

January 22, 2011

STANDARD OPERATING PROCEDURES

**Cheshire County Fish & Game Club, Inc
19 Ferry Brook Road
P.O. Box 233
Keene, New Hampshire 03431**

The implementation of this Standard Operating Procedures (SOP) manual was voted on and approved after a discussion of the Officers and Board of Directors (BOD) at the February 2011 monthly meeting. This SOP will also serve as a Range Safety Officer training guide.

This document is subject to amendment approved by the BOD at any "Board Meeting". A list of changes will be maintained.

1/22/11 Page 1 – Dates
Page 2 - Table of Contents Appendix 8 and 9
Page 5 – Organizational update
Page 6 – updated non profit status
Page 8 - #20 Gate & Clubhouse locking
Page 9 – amended page #'s, added #11, definitions
Page 10 – 3 c.2 and added 3 e.
Page 11 – added b.6, e.2 "if requested"
Page 12 – inserted organizer responsible for c.3-11
Page 13 – added Definitions, Reporting Safety Incidents
Page 14 – Updated RSO certification dates
Page 15 – Appendixes 8&9 added
Page 16 – Insert Target Frame Height for Safe Impact
Page 19 – Insert discussion on Safety Briefing
Page 23 – Specifies responsibility for reporting emergencies, incident, accidents, etc.
APPENDIX 8 – Incident Report
APPENDIX 9 – Sample Safety Briefing

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"Nestled within the peaceful valleys of New Hampshire, the Cheshire County Fish and Game Club, Inc. has provided opportunities to enjoy the shooting sports for over 70 years."

CHAPTER 1

HISTORY & FACILITIES

The Cheshire County Fish and Game Club, Inc.

Nestled within the peaceful valleys of the southwestern corner of New Hampshire, the Cheshire County Fish and Game Club, Inc.

has provided opportunities to enjoy the shooting sports since 1936. The club offers a 100-, 200- and 300-yard rifle range; a separate 100-yard small-bore rifle range under covered firing points; a pistol range under covered firing points; two trap fields; an archery range and a clubhouse. A complete overview of the club facilities can be seen at their website www.ccfandg.org.

The shooting sports are an everyday part of the members' lives and, as such, are traditions that they feel must be passed on to future generations. The club members sincerely feel that they have an individual and collective obligation to ensure that these traditions remain intact, thus preserving our shooting sports heritage forever.

Based on the club's activities over the past few years, the Board obviously has adopted a philosophy that educating our youth about fish and wildlife conservation and introducing them to the shooting sports at our facilities is one of its most important tasks. Concurrent with their focus on youth, the club also advocates shooting sports activities as opportunities for family interaction. The club wishes to be innovative in developing opportunities for a broad spectrum of new constituents in its community – children, women and families – to experience the joy of shooting. The club members know that, by cultivating our youth and their families, they could significantly increase participation and acceptance of the shooting sports and, hence, secure our traditions. It helps that two of the 16 Board members are women – and also moms.

The objectives of the Cheshire County Fish and Game Club have always been consistent with gun clubs across the nation that are considered as true leaders in club relations within their community. The current bylaws specifically address these goals:

- To better the hunting and fishing condition of this State and especially, of Cheshire County;
- To perpetuate and promote management of wildlife for the enjoyment of all sportsmen, present and future;
- To educate the membership and general public in the wise use of fish and game resources and the safe handling of firearms;
- To promote a more friendly feeling among those interested in these sports;
- To provide a good facility for those interested in shooting; and
- To promote excellence in marksmanship.

CHAPTER 2

BY LAWS

The Club By-Laws follow this page. The resolution of any conflicting requirement or procedure between this manual and the By-Laws will default to the By-Laws. All interpretations of the By-Laws and this SOP are at the discretion of the Officers and Board of Directors (BOD).

CHAPTER 3

ORGANIZATION CHART

The bylaws (Chapter 2) provide information on the election of officers, the progression of officers, how a member may run for office, and duties of the officers. Contact information is on the website (www.ccfandg.org) and membership cards.

Club Organizational Chart

Officers

Joseph P. Greathouse, President president@ccfandg.org
Daniel Madden, Vice President vicepresident@ccfanfg.org
Laurel Csenge, Treasurer treasurer@ccfandg.org
Vicki Flanders, Secretary secretary@ccfandg.org

Board of Directors

Gilbert Alexander – Maintenance/Grounds, Trap

Peter DeSantis – High Power highpower@ccfandg.org

Kent Whitman – Black Powder blackpowder@ccfandg.org

Scott Dunn – Cowboy cowboy@ccfandg.org

Jonathan Evans – FNRA attorneyevans@injury-rights.com

Warren Neumeister – High Power highpower@ccfandg.org

Chip Page – JAKES

Larry Parker Sr. – Small Bore, Juniors Program, Insurance
smallbore@ccfandg.org

Robert Phillipson – African, NH Fish & Game Department Liaison
african@ccfandg.org

Joe Greathouse – Fundraising fundraising@ccfandg.org

Dave Swenson – Membership membership@ccfandg.org

Charles Tatham – Trap trap@ccfandg.org

Michael Wright – Archery archery@ccfang.org

Ed Gross – Professional Law Enforcement Liaison leo_contact@ccfang.org

CHAPTER 4

NON-PROFIT ORGANIZATION STATUS

At this time, the Club has had its 501 c. 7 status approved.

The Club currently has Non-Profit status through the New Hampshire State Department. A copy of that follows.

The Cheshire County Shooting Sports Education Foundation (CCSSE) has been established. The organization is in the process of filing for 501 c. 3 status.

CHAPTER 5

SAFETY PLAN

Basic safety plan and rules for the range facility are addressed here. In addition, administration policies covering disciplinary actions and insurance regulations may be found in the By-Laws.

The NRA Range Source book, NRA shooting discipline rule books, and other shooting sports organizations governing range and event procedures may be referenced.

Range Rules

1. **Shoot down range ONLY at the backstop. All projectiles (bullets) must impact a range backstop / impact berm. Muzzle down while chambering a round on all ranges.**
2. No one under the age of 18 is to use the range unless supervised by a qualified club member.
3. Eye and Ear protection required. Ear plugs and safety glasses are available in the vending machine.
4. Wear your range button where it can be seen. No shooting without it and a current club membership.
5. Shoot the proper firearm on the proper range.
6. Keep all actions open, magazines out and safeties on while off firing lines or when anyone is down range.
7. Do **NOT** handle or aim firearms when anyone is down range. Ensure the "down range" flag at the right end of the 200 yard firing line is used whenever anyone is forward of that line.
8. **NO** shooting from 300 yard line except during sanctioned events or approval by Board of Directors.
9. No one is permitted forward of the 300 yard line whenever a 300 yard event is process. The road is to be blocked / signed to prevent vehicles from going forward of the firing line.
10. Do **NOT** shoot at bottles, trees, target frames or rocks. Use approved targets only.

11. Do **NOT** leave litter. Clean up your firing point and backstop before leaving.
12. Alcoholic beverages or drugs in any form are prohibited. Any person having consumed alcoholic beverages or drugs will be refused admittance.
13. Tracer, explosive, incendiary or other destructive ammunition is prohibited except during BOD approved events.
14. Be courteous to other shooters at all times. **KEEP YOUR COOL!**
15. Remind other shooters of these regulations and point out to them any infractions.
16. Obey any special directives given to you by any official of this club.
17. Report any infraction of these rules to a club official after you have first reminded the shooter of the infraction and he/she still refuses to comply.
18. Any infraction of safety regulations may result in revocation of your membership.
19. **THINK SAFETY AT ALL TIMES!!!!**
20. **LOCK THE GATE AND CLUBHOUSE IF YOU'RE THE LAST ONE OUT.**

CHAPTER 6

RANGE OPERATIONS GUIDE

SECTIONS & PAGE #'s

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RANGE OPERATIONS GUIDE

1. **General.** Live firing conducted at the CCF&G Range Complex is designed to provide authorized personnel access to a facility where they can become proficient with firearms.
2. **Facilities for Use.** Range availability is at the discretion of the Board of Directors (BOD). Live-fire shooting is normally limited to the following ranges and equipment:
 - a. Pistol Range--Pistols and shotguns any caliber or gauge and rimfire rifles only.
 - b. 100 yard covered and 200 yard open firing line—Rifles, pistols and shotguns of any caliber or gauge provided projectiles are impacting in an impact berm.
 - c. 300 yard line—Centerfire rifle cartridge and muzzle loading rifles only
 - d. Trap and Skeet Range--Shotguns only. (#7 1/2 - 9 shot; no slugs.)
 - e. “Plinker Range”—use of this range has been suspended.
 - f. Indoor Range—TDB when built
3. **Range Limitations and Safety Requirements.** Live-fire shooters will:
 - a. Fire only on designated ranges.
 - b. Fire only authorized firearms and ammunition at designated ranges.
 - c. Fire at authorized targets only.
 1. Paper/cardboard targets affixed to wooden, cardboard or metal frames.
 2. BOD approved metal and reactive targets set at distances prescribed by target manufacturers and/or discipline sanctioning/governing organizations.
 3. Trap houses/target throwers are for organized practices and events and not for recreational shooting.
 4. Intentional shooting at Club buildings, structures, equipment, tables or chairs is grounds for immediate revocation of membership.
 - d. Non members can fire only after completing a “hold harmless” agreement. Forms will be kept on file.
 - e. Ranges and events will have a designated spectator area.
 - f. Ensure all projectiles (bullets) impact within the established range safety limits.
 - g. Call “Cease firing” and make safe all firearms before 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. Police all expended casings (brass), paper, and other debris that accumulate on the range. Dispose of them in the containers provided.
4. **Authorized & Prohibited Firearms and Ammunition.**
 - a. The use of NFA weapons (e.g. machine guns, silencers, short barreled rifles, etc) is authorized under the direct supervision of lawful owners. Owners must comply with all applicable Federal and State regulations. The BOD can deny full-automatic fire shooting to an individual for safety reasons. Range use is caliber specific. Forward support on the firearm such as bi-pods or sand bags is required on ranges longer than 100 yard for fully automatic fire.

b. Armor-piercing (AP) ammunition is only allowed on paper/cardboard and BOD approved metal targets.

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 sponsoring member is present and assumes full responsibility for the conduct of his or her guests.

c. Personnel approved by the BOD, Event Organizer, RSO or CRSO on a case-by-case basis.

6. **Personnel Responsibilities.**

a. Officers and Board of Directors (BOD)

(1.) Maintain the range facility.

(2.) Ensure scheduled events are posted to the website and bulletin board ASAP. Schedules should include matches, recreational fire, range closures and any special instructions.

(3.) Conduct CRSO and RSO training as needed using the NRA Range Safety Officer Training Program.

(4.) Appoint a Chief Range Safety Officer (CRSO).

b. Chief Range Safety Officer. In the absence of a CRSO, Officers & BOD.

(1.) Develop and maintain the Club Standard Operating Procedures (SOP).

(2.) Ensure each Line Officer and RSO understands and can execute live-fire procedures.

(3.) Ensure the RSO performs Range Checklists when appropriate.

(4.) Check to see that the RSO's NRA Certifications are up to date. Ensure that names and certification expiration dates of all RSOs are listed in the SOP RSO roster.

(5.) Ensure the RSO or event organizer has access to a phone/radio, appropriate keys, required range flags, Hold Harmless Agreements, Range Checklists, Injury Report Form, Emergency Report Forms, Safety Briefing, SOP binder, and first-aid kit.

(6.) Maintain video copies of all reported incidents, accidents and/or events recorded.

(7.) Inspect the range with the Event Organizer, Line Officer or RSO after a cease fire.

(8.) Assist the BOD in conducting the NRA Range Safety Officer Training Program for club members.

c. Range Safety Officers (RSO). The BOD or CRSO must first approve anyone desiring to become a shooting club RSO. RSO status is accomplished by attending an RSO class. Information on dates and times for these classes can be obtained by contacting the Shooting Club at www.ccfandg.org.

(1.) Check in with the Event Organizer or CRSO prior to the first scheduled live fire as required.

(2.) Present shooting club with NRA RSO certification card if requested.

In the absence of an RSO, the event organizer is responsible for items 3 through 11.

- (3.) Maintain a RSO kit containing: “hold harmless” agreement forms, Range Checklists, Injury Report Forms, Emergency Report Forms, Safety Briefing narratives and any special instructions.
- (4.) Know the location of the Club keys, first aid kit, phones and radios (test the radio to ensure it works correctly) and range flags.
- (5.) RSO conducts range inspection with the CRSO or event organizer using the checklist, Outdoor Range Appendix (I), Indoor Range Appendix (2), or Shotgun Range Appendix (3).
- (6.) Check that all shooters have current club cards, and that all non member shooters and spectators fill out “hold harmless” agreements. (See Appendix #7) Ensure that at least one line officer or RSO are on the range at all times during events.
- (7.) Conduct range safety briefings. See Appendix (4).
- (8.) Request permission to conduct live fire from the BOD or CRSO when applicable.
- (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 safety, emergency and/or injury incidents to the BOD or CRSO.
- (10.) Inspect the range when live fire is finished.
- (11.) Turn in all gear.

d. CCF&G Club Members and event participants;

- (1.) Organized event shooters must check in with the designated Event Organizer, Line Officer, Pit Officer or RSO on the scheduled range. Recreational shooters are required to close the main gate behind them going out if they are the last person to leave the range.
- (2.) All non member shooters must fill out hold harmless agreements.
- (3.) Members and participants 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 holstered, lawfully concealed or benched. (Actions open, magazines removed, chambers empty with ECI when required, muzzles pointing in a safe direction, and safeties on when required.)
- (6.) During organized events, only load firearms on the firing line after the Line Officer or RSO has given the command to load.
- (7.) Do not point firearms at anything other than authorized targets.
- (8.) Fire only at your own target.
- (9.) Give the command “Cease firing” if an unsafe condition exists.
- (10.) Follow all instructions from the Line/Pit Officer or RSO.
- (11.) Police the area of expended casings (brass) and any other debris.

7. Hours of Operation and Scheduling. General hours of firing are from 8:00 am to sundown except for BOD approved events. The BOD develops a live-fire event schedule based on requests received and posts it on the website and bulletin board. All other range requests will be approved based on range availability. Event Organizers must notify the BOD in order to be placed on the operations schedule. Information on range availability and scheduling is accessible 24 hours at www.ccfandg.org.

8. Alcoholic Beverages and Drugs are prohibited. However, the BOD may approve alcoholic beverages at special events.

9. Medical Support. In the event of a medical emergency, call 911 or Mutual Aid. All calls to 911 or any other Emergency Service from the range require notification of the CRSO, Officer or a BOD member immediately. Refer to “Emergency Procedures Instructions” in Appendix 5

10. Hold Harmless Agreement Form. A “hold harmless” agreement form will be completed annually by each RSO and given to the BOD. Hold Harmless agreements will be completed by all non-member participants of live-fire events. See the sample “hold harmless” agreement form in Appendix (7).

11. Definitions: For the purposes of this SOP and club activities. The following terms will be defined and include the following;

Accident: An undesirable, unexpected, unintentional happening or event without a deliberate cause resulting in harm, injury, damage or loss.

Discipline sanctioning/governing organizations: Include, but not limited to, NRA, NSSF, ATA, CMP, USPSA, SASS, IDPA, ISPC and USA Shooting.

Emergency Services: Including, but not limited to, Police (local, State or Sheriff), any Fire Department, any Search / Rescue Squad, any ambulance squad or service.

Incident: A distinct or definite occurrence event or accident resulting in harm, injury, damage, loss or a grave / extreme safety concern.

Injury: A physical damage or hurt.

Safety Violation / Incident: An event on the range considered unsafe such as, but not limited to; bullets not being contained in the range / into an impact area, handling firearms while people are down range, shooting at non approved targets.

12. Reporting Safety Incidents: Anyone can report a safety incident using the APPENDIX #8 Form. Reports do not require confrontation with a perceived violator, and may be made anonymously by leaving the completed form in the Club suggestion box.

CHAPTER 7

RSO

TRAINING REQUIREMENTS, REPORTS & ROSTER.

<u>Name</u>	<u>Address/ email</u>	<u>Phone</u>	<u>cert exp</u>
Scott Dunn	367 Chesterfield Rd, Hinsdale, NH 03451 jammer5632@yahoo.com	336-5632	10/31/2012
Joseph Greathouse	186 Murdough Hill Rd, Nelson, NH 03457 rv8tor@earthlink.net	847-9161	10/31/2012
Daniel Hackler	463 Elm St, Keene, NH 03431 danhackler@msn.com	352-2211	10/31/2012
David Hackler	10 Nut Hatch Ln, Keene, NH 03431 dhackler@ne.rr.com	357-0640	10/31/2012
Warren Neumeister	111 Hastings Ave, Keene, NH 03431 wneumeister@ne.rr.com	357-0525	10/31/2012
Larry Parker Sr	80 Taft Rd, Swanzey, NH 03431 lpvpshootn@ne.rr.com	357-6047	3/31/2012
Dennis O'Brien	Concord Rd, Keene, NH 03431 dob@garden.net	973-819-4242	

APPENDIXES

1. Outdoor Range Inspection Checklist sample
2. Indoor Range Inspection Checklist sample
3. Shotgun Range Inspection Checklist sample
4. Range Safety Briefing Recommendations
5. Emergency Procedures
 - a. Emergency Report Sheet
6. Injury Report Form
7. Hold Harmless Agreement
8. Safety Violation / Incident Report Form
9. Sample Safety Briefing

APPENDIX 1:

Outdoor Range Inspection Checklist

Range: _____

Inspected by: _____ Date _____

	Yes	No
Controlled Access/Fencing/Gates Closed	_____	_____
Flags or Signs Displayed	_____	_____
Left and Right Range Limits Displayed	_____	_____
Backstop/Impact Area Inspected	_____	_____
Number Boards Painted and Visible	_____	_____
Target Frames/Mounts in Good Repair	_____	_____
Target Height Set to Ensure Safe Impact	_____	_____
Target Turning Machines in Good Repair	_____	_____
Firing Line Marked	_____	_____
Firing Points Numbered/Clean	_____	_____
Shooting Benches/Tables Inspected	_____	_____
Sandbags/Gun Rests on Hand	_____	_____
Ready Line/Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies Available	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications Working	_____	_____
First-Aid Kit Filled/Accessible	_____	_____
PA System/Bullhorn Working	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Hung	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Brass/Dud Buckets Labeled	_____	_____
Wash Area Identified	_____	_____
Lockable Storage	_____	_____

Comments: _____

APPENDIX 2:

Winchester Indoor Range Checklist

Inspected by: _____ Date: _____

	YES	NO	EXIT
Entry / Closet Doors Locked	_____	_____	_____
Backstop/Impact Area Inspected	_____	_____	_____
Number Boards Painted and Visible	_____	_____	_____
Target Frames/Mounts in Good Repair	_____	_____	_____
Firing Line Marked	_____	_____	_____
Firing Points Numbered & Clean	_____	_____	_____
Shooting Benches/Tables Inspected	_____	_____	_____
Sandbags/Gun Rests on Hand	_____	_____	_____
Heat set at 55 degrees	_____	_____	_____
Spectator Area Clean	_____	_____	_____
Scoring Area Clean	_____	_____	_____
Supplies Available	_____	_____	_____
Ventilation System Working	_____	_____	_____
Wash Area Clean / Supplied	_____	_____	_____
First-Aid Kit Filled/Accessible	_____	_____	_____
Range Rules Posted	_____	_____	_____
Bulletin Board Hung	_____	_____	_____
Gun Racks Available	_____	_____	_____
Empty Trash Receptacles Available	_____	_____	_____
Brass/Dud Buckets Labeled	_____	_____	_____
Storage Locker Locked	_____	_____	_____
Lights Off	_____	_____	_____

Comments: _____

APPENDIX 3:

Shotgun Range Inspection Checklist

Shotgun Field: _____

Inspected by: _____ Date _____

	YES	NO
Controlled Access/Fencing/Gates Closed	_____	_____
Flags or Signs Displayed	_____	_____
Left and Right Range Limits Displayed	_____	_____
Backstop/Impact Area Inspected	_____	_____
Voice Activated System Connected	_____	_____
Machine Filled/Inspected	_____	_____
Cable Connected/Inspected	_____	_____
Firing Stations Marked /Clean	_____	_____
Ready Line/Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies Available	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications Working	_____	_____
First-Aid Kit Filled/Accessible	_____	_____
PA System/Bullhorn Working	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Hung	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Hull/Dud Buckets Labeled	_____	_____
Wash Area Identified	_____	_____
Lockable Storage	_____	_____
Lights	_____	_____

Comments: _____

APPENDIX 4:

Range Safety Briefing Recommendations

Each event organizer is responsible for their own safety briefing. Follow an appropriate 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/or handouts. Ask questions to reinforce understanding. If guns are used during the briefing, the Event Organizer, Line Officer or RSO must follow the NRA Gun Safety Rules.

Each discipline will have a scripted Safety Briefing to read before each event and post with their Match / Event Bulletin. A copy will be on file in the Clubhouse with the central SOP. A sample is shown in APPENDIX 9.

1. PURPOSE OF THE SHOOTING EVENT

- State the purpose, e.g., recreational shooting.
- Provide an overview of the event.
- State the total numbers of shots and time available.

Introduce Range Personnel

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

2. RANGE AND PIT LAYOUT AND LIMITS

- Conduct a range orientation on, or within view of, the range or pit.
- Point out any key areas of the range that may be designated for a particular event/activity and briefly describe these. Examples include:
 - Spectator area:
 - Ready area:
 - Firing point:
 - Backstop or designated impact area:
 - Cleaning area: No ammunition is allowed in a designated 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.

3. GENERAL RANGE SAFETY RULES. The following example may be used for new shooter clinics.

NRA Gun Safety Rules

Three Fundamental NRA Rules for Safe Gun Handling

Always keep the gun pointed in a safe direction.

Ask: What does a “safe direction” mean?

- The gun is pointed so that even if it were to go off, it would not cause injury or damage.

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

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

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

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 and projectiles.

- 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?

- Many 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 gun 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.

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.

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

- Shooting at different targets, e.g., steel targets or at different distances or angles, may result in hazardous conditions.

Do not handle a gun or stand at the firing line where guns are present while others are downrange.

- Stop shooting immediately upon the command of “Cease Firing.”

Ask: What actions should shooters perform during a cease fire?

- Stop shooting immediately.
- Await further instructions from the RSO.

- Stoppages

Explain that there are three common ammunition stoppages.

- A misfire is when a cartridge does not fire after the primer has been struck by the firing pin.
- A hangfire is when a perceptible delay in the ignition of the cartridge after the primer has been struck by the firing pin.
 - The normal procedure for handling misfires or hangfires is to: Keep the gun pointed down range (safe direction).
 - Wait at least 30 seconds in case it is a hangfire. With black powder guns, wait at least two minutes.
- A squib load is when there is less than normal pressure or bullet velocity after ignition of the cartridge. The bullet may or may not exit the barrel. Squib loads are identified by difference in recoil or noise.
 - The normal procedure for handling squib loads is:
 - Keep the gun pointed downrange (safe direction).
 - Unload the gun--make sure the chamber is empty.
 - Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.

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 or she 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. Washing facilities are available in the clubhouse.
- 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.

- Full-automatic guns are only allowed by licensed users.
- Armor-piercing and tracer ammunition is only allowed during approved events.
- Targets must be placed at a 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.

Ask: Why are shooters required to leave dropped ammunition on the floor until firing is completed and firearms are benched or grounded?

• 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.

- Notify the RSO when there is a firearm stoppage or malfunction.

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

Notification is critical for safety,

Dry firing is only permitted at the firing line and only when authorized.

- All guns must remain unloaded with actions open except when on the firing line and authorized to be loaded.
- When guns 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.

+ Administrative Range Rules

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

4. FIRING LINE COMMANDS

State and explain standard range commands that will be used for specific shooting events, 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 event.
- “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 shooters 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.

Misfire” is called by a shooter to inform the RSO and other shooters that a firearm failed to fire and a hazardous condition may exist. Due to the possibility of a hangfire (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 firearms, 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.

- “Is the line clear on the right?”, “Is the line clear on the left?” means line officers or the RSO check that all guns 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 guns 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 “Stop.”

Ask: What does “misfire” mean?

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

Ask: What actions are taken during a misfire?

- Due to the possibility of a hangfire, 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. EMERGENCY PROCEDURES

In the absence of an appointed RSO for an event, the event organizer is responsible for handling and reporting emergencies. This includes the completion of an “Emergency Report Sheet”, “Injury Report Form” and/or a “Safety Violation / Incident Report”.

- 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 range SOPs binder (See Appendix 5.)

APPENDIX 5:

Emergency Report Sheet

EMERGENCY COMMUNICATIONS

Contact	Primary Phone #	Secondary Phone #	Primary Freq.	Secondary Freq.
EMS	911	352-1100	154.43 MHz	
Keene Police	911	357-9813	155.25 MHz	
Fire	911	352-1100	153.77 MHz	
Poison Control Center	800-562-8236			
Range	352-8563			
Cellular Phone				

IMMEDIATE RESPONSE FOR INJURIES OR ILLNESS

- Call a cease fire if the injured is near the firing line or downrange. Ensure that all firearms are unloaded and clear until the injured person is clear of the range.
- RSO/CRSO/Line Officer/Director (or _____) will coordinate edging or pulling of targets, if necessary, and securing the scene and the injured person's gear.
- _____ will notify EMS at (insert contact number/frequency) from the nearest telephone/radio located at _____ and provide the following information:

1. Specific Location or Address of Incident with Directions

Location: _____
Address: _____
Directions: _____

The physical address is: 19 Ferry Brook Rd.

Directions to gate: East on Route 9 9/10th mile past the intersection of Route 10. Turn left onto the Sullivan Road. Continue 2/10th mile and turn left onto Ferry Brook Rd. Continue 1/10th miles to the entrance to the range on the right.

The Archery Range address is: 268 Ferry Brook Rd in Sullivan.

Continue beyond the Club entrance another 5/10th miles to the gate on the left.

2. Telephone number that you are calling from: _____
3. Your name: _____
4. What happened and possible hazards for rescuers: _____
5. Number of people injured or ill: _____
6. Condition of injured or ill: _____
7. First aid provided: _____

- Wait for EMS to hang up first. Return to the injured and continue care until EMS arrives.

- _____ is currently certified in American Red Cross (ARC) Standard First Aid and CPR. He/she will evaluate the situation for hazards, protect the injured, and provide first aid until relieved by more qualified personnel, e.g., physician or EMS. Person listed above will;

1. Identify self to the injured.
2. Inform injured of training (American Red Cross Std First Aid & CPR).
3. Inform injured of aid offered,
4. Receive verbal permission from injured (if adult), or parent/guardian (if child) prior to giving care.
5. Refrain from giving care to a conscious injured person whom objects.
6. Assume implied permission if the injured is unconscious or unable to respond.
7. Assume implied permission if the injured is a child with a serious injury and a parent or guardian is not present.
8. Move the injured only if life is endangered.
9. Check injured for life threatening condition before providing care. Provide care only within level of training.
10. Never dispense aspirin or medications; administer activated charcoal or syrup of Ipecac (or other treatments) unless directed by EMS or Poison Control Center.

- _____ will retrieve the first-aid kit located in the clubhouse or _____ and assist ARC personnel as needed.
- If the accident involves chemical burns, an eye flush station is located at the clubhouse.
- if the accident involves a gun shot injury, _____ will notify police and preserve the scene as it appeared at the time of the incident.
- _____ will go to the range entrance and direct EMS personnel to the injured.

COORDINATION

- _____ will supervise the situation and ensure fulfillment of emergency procedures by:
 1. Getting names of witnesses and taking statements,
 2. Providing EMS with treatment release forms, medical history information (maintained on employees, staff, and competitive athletes) and next of kin information for the injured.
 3. Notifying next of kin once EMS has examined the injured and prepared for transportation to a medical facility.
 4. Completing injury report forms.
 5. Notifying official of the organization, range, club, etc., concerning activation of the emergency plan.
 6. Notifying insurance company (personnel and/or organization as appropriate).
 7. Evaluating emergency plan for possible revisions.
 8. Filing copies of the injury report form with records as appropriate.
 9. Following up with physician for recommendations and release prior to allowing ill or injured to participate.

HELICOPTER MEDICAL EVACUATION (MEDEVAC)

Suitable MEDEVAC sites are available just forward of the 200 yard firing line and at the Archery Range clearing.

RANGE EMERGENCY RESPONSE PACKET

There currently is no emergency response packet for this range on file with EMS, police or the fire department. A packet containing phone numbers, aerial photographs, maps, designations of possible routes, helicopter and medical evacuation sites and hazards, assembly area(s), floor plans of buildings indicating gas lines/mains, electrical sources, and specified locations of hazardous materials with listings of types and quantities may be developed in the future.

APPENDIX 6:

Injury Report Form

Name: _____ Date of Injury: _____

Address: _____ Time of Injury: _____

Telephone Number (Day): _____ (Evening): _____

1. Describe nature and extent of injury (specify parts of body): _____

2. Describe how the injury occurred: _____

3. Describe first aid given: _____

4. First aid was provided by (include names and phone numbers): _____

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

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

7. Location of incident and conditions of area: _____

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

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

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

A. Witness (Name): _____ Statement Attached Yes____ No____
Address: _____

Phone Number (Day): _____ Evening: _____

B. Witness (Name): _____ Statement Attached Yes____ No____
Address: _____

Phone Number (Day): _____ Evening: _____

11. Notes and Comments: _____

12. Injury report completed by:

Name: _____

Title: _____

Date: _____

Signature: _____

13. Disposition and follow-up: _____

Name: _____ Title: _____

Date: _____

Signature: _____

Appendix 7:

RELEASE AND WAIVER OF LIABILITY

I, _____ of _____
(Print Name) (Print Complete Address)

_____, hereby agree to participate in programs sponsored by the Cheshire County Fish & Game Club, Inc., subject to the following terms and conditions:

1. I hereby certify under the penalties of perjury that I am over 18 years of age.
2. I know that programs sponsored by the Club include potentially hazardous activities. IN CONSIDERATION of participating in programs sponsored by Cheshire County Fish & Game Club, Inc., I acknowledge and agree as follows:
3. I have read this release of liability and I understand that by signing this agreement I hereby release Cheshire County Fish & Game Club, Inc., its agents and employees, from, waive any claims of any type, including claims for personal injury, against Cheshire County Fish & Game Club, Inc., its agents and employees, on account of, discharge Cheshire County Fish & Game Club, Inc., its agents and employees from any liability on account of, and covenant not to sue Cheshire County Fish & Game Club Inc., its agents and employees, on account of any and all loss or damage, and any claims or demands therefore on account of the negligence of Cheshire County Fish & Game Club, Inc., its agents and employees, which I currently have or which may arise while I am participating in any programs sponsored by Cheshire County Fish & Game Club, Inc., its agents and employees.
4. I hereby assume full responsibility for and risk of bodily injury, death or property damage due to the negligence of Cheshire County Fish & Game Club, Inc., its agents and employees, while participating in the programs sponsored by Cheshire County Fish & Game Club, Inc., its agents or employees.
5. I acknowledge that I am signing this release and waiver of liability voluntarily as my own free act and deed, and further agree that no oral representations, statements or inducements apart from the foregoing written agreement have been made.

Participant's Signature Date

Witness Date

APPENDIX 8:

Safety Violation / Incident Report Form

Name: _____ Date of Incident: _____

Address: _____ Time of Incident: _____

Telephone Number (Day): _____ (Evening): _____

1. Describe the incident: _____

2. People involved: _____

3. Was anyone injured? _____ If so, report on an Injury Report Form.

4. Was this during an organized event?: _____

Was the incident reported to a Safety Officer or the organizer? _____

5. Were any emergency Services called? _____
What agency? _____

6. Describe steps taken to document the incident (equipment, photographs, etc.):

7. What Range did the incident occur on? _____

A. Witness (Name): _____
Phone Number (Day): _____ Evening: _____

B. Witness (Name): _____
Phone Number (Day): _____ Evening: _____

8. Notes and Comments: _____

9. Disposition and follow-up: _____

Sample Safety Briefing Smallbore Rifle

Welcome competitors, coaches, family, friends and spectators to the [event name]. My name is [name]. I will be the Range Safety Officer [or other official] for this event. Let me introduce the other officials for this event [RSO, line officers, organizer, scorers, referee, etc].

This match is being conducted under the rules set forth in the [name the specific rule source] and the Match Bulletin. It is the competitor's responsibility to know and follow these rules. A copy of this announcement is posted with the Match Bulletin [location].

It is recommended that all personnel wear appropriate eye and ear protection while on the range. Competitors using Club owned equipment are required to wear eye and ear protection.

{Point out the firing line, ready line/area and spectator areas }

No one may go forward of the firing line until all rifles have an ECI inserted, the line is declared clear and you are invited to do so by a RSO or line officer.

All personnel not on the firing line are requested to remain in the designated spectator area or ready area and observe proper range etiquette regarding noise and actions that are distracting or disruptive to those on the firing line.

The use of an Empty Chamber Indicator (ECI) is required in all rifles on the range except during preparation periods and shooting times. Rifles must have an ECI in them when being moved to and from the line.

Rifles are not to be loaded until the command to "load" has been given.

Dry Firing is permissible on the firing line during preparation time and firing time.

Upon a "cease fire" being called, all shooters will immediately open their bolt and insert their ECI. Anyone observing an unsafe condition on the line or down range may call a "cease fire"

If a shooter has a malfunction or problem that they cannot resolve, they are to raise their hand and bring the matter to the attention of the line officer or RSO.

Report all injuries to event or Club officials. All calls to 911 or emergency services from the Club property must be immediately reported to a RSO, event organizer/official or Club Officer/Director.