

STANDARD OPERATING PROCEDURES

**SOUTHWEST FLORIDA SPORTSMEN'S
ASSOCIATION**

JANUARY 1, 2014

CHAPTER 1

PREAMBLE

The Southwest Florida Sportsmen's Association is committed to promoting recreational shooting and to encourage safe handling of firearms .

The Southwest Florida Sportsmen's Association provides shooting bays adaptable to various shooting activities.. These ranges are located in a rural setting separated from residential areas.

This document provides the standard operating procedures (SOPs) for the rifle and pistol ranges.

Purpose of the Range:

The Southwest Florida Sportsmen's Association is primarily intended for recreational shooting by its members and guests. It is also used for specialized shooting events as described in Chapter 2 of this SOP, or for special events as determined by the Board of Directors. Members are encouraged to follow the NRA Marksmanship Qualification Program in order to improve their shooting skills. In the operation of the rifle and pistol ranges **Safety Shall Be the Governing Consideration At All Times**

CHAPTER 2

Authorized Uses and Operations of the Range:

General

The Southwest Florida Sportsmen's Association operates the Rifle and Pistol Ranges for the safe enjoyment of target shooting by its members and guests.

The ranges are not to be used for any non-sanctioned commercial activity. The Range Officers, under the direction of the President, the Chief Range Safety Officer, and the Board of Directors have the responsibility for the administration and safe operation of these ranges

Range Usage

Overall range availability is at the discretion of the Board of Directors.

Normally live fire recreational shooting for all members and their guests takes place between 9am and dusk.

Events are under the control of the safety officer or their designated range safety officer.(s)

All decisions as to Range operation and safety are at the discretion of the Range Safety **Officer** at the events, however everyone must follow the guidelines put forth in the SOPs.

A safety officer has the authority from the Board of Directors to shut down the Range if he/she deems it necessary.

In extreme cases, such as an accident or an unruly person as defined in these SOPs, the Range should be closed down and the proper authorities (Fire & Rescue Squad and/or County Sheriff) notified. The Board of Directors should also be notified as soon as possible. .

The Range will only be closed on days or times designated by the Board of Directors

Range Requirements

Club members may use the ranges anytime it is open.

All guests, including non-member relatives, must be accompanied by their member

host when shooting on the ranges.

Any non-member using the range as a guest more than twelve (12) times in a one year period (January thru December) will be required to become a club member to continue using the range.

Members may have guests on the range, the guests must sign the liability waiver form immediately upon arrival at the range whether shooting or not, and pay the usage fee that is appropriate. Observers are not required to pay a fee. **The member is responsible for all actions of their guests,**
The requirements for shooters are:

Display of a current SWFSA membership/guest card

Completing all information requests after reading and signing the indemnification waiver.

Specialized Events

SWFSA maintains active programs in firearm education and safety and in hunter safety. These courses may include live firing at the Range. These special events, which are listed on the SWFSA web site, usually occur on weekends, and could take priority over open Range usage. The course instructor should work with the Board to ensure the safety of everyone at the Range. The assigned RSO for the day has control of the Range and is responsible for its operation.

Specialized range events include but are not limited to:

NRA sanctioned rifle and pistol courses

Sanctioned Group Events

Shooting Matches

Events approved by the Board of Directors.

The points of contact for these various events are posted on the SWFSA web site

Range Closures

The Range will be closed for all shooters for special events approved by the Board of Directors.

Range Limitations and Safety Requirements

Live fire shooters will:

Fire only when safety is assured.

Fire only authorized firearms and ammunition.

Fire at authorized targets only.

Ensure that all projectiles impact designated areas and stay within the established Range safety limits.

Ear protection is mandatory while on the firing line and eye protection is mandatory as well.

Ear protection is required for all personnel when the range is hot.

Obey all commands of the Range Safety Officer in charge.

Notify a Range Safety if any unsafe practices are observed.

Recover all brass, paper, and other debris that accumulates on the Range and dispose of it in the appropriate containers provided.

Fire only from the established firing line.

Authorized and Prohibited Firearms and Ammunition

Shooters are permitted to fire all legally owned center fire or rim fire rifles and pistols up to and including .50 caliber firearms. No automatic fire.

Shooters are permitted to fire all legal muzzle loading rifles and pistols and smoothbore muzzle loading rifles and pistols. Shotguns firing rifled balls/slugs are permitted.

Under no circumstances will any shooter fire tracer, armor piercing, or other exotic ammunition.

Alcoholic Beverages and Drugs

The SWFSA operates under a zero-tolerance policy. Alcoholic beverages and drugs are strictly prohibited on the property. Anyone observed using them or deemed to be under their influence will not be permitted to use or remain on the Range and the person(s) involved will be reported to the Board of Directors.

CHAPTER 3

Club Officers

The SWFSA rifle and pistol ranges are administered by Club Officers that report to the Board of Directors. The Club Officers consists of a President, a Vice-President, Secretary, a Treasurer, and Executive Officer or any other board member or person designated.

Please see the club by laws for a description of the Officers & Trustees duties and responsibilities.

CHAPTER 4

Schematic Layout of the Range

To be edited at a later date

CHAPTER 5

Rifle and Pistol Range Rules

NRA Firearm Safety Rules

3 Fundamental Rules for Safe Gun Handling:

Always keep the gun pointed in a safe direction.

Always keep your finger off the trigger until ready to shoot.

Always keep the gun unloaded until ready to use.

Rules for Using or Storing a Gun

Know your target and what is beyond

Be sure the gun is safe to operate

Know how to use the gun safely

Use only the correct ammunition for your gun

Wear appropriate eye and ear protection

Never use alcohol or drugs before or while shooting (**SWFSA has a zero tolerance policy regarding alcohol on the property**)

Store guns so they are not accessible to unauthorized persons

Be aware that certain types of guns and shooting activities may require additional safety precautions.

General Range Rules

Know and obey all Range rules

The Range Safety Officer is responsible for all operations of the Ranges. Obey all of his/her commands or those assigned to help him/her. Know where all persons on the range are at all times.

Shoot only at authorized targets.

Do not handle a firearm or stand on the firing line where firearms are present while others are downrange.

Stop shooting immediately upon the command "Cease Firing".

Follow hygiene guidelines by minimizing exposure to airborne particulate lead (clean hands and clothes) and limit the presence of pregnant women and children less than 7 years of age

Ear protection is mandatory for all shooters and spectators. Eye protection is also mandatory.

Each shooter may have more than one firearm at a time available to his firing point. Firearms not in use will be stored in the gun racks or in a pistol **bag**, cleared of all ammunition with the actions open or effectively blocked, or otherwise made safe as directed by the Range Officers.

All firearms carried from the parking lot to the range must be unloaded. When entering the range area, long guns must have their actions open or otherwise be made safe. Pistols may be carried in their cases or brought in to the range with their actions open or otherwise be made safe.

Site Specific Rules

Permitted:

Single shot center fire and rim fire rifles and pistols up to and including .50 caliber.

Bolt action or lever action, magazine fed, center fire and rim fire rifles and pistols up to and including .50 caliber.

Semiautomatic magazine fed, center fire and rim fire rifles and pistols up to and including .50 caliber.

Black powder muzzle loading rifles and pistols.

Black powder muzzle loading smoothbore muskets.

Shotguns firing rifled slugs or sabots.

Not permitted:

Incendiary, armor piercing, or explosive ammunition and or targets

Shot shells; unless approved for special events

Dry firing or aiming behind the firing line

Loading muzzle loading firearms directly from a powder horn or powder container

Fully automatic firearms

CHAPTER 6

Range Commands:

"Range is hot"

This means that shooters may handle their firearms on the firing line. They may also handle their firearms in the ready area provided the actions are open or otherwise made safe. Load only on the firing line. At all times the 3 basic NRA safety rules must be observed.

"Range is cold"

This means that the range is closed with respect to handling any firearms either on the line or in the ready area. All firearms are to be cleared; magazines removed, actions open or made safe. Hand guns may lay on the bench with the action exposed for verification by a Range Safety Officer. All shooters after benching their firearms must step back from the firing line and stay behind the "yellow" line until a hot range is called. Firearms may only be transported between a member's vehicle and the Range when the range is cold and there is no one downrange.

"Commence firing"

This command should be given by the Range Safety Officer after the range is declared hot. It informs the shooters that they may begin firing at authorized targets.

"Cease fire"

Whenever this command is given all shooters must immediately stop shooting, remain in position with the firearm pointed in a safe direction, and wait for further instructions from the Range Safety Officer.

NOTE: This command may be given by anyone who observes an unsafe condition on the range.

"Other commands"

There are other range commands like "Ready on the right, ready on the left, ready on the firing line, etc." that the range officers may see fit to use. The intent is to make sure that everyone is ready to begin firing. These commands will be given by the Range Safety Officer when a competitive match is in progress

CHAPTER 7

Emergency Procedures

Emergency Response Sheet/Checklist:

Emergency Response Sheet/Checklists are located in Appendix D of this SOP.

Place the date of the emergency as the Effective Date:

Check off each step in the checklist as it is completed. If an item on the checklist is not applicable to the emergency situation, check it off and note "NA" to indicate it was not overlooked.

Injury Report Form:

Injury Report Forms are located in Appendix E of this SOP.

Designate one of the Range Masters to initiate the Injury Report Form and keep notes on what is occurring with times.

Fill in the DATE and TIME on the cover sheet. The same DATE and TIME should be reflected in the "Date of Injury" and "Time of Injury" boxes on page 1 of the Injury Report Form.

Fill in every box on the Injury Report Form. If there is no information available for a particular box or the box is not applicable to the event, indicate so in the box to indicate it was not overlooked.

Identify any witnesses to the event, provide them with a "Witness Statement", and request that they fill it out in as much detail as possible.

Collect "Witness Statements" and attach them to the Injury Report Form when completed.

Witness Statements are located in Appendix E of this SOP behind the Injury Report Forms.

Accidents:

Minor accidents - Cuts, sprains, dislocations, etc.

Administer first aid as required.

Major accidents: - Heart attack, choking, broken limb, gunshot wound, etc.

Range Safety Officer should close down the Range (Take charge of the situation)

Administer first aid (Render aid)

Call 911 to report accident (Call for help).

Station people to direct emergency vehicles to the Range.

The Board of Directors should also be notified as soon as possible. The Board of Directors will notify any other appropriate parties,

Unruly Persons:

For the purposes of these SOPs an unruly person is anyone who refuses to follow the commands of the RSO.

Move from top to bottom on this list depending upon how the situation develops:

Order the person off the Range Complex and report his/her name to the Exec Board.

Close down and secure the Range Complex and evacuate the area.

Notify the Charlotte County Sheriffs Office and request assistance.

Weather:

In the event of severe weather that could endanger the lives of shooters and spectators, the Range Safety Officer should close down the Range and evacuate the area. The Range Safety Officer should decide what to do if the weather clears.

Firearm Stoppages and Malfunctions:

Any firearm stoppage or malfunction can cause serious safety problems if not handled correctly. Range Safety Officers need to be prepared for these occurrences.

Definitions:

Stoppage - an unintentional interruption in the operational cycle of a firearm.

Examples: Bolt fails to lock cartridge in position, a stove pipe in a semi- automatic pistol, double feed, failure of a cylinder to rotate in a revolver, etc.

Malfunction - failure of a firearm to function as designed or to fire satisfactorily.

Two categories:

Firearm malfunction like a broken sear or firing pin
Ammunition malfunction like a misfire, hang fire, squib load

Range Safety Officer should consider any stoppage or malfunction as a major safety hazard and should know the difference between the two.

There are eight basic steps in the operating cycle of a firearm and a stoppage can occur in any one of the steps. The eight basic steps are:

Feeding: The face of the bolt makes contact with the base of the cartridge at the top of the magazine and pushes it toward the chamber.

Chambering: The bolt continues forward and pushes the cartridge into the chamber.

Locking: As the bolt continues forward, the locking lugs move into the locking recesses in the barrel, locking the cartridge into the chamber.

Firing: The trigger is pulled to the rear causing the firing pin to strike the primer and fire the cartridge.

Unlocking: As the bolt moves to the rear, the locking lugs rotate out of the locking recesses.

Extracting: As the bolt moves rearward, the extractor withdraws the cartridge case from the chamber.

Ejecting: As the face of the bolt passes over the ejector, the case strikes the ejector and is kicked outward through the ejector port.

Cocking: As the bolt moves rearward, the firing pin moves into a cocked position.

Note: These are the eight basic steps of a firearm operational cycle but not all firearms follow these steps in exact order. For example, revolvers do not extract and eject between shots.

If a shooter experiences a malfunction where the firearm fails to function as designed, the cause will be due to the firearm itself or the ammunition.

A malfunctioning firearm must be unloaded and removed from the firing line. An example of a malfunctioning firearm is a semi-automatic rifle that doubles, i.e. fires two rounds when the trigger is pulled. Such a gun is a hazard on the range and the owner should be advised to take the gun to a qualified gunsmith.

Ammunition malfunctions can be classed as:

Misfire where a cartridge fails to fire after the primer is struck by the firing pin

Hang fire where there is a perceptible delay in the ignition of the cartridge after the primer has been struck by the firing pin.

Squib load where there is less than normal pressure or bullet velocity after ignition of the cartridge.

Normal procedure for handling misfires or hang fires is to:

Keep the gun pointed downrange (safe direction)

Wait at least 30 seconds in case it is a hang fire and at least two minutes in the case of muzzleloaders before attempting to unload.

Normal procedure for handling squib loads is to:

Stop firing immediately

Keep the gun pointed downrange

Unload the gun -- make sure the chamber is empty

Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.

Range Safety Officer must be particularly vigilant to observe any gun malfunctions, stoppages, or ammunition malfunctions and be prepared to move to the shooter's aid. If the shooter starts to do something incorrectly, the range master must be prepared to step in.

Be in control and in a low, but firm, voice say: STOP! POINT THE MUZZLE DOWNRANGE! At this stage let the shooter clear the firearm and bench it. If the shooter experiences problems in doing this, try to talk him/her through the clearing process. Only as a last resort should the range master take control of the firearm. To do this approach the shooter from the left side (for a right handed range officer), grasp the barrel of the firearm behind the muzzle with the weak hand, control the direction of the muzzle so that it points in a safe direction, and have the shooter step back. Use the strong hand to control and reposition the firearm if necessary. Determine the stoppage and clear it. Explain to the shooter what went wrong and how to prevent it from happening again. Remember throughout the entire process of stoppages and malfunctions to adhere to the three NRA rules of safety.

Problems with the normal operation of a firearm pose special safety conditions which must be managed by on duty range officers. All Range Masters should be familiar with the operation and functioning of all firearms that they are liable to encounter on the range.

Whenever a stoppage or malfunction occurs, range masters must be particularly vigilant. With the exception of Active or Retired LEOs and CCW holders with current credentials, under no circumstances should a loaded firearm be permitted to leave the range.

APPENDIX D:

Emergency Response Sheet/Checklist

Effective Date: _____

Emergency Communication 911 Immediate Response for Injuries or Illness:

Call a cease fire immediately and issue the command to unload, clear, and bench/rack all firearms.

Identify one of the Range Masters or other responsible person to secure the gear of the injured person.

Identify one of the Range Masters or other responsible person to notify emergency services via 911 and provide the following information:

1. Specific location of incident with directions
2. Telephone number that you are calling from
3. Your name
4. What happened and possible hazards for rescuers
5. Number of people injured or ill
6. Condition of people injured or ill
7. First aid provided
8. If the accident involves a gun shot injury the Charlotte County Sheriff's Office must be notified

Station one of the Range Safety Officers or other responsible person to direct emergency services to the scene.

Provide first aid until the emergency services arrive provided the injured party agrees.

Assume implied permission if the injured is unconscious or unable to respond.

Avoid dispensing any medicine unless directed to by emergency services over the telephone

Assign one of the Range Safety Officers to complete an Injury Report Form (if applicable) and keep a log of events and time relative to the injury or illness.

APPENDIX E: ***Injury Report Form***

Name of Injured Party:

Address:

Telephone Number:

Date of Injury:

Time of Injury:

1. Describe the nature and extent of the injury (specify parts of body):

2. Describe how the injury occurred:

3. Describe first aid given:

4. First aid was provided by (include names and telephone numbers):

5. Disposition (specify name of hospital, telephone numbers, time of transport, etc.):

6. Persons notified (relatives, Range Chairman, Chief Range Officer):

7. Location of incident:

8. Conditions prevalent at the time of the incident:

9. Witness statements: Interview witnesses separately.

A. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes No

B. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes No

C. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes No

D. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes No

10. Notes and Comments:

11. Injury report completed by:

Name:

Title: Date:

Signature:

Witness Statement

Prepared By:

Address:

Telephone Number:

Date:

Statement:

Time:

APPENDIX F

SWFSA OFFICERS FOR YEAR 2014

President:

JOHN TROTTA

Vice President:

GEORGE PHILLIPS

Secretary:

STEVE AMANN

Treasurer:

LARRY WHELLER

Executive Officer:

DAVID GARDINER

Trustee:

BILL WATSON

Trustee:

TERRY MAES

Trustee:

CONNIE WYANT