

# Santa Lucia Sportsmen's Association, Inc.

## Standard Operating Procedures

And

## Emergency Response Procedures

Effective July 2014

As reviewed and approved by the SLSA Board of Directors on July 1, 2014.



Accepted and Approved by:

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Keith Baker, President

**Santa Lucia Sportsmen's Association**  
**10400 Santa Clara Road**  
**P.O. Box 1077**  
**Atascadero, California 93423**  
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Gary Grabowsky Executive Officer

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# STANDARD OPERATING PROCEDURES

## Santa Lucia Sportsmen's Association

### 10400 Santa Clara Road

### Atascadero, California 93422

- **Members and Guests:** Members may bring their immediate family; youth 18 years old and under must be supervised by a parent. For this purpose, immediate family is defined as spouse/domestic partner and minor dependents of member. Shooters over the age of 18 must join the club. A member may bring only 2 guests at any one time. After the first visit, the guest will be expected to join the club if they wish to continue shooting here. Members must remain with their guest at all times and ensure that their guest obeys all range rules. Membership is open to any adult citizen of the United States providing they have one of the following: California Hunting License; Hunter Safety Certificate; Military Training; Law Enforcement Training; Private industry certification of firearms training; CCW permit; DOJ Instructor Card; California Dept of Fish & Game Instructor Card; NRA Instructor Card; or Women on Target certificate.

All prospective new members must belong to the NRA; you may join the NRA through the gun club.

Annual Membership dues are renewed annually. In order to join, a perspective member must attend a regular club meeting to apply and be accepted.

- **Use of Club Property:** The Santa Lucia Sportsmen's Association is a private club. Remember to swipe your gate card when entering and exiting the club regardless if the gate is open, this is for your safety. All club property and buildings are for the sole use of club members and their guests. Any Commercial use of club property or buildings must be approved by the Executive Committee or their designee. This includes local businesses and other organizations conducting private enterprise whether or not they are paid or compensated in any way. Ranges and buildings may be rented, leased or borrowed for private gatherings or events, training or instruction. Proof of insurance, cleaning deposits or other securities may be required. Students or clients do not qualify as a "guest" and may not enter club property without prior approval.

- **ANYONE who does not abide by the Association Rules is subject to Loss of Membership from Santa Lucia Sportsmen's Association, Inc. by the Board of Directors Action.**

- **Range Fees:** Trap and skeet will have a cost per round for Club Members and juniors. The cost for a non-member will be more. The fees for Rifle, Black Powder, DCM, Junior Rifle, Tactical Pistol, Archery, etc. are determined by the Committee Chairman. For fee information contact the appropriate chairman.

- **Special Shoots:** We have various public and club shoots throughout the year. The three main public shoots are: The Sunday before Thanksgiving is our annual Turkey Shoot, the Sunday before Christmas is another Turkey Shoot and the Sunday before Easter is the Ham Shoot. We also have scheduled events for Trap, Skeet, Rifle, Black Powder, Archery, Varmint Rifle, DCM Rifle, Highpower Rifle, Tactical Pistol, Junior Rifle and Hunter Safety. During the year, we have work parties scheduled prior to our major public events to spruce up our club. If you attend and work at a scheduled work party, you can deduct \$10 for each work party (up to three per year) from your next year's membership dues.

- **Range Safety Officers,** Range Masters, Committee Chairmen, Directors, Club Officers, Assistant Range Managers or their designees can refuse you the use of the range for due cause. If you have any questions or complaints, attend a club meeting. You are invited to attend Club Meetings the first Tuesday of every month at 6 p.m. at the SLSA Club House, 10400 Santa Clara Road, Atascadero. SLSA Board meetings are held on the third Tuesday of every month at 6 p.m. Santa Lucia Sportsmen's Association. Mailing address is P.O. Box 1077, Atascadero, CA 93423, E-mail is slsaboard@gmail.com and our telephone number is (805) 466-9995.

(Revised 1/22/2013)

- **Hearing and Eye Protection is MANDATORY.**
- **All firearms and weapons will be unloaded and actions open, except on the firing line. Exceptions: current sworn law enforcement peace officers.** Rifles must have bolts open or slides locked back while in the rack. The use of an open bolt indicator **must** be used when the rifle is left on the shooting bench and anyone is going down range. Shotguns must be kept actions open and pistols must have cylinder open or slide locked back on the bench and the magazine removed.
- **Only Paper targets are to be fired at on the Rifle or Pistol ranges without prior written permission from a Club Director or Chairman.** Use paper targets on the target boards provided. Targets are not to be placed less than three feet from the ground to prevent ricochets which can and do travel a great distance. No tin cans or bottles are to be used as targets at SLSA. Steel targets, other than the 200 yard plates must not be used as targets, except under the direction of a chairman. Please do not shoot at or place targets over the target backstop supports and uprights. No shooting before 9 a.m. or after the red lights are flashing and the horns have sounded, except during authorized club shoots or events. All Solid projectiles must impact on a vertical embankment to prevent ricochets. Explosive targets or projectiles (including tracers) are not allowed.
- **Rifle and Pistol Safety Lights:** Red flashing safety lights have been installed at the Rifle and Pistol Ranges. They are to be used anytime a 'cease fire' is called or when anyone moves forward of the shooting line to hang or retrieve targets. A switch has been installed near the center of the shooting line to turn 'on' and 'off' the lights. The lights will also automatically come on and off in the morning and evening to indicate the beginning and ending of the shooting day along with the horns sounding at the end of the day. If the lights are on and blinking, **DO NOT FIRE.** If you see an un-safe condition, turn on the lights and call 'CEASE FIRE'. Safety is everyone's responsibility. When in doubt **DO NOT FIRE.**
- **Pistol Range Policy:** The Pistol Range is to be used primarily for 7, 10, 15, 25, and 50 yard shooting. All firearms are to be discharged from the firing line. The firing line is the bench line. Action, tactical, and/or combat shooting forward of the line is not allowed. Quick draw shooting is prohibited. Wearing concealed firearms is not allowed. Pistols of any caliber or gauge may be used, but no tracer or armor-piercing ammunition. In addition, 17caliber and .22 rim fire caliber rifles may also be shot on the pistol range. Do not go behind the target butts, you cannot be seen and may be shot by accident. It is your responsibility to clean up after yourself. Brooms are provided to sweep up spent casings. Clean the target boards after shooting. Trash cans are provided at each range for old targets and trash. Please keep our gun club clean at all times.
- **Law Enforcement & Special Purpose Training Area Range Policy:** The area of the club property lying easterly of the pistol range, including the previously designated "Cowboy Action" and "Pistol #2" bays are now designated as the "The Law Enforcement/Special Purpose Training Area" based on the Board prepared Master Plan and is restricted to Board authorized uses only and is off limits to club members for safety purposes. Authorized uses currently include contracted governmental or law enforcement agencies, contracted educational institutions, including paid current club members with sworn peace officer status and California POST Certification acting on behalf of a contracted law enforcement agency and paid current club members with private security officer status currently licensed by the State of California Bureau of Security and Investigative Services, California Dept. of Fish and Game Hunter Education Training, Board supervised public shoots on the "Running Deer" range and the SLSA Junior Rifle Team. All other uses must be pre-authorized by the Board. This range area shall be cleaned with all trash and spent brass collected and secured after every use. **All access to (and uses within) this area must be directly supervised by a POST Certified, NRA Certified or Board Approved Rangemaster or Firearms Instructor.** Violators will be subject to Board review and loss of membership. If you would like to use this area for a special activity and are not already authorized, you may submit a use request to a Board Member for review at a subsequent Board Meeting.
- **200 Yard Range Use and Rules:** The 200 yard range will be used for sanctioned shoots only as directed by the Board of Directors.

(Revised 11/19/2013)

- **Hours: The rifle and pistol ranges are open seven days a week from 9 a.m. until the red lights are flashing and the horns have sounded.** During Board sanctioned events, at the option of the event coordinator, shooting may start at 8 a.m., but no earlier. Shotgun ranges are open Wednesday evenings from 5 to 9 p.m. and on Sunday from 9 a.m. to 1 p.m. On Thursday, skeet is open to members (gate will be closed). Skeet hours can vary from time to time. For information contact the Skeet Chairman. Additional Special Events and extended shooting hours are to be based on approval by the Board of Directors.

- **Range Rules:**

- ◆ Automatic fire or machine guns are not allowed except as approved for Law Enforcement Activities by the Board of Directors.
- ◆ No “rapid firing”, allow one second between each round.
- ◆ Armor-piercing, tracer, reactive, incendiary or explosive ammunition is not allowed.
- ◆ Only center-fire rifles **under** .50 caliber, or .75 caliber using black powder or shotguns using slugs are allowed on the rifle range.
- ◆ When the red lights are on and flashing and targets are being set all rifles on the shooting benches **must** have an open bolt indicator in place or the rifle must be in the rifle rack.
- ◆ There will be no shooting of pistols on the rifle range. Pistols will be allowed on the rifle range during sanctioned shoots only.
- ◆ Shotguns using shot size #7.5 or smaller are allowed on the trap fields and shotguns using shot size #8 or smaller are allowed on the skeet ranges, no slugs or 00 buck.
- ◆ The use of hand clay target launchers or personal throwers can be used on trap #4 only. Be sure that the targets are capable of landing in the field in front of the clubs trap house and all shooting is done into the hill.
- ◆ 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 the RSO, if present, when there is a firearm stoppage or 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 the 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.
- ◆ Alcoholic beverages or intoxicated shooters are not permitted on any of the ranges.
- ◆ Do not shoot at, or place targets over the target backstop supports, uprights or structures or on the ground.
- ◆ There will be no handling of firearms at any time while people are down range. All firearms must be unloaded and people clear of the firing line or benches.

(Revised 1/22/2013)

## NRA Gun Safety Rules

### Three Fundamental NRA Rules for Safe Gun Handling

- *Always* keep the gun pointed in a safe direction.
- *Always* keep your finger off the trigger until ready to shoot.
- *Always* keep the gun unloaded until ready to use.

### Rules for Safe Use

- ◆ Know your target, what is in the line of fire and what is beyond it.
- ◆ Be sure the gun is safe to operate.
- ◆ Know how to use the gun safely.
- ◆ Use only the correct ammunition for your gun.
- ◆ Wear eye and ear protection as appropriate.
- ◆ Never use alcohol or drugs before or while shooting.
- ◆ Always treat all guns as if they are always loaded.

### ❖ General Safety Rules

- ◆ 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!**”

### • Other Important Club Rules:

- 1.) Keep the main gate closed at all times, except during club meetings, work parties, club sponsored activities and when events are open to the public. Always swipe your gate card while entering and exiting the main gate, even when the gate is open.
- 2.) Wear your membership card visible while at the range. Exceptions include matches, meetings or while shooting in an event.
- 3.) If you bring guests, please keep them in sight at all times. You will be held responsible for their actions and their safety.
- 4.) Don't do stupid things with firearms. Mistakes are generally permanent and unforgiving.
- 5.) **The Santa Lucia Sportsmen's Association does not sell or provide alcoholic beverages to its members or guests. While the consumption of alcoholic beverages is allowed on the property and at the clubhouse, it is not allowed on any of the ranges. No member or guest will be permitted to fire on any of the ranges if they have consumed any alcohol or are intoxicated or under the influence of alcohol or any other drug.**

Board Members, Club Officers, Committee Chairmen, Assistant Range Managers and Range Safety Officers will be checking to ensure these rules are followed and you will be noticed if you are not in compliance with the range rules.

**Have fun; be safe and courteous to your fellow shooters and our neighbors**

(Revised 1/22/2013)

**Santa Lucia Sportsmen's Association  
10400 Santa Clara Road  
Atascadero, California 93422**

## **CHAPTER 1**

### **PREAMBLE**

In order to unify into an organized social club, the individuals and small groups of sportsmen of this area interested in and working for the protection, improvement and development of our fish and game resources and to continue and further these efforts and aims as a unified group cooperating to achieve better hunting and fishing and higher ideals of sportsmanship, this constitution is provided.

# CHAPTER 2

## CONSTITUTION

### ARTICLE I - NAME AND PRINCIPAL OFFICE

1. The name of this association shall be "Santa Lucia Sportsmen's Association", and hereafter referred to as the "Association".
2. The principal office for the transaction of the business of the corporation shall be in Atascadero, San Luis Obispo County, California.

### ARTICLE II - PURPOSES AND AIMS

1. To educate the general public to the importance of fish and game conservation and to solicit their cooperation in any program undertaken to do so.
2. To promote and assist the public and law enforcement with a safe area for training and competition.
3. To recommend and support programs for development of junior shooting programs.
4. To conserve and promote gun safety, sport and target shooting.
5. To encourage, aid and support programs to develop the game of this area and the entire state.
6. To develop goodwill and cooperation of land owners, farmers and ranchers in conservation and development of natural cover and preservation of game and to cultivate a better program of land posting against hunting and fishing.
7. To insure the performance of social duties that the individual members owe to the community, be it city, county, state or nation.
8. To support legislation for maintaining Second Amendment rights, and the development of fish and game resources.

### ARTICLE III - ORGANIZATION

1. This Association is organized pursuant to the general non-profit corporation law of California and shall be governed to comply with all articles and sections of said title.
2. This association shall have perpetual existence.
3. There shall be no less than seven (7) and no more than twelve (12) members of the Board of Directors, one of which shall be the president of the Association.
4. The Board of Directors shall be as described in the by-laws. This description will include the number of Directors, their titles and duties.

### ARTICLE IV - MEMBERSHIP

1. Membership in this Association will be as defined in the by-laws.
2. Each member shall be issued a uniform membership card.
3. Each new member shall receive a copy of the SOP's and by-laws. The SOP's and by-laws are available on line and upon request to any member.

(Revised 01/22/2013)



ARTICLE V - GOVERNMENT

1. The governing body of the Association shall be the Board of Directors, hereafter referred to as the "Board" and described in the by-laws.
2. All members in good standing shall have one vote and the weight and value of each vote shall be equal.
3. The government of the Association shall be as described in the by-laws.

The names of the present persons who are to act in the capacity of Directors until the selection of their successors are as follows:

- |                     |                             |
|---------------------|-----------------------------|
| 1. Keith Baker      | Santa Margarita, California |
| 2. Joe Franzone     | Templeton, California       |
| 3. Gary Grabowsky   | Atascadero, California      |
| 4. John Silva       | Paso Robles, California     |
| 5. Linda Lee        | Bradley, California         |
| 6. Raymond Phillips | Santa Margarita, California |
| 7. Ken Weaver       | Atascadero, California      |
| 8. Frank Murphy     | Santa Margarita, California |
| 9. Jay DeCou        | Atascadero, California      |

In witness thereof, for the purposes of forming this corporation under the laws of the State of California, we, the undersigned, constituting the incorporators of this corporation and the persons named herein above as the Directors of this corporation, have executed these articles of incorporation this 2<sup>nd</sup> day of August, 2011.

1. \_\_\_\_\_ Director
2. \_\_\_\_\_ Director
3. \_\_\_\_\_ Director
4. \_\_\_\_\_ Director
5. \_\_\_\_\_ Director
6. \_\_\_\_\_ Director
7. \_\_\_\_\_ Director
8. \_\_\_\_\_ Director
9. \_\_\_\_\_ Director

(Revised 1/01/2014)

# CHAPTER 3

## BYLAWS

### ARTICLE I

The name of this organization shall be SANTA LUCIA SPORTSMEN'S ASSOCIATION, INC., as registered with the Secretary of State of California.

### ARTICLE II

The purpose of this organization shall be the encouragement of organized archery, pistol, rifle, skeet and trap shooting among the members.

It shall also be the purpose of this organization to develop an active program of conservation as may be related to a sportsman group.

### ARTICLE III

Membership of this organization shall be open to any adult citizen of the United States providing they have one of the following: California Hunting License; Hunter Safety Certificate; Military Training; Law Enforcement Training; Private industry certification of firearms training; CCW permit; DOJ Instructor Card; California Dept. of Fish & Game Instructor Card; NRA Instructor Card; or Women on Target certificate. All prospective new members must belong to the NRA; you may join the NRA through the gun club.

In order to join, a prospective member must attend a regular club meeting to apply and be accepted.

A member shall be deemed in good standing when proper fees and dues are current and shall have the privilege of voting on organization business.

The immediate family (spouse/domestic partner and minor dependents) of a member in good standing shall be considered Associate Members of this organization. Associate Members shall have access to the range only when accompanied by member unless the range is open to the general public. An Associate Member shall not have the privilege of voting on organization business.

Life membership of this organization may be granted by a majority vote of the Board of Directors casting votes at any properly constituted meeting and all privileges of this organization shall ensue to a life member.

Honorary membership of this organization may be granted by unanimous vote of the Board of Directors and all privileges of this organization, except voting privileges, shall ensue to an honorary member.

Membership fees and dues shall be established by the board of directors.

Fees and dues shall be due and payable no later than December 31<sup>st</sup> of each year. Any member failing to pay fees and dues by December 31<sup>st</sup> of each year shall be dropped from the rolls of this organization.

Any member dropping his/her membership or being suspended for any reason can receive a full or partial refund of unused fees or dues. The member must request in writing, within 30 days, to the Association's Board of Directors. The BOD will have full discretion of any refunds.

### ARTICLE IV

The regular meeting of this organization for the transaction of normal and ordinary business shall be held on the first Tuesday of each month at such time and place as may be fixed by the Board of Directors.

The meeting of the Board of Directors of this organization shall be held on the third Tuesday of each month at such time and place as may be fixed by the Board of Directors.

The annual meeting of this organization shall be held on the first Tuesday of November of each year for the specific purpose of electing officers at such time and place as may be fixed by the Board of Directors.

(Rev05/01/2012)

A special meeting may be called at any time on order of the President or upon the call of a majority of the Board of Directors.

A special meeting may also be called on demand in writing, stating the specific purpose of such meeting, signed by not less than 10% of the members entitled to vote. Notice of the time, place and purpose of such special meeting shall be given all officers and members in good standing in writing by the United States mail not less than seven days prior to the date fixed for the meeting. The time and place of such special meeting shall be fixed by the Board of Directors.

A majority of the Board of Directors shall constitute a quorum to conduct a Board of Directors meeting.

#### ARTICLE V

Each person granted admission into membership of this organization shall oblige themselves to fulfill the role of good sportsmanship and good citizenship at all times.

Further, it is the intent of this Article that membership in this Association not be treated in a frivolous or disinterested manner; conversely, membership shall obligate the individual to the concept of active participation within the Association.

For purposes of this Article, active participation within the Association is defined as, but not limited to, attending regularly scheduled meetings, participating in regularly scheduled range work days, serving as appointed committee member, serving as elected officer and performing miscellaneous and varied tasks to benefit this Association.

It shall be within the scope and power of the Board of Directors to recognize members who perform above and beyond the normal obligation of participation.

#### ARTICLE VI

The Board of Directors shall consist of:

- |                     |                            |                          |
|---------------------|----------------------------|--------------------------|
| 1. President        | 2. Vice President          | 3. Executive Officer     |
| 4. Secretary        | 5. Treasurer               | 6. Trap Director         |
| 7. Skeet Director   | 8. Pistol & Rifle Director | 9. Junior Rifle Director |
| 10. Member-at-Large | 11. Member-at-Large        |                          |

These officers shall be elected by a simple majority vote by ballot of the members present at the annual meeting of the Association held in November (in conjunction with the general meeting) of each year.

Nomination for members of the Board of Directors will take place at the general meeting in October of each year. These nominations shall be recorded and then printed on a ballot for the election to the Board of Directors held at the November general meeting following. All officers properly elected shall hold office for one year or until their successors are elected and installed. Any member of the Board of Directors resigning or asked to step down by a majority vote of the remaining board members will have a 2 full year cool off period before they can be nominated for a position on the board. A board member resigning due to health problems is exempt from the cool off period.

A vacancy on the Board of Directors shall be filled by a majority vote of the remaining members of the Board.

Any member, other than Associate or Honorary, may hold office in this organization.

#### ARTICLE VII

The President shall preside at all meetings, utilizing Robert's Rules of Order. They shall be a member ex-officio of all committees and shall perform all other duties normally associated with the Office of President.

The Vice President shall perform all duties of the President in the absence of the President or at the direction of the President. The Vice President shall have specific charge of the public affairs of this Association.

The Executive Officer shall be responsible for the range facilities, the coordination of range programs and shall establish such use of the range rules as may be required to promote maximum safety on the range.

The Secretary shall conduct all official correspondence of the Association. They shall keep all membership records. They shall record the minutes of all meetings. They shall produce the newsletter. Application for membership shall be made to the Secretary.

The Treasurer shall keep all financial records of the Association and execute a monthly financial report. They shall have charge of all funds of the organization and place the same in such banks as may be approved by the Board of Directors. Monies so deposited may be withdrawn only when signed by two officers of the organization for such payments as are authorized for conduct of business for the organization. They shall execute tax returns.

The Trap Director, Skeet Director, Pistol & Rifle Director and Junior Rifle Director shall each be responsible for their specific programs as described in their job descriptions. They will report to the full Board at the monthly meetings.

The Members-at-Large shall represent and convey to the Board of Directors the attitude and desires of the general membership. They will assist the various Directors at special events. They shall make every effort to promote a viable conservation program.

#### ARTICLE VIII

All charges calling for the suspension or expulsion of a member or members shall be filed in writing with the club secretary, with such supporting evidence as may be available; the secretary shall at once furnish this information to the Executive Committee and to the person or persons accused. All charges shall be signed and all evidence shall be signed. Charges may be filed by any current member in good standing.

Any member may be expelled or suspended for cause from the club by a two-thirds affirmative vote by the Executive Committee present at any regular or special meeting, providing; no vote on suspension or removal shall take place unless fifteen (15) days notice in writing shall have been given to the member or members stating the reasons for the action, and the time and place where consideration of the action shall be taken. Accused members may be present at that time, if they wish, to present his/her argument.

Members may be expelled or suspended for continued minor violations of reasonable regulations governing safe conduct on the firing range, a major violation of reasonable regulations governing same, continued conduct in the community unbecoming a member of the club, or prejudicial to the aims or repute of the club, or upon conviction of a crime of violence or any violation of the club By-Laws and SOP or any rule posted on club property. Length and duration of any suspension or expulsion is at the sole discretion of the Executive Committee.

Any member may be immediately suspended, by a member of the Executive Committee, for gross violations of safety rules or any action deemed to be grossly endangering to club property or other members. This suspension will be up to, but no longer than thirty (30) days. If formal charges do not follow, then the member will be made whole and allowed full privileges of membership.

#### ARTICLE IX

All competition sponsored or conducted by this organization shall be governed by the current rules and regulations set down by the recognized governing authority.

Range rules established by this organization shall be prominently displayed at the Rifle, Pistol, Shotgun and Archery ranges annually. Range rules will be posted on the organization's website and available upon request.

#### ARTICLE X

Amendments to the By-Laws shall be brought to the Board of Directors for consideration. Amendments to be considered shall be made in writing. An amendment that is approved by the Board of Directors will then be submitted to the general membership for a vote at a general meeting. A majority vote of the members present will be required for passage of the amendment. An amendment that is passed will take effect immediately.

(rev4/18/2012)

## **RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

### **PRESIDENT**

The President shall preside at all meetings, utilizing Robert's Rules of Order. They shall be a member ex-officio of all committees and shall perform all other duties normally associated with the office of President.

### **VICE PRESIDENT**

The Vice President shall perform all duties of the President in the absence of the President or at the direction of the President. They shall have specific charge of the public affairs of the Association.

### **EXECUTIVE OFFICER**

The Executive Officer shall be responsible for the range facilities including maintenance and supplies. He shall promote maximum safety on the range and establish range rules to insure safety. They will coordinate all special events together with the committee chairmen. The Executive Officer will be responsible for overseeing new member orientation.

### **SECRETARY**

The Secretary shall conduct all the official correspondence of the Association. They shall keep all membership records. They shall record the minutes of all meetings. Application for membership shall be made to the Secretary. They shall maintain all related equipment and inventory related to the front gate and security system.

### **TREASURER**

The Treasurer shall keep all financial records of the Association and execute a monthly financial report. They shall have charge of all funds of the organization and place the same in such banks as may be approved by the Board of Directors. Monies so deposited may be withdrawn only when signed by two officers of the organization for such payments as are authorized for conduct of business for the organization. They shall be responsible for tax accounting.

### **TRAP DIRECTOR**

The Trap Director will be responsible for activity at the trap range including collecting fees, organizing special events with the Executive Officer and hiring trap employees. Fees will be turned over to the Treasurer and deposited accordingly. They will report all activity to the Board monthly.

### **SKEET DIRECTOR**

The Skeet Director will be responsible for activity at the skeet range in the same manner as the Trap Director.

### **PISTOL AND RIFLE DIRECTOR**

The Pistol and Rifle Director will be responsible for activity at the pistol and rifle ranges in the same manner as the Trap Director.

### **JUNIOR RIFLE DIRECTOR**

The Junior Rifle Director will be responsible for this program including organizing events and making Junior rifle and CMP reports to the National Rifle Association.

### **MEMBERS AT LARGE**

The Members at Large shall represent and convey to the Board of Directors the attitude and desires of the general membership. They will assist the various committee chairmen at special events. They will organize the yearly fund raising event.

**DUTIES OF THE ENTIRE BOARD INCLUDE PROMOTION OF SAFETY AT THE VARIOUS RANGES, MAINTENANCE AND PRESERVATION OF THE FACILITIES, COMING TO MEETINGS AND ASSISTING AT SPECIAL EVENTS. MEMBERS OF THE BOARD WILL WORK TOGETHER TO ESTABLISH YEARLY GOALS AND ACCOMPLISH THOSE GOALS IN THE SPIRIT OF THE HIGHEST IDEALS OF SPORTSMANSHIP.**

(rev7/01/2014)

# CHAPTER 4

## NON-PROFIT ORGANIZATION

**Santa Lucia Sportsmen's Association  
10400 Santa Clara Road  
Atascadero, California 93422**

The Santa Lucia Sportsmen's Association is Exempt from State of California Franchise Tax under the provisions of California Revenue & Taxation Code Section 23701 (g) because it is operated as a social and recreational club.

# CHAPTER 5

## EMERGENCY RESPONSE PLAN

### Fire Emergency

I. INTRODUCTION: As a member of SLSA, you have a responsibility to be an integral part of the Fire Safety Program. This responsibility is one that should not be taken lightly. Additionally, it is our duty to protect fellow members and visitors from accidents and fires. The best form of protection is prevention. Safe working conditions and prior knowledge of what to do in an emergency can mean the difference between safety and serious injury, or even death. Prevention means that every member is charged with the responsibilities of:

- A. Knowing SLSA procedures for notification and activation of the Fire Plan, and
- B. Keeping activity areas neat and clean, and performing activities in a safe manner.

It shall be the responsibility of every Event Committee Chairman, Range Safety Officer on duty and Director to implement and follow these guidelines, including follow up reporting to club officials.

II. SLSA FIRE RESPONSE PLAN: In the event that a fire should occur at SLSA, remember the word **R-A-C-E-R** and what it stands for-IT COULD SAVE YOUR LIFE!

- **RESCUE**: In the event of a fire, rescue those persons that can be rescued safely, as well as yourself, by proceeding to an area out of the immediate location.
- **ALARM**: If you smell smoke, see fire, or see smoke, dial 911 and report the nature of the problem.
- **CONFINE**: Close all windows and doors in your area. This will confine or slow the spread of smoke and fire.
- **EXTINGUISH**: If you can do so safely, extinguish the fire if it is small, contained or not spreading beyond the immediate area. Fire extinguishers are located in the clubhouse and rifle range house. Learn their location in your work area. Remember, these fire extinguishers are only designed to put out a small fire. If the fire has spread beyond the area of origin, or it cannot be put out safely, then confine the area. If the alarm has been activated, help is on the way.

To operate a Fire Extinguisher, remember the word PASS:

- **PULL** the pin. Hold the extinguisher with the nozzle pointing away from you and release the locking mechanism.
- **AIM** low. Point the extinguisher at the base of the fire.
- **SQUEEZE** the lever slowly and evenly.
- **SWEEP** the nozzle from side to side.

For outdoor fires, shovels are available at the rifle range house and club storage building.

- **RELOCATE**: Relocate people to a safe area away from the fire.

### III. MEMBER RESPONSIBILITIES IN THE EVENT OF A FIRE

A. Member Suspecting/Locating a Fire: That member who suspects or locates a fire has a duty to protect him/herself and others, as outlined above in the SLSA Fire Response Plan.

B. Member/Committee Chairman Responsibilities:

1. Follow the SLSA Fire Response Plan (R-A-C-E), as outlined above
2. Advise visitors/guests to stay in their location.
3. Should evacuation of an area become necessary, it will be the responsibility of member, committee chairman or RSO on duty in the area to account for visitors, prior to and after evacuation.
4. Once fire is contained or extinguished, report in complete detail to the Club President or a Director the details of the incident.

## Medical Emergency

I. INTRODUCTION: As a member of SLSA, you have a responsibility to be an integral part of the Safety Program. This responsibility is one that should not be taken lightly. Additionally, it is our duty to protect fellow members and visitors from accidents and fires. The best form of protection is prevention. Safe working conditions and prior knowledge of what to do in an emergency can mean the difference between safety and serious injury, or even death. Prevention means that every member is charged with the responsibilities of:

- A. Knowing SLSA procedures for notification and activation of the Emergency Response Plan, and
- B. Keeping activity areas neat and clean, and performing activities in a safe manner.

It shall be the responsibility of every Event Committee Chairman, Range Safety Officer on duty and Director to implement and follow these guidelines, including follow up reporting to club officials.

II. SLSA MEDICAL EMERGENCY RESPONSE PLAN: In the event that a medical emergency should occur at SLSA, the following guidelines should be applied:

1. Take Charge of the Situation.
2. Render Aid.
3. Call for Help.
4. Direct Medical help to location.
5. Take Notes and complete follow up report.

1. Take Charge of the Situation. The Event Committee Chairman or Range Safety Officer on duty should take charge of the situation should an emergency occur. Here is an example scenario:

- a. Command "Cease Fire, Cease Fire. Unload and stay in position."
- b. Move to the scene
- c. Evaluate the seriousness of injury.

-For a Minor Injury:

- Render aid
- Direct person to seek appropriate medical attention
- Commence firing
- Complete report for the record.

- For a Major Injury:

- Render Aid
- Task someone to call 911
- Task someone to direct the emergency vehicle to the incident location.
- Task someone to assist in recording the times and actions taken during the emergency.
- Task all witnesses to write down what they saw for the Emergency Report.
- Continue aid until Emergency Medical Support (EMS) arrives.
- Complete Emergency Report for the record.



## 2. Render Aid.

- First Aid Kits are located in the Clubhouse and Rifle Range House.
- If the person in charge has any doubts as to whether an injury can be treated, call for EMS.
- California's Good Samaritan Law protects people from lawsuits if they render medical care in an emergency situation. (*California Health & Safety Code Section 1799.102*)
- It is strongly encouraged that Directors, Event Committee Chairman or Range Safety Officer's obtain American Red Cross First Aid and CPR Training.
- Aid procedures
  1. Identify self to the injured.
  2. Inform injured of training (American Red Cross Standard 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.

## 3. Call for Help.

- Call 911 from the telephone located in the office inside the clubhouse...
- Call 911 from a cell phone
- Direct EMS to 10400 Santa Clara Road, Santa Lucia Sportsman's Shooting Range. Also give nearest cross street at El Camino Real.
- Wait for EMS to hang up first to make sure they don't need further information.

## 4. Direct EMS (Medical help) to location.

- A person should be positioned to meet the emergency vehicle to ensure no time is lost getting help to the injured.
- Direct EMS to 10400 Santa Clara Road, Santa Lucia Sportsman's Shooting Range.
- Meet EMS at Gate and direct them to incident location.

## 5. Take Notes and complete follow up report.

- Record dates, times and names of injured persons, any witnesses and other club officials present.
- Complete Emergency Report form and submit to Club President or a Board Director as Soon as possible.
- Notify Authorities if appropriate. If accident involves a gun shot injury, notify police. If the accident involves a gunshot injury and is hunting related, Fish & Game must also be notified.

**Santa Lucia Sportsmen's Association**  
**10400 Santa Clara Road**  
**Atascadero, California 93422**

**EMERGENCY REPORT FORM**

For reporting Emergency Incident or Injury

Injured Name: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Address: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

\_\_\_\_\_

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.): \_\_\_\_\_

\_\_\_\_\_

Emergency Report Page 1 of 2

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: \_\_\_\_\_

# CHAPTER 6

## RANGE OPERATIONS GUIDE

1. **General.** Live firing conducted at the SLSA Range Complex is designed to provide authorized personnel access to a facility where they can become proficient with privately-owned firearms. For purposes of this Chapter (6), the terms "Committee Chairman" and "Range Safety Officer" (RSO) mean the same thing.
2. **Facilities for Use.** Range availability is at the discretion of the Board of Directors. Live-fire shooting is normally limited to the following ranges and equipment:
  - a. Outdoor Ranges
    - 1.) Rifle Range - Rifles under .50 caliber center fire or .75 caliber using black powder. Shotguns using slugs. (No tracer or armor-piercing ammunition.)
    - 2.) Pistol Ranges - Pistols of any caliber or gauge. (No tracer or armor-piercing ammunition.)
    - 3.) Trap and Skeet Ranges - Shotguns using only shot size #7.5 or smaller are allowed on the trap fields and shotguns using shot size #8 or smaller are allowed on the skeet ranges; no slugs or 00 buck. The use of hand clay target launchers or personal throwers can be used on trap #4 only. Be sure that the targets are capable of landing in the field in front of the clubs trap house and all shooting is done into the hill.
    - 4.) Archery Range – Broadheads allowed in personal targets only. No shooting past the 30-yard targets when Trap or Skeet are in use.
3. **Range Limitations and Safety Requirements.** Live-fire shooters will:
  - a. Fire only on scheduled ranges and have a Range Safety Officer (RSO) or Committee Chairman present. If no RSO is present, then each member must act as their own RSO.
  - b. Fire only authorized firearms and ammunition.
  - c. Fire at authorized targets only. Metal silhouette targets are to be used for silhouette matches only and not for recreational shooting.
  - 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. Call "Cease firing" and make safe all firearms when a shooter moves forward of the firing line or during any unsafe condition.
  - g. Call "Cease firing" if a firing line becomes staggered (one shooter forward of another) anywhere on the range complex.
  - h. Use appropriate ear protection. i. Wear appropriate eye protection.
  - j. Notify the RSO or a Board Director of any safety infractions.
  - k. Police all brass, paper, and other debris that accumulates on the range. Dispose of them in the containers provided.
4. **Authorized & Prohibited Firearms.**
  - a. Fully automatic firearms are not authorized.
  - b. The carrying of concealed and loaded firearms is prohibited on club property except in the case of current sworn law enforcement peace officers. Exceptions may be permitted, by the BOD, for special training or events.
5. **Authorized Personnel.** The following persons are allowed to fire:
  - a. Current members of the shooting club.
  - b. Any member in good standing is permitted to bring a spectator or shooting guest to the club. The guests are allowed only one visit ever. Any guests who meet the requirements of membership must join if they wish to return. The member bringing guests is entirely responsible for the actions and safety of their guests and must be in their presence at all times. When the member leaves the property the guests must leave also. No member may bring more than two (2) guests at a time.
  - c. Personnel approved by the club officers, Committee Chairman, or RSO on a case-by-case basis.

(Revised 07/01/2014)

## 6. Personnel Responsibilities.

- a. Shooting Club Committee Chairmen and RSO's.** The Club President or Board of Directors must first approve anyone desiring to become a shooting club Committee Chairman or an RSO.
- (1.) Present shooting club identification card.
  - (2.) Obtain any special instructions.
  - (3.) Know location of First Aid Kit and Fire Extinguisher.
  - (4.) Conduct range inspection using the appropriate checklist.
  - (5.) Check that all shooters have current club cards, or that all shooters and spectators fill out "hold harmless" agreements.
  - (6.) Conduct range safety briefing using Appendix (3).
  - (7.) Conduct live fire in accordance with this chapter. Failure of shooters to abide by the procedures listed in this chapter will result in immediate eviction from the range and possible suspension of future shooting privileges. Report all incidents to the RSO.
  - (8.) Turn in all gear.
  - (9.) All Committee Chairmen must file their event reports with the Director who oversees the primary category of their event (Rifle & Pistol, Trap, Skeet or Junior Rifle). It will be the responsibility of the Director to present all committee reports to the Board.

### **b. 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 on the rack or 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.) All pets brought onto club property must be kept on a leash and the pet owners are responsible for cleaning up after them. Pet owners are responsible/liable for the actions of their pets.

- 7. Hours of Operation and Scheduling.** The Club develops a special event live-fire schedule based on requests received and posts it on January 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 on the internet at [www.santaluciasportsmen.org](http://www.santaluciasportsmen.org). During Board sanctioned events, at the option of the event coordinator, shooting may start at 8 a.m., but no earlier.

- 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 RSO will deny range access to anyone in violation. After firing, shooters may consume alcoholic beverages in the following areas:
- a. The clubhouse adjacent to the shotgun range and any property controlled by the Association not deemed a 'firing line'.
  - b. Those deemed to be "under the influence" will be required to leave the range.

- 9. Medical Support.** In the event of a medical emergency, call 911 and notify the RSO immediately.

# APPENDIX 1:

## Outdoor Range Inspection Checklist

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	_____	_____
Firing Line Marked	_____	_____
Firing Points Numbered/Clean	_____	_____
Shooting Benches/Tables Inspected	_____	_____
Sandbags/Gun Rests on Hand	_____	_____
Ready Line/Area Marked	_____	_____
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	_____	_____
	_____	_____
	_____	_____
	_____	_____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# APPENDIX 2:

## Shotgun Range Inspection Checklist

Inspected by \_\_\_\_\_ Date \_\_\_\_\_

	Yes	No
Controlled Access/Fencing/Gates Closed	_____	_____
Flags or Signs Displayed	_____	_____
Left and Right Range Limits Displayed	_____	_____
Backstop/Impact Area Inspected	_____	_____
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	_____	_____
	_____	_____
	_____	_____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# APPENDIX 3:

## Range Safety Briefing

**Follow** this outline when conducting range safety briefings. **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 signs. Ask questions to reinforce understanding. If firearms are used during the briefing, *the RSO must follow the NRA gun safety rules.*

### 1. PURPOSE OF THE SHOOTING EVENT

- **State** the purpose, e.g., recreational shooting.
- **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.

### 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-- 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.

### 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 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.

### ❖ 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.
- ◆ 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 a blackpower firearm, 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 down range (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 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, and 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**

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

- ◆ Armor-piercing, tracer's ammunition is 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 or ground until the stage of fire is completed and firearms are benched or grounded.
- ◆ Notify the 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 the 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 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.

**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 vehicle in the shooters' parking area?

### 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 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 muzzleloading 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 muzzleloading 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, 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 muzzleloading 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 muzzleloading 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

- 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 4:

## GENERAL RELEASE OF LIABILITY AGREEMENT

- I have read and subscribe to this pledge and the liability release.
- I understand and agree to abide by the rules as established by the Santa Lucia Sportsmen's Association, Inc. Board of Directors.

“The members/guests agree on behalf of himself/herself, his/her executors/administrators, that at all events and use of the Santa Lucia Sportsmen's Association, Inc.'s property, are or is undertaken by the member/guests at the sole risk of the member/guests, and that the Santa Lucia Sportsmen's Association, Inc. shall not be liable for any claims for injuries or damages whatsoever to person(s) or property of the member or of guests of a member arising out of or connected with the use of the Santa Lucia Sportsmen's Association, Inc.'s property. Members/guests agree to indemnify and to hold the Santa Lucia Sportsmen's Association, Inc. and its employees, Board of Directors, members, agents and successors harmless from all claims by or liabilities to member or members' guests.”

Undersigned:

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Signature

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Date

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Name Printed