



EAST WINDSOR SPORTSMAN'S CLUB, INC



P. O. BOX 443
BROAD BROOK, CONNECTICUT 06016

The East Windsor Sportsman's Club Standard Operating Procedure for the Range

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I. General

1. The Club is located at 30 Apothecaries Hall Road, Broad Brook/East Windsor, CT.
2. The electric gate is operational. To open, punch in the gate number. The gate will open. When leaving, drive up to the gate and stop. It will open. When you leave, the gate will close automatically. Chairmen of organized shooting events, where nonmembers participate, may lock the gate open. When the event is over, the gate will be returned to operational.
3. Observe the posted Range Rules.
4. Shooting Hours are:

September-May	Monday-Saturday 9:00 a.m. to sunset Sunday 10:00 a.m. to sunset
June-August	Monday-Saturday 9:00 a.m. to sunset Sunday 10:00 a.m. to 3:00 p.m.
5. Emergency Procedures:
 - a. If present, the RSO should take charge of the situation. If an RSO is not present, match chairman, if present, or if only recreational shooters are present, he/she should take charge.
 - b. Call for a cease fire.
 - c. Call 911 for help, if required.
 - d. Render aid, within scope of training.
 - e. Direct medical or law enforcement to location.
 - f. Take notes.
6. Wear your club badge at all times.
7. The range is closed to all activity whenever and for the duration of a power outage.

II. The Range Safety Officer

The Range Safety Officer (RSO) needs knowledge, skill, and a positive attitude to supervise range and shooting activities.

The RSO supervises shooting activities as prescribed by the range SOP. The RSO needs to be on the firing line and in a location that allows the best control of the firing line. It is the RSO duty to maintain order on the range. The RSO ensures that the shooters follow the range regulation which prevents possible property damage and personal injury. The security of guns and equipment on the range is primarily the responsibility of the members of the Club (owners), however, the RSO and other shooters should be concerned for each other.

PUBLIC RELATIONS

The RSO represents shooters, clubs, businesses, and the NRA. They are shooting sports ambassadors, which is a great responsibility. One of the first authority figures new shooters meet on the range is the RSO. **Set the standard:** *Safety is never compromised and RSOs are always professional, friendly, helpful, understanding and honest.*

RANGE INSPECTION AND RANGE RULES:

1. The Range Safety Officer (RSO) must be able to conduct basic inspection procedures for the firing range. Prior to live fire, steps should be taken to check the backstop, targets, safety equipment, etc.
2. The RSO must be able to conduct basic inspection procedures for an outdoor range. The RSO must check the downrange area to ensure that no personnel are present and check range features such as target frames and lights/sirens. All aspects of the range must be functional and safe prior to shooting activities.
3. RSOs must be able to educate range users on shooting range rules, as well as enforce rules when necessary. Each type of rule (gun safety rules, general range rules, site-specific rules, administrative rules) has unique applications within range operations.

RANGE CHECK-IN PROCEDURES

The first step before using a range is to check for information updates posted on the bulletin board, such as range hazards, equipment problems, etc. Review the range SOP, which should include emergency response procedures and checklists for various range activities. Checklists may include: opening the range, check-in procedures, equipment/facility maintenance, steps for conducting a course of fire, and closing procedures.

In addition to reviewing the SOP, the RSO should know location of a first-aid kit, primary and backup communications equipment, horns, buzzers, and other items appropriate for the range and scheduled shooting events.

INSPECTING THE RANGE(S)

When checking the different ranges at EWSC, it is imperative to check that the downrange and impact areas are clear of personnel. In addition, check the berms to make sure they are free of large rocks or items that may create a ricochet, and that all baffles are in place and in good condition.

- Condition of the range on arrival: clean/dirty?
- Impact area functional?
- Range area clear of personnel?
- Target holders or target throwers working properly?
- Targets (if using the competition targets) ready?
- Communication and backup systems working? (cell phone plus one in the clubhouse)
- Emergency procedures reviewed and checked?
- Baffles and berms checked?

GUN SAFETY

The RSOs help prevent problems on the range by:

- ❖ Knowing all range rules
- ❖ Knowing where others are at all times.
- ❖ Educating users
- ❖ Provide direct range supervision
- ❖ Enforce shooting range safety rules
- ❖ Any time personnel go downrange, the RSO should remain in the firing line to ensure that no users stand near the firing line or handle guns.
- ❖ During a cease fire, all personnel must stop shooting immediately, remain in place and await further instructions from the RSO.

The RSO is guided by the SOP on what actions to take if a shooter violates the range rules. The RSO's duties go beyond stating authorized and prohibited items. RSOs should observe shooters' equipment and actions to ensure that EWSC SOP are followed.

GUN STOPPAGES & MALFUNCTIONS.

The RSO needs to know the difference between a stoppage and a malfunction to determine why the gun did not fire. Was it a gun malfunction or ammunition malfunction? In case of a malfunction, the RSO may need to talk the shooter through the clearing step. If the RSO cannot talk the shooter through the clearing step the RSO may have to take the gun from the shooter to clear it.

To take control of a loaded gun from a shooter, the RSO should approach from the side in which

- ❖ Will provide the most control; announce presence to the shooter and ask shooter the nature of the problem.
- ❖ Grasp the barrel of the gun behind muzzle and control the direction of the muzzle (NRA Safe Gun Handling Rule #1), gain control of the gun, and have the shooter step back.
- ❖ Control and reposition the gun if necessary (keep muzzle pointed in a safe direction).
- ❖ Determine the stoppage, clear it, and unload the gun.
- ❖ Tell the shooter what went wrong and how to prevent it from happening again.

Enforcement Procedure

Resolve safety violation when possible by discussing with shooter. Should a serious non-resolvable safety violation occur, you will ask the shooter to leave the range. If he/she refuses to leave, call the East Windsor Police Department and request assistance. Notify the program director/C RSO. He will suspend the violating member. The Executive Board will, at its next, regular meeting, determine what action is required in accordance with Article 6.02 and 6.03 of the By-Laws.

RSO Participation in Shooting Events

When a single RSO is on duty during a shooting event, he will not participate by shooting. When two RSO's, who both normally participate in the event, are on duty, one may shoot while the other remains on duty. They will then change roles so both may shoot.

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III. Recreational Shooters

The majority of members are recreational shooters. They don't participate in an organized event. Their age level varies from very young to elderly. Some are new members, while others have been members for forty-plus years. Their shooting skill level varies from little to none to extremely skillful and serious.

This shooting takes place anytime the range is open. The heaviest shooting takes place on Sundays, followed by Saturdays and evenings.

The RSO on duty should:

- a. Introduce oneself to each shooter as they arrive at a shooting port. Maintain a positive, friendly attitude.
- b. Ask the shooters to review the posted Range Rules.
- c. Advise them of the shooting hours, especially members shooting in the evening.
- d. Advise them of the location of the first aid kits and to call 911 should an emergency arise.
- e. Observe each shooter to determine skill level. Offer comments on safe gun handling, if warranted.
- f. Offer to help the shooter if he/she is having difficulty.
- g. Complete the _____.

IV. Frostbite Match – Rifle

This organized event takes place _____

V. Bell City Small Bore Prone Match

1. This organized match takes place at the East Windsor Sportsman's Club Rifle Range. It is held during the summer months and takes place on Tuesdays from 5:00 p.m. until 7:00 p.m.
 2. The Chairman or his designate locks the gate open at 4:30 p.m.
 3. The benches are moved back, the shooting port floor is swept and the money box and sign-up book are put in place.
 4. Target frames are loaded from the rifle shed onto a truck.
 5. Pistol shooters are verbally advised the range is going to be shut down. The blinking red shutdown lights are turned on.
 6. The truck loaded with target frames is driven to the 100 yard berm. Sixteen target frames are set up.
 7. Set up six iron sight targets and ten scope targets. Put numbers on all targets.
 8. Shooters sign up for numbered targets and pay entry fees as they arrive.
 9. Turn off safety lights and allow shooters to handle empty weapons and to set up at assigned target.
 10. Announce "Range is Hot." At this time, shooters load their weapons and commence firing. Range is "Hot" until all shooters have taken 40 rounds for record.
- NOTE: THERE ARE NO RELAYS, BREAKS, OR GOING DOWN RANGE UNTIL THE ENTIRE MATCH IS OVER. THERE IS NO TIME LIMIT AND SHOOTERS GO TO THE FIRING LINE WHEN THEY ARRIVE AND THE RANGE IS HOT.**
11. When all shooters have completed shooting, pistol shooters are advised that the range is going to be shut down and the blinking red shutdown lights are turned on.
 12. All rifles are made safe and all equipment is removed from the firing line.
 13. A truck is driven to the 100 yard berm. Target frames are loaded onto the truck and returned to the rifle shed.
 14. When all persons are behind the firing line, the blinking red shutdown lights are turned off.

15. Targets are scored and recorded,
16. Benches are all moved back in place.
17. After all match shooters have left, close gate and return it to operational.
18. Transfer scores to the computer, count and record the amount of money collected.
19. Send e-mail of results to shooters and send East Windsor Sportsman's Club scores to Bell City.

VI. Organized Trap Shooting – Shotgun

This organized event usually takes place on Tuesdays from 9:00 a.m. to 12:00 noon.

1. Lock gate open.
2. Start trap machine.
3. Place and connect voice activated speakers.
4. The chairman appoints a trap operator/score keeper for each event.
5. It is the trap operator's function to watch each shooter to ensure guns are being handled safely and to call "Make safe and rack guns" command if the trap machine needs attention or if a shooter's gun jams.
6. Observe and obey shooting hours.
7. The chairman assigns shooters and their starting positions at each event.
8. Trap shooters will take their assigned positions.
9. Shells may be placed in chamber, but actions remain open.
10. The operator calls "Range is Hot."
11. Number one shooter closes action, calls for bird and fires. Next, the number two shooter closes action, calls for bird and fires. This procedure continues until all five shooters have fired five shots at their initial position.
12. At this time, the operator calls out "Change Positions." Each shooter advances to the next position and fires five shots as described in #11 above. This procedure continues until each shooter has fired five shots at each of five stations.
13. If a new trap shooter is present and wishes to shoot, the chairman, or his designate, will (a) review the procedures with the new shooter and (b) stand behind him while he shoots at each position to ensure safe gun handling.
14. Prior to shutting down the range, the operator will notify rifle and pistol shooters that the range will be shut down.
15. After four rounds, the range will be shut down and the trap machine will be refilled.

16. After all shooting has been completed, the range will be shut down. The trap machine will be refilled and the trap house will be locked. The shooting port will be policed.

17. The voice activated speakers will be locked in the cabinet which is in the clubhouse.

18. The gate will be put back to normal closed condition.

Note:. Prior to calling for a bird, the shooter next to fire will shoulder his shotgun. It may be slightly elevated when the bird is released. Its path is out and upward necessitating the shooter to raise the shotgun well above horizontal This is in direct conflict with Range Rule #2.

VII. Organized Bullseye - Pistol

This organized event is held during the summer months on Wednesdays from 6:00 p.m. until sunset.

1. The gate is locked open as many shooters are nonmembers.
2. Match material, such as computer, scorebooks, scoring plugs, etc, is put in place.
3. The pistol port and range are inspected.
4. The shed is opened and the compressor for turning the targets is started.
5. The target cabinet is unlocked.
6. Both the 25 yard and 50 yard target holders are put in place.
7. The 25 yard and 50 yard target holders are put in place.
8. Scorebooks, sheets and bullet repair pacers, for shooters' use, are put in place.
9. Repair targets for both the 25 yard and 50 yard targets are made ready.
10. Score plugs and overlays for scoring close shots are made ready.
11. When all of the shooters have arrived, they put their closed gun boxes and bags onto the bench.
12. A safety briefing is given by the Range Officer.
13. After the safety briefing, the shooters get 3 minutes preparation time to get their guns out of their gun boxes/bags, load their magazines, put their gun safety indicators in, and get ready for the match.
14. **Match sequences of fire for a 900 match.**
15. **Slow fire match**
16. Two 10 shot slow fire strings in 10 minutes, each string shot at the 50 yards target.
17. The range officer starts their command:
 - a) Shooter to the line, this will be slow fire 10 shots in 10 minutes, you will load and fire your second string of five without commands, you clean your own refires.
 - b) **On the line load. Three second pause** (Here the shooter has the option to either load 5 rounds or 10).
 - c) **Is the line ready? Three second pause** (Here the range officer looks to the right and left to make sure all of the shooters are ready).
 - d) **The line is ready. Three second pause.**
 - e) Once the range officer says the line is ready, if a shooter isn't ready they should just back off the line, and a block officer will go over to see what is wrong so as not to disturb the other shooters. The block officer will keep track of the time that the shooter takes to be come ready again; the shooter is given that time to finish his/her slow fire. The range officer can't stop his commands once he says the **Line is Ready**.
After 10 minutes the range officer announces cease fire, cease fire, slides back, magazines out, cylinders open. Empty chamber indicators in, make them safe. Step behind the red line. The block officers then walk the line to make sure all guns are safe, the range officer then

Note:

A match consists of the following:

1. **Slow fire is a match.**
2. **NRA Nation Match is a match.**
3. **Time fire is a match.**
4. **Rapid is a match.**

18. NRA national match

- a) One 10 shot slow fire string in 10 minutes, shot at the 50 yard target.

19. Time fire

- a) Two strings of 5 shots each, each string shot in twenty seconds at the 25 yard targets

b) The 25 yard line targets are all edged toward the shooters. After the range officer finishes his commands, the targets turn facing the shooters for the full twenty seconds, then edged back away after the twenty seconds are up. The range officer commands are cease fire, cease fire, are there any refiers? If there is a refire, the block officer checks the cause of the refire. If it's allowed, the shooter gets a refire for that target over again, but there is only one refire per match.

20. After the second string is complete and no additional refires, the range officer commands are cease fire, cease fire, slides back, magazines out, cylinders open, empty chamber indicators in, make them safe. Is the line safe on the right, is the line safe on the left, once the block officer indicates the line is safe, his next commands are the line is safe go forward and score and replace with 25 yards centers.

21. The above procedures are the same for all time fire and rapid fire.

22. Rapid fire

- a) This is the same as timed fire; the only difference is the targets turn and face the shooters for only 10 seconds.

23. Time fire match

- a) Four strings of 5 shots each, each string shot in 20 seconds and scored after 10 shots.

24. Rapid fire match

- a) Four strings of 5 shots each, each string shot in 10 seconds and scored after 10 shots.

25. After the match

- a) We instruct the shooters to check their guns to make sure they are safe and to put them in their gun boxes / bags and to remove them from the bench.

26. We ask the shooters after scoring the targets to remove all of the repair centers and staples.

27. Then we reface all of the targets with new full face targets for both the 50 yards and 25 yards.

28. The targets are then put back in the target cabinet.
29. Both the 50 and 25 yard target carriers are lowered down out of the way of being hit by mistake.
30. The air hose is disconnected from the 25 yard turning targets and the compressor air is drained from the tank and the shed is locked up.
31. The ports are cleaned and the floor swept up of brass.
32. We do a walk around of the range and ports, shut off all lights and doors.
33. Check out the Club room and shut off the lights.
34. Reset the main gate lock so the gate closes after you leave.

VIII.. Organized Falling Plate Shoot – Pistol

This organized event usually takes place _____

1. The event takes place at the pistol range. Hand guns are used.
2. Two-five plate racks are set up at a distance of 35 ft. from the firing line.
3. The chairman calls two shooters to the firing line.
4. All shooters must carry their weapons, actions open and unloaded.
5. The chairman instructs the first shooter to “Load and Make Ready.”
6. The second shooter waits on deck at the second plate rack with his weapon action open and unloaded.
7. The first shooter lowers weapon barrel to the bench, maintaining a good grip.
8. First shooter is asked if he is ready. Shooter responds.
9. First shooter gets command to stand by and digital timer is started.
10. When the timer beeps, the shooter raises his weapon and attempts to knock over the five steel plates.
11. When the shooter is done, he clears his weapon, opens the chamber and makes sure it is empty and open.
12. The second shooter goes through all the same sequences.
13. All shooters use 22 rimfire, then centerfire, alternating five sets of each caliber.