

**POULSBO SPORTSMAN CLUB
PUBLIC RIFLE-PISTOL RANGE SOP**

Objective - The objective of this Range Standard Operating Procedure is to enhance the safety of the members, their guests and the general public, while participating or observing the shooting sports at the Pouslbo Sportsman Club and the general performance of the club.

Terminology – The key to successful communications is the consistent use of terminology.

Range Officer – The official present at a shooting activity/event that administrates/runs that event and ensures safe conduct of participants and spectators.

Range Safety Officer – The official present at a shooting activity/event whose sole purpose is to ensure the safe conduct of the participants and spectators and Range operations by administration and implementation of the Range Standard Operating Procedure.

1. Range Safety Officer (RSO) Duties

- 1.1. Ensure you are wearing your ear and eye protection. "LEAD BY EXAMPLE"
- 1.2. Ensure all shooters and guests are briefed and have read and understand all RANGE RULES as posted and have signed the sign in sheet.
- 1.3. Ensure the "SIGN" is posted that requires "SIGN-IN" with the RANGE SAFETY OFFICER.
- 1.4. Periodically traverse the Firing Line and ensure:
 - 1.4.1. All shooters are obeying all Range Rules.
 - 1.4.2. All actions are opened and all firearms are unloaded, with Empty Chamber Indicators (ECI) installed when shooters are down range.
 - 1.4.3. No firearms are being handled when shooters are down range.
 - 1.4.4. If there are 5 or more shooters on the Range, the Range Officer will be on the firing line to ensure range safety.
 - 1.4.5. The Winter hours of duty for range officers shifts are from 09:00 to 12:30 am and 12:30 to 1600 .pm.
 - 1.4.6. The summer hours of duty for range officers shifts 09:00 to 1300 am and from 1300 to 1700 pm.
 - 1.4.7. Only one range officer per shift unless prior approval is obtained from the Chief Range Safety Officer. Weekend duty may also include a "Mid-shift" which overlaps portions of the morning and afternoon shifts.
- 1.5. Range Commands.

When it becomes necessary for the RSO to take positive control of the firing line, the commands should be given in a loud clear voice. The commands are such that all shooters should have no doubt what the command means and know what the proper response is. The following are given as an example of typical commands.

- 1.5.1. "Shooters" "Man the firing line, you have 1 minute preparation time" This prep time allows the shooters to don safety gear, remove ECIs, load and make all the preparations for live fire.
- 1.5.2. "Your preparation time is complete." "Ready on the right?" Receive some acknowledgment from the shooters on your right.
- 1.5.3. "Ready on the left?" Receive some acknowledgment from the shooters on your left.
- 1.5.4. When all shooters are ready. "All's ready on the Firing Line."
- 1.5.5. "Commence Fire".
- 1.5.6. After a predetermined amount of time, 10 to 15 minutes. "Cease Fire".
- 1.5.7. "Lay your firearms down, unloaded, with the action open and up with ECI"s in place".
- 1.5.7. "Shooters step back from the line and make the Range safe." Inspect the firearms and the firing line, and ensure the Range is safe.
- 1.5.8. "The Range is Safe." At which time the Red flashing Lights will be turned on.
- 1.5.9. "Shooters may go forward to post or retrieve targets."
- 1.5.10. If for any reason, there is a problem on the firing line that you feel warrants your intervention, call CEASE FIRE. It's better to call a cease fire than call 911.
- 1.6. The RSO's word is LAW on the range.
- 1.7. Any shooter determined by the RSO, to be unsafe, i.e. violates the Range Rules or fails to follow the verbal commands of the RSO, will be directed to leave the firing line and or the property.
- 1.8. If any RSO has a question, contact the Chief Range Safety Officer, the Club President or one of the Board Members. (Refer to latest Club Newsletter for current phone numbers}).
 - 1.8.1. Treat our fellow club members and guests with the respect that you would want to be treated with be firm but fair.
- 1.9. EQUIPMENT NEEDED: to be staged in or near by the Range Office:
 - a. sign in sheets.
 - b. Club membership applications.
 - c. pens, pencils and markers.
 - d. First Aid kit.
 - e. Targets, for sale.
 - f. Hearing protection for loan/ear plugs for sale.
 - g. Empty Chamber Indicators for sale.
 - h. Eye protection for loan.
 - i. Fire extinguisher.
 - j. Staple gun and staples.
 - k. Range Standard Operating Procedure (SOP)
 - l. Automated External Defibrillator (AED)

2. Use of Empty Chamber Indicators (ECI)

- 2.1 The intent of using ECI's are to provide a fast easy way for the RSO'S and other shooters to determine that the firing line is safe before allowing people down range. It is not intended to increase the work load of the RSO's by enforcing ECI use everywhere on club property.
- 2.2 ECI's are required to be placed in the open chamber or cylinder of all firearms on the firing line as soon as they are removed from the travel case.
- 2.3 ECI's are required to be in place prior to the Red Safety Lights being turned on and a Safe Range is declared.
- 2.4 Clip or magazine fed firearms shall have the clips/magazines removed and an ECI installed in the open chamber.
- 2.5 Lever action and pump action rifles shall have a ECI inserted into the chamber.
- 2.6 Rim fire tube fed rifles shall have the tube removed and an ECI inserted in the open chamber.
- 2.7 Double action revolvers shall have cylinder open and up with an ECI inserted in the exposed cylinder.
- 2.8 Single action revolvers shall have the loading gate open and up with an ECI inserted into the exposed chamber.
- 2.9 Single shot pistols shall have the actions open with an ECI inserted in the chamber.
- 2.10 Muzzle loading firearms do not require an ECI.
 - 2.10.1. Cap lock firearms shall have no percussion caps on the nipples and the hammer in half cock position.
 - 2.10.2. Flint lock firearms shall have the frizzen up to expose the pan and the hammer shall be down.
- 2.11 A rifle in the rack with the action open and no magazines /clips installed does not require an ECI if the firearm can be easily seen to be unloaded.
- 2.12 While the red lights are on, everyone will remain behind the red line and shall not handle any firearms or ammunition.
- 2.13 Club sanctioned events have Range Safety Officer(s) and the ECI rules are at their discretion.
- 2.14 ECI's will be the yellow ECI's offered/provided by PSC and designed to be inserted in the chamber of a firearm that visually indicate the firearms chamber in empty.

3. Targets

- 3.1 Only paper or cardboard targets are allowed on the rifle/pistol ranges. One exception: Board approved .22 rimfire metal targets may be used and only on the 50yd line and on the berm.
- 3.2 Other type targets may be used by specific groups during authorized competitions that are on the Club Calendar and authorized by the Range Safety Committee.
- 3.3 No EXPLOSIVE TARGETS will be used.

- 3.4 IF IN DOUBT, REFER TO RULE 3.1.
- 3.5 All targets will be placed on the backings provided by the CLUB. Target frames/supports may only be used if the point of impact is still on the impact are of the berm, as in the case of 50 FT or 50 Meter SMALL BORE.
- 3.6 Shotgun shooters may provide their own paper or cardboard target used on the 50 yard range. No Club backing will be used, due to the rapid destruction from the shot. The shooter will properly dispose of used paper or cardboard targets and spent shot shells upon completion.

4. FIREARMS ALLOWED ON RANGES.

The following is a guideline to determine what firearms can be fired on which ranges. Not all cartridges are listed, but the intent here is to limit damage to the impact area of the berms.

4.1 15 YARD RANGE

- 4.1.1. Pistols or rifles chambered for rimfire or center fire pistol cartridges having .357 magnum power factor or less.
- 4.1.2. Muzzle loading pistols and rifles.
- 4.1.3. No pistols chambered for center fire rifle cartridges.
- 4.1.4. NO OTHER FIREARMS ALLOWED!
- 4.1.5. No shot cartridges from a handgun or shotgun may be shot on the 15 yd line.
- 4.1.6. NO open carry is permitted on the range. Concealed carry is permitted.
- 4.1.7. Working out of a holster is not allowed on the firing line. Working from a holster may be allowed down range at the discretion of the RSO and only if range conditions permit.

4.2 50 YARD RANGE

- 4.2.1. Any handgun and rifle using center fire pistol cartridges.
- 4.2.2. Rimfire rifles and handguns.
- 4.2.3. Muzzle loading pistols and rifles.
- 4.2.4. Center fire rifles and pistols chambered for rifle cartridges and shotguns firing slugs may be fired for sight in. Limited to approximately 5 rounds.
- 4.2.5. Shotguns firing shot may be test or function fired from the 25 yard line. The Red Safety Lights will remain on while the shooter is down range performing this test or function.
- 4.2.6. No shot cartridges from a hand gun or shotgun may be fired from the firing line on any range.

4.3 100 AND 200 YARD RANGES

- 4.3.1. Pistols with 6" minimum barrels, at the discretion of the Range Safety Officer. The RSO will assure the round hits the target or berm, and not be a safety hazard.
- 4.3.2. Any rifle
- 4.3.3. Any shotgun firing slugs.
- 4.3.4. Firearms chambered for .50 BMG are not allowed to be fired at this range, due to the damage caused to the impact area of the berms.
- 4.3.5. No incendiary or tracer rounds will be shot on the range.
- 4.3.6. Shotguns firing shot may be test/function fired and/or sighted-in when standing down range, clear of the overhead baffles. The red safety lights will remain on while the shooter is down range performing this test or sight-in. Shooters will provide their own target backing and stands (boards).

5. WHO CAN SHOOT

- 5.1 Any member paid in full. (If membership is in question, a membership card must be shown.) Members without a card will be required to pay the current range fee, if their name does not appear in the membership log and show identification to the RSO/RO.
- 5.2 Any non-member who has paid the current range fee.
- 5.3 Any active duty law enforcement officer, shooting their "duty" firearm is not required to pay a fee. The officer must show his/her badge (Does not pay). A Retired officer must pay the current range fee.
- 5.4 Children under the age of 18 as long as they are under the direct and immediate control of a non-shooting adult.
- 5.5 Membership eligibility is outlined in Article 3 of the bylaws.
 - 5.5.1. Privilege of membership allows access to all ranges without paying the daily range fees whenever the range is open for shooting and a Range Safety Officer is on duty.
 - 5.5.2. Members who have successfully completed the After-Hours training and purchased a gate card are allowed to use the range as permitted by the After-Hours SOP.
 - 5.5.3. Non-members may not use the range After-Hours, with the exception of the Executive Board sanctioned events.
- 5.6 The club calendar year is from 1 April to 31 March of the following year. On April 1 everyone must have a current club card to shoot or pay the non-member range fee.

6. RANGE USE

- 6.1 Events scheduled with the CLUB have first priority for range use.
 - 6.1.1. All events shall have an Standard Operating Procedure, for the event, that has been submitted and approved by the Range Safety Committee.

- 6.1.2. This Event Standard Operating Procedure will be incorporated into this document in the Appendix.
- 6.1.3. Shall have a Range Officer (RO) to administer the event, and provide a Certified Range Safety Officer (RSO).
- 6.2 Any group of unscheduled pistol shooters may be placed on the 50 yard range at the discretion of the Range Safety Officer.
 - 6.2.1. Shall have a Standard Operating Procedure, for the event, that has been submitted and approved by the Range Safety Committee.
 - 6.2.2. Shall have a Range Officer (RO) to administer the event, and provide a Certified Range Safety Officer (RSO).
 - 6.2.3. This activity RSO will ensure all range safety rules are followed.
 - 6.2.4. Shooting from the 25 yard line, located on the 50 yard range, is authorized as part of the activity. It is the activity RSO's responsibility to ensure this "forward" firing line is administered properly.
 - 6.2.5. Any commercial activity conducted on club property requires approval in writing from the board of directors.

7. SHOOTERS RESPONSIBILITIES.

- 7.1 Follow all Range Rules as posted.
- 7.2 Obey all verbal instructions and commands of the Range Officer. and the Range Safety Officer
- 7.3 Ensure the Range is clear before firing.
- 7.4 Ensure the Range is SAFE before going down range.
- 7.5 Cooperate with the other shooters.
- 7.6 Ensure you wear your eye and ear protection while on the Range.
- 7.7 Remain behind the red line and do not handle firearms when people are down range.
- 7.8 When not firing, your firearm will be on the bench, unloaded, with the action open, and with an ECI's inserted.
- 7.9 The muzzle of the firearm shall always be pointed in a safe direction.
- 7.10 Each shot will be an aimed, controlled shot.
- 7.11 Parents who bring children are responsible for keeping them under their immediate and direct supervision at all times.
- 7.12 All firearms, not on the firing line, will be unloaded with the actions open.
- 7.13 All firearms, not on the firing line, may be handled, at the discretion of the RSO.

- 7.14 Clean up the expended brass, put aluminum and steel cases in the garbage, and remove the targets
8. **Range Rules.** The Range Rules are as posted on the web site, at the Ranges and the Club House.
- 8.1 No uncontrolled rapid rate of fire is allowed on any range at any time.
 - 8.2 Rapid fire is defined as more than one shot every 2 seconds. More than one shot per 2 seconds is not allowed without prior approval of the Range Safety Officer.
 - 8.3 Anyone doing willful damage to club property or disregard of the range rules will result in expulsion from the range.
 - 8.4 If you are unsure of your sight settings , request help from the range officer.
 - 8.5. The consumption of alcoholic beverages on club property is strictly forbidden at any time any range is active. The illegal use of a controlled substance on club property at any time is prohibited. Anyone who appears to be under the influence will not be allowed to shoot.
 - 8.6 Violation of 8.5 will result in immediate and permanent revocation of membership and denial to access club property.
9. **Emergency Plan.** This Emergency Plan is not designed to deal with all emergencies but is presented as a blueprint which RSO can use to help respond to, and deal with emergency situations. In any emergency it is imperative that the RSO take charge and perform those actions that will enhance the response of emergency responders, i.e. fire and or medical crews.
- 1. Assess the situation (panic is your worst enemy).
 - 2. Determine appropriate actions.
 - 3. Direct others in the area to perform specific actions.

Scenario #1. Medical Emergency.

- 1. Direct Cease Fire and make the Range Safe
- 2. Assess the medical situation or determine if anyone present is more capable to assess the situation and render First Aid.
- 3. Direct one person to stay with the injured person and render First Aid.
- 4. Direct one person to call 911 and stay on the phone.
- 5. Direct one person to go to the main gate to direct fire and medical personnel to the scene.
- 6. Direct one person to go to the Club House area to direct fire and medical personnel to the scene.
- 7. Direct one person to go outside the covered Firing Line to direct fire and medical personnel to the scene.

Scenario #2. Fire.

1. Direct Cease Fire and make the Range Safe.
2. Direct personnel to fight the fire.
3. Direct one person to call 911 and stay on the phone.
4. Direct one person to go to the main gate to direct fire and medical personnel to the scene.

Change Record Sheet

Revision	Summary	Date
0	New Document – First Issue	June 25, 2019
1	Paragraph 5.5.3 was changed to allow non-member groups to shoot after-hours as approved by Board	August 27, 1019
2	Removed requirements concerning RSO duties, removed target placement under special circumstances, and added Easter Sunday as a range closed day.	April 30, 2024