

Standard Operating Procedure for the Rifle, Handgun and Shotgun Ranges at Saginaw Field and Stream Club

PURPOSE

This procedure outlines the rules and regulations governing the use of the rifle, handgun and shotgun ranges, located at Saginaw Field & Stream Club (SF&S). The following rules and regulations are established to ensure safety and discipline for individuals using the ranges as well as the safety of our neighbors and surrounding properties.

GENERAL

Live firing conducted at the range is designed to provide members and authorized others access to a facility where they can become proficient with firearms and practice both individual and group shooting sports. Individuals using the range shall become familiar with these safety rules and procedures prior to using the range. The range safety rules and procedures help to provide range supervision and allow for enforcement of these rules to reduce or eliminate unsafe incidents.

All users are required to enforce these rules. All users are expected to politely inform any user in violation of these rules, the nature of the violation, request they stop, and if continued violation occurs, report the incident on the Range Incident Report Form.

DEFINITIONS

1. Approved firing: Deliberate, controlled and aimed fire, which results in every shot hitting the lower half of the impact berm.
2. Rapid firing: (**NOT ALLOWED**) Firing two or more shots in a one-second period.
3. Uncontrolled firing: (**NOT ALLOWED**) Firing from the hip, firing a long gun without the butt of the stock against the shooter's shoulder, or any other type of firing in which the firearm is not aimed by having the shooter's eye aligned with the firearm sights and the sights aligned with an approved target.
4. Approved targets: Paper targets only are allowed on all firearm ranges, unless other targets are employed during club-sanctioned events.
5. Hot Range: No Cease Fire is in effect; guns may be handled and fired.
6. Cold Range: Cease Fire is in effect, stay away from shooting benches and NO HANDLING OF FIREARMS.

RANGE USE REQUIREMENTS

All Saginaw Field and Stream (SF&S) range use is covered by these Standard Operating Procedures (SOP's). These SOP's define what every member must know to utilize the SF&S ranges. These SOP's are available at the SF&S club house, SF&S website: www.saginawfieldandstream.com, from a SF&S board member, or at the bulletin board at each of the firearm ranges.

RESTRICTIONS

The following are strictly prohibited on SF&S property:

- A. No hunting on the club grounds or shooting at wildlife
- B. No shooting cross-range
- C. Shooters may not be under the influence of alcoholic beverages, drugs, or any other substance that will affect his or her ability to participate with a maximum state of awareness and in a completely safe manner, before or during live firing.
- D. Fully Automatic firearms and simulated automatic firearms, such as crank guns, slide-fire mechanisms, bump stocks, or trigger crank mechanisms are **PROHIBITED**.
- E. Rapid, uncontrolled firing is not allowed.
- F. No firing of armor-piercing, tracer or incendiary ammunition allowed. Armor piercing ammunition is defined as a projectile or a projectile core which may be used in a firearm and which is constructed entirely of tungsten alloys, steel, iron, brass, bronze, beryllium copper, or a combination of any of the above.
- G. No bullet impacts off the range into posts, target frames, tables, barricades, signs, storage containers, sheds, or any other structure or range feature not a SF&S board-approved impact area.
- H. No repeated misses of the target board, or bullet strikes that ricochet causing a danger of bullets leaving the range.
- I. No disruptive activities, such as horseplay or loud music.
- J. No loaded firearms other than licensed concealed pistols inside the range buildings or clubhouse.
- K. No Paint balls or paint ball firearms allowed on any range or club grounds.

ALLOWABLE FIREARMS

100 Yard Range - Allowed Firearms:

Centerfire Rifles up to and including .50 Caliber Bolt Action	
Black Powder Rifles	Air guns
Rimfire Rifles	Shotguns

1. Handguns are NOT allowed on the 100 Yard range at any time with the following exception: Handguns will be allowed on the 100 Yard range only if the member displays sufficient competency and possesses a current membership card displaying authorization by the club president.
2. Shotguns may be fired on the 100 Yard range if the purpose is to sight in the firearm with slugs, or pattern the firearm with buckshot. Special approved target

stands (not provided) must be used for shotgun patterning with buckshot. All shots with slugs or buckshot must impact the lower half of the berm.

ALLOWABLE FIREARMS, (continued)

25 Yard Range – Allowed Firearms

- Pistols (rim-fire, center-fire, black powder)
- Rifles (rim-fire, center-fire, black powder)
- Shotguns (on targets only)
- Air Guns

10 Yard (Lower) Range – Allowed firearms

- Pistols- As defined by state and federal law.
- Air guns

Law enforcement and military are exempt from weapon and shooting restrictions ONLY during their scheduled training/ qualifications. No crew-served weapons will be allowed.

RANGE SAFETY OFFICERS

Range Safety Officers (RSO) are NOT required as part of open shooting on the rifle, handgun or shotgun ranges. Every member shall be considered a SF&S volunteer RSO and shall be required to insure all other SF&S members and their escorted guests adhere to the rules and SOPs in this document. You are also required to address all unsafe behavior as soon as you become aware of it, and to **politely** inform members of their error. If the shooter becomes belligerent, or continues his unsafe practice, leave the range and obtain their vehicle description including license plate, date, time, and location of the incident. A cell phone may be used to take a vehicle photo. Forward all information to a board member via email so the situation is documented. If a situation requires urgent attention, call a board member immediately.

SF&S BOARD AUTHORIZED MATCHES AND EVENTS

Activity chairmen are authorized by the SF&S Board to conduct competitive matches and practice sessions at their discretion. Authorized, certified RSO's shall have full authority over all formal shooting events conducted at the firearms ranges.

Activity chairmen are responsible for the safe conduct of authorized matches and may use modified range rules for the purpose of conducting these matches or practice sessions.

In all cases, these events must be conducted with the primary goals of safe shooting for the participants and the prevention of projectiles leaving the range.

GENERAL RANGE RULES

1. Everyone is required to adhere to the written Standard Operating Procedures for Ranges at Saginaw Field & Stream Club

2. **If you can't absolutely guarantee that EACH BULLET fired will be on the berm, you are not clear to fire and may be criminally and civilly liable for an incident that may occur as a result of your actions.**
3. All scheduled use of the Ranges shall take precedence over any individual activity – NO EXCEPTIONS
4. Vehicles shall be parked in the designated parking areas, unless authorized by the SF&S board.
5. Non-members of the Club must pay the daily range use fee at the drop box prior to using that range. A Club member must accompany and supervise the guest at all times while on the range.
6. Club shooting hours are 8 AM until sunset, unless at an organized event with range lights. All shooting, including events, must stop at 10 PM sharp!
7. **Paper targets only** may be used on the firearm ranges. Organized club events are exempt from this for their activity.
8. Police your brass. If you do not wish to keep it for your own use, place it in the brass collection boxes. Any scavenging of brass left on the ground is considered *stealing from the club* and will not be tolerated.
9. Off-hand shooting of center fire rifles is not allowed at 100 yd range.
10. Prone shooting is not allowed on any range.
11. All shooters and spectators must wear ear and eye protection when the range is hot.
12. All firearms must be unloaded with actions open, or cased when arriving at or leaving the firing line.
13. When a cease-fire is called, all firearms are to be unloaded, with action open and magazines removed, and placed on the bench pointing downrange with the action up so a visual inspection of the firearm could be done without having to manipulate it.
14. NO firearms are to be handled or touched while anyone is down range and the line is made hot only after everyone has returned from down range.
15. Firing in a careless manner will not be tolerated. Shoot at your target only. Do not shoot at any elevation that will allow a bullet to travel over the backstop, ground, or anything other than the backstop.
16. No mining of lead from, or foot traffic on the berms.
17. Please help us keep our range clean. Please respect the equipment and clean up your area when you are finished shooting for the day. If you move

something, put it back. If you break something, report it so it can be repaired for future use. If you make a mess, clean it up. This is your range – treat it as such.

RANGE SAFETY

Range commands:

CEASE FIRE – to stop all shooting

Participants immediately stop shooting, open the action, lay the firearm down with the action visible and remain at your station until given further instructions

RANGE IS COLD – to declare that all shooting has stopped, actions on firearms are open and will remain untouched until the range is determined to be “HOT” at which point shooting may commence.

RANGE IS HOT – to declare the range formally open for live fire

MOVE BACK BEHIND THE READY LINE – move behind the ready line and await further instructions

YOU MAY GO CHECK YOUR TARGETS – shooters may go downrange to check their targets.

FIREARMS CARRY AND HANDLING

1. Except when shooting, firearms outside a case must always be unloaded, with the magazine out, and action open.
2. When carrying firearms from a vehicle to the Firing Line, firearms must be unloaded and inside a closed case.
3. Hot Range Procedure: Proceed to a shooting bench, uncase the firearm with the muzzle pointing downrange,
4. Cease Fire Range Procedure: Remain behind the firing line and do not uncase any firearms until the cease fire is completed and the firing line is back to a Hot Range

FIRING LINE RULES

1. At all times the NRA GUN SAFETY RULES MUST BE OBSERVED
 - A. Always keep the gun pointed in a safe direction
 - B. Always keep your finger off the trigger until ready to shoot.
 - C. Always keep the gun unloaded until ready to use.
 - D. Be sure of your target and what's beyond.
2. Eye and ear protection is mandatory.

3. Each firing position is labeled to a corresponding target stand position. Shooters must only shoot in their respective shooting lanes.

FIRING LINE RULES, (continued)

4. While firing off a bench or otherwise, bullets may not leave the impact area. At the 100 Yard Range, all shooting must be done from the bench with the shot fired beneath the downrange baffles. The shooter must not be able to see above the berm while seated. (NO BLUE SKY).

5. During a cease-fire, all firearms are to be unloaded with actions open.

6. No one is allowed forward of the firing line unless the range has been declared cold.

7. Once on the firing line, a firearm's muzzle must be pointed down range at all times.

8. Loaded firearms must be pointed down range with the barrel horizontal.

9. Only one firearm and matching ammunition is allowed at a shooting station at a time.

10. Shoot only at paper targets.

11. If there is a misfire, be sure to keep the muzzle pointed down range for at least 30 seconds, in case it is a hang fire.

12. After a misfire or jam, the firearm must be cleared in a safe manner. If it cannot be safely cleared, the firearm must be safely transported from SF&S property.

13. Only one shooter's target is allowed per frame.

RANGE RULES SPECIFIC TO BLACK POWDER FIREARMS

1. Smoking is not allowed under the covered firing line or forward of the firing line.

2. No charging of muzzle loaders from powder cans or flasks. They are only to be charged from a powder measure, pre-measured charges or pellets.

3. Muzzle loaders are to be loaded and cleaned behind the firing line where they are to remain until the line is made hot. They are to remain visibly uncapped, or, in the case of flintlocks, the pan unprimed with the frizzen open and hammer down until they are on the firing line and ready to fire.

4. Powder containers are not to be brought up to the firing line. Close all powder containers when not in use. Primers are to be kept at the firing line. Only small quantities of priming powder for flintlocks are allowed on the firing line.

RANGE RULES SPECIFIC TO BLACK POWDER FIREARMS, (continued)

5. Muzzles must remain pointed vertically until the loaded firearm is brought to the firing line. Once primed or capped, the muzzle must remain at or below the horizontal position.

6. Clearing a misfire

a. The safest method is to use a CO₂ ball discharger. Keep the muzzle pointed down range as the CO₂ will force the bullet and powder charge out at high enough velocity to cause injury.

b. If a CO₂ ball discharger is not available, the first thing to do is kill the powder charge. This can be done by pouring some water down the barrel and letting it soak in around the ball to wet the powder. Also remove the nipple and pour water in through the remaining hole to further ensure that the powder is wet.

c. Once you are satisfied that the powder is wet and inert, you can pull the breech or use a bullet puller to clear the firearm.

OPENING OF THE RANGE – During club-sanctioned events

1. Inspect the Range looking for any problems or damage. If any urgent action is required, notify the appropriate people.

2. Check to see that the large backstop berm is in good condition. Ensure that the primary impact area has a relatively smooth, even surface. Level the surface if necessary with a rake. The range area should be free of unauthorized targets and other debris.

3. Inspect the target lanes to make sure they are readable

4. Make sure target stands are functional and inspect for damage. Make notes if repairs are required.

5. Ensure that the firing line is in order. (benches are functional, and in the proper position, no debris cluttering the area). Pick up spent centerfire brass and place it in the brass receptacle. Check to see if the painted lines denoting safe area are functionally visible.

6. Ensure that there are no hazards/obstructions between the firing line and the impact area. Keep the area clean.

7. Keep the target frames neat and orderly.

OPENING OF THE RANGE – During club-sanctioned events, (continued)

8. During the range inspection, you may find areas that need attention. If possible, correct any problems before opening the range. If a problem is found that cannot be corrected immediately, determine if the range can be used safely with the existing problem. If it cannot, close the range and put up a sign designating the range as closed. Report the problem to the rifle range chairman.

9. Make sure all target frames are in good working condition. Repair them as needed.

10. Spotting scopes are kept in the range building. Make sure they are all there and none are missing.

11. Remove outdated material from the bulletin board.

12. Check the porta-john. Make sure it has toilet paper. Tell a club officer if it needs emptying.

13. Make sure the fire extinguisher is accessible (near the range building door) and that the inspection is up to date.

14. If the trash cans require emptying, dispose of the refuse in the dumpster by the clubhouse.

MAKING THE LINE HOT - During club-sanctioned events

1. After all shooters are back from putting out target frames or checking/changing targets, and are back behind the painted safety line, double check to insure that no one is down range.

2. After confirming that the range is clear and it is safe to shoot, announce: "PUT ON YOUR EYE AND EAR PROTECTION. THE LINE IS HOT. YOU MAY COMMENCE FIRING WHEN YOU ARE READY."

3. Continue to monitor the range and firing line for safety issues.

MAKING THE LINE COLD/SAFE- During club-sanctioned events

1. A couple of minutes before calling a cease-fire, warn shooters by announcing "LAST ROUND, ONE MORE ROUND BEFORE CEASE-FIRE".

2. When adequate time has elapsed, announce "WE ARE MAKING THE LINE SAFE. CEASE-FIRE, CEASE-FIRE. UNLOAD ALL FIREARMS AND REMOVE DETACHABLE MAGAZINES. OPEN YOUR FIREARM'S ACTION, PUT THE SAFETY ON, AND STEP BACK AWAY FROM THE BENCHES BEHIND THE SAFETY LINE. DO NOT TOUCH YOUR FIREARM UNTIL FURTHER NOTICE. STAY BEHIND THE FIRING LINE UNTIL IT HAS BEEN MADE SAFE."

MAKING THE LINE COLD/SAFE- During club-sanctioned events, (continued)

3. Go down the firing line and inspect all firearms. Confirm that:
 - All firearms are unloaded with detachable magazines removed.
 - All actions are open with chambers empty and visible, and safeties engaged. Gun should be pointed downrange
 - If an action cannot be locked open, use an empty case, chamber flag, or other inert object to keep the action from fully closing and to indicate the firearm is unloaded.
 - Muzzleloaders unloaded, visibly uncapped, (or in the case of flintlocks, the pan unprimed with the frizzen open and the hammer down).
 - Everyone is standing back behind the safety line, away from the benches and not handling any firearms.

4. Once you are satisfied that it is safe to go down range, Announce: “THE LINE IS COLD/SAFE. YOU CAN NOW GO DOWN RANGE AND CHANGE TARGETS. THERE IS TO BE NO HANDLING OF FIREARMS UNTIL FURTHER NOTICE.”

5. Remind shooters to:
 - Stay away from the shooting benches and stay behind the safety line while people are forward of the firing line.
 - Keep safety glasses on down range at all times.
 - Bring their target frames back if they are done shooting.
 - Pick up spent brass after all shooters have returned back behind the firing line.

CLOSING THE SHOOTING RANGE - During club-sanctioned events

1. Make the line safe for the last time. You may choose to have everybody case their firearms before declaring the line safe and allowing shooters downrange.

2. Maintain observation of the line until all shooters have removed their firearms from the range.

3. Organize the sandbags and rests on the shooting benches.

4. Pick up all trash and dispose of properly. Sweep off shooting area if required.

5. Return all spotting scopes and other items to the range building.

6. Close and lock the range building door.

GUEST SHOOTERS

1. All guest shooters must be accompanied by a member. The member is responsible for collecting the guest's daily range fee and depositing the money in the range fee drop box.
2. Members are responsible for the actions of their guests. You must ensure they know the appropriate range rules and follow them.

RANGE RULES SPECIFIC TO TRAP AND SKEET RANGES

1. All gun actions are to remain open unless it is your turn to shoot
2. All shooters will keep their guns pointed downrange at all times
3. Only one shell is to be loaded at a time, unless shooting doubles
4. Keep your finger off the trigger until you're ready to shoot
5. No handling of firearms behind the shooting line
6. No walking or changing stations with a loaded gun
7. Please pick up and properly dispose of all empty shells after your round is completed
7. No horseplay

PROCEDURES FOR CHILDREN AT THE RANGES

1. Children under the age of 18 will not be allowed on the firing ranges without supervision from an adult member, parent or guardian.
2. Children age 5 and below will be allowed inside the range facility if accompanied by an adult parent or guardian.
3. Children age 5 and below will not be allowed to remain in vehicles on the ranges at any time.
4. Children age 12 and below will be accompanied one-on-one with an adult parent or guardian with 100 percent eyes-on supervision. Adult in charge of watching each child will not be allowed to shoot.
5. Children will not be left unsupervised on the ranges at any time. Children found unsupervised will be escorted to the adult parent or guardian responsible for supervising them and a verbal warning will be issued. If there are any further occurrences, the member will be asked to leave the range for the safety of the children and other members at the facility.
6. ALL children must be fitted with eye and ear protection while visiting the range. Ear muffs, ear plugs and safety eyewear are available for purchase or rent in the clubhouse.

HYGIENE GUIDELINES

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

2. Wash your hands and face with soap and water after leaving the range before eating or drinking.

3. Change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.

EMERGENCIES AND INCIDENT REPORTING

In the event of an emergency please follow these procedures:

- ✓ Cease Fire Immediately
- ✓ Notify a range safety officer if present, or request assistance of responsible others.
- ✓ Offer assistance if you are able.
- ✓ Take charge of the situation. Determine seriousness of injury.
- ✓ Render aid. First aid kit is in the range building or in the clubhouse
- ✓ Call for help – Dial 911 – Give the club address, 1296 N Gleaner Rd to the 911 Operator
- ✓ Station someone at the main entrance gate to direct emergency personnel to the correct location
- ✓ There is an Automatic Defibrillator device located in the main clubhouse
- ✓ Take notes as soon as practical. Safety Incident report forms are in the range building or in the clubhouse

FIRST AID PROCEDURES

ALL personnel rendering first aid should be aware of the precautions surrounding blood borne pathogens in the event of an accident. Universal precautions should be used; all blood and body fluids must be treated as potentially infectious.

Government guidelines can be found at www.osha.gov, search OSHA Occupational Exposure to Blood Borne Pathogens 29 CFR 1910.1030.

The following equipment should be used when coming in contact with biohazardous material:

- a. Gloves, eye and face protection
- b. Fluid-proof over garments
- c. Shoe coverings
- d. Resuscitation mouthpieces for CPR

Areas contaminated with biohazardous material should be decontaminated by a qualified Biohazardous cleanup or Bloodborne Pathogen cleanup team.