



**Huron Pointe Sportsmen's Association Inc.
Standard Operating Procedures
Trap/Skeet, Sporting Clays, Archery, Archery Barn**

This document reviewed and revised on 10/15/2013 supersedes any previously issued copies of Huron Pointe Sportsmen's Association Trap/Skeet/Sporting Clays/3D Archery/Archery Barn Standard Operating Procedures. Any previously distributed copies must be destroyed. These SOPs will be reviewed bi-annually to assure that they address safety and the efficient operation of HPSA's ranges.

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TABLE OF CONTENTS

Page ii-iii	Index
Page 1	Preamble

SECTION ONE: FIREARM HANDLING RULES

Page 2	Firearm Handling Rules
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SECTION TWO: GENERAL SHOOTING RANGE RULES

Page 3	Trap/Skeet and Sporting Clays
Page 5	Archery Range

SECTION THREE: RANGE COMPLEX USAGE RULES AND REGULATIONS.

Page 7	General, Range Complex Facilities Use, Shooting Range Guidelines
Page 8	Trap and Skeet Range Authorized Equipment, Sporting Clays Range Authorized Equipment, 3D Archery Range Authorized Equipment
Page 9	Archery Barn Range, Rifle and Pistol Range

SECTION FOUR: ADMINISTRATIVE RULES AND REGULATIONS

Page 10	Hold Harmless Indemnification Agreement Authorized Personnel, Age Limit Requirements
Page 11	Club Members, Guests, Public Responsibilities Hours of Operation and Scheduling, Alcoholic Beverages and Drug Use (including prescription and over-the-counter medications)

SECTION FIVE: PERSONNEL RESPONSIBILITIES

Page 12	The Executive Board of Directors, The Board of Directors, Chief Range Safety Officer (CRSO), Range Safety Officer of Record
Page 13	Range Safety Officer (RSO)

SECTION SIX: EMERGENCY CONTACT INFORMATION AND ACTION PLAN

Page 14	Emergency Communication: First Aid Kit and Defibrillator Locations, Contact Numbers
Page 15	Immediate Response (Illness or injury)

Additional Emergency Situations:

Page 16 Chemical Burns, Firearms Injury, Lightning Storm (with or without rain), Severe Weather
 Watch, Severe Weather Warning, Tornado Watch, Tornado Warnings,
 (MEDIVAC) Helicopter Medical Evacuation
Page 17 Coordination of Emergency Action Plan

SECTION SEVEN: EXAMPLES & REPORTS

Accident / Incident Report Form
Hold Harmless Release and Indemnification Agreement Form

APPENDIX

A - Huron Pointe Sportsmen’s Association – Board of Directors
B - Huron Pointe Sportsmen’s Association – Range Directors

PREAMBLE

“This Safety Plan has been established to ensure the health and safety of those individuals who use or frequent this facility and the community as a whole. It is a plan developed to assure the continuity of a facility through a concerted public relations effort.”

The safety of all shooters, range personnel and spectators requires continuous attention by all to the careful handling of firearms and the use of caution in moving about the range. Self-discipline is necessary on the part of everyone shooting as well as all range personnel and spectators.

The term “Safe Range” is based on the assumption that all shooting takes place in the direction of the target backstop. Those users always keep their firearms **UNLOADED** and the **ACTION OPEN** when arriving or departing the range. That all firearms are always unloaded except when the shooter is in position on the firing line; that users will use only firearms with which they are familiar and will always use the proper ammunition. There are more, but these assumptions are the basis of a good safety plan. However, SAFETY cannot be left to chance! The final step is self-discipline.

Where such self-discipline is lacking it is the duty of the Range Personnel to enforce discipline and the duty of all to assist in such enforcement. Range Safety Officers acting under the authority of the Chief Range Safety Officer shall have the right to examine a shooter’s equipment and ammunition. The responsibility shall be on the shooter to submit questionable equipment for the officer to inspect and approve. No person will refuse to obey the instructions of the Range Safety Officers or any other officer of HPSA in the proper conduct of the affairs of his office.

(Officers are voted in yearly; the personnel may change yearly. The Board recognizes this and these Standard Operating Procedures will stay in effect until the HPSA Board of Directors approves the next revised edition on the odd year. (2015, 2017, 2019, etc...)

Huron Pointe Sportsmen’s Association Board of Directors (see Appendix A)

Huron Pointe Sportsmen’s Association Range Directors (see Appendix B)

SECTION ONE

FIREARM HANDLING RULES

- A. ALWAYS KEEP THE FIREARM POINTED IN A SAFE DIRECTION.**
- B. ALWAYS KEEP YOUR FINGER OFF THE TRIGGER UNTIL READY TO SHOOT, and outside the trigger guard until ready to fire or until the command “Commence Firing!” has been given by the Range Safety Officer.**
- C. ALWAYS KEEP THE ACTION OPEN AND THE FIREARM UNLOADED UNTIL READY TO USE.** On HPSA’s firing range this means the shooters are in position on the firing line and the range has been cleared to commence firing.
- D. KNOW YOUR TARGET AND WHAT IS BEYOND.** When on HPSA’s range this means to be mindful of adjacent areas and act accordingly.
- E. BE SURE THE FIREARM IS SAFE TO OPERATE.**
- F. KNOW HOW TO SAFELY OPERATE THE FIREARM.**
- G. USE ONLY THE CORRECT AMMUNITION FOR YOUR FIREARM.** When at HPSA’s range with more than one firearm you may only uncase and use one at a time. When finished case that firearm and store it and its ammunition before using the next one.
- H. EYE AND EAR PROTECTION IS REQUIRED AT ALL TIMES WHILE ON/INSIDE THE SHOOTING RANGE AREA.**
- I. NEVER USE ALCOHOL OR DRUGS BEFORE OR WHILE SHOOTING.**
- J. STORE FIREARMS SO THEY ARE NOT ACCESSIBLE TO UNAUTHORIZED PERSONS.**

There are federal, state and local statutes, ordinances and/or regulations governing the manner of firearm storage, including some that may make the failure to properly store firearms a criminal offense. Besides these regulatory requirements and/or penal prohibitions, such activities may, pursuant to state or local laws, give a party a cause of action to sue you for injuries or damages caused by a third party that obtained access to one of your firearms. You are strongly advised by HPSA to engage a local attorney licensed to practice law in the State of Michigan to advise you in regards to these matters.
- K. BE ADVISED THAT CERTAIN TYPES OF FIREARMS AND MANY SHOOTING ACTIVITIES REQUIRE ADDITIONAL SAFETY PRECAUTIONS.**

SECTION TWO

GENERAL SHOOTING RANGE RULES

Trap/Skeet and Sporting Clays.

All shooters must first register with the Member in charge of check in, (show membership card if requested) and pay any fees.

Eye and Ear protection is mandatory for all shooters, coaches, spotters, guardians, parents and spectators while within/on a firearms shooting range. (The area inside the fence is considered the shooting range, Sporting Clay shooting range is defined as anywhere on the coarse path.)

Firearms that are out of the case and not being fired or carried should be in range racks.

All shooters are responsible for their firearms and ammunition while on HPSA property. (Huron Pointe Sportsmen's Association Inc. assumes no responsibility for lost or stolen articles.)

No shooter or RSO shall touch the equipment of another without first receiving permission, Exception: for safety reasons or efficient range operation by the Range Safety Officer.

Shooters will fire at clay targets. Targets must be positioned to avoid hitting the trap/skeet house(s) and all clay throwing machines.

Use of any unauthorized target material is strictly prohibited. (i.e....No cans, bottles, metal plates or explosive devices are allowed at any time.)

Effective January 18, 2003 the Range Officer is empowered to restrict range use, pending action from the Board of Directors, of any member found in violation of HPSA Range Rules.

The firing line will be kept clear at all times with the exception of shooters and such range personnel as may be necessary.

Any person who interferes with or annoys any shooter in any way will be warned and upon failure to stop will be ordered to leave the range.

Persons are not allowed forward of the firing line unless the range has been declared safe by the Team Captain, Puller and/or Score Keeper.

All persons shall remain off the firing line with a firearm while anyone is down range

During the Trap/Skeet/Sporting Clays machine(s) loading period no persons may be on the firing line, firearm should be placed in provided gun racks. **Firearms are not to be handled and pointed down range**

Loaded or unloaded, firearm muzzles must be pointed down range or in a safe direction at all times. Never allow the muzzle to point in any direction whereby an accidental discharge would allow projectiles outside of the shooting range area or in the direction of observers.

Fingers will be kept outside the trigger guard and the safety will be in the on position until the shooter(s) are in position and ready to fire.

All shooting is to take place from one firing line. (EXCEPTION: In a Board of Directors approved Trap league, shoot, match or event, which dictates “handicap” multiple firing lines).
NOTE: AT NO TIME ARE SHOOTERS TO BE MORE THAN 2 YARD LINES APART.

Shooting is only allowed from designated shooting locations.

Person in the first shooting position on the firing line and ready to shoot should call “**shooters ready, puller ready, scorer ready.**” Only after all shooters, puller, and scorer are ready should they load their firearm and call for a “bird.”

Firearms are to be loaded and fired in the single shot manner. **EXCEPTION: NO MORE THAN TWO (2) ROUNDS ARE TO BE LOADED AT ANY TIME when shooting Doubles Trap, Skeet or Sporting Clays.**

Anyone can call out a CEASE-FIRE, MISFIRE or MALFUNCTION command if an unsafe condition exists.

At the CEASE-FIRE command **All** shooters will: **stop firing immediately, unload their firearm, stay in position and wait further instruction.**

If a firearm fails to function properly due to mechanical defect, and after inspection it is determined the problem cannot be resolved the shooter must notify an RSO. The RSO will declare it unsafe. NOTE: An attempt must be made to unload. When possible call a gunsmith to clear the unfired round. **No firearm should leave the range with a shell in the chamber!** Case and remove the firearm from the range complex.

Discharging a firearm from an unstable position, (i.e... shooting from the hip or other position (fence)) is prohibited. **EXCEPTION:** The Range Director, CRSO and Board of Directors must approve all other shooting positions for leagues, practice sessions, instructional or competition shoots.

Any ammunition deemed unsafe by the RSO must be boxed and removed from the shooting range immediately.

Loud or abusive language will not be permitted at any time.

Smoking, eating or consumption of beverages is not permitted on the firing line.

Before leaving any range shooters must pick up all debris and shell casings and place them in the proper receptacle.

Violation of any Range Rule or destruction of HPSA property by a member or a guest will result in disciplinary action and possible prosecution of non-members. Members in violation of these rules will be scheduled for an appearance before the Board of Directors for disciplinary action.

Archery Shooting Range(s)

All shooters must first register with the Member in charge of check in, (show membership card if requested) and pay any fees.

All shooters are responsible for their equipment while on HPSA property. (Huron Pointe Sportsmen's Association Inc. assumes no responsibility for lost or stolen articles.)

No shooter or RSO shall touch the equipment of another without first receiving permission, Exception: for safety reasons or efficient range operation by the Range Safety Officer.

Shooters will fire only at designated targets. Use of any unauthorized target material is strictly prohibited.

Shooters will fire only from designated firing lines/stationary stands.

Arrows/Bolts should be carried in a quiver while on the 3D course or in the "archery" pole barn and covered in an approved manner.

Effective June 10, 2009 the Range Officer is empowered to restrict range use, pending action from the Board of Directors, of any member found in violation of HPSA Range Rules.

The firing line will be kept clear at all times with the exception of shooters and such range personnel as may be necessary. Any person who interferes with or annoys any shooter in any way will be warned and upon failure to stop will be ordered to leave the shooting range.

Persons are not allowed forward of the firing line unless the "flight lane" has been declared safe by the Team Captain. "Team captain" shall be person agreed upon or first person to shoot.

All persons shall remain off the firing line (ground or platform) while anyone is down range.

Arrows will not be nocked, crossbow will not be cocked until the shooter is in position and ready to fire.

Arrows/bolts must be pointed downrange or in a safe direction at all times. Never allow the arrow/bolt to point in any direction whereby an accidental flight would allow projectiles outside of the shooting range area or in the direction of observers.

All shooting is to take place from designated marked firing lines or our permanent platforms.

Putting an arrow in flight from an unstable position, (i.e.... shooting from the tree or fence is prohibited.) **EXCEPTION:** The Range Director, CRSO and Board of Directors must approve all other non conventional shooting positions for leagues, practice sessions, instructional or competition shoots.

Anyone can call out a CEASE-FIRE if an unsafe condition exists.

At the CEASE-FIRE command **All** shooters will: **stop firing immediately, stay in position and wait further instruction.**

If a bow or crossbow fails to function properly due to mechanical defect and after inspection it is determined the problem cannot be resolved the shooter must remove the equipment deemed unsafe from the shooting range immediately.

Loud or abusive language will not be permitted at any time.

Smoking, eating or consumption of beverages is not permitted on the firing line.

Before leaving any shooting lane shooters must leave it as they found it and pick up any debris and place them in the proper receptacle.

Violation of any Range Rule or destruction of HPSA property by a member or a guest will result in disciplinary action and possible prosecution of non-members. Members in violation of these rules will be scheduled for an appearance before the Board of Directors for disciplinary action.

SECTION THREE RANGE COMPLEX USAGE RULES AND REGULATIONS

GENERAL

Live fire conducted at Huron Pointe Sportsmen's Association Inc. Range Complex is designed to provide authorized personnel access to a facility where legal, law-abiding citizens can become proficient with privately owned firearms.

RANGE COMPLEX FACILITIES USE

Shooting Range availability is at the discretion of the Range Director, Chief Range Safety Officer and has Board of Director approval. (All Leagues and special shooting events (on all ranges) must be in writing and submitted for approval by the Board of Directors). Live fire shooting is normally limited to the following shooting ranges and equipment.

SHOOTING RANGE GUIDELINES

The Range Director, CRSO, Range Safety Officers and all members are to ensure that all fired projectiles impact in a safe direction for proper placement of the provided target. (It is a violation to allow any shooter to fire at anything but the approved target.)

There must be a HPSA member present at all times during scheduled shoots before any firearm is discharged.

Main HPSA functions, such as Heritage Days, Benefit4Kids, ATA, Sporting Clays Registered Shoots, Archery Leagues and any other event are important to the income of the club. Therefore Ranges will be closed for open shoots when deemed necessary (especially when safety is a concern) by the Range Director, CRSO and Board of Directors.

NOTE: Hunter Education Classes are taught at Huron Pointe in the spring and fall. Two Trap fields, Sporting Clays and Archery 3D course will remain open. At the discretion of the HPSA President, Range Director, CRSO and Hunter Safety Chairperson(s), the Rifle Range will be closed to open fire during the time hands-on instruction takes place.

Huron Pointe encourages Leagues to generate additional income. All leagues must have a written proposal submitted to the Board of Directors for approval. All income must be recorded and reported by the league committee chairperson. Income should be "dropped" on a shoot basis. All income must be accounted for by the end of the league.

The Range Director and CRSO, in conjunction with the Board of Directors, will have to approve all special use of the Ranges for instructional and training purposes.

Range schedules, team assignments and other range announcements will be posted on the bulletin board, listed in the newsletter and on the club website when deemed necessary.

The Club Range Schedule is defined by daylight savings time and is as follows: Spring/Summer (Memorial Day to Labor Day) – Wednesday, Friday, Saturday & Sunday from 10:00 AM to 6:00 PM. Fall/Winter (Labor Day to Memorial Day) – Wednesday, Friday, Saturday & Sunday from 10:00 AM to 4:00 PM. The Club will be closed on major holidays; Easter Sunday, Memorial Day, Christmas, etc. Extreme weather such as electrical storms, high winds and low temperatures also give cause to close the club. RSOs should contact the Shooting Range Director, Club President and CRSO when these conditions exist or are predicted to exist.

TRAP AND SKEET RANGE AUTHORIZED EQUIPMENT

All legal Shotguns (.410, 16, 20, 28 and 12 Gauges), Pistols (i.e.... The Judge shooting .410 gauge shot shells) and Muzzle Loaders (i.e.... Scatter Guns) that shoot lead pellets are allowed. “Sawed off” shotguns are NOT allowed.

Shoot Loads are restricted to 2 ¾ (length) 7 ½, 8 and 9 LEAD SHOT. **NO OTHER LOADS ARE TO BE USED** (i.e.... Steel, Field loads, Slugs, 00 Buck and all 3 inch or larger shells). If found to be shooting banned loads, **YOU WILL BE ASKED TO LEAVE.**

The Range Director, Board of Directors and CRSO must approve other loads and all firearms used for any demonstrations, leagues, practice sessions, instructional or competition shoots.

SPORTING CLAYS RANGE AUTHORIZED EQUIPMENT

All Shotguns (.410, 16, 20, 28 and 12 Gauges), Pistols (i.e.... The Judge shooting .410 gauge shot shells) that shoot lead pellets are allowed.

Shoot Loads are restricted to 2 ¾ (length) 7 ½, 8 and 9 LEAD SHOT. **NO OTHER LOADS ARE TO BE USED** (i.e.... Steel, Field loads, Slugs, 00 Buck and all 3 inch or larger shells). If found to be shooting “band” loads, **YOU WILL BE ASKED TO LEAVE.**

The Range Director, Board of Directors and CRSO must approve “Special shoots” other shooting positions and all equipment and targets used for any demonstrations, leagues, practice sessions, instructional or competition shoots.

3D ARCHERY RANGE AUTHORIZED EQUIPMENT

Traditional (Longbow), Recurve, Compound and Crossbows are allowed to be used on our range.

Arrow tips allowed during practice shooting at our 3D targets: Target, Bullet and Field points.

Arrow flight will be from marked shooting lines/our permanent elevated stands only.

The Range Director, Board of Directors and CRSO must approve “Special Shoots,” other shooting positions and all equipment and targets used for any demonstrations, leagues, practice sessions, instructional or competition shoots.

“ARCHERY BARN”

The Range Director, Board of Directors and CRSO must approve all “Special Events” usage, equipment and targets used for any demonstrations, leagues, and practice sessions, instructional or competition.

RIFLE AND PISTOL RANGE

SEE RIFLE AND PISTOL RANGE S.O.P. for specific information

SECTION FOUR

ADMINISTRATIVE RULES AND REGULATIONS

HOLD HARMLESS, INDEMNIFICATION AGREEMENT FORMS

All shooters, non-shooting coaches, parents/guardians, instructors, etc. inside the fenced range area must fill out a “Hold Harmless” form before access to the range is given. Completed forms should be kept, picked up and stored by the CRSO on a regular basis. (These completed forms will be retained for records for at least five years.)

A Hold Harmless Agreement Card will be issued to the signer as proof of signing and may be used for access to all shooting ranges. When the card has reached the expiration date a new Hold Harmless Agreement must be signed and submitted and a new card will be issued.

A “Hold Harmless” agreement form will be completed, signed and submitted with club dues on or before May 1st by each member. The Membership Secretary will file and keep with his membership records.

AUTHORIZED PERSONNEL, AGE LIMIT REQUIREMENTS

The following persons are allowed use of HPSA’s Rifle, Trap/Skeet, Sporting Clays and Archery ranges:

- Current members of Huron Pointe Sportsmen’s Association Inc. have full use of the range complex. Shooting range(s) are limited to normal “open days and hours” or with prior approval obtained in accordance with this SOP.
- Invited guest: The member assumes all responsibility for the conduct of his/her guest or guests.
- Minors under the age of eighteen (a parent or legal guardian must accompany). The parent or guardian of the minor may be a spectator, must remain on HPSA property and “co-sign” a Hold Harmless Indemnification Agreement Form.

It is recommended that all minors should have taken and graduated from the Michigan DNR or another state’s Hunters Safety/Education Program.

Leashed pets are allowed on the trap/skeet, sporting clays and archery ranges (for training purposes) provided they are not on the firing line, distracting or interfering with the shooters. The owner should be notified of any and all safety infractions and should be asked to remove there pet. **Owners are responsible for cleaning up after their pets.**

CLUB MEMBERS-GUESTS-PUBLIC RESPONSIBILITIES

All shooters must first register with member in charge of check in, fill out a Hold Harmless Agreement or show Hold Harmless Card and pay any fees owed.

Any person(s) inside the area know as “the shooting range(s)” must use eye and ear protection, EXCEPTION: when shooting archery with no firearm discharge in the immediate area.

While inside the club complex all persons must follow any and all safety instructions given by a Range Safety Officers or member.

All shooters will fire only authorized firearms with the proper ammunition and use only the approved targets.

When a CEASE-FIRE is called **All** shooters will: **stop firing immediately, unload their firearm, unnock their bows, stay in position and wait further instruction.**

HOURS OF OPERATION AND SCHEDULING

Based on the club’s established days and hours of operations, all other range requests must be submitted to the Board of Directors, Range Director and CRSO for approval and will be considered based on range availability.

Members desiring to have the range opened must petition the Range Director, CRSO and Board of Directors in order to be placed on the operations schedule.

Information on range availability and scheduling will be on the HPSA calendar and posted on the clubhouse bulletin board, the club web site and in the Newsletter.

ALCOHOLIC BEVERAGES AND DRUGS

Alcoholic beverages are not to be brought onto HPSA property (without proper permits) and requests for all events with “alcohol included” must be submitted in writing and approved by the Board of Directors. The use of or impairment from intoxicating beverages and/or drugs on any Shooting Range before or during live fire is against the law and shall be ample cause for refusal of participation. **Any member can deny access to anyone in violation.**

It is the member’s duty to make this judgment call based on the person’s actions. If necessary the police may be called to remove this person from HPSA’s property. An Accident/Incident report should be filled out and filed per this SOP.

If consuming alcoholic beverages at our club bar you will have your hand stamped and will not be allowed to shoot. **NO EXCEPTIONS! (State Law)**

SECTION FIVE

PERSONNEL RESPONSIBILITIES

The Executive Board of Directors: is responsible for the appointment of the CRSO(s).

The Board of Directors: Approve anyone desiring to become an HPSA NRA Certified Range Safety Officer. Approve all “special” activities

Chief Range Safety Officer (CRSO): Manage the safety and maintenance of the Range facility in accordance with the NRA’s Range guidelines.

Schedule and conduct meetings with RSO at least once a quarter.

Ensure the member in charge of check in and the RSOs have access to emergency communication, the appropriate keys, Hold Harmless Agreements and cards, SOP Binder and first aid kit(s).

Ensure that the RSOs receive range duty schedules that are determined by the “shooting venue” RSO sign up sheet. Schedules should include matches, recreational fire and any special training classes or instructions.

Ensure that each RSO understands and is capable of conducting live fire procedures. (Live fire must be conducted in accordance with this safety plan.)

Ensure that the contact information of all RSOs are provided to the Board of Director, fellow RSOs and all RSO’s names are posted and available to the general membership.

Schedule and conduct any RSO Training as needed using the NRA Range Safety Officer Training Program and program materials.

Update these SOPs as needed (must be presented to and approved by The Board of Directors prior to implementation).

The CRSO, upon proper presentation of evidence may disqualify any shooter for violating any of the Range Rules of HPSA. He may order the expulsion from the range any shooter in violation of these rules or for any conduct considered to be discreditable to HPSA and any club members.

RANGE SAFETY OFFICER OF RECORD:

Range Safety Officer of Record “lead RSO” is a member (RSO) who has taken on the day’s responsibilities to insure this SOP is followed by all persons on club property.

The Range Officer of Record will be directly in charge of HPSA’s Trap/Skeet, Sporting Clays and Archery ranges to enforce all Range and Safety Rules. The Officer of Record has full authority on the firing line(s).

Report for duty one half-hour (1/2) before the first live fire for the day and assist with the range inspections.

Obtain the following: Hold Harmless Agreement forms and cards, first aid kit and any special instructions for the day's activities (for deliver to RSOs or add to CRSO file where applicable)

Ensure all "working" scheduled RSOs check in before going on the range(s).

Make sure that all equipment is functioning properly. Tag "DO NOT USE" on equipment that is deemed inoperable or unsafe according to manufactures specifications or common sense. Inform venue Director of equipment malfunction.

Before live fire, whenever possible, conduct a range safety briefing describing the basic rules and commands that will be used in the course of the day's activities. All live fire will be conducted in accordance with this document.

If the Kubota or Quad runner is used to monitor shooting ranges, make sure they are returned to the pole barn (if no one else is going to use them) and the pole barn is locked

RANGE SAFETY OFFICER (RSO)

As a Huron Pointe Sportsmen's Association Range Safety Officer you are a member of a single team of officers who are committed to the safe operation of our Club's Ranges for the benefit of our fellow members and the public in general. Huron Pointe will not tolerate sub-teams within this group; we will all strive to work together in harmony to accomplish a safe and profitable operation and to support each other in time of need. There will be no exceptions to this concept and any violations will be subject to investigation and action by HPSA Board of Directors.

Becoming an RSO is accomplished by attending an NRA RSO Training class given by a qualified instructor. (Information on dates and times for the required class can be obtained by contacting the CRSO.)

NRA RSO training encompasses all shooting range venues (i.e.: Rifle, Pistol, Shotgun and Archery Safety) after training RSOs are qualified to "run" all HPSA ranges and will be added to the work schedule of their choice.

Check in with the RSO of Record ½ hour before the first round is fired.

Assist with the range inspections.

It is the duty of all Range Safety Officers to familiarize themselves with these SOPs. (Failure of anyone to abide by the procedures outlined in this document can result in immediate eviction, and possible suspension of future shooting privileges.)

SECTION SIX
EMERGENCY CONTACT INFORMATION & ACTION PLAN

EMERGENCY COMMUNICATIONS

In case of emergency call “911” notify the RSO on premises immediately. (The RSO should complete an Accident/Incident Report Form. This form must accompany all injuries that take place on club property. Witness names, addresses and contact info should be collected.)

MEDICAL SUPPORT

CONTACT: 911 for ALL EMERGENCIES

**LENOX FIRE DEPARTMENT:
(586) 749-6677**

**MACOMB COUNTY SHERIFF’S DEPARTMENT
(586) 469-5151**

First-Aid Kit(s): Club House: Trap/Skeet Cabinet, Office, behind bar
Rifle Range in RSO Cabinet
Archery Barn under Counter

Defibrillator: on wall in Club House (between window and Door)

EMERGENCY CLUB CONTACT INFORMATION

Executive Board of Directors

See Appendix A

RANGE DIRECTORS

See Appendix B

IMMEDIATE RESPONSE FOR INJURIES OR AN ILLNESS

1. Call a Cease-fire. Ensure that all firearms are unloaded and clear. Move all shooters to a clear and safe position
2. **NEVER MOVE THE INJURED:** An injured person must only be moved under life threatening circumstances.
3. Evaluate the situation for hazards, **call “911”** if you deem it necessary, protect the injured and provide first aid until relieved by more qualified personnel, i.e., physician or EMS Technicians.
NOTE: Refrain from giving care to a conscious injured person if they object!
It is advisable to receive written permission or witnessed verbal permission from an adult, or the parent/guardian of a minor, prior to administering aid.
If the person is unconscious, **ASSUME IMPLIED PERMISSION!**
4. If you have called the EMS unit to the scene you must immediately dispatch someone to the front gate to guide the emergency vehicle to the injured person’s location.
5. The RSO will secure the scene and be responsible the injured persons firearms and equipment.
6. **CALL 911** and provide them with the following information:
 - Your name and title.
 - Briefly describe what happened and possible hazards for the EMS to expect
 - State the approximate number of people injured or ill.
 - Inform the EMS Technician of the first aid provided.
 - State the present condition of the injured or ill.
 - Specific address and location of incident with explicit directions.

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- Stay on the line until they arrive.
- Give the 911 operator a second (backup) telephone number (in case the call drops) to call back on.
- Send a responsible person to the front gate to provide directions to emergency personnel.
- Assign people to keep driveway clear for emergency vehicles.
- Designate someone to contact the Executive Board of Directors and Range Director (where incident took place).

ADDITIONAL EMERGENCY SITUATIONS.

CHEMICAL BURNS:

If you have no training do not administer first aid, **call 911** and ask if there is a doctor present.

FIREARM INJURY:

If the accident involves a firearm the RSO must notify the Police and the Chief Range Safety Officer while preserving the scene as it appeared at the time of the accident.

LIGHTNING STORM (with or without rain)

If lightning is present **ALL RANGES TO BE CLOSED**, all persons on property should seek shelter in the Club House or Archery Barn.

SEVERE WEATHER WATCH:

No patrons should be far from cover (no one sent out on Sporting Clays or 3D Archery Range)

SEVERE WEATHER WARNING:

All persons on property should seek shelter in the Club House or Archery Barn

TORNADO WATCH (Conditions are Favorable)

All Fields should be closed. All persons on premises should take cover in the Club House or Pole Barn. Close all outside doors and window shutters.

TORNADO WARNINGS (Take Cover)

Close all outside doors and window shutters. All persons on premises should take cover in the Club Office, Men's or Women's rest rooms. If you can not make it inside - seek shelter in a drainage ditch (lowest point).

HELICOPTER MEDICAL EVACUATION (MEDIVAC)

If necessary there are Three (3) suitable MEDIVAC sites available. 1) West side of driveway (between Pavilion and front fence). 2) East side of driveway (between playground and front fence/tree line. 3) the center of the grassy area on Trap/Skeet field 2 (between the skeet houses and tree line). The designated RSO will stop all shotgun activity immediately on **ALL** ranges and guide the MEDIVAC approach and landing if necessary. This will be achieved by lighting a road flare and placing it in the center of the grassy area.

Ask for help in clearing an opening in the field and down the center of our driveway. **Shooting should not resume on any range until after the injured person has safely been evacuated.**

COORDINATION

The RSO of Record (or designated member) will supervise the situation and ensure fulfillment of our emergency procedures by:

- If a medically trained person is not attending to the injured person(s), will provide the EMS with all the treatment rendered information.
- Complete the Accident/Incident Report Form
- Getting the names and addresses of witnesses and taking their statements in writing. Witnesses must sign and date their statements.
- File copies of the injury report form as follows:
 - Deliver copies to:
 1. One copy to the Range Director
 2. One copy to the Chief Range Safety Officer
 3. Two copies to HPSA's President, who will in turn file one copy with the Board of Directors and one with HPSA's Attorney
- Notify the Board of Directors concerning activation of the emergency plan.
- Evaluate Emergency Plan for possible revisions.

ACCIDENT / INCIDENT REPORT

PLEASE PRINT LEGIBLY ON THIS FORM

Name of Party: _____ Date of Injury/Incident: ____ / ____ / ____

Address of Party: _____

City: _____ State: _____ Zip Code: _____

RANGE SAFETY OFFICERS MUST FILL OUT AND SIGN THIS REPORT AFTER IT HAS BEEN COMPLETED!

1) Describe the nature and extent of the injury/incident. (Please be specific as possible.)

2) Describe how the injury/incident occurred: _____

3) Describe First Aid Administered: _____

4) First Aid was Administered by, (Include names and phone numbers): _____

5) Location of Incident and condition of area: _____

6) Was protective equipment in place at time of the injury/incident? (Eye & Ear): Yes ___ No ___

7) Describe the steps taken to preserve the scene where injury occurred (Equipment, photographs, etc.) _____

USE OTHER SIDE OF THIS FORM TO DOCUMENT WITNESS STATEMENTS

WITNESS NAME:

ADDRESS:

PHONE NUMBER:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8) Witness statements: _____

9) Date of Discussion: ____ / ____ / ____

10) Action Taken: _____

11) Resolution: _____

Huron Pointe Sportsmen's Association

HOLD HARMLESS RELEASE AND INDEMNIFICATION AGREEMENT

In consideration of being given the permission and privilege to observe and/or participate in Huron Pointe Sportsmen's Association (H.P.S.A.) activities, I agree to sign and enter into this release and indemnification agreement.

I understand that I may participate in any or all of the following activities:

- Archery and/or Elevated Archery Shooting
- Shotgun Shooting
- Rifle and/or Pistol Shooting
- BB gun, Pellet gun, and Air-rifle Shooting

I am entering this agreement freely, voluntarily, knowingly, and state that:

- I am not dazed, suffering from shock, nor am I under the influence of drugs and/or alcohol.
- I understand that this is a full and complete release indemnification agreement.
- No fraud, coercion, nor deceptions were used in obtaining my signature and agreement to this document.

Participant Agreement:

- I will safely comply with all rules and regulations.
- If I have questions, I will immediately ask the nearest official or instructor.
- If I observe any unusual or unnecessary hazard during my participation, I will immediately notify the nearest official.
- I understand that the observation and/or participation in the outdoor activities will expose me to certain risks inherent in the use of firearms, bows, and related activities. These include but are not limited to personal injury, death, and/or personal property damage.
- I assume full responsibility and accept the risks and dangers inherent in the observation and/or participation in the shooting, sporting, and outdoor activities at H.P.S.A.
- I have no drug, health, or mental problem that could or will interfere with my observation and/or participation in shooting, sporting and outdoor activities.
- I agree that I am responsible for my own safety. However, if I'm rendered unconscious I agree to give my consent to the rendering of aid to me and/or minors under my supervision.

Hold Harmless Release and Indemnification:

- I agree that Huron Pointe Sportsmen's Association, its members, officers, directors, employees, agents, representatives, affiliates, subsidiaries, successors, assignees and all participating groups and persons officially connected with the activities, will not be held liable if I suffer any personal, emotional or bodily injury, nor any death or property damage as a result of ordinary negligence.
- I further agree that in the event that Huron Pointe Sportsmen's Association, its members, officers, directors, employees, agents, representatives, affiliates, subsidiaries, successors, or assignees and any participating groups and persons officially connected with the activities become liable by way of contribution, indemnification, judgment, verdict, award, or otherwise, to any other party as a result of my direct actions, negligence, or injury, I agree to indemnify and hold harmless H.P.S.A. members, officers, directors, employees, agents, representatives, affiliates, subsidiaries, successors, or assignees and all participating groups and persons officially connected with the activities, from any and all claims, demands, actual legal costs or other costs or expenses arising out of said actions, negligence or injury, regardless of the party choosing to bring such claim.

I HAVE READ THE FOREGOING RELEASE AND INDEMNIFICATION AGREEMENT AND BY SIGNING, REPRESENT AND WARRANT THAT I FULLY UNDERSTAND IT. **CAUTION - READ BEFORE SIGNING**

Print Name (Legibly): _____ Date _____ / _____ / _____

Address: _____

City, State & Zip: _____

Signature

Parent/Guardian signature if under eighteen (18) years of age.

Huron Pointe Sportsmen's Association Board of Directors

Executive Board

President
Vice President
Treasurer
Recording Secretary
Financial Secretary
Membership Secretary

In addition to our Executive Board, our Board of Directors include:

6 Directors
2 Trustees
1 Sergeant at Arms
2 Alternate Directors
1 Special Director

Refer to our web site for current board position holders as these positions are filled annually by year-end elections.

Huron Pointe Sportsmen's Association Range Directors

Archery Director	Mike Jennett	586 598-8018
Trap/Skeet Director	Mark Taylor	586 531-7694
Sporting Clays Director	Jimmy Senclair	586 954-3276
Rifle Range Director	Frank Gibson	248 867-0883
Rifle Range Co-Director	Mike Llewellyn	586 565-1403