

BETHESDA – CHEVY CHASE IZAAK WALTON LEAGUE OF AMERICA RIFLE AND PISTOL RANGE STANDARD OPERATING PROCEDURES

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CHAPTER 1

Organizational information

The Izaak Walton League of America (IWLA) is a national organization devoted to environmental conservation which defends America's soil, air, woods, water, and wildlife. The Bethesda-Chevy Chase Chapter of the IWLA (BCC-IWLA) subscribes and endorses the goals and missions of the national organization and strives to protect our country's natural resources and improving outdoor recreation opportunities for all Americans. This document sets forth the Standard Operating Procedures (SOPs) for the BCC-IWLA Rifle and Pistol Range.

Purpose of the Range

The B-CC IWLA Rifle & Pistol (R&P) Range is intended for recreational shooting by its members and their escorted guests. It is also used for specialized shooting events as described in Chapter 2 and as determined and approved by the Rifle and Pistol Committee. All chapter members entering the BCC-IWLA property must have a current membership card and be able to produce them if asked by other members or authorized personnel. All Range Officers (RO) must also have and display a current RO card while on the Range.

CHAPTER 2

Authorized Uses and Operations of the Rifle and Pistol Range

1. General.

The B-CC IWLA operates a Rifle and Pistol (R&P) Range for the safe enjoyment of target shooting by

its members and escorted guests only. The range shall not be used for any other purpose, including but not limited to commercial or special interest without the written consent of the R&P Committee, Board of Governors and President of the BCC-IWLA. Anyone found to be in violation of this rule may have their range privileges suspended, pending an investigation by the R&P Committee who will present their findings and recommendations on a suitable sanction to the Board of Governors for their action as provided for in the Chapter Rules and Regulations.

The Rifle and Pistol range has rifle positions that allow targets to be placed at 50 and 100 yard distances and pistol positions, of 50 feet, 25 yard and 50 yard distances.

A cinder block, R&P Range House will be maintained to house all range supplies, maintenance equipment, emergency/ first aid kit, a working telephone and other essentials necessary to conduct and ensure safe operations at all times.

The distance from the shooting position to the target stands are as follows:

On the rifle side – targets stands are in place at 50 yards and 100 yards.

On the pistol side – target stands are in place at 50 feet, 25 yards and 50 yards.

The height of the wooden stands used for each distance on the rifle and pistol ranges shall be determined by the R&P Range Committee and posted in the range house in plain sight.

Only paper targets, stapled to cardboard backers and affixed to wooden stands shall be used. Currently, targets will be of the type specified by the National Rifle Association (NRA) for the distance and type of firearm being used. Non-standard paper targets like orange or grid targets used for sighting in firearms or ‘splatter’ or ‘shoot-n-see’ paper targets that change color when impacted by a bullet, may also be used. No target like a human torso, ‘bad guy, shall be used unless prior approval is obtained from the R&P Committee.

2. Range Usage.

Overall range access, use, and availability are at the discretion of the R&P Committee.

Normally live-fire recreational shooting for all members and their escorted guests takes place on weekends from the first weekend in April until the last weekend in December. On these weekends, the Range is open from 9:00 a.m. to 5:00 p.m. on Saturday and Sunday.

Weekend use of the range is supervised and under the control and direction of the assigned Executive Range Officer (ERO) and one or more qualified Range Officers (RO).

Executive Range Officer (ERO):

An ERO must have met all requirements of a RO and served as a RO for a minimum of eight duty days under the instruction of an ERO or at the discretion of the Chief Range Officer.

ERO Duties include but are not limited to the following:

1. Ensuring the range is open on time

2. Assigning RO duties for the day which include monitoring the range and checking in all shooters in the following manner:

- check in – make sure all IDs match the person presenting them, that the dates are current and the names and information match and guests sign the Hold Harmless Agreement.
- request and check name on current club membership card
- request and check name on current range officers card if they are an RO
- require shooters fill in ALL blanks in the sign-in book including the membership & RO number in spaces provided

3. Collection of daily fees:

- Place all money collected in the labeled brown envelope
 - At the end of the day, write the following information on the front of the envelope, seal it and drop it through the slot in the door to the left of the sign in desk:
 - the number of guest/member shooters
 - the amount collected for each
 - the total amount included in the envelope (this may include any other items purchased from the R&P Range e.g. ear plugs)
4. Ensuring all safety procedures and processes are being followed and carried out
5. Training and mentoring new ROs in all duty day processes and running of the range

Range Officers (ROs):

Range Officers must meet all of the following criteria:

- be current members of the BCC-IWLA Chapter in good standing who have completed their probationary membership year.
- be 21 years of age
- eligible to legally possess a firearm
- be current in all BCC-IWLA Chapter dues,
- have taken and passed with a score of 80% or better and who in the option of the instructor will fulfill the duties of Range officer, the RO training course offered by the chapter.
- have completed and passed, with a score of 90% or better, the NRA Range Safety Officers Training course. Notwithstanding, the foregoing, ROs over the age of 70 who have five years of performing Range Officer duties are exempt from taking the NRA RSO class.
- met their obligatory two range duty days from the previous year
- attended the annual RO sign-up meeting
- signed up for their mandatory two duty days for the current year

Any person not wanting to or who is unable to perform all the duties described but not limited to those above, will be removed as a range officer.

- -Any RO who cannot perform their assigned duty day(s) but provides coverage for that day by another RO will notify the CRO no later than the normal reporting time of the scheduled duty day. In addition, they must notify the CRO and reschedule for another full duty day with the CRO.
- Any RO failing to show up for their scheduled duty day AND who fails to notify the CRO by the normal reporting time of the scheduled duty day, must contact the CRO within 7 days and reschedule their missed duty day.
- Failure to complete a missed duty day will result in a warning letter.
- Failure to complete a second duty day will result in immediate suspension of RO privileges for one full RO calendar year and you must turn in your RO card to the CRO. Your name will be removed from the active RO list and your security key card will be disabled for entrance to the range house.
- To regain your RO privileges, you will be required to retake the RO Training Course offered by the Chapter.

NOTE: A duty day is defined as any Saturday, Sunday or day of a special event that requires an ERO/RO presence beginning at 9 AM and lasting till 5 PM.

3. Operations and Safety

All decisions as to Range operation and safety are at the discretion of the ERO. The ERO has the

authority to shut down the Range if he/she deems it necessary. In extreme cases, the Range will be closed down and the proper authorities (Fire & Rescue Squad and/or County Police) will be notified.

If at any time, anyone at the range observes any act, situation, or circumstance, in which in their opinion is unsafe, they may call a cease-fire to ensure the safety of the other shooters. The R&P Committee and Board of Governors will back up and support any person(s) taking any action that is in the interest of safety.

Any person exhibiting unruly, confrontational, disruptive or inappropriate behavior is in direct violation of safe range conduct. They will have their range privileges suspended pending an investigation by the R&P Range Committee. Upon completion of said investigation, one could lose their range privileges and/or Range Officer status at the discretion of R&P Committee. Any action taken by the R&P Committee can be appealed to the Board of Governors.

The ERO is required to report any such incidents immediately by phone to the Chairman or CRO (Chief Range Officer). The ERO will be required to submit written documentation to the R&P Range Chairman within one day of said incident.

4. Range Requirements.

- a. A Range Officer, holding a current RO card, may use the range at any time except when closed for special events, Members should check the R&P calendar of events listed in the BCC-IWLA monthly newsletter for details regarding these and other closings.
- b. During the week, Monday – Friday, non-RO Chapter members cannot use the range unless there is a current, qualified Range Officer present who is willing to take the responsibility for supervising all persons and fulfilling all duties as required of an RO while a non-RO is shooting.
- c. Chapter members and escorted guests, 18 years of age and older may use the ranges only when a Range Officer is on duty. Escorted guests must sign the Hold Harmless Agreement before they are allowed to shoot.
- d. Chapter members and escorted guests, under 18 years of age, with the consent of the RO, may use the ranges only when a Range Officer is on duty and must be accompanied by an adult (at least 21 years old) Chapter member. It is up to the discretion of the ERO to ascertain the person understanding of safe firearm handling and the ability to safely discharge a firearm and give permission to shoot. Escorted Guests under 18 yrs of age must have a parent or legal guardian's signature on the Hold Harmless Agreement before they will be allowed to use the range.
- e. No person, under the age of 21 will be permitted to fire a handgun except when under the direct, full-time supervision of a qualified adult escort. Persons wishing to 'sight-in' any long gun at shorter distances may do so at the Pistol Range. All projectiles must impact the berms. ROs will watch for impact to ensure no rounds leave the range and all rounds are impacting a safe distance below the top and sides of the berms.
- f. It is the responsibility of the sponsoring member to:
 - be present at all times
 - observe and maintain the safety of their guests and
 - abide by the rules of safe firearm handling and operation included in but not limited to these Standard Operating Procedures

g. Chapter Members, inclusive of ROs, wishing to have five (5) or more guests at the range at the same time will obtain the approval of the Range Committee two days prior to the intended use.

h. Group activities, i.e. boy scouts, shooting teams, etc. must contact the CRO at least weeks (4) prior to the preferred date so that appropriate RO coverage could be provided along with instructions on range rules and regulations.

i. In preparation for using the range, ALL persons shall adhere to the following procedures and requirements:

- All firearms brought to the range will be completely concealed from view.
- Firearms will be carried unloaded at all times.
- No firearm will be carried, worn or brought to the range in a holster with the exception of law enforcement officers on duty.
- Do not uncase your firearms until you have properly signed in and the range has been called hot.

5. Specialized Events.

BCC-IWLA maintains active programs in hunter safety, firearm use, and safety education. When these courses are given, the participants may be given live firing demonstrations, instruction or practice at the Range. These special events, which are listed in the monthly newsletter and usually occur on weekends, take priority over normal Range usage. The course instructor will work with the ERO for the day to ensure the safety of everyone at the Range. The assigned ERO for the day has control

of the Range and is responsible for its operation.

These specialized events include but are not limited to:

- NRA certified or similar rifle and pistol courses with live fire requirements/demonstrations
- DNR Hunter Safety Training
- Biathlon Team Shooting
- All competition and shooting matches
- Events approved by the Board of Governors and/or the R&P Committee

The points of contact for these various events shall be posted in the Range House to the left of the door or on the outside of the range house near the door in plain sight.

6. Range Closures.

The Range will be closed to all shooters during special events approved by the Board of Governors or in situations deemed necessary by the R&P Committee. Watch the Chapter newsletter for announcements and dates.

7. Range Limitations and Safety Requirements.

- a. Fire only while a qualified Range Officer is present
- b. Fire only authorized firearms and ammunition
- c. Fire at authorized targets only.
- d. Firing at cans, bottles, rocks, etc is strictly prohibited.
- e. Ensure that all projectiles impact the berms
- f. Ensure the red Range flag is displayed at all times whenever the range is open.
- g. Use appropriate eye and ear protection at all times.
- h. Obey all commands of Range Officers.
- i. Notify a Range Officer if any unsafe practices are observed.

- j. Police your own brass, paper, and other debris that accumulates on the Range. Dispose of it in the appropriate containers provided.
- k. Fire only from the established firing line and only at the target in line with and designated for your firing station (no cross target/lane firing is permitted).
- l. Prone shooting from the ground of the firing line is prohibited. However, prone shooting from the level plane of the shooting bench is allowed.

8. Authorized and Prohibited Firearms.

Shooters are permitted to fire all centerfire, rim fire and air (pump and CO2) rifles and pistols up to and including .50 caliber.

Fully automatic firearms and firearms with a selector switch for firing more than single shot or semi-auto rate of fire are not permitted on the Range. Shooters are permitted to fire all muzzle loading rifles and pistols up to and including .78 caliber. Shotguns firing rifled slugs or sabots are permitted.

Under no circumstances will any shooter fire buckshot, tracer, armor piercing, exploding or other exotic ammunition deemed unsafe or prohibited by law and/or the R&P Committee, RO or ERO on duty at the time.

9. Alcoholic Beverages and Drugs. Alcoholic beverages and drugs are strictly prohibited on the R&P Range. Anyone observed using them or deemed by an RO on duty, to be under the influence of any mood, mind, or behavior changing chemical &/or drug will not be permitted to use or remain on the Range. All persons believed to be involved in such behavior will be asked to leave. The ERO will make a report to the CRO who will notify the Chairman, who in turn will file a report to the Board of Governors. The R&P Chairman will include a recommendation to the Board that the person(s) involved be prohibited from using the R&P range until a full review and hearing of the circumstances is conducted by the Board.

CHAPTER 3

Rifle and Pistol Range Committee

1. Positions and Qualifications

The rifle and pistol (R&P) ranges are operated and governed by a volunteer Committee of qualified range officers in good membership standing. The Range Chairperson(s) is appointed by the President of the Chapter.

The Committee will consist of the following positions – in certain situations, one member may fill more than one position depending on the number of volunteers who come forward and/or overlapping duties as determined by the Chairperson.

- 1) Chairperson
- 2) Chief Range Officer
- 3) Training and Instruction
- 4) Architecture & Construction
- 5) Legal Advisor

Any Range Officer wishing to volunteer for any Committee position, other than Chairman, may notify the Chairperson.

2. Term of Office

The Chairperson is appointed by the Chapter President and serves at the discretion of the Chapter President.

CHAPTER 4

Schematic Layout of the Range:

New Earthen Berms at 25 and 50 yd. on Pistol Side

New Earthen Berms 50 and 100 yd. Rifle Side

CHAPTER 5

Rifle and Pistol Range Rules:

NRA Gun Safety Rules

Three Fundamental Rules for Safe Gun Handling:

1. Always keep the gun pointed in a safe direction
2. Always keep your finger off the trigger until ready to shoot.
3. 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
- 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 ERO on duty is responsible for all operations of the Ranges.
- Obey all RO commands.
- When all daily duties are completed and there is no activity on the range, ROs will be able to shoot. When someone comes to use the range, all shooting by ROs ceases and firearms are to be put away. This does not apply to specified range closures.
- Know where other shooters are at all times.
- Shoot only at authorized targets.
- For Special occasions and impromptu events, an ERO must be designated.
- Do not handle a firearm or stand at the firing line when 'the range is cold or while others are downrange. Do not touch anything on the firing station.
- Stop shooting immediately upon the command "Cease Firing".
- The red caution flag must be flown whenever the range is open.
- Eye and ear protection is mandatory for all shooters and spectators.
- No more than 2 persons are allowed at a firing point on the firing line; 1 shooter and 1 coach/spotter unless a problem of safety arises.
- Each shooter will have only one firearm and matching ammunition of the same caliber present at a time on his/her firing point. When a 'cease fire' is called, all shooters must immediately stop shooting, remain in position with the firearm pointed in a safe direction and wait for further instructions from the RO.
- Rifles, shotguns not in use will be left in a case and/or stored in the gun racks, unloaded,

magazines out (if so equipped), actions open or effectively blocked or otherwise made safe as directed by the Range Officers. Pistols, revolvers, semiautos and the like, will be stored in a pistol case, cleared of all ammunition, with the cylinders and/or actions open or effectively blocked, if allowable, in the case or otherwise made safe.

- All firearms carried to or from the range must be unloaded and encased.
- The only pistol shooting that is allowed on the rifle side of the ranges is a pistol that is chambered for a traditional rifle cartridge.

Site-Specific Rules

Permitted:

- Centerfire and rimfire rifles and pistols up to and including .50 caliber.
- Black powder muzzleloading rifles and pistols up to and including .78 caliber.
- Black powder muzzle loading smoothbore muskets and pistols up to and including .78 caliber.
- Rifles and pistols loaded with 10 rounds or less.
- Shotguns firing rifled slugs or sabots.
- Prone shooting from the level plain of the shooting bench is allowed.

Not permitted:

- Incendiary, armor-piercing, explosive, or exotic ammunition.
- Shotshells
- Fully automatic firearms or firearms with an automatic selector switch
- Carrying or wearing firearms in a holster with the exception of law enforcement officers on duty.
- Quickdraw shooting
- Shooting at unauthorized targets (cans, bottles, etc)
- Magazines or clips loaded with more than 10 rounds.
- Loaded firearms carried on or off the firing line
- Dry firing or aiming behind the firing line.
- Loading muzzleloading firearms directly from a powder horn or powder container.
- Rapid-fire – defined as two or more rounds fired in less than one second intervals. In the event that a sanctioned R&P match is held and there is a requirement for five rounds to be shot in 10 seconds, the restriction pertaining to rapid-fire will not be enforced.
- Prone shooting from the ground of the firing line.

NOTE: Any questions pertaining to rounds fired and time intervals, in the interest of defining rapid-fire, is up to the discretion and judgment of the RO. ROs may determine if all rounds are hitting the paper target and impacting 1/4 below the top of the earthen berm. If any of these conditions are not being met then the RO must inform the shooter to stop shooting in the manner observed.

Administrative Rules

Hours of operation

- First weekend in April to last weekend in December from 9:00AM to 5:00 PM both Saturday and Sunday. ERO must be present.
- Year round during the week from 7:30am to dusk for qualified Range Officers and their guests but 9:00 AM to dusk on weekends.

Parking

- All users of the Range must park in the upper parking lot in front of the Chapter House, with the

exception of the handicapped parking that is permitted down at the designated parking lot near the range on a first come first serve basis for vehicles that have handicapped license plates and/or placards.

- Only vehicles that are being used for an administrative purpose are allowed to drive past the yellow gate.

CHAPTER 6

Mandatory Range Commands

1. When the range is COLD and everyone is behind the firing line and all fire arms are in the unloaded, safe mode, the RO on duty, will give the following commands.

- “Ready on the Right” – while looking right to see if everyone heard the command. Each RO on the right must give a signal confirming ‘ready’
- “Ready on the Left” – while looking left to see if everyone heard the command. Each RO on the left must give a signal confirming ‘ready’
- “Ready on the firing line” – while giving the entire firing line a final look to verify everyone is ready and that ear and eye protection are on
- “The range is HOT”, you may commence firing”

2. When the range is HOT and someone wants to go ‘COLD’ for any purpose, the RO on duty, will be given a request to make the range COLD. ROs must alert all shooters that a request to go COLD has been made and to prepare for all shooting to stop. At this point all shooters may, at the discretion of the RO, finish firing or empty all rounds in their firearm and/or complete the string of fire currently being fired and prepare for a range COLD command. Prior to issuing a “COLD” command, the RO will give the following commands;

- Is the line clear on the right, while looking to see if everyone heard the command. Each RO on the right must give a signal confirming ready.
- Is the line clear on the left, while looking to see if everyone heard the command. Each RO on the left must give a signal confirming ready.

When notice has been given and the ERO has looked over the line to make sure the timing of the COLD command is appropriate, the RO will announce:

“RANGE COLD” – this may be repeated a few times to ensure everyone has heard the command.

All ROs must walk the line to ensure everyone heard the command and that they have:

- stopped firing
- put down their firearms
- unloaded all rounds from their firearms
- all magazines are removed
- all bolts and chambers are open
- all breeches and slides are locked back
- firearms are pointed downrange, in a safe direction or placed in the rack (rifles/shotguns) in a safe mode.
- everyone is back, away from their firing position

Definitions:

“Range is hot”

This means that shooters may handle their firearms and ammunition on the firing line. They may also handle their firearms in the ready area for the purpose of casing or uncasing them provided the

firearms are unloaded, the magazines are removed and the actions/bolts/slides/cylinders are open. They may begin to load their firearms only on the firing line. The 3 basic NRA safety rules must be observed and practiced at all times.

“Commence firing”

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

“Ceasefire”

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 RO in charge.

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

“Range is cold”

This means that all shooting must stop and all shooters must put down their firearm and make it ‘safe.’ All firearms are to be unloaded, the magazines are removed and the actions, bolts, slides and cylinders are open and the firearm is laid on the bench, pointed in a safe direction (usually down range), for verification by the RO. All shooters, after laying down their firearm, must step back from the firing line.

CHAPTER 7

Emergency Procedures

Accidents:

Minor accidents/events: – Cuts, sprains, dislocations, etc.

Go to a COLD range condition if necessary

Administer first aid as required – seek and offer help and other assistance as needed and/or capable.

Major accidents/events: – Heart attack, choking, broken limb, gunshot wound, etc.

- ERO should take charge of the situation and close down the Range if necessary
- Administer first aid.
- Call 911 to report an accident.
- Designate one of the ROs to keep notes on what is occurring with times
- Station people to direct emergency vehicles to the Range.
- Contact the R&P Chairperson, CRO and/or Committee member.

Unruly Persons:

- 1) Call a ‘ceasefire’ and ‘range is cold’
- 2) Assess the situation and approach the person in a calm, adult manner
- 3) Listen to the person but remain firm if a safety issue is in question
- 4) Failing attempts to resolve the situation, calmly ask the person to leave the Range and report his/her name to the Chief Range Officer.
- 5) If unsuccessful in obtaining compliance to a ‘leave the range request,’ shut down the range
- 6) Contact the R&P Chairperson, CRO and/or Committee member – if unsuccessful and the person in question still poses a threat or emergency situation – then
- 7) Notify the Montgomery County Police Department and request assistance.
- 8) Notify the R&P Chairperson, CRO and/or Committee member AS SOON AS POSSIBLE after taking this step.

Weather Closures

In the event of inclement weather, the ERO in conjunction with the ROs will decide to close the range. In the event of such a decision, two ROs will stay at the range for a reasonable period of time to see if the weather will clear. If after a reasonable period of time, the weather has not cleared, the ROs may shut it down completely and contact the CRO of their intentions.

CHAPTER 8

Range Equipment

- Target frames
- Material to build the frames
- Staple guns and staples
- Tools
- Telephone (for emergency use only)
- Assorted NRA sanctioned targets
- Red flag to be flown when the range is in operation
- First aid kits
- Black Powder firearm clearing equipment.
- Range sign-in book with money envelopes
- Current RO list in the back of the sign-in book
- Badges to identify the ERO and other range officers on duty
- A copy of the Standard Operating Procedures for the BCC-IWLA Rifle and Pistol Range
- Microwave
- Refrigerator
- Shooting blocks
- Sandbags
- Yard carts
- Sitting benches
- Trash cans and liners
- Chairs and picnic table
- Lawnmower and trimmer

Appendix A:

Range Inspection Checklist – Weekends from April through December, 9 AM till 5 PM:

1. Remove “Range Closed” sign at the entrance to the range
2. Open the range house.
3. Sign in to the logbook.
4. Raise the red caution flag indicating that the range.
5. Fill out the label on the manila envelope with the names of the ROs.
6. Put on the badges identifying the ERO and the range officers on duty
7. Check the bulletin board and the monthly newsletter for special instructions.
8. Walk the firing line AND inspect the bullet impact zones and remove all visible stones and other objects to ensure that everything is clear to begin firing.
9. Walk the top of both rifle & pistol berms and inspect the plywood walls- with a permanent black marker, date any new bullet holes ricochet/splatter on the fence and report it on the berm paper. Each berm report paper has 5 to 6 rectangles printed on it. You will need to write the number of

the board above the rectangle and mark the hole on the paper.

10. Identify everyone wanting to use the range by asking to see the following forms of identification:

- a. A current BCC-IWLA membership card
- b. A current BCC-IWLA Range Officer card if they indicate they are an RO
- c. A valid and current driver's license or other forms of government-issued picture ID
- d. If someone is new/novice to the usage of the range, offer assistance.

11. Collect fees as appropriate and deposit them in one of the labeled manila envelopes that are available in the range house.

a. Youth who are members of an organization that promotes shooting sports are not required to pay any ranges fees.

12. At the end of the day, add up all fees collected and fill out the label; place them into the envelope, seal it and put through mail slot in the door to the left of the range house desk.

13. Observe and supervise all shooting noting in particular shooters who may be experiencing difficulty.

14. Assist shooters as the need arises. Be aware of any misfires, hang fires or doubles and react accordingly.

15. Require shooters to police their firing points and leave each point in a clean condition.

16. Cut and trim grass as necessary.

17. As necessary, the trash is to be taken up to the main dumpster in the Chapter House parking lot.

20. Secure the range at the end of the day which is 5:00 PM for the general membership. Close the range house after depositing the fee envelope in the mail slot in the inside range house door; turn off the lights; replace the "Range Closed" sign as you leave.

Weekdays and weekends when the range is closed to the general membership:

Basically the same rules apply as above except that the range is open only to current range officers and their guests. The "Range Closed" sign must be left in place at the entrance to the range since general membership shooting is not allowed. Before shooting commences, the berm for the range you are shooting on must be walked and any holes must be recorded on the Berm Report sheet. After you are done shooting for the day, a final berm walk must be made. This report must be put in the door slot at the end of your shooting day. If another RO shows up and is present after the first RO leaves, the remaining RO must the ending report. If more than one current range officer is present, a decision must be made as to who will be designated ERO in charge of the range. If a non-RO chapter member arrives when the range is closed but a Range Officer is present and shooting, the latter has the option of allowing the member to shoot as his/her guest or maintaining the range closed and not letting the member shoot. Any RO who observes an unauthorized and unescorted non-member using the range needs to ask them to leave. If they refuse, call the police non-emergency number to report trespassing and give the best description, ie. license plate number, pictures, etc. possible. Inform the Chairman or CRO afterward.

Appendix B:

Range Officer Qualification Procedure*

1. Range Officers are signed up the month prior to the range opening to the general membership. At that meeting, they are informed of any procedural changes that have been adopted from the previous year.

2. All new ROs have one calendar year to complete and pass the NRA RSO Course or they cannot sign up for duty for the following year.
3. All current ROs must bring to the annual RO meeting their current RO card from the previous year, a current BCC-IWLA membership card.
4. Range Officers, with 5 years of active ERO/RO duty, who have attained the age of 70 has the option to choose whether or not they would like to serve range duty. They must, however, meet all other RO requirements including but not limited to the paying of RO fees, all training requirements and attendance at the annual RO sign-up meetings.
5. No range Officer is excused or exempt from paying RO fees regardless of age or position on any BCC-IWLA Committee, including elected officers and the Board of Governors.
6. If for any reason a RO, has, exhibits, or is observed / found to have any medical, physical, or mental condition that prohibits them from fulfilling normal RO duties and requirements, they will not be allowed to hold a RO certification.
7. In addition, any person who is deemed medically, physically, mentally or legally, unfit to handle and/or discharge a fire arm safely and in accordance with all BCC-IWLA R&P SOPs will not be allowed to use the R&P range.

NOTE: The Shotgun Range qualifies its own Range Officers. They are not automatically qualified R&P Range Officers nor are R&P Range Officers automatically qualified as Shotgun Range Officers.