



SOUTH BAY ROD & GUN CLUB

1020 MARRON VALLEY ROAD, PO Box 383

DULZURA, CA 91917

Range Phone - (619) 468-3070

www.sbrgc.org

Mission and Objectives

The CLUB's mission is to operate a properly managed, non-profit shooting Club that is efficiently designed, constructed, and safely operated with diligently maintained shooting ranges, support structures, and facilities so that all authorized members and guests may use our facilities with pride, confidence and satisfaction. We endeavor to ensure that future members will inherit a well-managed, top quality shooting venue and a legacy of marksmanship, sportsmanship, and friendship.

In furtherance of its Mission, the CLUB shall have the following Objectives:

- Develop a club membership base in sufficient numbers to sustain necessary operating manpower and financial stability.
- Encourage enthusiastic club membership by providing programs and facilities that shooters of many disciplines and styles will enjoy.
- Promote and encourage the safe handling and use of firearms.
- Maintain sound and effective fiscal management that will ensure sufficient funds to meet operational and developmental requirements.
- Build, operate and maintain a range complex consistent with the fiscal status of the CLUB that is in harmony with all applicable laws, NRA and NSSF range standards and good environmental stewardship.

STANDARD OPERATING PROCEDURES **(S.O.P.)**

Revision: January 1, 2020
(This replaces all older SOP's)

TABLE OF CONTENTS

Chapter 1	CLUB ORGANIZATION	1-2
A.	Name/Purpose/Objectives	1
B.	Incorporation/Bylaws	1
C.	Organization Chart	2
Chapter 2	SAFETY PLAN	3-7
A.	Introduction	3-4
B.	Fundamental Rules of Safe Gun Handling	4
C.	SBRGC Specific Range Rules	5-6
D.	Emergency Action Plan (EAP)	7
Chapter 3	RANGE OPERATIONS	8-19
A.	Hours	8
B.	User Responsibilities	8
C.	General Rules	8-9
D.	Range Commands	9-10
E.	Range Specific Rules	10-13
F.	Daily Range Procedures	13-15
G.	Incident Reporting	15-16
H.	Trap/Skeet Range Procedures	16
I.	Match Administration	16-17
J.	Contracted Group Administration	17-18
K.	Club Members – Trainer/Instructor Administration	18-19
Chapter 4	RANGE SAFETY OFFICER ADMINISTRATION	20-26
A.	Titles	20-24
B.	Authority/Responsibility of Range Safety Officers	24-25
C.	Use of Ranges by Range Safety Officers	25-26

Appendices 27

A.	Range Masters Report	A1 / A2
B.	Daily Range Report Reconciliation	B1 / B2
	Club Sales Report	B1 / B2
C.	Trap Range Masters Report	C1 / C2
D.	Outside Activity / Group Range Report	D
E.	Release, Waiver of Liability, and Indemnity Agreement	E
F.	Match Report (Financial)	F1 / F2
G.	Membership Receipt & Temporary ID Card	G1
	7 Day Trial Membership	G1
	Membership Application	G2
	Membership Renewal	G3
H.	Range Inspection Report	H
I.	Incident Report	I
J.	Basic Range Safety Officers Test	J1 / J2
K.	Pre-Assignment Training	K1 / K2
L.	Paper Target Placement for Range 1, 2, or 3	L
M.	Metallic Target Guidelines	M1 / M3
N.	Metallic Target Examples	N
O	Paper Targets available for each Range 1, 2, 3, 5A, & 6	O1 / O2
P	Outside Activity Range Check-In / Check-Out Inspection sheet	P
Q	Map of Ranges (Diagrams / Type / Usage)	Q
R	Phone Procedures	R
S	First Aid Kit Contents (1 st Responder Kit / OSHA Class B Kit)	S1/S2/S3

Subject Index

<u>Topic</u>	<u>Chapter/Section</u>	<u>Topic</u>	<u>Chapter/Section</u>
Age		Firing Line	2-A-4
supervised	3-B-5,6	monitoring	3-C-15
Lead warning	3-B-7		
RSO minimum	4-A-4-b	red line	2-C-1-g
Alcohol		yellow line	3-B-1
while shooting	2-B-8		3-D-1
	2-C-4-c		2-C-1-f
after shooting	2-C-4-b		
RSO Appointment	4-B-7-b	Fundamental Rules	2-B
Ammo Cans			
(also see brass)	3-C-14	Holstered Guns	2-C-1-i
	3-J-5-Note 3		4-B-10
Ammunition		Hours Open	3-A
Assumptions	2-A-2	Hunting	
limitations	2-C-3	prohibition	2-C-4-j
Automatic Firearms		Lanes	
on the range	2-C-2-d	shooting	3-C-8
Black Powder		Raised	
cannons	2-C-2-c	rifle, pistol	2-C-1-a
handling	2-C-1-b		
Brass		Safe Zone	
Club Property	3-C-14		2-C-1-e
user cleanup	3-B-8		3-C-10
giving away	3-C-14		
contract group	3-C-14	SBRGC Specific Range Rules	
after departing	3-C-14	gun handling	2-C-1
Children		firearms	2-C-2
Sign-In	3-B-1	ammunition	2-C-3
under 18	3-B-5, 6	conduct	2-C-4
under 8	3-B-7	Smoking Zone	2-C-4-e
Combat Shooting		Spectators	
allowed ranges	3-C-13	position	3-B-1
special training	3-C-13		
holstered guns	2-C-1-i	Targets	
	4-B-10	Approved	3-E-1, 2, 3, 4, 5, 6
Duty		Aerial	3-E-1-c
final authority	4-B-14		3-E-2-c
hours	3-A		3-E-4-b
	4-A-3-b		3-E-5-i
training	4-A-4-c, 4-A-5-c	Personal	3-C-19
	4-A-6-b		
RSO Benefits/missed	4-A-3-n, 4-A-4-f,	Violation	
	4-A-4-h, 4-A-5-i,	major, minor	2-C-5
	4-A-6-j		
Ejection			
causes	2-C-5		
appeal to BOD	2-C-5-d		
Eye/Ear Protection			
	2-B-7		
	2-C-4-g		
	3-D-3		

CHAPTER 1: CLUB ORGANIZATION (See By-Laws)

A. Name/Mission/ Objectives (Article I...Sect 1-2; Article II)

1. The **Name** of the club shall be the “**South Bay Rod and Gun Club, Inc.**”
2. The CLUB's mission is to operate a properly managed, non-profit shooting Club that is efficiently designed, constructed, and safely operated with diligently maintained shooting ranges, support structures, and facilities so that all authorized members and guests may use our facilities with pride, confidence and satisfaction. We endeavor to ensure that future members will inherit a well-managed, top quality shooting venue and a legacy of marksmanship, sportsmanship, and friendship.
3. In furtherance of its Mission, the CLUB shall have the following Objectives:
 - Develop a club membership base in sufficient numbers to sustain necessary operating manpower and financial stability.
 - Encourage enthusiastic club membership by providing programs and facilities that shooters of many disciplines and styles will enjoy.
 - Promote and encourage the safe handling and use of firearms.
 - Maintain sound and effective fiscal management that will ensure sufficient funds to meet operational and developmental requirements.
 - Build, operate and maintain a range complex consistent with the fiscal status of the CLUB that is in harmony with all applicable laws, NRA and NSSF range standards and good environmental stewardship.

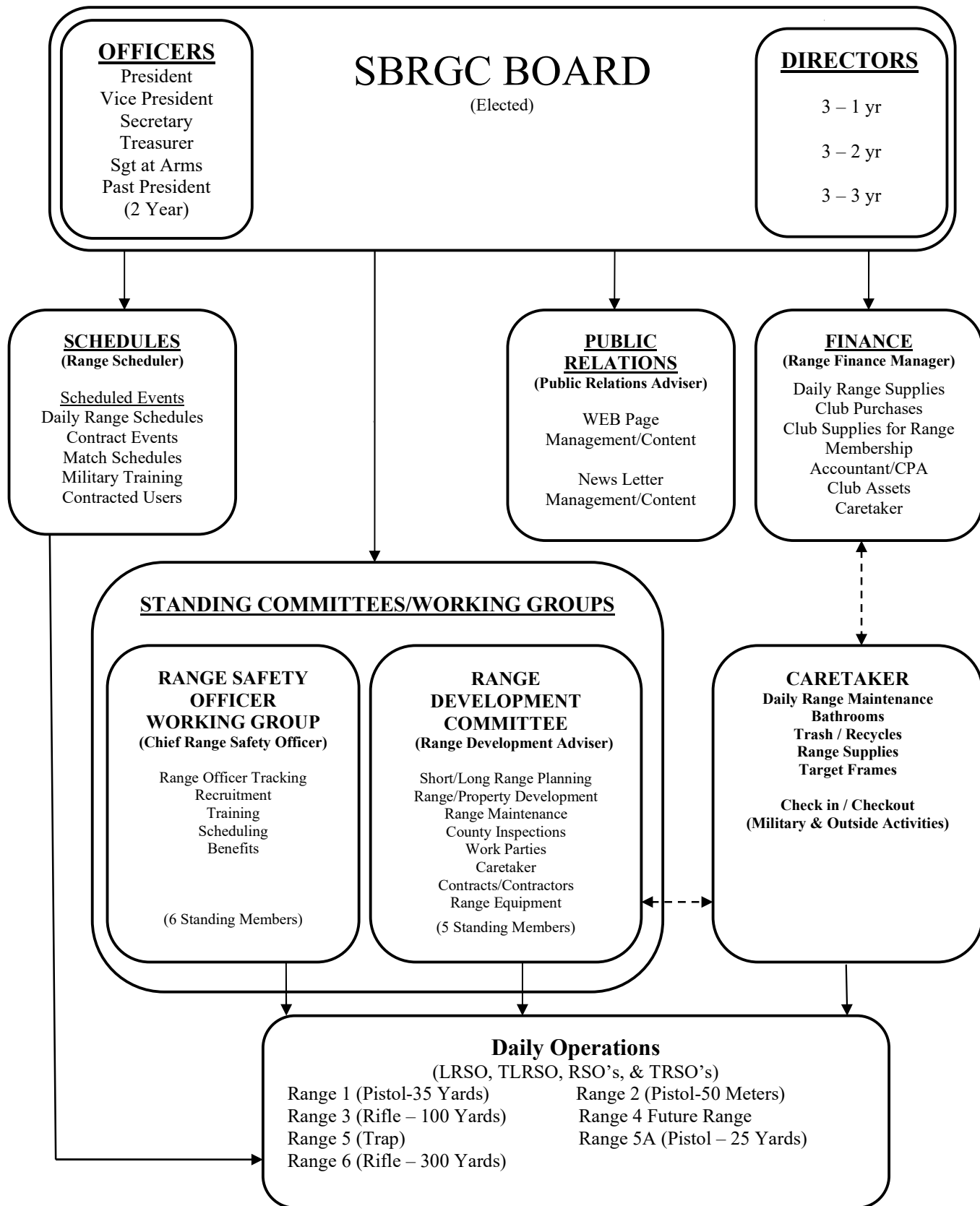
B. Incorporation & Bylaws

The South Bay Rod & Gun Club, Inc. is incorporated as a non-profit corporation under the state laws of California and complies with federal tax laws to maintain its status as a non-profit organization.

The By-Laws of South Bay Rod & Gun Club were adopted August 14, 1955 with amendments as required by the Secretary of State, State of California, to maintain compliance with state laws governing Corporations and containing all amendments in effect. Copies of the By-Laws are maintained by the Secretary of SBRGC.

The By-Laws contain the legal and practical groundwork for the operation of the Club, define the duties and responsibilities of the elected officers & members, and define the times & locations of regular Club board and membership meetings.

C. Organization Chart



CHAPTER 2: SAFETY PLAN

A. Introduction

This safety plan has been established to ensure the health and safety of those individuals who use or frequent this facility and the community at large. A great deal of effort has been expended to ensure that all bullets fired down range impact a proper earth backstop. Live fire is to be directed only at established target positions and approved targets. Any live fire that creates a ricochet hazard is to be stopped immediately and if it is a result of an inadequate or eroded backstop, the problem is to be reported to the Range Development Adviser immediately.

1. Purpose

The primary purpose of this chapter is to address those issues pertinent to a proper safety plan for the range project. It also points out that safety is a function of management and shooters together. It must be understood by all users. This plan is designed to educate range personnel and the shooters in the safe operation of the range. The plan also ensures that the mitigating of hazards is done through a preplanned approach. Range personnel must understand how to use this plan to deal with issues as they arise. It does not guarantee a risk-free operation, nor does a well-written document spelling out safety rules and regulations create a safe environment. The human element must be controlled through a positive action plan that combines both physical and psychological aspects into a cohesive, manageable operation. It is incumbent upon range managers to understand the design principles involved in range development so that a safety plan befitting the operation can be developed and used effectively. What follows are the basic elements of such a plan.

2. Assumptions

Preconditions for having a safe range are that all shooting takes place in the direction of the targets, that users always keep their firearms unloaded and actions open when arriving or departing a range; that firearms are always unloaded except when the shooter is in position on the firing line; that users will use only firearms with which they are familiar and will always use the proper ammunition. There are more, but these requirements are the basis of a good safety plan. Safety cannot be left to chance! The final step is enforcement. Enforcement ties the separate parts into a cohesive and workable safety plan. Remember, a range is only as safe as the manner in which it is used.

3. Control

Positive control assures that range facilities are used properly. Users must obey posted rules and regulations and conduct themselves in a responsible manner. Control of a facility implies that appropriate authority is bestowed upon Range Safety Officers appointed to enforce the rules and regulations. Further, disciplinary action, such as reprimands, suspension or revocation of range privileges, may be necessary to correct errant behavior. Remember that since the Club promulgates range rules and regulations, RSOs must be sure to enforce them. RSOs may be held responsible for the damage or injury caused by an RSOs failure to enforce range rules and regulations. [or was this meant to say members may be held responsible etc?]

4. Terms

Ammunition Malfunction: Three common ammunition malfunctions are misfires, hangfire, and squib load.

- Misfire: symptom- a failure of the cartridge to fire after the primer has been struck by the firing pin. Solution- keep the muzzle in a safe direction while waiting at least 30 seconds (muzzleloaders, 2 min.) to ensure that it is not a hangfire.
- Hangfire: symptom- a perceptible delay in the ignition of a cartridge after the primer has been struck by the firing pin. Solution- The hangfire condition indicates defective ammunition-close inspection and or disposal of remaining ammunition should be considered.
- Squib: symptom- development of less than normal pressure or velocity after the ignition of a cartridge. Solution- If anything unusual is noticed when a shot is fired, such as a difference in recoil or noise, the shooter should stop firing immediately, keep the muzzle in a safe direction, and unload any remaining cartridges in the firearm. Then, with the action open, inspect the barrel to be sure that it is not obstructed. With the firearm deemed clear and safe, the remaining ammunition should be closely inspected and or disposed of if it is in doubt.

Backstop: A device either natural or man-made designed to contain or stop bullets.

Ballistic Crack: Sound produced by a bullet breaking the sound barrier (Approx. 1200 fps)

Berm: An embankment used to limit bullets to a given area and to divide between ranges.

Black Powder: A finely ground mixture of three basic ingredients sulfur, charcoal (carbon), and saltpeter (potassium nitrate). Often used to refer to black powder substitutes, such as Pyrodex. TM

Firing line: A line where firearms are discharged toward the target line.

Gun Malfunction: The failure of a [firearm](#) to operate as intended for causes other than user error

Gun Stoppage: An unintentional interruption of the operational cycle of a gun, which stops the gun from operating properly.

High-power: Center fire rifle cartridge.

Impact Area: That area within a backstop or bullet trap directly behind the target where bullets are expected to impact and be captured. In an outdoor range may also refer to an area down range where bullets may impact if not captured by a backstop.

Muzzleloader: Any of a number of firearms (pistols, rifles, shotguns) designed to be loaded from the muzzle end (barrel) of the firearm. The term is often used loosely to refer to firearms loaded from the forward end of a swing out breech.

Pistol Caliber Rifles: Any rifle that fires pistol calibers only.

Ricochet: A bullet that has bounced, skipped or rebounded from a surface and been redirected in an unintended direction either away from or back to the shooter.

Slam Fire: An unintended discharge of one or more secondary rounds of ammunition by a rebounding semi-auto weapon often of military design which could cause the gun to act in full auto mode until empty.

Small-bore: Rim fire calibers (17 Cal or 22 Cal)

Target Line: A line of targets or a single target. Normally the firing line is stationary and the target line is variable. Fixed target line is where individuals advance toward the targets while engaging with firearms and live fire.

B. FUNDAMENTAL RULES FOR SAFE GUN HANDLING

1. **ALWAYS KEEP THE GUN POINTED IN A SAFE DIRECTION.**
2. **ALWAYS KEEP YOUR FINGER OFF THE TRIGGER UNTIL READY TO SHOOT.**
(And outside the trigger guard, until you have a sight picture and are actually ready to fire.)
3. **ALWAYS KEEP THE ACTION OPEN AND FIREARM UNLOADED UNTIL READY TO USE.**
(On our range this means the shooters are in position on the firing line and the range has been cleared for live firing.)
4. **KNOW YOUR TARGET AND WHAT IS BEYOND.**
5. **BE SURE THE GUN IS SAFE TO OPERATE.**
6. **USE ONLY THE CORRECT AMMUNITION FOR YOUR GUN.**
7. **WEARING OF APPROPRIATE EYE AND EAR PROTECTION IS HIGHLY RECOMMENDED.**
8. **NEVER USE ALCOHOL OR DRUGS BEFORE OR WHILE SHOOTING.**
9. **STORE GUNS SO THEY ARE NOT ACCESSABLE TO UNAUTHORIZED PERSONS.**
10. **YOU ARE RESPONSIBLE TO KNOW & UNDERSTAND SPECIAL SAFETY PRECAUTIONS IF FIRING UNIQUE FIREARMS.**

TREAT ALL GUNS AS IF THEY ARE LOADED AT ALL TIMES!!

C. SBRGC SPECIFIC SAFETY RULES

1. GUN HANDLING

- a. Raised or vertical muzzles on rifles and/or pistols when loaded ARE NOT ALLOWED.
- b. All muzzles must be pointed toward the backstop when loading, unloading and firing the firearm.
 - a. Exceptions:
 - i. Loading of muzzle-loading guns, when muzzles may be pointed upward
 - ii. When High Power Shooters are preparing to shoot offhand (standing), the firearm may be loaded and pointed upward but the trigger finger will not be on the trigger until firearm is on target and ready to fire.
- c. Firearm safety mechanism must be on when loading, handling or preparing to fire (when firearm safety will accommodate this procedure).
- d. All cased and uncased firearms shall be unloaded, with safety on (if possible), and magazines out before entering a range complex.
- e. No uncased firearms are allowed to be handled while anyone is down range.
 - a. *Exceptions: Range 6 Safe Zone: Circumstances will come up where match personnel or military units will be required to be down range during firing. During these events the people down range must be located in a safe zone. Safe zones are established as being behind the 100-yard impact berm and/or the 200-yard impact berm. Personnel must be three feet below the top of the berm and 30 feet from either end of the impact berm. Communications must be established prior to allowing people down range during sessions when range is hot. The Range Safety Officer will "Seal" the safe zone, (personnel cannot leave the safe zone) and the Range Safety Officer will "Un-Seal" the safe zone, (personnel can leave and enter the safe zone). Safe Zone will be sealed before live fire and the line will be made safe before the safe zone is unsealed.*
 - b. *Exceptions: Continuous Safe Zones have been established in the maintenance yard and the maintenance yard road alongside Marron Valley Road. Access to the maintenance yard can be accomplished from Marron Valley Road through the delivery gate or by using the maintenance road alongside Marron Valley Road. Personnel in the maintenance yard are considered to be in a safe zone, no communications are required.*
- f. Upon Command CEASE FIRE or when the range buzzer is sounded, all firearms shall immediately be unloaded, actions opened, safeties on (If possible), magazines out and placed on the bench or racked, if the actions will not stay open then an approved NRA empty chamber indicator (ECI) must be installed. (Muzzle-loading firearms are considered "safe" if the ignition source (cap, pan etc.) is removed or empty & unable to ignite the load). Then stand behind the yellow line. All firearms will be inspected by a Range Safety Officer.
- g. During firing all muzzles will be forward of the red line
- h. Firearms will not be loaded until shooter is on the firing line and the firing line is Hot.
- i. Holstered guns are not permitted. Exceptions: On-duty Range Safety Officers (RSO), Match Directors (MD), on-duty Military & Police. RSO or MD may suspend this safety rule for combat or other preapproved events. (See also Ch 4-B-10)
- j. Casing and uncasing of firearms will be done only on the shooting benches and not behind the yellow line. (Muzzles must point down range when handling)
- k. Cleaning and repair of firearms will only be done on the firing line, (Muzzles down range)

2. FIREARMS

- a. Only firearms in good condition with the proper ammunition will be used.
- b. There are no firearm limitations other than the firearm must be legal according to applicable laws. (Shooter is responsible for legal application)
- c. Black powder cannons are only authorized on the Range 3, (100 Yard/Meter) rifle range. The area must be free of burnable material out to 100'. The event must be approved by the President, Vice President or by the Board of Directors as a whole.
- d. Legally possessed, fully automatic firearms may be fired on the range. They normally will be fired only by police or military personnel. The Range Safety Officer shall stop any automatic fire if damage is being done to target frames or if he/she feels the fire is not being properly controlled.

- e. Muzzle loading firearms may only be fired on ranges which have all flammable materials removed from in-front of the firing line out to a distance of 50 feet for fire prevention. (Weed abatement tools are located in the Range Officer Building).

3. **AMMUNITION**

- a. There are no caliber limitations.
- b. Use of Incendiary or tracer ammunition is not allowed.
- c. Use of armor-piercing or steel-core ammunition in a handgun is not allowed.
- d. Shotguns: Slugs shall only be fired on the rifle and pistol ranges.
- e. It is the shooters responsibility to assure that ammo is correct and safe for use in their firearms.

4. **CONDUCT**

- a. Boisterous or disorderly conduct and/or disrespectful or offensive language to staff, members or guests that creates a hazard or distraction is not allowed and may be cause for ejection from the range complex.
- b. Alcoholic beverages are not permitted at any range area until all firearms are cased and removed from the line and stored in a safe manner. When shooting on a specific range has ended for the day or when special outings are held on the facility, alcoholic drinks may be allowed but ONLY in moderation, in designated areas.
- c. Alcoholic beverages, medications and illegal drugs which affect the shooters ability to safely handle a firearm are not to be consumed or taken by the shooter prior to or during shooting. Violation will result in denied access.
- d. Eating, drinking or smoking is not allowed on the firing lines.
- e. Designated smoking areas are available on each range to the rear of the firing line.
- f. The telephone is for incoming calls to the range only, Club business and for emergency calls.
- g. Shooting benches and equipment shall not be moved down range from the regular firing line
- h. Hearing and eye protection are highly recommended for users and guests.
- i. Off-road vehicle activity is not permitted.
- j. Hunting or shooting at live animals or birds anywhere on Club property is prohibited.
- k. Pets are not permitted to run loose within the facility during open hours. Exceptions: LRSO may grant permission during scheduled training events or when the animal is controlled and not forward of the shooting line during live fire.

5. **VIOLATIONS OF SAFETY RULES:** (See also Chap 4-D – “Incident Reporting”)

- a. Any violation of range safety rules observed must be assessed by the Range Safety Officer to determine if the violation is of a **minor** or **major** issue before deciding on an appropriate response.
- b. **Minor.** This assessment assumes that the violation was due to accidental action due to inappropriate or uninformed actions not intended to cause harm or distress to the range or other shooters. All minor violations may be dealt with by firmly reminding the individual of range rules or policy and instruction in what action is expected. No written or permanent report is required.
- c. **Major.** This would include actions of a dangerous nature where range rules are knowingly violated, damage was done to range property or other shooters, or involving refusal to obey the Range Safety Officer's direct commands. Any major violation must be reported in writing (Appendix I) to the Board of Directors by the Range Safety Officer taking such action. If the violation is of such a major, dangerous level the Lead Range Safety Officer may then choose to remove the individual from the range. In the event that a shooter refuses to obey the instructions of the Range Safety Officer and refuses to leave the range, the Lead Range Safety Officer shall immediately call a Cease Fire and close the range to all other shooters, call the Sheriff on 911 and have the Sheriff remove the individual from the Club property.
- d. **Ejections.** The on-site decision of the Lead Range Safety Officer is final. Anyone ejected from the range may have any day use fees refunded. Any person who is denied the use of the ranges by a Lead Range Safety Officer may appeal to the Board of Directors and an informal inquiry will be conducted which may confirm or rebut the LRSO's decision. Disciplinary action may be taken by the Board of Directors that can result in temporary loss of range use, reprimand, suspension or termination of membership in accordance with the By-Laws. If the BOD confirms the action taken, then names of ejected individuals may be kept at the Range Officers Office and available to all Range Officers and Match Directors to assure compliance with its decision.

D. EMERGENCY ACTION PLAN (E.A.P.)

1. **Policy:** It is the policy of the Club to be proactive in maintaining an Emergency Action Plan (EAP) to guide Club personnel in responding to emergency situations that may occur.
2. **Preparation:** The Range Development Adviser with the CRSO shall develop and maintain the EAP which will be approved by the BOD. Copies of the EAP shall be posted at all range structures where Club activities take place. The CRSO shall coordinate the training of all Range Officers, Match Directors or individuals directing range activities or maintenance and provide ongoing training and review of the EAP as need arises or new individuals have need.
3. **Reporting Procedures:** Emergency situations are detailed in the EAP and in general fall into a variety of types most of which require immediate action in calling for response groups trained for the specific event. Secondary consideration is to provide an Incident Report (App I) to the BOD for evaluation of the event in relation to Club policies.
4. **Types of Emergencies:** The following list covers the most common types of emergencies found in relation to the range property and facilities with the primary response to take. Check the EAP located in each RSO building for further details.

Medical.....911

Fire..... 911

Violence.....911

Weather (Winds/ humidity)Close range when Fire Dept. Requests

Utility (Major interruption) Close range if safety issues exist

NOTE: The Emergency Action Plan is published in its most revised form and posted at all occupied range buildings.

CHAPTER 3: RANGE OPERATIONS

A. HOURS

The range will open at 8:00 AM. Closing time will vary based on the day of the week and the time of the year. Weekdays closing time is 4:00 PM. Weekends closing time is 4:00 PM except during in the summer months (Jun 1 - Aug 31) will be 5:00 PM. The range may be used between the hours of 7 AM and 10 PM but firing after 6 PM (or dark) must have prior approval of one of the following: Club Officers (President, Vice President, Secretary or Treasurer), Range Scheduler, Range Development Adviser or Board of Directors as a whole.

B. USER RESPONSIBILITIES

- 1 All members, member's spouses, children and guests must sign in on the Range Masters Report (**Appendix A**), Trap Range Report (**Appendix C**), or Outside Activity / Group Range Report (**Appendix D**), pay the required fees, and read or verify that they have read the Range Safety Rules (Posted) and are willing to comply with and accept the consequences of their actions or omissions according to the Liability Waiver (**Appendix E**) on the back of the sign in sheet. Spectators must remain behind the yellow line.
- 2 Members must display their current membership card or be validated on the current membership list. Without validation a "Member" must pay the daily range fee & receive a cash receipt and then they may apply for reimbursement from the Treasurer at a general or BOD meeting with proof of membership.
- 3 All range users are responsible for their actions and their equipment while using the facilities.
- 4 All range users are responsible to ensure their firearms and ammunition comply with Federal and State laws.
- 5 All range users are responsible at all times for the conduct, safety and supervision of their children and guests when they are under 18 Years of age, with regard to firearm use and possession.
- 6 No one under 18 years of age shall be allowed to fire on the range unless under the supervision of an adult over 21.
- 7 All range users accompanied by children under the age of 7 should be aware of the following:
 - a. Consider the US Government's recommendations of restricting or limiting their exposure to possible lead contamination near the shooting area.
 - b. Most ear & eye protection may not fit children properly
- 8 All persons using the range are required to clean up after themselves. This includes returning range equipment and target backers, as well as placing targets, brass, and other refuse into the appropriate containers.

C. GENERAL RULES

- 1 A Range Officer must be on a specific range in order for the range to be opened.
- 2 All commands of the Range Officer or Match Director must be complied with immediately
- 3 Anyone can call for a "Cease Fire" for a safety reason, though normally the Range Officers are the only persons authorized to call for a "Cease Fire."
- 4 No one shall proceed downrange until given permission by the Range Officers. Unauthorized persons are not allowed on the berms or backstops.
- 5 Common sense and safety must be observed at all times. Any unsafe condition shall promptly be corrected or brought to the attention of the Range Safety Officer.
- 6 Inexperienced shooters should be accompanied by an experienced shooter.
- 7 All firing shall be done on the developed ranges only. No shooting on undeveloped areas of Club property is authorized. Shooters are allowed to use authorized targets, or, in the case of function or chronograph testing, no targets. In all cases, shots fired must impact the designed backstop.
- 8 Only shoot at targets in your designated shooting lane, i.e. Position 12 only shoots at target 12. "Angle" or "cross" firing is prohibited.
- 9 Unload, open the action, remove the magazine and ground and/or bench all firearms during a Cease Fire.
- 10 Do NOT handle any firearm or stand at the firing line where firearms are present while others are down range. (Red flashing lights on) (Exception: When there is a safety zone down range that people occupy.) Ref Ch 2.C.1.e)

- 11 An RSO or MD may declare a firearm as unsafe due to a slam fire, firing malfunction, or safety being inoperative. Any firearm declared "unsafe to operate" shall not be used until a gunsmith has corrected the problem.
- 12 All matches must be supervised by Range Officers. Match Directors will be qualified Range Officers.
- 13 Combat shooting shall be limited to Ranges 1 & 2 (Pistol) and Range 3 (Rifle). Only specially trained RSO's & MD's using previously approved shooting situations or Military/Police units with special permission by Range Scheduler may administer these events.
- 14 All shooters are to pick up their own empty cartridges (brass, steel cases or shotgun hulls). They may do so by keeping it, giving it to another or giving it to the Club. Brass and ammo cans used by military units or other groups are Club property by contract agreement and may not be accepted as gifts by individuals. Brass left on any range after a shooter departs becomes the property of the Club. All brass that is deposited in the range buckets immediately becomes Club property. Rummaging through the range brass buckets and removing brass is strictly prohibited.
- 15 The Range Safety Officer shall monitor the firing line while people are downrange during a Cease Fire.
- 16 Non-duty RSO's may open any unused range for personal use after signing in and notifying the LRSO. If the duty LRSO needs the range for shooters, he has priority if a duty RSO is available to take over. If no duty RSO is available it is requested that non-duty RSO's opening a range try to accommodate other shooters for some portion of their time as a goodwill measure for the benefit of all.
- 17 Targets are generally available for ranges based on the function of the range.
- 18 Parking is only authorized in the parking areas of each range, normally behind the firing line. No parking will be authorized on the range or down range forward of the yellow line unless engaged in range maintenance.
- 19 Personal targets, frames or locations proposed for special matches, events or ballistic target testing or other uses must have prior approval of the Range Development Adviser if not identified in this SOP.
- 20 Targets in the Backstop: No targets may be placed in backstops due to high concentration of lead.

D. RANGE COMMANDS

The purpose of range commands is to provide concise, clear and standard methods of range operation. This provides the shooters or participants with easy to understand guidelines and enhances safety. Sanctioned competitions, matches & some organizations have standardized range commands which may supersede the commands contained herein.

1. "CEASE FIRE"

Purpose: To immediately stop all shooting routinely or, in case of emergency.

Action: Participants immediately stop shooting, continue to keep the muzzle pointed down range, remove finger from within the trigger guard, unload and clear the firearm and await further instructions from the range officer.

Command:

"CEASE FIRE, CLEAR AND BENCH ALL FIREARMS, MAGAZINES OUT, ACTIONS OPEN THEN STEP BEHIND THE YELLOW LINE. DO NOT GO FORWARD UNTIL THE FIRING LINE HAS BEEN CLEARED. DO NOT HANDLE ANY FIREARMS, NOT EVEN IF LEAVING THE RANGE."

2. "RANGE CLEAR"

Purpose: To alert all shooters along the line that travel beyond the firing line for purposes of target change or retrieval, the removal of brass and trash is approved.

Action: Participants may move down range as directed or desired to change, remove targets or to clean up. The next relay shall not take up positions on the firing line until told to do so. Participants not going down range are to stand back from the firing line behind the yellow line and away from firearms. Shooters may pass through the area between the red and yellow line, but may not stop during the cease fire. NO firearm will be handled during a Cease Fire.

Command:

"RANGE IS CLEAR. YOU MAY GO FORWARD OF THE FIRING LINE AND COLLECT YOUR BRASS & REPAIR OR REPLACE YOUR TARGETS! REMINDER, THERE IS NO HANDLING OF FIREARMS DURING CEASE FIRE. KEEP OUT OF THE AREA BETWEEN THE RED AND YELLOW LINES."

3. "RANGE HOT!"

Purpose: To declare the ranges formally open for live fire.

Action: The participants may commence the prescribed course of fire. Muzzleloaders may snap caps prior to loading. No muzzleloader may be loaded before the command to fire has been given.

Command:

"THE RANGE IS NOW HOT. EYE & EAR PROTECTION HIGHLY RECOMMENDED. YOU MAY FIRE WHEN READY"

E. RANGE SPECIFIC RULES

1. RANGE 1 (PISTOL) 35 Yard, & RANGE 2 (PISTOL) 50 Meter.

- a. Ricochet-producing items such as glass bottles, metal jugs, cans, rocks, tile, bowling pins, bowling balls, or other similar items are not allowed to be used as targets.
- b. Rocks are not authorized to be used as weights for holding target stands down when the wind picks up.
- c. Used cardboard target-backers are available for use and if consumed on the range are no charge. New cardboard target-backers are available for sale.
- d. No targets are allowed that break into pieces and leave debris on the range. (i.e. clay targets, fruits & vegetables, vinyl records & disks etc.)
- e. Shotguns: All shot sizes and slugs are allowed but must impact the berm...no aerial targets.
- f. Target Placement must be set so projectiles (rounds) fired will impact the designated backstop/impact zone. Bouncing rounds is not allowed. (See Appendix L & M)
 1. No target is required if function firing the firearm. Shots fired must not destroy any infrastructure and must hit the backstop.
 2. No target is required if chrono graphing ammunition. Shots fired must not destroy any infrastructure and must hit the backstop.
 3. Paper targets in wooden frames on target stands: placement distance is from 3 yards to maximum range depth (see Appendix L for target placement). Bullets/projectiles that pass through the target must impact the backstop/impact zone. Generally, target placement is 48"-66" off the ground.
 4. Metallic Targets minimum distances:
 - a. Allowed at 25 yard or more: Rifles in pistol calibers, handguns in pistol calibers, shotgun lead shot, rimfire rifle and handguns.
 - b. Not Allowed: Rifles in rifle calibers, handgun in rifle calibers, shotgun steel shot or slugs.
 5. Metallic Target Guidelines:
 - a. Metallic targets must be AR Steel or equivalent. Steel targets that are cratered pitted, or damaged are not allowed.
 - b. Metallic target plates must be free of brackets or hex/square bolts on the shooting face of the target. Carriage style bolts are ok.
 - c. Flat metallic fixed targets must have a 10 degree or greater forward slope (top edge leading the bottom edge) to deflect projectiles to the ground and the center of the metallic target should be positioned off the ground so that projectiles/rounds that miss the target impact the designated impact zone. (Metallic target placement is generally 48"- 66" off the ground)
 - d. Metallic target placement should not interfere with adjacent targets with in the 20-degree splatter zone. (See Appendix M)

- e. Flat metallic targets must be set parallel to the firing line. Note: Metallic targets that are not parallel to the firing line will produce an unsafe side ricochet zone from the target face that could cause splatter to adjacent shooters. (See Appendix M).
- f. Metallic Gongs, Swingers, or Flippers must be positioned off the ground so that projectiles/rounds that miss the target will impact the designated impact zone. (Metallic target placement is generally 48"- 66" off the ground).
- g. Target stands cannot have any flat vertical surfaces facing the shooter (cover with sand bags as required). (Note: you must provide your own cover as required)
- h. Metallic targets should be placed with a 3-foot lateral and deep offset from the adjacent targets. (See Appendix M).
- i. Metallic targets that are shorter than 24" or "Pepper Poppers" must be set at the toe of the backstop/impact zone.
- j. Rim-fire metallic targets: handgun & rifle targets will not be set closer than 25 yards.
- k. Any metallic target set closer to the firing line than the prescribed safety distance must be inspected and requires written permission by the Range Development Advisor.
- l. Metallic targets for Matches or Outside Activities: As part of the scheduling process for Matches or Outside Activity their targets are inspected for material and placement on the range. Once scheduled then their metallic targets and position are approved.

2. RANGE 3 (RIFLE) - (100 YARD/METER)

- a. Ricochet-producing items such as glass bottles, metal jugs, cans, rocks, tile, bowling pins, bowling balls, or other similar items are not allowed to be used as targets.
- b. Rocks are not authorized to be used as weights for holding target stands down when the wind picks up.
- c. Used cardboard target-backers are available for use and if consumed on the range are no charge. New cardboard target-backers are available for sale.
- d. No targets are allowed that break into pieces and leave debris on the range. (i.e. clay targets, fruits & vegetables, vinyl records & disks etc.)
- e. Shotguns: All shot sizes and slugs are allowed but must impact the berm...no aerial targets.
- f. Target Placement must be set so projectiles (rounds) fired will impact the designated backstop/impact zone. Bouncing rounds is not allowed. (See Appendix L & M)
 - 1. No target is required if function firing the firearm. Shots fired must not destroy any infrastructure and must hit the backstop.
 - 2. No target is required if chrono graphing ammunition. Shots fired must not destroy any infrastructure and must hit the backstop.
 - 3. Paper targets in wooden frames on target stands: placement distance is from 3 yards to maximum range depth. (See Appendix L for target placement). Bullets/projectiles that pass through the target must impact the backstop/impact zone. Generally, target placement is 48"-66" off the ground.
 - 4. Metallic Targets minimum distances:
 - a. Allowed at 25 yards or more: Rifles in pistol calibers, handguns in pistol calibers, shotgun lead shot, rimfire rifle and handguns.
 - b. Allowed at 100 yards: Rifles in rifle calibers, handgun in rifle calibers, shotgun steel shot or slugs.
 - 5. Metallic Target Guidelines:
 - a. Metallic targets must be AR Steel or equivalent. Steel targets that are cratered pitted, or damaged are not allowed.
 - b. Metallic target plates must be free of brackets or hex/square bolts on the shooting face of the target. Carriage style bolts are ok.
 - c. Flat metallic fixed targets must have a 10 degree or greater forward slope (top edge leading the bottom edge) to deflect projectiles to the ground and the center of the metallic target should be positioned off the ground so that projectiles/rounds that miss the target impact the designated impact zone. (Metallic target placement is generally 48"- 66" off the ground)
 - d. Metallic target placement should not interfere with adjacent targets with in the 20 Degree splatter zone. (See Appendix M)
 - e. Flat metallic targets must be set parallel to the firing line. Note: Metallic targets that are not parallel to the firing line will produce an unsafe side ricochet zone from the target face that could cause splatter to adjacent shooters. (See Appendix M)
 - f. Metallic Gongs, Swingers, or Flippers must be positioned off the ground so that projectiles/rounds that miss the target impact the designated impact zone. (Metallic target placement is generally 48"- 66" off the ground)

- g. Target stands cannot have any flat vertical surfaces facing the shooter (cover with sand bags as required). (Note: you must provide your own cover as required)
- h. Metallic targets should be placed with a 3-foot lateral and deep offset from the adjacent targets. (See Appendix M)
- i. Metallic targets that are shorter than 24" or "Pepper Poppers" must be set at the toe of the backstop/impact zone.
- j. Rim-fire metallic targets: handgun & rifle targets will not be set closer than 25 yards.
- k. Any metallic target set closer to the firing line than the prescribed safety distance must be inspected and requires written permission by the Range Development Advisor.
- l. Metallic targets for Matches or Outside Activities: As part of the scheduling process for Matches or Outside Activity their targets are inspected for material and placement on the range. Once scheduled then their metallic targets and position are approved.

3. RANGE 4 (Under Development)

4. RANGE 5 (TRAP)

- a. Clay birds are the only approved targets. (Exception: special paper targets for shotgun patterning are authorized)
- b. On the Trap ranges, allowable shot sizes shall be restricted to those sizes used for trap shooting. In particular, buckshot (sizes 00, 0, and 1) or rifled slugs shall not be fired on these ranges (this is a County Major Use Permit requirement). Normally, shot sizes 7 thru 9 are the only sizes permitted for use against aerial targets.
- c. Ricochet-producing items such as glass bottles, metal jugs, cans, rocks, tile, bowling pins, bowling balls, or other similar items are not allowed to be used as targets.

5. RANGE 5A (PISTOL) 25 Yard.

- a. **NO Rifles**, Pistol and Shotguns only
- b. Target Placement must be set so projectiles(rounds) fired will impact the designated backstop/impact zone. Bouncing rounds is not allowed. (See Appendix L & M)
- c. Paper Targets in wooden frames: placement distance is from 3 yards to maximum range depth. (See Appendix L for target placement). Bullets/projectiles that pass through the target must impact the backstop/impact zone. Generally, target placement is 48"-66" off the ground.
- d. No personal metallic targets are allowed on the range. Deviations require written permission from the Range Development Advisor.
- e. Ricochet-producing items such as glass bottles, metal jugs, cans, rocks, tile, bowling pins, bowling balls, or other similar items are not allowed to be used as targets.
- f. No target is required if function firing the firearm. Shots fired must not destroy any infrastructure and must hit the backstop.
- g. No target is required if chrono graphing ammunition. Shots fired must not destroy any infrastructure and must hit the backstop.
- h. Rocks are not authorized to be used as weights for holding target stands down when the wind picks up.
- i. Used cardboard target-backers are available for use and if consumed on the range are no charge. New cardboard target-backers are available for sale.
- j. No targets are allowed that break into pieces and leave debris on the range. (i.e. clay targets, fruits & vegetables, vinyl records & disks etc.)
- k. On Range 5A, allowable shot sizes shall be restricted to those sizes normally used for trap shooting. In particular, buckshot (sizes 00, 0, and 1) or rifled slugs shall not be fired on this range (County Major Use Permit Requirement). Pistols may use pistol caliber ammunition. No aerial targets allowed.

6. RANGE 6: (50, 100, 150, 200, & 300 YARD)

- a. Use only paper targets in wooden frames at Club-specified locations. (50, 100, 150, 200, & 300 yards)
- b. **No personal metallic targets are allowed on this range.** Deviations require written permission from the Range Development Advisor.
- c. Club metallic Silhouette targets must be at silhouette positions and require that wooden frames be removed within 10 feet of silhouette position. SBR&GC Steel Silhouette Targets are not for practice, simulated matches or casual shooting. They are for sanctioned matches only which is a controlled environment. Ground level targets are not authorized without a proper Silhouette style backstop (i.e. Earth backstop directly behind the targets to capture the bullets).

- d. All fired rounds must hit the impact area in the backstop. Bouncing rounds is not allowed.
- e. Ricochet-producing items such as glass bottles, metal jugs, cans, rocks, tile, bowling pins, bowling balls, or other similar items are not allowed to be used as targets.
- f. No target is required if function firing the firearm. Function firing should be accomplished on the left side of the range (lower numbered points). Shots fired must not destroy any infrastructure and must hit the backstop.
- g. No target is required if chrono graphing ammunition. Shots fired must not destroy any infrastructure and must hit the backstop.
- h. Used cardboard target-backers are available for use and if consumed on the range are no charge. New cardboard target-backers are available for sale.
- i. **No Shotguns allowed.** Shotguns may be fired on Ranges 1, 2, 3, 5 or 5A.
- j. No Uncased Firearms are allowed to be handled while anyone is down range.
 - a. *Exceptions: Range 6 Safe Zone: Circumstances will come up where match personnel or military units will be required to be down range during firing. During these events the people down range must be located in a safe zone. Safe zones are established as being behind the 100-yard impact berm and/or the 200-yard impact berm. Personnel must be three feet below the top of the berm and 30 feet from either end of the impact berm. Communications must be established prior to allowing people down range during sessions when range is hot. The Range Safety Officer will "Seal" the safe zone, (personnel cannot leave the safe zone) and the Range Safety Officer will "Un-Seal" the safe zone, (personnel can leave and enter the safe zone). Safe Zone will be sealed before live fire and the line will be made safe before the safe zone is unsealed.*
 - b. *Exceptions: Continuous Safe Zones have been established in the maintenance yard and the maintenance yard road alongside Marron Valley Road. Access to the maintenance yard can be accomplished from Marron Valley Road through the delivery gate or by using the maintenance road alongside Marron Valley Road. Personnel in the maintenance yard are considered to be in a safe zone, no communications are required.*

F. DAILY RANGE PROCEDURES FOR RSOs

1. By 7:30: Inspect each impact zone looking for items that may cause a ricochet before you open the range and remove any potential problem items if possible. If you cannot correct the problem, then that portion of the range including two lanes to each side shall be closed for shooting until corrected. Fill out a Range Inspection Report (**Appendix H**) and call or email the Range Development Adviser about the problem and forward the written report to him by mail ASAP.
2. Be prepared to open the range facility at 7:30 and have the range hot at 8:00 AM
3. Winter Range opening and closing times, (September 1 to May 31):
 - a. Daily hours 8:00 AM to 4:00 PM
4. Summer Range opening and closing times, (June 1 to August 31)
 - a. Week Day hours 8:00 AM to 4:00 PM
 - b. Weekend hours 8:00 AM to 5:00 PM
5. When outside activities are continuing on the range complex after normal closing, check with the person in charge of the outside activity and instruct them to lock the gate when they leave. Close the gates but do not lock them.
6. The first RSO in that leaves the gate open is responsible for range complex operation until relieved by another RSO.
7. The hours that the range can have live fire is from 7 AM to 10 PM. Range Safety Officers can start live fire for matches, outside activities or individuals earlier than the normal 8 AM opening time.
8. Live fire after dark requires approval from one of the following: President, Vice President, Range Scheduler, Range Development Advisor or the Board of Directors.
9. Once you open the range, you should assign shooters to specific points so that you can control where they shoot and for incident reconstruction.
10. The American Flag is to be hoisted on the flagpole of the check in ranges (normally Range 5 & Range 6) during normal hours of operation. At times the check in range will shift to other ranges when ranges are closed for maintenance or other activities.
11. The red "Bravo" flag is to be hoisted on ranges that are in operation or where military units are in control.
12. All shooters are to check in with the duty Range Safety Officer at the designated Range or Trap Range (when open) where the range sign-in sheet is maintained. Match Participants will check in with the Match Director on the assigned range. Outside activities leader will check in/out with the LRSO or Caretaker.

13. If the target supply in the range shack is getting low, notify the Range Development Adviser or Caretaker.
14. Do not give backers to shooters who are going to other ranges.
15. Specific targets are provided at specific ranges based on range design and are not allowed to be used on other ranges. Movement of target supplies from range to range is not authorized.
16. If a shooter desires to use a pistol, rifle, or a shotgun range after having checked in at the designated range, give him/her a **One Day Range Pass** to present to the Range Safety Officer on the range he/she will be using. The One Day Range Pass will be proof that he/she has checked in, paid any fees that are due and signed the Club's Liability Waiver Statement. Match participants wishing to use other ranges who have paid standard day use fees may be given the One Day Range Pass by the Match Director.
17. Call a "Cease Fire" approximately every 30-45 minutes and make **sure** the line is safe before you allow anyone to go down range. Also, make sure the range is clear before you call a "commence fire." Remember that shooters with ear protection cannot hear a normal speaking voice, **so sound off or use the announcing system!**
18. The following is to be used as a guide for running the firing line. (*See also Chap 3-D – "Range Commands"*)
 - a. Prior to calling the range "Hot".
 1. Inspect down range for any sign of danger.
 2. Inform everyone in the vicinity of the firing line to use hearing and eye protection.
 3. Blow the horn twice and announce, "**The range is hot**".
 4. Turn off the "Red Strobe Lights"
 - b. During firing,
 1. Monitor line for unsafe acts.
 2. Monitor down range for any dangers.
 3. Observe what shooters are shooting at.
 4. Five minutes prior to a "**Cease Fire**", walk the line and inform shooters "**Five Minute Warning**", and then a "**One Minute Warning**"
 - c. When calling a "**Cease Fire**",
 1. One blast of the horn, announce "**Cease Fire, clear and bench all firearms, Magazines out, Actions open then step behind the yellow line. Do not go forward until the firing line has been cleared. Do not handle any firearms, not even if leaving the range**",
 2. Turn on the "Red Strobe Lights"
 3. Walk the line and visually inspect each firearm. All firearms must have the bolts open, chamber empty and magazines removed. (Note: magazine must be empty if it cannot be removed.) If the bolt will not remain open or the magazine cannot be removed, then an Empty chamber indicator must be used,
 4. When the range is clear, announce, "**You may go forward**"
 5. Continue to monitor the firing line.
19. During periods when the forestry service declares a Red Alert due to high temperatures and low humidity, we have agreed to voluntarily close the range for fire prevention. A Range Safety Officer may also use his own discretion to close the range in the event that heat, rain, wind or any other phenomena occurs that he sees as dangerous.
20. Pistol shooters should use the pistol ranges if an RSO is available there.
21. Rifle shooters should use the rifle ranges when possible if an RSO is available there.
22. Shooters shall only fire at targets in their designated lane. Cross range shooting may damage target frames and cause ricochets.
23. There should be a minimum of two Range Safety Officers remaining at the Range 6 after opening a secondary range (Rifle or Pistol ranges). During heavy or light use the minimum may be altered to suit the need.
24. New Range Safety Officers still in training are not allowed to open secondary ranges until they have completed all training.
25. If the Range is short of materials (receipts, report forms, staples, application, etc.), notify the Range Development Adviser or caretaker.
26. Follow the instructions on the sample range report and on the bottom of the range report form when filling out your reports. It is important that they are done correctly and completely. See section of Range Reports for clarification.
27. If you see things which need to be repaired, report them on a Range Inspection Report. (**Appendix H**)

28. The Range Safety Officers shall keep the Range Safety Officer shack clean and neat. If you find it in a mess, report that fact to the Chief Range Safety Officer and leave it neat for the next day's Range Safety Officers.
29. Note any problems or issues from your range inspection, discrepancies found during the day or suggestions for improvements on the appropriate "Range Inspection Report" (**Appendix G**) and send in along with your daily Range Masters Report.

G. INCIDENT REPORTING (**Appendix I**)

NOTE: After taking immediate action then notify Club President, Vice President, CRSO, ACRSO or a BOD member
Forward the forms by mail/email to Club President ASAP.

1. BALLISTIC CRACK.... Off-range reports of live fire passing overhead

If you get a phone call reporting that someone heard rounds overhead (Identified by a **BALLISTIC CRACK**-breaking of the sound barrier), **collect as much information as possible from the caller, and about existing conditions at the range (especially note the positions of high-power rifles and larger calibers capable of producing the "crack")**. Fill out an "Incident Report" per instructions below, notify the Club President by phone, and forward the Incident Report to the Club President ASAP.

NOTE: This indicates that one of the members/shooters has shot over the hill or off the range property in a direct course. A ballistic crack is a cartridge fired from a gun that must create a velocity over the sound barrier (Approx. 1200 feet-per-second). This is not normally a pistol, shotgun or low velocity rifle cartridge. Start looking at the high-power rifles as there is a shooter who is not keeping the muzzle of the rifle pointed at the backstop when discharging the firearm.

- a. Log each shooting point number, type of gun and caliber at each shooting point in operation.
- b. Complete a written report documenting what you have found.
- c. Include the date, time of incident.
- d. Include your name and contact phone number.
- e. Include all information for reconstruction at a later date.
- f. Document what you did to correct the problem.

2. RICOCHET.... rounds from one of the firing lines hitting and bouncing off rocks or metal frames often identified by the distinctive whine of a spinning, deformed bullet.

If you get a phone call or a personal visit reporting **THAT ROUNDS/BULLETS/RICOCHETS ARE HITTING OFF RANGE PROPERTY**, collect as much information as possible. Remain courteous at all times. Even if you are sure the round didn't come from the Range Complex you must do a full investigation into the incident and file an Incident Report. **DO NOT BE DISRESPECTFUL to the individual who brings a safety violation to your attention.**

- a. Shut ALL the ranges down.
- b. Conduct a formal inspection of each range.
- c. Log each shooting point number, type of gun and caliber at each shooting point in operation.
- d. Visually inspect each impact zone that was in operation.
- e. Document what you find in each impact zone.
- f. If you find a ricochet producing item, remove it and document it on report, or close that lane and two lanes each side and document it on report.
- g. Complete a written report documenting what you have found.
- h. Include the date, time of incident.
- i. Include your name and contact phone number.
- j. Include all information for reconstruction at a later date.
- k. Document what you did to correct the problem.
- l. Do not open the range until you have completed your investigation and are sure that your range is safe for operation.

Never assume that the cause of the ricochet was caused by an off site shooter until you have fully inspected your ranges and ruled them out.

3. **ACCIDENT/INJURY.... any incident requiring medical assistance**
 - a. Take all emergency steps to care for the individual first
 - b. Interview any potential witnesses and record names & other important facts including location prior to the incident
 - c. Record the name of the emergency response unit, unit leader and contact number.
4. **CONDUCT.... individuals causing problems or caught stealing**
 - a. Follow instructions in Chap 2-C-4/5 to remedy issue if possible
 - b. Record name of any individual removed from the range either directly or by the Sheriff
 - c. Note license of car/truck or other identifying info as available
5. **PROPERTY/EQUIPMENT.... damage to range buildings or equipment**
 - a. Report what equipment & detail how it occurred
 - b. Note vehicles, guns or other sources of the damage
 - c. Notify the Range Development Adviser or CRSO if emergency repairs are needed
6. **OFF RANGE SHOOTING.... reports of shooting on property near the range**
 - a. Note time, direction or other info on the report form.
 - b. Note traffic or individuals in or near the area suspected

H. TRAP/SKEET RANGE PROCEDURES

1. All operators of the Trap/Skeet Ranges are Range Safety Officers for the manual Trap or Trap Range Safety Officer for the Electric Machine.
2. All Range Safety Officers may open the trap range for use by shooters who wish to use the mechanical trap located to the right of the firing line. When using the mechanical trap, Club birds shall be sold in groups of 25 birds or the shooter may provide his own birds and no fee will be charged other than daily usage fee.
3. Trap/Skeet Range Safety Officers (TRSO) have a special designation due to specialized training with respect to safety of personnel around the electric trap machine because improper use could result in serious personal injury, costly mechanical damage to the machine or injury to other shooters or guests from improper settings.
4. Trap/Skeet Range Safety Officers (TRSO) who have been qualified by the Trap/Skeet Range Coordinator shall be allowed to operate the electric trap machine. A Trap Range Masters Report (**Appendix C**) will be completed by all Range Safety Officers who use the electric trap machine. Only Club birds will be used in the electric trap machine. The fee for a round of 25 birds is posted on the range price sheet.
5. The Trap/Skeet Range Coordinator will be appointed and confirmed by the Board of Directors.
6. The trap/skeet range coordinator will establish hours of operation for the range and assign qualified Trap Range Safety Officers to stand duty during those hours. The Coordinator shall insure that a schedule is placed in the bulletin to publicize the days and hours of operation and his name and phone number will also appear as a point of contact for interested parties.
7. Daily use fee: Non-Members must pay the trap range daily usage fee if only using the Trap range, or the range complex daily use fee if using other ranges. Members have no daily use fee.
8. A list of Trap Range Safety Officers who are qualified to operate the electric trap machine shall be maintained by the CSRO through the Trap Range Coordinator.
9. If the trap range is opened by any Range Safety Officers in the course of their daily duties, a Trap Range Masters Report will be included with the range report submitted by the Lead Range Safety Officer.
10. If the Trap Range is operated after hours a complete Trap Range Masters Report must be submitted to the Treasurer.
11. All users of the Trap Range must sign in and read or acknowledge the Liability Waiver
12. All clay birds used/sold will be recorded on the daily trap range report.
13. The TRSO's sole duty for the day will be to operate the shotgun range in accordance with the schedule published in the newsletter.
14. When TRSO's close the trap range for the day, they shall check out with the Lead Range Safety Officer.

I. MATCH ADMINISTRATION

1. The Match Director may establish a fee schedule appropriate for the conduct of the match.
2. Match Participants at scheduled matches from whom membership fees have been collected by the Match Director may request a Range Pass to use other Club ranges.

3. The Match Director is responsible for the safe conduct of the match. If participating in the match, the MD must designate someone else who is a qualified Range Safety Officer to supervise the firing line while shooting.
4. The Match Director must notify the Lead Range Safety Officer prior to starting and again at the end of the match so the range can be opened for general shooting.
5. Any scheduled match which is not started within 30 minutes of the scheduled time will be cancelled and the reserved range may be opened for general shooting.
6. All Match Participants shall check in with the Match Director on the assigned range and sign in on the Outside Activity / Group Range Report (**Appendix D**). The Outside Activity / Group Range Report contains the Liability Waiver (**Appendix E**) that all shooters must sign before being allowed to shoot at Club facilities. The Activity Range Report will be turned in with the match financial report to the treasurer.
7. Matches must have a minimum of 5 competitors; otherwise, the LRSO may cancel the match or may allow portions of the match to continue if it can continue while accommodating other shooters at the line.
8. Matches must allow open shooting if at all possible. Some restrictions will apply, i.e. pistol only during a pistol competition, small-bore during a small-bore match, etc.
9. All lockers and doors on Club property are the property of the Club. Make sure the Range Development Adviser or Caretaker has a spare key or combination for all locks in use.
10. No firearms will be removed from the line during matches until safety checked by the Match Director or designee.

J. CONTRACTED GROUP ADMINISTRATION

1. Overall safety at the SBRGC range complex will reside with the scheduled Lead Range Safety Officer (LRSO). However, each unit using the range will have a qualified Range Safety Officer as part of the group for onsite supervision. While as much latitude as possible should be allowed for the training units, basic safety rules which are in the best interests of South Bay Rod & Gun Club must prevail.
2. Use of the range by law enforcement, military units or contracted groups for training purposes will have prior approval through the Range Scheduler. Pre-approved contracted shooting events are printed on the daily schedule or written updates at the range from the Range Scheduler. Only members of those events are allowed to use the contracted range.
3. Special Range Guidelines for Steel Targets will be evaluated for approvals.
 - a. Hearing protection and wrap-around shatter resistant eye protection mandatory.
 - b. Shooters and observers must wear long pants (no shorts), long sleeve shirts, a cap or hat with a brim, and closed toed shoes.
 - c. Always stand at least 10 yards from the target when using handgun calibers.
 - d. Always stand at least 100 yards from the target when using shotgun slugs.
 - e. Always stand at least 100 yards from the target when using rifle calibers like 5.56(.223), or .308.
 - f. Never use rifle calibers on handgun rated targets.
 - g. Never use ammunition that exceeds 3,000 feet per-second at the muzzle.
 - h. Never use ammunition that travels below 750 feet per second.
 - i. Never shoot BB's, steel shot, or air gun steel pellets at steel targets.
 - j. Never use more powerful ammunition than the target is rated for (Green Tip, Armor piercing etc).
 - k. Never shoot on steel that is cratered, pitted, or damaged in any way.
 - l. Hard ground surfaces (concrete, asphalt, etc.) under the target should be covered with plywood or boxed pea gravel. (Note: you must provide your own cover as required)
 - m. Targets should be placed with a 3-foot lateral and depth offset from the adjacent target.
 - n. If shooting multiple targets, angle of engagement should not exceed 20 degrees.
 - o. Use only not-toxic paint on steel targets.
 - p. All ammunition shall be test fired to determine the following:
 - That the projectile pulverized completely on contact
 - That the projectile does not damage the steel target at the distances you intend to shoot them.
4. Range Scheduler will control contract arrangements and payment of any required fees.
5. The activity group will check in with the LRSO or Caretaker for range assignment and obtain the Outside Activity / Group Range Report. A range inspection shall be conducted by the activity group lead/LRSO/Caretaker and discrepancies noted. At the completion of the event for that day, the activity group shall check out with the LRSO/Caretaker and turn in the completed Outside Activity / Group

Range Report. A range inspection will be conducted by the LRSO/Caretaker and activity group lead to ensure the range has been left in proper order.

Note 1: The activity group is responsible for cleanup of the range at the end of daily usage.

Note 2: No materials will be left on the range that would interfere with the next scheduled group, interfere with any maintenance activity or detract from the general orderly appearance that South Bay Rod & Gun Club maintains on each range. (ie: Leave the range better than when you received it)

Note 3: Brass and ammo cans as part of a contract shall be delivered to the designated area. Contracted materials shall not be given or donated to other range users or Range Safety Officers.

Note 4: The Outside Activity / Group Range Report will contain all personnel from the contracted event. This includes all instructors, students/competitors/shooters, observers and any support staff.

Note 5: The Outside Activity / Group Range Report will be turned in daily to the caretaker/LRSO, no later than check out.

6. All range usage will be scheduled through the Range Scheduler and will be posted at the main RSO building. The Range Scheduler is responsible for posting. This includes any group (Outside Contractor, Military, Police, Matches or other scheduled events), other than general shooters which are under control of the LRSO on that day.

K. CLUB MEMBERS - TRAINER / INSTRUCTOR ADMINISTRATION

1. Any Voting, or auxiliary member, who holds a certificate from an organization approved by the CLUB, indicating that he/she is authorized to teach a specific firearms course, and has a certificate of liability insurance on file with the club, may hold classes at the range at no additional fee.
The following rules/guidelines will apply.
2. This club member will be classified as a Trainer / Instructor. (Formal List posted on Web Page)
3. Overall safety at the SBRGC range complex will reside with the scheduled Lead Range Safety Officer (LRSO). While as much latitude as possible should be allowed for the training, basic safety rules which are in the best interests of South Bay Rod & Gun Club must prevail.
4. Each Trainer / Instructor using the range will have a qualified Range Safety Officer present on the range they are using.
 - a. If the Trainer / Instructor is a Qualified Active Range Safety Officer for the Club then they may open and use a range by themselves.
 - b. If the Lead Range Safety Officer requires the use of that range to support members then the Trainer / Instructor will be under control of the Daily Range Safety Officer assigned to that Range.
5. Students in attendance must be members or obtain a trial membership for the period of instruction.
 - a. Total number of students will be **limited to 5 or less**. If the student number is 6 or greater than the Trainer / Instructor must schedule time through the Range Scheduler and meet the criteria of an outside contractor.
6. Firearms Training Certificate:
 - a. The Certified Instructor/ Trainer must have a copy of his/her credentials which authorize them to provide instruction with them when at the range conducting training.
7. Certificate of liability insurance:
 - a. Certificate of Liability Insurance must be on file with the Club Treasurer and will be posted on the Club Web page (SBRGC.ORG) before any training can start.
 - b. The Trainer / Instructor must have a copy of his/her Certificate of Liability Insurance with them when at the range conducting training.

8. Use of the ranges by Trainers / Instructors for training purposes must have prior written approval of the course of instruction through the Range Development Advisor.
 - a. The course of fire must be compatible with the range design
 - b. Pre-approved training will have a signed course of instruction by Range Development Advisor with them when at the Range for their planned training.
9. Range Space must be available and a Range Safety Officer available if required.
 - a. Training will not interfere with other scheduled events. (See Below)
 - i. I.e. Club Training, Matches, Contracted events or General Shooters.
 - b. Training will not hinder or effect the daily club members who are using the range.
 - c. Scheduling Note: You need to contact the Lead Range Safety Officer before your event starts to ensure there are no issues.
 - d. Weekday training times will be at the discretion of the Lead Range Safety Officer based on available ranges for the approved course of fire.
 - e. Weekend training times will be at the discretion of the Lead Range Safety Officer and will be allowed from 12:00 (Noon) until closing time. (Mornings are reserved for club sponsored events)
 - f. No training will be approved for Range 5A
10. Special Range Guidelines for **Steel Targets** will be evaluated for approvals. See the SBRGC current Standard Operating Procedures for specific requirements.
 - a. Hearing protection and wrap-around shatter resistant eye protection mandatory.
 - b. Shooters and observers must wear long pants (no shorts), long sleeve shirts, a cap or hat with a brim, and closed toed shoes.
 - c. Always stand at least 25 yards from the target when using handgun calibers.
 - d. Always stand at least 100 yards from the target when using shotgun slugs.
 - e. Always stand at least 100 yards from the target when using rifle calibers like 5.56(.223), or .308.
 - f. Never use rifle calibers on handgun rated targets. (Hard Targets)
 - g. Never use ammunition that exceeds 3,000 feet per-second at the muzzle.
 - h. Never use ammunition that travels below 750 feet per second.
 - i. Never shoot BB's, steel shot, or air gun steel pellets at steel targets.
 - j. Never use more powerful ammunition than the target is rated for (Green Tip, Armor piercing etc.).
 - k. Never shoot on steel that is cratered, pitted, or damaged in any way.
 - l. Hard ground surfaces (concrete, asphalt, etc.) under the target should be covered with plywood or boxed pea gravel. (Note: Shooter must provide their own cover as required)
 - m. Targets should be placed with a 3-foot lateral and depth offset from the adjacent target.
 - n. If shooting multiple targets, angle of engagement should not exceed 20 degrees.
 - o. Use only not-toxic paint on steel targets.
 - p. All ammunition shall be test fired to determine the following:
 - q. That the projectile pulverized completely on contact
 - r. That the projectile does not damage the steel target at the distances you intend to shoot them.

CHAPTER 4: RANGE SAFETY OFFICER ADMINISTRATION

The Range Safety Officer Committee shall consist of seven (7) permanent members including the current Club President, Vice President, Treasurer, CRSO, Asst. CRSO, Range Development Advisor and Membership Data Base Manager. The purposes of the working group are to 1) Provide liaison between all Range Safety Officers and Match Directors to the BOD. 2) Direct the content & layout of the SOP & EAP or other directives related to the safe operation of the Club facilities. 3) Provide for the education, training or correction for all Range Safety Officers and Match Directors. 4) Provide for the recognition of services provided to the Club. 5) Direct benefits including payment of all fees, dues for training, provision of vests or other equipment for the functioning of their duties, costs related to Club membership.

A. TITLES

1. CHIEF RANGE SAFETY OFFICER - (CRSO):

- a. CRSO must be a Club member in good standing over 21 years of age and appointed by the President and confirmed by the Board of Directors.
- b. Prerequisite: NRA Certified Range Safety Officer.
- c. Administers the SBR&GC Basic Range Safety Officer Test (**Appendix J**).
- d. Coordinates scheduling of the NRA-RSO classes and the annual training of RSO's.
- e. Responsible for appointment and the scheduling of Lead Range Safety Officers, Range Safety Officers, and Trap Range Safety Officers.
- f. Maintains a data base of Range Safety Officers which includes name, address, contact number, level of training, and re-qualification dates; assists RSO's in renewal of NRA-RSO classifications.
- g. Holds overall responsibility for the safe handling and shooting of firearms on the range property in accordance with the SBR&GC Standard Operating Procedures.
- h. Interfaces with the Board of Directors.
- i. Attend the monthly Board of Directors meeting to file a status report of the RSO training program.

2. ASSISTANT CHIEF RANGE SAFETY OFFICER - (ACRSO): (1 TO 3 ASSISTANTS)

- a. ACRSOs must be Club members in good standing over 21 years of age and appointed by the CRSO and confirmed by the Board of Directors.
- b. Prerequisite: NRA Certified Range Safety Officer.
- c. Assists the CRSO with all responsibilities and other assigned duties.
- d. Conducts initial screening & interviews of prospective Range Safety Officers & sends out training materials. (Ref: Appendix J & K)
- e. Schedules and Manages RSO training for all Range Safety Officers.
- f. Liaison & follow-up with Lead Range Safety Officers and Range Safety Officers.
- g. Other duties as assigned by the CSRO

3. LEAD RANGE SAFETY OFFICERS (LRSO):

- a. Has overall responsibility for the administration of the daily operations on the LRSO's duty day and directs the submission of required reports.
- b. Prerequisite: NRA Certified Range Safety Officer.
- c. Supervises other Range Safety Officers on their scheduled day.
- d. Responsible for contacting the assigned RSO's prior to the duty day to verify attendance.
- e. Completes and turns in the Daily Range Masters Report, After Hours Range Masters Report (If used), Range Report Reconciliation, Trap Range Masters Report (If used), and other forms such as Membership applications/Temporary Membership ID cards receipts, Credit card stubs and any miscellaneous forms (Incident and Range inspection) that were used during your range day to the treasurer within 48 hours after completion of range day. Do not send **CASH** to the treasurer.
- f. Keeps the CRSO informed of unexcused absences or the need for additional or replacement RSO's.
- g. Fills out the Reconciliation Report with the RSO attendee and absentees for your duty day.
- h. Coordinates with other scheduled RSO's or temporary "Roving" RSO's to assure that there are sufficient RSO's to safely operate the range

- i. Notifies the President ASAP when contact is made with outside Agencies. (ie., Sheriff's Department, US Border Patrol, County Inspectors, County Code Compliance, County of San Diego water authority, CAL Fire Department, Rural Fire Department, etc). If the President is not available, contact the Vice President or the Business Manager.
- j. Responsible for the following during check in / checkout of outside activities:
 - 1. Checking in outside activities and/or military units which includes conducting a range inspection with the leader of the group. (Check in/out report)
 - 2. Checking out outside activities and/or military units which includes conducting a range inspection with the leader of the group. (Check in/out report)
 - 3. These duties may be assumed by the caretaker if present on the property.
- k. The LRSO has final authority for issues involving use of all ranges on his duty day.
- l. The LRSO is responsible for the safe handling and shooting of firearms on the range property in accordance with the SBR&GC Standard Operating Procedures.
- m. Responsible for the training of club Range Safety Officers using the "Pre-Assignment Training" checklist. (Appendix K) and the Standard Operating Procedures as a guideline.
- n. LRSO's must serve 9/12 (Monthly) or 4/4 (5th Week of month) to be counted for RSO benefits. (75% +)
- o. Appointed by the CRSO.
- p. LRSO's who have been removed from active duty have the right to appeal their removal. First appeal shall be to the RSO committee. Final appeal shall be to the Club's Board of Directors.

4. RANGE SAFETY OFFICERS (RSO):

- a. The Range Safety Officer is responsible for the safe handling and shooting of firearms on the assigned range in accordance with the SBR&GC Standard Operating Procedures.
- b. Range Safety Officers must be Club members in good standing and over 21 years of age.
- c. Range Safety Officers must qualify by:
 - 1) Passing the SBRGC Basic Range Safety Officer Test,
 - 2) Serving a minimum of three (3) training days duty under an LRSO,
 - 3) Passing the NRA-RSO course as arranged by the CRSO.
 - Upon completion of 1) and 2) they will be listed as temporary Range Safety Officer and be issued a range key.
 - Upon completion of the RSO Class they will be listed as a permanent Range Safety Officer.
- d. Range Safety Officers may be required to receive specialized training or re-qualify (every 5 years requalification/refreshers) as changes in the S.O.P. or special events dictate and must keep NRA Range Safety Officer certification up to date as required by NRA at SBRGC expense for all active RSO's in good standing with the Club.
- e. Range Safety Officer fees paid to the NRA to maintain RSO qualifications will be reimbursed by the Club up to the max of \$30.00 (NRA Member Rate) for a two-year period.
- f. If a Range Safety Officer cannot be at the range on his scheduled day he shall notify the LRSO to assist in arranging a replacement.
- g. Hearing and eye protection are required to be used by RSOs when the range is Hot.
- h. RSO's must serve 9/12 (Monthly) or 4/4 (5th Week of month) to be counted for RSO benefits. (75% +)
- i. Roving RSO's must serve a minimum of 5 days in a calendar year to qualify for RSO benefits. If your roving services are not required during the year as a Roving RSO, then you must volunteer for five days during the year. All Roving RSO's must send the CRSO an email after each day they served so the CRSO can track attendance. crso@sbrgc.org
- j. Range Safety Officers are assigned/appointed by the Chief Range Safety Officer.
- k. RSO's who have been removed from active duty have the right to appeal their removal. First appeal shall be to the RSO committee. Final appeal shall be to the Club's Board of Directors.
- l. First Aid, CPR, and AED training - Recommended

5. SHOTGUN LEAD TRAP RANGE SAFETY OFFICERS (TLRSO):

- a. Has overall responsibility for the administration of the daily trap operations on the TLRSO's duty day and directs the submission of required reports on the Trap Range.
- b. Prerequisite: Range Safety Officer.
- c. Supervises other Trap Range Safety Officers on their scheduled day.
- d. Responsible for contacting the assigned TRSO's prior to the duty day to verify attendance.

- e. Complete and turn in the Trap Range Masters Report and Credit card stubs and any miscellaneous forms (Incident and Range inspection) that were used during your range day to the LRSO after completion of range day.
- f. Keep the CRSO informed of unexcused absences or the need for additional or replacement TRSO's.
- g. Ensure the LRSO updates the Reconciliation Report with those who were present and those who were absent.
- h. Coordinates with other scheduled RSO's or temporary "Roving" RSO's to assure that there are sufficient RSO's to safely operate the range
- i. TLRSO's must serve 9/12 (Monthly) or 4/4 (5th Wk. of month) to be counted for RSO benefits. (75% +)
- j. Appointed by the CRSO.
- k. TLRSO's who have been removed from active duty have the right to appeal their removal. First appeal shall be to the RSO committee. Final appeal shall be to the Club's Board of Directors.

6. SHOTGUN TRAP RANGE SAFETY OFFICERS (TRSO):

- a. Trap Range Safety Officers must be adult Club members in good standing and over 21 years of age.
- b. Trap Range Safety Officers must qualify by: 1) passing the SBRGC Basic Range Safety Officer Test, 2) serving a minimum of three (3) days duty under an LRSO, 3) passing the NRA-RSO course as arranged by the CRSO. Upon completion of 1) and 2) they will be listed as permanent Range Safety Officer and be issued a range key.
- c. Trap Range Safety Officers may be required to receive specialized training or re-qualify as changes in the S.O.P. or special events dictate and must keep NRA Range Safety Officer certification up to date as required by NRA at SBRGC expense for all active RSO's in good standing with the Club. If a Range Safety Officer cannot be at the range on his scheduled day he shall notify the LRSO to assist in arranging a replacement.
- d. The Trap Range Safety Officer is responsible for the safe handling and shooting of firearms on the range property in accordance with the SBR&GC Standard Operating Procedures.
- e. Trap Range Safety Officers are assigned/appointed by the Chief Range Safety Officer.
- f. Trap Range Safety Officers have the responsibility of running the trap range, trap range bird delivery equipment and being able to facilitate the various trap games/events. These games/events are governed by ATA Guidelines and South Bay Rod and Gun Club Trap Operations manual.
- g. The trap range will have its own sign-in sheet and TRSO's will collect club fees as posted on the range Price chart.
- h. The sign-in sheet and the fees collected are turned over to the LRSO on that particular day to be included in their report which is submitted to the treasurer.
- i. Depending upon the time the TLRSO closes the trap/skeet range, TRSO's may volunteer their services to the Lead Range Safety Officer for the balance of the day.
- j. Hearing and eye protection are required to be used by TRSOs when the range is Hot.
- k. TRSO's must serve 9/12 (Monthly) or 4/4 (5th Week of month) to be counted for RSO benefits. (75% +)
- l. Roving TRSO's must serve a minimum of 5 days in a calendar year to qualify for RSO benefits. If your roving services are not required during the year as a Roving TRSO, then you must volunteer for five days during the year. All Roving TRSO's must send the CRSO an email after each day they served so the CRSO can track attendance. crso@sbrgc.org
- m. TRSO's who have been removed from active duty have the right to appeal their removal. First appeal shall be to the RSO committee. Final appeal shall be to the Club's Board of Directors.
- n. First Aid Training & CPR - Recommended

7. MATCH DIRECTORS (MD):

Match Directors/Range Safety Officers must be Club members in good standing and over 21 years of age, and complete the basic test for certified Range Safety Officers including completion of the NRA – RSO test within one year of appointment.

- a. Match Directors may appoint one or more assistants who must also take the SBRGC Basic RSO test & otherwise qualify as Range Safety Officers with monthly assignment to match schedule.
- b. One Senior Assistant MD in each qualifying event must also take the NRA – RSO test to be qualified to open a range for matches in the absence of the primary MD.
- c. Match Directors and their senior assistant with RSO qualification shall be issued range keys by the CRSO and qualify for all basic R.O. benefits.

- d. MD's must serve 9/12 (Monthly) or 4/4 (5th Week of month) to be counted for RSO benefits. (75% +)
- e. Match Directors have responsibility to collect fees and fill out and submit reports (**Appendix D**) and accounting of funds to the club treasurer (**Appendix F**).
- f. Inspect each impact zone looking for items that may cause a ricochet before you open the range and remove any potential problem items if possible. If you cannot correct the problem, that portion of the range, including two lanes to each side, shall be closed for shooting until corrected. A Range Inspection Report (Appendix H) must be filled out, and a call or email made to the Range Development Adviser, notifying him of the problem. The written report should be forwarded to him by mail, ASAP.
- g. Match Directors have the responsibility to run their match in accordance with the match discipline rules.
- h. Match Directors should attend or send a substitute to all board meetings and general membership meetings to answer questions concerning their match or to advise the Board of any special needs that the MD may have for matches & to confirm dates and times on the schedule.
- i. Match Directors will present a specific safety plan/match program to the Range Development Adviser for review. Combat shooting will be required to attend specialized training for their events.
- j. Match Directors are chosen from among club members within the discipline.
- k. Match Directors are appointed after nomination and approved by the BOD.
- l. Match Directors who have been removed from active duty have the right to appeal their removal. First appeal shall be to the RSO committee. Final appeal shall be to the Club's Board of Directors.

8. CARETAKER

- a. The caretaker is an independent contractor and is directly responsible to Range Development Advisor and to the Financial Manager.
- b. The caretaker has same supervisory authority as a Range Safety Officer during the day and a Lead Range Safety Officer during afterhours. Responsible for enforcing of all current rules. (RSO test as a minimum requirement)
- c. The caretaker is responsible for ensuring that all RO buildings have adequate supplies (Staplers, Staples, Targets, Backers, club forms and various office supplies)
- d. The caretaker is responsible for removing trash, brass and recyclables from each range.
- e. The caretaker is responsible for fixing, building, and replacing target frames as needed.
- f. The care taker shall note emergent maintenance issues as they arise, and notifying the Range Development Advisor in a timely fashion.

9. MILITARY RANGE SAFETY OFFICERS

- a. Military Range Safety Officers/OIC (Officer in Charge) will be designated by their parent command. Note: Their Command determines what training is required of them.
- b. Military Range Safety Officers have the same supervisory authority as Range Safety Officer's and the same responsibility for running the range safely and enforcing all current rules.
- c. Military RSO's/OIC must check in with the Lead Range Safety Officer (LRSO) or the Caretaker (when available). They will receive the Outside Activity Key and Range Report Sign in sheets (Appendix D) upon arrival and must return them when checking out at the end of their activities. During open hours they must check out with the LRSO or Caretaker, if staying later than normal closing time, they must return the Outside Activity Key" and completed Range Report Sign in sheets to the designated area.
- d. **Check in/Check out:** The Military RSO/OIC will complete a range check in/out inspection sheet (check in section when checking in and check out section when checking out) with the LRSO or the Caretaker.
- e. Military RSO/OIC will not be given a permanent key to the range.

10. CONTRACT RANGE SAFETY OFFICERS

- a. Contract Range Safety Officers must have a valid NRA Range Safety Officer Certification or appropriate Range Safety Officer qualification obtained from the military (SAMI) or police units.
- b. Contract Range Safety Officers must have completed the SBRGC RSO Test
- c. Contract Range Safety Officers will present a specific safety plan and course of fire to the Range Development Adviser for review and to Range Scheduler for approval prior to any scheduled events.
- d. Contract Range Safety Officers must have a current copy of the SOP in possession during the event for ready reference. (A copy is available in each Range RSO building)

- e. Contract Range Safety Officers have supervisor authority, responsibility for running the range safely and enforcing all current SBRGC rules as outlined in the SOP.
- f. Contract Range Safety Officers must check in with the Lead Range Safety Officer (LRSO) or the Caretaker (when available). They will receive the Outside Activity Key and Range Report Sign in sheets (Appendix D) upon arrival and must return them with checking out at the end of their activities. During open hours they must check out with the LRSO or Caretaker, if staying later than normal closing time, they must return the Outside Activity Key" and completed Range Report Sign in sheets to the designated area.
- g. Check in/Check out: The Contract RSO/OIC will complete a range check in/out inspection sheet (check in section when checking in and checkout section when checking out) with the LRSO or the Caretaker.
- h. Contract Range Safety Officers will not be given a permanent key to the range.

B. AUTHORITY – RESPONSIBILITIES OF RANGE SAFETY OFFICERS

Range Safety Officers: although your position is a voluntary one, it is very important to the club and must not be entered into lightly. You are the representative of the club to the public and the membership. Your conduct is a direct reflection on the club. Being at the range on your assigned day, on time, with a good personal appearance and professional manner will create a positive image of the club to the community and the general public. Range SAFETY is paramount and is in YOUR hands.

- 1. Range Safety Officers are appointed by the Chief Range Safety Officer and Match Directors are appointed by the President after completion of the Basic Range Safety Officer Test (**Appendix J**) and appropriate training session (**Appendix K**).
- 2. Range Safety Officer's shall have the duty to operate the range safely, and to enforce the Range Safety Rules. They shall educate all shooters in the safe use of range facilities, enforce compliance and supervise all shooting on club property.
- 3. The Range Safety Officer is not responsible to ensure that users firearms or ammunition meet Federal and State laws but has the authority to inspect an individual's ammunition as necessary to ensure compliance with SBRGC Range Rules. Anyone having ammunition not in compliance with SBRGC Range Rules will be asked to remove the ammunition in question from the firing line. Anyone refusing to comply will forfeit their shooting privilege and be asked to leave.
- 4. All Range Safety Officers on duty must be readily identifiable by the wearing of their orange vest and/or orange tee shirt with identity badge. Backup vests shall be available at all ranges for temporary need.
- 5. The Range Safety Officers will conduct an inspection of each range backstop, ensuring that there are no ricochet producing items in the backstops prior to opening the range to ensure the range is safe for operation.
- 6. All designated Range Safety Officer's will be scheduled to operate the range on a regular basis by mutual agreement or be associated with other functions that require a Range Safety Officer, i.e. Military, Law Enforcement, Match Directors etc.
- 7. Range Safety Officer Appointment may be dropped from the Range Safety Officer list and all Range Safety Officer privileges suspended due to any of the following:
 - a. Failure to properly fulfill the duty responsibilities.
 - b. Use or under influence of alcohol or drugs during duty hours or where uncased firearms are present.
 - c. Failure to represent the SBR&GC in the proper demeanor.
 - d. No longer a member in good standing.
 - e. Conviction of a felony where firearms ownership is denied.
 - f. Missing more than 3 months during any year without an excuse, or without notifying their Lead Range Safety Officer of his pending absence.
 - g. RSO's who have been removed from active duty have the right to appeal their removal. First appeal shall be to the RSO committee. Final appeal shall be to the Club's Board of Directors.
- 8. Scheduled Range Safety Officers will be issued a key to the range and target containers to aid in the proper operation of the range. Keys are to be returned when one is no longer serving as a RSO.

9. Scheduled Range Safety Officers are the only Range Safety Officers to have access to the Range Safety Officer shack. If you are a Range Safety Officer not on duty and you wish to enter the Range Safety Officer shack, please obtain permission from the Range Safety Officer on duty.
10. Holstered guns are not permitted. Exceptions: On-duty Range Safety Officers (RSO) & Match Directors (MD), on-duty Military & Police. RSO or MD may suspend this safety rule for combat or other preapproved events. (See also Ch 2-C-1-i)
11. Be aware, at all times, of what is taking place on the range and firing line. At least one other Range Safety Officer must be available to supervise the firing line during absences to attend to other duties or if you wish to shoot. (Orange Vest must be removed when shooting)
12. When the range is busy and a Cease Fire is called some additional duties may be required:
 - a. On Range 6, a Range Safety Officer (RSO) may need to be stationed at the left side of the 100-yard line berm to monitor people going down range to the 200/300-yard lines. This ensures that no person is left down range when the range is called hot again.
 - b. Range Safety Officers may need to be stationed in front of the red line to monitor the firearms on the tables and the racks. This ensures that the RSO has a clear view of all the areas and the view is not blocked by people, tables or other equipment.
13. Range Safety Officers are identified by: (a) a stamped ID card with RSO in red, or (b) by notation on the online RSO schedule. Call the CRSO where ID card or schedules are not up to date or not correct.
14. The Range Safety Officers on duty have complete authority over the range facility as sanctioned by the BOD. They are responsible for enforcement of all range rules. They have the authority to have anyone removed from the facility whose actions or equipment, in their judgment, may endanger anyone on the facility or within the vicinity of the range. This must be routed through the daily Lead Range Safety Officer.

C. USE OF RANGES BY RANGE SAFETY OFFICERS

1 During Normal Hours:

- a. Non-duty RSO's may open any unused range for personal use after signing in and notifying the LRSO. If the duty LRSO needs the range for shooters he has priority if a duty RSO is available to take over. If no duty RSO is available it is requested that non-duty RSO's opening a range try to accommodate other shooters for some portion of their time as a goodwill measure for the benefit of all, but non-duty RSO's are under no obligation to accept responsibility of shooters sent to the range they are using. Let the LRSO know that you will not be volunteering your services as a RSO when you check in.

2 After Hours:

- a. One of the privileges of being an active "Club RSO" is your ability to access the Club's ranges and facilities for yourself and a few family members or friends during "After Hours" (Range Closing until Dark).
- b. RSO's that want to use the range after hours must sign in on a blank "Range Masters Report" form. This shifts the responsibility from the LRSO to the RSO taking responsibility for the range complex.

3 After Hours Procedures:

- a. You are responsible for the safety of anyone you allow on the club property. When you enter through the main gate, do not let any non-RSO's (who are not under your control) through. Make sure to lock the gate behind you. (Note: At times the gate must be left open/unlocked to allow range rental contractors and their clients to enter the property for a scheduled event on a specific range. When this happens position the barricades to keep the general public away from the range 6, and direct people toward the rented range.)
- b. Proceed to designated sign in range and sign in on a blank "Range Master Report" form (annotate on the top of the Range Master Report "After Hours"). Anyone who is with you, whether they are shooting or not, must also sign in. Note the date and the time on the sign in sheet and leave the white/yellow copy on the sign in clip board in the RSO shack on Range 6. The next day's LRSO will forward the "After Hours" Range Masters Report with their normal end of day paperwork submission to the treasurer.
- c. If you have people with you, exercise good judgment when deciding if you can safely shoot with them or, if you should just supervise your family or guests while they shoot.

- d. Please keep in mind, if you choose to use club facilities after hours, by yourself and you are alone, medical help is several miles away and you will be the only one who can dial 911. **YOU ASSUME THE RISK.**

Part of being a good RSO is your ability to interact with the public. Any time you communicate with people at the club, you are serving as an ambassador, so be courteous and polite. If you encounter customers while entering the property after hours, explain that using the range after hours is one of benefits of being an RSO. Suggest they contact the Chief Range Safety Officer for more information on how they could become an RSO. A few kind words and a smile will go along ways towards preventing hard feelings.

- 4. Range Closure that affects Range Officers usage of the range complex
 - a. It is important to understand the different reasons why the range can be closed:
 - b. The first reason is "**After Hours**" - these are the times when the range is normally closed and no duty RSO's are present. This is typically after 4:00PM (Winter), 5:00 PM (Summer) or on Holidays. Active Club RSO's **are** allowed to use their keys and use the range facilities during "after hours".
 - c. The second reason is a condition called "**Closed to All**" - this would be due to unsafe conditions, such as rain, high winds, muddy roads, bad weather, construction projects or other special reasons authorized by Club management. If the range is "Closed to All" then RSO's are not allowed to enter and use the range facilities.

APPENDICIES

(Instructions for Standard Forms of SBRGC)

	APPENDIX NAME	PAGE
A	RANGE MASTERS REPORT	A1/A2
B	DAILY RANGE REPORT RECONCILIATION.	B1/B2
	CLUB SALES REPORT	B1/B2
C	TRAP RANGE MASTERS REPORT	C1/C2
D	OUTSIDE ACTIVITY / GROUP RANGE REPORT	D
E	RELEASE, WAIVER OF LIABILITY, AND IDEMNITY AGREEMENT	E
F	MATCH REPORT	F1/F2
G	MEMBERSHIP RECEIPT & TEMPORARY ID CARD / 7 DAY TRIAL MEMBERSHIP	G1
	APPLICATION FOR MEMBERSHIP	G2
	MEMBERSHIP RENEWAL	G3
H	RANGE INSPECTION REPORT	H
I	INCIDENT REPORT	I
J	BASIC RANGE SAFETY OFFICER TEST	J1/J2
K	PRE-ASSIGNMENT TRAINING	K1/K2
L	PAPER TARGET PLACEMENT FOR RANGE 1, 2, OR 3	L
M	METALLIC TARGET GUIDELINES	M1/M3
N	METALLIC TARGET EXAMPLES	N1
O	PAPER TARGETS AVAILABLE FOR EACH RANGE	O1/O2
P	OUTSIDE ACTIVITY RANGE CHECK IN / CHECK OUT INSPECTION SHEET	P1
Q	MAP OF RANGES	Q
R	PHONE PROCEDURES	R
S	TRAMA KIT LOCATED INSIDE THE RSO BUILDING	S1
	FIRST AID KIT CONTENTS (1 ST AID KIT ON THE DOOR OF THE RSO BUILDING)	S2
	FIRST AID KIT CONTENTS (1 ST AID KIT ON THE DOOR OF THE RSO BUILDING)	S3

RANGE MASTERS REPORT (SAMPLE)

1. All users/visitors on the ranges must sign in on either a Range Masters Report, Trap Range Masters Report or Outside Activity / Group Range Report, which in each case is also a liability waiver.
2. Have all members and non-shooters print name and sign in.
3. List membership number or Trial membership number in member number column.
4. Non-Shooter/Visitors must still sign in and you should note "Non-Shooter" in trial dues column.
5. The name of all minor children must be printed on Range Masters Report. The adult who is accepting responsibility for that minor must sign next to minor's name.
6. Assign the member or trial member to a firing point (used to reconstruct conditions for incident reports and when there are problems with impact areas or types of weapons being used).
7. Enter amount of Trial Dues collected (if appropriate)
8. Enter amount of Annual Dues collected (if appropriate)

Note: Annotate on the top if it is used a "After Hours" report.

SOUTH BAY ROD & GUN CLUB
RANGE MASTERS REPORT

Sheet ____ of ____

Date: _____

Use of South Bay Gun Club facilities for any purpose is subject to the terms of the Club's Liability Waiver and Indemnification Agreement. By signing this document, you agree that you have read and agree to those terms and conditions, which are posted at the range, and contained, on the reverse of this form.

(PRINT) NAME FIRST - LAST	SIGNATURE	MEMBER NO.	SHOOTING POINT	TRIAL DUES	ANNUAL DUES
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					

CLUB SALES			
ITEM	# SOLD	\$ EACH	TOTAL
Targets		x \$.50	
Ear Plugs		x \$.50	
ECI <small>(Empty Chamber Indicators)</small>		x \$1.00	
Glasses		x \$3.00	
Other Sales			
SALES SUB-TOTAL			

SHEET SUMMARY	
SHEET TRIAL DUES TOTAL	
SHEET ANNUAL DUES TOTAL	
TRAP RANGE FEES TOTAL	
SHEET CLUB SALES TOTAL	
SHEET TOTAL	

LEAD RSO	
RSO	
RSO	
RSO	
RSO	

RSO	
RSO	
RSO	
RSO	

RECONCILING THE DAY'S RECEIPTS/RANGE REPORT:

The Lead Range Safety Officer along with the other assigned Range Safety Officers are responsible for the timely and accurate completion of the Range Report. At the end of the range day a minimum of two Range Safety Officers shall count all cash collected, note and sign off on the amount in the space provided on the Daily Range Report Reconciliation sheet. Both RSO's should check and double check the accuracy of the figure for cash collected as stated on the Reconciliation report. The completed range report must be transmitted to the Treasurer no later than 48 hours after the completion of the range day. **Do not mail cash to the treasurer.**

1. End of the day reconciliation
 - a. Verify "Annual Dues", "Trial Dues", and "Trap Range Fees".
 - b. Total "Club Sales by type of item and quantity of item.
 - c. Total the columns on the Sheet Summary Section.
2. Verify that total of Credit Card Receipts, Cash Sales and Checks agrees with "Report Total".
3. Include the Club Sales receipt if used.
4. Place all Yellow Copies in the locked green container inside the main RSO shack
5. Mail all White Copies of Range Report, Membership Applications, Membership Receipts along with Credit Card Receipts and Checks to SBR&GC Treasurer.
6. List all the RSO who were present and all RSO's who were absent.

CLUB SALES REPORT:

1. Use the space provided on the Range Master Report for Sales of targets, ear plugs, Empty Chamber Indicators and safety glasses. The Club sales sheet can be used for other items for sale, such as range brass, patches, stickers etc.

Rev: 8/18

DATE _____

Submitted by: _____

Money Sent to Club w/Report	Amount	Category	Sheet #1	Sheet #2	Sheet #3	Sheet #4	Sheet #5	Sheet #6	Category Totals
Cash*, Money Order or RC's Personal check		Trial Dues							
Check		Annual Dues							
Check		Trap Range							
Check		Club Sales							
Check		Other							
Check		Sheet Total							
All other Checks									
Sub Total Cash & Checks									
MainRange Credit Cards									
Trap Range Credit Cards									
Total Money									

Difference (over or short) \$ _____

End of the Day - Total Cash Count

Total of All Sheets

*Please do not mail Cash. Instead please mail R.O.'s Personal Check or Money Order. Cash may only be turned in to Treasurer at Club Meetings.

RSOs on duty this date.
(Please print clearly)

Scheduled RSOs who were absent on this date.
(Please print clearly)

Difference (over or short) \$ _____

Total of
All Sheets

End of the Day - Total Cash Count

Total amount of cash at closing

\$ _____

RSO #1 _____
signature

RSO #2 _____
signature

Notes / Explanations: _____

SOUTH BAY ROD & GUN CLUB
CLUB SALES

Sheet of Date:

Use this sheet to detail other items sold that are not listed on the Range Master's Report (such as brass and ammo cans)

[illegible]

List on Range Master Report and attach copy.

TRAP RANGE MASTERS REPORT

1. Have all customers print name and sign in.
2. All users/visitors on the ranges must sign in on either a Trap Range Master report, Range Master Report or Outside Activity/Group Range Report.
3. Is customer a member? (If non-member collect appropriate fees).
4. Non-Shooter/Visitors must still sign in and you should note "Non-Shooter" in range fee column.
5. The name of all minor children must be printed on sign in sheet. The adult who is accepting responsibility for that minor must sign next to minor's name.
6. ALL SHOOTERS MUST HAVE A TICKET which will be collected by the RSO before they shoot a round of trap. This will allow you to know how many rounds were thrown at end of the day. RSO should punch a hole in each ticket to indicate it was redeemed.
7. Enter amount of Day Use Fee collected (If appropriate).
8. Enter amount of Single tickets sold (if appropriate).
9. Enter number of Annual Dues collected (if appropriate).
10. MEMBER TICKET BOOKS SOLD space. Enter Member Name, Member number, starting ticket number and amount collected for any 20 ticket books sold (members only may purchase!).
11. Track sales of ear plugs, safety glasses etc. in Club Sales section.
12. At beginning of day, record starting number of single ticket from pad in use and at end of day record the number of the last ticket used.
13. Calculate the number of single tickets you sold for the day. This should match the dollar amount for the number of single tickets sold on the range report.
14. At beginning of day, record starting number from Trap Machine Counter on to report.
15. After closing trap range, record ending number from Trap Machine Counter on report. This will give you a total number of clays thrown during the day.
16. Trap house should be stocked with cases of clays to load trap machine. Only counting Full cases, record number of cases, in space provided, on report form at both start and end of day as well as number transferred to Trap house from storage container.
17. Trap Range Safety Officers (TRSO's) Need to sign in at main range to record their attendance. In addition, please print your name on the Trap Masters Report so we can call you with any questions.
18. Turn this report and all money into the LRSO at the main range when you close for the day. If there is no LRSO on site when you close (ie. night shoots), then you would transmit the trap range report and money (do not mail cash) to the club treasurer within 48 hours.

Rev: 7/15

Date: _____

(PRINT) NAME FIRST - LAST		SIGNATURE		MEMBER NUMBER	MEMBER DUES	DAY USE FEE	SINGLE TICKETS	TICKET BOOKS	TOTAL
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
LTRSO		TRSO		SHEET SUMMARY					

LTRSO		TRSO		SHEET SUMMARY	
TRSO		TRSO			
TRAP MACHINE COUNTER		TRAP HOUSE CLAYS INVENTORY (Count Full Cases Only)		SINGLE TICKET SALES	
Ending: _____		Start Count: _____		Ending #: _____	
Start: _____		From Container: _____		Starting #: _____	
Total: _____		End Total: _____		Total Sold: _____	

MISC. SALES			
ITEM	# SOLD	\$ EACH	TOTAL
Ear Plugs		x \$.50	
Glasses		x \$3.00	
Other Sales			
SALES SUB-TOTAL			

Trap Cash & Checks	\$
Trap Credit Cards	\$
Total Collected	\$

Notes _____

SOUTH BAY ROD & GUN CLUB **OUTSIDE ACTIVITY / GROUP RANGE REPORT**

DATE: _____

OUTSIDE ACTIVITY / GROUP NAME:
SUPERVISORS NAME:
CONTACT PHONE NUMBER:
>>> PRINT THIS INFO, IT MUST BE FILLED OUT <<<

NAME	SIGNATURE
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	

Use of South Bay Gun Club facilities for any purpose is subject to the terms of the Club's Liability Waiver and Indemnification Agreement. By signing this document, you agree that you have read and agree to those terms and conditions, which are posted at the range, and contained, on the reverse of this form.

SOUTH BAY ROD & GUN CLUB
RANGE MASTERS REPORT

**RELEASE, WAIVER OF LIABILITY,
AND INDEMNITY AGREEMENT**

THIS CONTRACT LIMITS YOUR RIGHTS - READ IT!!

IN CONSIDERATION of being permitted to enter SOUTH BAY ROD & GUN CLUB for any purpose whatsoever the individuals signing on the reverse hereof (hereinafter referred to as the "undersigned") for himself/herself, any minors under their custody or control, and any personal representatives, heirs, and next of kin, hereby acknowledge, agrees and represents that he/she has, or immediately upon entering will, inspect such premises and facilities. Such entry into the SOUTH BAY ROD & GUN CLUB shall constitute and acknowledgement that such premises have been inspected and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation or use.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE SOUTH BAY ROD & GUN CLUB THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

1. THE UNDERSIGNED HEREBY ACKNOWLEDGES THAT HE/SHE IS RESPONSIBLE FOR SAFE PARTICIPATION IN SHOOTING SPORTS, both for himself/herself and for any minors under their custody or control, including direct responsibility for assuring that each shot fired is purposefully aimed, and ensuring that the firearm, target and backstop are ready and safe for use. The undersigned further **ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE** due to his or her failure to perform his or her responsibilities safely. The undersigned further assumes full responsibility for injury which might be caused by negligence of releasees, or any other person, while in, about or upon the premises of SOUTH BAY ROD & GUN CLUB and/or while using the premises or any facilities or equipment hereon.

2. THE UNDERSIGNED, INDIVIDUAL AND ON BEHALF OF ALL MINORS UNDER THEIR CUSTODY AND CONTROL, HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE THE SOUTH BAY ROD & GUN CLUB, its directors, officers, employees, volunteers and agents (hereinafter referred to as " releasees ") from all liability to the undersigned, his or her personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise, while the undersigned is in, upon, or about the premises or any facilities or equipment therein.

3. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage or cost they may incur due to the presence of the undersigned in, upon or about the SOUTH BAY ROD & GUN CLUB premises or in any way observing or using any facilities or equipment of the SOUTH BAY ROD & GUN CLUB whether caused by the negligence of the undersigned, releasees or any other person or entity whatsoever, including, without limitation, any loss, liability, damage or cost associated with, suffered by, or caused in whole or in part by any minor under their custody or control, or minor associated with or participating with the undersigned, however such loss, liability, damage or cost may be caused.

THE UNDERSIGNED further expressly agrees that the forgoing RELEASE AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as in permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

By signing the document, THE UNDERSIGNED ACKNOWLEDGES THAT HE/SHE HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND INDEMNITY AGREEMENT, that he/she is authorized to execute this agreement on behalf of any minors under their custody or control, and further agrees that no oral representations, statements or inducement apart from the forgoing written agreement have been made.

MATCH REPORT (SAMPLE)

The by-laws of our club permit the creation of Divisions within the club and authorize the maintenance of a small treasury within each division to meet ongoing expenses. All funds collected beyond those necessary to meet expenses are turned over to the club Treasurer for deposit in the club treasury. All funds collected by the Division from whatever source are the property of the Club. All supplies, equipment, materials, targets, etc., purchased with these funds will remain the property of the club, and will not be converted to any other use. Following each match, a financial report will be made to the Treasurer. A copy of the report is attached. You may use a substitute report provided all the following information is included in the report:

1. The total number of participants in the match and the number that were members and non-members.
2. The total fees collected from all members at the match and total fees collected from all non-members at the match.
Also list any additional income from sales, rentals, raffles, etc. The sum of these three items is the “**total match income**”.
3. Divide your expenses into two (2) categories. **'Match expenses'** include any expenditure necessary for running the match such as prizes, postage, NRA fees, target setters, and consumable materials and supplies. **“Capitol expenses”** are major purchases of equipment such as steel targets, benches, scales, timing devices, etc. or any items which are intended for continued use and which become part of the club’s inventory of property. (Retain the receipt Capitol Expenses and turn in with financial report)
4. Your **“Net Match Proceeds”** are the total match income less total expenses.
5. **“Total Cash”** is the sum of your net match proceeds' from this match plus the ending balance from your last match report.
6. The **“Ending Balance”** is the cash you will maintain in your Division treasury to meet expenses for your next match. This amount should not exceed \$200.00 without authorization from the Board of Directors.
7. **“Amount transferred to the Club”** should be the difference between your total cash and the ending balance.

If you have any questions regarding the above requirements, please direct them to the Board of Directors. Your efforts are greatly appreciated by the Club.



South Bay Rod & Gun Club

DATE

Match Report (Financial)

ENTRIES		Match Entries	SBR&GC Members	0
Note: Daily Range Fees for non-members is		\$25.00	Non-Members	0
			Total Competitors	0
MATCH INCOME		====>	Match Fees	\$0.00
			Range Fees Collected	\$0.00
			Total Income	\$0.00
MATCH EXPENSES		====>	Match Director Expenses	\$0.00
RO's Attendance Section as Match Officials Match Director: Assist Match Director: Assist Match Director: Assist Match Director: Assist Match Director:			Refreshments	\$0.00
			NRA Fees	\$0.00
			Awards	\$0.00
			Item	\$0.00
			Item	\$0.00
			Item	\$0.00
			Item	\$0.00
			Total (Match) Expenses	\$0.00
			Item	\$0.00
			Item	\$0.00
			Item	\$0.00
			Item	\$0.00
			Total (Capital) Expenses	\$0.00
			Total Expenses	\$0.00
Net Profit This Month (Income - Expenses)				\$0.00
Prior Balance from Last Month				\$0.00
Amount Transferred to Club				\$0.00
			(Running Total of Amount Transferred To Club Jan-Dec ____)	\$0.00
Ending Balance				\$0.00

COMMENTS:

MEMBERSHIP RECEIPT AND TEMPORARY I.D. CARD

SOUTH BAY ROD & GUN CLUB Membership Receipt and Temporary I.D. Card

Date: _____ Amount Received _____
Trial Membership Credit _____

☐ Cash
☐ Check
☐ Credit Card

Member Name:(print name) _____

Membership Number if Renewing: _____

Range Safety Officer use only

Received by:(print name) _____

Signature _____

TYPE OF MEMBERSHIP

☐ ANNUAL Membership\$125
☐ 2 Year Dues\$230
☐ 3 Year Dues\$325
☐ MEMBER LIFE\$1250
☐ SENIOR (over 62) / Active Military .\$.100
☐ 2 Year Senior / Active Military\$180
☐ 3 Year Senior / Active Military\$250
☐ SENIOR LIFE\$1000
☐ JUNIOR (Ages 7-17)*\$25
 One-year Membership Only
☐ AUXILIARY (Legal Spouse)\$60
☐ Newsletter via USPS (per year)\$20

Pink - Member Copy / White - Range Report Copy / Canary - Range Report 2nd Copy

08/2018

- Note the payment in the "Annual Dues" column of the "Range Masters Report" and place application, receipts etc. along with the other items for the daily report.

7 DAY TRIAL MEMBERSHIP

SOUTH BAY ROD & GUN CLUB

7 Day Trial Membership

Start Date: _____

For _____
Name

☐ ADULT\$30
☐ JUNIOR (Ages 7-17) ..\$15

Subject to terms and conditions posted at range check in office and on reverse of sign in sheet which must be signed prior to use of Club facilities. Trial membership is good for seven days starting on date issued and is non-transferable. Trial membership allows use of range facilities during normal business hours. Extra charges will apply for Targets as well as Ear and Eye Protection. Note: Trial Members are not eligible to vote in Club Elections.

Do not lose this form; it must be presented when upgrading to Annual Membership. Trial Membership Fees may be applied to normal membership dues, but only if balance of annual dues are paid in full during the 7 day trial period. Once the trial membership period is over, trial membership has no further value.

For more information go to: www.sbrgc.org

☐ Cash ☐ Check ☐ Credit Card

Trial Membership Fee _____

Accepted By _____

Range Safety Officer

Appendix G – (Membership Applications & Membership Receipt and Temporary I.D. Card)

Rev: 8/18

MEMBERSHIP APPLICATION

1. Have individual fill out one application for each individual applying (no groups or families).
2. Check legibility of name and address information.
3. Check type of payment and confirm the marking of all check boxes for status and type of membership.
4. Circle membership fee in right hand column
5. If this a Junior membership have one parent fill in lower left column (Guardian Information) and sign.

**South Bay Rod & Gun Club, Inc.
APPLICATION FOR MEMBERSHIP**

Membership Type: ☐ New ☐ Renewal (Memb. No.) _____

Use a separate application for **EACH** Member or Junior.

Mr. Mrs. Ms. Print Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Date of Birth: _____ / _____
(MM/YYYY)

Email: _____

You will receive your newsletter by email, unless you elect the extra \$20 option.

Applicants Signature: _____

Parent or Guardian Signature: _____
(For members under the age of 18.) (Guardian must complete box below)

Date: _____

Type of Membership

- ☐ Adult ☐ Junior* (Guardian must complete box below)
☐ Senior (62+) ☐ Auxiliary
☐ Active Military ☐ Spouse of Primary Member _____

Guardian Information Only - Do not list Junior information here.

*** JUNIOR MEMBERS (Ages 7-17) (One-year Membership Only).** The club can no longer accept Junior Membership applications without the parent or guardian's expressed written approval. The Signature on this application MUST be by the legal parent or guardian. If the parent or guardian's contact information is different then the sponsored Junior Members, then please provide below and sign:

Print Guardian Name: _____

Guardian Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Note to our new members: It normally takes 30 to 45 days for you to receive your membership card. *Thank you for your patience.*

Would you like to become a Range Safety Officer?: ☐ Yes ☐ No

Would you like to help with maintaining the Range? ☐ Yes ☐ No

Work parties typically occur the first Saturday of the month:

If yes:

Occupation or relevant skills that might help the club: _____

MEMBERSHIP DUES beginning (August 2018)

ANNUAL Membership\$125 ☐
2 Year Dues\$230 ☐
3 Year Dues\$325 ☐
Member Life\$1250 ☐
Senior (62+) / Active Military\$100 ☐
2 Year Senior / Active Military ...\$180 ☐
3 Year Senior / Active Military ...\$250 ☐
Senior Life\$1000 ☐
JUNIOR (Ages 7-17)*\$25 ☐
One-year Membership Only

AUXILIARY (Legal Spouse)\$60 ☐
Per year (No Life Membership)

Membership Dues selected\$ _____

Newsletter by email\$ 0.00 _____

Newsletter mailed via USPS (optional) ..\$ 20.00 ^{per year} _____

Total Due:\$ _____

Do You Have a Trial Membership?

If you convert your trial membership before it expires (within the 7 days), you may apply that trial amount to your regular membership dues above.

Date of Trial Membership: _____

Trial membership Number: _____

Trial membership Amount: \$ _____

Total Due with application \$ _____

Trial Membership receipt must be attached to this application.

It Pays to Be a Member.

New members and members who renew will be mailed their membership cards. As a courtesy to the membership, the club will send a reminder to renew their memberships before the time of expiration.

You may direct further membership inquiries to:
memberhelp@sbrgc.org

Or mail membership inquiries to:

South Bay Rod & Gun Club, Inc.
Attention: Membership Department
P.O. Box 26027
San Diego, CA. 92196-0027
Phone: (619) 987-9096
Web: www.sbrgc.org

We want to thank you for your continued interest and support of the South Bay Rod & Gun Club.

08/18

South Bay Rod & Gun Club, Inc. MEMBERSHIP RENEWAL

Dear Member,

It is time to renew your membership. Please review the information printed on the label above and make any changes or corrections on the application below. If you prefer, you may also renew on-line at www.sbrgc.org, then clicking on the Join/Renew tab on the left hand side of the home page. You will need your membership number (from your membership card or the label above) and a credit card to use this option. Or you may use this form and mail us a check in the enclosed envelope.

Please note: in order to keep our memberships affordable we have switched to email delivery for our club newsletter (The Olde Rod & Gunner) for all new or renewing memberships. If you wish to continue receiving a printed copy of the newsletter via the US Postal Service, you may do so by choosing that option and paying the nominal \$20 annual fee to cover printing and postage costs.

☐ Adult ☐ Senior (62+) ☐ Active Military ☐ Junior*

☐ Auxiliary (Primary Member's Name) _____

☐ Annual ☐ 2 YR ☐ 3 YR ☐ Life Membership (Adult and Senior Only)

Mr. Mrs. Ms. Print Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Date of Birth: _____ / _____
(MM/YYYY)

Email: _____

You will receive your newsletter by email, unless you elect the extra \$20 option.

Applicants Signature: _____

Parent or Guardian Signature: _____
(For members under the age of 18.) (Guardian must complete box below)

Date: _____

Guardian Information Only - Do not list Junior information here.

* **JUNIOR MEMBERS (Ages 7-17) (One-year Membership Only).** The club can no longer accept Junior Membership applications without the parent or guardian's expressed written approval. The Signature on this application MUST be by the legal parent or guardian. If the parent or guardian's contact information is different then the sponsored Junior Members, then please provide below and sign:

Print Guardian Name: _____

Guardian Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

If paying by credit card, please fill out the information below:

Name: _____
(as it appears on the credit card)

Credit Card #: _____

Expiration Date: _____ CVC #: _____

MEMBERSHIP DUES beginning (August 2018)

ANNUAL Membership \$125 ☐

2 Year Dues \$230 ☐

3 Year Dues \$325 ☐

Member Life \$1250 ☐

Senior (over 62) / Active Military . . \$100 ☐

2 Year Senior / Active Military . . . \$180 ☐

3 Year Senior / Active Military . . . \$250 ☐

Senior Life \$1000 ☐

JUNIOR (Ages 7-17)* \$25 ☐

One-year Membership Only

AUXILIARY (Legal Spouse) \$60 ☐

Per year (No Life Membership)

Membership Dues selected \$ _____

Newsletter by email \$ 0.00

Newsletter mailed via USPS (optional) . . \$ 20.00^{per year}

Total Due: \$ _____

It Pays to Be a Member.

Membership applications are available at the range or you may join on the SBR&G website. http://www.sbrgc.org/html/join_.html.

You may direct further membership inquiries to:
memberhelp@sbrgc.org

Or mail membership inquiries to:
South Bay Rod & Gun Club, Inc.
Attention: Membership Department
P.O. Box 26027
San Diego, CA. 92196-0027
Phone: (619) 987-9096
Web: www.sbrgc.org

We want to thank you for your continued interest and support of the South Bay Rod & Gun Club.

RANGE INSPECTION REPORT

(Turn in to Range Development Adviser or Caretaker.)

Range _____ Date _____

Range Safety Officer _____

INSPECT THE CONDITION OF THE FOLLOWING

(Note any discrepancies)

Range Safety Officers Shack _____

Flags/Signs _____

Backstop/Impact Area _____

Target Frames/ Number Boards _____

Firing Line _____

Shooting Benches/Tables _____

Gun Rests _____

Spectator Area _____

Target Supplies _____

Emergency First-Aid _____

PA System _____

Gun Racks _____

Trash Receptacles _____

Rest Room Facilities _____

(Trap) Machines/Cords _____

Comments:

INCIDENT REPORT

(SAMPLE)

Date: _____ Time: _____ Range: _____

Range Safety Officer: _____ R.O. Signature: _____

Type of Incident: Accident/Injury _____ Ricochet _____ Ballistic Crack _____
Property/Equip _____ Off Range _____ Conduct _____

Incident Summary (Close range if needed to gather as much info as possible)

Witnesses or other outside reports: (Caller, range users, persons involved, assigned locations)

Actions/Corrections taken: (Range inspection, Remedy if any)

Emergency Responders Called: (Try to get a name, badge number, phone contact)

After immediate action then notify Club President, Vice President, CRSO or a BOD member.

Forward this form by mail ASAP to Club President.

If person transported to a hospital attempt to call next of kin

SOUTH BAY ROD AND GUN CLUB; INC.
Basic Range Officers Test (SAMPLE)
Return To: CHIEF RANGE SAFETY OFFICER or ASSISTANT

Name	Phone	Date
------	-------	------

Read the question and review the references noted then Circle the best answer:

- | | | |
|-----|-----|---|
| T F | 1. | Only duty Range Officers, Match Directors or Military & Police units are allowed to carry loaded, Holstered handguns on the range. (Ch 2-C-1-i) (Ch 4-B-10) |
| T F | 2. | All uncased guns must be unloaded & where possible magazines out, actions open & safeties on During a "Cease Fire". (Ch 2-C-1-e, f) |
| T F | 3. | Fully automatic firearms may be used on approved ranges. (Ch 2-C-2-d) |
| T F | 4. | Range Officers are responsible for the compliance of all firearms with Federal, State or local laws & limitations. (Ch 2-C-2-b, d) (Ch 3-B-4) |
| T F | 5. | Shotguns on the Range 6 are limited to the use of 00 Buck or larger. (Ch 2-C-3-c) (Ch 3-E-6-h) |
| T F | 6. | Shooters may not consume alcoholic beverages while on the firing line or while active shooting is taking place on their range. (Ch 2-C-4-b, c, d) |
| T F | 7. | Hunting on club property is limited to currently active members & guests with prior permission by the Board of Directors or a current Club Officer. (Ch 2-C-4-j) |
| T F | 8. | Any shooter given prior verbal warning of a safety violation may be ejected from the range for a subsequent violation. (Ch 2-C-5-a, b, c, d) |
| T F | 9. | The range may open any time after 6am weekdays or 7am weekends. (Ch 3-A) |
| T F | 10. | Only active shooters are required to sign in at the range. (Ch 3-B-1) |
| T F | 11. | Only duty Range Officers can call for a "Cease fire". (Ch 3-C-3) |
| T F | 12. | If a Range Officer observes a "slam-fire" or other safety issue he may declare the firearm unsafe and have it removed from use until safely repaired. (Ch 3-C-11) |
| T F | 13. | Shooters are required to police (pick up) all empty cases, trash or personal supplies to keep the firing line safe. (Ch 3-C-14) |
| T F | 14. | During a "Cease Fire" and with shooters down range at least one Range Officer must continue to monitor the line till all shooters have returned behind the yellow line. (Ch 3-C-15) |
| T F | 15. | Personal targets must be approved by the duty Range Officer prior to placement. (Ch 3-C-19) (Ch 3-E-1-d, Ch 3 E-2-d, Ch 3 E-4-a, Ch 3 E-5-c, Ch 3 E-6-b) |
| T F | 16. | There are three (3) main command <u>purposes</u> used to control the firing ranges. (Ch 3-D-1,2,3)
"Cease Fire" immediately stop all shooting
"Range Clear" shooters may safely move downrange
"Range Hot" live fire may commence |
| T F | 17. | Personal silhouette targets on the any range cannot be set closer than 50 yards. (Ch 3-E-1-d-3, Ch 3 E-2-d-3, Ch 3 E-4-a, Ch 3 E-5-b, Ch 3 E-6-a, b) |
| T F | 18. | Regardless of target used on a rifle range all rounds must be directed to hit the impact area. (Ch 3-E-2-d, Ch 3 E-6-d) |
| T F | 19. | No aerial targets may be used on the pistol ranges. (Ch 3-E-1-c) |
| T F | 20. | Shot used for trap shooting is limited to #4 or smaller. (Ch 3-E-4-b) |
| T F | 21. | The CRSO & his assistants have the primary responsibility for the recruitment, training and assignment of all Range Officers. (Ch 4-A-1,2) |
| T F | 22. | Range Officers and Lead Range Officers are appointed by the CRSO. (Ch 4-A-1-d, Ch 4-A-4-g, Ch 4-A-5-e) |

Appendix J – (Basic Range Safety Officer Test)

Rev: 01/15/2019

- T F 23. It is the duty of the Lead Range Officer to supervise all Range Officers on his duty day and to assure a sufficient number of Officers are available for the safe operation of any open range. (Ch 4-A-3-a, b, c, d, h)
- T F 24. All prospective Range Officers must submit the Basic Test and perform a minimum of 3 days training prior to being assigned to a regular duty day. (Ch 4-A-4-c)
- T F 25. Match Directors are nominated from among those in a particular discipline to the Board of Directors and must then complete the test and training required of all Range Officers. (Ch 4-A-7, Ch 4 A-6-I, j)
- T F 26. All Range Officers and Match Directors must be over 18 years old. (Ch 4-A-4-b, Ch 4 A-5-a, Ch 4 A-6)
- T F 27. Range Officers may wear an orange or yellow vest while on duty. (Ch 4-B-4)
- T F 28. RO's may be dropped from the program if they miss more than 2 days without excuse or notice to their LRSO or for discipline violations reported to the BOD or the Range Officer Committee. (Ch 4-B-7)
- T F 29. Range Officers do not have any authority over military, police or private groups with contracted use of various ranges. (Ch 4-B-14)
- T F 30. Upon arrival at the range for duty it is the responsibility of whoever opens the gate is in charge of the overall range complex until relieved by other duty RO's. (Ch 3 F-3)
- T F 31. There must be at least one other Range Officer on duty before any secondary ranges are opened. (Ch 3 F-20)
- T F 32. Prospective RO Trainees may only open ranges with fewer than five shooters. (Ch 3 F-21)
- T F 33. Reports of a "Ballistic Crack", "Ricochet", "Accident", "Conduct" or "Damage" must immediately be reported to the President, Vice President or CRSO and followed up in writing on the proper form forwarded to the President. (Ch 3-G) (Appendix I)
- T F 34. Match Directors have exclusive rights to the use of a range for a scheduled match regardless of number of shooters or time of the match. (Ch 3 I-7)



South Bay Rod & Gun Club PRE-ASSIGNMENT TRAINING

Name: _____ Proposed Duty Schedule: _____

On your initial training days, the Lead Range Safety Officer on duty will guide you through each day (for a total of three days). This will prepare you with the proper procedures of opening and maintaining the Club's ranges in a safe and friendly environment suitable for shooters of all ages and skill levels. After learning the procedures below (and completing your three days of training) you will be qualified on an interim basis as a Range Safety Officer (RSO) for the Club. You will be issued an orange vest, a key to the range and have your membership card stamped with "RSO". You will also be assigned to a regularly scheduled duty day and allowed to attend the next available NRA-RSO class.

NOTE: Complete one of these forms for each of your three training days.

PRE-START UP

- ☐ Opening hours, sign in, range inspection of each range.
- ☐ Hoist American flag on check range, Bravo flag on any range in operation, start amplifier, spotting scopes
- ☐ Check shooting line, target frames & range berms for potential problems
- ☐ Set 3 targets at 100yd for late arrivers (Typically 18, - 20)
- ☐ Check ranges for cleanness and suitable for opening
- ☐ Turn on Red Lights
- ☐ Use of the Phone system to call out and to call other ranges.

OPENING (Main Check-in Range)

- ☐ Sign in & assign lanes
- ☐ Observe gun handling rules of arriving shooters prior to going hot
- ☐ Assist new visitors – especially those with small children
- ☐ Ready the line for firing (eye-ear protection, muzzles) Buzzer two times – call line HOT
- ☐ During firing...watch muzzles, targets, safety habits, RO observations
- ☐ Cease Fire warnings, buzzer, stand behind Yellow line
- ☐ Inspect the line, Ok to go forward, watch gun handling

OPENING (secondary ranges)

- ☐ Minimum of 2 RO's at main check in range first
- ☐ Must be first trained on specific ranges (Trap, Pistol/Rifle)
- ☐ Shooters check in at designated range to receive "Range Pass"
- ☐ Trap Range usage with the Hand Thrower

DAILY BOOKKEEPING DUTIES

- ☐ Receiving of cash and use of CC machine.
- ☐ Sign in sheet and Membership applications
- ☐ Military, Matches, other contracted events
- ☐ OSHA Training (Lesson Plans & SDS Book)

DEALING WITH RANGE INCIDENTS (see Emergency Action Plan in the RSO Building)

- ☐ Emergency numbers, shelter in place, evacuations
- ☐ Accidents, medical problems
- ☐ Fire – evacuation routes
- ☐ Intrusion on the range by unauthorized persons (aliens, off roaders, etc.)
- ☐ High wind or low humidity warnings from CDF
- ☐ Ricochet, ballistic crack...calls to the range
- ☐ Trouble with members, guests
- ☐ Incident reporting (all of the above)

LRSO _____ Date _____

TRAP RANGE OPERATION (Specific operation and training with the Trap Range Coordinator)

- ☐ Trap range forms
- ☐ Trap range ticket program
- ☐ Loading the Trap Machine
- ☐ Stocking the Trap House with clay birds
- ☐

TLRSO _____ Date _____
☐

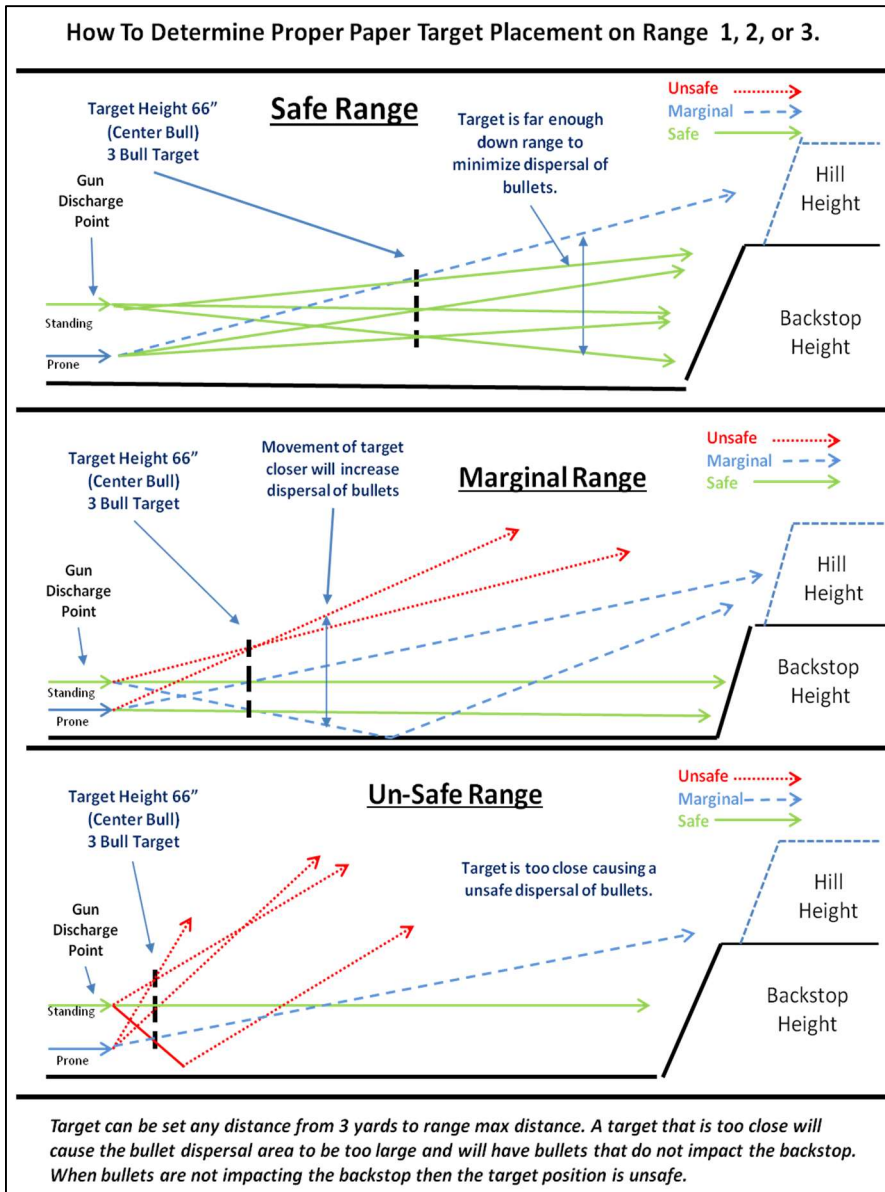
When completed forward to: Chief Range Safety Officer
Rev: 9/18

Appendix L – (Paper Target Placement for Range 1, 2, 3 or 5A)

Rev: 9/28/15

Target Placement must be set so projectiles (rounds) fired will impact the designated backstop/impact zone. Bouncing rounds into the target is not authorized. A paper target can be placed from 3 yards to max range distance on Ranges 1, 2, and 3. The paper target center should be normally placed 48"-66" from the ground but can be adjusted as required. Let's look at the variables that come from correct or incorrect paper target placement with respect to range safety.

Distance placement from the firing line can be safe or unsafe. The margin of bullet dispersal is smaller at greater distance because the aiming is done at a smaller target which is more controlled. With this longer distance the bullet



could hit the top/bottom or the left/right of the paper target, and the bullet will still impact the range backstop behind the target. When the paper targets are placed at a closer distance the margin of bullet dispersal is increased. The shorter distances cause the aiming to be done at a larger paper target. The larger paper target allows the bullet to be dispersed at greater angles from the center of the paper target. If that error is large enough then the placement will cause an unsafe range.

Height placement from the firing line can be safe or unsafe. The placement of the paper targets at the preset elevation of 48" to 66" as per the Standard Operating Procedure will help keep the bullet within the backstop down range. However, if that target height is modified then we can get a point where the range is unsafe. This modification can be accomplished by the shooter putting up two or three target bulls in a vertical placement (one above the other). Now the height of the target has been increased and as the target gets closer to the firing line bullet dispersal of high or low shots increase. At some point the upper shots will be above the backstop and the low shots will be bounced/ricocheted off the range. Target Placement may need to be lowered or raised as necessary to keep the bullets/rounds in the backstop/impact zone.

The biggest offenders of the target height are the A-25 targets (100 Yard, Small Bore Target with 3 bulls on the sheet). Range 6 uses these targets at all distances. Horizontal placement of these targets at the 50/100-yard line will maintain the proper height. Vertical placement of these targets

at the 200/300-yard lines will maintain the proper distance for a taller target. These types of placement are for range 6 safety.

The upper ranges (1, 2, 3 or 5A) is where the variable placement of the A-25 targets can cause safety issues.

Each time a target is placed it must be evaluated to determine if the placement is safe. Keeping the bullets within the confines of the range backstop is classified as safe usage of the range. Marginal range safety is classified when you also include the height of the hill above the backstop material.

A-25 targets should only be used in a vertical placement when the paper targets are greater than 25 yards. At shorter distances a single bull type targets or smaller silhouette type targets should be used.

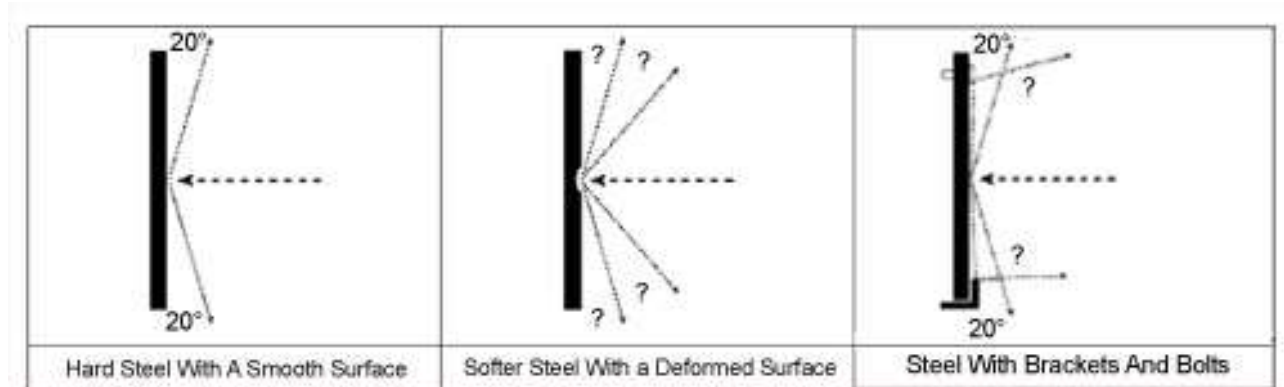
Metallic Targets minimum distances:

- Allowed at 25 yards or more: Rifles in pistol calibers, Handguns in pistol calibers, Shotgun lead shot, Rimfire rifle and handguns.
- Allowed at 100 yards: Rifles in rifle calibers, Handgun in rifle calibers, Shotgun steel shot, Shotgun Slugs.

Metallic Target Guidelines:

- Metallic targets must be AR Steel or equivalent. (A proper AR target will not display pot holes, depressions or warping from bullets. If those are present then the target is classified as unsafe and not the appropriate AR steel - Ricochet's will deflect from the uneven surface and can't be controlled).

TOP VIEW



- Target stands cannot have any flat vertical surfaces facing the shooter, (Cover with sand bags as required)
- Flat metallic fixed targets must have a 10 degree or greater forward slope (top edge leading the bottom edge) to deflect projectiles to the ground and the center of the metallic target should be positioned off the ground so that projectiles/rounds that miss the target impact the designated impact zone. (Metallic target placement is generally 48"- 66" off the ground)

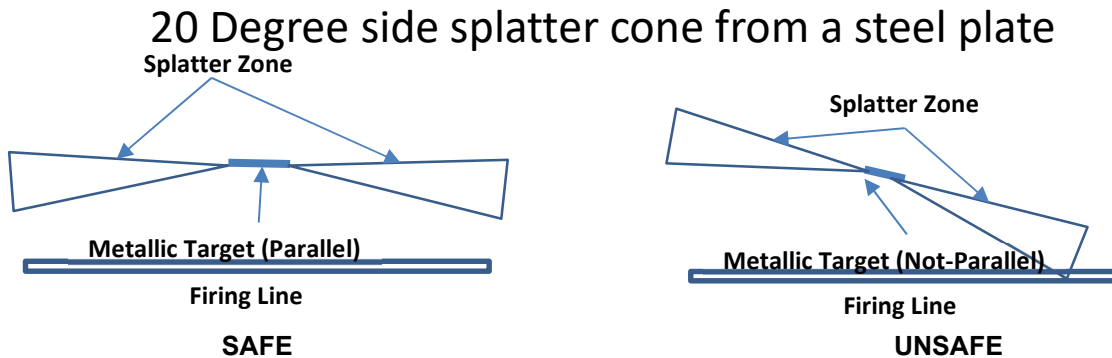


- Metallic target placement should not interfere with adjacent targets with in the 20 Degree splatter zone.
- Metallic target plates must be free of brackets or hex/square bolts on the shooting face of the target. Carriage style bolts are ok.

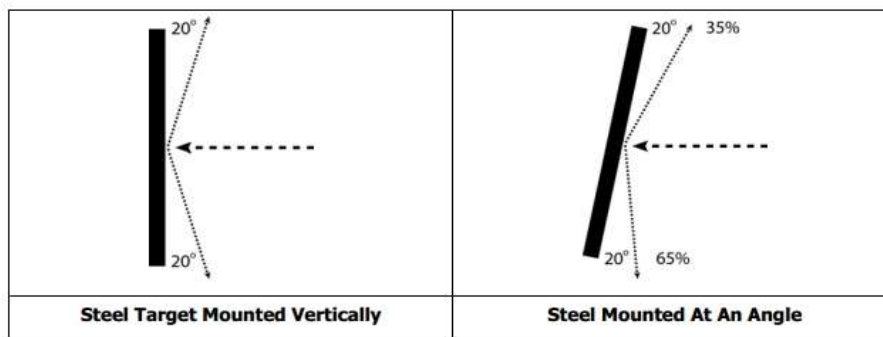
UNSAFE TARGETS



- Flat metallic targets must be set parallel to the firing line. Note: Metallic targets that are not parallel to the firing line will produce an unsafe side ricochet zone from the target face that could cause splatter to adjacent shooters. (See Diagram)

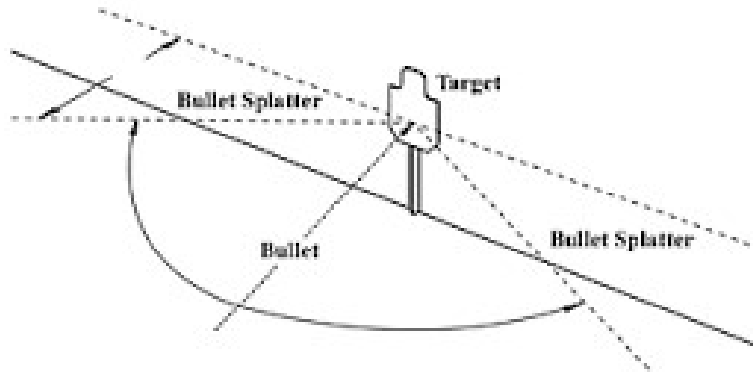


TOP VIEW

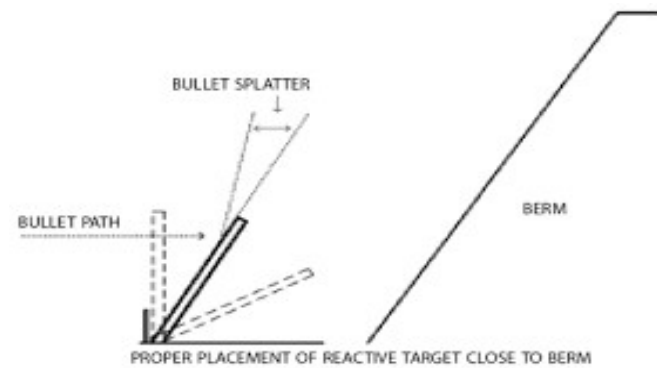


Appendix M – (Metallic Target Placement)

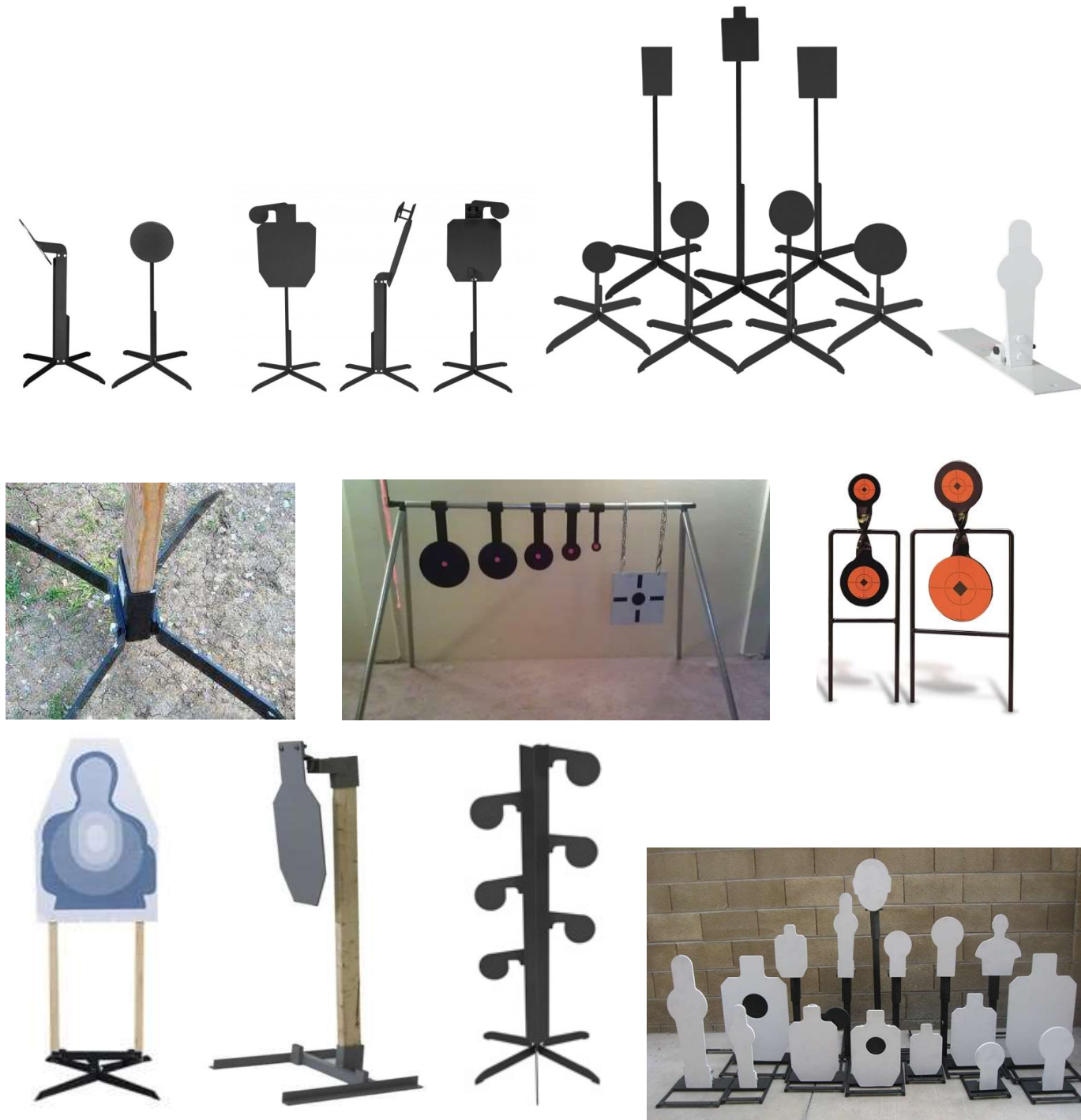
Rev: 5/20/16



- Metallic Gongs, Swingers, or Flippers must be positioned off the ground so that projectiles/rounds that miss the target impact the designated impact zone. (Metallic target placement is generally 48"- 66" off the ground)
- Metallic Targets should be placed with a 3-foot lateral and deep offset from the adjacent targets. So that bullet fragments from targets are not redirected off adjacent targets.
- Metallic Targets that are shorter than 24" or Pepper Poppers must be set at the toe of the backstop/impact zone.

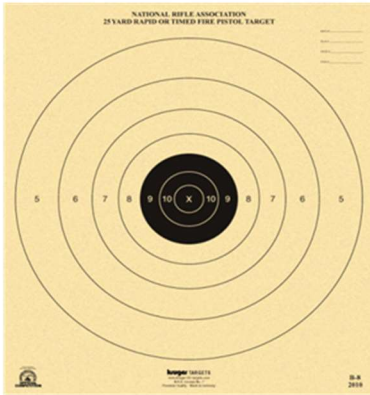


- Rim-fire Metallic Targets: Handgun & Rifle targets will not be set closer than 25 yards.
- Any metallic target set closer to the firing line than the prescribed safety distance must be inspected and requires written permission by the Range Development Advisor.
- Metallic Targets for Matches or Outside Activities: As part of the scheduling process for Matches or Outside Activity their targets are inspected for material and placement on the range. Once scheduled then their metallic targets and position are approved.



NOTE: The target base must have no flat surfaces that can redirect any bullet or frag back to the shooter or firing line.
Cross or X pattern target, angled bases are the safest type but do not provide 100%
A TARGET BASE THAT CAN DIRECT A PROJECTILE/FRAG BACK TO THE FIRING LINE MUST BE COVERED.
Target owner must provide suitable material to cover base. (Sand Bags, Wood Covering, Etc.)

AVAILABLE TARGETS FOR RANGE 1 & RANGE 5A



B-8 (25 Yd)
Pistol

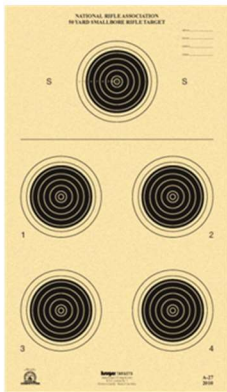


B-24 (25 Yd)
Pistol

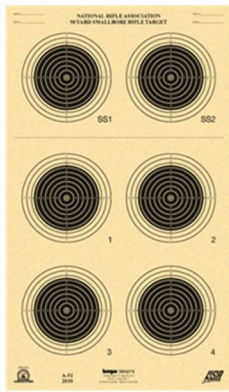


BT-5A (25 Yd)
Pistol
BT-5W

AVAILABLE TARGETS FOR RANGE 2



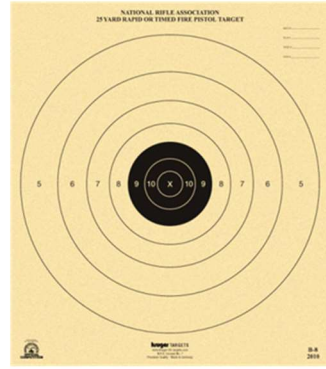
A-27 (50 Yd)
Small Bore (Int)



A-51 (50 Yd)
Small Bore (Int)

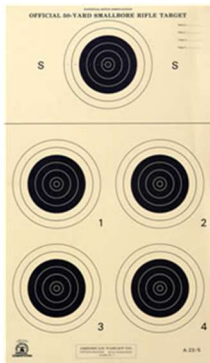


B-6 (50 Yd)
Pistol



B-8 (25 Yd)
Pistol

Precision/Conventional Pistol



A-23 (50 Yd)
Small Bore (US)
A-23/5



B-27 (50 Yd)
Pistol
B-27/PR



BT-5A (25 Yd)
Pistol
BT-5W

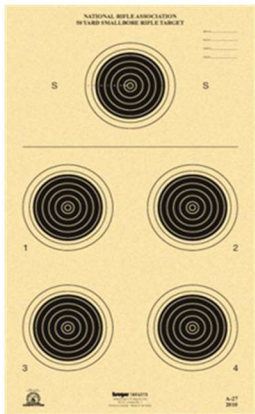


B-24 (50 Yd)
Pistol

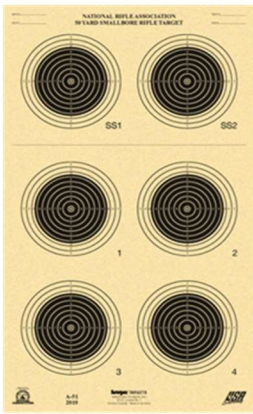


B-24 (25 Yd)
Pistol

AVAILABLE TARGETS FOR RANGE 3



A-27 (50 Yd)
Small Bore (Int)



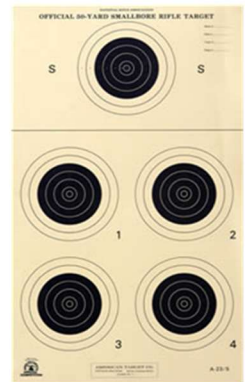
A-51 (50 Yd)
Small Bore (Int)



A-25 (100 Yd)
Small Bore (US)

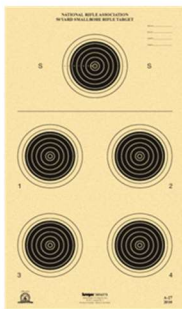


SR1 (100 Yd)
HP Rifle

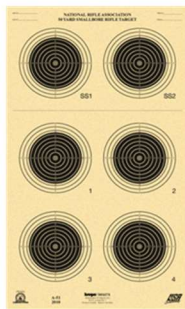


A-23 (50 Yd)
Small Bore (US)

AVAILABLE TARGETS FOR RANGE 6



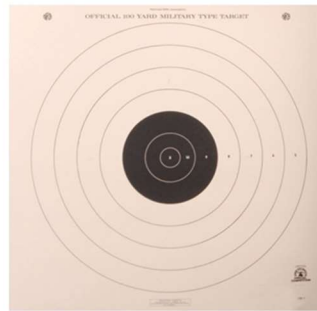
A-27 (50 Yd)
Small Bore



A-51 (50 Yd)
Small Bore



A-25 (100 Yd)
Small Bore



SR1 (100 Yd)
HP Rifle
(CMP MATCH)



SR5R (200 Yd)
HP Rifle



SR (200 Yd)
HP Rifle (48"x48")
(HP MATCH)
Not Avail for Public



SR3C (300 Yd)
HP Rifle
(REPAIR CENTER)



SRC (200 Yd)
HP Rifle
(REPAIR CENTER)



MR-63 (300 Yd)
HP Rifle (48"x48")
(PALMA MATCH)
Not Avail for Public



MR-63C (300 Yd)
HP Rifle
(REPAIR CENTER)



MR-63C (300 Yd)
HP Rifle
(REPAIR CENTER)

Military Unit / Outside Group – Range Check-In / Check-Out

Date: _____ Range: _____

Unit / Group Identity: _____

Person in Charge: _____

Phone: _____

Check-In Time: _____	(Initial the following items) (Group)	Check-In (Range)	Check out
Line & Field Clean/Safe	_____	_____	
Benches/Stools in place	_____	_____	
Backers/Sticks/Stands	_____	_____	
Trash/Recycle/Brass containers	_____	_____	
Clean up shotgun hulls & wads	_____	_____	

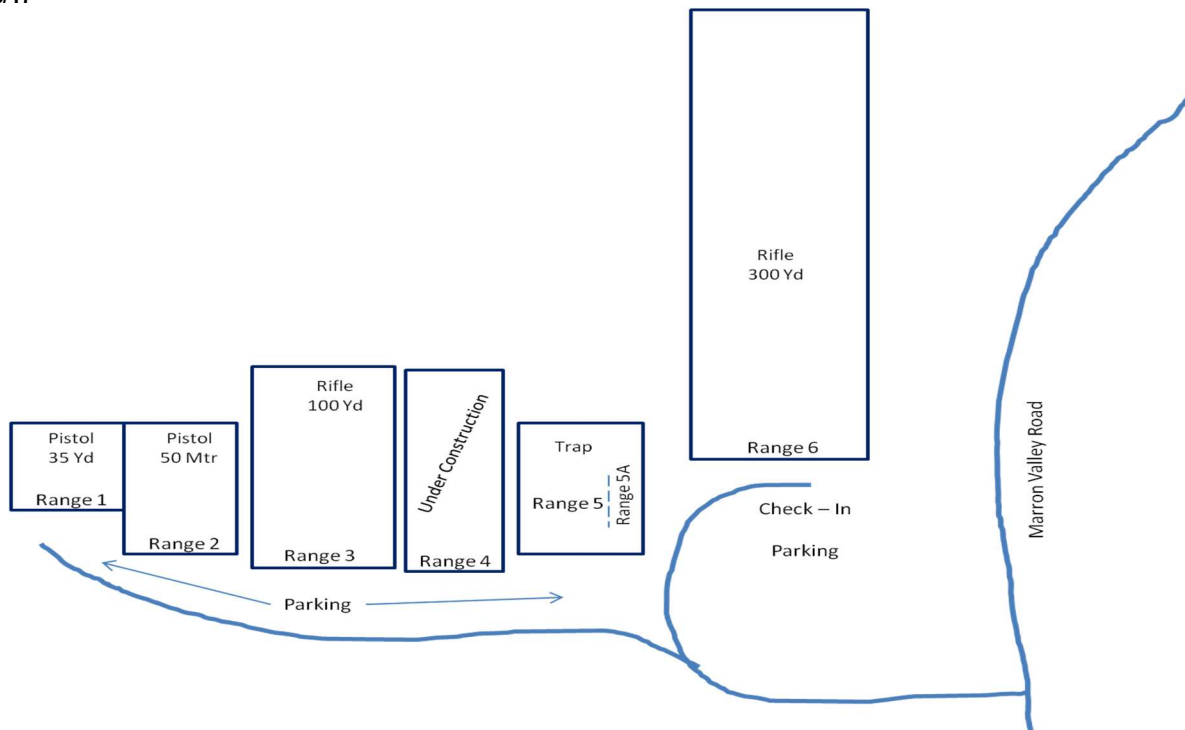
Check-Out Time: _____ By: Club Representative _____ (Sign)

Number present: _____ By: Group Representative _____ (Sign)

Is Brass or Ammo Cans left? _____ Where? _____

GENERAL GUIDELINES FOR RANGE USE By Contract Groups/Military/Police (R1 – R2 – R3 - R6)

- **Check-In:** (Duty LRSO/RSO @ R6, Caretaker-Phone)
 - LRSO/Caretaker/Duty RO's will confirm assigned range
 - Issue clip board/key (Collect Clip board if activity goes after closing time)
 - Duty RO's have final authority for all ranges
 - All personnel must sign in prior to the beginning of shooting at the assigned range
- **Guns/Ammunition:**
 - All standard pistol & rifle calibers
 - No tracers or explosive rounds
- **Targets:** (See SOP for details or contact a Duty RO)
 - Paper - Unit supplied on cardboard backers provided by the range
 - Steel - Place to the left and rear to contain off-range ricochets
 - NO ARIAL TARGETS
- **Live fire:**
 - Single/semi-auto - All rounds must hit backstop area
 - Full-auto – Provide an observer to confirm rounds hit backstop
- **Waste:**
 - Brass – Police all brass and remove or leave in range buckets
 - Shotgun Hulls & Wads – Clean up and place in trash
 - Trash – leave in cans or stack on the cement apron
- **Sign-Out:**
 - Stack backers/frames/sticks & return tables & stools to positions
 - Lock Range shack and return clipboard to R6 to sign out your group
- **Lost/Found:**
 - Contact Caretaker to identify/retrieve items left behind



Ranges: 1, 2, 3, 5, & 6

1: Pistol Range

- 35 Yard Containment Range (Concrete Walls on both side berms)
- 30 firing points
- Pistol type benches, not suitable for rifles
- Can be used for Pistols, Shotguns and Rifles

2: Pistol Range

- 50 Meter Containment Range (Concrete Walls on both side berms)
- 30 firing points
- Pistol type Benches, not suitable for rifles
- Can be used for Pistols, Shotguns and Rifles

3: Rifle Range

- 100 Yard Containment Range (Concrete Walls on left berm and earth berm on right berm)
- 35 firing points
- Rifle type Benches, not suitable for pistols
- Can be used for Rifles, Shotguns and Pistols

4: Future Range

5: Trap Range

- Standard Trap range from 16-27 Yards

5A: Pistol/Shotgun Range

- 25 Yard Containment Range (Concrete Walls on left berm and earth berm on right berm)
- 3 firing points
- Pistol type Benches, Not suitable for rifles
- Can be used for Shotguns and Pistols (NO RIFLES)

6: Rifle Range

- 300 Yard Known Distance (KD) Range, Target Lines at 50, 100, 150, 200, & 300 Yards
- Non-Containment Range (No berm along right side)
- Rifle Type Benches, not suitable for pistols
- Can be used for Rifles and Pistols (NO SHOTGUNS)

Phone Lines (3) to the Range Complex

- 619-468-3070: Main line to the range complex (Available at each range)
 - This line can be accessed by dialing 9 on ranges 1, 2, 3, 5 & maintenance yard
- 619-468-6970: Credit Card line only.
 - Available at each range via a jack only, normally only used for CC
- 619-468-3997: Emergency Phones
 - Ranges have an emergency phone in the red box

Notes:

- The computer phone at Range 6 has three lines available for outgoing and incoming calls. The main line will normally be used for all outgoing calls but the operator has the option to use the other lines by selection.
- In the event that somebody makes a phone call out using the emergency line or any other line, any call back will ring at the phone that made the call and the range 6 computer phone. (example 911 call back)
- In the event of lost power, the computer phone will be non-functional. An Emergency phone is located on the wall in Range 6 (619-468-3070) and all emergency red phones (619-468-3997) will be operational. Emergency Phones are connected to AT&T directly.

Phone Procedures:

- To make calls from the check in range, Range 6 (Range 3 when it's a check in range)
 - Outside Calls Dial the outside number
 - Inside Calls: Calls to other ranges – press the speed dial number or select intercom and dial the extension number only.
- To make calls from the ranges 1, 2, 3, or 5
 - Outside Calls Dial 9 to get an outside line, then dial the outside number
 - Inside Calls: Calls to other ranges – dial the extension number only.

Extensions:

- 10 - Range 6 (Main Range)
- 11 – Phone Center (Maintenance only)
- 12 – Range 5 (Trap)
- 13 – Range 3 (Rifle – 100 Yd)
- 14 – Range 2 (Pistol – 50 Mtr)
- 15 – Range 1 (Pistol – 25 Yd)
- 16 – Maintenance yard
- 17 – Water Building (Booster Pump)
- 18 – Future

When Range 3 is the check in range and Range 6 is closed for maintenance

- Range Staff will reprogram the phone system to accommodate a new check in range as required. All incoming calls will ring at both range 3 & 6.
 - Phone on Range 3 will have a normal dial tone instead of an intercom dial tone
 - To dial out, just dial the number, to dial other ranges, use the program buttons or intercom extension.

Appendix S – (1ST RESPONDER KIT CONTENTS)

Rev: 8/18

Qty	Item
100	Adhesive Bandages 1"x3" Sheer Strips
25	Adhesive Band Aids 2"x4" Sheer Extra Lg,
2 Ea	Adhesive Tape 1/2" x 5 yds, (1.3cm x 4.6m)
1 Ea	Adhesive Tape Cut Water Proof (2" x 5 yds) (5.1cm x 4.6m)
10 Ea	3 in 1 Antibiotic Ointment 1/32 oz. (0.9 g) applications
10	Ammonia Inhalers (1/3 M.L.)
10 Ea	Antiseptic Alcohol Wipes
1 Ea	Breathing Barrier
1 Ea	Burn Dressing (Gel Soaked) 4" x4" (10 cm x 10 cm)
10 Ea	Burn Jelly 1/8 oz. Dose (3.5g)
1 Ea	Clotting Sponge 5" x 5" (13cm x 13cm)
2 Ea	Cold Packs (Instant Ice)
1 Ea	Emergency Blanket, Disposable 54" x 80"
2 Boxes	Eye Pads 2 1/8 x 2 5/8 (5.4cm x 6.7)
1 Bottle	Eye & Skin Buffered Flushing Solution 8oz
1 Ea	First Aid Guide
10 Ea	Hand Sanitizer
2 Pair	Medical Exam Gloves (Nitrile)
2 Ea	Roller Bandage 3"x 4yd
3 Ea	Elastic Roller Gauze, 3" x 4.5 yards (7.6 cm x 4.1 m)
3 Ea	Elastic Roller Gauze, 4" x 4.1 yards (10 cm x 3.7 m)
1	Scissors
1 Ea	Padded Splint 4"x24"
20 Ea	Sterile Gauze Pads 4" x 4" (10.1 cm x 10.1 cm)
1 Ea	Tourniquet 1"
4 Ea	Trauma Pad 5" x 9" (12.7 cm x 22.9 cm)
1 Ea	Trauma Pad 10" x 30" (25.4 cm x 76.2 cm)
3	Triangular Bandages 40" (100 cm)
1 Ea	Wound Seal Topical Powder

NOTES:

- **Use the OSHA Class B First Aid Kit for Minor Issues (Scratches, Minor Cuts, Abrasions Etc.),**
- **Use the 1st Responders Kits for Major Issues. (Incident Report Must be filled out)**

Appendix S – (OSHA CLASS B FIRST AID KIT INVENTORY - Page 1)
Rev: 8/18

Qty	Item
100 Ea	Adhesive Band Aids -1"x3" Sheer Strips
50 Ea	Adhesive Band Aids -7/8"x3" Fabric Strips
40 Ea	Adhesive Band Aids -1 1/2"x3" Fabric Knuckle
25 Ea	Adhesive Band Aids -2"x3" Fabric Large Patch
40 Ea	Adhesive Band Aids -1 3/4"x2" Fabric Fingertip
25 Ea	Adhesive Band Aids -1 3/4"x3" Fabric Extra Large Fingertip
50 Ea	Adhesive Band Aids -5/8"x1 1/2" Fabric Small Strip
20 Ea	Adhesive Band Aids -Butterfly Strip
2 Ea	Adhesive Tape 1/2" x 5 yd, (1.3cm x 4.6m)
1 Ea	Adhesive Tape Cut Water Proof (2" x 5 yd) (5.1cm x 4.6m)
1 Ea	Adhesive Tape Elastic (1" x 5 yd) (2.5 cm x 4.6m)
25 Ea	3 in 1 Antibiotic Ointment 1/32 oz. (0.9 g) applications
10 Ea	Ammonia Inhalers (1/3 M.L.)
50 Ea	Antiseptic Alcohol Wipes (Clean Wipes) (3 cm x 3 cm)
50 Ea	Antiseptic Wipes (Benzalkonium chloride, 3 cm x 3 cm)
20 Ea	Antiseptic First Aid Cream 1/32 oz. (0.9 g) applications
1 Ea	Antiseptic Spray 2 oz.
20 Ea	Aspirin Packet (2 tablets per Packet, 325 mg per tablet)
1 Ea	Breathing Barrier
2 Ea	Burn Dressing (Gel Soaked) 4" x4" (10 cm x 10 cm)
25 Ea	Burn Jell 1/8 oz. Dose (3.5g)
1 Ea	Burn Relief Spray 2 oz.
20 Ea	Cleansing Towelette
1 Ea	Clotting Sponge 5" x 5" (13cm x 13cm)
2 Ea	Cold Packs (Instant Ice)
25 Ea	Cotton Tipped Applicators
2 Ea	Eye Drops (Sterile Lubricant) ½ Fl oz. (15 ml)
2 Boxes	Eye Pads 2 1/8 x 2 5/8 (5.4cm x 6.7)
1 Ea	Eye Wash Solution 4oz bottle
1 Ea	Eye & Skin Buffered Flushing Solution 8oz bottle
1 Ea	First Aid Guide
20 Ea	Hand Sanitizer 1/32 oz. (0.9 g) applications
20 Ea	Hydrocortisone 1% Cream 1/32 oz. (0.9 g) applications

10 Ea	Insect Sting Relief Wipes (3 cm x 3 cm)
4 Pair	Medical Exam Gloves (Nitrile)
25 Ea	Moisturizing Skin Conditioner applications (1.8 ml)
2 Ea	Roller Bandage 3"x 4 yd
1 Ea	Roller Bandage 4"x 4 yd
3 Ea	Elastic Roller Gauze, 2" x 4.1 yd (5 cm x 3.7 m)
3 Ea	Elastic Roller Gauze, 3" x 4.5 yd (7.6 cm x 4.1 m)
3 Ea	Elastic Roller Gauze, 4" x 4.1 yd (10 cm x 3.7 m)
1 Ea	Scissors
1 Ea	Self-Adherent Flexible Wrap, 3" x 5 yd (7.6 cm x 4.5 m)
1 Ea	Splint (Padded) 4" x 24"
10 Ea	Sterile Gauze Pads 3" x 3" (7.6 cm x 7.6 cm)
10 Ea	Sterile Gauze Pads 4" x 4" (10.1 cm x 10.1 cm)
10 Ea	Splinter Out (single use needle)
1 Ea.	Tweezer
1 Ea	Tourniquet 1"
4 Ea	Trauma Pad 5" x 9" (12.7 cm x 22.9 cm)
1 Ea	Trauma Pad 10" x 30" (25.4 cm x 76.2 cm)
2 Ea	Triangular Bandages 40" (100 cm)
1 Ea	Wound Seal Topical Powder
	Medications
50 Ea	Acetaminophen (Tylenol) (500 mg per tablet)
50 Ea	Antacid Tablets (2 tablets per packet, 420 mg per tablet)
12 Ea	Anti-Diarrheal Caplets (2 mg)
25 Ea	Aspirin Packet (2 tablets per packet, 325 mg per tablet)
50 Ea	Ibuprofen Tablets (2 tablets per packet, 200 mg per tablet)
50 Ea	Nasal Decongestant (2 tablets per packet, 325 mg per tablet)
42 Ea	Pept-Eez chewable tablets (Indigestion/Heartburn)