

# Standard Operating Procedures Firearm Ranges



# TABLE OF CONTENTS

<b>PURPOSE</b> .....	<b>3</b>
<b>GENERAL INFORMATION</b> .....	<b>3</b>
PROHIBITED ACTIONS .....	3
OPERATIONAL POLICIES .....	4
<b>RANGE USE REQUIREMENTS</b> .....	<b>4</b>
<b>RANGE RULES</b> .....	<b>4</b>
FIREARMS CARRYING AND HANDLING .....	6
RULES SPECIFIC TO MUZZLELOADERS.....	6
RULES SPECIFIC TO TRAP AND SKEET .....	7
PROCEDURES FOR CHILDREN AT THE RANGES.....	7
HYGIENE GUIDELINES .....	8
<b>RANGE SAFETY OFFICERS</b> .....	<b>8</b>
<b>EMERGENCIES</b> .....	<b>8</b>
FIRST AID PROCEDURES .....	9

## **PURPOSE**

These procedures outline the governance of the firearm ranges located at Saginaw Field & Stream. These policies are to ensure safety for all individuals on our property, our neighbors, and surrounding properties.

## **GENERAL**

Our ranges are designed to provide authorized individuals a facility where they can become proficient with firearms and practice. Individuals using the range are required to understand, adhere, and help enforce the rules. Address rule violations politely but firmly to prevent an escalation of the situation or a subsequent event between the parties involved. A best practice is to engage the individual with a teacher's mentality. Explain that the action is not allowed and avoid personal attacks. All individuals are required to show their membership card on request.

Failure to comply with the SOPs will result in the immediate suspension of range access for violating individuals. The board will subsequently perform an investigation to determine the appropriate recourse, which may include the pursuit of criminal charges and civil liability.

The following items are prohibited on club property:

- A. Loaded firearms in any structure (valid concealed pistol license holders are exempt),
- B. Disruptive activities such as horseplay or loud music,
- C. Hunting or shooting at wildlife,
- D. Paint balls or paint ball firearms,
- E. Airbows or airguns that shoot arrows,
- F. Being under the influence of any substance on any range,
- G. Fully automatic firearms,
- H. Mechanisms to increase a firearm's rate of fire,
- I. Negligent behavior resulting in the destruction of club property,
- J. Negligent shooting that may result in rounds leaving the range,
- K. Cross-range shooting,
- L. Prone shooting,

M. Mining of lead from, or foot traffic on the berms or backstop.

The following are operational policies:

- A. Non-members must pay the daily range fee of five dollars (\$5) per range prior to using it. Members are responsible for their guests' actions, and they must always accompany them. All Youth 17 year of age and younger shoot for free while accompanied by a general member. Exception is skeet and trap.
- B. Firearm shooting hours are 8:00 a.m. until sunset.
- C. Leave it better than you found it. Please help us keep *Our Little Piece of Up North* clean by picking up your mess and policing your brass. If you notice something in need of repair fix or report it.
- D. If you do not wish to keep your brass for your own use, place it in the brass collection boxes. Scavenging of brass left on the ground is considered stealing from the club.

## **RANGE USE REQUIREMENTS**

All firearm usage is covered by these Standard Operating Procedures (SOPs). The SOPs are available at the clubhouse (Tuesday and Saturday during business hours), [www.saginawfieldandstream.com](http://www.saginawfieldandstream.com), bulletin boards located at the ranges, or by contacting a current board member.

## **RANGE RULES**

1. Individuals must adhere to the National Rifle Association's Gun 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
2. Individuals must adhere to Jeff Cooper's 4 Gun Safety Rules:
  - All guns are always loaded
  - Never let your muzzle cover anything you are not willing to destroy
  - Keep your finger off the trigger till your sights are on the target
  - Identify your target and what is behind it
3. Eye and ear protection are required.

4. Each firing position is labeled to a corresponding target stand position. Individuals must shoot within their respective shooting lanes.
5. Once on the firing line, a firearm's muzzle must be always pointed down range.
6. Only one firearm and matching ammunition is allowed at a shooting station at a time.
7. If you cannot guarantee that each bullet fired will hit the lower third (1/3) of the exposed berm you are not clear to fire. The club will pursue criminal charges and civil liability for an incident resulting from your actions.
7. Cold Range Procedure: A cease fire is in effect. Firearms must be unloaded with the action open and visible. On the 50- and 100-yard ranges turn on Red Flashing Lights. Firearm handling is strictly prohibited. Individuals not down range tending to their target must stand behind the painted ready yellow line on the concrete until range goes hot.
8. No one is allowed forward of the (RED) firing line unless the range has been declared cold.
9. Hot Range: Firearms may be handled and fired.
10. Ceasefire: Immediately stop shooting open the action, set the firearm down with the action visible, step behind the painted ready yellow line and remain at your station until given further instructions. On the 50- and 100-yard ranges turn on Red Flashing Lights.
11. If there is a misfire keep the muzzle pointed down range at the backstop 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 cleared, the firearm must be transported from club property.
13. Approved firing: Deliberate, aimed, and controlled shots that results in every shot hitting the lower third (1/3) of the exposed berm.
14. Approved targets: Only paper targets are allowed on the ranges. Attached to approved target stands. Paper Targets are not to be attached to the baffle system.
15. Approved firearms:
  - 100-Yard Range
    - Pistols - MUST PASS EVALUATION AND HAVE MEMBERSHIP CARD SIGNED BY CURRENT PRESIDENT,
    - Rifles,
    - Shotguns - SLUGS ONLY

- 50-Yard Range
    - Pistols,
    - Rifles,
    - Shotguns - SLUGS ONLY
  
  - 10-Yard Range
    - Pistols,
    - Rifles,
    - Shotguns - SLUGS ONLY
16. Patterning: Shotgun patterning is available during United Multi-Gun League practice. Target stands are not provided.
  17. Unapproved firing: Rapid - defined as more than two (2) shots in a one (1)-second period. Uncontrolled - defined as any type of shot where the firearm is not aimed by having the shooter's eye(s) aligned with the sights, the sights aligned with an approved target, and the target positioned on the berm so the shots will impact the lower third of the exposed berm.
  18. Unapproved ammunition: Armor-piercing - defined as a projectile or a projectile core. Tracer. Incendiary.
  19. Exemptions: Club sanctioned events, law enforcement, and military are exempt from weapon and shooting restrictions during their scheduled events only. No crew-served weapons will be allowed. The aforementioned events may shoot until 10:00 p.m.

## **FIREARMS CARRYING AND HANDLING**

1. Firearms outside a case must always be unloaded, with the magazine out, and action open. On firearms incapable of adhering to the previously defined rules chamber flags must be utilized.
2. Firearms must be unloaded and inside a closed case while being transported from a vehicle to the red firing line.
3. Hot Range Procedure: Proceed to a shooting bench to uncase or stow the firearm with the muzzle pointing downrange.
4. Cold Range Procedure: Remain behind the yellow ready line and do not uncase any firearms until the ceasefire is completed and the range is hot.
5. Concealed carry is not allowed on a cold range.

## **RANGE RULES SPECIFIC TO MUZZLELOADERS**

1. Smoking is not allowed under or forward of the covered firing line.
2. No charging of muzzle loaders from powder cans or flasks.
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 frozen 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 to be kept at the firing line. Only small quantities of priming powder for flintlocks are allowed on the firing line.
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
  - The safest method is to use a CO<sub>2</sub> ball discharger. Keep the muzzle pointed down range as the CO<sub>2</sub> will force the bullet and powder charge out at high enough velocity to cause injury.
  - If a CO<sub>2</sub> 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.
  - 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.

## **RANGE RULES SPECIFIC TO THE TRAP AND SKEET RANGES**

1. All actions must remain open until it is your turn to shoot.
2. No handling of firearms behind the shooting line.
3. Load a maximum of two shells at a time. Number of shells based on the course of fire.
4. No walking or changing stations with a loaded firearm.
5. Pick up and properly dispose of all empty shells and debris after your round is complete.

## **PROCEDURES FOR CHILDREN AT THE RANGES**

1. Children will not be allowed to remain in vehicles on the ranges at any time.
2. Children under the age of eighteen (18) will not be allowed on the ranges without supervision from a responsible adult.
3. Children age five (5) and under will be allowed inside the range facility if accompanied by a parent or guardian.
4. Children age twelve (12) and below will be accompanied by a responsible adult. Adults responsible for children will not be allowed to shoot simultaneously.
5. Children will not be left unsupervised at any time. Children found unsupervised will be escorted to the responsible adult 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.

## **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.
2. Wash your hands and face with cold soap and water after leaving the range.
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.

## **RANGE SAFETY OFFICERS**

Range Safety Officers (RSOs) are not required to be present to utilize the ranges. Every member shall be considered a volunteer RSO is required to ensure adherence to the SOPs. You are required to address all unsafe behavior as soon as you become aware of it. If the individual becomes belligerent or continues his unsafe practice; leave the range and obtain their vehicle description including license plate. If the situation requires urgent attention call a board member immediately. If the situation is not urgent, contact a board member at your earliest opportunity to provide the date, time, and details of the event. Please include any pictures you may have taken including the violation, membership card, license plate, etcetera.



## **EMERGENCIES AND INCIDENT REPORTING**

In the event of an emergency please follow these procedures:

1. Cease firing immediately,
2. Notify a RSO if present,
3. Render aid - First aid kits are located near the bulletin board,
  - There is an Automatic Defibrillator device located in the clubhouse
4. Call 911 - The club's address is 1296 N. Gleaner Rd., Saginaw, MI 49609,
5. Station someone at the main entrance to direct emergency personnel to the location of the incident,
6. Take notes as soon as practical. Safety Incident report forms are in the back of the SOP binder.

## **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 as all blood and body fluids must be treated as potentially infectious.

Government guidelines can be found at [www.osha.gov](http://www.osha.gov), search OSHA Occupational Exposure to Blood Borne Pathogens 29 CFR 1910.1030.

The following equipment should be used when encountering bio-hazardous material:

- A. Gloves, eye, and face protection
- B. Fluid-proof over garments
- C. Shoe coverings
- D. Resuscitation mouthpieces for CPR

Areas contaminated with bio-hazardous material should be decontaminated by a qualified Bio-hazard cleanup or Blood Borne Pathogen cleanup team.