

***Standard Operating
Procedures***

***For the Rice Lake Rod & Gun
Club DBA***

The Blue Hills Sportsman's Club

1604 23rd-24 ½ St Rice Lake, WI 54868

*The purpose of this document is to provide
guidance to the club membership and
visitors as to the daily and emergency
operations of the Blue Hills Sportsman's
Club.*

Last revision as of February 4, 2019

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*The Rice Lake Rod & Gun Club DBA
The Blue Hills Sportsman's Club
1604 23rd-24 ½ St Rice Lake, WI 54868*

Chapter 1

PREAMBLE

The Club was founded in 1954, there was 10 directors constituting the initial board. They were Francis B Schneider, Francis King, William Hrudka, Louis Roux, Oscar Moe, James Scolman, Dr. R.A. Ross, Lloyd Holetz, Edward Field and Medric King. The club is located at NW-SE 40.A, Section 12, Township 34, Range 11W, Town of Stanley, County of Barron. The club was established to promote sportsmanship, the wise use of our natural resources, promote the sport of shooting in a safe way and to engage in programs of educational and charitable activities of any nature.

The Rice Lake Rod & Gun Club DBA

The Blue Hills Sportsman's Club

Chapter 2

BY LAWS

Article 1: NAME, DURATION AND MISSION STATEMENT

This club is a non-profit 501 (c) (7) corporation organized and incorporated under the Laws of the State of Wisconsin on or about May, 1954. It shall be known as the Rice Lake Rod and Gun Club, Inc. DBA the Blue Hills Sportsmen's Club, and shall exist into perpetuity. Any further mention in these by-laws to the "Club" or "BHSC" shall refer to the Rice Lake Rod & Gun Club DBA the Blue Hills Sportsmen's Club. The Clubs mission statement shall be: "The purpose of the Club is to promote sportsmanship, the wise use of our natural resources, promote the sport of shooting in a safe way and engage in programs of educational and charitable activities of any nature".

Article 2: MEMBERSHIP

Total memberships shall not exceed 3000 members, and the voting members of the club shall be members who are current with their annual dues or are life members. Membership dues shall be prescribed by the Board of Directors (BOD). The BOD maintains the right to accept, reject, adjust, suspend or terminate the membership of any member for just cause by a majority vote of the BOD. Just cause is defined but not limited to acts of:

- A. Non-payment of dues within a reasonable amount of time.
- B. Violation of club rules or by-laws.
- C. Abuse of club property, buildings or equipment.
- D. Criminal or civil acts while on club property.
- E. Unsafe acts that endanger themselves or someone else, or for any other unlawful conduct.

Each board member shall have one vote in matters requiring membership approval or disciplinary matters.

Honorary members are members approved by the BOD for deeds done, services rendered or contributions made to the club for causes for which the club stands for. This is a non-voting membership.

When another club sends a team to shoot or any guest of a BHSC member attends our facility to shoot, that other club's team or BHSC member's guest shall be considered a member of BHSC for that event or day only and shall be approved by the BOD on a case by case basis.

Article 3: BOARD OF DIRECTORS

The Board of Directors (BOD) shall be composed of the voting members of the club and consist of 6 members. Each board member shall have a single vote in all proceedings brought before the board. The board chair person shall abstain from voting unless a tie vote needs to be decided. Board member duties are specified in a various articles of these by-laws. The board shall consist of three at large Directors, a Chair, Secretary and Treasurer. Board members are required to attend $\frac{3}{4}$ (three quarters) of all meetings per year unless excused for cause by the Chair or other un-foreseen circumstances arise, and due notice given to the chair or other director. Failure to meet this requirement may be just cause for removal from the board. Only current voting members with at least one year membership of the club may serve on the board.

Article 4: OFFICERS DUTIES

A) The Chair shall preside at all regular and special meetings of the club. The Chair shall appoint all committee chair persons unless a member volunteers for said position. The board chair shall be a member of all committees in an ex-officio position. The Chair shall appoint all representatives not elected by the body, subject to approval by the BOD. In the case of a tie vote the chair shall have the power to cast the deciding vote, except in the election of officers. The Chair shall have the power to call special meetings or audit all financial records of the club whenever he/she deems necessary or upon request of a current board member.

In calling a special meeting the Chair must notify the members of the board at least 48 hours in advance of the meeting. The Chair shall perform all other duties necessary to carry on the business of the club.

B) The Secretary shall assist the Chair in the performance of his/her duties and in the absence of the Chair shall assume all duties of the Chair unless relinquished to the Treasurer. The Secretary shall have custody of the minute book, records, documents and office paraphernalia and equipment. The Secretary shall take a record and transcribe minutes of the meetings of the BOD and general member meetings. Provide copies by email or regular mail to all officers and board members within 21 days after close of that meeting. In the absence of the Secretary the Chair shall appoint someone to take notes. The Secretary shall conduct the general correspondence of the club. The Secretary shall be the official custodian of the original copy of these by-law documents of the club which shall be authenticated by the signatures of the BOD. Each BOD member and Trustee shall receive a copy of these by-laws and a copy shall be available to any current member on the clubs web site. At expiration of their term the Secretary shall deliver to his/her successor, minute books, documents, records, paraphernalia and equipment and shall require a receipt thereof.

C) The Treasurer shall receive and take charge of all monies belonging to the club. Treasurer shall maintain records of all financial transactions of the club. Treasurer shall pay out money from the treasury upon presentation of proper bill.

More than one person may be designated as co-signor but only one signature shall be required on checks. Treasurer shall collect all dues and fees of the club, keeping a true and just account thereof. Treasurer shall keep all records up to date along with receipts, statements and any other information necessary to enable an audit of the books at any time. The BOD may call for an annual audit of the records at the end of each year and be presented to the membership body at the annual meeting in January. Treasurer shall retain all funds of the club in a financial institution designated by a majority vote of the BOD. Within 21 days after the expiration of his/her term of office the ex-treasurer shall present all equipment, materials and records in his/her possession to their successor taking a receipt thereof.

Article 5: TERMS OF OFFICE AND ELECTIONS

The board of directors shall be elected for a term of two years, staggered such that only three members will be elected in any given year, thereby having a rotating number of members so that the entire board can't be replaced in a given year. Board member terms shall commence at 12:01 AM following the evening of their election. The Board Chair, Secretary and Treasurer shall be determined by a majority vote of the board at their first board meeting within 21 days following general elections at annual meeting. Nominations for directors may be made 30 days in advance of annual meeting by the BOD acting as a nominating committee. Other nominations may be made from the floor by any current voting member at the annual meeting in January.

Article 6: REMOVAL FROM OFFICE

In the event of removal from office of any board member by death, resignation or removal by vote, the BOD shall elect within 30 days a new board member to hold that position until the next annual meeting. Any board member or officer of the club may be removed from office in the event he/she be deemed unfit to continue the duties of the office. Actual removal from office may only be accomplished by a four fifths (4/5ths) vote of the board of directors. In this instance the Chair shall have a vote.

Article 7: MEETINGS

Each BOD member has one vote to cast on business matters before the Board. No vote may be taken at a board of directors meeting if there is not in attendance a quorum of at least two thirds (2/3) members of the Board. Emergency motions, resolutions and Board actions will be handled by the Chair in the following manner; a telephone poll or email will be conducted by the Chair. Formal action on the matter will be held at the next Board meeting. All business conducted at a meeting of the BOD must be in accordance with these by-laws.

An annual meeting will be held for the purpose of gathering all interested members of the club together to conduct business that requires the participation and vote of the voting members at large. The meeting date and location shall be decided by the BOD. Each voting member of the club shall be notified of such date, time and place by any of the following and in any combination singular or plural; by letter, public notice or email. All business conducted and votes taken at this meeting must be in accordance with these by-laws.

Article 8: COMMITTEES

The club may establish, maintain, or dissolve standing committees as the BOD may see fit. All standing committees must be chaired by a current member who volunteers or is appointed by the Chair. Any committee may be established or dissolved in accordance with the needs of the club. The duties and functions of these or any committee appointed shall be prescribed by the BOD and their actions must fall within the guidelines of these by-laws.

A) Membership Committee; Charge is to develop methods to increase memberships and be responsible to keep membership records up to date.

B) Publication Committee; Charge is to be responsible for news releases and advertising designed as an educational tool.

C) Youth Committee; Charge shall be to develop a youth shooting and educational program to meet the purpose of the club.

D) Shooting Committee; Charge shall be responsible for shooting undertaken on the club grounds, set up sub committees for the varied shooting disciplines on said grounds.

E) Grounds and General Maintenance Committee; Charge shall be to oversee all maintenance of club property including grounds, buildings and roads as funds are available.

F) Events and Fundraising Committee; Charge shall be to plan and develop club events and fundraisers, such as but not limited to gun shows, special shoots, annual dinner banquet, raffles and so on.

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G) Club House Operations Committee shall consist of the board of directors and be responsible for all operations of the club house, bar,

concessions and any other operations necessary to make the club run smoothly.

H) Club Development Committee; Charge shall be to plan and develop a long range plan for the club and grounds. To plan and oversee club expansion or development for now and in the future.

Article 9: CLUB MANAGEMENT

Club Management shall be the responsibility of the Board of Directors (BOD).

Article 10: BOARD OF TRUSTEES

There shall be established and maintained a Board of Trustees. The purpose of this Board is to assist and advise the BOD on any and all matters coming before the BOD. Any member of the Board of Trustees shall be appointed by a simple majority vote of the BOD. Membership on the Board of Trustees shall continue for a 3 year period. At the end of this time the BOD may extend or replace one (1) member each year on a rotating basis so that the entire Board of Trustees are not replaced all at one time. The Board of Trustees shall be considered non-voting ex-officio members of the Board of Directors.

Article 11: FUNDING

Revenue for the club may be in any form of income consistent with the club's 501 (c) (7) tax exemption status issued to us by the IRS. No member may receive direct compensation or benefit from the financial well, being of the club. A member may however be reimbursed only for actual expenses incurred on behalf of the club.

Any paid position of employment shall be prescribed by and compensation decided on by the BOD.

A) Donations; Donations may be made to groups that share like, minded goals and support the goals of the BHSC. Donations must not be of a material or monetary (cash) nature but may be of a limited non-financial nature such as a year membership or free round of shooting.

Article 12: AGENT

Any principle board member (Chair, Treasurer or Secretary) at the direction of a four fifths (4/5ths) vote of the BOD may sign in behalf of the club, leases or other legal documents with exception of instruments of indebtedness. Instruments of indebtedness can only be undertaken by a four fifths (4/5ths) vote of the BOD and simple majority vote of the members present at said meeting.

Article 13: INDEMNIFICATION

This club shall indemnify any officer his/her expenses, attorney's fees, judgements, fines and settlements actually and reasonably incurred by reason of the fact that they were an officer, Board Director, employee or agent of the club, if the person acted in good faith and in a manner they reasonably believed to be in the best interest of the club, to the full extent permitted by law as stipulated in chapter 181 of the Wisconsin State Statutes.

Article 14: IN THE EVENT OF DISSOLUTION OF THE CLUB

A. The property of the Club shall include real estate in Wisconsin, together with all improvements and all other assets belonging to BHSC where ever located, both within and outside the State of Wisconsin, as may be necessary for this purpose.

B. Upon dissolution of the club all properties of every kind shall be liquidated or assigned a fair market value and after all debts and obligations of the club have been satisfied or otherwise provided for, the resulting monies shall be distributed to other non-profit charities, agencies or scholarships as the then voting membership shall feel proper, within the laws of the State of Wisconsin.

Article 15: RULES OF ORDER

Roberts Rules of Order revised shall govern this club in all cases where they are applicable and not in conflict with these by-laws.

Article 16: FISCAL YEAR

The fiscal tax year shall run from January 1st to December 31st. The membership year shall run from April 1st to March 31st of the following year.

Article 17: AMENDMENTS

These by-laws reflect the majority decision of the current member's of this club and can only be altered at the annual meeting. Amendments to the by-laws shall be incorporated into these present by-law language and new pages distributed to the Officers and BOD at the next meeting. These by-laws supersede all other by-laws and/or rules making them null and void. Revised January 21st 2019 by the current members at the clubs club house 1604 23-24 ½ St Town of Stanley, State of Wisconsin.

Chapter 3

ORGANIZATIONAL CHART

Club Board Members

Chairman

Secretary

Treasurer

Board Member

Board Member

Board Member

Board of Trustees

Trustee

Trustee

Trustee

Club Volunteers

Chief Range Safety Officer

Shotgun Range Safety Officer's

Pistol Range Safety Officer's

Rifle Range Safety Officer's

Chapter 4

NON-PROFIT ORGANIZATION

(May contain guidelines for non-profit membership organizations)

Chapter 5

SAFETY PLAN

The safety plan for the Blue Hills Sportsman's Club strictly follows the NRA's firearm safety rules.

ALWAYS: Keep the gun pointed in a safe direction.

ALWAYS: Keep your finger off the trigger until ready to shoot.

ALWAYS: Keep the gun unloaded until ready to use.

- *Know your target and what lies beyond*
- *Be sure the gun is safe to operate.*
- *Wear eye and ear protection.*
- *Store guns so they are not accessible to unauthorized persons.*
- *Know how to use the gun safely.*
- *Use only the correct ammunition for your gun.*
- *Never use alcohol or drugs while shooting.*
- *Be aware that certain types of guns and many shooting activities require additional safety precautions.*

In addition to the NRA Safety rules that the BHSC observes, the following site specific rules that will also be enforced.

- *Range hours are from 7am to dusk every day.*
- *Only members and supervised guests may use range.*
- *Membership cards must be displayed.*
- *Eye and ear protection is mandatory.*
- *No alcoholic beverages allowed.*
- *All shooting must be done from the established firing line.*
- *Firearms should be cased or racked with actions open and ammunition source removed when not in use.*
- *Conceal Carry is allowed, but pistols shall remain in the holster when not on the fire line. Pistols out of the holster must have the actions open and ammunition source removed.*
- *Do not touch firearms when someone is down range.*
- *Paper targets and club approved steel targets only!*
- *No Glass, plastic or junk targets permitted.*
- *No exploding targets without prior authorization.*
- *No 50 caliber BMG or armor piercing ammunition allowed.*
- *Do not place live ammunition in the trash.*
- *Do not go forward of the firing line until each and every shooter ensures that their firearm is unloaded.*
- *Use common sense at all times, be courteous and considerate of others.*

Safety is paramount, and is the responsibility of every member and visitor of the Blue Hills Sportsman's Club.

The following ranges are accessible to club authorized users unsupervised:

- 100 yard rifle range
- 300 yard rifle range
- 50 yard pistol range
- Trap field
- Skeet range

These ranges do not require a Range Safety Officer or Board Member be present to be utilized. Therefore club members are responsible to exercise safe gun handling skills and maintain range cleanliness. Range rules will be posted at these ranges as a reminder for authorized users. Disciplinary measures may need to be taken in the event that these rules are not followed, to gain compliance of the club rules.

The following disciplinary actions will be taken to gain compliance if needed:

Minor Infraction; 1st Offense – Verbal warning.

2nd Offense – Written warning.

3rd Offense – Board of Directors Review of conduct with possible suspension or termination of club privileges or membership.

The following are examples, but not limited to:

- Failure to wear Eye or Hearing protection
- Unauthorized targets
- Failure to clean up area
- Unauthorized Ammunition
- Failure to follow Range Safety Officer direction
- Unauthorized person(s) on club property

It is the goal of the BHSC to have its members and guests voluntarily comply with the rules and guidelines to provide a safe environment for all to enjoy.

Major Infraction; 1st Offense – Written warning.

2nd Offense – Board of Directors Review of conduct with possible suspension or termination of club privileges or membership.

- Muzzle sweeping other persons on the range.
- Loaded firearms off the fire line. (***That are not concealed carry***).
- Shooting over the berm.
- Horseplay on the fire line.
- Recklessly endangering safety.

The following ranges are controlled and will have a Range Safety Officer, Board Member, Trustee or Board designated club member present to operate.

- 25 yard pistol range
- Skeet range
- 5 stand range
- Trap houses (range)

Chapter 6

RANGE OPERATIONS

1. General. Live firing conducted at the Blue Hills Sportsman's Club is designed to provide authorized personnel access to a facility where they can become proficient with privately owned firearms.

2. Facilities for use. Range availability is at the discretion of the Board of Directors and Club Membership.

Unsupervised Live fire shooting is limited to the following ranges:

- 50 yard pistol range
- 100 yard rifle range
- 300 yard rifle range
- Trap field

Rifle caliber smaller than 50 BMG are allowed, rim fire or center fire pistols and shot guns. (No armor piercing ammunition).

Supervised ranges:

- 25 yard pistol range
- Trap houses (range)
- 5 stand range

The above listed ranges will be supervised by either a Range Safety Officer, Board Member, Trustee or Designated club member.

On the shot gun ranges no shot larger than 7 ½ shot and no slugs.

25 yard pistol range only rim fire cartridges or center fire pistol cartridges may be used. In addition steel targets that are placed on the 25 yard pistol range are to be left in place as they have been carefully measured and placed in accordance with the rules set by the Scholastic Shooting Sports Foundation.

These targets will be on 4 shooting bays of the 25 yard pistol range, and can be utilized by shooters when the range is open but must remain in place and must be repainted after each use to maintain the targets integrity.

When steel targets are utilized in a club or team event those entities will supply the necessary paint.

Personal use, the person using the targets will supply their own white paint and paint the face of the steel target head.

Any personal target stands or target materials that are brought to the range must be removed or disposed of properly before leaving the 25 yard pistol range or any of the ranges at the Blue Hills Sportsman's Club. It is the responsibility of every club member and guest to keep our facility clean and ready to be used by others.

As a Range Safety Officer and when you are on the 25 yard pistol range and other non-RSO members or guests are present, it is your responsibility to supervise the shooting and ensure a safe environment.

3. Range Limitations and Safety Requirements. Live fire shooters will:

- a) Fire only authorized firearms and ammunition.
- b) Fire only after completing a “hold harmless” annual agreement.
- c) Fire at authorized targets only.
- d) Ensure all projectiles impact within the established range safety limits.
- e) Call “cease fire” and make safe all firearms before a shooter moves forward of the firing line or during any unsafe condition.
- f) Call “cease fire” if a firing line becomes staggered (one shooter forward of another) anywhere on that particular range.
- g) Use appropriate ear protection.
- h) Use of appropriate eye protection.
- i) Notify the Chief Range Safety Officer (CRSO), Range Safety Officer (RSO) of any safety infractions.
- j) Police up all brass, paper or other debris that has accumulated on the range, disposing of debris in appropriate containers.

4. Authorized & Prohibited Firearms – No Full-Automatic firearms allowed without prior authorization from the Board of Directors before a live fire event. The BOD can deny the request for any reason. The member making the request must provide the proper Federal Licenses and all required paperwork to the BOD prior to the Full-Automatic firearm can be used on Club Property.

5. Authorized Personnel- The following persons are allowed to fire:

1. Current members of the shooting club
2. Invited guests of a current member, provided the authorized person is present and assumes full responsibility for the conduct of his/her guests.
3. Children under the age of 18 may shoot while under adult member supervision.
4. Personnel approved by the BOD, Trustees or CRSO on a case-by-case basis.
5. Club sanctioned events.

6. Personnel Responsibilities – Board of Directors:

1. Maintain the range facilities
2. Ensure the CRSO receives event schedules. Schedules should include event criteria and operational information and special instructions including information on whether other ranges be closed during an event.
3. Conduct CRSO and RSO training as needed using the NRA Range Safety Officer Training Program.

Trustees: Assist the BOD in day to day operations.

1. Assist with various committees
2. Conduct annual audit

Chief Range Safety Officer:

1. Report for duty one hour prior to scheduled event.
2. Ensure each RSO understands and can execute live-fire procedures. (Live fire must be conducted in accordance with this chapter).
3. Ensure the RSO checks in prior to going downrange.
4. Have the RSO sign out any necessary equipment needed for the day's event.
5. Inspect the range with the RSO.
6. Assist the BOD in conducting the NRA Range Safety Officer Training Program for the club members.

Shooting Club RSO's: The club BOD must approve anyone desiring to become a RSO. RSO status is accomplished by attending an RSO class given by the CRSO. Information on dates and times for these classes can be obtained by contacting the BOD, Trustee's or CRSO.

1. Check in with the CRSO a half hour prior to the scheduled event for Range briefing.

2. Obtain equipment needed for the assignment that the RSO will be working along with any special instructions.
3. Conduct range inspection with the CRSO using the range check list Appendix 1, Appendix 2 and Appendix 3.
4. Check that all shooters and guests have completed the “hold harmless” agreements.
5. Conduct range safety briefing using Appendix 4.
6. Conduct live fire in accordance with section 6(d) of this chapter. Failure of shooters to abide by the procedures listed in section 6(d) will result in immediate eviction from the range and possible suspension of future shooting privileges. Report all incidents to the CRSO.
7. Notify CRSO when live fire has completed and request a range inspection.
8. Turn in all equipment.

Shooting Club Members-

1. All shooters must check in with designated RSO on the scheduled range.
2. All shooters and spectators must fill out “hold harmless” agreements.
3. Shooters will conduct themselves in an orderly manner at all times and will be responsible for the conduct of any guests they bring.
4. All shooters are responsible for their guns and ammunition while on the range complex.

5. No handling firearms while impaired.
6. Any Personal Protection firearms must remain holstered unless on the fire line or until properly cleared in the safety area.
7. Guns that are out of the case and not being fired must be benched with the actions open and facing up, chambers empty, muzzles pointing down range and safeties on.
8. Only load guns on the fire line after the RSO has given the command to load.
9. Do not point guns at anything other than authorized target.
10. Fire only at your own target.
11. Give the command "Cease Fire" if an unsafe condition exists.
12. Follow all instructions from the RSO.
13. Assist in policing the area of brass and any other debris.

Hours of Operation and Scheduling - The Board of Directors along with the Trustees develops a special event live-fire schedule based on requests received and posts the event schedule. All other range requests will be approved based on range availability. Information on range availability and scheduling can be accomplished by contacting the Club Chairman or Board Members.

Alcoholic Beverages and Drugs – Shooters may not consume alcoholic beverages or drugs (including prescription and over the counter medications) before taking part in a live fire event. The CRSO or RSO will deny range access to anyone in violation. After firing, shooters may consume alcoholic beverages in the following areas after they are finished shooting:

1. In designated area outside the clubhouse. (Only after all guns and ammunition have been properly secured).
2. The clubhouse.

Medical Support – In the event of a medical emergency, call 911 and notify CRSO or on site BOD immediately.

Hold Harmless Agreement Form – A “hold harmless” agreement form will be completed annually by each club member during annual club membership renewal.

APPENDIX 1

Rifle Range Inspection Checklist

Inspected by _____ Date _____

	Yes	No
Controlled access/fencing/gates	_____	_____
Signs displayed	_____	_____
Backstop/impact area inspected	_____	_____
Target frames/mounts in good repair	_____	_____
Firing points clean	_____	_____
Shooting benches/tables inspected	_____	_____
Shooting shelters clean/in good repair	_____	_____
Sandbags/gun rests on site and serviceable	_____	_____
Supplies available	_____	_____
Range rules posted	_____	_____
Gun racks available	_____	_____
Empty trash receptacles	_____	_____
Brass/dud buckets on site and labeled	_____	_____

Appendix 2

Pistol Range Inspection Checklist

Inspected by _____ Date _____

	Yes	No
Controlled access/fencing/gates closed	_____	_____
Backstop/impact area inspected	_____	_____
Target frames/mounts in good repair	_____	_____
Firing line marked	_____	_____
Firing points numbered/clean	_____	_____
Shooting benches/tables inspected	_____	_____
Sandbags/gun rests on hand	_____	_____
Ready line/area marked	_____	_____
Spectator area designated	_____	_____
Scoring area established	_____	_____
Supplies available	_____	_____
Emergency communications working	_____	_____
Range rules posted	_____	_____
Empty/trash receptacles available	_____	_____
Brass/duds buckets on site and available	_____	_____

Appendix 3

Shotgun Range Inspection Checklist

Inspected by _____ Date _____

	Yes	No
Controlled access/fencing/gates closed	_____	_____
Backstop/impact area inspected	_____	_____
Machines filled/inspected	_____	_____
Cables connected/inspected	_____	_____
Firing stations marked/clean	_____	_____
Ready line/area marked	_____	_____
Scoring area established	_____	_____
Spectator area designated	_____	_____
Supplies available	_____	_____
Emergency communications working	_____	_____
Range rules posted	_____	_____
Gun racks available	_____	_____
Empty/trash receptacles available	_____	_____
Hull/Dud Buckets labeled and available	_____	_____
Range lights serviceable	_____	_____

Appendix 4

Range Safety Briefing

Follow this outline when conducting range safety briefings. **Issue** copies of the shooting range rules to all range users. **Conduct** the briefing on the range immediately prior to range use. **Stand** where posted rules, demonstrations and explanations of range equipment can be included in the briefing. **Involve** range users, have them read the rules from posters and handouts. Ask questions to reinforce understanding. If guns are used during the briefing, *the RSO must follow the NRA Gun Safety Rules.*

1. PURPOSE OF THE SHOOTING EVENT

- *State the purpose, e.g., 100 bird shoot*
- *Provide an overview of the event*
- *State the total numbers of shots and time available*

Range Personnel

- *State where range personnel will be located*
- *Introduce range personnel*
- *Explain the their role is to ensure safety*
- *Indicate how they may be identified.*

2. RANGE LAYOUT AND LIMITS

- *Conduct a range orientation on, or within view of the range*
- *Point out key areas of the range and briefly describe actions that occur within each:*

Spectator Area – Located behind the firing line where visitors and range users may wait and observe activities.

Ready Area – Located behind the firing line where shooters may store and prepare their equipment.

Firing Point – Shooters may occupy their firing points at the firing line when authorized to do so. Points are numbered and correspond to the target numbers. Shooters may only dry fire at the firing line before an event and should only handle guns when authorized to do so.

Backstop – Located downrange behind the target line. Guns should point toward the backstop at all times. All firing should be directed forward from the shooters firing points so projectiles impact within designated impact areas.

Demonstrate the proper use of special equipment and explain any special safety practices, e.g., body and hand positions for target carriers, trap machines etc.

3. Range Safety Rules

NRA Gun Safety Rules

Three Fundamental NRA Rules for Safe Gun Handling

Ask: What is the first rule for safe gun handling?

- **ALWAYS keep the gun pointed in a safe direction.**

Ask: What does a “safe direction” mean?

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

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

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

Ask: Unless shooting, where should the shooter’s finger rest?

- The finger should rest alongside the guns frame, receiver or trigger guard.

Ask: What is the third rule for safe gun handling?

- **ALWAYS keep the gun unloaded until ready to use.**

Emphasize: that safeties can fail. Safe gun handling rules should be followed all the time!

Rules for Safe Use

Know your target and what is beyond.

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

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

Be sure the gun is safe to operate.

Know how to use the gun safely.

Ask: What is meant by “know how to use your gun safely?”

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

Use only the correct ammunition for your gun.

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

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

Wear eye and ear protection as appropriate.

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

- Many guns are loud and the noise can cause hearing damage. Guns can also emit debris, hot gas and cartridge cases that could cause eye injuries.

Never use drugs before or while shooting, no consuming alcohol while shooting.

Ask: What type of substance is implied by “never use drugs?”

- Any substance that may impair normal mental or physical bodily function. Examples include prescription and non-prescription drugs, e.g., cold medicines that may cause drowsiness, nervousness, balance problems, etc.
- Anyone taking any medication or substance that may impair normal mental or physical bodily functions is not allowed on the range.

General Range Safety Rules

Ask: Range users to read rules as you (RSO) point to range posters or refer to handouts.

- Know and obey all range commands.
- Know where others are at all times.
- Shoot only authorized targets.
- Do not handle a gun or stand at the firing line where guns are present while others are downrange.
- Stop shooting immediately upon the command of ***“Cease Firing”***.

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

- Shooting at different targets, e.g., steel targets or at different distances or angles, may result in hazardous conditions.

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

- Stop shooting immediately.
- Await further instructions from RSO.

Stoppages

Explain that there are three common ammunition stoppages.

- A **misfire** is when a cartridge does not fire after the primer has been struck by the firing pin.
- A **Hang fire** is when there is a perceptible delay in the ignition of the cartridge after the primer has been struck by the firing pin.

The normal procedure for handling misfires and hang fires is to:

- Keep the gun pointed down range (safe direction).
- Wait at least 30 seconds in case it is a hang fire. With black powder guns, wait at least 2 minutes.
- A **Squib Load** is when there is less than normal pressure or bullet velocity after ignition of the cartridge. The bullet may or may not exit the barrel. Squib loads are identified by a difference in recoil or noise.

The normal procedure for handling squib loads is:

- Keep the gun pointed downrange (safe direction).
- Unload the gun, make sure the chamber is empty.
- Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodge in the barrel.

NRA Hygiene Guidelines

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

Emphasize that everybody exposed at the range or cleaning area, even if he/she did not participate in the shooting session should follow these guidelines.

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

- Refrain from eating, drinking, applying makeup or otherwise placing hands in proximity to the mouth or nose while on the range or cleaning a gun.

- Wash your hands and face with cold water after leaving the range or cleaning area before eating or drinking.
- Change and wash clothing after shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.

Site Specific Range Rules

Ask: range users to read rules as you (RSO) point to range posters or refer to handouts.

- Full-automatic guns are allowed only with prior written approval from the BOD
- Armor-piercing and tracer ammunition is not allowed
- Targets must be placed at the shooter's eye level to ensure bullets hit the impact area. (is this needed)
- Leave dropped ammunition on the ground until the stage of fire is completed and guns are benched or grounded.
- Notify the RSO when there is a gun stoppage or malfunction.
- Dry fire is only permitted at the firing line only when authorized or in designated areas.

- All guns must remain unloaded with actions open when on the firing line and authorized to be loaded, except concealed carry pistols.
- When guns are benched or grounded, keep the actions open and ejection ports facing upward so chambers are visible.

Ask: Why are shooters required to leave dropped ammunition on the ground until firing is completed and guns are benched or grounded?

- This policy prevents shooters from unintentionally pointing the gun at other users while retrieving the dropped ammunition, or inadvertently moving in front of the firing line.

Ask: Why are shooters required to notify the RSO of a gun stoppage or malfunction?

- Notification is critical for safety.

Administrative Range Rules

Example: Did everyone park his/her car in the designated parking area.

4. FIRING LINE COMMANDS

State and explain standard range commands that will be used for specific shooting events, e.g., formal competition rules are specific in NRA Rule Books.

- “As you were” means to disregard the command just given.
- “Carry on” means to proceed with what was being done before an interruption.
- “Relay No._, Match No._ (or naming the match), on the firing line” means shooters are to move to their firing points.
- “The preparation period starts now” means shooters may occupy their firing points, prepare and dry fire at the targets.
- “The preparation period has ended” means shooters must stop preparation activities.
- “Load” means shooters are given permission to load authorized number of rounds and prepare for the shooting event.
- “Is the line ready” allows a shooter with problems to raise an arm and call “not ready on target...”

- “The line is ready” Means all shooters are ready to begin.
- “Ready on the right”, “Ready on the right”, “Ready on the firing line” is the sequence of commands that gives shooters their last chance to signal “Not ready”. “Ready on the firing line” means that the targets will be exposed in three to five seconds.
- “Commence firing” signals shooters to begin shooting. This command may be signaled verbally, by whistle or horn blast or by moving the targets into view.
- “Misfire” is called by a shooter to inform the RSO and other shooters that a gun has failed to fire and a hazardous condition may exist. Due to the possibility of a hang fire (a delay in the ignition of the cartridge). Keep the gun pointed downrange and wait at least 30 seconds for modern guns or at least 2 minutes for muzzle loading guns, prior to correcting the malfunction.

- “Cease firing” notifies shooters to stop firing immediately and await further instructions. “Cease firing” may be signaled verbally, by whistle or horn blast or by moving the targets out of view. Additional commands may follow. **Emphasize** that this command can be given by anyone observing an unsafe condition.
- “Is the line clear on the right”, “Is the line clear on the left” means line officers or the RSO check that all guns are unloaded with actions open and chambers empty.
- “Go forward, score targets, and paste (or change)” authorizes shooters to go forward of the firing line to change targets.
- “Range is clear, you may handle your guns” means shooters may approach the firing line and handle their guns since no personnel are downrange.
- “Move out of position and remove your equipment from the firing line” authorizes shooters to remove their gear.
- “Police your firing point” means shooters are to pick up fired cartridge cases and clean their firing points.

Ask: What two range commands may be issued by shooters?

- “Cease Firing” and “Stop”.

Ask: What does “Misfire” mean?

- That the gun has failed to fire and a hazardous condition exist. The misfire could actually be a hang fire, which is a delay in the ignition of the cartridge.

Ask: What actions are taken during a misfire?

- Due to the possibility of a hang fire, the shooter keeps the gun pointed downrange and waits at least 30 seconds for a modern guns, or at least two minutes for muzzle loading guns, prior to correcting the malfunction.

Ask: Where and when may shooters dry fire?

- Only at their firing points and only when authorized to do so.

5. EMERGENCY PROCEDURES

- Take charge of the situation. (Determine seriousness of injury and assign duties).
- Render aid, first-aid kit should be centrally located.
- Call for help via radio or phone. Emergency phone numbers and information list should be centrally located.
- Direct help to location.
- Take notes, Emergency report sheet should be located in range SOPs binder (see appendix 5).