<insert club logo>

<insert club name>

Venue Management Plan

<insert date>

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# About this document

## Introduction

The purpose of this document is to assist <Club Name> to identify, evaluate and manage risks associated with the management of the club venue/site.

The club recognises that a duty of care is owed to all of its members and that having an up to date Venue Management Plan in place is crucial to this.

By implementing this plan the club is committed to establishing a safe environment for its members and has committed to the implementation and ongoing maintenance of this plan.

## What is a Venue Management Plan?

All clubs have some sort of facility that they are responsible for in some capacity whether it be through ownership, lease, licensing or renting arrangements.

A *Venue Management Plan* demonstrates that a club has a strategy for the management of their venue and its risks. Having a management plan in place identifies and develops a responsible approach to running the venue and commonly outlines a range of venue management protocols in place at a venue/site in one document.

*Venue Management Protocols* are topic specific processes and/or procedures that provide guidance for organisations to uphold certain operational standards.

* Common protocols include OHS manuals, noise reduction measures, litter management, security, evacuation procedures etc.
* Shooting specific protocols may include range operations, equipment standards, ammunition storage and disposal requirements, environmental waste etc.

Venue Management can appear to be quite a daunting task from a time and effort perspective. However, with increasing strains on sporting clubs it is important club committees take the time to consider and implement venue management plans to ensure club operations are undertaken in a safe and secure manor.

Venue Management Plans do not need to be complex and time consuming documents, although they do need to have relevant and up to date venue operation information to be effective.

# Venue / Range Risk Assessment

## Operational

1. **Is your range:**

Indoor  Outdoor  Mix of both

1. **Which shooting sports are catered for at your range?**

Shotgun  F&G and Sporting Clays  Pistol

Outdoor Small-bore  Full-bore  Outdoor Centrefire

Air pistol  SSAA disciplines  Biathlon/Modern pentathlon

Other, please note: Click here to enter text.

1. **When did shooting activities commence at the club’s range?** *(Approx. year)*

Click here to enter text.

1. **How often do shooting activities occur at the range?** Daily  Once a week  Up to 3 times a week

Once a fortnight  Competition Use only

Other, please note: Click here to enter text.

1. **Who is the land owner of the range you occupy?**

Private ownership  Crown Land  Local Council

Club / Organisation  Other, please note: Click here to enter text.

1. **What is your VicPol licence number?** *(Please attach a copy)*

Click here to enter text.

1. **When was the last VicPol range assessment of the range undertaken?**

Within 1 year  Between 1-2 Years  Between 2-5 Years

Between 5-10 years  Greater than 10 Years

## Environmental

1. **Does your club have a current environmental management plan in place?** *(Please attach a copy)* Yes  No
2. **Is the venue boundary / perimeter adjacent to any of the following areas?**

Yes  No

***(****If yes, please tick all that apply)*

Residential areas  Farmland  Commercial / industrial

Waterways  Recreation Area  Vacant Land

1. **When shooting activities are not taking place, is the land used for any other purpose?** (for example: recreation, sporting or grazing animals)

Yes  No

1. **Do children have access to the site when shooting activities are not taking place?**

Yes  No

1. **Do you currently shoot beyond the boundary of your property?** Yes  No
2. **Is lead shot or ammunition landing, or likely to be landing, in a body of water such as a stream, lake, wetland or sea?**

Yes  No

1. **Does your club have any of the following?**

Alternative ammunition and/or clay target policy e.g. non-lead shot

Waste management policy (please attach a copy)

Periodic lead recovery and disposal

Firing stations optimised to limit shot fallout zone

Perimeter fencing

Nets or barriers to contain shot

Berms to limit shot fallout zone

Bullet traps

Stop butt designs to limit pollution, e.g. a roof over the stop butt

Vegetative ground cover to prevent dust

Diversion and/or treatment of water runoff

Other (please detail below)

Click here to enter text.

# Venue Management Protocols

*How to complete:*

*The following section is intended for clubs to provide details regarding venue management protocols that the club implement to ensure a safe and secure environment for all.*

* *If identified protocols have an existing method of documentation (i.e. club endorsed OHS policy) – you can simply list them and include these documents in the Attachments section at the end of this Venue Management Plan.*
* *Where any protocols don’t have existing documentation but are things you already put into practice - we ask that you explain, in as much detail as possible, the process/method the club undertakes.*

*Remember to delete any red text.*

## Operational

*(e.g. OHS, noise reduction, staff/volunteer management, security, live shooting procedures etc.)*

The <insert club name> currently has the following operational venue management protocols in place:

* OHS policy (attached for reference)
* Noise reduction (detail provided below)
* Live shooting (detail provided below)

**Noise reduction**

While <insert club name> doesn’t have a formal policy or documented procedure, we currently undertake the following steps to manage excessive noise from the range:



**Live shooting**

While <insert club name> doesn’t have a formal policy or documented procedure, we currently undertake the following steps to manage safety when shooting activity is ‘live’ on site:



## Environmental

*(e.g. waste management, ammunition collection and disposal, etc.)*

The <insert club name> currently has the following environmental venue management protocols in place:

* Waste management policy (attached for reference)
* Ammunition disposal (detail provided below)

**Ammunition disposal**

While <insert club name> doesn’t have a formal policy or documented procedure, we currently undertake the following steps to dispose of ammunition from the venue:



# Attachments

## Attachment 1 – OHS Policy

*Example only*

## Attachment 2 – Waste Management Policy

*Example only*