

Field Service Regulations, Vol. I.  
 Field Service Regulations, Vol. II.  
 Manual of Map-reading and Field Sketching.  
 Manual of Field-works (all arms).  
 Field Service Pocket-book.  
 Manual of Movement (War).  
 Training-manual (for arm of service).  
 \*Machine-gun Training.  
 Handbook and Range Table (for equipment with which unit is armed).  
 \*Animal management.  
 Manual of Military Cooking.  
 \*Manual of Sanitation.  
 \*Manual of Physical Training.  
 Small-arms Training, Vol. I.  
 Small-arms Training, Vol. II.  
 \*Small-arms Training, Vol. III.  
 Weapon Training Booklet (N.Z.).  
 \*Signal Training, Part I.  
 \*Signal Training, Part II.  
 Signal Training, Part III (Signal units only).  
 Signal Training, Part IV (Signal units only).  
 Signal Training, Part V (Signal units only).  
 \*Signal Training, Part VI.  
 \*Signal Training, Part VII.

The Adjutant or other regular officer concerned will ensure that an office copy of each of the books required by the unit is kept amended up to date.

Officers, warrant officers, and sergeants will be in possession of the latest edition of the undermentioned books:—

Training and Manœuvre Regulations.  
 Field Service Regulations, Vols. I and II.  
 Field Service Pocket-book.  
 Training-manuals (for arm of service to which he belongs).  
 Handbook of Military Law (N.Z.).  
 Manual of Map-reading and Field Sketching (officers only).  
 Manual of Field-works (officers only).  
 Handbook and Range Table (for equipment with which unit is armed).  
 N.Z. Regulations.  
 Small-arms Training, Vols. I and II.  
 Weapon Training Booklet (N.Z.).

855. When an officer or non-commissioned officer is discharged or otherwise removed he is to deliver the books in his possession to the company or other commander.

856. The supply of stationery, forms, books, &c., will be in accordance with instructions issued from time to time by General Headquarters.

857. All printed forms and books in use by the N.Z. Military Forces will be revised from time to time by General Headquarters.

#### Amendments to and Custody of Books.

858. Officers holding appointments at General Headquarters and at command headquarters, also Staff Officers i/c Regimental Districts, Area Officers, and Adjutants, will be held responsible that there is an office copy of each of the undermentioned publications kept up to date in their offices in accordance with amendments issued. Such books will be the property of the office, and will be handed over on relief by the officer in charge to his successor:—

- (i.) N.Z. Regulations.
- (ii.) General Orders.
- (iii.) Instructions relating to Accounting for Stores.
- (iv.) Instructions for Cost Accounting.
- (v.) Mobilization Instructions.
- (vi.) King's Regulations.
- (vii.) Manual of Military Law.
- (viii.) Field Service Regulations, Vols. I and II.
- (ix.) Field Service Pocket-book.
- (x.) Training and Manœuvre Regulations.
- (xi.) Manual of Movement (War).
- (xii.) Manual of Field Works (all arms).
- (xiii.) War Establishments.
- (xiv.) Peace Establishments (N.Z.).
- (xv.) Financial Instructions and Allowance Regulations.
- (xvi.) List of N.Z. Army Forms and Books.
- (xvii.) Index to General Orders and General Headquarters Instructions.
- (xviii.) The training-manuals of the arm or arms of the service with which the officer is concerned in his particular appointment.
- (xix.) Such other publications as particularly concern the work of the office.

859. When amendments to official publications are issued in the form of slips, one copy of each such slip will be issued for each book on issue, and it will be the duty of officers concerned to ensure that these amendment slips are issued to the holders of such books as are issued from their office.

When spare copies of books are held in any office it will be the duty of the officer concerned to ensure that each slip of amendments as it is issued is placed inside the cover of the book for which it is intended.

#### Casualties.

860. In all cases of death a letter written and signed by an officer will be sent to the next-of-kin giving all information as to duration of illness and any other matters likely to be of interest, including the disposal of the effects of the deceased. Similarly, a letter giving all particulars will be sent under the orders of the Commanding Officer to the next-of-kin whenever a report is received from the medical authorities that a patient under treatment is seriously ill.

Further action in this connection is detailed in paras. 651 *et seq.*

#### Reports and Returns.

861. The reports and returns as set out in the schedule contained in Appendix XII are to be furnished in time of peace by the officers concerned. Only single copies are required, unless otherwise directed. Copies of all returns rendered by command and lower formations may be destroyed after three years.

### SECTION XII.—RIFLE CLUBS.

862. Rifle Clubs may be established in such localities as may be authorized by the Governor-General: Provided, however, that all Rifle Clubs which have been duly gazetted or authorized by orders prior to these regulations shall be considered Rifle Clubs duly established under these regulations.

863. When it is desired to form a Rifle Club, application shall be made in the prescribed form to the Area Officer in charge of the area in which the Rifle Club will be situated.

864. Such application shall be signed by not less than twenty men eligible to become ordinary members of the club. The maximum strength of a Rifle Club will be 100 ordinary members.

865. Before the formation of a Rifle Club is sanctioned the members of the proposed club will be required to show to the satisfaction of the O.C. Command that the rifle range which the club intends to use is in every way suitable for the conduct of rifle practice.

866. Rifle Clubs shall consist of—(a) Ordinary members, (b) honorary members.

867. Ordinary members must be natural-born or naturalized British subjects between the ages of eighteen and fifty-five years and *bona fide* residents in the locality in which the Rifle Club is situated: Provided, however, that officers and soldiers on the Active List of the N.Z. Military Forces shall not be eligible for enrolment as ordinary members.

868. Honorary members will consist of such persons as may be elected by the members of a club in general meeting.

869. Any person desirous of becoming an ordinary member of a Rifle Club must apply to join the one situated nearest to his place of domicile. No person shall be eligible to join a Rifle Club as an ordinary member whilst he is on the roll of another Rifle Club.

870. Every person who is accepted as an ordinary member of a Rifle Club shall be attested on the prescribed form before an officer of the New Zealand Military Forces, or a Justice of the Peace, or the president of the club.

871. Should the strength of a Rifle Club at any time fall below twenty ordinary members, such club may be disbanded by the Governor-General.

872. The control and management of a Rifle Club will be vested in the following officials, viz.: (a) A president; (b) deputy presidents, not exceeding four; (c) a secretary; and (d) a treasurer and a committee.

These officials will be elected by the club in the ordinary way. Officers on the Reserve of the Military Forces are to be encouraged to become presidents and deputy presidents of Rifle Clubs.

The names of officials elected, and their addresses, are to be notified to the Area Officer.

The presidents will deal directly on all matters with the Area Officer of the area to which they belong.

873. All orders and directions of the General Officer Commanding with respect to the administration of Rifle Clubs will be issued in General Orders and communicated by Area Officers to the presidents of clubs.

874. Presidents shall maintain order and discipline amongst members of their Rifle Club at all rifle practices and other meetings of the club, whether general or committee, and shall be responsible for the proper carrying-out of all orders and regulations that may be issued from time to time.

875. The president, or, in his absence, a deputy appointed on his behalf, will be responsible for the maintenance of good order and discipline amongst the members of the club, and for the proper carrying-out of all safety precautions, orders, and regulations for rifle practice as are laid down for the N.Z. Military Forces.

\* Issued on the scale of one per battery, squadron, or company, for the use of all officers and other ranks.