



STANDARD OPERATING PROCEDURES
Sullivan Farms Recreational Shooting Area
660 Mt. Vernon Road
Tupelo, MS 38801

Approved: (10/2015)

I. ORGANIZATIONAL STRUCTURE

A. Corporation and Board of Directors

1. The name of the organization is Square1 Outdoors, Inc., a 501(c)(3) tax exempt corporation hereafter known as the "Corporation". The Corporation is governed by its Board of Directors, hereafter known as the "Board". The Board is guided by the Corporation's By-Laws in accordance with its Articles of Incorporation.

B. Recreational Shooting Area

1. These Standard Operating Procedures, hereafter known as the "SOP", are intended to govern the Sullivan Farms Recreational Shooting Area, hereafter known as the "RSA", and all activities, events, and programs sponsored by the Club.
2. The RSA is a 25.6-acre property located at 660 Mt. Vernon Road Tupelo, MS 38801 and is owned and controlled by the Corporation.

C. Shooting Club

1. The Corporation is affiliated with the National Rifle Association as a Shooting Club, hereafter known as the "Club".
2. The RSA has been established to facilitate Club activities, as well as to provide a safe place for area youth organizations to conduct related activities, events, and programs.

D. Shooting Sports Committee

1. The Executive Director shall appoint a Chairman to oversee a Shooting Sports Committee, hereafter referred to as the "Committee", made up of professional volunteer staff members who possess qualifications and/or certifications in program areas associated with Club activities, events, and programs, as well as organizations that may conduct related activities, events, and programs at the property or in cooperation with the Club.
 - a. The Committee Chair may appoint members to the committee.
 - b. The Corporation President and Executive Director are ad-hoc members of all committees.

II. PURPOSE and OBJECTIVES

A. Determination

1. The Board has determined that shooting sports, hunter safety, and other outdoor safety and environmental education activities, events, and programs are relevant to the furtherance of its corporate purpose as annotated in its Articles of Incorporation.

B. Purpose

1. The purpose of the RSA is to promulgate activities, events, and programs related to shooting sports, hunter safety, and other outdoor safety and environmental education activities, events, and programs in furtherance of the Corporation's purpose.

C. Objectives

1. Make available a safe and supervised environment in which youth shooting sports activities may be organized and conducted by club volunteers, at little or no cost to youth, as a means of curbing youth violence and delinquency through such related outdoor activities;
2. Make available a safe and supervised environment in which families may participate in shooting sports activities;
3. Promote community involvement in recreational and competitive shooting sports by facilitating organized firearms programs, trainings, and activities;
4. Facilitate a venue in which area youth shooting sports clubs and organizations may conduct related activities at no cost;
5. Facilitate a venue for hunter education, wildlife and environmental conservation education, and related outdoor safety and educational activities;
6. Facilitate a venue in which families and the community may learn about good citizenship, responsible firearms ownership and safe firearms handling, improve marksmanship, and promote a public understanding of legal possession and use of firearms for sporting, competitive, recreational, historical, and defensive purposes.

III. MEMBERSHIP

A. Purpose

1. The Board has determined that a General Membership is necessary to fund, develop, maintain, and sustain the RSA.

B. Three Types of Membership:

1. GENERAL MEMBERSHIP (includes immediate family)
 - a. \$200 annual contribution
 - b. Any adult US citizen age 18+ who is legally eligible to possess firearms
 - c. Mandatory range safety orientation for general access
 - d. Mandatory Adult Eligibility Affidavit required **(APPENDIX A)**
 - e. Dues are non-refundable, tax-deductible contributions

- f. NRA membership is not required
- 2. PROFESSIONAL VOLUNTEER STAFF
 - a. No annual membership fee
 - 1. Special training and events fees still apply.
 - 2. It is the professional volunteer staff member's personal responsibility to maintain all professional credentials and update documentation with the Committee Chair, as necessary.
 - b. NRA, CMP, 4H, and MDWFP certified range safety officers, firearms instructors, and hunter safety instructors.
 - c. Membership limited to persons remitting current professional credentials to the Committee Chair, or designee, and who will be supervising on-site activities, events, and programs for the Club or other youth organizations.
 - d. Mandatory Adult Eligibility Affidavit required for all adult volunteers
- 3. LEGACY MEMBER
 - a. No annual membership fee
 - 1. Special training and events fees still apply.
 - b. Mandatory Adult Eligibility affidavit required
 - c. Legacy Membership limited to
 - 1. Those persons approved by the Board.
 - a. Persons contributing labor, or goods and services instrumental to the development of the RSA.
 - b. Persons having contributed financially to the original acquisition of the RSA.

C. Honorary Membership

- 1. Nothing herein shall prevent the Board from designating a person as an Honorary Member and granting said person membership benefits.
 - a. No annual membership fee
 - b. Mandatory Adult Eligibility Affidavit required.
 - c. Special training and events fees still apply

D. Application for General Membership

- 1. General Membership Affidavit
 - a. Membership affidavit may be obtained from and submitted to the Committee Chair and/or his designee.
 - b. Membership limited to US citizens age 18+.
 - c. Membership is contingent upon approval by the Committee Chair and completion of the Board-approved Range Safety Orientation.
 - d. Dues must be paid upon completion of the Range Safety Orientation and renewed annually not later than the last day of the month.

E. Membership Inclusion

- 1. Adult Family Members
 - a. Membership includes up to two (2) adult family members age 18+.

1. At least one (1) adult family member must complete an eligibility affidavit and assume responsibility for the family members' use of club facilities and equipment.
2. An adult family member who has completed and submitted an adult eligibility affidavit must supervise youth family members at all times while using club facilities and equipment.

2. Youth Family Members

- a. The Club encourages family participation, especially where it concerns the children in the immediate or extended family.
- b. Any child under the age of 18 who is living at home in a full or part-time capacity qualifies as a youth family member for purposes of family membership.
- c. Any child age 18+ who is enrolled in school or college, whether living at home or not, qualifies as a youth family member for purposes of family membership.
- d. Children under the age of 18 whose relationship to the adult member(s) is that of a niece, nephew, or grandchild, whether they live with the adult member or not, may accompany the adult member as long as they are included on the family roster and the required releases have been signed by a parent/guardian and submitted to the Club.
 1. Parents of nieces, nephews, or grandchildren who are over the age of 18 and who wish to participate as a guest of an adult member may do so in accordance with Section E.3 of this SOP.

3. Guests

- a. The Club encourages guest participation in an effort to introduce potential members to the Club and to introduce new people to shooting sports activities and other activities, events, and programs hosted by the Club.
- b. Adult guests may accompany adult members on up to three (3) visits to the Club property for purposes of engaging in shooting activities.
 1. Adults who wish to use the Club facilities will be expected to obtain a family membership if they wish to continue to use the facilities after three (3) visits as a guest with an existing adult member.
- c. Youth guests (under age 18) who are not related to the hosting adult member may accompany an adult member as long as the required releases are signed by a parent/guardian and submitted for each visit.
- d. Any person attending a Club-sponsored activity, event, or program, regardless of whether there is a fee for such activity, event, or program, is not considered a guest for purposes of this Section. Such persons will be required to submit required releases and/or other necessary documentation for participation.
- e. All guests are subject to the rules and guidelines contained herein.

F. Termination of Membership

1. Any type of membership may be terminated by the member at any time for any reason.
2. General Membership will be terminated by the Committee Chair for nonpayment of dues after 30 days' delinquency.

3. Any type of adult membership may be terminated by the Committee Chair for documented violations of those conditions enumerated on the General Adult Eligibility Affidavit and/or documented violations of the RSA SOP amounting to unsafe acts imperiling self and/or others and/or willfully damaging Corporation property.
4. Any member or guest may file a signed, written complaint and forward it to the Committee Chair upon witnessing an intentional unsafe act that imperils others, malicious mischief resulting in vandalism or damage to Corporation property or the private property of another, or any other behavior that the reporter feels is detrimental to the interests of the Corporation and its members and guests.
 - a. Anonymous complaints may be investigated at the Committee Chair's discretion.
 - b. The Committee Chair may convene a Review Committee of six (6) additional General Adult Members, by lottery, to consider complaints of offenses believed to be detrimental to Club operations. Such a committee shall have the authority to terminate membership privileges when determined appropriate relative to the offense.
 - c. No part of this section shall be construed to prevent a Review Committee from suspending a member's privileges due to a reported offense, in lieu of termination, for a period of time of its choosing when determined appropriate relative to the offense.
 - d. A review committee shall document its proceedings and forward them to the Board Secretary.

G. Appeals

1. Any member faced with suspension or termination may appeal to the Board in writing within 30 days of personal notification of such suspension or termination.
2. The Board will consider the appeal in closed session at the next regularly scheduled meeting or at a special meeting, called in accordance with the Corporate Bylaws.
 - a. Suspension or termination will remain in effect pending appeal.
 - b. The appellant may address the Board either in person or in writing.
 - c. The appellant may have witnesses to the offense speak on his/her behalf.
3. The Board's findings will be final.

IV. SHOOTING SPORTS COMMITTEE RESPONSIBILITIES

A. Primary Responsibilities

1. Recruit and maintain a general membership responsible for funding, developing, maintaining, and sustaining the RSA.
2. Develop policies and procedures for the RSA.
3. Develop and conduct routine training orientations for general adult members and volunteer staff regarding range safety protocols and policies and procedures.
4. Fund liability insurance annually.
5. Develop and maintain shooting ranges and associated property IAW program needs and professional standards.

6. Recruit qualified adult supervision for youth and family programs.
7. Develop and facilitate ongoing youth and family programs that complement existing community programs and/or develop programs that fill gaps in existing services.

B. Financial Agreements, Contracts, and Partnerships

1. No financial agreements, contracts, or partnerships may be entered into by the Committee on behalf of the Corporation without the Corporation's prior approval by vote of the Board IAW with organizational bylaws.

V. MEETINGS

A. Board Meetings

1. Board meetings are held annually and at other times deemed necessary by the Directors.
2. Board meetings and Shooting Sports Committee meetings may be conducted in tandem to discuss Club and/or RSA business.

B. Shooting Sports Committee Meetings

1. The Shooting Sports Committee shall meet at least quarterly on the second Thursday of the second month of each quarter at 6pm at Mt. Vernon Baptist Church or at some other location as may be deemed appropriate by the Committee Chair to discuss Club and/or RSA business.
2. The Committee Chair may schedule a committee meeting at his/her discretion and members may request a meeting through the Committee Chair at any time in order to discuss RSA business.

VI. INDEMNIFICATION

A. Indemnification

1. The Committee shall be tasked with funding annual NRA-endorsed gun club liability insurance to indemnify the Club and RSA, Club volunteers, members, and guests.
2. The Committee shall be tasked with funding property insurance adequate to indemnify the facilities and amenities at the RSA.

VII. MAINTENANCE AND INSPECTION OF CLUB RECORDS

A. Maintenance of Records

1. Club records will be maintained by the Board Secretary IAW Corporate Bylaws.
2. The Committee Chair will ensure that all pertinent information and documentation of Committee actions are transmitted to the Secretary in a timely manner.

B. Inspection of Records

1. All Club records will be available by the Board Secretary for inspection by the public with 24-hours' notice and/or at such times that the Board holds regular meetings.

VIII. AMENDMENTS

A. Submission

1. Proposed amendments to this SOP may be submitted to the Board through the Committee Chair.

B. Ratification

1. Amendments to this SOP must be ratified through Board action IAW with Corporate Bylaws.

C. Notification

1. Club members shall be given 30-days' notice by US mail or by electronic communication prior to any Board consideration of proposed amendments.
 - a. Said notice shall include a copy of the proposed amendment(s) for review during said 30 days.
 - b. Said notice shall include the time and place for any Board meeting scheduled for the purpose of considering the proposed amendment(s).
 - c. Said notice shall include notification that Club members may attend any Board meeting(s) scheduled for the purpose of considering and/or voting on proposed amendments.

D. Implementation

1. Ratified amendments shall take effect 30 days following Board approval.
2. Members will be notified of amendments by US mail or by electronic communications within 30 days following Board approval.

IX. POLITICAL INVOLVEMENT

A. RSA

1. The RSA, to include the Club and Committee, shall not be subjected to direct political involvement of any kind nor its name or likeness used to endorse or promote or solicit support for any political candidate or party.
 - a. Political campaign signs or ads shall not be placed upon the property.
 - b. Political campaign literature shall not be disseminated upon the property.
 - c. Neither the name of the RSA nor its likeness shall be attached to or affixed to any political candidate, political campaign, or political ad.
 - d. Political soliciting or campaigning for a political candidate, a political party, or political action shall not be conducted upon the property.

B. Club

1. The Club shall not be subjected to direct political involvement of any kind nor its name used to endorse or promote or solicit support for any political candidate or party.
 - a. No part of this section shall be construed to prohibit the free speech of any member while exercising his/her member privileges to express his/her political beliefs, ideology, or support for the same.
 - b. No part of this section shall be construed to prohibit the sharing, teaching, or dissemination of information related to the US Constitution or the Bill of Rights or any part therein.

X. ANNUAL REPORT

A. The Committee Chair will present an annual report to the Board at its annual meeting.

1. The report's contents will include:
 - a. General Adult Membership demographics
 - b. Professional Volunteer Staff demographics
 - c. Legacy and Honorary Membership demographics
 - d. Summary of range users for the year
 - e. Summary of range use for the year
 - f. Inventory and status of Corporate property located at the RSA
 - g. Summary of any disciplinary incidents
 - h. Summary of any accidents or injuries occurring at the RSA

XI. RANGE OPERATIONS

A. Shooting Activities, Events, and Programs Defined.

1. SHOOTING ACTIVITIES
 - a. Includes any form of recreational shooting and/or general marksmanship practice, including use of the guidelines set forth in the NRA/Winchester Marksmanship Qualification Program or similar marksmanship development program involving family members. Family shooting activities may be conducted and supervised by general members and do not require Board approval.
2. SHOOTING EVENTS
 - a. Stand-alone functions that have specific plans and goals for participation. Events generally last from several hours to no more than three (3) days, do require Board approval, and must be conducted with two-deep adult supervision for youth participants and by qualified instructors and Range Safety Officers in accordance with this SOP.
3. SHOOTING PROGRAMS
 - a. Longitudinal programs that have an established hierarchy with rules and guidelines for participation and the conduct of the program. Programs do require Board approval. Ongoing programs must be conducted and supervised by qualified instructors and Range Safety Officers, in accordance with the rules

and guidelines set forth by the program's governing organization, or by the guidelines set forth in this SOP in the absence of such rules and guidelines.

B. Qualified Supervision

1. Individual Activities
 - a. Individual and family firearms, air rifle, BB gun, and archery "activities" conducted on-site at Club property may be conducted and supervised by a qualified general adult member. Club-sponsored day-use activities, whether on-site or off, may be supervised by NRA-certified Range Safety Officers and/or instructors qualified for the specific activity. See SECTION XIII-B of this SOP for Youth Protection Guidelines.
2. Club-Sponsored Events
 - a. Club-sponsored firearms, air rifle, BB gun, and archery "events" conducted on-site at Club property or off-site at any location must be conducted and supervised by a qualified instructor and NRA-certified Range Safety Officer. These must be two separate persons. See SECTION XIII-B of this SOP for Youth Protection Guidelines.
3. Club-Sponsored Programs
 - a. Club-sponsored firearms, air rifle, BB gun, and archery "programs" conducted on-site at Club property or off-site at any location must be conducted and supervised by a qualified instructor and NRA-certified Range Safety Officer. These must be two separate persons who meet the respective program's requirements for leadership and supervision. See SECTION XIII-B of this SOP for Youth Protection Guidelines.
4. Outside Organizations
 - a. Outside organization-sponsored shooting activities, events, or programs conducted on-site at Club property must be supervised in accordance with the rules and guidelines set forth by the program's governing agency or absent such rules and guidelines, shall follow the rules and guidelines outlined herein.
 - b. Outside organizations and their activities must be approved by the Board prior to the conduct of their activities, events, or programs.
 - c. Adult leaders from outside organizations must submit a mandatory adult eligibility affidavit and complete the mandatory range safety orientation.

C. General Range Safety Rules

1. These rules shall apply to any range owned, used, or controlled by the Club.
2. 3 NRA Fundamental Rules of Gun Safety
 - a. ALWAYS keep the muzzle pointed in a safe direction at all times.
 - b. ALWAYS keep your finger off the trigger until ready to shoot.
 - c. ALWAYS keep the gun unloaded until ready to use.
3. 8 NRA Rules for Safe Gun Handling
 - a. Know your target and what is beyond.
 - b. Be sure the firearm is safe to operate.
 - c. Know how to use the firearm safely.

- d. Use only the correct ammunition for your firearm.
 - e. Wear ear and eye protection as appropriate.
 - f. Never use alcohol or drugs before or while shooting.
 - g. Always store firearms so they are not accessible to unauthorized persons.
 - h. Certain types of firearms and many shooting activities require additional safety precautions.
4. Basic Range Safety Rules
- a. Know and obey all range rules.
 - b. Know where others are at all times on the range.
 - c. Shoot only at authorized targets.
 - d. Do not handle firearms or stand in front of the firing line where firearms are present while others are downrange.
 - e. Stop shooting immediately upon the command, "CEASE FIRE."
5. Hygiene Guidelines
- a. Refrain from eating, smoking, applying makeup, or placing your hands in close proximity to your mouth, eyes, or nose while on the range or cleaning firearms.
 - b. Ensure that you wash your hands thoroughly with lead-removing wipes or soap and cool water if you decide to eat, drink, smoke, apply makeup, or place your hands in close proximity to your mouth, eyes, or nose and prior to leaving the facility or range.
 - c. Change and wash clothing after shooting or cleaning firearms to minimize exposure to airborne lead or solvent and cleaning product residues.
6. Special Concerns
- a. Pregnant women, children under seven years of age, and any other person who have health concerns should consult a physician before visiting shooting ranges.

D. Administrative Range Rules

1. Range Opening Procedures
- a. All range users and guests must sign in and out using the appropriate method applied at the location where a club function is held.
 - b. The Primary RSO for the activity, event, or program will open the range.
 - 1. Document activity in the Range Log Book
 - 2. Inspect the range using the *Range Inspection Checklist* (Appendix B)
 - 3. Display appropriate range use indicator (range flag, signage, etc.)
 - 4. Stage first aid kit on range
 - 5. Check emergency communications
 - 6. Stage necessary range equipment (targets, tables, staplers, etc.)
 - 7. Brief staff

E. Club-Specific Range Rules

1. Transportation of firearms to and from Club-sponsored functions.
 - a. Any person arriving at the RSA or at any Club function must ensure that all firearms are unloaded and enclosed in a case or stored in a strong-side hip holster.
 - b. For youth activities, events, and programs, an NRA-certified Range Safety Officer must inspect all firearms upon arrival.
 - c. Guest organizations will follow the procedures outlined in that organization's policy or will adhere to this section if they do not have an established policy or if the organization's policy does not meet these minimum standards.
 - d. All firearms will remain cased or racked or holstered at all times except for the following locations:
 1. Firing Line – when directed by an RSO or instructor to prepare for firing.
 2. Safety Area – under the supervision of an RSO, instructor, or other designated adult.
 3. Cleaning Area – under the supervision of an RSO, instructor, or other designated adult.
 4. Any other location deemed appropriate by an RSO or instructor.
2. Firearm Condition
 - a. All long guns will be maintained with the bolt open, when applicable, and with an ECI (Empty Chamber Indicator) installed.
 1. The recommended ECI is a length of red in color grass trimmer line that will clearly extend from the chamber and the muzzle when inserted through the bore.
 - b. All handguns will remain unloaded, cased, or holstered while on the range except when in those locations designated by an RSO.
 1. Magazines will not be inserted into handguns while on the range except when on the firing line and/or when and where authorized by an RSO or instructor.
 - c. All black powder arms will remain uncapped and/or unprimed at all times while not on the firing line
 1. The RSO or instructor will designate a loading area adjacent to the firing line.
 2. Black powder arms will be fired or unloaded prior to leaving the firing line.
 - a. Other than firing, the only acceptable method of unloading black powder arms on the firing line is by using a CO2 discharger.
3. Prohibitions and Limitations
 - a. Ammunition
 1. No armor piercing or steel core ammunition may be used when shooting steel targets.
 2. No tracer or incendiary ammunition
 3. Ammunition above .30 caliber may only be fired into sand bags on the rifle range (>50 yards).
 4. Ammunition above .22LR caliber may only be fired into sand bags on the multi-purpose range (<50 yards).

- b. Targets
 - 1. No exploding targets
 - 2. Steel targets must meet minimum industry caliber-specific standards.
 - a. The “Action Target Steel Target Resource Guide” will be referenced for safe standards regarding shooting steel targets with rifles or handguns.
 - 3. Aerial targets for shotgun shooting may only be used on the shotgun field.
 - 4. Aerial targets for archery shooting may only be used on the shotgun field and flu-flu arrows must be used.
 - a. Other areas/ranges may be designated for exclusive use by archers by qualified instructors, but never when firearms are also in use.
 - b. Instructors will determine appropriate archery safety standards IAW shooting area used and type of shooting conducted.
 - c. Archery Tackle
 - 1. No broadheads allowed during Club-sponsored activities, events, or programs except for organized bowhunting activities.
 - 2. Crossbows may be used on the multi-purpose range, rifle range, or in the archery area so long as a user-supplied target is brought onto the range.
 - 3. Crossbows will adhere to the same impact guidelines as firearms.
- 4. Holster Use
 - a. Only strong-side hip holsters are allowed for handgun shooting and storage on the property.
 - b. Only purse holsters and other closed containers specifically designed for securing and transporting handguns on or about the body, from which a handgun may be drawn and used, that secure the handgun in a muzzle forward (downrange) or muzzle downward position, are allowed to be used for handgun shooting or training.
- 5. Automatic Firearms
 - a. No person under the age of 18 years shall be allowed to fire automatic firearms on Club property or at Club-sponsored activities.
 - b. It is the responsibility of the gun owner to adhere to all local, state, and federal laws and regulations concerning NFA firearms.
- 6. Rifle and Handgun Target Positions
 - a. All fired rounds (bullets/projectiles) must impact the berm at the appropriate level to ensure containment. **(APPENDIX C)**
 - 1. Paper targets must be placed on a frame at a height relative to the shooter’s line of sight and the bullet’s point of impact on the target that ensures the bullet’s final impact in the berm.
 - 2. Static steel targets must be placed with the target face positioned at 90-degrees to the ground and facing the shooter at a level that allows missed shots to properly impact the berm.
 - 3. Hanging steel targets must be affixed to the support system so that the target can swing freely rearward when struck by a bullet and positioned at a level that ensures ricochets or missed bullets properly impact the berm.

4. Action targets must be positioned relative to the shooter's line of sight and the berm to ensure that any ricochet or missed bullet properly impacts the berm.
7. Clearing procedures
 - a. Handguns
 1. Keep the muzzle pointed in a safe direction
 2. Keep finger off the trigger
 3. Remove magazine and secure it
 4. Work action vigorously
 5. Lock or hold action open
 6. Visually and physically inspect the magazine well and chamber
 7. Insert EIC if remaining on the firing lane
 8. Close action if gun is to be placed in case or holster
 9. Remove gun from firing lane, if applicable
 - b. Long guns
 1. Keep the muzzle pointed in a safe direction
 2. Keep finger off the trigger
 3. Remove magazine or remove ammunition and secure it
 4. Work action vigorously
 5. Lock or hold action open
 6. Visually and physically inspect the magazine well and chamber
 7. Insert EIC if remaining on the firing line or returning to rack
 8. Close action if gun is to be cased
 9. Place gun in case
 10. Remove gun from firing line, if applicable
 - c. Black powder arms
 1. Keep the muzzle pointed in a safe direction
 2. Unload
 - a. Fire gun or use CO2 discharger
 3. Keep finger off the trigger
 4. Remove cap or primer or empty the flash pan
 5. It is recommended that barrels be swabbed with a moist patch prior to leaving the firing line.
 6. Place gun in case or holster
 7. Remove gun from range
8. Conducting a course of fire
 - a. The Primary RSO will designate range areas, as needed.
 - b. SPECTATOR AREA will be located to the rear of the READY AREA and off the firing range.
 1. All persons not directly involved in supervising the FIRING LINE or READY AREA or supervising or shooting on the FIRING LINE will be restricted to the SPECTATOR AREA.
 2. No part of the SPECTATOR AREA will interfere with the path of travel to and from the FIRING LINE or READY AREA.

3. All persons located in the spectator area will be required to wear eye protection.
 4. No part of this section shall be interpreted to exclude parents or guardians who are assisting youth in the READY AREA or on the FIRING LINE from doing so.
- c. READY AREA will be located to the rear of the FIRING LINE.
1. All persons preparing to fire in the next stage or course of fire will be staged with the gear necessary to participate in the stage or course of fire in the READY AREA.
 2. Gun handling will not be allowed in the READY AREA.
 3. All guns must remain cased or holstered in the READY AREA.
 4. Arrows must remain cased or in a quiver in the READY AREA.
 5. Eye and ear protection will be required of every person in the READY AREA.
- d. LOADING AREA (Black Powder)
1. The LOADING AREA will be located adjacent the FIRING LINE.
 2. Black Powder shooting supplies, including black powder, are restricted to the LOADING AREA.
 3. Black Powder guns will only be loaded at the LOADING AREA.
 4. Caps and primers may NOT be installed and flash pans may NOT be primed in the LOADING AREA.
- e. FIRING LINE will be located at the appropriate distance from the target line.
1. Only those persons supervising shooting and participating in shooting the current stage or course of fire will be allowed on the FIRING LINE.
 2. All guns will remain unloaded with actions open and either locked open or closed on an Empty Chamber Indicator, until the load command is given.
 3. All loading and unloading and firing with live ammunition will be conducted on the firing line ONLY.
 4. All guns must leave the FIRING LINE cased or holstered unless returning to a rack
 5. Arrows will only be knocked on the FIRING LINE or at a FIRING POINT on the archery range.
 6. Arrows must be in a quiver or case when removed from the FIRING LINE or FIRING POINT.
 7. Caps and primers may only be installed and flash pans may only be primed on the FIRING LINE.
- f. SAFE AREA
1. The Primary RSO may designate a SAFE AREA to be supervised by an RSO or other responsible adult age 21+ where guns may be handled.
 2. No live ammunition will be allowed in the SAFE AREA.
- g. CLEANING AREA
1. The Primary RSO may designate a CLEANING AREA to be supervised by an RSO or other responsible adult age 21+ where guns may be cleaned.
 2. No live ammunition will be allowed in the CLEANING AREA.
- h. DOWNRANGE and BACKSTOP AREA

1. It is the responsibility of the FIRING LINE RSO to inspect the downrange area and behind the backstop prior to opening a range for live-fire to ensure that the range is safe for live-fire and free of any persons or other things that they may pose a threat to safety.
- i. General Range Commands for firearms shooting
 1. To ensure safety, every effort will be made to use uniform Range Commands during Club functions.
 - a. CEASE FIRE is a safety command that may be used by any person to advise others of any unsafe act, event, or circumstance.
 1. CEASE FIRE will not be used to stop firing or signal the end of firing during a stage or course of fire.
 - b. The following commands will be used during stages or courses of fire:
 1. SHOOTERS TO THE FIRING LINE will be used to alert those involved in the current stage or course of fire to proceed to the FIRING LINE.
 2. NEXT STAGE OR COURSE OF FIRE TO THE READY AREA will be used to alert those involved in the next stage or course of fire to the READY AREA. RSO may use the STAGE NUMBER or STAGE NAME, and/or the COURSE OF FIRE NUMBER or COURSE OF FIRE NAME.
 3. THE PREPARATION PERIOD HAS BEGUN will be used to alert shooters of the start of the preparation period on the FIRING LINE, if any. RSO will include the time allotted for preparation.
 4. THE PREPARATION PERIOD HAS ENDED will be used to notify shooters that the preparation has ended and that they must prepare for the stage or course of fire.
 5. IS THE LINE READY? This is the first of a series of inquiries that will be used by the FIRING LINE RSO to be asked of shooters and RSOs as a means of soliciting a response from anyone who is not prepared for the stage or course fire.
 6. READY ON THE LEFT? This is the second of a series of inquiries that will be used by the FIRING LINE RSO to be asked of shooters and RSOs at the left end of the firing line as a means of soliciting a response from anyone who is not prepared for the stage or course fire.
 7. READY ON THE RIGHT? This is the third of a series of inquiries that will be used by the FIRING LINE RSO to be asked of shooters and RSOs at the right end of the firing line as a means of soliciting a response from anyone who is not prepared for the stage or course fire.
 8. READY IN THE CENTER? This is the fourth of a series of inquiries that will be used by the FIRING LINE RSO to be asked of shooters and RSOs at the center of the firing line as a means of soliciting a response from anyone who is not prepared for the stage or course fire.
 9. THE LINE IS READY! This is a statement used by the FIRING LINE RSO to inform the shooters and RSOs on the FIRING LINE that to his/her knowledge everyone on the FIRING LINE is ready and that firing is about to commence.

10. **LOAD!** (Specific load details may be given in accordance with the stage or course of fire) The command given by the FIRING LINE RSO to inform shooters that they may load magazines or barrels (muzzle loading arms) but not load chambers in semi-auto firearms, close cylinders in revolvers, cap nipples, or prime flash pans.
11. **MAKE READY!** The command given by the FIRING LINE RSO to inform shooters that they may load chambers and make their firearms ready to shoot.
12. **WATCH YOUR LANE!** The command given by the FIRING LINE RSO to remind shooters that they must identify their targets and be aware of the direction in which they point their muzzles prior to firing each shot.
13. **WHEN YOU ARE READY, YOU MAY START!** (Specific firing commands may be used IAW the stage or course of fire) The command given by the FIRING LINE RSO to inform shooters that they may begin firing.
14. **THE STAGE OF FIRE/COURSE OF FIRE HAS ENDED!** (Specific commands signaling the end of firing may be used IAW the stage or course of fire such as, but not limited to, STOP FIRING, HOLD YOUR FIRE, END OF STAGE/COURSE OF FIRE, but never CEASE FIRE) The command given by the FIRING LINE RSO to inform shooters that they should stop firing and await further instructions from the FIRING LINE RSO.
15. **UNLOAD!** The command given by the FIRING LINE RSO to inform shooters that they should unload their firearms or remove caps or unprime flash pans for muzzle loading arms.
 - a. For most modern firearms:
 1. Keep the muzzle pointed in a safe direction (downrange).
 2. Keep your finger off the trigger and out of the trigger guard.
 3. Engage the external safety (if applicable).
 4. Remove the magazine or source of ammunition and secure it.
 5. Open the action and remove any ammunition remaining in the chamber.
 6. Visually and physically inspect the chamber AND the magazine well any internal magazines that may store ammunition waiting to be loaded into the chamber.
 - b. For black powder arms:
 1. Keep the muzzle pointed in a safe direction (downrange)
 2. Identify and aim at a target
 3. Either shoot the charge or use a CO2 discharger to unload
 4. It is recommended that bores be swabbed with a moist patch prior to leaving the firing line
16. **CLEAR YOUR GUNS!** The command given by the FIRING LINE RSO to inform shooters that they should allow an RSO to inspect the open action of their firearms to ensure that they are properly unloaded and

safe to be removed from the firing line or to be left unattended while personnel go downrange.

17. GROUND YOUR GUNS! The command given by the FIRING LINE RSO to inform shooters that they should place unloaded and cleared firearms on the ground with actions up and open (if applicable). Additional instructions such as INSERT ECIs may accompany this command.
18. IS THE LINE CLEAR? This is the first of a series of inquiries that will be used by the FIRING LINE RSO to ensure that shooters and RSOs on the firing line have properly unloaded and cleared all firearms.
19. IS THE LINE CLEAR ON THE LEFT? This is the second of a series of inquiries that will be used by the FIRING LINE RSO to ensure that shooters and RSOs at the left end of the firing line have properly unloaded and cleared all firearms.
20. IS THE LINE CLEAR ON THE RIGHT? This is the third of a series of inquiries that will be used by the FIRING LINE RSO to ensure that shooters and RSOs at the right end of the firing line have properly unloaded and cleared all firearms.
21. IS THE LINE CLEAR IN THE CENTER? This is the third of a series of inquiries that will be used by the FIRING LINE RSO to ensure that shooters and RSOs at the center of the firing line have properly unloaded and cleared all firearms.
22. THE FIRING LINE IS CLEAR! The command given by the FIRING LINE RSO to inform shooters that, to his/her knowledge all firearms have been properly unloaded and cleared and are grounded according to instructions.
23. YOU MAY LEAVE THE FIRING LINE! The command given by the FIRING LINE RSO to inform shooters that they may leave the FIRING LINE IAW any special instructions given (i.e., guns grounded and left behind, guns cased, ECIs inserted, etc.). This command DOES NOT authorize any person to move forward of the FIRING LINE.
24. YOU MAY MOVE DOWNRANGE! The ONLY command used by the FIRING LINE RSO to authorize any person or group of persons to move forward of the FIRING LINE for any purpose.

9. Closing Procedures

- a. Primary RSO is responsible for properly closing the range once firing is complete.
 1. Ensure that the FIRING LINE is clear of personnel and equipment.
 2. Ensure that the FIRING LINE is properly policed and that all brass and duds are stored appropriately.
 - a. Report any damaged or missing items in the range log.
 3. Ensure that the downrange area is clear of personnel.
 4. Inspect the TARGET LINE, backstop, and rear of the backstop.
 1. Report any damaged or missing items in the range log.
 5. Return all targets and TARGET LINE equipment to storage.
 1. Report any damaged or missing items in the range log.

6. Return the first aid kit and all FIRING LINE equipment to storage.
7. Return range use indicators to storage.
8. Record any accidents or unusual incidents in the range log.
9. Lock gates when applicable.
10. Wildlife and domestic animals
 - a. The shooting of or harassment of any animal is strictly prohibited.
 - b. Violations of this prohibition will be subject to termination of Club membership and/or denial of involvement in Club functions.
 - c. This section does not apply to Club-sponsored hunting and fishing activities or the removal of nuisance species.
11. All range users are responsible for removing trash from the range upon departure.
12. Shooting Hours
 - a. All range users and guests are responsible for adhering to acceptable shooting hours.
 1. Club functions are limited to a live-fire start time of 7am for firearms on outdoor ranges.
 2. Club functions are limited to a live-fire end time of 7pm for firearms under normal conditions on outdoor ranges and 9pm for firearms on outdoor ranges when engaged in low-light training supervised by a qualified instructor, except for Wednesdays when all live-fire must cease before 6pm.
 3. Club functions scheduled on Sundays at outdoor ranges may only involve live-fire during the hours of 1pm to 5pm.
13. Parking
 - a. Parking for the general users is only allowed in designated areas.
 - b. Handicapped and elderly users may use ATVs, UTVs, and other mechanical means to access range facilities, in accordance with existing accommodations.
 - c. No person or non-maintenance equipment of any type is allowed on any berm or backstop.
14. Alcoholic beverages are prohibited on Corporation property.
15. Tobacco products may only be used in designated areas.
16. Explosives and fireworks are prohibited during any Club functions.
 - a. This section does not prohibit the appropriate use of black powder for muzzle loading and other black powder firearms activities.

XII. Emergency Procedures

A. Cease Fire

1. The CEASE FIRE command is reserved exclusively for notice of unsafe acts or circumstances or when an emergency is observed.
2. Upon hearing "CEASE FIRE" all range users and guests will stop in place and await further directions.
3. Any person on the range may – and should – use the command CEASE FIRE when it is applicable.

B. Emergency Response

1. Guidelines
 - a. Take charge.
 1. General Hierarchy
 - a. Range Master
 - b. Chief Range Safety Officer
 - c. Range Safety Officer
 - d. Event Coordinator/Program Leader
 - e. General adult cub member
 - b. Delegate
 1. Assess the circumstances
 2. Identify people with skills/experience relevant to the circumstance
 3. Ensure the range/scene is safe, is made safe, or is evacuated if it cannot be made safe without endangering others
 4. Ensure that first aid is applied for life-threatening emergencies (within scope of training)
 5. Appoint people to guide EMS to the scene, if applicable
 - c. Professional Emergency Services
 1. Local law enforcement must be notified of any gunshot wounds, even if they are obviously self-inflicted and/or accidental.
 2. Contact emergency medical services if deemed necessary (911)
 - a. Advise the dispatcher of pertinent information
 1. What happened
 2. Where it happened
 - a. Physical address and directions **Appendix C**
 3. Who you are
 4. How to contact you (in the event communications is lost)
 5. Who is involved
 6. Your observations
 7. Any complaints of injury you may obtain from the victim(s)
5. Locate medical release, if applicable, for EMS
6. Preserve the scene
 - a. The police will treat the location as a crime scene until their investigation determines whether an injury due to gunshot(s) is accidental or intentional.
 1. Nothing should be removed from the immediate area
 2. Witnesses should be identified and asked to remain
 3. Onlookers should be kept from walking into and around the immediate area
7. Document the incident
 - a. Appoint a staff member to document the incident details
 1. Time of and nature of incident
 2. First aid applied, if any, and by whom
 3. Time EMS notified
 4. Witness names
 5. Witness accounts of the incident

6. Time EMS arrived and EMS agencies responding
7. Actions taken by EMS and time departed

XIII. Youth Protection Guidelines

A. Required Documentation

1. The coordinator of any activity, event, or program in which any youth under the age of 18 years is involved, shall have on-site during such activity, event, or program the following documentation and shall forward such documentation upon completion of the activity, event, or program to the Committee Chair for maintenance for five (5) years:
 - a. PERMISSION FORM. All persons under the age of 18, who are not accompanied at all times by a parent/guardian, must have a permission form detailing their parent's/guardian's permission for them to participate in that particular activity, event, or program.
 1. The Youth Handgun Safety Act requires that any youth under the age of 18, not accompanied by a parent/guardian, have written permission from a parent/guardian in order to possess a handgun for recreational and/or competitive shooting activities.
 - b. LIABILITY WAIVER. All persons under the age of 18, whether or not accompanied at all times by a parent/guardian, must have a liability waiver signed by a parent/guardian.
 - c. MEDICAL RELEASE. All persons under the age of 18 not accompanied at all times by a parent/guardian must have a medical release waiver signed by a parent/guardian.
 - d. PHOTO RELEASE. All persons under the age of 18, whether or not accompanied at all times by a parent/guardian, must have a phot release signed by a parent/guardian.

B. Youth Supervision

1. All Club-sponsored activities, events, and programs involving youth under the age of 18 must include a minimum of two (2) adults with the sole responsibility of supervising the youth.
 - a. In addition, Club-sponsored shooting sports activities, events, and programs must involve at least one (1) NRA-certified Range Safety Officer with the responsibility of supervising the shooting range and at least one (1) adult shooting sports professional properly trained or authorized to instruct or conduct the activity, event, or program at hand.
2. Physical Contact
 - a. All adults involved with supervising, instructing, and/or conducting Club-sponsored activities, events, and programs are prohibited from physical contact with youth participants except for that contact which is required to ensure the proper conduct of an activity, event, or program as prescribed by the governing rules and regulations of such activity, event, or program and/or that physical

contact which may be necessary and reasonable to ensure the safety of youth participants or to render first aid, when necessary, to protect the health, safety, and welfare of such participants.

3. Social Media
 - a. All adults involved with supervising, instructing, and/or conducting Club-sponsored activities, events, and programs are cautioned against contact with youth participants on social media and/or other means of communications outside of the established Club-sponsored social media and means of communications and/or any contact outside the presence and knowledge of the youth participants' parents/guardians.
 - b. Any such contact with youth participants, as described in 3a above, that is brought to the attention of the Committee Chair will be reported immediately to the Executive Director, documented for Board review, and the youth participants' parent/guardian will be notified without delay.
4. Personal Information
 - a. Youth participants' personal information shall only be used as necessary for the proper conduct and documentation of Club-sponsored activities, events, and programs.
 - b. No press release containing youth participants' personal information, including names or other identifying information, without proper documentation of parent/guardian consent as annotated in this section.

XIV. Fees, Gifts, and Gratuities

- A. Range staff, members, and guests
 1. Neither range staff nor members nor guests are authorized to accept fees, gifts, or other gratuities for range use or services rendered upon same.
- B. Authorization
 1. Any fees, gifts, or gratuities rendered for range use or services must be authorized by the Board of Directors.
 - a. Board authorization will detail the purpose and value of any fees, gifts, or gratuities.
 - b. An authorized representative will be designated for collecting said fees, gifts, or gratuities and will issue a receipt on behalf of the Board of Directors.
 - c. Such fees, gifts, or gratuities must be remitted to the Treasurer of the Corporation for deposit.