

**STANDARD OPERATING PROCEDURES. (SOP)
SAFETY PLAN AND MAINTANCE OPERATIONS
CLEAR CREEK COUNTY
SHOOTING SPORTS PARK**

5.2 Final



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The Standard Operating Procedures written here in are applicable to the operation of the park.

Differs from “Appendix B” of the Business Plan which provides the spirit of range operations,
philosophy and hospitality business culture.

Like Appendix B, this SOP is intended to be a stand-alone document that will be revised once the ranges are finally designed and the first General Manager is hired. Thereafter, it will be revised periodically and from time to time.

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1.0 GENERAL

As noted in the Master Plan Development, the shooting activities have been segregated into disciplines of shooting according to their National Government Bodies (NGB) rules that dictate how shooting ranges, ranges bays and fields are designed and used.

That segregation is:

1. Conventional Rifle and Pistol ranges
2. Action Rifle, Pistol and shotgun ranges
3. Shotgun Sports within the ranges
4. Archery Sports within the ranges

We deem it appropriate to discuss this in the Management and Operation discussion because that is how successful operations are made to happen since each type of shooter behaves differently.

Psychologically the shooter groups also divide themselves into those 4 discipline categories.

The Conventional Rifle/Pistol Range Group Precision Shooters are the NRA conventional shooter types that use those conventional design ranges, including the daily shooters that practice recreational shooting and concealed firearms practice and the hunters that have to sight in, and all practice at known distances. This is the shooters' group that practices with single projectiles to develop accuracy. This group doesn't like to be disturbed or excited. This is a group of serious marksmen to which adrenaline is the enemy, and management wise, is a group that has to be accommodated. This is a shooting group that moderately grows over time at the facility and is directly proportional to population growth.

The Action Shooting Rifle and Pistol and Shotgun groups are more "adrenaline driven" and are the "dynamic shooting" action groups. Action shooters sub-group also uses single

projectiles on larger targets at closer distances. They shoot fast and can, on a course of fire, shoot multiple shots at one target fast. They drink coffee, tea and eat candy bars which pumps up the shooter and helps in the shooting. They are more gregarious since they shoot in squads and have to cooperate. They set up shooting stages, scoring and resetting target as a squad. Because of the cooperative nature of the game, they are different from conventional individual rifle/pistol shooters. Action shooting is a fast-growing group sport.

From a management standpoint, these shooter groups should be vigorously pursued and promoted and provided with their own sub-assembly areas and fields to congregate in.

In analyzing ranges around the country, the most financially successful SSP's serve these shooter groups individually and separately. We propose to do rifle/pistol and limited shotgun shooting sports in the Clear Creek County Shooting Sports Park (CCCSSP) and, to do it successfully, the 4 group categories need to be accommodated by its own managers that individually advertise and promote the CCCSSP for those disciplines.

It is essential to plan the new facility to be redesigned and constructed to serve the starving shooting public in a cogent manner. A great number of shooting facilities statewide have been lost due to things like safety concerns, environmental factors, ~~concerns~~, and noise, mostly due to poor management and operations.

Shooting Park Operation is an entertainment business. Range managers with the attitude "if we build it they will come" simply hang a sign out front in hopes that shooters will show up. It takes much more than that. Range Managers have to provide a pleasant visitor experience and marketing of the range. They must operate and maintain the ranges to truly provide the shooter a pleasant experience when visiting the range.

The least expensive way to market a facility is to utilize the positive experience of current shooters using the range. Many of the shooters/clients, will likely have good jobs at major companies and may need to occasionally entertain their clients. Institute a referral program, through the shooters, to reach those companies and their clients. Specific

programs like member/guest outings, shooting leagues and regularly scheduled fun shooting events can bring new member shooters. Once you have the new shooter on site, the manager must provide him with a positive experience and reasons to return and hopefully bring a friend.

How the facility looks, how shooting park personnel treats the customers, and how the target equipment works during his/her visit will help establish repeat visits. Keep in mind that these are management issues that can be controlled.

When it comes to managing, CVA recommends maintaining direct contact with both the established customer as well as the prospective customer. This can be done through direct mail and email, a well-designed and up-to-date Web site, digital and printed newsletters and follow-up (by personal contact or a short questionnaire) on a client's first visit.

To advertise, the facility can have a monthly drawing for a few free visits of shooting, or a day member may be given a small logo item from the pro shop as facility advertising along with a questionnaire as the incentive for filling it out. If you can get shooters to take a few minutes to fill one out and tell you what they thought of their first visit, you can learn a lot about what the shooter wants and change your operations. Make sure to include a line for referrals on the card as well. If the shooter had a great time, chances are they'll want their friends to know about it.

Many range operators consider their market to be the long-time competitive shooting enthusiast. Those are your annual and life member shooters. The avid shooter is a major part of the business, but in most markets across the country, however, there simply aren't enough of them to ensure your profitability. As a result, the manager has to attract day members/shooters to the shooting park more often and develop new strategies to attract specialty two-day group competitive shooters.

Perhaps the two best markets are the avid group competitive shooters and team building corporate competitive events. These two markets certainly go hand in hand, as many shooting events depend on corporate funding participation to be successful. Charity and

non-profit organizations are key contacts for such events. Secure each participant's name and address of group shoots on an entry or waiver of liability form for future park promotions contact. The Park Manager should also make sure that each attendee leaves with CCCSSP literature in hand.

Successful ranges put together a series of events throughout the year that constitute a Club Championship Series. These events range from registered competitions to charity fun shoots, and points are awarded for participation. At the end of the season, an awards banquet is held, where prizes are awarded to the point leaders.

Successful shooting range management and operation means being creative with programs that get shooters to the facility. Expensive outlets like magazines, newspapers, radio and television aren't always the best approach (although NSSF's *Original Outdoor Challenge* advertising campaign is proving extremely cost effective). A tournament to generate quick cash is not the long-term solution.

Successfully managed facilities are profitable because they work at using creative marketing ideas on a daily basis that result in a quality entertainment experience for the clients.

2.0 MANAGEMENT & OPERATIONS

Management and operations of the CCCSSP shall be based on modern business principles and the CCCSSP goals and objectives. These goals and objectives include federal and state laws, county ordinances, and the BOCC's vision, mission, goals and objectives.

In order to make operations and management recommendations, "management philosophies" should be established. CCCSSP management personnel need be selected to provide a Policy and Procedure Manual for public use and a Staff Procedures Manual for employee guidance and direction. In addition, in the near future, a Health and Safety Manual should be developed. All will be used to establish the standards for Environmental Best Management Practices of the CCCSSP. The philosophy of "continuous process improvement" and a customer survey/feed back program should be developed and maintained. Constant innovation in all programs and services will be required to meet the growing needs of the Park and keep its customers and attendance growing. Role models of well-run parks are: The World Shooting and Recreational Complex (WSRC), Sparta, Illinois, the Ben Avery Shooting Facility (BASf), Phoenix, Arizona, and the NRA Whittington Center (NRAWC) Raton, New Mexico and Grand Island, Nebraska.

2.1 Vision/Mission Statement

To provide safe, managed, public recreational shooting opportunities and a range and facility that is environmentally responsible to the community, financially sustainable, and beneficial to the gun club membership.

2.2 Management Priorities

- Shooting Sports
- Park Safety
- Park Advertising
- Park Operations
- Public Relations
- Park Security

2.2.1 Public Health

- Safety of shooters. Eye and ear protection. Not eating or drinking in firing lines. Washing hands after shooting.

2.2.2 Working Principles

- Safety
- High Product Quality
- Superior Customer Service
- Strong Community Involvement
- High Ethical Business Practices

2.2.3 Environmental Stewardship. Adopt the Environmental Stewardship Plan. (ESP)

- Safety
- Adopt a Statement of Principles for the Environmental Management of the CCCSSP, (References Appendix “D”)
- Implement “Best Management Practices for Shooting Ranges” EPA program and obtain a certificate for environmental stewardship. (References Appendix “D”)
- Work with the Colorado Parks & Wildlife Department to ensure the Park is meeting the requirements for a public range operation.

- Accentuate native plant species for landscape and vegetation projects.

2.2.4 Operate and Manage CCCSSP as a Business

- CCCSSP management shall complete and periodically update the Business Plan, utilize best business management practices, and network with fund generating groups to increase positive cash flow.
- Implement retail sales, food services, and other fee-based services to be offered as CCCSSP is developed and maximized to provide for positive cash flows.

2.3 Allocation of Resources and Services

The CCCSSP is managed for the use of all Colorado Citizens wishing to participate in recreational shooting and for the Colorado Hunters Education Program. CCCSSP use shall be provided so that the maximum number of customers may participate in a safe environment where the resources are equitably accessible amongst the users, and there is no favoritism towards any one user group or persons.

2.3.1 Facilities will be designed and managed to allow those with disabilities to be able to participate. All facilities will be designed to meet Americans with Disabilities Act standards accessibility.

2.3.2 CCCSSP has the opportunity to enter into agreements with “sponsors” who wish to finance advertising on a Park component or part of a component, as approved by Clear Creek County. These advertising naming right agreements will allow a feature to be named per agreement by the sponsor, with the understanding that the name must be in harmony with the mission of the State and consistent with the vision of the Park. All facilities built on County property will become property of

the Park. All uses will be governed by the agreement and CCCSSP procedures. All facilities named will be available to all users within CCCSSP procedures.

2.3.3 Facilities will be maintained so that shooters have clean facilities and ranges to use. It will be expected that facilities used will be left in the same condition as they were before they were used.

2.3.4 The Park is a “play as you pay” fee based park.

2.4 Event sponsorship

2.4.1 Event shooting groups will be responsible for their events and participants. This will include: collecting Park fees, providing insurance with the County named as coinsured; providing safety officers; providing for set up, clean up, temporary toilets, licensed security during non hours events, safety and behavior of event participants, customer service for spectators, arrangements with vendors and cooperators’ scheduling and advertisement of events.

2.5 Cold Range Rule

2.5.1 The CCCSSP is a “Cold Range Complex”. The CCCSSP will be managed by individually written Range Rules and Safety Regulations as established, and under criminal trespass laws. The entrance will be posted with regulatory signage and at each Park Shooting Venue will have signs posted as to the safety rules and special safety conditions that may apply to each discipline. Following are a series of recommendations for operations or CCCSSP. Various rules will be enacted as the different phases are constructed.

2.6 Hours of Operation

The CCCSSP shall be open for public shooting and scheduled events as determined by the County and outlined in the lease.

The Park may be managed for scheduled police training.

2.7 Fees

Will be as established in the lease with the County.

3.0 SHOOTING SPORTS PARK (SSP) SERVICES

The Range Operator shall provide several distinct services as part of the CCCSSP Operations and Management manual to be written. The CCCSSP will be operated like a professional business, with no undue restrictions on operations or sales money.

Quality customer services shall be the number one priority for Park Management. This includes establishing customer surveys, comment cards, and constant interaction with customers and user groups as services are provided.

The shooting public is a “value-based customer”, and excellent customer service shall enhance the reputation of the CCCSSP and generate the loyal customers base.

Demand for services will increase as the park is built. Basic maintenance, grounds upkeep and janitorial duties are necessary and essential.

Range employees are recommended to be identified as “range operation” personnel with logo uniformed shirts and trousers at all times while on duty. Non-permanent personnel and volunteers shall be furnished in like uniform apparel to be worn when on duty. Hosts and volunteers shall be furnished uniform shirts identified as “park volunteers”.

3.1 Public Services (Annual and Day Members)

Public services functions include, but are not limited to; providing park information, collecting daily fees, conducting community outreach, youth and women’s programs, volunteer training, line safety officer training and supervision, event host supervision and support, and scheduling of events and buildings spaces. The Park Club House will be the central point for CCCSSP operations and information. It may contain food services, vending machines retail merchandise and logo items.

3.2 Special Events Services

The same services and facilities as detailed above will be used for Special sponsored (competitive) Events. Scheduling of events will become a major service, as well as the management and advertising tool of user groups. An invoicing system will be employed by the Park Office to bill user groups and collect range rental fees. Building rentals of storage space may also be made available.

3.3 Park Services

Park Services will service and facilitate park operation.

3.4 Service and Product Description

CCCSSP will offer a variety of income producing services and products, including, but not limited to:

- Day, annual, lifetime, and benefactor memberships
- Products, such as targets, ammunition, food, and beverages,
- Event services, such as corporate day outings, fundraisers, sponsored tournaments, and fun competitions,
- Individual and group instruction
- Advertising and sponsorship opportunities, and
- Rental space for on-site retailers.

The following paragraphs describe each of these revenue sources in more detail.

3.4.1. Membership Dues and Walk-in Fees

Annual and Lifetime Memberships will appeal to the discipline shooting

enthusiasts who plan to use CCCSSP on a regular basis, 10 or more times a year. Memberships provide range access, preferred pricing and access to tournament and competition events.

CVA estimates that CCCSSP can attract 10% of the service area shooter and 5% of annual membership will obtain lifetime memberships. If the CCCSSP becomes a 501(c) 3 Non-Profit operation, it can offer Benefactor and Endowment memberships not accounted for herein.

Day Members will pay for use of lanes and positions for individuals for the Rifle and Pistol ranges lanes or bays. On the basis of \$12.00/visit. 2 hr each.

3.4.2. Product Sales

CCCSSP products include safety equipment, logo apparel, targets, ammunition, food, and beverages. We expect that these will be fraction of CCCSSP's revenues.

3.4.3. Special Event Service Fees

We anticipate that sponsored special event fees will comprise CCCSSP's second largest revenue stream. Fees will be determined and set on an individual negotiated basis, depending on a the number of attendees, catering options, entertainment options provided and the access to specific ranges and areas.

Catering companies servicing corporate events or fundraisers will pay a facility use fee as a percentage of their contract with the event sponsor and additional fees for use of CCCSSP kitchen facilities. We have defined four classes of events:

- Sanctioned Tournaments (IDPA, IPSIC)

- Corporate Outings
- Fundraisers
- Fun Competitions

3.4.3.1 Sponsored Sanctioned Tournaments

CCCSSP will host tournaments for Action shooting and rifle and pistol tournaments. Fees for these tournaments will be designed to cover costs and a modest profit, on the order of 10 percent. Because sanctioned tournament participants are by definition experienced shooters, they will require less handholding than corporate and fundraiser participants. Shooting must occur according to their N.G.B. rules with Range Officers present and under the direction of tournament directors. Proposed individual user fees are as established in the Stake Holders Meeting.

3.4.3.2 Corporate Outings

Many companies periodically host daytime outings for team building for their employees or customers, providing employees a chance to bond and form more effective teams, or to provide their ~~and~~ customers with an entertaining experience. We anticipate that most outings will mostly use shotgun sports held in the fields. The financial forecast allows for some to be held on the action shooting bays. Corporate outings require manpower to provide a safe personalized supervision, resulting in higher costs. These need to be offset by the fees, which are negotiated individually for each customer company, and are typically based on the number of participants, activities hosted, and amenities provided. Corporate outing will be negotiated fees according to services provided.

3.4.3.3 Fundraisers

Fundraisers are events held to raise money for any charitable cause. Attendees by definition are planning to make donations to the cause and tend to be much less cost sensitive than typical range customers. Like the corporate outings, fundraisers require more personalized attention, resulting in higher labor costs. CCCSSP should plan to partner with charitable event holders for many of their fundraiser events. Fees for event holder partners will be a negotiated percentage of the event fee.

3.4.3.4 Fun Competitions

CCCSSP will periodically hold day, annual and life member competitions designed to encourage the general public and members to come out and enjoy a fun day. The fun competitions will have lower fees day user than the high sanctioned tournaments, and prizes will commensurately smaller. Typical fun competitions might be a women's day, Father/Mother and Son/Daughter event or a Thanksgiving Turkey Shoot. They will be designed around specific themes and holidays and will be much more about fun and camaraderie and team building than marksmanship.

3.4.4 Individual and Group Instruction

CCCSSP will provide, through qualified training vendors, both individual and group instruction covering the variety of disciplines. Classes will be by independent vendors as a percentage of revenue or space lease. The CCCSSP can offer classes in:

- Rifle

- Pistol
- Shotgun
- Firearm Certification classes
- Personal Protection classes
- Concealed Weapon classes
- Hunting site in for hunting license holder is free.
- 4-H programs
- Archery

3.4.5 Advertising and Sponsorship

CCSP will provide advertising space all throughout the park. Most advertising will be structured as a one-time up-front fee, with renewal terms matching the lease with the County. Advertising and sponsorship opportunities exist for all spaces in the park.

3.4.6 Space Rental

CCCSSP will provide rental space for a very select number of vendor/users. Lease terms will include a monthly space fee for a one-year lease and a percentage of gross sales

3.4.7 Firearm Sales

Not recommended.

4.0 EQUIPMENT

The CCCSSP is a small approximately 5 acres site.

The following is a list of total recommended equipment.

4.1 PUBLIC SERVICES EQUIPMENT AT MAIN OFFICE

- 4.1.1 First aid kits at each building, Automatic Electronic Defibrillators (AED) will be kept at the Park Office, Day Use Range, Park Complex, Action Range Club House and Clay Target Range.

MAINTENANCE EQUIPMENT.

- 4.1.2 One wire feed welder on a utility trailer

- 4.1.3 One commercial grade air compressor with tools.

- 4.1.4 One chop saw.

- 4.1.5 One table saw.

- 4.1.6 One medium size tractor with front end loader, backhoe, street brush, post hole digger, rake, and Gannon box scraper.

4.2 RANGE CLUB HOUSE PARK CENTER DAY USE “OFFICE EQUIPMENT”

- One computer for park office personnel and scheduling system.

- Copy machine.
- Computer points of same equipment
- Cash Register.
- Telephone system.
- Lap top computer and LCD projector to support outreach programs.
- Office furniture to equip office personnel
- Equipment to outfit Pro Shop

5.0 SAFETY PLAN

5.1 PREAMBLE

This Safety Plan (the “Plan”) has been established to ensure the health and safety of those individuals who use or frequent The Clear Creek County Shooting Sports park (CCCSSP) shooting range facilities in Idaho Springs, Colorado (the “Range”) and the safety of the greater Clear Creek County community as it relates to the Range. The Plan has been developed to assure the continuity of the facility through oversight, continuous improvement, community outreach, public relations, and sound management in accordance with industry safety practices. CCCSSP is open to the public for individual training, organized events, and law enforcement and member training for participating in the shooting sports.

Members and customers of the Range are required to follow the rules described in this SOP and the rules of their shooting organization, competition or event hosted at the Range. Failure to follow these rules may result in ejection from the Range, termination of membership, and/or permanent exclusion from CCCSSP facilities.

5.2 TERMINOLOGY

Range Manager (RM or GM)

The Range Manager is in charge of overseeing the facilities RSO scheduling, training, competency, establishing and/or approving appropriate courses of fire, and general compliance with Range protocols. The Range Manager is ultimately responsible for safety and operational compliance, safety planning and design such as facility siting, berm and baffle construction, and noise mitigation measures.

Range Safety Officer

Range safety officers (“RSO’s”) are a critical element to the safety of the Range. RSOs oversee the firing lines to ensure that a safe environment is maintained, and are a valuable resource to persons with any questions, problems, or concerns related to overall safe handling and usage of firearms. RSO’s are charged with ensuring the Range is safe by enforcing Range rules, ensuring proper handling of ammunition and firearms, ensuring safe clearing of firearms with stoppages or malfunctions, supervising safety aspects of shooting activities, and conducting emergency procedures as established by Range protocols. RSOs will be present at all hours when ranges are in use.

5.3 GENERAL GUN HANDLING RULES

- 5.3.1. **The Range is a cold range and ALL firearms shall be transported, stored, and handled UNLOADED with actions opened** unless on the firing line and instructed to load or instructed that the range is “hot” by the RSO.
- 5.3.2. Finger shall be kept off the trigger at all times unless on the firing line and the firearm is aimed at the target.
- 5.3.3. Cease-fires for each Range shall be called by the RSO. During a cease-fire:
 - a. all firing shall immediately cease;
 - b. firearms shall be immediately unloaded, removing any magazine or floor plate of internal magazines;
 - c. firearm actions shall be opened and remain open at all times;
 - d. firearms shall be placed on the ground or bench;
 - e. Ranger patrons shall relocate behind the indicated safety line and refrain from crossing the safety line until the cease-fire is discontinued per RSO instruction;
 - f. no handling of firearms shall be permitted.
- 5.3.4. Firing shall commence only after the appropriate call by the RSO.

5.4 GENERAL SAFETY RULES

- 5.4.1. Eye and ear protection is required at all times on the Range.
- 5.4.2. Always keep the muzzle pointed downrange at the target, backstop or bullet trap. Never allow the muzzle to point in any direction that would allow a bullet to leave the range in the event of an inadvertent discharge. Close attention must be paid to muzzle elevation.
- 5.4.3. Know and obey all range commands.
- 5.4.4. Know where others are at all times.
- 5.4.5. Shoot only at authorized targets.
- 5.4.6. Targets may only be changed upon direction by an RSO during a cease-fire.
- 5.4.7. The Range Manager or RSO will have the right to close the range to firing at any time he or she believes conditions are unsafe.
- 5.4.8. Anyone under the age of 18 must be supervised by an adult.

5.5 PROHIBITED RANGE ACTIVITIES

- 5.5.1. Range use is prohibited unless an RSO is present.
- 5.5.2. The use or possession of alcohol or drugs is strictly prohibited on the premises.
 - a. Alcoholic beverages may be allowed on the premises if ALL of the following limited circumstances are satisfied:
 - i. once all Ranges have been closed for the day, in designated areas, only;
 - ii. such beverages are provided by and regulated by Premier Precision and its agents;
 - iii. such beverages are consumed in moderation;
 - iv. such beverages are consumed at an authorized event, such as family picnics, range functions, club activities, or corporate outings;
 - v. persons consuming alcohol on the property at any function do not use the range for 12 hours, as such use is prohibited. (Future safety plans will include electronic monitoring of alcohol at the point of purchase which will disable range access cards for 24 hours.)
 - vi. Outside alcohol is prohibited and may result in removal from the property and/or termination of membership.
- 5.5.3. No persons under the influence of alcohol or drugs are permitted on the Range. RSOs will remove from the Range anyone considered to be under the influence of alcohol, drugs or any other substance capable of impairing judgement or function. Violators will face disciplinary action which may include contacting law enforcement, exclusion from future Range access, and/or termination of membership.
- 5.5.4. Firing of steel core projectiles, tracers, or incendiaries is prohibited.
- 5.5.5. 50 BMG is prohibited.
- 5.5.6. Fully automatic weapons are prohibited, except in areas designated, approved designed and labeled for full-auto use.
- 5.5.7. Profane language is prohibited.
- 5.5.8. Ground level targets are prohibited.
- 5.5.9. Exploding targets are prohibited.
- 5.5.10. Fixed position steel targets are prohibited, except in areas designated, designed and labeled for steel target use.
- 5.5.11. Unauthorized targets are prohibited.
- 5.5.12. No person is permitted ahead of any firing line except during RSO instructed target changes, unless otherwise directed and/or accompanied by the RSO.

- 5.5.13. Holdover shooting is prohibited (Holdover generally refers to positioning the crosshairs of a scope reticle higher than the location of the target to balance out the impact of gravity. Holdover is an approximation for where the bullet will impact a target without taking time to zero the scope for a given shooting distance). All patrons must understand their rifle's zero and its limits.
- 5.5.14. No animals are allowed on the Range.
- 5.5.15. No one under the age of 18 may shoot unless supervised by an adult, however, persons under the age of 18 may shoot without being supervised by an adult when shooting in an authorized competition under RSO supervision.

5.6 ADMINISTRATIVE RULES

- 5.6.1. Hours of Range operation:
 - a. Public Ranges
 - i. open daily 10am - the earlier of 6pm or dusk, 7 days per week, excluding certain scheduled closures which may be posted from time to time.
 - b. Private member Ranges
 - i. open daily 10am – the earlier of 6pm or dusk, 7 days per week, excluding certain scheduled closures which may be posted from time to time.
 - c. Special groups and tournaments may start as early as 8 AM
- 5.6.2. Prior to being granted Range access, all Range patrons must:
 - a. register at the range office and, with the exception of youth shooters, provide a photo ID (driver's license/pistol permit/military or law enforcement ID) upon registration;
 - b. certify in writing that they have read and understand the rules, prohibited activities and content set forth in this Safety Plan;
 - c. sign a form releasing CCCSSP from liability for injury and indemnify Premier for costs incurred due to unauthorized or negligent use of the Range;
 - d. sign a form acknowledging and permitting video-surveillance of any and all activities at the facility;
 - e. be accompanied by an adult if under the age of 18 years;
 - f. wear appropriate eye and ear protection;
 - g. wear appropriate clothing conducive to safe use of firearms.
- 5.6.3. Registered patrons will receive a ticket tag with an assigned shooting range or action bay and

- firing point. Only persons with ticket tags will be allowed onto the firing lines.
- 5.6.4. Range patrons may not step onto a firing line until authorized by the RSO in charge.
 - 5.6.5. Only one target frame is permitted per person unless specifically authorized by the Range Manager.
 - 5.6.6. Range patrons are liable for any damage caused to target frames, firing positions, bench rests, baffles or other Range property.
 - 5.6.7. RSOs shall inspect target frames and firing positions after use to determine whether shooting damage has occurred.
 - 5.6.8. All persons are expected to put used targets and refuse in barrels provided.
 - 5.6.9. The Range Manager reserves the right to reschedule and rotate shooting positions at its sole discretion.
 - 5.6.10. Animals may be allowed on the premises upon the sole discretion of the Range Manager, however, no animals are permitted on the ranges under any circumstances. All allowed animals shall be suitably controlled and remain on leashes at all times.
 - 5.6.11. Organizations using the ranges shall complete separate forms and meet separate administrative requirements in addition to those listed here.
 - 5.6.12. Parking is in designated parking lots well behind the firing lines and none are located down range. Maintenance vehicles will be allowed down range in various places only at designated times.
 - 5.6.13. Any adult supervising a youth shooter, and any shooter who is accompanied by guests, are responsible for the safety and responsibility and actions of the youth they are supervising and any guests.
 - 5.6.14. Shooters, or in the case of youth shooters the responsible adult accompanying them, are responsible for their actions and the actions of their guests and agree to release Premier Precision from liability for harm, as described more fully in Appendix B 'Indemnification & Daily Guest Certification/Registration Form'
 - 5.6.15. RSOs shall be identified by clothing that is marked with large lettering as follows: "Range Safety Officer." RSOs shall have the authority to issue commands at any time, suspend a shooter's shooting privileges, eject a shooter from the Range and/or Premier premises, or permanently bar a shooter from use of the facility for any violation of these rules, failure to obey a command, or other unsafe condition. The shooter shall have the right to file a complaint with the Range Manager, however, determination of wrongdoing and associated consequences shall be at the sole discretion of the Range Manager.

5.7 SHOOTING RANGES: TYPES OF ALLOWED FIREARMS AND TARGETS

	Shooting Position	Allowed Firearms	Allowed Targets
Public 50' Pistol Range			
	1-12	Centerfire and rimfire rifles only; including muzzleloaders. Prohibited calibers include .50BMG, .416 Barrett, .408 Cheytac, .375 Cheytac, or similar ELR cartridges	Paper only
Public 50yd Pistol Range			
	1-24	Pistols – all calibers. Rifles – pistol caliber and rimfire only; centerfire rifles may be used up to .45cal for initial sight in only	Paper only
Public 25yd range			
	1-9	Pistols – all calibers. Rifles – pistol caliber and rimfire only; centerfire rifles may be used up to .45cal for initial sight in only	Paper only
Member-only Action Bays			
	Bay 1&3	Semi-auto handguns, rifles, shotguns and revolvers ONLY. Permitted calibers incl .30cal or less centerfire rifle; .45cal or less centerfire pistol caliber	Paper, steel, or any other authorized target
	Bay 3	Full-auto or binary trigger, any caliber pistol or rifle 5.56	Paper, steel, or any other authorized target

5.8 RANGE-SPECIFIC RULES

Public Pistol Range 4 & 5

1. Paper targets only.
2. Shooters may only place paper targets during the cease-fire called by the RSO.
3. Shooting may be done from the bench or standing.
4. No quick drawing or shooting from the holster.
5. No prone shooting allowed.

Public Rifle Range 2

1. Paper targets only.
2. One shot per 3 seconds
3. All actions open and flagged when range is cold
4. No centerfire calibers above .338
5. Firearms must be cased until at your firing station.
6. Firearms must be taken out of the case with barrels toward the targets

5.9 MEMBER-ONLY ACTION BAYS

1. Action bays are for competitive training and sanctioned competitions. No recreational shooting is allowed outside a scheduled training or sanctioned event.
2. Action bay shooting disciplines may include, but are not limited to: IDPA, IPSC, Cowboy Action, 3Gun, ACTS, 2Gun, Shotgun, Silhouette, LE Training, club competitions, and any other NRA recognized shooting sport.
3. All training scenarios and competitions in the action bays will be held to the national safety standards, procedures and regulations of the respective shooting discipline. These sanctioned events have very specific safety rules and have been deemed safe at all ranges due to the strict controls exercised to keep shooters, range officers and spectators safe.
4. All RSO's working the action bays will be well-versed in each shooting discipline for the specific shooting activity. RSO's will be actively gauging safety at all times and have 100% control over the range and active shooter. They are there to keep everyone safe, including the shooter. Please recognize access to all Premier facilities is a privilege and any conduct compromising safety will

face immediate repercussions. Safety is number one priority.

5. Members who wish to use an action bay for practice must notify range management in writing at least 10-15 days in advance to allow appropriate scheduling, staffing, setting of a course of fire, and the provision of safety rules to the shooter (and acknowledgment of familiarity with the rules by the shooter) in advance for the discipline specified.

5.10 FULL AUTO RANGE

1. All users must be qualified in the use of their full auto or binary firearm. Qualification will include testing at 10 yards, 18 yards and 25 yards. No full auto or binary shooting over 25 yards is allowed.
2. Range officers must be present when shooting.
3. All shooters must maintain control of the muzzle rise of their firearm, anyone that cannot maintain muzzle rise will be immediately stopped and will be barred from using the full auto range.

5.11 ORGANIZATIONS AND EVENTS

1. Organizations must see Range Manager for specific protocols to be followed during competitions.
2. Any organizations utilizing the facility shall provide an RSO with completed organizational forms provided by Range Manager.
3. All organizations shall obtain a permit for their event from the Range Manager prior to utilizing the range.
4. All organizations shall provide event rules, membership rules, and any other information requested by the Range Manager to receive a permit for their event.

5.12 RANGE SAFETY BRIEFINGS

Follow this outline when conducting range safety briefings. **Issue** copies of the shooting range rules to all range users. **Conduct** the briefing on the range immediately prior to range use. **Stand** where posted rules, demonstrations and explanations of range equipment can be included in the briefing. **Involve** range users. Have them read rules from posters and handouts. Ask questions to reinforce understanding. If firearms are used during the briefing, *the RSO must follow the NRA gun safety rules.*

5.12.1. PURPOSE OF THE SHOOTING EVENT

- **State** where ranges personnel will be located.
- **Provide** an overview of the event.
- **State** the total numbers of rounds and time available.

Range Personnel

- **State** where range personnel will be located.
- **Introduce** range personnel.
- **Explain** that their role is to ensure safety.
- **Indicate** how they may be identified, e.g., orange vest and hat.

5.12.2. RANGE LAYOUT AND LIMITS

- **Conduct** a range orientation on, or within view of, the range.
- **Point out** key areas of the range and briefly describe actions that occur within each.
 - Spectator Area – Located behind the ready line where visitors and range users may wait and observe activities.
 - Ready Area – Located behind the firing line where shooters may store and prepare their equipment.
 - Firing Point – Shooters may occupy their firing points at the firing line when authorized to do so. Points are numbered and correspond to the target numbers. Shooters may only dry fire at the firing line before an event and should only handle firearms when authorized to do so.
 - Backstop – Located downrange behind the target line. Firearms should point toward the backstop at all times. All firing should be directed forward from the shooters' firing points so projectiles impact within designated impact areas.
 - Cleaning Area – Located at _____. Cleaning is authorized only in the cleaning area. No ammunition is allowed in the cleaning area.
- **Demonstrate** the proper use of special equipment and **explain** any special safety practices, e.g., body and hand positions for target carriers, trap machines, etc.

5.12.3. RANGE SAFETY RULES

❖ NRA Gun Safety Rules

Three Fundamental NRA Rules for Safe Gun Handling

Ask: What is the first rule of 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.

Ask: What is the second rule of safe gun handling?

- *Always* keep your finger off the trigger until ready to shoot.

Ask: Unless shooting, where should the shooter's finger(s) rest?

- The finger(s) should rest alongside the gun, i.e., on the frame, receiver or trigger guard.

Ask: What is the third rule of 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!)

Rules for Safe Use

- ◆ Know your target and what is beyond.

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.

- ◆ Use only the correct ammunition for your gun.

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 firearms.

- ◆ Wear eye and ear protection as appropriate.

Ask: Why should range users wear both eye and ear protection?

- Guns are loud and the noise can cause hearing damage. Guns can also emit debris, hot gas, and cartridge cases that could cause eye injuries.
- Users of air guns ranges, including spectators, need eye protection to prevent injuries from ricochets.

- ◆ Never use alcohol or drugs before or while shooting.

Ask: What type of substance is implied by “never use alcohol or drugs...?”

- Any substance that may impair normal mental or physical bodily functions. Examples include prescription and non-prescription drugs, e.g., cold medicines that may cause drowsiness, nervousness, balance problems, etc.
- Anyone taking any medication or substance that may impair normal mental or physical bodily functions is not allowed on the range.

❖ General Range Safety Rules

Ask range users to read rules as you (RSO) point to range posters or refer to handouts.

- ◆ Know and obey all range commands.
- ◆ Know where others are at all times.
- ◆ Shoot only at authorized targets.
- ◆ Do not handle a firearm or stand at the firing line where firearms are present while others are downrange.
- ◆ Stop shooting immediately upon the command of “**Cease Firing**”.

Ask: Why is it important to shoot only at authorized targets?

- Shooting at different targets, e.g., steel targets, at different distances or angles may result in hazardous conditions.
- Ask:** What actions should shooters perform during a cease fire?
- Stop shooting immediately.
 - Await further instructions from the RSO.

NRA Hygiene Guidelines

Explain that NRA hygiene guidelines are intended to minimize exposure to airborne particulate lead and cleaning product residues.

Emphasize that everybody exposed at the range or cleaning area – even if he did not participate in the shooting session – should follow these guidelines. **Remind** range users of these guidelines prior to, during, and immediately after occupying the range.

- 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.

❖ **Site-Specific Range Rules (Examples)**

Ask range users to read rules as you (RSO) point to range posters or refer to handouts.

- ◆ Machine guns are allowed only with prior written approval from the CRSO.
- ◆ Armor piercing, tracers' ammunition is not allowed.
- ◆ Muzzle loading firearms are not allowed.
- ◆ Targets must be placed at the shooter's eye level to ensure bullets hit the impact area.
- ◆ Leave dropped ammunition on the floor until the stage of fire is completed and firearms are benched or grounded.
- ◆ Notify RSO when there is a firearm stoppage malfunction.
- ◆ Dry firing is only permitted at the firing line and only when authorized.
- ◆ All firearms must remain unloaded with actions open except when on firing line and authorized to be loaded.
- ◆ When firearms are benched or grounded, keep the actions open and ejection ports facing upward so chambers are visible.
- ◆ Ammunition is not permitted in the cleaning area.

Ask: Why are shooters required to leave dropped ammunition on the floor until firing is completed?

- This policy prevents shooters from unintentionally pointing the firearm at other users while retrieving dropped ammunition, or inadvertently moving in front of the firing line.

Ask: Why are shooters required to notify the RSO of firearm stoppage or malfunctions?

- Notification is critical for safety at the end of the course of fire.

❖ **Administrative Range Rules**

Example: Did everyone park his car in the shooters' parking area?

5.12.4. **FIRING LINE COMMANDS**

State and explain standard range commands that will be used for specific shooting event(s), e.g., formal competition rules are specified in NRA Rule Books.

- ◆ “As you were” means to disregard the command just given.
- ◆ “Carry on” means to proceed with what was being done before an interruption.
- ◆ “Relay No. __, Match No. __ (or naming the match), on the firing line” means shooters are to move to their firing points.
- ◆ “The preparation period starts now” means shooters may occupy their firing points, prepare, and dry fire at the targets.
- ◆ “The preparation period has ended”, means shooters must stop preparation activities.
- ◆ “Load” means shooters are given permission to load authorized number of rounds and prepare for the shooting events.
- ◆ “Is the line ready?” allows a shooter with problems to raise an arm and call “Not ready on target...”
- ◆ “The line is ready” means all shooters are ready to begin.
- ◆ “Ready on the right!”, “Ready on the left!”, “Ready on the firing line!” is the sequence of commands that gives hooters their last chance to signal “Not ready.” “Ready on the firing line!” means that targets will be exposed in three to five seconds.
- ◆ “Commence firing!”, signals shooters to begin shooting. This command may be signaled verbally, by a whistle or horn blast, or by moving the targets into view.
- ◆ A muzzle loading shooter, to inform the RSO and other shooters, that a firearm failed to fire and a hazardous condition may exist, calls “Misfire”. Due to the possibility of a hang fire (a delay in the ignition of the cartridge, keep the firearm pointed downrange and wait at least 30 seconds for modern firearms, or at least two minutes for muzzle loading firearm, prior to correcting the malfunction.
- ◆ “Cease firing!”, notifies shooters to stop firing immediately and await further instructions. “Cease firing” may be signaled verbally, by a whistle or horn blast, or by moving the targets out of view. Additional commands may follow. **Emphasize** that this command can be given by anyone observing an unsafe condition, e.g., if a person is downrange.
- ◆ “Is the line clear on the right?”; “Is the line clear on the left?”;, means line officers or the RSO check that all firearms are unloaded with actions open and chambers empty.
- ◆ “Go forward, score targets, and paste” (or “Change”) authorizes shooters to go forward of the firing line to change targets.
- ◆ “Range is clear, you may handle your guns”, means shooters may approach the firing line and handle their firearms, since no personnel are downrange.
- ◆ “Move out of position and remove your equipment from the firing line”, authorizes shooters to remove their gear.
- ◆ “Police your firing point”, means shooters are to pick up fired cartridge cases

and clean their firing points.

Ask: What two range commands may be issued by shooters?

- “Cease firing” and “Misfire”.

Ask: What does “misfire” mean?

- That the muzzle loading firearm failed to fire and a hazardous condition may exist. The misfire could actually be a hang fire, which is a delay in the ignition of the cartridge.

Ask: What actions are taken during a misfire?

- Due to the possibility of a hang fire, the shooter keeps the firearm pointed downrange and waits at least 30 seconds for modern firearms, or at least two minutes for muzzle loading firearms, prior to correcting the malfunction.

Ask: Where and when may shooters dry fire?

- Only at their firing points and only when authorized to do so.

5.12.5. ***EMERGENCY PROCEDURES***

- Take charge of the situation. (Determine seriousness of injury and assigned duties).
- Render aid. First-aid kit should be centrally located.
- Call for help via radio or telephone. Emergency phone numbers and information list should be centrally located.
- Direct help to location.
- Take notes. Emergency report sheet should be located in rang SOPs binder (See Appendix 5).

5.13 CONSEQUENCES OF RULES VIOLATIONS

5.13.1. The RSO shall have sole discretion to issue any command in response to any rule’s violation or unsafe conduct.

5.13.2. The RSO shall have the authority to suspend or terminate shooting permission for the entire range or any individual.

5.13.3. The Range Manager shall have the authority to permanently bar any shooter from use of the ranges.

5.13.4. The shooter shall have the right to file a complaint with the Range Manager only if they have complied with all orders issued by the RSO.

5.13.5. The RSO shall prepare a written report (see form in Appendix) describing any incident requiring discipline under this section within 24 hours of any safety incident. The RSO preparing the report shall present the report to Range Manager immediately upon completion, or as soon as practicable if the report is completed when the range is closed.

Safety Plan Authentication

This safety plan has been reviewed and authenticated by:

Michael Paige
President
Premier Precision, LLC
1818 N Old US Hwy 23
Howell, MI 48843
T: 810.991.1436
E: sales@oaklandtactical.com

Signed: _____
Dated: _____

Record of Safety Plan Changes

Change No.	Date Change Recorded	Description of Change	Recorded By

6.0 RANGE OPERATIONS

Section six may contain ranger operation procedures, including day-to-day details such as: how to open the facility; what energy-saving steps to consider when only one person uses an indoor range; signing in or out of the range; range credentials; and securing the facility on departure.

- 6.1. GENERAL. Live firing conducted at the _____ Range Complex is designed to provide authorized personnel access to a facility where they can become proficient with privately-owned firearms.
- 6.2. FACILITIES FOR USE. Range availability is at the discretion of the Club Manager (CM). Live-fire shooting is normally limited to the following ranges and equipment:
 - a. Outdoor Range—Rifles smaller than .50 caliber centerfire; pistols and shotguns any caliber or gauge. (No tracer or armor-piercing ammunition.)
 - b. Indoor Range—BB guns, air rifles, air pistols, .22 caliber rifles only; handguns up to .45 caliber.
 - c. Trap and Skeet Range—Shotgun only. (Up to #7 shot; no slugs.)
- 6.3. RANGE LIMITATIONS AND SAFETY REQUIREMENTS. Live-fire shooters will:
 - a. Fire only on scheduled ranges and have a Range Safety Officer (RSO) present.
 - b. Fire only authorized firearms and ammunition.
 - c. Fire at authorized targets only. Metal silhouette targets and target box systems are **off limits** to all shooters.
 - d. Fire only after completing a “hold harmless” agreement. (Required for each visit to the range complex.)
 - e. Ensure all projectiles impact within the established range safety limits.
 - f. Ensure range flags are displayed on the firing line at the outdoor range and shotgun range and in the target pits on the outdoor range.
 - g. Call “Cease firing” and make safe all firearms when a shooter moves forward of the firing 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. The indoor range requires double hearing protection (foamy inserts and hard ears).
 - j. Wear appropriate eye protection.
 - k. Notify the RSO or Chief Range Safety Officer (CRSO) of any safety infractions.
 - l. Police all brass, paper, and other debris that accumulates on the range. Dispose of them in the containers provided.
- 6.4. AUTHORIZED & PROHIBITED FIREARMS. Fully automatic firearms are authorized.

However, the owner must contact the CM for approval prior to the live-fire event. The CM can deny automatic fire during shooting for any reason. The member must provide the proper federal licenses and all required paperwork to the CRSO prior to firing any automatic firearm.

- 6.5. **AUTHORIZED PERSONNEL.** The following persons are allowed to fire:
- a. Current members of the shooting club.
 - b. Invited guests of the above, provided the authorized person is present and assumes full responsibility for the conduct of his or her guest(s).
 - c. Personnel approved by the club officers, CM, or CRSO on a case-by-case basis.
- 6.6. **PERSONNEL RESPONSIBILITIES.**
- c. **Club Manager**
 - (1.) Maintain the range facility.
 - (2.) Ensure the CRSO receives written range schedule by 3:30 p.m. daily for weekdays and 3:30 p.m. Fridays for weekends. Schedules should include matches, recreational fire, 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.) Report for duty one hour prior to the first scheduled live fire for the day.
 - (2.) Ensure each RSO understands and can execute live-fire procedures. (Live fire must be conducted in accordance with this chapter.)
 - (3.) Ensure the RSO checks in prior to going downrange.
 - (4.) Check to see that the RSO has "RSO" stamped on a valid shooting club identification card. Ensure that names of all RSO listed in the CRSO's binder.
 - (5.) Have the RSO sign out one radio, appropriate keys, required range flags, Hold Harmless Agreement, SOP binder, and first-aid kit.
 - (6.) Inspect the range with the RSO after a cease fire.
 - (7.) Assist the CM in conducting the NRA Range Safety Officer Training Program to club members.
 - c. **Shooting Club RSOs.** The club president must first approve anyone desiring to become a shooting club RSO. This is accomplished by attending an RSO class given by the CRSO. Information on dates and times for these classes can be obtained by contacting the Shooting Club at _____.
 - (1.) Check in with the CRSO one half hour prior to first scheduled live fire.
 - (2.) Present shooting club identification card with RSO stamp.
 - (3.) Obtain the following: "hold harmless" agreement forms, radio, first-aid kit, range binder, flags, and special instructions.
 - (4.) Test radio to ensure it works correctly.
 - (5.) Conduct range inspection with the CRSO using the checklist, Outdoor Range Appendix (1), Indoor Range Appendix (2), or Shotgun Range Appendix (3).

- (6.) Check that all shooters have current club cards, and that all shooters and spectators fill out “hold harmless” agreements. (See sample letter #1.) Ensure that **at least two (RSO + one)** individuals are on the range at all times.
- (7.) Conduct range safety briefing using Appendix (4).
- (8.) Request permission to conduct live fire from the CRSO.
- (9.) Conduct live fire in accordance with section 6 (d) of this chapter. Failure of shooters to abide by the procedures listed in section 6 (d) will result in immediate eviction from the range and possible suspension of future shooting privileges. Report all incidents to the CRSO.
- (10.) Notify CRSO by radio when live fire is finished and request a range inspection.
- (11.) Turn in all gear.

Note: RSOs should be aware that live fire cannot occur unless it has been scheduled by the CM or CRSO.

d. Shooting Club Members

- (1.) All shooters must check in with the designated RSO on the scheduled range.
- (2.) All shooters and spectators must fill out “hold harmless” agreements.
- (3.) Shooters will conduct themselves in an orderly manner at all times and will be responsible for the conduct of any guests they bring.
- (4.) All shooters are responsible for their guns and ammunition while on the complex.
- (5.) Firearms 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.)
- (6.) Only load firearms on the firing line after the RSO has given the command to load.
- (7.) Do not point firearms at anything other than authorized targets.
- (8.) Fire at your own target only.
- (9.) Give the command “Cease firing” if an unsafe condition exists.
- (10.) Follow all instructions from the RSO.
- (11.) Assist in policing the area of brass and any other debris.
- (12.) No pets are allowed on the range complex.

6.7. **HOURS OF OPERATION AND SCHEDULING.** The CM develops a special event live-fire schedule based on requests received and posts it on December 1. Updated schedules will be posted 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 shooting club in order to be placed on the operations schedule. Information on range availability and scheduling is accessible 24-hours a day, by calling the shooting club or visiting web page at _____.

6.8. **ALCOHOLIC BEVERAGES AND DRUGS.** Shooters may not consume alcoholic beverages or drugs (including prescription and over-the-counter medications) before or during live firing. The CRSO or RSO will deny range access to anyone in violation.

After firing, shooters may consume alcoholic beverages in the following:

- a. **The pavilion in the picnic area. (Only after all firearms and ammunition have been properly secured.)**
- b. The clubhouse adjacent to the shotgun range.

6.9. MEDICAL SUPPORT. In the event of a medical emergency, call 911 and notify the CRSO immediately.

6.10. HOLD HARMLESS AGREEMENT FORM. A “hold harmless” agreement form will be completed annually by each RSO and given to the CM by January 12. See the sample “hold harmless” agreement form in Appendix (7).

7.0 MAINTENANCE OPERATIONS

7.1 BASIC MAINTENANCE DUTIES

Note: For all hours of operation there will be a designated tasks and duty for the park. This is a sample guide of those duties. The final version will be done when the general manager (GM) is hired.

7.1.1 Daily Overall Store

All bathrooms – Mop, Clean counters, Sinks and Mirrors, Stock as needed
Storage - Dump trash, Sweep and Organize as needed.
Lobby – Clean displays and vacuum as needed
Classroom – Straighten and prep as needed
Offices – Remove trash, Vacuum as needed
Entrance – Clean area, remove all trash from garden
Hallways – Clean all displays, photo frames and shelves
Shipping area – Clean, Organize and help unload shipment as needed.
Floor Mats – Vacuum all mats throughout the store
Breakroom – Clean, stock as needed.
Help stocking, ammo and targets as needed
Inspect all exterior windows for damage and cleanliness.
Inspect all entry doors for damage and cleanliness.
Inspect all overhead doors for damage and function ability.
Water all plants inside and out.
Outside front of building – Sweep and pick up and trash as needed
Inventory all needed maintenance supplies
Some duties from the list below, even if no range is present.

7.1.2 Daily for Ranges & Parking Areas

Inspect all Ranges, bullet traps, lanes and target holders
Ranges – Do all minor repairs as needed, etc.
Storage Areas – Clean and Organize as needed

Monday

Bays – Clean lane – Paint carriers

Tuesday

Ranges – Clean lane – Repair Target Holders

Wednesday

Do semi-weekly duties (Listed Below)

Thursday

Clean parking lot areas

Friday

Check all bullet traps, rake and fill shooting slopes as needed.

Outside Club House – Sweep and pick up trash as needed.

7.1.3 Semi-Weekly

(One week) Clean all fire extinguishers and make sure they are accessible
Inventory all maintenance supplies

(Opposite wk) Replace lights as needed
Inventory all PPE supplies

7.1.4 Monthly

Clean and preform regular maintenance on shooting tables and target stands

Check ballistic sand backfill bins on the range and fill as needed

Run lead swipes in storage, all receiving areas, computer keyboards, doorknobs,
wash stations, range windows (inside and out), break room, time clock areas.

Inspect the roof for damage and any debris.

7.1.5 Quarterly

Steam clean all carpeted areas in the building.

7.1.6 Bi-Yearly (every 6 months)

Spring – Prep cooling and heating units on roof

Fall – Prep cooling and heating units on roof, close up & secure water lines.

7.1.7 Yearly

Paint Range floors & walls

Clean Security Cameras

Clean the light fixture covers

Clean around all vents

7.1.8 Periodically

Mine the ballistic sand-bullet trap

7.2 DAILY RANGE PRE-OPENING CHECKLIST

Date: _____

Range Safety Officer: _____

Signature: _____

<p>Public Range 4 & 5</p> <ul style="list-style-type: none">○ Safety Rules posted prominently○ Shooter Shed in good condition○ Backstop in good condition○ Side berms in good condition○ Range debris free○ Firing line debris free○ Cameras working○ Benches properly located <p>Action Bays (# 1 - 3)</p> <ul style="list-style-type: none">○ Safety Rules posted prominently○ Backstop in good condition○ Side berms in good condition○ Range debris free○ Firing line debris free	<p>Precision Range 2</p> <ul style="list-style-type: none">○ Safety Rules posted prominently○ Benches properly positioned on firing line○ Cameras working○ Shooter Shed in good condition○ Backstops in good condition○ Side berm in good condition○ Side baffles in good condition○ Range debris free○ Firing line debris free <p>Security</p> <ul style="list-style-type: none">○ Range Fencing in good condition○ Parking fence in good condition○ Camera 1 functioning○ Camera 2 functioning○ Cameras 3 [____, ____, ____etc] located on _____ functioning
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