

# STANDARD OPERATING PROCEDURES

## SOUTHWEST FLORIDA SPORTSMEN'S ASSOCIATION

February 1, 2022

### CHAPTER 1

#### PREAMBLE

The Southwest Florida Sportsmen's Association is committed to promoting recreational shooting along with the safe handling of firearms. The Southwest Florida Sportsmen's Association provides shooting bays adaptable to various shooting activities. The range is located in a rural setting separated from residential areas.

#### Physical Address:

33949 Oil Well Road  
Punta Gorda, FL 33955

GPS: 26.810646, -81.893607 (Front Gate)

#### Mailing Address:

Southwest Florida Sportsman's Association P.O. Box 100691 Cape Coral, FL 33910  
Email: [Officers@SWFSA.org](mailto:Officers@SWFSA.org).

This document provides the standard operating procedures (SOPs) for the shooting bays.

#### **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 Executive Committee. 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 shooting bays for the safe enjoyment of target shooting by its members and guests.

The range is not to be used for any non-sanctioned commercial activity (1).

The Range Safety Officers (RSO), under the direction of the President, the Chief Range Safety Officer, and the Executive Officer, have the responsibility for the administration and safe operation of the range.

## **Range Usage**

Overall range availability is at the discretion of the Executive Committee.

All live fire recreational shooting for all members and their guests is to take place between 9am and sunset. (2)

Events are under the control of the Range 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 Range Safety Officer has the authority from the Executive Committee 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 shall be closed down, ALL BAYS, and the proper authorities (Fire & EMS and/or County Sheriff) notified. A member of the Executive Committee should also be notified as soon as possible.

The Range will only be closed on days or times designated by the Executive Committee.

## **Range Requirements**

Club members may use the ranges any time it is open, range hours are 9 am to sunset (1).

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 apply to become a club member to continue using the range.

Members may have guests on the range, the guests must sign the liability waiver/guest 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, but must sign the liability waiver/guest form. The member is responsible for all actions of their guests.

The requirements for shooters are:

Display of a current SWFSA membership/guest card, which must be visible, on the person, at all times while on club property.

Completing all information requests after reading and signing the Liability waiver /guest form. Must be done before handling of any firearms by the member or guest.

## **Specialized Events**

SWFSA maintains active programs in firearm education and 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 Executive

Committee 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 Executive Committee.

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

### **Range Closures**

The Range will be closed for all shooters for special events approved by the Executive Committee.

### **Range Limitations and Safety Requirements**

Live fire shooters will:

Fire only when safety is assured.

Fire only authorized firearms and ammunition. Do not fire at a faster rate than you can control the firearm. No fully automatic weapons. (2)

Fire at authorized targets only.

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

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

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 Officer if present and any unsafe practices are observed.

Recover all brass that accumulates on the Range and dispose of it in the appropriate containers provided. Trash must be taken with the member to be disposed of at their home. (3)

Fire only from the established firing line.

No handguns on Bay 3. All shooting must be from a supported position, prone or bench rest, no standing unsupported/offhand shooting on Bay 3.

### **Authorized and Prohibited Firearms and Ammunition**

Shooters are permitted to fire all legally owned centerfire or rimfire rifles, shotguns and pistols up to and including .50 caliber firearms. No automatic weapons (2).

Shooters are permitted to fire all legal muzzle loading rifles and pistols and smoothbore muzzle loading rifles and pistols only in the designated areas in Bay 2.

Under no circumstances will any shooter fire tracer or armor piercing ammunition. (2)

### **Alcoholic Beverages and Drugs**

The SWFSA operates under a zero-tolerance policy. Alcoholic beverages and drugs are strictly prohibited on the property. (2) 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 a member of the Executive Committee for possible further action.

## **CHAPTER 3**

### **Club Officers**

The SWFSA gun range is administered by the Executive Committee\*, which consists of President, Vice-President, Secretary, Treasurer, and Executive Officer. Three Trustees oversee the Executive Board\*. Please see the club by-laws for a description of the Officers & Trustees duties and responsibilities.

## **CHAPTER 4**

### **Range Rules and Regulations**

1. Shooting hours: 9:00 AM to sunset, 7 days a week. (2)
2. The gate must be locked at all times. Be sure to set the numbers and then push up on the lock for the hasp to release and then be sure to change the numbers after you re-lock the lock.
3. Membership ID card must be visibly displayed on the person at all times while you are on the range.
4. No children under 18 are allowed on range property without parent or under adult supervision.
5. No alcoholic beverages are permitted prior to or after entering the Club's property. Not even in your vehicle.
6. No Fully automatic weapons or "Bump Stock Type" are allowed on Club property. (2)
7. No tracer or armor piercing ammunition allowed on Club property. (2)
8. No shooting except in the shooting bays.
9. The direction of all shooting shall be from west to east at all times. (2)
10. No hunting on club property.

11. COLD RANGE: A cold range is to be a safe range! SHOOTING STOPS. Guns are put down. All uncased firearms are unloaded, with magazines removed and have the action open and an empty chamber indicator if available.

NO GUN IS HANDLED during a COLD RANGE. Shooters may go down range to score or change targets, all others must remain on the COLD side of the yellow line.

12. HOT RANGE: Guns are handled and fired. Everyone remains behind the FIRING LINE. Wear eye and ear protection at all times, whether shooting or observing, in the vicinity of the firing line.

13. Shoot at approved targets only! NO glass, bowling pins, exploding targets, metal targets, or flying targets i.e., trap/skeet are not allowed. Metal targets may be used at Club Sanctioned Matches only. (2)

14. All firearms must be in a case unless at the firing line. Cased firearms are to be moved from vehicle to bay, carried cased to the firing line, where the firearms may be uncased and placed pointing downrange toward the berm. The empty case can then be placed behind the firing line. When leaving the range, firearms will be re-cased at the firing line for transport to vehicle, unless the Match Director dictates otherwise at a club-sanctioned match. A Safety Table (see below) is in or near each bay for safe handling of unloaded firearms.

15. Keep firearms pointed down range (east) at all times.

16. Misfired, live ammunition is to be placed ONLY in buckets provided.

17. All rounds must impact the east berm. Ground targets must be placed directly at the base of the east berm. All other targets must be placed at the shooter's eye level.

18. You are responsible to remove all items you bring to the Range property. That means all your trash as in: ammo boxes, targets, cardboard target backing, cups, cans, bottles, lunch bags. EVERYTHING YOU BRING. The five-gallon buckets at the range are for BRASS ONLY! Shotgun hulls are considered trash. (3)

19. Any violation of the Posted Range Rules or unsafe gun practices must be reported to an Executive Committee Officer immediately.

20. Guest passes/waivers are stored at each bay. An individual can only be a "guest" 12 times in a year (Jan –Dec). The Guest Pass must be filled out and put in the mail slot located between bays 4 and 5, with the \$5.00 Guest fee.

21. "Who is in charge of safety at the organized matches"? The person running the match is the Range Safety Officer (RSO) for the day. This is the person collecting the fees, recording the scores, etc. This RSO may counsel a shooter who is behaving in an unsafe manner. The RSO may prohibit the shooter from further participation in the match that day. The RSO may ask the shooter to leave the bay for the day, guests can be asked to leave range property.

In this case the incident shall be reported to the Executive Officer. In an extreme case the RSO may ask the Executive Committee to remove the shooter from the club. The RSO will provide a detailed report of the infraction including date, time, names of witnesses, and all information pertaining to the offense to

the Executive Committee in writing and may be asked to appear in person before the Executive Committee meeting for further clarification.

22. Any member witnessing unsafe practices at the range should report same to an Executive Committee Officer. Get all info possible including name of person, license plate no., make and color of vehicle, etc. A friendly request to correct the unsafe practice might be in order, but do not instigate a confrontation. Let the officers handle the situation.

23. A Safety Table is in or near each of the bays. This is to be used to inspect unloaded firearms, and case and uncase unloaded guns. There should never be ammunition at the safety table. Firearms should always be pointed in a safe direction.

The safety table may be used to correct or repair a broken or jammed firearm that cannot be cleared and made safe at the firing line. The firearm must be carried in a safe manner, such as pointing the muzzle straight up, to the safety table.

24. Special muzzle loading/black powder rules:

1. Currently only allowed on Bay 2.
2. No smoking or open flames; no vaping.
3. Shooters must display a sign indicating “Black Powder in Use. No smoking.”
4. Safe Direction is Muzzle Up
  - a. Except when capping/priming at shooting position; then aim down range.
  - b. When carrying a gun, the muzzle must be above your head.
5. Powder Containers always closed, except when measuring.
6. A separate Powder Measure is used to transfer powder to the gun.  
---Charging directly from the main powder container is not permitted
7. All flintlocks are loaded frizzen open and hammer down.
8. Other guns are loaded in the half-cock position.
9. Loading tables are separate from the shooting positions. No percussion caps or priming powder allowed at the loading tables.

## CHAPTER 5

### **Range Safety Officer Procedures for SWFSA Matches**

These procedures are intended as a resource for Match Directors, Range Officers, Scorekeepers and all Shooters participating in club matches.

### **SAFETY IS THE NUMBER ONE PRIORITY AT ALL TIMES**

**The command “STOP” or “CEASE-FIRE” may be given by anyone at any time if there is an unsafe condition on the range.**

### **Range Commands (cartridge ammunition) (4)**

#### **Shooter In front of the Bench**

- The RSO shall verify the range is clear and no one is down range
- **“THE RANGE IS HOT, SHOOTER TO THE LINE”**
- The RO should be positioned on the shooter’s strong side, 2-4 feet behind the shooter
- **“LOAD AND MAKE READY”**
- **“SHOOTER READY”**
- **“STAND BY”**
- The RO shall start the timer after a period of 1-5 seconds
- **“FINGER,” “MUZZLE” or “STOP”** if needed.
- **“IF YOU ARE FINISHED, UNLOAD AND SHOW CLEAR.”**
- **“SLIDE FORWARD, HAMMER.”** The trigger must be pulled to demonstrate the firearm is both unloaded and in a neutral, safe condition. NOTE – IN CASES WHERE THIS IS NOT PRACTICAL OR MAY DAMAGE THE FIREARM: insert an empty chamber indicator as follows:
- AN EMPTY CHAMBER INDICATOR SHALL BE INSERTED IN THE CHAMBER OF THE FIREARM (NOT THREADED DOWN THE MAGAZINE WELL), if the firearm is not holstered or bagged.
- **“HOLSTER,” “BAG” or, RETURN YOUR FIREARM TO THE RACK”** after the RO has determined the firearm is unloaded and safe.
- **“THE RANGE IS CLEAR.”**

## CHAPTER 6

### 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 Safety Officers 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 item on the Injury Report Form. If there is no information available for a particular item or the item is not applicable to the event, indicate so, 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, fracture, gunshot wound, etc. Range Safety Officer should close down the entire Range, ALL BAYS, (Take charge of the situation)

Administer first aid (Render aid)

Call 911 to report accident (Call for help), or Charlotte County Sheriff Office (941) 639-2101.

Station people to unlock the gate and direct emergency vehicles to the Range.

A member of the Executive Committee should also be notified as soon as possible. The Executive Committee 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:

1. Order the person off the Range property and report his/her name to a member of the Executive Committee.
2. Close down and secure the Range Complex and evacuate the area.
3. Notify the Charlotte County Sheriff's 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 stovepipe 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 semiautomatic firearm (and six for a revolver), 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:** A cartridge fails to fire after the primer is struck by the firing pin

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

**Squib load:** 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 by inserting a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.

The 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 Safety Officer 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 Safety Officer take control of the firearm. To do this, the RO should 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 a Range Safety Officer. All Range Safety Officers 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 Safety Officer 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.

If the firearm cannot be rendered safe at the firing line, it may be taken to the Safety Table to be worked on, allowing the match to continue.

#### **APPENDIX D:**

##### **Emergency Response Sheet/Checklist**

Emergency Communication: 911 for Immediate Response for Injuries or Illness  
(If 911 does not answer or is busy, call: Charlotte County Sheriff Office (941) 639-2101.

##### **Physical Address:**

33949 Oil Well Road  
Punta Gorda, FL 33955

**GPS:** 26.810646, -81.893607 (Front Gate)

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

Identify one of the Range Safety Officers or other responsible person to notify emergency services via 911 and provide the following information: Identify one of the Range Safety Officer or other responsible person to secure the gear of the injured person.

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 gunshot injury the Charlotte County Sheriff's Office must be notified.

Station one of the Range Safety Officers or other responsible person to open the gate and 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:

Member or Guest

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, Executive Committee member, Chief Range Safety 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:

Time:

Statement:

## **APPENDIX F**

SWFSA OFFICERS FOR YEAR 2022:

President: David Gardiner  
Vice President: George Phillips  
Secretary: Kim Wozney  
Treasurer: Larry Wheeler  
Executive Officer: David Mommaerts  
Trustee: Tim Jones  
Trustee: Gordon Redshaw  
Trustee: Martin Yaffey

Footnotes

- (1) Not-for-profit social club, IRC 501(c)(7), under IRS rules.
- (2) Charlotte County Mandate (CC Zoning Minutes 7-10-2013).
- (3) Trash truck will not come down the dirt road.
- (4) Muzzle loading/black powder procedures will adhere to recognized safety standards.

Nomenclature Comment:

\*The terms "Executive Committee" and "Executive Board" are synonymous on all SWFSA documents.