

Bethesda-Chevy Chase (B-CC) Chapter

Rifle & Pistol (R&P) Standard Operating Procedures (SOP) & Range Rules



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Overview

Preamble

The role of the Range Officer (RO) on the Izaak Walton League Rifle and Pistol Range is critically important and a serious commitment.

We are charged with the safety of people's lives and as such, we cannot haphazardly engage in our tasks because there could be permanent consequences. Our active participation is essential and vitally important beyond just the use of our range.

Our presence, demeanor, attitude, and knowledge of guns and their handling, and the way we oversee the safety of the range and those on it are of major significance. We must do it well. The way we convey ourselves and show the above characteristics is viewed by guests, the public, special groups such as the Boy Scouts, and others. What happens at our shooting ranges is talked about way beyond our chapter grounds.

Any negative happenings accidents or incidents may have global repercussions for the shooting community. So, it behooves each of us to carry ourselves in a manner that ensures that only the positive is shared. By acting responsibly, we are protecting ourselves, and others and, while working with today's shooters, we influence and impact generations to come.

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 decided and approved by the Rifle and Pistol Committee. All chapter members entering the B-CC IWLA property shall have a current membership card and be able to produce it when asked by other members or authorized personnel. All ROs shall also have and display a current RO card while on the range. All non-members shall have signed a Hold Harmless Agreement form.

Authorized Uses & Operations of the R&P Range

The B-CC IWLA runs an 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 B-CC IWLA. Anyone found to violate this rule may have their range privileges suspended pending an investigation by the R&P Committee. Once that is completed, they will present their findings and recommendations for a suitable sanction to the Board of Governors. As provided for in the Chapter Rules & Regulations, the Board of Governors will make a final decision regarding the matter.

R&P Range Usage Requirements

- A RO, holding a current RO card, may use the range except when it is closed for dedicated events or during hunting season closures. Members should check the R&P Calendar of Events listed in the B-CC IWLA monthly newsletter for details about these and other closings.
- During the week, Monday - Friday, non-RO Chapter members cannot use the range unless there is a current, qualified RO present who is willing to take the responsibility for supervising all persons and fulfilling all duties as needed from an RO while a non-RO is shooting.
- Chapter members and escorted guests, 18 years of age and older may use the ranges only when a RO is on duty. Escorted guests shall sign the Hold Harmless Agreement before they are allowed to shoot.
- Chapter members and escorted guests, under 18 years of age, with the consent of the RO, may use the ranges only when a RO is on duty and shall be accompanied by an adult (at least 21 years old) Chapter member. Whether a person is allowed to shoot at the range will be at the discretion of the ERO. The ERO will interview the person and determine the individual's understanding of safe firearm handling and their ability to shoot the firearm they have or will be using. Then the ERO will decide whether that person will be allowed to shoot at the range that day. Escorted Guests under 18 yrs. of age shall have a parent or legal guardian's signature on the Hold Harmless Agreement before they will be allowed to use the range.
- No person under the age of 21 will be allowed to fire a handgun except when under the direct, full-time supervision of a qualified adult escort over the age of 21.
- Members, including ROs, are limited to having two guests at the range. If the guests are there with the RO on a day when the RO is on duty, they can only shoot before or after the range is open to members and their guests are shooting.
- Dedicated events (e.g., Boy Scouts, shooting teams, etc.), shall supply a written Special Event Safety Briefing (see the Appendix for a template) to the R&P chair and the Chief Range Officer (CRO), at least, four (4) weeks before their preferred date. This will ensure RO coverage and range safety.
- Hosting a guest, it is the responsibility of the sponsoring member to:
 - be always present
 - observe and keep the safety of their guests
 - Abide by the rules of safe firearm handling and operation included in but not limited to these SOPs.
- 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 encased and unloaded.
 - No firearm will be carried, worn, or brought to the range in a holster except for LEOs = Law Enforcement Officers on duty.
 - Firearms are not to be uncased until the shooters have properly signed in and the range has been called "hot."

Standard Operating Procedures

Executive RO (ERO)

The ERO position is described in detail in the Appendix. The ERO duties include but are not limited to the following:

- Ensuring the range is open on time.
- Lead a daily safety briefing (e.g., whoever has the highest level of medical training will tend to the injured, look at the day's weather forecast, etc.) before members/guests arrive
- 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 that the names and information match, and guests sign the Hold Harmless Agreement.
 - request & check the name on the current club membership card
 - request & check the name on the current ROs card if they are an RO
 - require shooters to fill in ALL blanks in the sign-in book including the membership & RO number in spaces supplied
- Collection of daily fees:
 - Place all money collected in the labeled brown envelope
 - At the end of the day, put 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 bought from the R&P range (e.g., earplugs)
- Ensuring all safety procedures and processes are being followed and carried out
- If fewer than 3 ROs are available on any duty day, depending on usage, the ERO may close either the pistol or rifle side to ensure proper coverage and safety on the range. If fewer than 2 ROs are available on any duty day, the range shall be closed and the chairman and CRO notified immediately.
- Training and mentoring new ROs in all duty day processes and running the range.
- If an ERO is not already certified, the ERO must complete an approved AED, CPR, and First Aid course within 1-year of becoming a RO (see Appendix F). Additionally, the ERO is expected to maintain this certification at his or her own expense.
- If an RO is not already certified, the RO should complete an approved emergency medical course (see Appendix F). Additionally, the RO is expected to maintain this certification at his or her own expense.
- Failure to sign in members and guests as well as collect daily fees will result in the suspension of all EROs and RO on duty.

All decisions as to daily range operation and safety are at the discretion of the ERO. Per our Emergency Procedures, ERO has the authority to shut down the shooting range when necessary.

Range Officers (ROs)

The RO position is described in detail in the Appendix. ROs shall meet all the following criteria:

- Be current members of the B-CC IWLA Chapter in good standing who have completed their probationary membership year.
- be 21 years of age
- eligible to legally own a firearm
- be current in all B-CC IWLA Chapter dues,
- Have taken and passed with a score of 80% or better and who in the opinion of the instructor will fulfill the duties of RO, the RO training course offered by the chapter.
- If a RO is not already certified, the RO must complete an approved Range Safety Officer course within 1-year of becoming a RO (see Appendix F). Additionally, the RO is expected to maintain this certification at his or her own expense.
- Thereafter, refresher RO training, including the RO exam, shall be taken every five years.
- If a RO is not already certified, the RO must complete an approved emergency medical course (see Appendix F). Additionally, the RO is expected to maintain this certification at his or her own expense.

- If the ERO does not show up, the ROs shall notify the R&P Chair and the CRO, then decide among themselves who will be the ERO. If fewer than 3 ROs are available on any duty day, depending on usage, the ERO may alternate closing either the pistol or rifle side to proper coverage and safety on the range. If fewer than 2 ROs are less 2 ROs are available on any duty day, the range shall be closed and the chairman and CRO notified immediately.
- ROs will decide who will do what if there is an accident.
- If an RO does not arrive, call them to find their status.
- ROs on duty may not shoot when others are shooting.
- ROs shall be standing on or walking the line when people are shooting
- All guests, at each visit, shall come with a filled-out Hold Harmless Agreement which must be downloaded and completed before arrival.
- If the ERO decides to close the range early due to inclement weather, ROs shall decide with the ERO what to do if the weather clears.
- Any RO not showing up for their scheduled duty day AND who does not notify the CRO by the normal reporting time of the scheduled duty day, shall 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 shall 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.
- If you lose your RO privileges, you will have to retake the RO Training Course offered by the Chapter.
- A duty day is defined as Saturday, Sunday, or the day of a special event that requires an ERO/RO presence beginning at 9 AM and lasting till 5 PM.
- If for any reason an ERO or RO, has, exhibits, or is seen/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. In addition, any person who is considered medically, physically, mentally, or legally unfit to handle and/or discharge a firearm safely and per all B-CC IWLA R&P SOPs will not be allowed to use the R&P range.
- The Shotgun Range qualifies its ROs. They are not automatically qualified R&P ROs nor are R&P ROs automatically qualified as Shotgun ROs.
- Failure to sign in members and guests as well as collect daily fees will result in the suspension of all EROs and RO on duty.

Range Reports

A range report shall be put in the appropriate Slot in the Range House desk at the end of the day. If another RO shows up and is present after the first RO leaves, the remaining RO shall finish the ending report. On weekends these reports include added required steps to complete.

Controlling the Range

- If more than one current RO is present, a decision shall be made as to who will be chosen ERO in charge of the range.
- If a non-RO chapter member arrives when the range is closed but an RO is present and shooting, the latter has the choice of allowing the member to shoot as his/her guest. The RO has the choice to keep the range closed and not let the member shoot because if he allows the individual to shoot, he becomes the ERO and must control the range and shall stop shooting if the non-RO shoots.
- Any RO who sees 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 possible (e.g., license plate number, pictures, etc.). Submit a Range Incident / Event Report (see Appendix A for a template) to the Chairman or CRO as soon as possible.

Safety & common sense are requisite behaviors to ensure range safety.

Emergency Procedures

Respond to the emergency, notify the R&P chair and chief RO, and then, as soon as possible, send an accident/injury report (see Appendix B for template) via email to the R&P chair and Chief RO.

Minor accidents/events

(E.g., Cuts, sprains, dislocations, etc.)

- Go to a COLD range condition and everyone stands behind the BLUE spectator line (if necessary).
- Administer first aid as needed.
- Look for and offer help and other aid as needed and/or capable.
- Contact the R&P Chairperson, CRO, and/or Committee member. ERO/ROs must complete an incident report, and obtain independent witness statements for “Anything that affects the operation of the range or requires the attention of the RO.”

Major accidents/events

(E.g., Heart attack, choking, broken limb, gunshot wound, etc.)

- ERO should take charge of the situation and close the Range if necessary
- Administer first aid.
- Call 911 to report the accident.
- Choose 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. ERO/ROs must complete an incident report, and obtain independent witness statements for “Anything that affects the operation of the range or requires the attention of the RO.”

Unruly Person

Any person showing 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 RO status at the discretion of the R&P Committee. Any action taken by the R&P Committee can be appealed to the Board of Governors.

- Call a ‘cease fire’ & ‘range is COLD’ and everyone stands behind the BLUE line.
- Assess the situation and approach the person in a calm, adult manner.
- Listen to the person but remain firm if a safety issue is in question.
- Failing attempts to resolve the situation, calmly ask the person to leave the Range & report his/her name to the Chief RO (CRO).

- If unsuccessful in obtaining compliance to a 'leave the range request,' shut down the range.

The ERO must at once send a verbal Range Incident / Event Report (see Appendix A for a template) by phone to the Chairman or CRO (Chief RO). The ERO will then submit a written Range Incident / Event Report (see Appendix for a template) to the R&P Range Chair within 24 hours.

Weather Closures

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

Administrative Rules

Disciplinary Action

- The R&P Chair, Chief Range Officer, and/or their designee(s) will investigate any violations of the SOP and/or range rules. They will contact the party(ies) involved and gather security camera videos, witness statements, etc.
- After their initial investigation, they will present the violations to the R&P Committee, which will make a recommendation for and vote upon appropriate disciplinary action. Disciplinary action may range from a verbal or written warning to temporary suspension to permanent expulsion from the range.

Hours of Operation

- The first weekend in April to the last weekend in November from 9:00 AM to 4:00 PM on both Saturday and Sunday, which is subject (see the see letter for the last schedule). ERO shall be present.
- Year-round during the week from 7:30 am to dusk for qualified ROs and their guests but 9:00 AM to dusk on weekends. Except when the range is closed for dedicated events or mandatory closures.

Parking

- On duty, ROs may un-/load and then move their vehicles to the Chapter House parking lot or park in the range parking lot. The ROs should not block or use handicapped parking spaces that are available on a first-come, first-served basis; unless ROs have handicapped license plates and/or placards.

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

Targets

- The height of the target shall be (7 feet) on the rifle and pistol ranges unless otherwise decided by the R&P Range Committee and posted in the Range House in plain sight. Special events like the Biathlon may use different targets permitted per their B-CC IWLA Event & Range Safety Briefing approved by the R&P Range Committee.
- 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 changed by a bullet, may also be used. Any other targets shall be approved by the R&P Range Committee.

General Range Rules

- Know and obey all Range Rules at all times
- The ERO on duty handles all operations of the Ranges
- Obey all RO commands
- Know where other shooters are always.
- For Special occasions and impromptu events, an ERO shall be chosen.
- When the Range is COLD - do not handle a firearm or ammunition & stand behind the BLUE line. Do not touch anything on the firing line or any firearm in a rack or on a counter behind the blue line including ammunition or magazines.
- Stop shooting immediately, put down your firearm, insert an ECI (empty chamber indicator) into the chamber and wait for further instruction upon the command "Cease Firing"
- No more than 2 persons are allowed at a firing point on the firing line; 1 shooter and 1 coach/spotter or 1 guest and 1 member unless a problem of safety arises.
- Each shooter will have only one firearm and matching ammunition of the same caliber present at a time at his/her firing point. When a 'cease fire' is called, all shooters shall at once stop shooting, remain in position with the firearm pointed in a safe direction, and wait for further instructions from the RO.
- Rifles and 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, ECI's inserted or otherwise made safe as directed by the ROs. Pistols, revolvers, semi-autos, 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. If the firearm remains on the bench an ECI must be inserted in the chamber.

3 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.

Range Limitations & Safety Requirements

- The RED Range flag is always displayed whenever the range is open.
- Fire only while a qualified RO is present.
- Fire only authorized firearms and ammunition.
- Fire at authorized targets only.
- Firing at cans, bottles, rocks, etc., is prohibited.
- Ensure that all projectiles hit the middle 1/3 berms.
- Always use proper eye and ear protection.
- Obey all commands of ROs.
- Notify an RO if any unsafe practices are seen.

- Police your brass, paper, and other debris that accumulates on the range.
- Dispose of trash and brass in the proper containers provided.
- Fire only from the established firing line and only at the target in line with a corresponding station.
- Prone shooting from the ground of the firing line is prohibited. However, prone shooting from the level plane of the shooting bench is allowed.
- Persons wishing to 'sight-in' any long gun at shorter distances may do so with a round count of 5 or less at the pistol range under direct RO supervision
- All projectiles shall hit the berms. ROs will watch for impact to ensure no rounds leave the range and all rounds are hit a safe distance below the top and sides of the berms.
- Minimize exposure to lead by following good hygiene practices:
 - Wash hands with soap & water
 - No eating on the firing line or while handling ammunition or firearms
 - No drinking on the firing line or while handling ammunition or firearms
 - No smoking on the firing line or while handling ammunition or firearms
 - Pregnant women and children under 7 years of age shall stay in the spectator area
 - Upon returning home, at once remove and wash all contaminated clothing and shoes.

Unsafe Actions/Alcoholic Beverages & Drugs

- If at any time, anyone at the range sees any act, situation, or circumstance, that 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.
- ROs may have to decide if rounds are hitting the paper target and hitting the middle third (1/3) of the earthen berm. If any of these conditions are not being met then the RO shall inform the shooter to stop shooting in the manner seen.
- Alcoholic beverages and drugs are prohibited on the R&P Range. Anyone seen using drugs or alcoholic beverages and believed by an RO on duty, to be under the influence of any mood, mind, or behavior-changing chemical &/or drug will not be allowed to use the range.
- If a shooter is acting in an unsafe manner which may be due to prescription drugs that person can be ordered off 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 are conducted by the Board.

Range Closures/Specialized Events

- The Range will be closed to all shooters during dedicated events approved by the Board of Governors or in situations believed necessary by the R&P Committee. Watch the chapter newsletter for announcements and dates. Notifications will be posted on the Range House Door.
- B-CC IWLA supports active programs in hunter safety, firearm use, and safety education. These special events, which are listed in the monthly newsletter and usually occur on weekends, take priority over normal range Usage.
- The course instructor / special event will work with the ERO for the day to ensure the safety of everyone at the range. The course instructor / special event will supply a verbal and written Special Event Safety Briefing (see Appendix for a template) for the ERO / ROs on duty. The assigned ERO for the day has control of the Range and handles its operation. ROs may be asked to aid during these events. The Range may be closed during these events for all other shooters.
- Any chapter member including ROs who violates these SOPs and rules will be subject to disciplinary action by the R&P Committee and the Board of Governors. An RO who uses the range when it is closed to shooting will result in losing your privileges to be an RO and other actions by the Board.

Specific R&P Range Rules

Permitted

- Centerfire and rim fire rifles and pistols up to and including .50 caliber.
- Black powder muzzle-loading 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. Shotgun Patterning is allowed under the supervision of the ERO using only the provided patterning board and at a time of his discretion.
- 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.

Not Permitted

- Incendiary, armor piercing, explosive, or exotic ammunition considered unsafe or prohibited by law and/or the R&P Committee, RO, or ERO on duty at the time.
- Shotshells are not allowed on the Rifle Side of the Range
- Fully automatic firearms or firearms with an automatic selector switch
- Carrying or wearing firearms in a holster except for law enforcement officers on duty.

- Quick-draw shooting firing a shot
- Shooting at unauthorized targets (cans, bottles, or of human torsos, silhouettes, 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. If a sanctioned R&P match is held and there is a requirement for five rounds to be shot in 10 seconds, the restriction on rapid fire will not be enforced.

Mandatory Range Commands

- While the range is COLD everyone is behind the BLUE line and all firearms 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 shall give a signal confirming ‘ready’
 - **“Ready on the Left”** — while looking left to see if everyone heard the command. Each RO on the left shall 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”**
- 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 shall 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. Before issuing a "COLD" command, the ERO 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 shall 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 shall 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, the ERO and ROs will announce:
 - **“RANGE COLD”** — this may be repeated a few times to ensure everyone has heard the command.
 - All ROs shall 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

R&P SOP & Range Rules

- all bolts and chambers are open and facing up
- all breeches and slides are locked back
- ECI's (Empty Chamber Indicators) are installed in the open chamber.
- Firearms are pointed down range, in a safe direction, or placed in the rack (rifles/shotguns) in a safe mode.
- Everyone is back, away from their firing position behind the BLUE line.

Appendices

Appendix A: Range Incident & Unusual Event Report

Range incident/event reports, including range safety violations and unruly persons, report sent via email to the R&P chair and Chief RO should include—at a minimum—the following information:

- Date & time
- Location
- Be specific (e.g., pistol range firing line, rifle range berm, range house, etc.)
- Person(s) involved, including
- If member, supply name and member #
- If guest, supply guest name as well as name and member # of hosting member
- Range Officer(s) on duty, including
- Names
- RO #(s)
- Phone #(s)
- E-mail address(es)
- Witness(es) accounts, including
- Names
- Member #(s) (if applicable)
- Phone #(s)
- Mailing address(es)
- E-mail address(es)
- A detailed description of the event/incident
- Facts only (if something is unknown, do not guess)
- What did you see (e.g., feel, see, hear, smell, etc.)?
- List any SOP / Range Rules violated
- Supply page(x) and/or cite the procedures or rules violated



Unusual Event / Incident Report

(including life-threatening, serious, or minor injury; dangerous situation; or an unruly guest / member)

Date & Time:

Location of Incident:

(Be specific)

Person(s) Involved or Injured, including guest(s) and member(s):

(Please include full name(s), age(s), member / RO #s, e-mail address(es), and telephone #s)

Range Officer(s) on Duty:

(Please include full name(s), age(s), member / RO #s, e-mail address(es), and telephone #s)

Witness(es):

(Please include full name(s), age(s), member / RO #s, e-mail address(es), and telephone #s)

(Use back of page if needed)

Appendix B: Accident & Injury Reports

Accident/injury Reports initially called in and then sent via email to the R&P chair and Chief RO should include—at a minimum—the following information:

- Date & time
- Location
- Be specific (e.g., pistol range firing line, rifle range berm, range house, etc.)
- Person(s) injured, including
 - Name(s)
 - Age(s) (if the child also supplies parent/guardians' information)
 - Phone #
 - E-mail address(es)
 - Mailing address(es)
- Range Officer(s) on duty, including
 - Names
 - RO #(s)
 - Phone #(s)
 - E-mail address(es)
- Witness(es) include everyone on the range, including
 - Names
 - Member #(s) (if applicable)
 - Phone #(s)
 - E-mail address(es)
 - Mailing address(es)
- A detailed description of the accident/injury (ies)
- Facts only (if something is unknown, do not guess)
- Body part(s) injured (e.g., arm, eye, neck, hand, etc.)
- Type of injury (e.g., abrasion, burn, cut, fracture, etc.)
- Action(s) taken, including
 - CPR/first aid supplied or AED used
 - Police/fire/EMS notified/responded
 - Treatment refused

Appendix C: Emergency Procedures

The following are standardized Emergency Procedures, which may be supplemented or superseded by temporary changes to the SOPs or Range Rules (e.g., steel plates, non-standard targets, etc.), which have been approved by the R&P Committee

- The ERO should hold a daily safety brief and delegate duties to be performed in case of an emergency. The RO with the highest level of medical training takes the lead in supplying aid.
- Take charge of the situation (designated medical RO is in charge if the ERO is injured or away). Otherwise, the RO should perform the duties assigned in the daily safety brief.
- Call a ceasefire, have members/guests unload and stand by, and evaluate the situation: major or minor injury? Most importantly, communicate with one another and work as a team.
- If the injury is major, at once call 9-1-1 for help. State your name, location, phone number, exactly what happened (see note below), and the number of injured. Our address is **20601 Izaak Walton Way, Poolesville, MD 20837**. If the injury is minor, the designated medical RO at once administers first aid and then reevaluates the situation.
- Render aid, within the scope of your training. Assign any members/guests as helpers (e.g., to direct the Ambulance, help perform CPR, take notes, especially recording times, etc.).
- Call in your verbal Accident/injury Report to the R&P Range Chair and CRO as soon as safe to do so. Their phone #s are posted in the Range House. Compile the pertinent info from the ROs on duty and any witnesses then file an Accident / Injury Report within 24 hours.

Be careful just saying "gunshot wound" or "shooting" as this may prompt a tactical response by police, which will further delay medical care for the injured by fire/rescue. These may be interpreted by the dispatcher as an "active shooter" emergency.

Appendix D: Special Event & Range Safety Briefing

A Special Event Safety Briefing provided by the course instructor/event host to the R&P Committee in writing, at least, 4-weeks before the event, then provided in writing and verbally to the ERO and ROs on duty, including the following information:

- Event name
- Event location(s)
 - Be specific (e.g., pistol range firing line, rifle range berm, range house, etc.)
- Event Type(s)
 - Bullseye pistol, rimfire sporter, 3-position (standing, prone, and sitting or kneeling) high-power match, etc.
- Scheduled date & time
- Audience
 - The number of spectators anticipated
 - Ages
- Participants
 - Number of participants expected/scheduled
 - Ages
 - Skill level(s) expected (e.g., novice, intermediate, advanced)
- Detailed event description
 - Any temporary changes to the SOPs or Range Rules (e.g., steel plates, non- standard targets, etc.), which shall be approved by the R&P Committee
 - Firearm(s) / caliber(s) to be used (e.g., air rifle, rimfire pistol, high power rifle, etc.)
 - Any special equipment to be used
 - Course of fire



Event / Range Safety Briefing

Please submit 30-days in advance. No event shall proceed until confirmed in writing by the R&P Chair.

Event:

Date & Time:

Sponsors:

(Member Name(s), Member Number(s), E-mail address(es), and Telephone Number(s))

Audience/Skill level:

(Adult, Kids, Seniors) and (Beginner, Intermediate, Advanced)

Range(s) To Be Used:

Event Description:

(Please include the # of RO expected to volunteer and their roles to make this event a success)

Course of Fire:

(Use back of page if needed)

Appendix E: Committee Position Descriptions

Chief Range Officer (CRO)

Position: Chief Range Officer (CRO)

Description: Assures safe range operations, leads Executive Range Officers and Range Officers, investigates range safety violations, and schedules events using the range.

Reports to: Chair, R&P Committee

Duties:

- Executive Range Officer (ERO) and Range Officer (RO) Badging
 - Ensures all ERO and RO are in good standing and have met the minimal certification and training standards.
- ERO/RO Scheduling
 - Ensures an ERO and RO are assigned to ensure sufficient coverage whenever the range is open to all members.
- Investigation
 - Investigates incident or unusual event reports, including major range safety violations.

Recommended Qualifications:

- A B-CC ILWA member in good standing with experience as an ERO/RO or equivalent.
- Certified as RO/RSO/SO or equivalent in one or more of the following:
 - Civilian Marksmanship Program (CMP) Range Officer
 - International Range Officers Association (IROA) Range Officer
 - International Defensive Pistol Association (IDPA) Safety Officer
 - National Rifle Association (NRA) Chief Range Safety Officer/Range Safety Officer
 - United States Concealed Carry Association Range Safety Officer (RSO)
 - Single Action Shooting Society (SASS) Range Officer
- Certified instructor or equivalent in one or more of the following:
 - Pistol, Rifle, Shotgun
- Completed the NRA Club Leadership & Development Course.

Executive Range Officer (ERO)

Position: Executive Range Officer (ERO)

Description: All decisions as to daily range operation and safety are at the discretion of the ERO.

Reports to: Chair / Chief Range Officer (CRO), R&P Committee

Duties:

- Ensuring the range is open on time.
- Lead a daily safety briefing (e.g., whoever has the highest level of medical training will tend to the injured, look at the day's weather forecast, etc.) before members/guests arrive
- Assigning RO duties for the day which include monitoring the range and checking in all shooters
- Collecting daily fees
- Ensuring all safety procedures and processes are being followed and carried out
- Training and mentoring new ROs in all duty day processes and running the range

Recommended Qualifications:

- An ERO shall have met all requirements of a RO (RO) and served as a RO for a minimum of eight ("8") days on duty under the instruction of an ERO or at the discretion of the Chief RO.
- EROs should have a current First Aid/CPR/AED certificate/training (e.g., these may be obtained from the American Heart Association, American Red Cross, Health & Safety Institute, National Outdoor Leadership School, or National Safety Council, etc.) or more advanced medical license/training (e.g., emergency medical technician, hospital corpsman, nurse, paramedic, physician, etc).
- Additionally, all EROs should have a certificate/training on how to stop bleeding, including the use of tourniquets (e.g., this may be obtained from the American College of Surgeons, American Red Cross, etc.).

Range Officer

Position: Range Officer (RO)

Description: The RO is to aid the ERO in the safe operation of the R&P Range. They are to supervise sections of the range, carry out any duties assigned by the ERO, and are to be observant as to who is shooting at what and when.

Reports to: Executive Range Officer (ERO), R&P Committee

Duties:

- If the ERO does not show up, the ROs decide among themselves who will be the ERO
- ROs will decide who will do what if there is an accident.
- If an RO does not arrive, call them to decide their status.
- ROs on duty may not shoot when others are shooting nor have guest
- ROs shall be on the line when people are shooting
- All guests, at each visit, shall come with a filled-out Hold Harmless Agreement which should be downloaded before arrival.
- If the ERO decides to close the range early due to inclement weather, ROs shall decide with the ERO what to do if the weather clears
- Any RO not showing up for their scheduled duty day AND who does not notify the CRO by the normal reporting time of the scheduled duty day, shall contact the CRO within 7 days and reschedule their missed duty day.

Recommended Qualifications:

- Be current members of the B-CC IWLA Chapter in good standing who have completed their probationary membership year.
- be 21 years of age
- eligible to legally own a firearm
- be current in all B-CC IWLA Chapter dues,
- Have taken and passed with a score of 80% or better and the option of the instructor will fulfill the duties of RO, the RO training course offered by the chapter.

Appendix F: Recommended Range Safety Officer Training & Certification

Range Safety Officer / Range Officer

- Civilian Marksmanship Program (CMP) Range Officer
- International Range Officers Association (IROA) Range Officer
- International Defensive Pistol Association (IDPA) Safety Officer
- Maryland Department of Natural Resources Police Hunter Safety Instructor / Range Safety Officer
- National Rifle Association (NRA) Chief Range Safety Officer/Range Safety Officer
- United States Concealed Carry Association Range Safety Officer (RSO)
- Single Action Shooting Society (SASS) Range Officer
- Any other certification or training approved by the R&P committee.

First Aid/CPR/AED

- American Heart Association (e.g., First Aid/CPR/AED)
- American Red Cross (e.g., First Aid/CPR/AED, First Aid for Severe Bleeding)
- American College of Surgeons (e.g., Stop the Bleed)
- EMT, Paramedic, or certified first responder (e.g., TCC)
- Health & Safety Institute (e.g., First Aid/CPR/AED)
- Special Operations Aid & Rescue SOAR (e.g., Tactical Medicine for the Armed Professional)
- Medical Doctors, Nurses, or other licensed medical professionals
- National Outdoor Leadership School (e.g., Wilderness First Aid, Responder, EMT)
- Any other certification or training approved by the R&P committee.

Appendix G: Pandemic Procedures

Weekday Procedures

- If you do not feel well, stay home.
- Masks are required once you enter the range area and you can remove them when you are shooting
- Range Officers will follow the same cleaning procedures as listed on the weekends below.
- No more than one person in the Range House at a time
- The first person in the Range House that day makes sure there is the Bleach Mixture made up following the instructions on the bottle. There are index cards in the Range House so you can write the date and time the mixture was made on the card and place the bottle on it.
- Wipe down the pen when done with it.
- Wipe down positions when done.
- Follow the social distancing guidelines
- One guest is allowed outside of immediate family, however, please be mindful to not overwhelm the range.

Weekend Procedures

Range House

- One Range Officer will be stationed in the Range House for the day. No one else will be allowed to enter.
- Membership Cards and RO cards will be held up at the window for the RO to see and record the required information.
- RO in the Range House will sign in the shooter on the sign-in sheets.
- RO in the Range House may wear a glove to handle the money and put it into the envelope if they so choose.
- If targets are wanted, the RO will hand them out through the window.
- One spray bottle of 2 tablespoons of bleach to 28 ounces of water will be mixed up for each shooting position. A rag and spray bottle will be placed at each shooting position.
- No guest shooters are allowed outside of the immediate household family members due to limited shooting positions.
- No congregating will be allowed at the Range House picnic table
- Hook up the chain to the bar entrance

Ranges

- 3 open shooting positions and 6 target backers will be placed on the Pistol side of the Range
- 5 open shooting positions and 9 target backers will be placed on the Rifle side of the Range

- The shooting positions that are closed must have the horizon boards pulled down and pink signs stapled on them stating that they are unavailable. They are to stay closed.
- Staplers can be brought down to the ranges with extra boxes of staples.
- The Pistol side will have 1 RO stationed and the Rifle side will have 2 ROs stationed.
- If one side range is slow, help the busy side out.
- Once a shooter is done at their position on either range, the bench area needs to be sprayed down well and wiped down with the rag before another shooter can take their place.

Range Capacity

- If the range is at maximum capacity, we will institute a time limit. The person there the longest leaves first. Times will be based on the Sign-In sheets.
- Once they are signed in on the regular form, there will be a sign-in sheet specifically for this and the shooter will need to sign in with their name, the range they want to shoot on, and a form of contact. You may use the Range House phone to call if you do not want to use your cell phone to contact them.
- Anyone who is waiting can stand on the grass at the flagged positions, sit in their car, or spend time elsewhere on the property.
- While a 90-minute time limit has been stated in the main e-blast to the membership, it is up to the ROs if they want to allow 2 hrs.