

# STANDARD OPERATING PROCEDURES

## WICKENBURG SPORTSMENS CLUB

### WICKENBURG, ARIZONA

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# CHAPTER 1

## PREAMBLE

The Wickenburg Sportsmen's Club is an organization devoted to promoting the development of the shooting sports and to provide opportunities for the recreational use by its members and guests.

WSC is a "cold range" to open carry. Unloading under direct supervision of RSO or at a "hot firing line".

WSC maintains outdoor shooting ranges: consisting of rifle, pistol, shotgun, and archery (future).

The Chief Range Safety Officers at the direction of the Wickenburg Sportsmen's Club Board of Director's establishes the following rules and regulations for the Wickenburg Sportsmen's Club located at 1385 N. Constellation Rd. Wickenburg, Az. 85390. [Wickenburgsportsmensclub.com](http://Wickenburgsportsmensclub.com)

# CHAPTER 2

## Purpose of the Range:

The WSC Rifle, Pistol and Shotgun Ranges are primarily intended for recreational shooting by its members and their guests. It is also used for specialized shooting events as described in Chapter 3 of this SOP, or for special events as determined by the Board of Directors of the Chapter.

Shooting incidents are rare on ranges. The following range rules and regulations are established to ensure safety and discipline for individuals using the range as well as safety for our neighbors and surrounding area.

**CCW must remain holstered and concealed.** If you arrive with a loaded open carry firearm immediately notify a Range Officer who will supervise unloading. All unholstered firearms must be bagged or cased.

# CHAPTER 3

## Authorized Uses and Operations of the Range:

**1. General.** The Wickenburg Sportsmen's Club, Inc. operates its Rifle, Pistol and Shotgun Ranges for the safe enjoyment of target shooting/competition by its members and (supervised) guests. The

Chief Range Safety Officer(s), under the direction of the Board of Directors has the responsibility for the administration and safe operation of these ranges.

**2. Range Usage. Overall range availability is at the discretion of the Board of Directors.**

**Normally live fire recreational shooting for all members and their guests takes place during normal operating hours; the Range is normally limited to daylight hours between sunrise and sunset 7 days a week. The CRSO/RSO & Members have the authority from the Board of Directors to shut down the Range if he/she deems it necessary.** In extreme cases, such as an accident or an unruly shooter, the Range should be closed down and the proper authorities (Fire & Rescue Squad and/or Wickenburg Police at 911 be notified. The Chief Range Safety Officer and WSC Board of Directors should also be notified as soon as possible.

Board of Director approved events have priority and will operate using nationally recognized safety rules of the approved organization.

**All scheduled use of ranges shall take precedence over any individual or personal activity.**

**3. Range/Shooter Requirements:**

1. All new candidates for membership shall be required to attend a Range Safety Class and pass a written test prior to acceptance into the Club.
2. The Range Safety Class shall be administered by a WSC certified/qualified NRA Range Safety Officer (RSO).
3. All members and their Guest are required to sign-in. Members are required to wear their ID card while utilizing the range. Members and their Guests without current proper club identification will be asked to leave the property.
4. The sign-in book and waivers are located in a steel box near Bay 2
5. It is each member's responsibility to keep the gate code confidential.
6. The Club gate will be closed at all times unless a special event open to the public is taking place or scheduled matches/shoots are held, and a Match Director or certified RSO is present.
7. Members are welcome to bring two (2) guests per range visit. Guests are required to sign-in and also sign a waiver to hold harmless the Wickenburg Sportsmen's Club. Guests must also pay a use fee of \$10.00 per visit and are limited to two (2) hours per visit with 6 visit maximum per year. The fee box is next to the sign-in box. Payment is based on the honor system.
8. Only current member and their guest may use the ranges at any time during normal operating times (sunrise till sunset) except when closed for special use and or events.
9. Members should check the club web site, calendar of events; ([wickenburgsportsmensclub40.wildapricot.org](http://wickenburgsportsmensclub40.wildapricot.org)) for details regarding these and other closings.
10. If under 18 years of age, may use the ranges only when accompanied and under direct supervision by a member, parent, or legal guardian.
11. No person, under the age of 21 will be permitted to fire a handgun on the ranges except when under the direct supervision of a parent or legal guardian.
12. All guests must be under direct supervision of their member host when shooting on the ranges.
13. Members wishing to have an unusually large number of guests (4 or more) on the ranges should obtain Chief Range Safety Officer approval prior to the day of planned

use. This many guests would require an assigned RSO that would have control of the range for the day's activities.

14. All vehicles shall be parked in the designated parking area.
15. Eye and ear protection is required on all ranges. Eye and ear protection is not optional and shall be worn by participants and spectators while in the vicinity of all shooting activities.
16. Firing will be conducted only in designated areas. The ONLY objects that may be shot at on the range property, are removable targets furnished by you or designated targets furnished by the club. All steel targets for pistol calibers must have minimum distances: Pistol calibers = 23 feet, rifle calibers = 100 yards. Steel targets are required to be placed at the base of the rear bank only.
17. Prior to shooting, visually check the firing line, the target area, the impact area.
18. Loaded firearms must never be aimed or pointed above the backstop area, except for the Trap Range.
19. Before going down range, all persons must communicate and receive acknowledgment of their intention from all other shooters. Do not assume everyone understands, confirm. Any individual on the firing line is empowered to declare a ceasefire at anytime to ensure safety.
20. Firearms must not be handled or touched when anyone is down range.
21. Individuals using the range shall become familiar with these range safety rules and regulations prior to using the range.

**4. Events.** All Events are only approved and scheduled through the Board of Directors. The assigned RSO for the day has control of the Range and is responsible for its operation. Approved events/matches will operate under national recognized organization and may allow scenarios that are not allowed for general range use.

#### **5. Range Closures.**

- 1.) The Range will be closed to all shooters for special events approved by the Board of Directors.
- 2.) Scheduled Range Clean-up days and construction days.

**6. Range Limitations and Safety Requirements.** Live fire shooters will:

- a. Fire only on designated Ranges.
- b. Fire only authorized firearms and ammunition. (See # 7 this chapter)
- c. Fire at approved targets only. Firing at cans, bottles, rocks, exploding targets, glass, ground level targets etc. is strictly prohibited.
- d. Ensure that all projectiles impact Rear Backstop (Rear Berm)
- e. Use appropriate eye and ear protection.
- f. Obey all commands of the Range Safety Officers in charge.

- g. Notify a Range Safety Officer if any unsafe practices are observed.
- h. Police all brass, paper, and other debris that accumulates on the Range. Dispose of it in the appropriate containers provided.
- i. Under no circumstances will any shooter fire tracer, steel core, armor piercing, or other exotic ammunition. M855 ammo for paper targets ONLY.
- j. Hunting or shooting of wild animals on WSC property is prohibited.
- k. Shooting practices that take place during Board of Director approved matches are prohibited unless during Board approved match.

## **7. Authorized and Prohibited Firearms:**

### **Only legally owned and possessed firearms are permitted on Club property.**

Shooters are permitted to fire all centerfire or rimfire rifles and pistols up to and including .50 caliber pistols (No 50 cal BMG rifle fire allowed). Fully automatic firearms are not permitted on the Range. Except for Police Officer Qualification/Training. Shooters are permitted to fire all muzzleloading rifles and pistols up to and including .58 caliber and smoothbore muzzleloading rifles and pistols up to and including .78 caliber. Shotguns firing rifled slugs or sabots are permitted.

**8. Alcoholic Beverages and Drugs:** Alcoholic beverages are strictly prohibited while on the gun ranges and under the influence of drugs. Anyone observed using them or deemed to be under their influence will not be permitted to use or remain on the Range and the person(s) involved will be reported to the Board of Directors and CRSO(s). No alcoholic beverages will be on or consumed on the premises, except for special events approved by the Board of Directors.

# **CHAPTER 4**

## **Rifle, Pistol and Shotgun Range CRSO/RSO/NROI**

The rifle, pistol and shotgun ranges are under the control of the CRSO/RSO/NROI that reports to the Board of Directors. Primary duties include:

1. Reporting at Board meetings on the status of the range.
2. Preparing the article for the monthly newsletter on the matches as well as other activities concerned with the range.
3. Scheduling, training, and conducting meetings of the RSO's.
4. Conducting the briefing of and administering the test for new members.
5. Keeping aware of new technology that can be used to improve the range.
6. Maintaining the accuracy and status of the Standard Operational Procedures.
7. Maintaining NROI or NRA Range Safety Officer Safety certification.
8. Obtaining additional training and education in range safety and operation.
9. Administering and supervising the daily operations of the range.
10. Preparing the Range Safety Officer Duty schedule.

11. Arranging/Scheduling rifle, pistol and shotgun matches/events.

## CHAPTER 5

### Rifle, Pistol and Shotgun Range Rules:

#### 1.) NRA Gun Safety Rules \* 4 Fundamental Rules for Safe Gun Handling:

1. **Always treat every firearm as though it were loaded.**
2. **Always keep the muzzle pointed in a safe direction. With the exception of the trap and skeet ranges, muzzles must be kept pointed below the level of the backstop at all times.**
3. **Always be sure of your backstop, what lies beyond, and the safety of bystanders before you shoot.**
4. **Never Point a firearm at anything you do not want to destroy.**

- Be aware that certain types of guns and shooting activities may require additional safety precautions.

#### 2.) General Range Rules -

Know and obey all Range rules

- Know where others are at all times.

- Shoot only at approved targets and all rounds must impact rear berm.

- At nonscheduled times where more than one shooter is on-line, an RSO must be designated.

(Usually, first member on-line will assume duties of communication with all shooters)

- **Do not handle a firearm behind the firing line while others are downrange.**

- **Stop shooting immediately upon the command "Cease Firing".**

- Follow hygiene guidelines by minimizing exposure to airborne particulate lead (clean hands and clothes) and limit the presence of pregnant women and children less than 7 years of age

- **The red caution flag must be flown whenever shooting occurs.**

- **Eye and ear protection is mandatory for all shooters and spectators.**

- No more than 2 persons are allowed at a firing point on the firing line; 1 shooter and 1 coach/spotter

- Each shooter may have only one firearm at a time on his firing point. Firearms not in use will be stored in the gun cases or in a pistol box, cleared of all ammunition with the actions open, chamber flag or effectively blocked, or otherwise made safe.

- All firearms carried to or from your vehicle to the firing line must be **cased or holstered. No loading or unloading of firearms permitted in the parking area!**

- No pistol shooting is allowed on the rifle range Bay 1 unless the pistol fires a rifle cartridge or supersonic (1080 fps) projectiles.

### **3.) Site Specific Rules**

**The Board of Directors/CRSO may require certification (qualification) to use specific range bays.**

\* Permitted:

- Centerfire and rimfire rifles and pistols up to and including .50 caliber (pistol).
- Blackpowder muzzle loading rifles and pistols up to and including .58 caliber.
- Blackpowder muzzle loading smoothbore muskets up to and including .78 caliber.
- Legal semiautomatic rifles and pistols.
- Legal shotguns firing rifled slugs or sabots.
- Pistol calibers/.22 rimfire caliber require steel targets to be a minimum 23-foot distance.
- Rifle calibers require steel targets to be a minimum 100-yard distance.

\* Not permitted:

- Incendiary, steel-core, armor piercing, explosive, or exotic ammunition.
- Fully automatic firearms or firearms with an automatic selector switch. Except for Police Officer Qualification/Training. And /or prior approval of the B.O.D.
- Shooting at unauthorized targets (cans, bottles, explosive targets, rocks, ground level targets, etc.)
- Firearms carried onto or off the firing line to or from your vehicle not holstered or cased. Except Trap range.
- Dry firing or aiming behind the firing line.
- Loading muzzleloading firearms directly from a powder horn or powder container.
- Shooting into side berms or cross firing without BOD approval.

### **4.) Administrative Rules**

\* Hours of operation

- Normally limited to daylight hours between Sunrise and Sunset year-round.

\* Parking

- All users of the Range must park in the parking area.

## CHAPTER 6 Emergency

### Procedures

#### Accidents:

Minor accidents - Cuts, sprains, dislocations, etc.

Administer first aid as required.

Major accidents: - Heart attack, choking, broken limb, gunshot wound, etc.

\* RSO should close down the Range (Take charge of the situation) and open gate.

\* Administer first aid (Render aid)

\* Call 911 to report accident (Call for help)

\* Designate one of the RSOs to keep notes on what is occurring with times

\* Station people to direct emergency vehicles to the Range.

#### Unruly Persons:

Move from top to bottom on this list depending upon how the situation develops:

1.) Order the person off the Range Complex and report his/her name to the Chief Range Safety Officer and or the BOD.

2.) Close down and secure the Range Complex and evacuate the area.

3.) Notify the Wickenburg Police Department (928 684-5411) and request assistance.

#### Weather:

In the event of severe weather that could endanger the lives of shooters and spectators, the CRSO/RSO/NROI should close down the Range and evacuate the area.

## **Firearm Stoppages and Malfunctions:**

Any firearm stoppage or malfunction can cause serious safety problems if not handled correctly. Range Safety Officers need to be prepared for these occurrences.

Definitions:

\* Stoppage - an unintentional interruption in the operational cycle of a firearm.

Examples: Bolt fails to lock cartridge in position, a stove pipe in a semi- automatic pistol, double feed, failure of a cylinder to rotate in a revolver, etc.

\* Malfunction - failure of a firearm to function as designed or to fire satisfactorily.

Two categories:

a) Firearm malfunctions like a broken sear or firing pin (mechanical).

b) Ammunition malfunction like a misfire, hang-fire, squib load.

Range Officers should consider any stoppage or malfunction as a major safety hazard and should know the difference between the two.

There are eight basic steps in the operating cycle of a firearm and a stoppage can occur in any one of the steps. The eight basic steps are:

1. Feeding: The face of the bolt makes contact with the base of the cartridge at the top of the magazine and pushes it toward the chamber
2. Chambering: The bolt continues forward and pushes the cartridge into the chamber.
3. Locking: As the bolt continues forward, the locking lugs move into the locking recesses in the barrel, locking the cartridge into the chamber.
4. Firing: The trigger is pulled to the rear causing the firing pin to strike the primer and fire the cartridge.
5. Unlocking: As the bolt moves to the rear, the locking lugs rotate out of the locking recesses.
6. Extracting: As the bolt moves rearward, the extractor withdraws the cartridge case from the chamber.
7. Ejecting: As the face of the bolt passes over the ejector, the case strikes the ejector and is kicked outward through the ejector port.
8. Cocking: As the bolt moves rearward, the firing pin moves into a cocked position.

Note: These are the eight basic steps of a firearm operational cycle but not all firearms follow these steps in exact order. For example, revolvers do not extract and eject between shots.

If a shooter experiences a malfunction where the firearm fails to function as designed, the cause will be due to the firearm itself or the ammunition. A malfunctioning firearm must be unloaded and removed from the firing line. An example of a malfunctioning firearm is a semi-automatic rifle that doubles, i.e. fires two rounds when the trigger is pulled. Such a gun is a hazard on the range and the owner should be advised to take the gun to a qualified gunsmith.

Ammunition malfunctions can be classed as:

- Misfire where a cartridge fails to fire after the primer is struck by the firing pin
- Hang-fire where there is a perceptible delay in the ignition of the cartridge after the primer has been struck by the firing pin.
- Squib load where there is less than normal pressure or bullet velocity after ignition of the cartridge.

Normal procedure for handling misfires or hang-fire is to:

- Keep the gun pointed downrange (safe direction)
- Wait at least 30 seconds in case it is a hang-fire and at least two minutes in the case of muzzleloaders before attempting to unload.

Normal procedure for handling squib loads is to:

- Stop firing immediately
- Keep the gun pointed downrange
- 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 lodged in the barrel.

Range officers on duty must be particularly vigilant to observe any gun malfunctions, stoppages, or ammunition malfunctions and be prepared to move to the shooter's aid. If the shooter starts to do something incorrect, the range officer must be prepared to step in.

## **Range Equipment**

- WSC Club house

- Covered firing line points with benches on the 100 yard rifle range
- Covered firing line points on the 50 yard pistol range - Covered firing line points on the 2 – 20 yard pistol ranges.
- Wooden target frames, metal stands and clamps in the public shed.
- Assorted sanctioned targets
- Flag pole with a red flag to indicate live firing on the range
- One ballistic emergency first aid kit in each bay and the Club House and one minor first aid kit in the public target shed.
- Hang-fire and misfire ammo must be disposed at the range, deposited in the dud ammo container.
- Range sign -in book with waiver sheets
- Badges and orange NRA RSO hats to identify the Chief Range Safety Officer and other Range Safety Officers on duty.
- A copy of these Standard Operating Procedures for the Wickenburg Sportsmen's Club.
- Enable **wifi** calling in phone settings for emergency calls.

## **Range Inspection Checklist**

1. Enter into the log book all the range officers on duty.
2. Put on the badges identifying the executive range officer and the range officers on duty.
3. Walk the firing line and inspect the bullet impact zone to ensure that everything is clear to begin firing
4. Identify everyone who comes to use the range. They must be a current WSC member or a guest of a member who is present.
5. Have everyone that is using the range sign into the log book.
12. Observe and supervise all shooting noting in particular shooters who may be experiencing difficulty.
13. Assist shooters as the need arises. Be aware of any misfires, hang-fire, or doubles and react accordingly.

14. Require shooters to police their firing points and leave each point in a clean condition.
15. Inspect target frames as needed.
17. The RSO is to close the range for any conditions that might endanger shooters.
18. If emergency situations arise a member must take appropriate action and then notify the Board of Directors and CRSO(s).

## Emergency Report Sheet

Effective Date: \_\_\_\_\_

### **Emergency Communication 911**

#### **Immediate Response For Injuries Or Illness:**

- Call a cease fire immediately and issue the command to unload, clear, and bench all firearms.
- Identify one of the duty range officers to secure the gear of the injured person.
- Identify one of the duty range officers to notify emergency services via 911 and provide the following information:
  1. Specific location of incident with directions
  2. Telephone number that you are calling from
  3. Your name
  4. What happened and possible hazards for rescuers

5. Number of people injured or ill

6. Condition of people injured or ill

7. First aid provided

8. If the accident involves a gun shot injury the police must be notified

- Station one of the duty range officers to direct emergency services to the scene
- Provide first aid until the emergency services arrive provided the injured party agrees
- Assume implied permission if the injured is unconscious or unable to respond
- Avoid dispensing any medicine unless directed to by emergency services over the telephone
- Assign someone to keep a log of events and time relative to the injury or illness

# Injury Report Form

Name of Injured Party: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date of Injury: \_\_\_\_\_

Time of Injury: \_\_\_\_\_

1. Describe the nature and extent of the injury (specify parts of body):

2. Describe how the injury occurred:

3. Describe first aid given:

4. First aid was provided by (include names and telephone numbers):

5. Disposition (specify name of hospital, telephone numbers, time of transport, etc.):

6. Persons notified (relatives, Range Chairman, Chief Range Officer ):

7. Location of incident:

8 Conditions prevalent at the time of the incident:

9. Witness statements: Interview witnesses separately. Use attachments if needed.

A. Witness (Name): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Statement Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

B. Witness (Name): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Statement

Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

10. Notes and Comments:

11. Injury report completed by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_