

# SHOOTING RANGE STANDARD OPERATING PROCEDURE

Twin Cities Rod and Gun Club  
1125 Market St. Yuba City, CA 95992  
68 Second St. Yuba City, CA 95991  
Twincitiesgunclub.com

**Our mission is to provide a safe, recreational shooting experience for its members and their guests, to promote the shooting sports, to protect and preserve our shooting and hunting heritage, to offer shooting opportunities to youth and new shooters through education and instruction, and to support stewardship in our local community.**

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## Purpose

This procedure outlines the rules and regulations governing the use of the outdoor gun range located at the Twin Cities Rod and Gun Club facility with the physical address of 68 Second St. Yuba City, CA 95991. The following range rules and regulations are established to ensure safety and discipline for individuals using the range as well as the safety for our neighbors and surrounding properties.

## General

Live fire conducted at the range is designed to provide authorized personnel access to a facility where they can become proficient with firearms and practice both individual and group shooting sports. Individuals using the range shall become familiar with these safety rules and procedures prior to using the range. The range safety rules and procedures help to provide range supervision and allow for enforcement of these rules to reduce or eliminate incidents from occurring.

All users are required to abide by and enforce these rules. All users are expected to politely point out to any user in violation of these rules, the nature of the violation, request they stop and if continued violation occurs, report the incident along with the violators name, if possible, to the Range Master on duty.

## Definitions

**Approved Firing:** deliberate, controlled and aimed fire, which results in every shot hitting the impact berm.

**Firing Line:** that part of the range where shooting benches are placed designated as a Live Fire Activities area.

**Live Fire Activities:** an activity that involves the firing of a gun. Individuals involved in a live fire activity include the shooter, Range Master, and supporting personnel such as score keepers, timers, and other individuals participating in a shooting activity on a Hot Range.

**Range Master:** an appointee or designee of the Twin Cities Rod and Gun Club that is charged with monitoring and enforcing all rules outlined in this SOP as they pertain to the outdoor range use.

**Rapid Firing:** firing more than two shots in a one second period.

**Uncontrolled Firing:** firing from the hip, firing a rifle/carbine/shotgun without the butt of the stock against the shooter's shoulder, or any other type of firing in which the firearm is not aimed by having the shooter's eye aligned with the firearm sights and the sights aligned with an approved target.

**Cease Fire:** shooters stop shooting, firearms are cleared of all ammunition and placed on shooting bench with actions open and muzzle pointed down range.

**Hot Range**: no Cease Fire is in effect; guns may be handled and fired.

**Cold Range**: Cease Fire is in effect, stand behind the red line, and **NO HANDLING FIREARMS**.

## Range Use Requirements

The use of the Twin Cities Rod and Gun Club outdoor gun range is covered by these Standard Operating Procedures (SOP's). These SOPs define what every person engaged in live-fire activities must know prior to being permitted to use the outdoor range facility. These SOPs define what every member and public participant must know to utilize the Twin Cities Rod and Gun Club outdoor range. These SOPs are available from the Twin Cities Rod and Gun Club office and [www.twincitiesgunclub.com](http://www.twincitiesgunclub.com).

## Restrictions

The following are strictly prohibited on Twin Cities Rod and Gun Club property:

1. Shooters should be courteous to other range participants and not seek to distract them from their activities.
2. No shooting at wildlife.
3. No shooting cross-lane.
4. Shooters may not consume alcoholic beverages or drugs (including prescription and over-the-counter medications) that will affect his or her ability to participate with a maximum state of awareness and in a completely safe manner, before or during live fire activities. The Range Master will deny range access to anyone that is or appears to be in violation.
5. **FULLY AUTOMATIC FIREARMS ARE PROHIBITED.**
6. **50 BMG CALIBER FIREARMS** may be used on site at the discretion of the Range Master on duty.
7. **FIRING OF ARMOR-PIERCING OR TRACER AMMUNITION IS PROHIBITED.** Armor piercing ammunition means a projectile or projectile core which may be used in a firearm and which is constructed entirely, excluding the presence of traces of other substances, of tungsten alloys, steel, iron, brass, bronze, beryllium copper, or a combination of tungsten alloys, steel, iron, brass, bronze, or beryllium copper.
8. No bullet impacts off the range, into buildings, signs, storage containers, sheds, or any other structure or range feature not a Twin Cities Rod and Gun Club approved impact area.
9. No repeated misses of the target board, or bullet strikes that ricochet causing a danger of bullets leaving the range.
10. No disruptive activities, such as loud music on the firing line.
11. Children must be supervised on the property.

## Range Person

All Range Masters on duty are required to have taken NRA Range Safety Officer, NRA Instructor, POST, or equivalent training and possess.

Range Masters (RMs) are required as part of open shooting at the outdoor range. Everyone using the Twin Cities Rod and Gun Club range must first sign a "hold harmless" and have read a

copy of the range rules. A designated RM will be in charge of the firing line(s) and range at all times.

The RM on duty is tasked with:

- Ensuring that all Twin Cities Rod and Gun Club members and day members adhere to the rules and SOPs in this document.
- Stopping and addressing all unsafe behavior. The RM will address an individual to inform and point out all unsafe behavior and ensure that they are aware of any safety concerns. The RM may call a "Cease Fire" and address the entire line at his/her discretion.
- Escorting anyone (to include members) off the range if the person(s) are deemed a safety risk to others on the range.
- Require anyone shooting on the range be given additional training before being allowed to shoot on the range again.
- Reporting to Twin Cities Rod and Gun Club board any incidents on the range to include:
  - Negligent/accidental discharges
  - Personal injuries such as slide bites, forehead scope hits, and etc. that draw blood
  - Trespassers - to include wildlife, pets, and unauthorized people
  - Any other incidents deemed reportable

### **Authorized Matches**

It is the intention of the Twin Cities Rod and Gun Club to attract and host organized shoots and competitive matches. These are shoots and matches such as Three-Gun, Action Pistol, Falling Plates, CMP, and more. It is also the intention to work with organizations such as the National Rifle Association, National Shooting Sports Foundation, 4-H, The Well Armed Woman, Sutter Junior Rifle Team, and many more who have an interest in the shooting sports.

The Twin Cities Rod and Gun Club will designate an Event Chairman to oversee a given shoot/match. The Event Chairman must be a member of Twin Cities Rod and Gun Club. Any event sponsored by another organization must be overseen by a Range Master from Twin Cities Rod and Gun Club.

All events must be scheduled and planned out with the Twin Cities Rod and Gun Club to ensure the necessary schedule, supplies, resources, and logistics can be obtained.

All planned, scheduled, and approved shoot/matches take precedence over any individual or personal activity.

The Event Chairman is tasked with:

- Conducting competitive shoot/matches within the planned schedule approved by Twin Cities Rod and Gun Club.

- Ensuring all necessary resources such as RM and any other needed safety personnel are in attendance while the shoot/match is taking place.
- Conducting the shoot/matches with the primary goals of safe shooting for the participants and the prevention of projectiles leaving the range.

## Range Rules

The rules for using the range are outlined as follows, along with noting any unique rules.

- All users of the Twin Cities Rod and Gun Club range must fill out and sign a liability waiver on each day that they use the range. Members must have a current and signed liability waiver on file before using the range.
- All firearms brought into the range must be checked by the Range Master upon entering the building.
- Firearms will be unloaded with the magazines removed.
- Eye and ear protection is required during live fire.
- No consumption of alcohol before or during shooting activities.
- Anyone may call a cease fire if a dangerous condition is observed.
- During a cease fire guns will be unloaded and placed on the benches with the chambers open and up or in the racks.
- No handling of firearms during the cease fire.
- Stay back from the firing line during the cease fire.
- Immediately follow all instructions from the Range Master.
- Notify the Range Master of any unsafe conditions or safety infractions.
- Only shoot at authorized targets on provided frames unless permission is granted for non-standard targets by Range Master.
- Targets must be placed so that bullets will impact the berms.
- Minors must be under the direct supervision of an adult.
- No steel core/tipped bullets or tracer ammunition is allowed.
- Follow the four basic rules of firearms safety:
  - Treat all guns as if they are always loaded.
  - Never let the muzzle cover anything that you are not willing to destroy.
  - Keep your finger off the trigger until your sights are on target and you have made the decision to shoot.
  - Be sure of your target and what is behind it.
- Police your brass.

**NOTE:** The RM on duty is tasked with the authority to require anyone shooting on the range be given additional training before being allowed to shoot on the range again and revoking their range use endorsement card.

## General Range Rules

1. Everyone is required to adhere to the written Range Safety Operating Procedures (SOP).
2. All scheduled event use of the range shall take precedence over any individual or personal activity - **NO EXCEPTIONS.**

3. All vehicles shall be parked in the designated parking area, unless authorized by the Twin Cities Rod and Gun Club management.
4. Range is to be used as posted, or as directed by the RM on duty.
5. Twin Cities Rod and Gun Club members and day members must sign in at the front desk prior to using the range and must have their membership card in their possession to allow the RM on duty to identify them as a member while on the range and get an assigned bench. Signing in at the desk prior to using the range also allows for any updates on special activities that may need to be made known to the member.
6. Plastic bottles, glass targets, tin or aluminum cans, explosive targets, and any other exotic items may not be used as targets at any time without the permission of the Twin Cities Rod and Gun Club and then only in a closed range or shoot/match scenario. **Each shooter on the range must clean up their bench and targets down range prior to leaving - this will be enforced by the RM on duty.**
7. Exercise caution not to negligently discharge guns in the direction of range property, range signs, and stationary furniture.
8. All shooting can only be done from the firing line except during events that occur downrange.
9. If your rounds are not going to hit solidly in the berm - **DO NOT FIRE!**
10. All shooters and spectators on the firing lines and staging areas must wear ear and eye protection. Spare safety ear and eyewear is available.
11. Live-fire times have been designated by the Twin Cities Rod and Gun Club lease with Sutter County.
12. Inexperienced shooters are to advise the RM if assistance is needed.
13. When a "Cease Fire" is called by an RM, **stop all shooting and wait for instruction from the RM.**
14. **NO firearms are to be handled or moved until the RM gives a Hot Range command.** All firearms in need of cleaning or repair during a "Cease Fire" must move to a designated repair area as identified by the RM.
15. Firing in a careless manner will not be tolerated. Shoot at your target only. Do not shoot at any elevation that will allow a bullet to travel over the backstop berm. **Any bullet strikes to facility equipment, structures, or the like other than a designated target carry a fine/fee to cover costs of replacement and/or repairs.** Those individuals firing in a careless manner will be dismissed from the range for the rest of the day. A Safety Incident Report will be filled out by the RM and will be reported to the Twin Cities Rod and Gun Club board for disciplinary measures.
16. RM commands and range rules must be accepted at this range. Challenge to any rule or RM command may be made in writing or in person to the Twin Cities Rod and Gun Club.
17. All children under 18 must always be under adult supervision while inside the range perimeter. Any adult supervising a child will not be allowed to shoot on the range leaving the child unsupervised.
18. The minimum age to shoot on the range by one's self is 18 for rifle/shotgun and 21 for handgun.
19. There will be a medical kit on hand during live fire activities.
20. **Keep the area you use clean- the RM will enforce this.** Please respect the equipment and clean up your area when you are through shooting. If you move something, **PUT IT**

**BACK.** If you break something, **REPORT IT** so it can be repaired for future use. If you make a mess - **CLEAN IT UP.**

## Children On The Range

1. Children under the age of 18 will not be allowed on the firing range without adult supervision from an adult parent, guardian, or designee.
2. Children will not be left unsupervised on the range or in the clubhouse at any time. Children found unsupervised will be escorted to the adult parent or guardian and asked to leave the property for the safety of members and day members using the facility. All children must be fitted with eye and ear protection while visiting the range. Ear muffs, ear plugs and safety eyewear are available in the clubhouse.

## Range Safety

### Firearms Carry & Handling

1. Except when shooting on the range, all firearms outside a case "open carry" must always be unloaded, with the magazines/cylinders out and chamber empty.
2. Proceed to a shooting bench as directed by the RM. Uncase the firearm with the muzzle pointing downrange, ensuring the action is open.
3. Cease Fire Procedure: Remain behind the firing line and do not touch firearms until the cease fire has been completed and the range is back to a hot range status. During a cease fire, firearms will be pointed downrange with the action open, magazines removed.

### Cease Fire Procedure

1. When a verbal "Cease Fire" is heard stop shooting immediately, unload firearm ensuring the chamber is empty, and remove magazines.
2. Place firearms on the bench with muzzles pointed downrange with the action open showing clear, or in a proper rack with muzzles pointing up with the action open showing clear.
3. Before anyone moves downrange, all persons must move behind the firing line and acknowledge the cease fire verbally or visually to the RM.
4. Absolutely no firearm handling during a cease fire. Everyone is either downrange at the targets, picking up brass in front of the firing line, or behind the firing line.
5. Chronographs may be set up only when the range is "Cold".
6. Anyone handling a firearm during a cease fire or carelessly sweeping people on a Hot Range should be reported to the RM.
7. **AT ALL TIMES THE NRA GUN SAFETY RULES MUST BE OBSERVED:**
  - a. Always keep the gun pointed in a safe direction.
  - b. Always keep your finger off the trigger until ready to shoot.
  - c. Always keep the gun unloaded until ready to use.
  - d. Always know your target and what is beyond your target.

## Firing Line Rules

1. Eye protection is always mandatory at the facility during live fire.
2. Each firing position is labeled to a corresponding target stand position. Shooters must only shoot in their prospective shooting lane.
3. Rifle Range: while firing off a bench or otherwise, bullets may not leave the impact area. The shooter must not be able to see above the berm (no blue sky).
4. Pistol Range: bullets may not leave the impact area. Baffles will not be installed on the pistol range. Anyone caught firing over the berm will be escorted off the range by the RM after calling a Cease Fire. No warnings will be given.
5. No one is allowed forward of the firing line unless the range has been declared safe by the RM.
6. Once on the firing line, a firearm's muzzle must always be pointed down range.
7. Loaded firearms must always be pointed down range with barrel horizontal.
8. Only shooting from the bench is allowed, unless approved by the RM.
9. Shoot only at designated targets.
10. If there is a misfire, be sure to keep the muzzle pointed down range (preferably on target) for at least 45 seconds, in case it is a hang fire.
11. After a misfire or jam, the firearm must be cleared. A misfire is when a cartridge does not fire after the primer has been struck by the firing pin. A hang fire is a perceptible delay in the ignition of a cartridge after the primer has been struck by the firing pin.
12. The normal procedure for handling misfires or hang fires is to:
  - A. Stop firing immediately.
  - B. Keep the gun pointed downrange (safe direction).
  - C. Wait at least 30 seconds in case it is a hang fire. With muzzleloaders, wait at least two minutes.
13. Squib load is when there is less than normal pressure or bullet velocity after ignition of the cartridge and the bullet gets lodged in the barrel. The normal procedure for handling a squib load is:
  - A. Stop firing immediately
  - B. Keep the gun pointed downrange
  - C. Unload the gun - make sure the chamber is empty
  - D. Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.
14. Smoking is not allowed under any circumstance on the range, staging areas, or spectator areas. Smoking is only allowed in a designated area outside the clubhouse.
15. IN ALL CASES THE RM'S DECISIONS ARE FINAL AND BINDING. HIS/HER DECISIONS ARE BASED ON THE CURRENT SITUATION AS IT EXISTS AND AS HIS/HER JUDGEMENT DICTATES. THE RM'S DECISIONS MAY SUPERCEDE THE GENERAL PRINTED RULES OR SOP.

## Range Rules Specific to Black Powder Firearms

1. No smoking around black powder firearms period. This includes any black powder firearms situated in a designated smoking area.

2. No charging of muzzleloaders from powder cans or flasks. They are only to be charged from a powder measure, pre-measured charges, or pellets.
3. Muzzleloaders are to be loaded at the tables behind the firing line, but they are to remain visibly uncapped (such as in the half-cock position, or in the case of flintlocks the pan unprimed with the frozen open and hammer down) until they are on the firing line and ready to fire.
4. Powder containers are not to be brought up to the firing line. They should be kept on the staging area tables/benches behind the firing line. Close all powder containers when not in use. Only small quantities of priming powder are allowed on the firing line.
5. Muzzles must remain pointed vertically until the loaded firearm is brought to the firing line. Once primed or capped, the muzzle must remain at or below the horizontal position.
6. Clearing a misfire
  - A. Wait a minimum of two minutes to ensure that the gun will not go off due to hang fire.
  - B. Remove the cap or check the flint. Clear the flash channel to ensure the flash will reach the powder, then recap or prime. Attempt to fire.
  - C. If it still fails to fire, use a hand-held CO2 discharger to blow the load downrange. There are adapters designed to fit every type of muzzleloader.
  - D. Check the bore for a load (insert ramrod into barrel to check if there is already a load in the barrel)
  - E. Half-cock/position the gun for loading (pull the hammer to half-cock and position the gun. Stand the gun on the ground between your legs so that the muzzle is pointed up and away from your body. Never work directly over the muzzle.)

### **NRA Hygiene Guidelines**

- Refrain from eating, drinking, smoking, applying makeup, or otherwise placing hands in proximity to the mouth or nose while on the range or cleaning a firearm.
- Wash your hands and face with soap and water after leaving the range or cleaning area before eating, or drinking.
- Change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.

### **Emergencies and Incident Reporting**

In the event of an Emergency please follow these procedures:

- Cease Fire Immediately.
- Notify the RM.
- Follow all instructions given by the RM.
- Offer assistance if you are able.
- Take charge of the situation. Determine seriousness of injury.
- Render aid. First-aid kit is in the supply cabinet.
- RM or designee will call 911 or the appropriate emergency number(s).
- Direct help to location. Stand post by the main gate to direct emergency personnel as needed.
- Take notes as soon as practical. Interview witnesses and get written statements.

## **First Aid Procedures**

All personnel rendering first aid should be aware of the precautions surrounding blood-borne pathogens in the event of an accident. The following guidelines should be followed if someone is injured and you come in contact with biohazardous materials including but not limited to: blood, secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, any bodily fluid visibly contaminated with blood, any un-affixed organ or tissue from a human, living or dead, and the disposal of cleaning items and first aid dressings. Universal precautions should be used; all blood and body fluids listed above must be treated as potentially infectious.

Government guidelines can be found at [www.OSHA.gov](http://www.OSHA.gov), search for OSHA Occupational Exposure to Blood-borne Pathogens.

## **Facility Operating Procedures**

### **Opening Procedure**

Designated manager/personnel will:

1. Unlock and open gate.
2. Enter facility, locking the door behind you.
3. Inspect facility for damage or unsafe conditions.
4. Display US flag.
5. Run up red range flag.
6. Turn on trolleys at door and at the end of pistol lanes.
7. Unlock supply cabinet.
8. Put out range fees envelope and sign in sheet.
9. Unlock front door for members and day members.

### **Closing Procedure**

1. Turn in cash and other monies in the South Connex.
2. Check facility for damage or unsafe conditions.
3. Put away US flag and red range flag.
4. Turn off all electricity (trolleys and lights).
5. Turn off fans and heaters.
6. Gather all range supplies (staplers, spotting scopes, shooting rests)
7. Lock supply cabinet.
8. Lock front door.
9. Close and lock gate.

### **Making The Line Safe**

1. A couple of minutes before calling a cease-fire, warn shooters of the upcoming cease-fire.

2. Once you have determined that adequate time has elapsed, (couple of minutes for shooters to fire their last round), then announce that the cease-fire has begun and issue commands regarding the clearing and presentation of firearms.
3. Go down the firing line and inspect all firearms. Confirm that:
  - a. All firearms are unloaded with detachable magazines removed.
  - b. Their actions are open with chambers empty and visible (chamber flags inserted if available) and safeties applied.
  - c. If an action cannot be locked open, use an empty case, chamber flag, or other inert object to keep the action from fully closing.
  - d. Muzzleloaders unloaded, visibly uncapped (or in the case of flintlocks the pan unprimed and the frozen open and the hammer down).
  - e. Everyone is standing back behind the firing line, away from the benches.
  - f. No one is touching a firearm.
4. Once you are satisfied that it is safe to go down range, announce: "THE LINE IS SAFE. YOU CAN NOW GO DOWN RANGE AND CHANGE TARGETS. THERE IS TO BE NO HANDLING OF FIREARMS UNTIL FURTHER NOTICE."
5. Remind shooters to:
  - a. Stay away from the shooting benches and stay behind the firing line while people are forward of the benches down range.
  - b. Take staplers, tape, and any other target items with them down range so as to minimize the time spent down range.
  - c. That now is also a good time to pick up any brass that has fallen forward of the benches and cement pad and to deposit it in the designated brass buckets if they don't want it. Brass on the firing line can be picked up after the RM gives the command to do so after all shooters have returned behind the firing line.
  - d. Bring their target frames back if they are done shooting.

### **Making The Line Hot**

1. After all shooters are back from putting out target frames or changing targets and are back behind the benches and the firing line, double check to ensure that no one is down range.
2. After confirming that the range is clear, and it is safe to shoot, announce: "PUT ON YOUR EYE AND EAR PROTECTION. "
3. After confirming that everyone on the range has put on their ear and eye protection, announce: "THE LINE IS HOT, YOU MAY COMMENCE FIRING WHEN YOU ARE READY."
5. An RM must always be monitoring the firing line condition. If the RM must help a shooter and is on duty alone, the line must be cold until he is free to continue his duty.

# Safety Incident Report

Documented by: \_\_\_\_\_ Date: \_\_\_\_\_

Name of person(s) involved: \_\_\_\_\_

Indicate type of incident:  Accidental Discharge  Personal Injury  Other  
 Near Miss  Property Damage

Put a check ( ✓ ) under the appropriate response	YES	NO
Was the person(s) involved a member of Shooters Ranges?	_____	_____
Was the accident the result of firearm/equipment malfunction?	_____	_____
Did the accident seem to be the result of improper / disregard for / lack of training / lack of firearm and safety education?	_____	_____
Was First Aid administered?	_____	_____
Was 911 or other emergency personnel called to the scene?	_____	_____
Was CPR or use of the defibrillator required?	_____	_____
Were bodily fluids/biohazardous materials properly cleaned up?	_____	_____
First-Aid kit need refilled?	_____	_____

All "NO" answers or "Other" type of incident must be commented on in the space provided below. Provide as much detail as possible for the incident being reported. All incidents must be reported to the Shooters Ranges management for investigation.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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(Add additional blank pages if necessary)

## Eye Witness Form

What did you see?

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What did you hear?

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What did you do?

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Signed

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Date