans ON**;

11.4.2. **Other Arms:** RSO's/RCO's/Supervisor's discretion.

11.5. **Summary of Hazards. All rifle ranges carry a danger of death**, in addition to which users must note the following specific hazards:

11.5.1. **Noise.** Firearms produce peak sound levels (Impulse Noise) alongside a shooter's head significantly in excess of the maximum safe limits specified within UK's Control of Noise Regulations 2005, causing potentially permanent hearing damage or loss. Firearms, when used in an enclosed space (i.e. indoor range), further raises levels and increases risk. Before firing commences, the following precautions must be taken:

11.5.1.1. **Range Doors. BOTH Range 'Airlock' doors** (from the Club Room) **must be closed when the range is in use;**

11.5.1.2. **Hearing Protection.** Hearing protection **must be worn by all firers, Coaches, Supervisors and other Range Operating Staff when ANY FIREARM is being used**.

11.5.2. **Linatex Curtain Bounce-back.** A dual-skin Linatex curtain hangs behind the target area, in front of the steel plates

protecting the range wall. This is a ballistic material intended to absorb projectile energy and prevent ricochets, but requires a minimum projectile mass and velocity to penetrate the curtain. **Eye protection is advised to prevent potential injury, but must be worn when using Black Powder Firearms and Air Guns**, as these are below that minimum and can cause bounce-back. When using standard velocity air arms, an additional fabric pull-out curtain should be deployed on Lanes 3 and 4 to further reduce bounce-back risk.

11.5.3. **Smoke.** Smoke generated during firing (especially Black Powder arms) both causes target obscuration and may contain chemicals that act as an eye and respiratory irritant. Range extractor fans reduce the effects but anyone experiencing irritation should leave the range until the atmosphere has cleared.

11.5.4. **Black Powder.** Close supervision is critical to avoid a flash/explosion hazard caused by unused powder spilt during the loading/charging process and unburned powder discharged from the barrel during firing. **MLAGB rules/guidance must be adhered to**.

11.5.5. **Slip Hazard.** All users should be aware that a slip hazard exists, and care must be taken, especially in the club room, during rain/ice/snow conditions when the floor becomes wet.

11.5.6. **Lead Contamination.** Lead poisoning is cumulative, its health effects acute and chronic. Firearms and most pellet-firing air arms discharge small amounts of lead into the air as part of the firing process; Black Powder / muzzle-loading arms discharge more than other firearms. Poisoning occurs through inhalation, ingestion and absorption (skin contact). Range fans reduce levels of risk; wearing gloves and/or face mask provides additional protection. Clubs are advised to periodically remind their members of these risks, and of the potential absorption risk from direct handling of lead-based

ammunition (BP bullets/balls, certain pistol calibres, rim-fire and lead-based air pellets).

11.5.7. **Fire.** Notices detailing the **FIRE DRILL** procedure are posted throughout the facility:

11.5.7.1. **Fire Drill.** The User Group leader, RSO/RCO or Supervisor must ensure that all users are conversant with it, and are to **hold a practice fire drill** prior to range use or, for regular users, a minimum of once a year. A hand Fire Horn is located in the Clubroom to assist in raising the alarm.

11.5.7.2. **Fire Fighting Equipment**. Two fire extinguishers are provided, one in the range, and one in the clubroom. These are of '**All Fires'** type and **may be used to fight any fire type**, including lithium battery fires.

12. **Safeguarding and Inclusion.** Shooting as a sport is open to all. Target shooting is an excellent medium through which participants, especially younger shooters, can learn and enhance their physical and mental skills, discipline, teamwork, technical understanding, etc. It should be a supportive and safe environment, free from any form of discrimination, harassment, intimidation or victimisation, but competitive target shooting can be both physically and mentally demanding, and all participants should recognise this. Clubs/users should carefully match individual capabilities with chosen disciplines so that interest, enjoyment and a sense of achievement is maintained.

12.1. **Protection of Children and Vulnerable Adults.** All clubs/user groups whose members/prospective members include children (under 18 years) and other vulnerable individuals are expected to have the following in place:

12.1.1. **Safeguarding Policy**. See NSRA guide to Policy and Procedures ***'Safeguarding Children and Vulnerable Adults in Target Shooting'*** (August 2015).

12.1.2. **Safeguarding Officer**. All Clubs/User Groups are required to have a nominated Safeguarding Officer, fully conversant with their Club's/User Group's Safeguarding Policy. If a Supervising Adult (para 12.2 below) is not present, the Safeguarding Officer must be appropriately trained and vetted.

12.2. **Supervising Adult**. Where required to meet legal or safeguarding requirements, a parent, legal guardian, or other authorised adult may be allowed access to the range whilst a designated minor or vulnerable person is present. Where that adult is not a full member of the club, or a qualified FAC holder, the RCO/RSO must, in addition, allocate a suitably qualified or experienced club member to act as safety supervisor.

12.3. **Equality and Gender**. Whilst using this Range facility Clubs/Users remain wholly responsible for all matters relating to discrimination, harassment, intimidation, victimisation, and other issues of potential sensitivity to their members. In the unlikely event that issues arise, the NSRA's Website provides detailed guidance: (**https://www.nsra.co.uk/index.php/home/reference/codes-guidance**).

SECURITY

13. **Security.** Clubs/User Groups must regularly remind all members that they/their firearms are **targets for both terrorists and organised crime**, and that **security remains a personal responsibility**. All range users should remain aware of the current UK Threat Level, and should take the following precautions to minimise risk:

13.1. **Threat Level.** With effect from **6 April 2026 the UK National Terrorism Threat Level is 'SEVERE'** (***'an attack is highly likely'***).

13.2. **Range Access.** Range access is via **Electronic Key Card** into the Club Room. Range access must be controlled throughout any period of use, with the entrance door kept shut when the range is in operation. **If the Club Room is unmanned,** the internal **bolt on the entrance**

door MUST be applied; a bell system has been installed to draw the attention of range users that others require access.

NOTE: An external CCTV camera is installed covering the Range access door; this should ALWAYS be viewed before allowing range access.

13.2.1. **Key Cards.** **Key cards** are issued to named individuals who remain the **sole authorised user**. Unauthorised use will result in the card being cancelled and **access privileges being withdrawn**. Cards must be kept securely. In the event of a loss, the **Secretary WPRUC must be notified immediately**; lost cards will be charged for.

13.2.2. **Prospective/Provisional/Probationary Members.** Clubs/User Groups are reminded that until individuals have been instructed in the safe handling and use of firearms, and have completed the requisite period of probation (the UK Home Office stipulates a minimum period of 3 months with regular attendance), a suitably qualified/experienced full club member must be allocated as individual supervisor, and be present on the firing point throughout.

13.2.3. **Visitors.** Clubs/User Groups may host any visiting shooter on the production of a valid Firearm Certificate and proof of insurance. Visitors without an FAC (i.e. firers family member) may only be allowed access at the discretion of the RCO/RSO (i.e. to fulfil Safeguarding reqirements, etc.).

13.3. **Range CCTV**. A four camera CCTV system has been installed to enhance Range Security, aid Safety and Safeguarding, and for use in the event of any incident. Three cameras are positioned internally (two in the range, one in the club room) and one externally (monitoring the entrance door); a camera monitor is installed in the club room allowing observation of both the external access, and range operation from within the club room. **Cameras record images ONLY** (i.e NO sound); images are recorded to a hard drive which is automatically overwritten every 21 days. In the event of an incident, WPRUC may

make recorded images available to lawful authorities and to individuals directly involved in the investigation or incident. All other requests (by user groups or individuals) should be submitted in writing to WPRUC.

13.4. **Personal Security.** The police advise that the most likely place for firearms and ammunition to be stolen is either on a firearm owners driveway, en-route to/from a regular range practice, or outside the range itself. This is especially easy when club practices occur routinely at the same time and place. **Clubs should regularly remind their members of the security threat, and to remain vigilant at all times when travelling to and from range practices, and report anything suspicious**.

13.4.1. **Travel to/from the Range**. Club members should take care when transferring firearms or ammunition into/out of their vehicles, especially if parked in public view, and always ensure that firearms and ammunition are concealed from view during transit. Be aware of unusual vehicles and individuals. Try to vary routes to/from the range; watch for following vehicles. **Club members should always do a visual check for potential threats before entering or exiting their vehicle**.

13.4.2. **Parking.** Parking is provided on site but can get busy at peak times. Though provided primarily for users of the **West Witney Sports Ground** facility, this is a **public carpark**. Range users should park as close to the range as possible, preferably with the boot of the vehicle facing the range building. Users must remain alert, and be discrete when transferring firearms and ammunition to/from their vehicles.

13.5. **Equipment Security.** Clubs / User Groups should regularly remind members that it is a personal responsibility to keep their Firearms and Ammunition secure at all times; firearms and ammunition must never be left unattended and in public view. On occasions when individuals leave the club room to shoot, visit the clubhouse toilet, etc. they should ensure that items left behind are cased or in the rack provided, and in

the safekeeping of a club official or other trusted / authorised person. If the Club Room is not manned, individuals MUST ensure that the entrance door is fully closed, even if it means having to ring the bell to regain entry. WPRUC cannot be held responsible for items that go missing from the Range building during or subsequent to any period of use.

13.6. **Suspicious Behaviour.** Any suspicious behaviour in the vicinity of the range should be **reported immediately to the Police**, and the Secretary WPRUC.

ADMINISTRATION

14. **Insurance**. It is a condition of Home Office Approval that all approved shooting clubs have ***'adequate financial arrangements in place to meet any injury or damage claim'***. It is also a condition of use of this facility that both Witney Town and WPRUC are indemnified against all liability for injury, damage or loss. **All users must hold a valid policy of insurance, covering both personal and public liability.** It is a club's or user group's responsibility to ensure that insurance remains current, and that they send a **certificate copy to the WPRUC Booking Officer booking@wpr.org.uk**. The following should be noted:

14.1. **NRA / NSRA / MLAGB Affiliated Clubs**. Whilst club affiliation fees to National Governing Bodies include an insurance element covering all full (paid up) club members, and others engaged in their club's shooting-related activity (i.e. club Officers, authorised visitors and guests, those under formal instruction, etc.), it remains a club responsibility to ensure that levels of cover are adequate, and that individual policy conditions are fully understood and complied with. Specifically, Club policies generally **provide cover to members ONLY when using the range as part of an organised club event**, within allocated time slots.

14.2. **Unaffiliated Clubs/Users.** Clubs or user groups unaffiliated to a National Governing Body must either make their own provision to cover members, or ensure that all members have individual shooting insurance (and that this covers them for their activities on the Witney

range). Proof of appropriate insurance must be provided to WPRUC prior to any use of the range facility.

14.3. **Individual Insurance Cover.** FAC holders should note that their certificates contain a 'Condition' specifying a legal requirement to have **'adequate financial arrangements in place to meet any injury or damage claim'**. This can be obtained via individual membership of one of the governing bodies (NRA, NSRA or MLAGB), the British Association for Shooting and Conservation (BASC), the Sporting Shooters Association (SSA), the British Airgun Shooting Association (BASA), or a wide variety of shooting organisations / bespoke shooting insurance providers. Always check the type and level of cover as these do differ significantly. **Club insurance ONLY provides cover during official club activities**.

14.4. **Range Booking Requirement.** Details of insurance **must be supplied at the time of booking** to use this facility.

15. **Range Hire.** To hire the range facility for a purpose specified in para. 6 (above), contact the WPRUC Booking Officer (booking@wpr.org.uk) with the following:

15.1. **User Details:** Organisation, to include named contact, and validation details (Home Office Approval number; MoD/Cadet Unit Details; etc.);

15.2. **Firers.** Number of firers, coaches, instructors, etc. If parties include those under the age of 18, a Safeguarding Policy must be in place (a copy may be requested to confirm bookings) and Safeguarding personnel in attendance.

15.3. **Requirement.** Disciplines/firearms/ammunition/targetry to be used (user to supply);

15.4. **Timings.** Planned time of arrival/departure; note that **30 minutes** are allowed (set-up & tidy up) either side of the standard (**4 hour**) sessions which are as follows:

Morning:	0800 - 1200
Afternoon:	1300-1700
Evening:	1800 - 2200

15.5. **Insurance details**. A policy number is usually required to make a booking; a copy of the cover note is required before booking confirmation;

15.6. **Nominated Supervisor/RCO/RSO/Responsible Individual.** This is the individual who will physically be in charge of the activity during the booking. Where appropriate, details of relevant qualifications should be supplied (i.e. MLAGB Assessment details for Black Powder).

16. **Miscellaneous**.

16.1. **Toilet Facilities.** Toilet facilities are available within the main Clubhouse. During the 2026 Clubhouse refurbishment, temporary provision will be provided for use.

16.2. **Food and Drink.** To maintain Range facility hygiene, **Food/Drink should NOT be consumed** within the building, or food wrappers/containers placed in the clubroom bin.

16.3. **Cleaning.** All clubs/user groups **must tidy and sweep the club room and range thoroughly after use.** Failure to do so may lead to cancellation of future bookings, or a cleaning penalty fee being imposed. This must include:

16.3.1 **Target End**. Carefully sweep immediately in front of and behind the sleeper using the brush provided, taking care not to raise dust (which might contain lead traces); debris should pushed to either side (this will be periodically cleared).

16.3.2. **Main Range**. Using the 'v' sweeper provided, sweep from the target end towards the Firing Point to collect any spent cases or other material.

16.3.3. **Firing Point.** Sweep the Firing point area, ensuring all cartridge cases are collected; all unfired or damaged rounds MUST be separated out and removed for proper disposal.

16.4. **Damage.** Any damage caused to the range building, its fitment/fittings, target frames, shooting stands, club lockers, club room furniture, etc. must be reported to the **Secretary WPRUC** and paid for before any future booking.

16.4.1. **Before Use.** Damage noted at the start of any hire period should be reported to the **Booking Officer** immediately so that the previous user can be identified;

16.4.2. **After Use.** Report and any damage caused during your period of use the Booking Officer so that remedial action may be taken promptly;

16.4.3. **Unreported Damage**. Where damage is not reported, WPRUC reserve the right to charge the last recorded user.

16.5. **Notice Boards and Storage Lockers**. Applications for dedicated storage lockers within the Range, and noticeboard space in the clubroom, may be made to the Committee, who will allocate strictly on a first-come-first-served basis. A general notice board is available in the club room for clubs/club members to post items for sale, etc.

16.6. **Notices & Signage**. Club notices may be displayed in the clubroom on the dedicated club notice boards (general notice board for those without dedicated space). No erection of notices/signage elsewhere, without the approval of WPRUC; unauthorised notices/signage will be removed.

16.7. **Rubbish.** The clubroom rubbish bin is **only cleared once per week**. It should be used for **SMALL, DRY items ONLY.** Users should **remove larger items, cardboard boxes, etc. and dispose of them separately.**

17. **Suggestions, Questions and Queries.** All queries, suggestions or ways to improve the user experience, are always welcomed. These may be submitted direct to the **Secretary WPRUC**, or forwarded via **Club Secretaries**.

Signed: *(In Original)* Date: 26 September 2026

Nicholas Irving PhD, Chairman,
Witney Projectile Range Users Committee