



Sporting Shooters Pistol Club Australian Capital Territory – SSPC ACT

New Members Information Pack

Sporting Shooters Pistol Club ACT Inc.

Hector McIntosh Grove

Majura, ACT 2609

[SSPC ACT operates from within the Majura Shooting Complex managed by SSAA ACT]

Welcome to SSPC ACT

Thank you for investing your time to enquire about becoming a member with the club, and if you are looking at obtaining your 'H' Class Firearms Licence to partake in the exciting sport of pistol shooting.

SSPC ACT has been in establishment close to 50 years. It is associated with the Sporting Shooters Association of Australia (SSAA) and operates independently and is located at the Majura Shooting Complex.

SSPC ACT is a friendly and family-orientated club where the development of new shooters is paramount (along with juniors). Our constant focus is on supporting all shooters to improve their skills and enjoy the sport. While having fun is important, safety is, and always will be, our number one priority.

Obtaining your 'H' Class Firearms Licence is not a hard process but it is a lengthy journey and does not happen overnight. This pack will provide you with the information you need to obtain your 'H' Class Firearms Licence and becoming a member of SSPC ACT.

In addition to this pack, I invite you to visit the SSPC ACT website. It has information about the club, the process on becoming a member, and important links to the relevant NSW and ACT 'H' Class Firearms Licence legislation, regulations and requirements.

SSPC ACT offers a multitude of pistol shooting disciplines which include (but are not limited to):

- Air Pistol;
- International Practical Shooting Competition (IPSC);
- Practical Shooting;
- International Shooting Sport Federation (ISSF – Olympic Shooting);
- Black Powder;
- Metallic Silhouette;
- Field Pistol; and
- Action Pistol and Service/WA1500.

Whatever your choice of pistol shooting discipline or interest, SSPC ACT can accommodate it.

If you have any further questions or concerns about the process, please contact the New Members Coordinator.

Respectfully,

New Member Coordinator – SSPC ACT

new@sspcact.org.au

Membership and Licencing

This section details the processes of becoming a member of SSPC ACT, obtaining a 'H' Class Firearms Licence, and purchasing a handgun.

Contact the New Member Coordinator email: new@sspcact.org.au who will send you the required forms to begin your membership process and be able to answer questions or concerns.

Step 1 – The Membership Process

If you currently have an 'H' Class Firearms Licence and want to become a member of SSPC ACT then complete the steps below:

1. Attain the following documents:
 - a. National Police Check (current within three months of application to SSPC ACT).
 - b. A letter of reference from your previous pistol club.
 - c. Two-character references. This can be in either a letter or email; please ensure the person providing the reference includes their contact details (minimum of their full name, address, and telephone number) in the reference.
 - d. Evidence of your current membership of the SSAA – this is mandatory to become a member of SSPC ACT.
2. Once you have these documents, email the New Members Coordinator informing them of your interest in becoming a member of SSPC ACT. The New Member Coordinator will request that you attend an 'Orientation Tour'. This is held on the second Saturday of each month beginning at 12.30 pm commencing at the SSPC ACT Main Club House.
3. After attending an Orientation Tour of SSPC ACT's facilities with the New Member Coordinator, the following will be emailed to you:
 - a. SSPC ACT Membership Application Form. All SSPC ACT Forms are to be filled out electronically. 'No' handwritten form will be accepted, and a PDF Digital Signature is required.
4. Once you have obtained and completed the above, email all your documents in a single email to the New Member Coordinator.

5. Following confirmation the correct paperwork has been provided then the New Member Coordinator will email you the 'SSPC ACT New Member Interest Form' – complete and return this form. All SSPC ACT Forms are to be filled out electronically. 'No' handwritten form will be accepted, and a PDF Digital Signature is required.
6. Once steps 1–5 have been completed, the New Member Coordinator will arrange for you to attend an SSPC ACT Monthly Committee Meeting. On that day and before the meeting you will be required to undertake a 'Safe Handling Assessment'. This is conducted by the Chief Instructor and all details will be emailed, i.e. where, when and what to bring.
7. After the Committee Meeting, the Treasurer will email you an invoice with instructions on how to pay your membership fee. Following payment confirmation, the Secretary will contact you to advise that your payment has been received.
8. Your membership card can be collected from the club, and you can begin to use the facilities. To collect your membership card, email the New Member Coordinator to arrange collection.
9. **NSW and ACT residents:** Apply to your respective Firearms Registration Branch to have the firearm class added to your current firearms licence.

If you do not hold an 'H' Class Firearms Licence and want to become a member of SSPC ACT then complete the steps below:

1. Attain the following documents:
 - a. National Police Check (current within three months of application to SSPC ACT).
 - b. Two-character references. This can be in either a letter or email; please ensure the person providing the reference includes their contact details (minimum of their full name, address, and telephone number) in the reference.
 - c. Evidence of your current membership of the SSAA – this is mandatory to become a member of SSPC ACT.
2. Once you have these documents, email the New Members Coordinator informing them of your interest in becoming a member of SSPC ACT. The New Member Coordinator will request that you to attend an 'Orientation Tour'. This is held on the second Saturday of each month beginning at 12.30 pm commencing at the SSPC ACT Main Club House.

3. After attending an Orientation Tour of SSPC ACT's facilities with the New Member Coordinator will email you the 'SSPC ACT Membership Application Form'. All SSPC ACT Forms are to be filled out electronically. 'No' handwritten form will be accepted, and a PDF Digital Signature is required.
4. Following confirmation the correct paperwork has been provided then the New Member Coordinator will email you the 'SSPC ACT New Member Interest Form' – complete and return this form. All SSPC ACT Forms are to be filled out electronically. 'No' handwritten form will be accepted, and a PDF Digital Signature is required.
5. Complete this form and send it along with the documents attained in step 1 in a single email to the New Member Coordinator.
6. Once steps 1–5 have been completed, the New Member Coordinator will arrange for you to attend an SSPC ACT Monthly Committee Meeting.
7. After the Committee Meeting, the Treasurer will email you an invoice with instructions on how to pay your membership fee. Following payment confirmation, the Secretary will contact you to advise that your payment has been received. The Chief Instructor will then provide you with further details regarding your 'Stage 1' Training.
8. You will receive your SSPC ACT Membership Card on the first night of your 'Stage 1' Training.

Further information on the steps involved in obtaining your '**H' Class Firearms Licence** is available on the [SSPC ACT website](#).

Step 2 – The Training Process

1. Once you have become a member of SSPC ACT you will be required to undertake Firearm Safety Training. This consists of four (4) phases:
 - a. Phase 1 – Safe Handling Course: is a **mandatory** requirement in NSW and ACT firearms legislation for anyone seeking an 'H' Class Firearms Licence. This is purely a 'Firearms Safety Handling' course and outlines the requirements and responsibilities placed on you being an 'H' Class Firearms holder.

All new members undertaking Firearm Safety Training (Phase 1, 2, 3 & 4) are to purchase their own hearing and eye protection and ensure they bring it along with them for every stage.

It is not SSPC ACT's responsibility to provide new members with hearing and eye protection as this is a personal responsibility.

NSW residents: On completion of Phase 1 Training will be required to apply for your 'Probationary Pistol' Licence. To be able to apply for your Probationary Pistol Licence you are required to be assessed as compliant where the Chief Instructor or Accredited Training Officer will issue you with a 'NSW Pistol Safe Handling Course Completion Certificate' which needs to be submitted with your Probationary Pistol Licence application. This can take 4 – 6 weeks. You **cannot** undertake Stage 2 Training until you have been issued you NSW PPL.

- b. Phase 2 – Shooting Familiarisation Assessment: After the successful completion of the 'Safe Handling Course' each candidate will attend before moving onto Phase 3. Candidates will concentrate on becoming more familiar with handling of handgun, shooting principles and course of fire and answering any questions that weren't asked during the 'Safe Handling Course'.
- c. Phase 3 – Probation Rotation: Following completion of Phase 1 & 2 you will undertake the 'Probation Rotation'. This is where you visit each shooting discipline that is conducted at SSPC ACT to gain an understanding of the discipline, meet members, answer any questions you may have and check out what discipline may interest you to partake in.

NSW residents: This must be completed within 6 months from the date of issue of your PPL. On completion of Phase 3 & 4 the Chief Instructor or Accredited Training Officer will certify you're Completion Certificate of Pistol Firearms Safety Training (Probationary Pistol Licence) which you can then submit to the NSW Firearms Registry. At the completion of your Probationary Pistol Licence period (12 months) and if you have met all the requirements then you should be issued with a full 'H' Class Firearms Licence.

- d. Phase 4 – Final Assessment: At the completion of your Phase 4 training you will return to complete the final phase of your training. If deemed compliant all the paperwork (both for NSW & ACT residences) will be completed, certified and signed off against, allowing you to apply for your full 'H' Class Firearms Licence.

NSW residents are also required to complete a further 3 mandatory club shoots to be eligible to be issued their full 'H' Class Firearms Licence. This will total 6 mandatory shoots – 3 in the first 6 months and a further 3 in the following 6 months.

Step 3 – The Purchase and 'Permit to Acquire' Process

1. If you are seeking to purchase a handgun then under both NSW and ACT legislation and requirements that you:
 - a. are a financial member of a pistol club and regularly attend; and
 - b. have completed the required training – Stage 1, Stage 2 and/or Stage 3 or undertaken a 'Safety Handling' course. *If you haven't completed the required training they you will not be recommended and/or have your 'H' Class Firearms Licence.* A Discipline Coordinator will certify your attendance and that the calibre and model of handgun is used in that discipline via a SSPC ACT Discipline Coordinator Endorsement for Handgun Purchase Form.

The above form will either be provided to you by the Discipline Coordinator with instructions or can be found on the SSPC ACT Website.

2. The SSPC ACT Registrar and Secretary will verify the above (as per the requirements under the ACT Firearms Legislation), and if everything checks out, you will be provided confirmation and can apply for a 'Permit to Acquire'.

NSW residents: This process is all online, and the SSPC ACT Secretary will validate your request via the NSW Gun Safe Portal. You are still required to provide all the handgun information to the club via a SSPC ACT Discipline Coordinator Endorsement for Handgun Purchase Form submitted to the SSPC ACT Club Registrar.

ACT residents: This process is all done manually via hardcopy paperwork and you are required to physical take all the paperwork to the ACT Policing Registry. You are still required to provide all the handgun information to the club via a SSPC ACT Discipline Coordinator Endorsement for Handgun Purchase Form submitted to the SSPC ACT Club Registrar.

The SSPC ACT Request to Purchase Handgun form will be provided to you at the time of your enquiry.

Comparison of NSW and ACT 'H' Class Firearms Licence Processes

NSW	ACT
Membership Requirements	
For both NSW and ACT, you must be a member of a registered pistol club and provide proof when submitting your 'H' Class Firearms Licence application.	
'H' Class Firearms Licence Application Requirements	
<p>Require proof that you have undertaken Firearms Safety Handling Course (Stage 1). A Certificate of Compliance and Completion will be provided by the Chief Instructor on successful completion, which is needed as part of your initial Probationary Pistol Licence.</p> <p>Once you are issued your Probationary Pistol Licence you can then undertake your Stage 2 training.</p> <p>During the Stage 2 Probationary Rotation the Chief Instructor will verify that you have completed all the required training IAW NSW regulations and SSPC ACT requirements. At this point you can then apply for your full 'H' Class Firearms Licence and at the end of the 12 months probationary period you should be issued a full 'H' Class Firearms Licence.</p>	<p>Require proof that you have undertaken Firearms Safety Training which is Stage 1, Stage 2 Probationary Rotation and Stage 3 consisting of both a written and practical examination.</p> <p>If deemed competent and successful completed all the requirements the Chief Instructor will supply you with a certificate of completion.</p>
Permit to Acquire Requirements	
<p>0 to 6 months you are not permitted to own an 'H' Class Firearm.</p> <p>During 6 and 12 months probationary period you can apply for a Permit to Acquire an 'H' Class Firearm consisting of:</p> <p><u>ACT Regulations:</u></p> <ul style="list-style-type: none"> • 1 pistol of not more than 5.6mm calibre and 1 air pistol of not more than 4.5mm calibre, or • 1 centre-fire pistol and 1 air pistol of not more than 4.5mm calibre. <p><u>NSW Regulations:</u></p> <p>You may acquire no more than two pistols, any one of which is:</p> <ul style="list-style-type: none"> • A centrefire pistol, or • A rimfire pistol with a calibre of no more than .22 inch, or • An air pistol with a calibre of no more than .177 inch, or • A black powder pistol. <p>You must not process a centrefire and rimfire pistol at the same time.</p>	

Once issued a full 'H' Class Licence you can then apply for a 'Permit to Acquire' an 'H' Class firearm.

Additional Useful Resources

1. SSAA: <https://www.ssaa.org.au/>
2. SSPC ACT: <https://www.sspcact.org.au/>
 - a. New Members Process. <https://www.sspcact.org.au/about/join/>
 - b. Training Process. <https://www.sspcact.org.au/the-training-process/>
 - c. Document Link. <https://www.sspcact.org.au/1157-2/>
 - d. Disciplines. <https://www.sspcact.org.au/disciplines/>
3. NSW Firearms Registry: https://www.police.nsw.gov.au/online_services/firearms
4. ACT Policing: <https://www.police.act.gov.au/safety-and-security/firearms>
5. National Police Check: <https://www.afp.gov.au/our-services/national-police-checks>
6. AFP – National Police Check – 100 Point Checklist for Identification Documents: <https://www.afp.gov.au/sites/default/files/PDF/NPC-100PointChecklist-18042013.pdf>
7. NSW Police Firearms – 100 Point Identification List: https://www.police.nsw.gov.au/online_services/firearms/links/proof_of_identity_100_points

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