

CEDAR HILLS GUN CLUB

STANDARD OPERATING PROCEDURES & RANGE RULES

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Standard Operating Procedures – Range

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Standard Operating Procedures – Range

I. PURPOSE

The purpose of this manual is to provide information describing the characteristics of the Cedar Hills Gun Club range, its operations with regard to methods of safety enforcement, maintenance, special events and any other aspects applicable to a shooting range operation. Delivery of necessary safety regulations to both shooter members and non-members is described in this manual.

This manual also serves as a guide to Chief Range Safety Officers and Range Safety Officers to aid them in monitoring the range.

Reviewing and updating of this manual by the Board of Directors, will occur as necessary and at a minimum on an annual basis. This manual is to be used when educational communication concerning safety issues to the shooters (members and non-members) is carried out.

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II. RANGE COMPLEX

The Cedar Hills Gun Club range is located north of Blackfoot, Idaho. The range encompasses 400+ acres of lava desert consisting of sage brush and lava rock outcroppings. It is surrounded by open land of the same type, with no buildings present.

The following description of the various range parts with the diagram provided will show the unusual layout of the range with regard to established firing lines and target lines. Subsequent sections of this manual will detail the safety control mechanisms used to provide security to the shooters utilizing this range.

The Range consists of the following shooting areas::

1. UPPER RANGE RIFLE AREA – This range has a covered firing line beginning and target lines at 200, 300, 385, and 500 meters. Shooters shoot the various distances from the designated, covered firing line. Steel gongs are available at each of the ranges. There is a manually operated stand for paper targets at the 1000 yard line (accessible by 4WD/quad /foot) and an additional steel gong is located in the lavas ~1100 yards down range.

2. TRAP RANGE – This range consists of a forward trap house. Situated to the east of the pistol bays, there is an established 5-position lane layout for the trap shooters. Trap house usage is available to all club members, but operation of the trap machine requires club qualification of the trap house operator.

3. LOWER RIFLE RANGE (25 TO 200 YD.) – This range consists of a covered firing line with 10 concrete shooting benches on a concrete pad. Target lines are defined by rails w/ brackets set in the ground and are situated at 25, 50, 100, and 200 yards.

4. SMALL BORE RIFLE RANGE – This range is located to the east of the covered rifle range and ranges out to 100 meters. Shooting is from fixed positions off concrete platforms on a raised berm. Shooting at targets on this range is limited to rimfire rifles and pistols ONLY.

5. PISTOL RANGE. Located to the west of the trap range, these three bays provide a backstop berm and side berms. This range consists of three bays, one of which is 75 yards deep, and the other two are ~100 feet deep. (a.) The 75 yard bay is a multi-purpose venue upon which center-fire rifles, shotguns, standard pressure and magnum pressure handguns, and muzzleloading firearms may be used. No CHGC steel targets are to be used on this range except by special arrangement of a program director for the purpose of that particular program. Acceptable targets for this venue are paper targets, bowling pins, and clay pigeons placed on the berm. Members may temporarily place their own metal targets on this range for their own use, and such targets must be removed by the user when vacating the venue. (b.) The two 100 foot bays have various club-provided steel targets in place, the arrangement of which may vary over time. These steel targets are intended for use with *standard* (not *magnum*) pressure straight-cased handgun ammunition when fired from handguns. Under approved conditions, “cowboy action” and other steel targets may be engaged with low-powered cowboy competition ammunition fired from rifles and shotguns. (c.) All three bays have provisions for use of club-provided wood target frames covered with cardboard for mounting paper targets. It is expected that users will try to avoid damage to the wood frames. Shooting steel targets within 10 yards is prohibited because it is a safety issue.

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6. INDOOR RANGE. This range is located inside the clubhouse. There are 9 shooting positions as dictated by the targets and the existing backstops. Use is limited to small-bore (.22 rimfire only) or center-fire hand guns (no magnums or bottle-neck cased ammunition).

EXCLUSIONS: Metal silhouette targets and center-fire rifles are **NOT** allowed inside the indoor range.

7. 5-STAND RANGE. This range is located in a building to the east of the existing trap range. This range is currently operated on a seasonal basis or for special/scheduled events.

8. SPORTING CLAYS. . Located west of the upper range, There are 13 trap machines. Use of the machines is allowed to club members certified in their operation. Non-scheduled use of these machines must co-ordinate their use with any members using the upper range. The upper range may be closed for some of the sporting clays events.

9. COWBOY ACTION SHOOTING RANGE – This range is currently not being used, but is located north of the 500-meter berm on the upper rifle range. The road past the 500-meter berm ends in a limited parking area. Use of the cowboy range requires complete closure of the upper rifle range.

BUILDINGS PRESENT ON THE SITE

- Clubhouse situated on the main range
- 5-stand building (locked control)
- Target shed for lower range storage of target backers and target stands
- Target shed (locked control) for upper range targets and target stands
- RR box car (locked control) for targets backers, target stands, clay targets, and maintenance equipment/spare parts. Boxcar space is shared with the Shelley police department (separate locked access).
- Quonset hut storage sheds (locked control) for trap machine storage and maintenance equipment

While there are no specially designated SAFE AREAS on the range, the range is considered to typically be a “cold range” at any time and place other than when guns are on the firing line. Shooters should move their firearms to and from any firing line in an unloaded condition.

RANGE CONTROL – Control of the range for safety purposes may be ACTIVE when a Chief Range Safety Officer (CRSO), Range Safety Officer (RSO), or match director is present and PASSIVE when no range officers are present. Passive control places the responsibility for range safety on the shooters themselves through observation and adherence to the signed range safety rules.

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III. RANGE OPERATION

1. HOURS OPEN

The range is open 24/7 to club members. Only the indoor range is lighted for after-dark shooting.. Access to the indoor range is available to club members who have signed a release form (contact indoor range administrator).

2. RANGE PARTICIPANTS

Those individuals who shoot at the range are of two categories, those who choose to pay a yearly dues fee (club members) and those individuals who choose to pay a daily user fee each time they shoot at the range (non-members must be accompanied by a member while shooting). Each category of shooter must assume responsibility for their actions and perform required duties each time they come onto the range. Specifically they are:

A. Access to the range is thru an electronic (proximator activation) gate. If the gate is left open for a scheduled activity, it is the responsibility of that match director to ascertain/verify the membership status of anyone entering the range. Members on range property are encouraged to wear their proximator cards while on the range, or be expected to produce them on demand to any club member who may question their valid presence on the range. Members may also purchase a ‘buddy pass’ that allows the card holder with that ‘endorsement’ to bring one friend to the range without having to collect a non-member range fee, but must accompany the non-member while he/she is shooting. Non-members may utilize the range facility by paying a fee of \$5 per individual shooting on the range; that collected fee is to be placed in one of the fee boxes for later collection by a club officer.

B. All shooters and non-shooting guests must bring with them and use suitable hearing protection and eye protection to be worn on or near the firing line. Use of suppressors does not obviate the requirement for hearing protection while on the range.

C. All shooters are expected to behave in an orderly manner, observing and carrying out all safety rules and actions stated on the various posted signs. Shooters and observers are to obey all RSO commands.

D. No shooter is permitted to bring onto club property or use or be under the influence of alcoholic beverages or illegal drugs. No smoking or eating is permitted on any firing line.

E. Responsibility for the use of their firearms and ammunition is solely dependent upon the actions of the shooter. They are only permitted to shoot at targets authorized by CHGC. Shooting at steel targets with center-fire rifles is prohibited with the exception of the steel gong targets and are never permitted to shoot at rocks, or rails, or rocks on rails, or other unsafe targets such as glass bottles.

F. At all times shooters are to carry out those practices required on a “Cold Range” environment, as explained in Section 5, Range Safety Rules.

G. Shooters and visiting non-shooters are to dispose of or remove their trash and other unwanted items from the range when they leave.

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H. Shooters are only allowed to shoot on designated ranges that are open and then only with guns and ammunition suitable for that range. In addition, it is the shooter's responsibility to make sure their rounds impact within the confines of the range area where they are shooting. Targets MAY NOT be placed on top of any berm, or on any rail on the upper rifle range except those targets authorized for the black powder cartridge rifle (BPCR) silhouette shoots.

3. RANGE SECURITY

Security at the range is carried out by the use of gates, and locked doors on buildings when not in use. Safety officers trained to discipline specific standards may be used at the ranges and the specific activities for which they are trained.

A. Gates – There is the main gate to the CHGC range which should be locked at all times except when there is a scheduled activity.

B. Range Closures. Individual range closures and restrictions may occur from time to time, and those closures / restrictions will be posted as appropriate. There is a Range Closed sign on the upper range for use when solo shooters are downrange (1000 yard target?) that may not be visible to new arrivals on the upper range.

C. Security Cameras - Video recording security cameras may be placed in strategic areas around the outside of the clubhouse for surveillance of key areas of interest where individuals may be identified in acts of vandalism or other forms of misbehavior on the range.

D. Signs – Located on most shooting areas are range rules informing all shooters of the safety measures they must practice when using that specific range. It is the responsibility of each shooter to read and comply with the rules found on those posted signs.

E. Building Locks – The clubhouse is to remain unlocked. Some storage buildings are secured by locks when not in use; access to them is thru one of the directors or designated maintenance personnel.

4. RANGE AND CLUBHOUSE USE

Except for regularly scheduled monthly events, it is the requirement that anyone wishing to hold a special event such as a competitive shooting match, firearms training program or any other activity related to the shooting sports must request permission from the Range Warden at least 30 days prior to the date they wish to conduct the event if "exclusive use" for that training/event is desired. The Range Warden, if permission is given, must then record this event on the "Activities Calendar" on the club website. If for some reason the Range Warden believes he needs Board of Directors approval for the scheduled activity, he is to inform the applicant of the need to contact the Board for approval.

While the clubhouse is in use for any training, the indoor range is closed to shooting unless its use is part of that training.

During the monthly meetings in the clubhouse, shooting on the outdoor ranges will be suspended.

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RANGE DEVELOPMENT

For consistency in safety, any plans to modify the range design or to add new structures, berms and/or new shooting areas must be presented in writing to the Board of Directors for their approval. The board has one month after presentation of the project at a meeting to approve or deny the application unless there are mitigating circumstances preventing the board from making the final decision, such as cost analysis or some other required study.

5. EMERGENCY PROCEDURES

During range operating hours there may or may not be an RSO present on the range. The following considers both situations and what is to be carried out in each.

A. RSO PRESENT

If an RSO is present, in the event of an injury, the RSO is to do the following depending upon the type of injury:

1. MINOR INJURY – This would be defined as a non-life threatening injury such as a cut incurred during the individual's participation on the firing line or off the line while somewhere on the range.

a. If the injury occurs on the firing line and is disruptive, for example, the shooter lays his loaded gun down and grabs the cut area, the RSO must call for an immediate "Cease Fire!" with a command to "Unload and show clear!" because he is diverted from watching the line.

b. If the injured shooter is not disrupted, yet proceeds to stop shooting while controlling the muzzle of his firearm and raises his hand, it may be the decision of the RSO to tell the injured shooter to "Unload and show clear!" before leaving the line to treat his wound, all the while the RSO never loses his control and supervision of the other shooters.

c. If an individual has a minor injury somewhere on the range other than on the firing line, it is up to the RSO to decide whether to provide first aid to the injured party, who may wish to take care of it himself.

d. In each of the above events the RSO is required to fill out the injury report located in the appendix.

2. MAJOR INJURY – This is defined as any injury that results in a life-threatening situation. This would include but not be limited to a gunshot wound, limb fracture, snake bite or some other injury, possibly of a non-accidental nature such as a heart attack.

a. Immediately the RSO is to call a "Cease Fire" if the injured person is on the firing line. His next command is to "Unload and show clear!" designating someone else to check for unloaded firearms while he takes his first aid kit (located inside the clubhouse) to the injured person and begins evaluating the injury and rendering first aid. While doing this he is to:

1. Designate someone to call 911.

2. Send someone to the range entrance to guide the arrival of the ambulance to the scene of the injured victim.

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3. Designate someone to call the CRSO and a board member notifying them of the injury. The phone numbers for these individuals are listed next to the phone inside the clubhouse.

4. When the ambulance arrives, the RSO is to cooperate with the Emergency Medical Technicians (EMTs).

5. After stabilization of the injured person, the RSO can then begin filling out the injury and emergency reports, and getting information from witnesses who are still there. The RSO is to include in the report the names and phone numbers of all witnesses. (See the Appendix for these reports.)

6. When the police arrive, the RSO is to make every effort to cooperate with them, but only after he is sure the patient is stabilized and cared for appropriately. He should tell the police only those things he recollects, and, if necessary, let them know that due to anxiety he is unable to, at this time, recall all that occurred.

7. When the CRSO or board member arrive, the RSO will explain to them what has occurred.

B. NO RSO PRESENT ON THE RANGE

1. MINOR INJURY – If a shooter or non-shooter sustains a minor, non-life threatening injury, it is assumed that they will give first aid to themselves. This aid may also be carried out by others who may be with them at the range.

2. MAJOR INJURY - If this type of injury occurs, the injured person, or those with him, will have to call 911 and render assistance to the victim until help arrives.

C. RANGE EMERGENCY FIRST AID KIT –

This kit is to be immediately available to the RSO during his service at the range. The kit is to be replenished after each use and it is to be inspected for completeness of content by the CRSO or Designated RSO once monthly.

D. FIRES

There is the possibility of a fire involving one of the range buildings or fields; the latter may especially occur during a shooting match or while the range is being used. If a fire occurs the person who notices the fire is to immediately call 911 for assistance, after this call he is to call the Chief Range Safety Officer (CRSO) and a board member. The phone numbers for these individuals are on the wall next to the phone in the clubhouse.

6. REGULAR COMPETITIONS / SPECIAL EVENTS

Examples of regular competition are the black powder cartridge rifle matches held on the third Saturday of the month and Thursday trap and sporting clays events during the summer / Saturday 5-stand during the winter months. Both types require shooting supervision by a qualified safety officer or match director representing the specific type of shoot occurring.

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A special event is defined as a shooting match, firearm demonstration, firearms training course, or other shooting activity that is not considered part of shooting competition conducted on a regular basis by club members and non-members. These special events are conducted on a 'per request' basis such as special trap events, police training, boy scout usage, NRA certifications, or Appleseed.

In any case, said events must be supervised by an adult club member.

Training class(es) must be scheduled (for calendar inclusion) at least 30 days in advance of the class. At least one of the trainers conducting the class or a class student must be a member of CHGC. Training qualifications of the trainer(s) may be requested by any member of the CHGC board of directors.

Multi-day training events may require approval of the CHGC board members. Every effort will be made in scheduling events so as to not impact club members from using other ranges on the property, e.g. having both upper and lower rifle ranges 'shutdown', or tying up all three pistol bays simultaneously.

Conduct of classroom training in the clubhouse will generally preclude use of the indoor range at the same time. Similarly, conduct of the CHGC monthly business meeting will dictate shutdown of all shooting activities on the range for the duration of the meeting.

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IV. CHIEF RANGE SAFETY OFFICER (CRSO) AND RANGE SAFETY OFFICER (RSO) DUTIES

Both categories of range officers are appointed by the Board of Directors and their duties are created by the Range Safety Committee with final approval of these duties by the Board of Directors. Refer to the Bylaws section of this manual for further information concerning the Range Safety Committee and these range officers. The Board of Directors, through this manual, give the CRSO and RSO the authority and responsibility to enforce range rules and regulations.

1. DUTIES – CHIEF RANGE SAFETY OFFICER

1. Along with the Board of Directors, the CRSO makes changes to the Standard Operating Procedures manual and conduct with the Board a yearly review of the manual.
2. The CRSO is responsible for the overall safety of the range, and is thereby responsible for the review of proposed changes to range operation and/or the firing ranges.
3. Scheduling of special club events that use the range or clubhouse on the club “Activities Calendar” is the responsibility of the Range Warden.
4. Either the CRSO and/or the Board members have the ultimate responsibility to see that all range safety rules are strictly enforced.
5. Perform all the duties of an RSO when necessary.

2. DUTIES – RANGE SAFETY OFFICER –

1. When able, supervise active range firing lines, carefully watching and directing the shooters using appropriate range commands or by observation without commands. In the case where there is no identified RSO present, the first shooter on the line will act as the “line control officer” and enforce the safety rules outlined in Section 3 (following).
2. To make sure all shooters wear appropriate eye and ear protection while on the firing line.
3. To actively enforce a cold range environment and the safety rules displayed by signage at the range.
4. Immediately stop and take other corrective measures against any shooter breaking the safety rules and endangering others. If necessary the RSO may have to expel such a shooter from the range. Such infractions by a shooter, whether they end in expulsion or not, are to be reported to the CRSO/Range Warden, and Board of Directors. This report is to include the shooter’s name and phone number for follow up.
5. Any club member is to carry out the duties outlined above in #4 against any individual located anywhere on the range other than the firing line who is in an unsafe area, violating safety rules, vandalizing the property or actively involved in some other form of mayhem.

***NOTE:** *At their discretion, CRSOs and RSOs may carry a loaded handgun, either concealed or open carry, while on duty.*

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3. FIRING LINE CONTROL

The following is to be carried out each time line control is needed on the firing line, i.e. multiple shooters:

1. Speak clearly and announce all range commands loudly and if necessary, use a public address system on windy days or if there are a large number of shooters on the line.

2. Use only those range commands presented in the range Standard Operating Procedures. Refer to Appendix 4, Section #4 for these commands.

3. If there is a disruption on the line for any reason requiring the RSO or “line control officer” to attend to a shooter’s needs, announce a “Cease Fire!” Have all shooters unload, show clear, place their firearms on the bench, muzzles down range, actions open and have them step back from their firearms until the task is complete.

4. When the “line control officer” announces “Target Change!” or if a shooter requests to change their target, the following commands are required:

a. “Target change!”

b. “Cease fire!”

c. “Unload!” “Show clear!” “Leave actions open!”

d. “Place firearms on bench, muzzles down range!”

e. “Everyone step back from their guns!” **NOTE:** During a declared “Cease Fire” and with shooters downrange, none of the guns on the firing line are to be touched – **NOT** to adjust scopes, **NOT** to pull the gun off the firing line, **NOT** to remove magazines.

f. “Those who wish may now go down range and change their targets.”

Range commands may vary with the type of shooting sport being conducted. Such variant commands are usually established by the parent shooting organization, e.g. NRA line commands for black powder rifle cartridge shooters, small bore silhouette, USPSA/IDPA.

5. Always ensure that all active shooters and observers on the line or entering/leaving the line have proper eye and ear protection.

6. New shooters wishing to enter or leave the line must wait until you call a “Cease fire!” They must make sure their guns are unloaded. This can be controlled under close supervision of an RO, e.g. sight in day.

7. While observing the active shooting line, primarily watch the guns with an occasional glance at the shooter. On occasion look about the range to be sure something hasn’t happened requiring you to call a “Cease fire!”

8. **Squib load-** This, the most dangerous ammunition malfunction that can occur, is very difficult to detect due to the noise on the shooting line. Watch for things like a reduced muzzle blast, failure to cycle in a semi-auto firearm, and a stuck handgun cylinder. If you see any of these or detect only a pop sound immediately try to communicate to the involved shooter, “Stop!” then call a “Cease fire!” with unload commands etc. (as in #4 above) then go to the involved shooter.

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9. Be prepared to expel any one from the range who continually displays a poor safety attitude, in spite of previous warnings, because they were endangering others. Make sure to get their name and phone number (or license plate number) for followup to the Board of Directors.

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V. RANGE SAFETY RULES

The concept of shooter education at the range consists of the shooter's interaction with the CRSO and RSO, signage at the range reflecting the rules and safety education held at the general membership meetings. The following encompasses the safety rules and regulations used at the range as displayed on the signage and the handout noted above.

NOTE – Enforcement of these rules will be either **ACTIVE** or **PASSIVE** depending on whether or not a CRSO or RSO is present on the range.

- **ACTIVE Enforcement** – A CRSO or RSO is present on the range observing shooter activities and correcting problems. Presence of CRSO or RSO along with Range Rules signs serves as **ACTIVE** enforcement
- **PASSIVE Enforcement** – No CRSO or RSO is present on the range. Ultimately, the shooter is responsible for his/her actions. Both the shooter's responsibility and range signs server as **PASSIVE** enforcement.

FAMILY SAFETY:

Minor children are the continuous responsibility of parents while on club property. When children are *not engaged in supervised shooting activities*, adult continuous awareness of children's non-shooting activities shall be maintained. There are many inherent hazards to avoid, including but not limited to physical injuries from climbing in the rock formations or onto berms, wildlife encounters (especially, rattlesnakes), and wandering into active fire zones without realizing the danger involved.

Minor children involved in shooting activities shall be immediately and closely supervised on a one-to-one basis by an attentive adult qualified to provide shooting instruction. “Closely supervised” means within physical reach of the adult who is able and prepared to physically interrupt firearm handling and take control of the firearm at any point necessary to prevent harm. Under no circumstances will a minor child be allowed to be in possession of a firearm while on club property without such supervision.

All types of firearms are subject to unsafe handling hazards, especially when in the control of an inexperienced minor child. Simply moving the firearm toward a firing position by an unaware shooter can cause the muzzle of that firearm to sweep across bystanders and fellow shooters. This is a particular problem with handguns, as the arc of this sweep becomes accelerated by one-handed control of the firearm.

Adult failure to respond appropriately to these responsibilities may result in dismissal from the range.

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A. COLD RANGE – A cold range means no shooter is to bring a loaded gun to the range and all firearms are loaded and unloaded at the firing line while maintaining safe muzzle direction.

THIS IS A COLD RANGE

- 1. All firearms are to be loaded and unloaded at the firing line -- no exceptions.**
- 2. Firearm muzzles are to be kept pointed down range at the target area at all times.**
- 3. No shooter is permitted to carry a loaded firearm around the range or to leave the firing line with a loaded firearm except for holstered handguns (see next control).**
- 4. Holstered handguns and practice from the holster are recognized as a reason to be on the range. However, holstered handguns should not be unholstered at any time except when on a firing line with muzzle control downrange.**
- 5. A shooter who wishes to change targets must announce that intention to all other shooters on the line. All shooters will then unload their firearms, show them unloaded to an RSO or other shooters. All will step back and not touch their firearms while any person is downrange.**

Those wishing to change their targets may then proceed down range.

C. PROHIBITED AMMUNITION – The following sign is posted at various locations to make certain the shooters know what type of ammo they cannot use before going onto the range:

THE FOLLOWING AMMUNITION IS NOT PERMITTED ON THIS RANGE WHEN SHOOTING AT 'CLUB' STEEL TARGETS

- 1. ARMOR PIERCING AMMO**
- 2. STEEL CORE BULLETS**

Furthermore:

- 3. TRACERS ARE NEVER ALLOWED**

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VI. SAFETY EDUCATION

Cedar Hills Gun Club realizes the importance of educating and keeping the general shooting public informed about firearms and range safety. As noted in the opening paragraph in Section 5, RANGE SAFETY RULES, there are various ways this is accomplished. One includes a safety orientation for new club members. It is intended that these individuals will have had the range rules explained to them and their acknowledgement of the signage with respect to specific range rules and their adherence to those rules.

VII. RANGE MAINTENANCE

Range maintenance is overseen by the Board members with volunteer help from additional club members. This maintenance involves range upkeep regarding target backer maintenance, firing line maintenance, and various aspects of building and road maintenance. Any other type of maintenance when needed is also carried out. Periodic range cleanup days are scheduled for club volunteers and special group users to participate in general range cleanup and maintenance.

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APPENDIX 1 – Range Safety Briefing

Follow this outline when conducting range safety briefings. Issue copies of the range rules to all range users. Conduct the briefing on the range immediately before range use.

Stand where posted rules, demonstrations, and explanations of range equipment can be included in the briefing. Involve the range users. Have them read rules from posters and handouts. Ask questions to reinforce understanding. If firearms are used during the briefing, the RSO must follow NRA gun safety rules.

1. Purpose of the Event

- State the purpose, for example, recreational shooting.
- Provide an overview of the event.
- State the total numbers of rounds and time available.

2. Range Personnel

- State where range personnel will be located.
- Introduce range personnel
- Explain that their role is to ensure safety.
- Indicate how they may be identified, for example, orange vests or hats.

3. Range Layout and Limits

- Conduct a range orientation on, or within view of, the range.
- Point out key areas of the range and briefly describe actions that occur within each:
 - Spectator area:** Located behind the ready line where visitors and range users may wait and observe activities. *Eye and hearing protections are also required for all spectators.*
 - Ready area:** Located behind the firing line where shooters may store and prepare their equipment other than their firearms.
 - Firing points:** Firearms should be brought to the firing line while cased; empty cases can be returned to the ready area. Firearms should also be cased when being removed from the firing line. Shooters may occupy their firing points at the firing line when authorized to do so. Shooters may only dry fire at the firing line before an event and should only handle firearms when authorized to do so.
 - Backstop:** Located downrange behind the target line. Firearms should point toward the backstop at all times. All firing should be directed forward from the shooters' firing points so projectiles impact within designated impact areas. All targets will be placed at the designated target line.
 - Cleaning area:** Cleaning is authorized only in the cleaning area. No ammunition is allowed in the cleaning area. Cleanup and disposal of cleaning materials is the responsibility of the shooter.

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4. Range Safety Rules

- **Three fundamental NRA Gun Safety Rules**

Ask: “What is the first rule of safe gun handling?”

ALWAYS keep the gun pointed in a safe direction.

Ask: “What does ‘in a safe direction’ mean?”

The gun is pointed so that even if it were to go off, it would not cause injury.

Ask: “What is the second rule of safe gun handling?”

ALWAYS keep your finger off the trigger until ready to shoot.

Ask: “Unless shooting, where should the shooter’s fingers rest?”

The fingers should rest alongside the gun, on the frame, receiver, or trigger guard.

Ask: “What is the third rule of safe gun handling?”

ALWAYS keep the gun unloaded until ready to use.

- **Rules for Safe Use**

Know your target and what is beyond.

Ask: “What is meant by ‘know your target and what is beyond’?”

The shooter must be sure that projectiles will safely impact into the backstop.

Be sure the gun is safe to operate.

Know how to use the gun safely.

Ask: “What is meant by ‘know how to use the gun safely’?”

Shooters need to know how the gun operates, its basic parts, how to safely open and close the action, and how to remove ammunition.

Use only the correct ammunition for your gun.

Ask: “What is meant by use only the correct ammunition’?”

Only ammunition designed for a particular gun can be safely fired in that gun. Shooters should ensure that the caliber marked on the barrel, ammo box, and cartridge case match. This is especially true for antique firearms.

Wear eye and ear protection as appropriate.

Ask: “Why should range users wear both eye and ear protection?”

Guns are loud and the noise can cause hearing damage.

Guns can emit debris, hot gas, and cartridge cases that could cause eye injuries.

Users of air gun ranges, including spectators, need eye protection to prevent injuries from ricochets.

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Never use alcohol or drugs before or while shooting.

Ask: “What kinds of substances are implied by ‘alcohol or drugs’?”

Any substance that may impair normal mental or physical bodily functions. Examples could include prescription and non-prescription drugs, such as cold medicines that may cause drowsiness, nervousness, balance problems, etc.

Anybody taking any medication or substance that may impair normal mental or physical functions are not allowed on the range.

- **General Range Safety Rules**

Ask range users to read rules as you point to range posters or refer to handouts.

1. Know and obey all range commands.
2. Know where others are at all times.
3. Shoot only at authorized targets.
4. Do not handle a firearm or stand at the firing line where firearms are present while others are downrange.
5. Stop shooting immediately upon the command of “Cease Firing!”

Ask: “Why is it important to shoot only at authorized targets?”

Shooting at different targets, such as steel targets, or shooting at different distances or angles may result in hazardous conditions.

Ask: “What actions should shooters perform during a cease fire?”

Stop shooting immediately.

Await further instructions from the RSO.

- **Stoppages**

Explain that there are three common ammunition stoppages:

1. A **Misfire** is when a cartridge does not fire after the primer has been struck by the firing pin.
2. A **Hangfire** is when there is a perceptible delay in the ignition of the cartridge after the primer has been struck by the firing pin.
 - Keep the gun pointed downrange (safe direction).
 - Wait at least 30 seconds, in case it is a hangfire. With a blackpowder gun, wait at least two minutes.
3. A **Squib Load** is when there is less than normal pressure or bullet velocity after ignition of the cartridge. The bullet may or may not exit the barrel. Squib loads are identified by a difference in recoil or noise. The normal procedure for handling squib loads is as follows:
 - Keep the gun pointed downrange (safe direction).
 - Unload the gun, making SURE the chamber is empty.
 - Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.

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- **NRA Hygiene Guidelines**

Explain that NRA hygiene guidelines are intended to minimize exposure to airborne particulate lead and cleaning product residues.

Emphasize that everybody exposed at the range or cleaning area – even those who did not participate in shooting – should follow these guidelines.

Remind range users of these guidelines before, during, and immediately after occupying the range.

1. Do not eat, drink, smoke, apply makeup, or otherwise place your hands near your mouth or nose while on the range or cleaning a gun.
2. Wash your hands and face with cold water after leaving the range or cleaning area before eating or drinking.
3. Change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead, solvent, or cleaning product residues.

- **Site-Specific Range Rules**

Ask range users to read rules as you point to range posters or refer to handouts.

1. Armor-piercing and tracer ammunition are not allowed.
2. Targets must be placed at the target line to ensure bullets hit the impact area.
3. Leave dropped ammunition on the ground until the stage of fire is completed and firearms are benched or grounded.
4. Notify the RSO of “firing line officer” when there is a firearm stoppage malfunction.
5. Dry firing is permitted only at the firing line and only when authorized.
6. All firearms must remain unloaded with actions open except when on the firing line and authorized to be loaded.
7. Do not touch any firearm on the firing line whenever someone is down range.
8. When firearms are benched or grounded, keep the actions open and ejection ports facing upward so chambers are visible.
9. Ammunition is not permitted in the cleaning area.
Ask: “Why are shooters required to leave dropped ammunition on the floor until firing is completed and firearms are benched or grounded?”
10. This policy prevents shooters from unintentionally pointing the firearm at other users while retrieving dropped ammo, or from inadvertently moving in front of the firing line.
Ask: “Why are shooters required to notify the RSO of firearm stoppage or malfunctions?”
11. Notification is critical for safety at the end of the course of fire.

5. Firing Line Commands

- State and explain standard range commands that will be used for specific (organized) shooting events.
 1. “As you were” means to disregard the command just given.
 2. “Carry on” means to proceed with what was being done before an interruption.
 3. “Relay Number ___, Match Number ___ (or naming the match), on the firing line” means shooters are to move to their firing points.

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4. “The preparation period starts now” means shooters may occupy their firing points, prepare, and dry fire at the targets.
5. “The preparation period has ended” means shooters must stop preparation activities.
6. “Load” means shooters are given permission to load the authorized number of rounds and prepare for the shooting event.
7. “Is the line ready?” allows a shooter with problems to raise an arm and call “Not ready on target _____”
8. “The line is ready” means all shooters are ready to begin.
9. “Ready on the right! Ready on the left! Ready on the firing line!” is the sequence of commands that gives shooters their last chance to signal “Not ready.” “Ready on the firing line” means that targets will be exposed in three to five seconds.
10. “Commence firing!” signals shooters to begin shooting. This command may be signaled verbally, by a whistle or horn blast, or by moving the targets into view.

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APPENDIX 3 – Safety Rules Guidelines

A. Sign-in – Upon entering the range the very first area you are to visit is the sign-in station located to the left of the clubhouse door. You must sign the liability waiver and the rest of the required columns next to your name. If you are a non-member you must deposit a daily fee in the designated cash deposit box. All others with you who are non-shooters must also sign the liability waiver sheet, but they do not pay the daily fee. Each individual's name must be signed in on the sheet, family designation is not acceptable. Failure to sign-in will result in expulsion from the range.

B. Cold Range – This is a cold range requiring that you:

1. Come to the range with all of your firearms unloaded or you are to unload them in the designated Safe Area before proceeding to the range firing line.
2. You will only load your firearm on the firing line, keeping the muzzle pointed down range. (If a Range Safety Officer (RSO) is controlling the line you will load at the "Load!" command.)
3. You may only unload your firearm on the firing line, keeping muzzle pointed down range. (If an RSO is running the firing line you will unload on the "Unload!" command.)
4. Your firearm(s) is (are) to be unloaded before you leave the firing line and go to your car. Before departing the range, you may reload your firearm(s) in the Safe Area.

C. Authorized Targets and Non-authorized Targets -

1. Any type of commercial or home-made paper targets.
2. No metallic targets are allowed, unless permitted by the Chief Range Safety (CRSO) or RSO ahead of time. "Gongs" or "swingers" are provided on some ranges and can be shot with jacketed ammunition. Personal steel targets may be deployed, but are the responsibility of the user take make sure they are safe for the venue / range in which that are being shot.
3. Clay targets are permitted for shotgun shooting.
4. Moving specialty targets are not allowed, unless approved by the CRSO or RSO.
5. Use of "Trash" targets such as glass or plastic bottles, etc., will result in range expulsion.

D. Firearm Handling – Every time you pick up a firearm you will treat it as loaded and will:

1. **ALWAYS – KEEP THE MUZZLE POINTED IN A SAFE DIRECTION. (DOWN RANGE)**
2. **ALWAYS – KEEP YOUR FINGER OFF THE TRIGGER UNTIL READY TO SHOOT. (ON TARGET)**
3. **ALWAYS – KEEP YOUR GUN UNLOADED UNTIL READY TO SHOOT.**

E. Changing Targets – When you are on the firing line with other shooters and there is no RSO (who if present would give commands for target change) you are to do the following:

1. Call "Cease Fire!" state your intention to change targets
2. Next give the command "Unload and show clear!" All shooters must show their guns unloaded, with actions left open. They are to place empty guns on the shooting table, muzzles pointing downrange and have them step back from their firearms while you and/or others go down range to change targets, only after everyone has returned to the firing line can they handle their guns.

F. General Range Rules – The following are to be carried out at all times:

1. Eye and ear protection are required by all persons on or near the firing line.

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2. All firearms are to have their muzzles pointed down range at all times.
3. No discharging of firearms except on the firing line.
4. Do not use tracer rounds, armor piercing ammo, or steel core/jacketed bullets.
5. Absolutely no alcohol or illegal drugs are permitted anywhere on the range.
6. All vehicles, cars, ATVs etc. are never to be driven to the top of berms.
7. At no time are you to go beyond the two designated gated areas (Cowboy Range, Rifle 1,000-yard range). Observe and follow instructions on the posted signs
8. Keep firm control of pets (leashes required) and kids.
9. When transporting long guns from your car, keep muzzles pointing up.
10. No eating or smoking is permitted on the firing line.

G. VANDALISM — Property destruction of any type on the range involving any range structure including not only all buildings but range structures such as target backers, signs, firing line tables and any other structure pertinent to the range will be punished under Idaho Code **18-7001, Malicious Injury to Property**. The use of rounds discharged from a firearm to destroy property will carry additional penalties. Be aware there may be **security cameras** in various locations on the range.

H. RANGE COMMANDS — When an RSO is present, controlling the firing line, he will use the following commands (additional commands not noted here but used for specialty shooting may also be used but explained at that time):

1. **“LOAD AND MAKE READY!”** – Load your firearm and place a round in the chamber.
2. **“COMMENCE FIRING!”** – You can now start to fire you firearm downrange. Shoot at your own pace.
3. **“CEASE FIRING!”** – Immediately stop shooting. **Anyone can call a “Cease Fire!” if they see a dangerous situation on the range.**
4. **“UNLOAD AND SHOW CLEAR!”** – Immediately unload your firearm, remember just removing the magazine is not enough; you must also check the chamber of most guns as well making sure there is no round in it. You must show the RSO that your gun is empty and keep the action open.
5. **“ IS THE LINE CLEAR ON THE LEFT?”, “IS THE LINE CLEAR ON THE RIGHT?”**
“ THE LINE IS CLEAR!” When your side is asked if it is clear, answer.

I. AMMUNITION MALFUNCTIONS — If one of the following occurs, raise your hand to notify the RSO that you have a problem. If no RSO present try to fix the problem, or ask another shooter for help.

1. **MISFIRE** – In this situation you will hear a click of the trigger, with no expected bang. when this occurs keep the gun pointed down range for at least **30 seconds** before addressing the problem. **Never look down the bore of the barrel under any circumstances!** For Muzzle Loading, black powder fire arms keep the gun pointed down range for **two minutes**.
2. **HANGFIRE** – In this condition you first hear the trigger click followed shortly by the expected bang, this is why there is a waiting period after a misfire and why you never look down the bore.
3. **SQUIB** – This very dangerous situation is characterized by a reduced sound like a pop, not the expected bang, with usual malfunction and failure to cycle in semi-automatic firearms. In revolvers

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the cylinder may not turn. If this occurs, **DO NOT SHOOT YOUR GUN AGAIN!** You have a **bullet that is stuck somewhere in the barrel, an obstruction.** If you shoot the gun again you **will most likely damage your gun and possibly send pieces of metal air born, if the gun blows up.** Raise your hand to let the RSO you have a squib and he will help you. If there is no RSO, you must unload the gun, take a cleaning rod and remove the bullet from the barrel.

DO NOT LOOK DOWN THE BORE!

J. EMERGENCIES – PLEASE CALL 911 IN THE EVENT OF AN EMERGENCY REQUIRING ASSISTANCE, IF NO RANGE SAFETY OFFICER PRESENT. ALSO CALL CHIEF RANGE SAFETY OFFICER, NUMBER ON BULLETIN BOARD BY CLUBHOUSE PHONE.

Emergency responders have access to the range thru the electronic gate, but someone may need to be aware of their arrival to make sure they have access.

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APPENDIX 11 – Shooter's Incident Report

Use back of this page or additional pages if more information is needed.

1. Shooter's Information		
_____	_____	_____
Name	Telephone	E-Mail
2. Reporting RSO/CRSO Information		
_____	_____	_____
Name	Telephone	E-Mail
3. Incident Information		
_____	_____	_____
Date of Incident	Time	Location on Range
Description of Incident (Please include which range rules were violated.)		

Were there injuries? Yes _____ No _____ If "Yes," describe who was injured and the nature of the injury:		

_____	_____	_____
Injured Person's Name	Telephone	E-Mail
Were there witnesses? Yes _____ No _____ If "Yes," list their information below:		
_____	_____	_____
Witness's Name	Telephone	E-Mail
_____	_____	_____
Witness's Name	Telephone	E-Mail
_____	_____	_____
Witness's Name	Telephone	E-Mail
Was remedial action taken against shooter? Yes _____ No _____ If "Yes," describe below:		

_____	_____	_____
CRSO/RSO Printed Name	Signature	Date