

LEMON GROVE ROD AND GUN CLUB

STANDARD OPERATING PROCEDURES

**APPROVED
BY THE
BOARD OF DIRECTORS**

17 OCTOBER 2007

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RANGE OPERATIONS GUIDE

- 1. General.** Live firing conducted at the Lemon Grove Rod and Gun Club (LGR&GC) Range 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 (BoD). Live-fire shooting is normally limited to the following ranges and equipment:
 - a. Rifle 100 yard range: Any smokeless powder rifle smaller than .50 caliber centerfire or rimfire, and any black powder rifle of any caliber. Also, pistols shooting a rifle caliber bullet (such as Thompson CenterFire) that are made for long range shooting and have a long range sighting system installed (No tracer or armor-piercing ammunition.) .
 - b. 50-yard Range: This range is to be used by rimfire (both rifle and pistol) and by centerfire handguns shooting a pistol cartridge. Targets are to be set so that all bullet impacts hit the provided backstop.
 - c. The Pit: This facility is provided for use of .22 rimfire handgun and rifle, centerfire handguns of any caliber of .50 or less, black powder pistol and shotguns practicing tactical shotgun on fixed targets. The maximum shot size for shotguns shall be 7 ½. The provided metal targets are NOT available for use by handguns shooting magnum cartridges. If magnum cartridges are used, the target must be a paper or cardboard target placed so that the round impacts the bank directly in back of the target
 - b. Trap Range--Shotguns only. (Up to #4 shot; no slugs)
- 3. Range Limitations and Safety Requirements.**

Live-fire shooters will:

 - a. Fire only on scheduled ranges that have a Range Safety Officer (RSO) present.
 - b. Magnum handgun cartridges are permitted on the 50-yard range using paper or cardboard targets. Metal targets are not authorized for magnum handgun cartridges on the 25 or 50 yard range..
 - c. Place targets so that the bullet impact strikes the primary berm directly behind the target. For placement purposes, the target should be considered to be larger by one foot in all directions than the actual target to provide safe backstop for near misses.
 - d. Fire only after completing a "hold harmless" agreement.
 - e. Ensure all projectiles impact on the primary berm directly in back of the targets. Secondary berms are provided only to increase the factor of safety and are not to be used as primary backstops.
 - f. Ensure range flags are displayed on the firing line.
 - g. Call "Cease firing" and make safe all guns before a shooter moves forward of the firing

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line or during any unsafe condition.

- h. Call "Cease firing" if a firing line becomes staggered (one shooter forward of another) anywhere on the range complex.
- i. Use appropriate ear protection.
- j. Wear appropriate eye protection.
- k. Notify the RSO or Chief Range Safety Officer (CRSO) of any safety infractions.
- 1. Police all brass, paper, and other debris that accumulate on the range. Dispose of them in the containers provided. Place all target frames back in their storage location.

4. Prohibited Guns. Full-automatic guns and firearms chambered in .50BMG are **NOT** authorized.

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

- a. Current members of the LGR&GC.
- b. Invited guests of the above, provided the authorized member is present and assumes full responsibility for the conduct of his or her guests.
- c. Non-members at public events.

6. Personnel Responsibilities.

a. Board of Directors

- 1. Maintain the range facility in a condition conducive to safe shooting.
- 2. Ensure the CRSO receives written range schedules with adequate time to post in the monthly news letter and LGR&GC web page. Schedules should include matches, recreational fire, informal range use, and any special instructions.
- 3. Conduct CRSO and RSO training as needed using the NRA Range Safety Officer Training Program.

b. Chief Range Safety Officer

- 1. Ensure each RSO understands and can execute live-fire procedures. (Live fire must be conducted in accordance with this chapter.)
- 2. Ensure that names of all RSO are listed in the CRSO's binder.
- 3. Have the RSO sign out radio, appropriate keys, required range flags, Hold Harmless Agreements, SOP binder, and first-aid kit.
- 4. Assist the Board of Directors in conducting the NRA Range Safety Officer Training Program for club members.

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c. Shooting Club RSOs. RSO status is accomplished by successfully completing an RSO class given by a CRSO and then being approved by the BoD. Information on dates and times for these classes can be obtained by contacting LGR&GC web site and will be posted in the club's newsletter.

1. Obtain the following: "hold harmless" agreement forms, radio, first-aid kit, range binder, flags, and any special instructions.
2. Test the radios to ensure it works correctly.
3. Conduct range inspection using the checklist, Outdoor Range Appendix A, or Shotgun Range Appendix B.
4. Check that all shooters have current club cards, and that all shooters and spectators fill out "hold harmless" agreements. Ensure that at least two individuals (RSO + one) are on the range at all times.
5. Conduct range safety briefing for new shooters.
6. Conduct live fire in accordance with section 6 (d) of this chapter. Report all incidents to the BoD and CRSO.
7. Ensure all shooters sign in shooters log.
8. Turn in all gear.

Note: RSOs should be aware that live fire cannot occur unless it has been scheduled by the LGR&GC Board of Directors. Use of the Lower Trap house does not require the presence of an RSO.

d. Shooting Club Members

1. Members wishing to shoot during scheduled open shooting time must bring their **gate key** and **membership card** to gain access to the facility. The front gate must remain locked at all times during scheduled open shooting.
2. All shooters must check in with the designated RSO on the scheduled range.
3. All shooters and spectators, who are not club members, must fill out "hold harmless" agreements.
4. Shooters will conduct themselves in an orderly manner at all times and will be responsible for the conduct of any guests they bring.
5. All shooters are responsible for their guns and ammunition while on the complex.
6. Guns that are out of the case and not being fired must be benched. (Actions open and facing up, chambers empty, muzzles pointing downrange, and safeties on.)
7. Only load guns on the firing line after the RSO has given the command to load.
8. Do not point guns at anything other than authorized targets.

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9. Fire only at your own target.
10. Give the command "Cease firing" if an unsafe condition exists.
11. Follow all instructions from the RSO.
12. Assist in policing the area of brass and any other debris.
13. No pets are allowed on the firing line.
14. Failure of shooters to abide by the procedures listed in this section will result in immediate eviction from the range and possible suspension of future shooting privileges.

7. Hours of Operation and Scheduling.

The BoD develops an event and open live-fire schedule based on requests received and RSO availability. The event will be posted in the club bulletin and on the web page the first of each month. All other range requests will be approved based on range availability. RSOs desiring to open a range must notify the BoD in order to be placed on the operations schedule. Information on range availability and scheduling is accessible on the web page.

8. Alcoholic Beverages and Drugs.

Shooters shall not consume alcoholic beverages or drugs before or during live firing. The CRSO or RSO will deny range access to anyone in violation. After firing, legal adults may consume alcoholic beverages in the following areas:

- a. The camping area. (Only after all guns and ammunition have been properly secured.)
- b. The clubhouse adjacent to the shotgun range.

9. Medical Support.

In the event of a medical emergency, call 911 and notify the BoD immediately.

10. Hold Harmless Agreement Form.

A "hold harmless" agreement form will be completed annually by each RSO and given to the BoD by May 1st.

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Appendices

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Appendix A — Outdoor Range Inspection Checklist

Inspected by _____ Date _____

	Yes	No
Controlled Access/Fencing/Gates Closed	_____	_____
Flags or Signs Displayed	_____	_____
Left and Right Range Limits Displayed	_____	_____
Backstop/Impact Area Inspected	_____	_____
Fixed metal targets at least 10 yards from the firing line	_____	_____
Target Frames/Mounts in Good Repair	_____	_____
Firing Line Marked	_____	_____
Firing Points Numbered/Clean	_____	_____
Shooting Benches/Tables inspected	_____	_____
Emergency Communications Working	_____	_____
First-Aid Kit Filled/Accessible	_____	_____
PA System/Bullhorn Working	_____	_____
Range Rules Posted	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Brass/Dud Buckets Labeled	_____	_____
Wash Area Identified	_____	_____

Comments:

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Appendix B — Shotgun Range Inspection Checklist

Inspected by _____ Date _____

	Yes	No
Controlled Access/Fencing/Gates Closed	_____	_____
Flags or Signs Displayed	_____	_____
Left and Right Range Limits Displayed	_____	_____
Machine Inspected	_____	_____
PA System/Bullhorn Working	_____	_____
Range Rules Posted	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles	_____	_____
Available Hull/Dud Buckets	_____	_____
Labeled Wash Area	_____	_____

Note: Prior to departing range ensure spring tension has been release from the trap machine.

Comments:

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Appendix C — Range Safety Briefing

A. 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 for 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 gun, i.e., on the 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!)

B. Rules for Safe Use

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 the 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 or projectiles.
- Use only the correct ammunition for your gun.

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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.

C. General Range Safety

- Know and obey all range commands.
- Know where others are at all times.
- Shoot only at 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.**"
- Wear eye and ear protection.
- Never use alcohol or drugs before or while shooting.

D. NRA Hygiene Guidelines

- 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 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 a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.

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Appendix D — Site-Specific Range Rules

A. Lower Trap House

The lower trap house is available for members and guest use during non scheduled club functions. An RSO need not be present to use the lower trap house. Members must supply their own clay targets. On a scheduled open shooting day the RSO on the rifle range will coordinate a cease fire, with one or more ranges, so the rifle range may post their targets.

B. Rifle Range

The rifle range may only be used on scheduled open shooting days, with an RSO present or on club scheduled event days. The range is limited to 100 yards, between the posted range flags. Only approved target may be used. Target shall be directly in front of the shooter. When positioning a firearm start from the low ready position. Make every effort to ensure the muzzle is not elevated above the safety berm. Armor piercing and tracer ammunition is not allowed. Fully automatic firearms are not allowed. 50 BMG and similar calibers are not allowed.

The RSO will coordinate the cease fire with the lower trap house and pistol range (pit). When all three ranges are in use, the time between “cease fire” commands shall not be less than 30 minutes.

C. Pistol Range (Pit)

Handguns chambered for straight wall pistol cases may be used on the pistol range. If magnum or bottle neck cartridges are used, the target must be a paper or cardboard target placed so that the round impacts the bank directly in back of the target. Use of the low ready position is encouraged. Make every effort to ensure the muzzle is not elevated above the safety berm. Handguns may be drawn from a holster in a safe manner. Crossdraw holsters are allowed. However, extreme care must be exercised when drawing a revolver from a cross-draw holster or returning the revolver to leather. The user must "twist" their body, if necessary, to ensure the muzzle never breaks the 180-degree safety rule during the process. Failure to ensure the muzzle is always down range is grounds for prohibiting the shooter from using the crossdraw holster. Multiple targets may be engaged if said targets are reasonably close together and in front of the shooter. Firing at a target at sharp angles across the range is not permitted. The determination of the RSO regarding target positioning and safety is final.

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Appendix E — Emergency Report Sheet

Effective Date:

EMERGENCY COMMUNICATIONS

Contact	Primary Phone Number	Secondary Phone Number	Primary Frequency	Secondary Frequency
EMS				
Police				
Fire				
Poison Control Center				
Range				

IMMEDIATE RESPONSE FOR INJURIES OR ILLNESS

- Call a cease fire if the injured is near the firing line or downrange. Ensure that all guns are unloaded and clear.
- The RSO will designate a person to secure the scene and the injured person's gear.
- The RSO will designate a person to notify EMS at **911** from the nearest telephone/radio located on the rifle range and provide the following information:

1. Specific Location or Address of Incident with Directions Location:

Address:

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 injured or ill: _____

7. First aid provided:

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Appendix F — Emergency Procedures

- A. Identify self to the injured.
 - B. Inform injured of training (American Red Cross Standard First Aid & CPR).
 - C. Inform injured of aid offered.
 - D. Receive verbal permission from injured (if adult), or parent/guardian (if child) prior to giving care.
 - E. Refrain from giving care to a conscious injured person whom objects.
 - F. Assume implied permission if the injured is unconscious or unable to respond.
 - G. Assume implied permission if the injured is a child with a serious injury and a parent or guardian is not present.
 - H. Move the injured only if life is endangered.
 - I. Check injured for life threatening condition before providing care. Provide care only within level of training.
 - J. Never dispense aspirin or medications; administer activated charcoal or syrup of Ipecac (or other treatments) unless directed by EMS or Poison Control Center.
- The RSO will designate a person to retrieve the first-aid kit located in the sign-up building and assist EMS personnel as needed.
 - If the accident involves chemical burns, an eye flush station is located at the wash station.
 - If the accident involves a gun shot injury, the RSO will designate a person to notify police and preserve the scene as it appeared at the time of the incident.
 - The RSO will designate a person to go to the range entrance and direct EMS personnel to the injured.

COORDINATION

The RSO will designate a person to supervise the situation and ensure fulfillment of emergency procedures by:

1. Getting names of witnesses and taking statements.
2. Providing EMS with treatment release forms, medical history information (maintained on employees, staff, and competitive athletes) and next of kin information for the injured.
3. Notifying next of kin once EMS has examined the injured and prepared for transportation to a medical facility.

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4. Completing injury report forms.
5. Notifying official of the organization, range, club, etc., concerning activation of the emergency plan.
6. Notifying insurance company (personnel and/or organization as appropriate).
7. Evaluating emergency plan for possible revisions.
8. Filing copies of the injury report form with records as appropriate.

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Appendix G — Injury Report Form

Name: _____ Date of Injury: _____

Address: _____ Time of Injury: _____

Telephone Number (Day) _____ (Evening): _____

1. Describe nature and extent of 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 phone numbers): _____

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

6. Notification of next of kin (specify time, person contacted, and method):

7. Location of incident and conditions of area: _____

8. Was protective equipment worn (if applicable)? _____

9. Describe steps taken to preserve the scene (equipment, photographs, etc.):

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10. Witness Statements: Interview witnesses separately. Use attachments if needed.

Witness (Name): _____

Address: _____

Phone Number (Day): _____ Evening: _____

Statement Attached Yes No

11. Notes and Comments:

12. Injury report completed by:

Name: _____ Date: _____

Signature: _____

13. Disposition and follow-up:

Name: _____ Date: _____

Signature: _____

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Appendix H — General Range Rules

1. Any member entering the Corporation property must sign in with their name, date, and time in and out and the name of any guest present unless participating in an event open to the public.
2. It is each shooter's responsibility to clean up his trash including materials used as targets.
3. Willful destruction of Corporation property will not be tolerated.
4. All shooting activities shall be conducted on the appropriate range.
5. Guests may camp on the Corporation facilities when accompanied by a regular member
6. The telephone is for Corporation business or emergency calls.
7. Under No Circumstances are you to loan your key.
8. All animals brought onto the Corporation property are the responsibility of the owner, must be on a leash, and must be cleaned up after.
9. Any member wishing to camp on the Corporation property for SEVEN (7) days consecutively must have prior written approval of the Executive Committee.
10. No storage of personal items on Corporation property without prior approval of the Executive Committee.
11. No member shall violate any local, state or federal laws while on Corporation property.
12. No shooting at wildlife on Corporation property.
13. When open for shooting, the hours of operation are from 8:00 AM until sunset. Shooting after sunset requires approval by the Executive Committee and shall cease at 10 PM.
14. Anyone 17 years of age or under must be supervised by an adult at all times.
15. Walking forward of the firing line unless a cease-fire has been declared is prohibited. If the lower trap range is in use, the upper trap house is designated as the lower range firing line for users of the main range. Handling of firearms is discouraged during a cease-fire or when people are forward of the firing line
16. Eye and ear protection are mandatory within 10 yards of the firing line. It is encouraged within 30 yards of the firing line.
17. Vehicles are not allowed on the range forward of the firing lines with three exceptions:
 - A. As required during organized events.
 - B. As required for range maintenance.
 - C. Those with physical challenges that receive written permission from the board.

The above rules shall be observed by each member and their guests. Violations of these rules shall be reported to the Executive Committee and may result in suspension of Corporation privileges or expulsion from the Corporation.

Appendix I — Policy Manual

Purpose

Guide for the orderly operation of the Corporation

Executive Committee

The Executive Committee will exercise fiscal responsibility in the conduct of the Corporation affairs. To that end, the Executive Committee shall set Dues and Fees in such a manner and at such time as to ensure the on-going viability of the Corporation.

Meetings

The General meeting shall be held on the **First** (1st) Tuesday of each month at 7:30 PM., at the location determined by the Executive Committee. All meetings will be conducted under "Robert's Rules of Order, Revised".

Membership

Regular membership shall close at **Two-Hundred-Seventy-Five** (275). Gold, Senior Citizen, Social, Inactive and Junior membership shall not be included in the 275 membership limit. No more than **Twenty-Five** (25) approved persons shall stand on the waiting list for membership in this Corporation.

An approved member on the waiting list has 30 days after being notified of an opening to pay their membership dues or they drop to the bottom of the waiting list.

Junior, Social and Inactive members converting to Regular shall not be counted against the membership limit. This shall not be construed as an increase in the membership limit as openings for new members will only occur when the number of members drops below the membership limit. Members converting will be given priority over those on the waiting list.

Members will be advised at least 30 days in advance, by notice in the bulletin, of a proposed change to the membership limit being presented for approval by the membership.

In addition to any dues or fees as listed in the Policy Manual, every regular and senior member, as a non-monetary assessment, will be required to fulfill a participation requirement. To meet this participation requirement, the member must serve in a working capacity at an official activity of the club. The signature of a Director, Range Chair or Shoot Master on the participation card denotes fulfillment. Methods of meeting this requirement includes, but are not limited to:

1. Working at an officially sanctioned event of the club.
2. Serving as an officer or on the Board of Directors.
3. Serving in any position appointed by the President.
4. Serving on a phone committee or as an election inspector.
5. Working at a work party.

If a member has some physical limitation or scheduling problem that prohibits them from participating at a scheduled event, they must contact the Range Chair or one of the Directors as soon as possible to schedule an alternative method of fulfillment, or to seek a waiver. The appropriate circumstances for a waiver are in the sole discretion of the Executive Committee and a late request is sufficient reason for denial. Participation fulfillment is deemed as giving a minimum of 4 hours to a maximum of 8 hours (as determined by the requirements of the function) of working time to the Club during the course of the membership year. The Executive Committee will make the final determination as to whether the participation is sufficient.

Each member is responsible for insuring that the participation requirement for the year is fulfilled and that the completed participation card is turned in at a regular meeting. Any member who feels that he/she will be unable to fulfill his participation requirement shall contact the Executive Committee as soon as he/she becomes aware of the inability to do so, but in no case later than December 1st of that membership year. The Executive Committee will attempt to find a method for the member to fulfill his requirement, or grant a waiver under the appropriate circumstances, but the responsibility of participation fulfillment is ultimately that of the member.

Failure of the member to comply with this non-monetary assessment by failing to meet his/her participation requirement, will be viewed in the same manner and with the same result as a failure to pay dues, pursuant to the Bylaws including but not limited to Sections 2.01, 2.13, and 2.20.

Members who convert from a class of membership requiring NMA to a class not requiring it during the membership renewal period must still complete their NMA requirement unless it is waived by the board. Members converting to an Inactive class of membership need not complete the requirement. Members going from Inactive to Active must complete the requirement prior to the end of the next renewal period, regardless of additional changes in class unless it is waived by the board.

Reporting on Events

All reports, documents, and proceeds concerning club events will be turned in to the Secretary within two (2) meetings, but in no case shall exceed forty-five (45) days from the date of the event. The documents pertaining to the event includes signup sheets, comp tickets, etc. as required for reconciliation of funds.

Initiation Fee

There shall be an initiation fee for all **New** regular members: **One Hundred Dollars** (\$100.00)

Dues and Fees

The Dues for the Corporation shall be as follows:

Regular	\$ 75.00
Senior Citizen	\$50.00
Golden	\$15.00
Inactive	\$15.00
Social	\$10.00
Junior	\$3.00

All Dues and Fees for all categories will be due for the current year.

Key Exchange

All keys must be picked up in person at a General Membership Meeting and a current NRA card and picture ID card be presented.

Executive Committee Spending Limit

The spending limit of the Executive Committee is \$10,000 with the exception of normally reoccurring expenses

Two-man rule

Some maintenance is inherently dangerous due to the nature of the work. Activities being performed at the range such as those involving power tools, operating equipment, working at other than ground level or on electrical circuits, requires two people to be present for safety reasons. The foregoing list is not meant to be all-inclusive and common sense should prevail as to what can be dangerous. It is the responsibility of each member to recognize those activities that, should an accident occur, a second person would be needed to summon help and administer first aid.

Proposal for New Events

Proposal for new events, which utilize the range, must be submitted in writing to the Executive Committee for approval, prior to the event, with all supporting documents.

Appointed Positions and Duties

The President may, at his discretion, appoint a member to any of the following, but not limited to, positions:

Delegate to the San Diego County Wildlife Federation

The delegate shall attend all meetings of the SDCWF to vote, etc., and shall make a report on said attendance at each regular meeting of this Corporation. Should it be impossible to attend any of these meetings, it is the delegate's duty to inform the Alternate so that the Corporation will be represented.

Parliamentarian

The Parliamentarian is to be familiar with the Constitution and by-laws of this Corporation and the National Rifle Association or any other organizations with which we may have affiliation. Shall be familiar with "Robert's Rules of Order", and advise the President upon request.

Hospitality

The appointee shall act as the official greeter at all Corporation events and be responsible to send cards to members as appropriate.

Membership

The Membership Chair shall keep a complete and accurate record of all members and collect all dues and initiation fees. Shall keep the Publicity Chairperson informed of all membership changes in the Corporation. Shall be responsible for issuing all membership cards; encouraging all regular members to continue their membership; be in charge of annual changing of locks.

Ways and Means

The appointee shall be responsible for the promotion of projects whose purpose is the raising of funds for the Corporation. Shall submit to the Secretary, at the General Meeting following each event, an itemized statement of all financial transactions pertaining to the event.

Range Chairperson

The Range Chair shall organize work parties on a monthly, or as needed basis in addition to supervising and coordinating range facilities general maintenance and improvements.

Community Relations

The appointee shall attend events such as Chamber of Commerce meetings on a regular basis to promote good relationships between the Club and the community. Prepare press releases and act as liaison with media during public events.