



# Sporting Shooters Association of Australia (Qld.) Inc.

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To: SSAA (Qld.) Inc. State Management Committee  
Branch Secretaries

Dear Branch Secretary

Reference: **Branch Range Officer Training**

SSAA (Qld.) Inc. advise that a recent review of Branch Range Officer Training has been conducted.

Following this review, a training checklist has been produced to assist in the training of Branch Range Officers. This *Branch Range Officer Training Checklist* incorporates the *Application Form* and *Trainee Attendance Sheet*.

A printed copy has been enclosed with this correspondence along with a Trainee Branch Range Officer Card for both Longarms and Handguns. Should your Branch require more than one of these cards, please request this via [enquiry@ssaaqld.org.au](mailto:enquiry@ssaaqld.org.au).

The Checklist has been designed to cover the minimum required theory knowledge as well as practical experience in order to perform the tasks of a Branch Range Officer.

Upon completion of the Training Checklist as well as the minimum practical hours, the first page of the document is required to be signed off by the approved person endorsed by the Branch Management Committee to assess Range Officer competence.

Page 5 – *SSAA Range Officer Application Form* is then required to be filled out with required supporting documentation provided to the Branch Secretary. The Application is then to be discussed and endorsed through a Branch Management Committee Meeting and then ratified at a Branch General Meeting.

Once the Application Form has been endorsed by the Branch President and Branch Secretary, the Application Form along with supporting documentation is to be forwarded to SSAA (Qld.) Inc. via [enquiry@ssaaqld.org.au](mailto:enquiry@ssaaqld.org.au) so that a State Endorsed Branch Range Officer Card can be issued.

Should you have any further questions please do not hesitate to contact the SSAA Queensland State Office on 07 3281 3447 or via [enquiry@ssaaqld.org.au](mailto:enquiry@ssaaqld.org.au).

Kind regards

David Jones  
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Sporting Shooters Association of Australia (Qld.) Inc.

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