

DEVELOPING

A

RANGE

SAFETY

PLAN



SHOOTING RANGE RULES

The Fundamental NRA Rules for Safe Gun Handling Are:

- 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 Shoot.

When Using A Gun, Always Follow These Rules:

- Know Your Target and What is Beyond: Make Sure the Down-Range Area is Unoccupied.
- Be Sure the Gun is Safe to Operate.
- Be Thoroughly Familiar With How the Gun Operates.
- Use Only the Correct Ammunition For Your Gun.
- Wear Appropriate Ear & Eye Protection.
- Never Use Alcohol or Drugs Before or While Shooting.
- Unattended Guns Should Not be Accessible to Unauthorized Persons.

Remember: TREAT EVERY GUN AS A LOADED GUN!

Be Aware That Certain Types of Guns and Many Shooting Activities Require Additional Safety Precautions



NRA RANGE DEPARTMENT
11250 WAPLES MILL RD.
FAIRFAX, VA 22030

TO PURCHASE THIS POSTER CALL 1-800-336-7402 AND ASK FOR PRODUCT # 14880.

SAFETY PLAN

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Part 1. Preamble

This safety plan has been established to ensure the health and safety of those individuals who manage, operate, use or frequent XYZ Rifle & Pistol Club, Inc., facilities, and the community at large.

This document specifically addresses safety issues, and is required study for all range personnel. Range personnel will be required to demonstrate proficiency and knowledge of this directive both orally and written. The results of each assigned volunteer's or employee's demonstrated proficiency shall be noted in their individual personnel files.

Safety is a function of education and training and cooperation between range management, its operating personnel, and customers. This plan is perpetual and compliments both the range facility design and management. Risks perceived to be inherent to this industry demands that every precaution must be taken to ensure range operating personnel are properly trained and that they and the customers are continually reminded of firearm safety.

This plan, even though it specifies prevailing safety rules and regulations, it alone does not create a safe environment. The human element must be controlled through actions both physically and psychologically. This is best accomplished by using passive, active, and subliminal training methods such as signs, placards, flyers, and hands-on training events, to include pre-recorded and live announcements.

Objectives

The XYZ Rifle & Pistol Club, Inc., is a non-profit corporation which is owned by the membership of the XYZ Rifle & Pistol Club, Inc. Our primary objective is to maintain a place to train club members and the local police organizations in the safe and proper use of small arms, so that the individual police officer can defend themselves and therefore be better able to protect the citizens of Your City.

Our second objective is to provide the citizens of Your City and the surrounding areas, a place where they can learn and practice the safe and efficient use of small arms for home and personal protection, hunting, competitive shooting, and generally shooting for recreation.

Assumptions

The term "safe range" is a misnomer and false assumption, because no such facility exist. However, properly designed and managed shooting ranges operated under strict guidelines and safety rules that are enforced, together, constitute a safe operation.

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Safety on firing lines is also based on several false assumptions, some of which may constitute a callous attitude. For example, when management assumes that:

- ❖ all shooting automatically takes place in the direction of the targets,
- ❖ members, the general public or customers will always keep their firearms unloaded and actions open when arriving or departing a range,
- ❖ firearms are always unloaded except when the shooter is in position on the firing line,
- ❖ members, the general public or customers will use only those firearms with which they are familiar, and will always use the correct ammunition.

Not only are these assumptions incorrect, but risks would dramatically increase, because no action would be viewed as being necessary to reduce them.

Because these assumptions are not true, they become the basis for this safety plan. Further, since it can be safely assumed that most range users, the general public or customers and many times the membership are unskilled in the proper use of firearms (safe gun handling and basic marksmanship), it is the responsibility of management to instruct and coach these individuals in the basic range design parameters; i.e., letting them know precisely how the facilities must be used, which will be dictated by for what type of shooting the specific range was designed. This ensures that each shooter understands what *is* and *is not* permitted on each range they desire to use.

Under no circumstances should any range operator or employee assume that a shooter has read (or can read), understands, or will comply with safety rules as posted or published. Hence, steps must be taken to ensure that they can read and do understand the safety rules. Safety requires constant vigilance and cannot be left to chance! If shooters are given a copy of the range rules to read, then they must be asked 3-4 questions about those rules to ensure they, in fact, have read and understand them.

Post Range Rules in English and Spanish

Safety is not complete without enforcement. Enforcement is the glue that holds the entire safety plan together. Without it, this plan (or any plan) is worthless.

Range operating personnel and shooters must be continually reminded that ranges are only as safe as the manner in which they are used. It is the duty of every range officer, field operator, and range employee to be on the alert for safety violations, both in the work environment and as we entertain our guests.

Control

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Both positive and passive controls ensure range facilities are used properly. When members or general public customers sign in for the first time, they must sign a combined registration card and hold-harmless agreement. (See Appendix A) Each user shall be provided with a printed copy of the general range rules and specific rules for the range they desire to use and each will be asked to read them and then sign the hold-harmless agreement verifying that they have received, read, and will comply with the provisions contained therein. Club members will be provided a personal copy. Daily range users or customers will return their copy after they have read them.

Staff performing this function should be alert for signs that a customer may not be able to read the rules or the hold-harmless agreement. If this situation is suspected, determine as discretely as possible the accuracy of this observation, then off to one side, verbally explain the rules, the hold-harmless agreement and then if the instructions are understood have the shooter sign the hold-harmless agreement. If a signature is not possible, have another staff member witness the 'mark' by the shooter indicating they understood the verbal explanations.

It is the duty of all range personnel to make each shooter's visit to the facility as pleasant as possible, but at the same time provide those who are unskilled in the use of firearms with an opportunity to obtain basic instruction without embarrassment. Enforcement of safety is paramount.

Range rules will be prominently posted at strategic points, at multiple points on each range and in the club house, around the facility to inform persons entering or leaving the facility that safety is paramount. Range personnel and shooters/users alike, must act in a responsible manner and each one must know through clear and concise communications the penalties that may be imposed if they disregard the fundamental rules of safety and good conduct.

THINK SAFETY

Every member of the range operating staff or employee of the XYZ Rifle & Pistol Club, Inc., has the authority and responsibility to monitor safety and to enforce established rules and regulations. This may include disciplinary action, such as temporary or permanent suspension or revocation of range privileges, which may be necessary to correct errant behavior. Range Officers have the authority to terminate a shooter's use of a range for cause, and the responsibility to report said action immediately to management for appropriate disciplinary action if warranted. The Club's Board of Directors shall the final authority concerning what disciplinary action will or may be imposed for any given safety violations by an individual shooters.

NOTICE

This facility operates under a prescribed safety plan.
Please observe and obey all safety rules as posted and/or published.

Except for on-duty police officers, all firearms **MUST** remain unloaded while on the range property until you are on a firing line/position and authorized to load by a Club Range Officer.

The above notice shall be prominently displayed just inside the entrance to the facility and at the member and general public check-in point.

Part 2. Safety Planning

The expression "safety is no accident" implies the necessity of planning. During weekly range operating personnel staff meetings, safety shall be the first order of business. Observations made during the preceding week shall be discussed and suggestions made to correct or improve effectiveness will be evaluated. A written record shall be maintained of suggestions that are adopted for inclusion in the next revision of this Safety Plan. This plan is a living document, that will be continually evolving, undergoing constant change as safety procedures are enhanced.

This document has been printed and distributed to all range personnel and members, plus notices shall be made both verbally and in writing that copies are available for public review and for purchase at a nominal fee. The annual review date for this document is November 15, at which time this document will be formally reviewed, modified and updated with, if necessary, with revisions formally approved by the Board of Directors.

NOTICE

Always point firearms in a safe direction.

The SAFE direction on this facility is straight down when approaching or departing a range. The SAFE direction when on a range is downrange. As this facility is surrounded by populated areas, an unintentional discharge, if carrying the firearm with the muzzle pointed upward, could result in property damage or personal injury.

Planning for Safety

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All elements of a safety plan must fit into an integrated package. Safety is a function of what is best described as "the Four E's": which include evaluation, engineering, education, and enforcement.

Another purpose of this plan is to continually **evaluate** the needs of range operating personnel, members and general public shooters as it relates to existing and planned use of the facility (desired activities and procedures). Safety rules will vary somewhat with each activity, i.e., rifle, pistol, trap, skeet, sporting clays, and then there are more subtle differences as it pertains to rim-fire and center-fire firearms.

Since there will be a variety of live-fire activities conducted at this facility, each one must be evaluated as it relates to the overall operation. The primary reason for this constant vigilance and planning is based on design criteria. For example, a smallbore rifle range used for high power rifle, may defeat the original design criteria and would likely result in damage to the range, and possibly create a safety hazard involving projectile escapement. Hence, it is necessary to **engineer** (construct or modify) the range(s) to accommodate a particular live-fire activity. The use of a range facility outside its original design limits, violates acceptable engineering practices and breeches the basic concept of this safety plan. Range operating personnel must be constantly vigilant to ensure that firearms and ammunition calibers used on a particular range are authorized. (See Ammunition Check Section for a notation of authorized firearms/calibers). While it is a good practice to engineer a range to accommodate multiple shooting activities, each must be evaluated against engineering concepts to ensure the activity *IS* acceptable for a particular range.

With the engineering phase complete, **education** of both range operating personnel and members, general public shooters or customers is the next step. Training focuses on special criteria to help range operating personnel become proficient in spotting potential hazards and take timely corrective action. During live-firing activities, education and training are constant and ongoing.

All range operating personnel will be trained in the teaching methods of basic marksmanship in rifle, pistol, and shotgun as currently prescribed by the National Rifle Association of America's Basic Firearms Education Courses. Training shall include periods of instruction designed to qualify range personnel as Range Officers and Field Operators. This training will be designed to enhance safety and reduce risks. Such training also provides greater opportunity for beginning shooters to obtain additional instruction on the basic elements of safety and marksmanship.

The safety of range operating personnel, members and the general public or customers is primary and the reasoning behind the aforementioned training programs. Those persons using this facility expect to have an enjoyable and safe experience. It will be our goal to ensure that will be the case.

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Safety rules and emergency procedures shall be written and prominently posted about the facility, to include the final part of the four E's, **enforcement**.

Enforcement procedures constitute actions taken to correct errant behavior and shall become an important part of the safety plan. All range operating personnel, members and the general public or customers shall be notified of penalties that may be imposed for violating established operating and safety rules and regulations.

Enforcement includes two types of control: Passive: meaning single shooter no supervision; or Active: meaning either a range officer is in charge or any number of instructors are on hand to maintain close supervision. Passive control is practiced more frequently on ranges where individual members, qualified to do so, are allowed individual unsupervised access. At this facility unsupervised access will only be approved by the Club's Board of Directors, once the individual concerned has demonstrated the desired level of competency, and will be considered an exception rather than the rule. Individuals receiving this privilege will be carefully instructed and evaluated. Those individuals receiving this approval will be maintained in a separate log signed personally by the facility manager. Even with this privilege, a second competent individual must accompany the person that will be shooting to be available to make a call for assistance if it should become necessary.

For all public shooting and basic firearms education exercises, active control shall be required and will be implemented on this facility.

The Safety Plan

The facilities provided are available to club members, organizations, and the general public. The general public shooters will normally be limited to those facilities designated for use by the public. An assigned range officer will always be required for any general public activities. Access on to the ranges shall be through the main office or other points so designated on or within the facility.

Perimeter Gates, Fencing, and Signs

Weekly, the facility manager will cause a physical check of the perimeter fence, gates and signs. An assigned range volunteer or employee of the range will physically patrol the fence to ensure the fence is intact and the signs on the fence are current and legible. A report of the results of the check will be made to the facility manager and the facility manager will record the results of the patrol in the appropriate log. Once per quarter, minimum, the facility manager will accompany the individual making the fence patrol. (See Appendix E for sample log to record the results of the patrols.)

A pathway to accomplish this patrol will be cleared just inside the fence wide enough to

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accommodate a vehicle. The path for the vehicle is necessary not only to accomplish the patrol, but to effect repairs.

The timing of the patrols will be varied as to the time of day and the day of the week. Patrols may be made more often if deemed appropriate by the facility manager. The fence patrols will be made only during times that the range is in a non-firing status.

Reports indicating a break in the fence or the loss or destruction of signs on the fence will be repaired within two working days. Spare wire and signs will be maintained for this purpose.

It is recommended the individual making this patrol carry a "point-and-shoot" or digital camera capable of taking medium range telephoto photographs. Anyone observed in or around the property or the fence giving the appearance of causing or doing damage to the fence shall be photographed. The photographs will be released to the local law enforcement agency having jurisdiction to investigate the trespass or of the damage to the club property; i.e., the fence or the signs on the fence.

Firearms Check

All firearms shall be visually checked by either a field operator or range officer, as appropriate, prior to their use. This activity involves the observation of the members or general public customers as they arrive at the field or range to ensure that firearm actions are open and said firearm is not loaded. Signs shall inform visitors to the range, that firearms must be unloaded prior to entry into the parking lot. Further, that all firearm actions must be open prior to removal from the conveyance in which they were transported to the range. Cased firearms may remain cased until they are taken to the field or range firing line. Upon taking their place on a range firing line within the facility, their firearms will be visually checked by a range officer as it is uncased (or carried) and set into a gun rack, or carried onto a field, or up to a firing point. Prior to removing a firearm for the case in which it is carried to the range, the action will be opened.

Ammunition Check

Field Operators (shotgun) and Range Officers (rifle and pistol) will check the ammunition intended to be used by the customer to verify it is a gauge or caliber that has been approved for use on that field or range and that the ammunition is the proper gauge or caliber for the firearm to be used. No Armor Piercing, Incendiary, or Tracer Ammunition may be fired on these ranges.

❖ Pistol Range -- Baffled

All currently recognized handgun ammunition, .22 cal. LR rimfire through .45-70 Government, including all magnum calibers, may be used.

Many rifle cartridges have been adapted to handgun use; i.e., in the Thompson Center Contender and the Remington XP100, etc. These firearms are also permitted to be used on this range.

Rifles firing the .22 cal LR rimfire and the .22 cal Winchester Rimfire Magnum cartridges may also be fired on this range.

In all cases, range officers will have the authority to stop anyone from firing any caliber when the shooter demonstrates insufficient skill or control of the firearm where the fired bullets are not striking on or near the target and may cause damage to the range equipment or barriers.

Members and general public customers that are required to stop firing, as cited above, will be encouraged to use a substantially smaller caliber until they demonstrate a sufficient level of skill where they can return to the larger caliber.

❖ Rifle Range -- Baffled

All currently recognized rifle ammunition, .22 cal. LR rimfire through .45-70 Government, including all magnum calibers, may be fired on this range.

In all cases, range officers will have the authority to stop anyone from firing any caliber when the shooter demonstrates insufficient skill or control of the firearm where the fired bullets are not striking on or near the target and may cause damage to the range equipment or barriers. (See Appendix D for specific procedures.)

Members and general public customers that are required to stop firing, as cited above, will be encouraged to use a substantially smaller caliber until they demonstrate a sufficient level of skill where they can return to the larger caliber.

❖ Sporting Clays Field(s)

Shotguns — All gauges, .410 (3 inch) through 12 (2 ¾ inch), and shot sizes No. 9 through 7 ½. No magnum shells will be permitted.

❖ Police Training Range -- **Unbaffled** (If available at this facility)

All BB and .177 cal. through .22 cal. pellets fired through spring, pump, or CO₂

air guns.

Shotguns — All gauges, .410 (3 inch) through 12 (2 ¾ inch), and shot sizes No. 9 through 7 ½. No magnum shells will be permitted.

❖ Rifle and Pistol Ranges -- **Unbaffled**

All BB and .177 cal. through .22 cal. pellets fired through spring, pump, or CO₂ air guns.

Hold Harmless Agreement

Hold-harmless agreements shall be filed on each customer to the facility. A sample is a part of this document (See Appendix A).

Safety Plan Reference

All range management and operating personnel shall be required to reference this safety plan during the planning phase of any modifications to existing ranges, prior to effecting any new installations, or the construction and use of an existing facility or any use of any range or field, that ensures such use would not be outside current design specifications.

Any revisions made to this document shall include a record of when and by whom said revisions were made and accompanied by signatures of the Board of Directors and corporate officers approving same.

All revisions shall stipulate which portions are superseded and/or replaced and all previous copies distributed shall be destroyed and/or public notice given to those possessing same to destroy outdated material. The review date for this document is November 15, 1995, and thereafter on November 15 of each succeeding year. Updated copies of this document will then be ready right after the first of January following the annual review.

Any exceptions to the rules or regulations as defined herein shall be noted and advisory bulletins issued to specify the duration of such exceptions and the implications, if any. Exceptions may be found after each rule to which a specific exception might apply. For example, alcoholic beverages may be consumed on the premises during parties and award presentations so long as all ranges and shotgun fields are closed and all firearms secured, and may be consumed only inside the club house. (If this provision were to be considered, it is obvious that strict and positive controls must be imposed.)

The consequences of a person's failure to comply with the provisions of this safety plan may result in additional instruction, a warning, the suspension of range privileges for a specified

period of time, permanent suspension of range privileges, or legal action. If range operating personnel or an employee is involved in inappropriate behavior, disciplinary actions may warrant verbal and/or written warnings, and/or dismissal. A notation of said disciplinary actions, if any, shall become a part of the range operating personnel or employee's personnel record.

Baffled Ranges

This club is committed to a totally baffled range facility, or its equivalent, for the firing of rifles and pistols. (This may or may not apply to your facility. However, keep in mind that it is the responsibility of the range owner or operator to ensure all fired projectiles remain ON the facility property.)

The exceptions here are that BB, Spring, Air (pump), and CO₂ pellet guns and shotguns may be fired on designated unbaffled ranges. Shotgun shells, shot sizes not to exceed No. 4 Buck may be fired on the Police Training Range and shot size not to exceed No. 7 ½ may be fired on the Sporting Clays field(s). At the present time, no skeet or trap fields have been designated.

Hours of Operation (Example)

Open Wednesday through Sunday
9 a.m. to 4:45 p.m.

Closed Monday and Tuesday

Special situations will be posted at the main gate.

Firearm Handling Rules

These ten firearm handling rules shall be posted on each range or field and appear herein as follows:

1. ALWAYS POINT THE MUZZLE IN A SAFE DIRECTION.
Rifles and Pistols - Uncased --- Moving onto or off of a range, point the muzzle straight down. On a range, point the muzzle downrange.
2. KEEP YOUR FINGER OFF THE TRIGGER, and outside the trigger guard, until ready to fire or until the command "Commence Firing" has been given.
3. KEEP THE ACTION OPEN AND FIREARM UNLOADED UNTIL READY TO

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USE. On a firing range this means the shooters are in position on the firing line and the range has been cleared for live fire. All firearms, when carried from one point to another, anywhere on the facility, will be unloaded and the action opened.

4. KNOW HOW THE FIREARM OPERATES.
5. BE SURE THE FIREARM AND AMMUNITION ARE COMPATIBLE.
6. CARRY ONLY ONE GAUGE/CALIBER OF AMMUNITION WHEN SHOOTING. When at a shooting range with more than one firearm of different gauge/caliber, use one at a time and when finished firing, store/or secure that firearm and its ammunition before using the next one.
7. BE SURE OF THE TARGET AND WHAT IS BEYOND. When on shooting ranges, be mindful also of adjacent areas and act accordingly.
8. HEARING PROTECTION IS REQUIRED. EYE PROTECTION IS STRONGLY SUGGESTED. Hearing and eye protection may be purchased at the range accessory store.
9. ALCOHOLIC BEVERAGES AND ILLICIT DRUGS ARE PROHIBITED.
10. BE AWARE THAT CERTAIN CIRCUMSTANCES MAY REQUIRE ADDITIONAL RULES.

Field operators and Range Officers shall perform the following functions:

- ❖ Announce safety rules via pre-recorded taped messages, or
- ❖ Announce safety precautions prior to each new squad (shotgun) taking their position on a field and at the beginning of each firing sequence for rifle and pistol. This requirement is not applicable during formal tournaments. Those specific range announcements will be as prescribed by the National Governing Body (NGB) for the tournament currently being called.

Suggested Announcements
(language may change according to use criteria)

Shotgun Field
Remembering that safety is first and foremost.

Keeping firearms open and pointed in a safe direction,
take your position on the field.
Do not load your firearm until it is your turn to fire

Rifle or Pistol Range

Remembering that safety is first and foremost.
Keeping actions open and firearms pointed downrange,
take your position at your firing point
Do not load your firearm until the command
"Commence Firing" is given.

General Range Rules

In addition to the above mentioned Gun Safety Rules, the following general rules shall apply:

Range operating personnel are reminded to:

1. Direct everyone that expects to be physically on a range or field to register at the range office. This must be done prior to firing.
2. Know, understand, and use designated range and field commands.
3. Know where shooters and guests are at all times by monitoring their movements.
4. Personnel assigned to check-in customers. Provide an orientation for all new shooters. This orientation is a requirement, not an option.
5. Designate range or field assistants from among qualified members or shooters present to assist, as needed, in the performance of safety duties.
6. Instruct shooters as to what is and is not an authorized target. Include in this instruction, the left and right lateral limits of the range.
7. Ground-mounted targets are generally not authorized. Exceptions, if any, will be noted under specific range rules and regulations for the range concerned. Ground mounted targets, without a proper backstop, will likely produce ricochets. This is to be strictly avoided.

Targets installed as directed by range operating personnel or their designees, shall constitute an authorized target, and all range operating personnel so notified; and if special training is required in the placement of said targets, such training will be

conducted and noted in authorized range operating personnel records. Maintaining the proper target height ensures that the fired projectile, after passing through the target, hits the desired portion of the backstop.

8. For range operation where members and general public customers are qualified and so designated by management, one or more may be appointed to serve as an assistant range officer or field operator. At no time shall any range or field be operated for public shooting without a qualified range officer, range supervisor, or field operator present (member or employee).

9. Range Supervision Requirements.

Shotgun Fields --- A minimum of one (1) member or employee, trained as a field operator, shall be present on each field, at all times the field is in operation for public shooting.

Shotgun Training On Police Training Range - Unbaffled

Law Enforcement --- Minimum of one (1) range officer, member or employee, per 25 firing points used.

Adults, public --- Minimum of one (1) range officer, member or employee, per 16 firing points used.

Juniors, public --- Eighteen years old through December 31 of the calendar year of their twentieth birthday --- Minimum of one (1) range officer, member or employee, per 10 firing points used.

Juniors, intermediate, public --- Fifteen years old through December 31 of the calendar year of their seventeenth birthday --- Minimum of one (1) range officer, member or employee, per 5 firing points used.

Rifle and Pistol Ranges - Baffled (Firearms)

Public shooting --- Minimum of one (1) range officer, member or employee, per 16 firing points used.

Training Classes --- Minimum of one (1) range officer, member or employee, per 25 firing points used and one (1) certified instructor per 3 firing points used.

Tournaments --- Minimum of one (1) range officer, member or employee,

per 100 firing points used. Additional tournament officials required (provided by the hosting organization); one (1) tournament line announcer and one (1) block official per 15-25 firing points used. Experience level of the official will determine number of firing points that he or she can cover.

(Presently only 50 firing points on the pistol range and 10 firing points on the rifle range are baffled. These are the only firing points that may be used for regular rifle and pistol shooting until additional firing points are baffled. **This may be a special notation for your specific range configuration.**)

Rifle and Pistol Ranges - Unbaffled (BB and Air Gun)

Adults --- Minimum of one (1) range officer, member or employee, per 16 firing points used.

Juniors --- Eighteen years old through December 31 of the calendar year of their twentieth birthday --- Minimum of one (1) range officer, member or employee, per 10 firing points used.

Juniors, intermediate --- Fifteen years old through December 31 of the calendar year of their seventeenth birthday --- Minimum of one (1) range officer, member or employee, per 5 firing points used.

Juniors, sub-junior --- Eight years old through December 31 of the calendar year of their fourteenth birthday --- Minimum of one (1) range officer, member or employee, per 2 firing points used.

In all cases where the number of range officers, members or employees, are indicated for Juniors refers to activities conducted and hosted by the XYZ Rifle & Pistol Club for activities where only juniors of the age group indicated are participating. For events where organizations of juniors; i.e., Boy Scouts, Cub Scouts, Jaycees, etc., only one (1) range officer, member or employee, per 25 firing points is required with the using organization supplying the additional supervisory personnel; i.e., instructors, coaches, safety officers, etc.

In all cases where juniors are accompanying an adult for regular public shooting, no additional range officers, members or employees, will be required. The adult with said junior will have immediate supervisory responsibility over said junior.

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10. Instruct/Notify all shooters as they prepare to take their place on a range or shotgun field that firearms must be unloaded, actions open, with magazines removed or cylinders open, and place all firearms on/in designated gun-racks, benches, or tables.
11. When cease fires are called for purposes of shooters going downrange to place or replace targets, all shooters shall be instructed to:
 - ❖ Open all actions, unload, lock actions open (if appropriate),
 - ❖ Step behind the ready line (Yellow is the recommended color),
 - ❖ Do not go forward of this line until you are told to do so.
12. Range Officers shall ensure that all firearms are unloaded and safe by both visual inspection, and when necessary by physically opening the action (mainly rifle and pistol), prior to allowing anyone downrange. When necessary, a qualified person may be designated to supervise the firing line or station area to ensure no one violates this safety rule.
13. Routine cease fires and target changing procedures.
 - ❖ Both ranges, rifle and pistol, are controlled by an automatic bell system. Ten minute intervals on the pistol range and twenty minute intervals on the rifle range. (Your range system will need to be stated.)
 - ❖ When the bell sounds (bell sounds for about 15-20 seconds), everyone on that range will cease firing, unload, and place their firearms on the bench, action up, making them safe. Shooters will then step to the rear of the firing line, behind the Yellow line. (Your range system will need to be stated.)
 - ❖ Range officers will supervise this action.
 - ❖ No one will go forward of the firing line until the range control bell stops sounding and the range officer(s) on duty declare the range is safe to move forward. (The recommended color line to paint on the front edge of the firing line is RED.)
 - ❖ No firearms will be handled while anyone is downrange changing targets. Shooters will stay clear of the firing line and behind the Yellow line, until the target area has been cleared by the range officer(s) on duty.
 - ❖ Only when the target area has been declared clear will shooters be permit-

ted to return to the firing line and resume firing. Range officer(s) will make this announcement.

- ❖ New shooters arriving to the range may only take their position on a firing point while the range is in a firing status. They will be instructed to wait well behind the firing line until it is once again returned to a firing status.
- ❖ There is no second, or commence fire, bell. Range officers will use firing line commands to authorize the shooters to again commence firing.

14. Damage to range property and equipment.

While the baffles and barriers are placed on the range to provide the shooters with a safe place to shoot, the shooters do not have any rights regarding causing intentional damage to said property. Remember, these facilities are made available so the shooters may have a safe place to shoot at very great expense on the part of the club.

Range officers will be alert to shooters inadvertently, but excessively hitting the baffles and/or barriers while they are shooting. If the observation indicates poor marksmanship is the culprit, then discreetly suggest a basic firearm education course for the firearm being used by the shooter. If at the same time, it is observed that the excessive hitting of the barriers does not seem to be causing any damage, then let the shooter continue to shoot; i.e., firing a small caliber.

If the excessive hitting of the barriers IS causing damage, the shooter will be stopped from firing and the cause will be investigated. If the cause is due to an improper zero on the firearm, then assist the shooter in obtaining a basic zero that will permit them to better enjoy their shooting and at the same time protect the range equipment. See Appendix D for assistance in helping obtain basic zeros on rifles. For handguns, suggest the customer fire from the benchrest position using sand bags to help support the firearm and steady their aim and trigger control. Usually, firing from the benchrest position will point out their mistakes and they will be better able to develop the acceptable level of basic marksmanship which will permit them to enjoy shooting to a much higher degree.

If the excessive hitting of the barriers is caused by the shooter INTENTIONALLY shooting at the barriers as a target, they will be stopped from firing and, discreetly the first time, educated on what **are** and **are not** authorized targets. If the range officer is satisfied this has corrected the problem, permit the customer to continue firing. If the range officer IS NOT satisfied the problem has been corrected, then the shooter will be told they are to stop firing, clear and make their firearm safe and that they will have to depart the facility, at least for that day. If they desire to speak to the facility manager, direct them to the office. Call the manager and report what has taken place and the action

you have just taken while they are in route to the office.

The bottom line is that no one has the right to damage range property or equipment, either intentionally or unintentionally. If the shooter does not have the ability to hit on or near their assigned target and by not hitting on or near their assigned target they are causing excessive wear and tear to the baffles and barriers, they WILL have to stop firing. They may be invited to shoot a smaller caliber firearm or to fire from the benchrest position to eliminate the excessive wear and tear to the range property. One or both of these changes should help them to learn and develop better marksmanship skills which will permit them to return to the larger caliber firearm.

15. Shooters will be reminded that the minimum foot ware requirement is sandals. Going barefoot on the ranges should be considered dangerous and will not be permitted. While we are careful not to leave any foot hazards on the ranges, stepping on fired brass does present a serious puncture and laceration type foot hazard.

Range operators and or employees are reminded that full foot covering is required while on duty.

Part 3. General Administrative

Required Training

All range operating personnel shall be required to successfully complete periods of instruction, in the below listed subjects. The instruction will be conducted by the range management, which includes, but is not limited to:

- ❖ Range Operations
- ❖ Field Operations
- ❖ Knowledge of Various Rule Books (as required)
- ❖ Emergency Response
- ❖ Safety Plan

Instructions in the above cited topics must be completed prior to being permitted to be assigned duties as an independent range officer or field operator. Rule book instruction will be accomplished as needed.

General Regulations

1. To promote safety, firearms used on XYZ Rifle & Pistol Club facilities should be evaluated periodically by a gunsmith. Members and general public customers

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will be required to affirm in the hold-harmless agreement that their firearms are in the proper working order. Any questions should be referred to a gunsmith.

2. All shooters shall be provided with a copy of the firearms handling rules, instructed to read, and then sign their name to a hold harmless agreement affirming that they have read, understand, and will comply with the provisions contained in these documents. The Gun Safety Rules pamphlet, published by the NRA may be utilized or the XYZ Rifle & Pistol Club may prepare its own flyer.
3. All shooters will be instructed to ensure that firearms and ammunition to be used are compatible and if they are not sure to check with a range officer or field operator prior to firing. This provision is not only for the protection and safety of the shooter, but for range personnel and bystanders as well.
4. Target supplies shall be distributed as prescribed for each range or field and maintained in good condition. Targets for rifle and pistol ranges shall be issued to each customer as they check-in. Customers may supply their own replacement targets or purchase additional targets from the club.
5. Clubs or other organizations scheduling access to the facility for a designated event, must provide evidence prior to scheduling such event that the sponsoring organization is a bonafide club with elected officers and must present a copy of proof of insurance. The XYZ Rifle & Pistol Club shall be named on said policy as a second insured.
6. Signs shall designate range parking areas, i.e., rifle, pistol, airgun, archery, shotgun, rest rooms, offices, and other areas. Other signs shall indicate hours of operation, security procedures, safety rules, education programs, and range access procedures, as appropriate.

Communications

Telephone communications shall be maintained between all ranges and the facility office. Radio communications may be used as long as positive contact is maintained and verified every thirty minutes. Records shall be maintained on the verification of communications if radio is used. These records shall be retained for a period of 60 days, at which time they may be destroyed.

Should there be an accident, involving an injury, on any of the ranges using radio as the primary means of communications with the main office, those records of the radio communications verification shall be attached to the Incident/Injury Report and retained for the period

prescribed by the XYZ Rifle & Pistol Club Board of Directors.

Procedures Involving An Accident

These procedures shall be reviewed as frequently as necessary to ensure the best possible response plans are in effect.

- ❖ Facility management shall select and designate a Med-Evac Landing Zone (LZ) and properly mark same as requested by the agency providing the Med-Evac services.

Request the LORAN and GPS coordinates for the LZ be determined and recorded here and included in the next review of this document. The coordinates should also be made known to all supervisory personnel and conspicuously posted by all phones likely to be used to call for Med-Evac.

LZ _____ LORAN Coordinates

LZ _____ GPS Coordinates

- ❖ Liaison with the Emergency Medical agency most likely to respond to an emergency at this facility. Detail the requirements needed by the Emergency Response Agency and include in the next review of this document.
- ❖ Sample Incident Report. (See Tab A)
- ❖ Sample Injury Report. (See Tab B)

Cases involving;

- A. Property damage caused by a serious firearm malfunction and where there is no personal injury.
 - (1) Effect an immediate cease fire on the range.
 - (2) Notify the facility manager, by telephone or radio, of the problem and that his/her presence is needed on the range immediately.
 - (3) Safe guard the immediate area of the malfunction. The rifle or pistol, its parts and the cartridge casing parts, if at all possible, should not be moved

or disturbed until authorized by the facility manager.

In instances where there is no personal injury, the owner of the firearm may retrieve the firearm parts and clear the firing line.

- (4) Firing may resume once the malfunction has been cleared from the line and the facility manager authorizes same.

B. Personal injury, regardless of severity, whether or not including property damage.

- (1) Effect an immediate cease fire on the range.
- (2) Notify the facility manager, by telephone or radio, of the problem and that his/her presence is needed on the range immediately.
- (3) Evaluate the injuries. Call 911 for medical assistance as dictated by the situation. Safe guard the immediate area of the malfunction. The rifle or pistol, its parts and the cartridge casing parts, if at all possible, should not be moved or disturbed until authorized by the facility manager or higher authority.
- (4) Firing may resume once the malfunction has been cleared from the line and the facility manager authorizes same.

Guarantees of Notification

Notifications of Safety Plan changes shall be prominently posted on the facility. In some instances, copies will be mailed to members, member clubs, and frequent use customers.

Special meetings shall be held with range personnel to inform them of any changes to this plan, obtain their input, and such activity shall be duly noted in each member volunteer or employee's personnel records.

Part 4. Range Commands

Pistol Range, Recreational, Firearms and BB/Air Guns

- A. To begin a firing session.
 - ❖ IS THE TARGET (or DOWNRANGE) AREA CLEAR? Range officer checks downrange area. If not clear, announce -- TARGET

AREA IS NOT CLEAR! STANDBY! When the downrange area is clear, announce; DOWNRANGE AREA IS CLEAR! SHOOTERS YOU MAY MOVE UP TO THE FIRING LINE AND PICKUP YOUR FIREARM! YOU MAY NOW LOAD AND RESUME FIRING!

Range officer(s) remain alert to avoid safety problems and assist the shooters as much as is possible consistent with close observation of the actions taking place on the line during a firing session.

B. To stop a firing session.

- ❖ Command CEASE FIRE - CEASE FIRE! All persons stop firing immediately.
- ❖ UNLOAD AND MAKE YOUR FIREARMS SAFE! All persons unload. Remove magazines or open cylinders, open actions, remove all ammunition from the firearm.
- ❖ BENCH YOUR FIREARM! All shooters lay their unloaded and cleared firearms on the bench.
- ❖ STEP BACK BEHIND THE YELLOW LINE! All shooters move to the rear of the yellow line. Once all shooters have done this.
- ❖ THE RANGE IS CLEAR! YOU MAY GO FORWARD AND CHANGE YOUR TARGETS! STAY AWAY FROM THE FIRING LINE! DO NOT TOUCH ANY FIREARMS UNTIL TOLD TO DO SO! All shooters may move forward and change targets. Range officer(s) are alert to ensure no one approaches their firing point during this time.

Rifle Range, Recreational, Firearms, BB and Air Guns.

A. To begin a firing session.

The benchrest position only may be used. Shooters may fire single shot or semi-automatically, but in deliberate fire only -- 5-6 seconds between shots.

- ❖ IS THE TARGET (or DOWNRANGE) AREA CLEAR? Range officer checks downrange area. If not clear, announce -- TARGET

AREA IS NOT CLEAR! STANDBY! When the downrange area is clear, announce; DOWNRANGE AREA IS CLEAR! SHOOTERS YOU MAY MOVE UP TO THE FIRING LINE AND PICKUP YOUR FIREARM! YOU MAY NOW LOAD AND RESUME FIRING!

Range officer(s) remain alert to avoid safety problems and assist the shooters as much as is possible consistent with close observation of the actions taking place on the line during a firing session.

- B. To stop a firing session.
- ❖ Command CEASE FIRE - CEASE FIRE! All persons stop firing immediately.
 - ❖ UNLOAD AND MAKE YOUR FIREARMS SAFE! All persons unload. Remove magazines or open cylinders, open actions, remove all ammunition from the firearm.
 - ❖ BENCH YOUR FIREARM! All shooters lay their unloaded and cleared firearms on the bench.
 - ❖ STEP BACK BEHIND THE YELLOW LINE! All shooters move to the rear of the yellow line. Once all shooters have done this.
 - ❖ THE RANGE IS CLEAR! YOU MAY GO FORWARD AND CHANGE YOUR TARGETS! STAY AWAY FROM THE FIRING LINE! DO NOT TOUCH ANY FIREARMS UNTIL TOLD TO DO SO! All shooters may move forward and change targets. Range officer(s) are alert to ensure no one approaches their firing point during this time.

Shotgun Training On Police Pistol Range

- A. To begin a firing session.
- ❖ IS THE TARGET (or DOWNRANGE) AREA CLEAR? Range officer checks downrange area. If not clear, announce -- TARGET AREA IS NOT CLEAR! STANDBY! When the downrange area is clear, announce; DOWNRANGE AREA IS CLEAR! SHOOTERS YOU MAY MOVE UP TO THE FIRING LINE

AND PICKUP YOUR SHOTGUN!

- ❖ WITH (X) ROUNDS -- LOAD! Pause until loading is accomplished.
- ❖ IS THE LINE READY? If no negative responses, continue. If there is a negative response -- pause to determine the problem and make ready.
- ❖ THE LINE IS READY!
- ❖ READY ON THE RIGHT!
- ❖ READY ON THE LEFT!
- ❖ ALL READY ON THE FIRING LINE!
- ❖ YOU MAY COMMENCE FIRE WHEN YOUR TARGETS APPEAR! or

COMMENCE FIRE! or

COMMENCE FIRE! YOUR TIME STARTS NOW!

Range officer(s) remain alert to avoid safety problems and assist the shooters as much as is possible consistent with close observation of the actions taking place on the line during a firing session.

B. To stop a firing session.

- ❖ Command CEASE FIRE - CEASE FIRE! All persons stop firing immediately.
- ❖ UNLOAD AND MAKE YOUR SHOTGUNS SAFE! All persons unload. Remove magazines or open cylinders, open actions, remove all ammunition from the firearm.
- ❖ GROUND YOUR SHOTGUN! All shooters lay their unloaded and cleared firearms on the ground.
- ❖ STEP BACK BEHIND THE YELLOW LINE! All shooters move to the rear of the yellow line. Once all shooters have done this.

- ❖ THE RANGE IS CLEAR! YOU MAY GO FORWARD AND CHANGE YOUR TARGETS! STAY AWAY FROM THE FIRING LINE! DO NOT TOUCH ANY FIREARMS UNTIL TOLD TO DO SO! All shooters may move forward and change targets. Range officer(s) are alert to ensure no one approaches their firing point during this time.

Sporting Clays Field(s)

- A. To begin a round. The field operator confirms that the shot fall area is clear.
 - ❖ SQUAD #----- MAY TAKE YOUR POSITION!
 - ❖ The shooter calls -- IS THE OPERATOR READY?
 - ❖ The field operator responds -- OPERATOR READY! or NOT READY!
 - ❖ When the shooter is ready he/she will command PULL! The field operator will cause the target to be thrown.
 - ❖ When all shooters have completed a particular station, they will advance, together, to the next station.
 - ❖ Squads will move from one station to the next until the course is completed.
 - ❖ Firearms will be unloaded and actions open while moving between stations.

To avoid duplicity, tournament range commands are provided in each individual rule book and are not included in this document. As other activities are added, those special commands will be incorporated, if different from the above.

Part 5. Rule Books

Rule books governing specific tournament shooting activities shall be provided to all range personnel, as required, and include:

- ❖ National Rifle Association (NRA)
- ❖ National Skeet Shooting Association (NSSA)*

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- ❖ National Sporting Clays Association (NSCA)
- ❖ Amateur Trapshooting Association (ATA)*
- ❖ International Shooting Union (UIT)

Such rule books are, in fact, a part of this plan and will be included in said file. This file is located in the main office and available for public inspection during hours of operation. Rule books are a part of the overall training program for field operators and range officers. Rule books denoted by an asterisk will be added if and when facilities to conduct these activities are constructed.

Rule books shall be provided to each field operator and range officer as required. All range personnel, regardless of their designated job description shall be required to cross-train by reading and practicing rules and regulations as contained therein. With skeet field operation, if a skeet field is constructed, training will result in the designation as "Licensed Referee" as defined by the National Skeet Shooting Association.

No such certification exists for ATA, NRA, UIT, NSCA, or other National Governing Bodies. Training programs may be conducted on all existing rule books and will be so noted in personnel records.

Part 6. Summary

As shown herein, this plan links each aspect of the process ... planning, design, construction and use ... into an integrated program. This program is specifically designed to reduce risks associated with the use of firearms used on this facility and to increase the enjoyment derived from such firearm usage.

Management personnel, range officers, and field operators shall have the authority to enforce all posted safety rules and regulations. Possible confrontational situations which carry the potential for errant, erratic, or dangerous behavior on the part of a user, shall be brought to the attention of the Manager or a Range Supervisor as soon as that situation is recognized.

Live-fire activities allowed on XYZ Rifle & Pistol Club facilities shall be designated and all range personnel trained in same. All members and general public customers shall be instructed as to the type targets and methods of live-fire that are allowed. Any deviation would result in violation of this safety plan and subject to disciplinary action.

New member and general public customer orientation will include instructions on safety, i.e., types of live-fire exercises that **are** and **are not** allowed on the facility. This orientation shall include lawful transportation of firearms into and out of the facility.

Part 7. Appendix

Appendix A

Hold Harmless Agreement and Limits of Liability

In no event shall the management of the XYZ Rifle & Pistol Club, Inc., its heirs, consigns, and/or employees be held responsible or liable for acts or omissions, for any indirect, direct, incidental, special or consequential damage or costs whatsoever resulting from or related to the use or misuse of firearms on any of the shooting range facilities.

XYZ Rifle & Pistol Club officials have taken every precaution to ensure user safety during your visit to the facility and shall not be held liable for any act or omission outside its jurisdiction and control or directly related to negligence on the part of a customer. Steps taken by the XYZ Rifle & Pistol Club includes the training of range officers, field operators, management staff, and customers of this facility.

Members and general public customers expressly agree to hold XYZ Rifle & Pistol Club harmless for any acts or omissions on their part as it relates to:

- ❖ Transportation of firearms to and from the facility and to certify that the method used to transport said firearms conforms to the laws of the State of (Your State).
- ❖ Handling of firearms.
- ❖ Use of firearms while participating in live-fire events on any of the ranges.

Members and general public customers affirm that management has made every effort to instruct them (either through the use of signs or verbal instructions) of prevailing safety rules and regulations as a means of ensuring they have a safe, positive and enjoyable visit to the range.

Members and general public customers affirm that they are knowledgeable of the firearms and ammunition they will use while visiting the range and that they have received, read, understand, and will comply with posted and published rules and regulations as it relates to the use of said facilities, and/or that they have been informed that basic firearm education courses are available to any user who is unfamiliar with shooting as a recreational activity. Further, that failure to comply could result in their expulsion from the range and receive temporary and/or permanent loss of range privileges.

Members and general public customers expressly understand that XYZ Rifle & Pistol Club management reserves the right to refuse access to any person(s) for any reason that might result in a safety violation, damage to the facilities, or who becomes a safety hazard, i.e., they demonstrate unsafe firearm handling practices, a lack of proper training, their use of an unsafe firearm, they become loud, boisterous or disruptive, fails to wear the minimum foot ware (sandals), or any other act or omission that is contrary to established criteria, for operating a safe and efficient shooting range.

Members and general public customers affirm, by their signature, that they shall refrain from using alcoholic beverages or illicit drugs while on property owned and/or controlled by XYZ Rifle & Pistol Club. Further, members and customers affirm they understand the consumption of alcoholic beverages is expressly **prohibited** on XYZ Rifle & Pistol Club property, and that any person(s) under the influence of alcohol or illicit drugs shall be denied access to any part of the facility.

Members and general public customers do hereby affirm that they alone shall assume full responsibility for their own actions while visiting the XYZ Rifle & Pistol Club range and that any injury sustained either by their act or omission ... directly attributed to the lack of training, or careless acts shall be borne by themselves.

Members and general public customers do affirm that firearms they will use are free from material defects and function properly, to the best of their knowledge.

Members and general public customers affirm that the ammunition they will use in their firearm(s) has been properly loaded, either by a licensed manufacturer or if the ammunition has been handloaded by themselves that it was done so by following established criteria as contained in leading reloading manuals; and further that said reloads meet or exceed factory specifications regarding safety. Further, that I understand that I **may not use** Armor Piercing, Incendiary, or Tracer Ammunition and that if I do, any damages resulting from such use may be billed to me; i.e., damage to range structures, fires of any range structures or surrounding wooded areas.

Nothing in this document shall be construed to mean that XYZ Rifle & Pistol Club is absolved of its responsibilities and obligations to provide a safe, clean, properly designed, and professionally managed firearms shooting facility.

By your signature you affirm that you have read, understand, and will comply with the requirements as set forth herein, and do hereby agree to hold XYZ Rifle & Pistol Club its assigns, heirs, or employees harmless from any act or omission for which you are directly responsible.

Name: (Print) _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Signature: _____

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Appendix B

(Sample Incident Report --- See TAB A)

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Appendix C

(Sample Injury Report --- See TAB B)

Appendix D

Zeroing Procedures For Centerfire Rifles

It can never be said too strongly that **Sighting-In** is one of the most neglected parts of beginning the practice of good, sound marksmanship.

When members and general public customers arrive to use the baffled rifle range, range officers will check their rifles and ammunition to determine if is of an approved caliber to be permitted on the range.

Additionally, the range officers will ask the customers if they have a zero established for and set on the sights of the rifle that will permit them to hit on or near their 100 yard target. If the answer is no, or if the answer causes the range officer to be in doubt, they will instruct the customer they will have to step over to the side to have the range assistant either establish a basic zero or confirm that the rifle has a basic zero set on the sights. (Iron or Scope)

Construct and set into place a target that will be used for this purpose. A 3 to 4 inch solid black circle painted on a white back ground set 50 yards downrange and at about 40 inches high should work for the majority for cases. This will be the sighting target to set an initial zero on centerfire rifles.

Two Methods To Set An Initial Zero

BEFORE SETTING THE BASIC ZERO

After ensuring the rifle is safe, the first thing to check is to examine the bore for obstructions or excess lubricants. If the bore is obstructed, return the rifle to the customer for them to clear the obstruction. Range officers and their assistants are not expected to be gunsmiths nor are they authorized to perform any gunsmithing while performing duties as a range officer. They may only advise that the obstruction must be cleared before they can set the initial zero. A gunsmith may be needed to clear the obstruction. Further, **range employees are to handle customers firearms only on an as required bases.** Now that the bore is clear, continue.

Wipe the bore and chamber clean of excess oil, ensuring it is dry. Check the sights (bases) to ensure they are not loose.

Using the Collimator

The collimator is an instrument usually thought of as a tool of a gunsmith, but any gun owner can use one very effectively with minimal instructions. Using the collimator to set an initial zero on new rifles can result in tremendous savings in ammunition costs and the frustrations sometimes associated with zeroing a new rifle.

Selecting the proper caliber spud, to match the caliber of the rifle, attach the spud to the collimator. Carefully insert the spud into the bore, at the muzzle of the rifle, with the collimator in the vertical (up) position. Using a bench rest support, aim through the sights at the "target" presented inside the collimator. Adjust the sights for elevation and windage until the sights are properly aligned with the collimator target. You have just established a basic zero that will be satisfactory to begin firing on the range. The customer must fine tune the zero to account for the position and the ammunition they are using. Changing ammunition and/or position will effect the zero slightly, but not a sufficient amount to require setting a new basic zero. Follow instructions contained with the collimator if different from the above.

Bore-Sighting

Bolt Action Rifles

Remove the bolt from the rifle. Immobilize the rifle in a non-marring vice. Look through the bore and align it on the aiming point 50 yards downrange. Without moving the rifle, adjust the sights or scope until aligned on the aiming point. Ensure the aiming target is precisely in the center of the bore. Alternate looking back and forth between the bore and the sights or scope to ensure the rifle has not been moved during the process. **Note** that scope adjustments will be reversed when bore-sighting. You have just established a basic zero that will be satisfactory to begin firing on the range.

Semi-Automatics, Slide-Actions, and Lever-Action Rifles

Most of these type rifles cannot be bore sighted using the method described above. An additional piece or pieces of equipment will be needed.

Following the initial check for safety, open the action and lock the bolt to the rear. Immobilize the rifle in a non-marring vice. Now, using either a bore-scope or a small mirror that will fit into the action to permit you to look down through the bore, align the bore on the aiming point 50 yards downrange. Ensure the aiming target is precisely in the center of the bore. It should be obvious that his method requires more time and patience than with the first, but with practice you will become very proficient with this procedure. Without moving the rifle, adjust the sights or scope until aligned on the aiming point. Alternate looking back and forth between

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the bore and the sights or scope to ensure the rifle has not been moved during the process. **Note** that scope adjustments will be reversed when bore-sighting. You have just established a basic zero that will be satisfactory to begin firing on the range.

Ready To Fire

Once the initial zero has been established and set on the rifle, the member or customer may now take a place on the rifle firing line and begin to enjoy his time on the range. There is a very great possibility that this will have been the first time the rifle has been set to hit the target. Most of the general public customers will be very appreciative of this necessary service.

XYZ RIFLE & PISTOL CLUB, INC. TAB A PAGE 1 OF 2

P.O. Box 1110 Your City, USA 99999-1110 400-555-1645

ACCIDENT REPORT

Date:	Location:	Time: a.m. p.m.
Name of Injured Party: Male / Female Address: Age: ____ Phone: _(____)_____	Name of Injured Party: Male / Female Address: Age: ____ Phone: _(____)_____	
Description of Accident: (How did it happen? Only the facts, do not include opinion.)		
Action Taken: (First Aid Treatment) Describe:		

**CONTINUE PERSONS INVOLVED, WITNESS LIST AND NARRATIVE ON REVERSE
SIDE IF ADDITIONAL SPACE IS NEEDED.
ACCIDENT REPORT PAGE 2 OF 2**

Date:	Location:	Time: a.m. p.m.
Part Injured (Check all that apply)	Type of Injury (Check all that apply)	Location of Injury (Check all that apply)
<input type="checkbox"/> Abdomen <input type="checkbox"/> Ankle <input type="checkbox"/> Arm <input type="checkbox"/> Back <input type="checkbox"/> Chest <input type="checkbox"/> Ear <input type="checkbox"/> Elbow <input type="checkbox"/> Eye <input type="checkbox"/> Face <input type="checkbox"/> Finger <input type="checkbox"/> Foot <input type="checkbox"/> Hand <input type="checkbox"/> Head <input type="checkbox"/> Hip <input type="checkbox"/> Knee <input type="checkbox"/> Leg <input type="checkbox"/> Mouth <input type="checkbox"/> Neck <input type="checkbox"/> Nose <input type="checkbox"/> Scalp <input type="checkbox"/> Shoulder <input type="checkbox"/> Teeth <input type="checkbox"/> Wrist <input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Abrasion <input type="checkbox"/> Amputation <input type="checkbox"/> Asphyxiation <input type="checkbox"/> Bite <input type="checkbox"/> Bruise <input type="checkbox"/> Burn <input type="checkbox"/> Concussion <input type="checkbox"/> Cut <input type="checkbox"/> Dislocation <input type="checkbox"/> Fracture <input type="checkbox"/> Laceration <input type="checkbox"/> Poisoning <input type="checkbox"/> Puncture <input type="checkbox"/> Scalds <input type="checkbox"/> Scratches <input type="checkbox"/> Shock <input type="checkbox"/> Sprain <input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Field <input type="checkbox"/> Cafeteria <input type="checkbox"/> Classroom <input type="checkbox"/> Corridor <input type="checkbox"/> Parking Lot <input type="checkbox"/> Range <input type="checkbox"/> Firing Line <input type="checkbox"/> Down Range <input type="checkbox"/> Changing Targets <input type="checkbox"/> Washroom <input type="checkbox"/> Other (Specify) _____
Injured Party Taken To Hospital?: Yes No If Yes, Transported By: _____ Private Vehicle _____ Ambulance _____ Helicopter _____ Other (Please Specify)		
Party (ies) Notified: Name: _____ Phone: _____		
Party (ies) Notified: Name: _____ Phone: _____		
Witness: 1.) Sex: M / F Name: Address: _____ Phone No.: _(_____)_____	Witness: 1.) Sex: M / F Name: Address: _____ Phone No.: _(_____)_____	

Print Name of Person Filing Report:	Signature of Person Filing Report:
--	---

**CONTINUE PERSONS INVOLVED, WITNESS LIST AND NARRATIVE ON REVERSE
SIDE IF ADDITIONAL SPACE IS NEEDED. Ver.1097**

TAB B XYZ Rifle & Pistol Club, Inc. Page 1 of 1

Incident / Event Report

Range Officers shall complete this report following any incident or event that required their intervention beyond their normal activities relative to the operations of any of the XYZ Rifle & Pistol Club ranges or activities. Further, any incident or event that requires Medical Attention or Treatment, the Range Officer shall also complete an Accident Report.

Date of Incident:	Location:	Time: a.m. p.m.
Person(s) Involved:		Member Non-Member (Circle One)

Range Officer/Person Completing Form:

Identification of Persons Involved: Name: Address: _____	Identification of Persons Involved: Name: Address: _____
---	---

Phone No.	Phone No.
------------------	------------------

Date of Birth: Sex: M / F	Date of Birth: Sex: M / F
----------------------------------	----------------------------------

Witness: 1.) Sex: M / F Name: Address: _____ Phone No.: _()	Witness: 2.) Sex: M / F Name: Address: _____ Phone No.: _()
--	--

Description of Incident/Event: _____	
Print Name of Person Filing Report:	Signature of Person Filing Report:

**CONTINUE PERSONS INVOLVED, WITNESS LIST AND NARRATIVE ON REVERSE SIDE IF
ADDITIONAL SPACE IS NEEDED. Ver.1097**