

## CHIEF FIREARMS OFFICE - ONTARIO SHOOTING CLUBS AND RANGES

*•Public safety is the founding principle upon which the Firearms Act was enacted and the Canada Firearms Program is run.*

*•The goal of the Chief Firearms Office is to schedule an inspection of each range every two (2) years, with the possibility of additional unannounced visits.*

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### Attachments:

*\*Annual Club Executive  
Notification – CFO form  
\*Public Safety/Range Safety  
Issue Notification – CFO form  
\*Firearms Range Inspection  
Checklist  
\*PowerPoint Presentation –  
Sgt. Peter Niedermaier*

Contact us at:  
1-800-731-4000

We're on the net!  
[www.fcmp-gfc.gc.ca](http://www.fcmp-gfc.gc.ca)

## Shooting Range Seminar

The Chief Firearms Office is pleased to announce we will be hosting a Shooting Club and Range Seminar on Saturday, June 11, 2016 at Georgian College, Barrie, Ontario. An invitation with further details will be sent out to all clubs/ranges.

Our office welcomes any new ideas you may have for our next Shooting Club and Range Seminar. Please submit your ideas to [carol.bayne@cfp-pcaf.ca](mailto:carol.bayne@cfp-pcaf.ca).

**Please note:** A change was made to our Provincial email address, from @ontario.ca to @opp.ca. Please update your records.

## Shooting Ranges - Ontario

There are 234 club-run Shooting Ranges and 31 Private Shooting Ranges in the Province of Ontario. Range Inspectors from the Chief Firearms Office inspected 91 club-run Ranges and 9 Private Ranges in 2015. The CFO has received excellent cooperation from all range operators at these inspections.

Upon completion of a biennial inspection, a "Range Inspection Evaluation Form" is sent out to the club along with the range inspection report. The CFO would like to thank the clubs that have returned the completed forms; the feedback has been very informative.

## Shooting Clubs - Ontario

On September 2<sup>nd</sup>, 2015, as a result of the Common Sense Firearms Licensing Act, Authorizations to Transport (ATT's) to attend an approved Shooting Range in Ontario are replaced with a condition of a firearms licence. As of September 2, 2015 all current holders of a valid long term ATT that includes the purpose of "target shooting" automatically had the conditions added to their firearms licence.

If you did not have a valid ATT at that time or if you are not sure if your Club ATT was valid you must call the Chief Firearms Office directly at 1-800-731-4000 ext. 7503 to inquire or have the conditions added to your firearms licence on our database.

Please note that the conditions will not be added to your firearms licence card.

The general transportation purpose conditions within the province of residence are:

- to and from all approved ranges within province of residence (if purpose is target practice);
- to and from Peace Officer, Firearms Officer, Chief Firearms Officer for verification, registration nor disposal;
- to and from business that holds licence for repair/appraisal;
- to and from gun show;
- to purchase a firearm;
- to and from port of exit/entry

For transportation purposes that are **not covered** by the attached conditions, an ATT (paper ATT) will still be required (eg. Moving, out of province shooting event)

**\*\*Additional information on pages 4 & 5, Questions & Answers section of this newsletter.**

## Firearm Safety Training

The CFO advises that shooting clubs must be confident that a member/guest is proficient in the handling of firearms before using their range. New members/guests should first receive mandatory firearms training. This training must include both classroom lectures and actual range instruction. Training sessions should be held until the instructor is satisfied that the student has retained the information and can clearly demonstrate what he or she has learned.





## Renting Your Range

For clubs that rent their ranges to non member groups, the following information should be obtained before a rental agreement is signed:

- A full description of the various stages in the course of fire including firearms used, rounds fired, target placement and distance to engagement.
- A range diagram showing location of targets.
- The proposed number of range safety officers to be used.

-Proof of insurance, including a letter from their insurance company indicating that their club or business can provide a minimum of \$2 million in general liability insurance per person per occurrence and that your range and all facilities are covered in the event of an accident.

-Your club will need to post an observer to ensure all shooting on the range does not exceed your "shooting range approval".

Please note: This policy does not apply to police agencies.

## Shooting Range Baffles

Shooting Range baffles are placed overhead and in front of a firing line to restrict and interrupt the travel of errant bullets. These baffles provide an additional layer of safety to the shooting club and the public. They can also be used to redirect or suppress sound waves produced when bullets are fired. If your club is looking to add or modify a shooting range baffle please contact the CFO. We have information on various forms of safe acceptable baffle designs.

## Emergency Information

For the safety of each club member, emergency contact information must be posted on each approved range at your range location. It is also suggested that best practice would be for a member to either carry a cellular phone with them while out on the range in case of emergency, or at the very least, a telephone be available at the club in case of injury.

## Additional Shooting Disciplines

Each approved shooting range has been given a range approval certificate that outlines, on page three, the shooting ranges and disciplines currently approved on each range. If your organization would like approval for additional disciplines, you are required to submit this request in writing for review by our office. This review may require a shooting range inspection prior to a revised approval certificate being issued. Until a revised approval certificate is issued, the range may only be used for the disciplines listed on the current certificate.

**Please Note: If it's not listed on your range approval certificate then it's not approved by the CFO or your insurance carrier.**

## Biennial Inspections

Prior to your next biennial inspection please ensure that the condition of your range is accessible; the grass and weeds need to be cut on the backstops and side berms so that they range inspectors can inspect the ranges.

## Steel Reactive Target Guidelines

**The following conditions regarding steel reactive targets use will be placed on last page of your Shooting Range Approval:**

All steel targets must be bunkered for regular day to day use and shrouded for competition use.  
All steel targets shall be shrouded or clad with a covering constructed of wood. This has been a CFO requirement since 1999 and there has never been any exceptions.

### Placement

- as close as possible to backstop
- at right angles to firing line
- rim fire rifle/ centre fire handgun > 10 metres from backstop
- centre fire rifle > 50 metres from backstop (section 1.10, page 28 of manual)

### Design

- armour plate steel impervious to ammunition being used (no deformation-**AR500 or stronger**)
- designed to move or fall forward to prevent backslash or ricochet

### Shrouding

- shrouds or covers are designed to capture the bullet splatter and withstand perforation
- all steel targets shall be shrouded or clad with a covering constructed of wood and is designed to protect exposed steel hinges, angled or plate steel, or other mechanisms used to operate the steel target so as to eliminate ricochets from bullet strikes to that portion of the target array that is not intended as the striking surface
- this is to include bases, supports or stands used in conjunction with the targets
- the shroud should be as close as practical to the steel target
- it is recommended that the sides of the shroud be a minimum 12" and the top 15"
- 3/4" plywood is recommended, it can be lined with rubber belting to prolong its use.

\*For outdoor rifle ranges utilizing steel, please refer to figure 45, page 113 of the *Range Design and Construction Guidelines*.

## Proposed Upgrades/Changes to Range

Prior to implementing any proposed changes at your current range location, your organization must **submit a proposal in writing** to the Chief Firearms Office. At that time, our office will assess your proposal to determine if a range inspection will be necessary.

**Do not attempt to contact the Range Inspectors directly to request an inspection. All range inspections are approved and assigned within the office.**

**If you wish, you may send your request to Sgt. Peter Niedermaier by email at [peter.niedermaier@opp.ca](mailto:peter.niedermaier@opp.ca), by fax at (705) 329-5623 or by mail.**

## Open House Events

Please contact and advise us of any "open house events" or large shooting competitions so that we can partner with you by setting up a CFO display and assist your club with liability waivers, organization and planning.

Sgt. Niedermaier, Supervisor of Shooting Clubs and Ranges is available to attend clubs to provide informational CFO PowerPoint presentations.

## Insurance Requirement

Each shooting club and range is required to **maintain** a minimum of \$2 million of commercial general liability insurance. You are **not required to submit** a copy annually to the CFO, but you must be able to provide a copy if requested by the CFO.

Shooting Clubs/Ranges should contact their insurance carrier to insure that their insurance policy covers guests.

## Liability Waiver

It is best practice for shooting clubs to have all members and guests to sign a liability waiver prior to shooting at their shooting club.

## Public Safety/Range Safety Issue Notification

Enclosed you have been provided with a copy of the Public Safety/Range Safety Issue Notification – CFO form which must be submitted to the Chief Firearms Office when you have a public safety concern regarding an individual.

## Best Practice – Trap Houses

The best practice for covering trap houses to prevent ricochets is to cover the back wall of the trap house with a layer of dirt piled against the wall, or covering the back wall with non-ricochet material; soft rubber or plywood.

## Club Executive Changes

Enclosed is the Chief Firearms Office form "**Annual Club Executive Notification**". This form is to be completed and submitted to our office at least **annually**, and more frequently if there are any changes to your club executive throughout the year.

## Succession Planning

When changes occur in Club Executive, please ensure all documentation is handed over to the incoming executive. This will result in a smooth transition period. New Club Executive can contact the CFO for assistance with their new roles.

## Email Address

Moving forward we would appreciate if your club/range contacts provided our office with an email address, specifically the Shooting Range Contact and Shooting Club Representative. This would not only expedite the flow of information as well as save trees!



## **Frequently Asked Questions and Answers**

**I have a valid ATT to transport a firearm to and from a shooting club or range for the purpose of target practice. Will ATT conditions be attached to my firearms licence automatically?**

Yes. As of September 2, 2015, if you are licenced and possess a valid ATT to transport a firearm to and from a shooting club or range for the purposes of target practice, you will obtain, as a condition of your licence.

**I do not have a valid ATT to transport a firearm to and from a shooting club or range for the purpose of target practice. Will ATT conditions be attached to my firearms licence automatically?**

No. If you do not possess a valid ATT to transport a firearm to and from a shooting club or range for the purposes of target practice as of September 2, 2015, you will not get the transportation purposes added as a condition to your firearms licence. See next question for additional information.

**When will the conditions be added to my licence, since I don't have a valid ATT for transport to and from a shooting club or range for the purpose of target practice?**

If you do not possess a valid ATT to transport a firearm to and from a shooting club or range for the purposes of target practice, you will get the relevant transportation purposes added as a condition to your firearms licence when you:

- acquire your first restricted firearm;
- acquire additional restricted or prohibited firearms;
- request a new ATT during valid period of licence;
- request a replacement ATT during valid period of licence; or,
- renew your firearms licence with restricted and/or prohibited privileges.

Once the conditions have been added to the firearms licence, you are no longer required to request additional ATTs unless it is for a purpose other than those that have been added as a condition to the licence.

Depending on the purpose for which you acquire firearms, you either get all six conditions added to your licence as a condition (if you have acquired your firearms for target shooting) or you get just five conditions, excluding transport to and from an approved range (if you have acquired your firearms for collection purposes).

**I have a paper ATT. Is it still valid?**

Yes. Existing paper ATTs are still valid.

**Since ATTs will be a condition on a licence, and I currently have a valid paper ATT, will I receive a new licence card to reflect these changes?**

No. Existing paper ATTs remain valid until expiry. In addition, as of September 2, 2015, if you are a licensed client possessing a valid ATT to transport a firearm to and from a shooting club or range for the purposes of target practice, you have, as a condition on your licence, the six transportation conditions.

**I don't have an ATT and would like to acquire one. What do I do?**

Call the CFO Ontario toll-free information line at 1-800-731-4000 ext # 7503 to request an ATT.

**Can an ATT that is "attached to" a firearms licence be revoked?**

Yes. CFOs still have the authority to revoke an ATT.

**If I buy a restricted firearm for the first time after this change comes into force, will I be issued a new PAL card with the ATT conditions attached?**

Yes. Upon acquisition of your first restricted firearm, once a CFO confirms the acquisition purpose of the firearm, the CFP will issue you a new licence card indicating that special conditions are attached.

**Once the ATT as a condition on the licence comes into force, will I receive all the conditions for transporting firearms on a piece of paper, as well as those same conditions being placed on my licence?**

If a licence card is reprinted as a result of the conditions being placed on the licence, you will receive a new licence card. On the card carrier (for the licence card) the normal standard conditions (i.e. that you must inform the CFO when you move or change your name) will be listed. The ATT conditions will also be listed on the card carrier under Special Conditions.

**If frangible bullets are used, do we have to shroud the steel?**

If using frangible bullets there is no need to shroud.

**In the event of a house fire, should an individual store their firearms at a friends house?**

Have the police take possession of firearms or deal with the police at the scene or arrange for alternate storage with the CFO.

**What should you do if a firearm is left unattended at a range?**

Secure the firearm safely.

**What information is required on a Land Use Agreement?**

A land use agreement may be required if all shot does not fall on the land owned by your club. Although there is no standard form for a land use agreement, it must state that the land owner is aware of the shooting range location, the shooting activities, that shot may fall on their property and the owner gives his consent to this. The agreement must be signed by both parties and dated.

**How long are records required to be maintained? What information needs to be kept?**

Records must be maintained for 6 years. The information is outlined in the Shooting Club and Range Regulations – Section Records 14 – page 194 in the *Canadian Firearms Centre - Range Design and Construction Guidelines September 1999*.

**How do you find out if a non-restricted firearm is lost or stolen when you are buying a firearm from an individual?**

Contact your local police.

**How can someone apply to teach the non-restricted and restricted firearm safety course?**

You can apply to become a firearms instructor by contacting the FSESO by the website [FSESO.org](http://FSESO.org).

**Should all guests sign a liability waiver?**

Yes all guests should sign a liability waiver.

**Should a private club renting to a security company for re-qualification ask for a copy of the company's insurance?**

Yes the club should request a copy of the company's insurance.

**If the police want to rent our range, do they have the same rules?**

Yes the police have to follow the same rules as the club and it is the club's decision if they want to allow the police into their range to shoot.

**If a police officer wishes to practice with their service firearm are they allowed to transport and target practice at section 29 range?**

A police officer must have a letter of permission from the Chief or Commissioner and the type of firearm must be approved for discharge at your range. Fully automatic firearms are not allowed on Section 29 shooting ranges.

**Our club rents to the police; do the police have to sign in?**

A condition of your rental agreement should be that the police must keep record of all range users at the range.

