



**Huron Pointe Sportsmen's Association
Standard Operating Procedures
Rifle Range**

BE SAFE---BE EDUCATED---HAVE FUN
Final

This document adopted on October 19, 2021 supersedes any previously issued copies of Huron Pointe Sportsmen's Association Standard Operating Procedures. Any previously distributed copies must be destroyed.

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Rifle & Pistol Range Standard Operating Procedures (SOP) Draft

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Section 1

Mission Statement and Purpose

1-1 Mission Statement

- To serve and protect our club
- Ensure a safe and an enjoyable shooting experience for our members and guests
- Promote safe shooting sports

1-2 Purpose

This Standard Operating Procedure (SOP) has been established to ensure the safety and health of those individuals who use or frequent the Huron Point Sportsmen's Association Rifle/Pistol Range ("the range") as well as the community. It shall provide a uniform reference point assisting all certified Range Safety Officers (RSO) in making consistent and competent decisions regarding the safe operation of the range.

For the purposes of this document "Club" and "HPSA" refers to the Huron Pointe Sportsmen's Association; "Board" means members of the Board of Directors or Officers of the Club; "Member" means any individual who has been accepted as a sworn member of the Club and who is current in his/her dues; "Non-Member" and "Guest" denote individuals who are not members of the Club; "Youth" refers to any individual under the age of 18.

This SOP shall be reviewed for updates/amendments by a designated committee of RSOs as required. Contents of this SOP shall be approved by the Range Director and the Board of Directors.

Section 2

General Information/Guidelines

2-1 Personnel

Senior Range Personnel shall consist of a Range Director and Co-Range Director who shall be chosen by simple majority vote among RSOs annually in December of the preceding year for which they serve.

Each RSO will be organized into teams each with a designated Team Leader, consisting of NRA certified RSOs. A current roster of RSOs and contact information is maintained on the RSO secure page of the Club website, as well as at the range.

Chief RSO

A Chief RSO (CRSO) is an NRA certified Chief Range Safety Officer. They are people who possess the knowledge, skills, and attitude essential to organizing, conducting, and supervising safe shooting activities and range operations. A CRSO will educate, train, and certify NRA Range Safety Officers and shall serve as the primary RSO training officer and National Rifle Association (NRA) liaison for all RSOs.

Range Director

Range Director shall be a NRA certified RSO responsible for the overall activities, personnel, operations and condition of the range. The Range Director shall report to the Board.

Co-Range Director

Co-Range Director shall serve as Range Director in the event the Range Director is unavailable or unable to fulfill his/her duties. The Co-Range Director may lead certain projects and events involving range activities/improvements. The Co-Range Director shall report to the Range Director, or to the Board in the event of the Range Director's absence.

RSO

Range Safety Officers (RSO) shall be responsible for providing an orderly and safe environment for all shooting activities occurring at the rifle range in accordance to the regulations set forth by this SOP. RSOs are ambassadors for our club and shall conduct themselves in a professional and courteous manner toward all who visit the range. RSOs shall be volunteer club members, chosen by and serving at the discretion of the Range Director.

RSOs shall successfully complete the NRA RSO training curriculum and be certified by the CRSO, as well as demonstrate competence, initiative, and awareness while on duty. Upon successful completion of the RSO class, it shall be the responsibility of the RSO to pay for the NRA certification payment and maintain his/her current status as a RSO and certification dues payments.

RSO Attendance

Attendance to scheduled RSO work days is critical to both range safety and efficient range operations. It is understood that the RSO position is voluntary and certain work days may interfere with personal obligations. Should this occur, it shall be the responsibility of the scheduled RSO to find a suitable replacement to work his/her shift or contact the Team Leader to make alternate arrangements.

Excessive missed shifts or unexcused absences from working scheduled shifts may result in dismissal from the RSO roster.

RSO Status

- **Active RSO**—Active RSOs are assigned to a team and actively work their rotation, maintain current NRA RSO certification and are provided a range key. They shall pay the RSO admission rate.
- **Reserve RSO**—Reserve RSOs are not assigned to a team, yet maintain current NRA RSO certification. They shall not run the range and shall not be issued a range key, but may assist active RSOs with range operations. They shall pay the RSO admission rate.
- **Retired RSO**—Retired RSOs are no longer assigned to a team nor serve as a reserve RSO, so NRA RSO certification is not required. They shall pay the RSO admission rate.

- **Inactive RSO**—Inactive RSOs have been dismissed from the RSO roster and shall pay the appropriate member/non-member admission rate.
- **Suspended or Banned**—Individuals listed on the roster as suspended or banned are not permitted to use the range.
- **Trainees** - These are potential RSOs who have been assigned to a Range team in advance of their RSO class. These individuals will assist on duty RSOs at their team's regular workday.

Team Leaders

Each RSO team shall have a Team Leader, appointed by the Range Director. Team Leaders shall be responsible for disseminating any critical information given by Senior Range Personnel or the Board to their teams. Team Leaders shall also report any issues or problems to the Range Director regarding their teams or personnel.

2-2 Range Description

- The HPSA rifle range consists of a fully covered, south facing firing line and 23 firing points, or “stations”, in addition to an uncovered shotgun patterning lane on the far eastern edge of the firing line.
- A chain link fence runs along the northern edge of the range footprint. The eastern, western and southern borders of the range footprint consist of earthen berms. The entire area of this range footprint shall be referred to in this document as “range premises”. The range premises are monitored through the use of closed-circuit cameras.
- The firing line shall be designated by a painted red line running the width of the range. A safety line exists behind the firing line, designated by a yellow line running the width of the range.
- Colored lights above the firing line indicate range status. Red lights mean the range is “hot” and that live fire is underway. Yellow lights mean the range is “cold” and under a cease-fire condition. Range status lights are always changed in conjunction with verbal range commands from the RSO controlling the firing line.
- Stations 1 to 18 are designated as “seated-only” positions and can accommodate variable target distances out to 100 yards. Wooden baffles are situated at approximately 12, 25, and 50 yards. Rifles, pistols and slug shotguns may be used at these stations.

- Stations 19 to 23 are designated as “standing-only” positions from behind a 4' tall wall and accommodate variable target distances to approximately 14.5 yards. An earth and wood structure (pistol house) at this distance serves as a backstop. Reactive (steel) targets provided by the club may be hung from chain on station 23. Pistols and carbines chambered in pistol calibers only may be used at these stations.
- The shotgun patterning lane consists of an aluminum frame target stand which can accommodate larger paper targets used for assessing shot patterns. Lead birdshot is the only permissible ammunition for use at this station. Buckshot and steel shot of any type is expressly prohibited.

2-3 Range Rules

The rules listed in this section are not all-inclusive. More information may be found in the following sections. Exceptions to these rules may be granted by the Range Director with consent of the Board of Directors.

RSOs are expected to be firm and consistent yet polite when enforcing rules. Their commands and decisions are absolute. Most rule infractions will be addressed efficiently by the RSO asking the individual to correct the offending behavior. Repeated failure to adhere to rules, severe safety/rule violations, or blatant disregard to RSO commands will result in ejection from the range by the RSO Team Leader or banishment by Senior Range Personnel.

The following page shows the range rules as posted at the range entrance gate, along the firing line and on the club website. The italicized rules indicate the rules which only appear on the website:

Huron Pointe Sportsmen's Association Rifle and Pistol Shooting Range Rules

Huron Pointe is a membership club. However, if space exists, non-members may utilize our range as a guest after paying the appropriate non-member fee of \$xx (\$x for youths) and consenting to our Hold Harmless Agreement.

Our staff consists of firearms enthusiasts who are volunteers. Safety is our paramount concern. The Range Safety Officers (RSOs) are in complete charge of this shooting activity. Any decisions of the RSO Team Leader will be final.

Since safety is our primary concern, we require all shooters to comply with the following rules. Non-compliance will be corrected by our staff. If you fail to cooperate we will ask you to leave. There is no substitute for safety.

1. You must have eye and ear protection on before entering the range. Prescription eyewear fulfills the eye protection requirement.
2. All firearms will be cased and uncased at the shooting bench only. This includes holstered and concealed firearms. One firearm may be on the bench at a time.
3. All firing from benches 1 thru 18 must be from the seated position. This includes pistols.
4. All fire must be directed so as to impact the dirt backstop. Only paper targets and Huron Pointe supplied metal targets and target frames may be used. No shot will be allowed on the shooting lanes. We have a shotgun patterning lane to the left of the pistol lanes.
5. You may fully load your magazines/clips, but there must be a minimum of two seconds between shots.
6. All fire must be aimed. Firing from the hip or "quick-draw" is prohibited.
7. There are lights mounted on the ceiling. The yellow light indicates the range is "cold". While cold, all shooters must remain behind the yellow safety line unless cleared to go downrange to check targets. Do not go near any benches. If you need to cross the line for any reason, ask permission from an RSO. The red light indicates a "hot" status. When the range is hot, you may approach the bench and fire in a safe manner. Do not cross the red line.
8. Safety cease fires: In the event of an emergency situation, anyone may call for a cease fire. Upon hearing the call for a cease fire, immediately stop firing, place the firearm on safe, put it down and step behind the yellow safety line. Await further instruction.
9. Routine cease fires: RSOs will periodically call for a target cease fire. When called, unload your firearm, remove all magazines/clips, lock the action to the rear or block the chamber with an appropriate device and step behind the safety line. Await the next instruction. Note: a muzzleloader or other black-powder firearm is considered safe if all nipples are without a percussion cap.
10. No smoking in front of the yellow safety line or within 25 feet of an open powder container.
11. Report any firearm malfunctions to an RSO. We will assist you if required. The RSO Team may require the firearm to be removed from the range.
12. *Please help us in disposing of unwanted brass in the brass buckets provided. Steel cases, shotgun shells and other trash go in the trash cans.*

We reserve the right to be more restrictive with any group or individual as the situation requires. In all cases, the decision of the RSO Team Leader is final. Safety is first, fun is second. Always.

Be safe! Have Fun! Enhance your skill!

Special Black Powder Rules

All applicable General Range Rules apply to Black Powder/Pyrodex in addition to the following specific rules:

- No smoking within 25 feet of a black powder firearm in use.
- Proper powder measures are to be used at all times.
- All powder containers must be kept closed and properly stored.
- Black powder firearms shall not be capped until the shooter has taken the proper position on the firing line.
- In the event of a misfire, the shooter shall call “Misfire!”, remain in control of the firearm and keep it pointed downrange for two minutes. After the two minutes has elapsed, the shooter may uncap or de-prime the firearm and perform corrective action or seek qualified assistance.
- Shooters shall use extreme caution and shall inform RSOs and adjacent shooters should it be necessary for “breaching” of the firearm or “pulling” the ball of bullet, and shall be done in such a manner to not cause danger to persons or property. A CO₂ ball discharger is considered the safest method and is recommended for ball removal.
- Shooters with flintlocks and vented caps shall exercise caution being mindful of the safety of adjacent shooters and RSOs. Flash guards are recommended.
- Powder charges shall be loaded as to not exceed the safe limits of the firearm. RSOs reserve the right to limit powder charges.
- Blowing down the barrel of a muzzleloader is strictly forbidden.

Section 3

Security, Safety & Emergency Response Procedures

3-1 Range Safety Overview

It shall be the responsibility of the working RSO team to ensure the maximum level of safety and security for all who occupy the range. The Range Director shall provide RSOs with opportunities for ongoing training on how to properly respond to, control, and manage certain emergency situations at the range.

RSO duty requires a high degree of attention and situational awareness. RSOs shall gauge their own individual physical and mental readiness prior to working at the range. If an RSO is unfit or unwell and cannot work a scheduled shift, they shall contact their Team Leader or find a replacement RSO.

3-2 Hold Harmless Agreement

All individuals must have a Hold Harmless Agreement on file. This will be confirmed at the Front Desk during the payment process. The Hold Harmless Agreement releases the club from any liability the individual may claim in the event of injury/damages to their person or property while on range premises. These agreements contain personally identifiable information and must always be secured both in their physical and electronic formats. (Refer to *Appendix-Forms-Hold Harmless Agreement*)

The Hold Harmless Agreement releases the club from any liability the individual may claim in the event of injury/damages to their person or property while on range premises. All individuals entering the range must have a signed Hold Harmless Agreement on file and display the corresponding card to a RSO upon request, regardless of whether they choose to participate in shooting activities or not. Youth must have their Hold Harmless Agreement signed by a parent or guardian and must be accompanied by a responsible adult while on range premises.

3-3 Incident Report Form

RSOs shall maintain a binder containing Incident Report forms which shall be used to completely and uniformly document any unusual or emergency situations. (Refer to *Appendix-Forms-Incident Report Form*)

3-4 FiRECoP—First Responder Emergency Contact Protocol

In the event of an emergency for which law enforcement, firefighters or EMT must provide a priority response, it is imperative that the RSO team gains control of the range, has a clear plan of action and prepares properly for their arrival. This ensures that the responding personnel are not entering a chaotic, unknown scenario and can attend to the emergency in the quickest and most efficient way possible.

To achieve a uniform RSO response to a wide array of these emergencies, the First Responder Emergency Contact Protocol, or FiRECoP, shall be initiated. FiRECoP is printed on the following page and will be referenced throughout the remainder of this section.

First Responder Emergency Contact Protocol (FiRECoP)

- Call for an emergency cease fire—all shooters must immediately stop firing, remain in position and await RSO commands.
- **Evaluate the situation.** One RSO must call 911. Provide dispatch with club address (posted above the firing line), your name and contact information, the nature of the emergency and description of any injuries. Club address is:

**35800 28 Mile Road
Lenox MI 48048**

This RSO or a designee must open the driveway gate to the range premises and go to the club main gate at 28 Mile Road, providing the first responders with directions to the range when they arrive. The driveway from 28 Mile Road to the range gate must remain clear.

- At least one RSO must attend to any injured and administer any appropriate first aid. If any medical professionals or first responders are present among the members or guests, ask them for assistance.

- Provide first responders with information of aid rendered to the injured.
- Remaining RSOs shall immediately **gain control of the firing line and range premises**--command any aggressive or belligerent individual to leave club grounds immediately (at least 2 RSOs). Members and guests shall be escorted outside the covered area of the firing line to the northeast corner of the range premises or any safe area away from the emergency, responding personnel and firing line. All firearms, ammunition and belongings on the firing line shall be left on the benches.
 - RSOs shall ask members and guests present to provide witness statements.
 - A RSO shall complete an incident report form and notify Senior Range Personnel and Club President. The person filling out the Incident Report may do this via phone call, email, or text. It is expected that this notification will occur after the completion of the Incident Report.
 - If the emergency is an injury resulting from a gunshot, the RSOs shall notify police and special attention shall be made to preserve the scene as it appeared during the incident.
 - Once first responders have cleared the scene and the RSOs have declared the range secure, members and guests may retrieve their belongings.

3-5 Range Security

The RSO team on duty shall be responsible for maintaining order and range security. The following guidelines shall be followed in the event of a threat or security incident:

Threat Response Guidelines

- **Telephone/Written**
 - In the event of a telephone or written threat against the club, range, RSOs, members or guests, notify police immediately. Senior Range Personnel and Club President shall also be notified and shall provide further instructions. Carefully preserve any physical evidence of the threat (voicemail, e-mail, written note, etc., time/date of call).

Careful attention should be exercised in the event of a telephone threat to obtain a description of the caller's voice, speech patterns and any identifiable background noise.

- **Verbal**

- In the event an RSO, member, or guest is the target of a verbal assault, or if two or more individuals are verbally belligerent toward one another, an attempt should be made by the RSO team (recommended two RSOs) to escort the aggressive or belligerent individual from the range premises, de-escalate the conflict through calm, rational conversation and ask the aggressive or belligerent individual to leave voluntarily. Should de-escalation procedures prove unsuccessful or if the assailants/belligerents refuse to leave, notify Macomb County Sheriff dispatch or initiate FiRECoP, if necessary.

- **Physical/Non-lethal**

- In the event a RSO, member, or guest is the target of a physical, non-lethal assault, or if two or more guests become physically belligerent toward one another, RSOs shall initiate FiRECoP. **All efforts must be made by the RSOs to avoid any physical altercation with the aggressive or belligerent individual. Remember to never turn your back on those involved.**

- **Lethal**

- RSOs may open carry a holstered sidearm to deter and respond to any **immediate lethal threats** at the range. Due to the dynamic nature of an active shooter situation/immediate lethal threat, RSOs must react quickly and decisively. RSOs must instruct range occupants to immediately seek any available cover/concealment or evacuate to the nearest safe area. FiRECoP shall be initiated when the situation permits or when the area is clear of the lethal threat.
- Do not turn your back to the individual(s) involved as a safety precaution and as a witness.
- **Use of any firearm in self-defense must be pursuant to the Michigan Act 309 of 2006 (Self-Defense Act).**

3-6 First Aid/Injury Procedures

- Initiate FiRECoP, if necessary.
- An injured individual shall be moved only under life threatening circumstances.
- The responding RSO shall inform the injured of aid that is immediately available as well as the RSO's level of training (first aid, CPR, etc.). RSOs shall not render aid beyond their capabilities/training and must call for help.
- Written or verbal consent must be given by the injured (or parent/guardian if injured is a minor) prior to the RSO rendering aid. If the injured is unconscious, implied consent is assumed.
- RSOs shall not administer any medications under any circumstances.
- Chemical burn treatment requires specialized training. RSOs without this training must call 911. Do not provide first aid.
- Document any occurrence in the Incident Report. Ensure also that we have collected name, address, and phone number of any witnesses.
- In the event of any incident, an Incident Report must be filled out. In addition, Senior Range Personnel and the Club President must be notified. The person filling out the Incident Report may do this via phone call, email, or text. It is expected that this notification will occur after the completion of the Incident Report.

3-7 Range Safety Precautions

The range shall maintain a fully stocked trauma and first aid kit.

An AED is located just inside the southwest entrance to the clubhouse.

Fire extinguishers are located along the interior back wall of the range.

3-8 Prohibited Activities

- No shooting activities shall be permitted without RSO supervision.
- Shooters shall not enter the range with an uncased firearm (holstered and concealed firearms are considered cased—caution must be exercised when accessing them at the firing line). All firearms must be cased until at the firing line stations.
- Thursdays are “quiet days” at HPSA. Shooting of firearms anywhere

on club grounds on Thursdays is prohibited.

- No alcohol shall be permitted on the range premises. Anyone on the range premises appearing under the influence of alcohol or narcotics (or prescription/over-the-counter medications which cause impairment) shall be escorted off the property by a RSO and law enforcement is to be notified.
- Handling of firearms is not permitted away from the firing line stations or during any cease fire periods.
- No shooter shall have more than one uncased firearm at a station.
- All guns at the range must have some type of aiming mechanism (scope, iron sights, etc.)
- Fully automatic and rapid fire is prohibited. A shooter must wait at least 2 seconds between shots.
- No devices designed for simulated automatic, delayed or remote firing are permitted. Special devices used to aid disabled shooters may be used at the discretion of the RSO, provided the device allows for safe and controlled fire.
- Quick-draw, drawing and shooting from a holstered firearm, and shooting from the hip is not permitted.
- No night shooting permitted. If the 100-yard line is not visible, it shall be deemed too dark to shoot.
- Reactive targets (non-approved steel targets and explosive targets) are prohibited other than the steel pistol targets provided by the club. Other “non-standard” targets (glass, food, pressurized canisters, etc.) are also forbidden. Only approved paper/cardboard targets shall be permitted and shall only hang on HPSA approved target frames.
- Firing upon any game animal/wildlife downrange is prohibited.*
- Ammunition classified as armor piercing or a destructive device is prohibited.†
- Incendiary/tracer ammunition is prohibited.†
- All steel shot and buckshot is prohibited.†

- Ammunition shall be limited to calibers lower in power than that of cal. .50 BMG on the 100-yard stations. Note that .50 BMG is not permitted. Pistol only stations shall be limited to pistol calibers (.45 is maximum). The shotgun patterning lane shall be limited to lead birdshot only.†
- Pistols using rifle cartridges (FN Five-Seven, Kel Tec PLR-16, AR and AK pattern pistols, etc.) are not permitted at the pistol lanes.
- Pistols loaded with shot (Taurus Judge and S&W Governor, etc.) are not permitted anywhere on the range.
- Intentional damage or destruction to HPSA property is prohibited.
- Shooting at the ground is prohibited.
- Firearms in an unsafe condition or in a malfunctioning state shall not be used. RSOs may use discretion to determine the condition of the firearm.
- Smoking is prohibited forward of the yellow safety line or within 25 feet of an open black powder container.
- Pets are not allowed on the range premises.

3-9 Emergency Weather Procedures

In the event of severe weather (ice, snow, extreme cold, etc.), the Range Director shall begin monitoring forecasts and weather conditions at least 48 hours prior to a scheduled RSO shift.

- A determination on a range closure shall be made by the Range Director by 20:00 the evening prior to the scheduled RSO shift.
- The Range Director shall contact the scheduled Team Leader with their determination and the Team Leader shall inform his/her team via phone, email, or text.

If there are no shooters present while the range is open and weather conditions are likely to cause RSOs discomfort, the Team Leader may decide to allow RSOs to wait inside the clubhouse or close the range. The RSOs must lock up range assets and gate, and display a sign outside of the range gate instructing shooters to report to the clubhouse.

In the event of sudden severe weather (hail, lightning, tornado, etc.), it shall be the determination of the Team Leader to temporarily suspend range operations and initiate an evacuation to the nearest safe area/shelter if needed and Senior Range Personnel shall be notified.

The Team Lead shall notify Senior Range Personnel or Club President in the event that the range will not be opened during scheduled open range times.

Section 4

Opening Procedures

4-1 Range Access

Each RSO on the active roster shall be issued a numbered key which unlocks the gate to the range premises and all locked cabinets within. This key shall not be used by any individual other than the RSO to whom it is issued.

The first RSO to arrive at the range should exercise vigilance, caution and awareness of surroundings. If anything appears to be suspicious, do not approach the range premises, move to a safe area and wait for a second RSO to arrive. Call 911 if danger is imminent.

The range premises shall not be accessible to non-RSOs until at least two RSOs are present on scheduled range days. If only two RSOs are present on scheduled range days, then a maximum of 8 individuals are allowed to be shooting at any given time. This restriction is lifted if 3 or more RSO are present and supervising the range.

On non-scheduled days when the range is opened for a private shooting session, at least two adults shall be present, one of whom shall be an active duty HPSA RSO. In the event that an RSO would like to open the range for private usage on non-scheduled days, then they either have to be accompanied by another person of at least 14 years of age or they must notify the person at the front desk. The specific dates and times for this are included in Section 5.6 under Private Range Access.

Unauthorized access to the range may result in trespassing charges or disciplinary action levied by the Board.

Labeled circuit breakers on the north wall of the firing line structure should be turned ON. Do not turn off breaker switches to the refrigerator and video surveillance system.

4-2 Physical Range Inspection

RSOs shall do a physical inspection of the entire range premises prior to opening. The inspection may include the following:

- Inspecting the firing line and safety area for slip/trip/fall hazards, wall/bench/roof conditions, lights, and range supplies. Place trash cans and brass collection buckets throughout the safety area.
- Inspecting downrange areas for ricochet hazards, baffle conditions, and bullet impact area integrity. Any hazards which may cause projectiles to exit range premises or ricochet shall be remedied by fixing immediately or by closing the affected firing line stations using caution tape. Note any needed repairs or supplies on the Daily Range Report. A downrange inspection prior to opening for a scheduled range day is not recommended until two RSOs are present.

4-3 Flag

The flagpole located north of the range premises in the range parking lot shall conspicuously display a red flag with the HPSA logo whenever the range is open for live fire activities. The flag shall be stowed in the gang box when not in use.

4-4 Daily Range Report

RSOs shall complete a Daily Range Report for each day the range is used for shooting activities. The Daily Range Report binder shall be stowed in the gang box when not in use (Refer to *Appendix-Forms-Daily Range Report*).

4-5 Hold Harmless Agreement

Individuals entering the range must have a signed Hold Harmless Agreement on file and display the corresponding card (HH card) to a RSO upon request, regardless of whether they participate in shooting activities or not. The Front Desk is responsible for obtaining signoff on the Hold Harmless agreement for Individuals that will be present in the Rifle Range. (Refer to *Appendix-Forms-Hold Harmless Agreement*).

4-6 Registration Procedures

Individuals that will be visiting the Rifle Range need to register at the Front Desk. Registration includes all Individuals signing a Holds Harmless agreement. If they are shooting, they also must pay the appropriate range usage fee at the Front Desk. For shooters, a receipt will be given to the on duty RSO team at the Rifle Range. The on duty RSO team will update the daily report by maintaining the log of shooters during that session.

4-7 PA System/Microphone

The range is equipped with a PA system and wireless microphone that may be used by the RSO controlling the firing line to facilitate issuing range commands. It is located inside a white cabinet next to the refrigerator.

Section 5 Range Operations

Most of this section is concerned with the operation procedures of the rifle range while it is open on a scheduled day. A small portion addresses operation of the range for private range sessions by active RSOs during non-scheduled days.

The range is open to all members and their guests. Unaccompanied non-members may use the range during scheduled open shooting days, provided space is available.

5-1 General Information

Safety Hi-Vis Clothing

All working RSOs shall wear an item of safety hi-vis-clothing (hat, shirt, vest, jacket) while the range is open for ease of recognition by other RSOs and range occupants (must be visible across the length of firing line and out to 100 yard line). Any working RSO earnestly engaged in assisting shooters, participating in shooting activities or stepping away from their assigned duties must inform the firing line control RSO.

10:00

Absolutely no shooting activities shall occur prior to 10:00 without board approval. The rifle range shall open on a cold range (yellow light). As shooters may arrive prior to this time, they may place their belongings behind the yellow safety line and shall not approach the firing line benches. They may set their targets and choose their firing point as directed by the RSO.

Range Admission & Merchandise Pricing will include pricing for the following and will be published at the range and administered by the Front Desk:

- Non-members
- Active duty military/non-member
- Member
- Youth
- RSO

- Targets
- Earplugs

Range Fees are set by the Range Director and must be approved by the Board of Directors.

Spent Casings

Shooters may collect and keep their spent casings only. Unwanted brass casings may be placed in the provided buckets to be recycled.

Steel/aluminum casings shall be discarded in the trash. Screens may be placed at stations where the firearm being used has a strong ejection pattern, minimizing disruption to shooters at adjacent stations. Shooters may be asked to clean up their stations and surrounding area of spent casings as to prevent slip/trip/fall hazards.

5-2 Personnel Requirements & Duties

At least two RSOs are required to operate the range during a scheduled day and may be required to combine the responsibilities covered in this section. Double teams may be required for high-volume seasons and some special events. The RSO team shall spread out along the width of the firing line behind the shooters as to provide RSOs maximum supervision of range activities.

Two additional duties of the RSO team include the following:

- **Desk Duty**

This RSO is located near the range main entrance and responsible for greeting shooters as they enter the range premises, ensuring they are wearing proper ear and eye protection. He/she shall collect range fee receipts and log on the Daily Range Report. He/she shall verify shooters have read the range rules and answer any initial questions.

- **Firing Line Control**

This RSO is located at the western edge of the firing line and controls the colored lights, leading the call for cease fire periodically to allow for shooters to go downrange and change or check targets. He/she shall lead general range activity, maintaining full view of the entire firing line at all times. This station must not be left unattended and a clear transfer must be made to a replacing RSO if the primary RSO assigned to this duty is to be relieved.

5-3 Target Changes

All firearms must be cleared of ammunition and actions opened during target changes. Actions cleared and open means the RSO has verified the following:

- Detachable magazines, clips, or cylinders removed.
- Bolt-action and semiautomatic firearm bolts or slides must be locked to the rear with chambers empty, have a visible chamber flag inserted or have a device inserted which disallows the bolt from going into battery if the bolt or slide cannot lock.
- Breech loading firearms must have breeches left open and empty.
- Black powder firearms shall be considered open and clear if percussion caps have been removed from the nipples.
- Revolvers with craned cylinders must be left open and empty.
- Revolvers with loading gates must show the gate open and have each charging hole inspected by a RSO.

Only working RSOs may be permitted in the firing line area during target changes. A shooter may request to collect spent casings forward of the firing line under the direct supervision of a RSO and only after the firing line control RSO has been notified.

Pistol House Coverage

The pistol house obstructs view of certain areas downrange. During target changes, a RSO shall stand in view of the area behind the pistol house to ensure this area is clear.

Target Alignment

Targets shall be aligned with the firing points as to contain projectile impacts to the range backstop and minimize damage to baffles, uprights or other permanent structures. RSOs assisting with alignment must stand out from under the range roof and forward of the firing point so the person setting the target sees them clearly.

Target Change Range Commands

The following is a table of standardized range commands RSOs may use prior to target change:

Firing Line Control	RSO Response
<i>Cease fire, cease fire, cease fire!</i> <i>Unload all firearms and ensure all actions are open and clear. Take all items needed during the target change from the firing station/bench with you and stand behind the yellow safety line.</i> <i>RSOs, is the firing line clear?</i>	<i>Standby—line is not clear!</i> Or <i>Clear on the (left, center, right)!</i>
<i>The line is clear, the range is safe!</i> (Yellow light engaged) DO NOT approach the firing line benches or handle any firearms at this time! You may now go downrange to change or check your targets.	

Upon the end of a target change:

Firing Line Control	RSO Response
<i>RSOs, is downrange clear?!</i>	<i>Standby--Downrange is not clear!</i> Or

	<i>Downrange clear on the (left, center, right, behind pistol house)!</i>
<i>Downrange is clear! Eye and ear protection on! (Red light engaged) You may now approach the firing line and commence firing.</i>	

5-4 Cease fire

The command “*Cease fire!*” may be called at **any** time by **any** range occupant if warranted by an emergency or unsafe condition. RSOs shall immediately respond to the cease fire situation and react accordingly.

All shooters must **immediately** comply with the cease fire command—stop firing, set their firearm down on the benches, remain in their current position and follow all RSO commands.

RSOs shall call for immediate cease fire in the event they witness an act which threatens the safety of any individual. Other causes of non-routine cease fires include:

- People or animals downrange
- Shooter pointing firearm in unsafe direction
- Person crossing the red firing line while range is hot
- Firearm stoppage or malfunction
- Medical emergency or mishap

5-5 Hangfires, Malfunctions and Unsafe Firearms/Ammunition

The RSO shall reserve the right to inspect any firearm or ammunition used by shooters. If it is determined that use of any firearm/ammunition poses a danger to range occupants, range facilities, or the community at large, the RSO shall have full authority to declare the firearm/ammunition as unsafe and disallow its use on the range.

Shooters shall notify a RSO of any hangfires or other firearm/ammunition malfunctions. It is the responsibility of the shooter to safely clear malfunctions. A RSO may assist and shall determine the condition of the

firearm once the malfunction is cleared.

- **Hangfires**

- If a hangfire occurs, the shooter must maintain control of the firearm while keeping it pointed downrange for a period of 30 seconds (2 minutes if black powder). If the cartridge or load fails to properly discharge during this time, the shooter may safely unload the firearm and take corrective action.

- **Firearm/Ammunition Malfunction**

- Corrective action must be taken to address and rectify any firearm or ammunition malfunctions immediately. Special attention must be given to malfunctions involving live cartridges or loads which are stuck in the firearm chamber. These firearms shall be carefully cased, removed from the range and the shooter must have the firearm inspected by a gunsmith.

5-6 Private Range Access

Active duty RSOs may open the range on any non-scheduled range day for personal use (except Thursday) between 10:00 and dusk. Two people shall be present, one of whom shall be an active duty HPSA RSO. If two people are shooting (one being an active duty HPSA RSO), the other person must be at least 14 years of age if both are using the range. If the RSO would like to have more than one individual shooting, then they may not shoot but instead must supervise the range. A maximum of 4 shooters are allowed per RSO. This restriction is lifted if 3 or more RSO are present and supervising the range.

If shooting alone, the other person has to be an attendant in the clubhouse. Shooting alone in this manner is only available on Wednesdays and Fridays. The RSO must notify the clubhouse attendant that they will be shooting alone at the range. The RSO must also notify the clubhouse attendant when they are done with shooting activities at the range. In the event that the clubhouse attendant is leaving, the clubhouse attendant must notify the RSO

that they are leaving the club. In this case, the RSO must immediately conclude shooting activities and close the range. All operating procedures and range rules shall be observed during these range sessions.

A Daily Range Report must be completed by the on duty RSO.

5-7 Special Events

The range may be opened for special events, including league shooting matches and the live-fire portion of Club sanctioned Michigan Concealed Pistol License courses. An active duty RSO must be present to supervise and all operating procedures and range rules shall be observed during these special events.

Section 6

Closing Procedures

6-1 Administrative Closing Procedures

Prior to closing, a RSO shall be responsible for completing the daily log and disposing of all receipts collected that day.

6-2 Final Cease-fire

- Firing line control RSO shall issue a cease-fire command while leaving the range in hot status.
- Instructions shall be given to shooters to pack up their belongings, clean their area, clear the firing line and wait behind the safety line.
- After the firing line is cleared by RSOs, the firing line control RSO shall issue a cold range announcement and declare the range safe for shooters to retrieve their targets
- Return staplers, spotting scopes, safety vests, range flag and any other tools, equipment and range property to the gang box.
- Sweep firing line, empty trash cans and lay sand bags in single layer on the benches. Return all target stands and bases to their racks.
- Consolidate brass casings and secure in locked toolbox located inside northern fence of range premises.
- Note any damage to range property in the daily log.

6-4 Secure assets

- Perform visual check to ensure everyone has vacated the range premises.
- Turn off microphone, receiver and amp. Place batteries on charger, if needed.
- Lock gang box, P/A system cabinet, refrigerator and desk.
- Turn off designated circuit breakers.
- Lock the range gate upon exiting range premises.

Section 7 Appendix

Huron Pointe Sportsmen's Association

3187 - 3378

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.

Rev.4/12

ACCIDENT / INCIDENT REPORT

PLEASE PRINT LEGIBLY ON THIS FORM

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

Address of Party: _____ Time of Injury/Incident _____

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:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1) Witness statements: _____

2) Date of Discussion: ____ / ____ / ____

3) Action Taken: _____

4) Resolution: _____

HURON POINTE SPORTSMEN'S ASSOCIATION RIFLE/PISTOL RANGE DAILY REPORT

Day:	Date:
Opening Time:	Closing Time:
Weather Conditions / Temp:	Crew of Record:

Crew/Subs	1.	2.	3.
	4.	5.	6.
	7.	8.	9.
Absent:			
Excused			

Denominations	Quantities
20s	
10s	
5s	
1s	
Startup Funds	\$

Denominations	Quantities
20s	
10s	
5s	
1s	
Left in Envelope	\$

Number of Shooters	Members:	
	RSOs:	
	Non-members:	
	Active-Duty Military:	
	Youths:	
Fees Collected	Targets:	\$
	Environmental Fees:	\$
	Shooters:	\$
	Other Income:	\$
	Total Deposit:	\$

— Gift Certificates Redeemed —										
Certificate Number:										
Notes:										