



## **Lee Sportsmen's Association**

### **Indoor Pistol Range Standard Operating Procedures 11.23**

#### **Preamble**

The elected Officers, in their role as Officers or Directors of the Lee Sportsmen's Association (LSA), operating in accordance with the Club bylaws, have ascertained a need to protect the Club, its members and officials.

This need is the enforceable regulation of firearms safety while on Club property. Accordingly, the following regulations are established as a requirement for each member to read, understand and agree to as a condition of membership. This Standard Operating Procedures (SOP) is to be used in conjunction with the Lee Sportsmen's Association Club SOP, which exists as a separate, overall, controlling document. These SOPs are available from the Lee Sportsmen's Association and website at [www.leesportsmen.com](http://www.leesportsmen.com).

Enforcement will be conducted by the LSA Range Safety Officers (RSOs), consisting of the Club Officers (COs) and RSOs designated by the LSA Board of Directors (BOD) and may be further supplemented by members who become certified RSOs in the future.

At Lee Sportsmen's Association, safety is our top concern. Whether shooting alone, with friends, or in a Club sanctioned event, safeguarding people from injury must be in the forefront of everyone's mind and reflected in their actions. Toward this end, the following rules have been created and must be strictly followed by all members and their guests.

Breaking the rules will result in your being asked to leave the grounds and may result in the suspension or revocation, without appeal, of your membership. These rules are subject to change without notice at the discretion of the LSA BOD in order to maintain the safest possible environment. For questions, suggestions, or to report unsafe activities at LSA, please feel free to call or email the President, Indoor Pistol Range Chair, or any LSA official as posted at the Indoor Pistol Range or on LSA's website.

## **Always observe the fundamental rules of safe gun handling:**

**Always keep firearms pointed in a safe direction; know your target and what is between & beyond it (muzzle control).**

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

**Always keep the firearm unloaded until ready to use.**

**Always treat every firearm as if it were loaded.**

### **Definitions:**

Members: Individuals or family members as defined by the LSA Bylaws, who have paid dues to LSA. Family memberships include immediate family members only (i.e., spouses/partners and children in the household under the age of 18).

Guests: Any non-member invited to use LSA facilities by a member. The guest may only use the LSA facilities once. The person must then become an LSA member to continue using the facilities, unless otherwise approved by an LSA CO or BOD. Members are fully responsible for the actions of their guests.

Visitors: Any non-member may visit LSA without invitation from a member for such special events as may be held at the Rifle Range (e.g., Open House or other LSA sponsored activity). All such visitors must read, understand, sign, and return these SOPs and Liability Waiver and Hold Harmless agreement. Copies of this document are available at the Rifle Range and the main LSA Clubhouse.

Range Safety Officer (RSO): Individuals who are certified by completion of the NRA Range Safety Officer (RSO) course and have been recognized by the LSA BOD, or individuals who have been appointed by the LSA BOD to ensure compliance with the SOPs in force at LSA. They oversee live fire activities on ranges, check and remove any threats or obstacles found on the ranges that are a safety concern, and may demand that shooters lay down their arms and/or leave the property at any time for serious safety breaches.

Indoor Pistol Range: The designated downstairs area in the main LSA Clubhouse. The area consists of a squad room and shooting area, separated by a combination-locked door and walls with windows. The shooting/firing line (that part of the range where shooting benches are placed designated as a Live Fire Activities area) consists of eight shooting ports with benches, each equipped with an auto retrieval target system and individual port light switches. There is a 50' bullet backstop. There are three down-range exhaust fans, a vacuum system in front of the firing/shooting line, and a heated positive make-up air fan located inside the Indoor Pistol Range room on the ceiling against the entrance door wall.

Club Officers: Consists of elected or appointed members of the LSA BOD and the LSA President, Vice President, Treasurer and Secretary.

### **General LSA Safety Rules**

In any unsafe situation observed, the **CEASE FIRE** command (Cease Fire is in effect, stay away from shooting benches and **NO HANDLING FIREARMS**) may be issued by any individual and is not restricted to an RSO or designated range safety officer alone. Notify a CO, RSO, or designated RSO of the situation immediately.

No drugs or alcohol are allowed on the Rifle Range and any Club range at any time. Persons judged to be under the influence of drugs or alcohol may be asked to leave the grounds immediately or reported to local law enforcement.

Smoking is not allowed under any circumstance on the ranges, staging areas (e.g., squad room), in the Clubhouse, or in any other building on Club property. Smoking is only allowed in a designated area outside the range (e.g., smoker's receptacle outside of the Skeet House, smoker's receptacle outside of the Clubhouse, behind the firing line on Rifle Range open-air area).

Disruptive behavior or destruction of Club property may result in the revocation, without appeal, of your membership at the discretion of the LSA BOD, and any damages or injuries will be the sole responsibility of the offending person(s) legally and financially.

Pets must be restrained and under owner's control when any range is in use. Barking dogs are not permitted during shooting and must be removed.

The preferred parking location is the parking area located in front of the Main Clubhouse building.

Range Safety Officers' (RSOs') instructions must be followed on all ranges. Members are asked to notify an RSO or CO of any safety violation they observe. In the absence of an LSA Officer or RSO, the member should take action to ensure safe operating procedures are followed (i.e., politely point out to any user in violation of these rules the nature of the violation, request they stop, and if continued violation occurs, report the incident along with the violator's name, if possible, to the RSO if any or local law enforcement for further action).

On all ranges, eye and ear protection devices are required for all persons present when firearms are being discharged.

**The Indoor Pistol Range will be closed during special events (e.g., youth team practices or Berkshire County Pistol League matches), and a schedule of events will be posted at the Indoor Pistol Range and the LSA website. It is the responsibility of range users to determine range hours prior to using the range.**

## Range Operations

### General:

The LSA Indoor Pistol Range is intended to provide authorized personnel access to a facility where they can enjoy a safe shooting experience while learning or maintaining the proficient use of firearms, and practice both individual and group shooting sports. Authorized personnel can be identified by the presentation of a current membership card or other identification to be determined by the LSA BOD at any time.

### Facilities:

The door leading from the squad room to the Indoor Pistol Range must always be kept locked unless the range is in use. The LSA Indoor Pistol Range will be available at the discretion of the LSA BOD and COs. Shooting is allowed between 7:45am and 9:45pm every day, unless the Calendar and LSA website states the range is closed for any reason or event and shooting at any other time is not

permitted. All shooters must sign in the range logbook and pay the designated range fees as posted by depositing them in the mailbox (located at the far-left corner of the squad room area) BEFORE shooting. The downrange exhaust fan timer switch is located in the squad room to left of entry door just below light switches for shooting room. The vacuum system exhaust in front of the firing/shooting line timer switch is located on the wall to the right of port 8. The heated positive make-up air fan timer switch is located on the center support beam in the shooting room with the timers for the port heat lamps. Each shooter on the range must clean up their port bench, targets, and spent brass and caps prior to leaving the range. Any brass that falls beyond the line of fire must also be cleaned up after a Cease Fire has been called and a Cold Range has been established. ALL firearms must be unloaded, cased, or actions open when taken to and from the firing line.

### Firearms Carry & Handling:

Firearms in a bag or case must remain in the bag or case when transporting them between the parking lot, Clubhouse, and Indoor Pistol Range. Once you have reached your port/firing position, uncase the firearm with the muzzle pointing downrange ensuring the action is open, and only take out magazines and ammunition from the case for the firearm to be shot. Only one shooter is allowed in the port/shooting stall at a time. Only one rifle is allowed in the shooting stall at a time. Only one pistol can be in use and loaded at a time. If a firearm is uncased and not in use, it may be stored with the action open with an Empty Chamber Indicator (ECI) or safety chamber flag on table(s) in shooting room. All firearms must be cleared with actions opened and visible before changing targets. If available, ECIs or safety chamber flags should be used to provide a visual confirmation that a firearm is clear and safe. When you have completed firing, you must clear all firearms and stow them properly in their cases or holster prior to exiting the shooting port and shooting range area. Unauthorized carry is prohibited on LSA property. Those who are carrying a personal pistol concealed must holster their pistol while facing downrange prior to exiting their shooting port. DO NOT UNHOLSTER YOUR FIREARM FOR ANY REASON UNLESS INSTRUCTED BY AN RSO, CO, OR OTHER CLUB OFFICIAL.

### Range Target Requirements:

Only paper, fixed, non-moving targets mounted on the provided port hangers may be used. Use of any other target material or target placement is strictly prohibited. Steel and/or alternative target systems may be used only under the direct supervision of an LSA Certified RSO and/or during LSA sanctioned events, and shooters are not permitted to bring their own steel targets to shoot at any LSA range. Purposely placing and shooting at targets on the ground or the half wall forward of the firing/shooting line inside the shooting range will not be tolerated. Anyone doing so will be asked to leave the LSA Indoor Pistol Range immediately and may face suspension and/or revocation of their membership, and any damages or injuries will be the sole responsibility of the offending person(s) legally and financially. Only one shooter's target is allowed per target hanger.

## **NEVER SHOOT AT THE GROUND!**

### Authorized & Prohibited Firearms/Ammunition:

The LSA Indoor Pistol Range is intended primarily for handgun/pistol and rifle use (i.e., single projectiles only – no birdshot or buckshot). All pistols/handguns chambered for calibers up to .44 magnum are allowed. Rifles or T/C Contenders (or other pistol/rifle combinations) chambered for .22 long rifle only are allowed. All air rifles and air pistols are allowed. Pistol Caliber Carbine (PCC), short-barreled rifle (SBR), and shotgun use is prohibited on the Indoor Pistol Range. .17 HMR or .22

magnum are not allowed on the Indoor Pistol Range. Black Powder firearms are prohibited. No shooting outside of the immediate port area or forward of the designated firing/shooting line is permitted at any time or in any circumstance. Tracer ammunition (any ammunition containing flammable substances which are designed to travel along the path of the fired projectile to illuminate its path to impact) and Armor-Piercing ammunition (a projectile or projectile core which may be used in a firearm and which is constructed entirely, excluding the presence of traces of other substances, of tungsten alloys, steel, iron, brass, bronze, beryllium copper, or a combination of tungsten alloys, steel, iron, brass, bronze, or beryllium copper) is prohibited. **WARNING: Use of tracer or armor-piercing munitions may result in damage, injury or death, and the responsible shooter will be held accountable both legally and financially for any damages resulting from the use of prohibited munitions.**

**Fully automatic firearms (firearms that are capable of firing in multi shot bursts, or continuous fire by holding the trigger in the rear position) and/or 'machine guns' are prohibited on all LSA ranges.** To maintain safe range standards, simulated fully automatic fire, including, but not limited to mag dumps (e.g., rapid fire or firing more than two shots in a one second period), bump firing or bump firing devices (e.g., Slide Fire), trigger cranks (e.g., GatCrank), and binary or auto-reset triggers are prohibited. Shooters are always required to maintain controlled fire (i.e., loaded firearms pointed downrange with barrel horizontal at all times, only firing into your lane, one shooter's target being posted and fired at each port); uncontrolled firing (i.e., firing from the hip, any type of firing in which the firearm is not aimed by having the shooter's eye aligned with the firearm sights and the sights aligned with an approved target) is forbidden. Disregard of these rules will not be tolerated, and violation will be reason for membership suspension or revocation at the discretion of the LSA BOD and in accordance with the LSA Bylaws, and any damages or injuries will be the sole responsibility of the offending person(s) legally and financially.

#### Range Commands:

See attached Appendix A "Range Commands."

#### Authorized Personnel:

LSA Members – Members, in good standing, have access to the Indoor Pistol Range in accordance with the procedures set forth in this SOP and LSA Bylaws. Shooters under the age of 18 must be supervised by a properly licensed Club member over eighteen (18) years of age. The minimum age to shoot on the Indoor Pistol Range by oneself is 18 for rifle and 21 for handgun/pistol, or in accordance with federal and state laws.

Non-Profit Organizations – Organizations such as 4-H, Boy Scouts, Girl Scouts, etc. may be granted permission for exclusive use of the LSA Indoor Pistol Range at the discretion of the LSA BOD and/or Officers.

Law Enforcement Organizations – **All officers using the LSA Indoor Pistol Range must always sign in.** Officers are not required, but are encouraged, to pay the appropriate range fees. All Indoor Pistol Range rules and procedures apply. Exclusive Indoor Pistol Range access may be granted at the discretion of the LSA BOD and/or LSA Officers. Please note, Lee Police have full access to all LSA ranges. **A designated officer in charge of qualifying Lee Police may bring officers to the Club for qualification and is responsible for qualifying officers to meet SOP standards.** Other Police Departments may make application to the Club to qualify officers. Any Police Department making application will be subject to a fee (assessed per officer) to be determined by the LSA BOD.

The fee will entitle the Police Department to use the LSA Ranges for qualification of their offices for (1) one year from the date of acceptance. The Designated Officer must attend a range orientation. He/She is responsible for Officers Qualifying to meet Range SOP standards and must accompany them on the range during qualification. An RSO must be present for range usage in this circumstance. The LSA BOD requires that the Police Department give the LSA Club President at least a three week notice of qualification intent, which will only be granted if the range has not been booked for a previous activity. Please note, a person's or organization's authorization to use club ranges may be suspended for not complying with the Range SOPs. Any member whose authorization has been suspended can be expelled from the Club in accordance with the Club Bylaws.

#### Personal Responsibilities:

All Indoor Pistol Range users are responsible for safety, their own actions, and any personal property brought to the range. Individuals using the range shall become familiar with the safety rules and SOPs prior to using the range. All users are required to abide by and politely enforce the rules and procedures set forth herein. It is the responsibility of range users to determine range hours prior to using the range.

LSA Officers are responsible for assuring all new LSA members receive a safety briefing before using LSA facilities, which may be one or any combination of a safety video, in-person briefing, or formal classroom training. The amount of training will be determined by the RSO or CO giving the safety briefing. Also, LSA Officers are charged with enforcing and maintaining this SOP and LSA Bylaws in order to maintain a safe shooting environment.

Range Safety Officers and LSA members are responsible for inspecting the Indoor Pistol Range prior to use to ensure the range is safe and within the standards of this SOP. They also oversee all live fire activities and ensure that all Club rules and SOPs are enforced.

#### Safety Plan & Emergency Procedures:

All members and guests using or visiting the LSA Indoor Pistol Range will be given a standard safety briefing. Depending on the situation, the briefing may be given orally or in writing.

#### First Aid Kits:

First Aid Kits designed for minor injury will be maintained at all Club Ranges.

#### Personal Hygiene:

Due to high levels of lead usually associated with ranges, members and guests are advised to refrain from eating or drinking while on the range and always wash their hands and face with appropriate soap and water after using the Indoor Pistol Range. Change and wash clothing after shooting or gun cleaning to minimize exposure to airborne particulate lead or solvent and cleaning product residues. Nursing or pregnant women are advised not to use or visit the Indoor Pistol Range.

#### First Aid/CPR Training:

All Club members, especially members acting as an RSO at special events, are encouraged to obtain First Aid and/or CPR and/or AED training.

## Emergency Communications:

A telephone is available in the LSA Clubhouse. All Club members and RSOs are encouraged to have a cellular phone readily accessible for immediate use.

## Emergency Procedures:

Keep in mind, an emergency could be a weather as well as a medical emergency. In case of an emergency, the RSO, Club member, or guest should execute the following procedure:

The RSO, Club member, or guest must determine if 911 should be called. If the injured person is capable, he/she should also have input to this decision. For example, a minor cut or scrape does not require 911; however, a broken arm or leg may require 911. 911 should be called anytime someone loses consciousness.

1. Take charge of the situation.
  - a. Call a "Cease Fire," have everyone unload and stay in place.
  - b. Evaluate the situation.
  - c. Designate helpers, if necessary.
2. Act
  - a. Seek shelter during a storm.
  - b. Start applying First Aid and/or CPR, if necessary.
  - c. Assign someone to call 911, if necessary (NOTE: When calling 911, always describe injuries as "trauma," etc. as stating the injury is firearms-related may delay EMS response).
  - d. If necessary, send someone to meet the ambulance at the main gate or road entrance.
3. Document the Incident
  - a. Take notes or appoint someone to take notes.
  - b. Have everyone write down what they saw.
  - c. Take pictures if possible.
  - d. File any required reports.
  - e. Notify the President of the Lee Sportsmen's Association.
  - f. Notify the local authorities if the emergency is a trauma (e.g., gunshot wound), this is required by law.

## Appendix A

### Range Commands

Range commands will be given by the Range Officer (RO), Range Safety Officer (RSO), Club Officer (CO), or other individual tasked with conduction of range activities at any given time. Most often, range commands will be used during training or competitive events. All Indoor Pistol Range users should familiarize themselves with these commands so they understand what actions are expected of him/her/them should a situation arise where range commands must be used.

- **“CEASE FIRE”**

Stop all firing. All shooters shall open the bolt/cylinder, clear the chamber, remove the magazine/unload the cylinder, slides back and lay the firearm down with the bolt/cylinder open with empty chamber indicators (ECIs) in place, all guns on the bench with muzzles pointed downrange and wait for further instructions.

- **“MISSFIRE”**

To notify the RSO and other participants that a round did not fire when the trigger was pulled and to alert other shooters along the line that a hazardous condition may exist.

- **“ALL SHOOTERS TO THE LINE” or “SHOOTERS TO THE LINE” or “RELAY #\_\_ TO THE LINE”**

To tell shooters to take their assigned place at their firing point and prepare to fire, but do not load.

- **“THE PREPARATION PERIOD STARTS NOW”**

To get shooters into position to prepare to begin shooting. Get comfortable, adjust your position, make sure you are on the correct side of the port, put on eye and ear protection, load magazines, gun handling is permitted but gun must be unloaded, make any final adjustments and prepare to load.

- **“YOU MAY PICK UP YOUR FIREARM”**

To prepare line for firing. Shooter will pick up their firearm, sight in on the target, make any final adjustments and prepare to load.

- **“LOAD AND MAKE READY”**

To notify the shooters that they may load their first round. Shooters will load their first round and keep finger off the trigger and stand ready for the next command.



- **“IS THE LINE READY?”**

To determine if all shooters along the line are ready. All shooters NOT ready should indicate their status to the RSO. Sufficient time will be allowed for the shooter to complete his/her preparation.

- **“READY ON THE RIGHT?”**

To declare that the shooters have indicated they are ready on the right side of the range. Any shooter not ready at this command may choose to either alert the RSO that he/she is not ready to complete the process of getting ready before the final command has been given.

- **“READY ON THE LEFT?”**

To declare that the shooters have indicated they are ready on the left side of the range. Any shooter not ready at this command may choose to either alert the RSO that he/she is not ready to complete the process of getting ready before the final command has been given.

- **“READY ON THE FIRING LINE?”**

To notify all shooters that the range is about to be under live fire and that if anyone is not ready at that point, he/she should notify the RSO; otherwise await the next command. Shooters simply wait the next command.

- **“COMMENCE FIRE” or “HOT RANGE”**

To declare the range formally open for live fire. The shooters may commence the prescribed course of fire.

- **“COLD RANGE”**

To inform the firing line that the range is safe. The RSO is telling all shooters that all guns are unloaded and have been made safe.

- **“CARRY ON” or “AS YOU WERE”**

Means to proceed with whatever was being done before the interruption occurred, or to disregard the previous command just given.

- **“REFIRE”**

Please note a competitor is only allowed one (1) misfire per match to be refired.