

STANDARD OPERATING PROCEDURE

PURPOSE: This SOP is to set forth the range policies and procedures to be followed by all members and accompanied guests. The goal is to have a club that can be enjoyed safely by all, while being a good neighbor in the community.

MEMBERSHIP: With the exception of special events, the use of the range is restricted to current members, their immediate families, and limited guests. All current members will be given a membership card that expires on June 30 of each calendar year. The club bylaws state that “No member will be considered in good standing who is more than 30 days delinquent in the payment of dues....” Life memberships will be awarded to those members who have completed ten consecutive complete calendar years in good standing, **and** have reached 65 years of age. The spouse of a member is automatically an Associate Member, and may use the range when accompanied by that member. A spouse that wishes to use the range alone may request a NRC Range Pass, but will have to go through the normal new member orientation.

All members will legibly sign in the log book upon arriving at the range, and sign out when leaving.

GUEST POLICY: Guest shooters are to be limited to 2 guests per member per visit. An adult guest and the sponsoring member must complete a liability waiver and pay the \$5.00 guest fee. There is a collection box on the wall above the sign-in book. There is no waiver or fee required for minors, but they must be accompanied by the member at all times.

The sponsoring member is completely responsible for the conduct of any guest at all times. Any unsafe practices or violation of club rules by a guest will be deemed a violation by the member.

The range operates as three separate ranges, Upper, Center, and Lower. The guest **MUST** be on the same range as the member, and in close proximity at all times. Letting an unaccompanied guest use a different range will be considered a major safety violation, and will be dealt with as such.

The responsible member will ensure that all rounds fired by the guest are impacting the appropriate backstop, and that all safe firearm handling procedures are followed.

For guests that are less experienced, or using borrowed, unfamiliar firearms, the member must ensure that they are using firearms commensurate with their level of expertise. Particular attention should be given to unexpected heavy recoil and excessive or unwarranted rates of fire.

MINORS: In general, we follow the DNR guidelines for minors handling firearms. For the very young – age 10 or lower – shooters, it is one firearm used between the adult

and the child, with the child no more than an arm's length away. It is recommended that children shoot from a bench with a rest, and with the adult closely supervising. With training and supervision, children may progress to position (prone, sitting, and off-hand) shooting.

Young shooters should not be introduced to handguns on the Center Range until they have demonstrated competence, and then only with close adult supervision.

RANGE LAYOUT: The range is divided into three separate ranges that all operate independently. See Attachment 2.

UPPER RANGE: Provision for 100 and 200 yard ranges. There is a rifle-caliber-rated steel swinger at the west (left) side of the range on the berm. The range may be shut down by the activation of a bell and flashing light system, with the switches located in the approximate center of the firing line.

There is a central shelter that may be used in inclement weather or as an administrative facility during matches or public sight-in. Since it sits behind the firing line, there is absolutely NO shooting from this building, although it may be used for cleaning or ammunition reloading.

CENTER RANGE: Provision for 7 and 15 yard ranges. The range is designed for targets to be engaged from the left or right wings of the bench which constitutes the only firing line. Shooters arriving on the range are to put their equipment bags and cases on the center storage area, then take up position to the left or right with handgun, magazines, and ammunition. Do not place equipment bags on the ground where they may present a tripping hazard.

Note that this range is for handguns in common handgun calibers only, defined as up to and including .44 magnum. Rifle-caliber firearms or large shotguns equipped with a pistol grip and no shoulder stock are not "handguns" for the purpose of this range, and may not be used here. Self-defense handguns chambered for .410 shotshells are permitted.

There is no bell or light system for shutting down this range. It is only forty feet wide, so members may easily communicate and coordinate range activities with each other. Prior to any member going beyond the firing line, all firearms will be unloaded, magazine removed, and placed on the bench with the action or cylinder open. The use of chamber flags is strongly recommended.

LOWER RANGE: Provision for 25 and 50 yard ranges, as well as reactive steel targets in the center of the range. Frames for paper targets may measure 2'x4' for use at 50 yards only, or 2'x2' for use at 25. Rifles or handguns may be used on paper targets, **but only handguns in common handgun calibers (again, up to and including .44 magnum) may be used on the steel targets. Rifles in handgun calibers, such as 9mm and .44 caliber carbines, may be used on the swingers.** .22 rimfire rifles may be used on all steel targets. In addition, the row of small steel swingers above the plate rack are intended for .22 rimfire only.

There is a range shutdown system of a warning bell and flashing lights controlled by a switch located above the center yellow bench. There is an additional switch located on the inside east wall of the shelter, located on the far west end of the line. This shelter is equipped for shooting sitting or standing in inclement weather, and has a timer-actuated heating system.

TARGET POLICY: Only flat, printed paper targets stapled to the backing material may be used. Targets may not extend past the backing, and should be placed so that bullets do not impact the frames. **Paper plates should not be used**, as they are difficult for subsequent shooters to paper over, and blow off and litter the range. Targets may be of the “head and shoulders” silhouette type, but may not depict any actual person. The steel targets and swingers may be painted by the members as desired, but no member-supplied steel targets may be placed on the range.

No objects may be placed on the berms except commercial clay shotgun discs.

FIREARM HANDLING POLICY: The Firing Line Rules are included as Attachment 1.

1. All firearms must be transported from the vehicles to the firing line cased or holstered. Uncased or unholstered firearms may be moved along the firing line if they are unloaded, actions open, and muzzle pointed up or downrange. Firearms being transported from one range to another must be cased or holstered.
2. All uncased or unholstered firearms left on the benches must be unloaded, with the actions opened and magazine removed, or a chamber flag inserted.
3. No round may be chambered, or muzzleloader capped unless it is pointed at a berm. Fingers are to be off the trigger until ready to fire.
4. All firearms must be “made safe” when the range is shut down. This means that it is to be placed on the bench or the ground, unloaded, and with the magazine removed. If the magazine cannot be readily removed or unloaded, i.e. a tubular magazine, a chamber flag **must** be inserted. In all other cases, they are strongly recommended. Muzzleloaders should be discharged prior to line shut-down if possible. If not discharged, they must be de-capped, and/or have the hammer blocked.
5. Avoid dangerous combinations of firearms and ammunition. Many firearms will chamber other types of ammunition, and may fire with disastrous results. An example would be 8x57 Mauser in a .30-06.
6. No firearm may be modified to function in a manner other than that intended by the manufacturer. Full automatic fire is not permitted, and the installation of any device meant to approximate full automatic fire, such as binary triggers, by mechanical trigger manipulation is forbidden. The results of any modifications such as changing calibers or performing trigger improvements are the sole responsibility of the member. It is recommended that members contemplating doing such work carefully evaluate their abilities, or have it done by a competent gunsmith.
7. Extreme care must be taken in clearing firearm malfunctions. Other members in the immediate area should be notified if you have to clear a malfunction. This can be difficult, and it is easy to lose track of the muzzle direction while concentrating

on it. In the event a live round is stuck in the chamber, the user is responsible for safely clearing the malfunction or removing the firearm for repair.

RANGE INCIDENT PROCEDURE: Any incident involving accident, injury, damage to property or unsafe behavior must be reported to the Range Officer immediately. All incidents where a bullet is suspected of leaving the range must be reported.

In the event of injury, the first priority is to render medical assistance or call 9-1-1 if necessary. **The club location is 2710 St. Pat's Road, Suamico.**

Contact information for the Range Officer and any alternates will be posted on the clubhouse bulletin board.

RANGE SAFETY: Unsafe behavior may be corrected at any time by any member. Most issues that arise are the result of inattention or simple carelessness, and can be corrected in a civil, adult exchange. Flagrant violations or an unwillingness to accept correction must be reported to the Range Officer for action

Members should be especially aware of unauthorized shooters, unsupervised guests, excessively rapid or uncontrolled rates of fire, or foreign objects placed on the ground or berms.

No one is to ever go forward of any firing line for any reason while that range is active. No one is to touch any firearm while a range is shut down.

A round of ammunition that fails to fire is known as a "dud". If ejected and left on the ground they are a potential hazard to the operators of the lawn mower, snowblower, or bystanders. There are white PVC containers labeled "Dud Rounds Only" on all three ranges. Please use them.

As stated in the Bylaws, the Range Officer is completely responsible for all aspects of range safety. No one other than the Range Officer may make, post, or change any rules pertaining to range safety.

In the event of a flagrant and/or repeated violation by a member, the Range Officer may request expulsion of that member by the Board of Directors in accordance with the provisions of the Club Charter. In lieu of expulsion, a member with a history of non-compliance or unwillingness to accept correction may be simply declined a renewal of membership by the Board.

Range Damage Policy: Any member, or guest of a member, who willfully damages targets, target stands, or any other part of the range facilities will be subject to the following penalties:

1. A fine of \$50
2. Suspension from using the facilities for 30 days

Any subsequent violation may result in permanent expulsion from the club, subject to review and approval by the Board of Directors. Examples of Willful Damage Include (but are not limited to):

1. Shooting target legs or supports
2. Shooting anything other than rimfire ammunition at designated rimfire targets
3. Shooting rifle calibers at designated pistol caliber targets
4. Disregarding shoot-through background targets

Members are reminded that knowingly shooting at or beyond designated targets violates one of the four fundamental rules of firearms safety: "Know your target and what is beyond."

Enforcement Procedure: Upon receiving a complaint, the Range Safety Officer (RSO), in conjunction with senior Board Members, will review the incident, including any available video evidence, to determine whether a warning or the \$50 fine and suspension will be issued. The affected member may appeal the decision to the full Board of Directors if they have sufficient evidence supporting their innocence.

WINTER WEATHER SAFETY: The range is open all year, but members should be aware that this is primarily an outdoor range open in Wisconsin winters. We have a limited ability to spread sand and salt, but the freeze/thaw cycles January-March present a real challenge with ice in the parking lot. Members need to assess their physical limitations and abilities to deal with the inevitable slips and falls on the ice in the parking lot. If you are at the range alone, make sure someone knows where you are, carry your cell phone and always wear appropriate footwear. If you need to call for help, the physical address for the range is; 2710 St. Pat's Rd. Suamico, Wi.

RANGE COURTESY: The following procedures are meant to reduce friction and contribute to the enjoyment of the club by all:

1. Have a stapler. Paper targets taped or pinned to the backing blow off as soon as they get wet, and contribute to litter on the range.
2. Have a spotting scope, binoculars, or rifle scope capable of tracking your shots. Do not shut the range down for other users while you wander down range to see where your last shot hit.
3. Check with other shooters before shutting down the range. If they are in the middle of a string, or practicing for competition, wait until they are done. When shutting down the range, you **must** give the other shooters time to make their firearms safe before you cross the line. Whoever turns the lights on is responsible for making sure everyone has returned and promptly turning them off.
4. If there are other shooters on the line when you arrive, ask which targets they are using. Do not paper over someone else's targets or assume they are done.
5. Be aware of where your semi-auto brass is landing and position yourself accordingly.
6. Do not **ever** touch another member's firearm without permission.

SPECIAL EVENTS: From time to time, parts of the range will be used for club-sponsored matches, or by select groups for special events. These events will be listed

on the schedule sent to the members annually, however they are subject to change and rescheduling. If a portion of the range is being used for a special event, and you are not part of it, stay away from it. Most events are completely managed by the sponsors, who are responsible for all aspects of it. They will have it for as long as they need it, so do not ask when they will be done.

CLUB SECURITY: The main gate and both clubhouses are to be kept locked when the range is not in use. The area is under 24-hour video security

1. Main Gate: Secured by chain and padlock, with each member given the combination. The gate may be left open or closed as the members present wish.
2. Old Clubhouse: Contains the sign-in book, guest fee box, soda machine, microwave, and public rest room. Secured by pin combination lock when not in use.
3. New Clubhouse: Used for scheduled meetings and classes, and contains the office and records for the club secretary. Normally locked when not in use.
4. Video System: 24-hour motion-activated system providing high resolution color video from 9 cameras placed throughout the range. The system is used for security and to investigate incidents of concern to the club.
5. The last member leaving the range, no matter what the time of day, is responsible for locking the clubhouse door and front gate. Leaving them open exposes the club to liability from unauthorized shooters, as well as theft and vandalism.

RANGE MAINTENANCE: The Board may designate a member to monitor the condition of club facilities and coordinate routine maintenance. The club relies on the varied expertise of many of the members for advice and assistance on specific issues of concern. Members can assist by picking up trash, litter, and windblown targets. Brooms, brushes and dust pans are provided for sweeping up spent brass, and long-handled magnets for steel cases.

SUMMARY: The club must operate safely or it will not operate at all. These guidelines are not meant to cover every possible situation that may arise. We depend on the common sense and maturity of the membership to maintain the traditions of this club that has operated continuously since 1941.

THE BOARD OF DIRECTORS

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